

Role: Court Assistant (Herder)

Reporting To: Court Supervisor / Volunteer Manager

Role Purpose

The Court Assistant plays a vital role in ensuring the smooth and timely flow of athletes to and from competition courts. You will be the key link between the waiting area and the competition floor, ensuring the next athletes to compete are waiting in the right order and ready to go on their turn. You will provide information to coaches and maintain a calm, organized environment.

Key Responsibilities

- Ensure athletes are present, in correct order, and ready to compete.
- Liaise with the Court Supervisor and Announcer to stay updated on match schedules and changes.
- Liaise with other Court Assistants, the Court Supervisor and coaches to find athletes who are not ready in the waiting area when their division is due to compete.
- Assist with managing queues and maintaining a calm, respectful atmosphere.
- Support athletes with directions and basic information (e.g., where to find water, toilets, etc.).
- Report any issues (e.g., missing athletes, injuries, or disputes) to the Court Supervisor promptly.

Shift Details

- Morning (0800-1400) and afternoon (1330-1830) shifts are available.
- Please arrive at least 30 minutes before your shift for briefing and handover.

What to Wear

- Comfortable, plain clothing (preferably black or navy).
- Flat, closed-toe shoes suitable for walking/standing.
- Volunteer T-shirt (provided on the day).
- Accreditation badge (must be worn at all times).

Skills and Experience

- Friendly, approachable, and calm under pressure.
- Good communication and timekeeping skills.
- Confident in giving clear directions.
- Able to stand/walk for extended periods.
- A good understanding of Poomsae or pattern competitions is desirable.

What You'll Gain

- Experience working at a national-level sporting event.

- Opportunity to support athletes and be part of a passionate martial arts community.
- Be part of a dynamic and supportive team.
- Complimentary access to the event all weekend for you and one guest, plus free parking.
- Refreshments and meals during your shift.

Briefing Notes

- Attend the volunteer briefing session.
- Familiarize yourself with the venue layout and court locations.
- Know who your Court Supervisor is and how to contact them.
- Always remain professional and neutral—do not coach or advise athletes.
- Smile and be encouraging—your energy helps set the tone!