

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

The warm Up Team Leader is responsible for the coordination of the Warm Up team and ensures that the Warm Up Area and Schedule is managed and the needs of the teams are met.

#### Key Tasks

- Implementation of the Warm Up schedule
- Roster for Warm Up Assistants x 3
- Ensuring Warm Up areas and equipment are ready for teams
- Ensuring Warm Up areas are fenced off from the public and secure, working in conjunction with the Security company
- Provision of guidance to Warm Up Assistants on behaviour and dress during the event
- Being the spokesperson for Warm Up Assistants and ensuring they receive all appropriate information
- Coordinate Warm Up area pack in and pack down
- 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

- Warm Up Area Assistants
- Rugby Operations Manager
- Other volunteers
- Tournament Management

##### External

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

#### Person Specification

##### Experience

- Good understanding of Sevens Rugby
- Good understanding of Sevens Tournament
- Good understanding of Sevens and its fast pace and large number of participants

##### 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