

<b>Position Title</b>	HQ Runner (x4)
<b>Volunteer Unit</b>	Tournament HQ
<b>Reports to</b>	HQ Team Leader
<b>Position Type</b>	Behind the Scenes
<b>Dates Required</b>	Orientation Briefing: Saturday 18 January 2020, 10.00am – 12.00pm
Days/Times are	Tournament Day One: Saturday 25 January 2020, 8.00am – 10pm
TBC closer to the date	Tournament Day Two: Sunday 26 January 2020, 8.00am – 10pm

### HSBC New Zealand Sevens 2020

The 2020 HSBC New Zealand Sevens will be hosted at FMG Stadium Waikato during Auckland Anniversary weekend (25<sup>th</sup> – 26<sup>th</sup> January) and features a new exciting tournament format with 16 Men’s and 12 Women’s teams.

### 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 as required
- Collecting recordings from Sky TV and delivering them to Judicial
- Making sure that your location throughout Day One and Two is known by the HQ Runner Team Leader
- Assisting Level Zero Team Leader when required
- Assisting the Match Enhancement Manager as required, with the approval of the HQ Co-ordinator
- 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

- HQ 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



**HAMILTON**  
**25 – 26 JAN 2020**  
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**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