

VOLUNTEER-QUESTIONNAIRE

Please send back this form as soon as possible,
but no later than 1st October 2016 and
attach a picture of yourself. E-mail both, this form and the
picture, to:
volunteers@hamburg.de

Dear Gymnastic Friends and Fans,
Dear Volunteers!

We appreciate any voluntary work at the Hamburg Gymnastics 2016 event!

If you are interested in supporting us with your voluntary work, we kindly ask you to fill out the following questionnaire completely. Please send the completed form – together with a portrait picture of you – back to e-mail address stated above! At the end of this form, you find a blank box. You may use this box to write any additional information regarding your person, to ask questions or to write concerns. By doing so, you help us in getting a brought overview and coordinating the tasks accordingly.

Underaged volunteers need to present a release form, signed by their legal guardian. The release form is to be sent to us by e-mail **no later than 15th November 2016**. You get this form from us. In case of questions do not hesitate to contact us. Just send an e-mail to volunteers@hamburg.de.

See you in Hamburg!

| General Information | |
|--|--|
| First Name, Last Name | |
| Date of Birth (minimum age: 15 years / year of birth 2001) | |
| Street, House Number | |
| ZIP Code, Town | |
| E-Mail-Adress | |
| Landline Phone Number | |
| Cell Phone Number | |
| T-Shirt Size (M / L / XL / XXL) | |

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|--------------------------------|--|
| Foreign Language Skills | |
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| Specific Knowing and Licences | | | |
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| Driving License (car) | Yes | No | Please cross the applicable! |
| First-Aid-Certificate | Yes | No | |
| Judging License Apparatus gymnastics male / female | Yes (please provide exact details of that) | No | |
| Coaching License Apparatus gymnastics male / female | Yes (please provide exact details of that) | No | |
| Other certificates / licenses Apparatus gymnastics male / female | Yes (please provide exact details of that)) | No | |
| I need the release form <i>(mandatory for all underaged volunteers!)</i> | Yes | No | |
| Other important information (allergies, medication, food intolerance(s), ...) | | | |

| General Availability | | | |
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| Every single volunteer is an important part of the Hamburg Gymnastics. Signing up for several different days will not mean, that you work “around the clock“. Our aim is that all volunteers are able to see the competitions. This works best when you are flixible regarding your fields of work! | | | |
| Tuesday, 22nd November, 12 p.m. until approximately 6 p.m. (pick-up and care of Team USA) | Yes | No | Please cross the applicable! |
| Tuesday, 22nd November, 5 p.m. until 9 p.m. (care of Team USA – practice company) | Yes | No | |
| Wednesday, 23rd November, 10 a.m. until 6 p.m. (care of Team USA – practice company) | Yes | No | |

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| Wednesday, 23rd November , 10 a.m. until 6 p.m. (acceptance of deliveries, decorations preparations, purchases, ...) | Yes | No | Please cross the applicable! |
| Wednesday, 23rd November , 4 p.m. until 10 p.m. (preparations, decorations, setup of the apparatuses) | Yes | No | |
| Thursday, 24th November , 8 a.m until 1 p.m. (Schulturn-Cup, acceptance of deliveries, purchases, ...) | Yes | No | |
| Thursday, 24th November , 1 p.m. until 8 p.m. (practice, preparations, decorations) | Yes | No | |
| Thursday, 24th November , 5 p.m. until 10 p.m. (practice, preparations, decorations) | Yes | No | |
| Friday, 25th November , 8 a.m. until 3 p.m. (team sponsorships) | Yes | No | |
| Friday, 25th November , 8 a.m. until 3 p.m. (qualification) | Yes | No | |
| Friday, 25th November , 1 p.m. until 6 p.m. (qualification) | Yes | No | |
| Friday, 25th November , 3 p.m. until 9 p.m. (qualification) | Yes | No | |
| Saturday, 26th November , 9 a.m. until 2 p.m. (Lucky Loser-round) | Yes | No | |
| Saturday, 26th November , 1 p.m. until 5 p.m. (Main round) | Yes | No | |
| Saturday, 26th November , 1 p.m. until 6 p.m. (Main round, VIP reception) | Yes | No | |
| Saturday, 26th November , 4 p.m. until 9 p.m. (Finals, VIP reception, clean-up of the gym) | Yes | No | |
| Saturday, 26th November , 6 p.m. until 10 p.m. (party) | Yes | No | |
| Saturday, 26th November , 10 p.m. until 1 a.m. (party) | Yes | No | |
| Sunday, 27th November , 11 a.m. until 3 p.m. (clean-up of the competition gym) | Yes | No | |
| Monday, 28th November , 10 a.m. until 4 p.m. (clean-up of the competition gym, pick-ups, empties) | Yes | No | |

Waiver for School / Work

**As the organizer, we are able to issue you a waiver to leave school / work legally
In order to support your voluntary commitment to this event!**

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|------------------------------------|-----|----|------------------------------|
| I need a school waiver | Yes | No | Please cross the applicable! |
| I need a work waiver | Yes | No | Please cross the applicable! |
| Please state the waiver's duration | | | |

| Volunteer Camp | | | |
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| <p>Again, we offer a free accomodation for all volunteers for three nights (24th – 27th November). The camp, a small gym of the Wandsbeker Turnerbund club, is located in close vicinity of the actual competition gym.</p> <p>Bedroll, roll mat / air mattress and towels must be brought by you! The camp is supervised by experienced coaches and staff of TopSportvereine Metropolregion Hamburg.</p> <p>Free breakfast is provided at the competition gym.</p> | | | |
| I would like to stay in the Volunteer Camp | Yes | No | Please cross the applicable! |
| Please state the duration of your stay in the Volunteer Camp | | | |

