



Thank you for your interest in volunteering at this year's Secure Trading 7's National Finals and O2 Touch Tournament

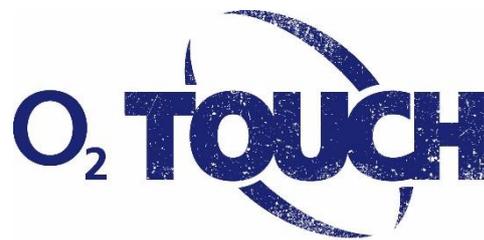
Please see the timings for each day and review the Job Groupings on the Descriptions worksheet.

Once you have decided on which job grouping you'd prefer please fill in the Volunteer Application survey: [HERE](#)

[For more tournament information click here.](#)

If you have any questions, please email them to:

DomTripp@rfu.com



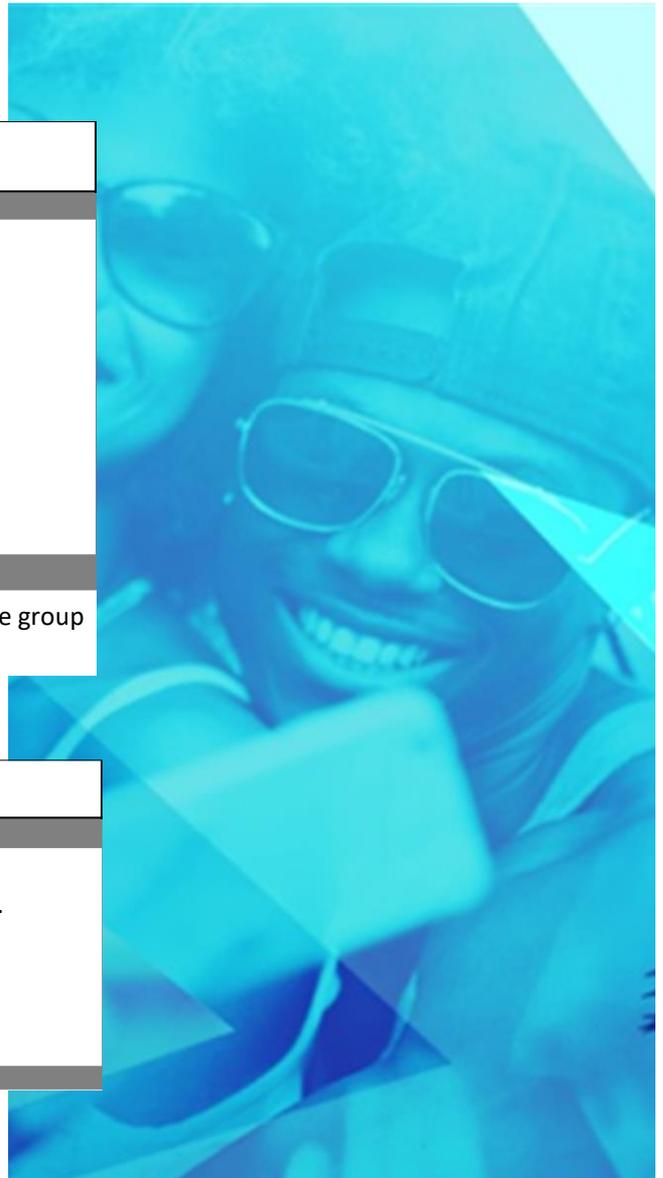
Saturday June 29th Overview

8:00am	Volunteers Arrive on Site
8:00 - 8:15	Group Leaders brief teams, set up begins.
8:15-10:30	Set up
10:30am	Whole Team Briefing
11:00am	Tournament Begins
7:00pm	Tournament Ends
7:20pm	Women's Final
7:40pm	Men's Final
8:30pm	Volunteers Finish

* Job rotation and lunch hours will be determined by the group leaders

Sunday June 30th Overview

9:00am	Volunteers Arrive on Site
9:00 - 9:15	Group Leaders brief teams, set up begins.
10:00am	Registration Opens
11:00am	Tournament Begins
3:00pm	Tournament Ends
4:00pm	Volunteers Finish



Group	Job Title	Number Required	Job Description
A	<u>Team Liason Officer</u>	4	One per tier, any issues teams have they go to them, anything to be communicated goes through them to teams.
A	<u>Pitch Manager</u>	4	This role will look to ensure that matches on their assigned pitch run on-time and correctly. They will need to provide results to the Info Hub in a speedy manner and inform teams of who's on deck and address any issues immediately.
A	<u>Front Gate</u>	2	Welcome and engage with spectators and teams, direct people to where they need to be, take tickets from specators for entry. No involvement in the directing of where cars are to go to park. 2 Staff members to be manning the front gate at all times.
A	<u>Brand Marketing Assistant</u>	2 or 3	This role will include the set up, placement and maintenance of any branding for the event. Staff will need to be consious of the level of traffic/footfall in certain zones to ensure primary sponser are given proper exposure.
B	<u>Competition Assistant</u>	2	Assist in the competitions office to ensure that results are updated, match order is communicated, and ensure that the competition part of the day runs smoothly. There will be an RFU competitions staff member in charge that will require assistance
B	<u>Registrations</u>	2	During registraion hours this role would require staff to man the table, welcome teams, confirm team details/check them in and provide team packs. 2 staff members to be on the table at all times.
B	<u>Event Lead's Shadow</u>	2 or 3	Shadows are paired up with one of the event leaders and are to stay with the leader and help them should they need anything; this could include acting as a runner, problem solving or set up of equipment.
B	<u>Info Hub</u>	2	After registration is over the table will become an Info Hub for the entire tournament. Staff on this station will need to keep the scoretables updated and be highly knowledgeable of the event and it's components to answer any questions. 2 staff members are to be manning the info hub at all times.
C	<u>Fan Activation</u>	4	Welcome and engage players, fans, or anyone to have a go at interactive games, ensure they enjoy their time, and manage equipment and safety of the aparatus. - the more outgoing the better, adding to the atmoshere on the day is essential
C	<u>Presentation Support</u>	2	Organise and set up the trophy display to be ready for presentation by Dom/Nottingham. This will need to be timed correctly to ensure there is no lag in the day.
C	<u>Runner / Gopher / Medical Runner</u>	5	This role is attached to other roles in that should a pitch manager, referee or competition assistant need anything it is the Runner's role to get it as quickly as possible. Speed, accuracy, ability to take direction but also think on your feet is necessity for this role.
Hospitality	<u>Hospitality /VIP</u>	5	Any hospitality staff will be required to perform the following tasks: - Welcome Guests and check them in - Help guests locate their tables and walk them over - Answer any questions about the event the guests may have
Hospitality	<u>Hospitality Leader</u>	1	This role includes ensuring the hospitality portion of the event runs smoothly and efficiently. They will be in charge of all volunteers working in the hospitality area.