

# *Volunteering Information*

52<sup>nd</sup> European Tournament for Dancing Students  
**“Extra-Terrestrial Dance Station”**

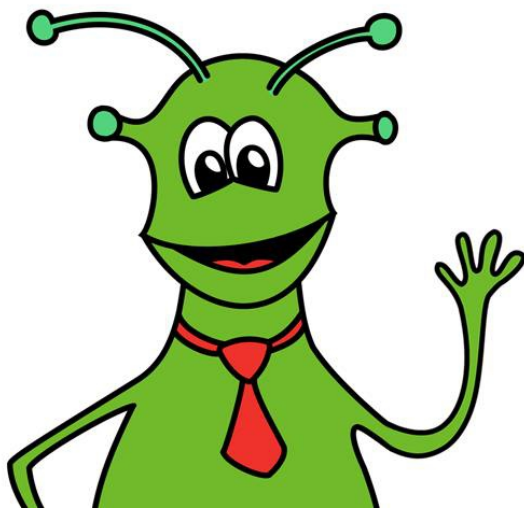
10<sup>th</sup> – 13<sup>th</sup> October, 2014

Monheim, Germany

Team Düsseldorf

## Table of Contents

<a href="#">Introduction.....</a>	<a href="#">2</a>
<a href="#">Who is who?.....</a>	<a href="#">3</a>
<a href="#">What is an ETDS?.....</a>	<a href="#">4</a>
<a href="#">Where are we?.....</a>	<a href="#">5</a>
<a href="#">Global timetable.....</a>	<a href="#">7</a>
<a href="#">General guidelines to the shifts.....</a>	<a href="#">11</a>
<a href="#">Organisational principles.....</a>	<a href="#">12</a>
<a href="#">Task Area Construction / Deconstruction.....</a>	<a href="#">14</a>
<a href="#">Task Area Information Management.....</a>	<a href="#">21</a>
<a href="#">Task Area Technique &amp; Tournament.....</a>	<a href="#">23</a>
<a href="#">Task Area Catering.....</a>	<a href="#">25</a>
<a href="#">Task Area Safety &amp; Sanity.....</a>	<a href="#">28</a>
<a href="#">Epilogue.....</a>	<a href="#">33</a>



## Introduction

Dear volunteers,

We are proud to present our 52<sup>nd</sup> ETDS “Extra-Terrestrial Dance Station”! An exciting dance event with nearly 600 participants from all over Europe, including a new team from Brno, Czech Republic! The fact that you are reading this text means that you want to support us with the organisation of our event. As the organisational committee, we would like to

thank you very much in advance for this!

There is a lot to do at an event such as the ETDS. In this document, we will clarify the jobs to be done. We tried to schedule all volunteers according to their wishes as much as possible. We will also try to achieve that apart from the time you spend on your shift(s), you will also have the chance to dance.

Some shifts are already assigned to internal people. We added these in this package to give you an impression about what is needed to run an ETDS.

Some other shifts are still vacant. So if you know people who would like to help, please let us know! It should not take that much time; sometimes, a one hour shift is enough. For other shifts, your help is on demand, so you can do your job while you are dancing in the evening, or even between the rounds of your tournaments!

--- CONFIDENTIAL ---

At times, it can happen that our event does not go the way we planned it. A shift might start or end somewhat earlier or later, or a shift might be cancelled. So to say: assist your colleagues whenever and wherever needed, and do not hesitate to contact us if you are in need for help yourself!

If you should have questions right now, please write a mail message to [helpers\\_52etds@gmx.de](mailto:helpers_52etds@gmx.de). At the event, you can ask our organisational crew, you will recognise us on our green T-shirts with black print.





This ETDS is a private event. As such, this document should be treated confidentially. Do not share it in the public domain before the ETDS is over.

And once again: many, many thanks for your support! Without you, an event like this would not be possible.

Kind regards,

The organisational board.

