

**APPENDIX D**  
**CHSSL Champs Duties and Rotation Schedule**

(approved November 2023)

**ROTATION SCHEDULE:**

	CHAMPS Chair -- Lead	CHAMPS Chair -- Assistant	Volunteer/ Officials -- Lead	Volunteer/ Officials -- Assistant	Hospitality	Heat Sheets	T-shirts	Concessions
2024	BC	SVGC	EXSC	HRST	FARM	CHCCR	TCAT	H3AC
2025	SVGC	EXSC	HRST	FARM	CHCCR	TCAT	H3AC	BC
2026	EXSC	HRST	FARM	CHCCR	TCAT	H3AC	BC	SVGC
2027	HRST	FARM	CHCCR	TCAT	H3AC	BC	SVGC	EXSC
2028	FARM	CHCCR	TCAT	H3AC	BC	SVGC	EXSC	HRST
2029	CHCCR	TCAT	H3AC	BC	SVGC	EXSC	HRST	FARM
2030	TCAT	H3AC	BC	SVGC	EXSC	HRST	FARM	CHCCR
2031	H3AC	BC	SVGC	EXSC	HRST	FARM	CHCCR	TCAT

**Champs Chair**

- Communicates with Koury regarding schedule and logistics
- Ensures each team is completing their Champs duty in a timely manner
- Obtains event insurance policy for Champs
- Ensures all paid positions receive payment
- Is present for Friday afternoon set up
- Creates Lifeguard schedule and send to teams
- Creates warm-up schedule and assignments and communicates to teams
- Creates team seating assignments and sends to teams

### **Volunteer/Officials Coordinator**

- Creates volunteer document/spreadsheet and evenly divides jobs by team
- Creates document/spreadsheet for officials/specialty roles and shares with parent reps.  
*\*Only qualified individuals will be asked to fill these roles. Not evenly divided by team.*
- Compiles volunteers and specialty roles into one document per session for check-in
- Creates volunteer name tags
- Runs volunteer check-in desk at Champs meet

### **T-shirts**

- Designs Champs t-shirt (with approval from CHSSL board)
- Creates t-shirt ordering form and shares with parent reps
- Places t-shirt order (additional shirts should be ordered to sell at Champs meet)
- Provides parent reps/officials t-shirts in a different color
- Provides volunteers to sell t-shirts at Champs

### **Heat sheets**

- Provides info to parent reps for purchase of heat sheet advertisements
- Sends heat sheets to printer on Monday before Champs
- Include order for coaches/officials session heat sheets
- Picks up heat sheets and brings to Champs
- Provides volunteers to sell heat sheets at Champs

### **Concessions**

- Purchases concessions for upstairs concessions stand at Champs
- Provides volunteers to sell concessions at Champs

### **Hospitality**

- Purchase food/drinks for hospitality at all sessions of Champs (within budget)
- Provides volunteers to staff hospitality area at Champs
- Runs lifeguard check-in (in hospitality room)