**COORDINATOR AND VOLUNTEERS**

**ROLES AND RESPONSIBILITIES**

**COORDINATOR**

A coordinators main job is to make sure the smooth functioning of the event that he or she is in charge of.

**ROLES AND RESPONSIBILITIES:**

* To get the inventories required for the event from the inventory in charge and return the inventories once the game finally gets over.
* To inform the HSV desk to make kids assemble 15 minutes prior to starting time of event. \*\*
* Have your own copy of score sheet, rules sheet, inventory list of your event.\*
* Be there throughout the event.
* Assist your volunteers throughout the event.
* Once the event gets over prepare winners list and get the list validated and get the kids to price distribution area.\*

**VOLUNTEER**

A volunteer in charge of an event has his or her own assigned roles. He needs to make sure he assists his team throughout the event.

**ROLES AND RESPONSIBILITIES:**

**Participant in chare roles:**

* Get the participant list from your coordinator
* Check if the participant in your list has assembled 15 minutes prior to the starting time of the event. \*\*
* Check the tags of kids alongside with the participant list on hand.
* Take care of the inventories used throughout the event.\*
* Be aware of the rules of your game.\*
* Once the event is over assist the coordinator in charge by preparing the winners list and taking kids to price distribution.\*

**Score sheet in charge rules:**

* Assist the referee throughout the game by helping him in put the score sheet.
* Be aware of all game rules.\*
* Stick to referees decision always. \*\*
* Help your fellow volunteer whenever they need help.

\*important

\*\*very important