| Area of Deployment | | | |
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| <p>At Hamburg Gymnastics, we offer a wide range of several interesting areas of deployment. You may apply for more than one area of deployment.</p> | | | |
| <p>Care of Delegations</p> <ul style="list-style-type: none"> • Transfer of arriving and departing delegations from / to the airport / station • Practice supervision • Taking care of the teams during the competition including marching in and out • General clean-up and organization work before, during and after the competition | Yes | No | Please cross the applicable! |
| <p>Info Desk</p> <ul style="list-style-type: none"> • Issue of information about Hamburg (shopping facilities, city tours, public transportation, ...) • Issue of materials • Office work (copying, printing, laminating, ...) • Issue of t-shirts and party wristbands to volunteers • Give information about the competition procedure • General clean-up and organization work before, during and after the competition | Yes | No | |
| <p>Photo and Film Team</p> <ul style="list-style-type: none"> • Contact to and coordination with the Social Media Team • Person of contact for accredited photographers • Coordination of Photo-Zones • Contact to official photo- and videographers – if needed, give hints for certain pictures • For a good picture mixture, coordination of areas (backstage, action pics, team pics, volunteers, spectators, ...) • Video footage of shows –if required, by | Yes | No | |

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| <ul style="list-style-type: none"> cellphone camera Go through all pictures and videos and sort them into applicable tagged folders. Hand them over to the head of organization (Annelie und Petra Schulz) Contact to Projection Team for pictures to be shown on the screen during the competition Support the Social Media Team with pics and videos General clean-up and organization work before, during and after the competition | | | Please cross the applicable! |
| Social Media Team <ul style="list-style-type: none"> Management of the social network channels Create posts on Facebook, Twitter and Instagram inn German and English Take care of the Selfie Wall Contact to Projection Team for content to be shown on the sreen Contact to Photo and Film Team for pics and videos to be posted on social networks Making sure that all areas are covered (especially backstage) General clean-up and organization work before, during and after the competition | Yes | No | |
| Floor Management Support <ul style="list-style-type: none"> Taking care of show groups Supervision of press officials and photographers (special focus on the Photo-Zones!) Supporting the organization of team pics General clean-up and organization work before, during and after the competition | Yes | No | |
| Support Entrance Management <ul style="list-style-type: none"> Welcome the different group of spectators (show groups, Schulturn-Cup, VIPs, press officials) Information about the running order Supporting the access control in coordination with the checkout staff Escort guests to the interior and / or to the head of competition Contact to the checkout staff Supervision of the spectator stand's utilization Observance of safety regulations General clean-up and organization work before, during and after the competition | Yes | No | |
| VIP Reception <ul style="list-style-type: none"> Welcoming the VIPs Decoration Serving drinks Looking after guests including information about the running order General clean-up and organization work before, during and after the competition | Yes | No | |

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| Award Ceremony <ul style="list-style-type: none"> • Sorting the gifts to the corresponding award ceremony • Follow the award ceremony's protocol • Establish contact to the head of competition and the EDP Team • Preparation of the award table • Taking of the awarded gymnasts • General clean-up and organization work before, during and after the competition | Yes | No | Please cross the applicable! |
| Party Team <ul style="list-style-type: none"> • Preparation and setup of the party location • Checkout and access control • Person of contact for the delegations at the party • General clean-up and organization work before, during and after the competition | Yes | No | |
| Judge Assistance <ul style="list-style-type: none"> • Assignment as timekeeper, line controller, or clerk at the apparatus • General clean-up and organization work before, during and after the competition | Yes | No | |
| Team Sponsorships <ul style="list-style-type: none"> • Welcome the school classes and groups • Taking care of them during the competition • Organizing a meet and greet after the competition with the team the class cheered for • Issue of general information about team and competition | Yes | No | |
| Schulturn Cup <ul style="list-style-type: none"> • Support set-up and dismantling of the competition gym • Taking care of the competing school classes • Responsibility of a certain competition station • EDP procession or music commissioner • Preparation of the healthy breakfast • Support award ceremony | Yes | No | |
| Technical & DJ Support <ul style="list-style-type: none"> • Supporting our presenters as well as the head of competition • Responsibility for the large screen • DJ support and / or assistance • General clean-up and organization work before, during and after the competition | Yes | No | |

Hamburg Gymnastics 2016 Dress Code

ALL Volunteers are asked to wear a corporate outfit. In order to achieve this, we set up the following "outfit rule": You must wear either a white t-shirt, shirt or blouse (without imprints!), and a black or dark blue blazer or jacket. Additionally, a skirt, trousers or jeans in



black or dark blue.
If you have any questions about the outfit, do not hesitate to ask us. We may be able to lend you parts of the required outfit.

Travel Costs and Catering

Please note: We are unable to refund any travel costs (train, public transportation, mileage allowance) to our volunteers. Only our team leaders will get a refund for their travel costs. However, as a volunteer, you benefit from free entrance to the competition and free catering. Furthermore, you receive the official Hamburg Gymnastics crew shirt as well as free entrance to the traditional party.

Your Remarks and Questions

Empty box for remarks and questions.



We appreciate your help!

We are happy to welcome you in the Hamburg Gymnastics 2016 team!

Please remember to send a picture of you along with the volunteer application form (portrait format, JPEG and a size between 250KB and 1MB). The will be used for a presentation introducing all our volunteers during the competition.

The first plans of action will be sent out to the volunteers by November 2016.

In case of questions or if you need further information, please contact me!

I am looking forward to receive many responses and to a nice Hamburg Gymnastics weekend with you!

Best Regards

PETRA

Petra Schulz

TopSportvereine Metropolregion Hamburg e.V.

Head of Organization Hamburg Gymnastics

Email: volunteers@hamburg.de

Internet: www.hamburg-gymnastics.de or www.topsportvereine.de