



## **VOLUNTEER INFORMATION**

### **British Taekwondo National Championships 2016**

The 2016 British Taekwondo National Championships will be held at the **Copperbox Arena, Queen Elizabeth Olympic Park, Stratford, London E20 3HB**

This large Olympic Taekwondo event will feature upcoming as well as established athletes from across the UK as they battle it out to be crowned British Champion 2016.

The competition itself is held over 2 days, on the **24<sup>th</sup> & 25<sup>th</sup> September 2016** and will have well over 700 athletes competing, ranging from children participating for the first time, right through to international stars from World Championship teams.

There are many enjoyable volunteering opportunities available, before, during and after this event and we would love to work with you to make the event successful.

Taekwondo experience is **not** necessary for any of the volunteer roles.

You will be made to feel very welcome by our event staff and will have the chance to see dynamic displays of Taekwondo close up and at its best.

If you would like to be a part of this exciting event and contribute to the success of a fantastic tournament – then please take a look at the roles available below and complete the volunteer application form.

### **Uniform**

You will receive a free championship t-shirt to wear during the event. If you could also wear, either plain black trousers or skirt and black shoe's - it would be appreciated.

### **Refreshments**

You will receive a meal voucher or payment, for each shift worked to cover a meal and refreshment. There will also be tea, coffee, and water available inside the venue.

### **Shifts**

The shifts are detailed below. All volunteer roles will take place inside the Copperbox Arena.

### **Expenses**

An expenses fee of £5 per day, per person will be paid to each volunteer as a contribution towards transport costs.

## Role Overviews

1. Athlete Process
2. Stewarding
3. Field of play support
4. Rig & Derig
5. Media & Hospitality
6. Registration support



## ROLE DESCRIPTIONS AND NUMBER of POSTS AVAILABLE

### 1. Athlete & Match Processing

Number per shift: **15**

Shift times:

|                                     |                |                 |
|-------------------------------------|----------------|-----------------|
| Saturday 24 <sup>th</sup> September | 8.00am- 3.00pm | 2.30pm - 9.00pm |
| Sunday 25 <sup>th</sup> September   | 8.00am- 3.00pm | 2.30pm - 8.00pm |

Description:

You will be working as part of a team to guide athletes through the match preparation process and out into the arena for their matches and back again. This will be the busiest area of the event giving volunteers various opportunities to engage with athletes and coaches. If you are a “people person” with good organisational skills, this role will give great satisfaction.

Responsible to: The Holding and Transition area managers.

### 2. Stewarding

Number per shift: **6**

Shift times:

|                                     |                |                 |
|-------------------------------------|----------------|-----------------|
| Friday 23 <sup>rd</sup> September   |                | 3.30pm - 8.00pm |
| Saturday 24 <sup>th</sup> September | 8.00am- 3.00pm | 2.30pm - 9.00pm |
| Sunday 25 <sup>th</sup> September   | 8.00am- 3.00pm | 2.30pm - 8.00pm |

Description:

Responsible for the stewarding of spectators and directing athletes towards the changing and medical facilities whilst ensuring participants/spectators do not enter restricted and VIP areas. Working with the Floor Manager, you will control access to specific areas of the venue including the back of house area and the competition floor.

A calm and pleasant demeanour with the public is required for this role.

### **3. Field of Play Support**

Number per shift: **16**

Shift times:

|                                     |                |                 |
|-------------------------------------|----------------|-----------------|
| Saturday 24 <sup>th</sup> September | 8.00am- 3.00pm | 2.30pm - 9.00pm |
| Sunday 25 <sup>th</sup> September   | 8.00am- 3.00pm | 2.30pm - 8.00pm |

Description:

Volunteers working in this area can switch between interesting roles.

This role prepares the athletes for the next match of competition by ensuring they are wearing the correct electronic body protectors and the transmitters are functioning correctly. If you have a good understanding of technology and want a ringside seat, then this role is ideal for you.

On the Saturday, which is a novices competition day, athletes do not compete using the electronic systems but the same process of checking and preparing the next set of athletes to go on takes place and it's a good rehearsal for the busy following day.