## Who is who?

	<p><b>Sabrina Koch</b> Mission Control</p>
	<p><b>Martin Koch</b> Mission Control, Support Coordinator Information Management</p>
	<p><b>Svenja Winkelhausen</b> Coordinator Catering, Support Mission Control</p>
	<p><b>Oscar van Schijndel</b> Coordinator Information Management</p>



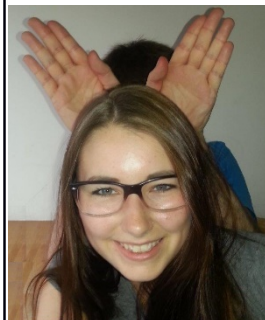
**Jan Mehlich**  
Coordinator Tournament



**Charlotte Lambertz**  
Support Coordinator Catering



**Tobias Kerkmann**  
Coordinator Safety & Sanity Base Area (tournament hall, Sirius, Taurus)

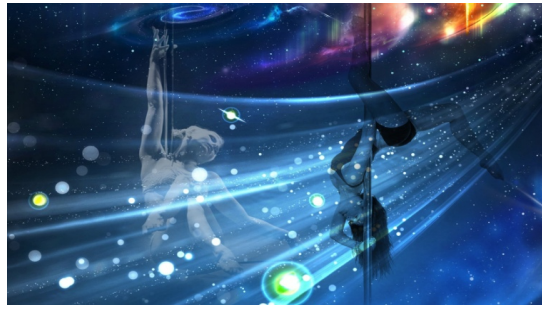


**Laura Malsch**  
Coordinator Safety & Sanity Satellite Area (Apollo, Luna)



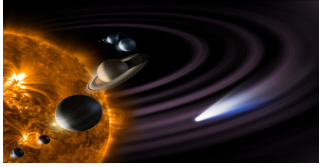
**Lisa Mehner**  
Coordinator Safety & Sanity Satellite Area (Polaris)

## General guidelines to the shifts



- ⌚ Make yourself comfortable with the shift(s) you have to do.  
Who is my colleague, my coordinator, my predecessor, my successor?  
What should I do and what should I surely not do?  
Where should I report when?
- ⌚ Arrive on time, preferably 10-15 minutes before start of your shift. We have a lot to do and prefer not to have delays. Arriving on time will also allow your predecessor(s) to inform you about your job.
- ⌚ If you should have problems with or questions about your shift, contact your coordinator. Do the same if there is a sudden change of plans. If you cannot do your shift for whatever reason, try to find a replacement yourself and report this at the information desk.
- ⌚ Shift times are estimated and may depend on the progress of our tournaments. Accept that a shift can take more time or end later than planned.
- ⌚ If your shift is during breakfast, lunch or dinner time, then you will be served with food and drinks during your shift.
- ⌚ In case of emergency, contact your coordinator and information desk!
- ⌚ Your health and well-being are important to us. So enjoy the event during your shift. We appreciate your work very much, but take time to eat, to drink or to take rest.
- ⌚ Spread a friendly and happy attitude. The ETDS is a fun event. Try to solve problems and conflicts decently and constructive. If necessary, contact your coordinator or Mission Control.
- ⌚ The organisation wishes you much pleasure and success during your shift and would like to thank in advance for your effort and enthusiasm.

Last but not least, we will organise a special gathering for all the volunteers. We will inform you about the where and when of this. You can meet each other and look back together at the event. We are looking forward to your visit!



## Organisational principles

We distributed all things to do into *task areas*. Every task area has a *coordinator*. He/she will make your shift possible and provide the means needed. The coordinator is also the one you should contact in case of questions, problems and/or suggestions. On top of the coordinators is the organisational board, "Mission Control".

## Construction / deconstruction

This is a subject of its own.

## Information Management

Information management is all about providing the correct information to participants, crew and visitors. Jobs to be done:

- 🕒 Participant reception
- 🕒 Information desk
- 🕒 Tournament administration (preparing the tournaments)

## Technique & Tournament

Technique is all about sound & vision and IT. Tournament is all about carrying out the competitions. Jobs to be done:

- 🕒 Master of ceremony, chairman, scrutineer, presentation
- 🕒 Floor management
- 🕒 Distribution of lists for adjudicators, participants, floor management and presenter
- 🕒 Music (tournament and free dancing)
- 🕒 Technical support on sound & vision and IT

## Catering

This is all about delivery of food and drinks to participants, volunteers and visitors. Jobs to be done:

- 🕒 Delivery of breakfast, lunch and dinner
- 🕒 Dish washing assistance
- 🕒 Bar service

