



BUCS Big Wednesday 2013:

Volunteer Role Descriptions

Role Description (Work Area)	Sports Assistants (Facilities)
Responsibilities	<ul style="list-style-type: none">• To assist Sports Operatives and Supervisors with set ups and take downs of sports equipment/facilities for a number of BUCS Big Wednesday games.• To be responsible for ensuring venues are kept clean and safe for competitors, spectators and staff.• To act as a liaison between BUCS staff and the facilities team to ensure all facility requirements are being met.
Requirements	<ul style="list-style-type: none">• Must be a good timekeeper and be reliable.• Volunteers must have a good awareness of Health & Safety issues and avoid putting themselves or others at risk.• Must be a good communicator and be able to work well as part of a team.
Additional Information	<ul style="list-style-type: none">• Matches will be taking place both indoors and outdoors and will require volunteers to work in all areas.• A free t-shirt will be given to wear and keep.



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Role Description (Work Area)	Medal Presentation Team
Responsibilities	<ul style="list-style-type: none">• To be responsible for sorting and allocating all medals for award ceremonies to the correct venue and team.• To ensure that each venue is set up in good time for the medal ceremonies and to a high standard.• To ensure that any key personnel who are part of the 'medal presentation team' are at the correct venues in good time to award medals.• To ensure key members of the media team attend all ceremonies to document the events.
Requirements	<ul style="list-style-type: none">• Must be punctual and reliable.• Must be able to work quickly and accurately and have a good attention to detail.• Must be a good communicator and be able to work well as a team.
Additional Information	<ul style="list-style-type: none">• Matches will be taking place both indoors and outdoors and will require volunteers to work in all areas.• A free t-shirt will be given to wear and keep.



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Role Description (Work Area)	Team Liaison Officers
Responsibilities	<ul style="list-style-type: none"> • To be responsible for sports teams competing at the BUCS Big Wednesday event ensuring they have the appropriate accreditation, and information to compete successfully. • To meet and greet specified teams on their arrival and ensure teams comply with accreditation requirements. • To give accurate information regarding fixture times, changing rooms and location of sports and other facilities. • To assist with sport specific duties as required (e.g. presentations). • To deal with any problems or questions for the team quickly and accurately and act as a liaison between the team and BUCS/Surrey University staff.
Requirements	<ul style="list-style-type: none"> • Must be punctual and reliable. • Must be able to work quickly and accurately and have a good attention to detail. • Must be a good communicator and be able to work well as a team.
Additional Information	<ul style="list-style-type: none"> • Matches will be taking place both indoors and outdoors simultaneously and will require volunteers to work in all areas. • Although long shifts (8 hours) may be allocated, there will be opportunities for breaks and chances to watch the sport within the shift time as specified by the TLO volunteer coordinator. • A free t-shirt will be given to wear and keep.



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Role Description (Work Area)	Front Of House Ambassadors
Responsibilities	<ul style="list-style-type: none">• Meet and greet all teams in reception and ensure they have been introduced to their Team Liaison and Accreditation Officers.• To give accurate information regarding fixture times, changing rooms and location of sports and other facilities.• To meet and greet all spectators, match officials and BUCS staff and ensure they are directed to the correct facilities and answer any of their questions about the event.• To ensure key public areas and reception is kept clean and tidy and free of tripping hazards.• Be an excellent role model and representation of University of Surrey.
Requirements	<ul style="list-style-type: none">• Must be able to work quickly and accurately and have a good attention to detail.• Must be a good communicator and be able to work well as a team.• Must be punctual and reliable.• Volunteers must have a good awareness of Health & Safety issues and avoid putting themselves or others at risk.
Additional Information	<ul style="list-style-type: none">• Matches will be taking place both indoors and outdoors and will require volunteers to work in all areas.• A free t-shirt will be given to wear and keep.



