



Baltimore Science Fiction Society, Inc.

Balticon 50

P.O. Box 686

Baltimore, MD 21203-0686

www.bsfs.org



Rules and Regulations for Balticon Staff and Volunteers

Follow all local laws, ordinances and hotel instructions without question — if you have a problem with a hotel instruction or actions by hotel staff, speak with a Balticon Committee member (look for a pink ribbon), the Volunteer Coordinators or Con Ops. Do not debate with hotel staff.

Do not go into hotel back areas without being escorted there by a member of Balticon Staff or hotel staff.

Act responsibly, and do not do anything that might damage the con's reputation (with the hotel or with the public) in any way.

If you are not a Balticon Committee member, you do not have the authority to make decisions for the convention or enter into agreements in the convention's name.

If you observe an incident that involves conflict, harassment, or inappropriate behavior, ask a staff person to call a Balticon Committee member for assistance. Write your observations down in as much detail as possible (including date, time, names and badge numbers of persons involved, and the name of the Balticon Committee member you asked for assistance), sign your name and badge number, and deliver your statement to the Con Ops desk. Do this as quickly as possible to minimize loss of detail due to time elapsed since the incident. Ask them to photocopy your report and give you a copy of it.

Please set a positive example for other volunteers and members of the con.

Follow all Balticon staff instructions. In the event of conflicting or questionable instructions, see a Volunteer Coordinator or the Con Chair for clarification. If the Volunteer Desk has closed, you can ask Con Ops call Jonette, Brian, Ellen or Paul. If the hour is between 2am and 7am, as them to call Jonette only.

Crash space in the Berserker Lair is limited. Rules for access will be strictly enforced. Please attempt to make other arrangements before using this space for sleeping.

Please bear in mind that Balticon Staff and Committee are all volunteers, just like you. They are not paid or in any other way compensated for their time and most of them put in well over 200 hours over the course of the year, in addition to 60 or more hours at the convention. Please conduct yourself in such a way as to make it easy for them to manage you in your volunteer position so that they might be able to enjoy the convention. Follow the following basic guidelines:

- Show up when and where you agreed to for your work assignments;
- Be thorough when performing agreed upon tasks – take pride in your work!;
- Take a moment now and then to invite other Balticon attendees to volunteer for an hour or two (or more...); and
- Avoid drama! If you have a complaint, tell it to someone who has the power to do something about it—a Balticon Committee member.
- If you attend panels and presentations, help us out by filling out the feedback form; and
- Arrange your schedule so that you can enjoy Balticon as both an attendee and volunteer!

Volunteers@Balticon.org

410-563-2737

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