



Banff Lake Louise Housekeeping Olympics

May 28, 2026 | Fenlands Recreation Centre, Banff AB

Volunteer Duty Descriptions

If you have any questions or concerns during your volunteer shift, please locate one of the following event organizers:

Melanie Brehon

BLLHA Team Member & HKO Coordinator

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Nathan Adair

Head Volunteer and Games Coordinator

Sarah Pearson

BLLHA Team Member

Jenn Porter

BLLHA Team Member

GREETER: This position directs traffic at the entrance to the venue. As teams, spectators and volunteers arrive, the Greeter will direct them where to register, any special instructions, and how to access the BBQ buffet once it opens.

BUFFET TEAM LEAD: Responsible for all aspects of the buffet inside and outside the curling arena. Receive and set up food and equipment as it is delivered to the site, assign stations and duties to buffet support team, direct tear down and make decisions regarding any leftover food and supplies. ***Label all equipment and supplies (such as bowls and platters) with the name of the hotel or organization that delivered it, to facilitate the return of said items post-event.***

BBQ TICKET SALES DESK: Stationed at the entrance to the curling arena, where the buffet takes place. Includes ticket sales, handling cash, and providing directions. Sales team will track all ticket sales, provide a head-count of total number of guests

entering the BBQ area (including team members and volunteers), and hand-off cash box to a BLLHA team member prior to shift ending.

BBQ BUFFET SERVICE & TEAR DOWN: Reporting directly to the Buffet Team Lead(s), as food and beverage is delivered to the venue, receive and set up the buffet tables to prepare for the dinner. ***Label all equipment and supplies (such as bowls and platters) with the name of the hotel or organization that delivered it, to facilitate the return of said items post-event.*** Once the buffet opens, this position may include either operating a station (i.e. salads, drinks, desserts) or being assigned to refilling stations as needed, or otherwise providing support where needed. Once the teams and spectators move from the buffet to the arena, the buffet team will tear down the buffet and ready leftover food, equipment and supplies for pickup with assistance from the Buffet Tear Down and Food Rescue volunteers.

ZERO-WASTE (WASTE DIVERSION): This position will report directly to Toward Zero Waste (TZW) staff at the waste station(s) set up throughout the buffet area and arena. You will help guests properly dispose of compost, recyclables, returnables and waste at the direction of TZW.

REGISTRATION DESK (TEAMS): The registration team will check-in teams of 8-10 via each team captain and ensure all team member names match with their signed waiver and registration forms. Ensure team captain understands and has explained the rules & regulations to their team members. Hand out swag bags and give instruction on when and where to line up for the parade of athletes.

REGISTRATION DESK (VOLUNTEERS): The registration team will handle volunteer intake until the last shift start time of 6:00 p.m. Ensure a volunteer waiver is signed and dated by each volunteer, hand out T-shirts as needed, provide instructions on specific assigned tasks, and direct them where to report for duty (i.e. buffet team, waste diversion, judges training etc.).

PARADE OF ATHLETES ORGANIZERS: Set up a staging area (against outside wall of Fenlands), which includes an area designated to each team and their cheer squad. Assign an order for the teams and cheer squads to parade into the arena. Working in concert with the event organizer, the MC, Red Serge, and the Town of Banff's Mayor (or deputy Mayor). This position requires organizing a large number of people – a

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loud voice and superior organizational and management skills will benefit you in this role.

TEAM COORDINATORS: Assist parade of athletes organizers as needed. On hand in arena area to ensure teams are moving through the heats in proper order. Assist with clarifying rules and regulations as needed, and any general questions or concerns from team leads. Assist with judge's training as needed.

RUNNER / FLOOR MONITOR (ARENA): Working with the Head Judges for each event, the event organizer and the scorekeepers, this role involves being on hand to assist during competition heats and running the final scoresheets from each heat to the scorekeepers. Other support for crowd control (keeping competition areas clear of spectators) and miscellaneous troubleshooting may also be involved in this role.

SCOREKEEPERS: Strong computer and Microsoft Excel skills are required for this position. Working as a team of 2, receive scorecards from runners, enter scores in spreadsheet, and display team scores and rankings on the big screen. Strong troubleshooting skills will be an asset. This is a fast-paced role.

HEAD JUDGE (ALL EVENTS): Responsible for ensuring that the judges on their team are familiar with the rules and regulations of that specific event and are comfortable with the timekeeping and/or scorekeeping process. The head judge will ensure that scoresheets are properly completed before being handed to runners to take to the scorekeepers. General management of the competition event and individual heats to which they are assigned. Timekeeping will be done via smartphone as opposed to a stopwatch, so all judges are asked to ensure their phones have a full battery life upon arrival.

JUDGE (ALL EVENTS): Judges will familiarize themselves with the rules and regulations for the competition event to which they are assigned. Reporting directly to the Head Judge for their event, judges will be prepared to keep time and/or record scoring and reset the stations between heats as needed. Timekeeping will be done via smartphone as opposed to a stopwatch, so all judges are asked to ensure their phones have a full battery life upon arrival.

EVENT TEAR DOWN: Closing down and cleaning out registration area once teams and spectators have moved to the arena area. After the awards ceremony at the

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end of competition, assist event organizers with tearing down the competition areas and readying equipment for delivery/pick up.

TEAR DOWN & EQUIPMENT REMOVAL: This position is for the *DAY AFTER* the event. There will be a small amount of equipment remaining for pick-up and/or delivery to various locations around Banff. This position will oversee the pick-up process (linens, A/V equipment), deliver smaller items back to their owners if needed, and ensure that nothing remains at the Fenlands upon departure. This typically takes no more than 1 hour to do, as most items are removed from the site the night of the event.

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