

IBSA World Blind Football Championships 2010



Volunteer Application Pack

www.blind2010.com

Introduction

The FA have won the right to host the 2010 IBSA World Blind Football Championships which will take place this summer between August 14th – 22nd, at thePoint4, the new international standard sports centre at The Royal National College for the Blind (RNC) in Hereford.

The event – the largest disability football event ever to be held in England – will act as a direct qualifier for the Paralympics in London 2012 and will showcase the very best blind footballers from across the world as they compete for the most prestigious prize in the sport.

Hosts England and current World Champions Argentina, will join France, Spain, Brazil, Paraguay, South Korea, China, Japan and an African nation. The countries will be drawn into groups of five, with England's first group game to be played on the opening evening, Saturday 14th August.

Volunteers will be crucial to the success of the event and the Local Organising Committee (LOC) is seeking to recruit people for a variety of different positions including:

- Team co-ordinator
- Driver
- Event management support
- Hospitality assistant
- Arena steward
- Spectator village steward
- Car park steward
- Interactive zone steward
- Entry supervisor

Applicants wishing to apply for these roles must be:

- Committed and dedicated to the success of the event
- Willing to undergo a CRB check
- Willing to attend a training / induction session
- Aged 18 or over for all positions except drivers
- If you are applying for a driver's role you must be over 25, possess a current clean driving licence and have at least 3 years driving experience. You must also have sound knowledge of road routes around Hereford.
- Prepared to work long hours (shifts will usually be 8 hours) and you must be available for work for the majority of the period Friday 13th August through to Monday August 23rd.

You will receive a lunch or an evening meal (dependent upon shifts), reimbursement of out of pocket expenses and a branded event uniform.

To apply for a role you must complete the application form at the back of this pack. Forms must be completed by 5pm on Friday 26th March 2010. We will hold an informal selection event for all applicants on 20th or 21st April and all applicants must be available to attend a training session on 25th July.

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Role descriptions

Domain: Football	Role: Team Coordinator
Location of role: Based at Royal National College for the Blind	
Dates required: 13 th – 23 rd August 2010	Shifts required: Dependent on schedule
Duties: <ul style="list-style-type: none"> • To oversee all elements of the teams stay in England acting as a the key contact for any queries • To act as a direct link between the team and the tournament LOC • Act as a conduit of information exchange between the team and the tournament LOC • To ensure that the team adheres to their daily schedule including meal, training and match times plus other activities such as trips • Inform the LOC of any requests to alter the daily schedule at least 24 hours in advance of the requested change • To accompany your team to all appointments 	Essential skills: <ul style="list-style-type: none"> • Good people & communication skills • Organisational skills • Leadership skills • Ability to work long and unsociable hours • Flexible • Reliable Desirable Skills: <ul style="list-style-type: none"> • Ability to speak one of the following foreign languages <ul style="list-style-type: none"> ▪ Spanish ▪ French ▪ Portuguese ▪ Japanese ▪ Chinese ▪ Korean
Uniform: <ul style="list-style-type: none"> • Event uniform (t shirt and tracksuit – own footwear), preferably trainers) 	
Training: <ul style="list-style-type: none"> • Blind awareness module • Role specific briefing 	
Other: <ul style="list-style-type: none"> • You will report to the Tournament Director 	

Domain: Transport	Role: Driver
Location of role: Based at Royal National College for the Blind – Tournament Office	
Dates required: 14 th – 22 nd August 2010	Shifts required: Dependent on schedule
Duties: <ul style="list-style-type: none"> • Drive tournament officials and VIPs to and from airport / accommodation to Royal National College for the Blind 	Essential skills: <ul style="list-style-type: none"> • Good people & communication skills • Clean and current drivers license • A good basic knowledge of local roads • Reliable
Uniform: <ul style="list-style-type: none"> • Event uniform (t shirt and tracksuit – own footwear, preferably trainers) 	
Training: <ul style="list-style-type: none"> • Blind awareness module • Role specific briefing 	
Other: <ul style="list-style-type: none"> • Produce license to vehicle Hire Company at a date tbc, must be over 25 years old. • You will report to the Volunteer Coordinator 	