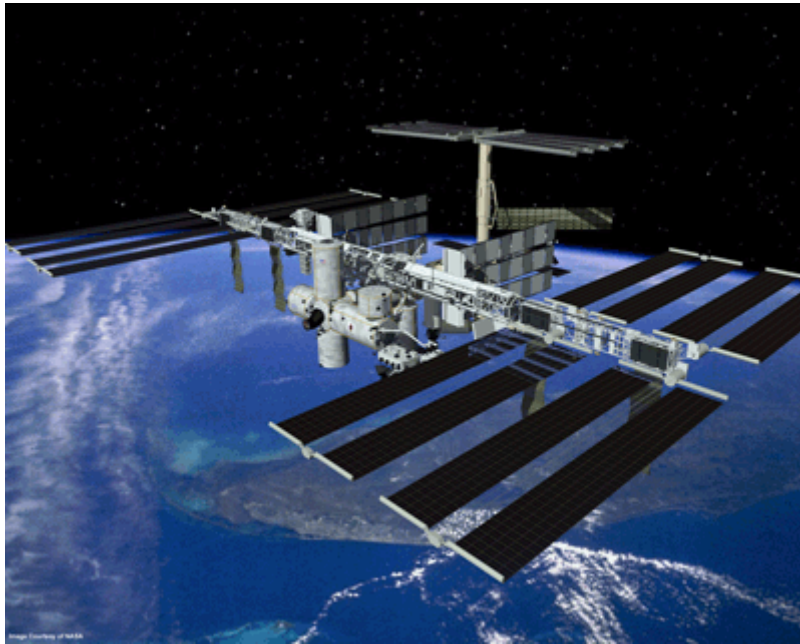
## Safety & Sanity

This is all about a decent and secure pace of the event. Jobs to be done:

- 🕒 Hall decoration / preparation for the tournaments and the practice nights
- 🕒 Guarding of the halls
- 🕒 Housekeeping
- 🕒 Medical assistance



## Task Area Information Management



Coordinator: **Oscar van Schijndel** (backup: Martin Koch)

### Reception (participants)

Number of volunteers	6 (18:00 – 21:00), 4 (21:00 – 22:00), 2 (22:00 – 24:00)		
Where to report	tournament hall, entrance		
Things to do	welcome our guests, pass them ID badges and other things		
Shifts	Friday	4x	18:00 – 21:00
	Friday	2x	21:00 – 24:00
	Friday	2x	18:00 – 20:00
	Friday	2x	20:00 – 22:00

The reception is where our 500 lovely participants check in after arrival. You will bring them a warm welcome and after checking their E-tickets, pass each participant his/her ID badge and the merchandise (T-shirt, towel, mug) they ordered. You will also show the participant in which hall he/she will be sleeping. A list of teams and sleeping halls will be available.

If you do one of the early shifts (beginning at 18:00), you can still join the blind-date programme after your shift.

### Information Desk

Number of volunteers	2		
Where to report	tournament hall, next to the stage		
Things to do	answer questions, blind-date programme, sort out starting numbers		
Shifts	Friday	2x	18:00 – 22:00
	Friday	2x	22:00 – 02:00 (1 person until 03:00)
	Sat / Sun	2x	07:00 – 10:00

	Sat / Sun	2x	10:00 – 14:00
	Sat / Sun	2x	14:00 – 18:00
	Sat / Sun	2x	20:00 – 23:00
	Sat / Sun	2x	23:00 – 02:00 (1 person until 03:00)

The information desk is where people come over if they have questions, complaints and/or suggestions. It is your job to handle these decently, so good general knowledge of the ETDS is useful.

The information desk also organises the blind date programme. Please note that we have **six** different blind date marks (BSW, CloseD and Open; Standard and Latin). This is also the place where full dance cards for our game are passed and new, empty ones are distributed.

One person at the information desk will be internal. He/she knows almost everything about the organisation of our event.

During the evening, we offer 2 shifts, so you can dance during the other shift.

