



# VOLUNTEERING FOR TCO

*Tap Cancer Out tournaments would not be made possible without the support of our wonderful volunteer staff! We are so grateful to those individuals that raise their hand to help as we visit each city.*

*This manual is meant to help you understand more about your role as a volunteer, answer any question and ensure you are prepared for the day!*

*Sincerely,*

*The TCO Team*



TAP CANCER OUT

# VOLUNTEER ROLES

There are a variety of roles to be filled at a Tap Cancer Out tournament. On average, we need 30-40 volunteers to ensure our events run smoothly and on-time.

While we can't guarantee you a specific job when you first sign-up, we ensure that you are properly trained and prepared for your role and you should not feel nervous!

There is no BJJ experience required. We do ask that you treat each of our competitors, coaches, parents and refs with respect and ensure that they have a good time at your event.

## VOLUNTEER ROLES INCLUDE:

- *Ring Coordinator*
- *Scoreboard Manager*
- *Podium Manager*
- *Merchandise*
- *Competitor Check-in*
- *Ring Runners*





# RING COORDINATOR

As a ring coordinator, you will be responsible for the brackets that are being called to your ring and ensuring that the matches run smoothly. This may include:

- Ensuring the correct competitors are present at your ring and competing at the appropriate time.
- Properly tracking the matches with wins/losses as well as method of win (submission, points, advantage, etc).
- Maintaining control over your ring and its surrounding areas
- Physically bringing brackets and competitors to the podium for their medals

# SCOREBOARD MANAGER

Scoreboard managers use our Smoothcomp software to track the points and time for each match, based on the referees signals. This may include:

- Tracking points earned per competitor
- Starting/stopping clock
- Properly selecting winners and method of win
- Properly saving matches



## IMPORTANT NOTE

*There will be training for Ring Coordinators and Scoreboard Managers before the tournament begins. Everyone will have a strong understanding of their role as well as support from the TCO staff as needed.*



## PODIUM MANAGER

Podium Managers assist with the medal ceremony for each bracket. This may include:

- Ensuring the proper competitors are there to receive their medals
- Award each competitor with the appropriate medal based on the results
- Replenish medals at the table as needed
- Hold onto all bracket results and deliver to TCO staff at the end of the event

## MERCHANDISE

Tap Cancer Out has a large merchandise table set-up at each event and volunteers will help with sales throughout the day. This may include:

- Locating size/styles of items for customers
- Helping fundraisers redeem their fundraising perks
- Processing credit card transactions via Square
- Maintaining a tidy area and replenishing samples on the table
- Inventory overview at the end of the day





## COMPETITOR CHECK-IN

Check-in is typically managed by a TCO staff member but volunteers often support throughout the day. This may include:

- Handing out t-shirts to competitors as they walk in
- Manage spectator ticket sales and credit card transactions
- Check-in competitors (once trained on Smoothcomp software).

## RING RUNNER

As brackets are called, they are assigned a ring. The physical printed brackets need to get to the ring. The Ring Runner is often there to get all the brackets to their appropriate mat location. This may include:

- Supporting bracketing staff and physically delivering brackets to ring coordinators
- Supporting ring coordinators by bringing completed brackets to the podium
- Additional support needed from TCO staff



# EXAMPLE TIMELINE

Times are approximate and will vary per event.

8:00- 8:30 AM

## ARRIVE

You'll be given an arrival time for your event, typically no later than 8:30 AM

9:00 AM

## TRAINING

Around 9 AM you'll get your assignment and attend training.

12:30 PM

## LUNCH

Lunch will either be brought around or you'll grab it from the volunteer area when available.

TIME TBD

## BREAK DOWN

All volunteers are expected to help breakdown.

8:45 AM

## CHECK-IN & WEIGH-IN

You'll check in at the front table and be directed to your Volunteer Coordinator. If you are competing, please weigh-in at this time.

10:00 AM

## TOURNAMENT STARTS

The tournament kicks-off on time and divisions are immediately called to their rings.

TIME TBD

## TOURNAMENT ENDS

End times vary depending on the event.

TIME TBD

## DAY ENDS

End times vary depending on the event.

# VOLUNTEER PERKS

As a thank you, TCO offers a few different perks for volunteers:

For those who are competing or has a child competing, the entry into the tournament will be refunded, provided you stay for the full day.

For those who are not competing, a \$50 credit to the merchandise table will be issued at the end of the event/

If you are a competitor who fundraised over \$250, and therefore earned free entry, you will also receive a \$50 credit to the merchandise table at the events end.

We also provide all volunteers with a red volunteer t-shirt, which you get to keep.



# IMPORTANT DETAILS

## VOLUNTEERS WHO COMPETE

You will be allowed to step away to warm up and compete and/or watch your child compete. When you are done, you will be expected to return to your role in a timely manner.

## LUNCH

Provided a venue allows us to bring outside food, we will provide lunch for our volunteers. We will also have water and snacks available throughout the day. You are welcome to bring additional food/drink.

## CODE OF CONDUCT

Volunteers are viewed as an extension of the main TCO team and need to act as such. All volunteers are to treat competitors, coaches, parents and other volunteers with respect and kindness.

**VOLUNTEERS  
WHO COMPETE  
FOR FREE  
MUST STAY THE  
FULL DAY.**

**THIS INCLUDES  
BREAKDOWN.**

