

# COME TRY RINGETTE

## CHECKLIST: HOW MANY PEOPLE DO WE NEED?

Experience has shown that to successfully run an event with 40 participants, the following jobs need to be filled:

- Greeters – minimum of 6 volunteers
- Registration table – minimum of 2 volunteers
  - One to register participants
  - One to hand out sticks and loaner equipment
- Dressing rooms – minimum of one volunteer per dressing room, plus Lead Instructor. How many dressing rooms you have and the size of the rooms are factors.
- In the stands – minimum of 2 volunteers
- On the benches – minimum of 3 volunteers
- On the ice – minimum of 5 capable assistants, plus Lead Instructor(s)
- After ice drinks and snacks – minimum of 1 volunteer per dressing room
- After ice children’s activities – minimum of 3 volunteers (on-ice assistants can do double duty here)
- After ice parent’s activities / questions/ registration sign-up – minimum of 5 volunteers

A single volunteer can serve multiple functions. For example, a volunteer can be a greeter, then help on the bench, and end their day by handling after ice registration.

With volunteers serving multiple functions, an event with 40 participants will require a minimum of 8 adult volunteers and 5 capable youth volunteers, to handle a registration of 40 participants.

Obviously, the more help you’ve got, the easier and the more smoothly your event will run.

- Checklist: Event Timeline
- 15 Great Ways to Promote Your Event
- Checklist: Event Etiquette
- Checklist: On-Ice Program
- Checklist: Safety Rules
- Volunteers: How Many People Do We Need?
- Ringette Skills and Instruction Tips
- Ringette Games and Activities