### Tournament Administration

Number of volunteers	2		
Where to report	tournament hall, next to stage		
Things to do	enter couples in tournament software		
Shifts	Friday	2x	20:00 – 23:00
	Friday	2x	23:00 – 02:00
	Saturday	2x	21:00 – 24:00
	Sunday	2x	00:00 – 02:00

Tournament administration prepares the tournaments for next morning. Assigned to Unitanz Düsseldorf.

## Task Area Technique & Tournament



Coordinator: **Jan Mehlich** (backup: Tobias and Janine Stellwagen, Unitanz TU Kaiserslautern)

### Tournament chairman

The chairman (German: *Turnierleiter*) guides the dancers through the tournament.

Assigned to Unitanz TU Kaiserslautern.

### Chairman assistant

The chairman has an assistant (German: *Beisitzer*). This person does all of the chairman's dirty work.

Assigned to Unitanz TU Kaiserslautern.

### Scrutineer

A scrutineer (German: *Protokollant*) enters all adjudicator input into the tournament software, and produces the paperwork needed for the tournament.

Assigned to Unitanz TU Kaiserslautern.

### List runner

The list runner distributes the paperwork to adjudicators, presenter and floor management. They also publish result lists for the participants on the whiteboards.

Assigned to Unitanz TU Kaiserslautern.

### Presenter

Number of volunteers	1		
Where to report	tournament hall, next to stage		
Things to do	guiding the participants through the blind-date programme		
Shifts	Fri / Sat	1x	20:00 – 24:00 (when registration closes)

The presenter does all of the microphone work. Presenter can be divided into two jobs:

- ⌚ Tournament. In many cases, and also in our case, the chairman is also the one presenting the tournament (master of ceremony).  
Assigned to Unitanz TU Kaiserslautern.
- ⌚ Blind-date programme. There will be six different blind-date programmes (BSW, Closed, Open; Standard and Latin for each starting group) and dancers have to be informed who is allowed on the floor when. You will also announce to change partners every 30-40 seconds. On Saturday, there will be three additional smaller blind-date programmes (BSW Latin, Closed Standard, Open Standard) with the same procedure.

### Floor manager

Number of volunteers	2		
Where to report	tournament hall, next to stage		
Things to do	checking couples as they enter the floor		
Shifts	Sat / Sun	2x	08:00 – 13:00 (end of preliminary rounds)
	Sat / Sun	2x	13:00 – 18:00 (end of semifinals)

The floor manager checks if the correct couples are on the floor during a particular heat. You will receive lists with heats and the couples that should be in it. If there is something irregular, report it at the chairman / presenter. You will both share a walkie-talkie to communicate with the chairman.

This job requires concentration and precision. If you have sharp eyes and are good in numbers, this job is for you!

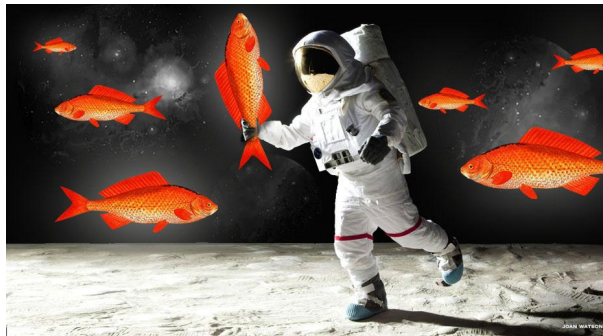
### Music

Number of volunteers	1		
Where to report	tournament hall, next to stage		
Things to do	playing music during the free dancing		
Shifts	Friday	1x	19:00 – 00:00
	Sat / Sun	1x	20:00 – 00:00
	Fri / Sat / Sun	1x	00:00 – 03:00

Music can be divided in two jobs:

- ⌚ Music during the tournaments: you will start and stop the music before and after each dance. Most preparation is already done; you are mostly hitting a start and a stop button.  
Assigned to Unitanz TU Kaiserslautern.
- ⌚ Music during the free dancing: this is where you can be creative. Playlists are available, so you do not have to stand/sit behind the decks all the time. Feel free to do a dance once in a while! You are free to alter the playlists to your taste. If you know how to create some atmosphere, then this job is for you!

## Task Area Catering



Coordinator: **Svenja Winkelhausen** (backup: Charlotte Lambertz)

### Food delivery

Dancing makes hungry. Therefore, we will offer breakfast, lunch and dinner. Participants must show their badges when they are picking up their food; one of you will mark their badges. The others will deliver the food. Early shifts will build up the buffet in the beginning; late shifts will clean it up at the end.

