

VOLUNTEER INFORMATION



3rd BRITISH INTERNATIONAL TAEKWONDO CHAMPIONSHIPS

Now in its third year, the highly successful BTCB British A-Class International Taekwondo Championships is coming to Manchester again on **Saturday the 25th and Sunday the 26th September 2010** at the Regional Arena in Manchester. This world ranking sports event attracts Olympic Taekwondo athletes and National teams from across the world. If you would like to be a part of this exciting event as a volunteer, please take a look at the roles available below and complete the volunteer application form.

Role Overview

As with all of Manchester's events, volunteers are required to carry out essential roles during the period of the event including:

1. Ticket sales
2. Stewards
3. Rig/De-rig Team
4. Athlete Match Processing
5. Media/PR Support
6. Hospitality/Protocol
7. Video Replay Support
8. Broadcasting

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 from a number of past, current and future European, World & Olympic Champions.

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 shoes it would be appreciated.

Refreshments

You will receive a meal/ voucher during each shift, which will entitle you to a hot or cold meal. There will also be tea, coffee, and water served through the shift.

Shifts

Shifts are detailed below. All roles will take place around the Manchester Regional Arena.

Expenses

An expenses fee of £5/day per person will be paid to each volunteer to cover transport costs to and from home to the Venue.

ROLE DESCRIPTIONS AND NUMBERS

1. Ticket, Merchandise and Programme Sales

Number per shift: 2

Shift times:

Saturday 25 th September	7.00am- 3.00pm	2.30pm - 8.00pm
Sunday 26 th September	7.00am- 3.00pm	2.30pm - 8.00pm

Description:

Responsible for the checking of pre-sold tickets and assisting ticketing agent in the selling of new tickets to members of the public at the venue on the days of competition.

The individuals chosen for this role must have a track record in dealing with large gatherings of members of the public in a crowded space. A helpful and calm manner is essential.

Responsible to the ticketing agent manager.

2. Stewards

Number per shift: 10 (4 on Friday only)

Shift times:

Friday 24 th September		1.30pm - 9.30pm
Saturday 25 th September	7.00am- 3.00pm	2.30pm - 9.00pm
Sunday 26 th September	7.00am- 3.00pm	2.30pm - 9.00pm

Description:

Responsible for the stewarding of spectators and directing athletes towards the changing and medical facilities whilst ensuring participants/spectators do not enter restricted areas.

Responsible for the control of access to specific areas of the venue including back of house area and the competition floor. These individuals will be responsible for checking athletes & coaches' accreditation ensuring correct access is gained by those authorised.

Good demeanour with the public and previous experience is required for this role. Responsible to the Steward Manager.

3. Rig/De-rig Team

Number per shift: 2

Shift times:

Friday 24 th September	10.00am- 4.00pm	4.00pm - 10.00pm
Sunday 26 th September		
Monday 27 th September	8.00am- 2.00pm	

Description:

Responsible for setting up and dismantling the competition venue before and after the competition days. This includes the laying and removal of mats, venue branding, furniture positioning and assisting technology suppliers with cabling and dressing.

Responsible to the Event Director.

This role can be combined with an event day role.

4. Athlete & Match Processing

Number per shift: 15

Shift times:

Saturday 25 th September	7.00am- 3.00pm	2.30pm - 9.00pm
Sunday 26 th September	7.00am- 3.00pm	2.30pm - 9.00pm

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 the opportunity to engage with athletes and coaches from around the world. If you are a “people person” with good organisational skills, this role will give great satisfaction.

Responsible to the Holding and Transition area managers.

5. Media/PR Support

Number per shift: 2

Shift times:

Saturday 25 th September	7.00am- 3.00pm	2.30pm – 9.00pm
Sunday 26 th September	7.00am- 3.00pm	2.30pm - 9.00pm

Description:

Responsible for supporting the PR team and the journalists who are in attendance at the event. The role will include running errands between the competition floor and the press room ensuring information and results are kept up to date and the needs of the journalists are met. Responsible to the PR Manager.

6. VIP Hospitality

Number per shift: 2

Shift times:

Friday 24 th September		2.30pm - 9.00pm
Saturday 25 th September	7.00am- 3.00pm	2.30pm - 9.00pm
Sunday 26 th September	8.00am- 2.00pm	2.30pm - 9.00pm

Description:

Responsible for meeting the needs of the VIP's and guests at the event.
Also helping deliver medal ceremonies.
Responsible to the Head of Hospitality.

7. Video Replay Support

Number per shift: 10

Shift times:

Saturday 25 th September	7.00am- 3.00pm	2.30pm - 9.00pm
Sunday 26 th September	7.00am- 3.00pm	2.30pm - 9.00pm

Description:

If you have a good understanding of video technology and want a ringside seat for all the action at this event, this role is ideal for you.
Responsible for controlling the video replay and web TV equipment during the competition with the full support of the head technician.
Responsible to the Video Supervisor.

8. Broadcasting

Number per shift: 2

Shift times:

Saturday 25 th September	7.00am- 3.00pm	2.30pm - 9.00pm
Sunday 26 th September	7.00am- 3.00pm	2.30pm - 9.00pm

Description:

Working alongside the TV production team in providing camera support to rings during preliminary rounds of the event. Responsible to Head of TV production.

NOTE

Please specify which shift you can undertake. If you wish to volunteer for the whole day please mark two shifts down.

TIMETABLE FOR APPLICATION

1. Applications open June 10th 2010
2. Application closing date August 20th 2010
3. Notification of acceptance & role sent 1st September 2010
4. Collection of accreditation and championship t-shirt will be on the first shift day.

Thank you for your support of British Taekwondo.

Download the application form from the website and return to

**Sport Taekwondo UK Ltd,
Manchester Tennis Centre,
Gate 2,
Alan Turing Way,
SportCity,
Manchester.
M11 3FF**

Or complete the application form and email it to:

events@btcb-stuk.co.uk