

THEATRE DOOR

LIST OF DUTIES FOR GEORGE JENKINS

(published July 2022)

- Please arrive no later than 45 minutes prior to the start of your session and report to the Supervisor
- Collect a volunteer badge/lanyard and program from the Supervisor - WWC card must be worn in the lanyard
- Check at the Ticket Box for the colour/style of wristband for your session
- You may be asked to supervise the dressing room entrance doors until the theatre doors open
- Doors will open no earlier than 20 minutes prior to the start of the session, but only on approval from the Supervisor
- Always be polite but firm with your instructions/requests and remember you are a representative of Longbeach and can impact on a club's competition experience
- Be friendly and professional at all times, maybe even offer to help with wristbands (this also ensures they are put on and not carried)

Please carefully check that

- Each person entering is **wearing the correct wristband**. You have the authority to stop anyone not doing so. **N.B. Children under 5 years do not require a ticket.**
 - Watch carefully for drinks and food being brought into the theatre. Bottled water permitted.
 - If anyone becomes aggressive or abusive, remove yourself from the area and report it to the Supervisor or a Longbeach Committee Member. It is not your responsibility to deal with these situations.
 - Competitors **must be wearing tracksuit pants and footwear when entering theatre**. Send them back to the dressing room if they aren't correctly dressed.
 - Prams and pushers are NOT permitted in the theatre
 - Sitting in the aisles is **not** permitted
 - Watch for anyone using cameras, phones during the performances. Advise theatre staff immediately so they can address it, and then let the Supervisor know as well.
- Close Doors **immediately** when you hear the next competitor announced by MC
 - Open doors when last competitor has left the stage
 - Doors are to remain open when adjudicator is giving results but ensure that any movement in and out during this time is done quietly and with respect to the adjudicator
 - At completion of your section, please return your volunteer badge/lanyard to the supervisor or Ticket Box
 - This role is subject to our confidentiality agreement so you will need to read and sign the paperwork supplied to you by the supervisor at each session you volunteer.

- This role is also subject to 1 profit share point for the club or charity of your choice. Please advise the Volunteer Co-ordinator who you would like to allocate your profit share point to, if you haven't already.

Thank you so much for volunteering your time for Longbeach!