



**2012 NAIA DIVISION I WOMEN'S  
BASKETBALL NATIONAL CHAMPIONSHIP  
FRANKFORT CONVENTION CENTER  
MARCH 14-20, 2012**



**Volunteer at the NAIA Women's Basketball National Championship!**

The Frankfort Convention Center would like to extend you the opportunity to volunteer for the 32nd Annual NAIA Division I Women's Basketball National Championship. This year's tournament will be held March 14 – 20 at Frankfort Convention Center in Kentucky's Capital City, Frankfort.

Attached you will find a blank copy of the volunteer schedules (General Volunteers and Ball Chasers) for the entire tournament. Please indicate which shifts you will be available to work by putting your name in the corresponding box. We are requesting each volunteer work a minimum of three shifts during the tournament. Ball Chasers, although you may be able to work many different times during the tournament, you might only work a few sessions. Attached is a brief description of positions, please note the age requirements for Ball Chasers. Please circle those jobs which you would prefer on the correct availability schedule. In addition, please feel free to write down any questions you may have regarding volunteering for the tournament. I will respond to all of your questions as soon as possible.

After you complete the enclosed work schedule(s), please email or fax 502.564.3310 or mail it back to my attention at the address below. **Please return your schedule no later than Monday, February 6, 2012.** You will receive a completed work schedule along with job responsibilities, directions, and other important items at the end of February.

For your generosity and service, Frankfort Convention Center (FCC) will provide you with the following items:

- Free admission, with volunteer credential, into any tournament game day (Note: Ball Chasers will receive one volunteer credential for guardian if guardian is not a volunteer themselves)
- One complimentary tournament shirt to be worn during your work sessions
- One complimentary meal before or after each work session as designated by the FCC (Note: Guardians are only allowed in the hospitality room when the Ball Chaser is present and must stay with Ball Chaser)

Please feel free to forward this information to friends, family or co-workers who may be interested in volunteering. If you know of any other volunteers or have any other questions please feel free to contact me at 502.564.5335 ext. 172 or 502.229.2105 or by email at [amanda.scheier@ky.gov](mailto:amanda.scheier@ky.gov).

Sincerely,

*Amanda M. Scheier*

Amanda M. Scheier

Sports Operations Manager  
Frankfort Convention Center  
405 Mero Street  
Frankfort, KY 40601  
P: 502.564.5335 ext. 172 | C: 502.229.2105 | F: 502.564.3310  
E: [amanda.scheier@ky.gov](mailto:amanda.scheier@ky.gov)

Enclosure

**Frankfort**  
CONVENTION CENTER

**Destination**  
*Frankfort*

**Kentucky**  
UNBROKEN SPIRIT

Frankfort/Franklin County Tourist Commission



# VOLUNTEERS

*Volunteers make this tournament great.  
Want to have some fun? Join us!*

## POSITIONS INCLUDE:

**Ball Chaser** - Sit courtside each game, collect basketballs during warm-ups, sweep the floor and help the referees (minimum age is 10)

**Court Monitor** - Monitor photographers, cheerleaders, and ball chasers to ensure they remain in designated areas

**Credential Monitor**- Check credentials leading into restricted areas of the arena

**Hospitality Rooms** - Check credentials and meal tickets at the door, straighten up the room during and after meals, and help serve and replenish food if necessary

**Locker Room Attendant** - Provide access for teams into locker rooms and replenish towels (Females only please)

**Media Runner** - Deliver statistics to teams and media at halftime and following games

**Parking Attendant**- Assist fans with parking at Exum Arena for the Banquet of Champions and around the Frankfort Convention Center

**Player Chill Room at Capital Plaza Hotel** - Monitor room to ensure it is being used appropriately

**Practice Site Supervisor**- Keep time at practice facilities for teams. Practices will begin Monday, March 12 and end Saturday, March 17

**Program Sales** - Sell programs to fans before, during, and after games

**Ticket Sales**- Sell tickets to fans before sessions

**Ticket Taker**- Take tickets from fans for admittance into arena

**Tournament Information Table** - Provide information for fans



# Volunteer Availability Schedule



## 2012 NAIA Division I Women's Basketball National Championship March 14-20<sup>th</sup> at Frankfort Convention Center

Name of Volunteer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, ST Zip: \_\_\_\_\_  
 Evening Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Shirt Size: \_\_\_\_\_ Are you a parent or guardian of a Ball Chaser? \_\_\_\_\_

Please circle or mark each position(s) you would like to work.

