

TEAM BUDDY



**NCF-ENVIROTHON
ALBERTA 2025**

VOLUNTEER ROLE DESCRIPTION

POSITION: TEAM BUDDY

Location: Mount Royal University

Date: Thursday July 24

Time Commitment: Full-day shift.

Timeline:

8:30 to 9:00 AM - Volunteer check-in (outside Jenkins Theatre – Main LP Building)

9:00 to 10:00 AM - Team Buddy Training (Jenkins Theatre)

10:00 AM - Pick up OP materials/snacks from Storage Room I-130 and bring to your assigned rooms

11:15 AM: Pick up team(s) from OP training (Ross Glen Hall - EC Building)

11:30 AM to 12:30 PM – Lunch for Team Buddy & Students (The Table – Main LP Building)

12:30 PM – Pick up team notebooks (outside The Table) and go to assigned sequestration room with team(s).

12:40 to 12:45 PM: Team Buddy reviews OP materials checklist with Team Captain.

12:45 to 6:45 PM: Sequestration Period (assigned rooms in EC, EB, or LP Building)

6:45 to 7:15 PM: Check-in OP materials (Outside 1128 – Envirothon Operations Centre)

Goal of the Position:

Accompany student team(s) from their oral presentation (OP) training to lunch and to their assigned sequestration room. Monitor during the sequestration period and ensure all OP materials are returned.

Responsibilities:

- * Deliver snacks and OP prep materials/equipment to assigned sequestration rooms.
- * Pick up assigned team(s) after OP training and accompany them to lunch.
- * Escort team(s) to sequestration room.
- * Review OP materials and sign out on checklist with Team Captain(s)
- * Ensure team(s) do not discuss the scenario with anyone but their own team.
- * Ensure only the provided materials are accessed after their scenario training and throughout sequestration (no cell phones, watches, books, notes, etc.)

During sequestration:

- * Stay near the team(s) and be available for basic assistance if something is not working.
- * Accompany students to the restroom if not visible from the room.
- * If a team takes a break or leave the room, notify CAT of the start and end time of the break.
- * Contact CAT if you need to be relieved so that someone can fill in.
- * Contact a Host Committee or CAT member immediately to radio for help if first aid is required.





After sequestration:

- * Review and sign in OP materials on checklist with the Team Captain(s)
- * Escort team(s) to return materials to CAT at the designated check-in.
- * Ensure desks and chairs are reset as found.

Position Boundaries:

- * Act respectfully and professionally at all times
- * Do not discuss Envirothon materials with students during sequestration
- * Do not show favoritism
- * You may not be related to or from the same school as your assigned team
- * Phones must remain on silent and used only for emergencies
- * Never be alone with a student

Requirements for the Role:

- * Attend the mandatory Team Buddy Training session
- * Be enthusiastic, responsible, and a positive role model
- * Possess strong communication skills
- * Remain alert and supportive throughout the day

Training & Supervision:

- * One-hour training provided on-site before the shift.
- * Host Committee and CAT members will be available for support or answer any questions during your shift.

Risk Assessment: Low

- * No physical exertion required
- * Must stay observant and aware of student behavior

Contact:

2025 NCF-Envirothon Alberta Host Committee

- * **Email:** ncfenvirothon2025@gmail.com
- * **WhatsApp:** Please join the Volunteer WhatsApp Group for timely updates.

