

Position Title	Manual Scorer
Volunteer Unit	Field Operations
Reports to	Rugby Operations Manager
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

Manual Scorers are responsible for manually keeping statistics of all the rugby played during the Tournament as a backup to the Official Scorer.

Key Tasks

- Keeping score of the rugby matches as they happen
- Keeping a tally of Team positions within their pools
- Determining the Teams that proceed into the Cup, Plate, Bowl, Plate, Shield
- Keeping records of teams progressing through the Cup, Plate, Bowl, Plate, Shield
- Keep record of all statistics

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

Key Relationships

Internal

- Other volunteers
- Tournament Management

External

- Hour Glass

Person Specification

Experience

- Good understanding of Sevens Rugby
- Good understanding of how the Tournament is run

Skills

- Accurate documentation skills
- Time Management skills
- Tidy and readable handwriting
- Good communication 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