Domain: Football	Role: Event Management Support
Location of role: Royal National College for the Blind – Point4	
Dates required: 14 th – 22 nd August 2010	Shifts required: Dependent on schedule
Duties: <ul style="list-style-type: none"> • To support the tournament director in all areas including liaison with: <ul style="list-style-type: none"> ▪ PA announcer ▪ Player escorts ▪ Team coordinators ▪ Match officials ▪ VIPs ▪ Protocol • To oversee changing room turn around in between games • To oversee pitch turn around in between games 	Essential skills: <ul style="list-style-type: none"> • Good people & communication skills • Organisational skills • Reliable
Uniform: <ul style="list-style-type: none"> • Event uniform (t shirt and tracksuit – own footwear, preferably trainers) 	
Training: <ul style="list-style-type: none"> • Blind awareness module • Role specific briefing 	
Other: <ul style="list-style-type: none"> • You will report to the Volunteer Coordinator 	

Domain: Protocol	Role: Hospitality Assistant
Location of role: Royal National College for the Blind – Point4	
Dates required: 14 th – 22 nd August 2010	Shifts required: Dependent on schedule
Duties: <ul style="list-style-type: none"> • Meet & Greet VIPs • Check VIP passes • Liaise with venue to ensure refreshments remain well stocked • Deal with queries from VIPs as they arise 	Essential skills: <ul style="list-style-type: none"> • Good people & communication skills • Good social skills • Organisational skills • Reliable
Uniform: <ul style="list-style-type: none"> • Event uniform (t shirt and tracksuit will be provided, though it is possible that you will be asked to wear smart trousers / skirt and own footwear, preferably dark shoes) 	
Training: <ul style="list-style-type: none"> • Blind awareness module 	
Other: <ul style="list-style-type: none"> • You will report to the Volunteer Coordinator 	

Domain: Venue	Role: Arena Steward
Location of role: Royal National College for the Blind – Point4	
Dates required: 14 th – 22 nd August 2010	Shifts required: Dependent on schedule
Duties: <ul style="list-style-type: none"> • Check tickets • Assist spectators to locate seats • Direct spectators around venue • Oversee spectator behaviour • Deal with queries from spectators as they arise • Oversee emergency evacuation procedure • Regulation of access between various parts of the venue 	Essential skills: <ul style="list-style-type: none"> • Good people & communication skills • Good social skills • Organisational skills • Reliable • Patience • Good sense of humour
Uniform: <ul style="list-style-type: none"> • Event uniform (t shirt and tracksuit – own footwear, preferably trainers) 	
Training: <ul style="list-style-type: none"> • Blind awareness module • Event training 	
Other: <ul style="list-style-type: none"> • You will report to the Volunteer Coordinator 	

Domain: Venue	Role: Spectator Village Steward
Location of Role: Royal National College for the Blind – Point4	
Dates required: 14 th – 22 nd August 2010	Shifts required: Dependent on schedule
Duties: <ul style="list-style-type: none"> • Liaise with retail operators to ensure village is operational when gates open • Oversee spectator behaviour within village • Deal with queries from spectators as they arise • Oversee emergency evacuation procedure • Regulation of access between various parts of the venue 	Essential skills: <ul style="list-style-type: none"> • Good people & communication skills • Good social skills • Organisational skills • Reliable • Patience • Good sense of humour
Uniform: <ul style="list-style-type: none"> • Event uniform (t shirt and tracksuit – own footwear, preferably trainers) 	
Training: <ul style="list-style-type: none"> • Blind awareness module • Event training 	
Other: <ul style="list-style-type: none"> • You will report to the Volunteer Coordinator 	

Domain: Venue	Role: Car Park Steward
Location of Role: Royal National College for the Blind – Point4	
Dates required: 14 th – 22 nd August 2010	Shifts required: Dependent on schedule
Duties: <ul style="list-style-type: none"> • Control access to car park • Check VIP passes • Direct spectators to arena • Oversee spectator behaviour • Deal with queries from spectators as they arise • Oversee emergency evacuation procedure 	Essential skills: <ul style="list-style-type: none"> • Good people & communication skills • Good social skills • Organisational skills • Reliable • Patience • Good sense of humour
Uniform: <ul style="list-style-type: none"> • Event uniform (t shirt and tracksuit – own footwear, preferably trainers) 	
Training: <ul style="list-style-type: none"> • Blind awareness module • Event training 	
Other: <ul style="list-style-type: none"> • You will report to the Volunteer Coordinator 	