Responsible to the Competition Floor Manager.

### **4. Rig/De-rig Team**

Number per shift: **15**

Shift times:

|                                   |                 |                  |
|-----------------------------------|-----------------|------------------|
| Friday 23 <sup>rd</sup> September |                 | 3.00pm - 10.00pm |
| Sunday 25 <sup>th</sup> September |                 | 7:00pm – 10:00pm |
| Monday 26 <sup>th</sup> September | 10.00am- 4.00pm |                  |

Description:

Volunteers will be helping with the set up and dismantling of the competition venue before and after the main competition days. This could include the laying and removal of mats, venue branding, furniture positioning and assisting technology suppliers with cabling and dressing. This is a very "hands on" role but very rewarding as you see the event taking shape!

This role can be combined with other event roles if you want the full event experience.

Responsible to the Main Event Manager.

## **5. Media & Hospitality**

Number per shift: **4**

Shift times:

|                                     |                |                 |
|-------------------------------------|----------------|-----------------|
| Saturday 24 <sup>th</sup> September | 8.00am- 3.00pm | 2.30pm - 9.00pm |
| Sunday 25 <sup>th</sup> September   | 8.00am- 3.00pm | 2.30pm - 8.00pm |

Description:

Responsible for supporting the PR team manager and the journalists who are in attendance at the event. The role will include working between the competition floor, press area and results services, ensuring information and results are kept up to date and the needs of the journalists are met. This role is ideal for people interested in learning how the media work.

In addition, you may be working with our hospitality manager to ensure any VIP activity runs smoothly. This could involve acting as a guide to restricted seating areas, assisting with any catering provisions and helping VIP guests where necessary.

## **6. Registration, Weigh in and Administration support**

Number per shift: **4**

Shift times:

|                                     |                |                 |
|-------------------------------------|----------------|-----------------|
| Friday 23 <sup>rd</sup> September   |                | 3.30pm - 8.00pm |
| Saturday 24 <sup>th</sup> September | 8.00am- 3.00pm | 2.30pm - 9.00pm |
| Sunday 25 <sup>th</sup> September   | 8.00am- 3.00pm | 2.30pm - 8.00pm |

Description:

Responsible for assisting teams arriving at the venue, registering for the event and athlete weigh in processes.

During competition days, the role will switch to the administration support office inside the competition hall assisting with results processing, further weigh ins and other technical services.

Responsible to the Event Office Manager

## PLEASE NOTE

Please specify which shifts you can do on the application form.

If you want to volunteer for a full day please mark two or more shifts on the application form.

## TIMETABLE FOR APPLICATION

1. Applications open 1<sup>st</sup> May 2016
2. Application closing date 1<sup>st</sup> September 2016 ( if places remaining)
3. Notification of acceptances & roles will be start to be sent out approx 17<sup>th</sup> August 2016

So that volunteers understand their roles fully, there will be a pre event volunteer briefing where you will also receive training for your specific role, collect your accreditation and championship t-shirt.

This briefing will take place on Friday 23<sup>rd</sup> September at 6.30pm at the venue.

We really do ask you to attend this meeting if at all possible, it should last no more than an hour and will enable you to “hit the ground running” on the first day of your assignment. This pre event briefing has proved invaluable in past events, so please try to make it.

For those volunteers already working on the Friday in roles such as registration, rig & derig and stewarding – you will receive your T-Shirt and accreditation as you arrive for your shift.

**You can download an electronic version of the application form from our website at [www.gbtaekwondo.co.uk](http://www.gbtaekwondo.co.uk) and return by post to:**

**National Championship Volunteers,  
GB Taekwondo,  
National Taekwondo Centre  
Ten Acres Sports Complex  
Ten Acres Lane  
Manchester  
M40 2SP**

**Or return it by email to: [events@gbtaekwondo.co.uk](mailto:events@gbtaekwondo.co.uk)**

Thank you for your support of British Taekwondo.



**If you have any other questions please email [events@gbtaekwondo.co.uk](mailto:events@gbtaekwondo.co.uk)**

