

Competition Coordinator

Role: The Competition Coordinator is responsible for overseeing all aspects of the competition. Tasks will vary year to year, but generally include: working with the LS office to book pool space and coordinate the competition, event promotion, resource development, volunteer recruitment, organizing meetings for competition staff and coordination during the competition.

Experience: Competitor, event coordinator and/or judging experience, Official Level 1, planning and organization skills, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: 100+ hours prior to competition, present during competition.

Assistant Competition Coordinator (if possible)

Role: The Assistant Competition Coordinator will assist the Competition Coordinator with all of his/her tasks. Tasks will vary year to year, but generally include: volunteer recruitment, attending meetings prior to the competition, helping to gather props, assisting with communication between competition staff and coordination during the competition.

Experience: Competitor, event coordinator and/or judging experience, Official Level 1, planning and organization skills, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: 50+ hours prior to competition, present during competition.

Volunteer Coordinator

Role: The Volunteer Coordinator is responsible for recruitment and organization of volunteers for the competition. Tasks include: recruitment of volunteers through posters, social networking, email and word of mouth, assigning volunteer roles based on knowledge and skills, maintaining volunteer contact lists, coordination of volunteers during the event.

Experience: Planning and organization skills, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: 30+ hours prior to competition, present during competition.

SERC (Simulated Emergency Response Championships) Coordinator

Role: The SERC Coordinator is responsible for overseeing the simulated emergency response events. The SERC coordinator will assist the Water Rescue, First Aid and Priority Assessment Coordinators in the planning of their events. Tasks include: advising on event planning, reviewing situations and victim types, helping to gather props, attending competition planning meetings, coordination during the event.

Experience: SERC event coordination experience, Official Level 1, planning and organization skills, communication skills, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: 20+ hours prior to competition, present during competition.

Water Rescue Event Coordinator

Role: The Water Rescue Event Coordinator is responsible for planning the Water Rescue Event. He/she will work together with the SERC Coordinator. Tasks include: planning water rescue event, volunteer recruitment, attending planning meetings and communicating with SERC Coordinator and Competition Coordinator.

Experience: Competitor and/or judging experience, NLS Instructor certification, Official Level 1, planning and organization skills, communication skills, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: 20+ hours prior to competition, present during competition.

First Aid Event Coordinator

Role: The First Aid Event Coordinator is responsible for planning the First Aid Event. He/she will work together with the SERC Coordinator. Tasks include: planning first aid event, volunteer recruitment, attending planning meetings and communicating with SERC Coordinator and Competition Coordinator.

Experience: Competitor and/or judging experience, NLS Instructor certification, Official Level 1, planning and organization skills, communication skills, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: 20+ hours prior to competition, present during competition.

Priority Assessment Event Coordinator

Role: The Priority Assessment Coordinator is responsible for planning the Priority Assessment Event. He/she will work together with the SERC Coordinator. Tasks include: planning priority assessment event, volunteer recruitment, attending planning meetings and communicating with SERC Coordinator and Competition Coordinator.

Experience: Competitor and/or judging experience, NLS Instructor certification, Official Level 1, planning and organization skills, communication skills, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: 20+ hours prior to competition, present during competition.

Physical Events Coordinator

Role: The Physical Events Coordinator is responsible for planning the physical events for the competition. He/she will work with the Competition Coordinator and the Equipment Manager. Tasks include: selection of physical events based on pool, creating heat sheets, organizing judges, time keepers, marshals and other volunteers during competition.

Experience: Competitor and/or judging experience, Official Level 1, competitive swimming experience, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: 20+ hours prior to competition, present during competition.

Head Judge/Referee

Role: The Head Judge/Referee is responsible for assuring that the Manitoba Lifeguard Championships follow the standards set out by Lifesaving/Sauvetage Canada and the Canadian Competition Manual. Tasks include: leading judges meetings, responding to competition inquiries, overseeing judging of all events, making decisions based on the Canadian Competition Manual.

Experience: Official Level 1 (minimum), understanding of the Canadian Competition Manual and its standards, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: 5 – 10 hours prior to competition, present during competition.

Head Tabulator

Role: The Head Tabulator is responsible for overseeing tabulation during the competition. Tasks include: preparing the tabulation document, coordinating tabulation staff, assisting with data input, verifying final results.

Experience: Knowledge of Excel or Numbers spreadsheet software, experience with data input, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: 5 hours prior to competition, present during competition.

Head Marshal

Role: The Head Marshal is responsible for supervising the marshalling duties throughout the competition. Tasks include: coordinating lock-up security, assigning duties to marshals, and assisting equipment manager with materials.

Experience: Organization skills, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: 1 – 2 hours prior to competition, present during competition.

Equipment Manager

Role: The Equipment Manager is responsible for gathering and organizing equipment and props for the competition. Tasks include: gathering equipment, organizing equipment, arranging for equipment transport to and from the office, coordinating equipment use and care during the competition.

Experience: Organization skills, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: 5 – 10 hours prior to competition, present during competition.

Safety Officer

Role: The Safety Officer is tasked with checking safety conditions before and during the competition. The Safety Officer may also hold another role during the competition.

Experience: Competitor and/or judging experience, Lifesaving and/or NLS Instructor certification, Official Level 1, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: 2 – 3 hours reviewing procedures and facility, present during competition.

Judges

Role: During the physical events, judges are responsible for monitoring adherence to event rules. During the SERC events, judges are responsible for scoring competitors on their performance.

Experience: Depending on availability of qualified judges, the following experience criteria will be used in the selection of judges: NLS Instructor certification, Lifesaving First Aid Instructor certification, competitor experience, competition volunteer experience, Official Level 1, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: Attending an official's clinic prior to competition, present during competition.

Tabulators

Role: Tabulators are responsible for totalling the scores throughout the competition. Tasks include: totalling judging sheets, computer data entry, checking judging sheets for irregularities.

Experience: knowledge of Excel or Numbers spreadsheet software, experience with data input, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: present during competition.

Marshals

Role: Marshals will report to the Head Marshal and are responsible for duties such as: lock-up security, event security, registration table duties, and event set-up and event take down.

Experience: knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: present during the competition.

Runners

Role: Runners will assist with the moving of equipment and running of judging sheets between teams along with other assorted tasks.

Experience: knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: present during the competition.

Time keepers

Role: Time keepers will time swimmers during the physical events and will time situations during the SERC events.

Experience: knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: present during the competition.

Victim Simulators

Role: To simulate victim types during emergency response simulation events. Tasks include: acting out a scenario, simulating victim types, wearing makeup, using props.

Experience: willingness to wear makeup and act, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: present during the competition.

Social Coordinator

Role: The Social Coordinator is responsible for organizing a social event following the competition. The Social Coordinator will work together with Manitoba Branch staff to book and organize a social event.

Experience: Planning and organization skills, enthusiastic attitude, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: 10+ hours prior to competition, present during social event.

Master of Ceremonies (if possible)

Role: The Master of Ceremonies will provide commentary and announcements during the physical and SERC events.

Experience: Public speaking skills, knowledge of the Lifesaving Society and its mission, knowledge of lifesaving sport.

Time commitment: 1 – 2 hours prior to competition, present during competition.