

Dear Officials, Coaches and Volunteers,

Thank you for taking the time to be at our 2019 Jingle Bell Challenge!

**Section Chiefs:**

We are requesting that all our chiefs attend the coaches meeting at 8:15 am and please arrive 15 min. prior the meeting so you'll be able to set up the equipment like the electronic lap counter etc... Please pick up your packets at the registration table then head up to the meeting. In the packets are badges and a list of people that will be working with you. Please wear your badges so you will be able to have access to our break room. At the end of the day please collect your team's official badges.

**Coaches:**

Space will be located on the player's bench area #1. It will be tight because we have to manage all the different officials for the meet so we ask that unless you have a skater in the race please go the designated coach area just before the player's bench. Please let your athletes know that after each race they will receive a ribbon for that race. Also you can sign up skaters who are BCWG eligible to race either a 1500m race or 400m (you can choose only one). Please sign up in the recording room by 9:00am.

Here is the order of events of the day:

7:45-8:15 am	Registration – pick up info packets
Officials & Coaches meeting	8:15 am
<b>Warm Up</b>	
Santa Division 1	8:15-8:25
Candy Cane Division 2	8:25– 8:33
Reindeer Division 3	8:33-8:41
Jingle Bell 4	8:41-8:49
<b>Ice Clean</b>	<b>8:50 to 9:10</b>
<b>Racing</b>	
Racing	9:10 AM to 1:00 PM

There should be enough time during the ice clean to have time for hot drink and snacks throughout the day. This is a half day meet so there will be no lunch but should be plenty of food throughout the morning. We will do our best to bring food rink side but there should be enough time to leave the rink for a break.

Outlined below are the times of when and where the volunteers should meet their chiefs/mentors in the morning. The chiefs will hand out the badges you will need for the day. Remember this badge will let you into the break room. Please dress warm if you are participating in activities at the rink. Attached to this paper is a rink diagram so that you know where everything is.

6:45AM	<b>Mat &amp; Set Up Crew</b> – meet Kyle Ludeman & Mae Shupe at arena 2 – set up mats, marshalling chairs & floor mats.
7:15 AM	<b>Registration &amp; Hospitality Team</b> – meet Michelle Ludeman at the Registration Table
7:45 AM	<b>Recorder Team</b> – meet Shelley Abbott in the little room outside of the rink area by the drinking fountain outside the first set of doors into arena 2 ( <i>Runners can arrive at 8:15AM</i> )
8:10 AM	<b>First Aid</b> – meet with Mae Shupe in lobby of Planet Ice
8:15 AM	<b>Track Stewards and Water Managers</b> – meet Robert McLennan and Jason Daniels doors by the Zamboni
After Coaches meeting approx. 8:45 AM	<b>Starters</b> – meet Maurice Legros in players benches area #2 on the south side of the rink
	<b>Place Judges</b> – meet Gloria Bolland player bench area #1 where you will pick up your clipboard, pencils and place judge sheets
	<b>Awards Judges</b> - meet at the player bench #1 next to the Place Judges on south side of rink
	<b>Timers</b> – meet Allison Mackay players player bench #2 area the south side of the rink
	<b>Lap Counters</b> – meet Owen Smith on the south side of the rink beside the electronic counter in the player's bench area #2
	<b>Announcer</b> – Regan Custance will be in the score keeping area near the penalty box on the north side of the rink. The Microphone should be in the drawer
	<b>Heat Box / Clerk of the Course</b> – Assistants Guard Runners & On Door personnel meet at the On Door area and report to Cristin Tyler

Thank you again all of you for helping and together I hope we can make this a great meet for all the skaters participating!

Mae Shupe  
Meet Coordinator

## 2019 JBC Volunteer list

### Meet Coordinator

Mae Santiago-Shupe

### Chief Referee

Kristina Kriek

Amanda Lenard

Stuart Gibbs

### Chief Starter

Maurice Legros

Paul Jensen

### Chief Recorder & Runners

1. Shelley Abbott
2. Janet Lakusta
3. Thomas McLennan
4. Brendan Carr
5. Janet Smith
6. Pat Coons
7. Louis (PR)
8. Andi Nelson (PR)

### Chief Lap Counter

1. Owen Smith
2. Kyle Ludeman (mentor)
3. Katherine O'Neill

### Chief Place Judge

1. Gloria Bolland
2. Jenna Spink
3. Sara Connell
4. Robal Chauhan

### Ribbon and Award

1. Jacques Chassay
2. Kate Onos

### Chief Timer

1. Allison Mackay
2. Scott Shupe
3. Annabelle Green
4. Ramanjit Chauhan
5. Brian Holt
6. Ben Tyler

### First Aid Coordinator

1. Lucas Nash
2. Greg Sales

### Off Door

1. Kyle Ludeman

### Clerk of the Course/Heat Box Steward

1. Cristin Tyler
2. Catalina Shupe
3. Darwin Havelka

### On Door

1. Rohann Chassay

### Announcer

1. Regan Custance

### Guard Runners

1. Courtney Proud – daughter
2. Sophia Daniels – daughter
- 3.

### Chief Track Steward

1. Robert McLennan
2. Adam Abbott
3. Jared Bolland
4. Cainon Connell
5. Daniel Lakusta
6. Hana Hoffman
7. Katherine Brynjolfson

### Water Managers

1. Jason Daniels
2. Paul Stark

### Registration Table

1. Michelle Ludeman
2. Danielle Prior
3. Glenda McMurry

### Hospitality & Fundraising

1. Michelle Ludeman
2. Chereen Lehmann
3. Glenda McMurry
- 4.

### Set up (will be 1.5 hours before warm up)

1. Kyle Ludeman
2. Paul Stark
3. Jason Daniels
4. Scott Shupe
5. Jacques Chassay
6. Rob Prior
- 7.