

THEATRE DOOR

LIST OF DUTIES FOR LPAC

(published May 2023)

- 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 at the Ticket Box
- Check at the Ticket Box for the colour/styles of wristbands 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 can enter but must remain at the side of the theatre
- Sitting in the side aisles is **not** permitted
- Watch for anyone using cameras, phones during the performances. If this continues after you have requested that it stop, let the Supervisor know.
- 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!