



**WV Local Organizing Committee Venue Operations Training
All WWSA LOC Volunteers**

- **Job #1.....Be a Good and Helpful Host!!!**
- **Review of Volunteer check in, food, parking, and transport:**
 - Check in at 4H Camp Building (before the soccer complex on the left) at Barboursville Soccer Complex or the Headquarters tent at Scott Orthopedics Soccer Complex (SOSC) in Huntington
 - Pick up T-Shirt, Hat, Parking Pass and Credential
Parking: At Barboursville Soccer Complex, park at 4H Camp building. If the lot is full, find a space to park, go inside and check in. Then, go to the Referee/Volunteer/College Coaches lot behind Field 3 (keep going straight as you enter main entrance and follow signs). At SOSC, park behind the YMCA Building (you can enter by the back entrance, look for signs on Rt 2)
 - Transport will get you where you need to go at Barboursville. At SOSC, walk to headquarters tent from parking area and transport will assist, if available,
 - If you have the last shift of the day, please return any equipment. In Barboursville, please bring back to 4H Camp Building. At SOSC, please bring to the Headquarters tent.
 - Lunch will be provided at both locations.
- Review Communication Plan Please read the radio procedures:
 - Field Marshalls: you are the primary contact with the teams, coaches, players and referees. Radio any questions or issues as per the procedures.
 - If you are assigned a golf cart, **DRIVE SLOWLY**. DO NOT drive on **ANY** Fields. And, stay along the perimeter of the fields whenever possible (try not to drive between fields). Do not allow more than the max number of people per cart (2-person cart (max 2), 4-person cart (max 4), box cart (max 2), and **ALL drivers must be 16 and have a valid driver's license. NO EXCEPTIONS!**
 - No matter what your duties are for the event, please go out of your way to be helpful and find the answer to questions people may have for you. If you don't know the answer, please find another volunteer or staff member to help.
 - **HAVE FUN!**

Thanks for your help!!!



2016 Communication Procedures for Radio Use
Radio Channels

- | | |
|----------------------------|---------------------|
| 1. MEDICAL | 6. AREA B |
| 2. RI SCORES | 7. AREA C |
| 3. RI COMMITTEE | 8. PARKING |
| 4. WV LOC/VENUE OPS | 9. FIELD OPS |
| 5. AREA A | 10. PRIVATE |

Whenever using the radio: Please first announce your position along with which position/area you are trying to contact, followed by your message. (Example: Field Operations to Area A Hydration)

KEEP RADIO BROADCAST BRIEF AND ONLY FOR OFFICIAL USE (need to keep radios clear for emergencies). Before making any call on the radio, listen to ensure you are not interrupting a current communication. If you switch channels be sure to switch back when you are done.

Each radio has an assigned channel listed on the radio:

Monitor your assigned channel and assist or make requests as needed. If you need to talk with someone on another channel switch to that channel then be sure to switch back.

Breakdown of who is on each channel:

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|----------------------------|--|
| 1. Medical | Medical Director and Main Tent at each site
Back up medical carts to assist in various areas
Medical Gators for transport
EMS |
| 2. RI Scores | Region I Committee for reporting Match information |
| 3. RI Committee | Other communication with the Region I Committee & R1 referees |
| 4. WVLOC/ Venue Ops | Len Rogers, Dave Laraba, Media, Site Coordinators, Volunteers |
| 5. Area A | Area Coordinator, Trainers, Hydration, Maintenance, Transport, Referee Transport |
| 6. Area B | Area Coordinator, Trainers, Hydration, Maintenance, Transport, Referee Transport |
| 7. Area C | Area Coordinator, Trainers, Hydration, Maintenance, Transport, Referee Transport |
| 8. Parking | Parking Coordinator, Safety Coordinator, Barboursville City and YMCA Staff |
| 9. Field Ops | Field Operation Directors, US Youth Soccer and Referee Hospitality |
| 10. Private | Private channel |