

Position Title	Whiteboard Updater
Volunteer Unit	Tournament HQ
Reports to	HQ Team Leader
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 2020

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 Whiteboard Updater is responsible for manually updating the match results on the Tournament whiteboards around the Stadium straight after final whistle of each game. This role is supported by the HQ Team Leader and HQ Runners to cover breaks.

Key Tasks

- Collect score sheets from HQ Runner and reproduce the official scores of pool play matches on the Tournament whiteboards around the Stadium throughout Day One.
- Reproducing the scores of matches throughout the knockout stages, on the Tournament whiteboards throughout Day Two.
- Liaise with the HQ Team Leader to coordinate breaks
- Assist the HQ Team with other duties as required

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

- HQ Team Leader and HQ Runners
- Workforce Manager
- Rugby Operations Manager
- Tournament Management

External

- Ignite / Sunset+Vine
- Stadium Security

Person Specification

Experience

- Good understanding of Sevens Rugby
- Good understanding of Sevens Tournament

Skills

- Reasonable level of fitness as you are walking / on your feet all day from first games final whistle to the last games final whistle
- Neat and tidy hand writing
- 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