



2012 OVC Basketball Tournament Volunteer Descriptions



Below are the descriptions of the 2012 OVC Basketball Tournament volunteer opportunities. They should assist you in filling out the VOLUNTEER OPPORTUNITIES & VOLUNTEER SCHEDULE sections of the volunteer application. It will give you a better understanding of the responsibilities of the various volunteer opportunities as well as the dates and times that volunteers will be needed in each area.*

- **Backstage Entrance** – Volunteers will distribute media credentials, check-in participating teams/bands/cheerleaders utilizing pass lists and escort these parties to their designated seating areas and locker rooms.
Dates: Feb. 29, March 1, 2 **Times:** 9:00am – 1:00pm / 12:30pm – 5:00pm / 4:30pm – 9:00pm
Dates: March 3 **Times:** 10:30am – 3:00pm / 2:30pm – 6:30pm
- **Media Area** – Volunteers will handle duties as assigned, make copies and run statistics from media area to the media courtside.
Dates: Feb. 29, March 1, 2 **Times:** 11:00am – 4:30pm / 4:30pm – 10:00pm
Dates: March 3 **Times:** 12:00pm – 4:00pm / 3:30pm – 7:00pm
- **Courtside Support-** Volunteers will assist OVC staff with courtside responsibilities such as band/cheerleader management, runner (collects dance team/performance group music and brings to sound booth), promotional activities, and other duties as assigned.
Date: Feb. 29, March 1, 2 **Times:** 10:15am – 4:00pm / 4:30pm – 10:00pm
Date: March 3 **Times:** 11:30am – 3:00pm / 3:00pm – 6:30pm
- **Merchandise Sales-** Volunteers will assist OVC staff in setting up the merchandise booth, tracking and selling inventory, and reconciling total sales. Previous cash handling experience preferred.
Date: Feb. 29, March 1, 2 **Times:** 10:30am – 4:00pm / 4:30pm – 9:30pm
Date: March 3 **Times:** 11:30am – 3:00pm / 2:30pm – 6:00pm
- **Marketing/Web streaming** – Volunteers will assist OVC staff in web streaming efforts and carrying out the YMCA Good Sports recognition program.
Date: Feb. 29, March 1, 2 **Times:** 11:00am – 4:00pm / 5:00pm – 10:00pm
Date: March 3 **Times:** 11:30am – 3:30pm / 3:00pm – 6:30pm
- **Locker Room Coordinator's Assistant** – Volunteers will assist OVC staff in charge of coolers/water/drinks in locker rooms and courtside and refreshing those areas for each game. In addition volunteers would work to make sure teams have enough towels and other items in locker rooms, as needed.
Date: Feb. 29, March 1, 2 **Times:** 9:00am – 1:00pm / 12:30pm – 4:30pm / 4:00pm – 9:00pm
Date: March 3 **Times:** 11:00am – 3:00pm / 2:30pm – 6:30pm

*Volunteer training and walk-through sessions will take place between February 13 and February 22 for all available volunteers. Training/walk-through sessions will take place at Municipal Auditorium in downtown Nashville.

**2012 Ohio Valley Conference
Men's and Women's Basketball Tournament
Individual Volunteer Application**

VOLUNTEER INFORMATION

NAME: _____ **DATE:** _____

ADDRESS: _____ **CITY** _____ **STATE** _____ **ZIP** _____

GROUP/ORGANIZATION: _____

DAYTIME TELEPHONE: _____ **EVENING TELEPHONE:** _____

FAX: _____ **MOBILE:** _____

EMAIL: _____ **SHIRT SIZE (male sizes):** S M L XL XXL XXXL

Please refer to the attached sheet. It will assist you in filling out the **VOLUNTEER OPPORTUNITIES** and **VOLUNTEER SCHEDULE** sections of this application. It includes a description of the various volunteer areas as well as the dates & times that volunteers will be needed in each area.

VOLUNTEER OPPORTUNITIES

Please mark which volunteer area you are most interested in by indicating your 1st, 2nd and 3rd choices. **Every attempt will be made to place our volunteers in their desired area(s). Volunteers will be scheduled on a first come first-serve basis.**

- | | | |
|-------------------------------|-------------------------|--------------------------------|
| _____ Backstage Entrance | _____ Media | _____ Wherever Needed |
| _____ Courtside Support | _____ Merchandise Sales | _____ Locker Room Coord. Asst. |
| _____ Marketing/Web streaming | | |

Comments/Special Considerations:

VOLUNTEER SCHEDULE

If you are willing to volunteer for more than two shifts, please indicate the approximate # of shifts you would be willing to volunteer _____

Please indicate with an "x" only the shifts you would like to work and that you will be available to work. (The matrix below is used to gain a general idea of when you are available. Actual shifts may vary slightly)

	Weds	Thurs	Fri	Sat
March	29	1	2	3
9:00am – 1:00pm				
12:30pm – 4:30pm				
4:00pm – 8:00pm				
7:30pm – 11:30pm				

If under 21, please indicate age _____ (must be 18 to volunteer)

VOLUNTEER PACKAGE INCLUDES:

- Ohio Valley Conference volunteer apparel (to be worn during volunteer shifts)
- Volunteer credential

Please return all copies of completed form as soon as possible (but no later than February 7) to:

Attn: Jennifer Gibbs
Ohio Valley Conference
215 Centerview Drive Suite 115
Brentwood, TN 37027
Phone: (615) 690-6682
Fax: (615) 371-1788
jjgibbs@ovc.org