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Role Description (Work Area)	Match Analysts & Updates Team (Media)
Responsibilities	<ul style="list-style-type: none">• To provide scores and key information to other Media team staff for the purpose of updating the BUCS website, and other forms of social media.• To cover a wide range of sports and liaise with other members of the Media team in order to profile and enhance the results service as much as possible.
Requirements	<ul style="list-style-type: none">• To be efficient, punctual and able to process large amounts of information quickly• Must be competent with phone technology.• Must have excellent communication skills.• Must be able to work as part of a team.
Additional Information	<ul style="list-style-type: none">• Matches will be taking place both indoors and outdoors and will require volunteers to work in all areas.• A free t-shirt will be given to wear and keep.



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Role Description (Work Area)	Spectator Management
Responsibilities	<ul style="list-style-type: none">• To ensure venues are not overcrowded and manage potential 'surges' at the start and end of matches.• To alert Surrey Sports Park and BUCS staff of any 'problem spectators' that may need to be ejected.• To ensure no spectators encroach on to the playing areas.• To provide information to spectators on venues and facility location as and when required.• To manage the safety of all spectators on campus.
Requirements	<ul style="list-style-type: none">• Must be a good communicator and be able to work well as a team.• Must be punctual and reliable.• Must be alert to any signs of conflict and be able to liaise with Surrey Sports Park Staff over any incidents.• Volunteers must have a good awareness of Health & Safety issues and avoid putting themselves or others at risk.
Additional Information	<ul style="list-style-type: none">• Matches will be taking place both indoors and outdoors and will require volunteers to work in all areas.• A free t-shirt will be given to wear and keep.



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Role Description (Work Area)	Venue Access Controllers
Responsibilities	<ul style="list-style-type: none">• To manage the access routes of spectators, staff, officials and competitors to key venues and facilities at the BUCS Finals, working closely with Surrey Sports Park Staff.• To provide information to spectators on venues and facility location as and when required.• To manage the safety of all BUCS Finals visitors on campus.• To manage entrance to competitor and staff only venues, such as changing rooms, to prevent overcrowding.
Requirements	<ul style="list-style-type: none">• Must be a good communicator and be able to work well as a team.• Must be punctual and reliable.• Must be alert and be able to liaise with Surrey Sports Park Staff over any incidents.• Volunteers must have a good awareness of Health & Safety issues and avoid putting themselves or others at risk.
Additional Information	<ul style="list-style-type: none">• Matches will be taking place both indoors and outdoors and will require volunteers to work in all areas.• A free t-shirt will be given to wear and keep.



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Role Description (Work Area)	2 x Photographer, 1 x Videographer (Media)
Responsibilities	<ul style="list-style-type: none">• Working with the BUCS media team volunteers will film and photograph matches, interviews and award ceremonies.• Volunteers will be required to edit their material very quickly to be posted on the BUCS website and other social media channels.
Requirements	<ul style="list-style-type: none">• Must have photography/filming and editing experience and be able to provide a small portfolio of work prior to interview.• Must be able to work quickly and accurately and have a good attention to detail.• Must be a good communicator and be able to work well as a team.• Must be punctual and reliable.
Additional Information	<ul style="list-style-type: none">• Filming and photography equipment must be supplied by the volunteer.• Matches will be taking place both indoors and outdoors and will require volunteers to work in all areas.• A free t-shirt will be given to wear and keep.• This will be a great opportunity for up and coming photographers to build their portfolio with sporting images.



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Role Description (Work Area)	Media Assistants
Responsibilities	<ul style="list-style-type: none">• Working with the BUCS media team to conduct interviews with players and coaches, and write match/event reports.• To provide scores and key information to the media team for the purpose of updating the BUCS website, and other forms of social media.• To cover a wide range of sports and liaise with other members of the Media team in order to profile and enhance the results service as much as possible.
Requirements	<ul style="list-style-type: none">• Efficient, punctual and able to process large amounts of information quickly• Must be competent with phone technology.• Must have excellent communication skills.• Must be able to work as part of a team and have knowledge of a variety of sports.
Additional Information	<ul style="list-style-type: none">• Matches will be taking place both indoors and outdoors and will require volunteers to work in all areas.• A free t-shirt will be given to wear and keep.• This opportunity will be an excellent opportunity for a student looking to pursue a career in sports journalism or sports analysis.