Domain: Venue	Role: Entry Supervisor
Location of Role: Royal National College for the Blind – Point4	
Dates required: 14 th – 22 nd August 2010	Shifts required: Dependent on schedule
Duties: <ul style="list-style-type: none"> • Oversee on the day tickets sales • Sell programmes • Check tickets prior to entry • Count spectators in and out of arena • Ensure spectators wishing to leave arena permanently return tickets 	Essential skills: <ul style="list-style-type: none"> • Good people & communication skills • Good social skills • Organisational skills • Reliable • Firmness to ensure tickets are checked • Good sense of humour Desirable skills: <ul style="list-style-type: none"> • Numeracy in cash handling
Uniform: <ul style="list-style-type: none"> • Event uniform (t shirt and tracksuit – own footwear, preferably trainers) 	
Training: <ul style="list-style-type: none"> • Blind awareness module • Event training 	
Other: <ul style="list-style-type: none"> • You will report to the Volunteer Coordinator 	

Domain: Venue	Role: Interactive Zone Steward
Location of role: Royal National College for the Blind – Point4	
Dates required: 14 th – 22 nd August 2010	Shifts required: Dependent on schedule
Duties: <ul style="list-style-type: none"> • Oversee spectator use of interactive equipment ensuring all health and safety requirements are met • Oversee spectator behaviour • Deal with queries from spectators as they arise • Oversee emergency evacuation procedure 	Essential skills: <ul style="list-style-type: none"> • Good people & communication skills • Good social skills • Organisational skills • Reliable • Good sense of humour
Uniform: <ul style="list-style-type: none"> • Event uniform (t shirt and tracksuit – own footwear, preferably trainers) 	
Training: <ul style="list-style-type: none"> • Blind awareness module • Event training 	
Other: <ul style="list-style-type: none"> • You will report to the Volunteer Coordinator 	

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Application Form

Section 1**Personal details**

Name:		
Address:		
Postcode:		
Contact details:	Tel:	
	Mobile:	
	Email:	
Date of birth:		
Sex (please tick):	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Any specific requirements: (e.g. wheelchair access, dietary etc)		

Section 2**Skills and qualifications**

Have you any previous experience of volunteering at football, sports and or disability events

Yes No

If so please give brief details of experience:

Preferences - which position/s are you applying for? (please tick the role you wish to be considered for and rank them if more than 1 with 1 being most preferred role)

Functional area	Volunteer role	Estimated number required	Position selected
Football	Team co-ordinator	10	
Accommodation & Transport	Driver	4	
Football	Event management support	5	
Protocol	VIP / hospitality assistant	4	
Venue	Arena steward	32	
Venue	Spectator village steward	15	
Venue	Car park steward	16	
Venue	Interactive zone steward	8	
Venue	Entry supervisor	6	

Please outline skills or qualifications you have which are relevant to the position you are applying for.

Section 3 –event availability (please tick) - Please note that you must be available for the majority of the period Friday 13th August through to Monday August 23rd.

Dates	AM (9 am – 12 pm)	PM (11.00am -5.00 pm)	Evening (4pm – 9pm)
Tuesday 20 th April (informal interview)			
Wednesday 21 st April (informal interview)			
Sunday 25 th July (induction and training)			
Friday 13 August			
Saturday 14 August			
Sunday 15 August			
Monday 16 August			
Tuesday 17 August			
Wednesday 18 August			
Thursday 19 August			
Friday 20 August			
Saturday 21 August			
Sunday 22 August			
Monday 23 August			

Use of information:

The information you have provided will be held by The FA and its event partners for the purposes of recruiting, training and accrediting the volunteer workforce and with any related administration. To ensure the security of the event, security checks may be undertaken on applicants. In submitting this application you are agreeing to such a check being made.

I certify that the information contained in this application is true and complete to the best of my knowledge. I acknowledge that any significant misrepresentation, falsification or omission herein may cause my dismissal from any volunteer position.

Due to the anticipated high number of applications and the limited number of volunteers required, it may in some instances mean that we are unable to use your services. We will, however try to accommodate your offer of volunteering wherever possible.

Signed:	Date:

When completed please return to:

IBSA World Blind Football Championships, Innovation Forum, Salford University
Business Park, Frederick Road, Salford, M6 6FP

Email: blind2010@logistique.org.uk