



# 2024 BODYARMOR State Games of North Carolina Sport & Traditional Taekwondo Championships

## Local Organizing Committee (LOC)

To: **ALL PROSPECTIVE VOLUNTEERS (Please confirm as soon as possible)!**

From: Ron Whitted, Competition Manager (910) 709-8287 [wtkdcte@intrstar.net](mailto:wtkdcte@intrstar.net)

**Register online** @ [www.bodyarmorstategames.org](http://www.bodyarmorstategames.org) / [www.ncsports.org](http://www.ncsports.org) /Bodyarmor State Games

We are in the process of recruiting the necessary **Volunteers** and **Officials** for the **2024**

### **BODYARMOR State Games of North Carolina Sport & Traditional Taekwondo**

**Championships.** The 2024 BODYARMOR State Games of North Carolina Sport & Traditional

Taekwondo Championships will be held on **June 15, 2024** at the Cabarrus Arena & Events

Center, 4751 State Hwy 49, Concord, NC 28025. Please review the attached roster and brief job

descriptions and place your name beside the position(s) that you have an interest in volunteering

to work. We will make the final selections in the near future. **NOTE: Officials & Key**

**Coordinators** must be prepared to work the entire tournament, normally from **7:00am to**

**5:00pm.** General Sport Volunteers must work a minimum of 4 hours, either in the morning, mid-

day or the afternoon. Volunteers are also needed on Friday afternoon/evening to help set up the

competition site and. Please indicate your preference. All volunteers will receive a tee shirt,

refreshments, meal(s), lodging and the satisfaction of knowing that you have contributed to a

worthy cause. Additionally, Officials will receive a Per Diem. All Volunteers and Officials report to

the Taekwondo Competition Manager, NCAS Staff, Officials Coordinator or Volunteer Coordinator.

**Volunteer hours are Friday afternoon or night and / or all day on Saturday. (7:00am – 5:00pm)**

**I can work:** \_\_\_ Friday Afternoon/night - 1:00pm-5:00pm - 10:00pm (Pre-competition set-up and credential pickup/weigh-in). **Saturday:** \_\_\_ all day \_\_\_ morning only \_\_\_ mid-day only \_\_\_ afternoon only.

ALL VOLUNTEERS MUST SIGN UP AT [WWW.NCSPTS.ORG](http://WWW.NCSPTS.ORG)!

[www.ncsports.org](http://www.ncsports.org) / BODYARMOR State Games



## Management Team Job Descriptions

**Competition Manager:** Management of all areas of the competition.  
Master Ron Whitted

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**Facility Contact:** Management of all ancillary areas.

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**Logistics Coordinator:** Management of venue logistics, including equipment, set-up and signage.

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**Tournament Coordinator:** Assist Competition Manager with implementing the schedule of events and organization of specific tasks.

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**Volunteer Coordinator:** Recruitment, training, placement and supervision of all Tournament Volunteer Coordinators and General Volunteers.

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**Athlete/Coach Registration and Check-in Coordinator:** Management of on-site and pre-registration area and Athlete/Coach registration and check-in procedures.

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**Athlete/Coach Registration and Check-in Volunteer:** Assist Coordinator with on-site registration and check-in.

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**Traffic Control Coordinator:** Monitor spectator gate, on-site registration area, walk ways, competition area & staging & holding area to prevent congestion and insure safety.

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**Risk Manager:** Monitor sport competition and spectator behavior to insure safety and the prevention of injuries.

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**Gate Admissions Coordinator:** Monitors spectator's admissions and the sale of Powerade State Games of NC merchandise.

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**Gate Admissions Ticket Taker:** Assist Coordinator with spectator admissions.

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**Hospitality Coordinator:** Management of Volunteer, Officials and VIP guest hospitality area. (Meals and Refreshments)

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**Taekwondo Merchandise Sales Coordinator:** Sale of Taekwondo related merchandise.

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**Taekwondo Merchandise Volunteer:** Assist Coordinator with merchandise sales.

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**Official's Coordinator:** Recruitment, placement, and supervision of all Tournament Officials. (Arbitrators, Referees, Judges, Score Keepers & Time Keepers)

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**Tournament Official:** (Circle) TA, Referee, Judge, Score Keeper or Time Keeper

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**Awards Coordinator:** Coordinate the inventory and the presentation of medals to athlete winners.

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**Staging and Holding Area Coordinator:** Line up participants for the Parade of Athletes, Coaches, Volunteers, Officials and Competition Brackets.

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**Weigh-in Coordinator:** Weighs all athletes before competition and insures athletes are staged in proper division for competition.

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**Weigh-in Volunteer Pre-registration:** Assist Coordinator with weigh-in of pre-registered athletes.

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**Weigh-in Volunteer- on-site registration-** Assist Coordinator with weigh-in of on-site registration athletes:

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**Media and Final Results Coordinator:** Compilation of all competition sheets and Individual Results Summary Forms and prepares press releases.

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**National Anthem Singer:** Sings National Anthem during Opening Ceremonies.  
\_\_\_\_\_ American National Anthem \_\_\_\_\_ Korean National Anthem

**Medical Coordinator:** Evaluate injuries and provide first aid to athletes and spectators.

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**General Sport Volunteer:** Volunteer is available for placement in all areas based on need and experience. (Computer, Registration, Staging & Holding, Hospitality, etc).

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