

<b>Position Title</b>	Ball Person Team Leader
<b>Volunteer Unit</b>	Ball Persons
<b>Reports to</b>	Rugby Operations Manager
<b>Position Type</b>	Behind the Scenes
<b>Dates Required</b> Times are TBC closer to the date	Team Leader Orientation: Tuesday 4 December 2018, 5.30pm – 7.00pm Orientation Evening: Wednesday 5 December 2018, 5.30pm – 7.00pm Tournament Day One: Saturday 26 January 2019, 8.00am – 10pm Tournament Day Two: Sunday 27 January 2019, 8.00am – 10pm

### HSBC New Zealand Sevens 2019

New Zealand Rugby has a desire to make the 2019 HSBC NZ Sevens the greatest New Zealand Sevens event ever!

#### Primary Purpose

The Ball Persons Team Leader is responsible to manage the team of Ball Persons throughout the duration of the tournament.

#### Key Tasks

- Manage and rotate the Ball Persons across the tournament, ensuring there is adequate rest between shifts
- Oversee the performance of the Ball Persons for ball management, collection and supply duties during Tournament matches
- Ensuring all items in the Ball Persons room are kept safe
- Ensure Ball Persons are adequately fed and hydrated
- Maintaining a high level of behaviour and dress of self and Ball Persons throughout the Tournament
- Other tasks as required by the Rugby Operations Manager to ensure the smooth running of the tournament

#### Health and Safety

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plan

#### Key Relationships

##### Internal

- Ball Persons
- Rugby Operations Manager
- Other Volunteers
- Tournament Management

##### External

- World Rugby Match Officials
- Team Players and Management
- Stadium staff and security

#### Person Specification

##### Experience

- Previous Ball Person Manager experience with at Mitre 10 Cup, Super Rugby or Test matches

##### Skills

- Good understanding of logistics and importance of timing
- Communication and time management skills
- Friendly and approachable

#### Competencies and Attributes

- A structured, organised and proactive “can do” approach
- Positive and enthusiastic
- Strong problem solving skills
- Demonstrates commitment to the organisation and overall tournament.
- Able to build successful working relationships at all levels of an organisation
- Able to work to and meet deadlines and able to reprioritise as necessary
- A willingness to take ownership and be held accountable
- Able to self-manage
- Able to work with a diverse management team
- Able to communicate with all levels of an organisation