

Dear Volunteer

Thank you for your interest in becoming a volunteer at the Sainsbury's UK School Games North East England 2010.

This year's UK School Games will see Gateshead, Newcastle and Sunderland unite as hosts. The games will bring together 1,600 of the UK's elite school aged athletes competing across 10 sports from the 2nd – 5th September 2010.

Volunteers play a vital role in the delivery and success of the games and as a volunteer you will be given a fantastic experience of being involved in a multi-sport event, as well as free training along the way.

The volunteer programme is open to anyone aged 16 years and over and is an excellent opportunity not to be missed!

In this application pack you'll find all the necessary information about the games and an application form to register as a volunteer.

Please take time to read the **Background Information** on the games and make sure you have a look at what the games is really like by visiting the website. Also enclosed is a list of what **Volunteer Roles** are available, please read the descriptions we offer and note the role(s) you are interested in on your application.

To register please complete the enclosed **Application Form and Self Disclosure** and return it to the address on the back of the form. Volunteer roles are allocated on a first come first served basis (subject to availability) so don't miss out!

**Please note: All volunteer opportunities are subject to satisfactory enhanced CRB (Criminal Records Bureau) clearance.**

Again thank you for your support, as we look forward to making the Sainsbury's UK School Games North East England 2010 a resounding success.



## Background Information

# What are the UK School Games?

The UK School Games is an inclusive, multi-sport event for elite, young athletes of school age. It aims to provide talented young sports people from across the UK with the opportunity to compete in an event which replicates the feel of the Olympic and Paralympic Games.

The event was inaugurated in 2006 and is based on an Olympic Games model, with multiple sports events held across an intensive four day period.

In previous years the Games have been held in the following locations:

- **2006 — Glasgow**
- **2007 — Coventry**
- **2008 — Bristol and Bath**
- **2009 — Wales (Cardiff, Newport and Swansea)**

To see a video of what the UK School Games really look like check out the Youth Sport Trust website at <http://www.youthsporttrust.org/subpage/uksg-video/index.html>

### Sainsbury's UK School Games North East England 2010

This year the UK School Games will be staged in North East England with Gateshead, Newcastle and Sunderland uniting as hosts. The Games will see over 1,600 of the UK's elite school age athletes compete across 10 sports from the 2nd - 5th September 2010.

The 10 events and their locations are:

<b>Event</b>	<b>Location</b>
Athletics	Gateshead International Stadium
Badminton	Gateshead International Stadium
Cycling	Leazes Park, Newcastle
Fencing	Sunderland Tennis Club
Gymnastics	Gateshead Leisure Centre
Hockey	Newcastle University
Judo	Gateshead International Stadium
Swimming	Sunderland Aquatic
Table Tennis	Sunderland Tennis Club
Volleyball	Northumbria University

For further information on this year's Games visit the website: [www.ukschoolgames.com](http://www.ukschoolgames.com)



# Volunteer Roles

The following information lets you know a little bit more about the Volunteer Roles on offer at this year's UK School Games.

The following Volunteer Roles require the same person to fulfil this role for the whole of the event:

## Team Leader

- Reporting directly into the Fast Track Venue Manager/YST Staff Manager at their designated venue.
- Ideal attendance from the Wednesday morning until end of competition.
- Responsible for management of the volunteers on site and ensuring a shift rotation/break pattern occurs. Feed information to Volunteer Co-ordinator regularly.
- Assist Fast Track Venue Manager with volunteer briefing at the start of shifts.
- Assist with locating volunteers around venue as advised by Fast Track Venue Manager.

## Athletes' Village Assistants

- Assist the set up of the Athletes' Village prior to the arrival of athletes and team staff.
- Provide high quality and administrative support to the management team to assist Team Managers and Event Staff e.g. athlete transport.
- Assist with team arrivals and departures including baggage, kit and equipment.
- Assist with activities where required.

## Sport Specific Volunteers

- To support the delivery of each competition as directed by each National Governing Body.
- Specific jobs and required numbers will be established with each sport.
- Take direction from the competition manager for that sport where required e.g. results assistance, administration assistance, table monitoring.
- Each sport will appoint a Team Leader from the National Governing Body to manage the volunteers during their shifts.

## Team Attaches

- Appointed to individual teams to assist the Team Manager wherever possible throughout the event.
- Meet team on arrival and escort them on a tour of all facilities at the village.
- Act as a liaison between UKSG organisers and team management on all aspects of the event including transport, kit, accreditation, competition.
- Accompany and assist teams for all transport to and from training and competition.
- Assist at the Opening and Closing Ceremonies.

## Drivers

- Required for the duration of the event to work with assigned transport company.
- Must be over the ages of 25 years and have a full clean driving license.
- Required to transport VIPs, event staff, welfare officers, officials and others associated with the UK School Games between competition venues, hotels and transport stations.
- Mini-bus and fleet car drivers required.
- Must have expert local knowledge and be articulate with excellent communication skills.

## Media Assistant

- Assisting with distribution of results around the venue.
- Ideal candidate is currently studying a journalism course or is of a media background.
- Assisting the Media Manager with potential news stories from the athletes.
- Working with Media Manager to upload pictures, Twitter and Facebook messages.
- Management of the Media Centre ensuring all media attendees are registered and have all event information.

The following Volunteer Roles can be incorporated with other roles throughout the event:

### **Arrivals Liaisons**

- Assist with managing athlete arrivals and help co-ordinate movement of teams to specific accommodation blocks on arrival at the Athlete Village.
- Liaise with athletes and team staff to orientate them around the Hub.
- Knowledge of university campus preferable.

### **Programme Sellers & Ticket Sellers**

- Responsible for selling programmes and tickets to the general public at each competition venue.
- Ability to manage small cash float and competently approach spectators.

### **Accreditation & Ticket Control**

- Assist the appointed security company with direction of spectators and competitors.
- Collect ticket stubs, count all ticket collections and return stubs to event organisers at regular intervals.
- Assisting with Late Accreditation for VIPs and Media and distribution of passes
- Ensure only those with the appropriate accreditation are permitted access to correct zones.

### **Photographic Registration**

- Assisting with Photographic Registration – registering of photographic equipment at the competition venues. All cameras need to be registered before access to the venue is allowed.

### **Spectator Services**

- Assist with any general enquiries from spectators to provide orientation around venue, information about the event and direction to seating.

### **Opening Ceremony Support**

- Assist with management of athlete arrivals to venue and orientate to waiting area.
- One volunteer per team to lead teams through walk in process carrying their team plaque.
- Guide athletes on to coaches after celebration.

### **Athlete Pack & Kit Distribution**

- Required to assist the event staff with the sorting and distribution of athlete packs and leisure/competition kit for competitors and team staff around the Athletes' Village.
- Required to assist the event staff with the sorting and distribution of event kit for officials and volunteers.
- Ideal candidates are capable of some lifting/carrying.



# Volunteer Process

## Volunteer

## UKSG Volunteer Management Team