#### Breakfast

Number of volunteers	4 + 2 extra during peak hours (07:00 – 09:00)		
Where to report	tournament hall, next to stage		
Things to do	mark badges, (de)construction buffet, supply food and drinks		
Shifts	Sat / Sun	4x	06:00 – 08:00
	Sat / Sun	2x	07:00 – 09:00
	Sat / Sun	4x	08:00 – 10:00
	Monday	4x	07:00 – 10:00

Breakfast is provided by ourselves, so we have to construct and dismantle the buffet ourselves as well. This is why we planned two extra volunteers compared to lunch and dinner. We planned an early 6:00 – 8:00 shift that will allow you to join the tournaments after your shift. On Monday, you will be supplying unused materials for the most part.

#### Lunch

Number of volunteers	2 + 2 extra during peak hour (13:00 – 14:00)		
Where to report	tournament hall, next to stage		
Things to do	mark badges, (de)construction buffet, supply food		
Shifts	Sat / Sun	2x	12:00 – 14:00
	Sat / Sun	2x	13:00 – 15:00

Lunch is provided by the Malteser, an external food supplier. They will also instruct you how to deliver the food.

## Dinner

Number of volunteers	2 + 2 extra during peak hour (20:00 – 21:00)		
Where to report	tournament hall, next to stage		
Things to do	mark badges, (de)construction buffet, supply food		
Shifts	Fri / Sun	2x	19:00 – 21:00
	Fri / Sun	2x	20:00 – 22:00

Dinner on Friday is a snack. On Sunday, we will have a dining buffet. Both are provided by the Malteser. On Saturday, our participants have dinner at their own initiative (usually they order something from a delivery service or they go to a restaurant in the city centre).

## Dish washing assistance

Number of volunteers	1		
Where to report	tournament hall, next to stage		
Things to do	guarding the dish washing area during peak hours		
Shifts	Fri / Sun	1x	21:00 – 23:00
	Sat / Sun / Mon	1x	08:00 – 09:00
	Sat / Sun	1x	13:00 – 15:00

Participants bring in their own cutlery. During food supply and shortly thereafter, we will provide buckets with hot water for dish washing. You will keep an eye on this during peak hours and refresh the water if needed.

## Bar tender

Number of volunteers	2		
Where to report	tournament hall, bar		
Things to do	selling drinks, chocolate bars and spare cutlery		
Shifts	Friday	2x	18:00 – 21:00
	Friday	2x	21:00 – 24:00
	Saturday	2x	00:00 – 02:00
	Sat / Sun	2x	08:00 – 10:00
	Sat / Sun	2x	10:00 – 12:00
	Sat / Sun	2x	12:00 – 15:00
	Sat / Sun	2x	15:00 – 18:00
	Sat / Sun	2x	20:00 – 23:00
	Sat / Sun	2x	23:00 – 02:00
	Monday	2x	08:00 – 10:00 (collecting last deposit marks)

Dancing makes thirsty. You will serve our dancers with drinks and chocolate bars and handle their deposits. We also sell spare cutlery. Everything is paid with money, although we also have vouchers for our volunteers (worth 1 euro). You will also handle deposit marks.

We will use a large mobile refrigerator. This machine will be stocked up by the volunteers from housekeeping universal. You will serve the drinks from this refrigerator.

## Task Area Safety & Sanity

Our venue consists of 6 halls, spread across three areas. Each area has a coordinator.

Coordinator Base Area (dance station, Sirius, Taurus): **Tobias Kerkmann**  
Coordinator Satellite Area (Apollo, Luna): **Laura Malsch**  
Coordinator Satellite Area (Polaris): **Lisa Mehner**

The coordinators are each other's backup.

## Guarding / supervision

Guards assure our participants a safe stay. We will appreciate if you do not use alcoholic beverages before and while doing your shift.

