

Position Title	Level Zero Team Leader
Volunteer Unit	Level Zero
Reports to	Rugby Operations Manager
Position Type	Behind the Scenes
Dates Required Times are TBC closer to the date	Team Leader Orientation: Tuesday 23 rd January 2018, 5.30pm – 8pm Orientation Evening: Wednesday 24 th January 2018, 5.30pm – 8pm Level Zero Setup: Friday 2 nd February, 2018, half day Tournament Day One: Saturday 3 rd February 2018, 9.00am – 10pm 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

The Level Zero Team Leader is responsible for the coordination of the Level Zero team and ensures the needs of all teams are met throughout the duration of the tournament. This includes ensuring that player's baggage and equipment is secure and all areas are kept tidy.

Key Tasks

- Implementation of the changing room schedule
- Roster for Level Zero Assistants x 2
- Roster for Level Zero Runners x 4
- Ensuring changing rooms are clean at all times
- Provision of guidance to Level Zero Assistants on behaviour and dress during the event
- Ensuring all fridges and freezers in Level Zero are stocked
- Ensuring ice is readily available to teams
- Assistance to Match Officials and Medical Staff operating from Level Zero
- Being the spokesperson for Level Zero Assistants and ensuring they receive all appropriate information
- Coordinate stadium pack-in and pack-out tasks for Runners
- Ensure that all teams needs are meet as appropriate

Health and Safety

For Self

- 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

For the Team

- Ensures staff are informed of Health and Safety requirements in the workplace
- Ensures the prompt and accurate reporting, recording and investigation of all workplace incidents and injuries
- Ensures all hazards are promptly assessed for their significance, and managed

Key Relationships

Internal

- Level Zero team: Assistants and Runners
- Other volunteers
- Tournament Management

External

- World Rugby
- Match Officials
- Stadium staff and security
- Stadium contractors
- Others who require assistance from Level Zero

Person Specification

Experience

- Experience in Rugby Level Zero
- Good understanding of the fast pace Sevens Tournament

Skills

- Good understanding of Logistics and importance of timing
- Communication skills
- Ability to prioritise
- Friendly and approachable
- Time management skills

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