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| **Red Deer Ringette**  Working Instruction: Friends on Ice Team Representative | | | |
| Location: |  | Owner | RDR Executive |
| Date of Issue | 2019.APR.18 | Revision Cycle | As Required |

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| Revision | Content | Issued/Revised By | Date |
| 0 | Initial Issue | RDR Executive | 2019.APR.18 |
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# Section 1.0 Introduction:

* The Friends on Ice Tournament representative is the point person for information between the team and the Friends on Ice committee. It is highly recommended to have 2 tournament committee representatives to share the load and cover each other in case of holidays or away tournament attendance.

# Section 2.0 Approximate Time Commitment:

* 3 meetings of approx 2 hours each
  + September kickoff meeting
  + October status meeting
  + November status meeting
* General responsibilitie as per below – approx 15 hours total
* Volunteer commitment is complete after the Friends on Ice Tournament is done (generally the first full weekend of January).

# Section 3.0 Responsibilities:

* Attend kickoff meeting as arranged by the Tournament Committee.
* Communicate any tournament information to team members.
* Accept a team “job” to support tournament. This job can be done by others on the team, rep(s) are responsible to ensure it is completed.
* Coordinate the collection of a draw basket item as per minimum value (this can be bought by team, donated by team member or sponsor supplied or a combination thereof).
* Deliver draw basket to the Tournament Committee as per timeline communicated at kickoff meeting.
* Provide team “job” contribution to the Tournament Committee as per timeline communicated at kickoff meeting.
* Act as point person to facilitate all volunteers spots are covered for team duties during tournament weekend as assigned by tournament committee.
* Take part in setup of “Home base” for tournament (historically this has been decorarting Kinsmen Arena).