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Role Description (Work Area)	Website Administration Officer (Media)
Responsibilities	<ul style="list-style-type: none">• Working with the BUCS media team to update the BUCS website with fixtures, results, images, new stories and footage.• Volunteers will liaise with BUCS staff and other volunteer staff to ensure all results are accurate.
Requirements	<ul style="list-style-type: none">• Must have relevant experience of updating website and a good administrative background.• Must be able to work quickly and accurately and have a good attention to details.• Must be a good communicator and be able to work well as a team.• Must be punctual and reliable.
Additional Information	<ul style="list-style-type: none">• Matches will be taking place both indoors and outdoors and will require volunteers to work in all areas.• A free t-shirt will be given to wear and keep.• Volunteering in this role will be ideal for a student who is interested in digital communications particularly social media.



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Role Description (Work Area)	Scoreboard Operators (Sport Competition-Event Presentation)
Responsibilities	<ul style="list-style-type: none">• To assist with the scorekeeping for key BUCS Final matches and to operate electronic or manual scoring systems.• To act as scorekeeper for a number of different games.• To keep an accurate and clear record of all scores and results and ensure these are communicated to the relevant officials/BUCS staff at the end of each game.• To operate both electrical and manual scoring systems and ensure they are accurate throughout the games.
Requirements	<ul style="list-style-type: none">• Must be a good timekeeper and be reliable.• A good knowledge of key sports e.g. basketball, netball, hockey etc, is preferable but not essential.
Additional Information	<ul style="list-style-type: none">• Matches will be taking place both indoors and outdoors and will require volunteers to work in all areas.• A free t-shirt will be given to wear and keep.



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Role Description (Work Area)	Announcer (Sport Competition-Event Presentation)
Responsibilities	<ul style="list-style-type: none">• To use public address systems to introduce teams, officials and sponsors (as per script), commentate on parts of the matches, and encourage vocal support for teams.• To control music used before, during and after fixtures.• To assist with timekeeping of matches.
Requirements	<ul style="list-style-type: none">• Must have experience of public speaking in some format.• Must be vocal, confident and have a charismatic personality.• Must be an excellent communicator.• Must be confident enough to ad lib if required• Must have an interest and knowledge of sports.
Additional Information	<ul style="list-style-type: none">• Matches will be taking place both indoors and outdoors and will require volunteers to work in all areas.• A free t-shirt will be given to wear and keep.



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Role Description (Work Area)	TLO Volunteer Coordinator
Responsibilities	<ul style="list-style-type: none"> • To coordinate with the senior TLO coordinator, BUCS event staff and Surrey venue staff during competition. • To be a central point of contact for TLO volunteers during competition. • Coordinate TLO volunteers' refreshments and breaks. • Assist BUCS event staff with general tasks as required. • To deal with any problems or questions quickly and accurately and act as a liaison between the BUCS event staff, Surrey venue staff, the Senior Coordinator and Volunteers.
Requirements	<ul style="list-style-type: none"> • Must be an efficient communicator • Must have experience of volunteering at large events, preferably of coordinating other volunteers. • Must be a good timekeeper and be reliable. • Volunteers must have a good awareness of Health & Safety issues and avoid putting themselves or others at risk. • A good knowledge of some of the BBW sports e.g. Basketball, Lacrosse, Rugby League etc. is preferable but not essential. (Please notify us of any preferences during your application).
Additional Information	<ul style="list-style-type: none"> • Matches will be taking place both indoors and outdoors simultaneously and will require volunteers to work in all areas. • A free t-shirt will be given to wear and keep. • Interviews will be held the week.