



# SEPAK TAKRAW ASSOCIATION OF CANADA

PO Box 24101, RPO Broad St Regina, SK S4P 4J8 Canada  
 Phone/Fax: (306) 584-8778 Email: [stac@takrawcanada.com](mailto:stac@takrawcanada.com)  
 Web Site: [www.takrawcanada.com](http://www.takrawcanada.com)

## 2023 CANADIAN OPEN SEPAK TAKRAW CHAMPIONSHIP – VOLUNTEER TIMES

University of Regina, GYM 2, 3737 Wascana Parkway, Regina SK

September 2, 9:30 a.m. – 5:00 p.m.

September 3, 9:30 – 2:00 p.m.

### VOLUNTEER JOBS

Volunteer Coordinator	Recruit volunteers to fill all the jobs needed, create a schedule when & where they are working; then let them know where & when they will be working, so they confirm	Starting well before event, then on site	1
Sponsor Coordinator	Approach potential Food, T-shirt, Prize, & Transport. Sponsors; STAC office will assist with letterhead, Letter templates, etc.	1 person plus a couple helpers, pre-event	1
Media Liaison	Send out Media Releases (pre-event & during) / Final Results	1 person	1
Billet Homes AND/OR A facility that can let players sleep there	Ideally, 1 or 2 billet homes per out of province Teams (3 - 6 people). If possible, also provide transportation to the tournament site ... most Asian-Canadian teams from other cities will likely arrange/prefer to stay in homes of their friends (who often are other players in host city).	Get them to and from tournament drop-off and pick up point.	2 – 4 homes (?)
Drivers	To be available to run errands, pick up food, etc. at event	1 at a time, 4-hr shifts	2
Site Committee & Signage  Set up & Take Down	Set up: the courts for the event (2-4 tournament courts); marking the centre lines, serving circles and quarter circles with line tape; setting up poles and nets; putting up sponsors' banners surrounding the court areas; preparing the PA system; setting up spot for opening entertainments, speeches, announcements, etc.; make sure all equipment needed is ready & in place.	Set up: <u>Morning of event</u> (8:00-10:00 am)  Take down: <u>End of 2<sup>nd</sup> day of event</u> (1:30-2:00 pm)	4-6
Information, Equipment & Merchandise Booths (STAC)	These volunteers will greet people at the door and take donations (in lieu of tickets), run an action video/s, give out information about Sepak Takraw, sell Takraw balls & nets and other merchandise such as T-shirts, shoes, key chains from a booth set up throughout the event.	2 working at the same time in 4-hour shifts during the event	4
Greeters	Show spectators to seating	2, in 4-hour shifts	4
Photographer	A photographer will be asked to take pictures. STAC retains all rights to the pictures and keeps digital copies. ... edited pictures shall be put onto a disc/memory stick for (STAC will supply the disc/stick if necessary).	get close-up action shots of each team in tournament, then especially the finals.	1-2
Camera person to take videos	Take videos during the tournament, for Facebook live, of which highlights could potentially be put on Website and/or You Tube.	get footage of each team, then finals	1-3
Announcer/DJ	Announce players/teams participating in each match; Announce winners and scores after each match; Thank sponsors; Encourage spectators to visit the STAC Booth; Invite spectators to try Sepak Takraw at designated times or run contests (if applicable); play music at breaks, etc.	1 person or 2 persons alternating shifts during event.	1-2



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Score Board Keeper	At the corner or side of each court will be a score board or a table with score cards. The Score Board Keeper must add on the appropriate number card for the appropriate team each time the Referee announces a "Point" at the end of each rally during a match.	1 per court during event, 4-hour shifts, for 2 courts (double this if 4 courts)	4
Line Judge	The Line Judge stands out from the corner of court and judges whether or not the ball hit outside the court boundary line or on the line/inside the court. (Even if just the shadow of the ball is over the boundary line, it would be ruled in.)	2 per court, 2-4 courts, so max. 8 line judges plus 2 spares to rotate in (giving others a break)	6, 8, or 10
Tournament Convener	The Tournament Convener and his/her Committee will set the rules & regulations for the tournament and monitor the matches to ensure they are on schedule - Convener shall also be Chair of the Jury of Appeal.	Pre-event planning and on sight during event	1
Jury of Appeal	A committee of officials from 4 different cities or provinces represented, familiar with all aspects of Sepak Takraw, plus the Convener, who will chair the jury. If any question or dispute arises, they shall deal with it.	On sight during event	4
Referees	Need to be trained Referees, and training can also be scheduled prior to event.	1/court, plus 1 spare (to rotate in), 2-4 courts during event	3-5

## **VOLUNTEER REGISTRATION (necessary for insurance):**

### 1. **Contact Information:**

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_  
 Full Address: \_\_\_\_\_  
 Home Ph: ( ) \_\_\_\_\_ Work Ph: ( ) \_\_\_\_\_ Cell. Ph/Other: ( ) \_\_\_\_\_  
 Fax ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Birth Date (dd/mm/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age: \_\_\_\_\_ Gender: M / F

### 2. **Volunteer Job You Wish to Register for:**

1<sup>st</sup> Choice \_\_\_\_\_ Day/s: \_\_\_\_\_ Times: \_\_\_\_\_  
 2<sup>nd</sup> Choice \_\_\_\_\_ Day/s: \_\_\_\_\_ Times: \_\_\_\_\_

### 3. **Comments:**

\_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 4. **Recommend Another Contact for Volunteering:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_