

Position Title	Level Zero Team Leader
Volunteer Unit	Level Zero
Reports to	Rugby Operations Manager
Position Type	Behind the Scenes
Dates Required	Orientation Briefing: Saturday 18 January 2020, 10.00am – 12.00pm
Times are TBC closer to the date	Level Zero Setup: Friday 24 January 2020, half day
	Tournament Day One: Saturday 25 January 2020, 7.30am – 10pm
	Tournament Day Two: Sunday 26 January 2020, 7.30am – 10pm

HSBC New Zealand Sevens 2020

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

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 provided by the Rugby Operations Manager
- Manage the roster for Level Zero Assistants x 6; provide guidance on behaviour and dress standards during the event
- Ensuring changing rooms are clean at all times
- Ensuring all fridges in Level Zero are stocked regularly with beverages
- Ensuring ice is readily available to teams and freezers are stocked regularly
- Ensuring fruit supplies are distributed to all teams daily
- Ensuring towel supplies are distributed to all teams daily and returned to the Laundry room at the end of each day
- 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 the Level Zero team
- Ensure that all teams needs are met 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
- Rugby Operations Manager
- Workforce Manager
- Other volunteers
- Tournament Management

External

- World Rugby
- Match Officials
- Team Management
- Stadium staff, contractors and security
- 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