

<b>Position Title</b>	Level Zero Runners (x4)
<b>Volunteer Unit</b>	Level Zero
<b>Reports to</b>	Level Zero Team Leader
<b>Position Type</b>	Behind the Scenes
<b>Dates Required</b> Times are TBC closer to the date	Orientation Evening: Wednesday 24 <sup>th</sup> January 2018, 5.30pm – 8pm Level Zero Setup: Friday 2 <sup>nd</sup> February, 2018, half day Tournament Day One: Saturday 3 <sup>rd</sup> February 2018, 9.00am – 10pm Tournament Day Two: Sunday 4 <sup>th</sup> 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

Level Zero Runners are responsible for assisting the Level Zero Team Leader in keeping Level Zero tidy and assisting with moving stock.

#### Key Tasks

- Required for a half day, the day before (Friday) the first day of tournament (Saturday) for Level Zero pack-in
- Team ice baths (green bins) placed in showers each tournament morning, 3/4 filled with cold water using change room showers, and individually named by country
- Receive team fruit boxes, and sort and distribute
- Work with TLO Manager to set up change room areas by country, with seating, rubbish bins, country flags, in accordance with TLO Manager change room schedule
- Make swift and regular change room sweeps of rubbish ensuring players privacy and personal property is protected
- Ensure stock is regularly monitored and replenished mid-field
- Re-direct any TLO enquiries to TLO Manager who will escalate if required. For example: Adjustment of change shed a/c or shower issues
- Pack down of chairs, emptying of ice baths to avoid flooding, replenish team and officials' fridges of product and a general clean at the end of each tournament day
- Ensure self and others keep all player corridors and tunnel areas as traffic-free as possible
- Assist the Pitch Marshals to communicate with the teams when teams are required on field
- 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

- Level Zero Coordinator
- TLO Manager and TLOs
- Pitch Marshalls
- Other volunteers

##### External

- Teams: Players and Management
- Stadium staff and security

#### Person Specification

##### Experience

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

##### Skills

- Mature and responsible
- Reasonable level of fitness as you are on your feet all day and moving stock
- Good at taking directions from your Team Leader and working unsupervised
- Ability to work as part of a team

### 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