

Position Title	Tunnel Marshall
Volunteer Unit	Rugby Operations
Reports to	Rugby Operations Manager
Position Type	Behind the Scenes
Dates Required	Orientation Evening: Friday 18 January 2019, 5.30pm – 7.00pm
Times are TBC	Tournament Day One: Saturday 26 January 2019, 8.00am – 10pm
closer to the date	Tournament Day Two: Sunday 27 January 2019, 8.00am – 10pm

HSBC New Zealand Sevens 2019

New Zealand Rugby has a desire to make the 2019 HSBC NZ Sevens the greatest New Zealand Sevens event ever!

Primary Purpose

Tunnel Marshalls are responsible for liaising with the Rugby Operations Manager, Sky TV Floor Manager and Team Managers to ensure teams are ready in the tunnel to play at the scheduled time.

Key Tasks

- Assisting the Rugby Operations Manager and Sky TV Floor Manager, to ensure the Tournament runs “to time” in accordance with the timing schedule
- Communicate with Team Managers or Team Liaison Officers regarding times for teams in the tunnel, movement onto the field, minutes to kick off
- 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 Manager
- Assist the Rugby Operations Manager to keep the tunnel area clear and clean and tidy 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

Key Relationships

Internal

- Rugby Operations Manager
- Pitch Marshalls
- Match Enhancement Manager (Runsheets)
- Tournament Management

External

- Sky TV (Broadcast)
- Team Manager and/or Team Liaison Officers
- Match Officials
- Stadium staff, contractors and security

Person Specification

Experience

- Experience as Timing Coordinator at a Provincial Level or the HSBC 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