

<b>Position Title</b>	Timing Coordinator
<b>Volunteer Unit</b>	Field Operations
<b>Reports to</b>	Rugby Operations Manager
<b>Position Type</b>	Behind the Scenes
<b>Dates Required</b>	Orientation Evening: Wednesday 24 <sup>th</sup> January 2018, 5.30pm – 8pm
Times are TBC	Tournament Day One: Saturday 3 <sup>rd</sup> February 2018, 9.00am – 10pm
closer to the date	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

Timing Coordinators are responsible for coordinating the linkage between Rugby (teams), Broadcast (Sky), Big Screen (advertisements), Match Enhancement and Ground Announcer to ensure the Tournament runs to time.

#### Key Tasks

- Ensuring the Tournament runs “to time” in accordance with the timing schedule
- Keeping official time of all rugby matches
- Liaising with the Big Screen Operators regarding matches on the Big Screen
- Communicate with Pitch Marshalls (PMs) regarding preparing teams in the tunnel to run on, movement onto the field, minutes to kick-off
- Communicate with Match Enhancement Manger
- Liaise with Broadcast regarding teams in the tunnel, teams to field and starting times through public announcer
- Keeping in close contact with public announcer, regarding announcements relative to rugby starting times and relevant messages

#### 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

- Pitch Marshalls
- Other volunteers
- Match Enhancement Manager (Runsheet)
- Tournament Management

##### External

- Sky TV (Broadcast)
- Big Screen
- Ground Announcer
- Match Officials
- Stadium staff, contractors and security

#### Person Specification

##### Experience

- Experience as Timing Coordinator at a Provincial Level or the Wellington Sevens

##### Skills

- Timekeeping skills
- Clear communication skills
- Accurate attention to detail

#### 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