

## ***EVENT VOLUNTEER ROLES FOR WELSH CHAMPIONSHIPS***

We always need more volunteers for our events to make sure the day runs on time and smoothly. We're a really friendly team and would love to have you on-board.

### **ACCREDITATION & REGISTRATION**

**Accreditation Assistant** – Based on the accreditation desk, issuing individuals (coaches, VIPs, and any additional support staff) with their accreditation and directing them to where they need to go.

**Athlete Administrative Assistant** – Working alongside the athlete registration team welcoming and signing in competing athletes.

**Spectator Service Assistant** – Providing spectators with information surrounding the event and assisting with access into the venue and assist spectators with accessible needs. Please note this may include manning the agility arena by welcoming and encouraging children to take part in athletics-based activities.

**Registration Assistant** – assisting with spectator entry bands and answering athlete queries.

**VIP Assistant** – Duties may include chaperoning VIPs from the main entrance to the VIP area and possible medal ceremonies, assisting with VIP sign in, and assisting with the VIP cloakroom.

### **MEDIA & CEREMONIES**

**Media Assistant** – Working alongside our communications team following the events throughout the competition assisting with live streaming services and commentating on the events.



**Ceremonies Assistant** – Duties may include medal bearing, assisting VIPs whom are presenting medals, setting up the medal presentation area, and chaperoning athletes from the finish line to the medal presentation area.



## SPORT SPECIFIC ROLES

**Field Data Entry Assistant** – Working with the timing contractors, inputting field event data into computer software for live event results on the field event boards.



There is a need for 5 to 7 volunteers required for field event data input, they will sit alongside the lead official who records the event manually and announcing the performance which is then input into that field event. Then after the event is finished, they will be required to check with the lead official that what has been written manually matches with digital input and then close and complete the event. The future events hope to have large field displays where public can see every athlete's individual trial published.

**Results & Transponder Assistant** – Working with the officials and timing contractors to facilitate and deliver live results to different areas of major events.

If required collect transponders from competing athletes. Please note, this role may involve a lot of distance covered. This happens when we have 'Team Seiko' available at events, and this job is a busy position involving issuing 'timing chips' in the call room and then retrieving them after the event marking off issue and intake lists confirming all items have been recovered, it may also require support where athletes are unable to remove the 'timing chip'.

Results input is just managing the field events to make sure all the data is being input correctly, also the track events are automated from Photo finish, and checking progressions to next round events are accurate for seeding to process the next round.

## COMPETITION/CHAMPIONSHIP RACE SEEDING

This role will be working alongside volunteers who have previously done this role, also training will be provided before and during the event, this role is usually based in the call room area, sometimes issuing prints for each individual race or set of races. It entails following up on pre-set parameters for each individual event, checking the data is accurate form when registration closes to entering the call room.

## CALL ROOM MANAGER

The Call Room Manager (CRM) will be in charge of the Call Room and will assign duties to the call room staff. The CRM ensures that he/she has a walkie talkie to liaise with appropriate personnel, particularly the Announcer and the Starter's Assistant. The CRM will ensure that the Announcer has a copy of the Call Room Schedule. The CRM will arrange with Seeding how start lists for track are going to come to the Call Room (either CRM collect or Seeding will bring to Call Room). The CRM to ensure that they have the Field Cards from Administration. If the meeting is running behind time, the CRM should liaise with the Starter's Assistant by walkie talkie and adjust timings accordingly.

## CALL ROOM ASSISTANT

The Call Room Assistant must check athletes' numbers and spikes. Sign in athletes against start lists, liaise with the Announcer by walkie talkie if any are missing. Issue athletes with the appropriate leg numbers. Advise the athletes of qualifications for subsequent rounds if it is not a final (this will be written on the start list). Checked off start list before handing to the Starter's Assistant.



WELSH ATHLETICS  
ATHLETAU CYMRU

Field athletes to be checked against field card – liaise with Announcer by walkie talkie about closing time for athletes to report (the field card will have been produced from entries therefore some athletes will not report). The Chief Judge for the event will come to the Call Room to collect the athletes and take them to the event.

## ANNOUNCER

The role of an announcer is to provide live running commentary alongside the events unfolding. The announcer provides additional information about the event, reminders about the schedule, inside knowledge about PBs/club/current coach/records, commentary for medal ceremonies.



***WE ARE PASSIONATE ABOUT PROVIDING THE HIGHEST STANDARD CHAMPIONSHIP EVENTS FOR EVERYONE THAT TAKES PART AND YOU COULD BE AN INTEGRAL PART OF THIS!***

Our National Championships are usually held over a weekend. Please let us know which events you can volunteer at, to help us allocate you an event role. Role specific training will be provided on the day. To make sure you understand what's involved and support you.

Volunteering at our national events comes with many benefits including event experience, a chance to gain new skills, meet new people, free refreshments, and WA volunteer goody bag. Travel expenses can be reimbursed for more information [see here](#). You'll get close to the action, probably some of the best seats in the house.

### **Who Can Help?**

Everyone is welcome, you just need to be enthusiastic and have a passion for sport. Volunteers do need to be aged 16 or over (younger volunteers can also help if accompanied by a supervising parent/guardian).

You must be a positive person, able to work in a team, be people focussed and be committed to providing the very best experience for all those taking part.

### **What will I need to do?**

**Take a look at our volunteer registration form** to see what events we have planned and when you can help. Please let us know when you're available and preferred roles [register here](#).

If you any questions related to signing up for a volunteering opportunity, please email [zoe.holloway@welshathletics.org](mailto:zoe.holloway@welshathletics.org)

We look forward to meeting you!