### Tournament hall

Number of volunteers	2		
Where to report	tournament hall, entrance		
Things to do	guarding the hall, checking visitors with guest list		
Shifts	Fri	1x	18:00 – 20:00
	Fri	1x	20:00 – 22:00
	Fri	1x	22:00 – 24:00
	Sat / Sun / Mon	2x	00:00 – 03:00
	Sat / Sun	2x	06:00 – 09:00
	Sat / Sun	2x	09:00 – 12:00
	Sat / Sun	2x	12:00 – 15:00
	Sat / Sun	2x	15:00 – 18:00
	Sat / Sun	2x	18:00 – 21:00
	Sat / Sun	2x	21:00 – 24:00

You will only allow those who are wearing an ID badge access to the halls. You will also sell tickets. Visitors are specified on a guest list. Participants and visitors are not allowed to bring in their own beverages. They have to consume them outside the venue and buy their drinks at the bar.



### Sleeping halls

Number of volunteers	10 (5 sleeping halls, 2 persons each)		
Where to report	the corresponding sleeping hall		
Things to do	guarding the hall, providing assistance		
Shifts	Fri / Sat / Sun	5x 2	18:00 – 21:00 (when sleeping halls open)
	Fri / Sat / Sun	5x 1	21:00 – 23:00 – 24:00
	Fri / Sat / Sun	5x 1	21:00 – 22:00 – 24:00
	Sat / Sun	5x 2	00:00 – 02:00
	Sat / Sun	5x 2	02:00 – 04:00
	Sat / Sun	5x 2	04:00 – 06:00
	Sat / Sun	5x 2	06:00 – 08:00
	Sat / Sun	5x 2	08:00 – 10:00 (sleeping halls close thereafter)
	Sat / Sun	5x 1	14:00 – 15:00 (lost things, routine check)

You will only allow those who are wearing an ID badge access to the halls. You will also be an information desk for the people who are residing in the sleeping hall.

If you do the night shift, you will also do a routine check in the sleeping hall every 30 minutes. You will also guide people to their sleeping place if needed.



We will open the sleeping halls for one hour in the afternoon. Participants can pick up things they left behind or drop things that they no longer need. You will check if there are some places that require special attention for our housekeepers.

In case of an emergency during the night (fire, flood, gas escape), you will wake up all participants and request them to leave the hall.

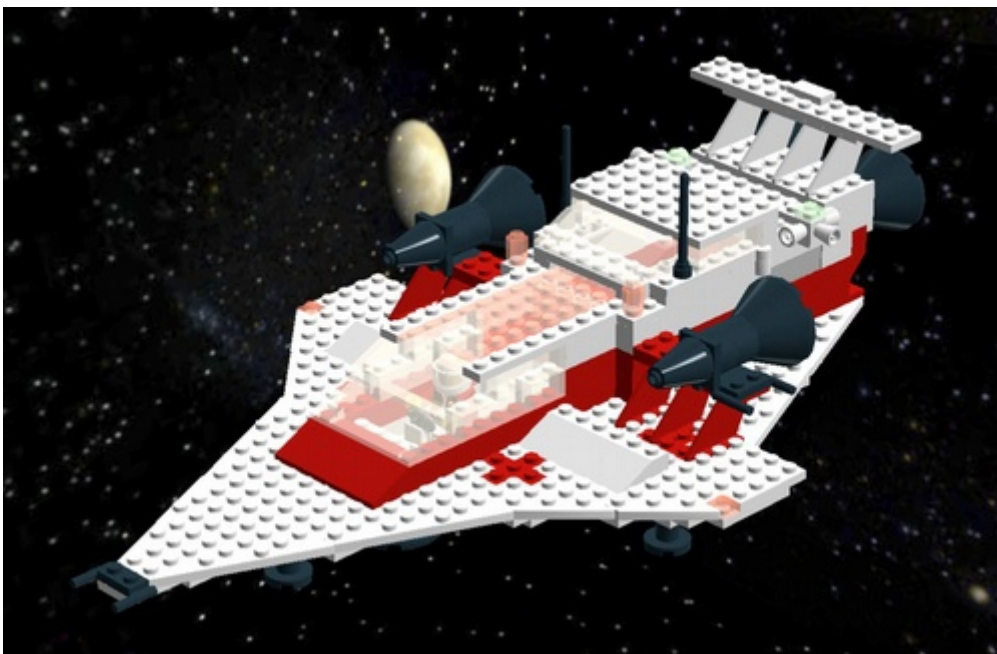
### Medical assistance

Number of volunteers	2		
Where to report	tournament hall, next to stage		
Things to do	batter up injured dancers		
Shifts	Friday	2x	18:00 – 22:00
	Friday	2x	22:00 – 03:00 (end of practice night)
	Sat / Sun	2x	08:00 – 13:00
	Sat / Sun	2x	13:00 – 18:00
	Sat / Sun	2x	20:00 – 03:00 (end of practice night)

