

Position Title	HQ Runner (x4)
Volunteer Unit	HQ Runner
Reports to	HQ Runner Team Leader
Position Type	Behind the Scenes
Dates Required	Orientation Evening: Wednesday 24 th January 2018, 5.30pm – 8pm
Times are TBC	Tournament Day One: Saturday 3 rd February 2018, 9.00am – 10pm
closer to the date	Tournament Day Two: Sunday 4 th February 2018, 9.00am – 10pm

HSBC New Zealand Sevens 2018

New Zealand Rugby has a desire to make the 2018 HSBC NZ Sevens the greatest New Zealand Sevens event ever!

Primary Purpose

HQ Runners are responsible for ensuring the fast flow through of Tournament documentation and stores as required and assisting with operations in all areas where they are required.

Key Tasks

- Filling drinks stocks around the Stadium in specific locations as required
- Running team sheets and statistics to appropriate points
- Distributing score sheets as required
- Flag bearer for Team's Country flags
- Collecting recordings from Sky TV and delivering them to Judicial
- Making sure that your location throughout Day One and Two is known by the Runner Team Leader
- Assisting Level Zero Team Leader when required
- Maintaining a high level of behaviour and dress throughout 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
- Ensures all hazards are promptly assessed for their significance, and managed

Key Relationships

Internal

- Runner Team Leader
- Level Zero Team Leader and Runners
- Other volunteers
- Match Enhancement Manager

External

- Stadium staff and security
- Hour Glass
- Other Tournament staff

Person Specification

Experience

- Good understanding of Sevens Rugby
- Good understanding of Sevens Tournament
- Good understanding of the fast pace Sevens Tournament

Skills

- Ability to listen and follow instructions
- Mature and responsible with a positive attitude
- Good level of fitness to operate throughout two consecutive days

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