Information Booth <input type="checkbox"/>	Ticket Sales <input type="checkbox"/>	Program Sales <input type="checkbox"/>	Ticket Taker <input type="checkbox"/>
Hospitality Room <input type="checkbox"/>	Player Chill Room <input type="checkbox"/>	# Practice Site Supervisor <input type="checkbox"/>	Parking Attendant <input type="checkbox"/>
Credential Monitor <input type="checkbox"/>	*Court Monitor <input type="checkbox"/>	*Media Runner <input type="checkbox"/>	*Locker Room Attendant (Females Only) <input type="checkbox"/>

\*These positions are based on game times (below) which may vary depending on speed of play.  
**March 14** 8:30 AM 10:15 AM 12 PM 1:45 PM 4 PM 5:45 PM 8 PM 9:45 PM **March 15-16:** 9 AM, 10:45 AM, 12:30 PM, 2:15 PM, 4:30 PM, 6:15 PM, 8 PM, & 9:45 PM **March 17:** 2 PM, 4 PM, 6 PM, 8 PM **March 19:** 6 PM & 8 PM **March 20:** 6 PM  
 # This position will be available starting Monday, March 12 – Saturday, March 17. It will be off site at other facilities. More information will be distributed if interested.

**All times may vary depending on day and position(s) requested. When choosing shifts please allow for up to an hour before and after set shift times to be available.**

Number of Shifts Requested? \_\_\_\_\_ (Must be able to work at least 3 shifts to be scheduled.)

Please write your name in the boxes for the shifts you are available to work.

First & Second Rounds	Wednesday, March 14	Thursday, March 15	Friday, March 16
8:30 AM- 12:30 PM			
12:15 PM- 4:15 PM			
4:00 PM- 7:30 PM			
7:00 PM- 12:00 AM (Shift ending time may vary)			

Quarterfinals- Finals	Saturday, March 17	Monday, March 19	Tuesday, March 20
1:00 PM- 5:45 PM		-----	-----
5:30 PM- 10:00 PM (Shift ending time may vary)		-----	-----
5:00 PM- 10:00 PM (Shift ending time may vary)	-----		



**Please return completed form by February 6, 2012 to:**  
 Frankfort Convention Center  
 Attn: Amanda Scheier  
 405 Mero Street  
 Frankfort, KY 40601



P: 502.564.5335 ext.172 | C: 502.229.2105 | F: 502.564.3310 | E: [amanda.scheier@ky.gov](mailto:amanda.scheier@ky.gov)



## Ball Chaser Availability Schedule



### 2012 NAIA Division I Women's Basketball National Championship March 14-20<sup>th</sup> at Frankfort Convention Center

Name of Ball Chaser: \_\_\_\_\_

Name of Parent(s)/ Legal Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST Zip: \_\_\_\_\_

Evening Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Shirt Size: \_\_\_\_\_ Age (minimum age is 10): \_\_\_\_\_ Is parent or guardian a volunteer? \_\_\_\_\_

**These positions are based on game times which may vary depending on speed of play. When choosing shifts please allow for up to an hour before and after set shift times to be available.**

Number of Shifts Requested? \_\_\_\_\_

Please circle or mark all the times you are available to work.

Date	1 <sup>st</sup> Game	2 <sup>nd</sup> Game	3 <sup>rd</sup> Game	4 <sup>th</sup> Game	5 <sup>th</sup> Game	6 <sup>th</sup> Game	7 <sup>th</sup> Game	8 <sup>th</sup> Game
Wed., Mar. 14	8:30 AM <input type="checkbox"/>	10:15 AM <input type="checkbox"/>	12:00 PM <input type="checkbox"/>	1:45 PM <input type="checkbox"/>	4:00 PM <input type="checkbox"/>	5:45 PM <input type="checkbox"/>	8:00 PM <input type="checkbox"/>	9:45 PM <input type="checkbox"/>
Thurs., Mar. 15	9:00 AM <input type="checkbox"/>	10:45 AM <input type="checkbox"/>	12:30 PM <input type="checkbox"/>	2:15 PM <input type="checkbox"/>	4:30 PM <input type="checkbox"/>	6:15 PM <input type="checkbox"/>	8:00 PM <input type="checkbox"/>	10:30 PM <input type="checkbox"/>
Fri., Mar. 16	9:00 AM <input type="checkbox"/>	10:45 AM <input type="checkbox"/>	12:30 PM <input type="checkbox"/>	2:15 PM <input type="checkbox"/>	4:30 PM <input type="checkbox"/>	6:15 PM <input type="checkbox"/>	8:00 PM <input type="checkbox"/>	10:30 PM <input type="checkbox"/>
Sat., Mar. 17	2:00 PM <input type="checkbox"/>	4:00 PM <input type="checkbox"/>	6:00 PM <input type="checkbox"/>	8:00 PM <input type="checkbox"/>				
Mon., Mar. 19	6:00 PM <input type="checkbox"/>	8:00 PM <input type="checkbox"/>						
Tues., Mar. 20	6:00 PM <input type="checkbox"/>							

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