Accidents can always happen, and it is your job to batter up injured dancers. It should be obvious that you **do not consume any alcohol or drugs** before and when doing this shift. **Suitable medical qualification is required.**

Your shift is based on call up. So most of the time, you can do whatever you want, including dancing your tournament. Most important thing is that the information desk knows where you are and how you can be reached if necessary.

Medical stuff is available at the information desk. If someone is injured seriously that hospital treatment is necessary, we will call 112 and request an ambulance.



## Housekeeping

Housekeeping keeps our venue in a proper condition.

### Tournament hall

Number of volunteers	2-3		
Where to report	tournament hall, next to stage		
Things to do	cleaning out the toilets, showers and clothing rooms		
Shifts	Sat / Sun / Mon	2x	06:00 – 07:00
	Sat / Sun	2x	13:00 – 14:00
	Sat / Sun	2x	21:00 – 22:00
	Monday	2x	11:00 – 13:00

Dancers will use the facilities before, during and after their tournaments. You will clean up the toilets, showers and clothing rooms.

On Saturday and Sunday afternoon, we will pick two already defeated dancers out of a pool of three volunteers. So you can still dance your tournament.

### Sleeping halls

Number of volunteers	6 (2 areas, 3 volunteers each)		
Where to report	tournament hall, next to stage		
Things to do	cleaning out the toilets, showers and clothing rooms		
Shifts	Sat / Sun	2x3	10:00 – 13:00
	Monday	2x2	11:00 – 13:00

In the sleeping halls, you will clean out the sleeping room's gangways, toilets, showers and clothing rooms, and adding and/or replacing soap dispensers and disinfection spray. You will also check if emergency exits are not blocked. This way, we will pass our participants proper sleeping halls when they finished a day of tournaments.

### Universal

Number of volunteers	6 (2 areas, 3 volunteers each)		
Where to report	tournament hall, next to stage		
Things to do	cleaning out the toilets, showers and clothing rooms		
Shifts	Fri / Sat / Sun	2x3	20:00 – 23:00
	Fri / Sat / Sun	2x3	23:00 – 03:00
	Sat / Sun	2x3	07:00 – 13:00
	Sat / Sun	2x3	13:00 – 18:00
	Sat / Sun	2x3	18:00 – 20:00

You will prepare the dish washing area in the morning and change the water periodically. Other tasks include providing wet towels for our dancers, sweeping the dance floor during the tournaments and stocking up our refrigerators. Further, you will do routine checks and provide help on demand.

## Tournament hall preparation

Number of volunteers	4		
Where to report	tournament hall, next to stage		
Things to do	decorating the hall for the practice nights, cleaning up afterwards		
Shifts	Sat / Sun	4x	18:00 – 19:00 (start at end tournaments)
	Sat / Sun / Mon	4x	02:00 – 03:00

We will have tournaments during the day and practice nights during the evening. The decoration changes accordingly. You will clean up the tournament hall and position / remove the decorations. Cleaning up should not take that much time, because we instructed the team captains to urge their team members not to make too much a mess.

On Sunday, you will also prepare the VIP corner.

## Epilogue

Congratulations! You have reached the final chapter of this document!

At the moment you read this for the first time, you may still wonder what will be ahead of you. You are not alone. Unitanz Düsseldorf is organising the ETDS for their first time all by themselves. And everything is equally new for us as it might be for you. Sure, we can stand on the shoulders of giants, but actually doing everything ourselves is a whole other thing than just hearing and reading from other teams.

At a certain moment, 35 volunteers are active simultaneously. Unitanz Düsseldorf does not even have that number of active members. So without external help, we simply could not get the ETDS done. As such:

**Thanks in advance for your effort !!**