

| | |
|-----------------------|---|
| Position Title | Warm Up Team Leader |
| Volunteer Unit | Warm Up |
| 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 | Tournament Day One: Saturday 25 January 2020, 7.30am – 10pm |
| closer to the date | Tournament Day Two: Sunday 26 January 2020, 7.30am – 10pm |

HSBC New Zealand Sevens 2019

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 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
- 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
- Volunteer Manager
- 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 Tournaments
- 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



HAMILTON
25 – 26 JAN 2020
SEVENS.CO.NZ

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