**Volunteer Request Form**

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| Event: | National U14 Club Finals | | | | | | | | | | | |
| Venue: | Sport Central, Northumbria University, Radnor St, Newcastle upon Tyne NE1 8QD | | | | | | | | | | | |
| Role: | Results inputter (Computer based) | | | | | | | | | | | |
| Summary of role: | * Collect scorecards from team captains after each game * Input results into a pre programmed Excel Spreadsheet * Liaise with Results inputter (paper based) to cross reference and ensure tables are correct * Print results after every round and display on results board * Store scorecards in event file, in round order * Provide any information for teams regarding results | | | | | | | | | | | |
| Date required: | 23rd and 24th May 2015 | | | | Start Time | 9am both days | | Finish Time | | 5pm – Saturday  3.30pm – Sunday | | |
| Preferred age of volunteers:  (is there a minimum/ maximum age?) | | | No minimum age but experience is necessary | | | | | | | | | |
| Who does the Volunteer report to:  (staff member name) | Event Manager – Ian Holloway | | | | Who is the Volunteer responsible for:  (other volunteer roles) | | | N/A | | | | |
| Training required | Yes | Only a briefing | No |  | Interview required | | | Yes |  | No | | ✓ |
| Clothing expected to wear (e.g. smart/ trainers) | Casual clothing | | | | Consent form required | | | Yes |  | No | | ✓ |
| Will the volunteer be able to watch the netball match | Yes | | |  | No | |  | Intermittent | | | ✓ | |
| Reward e.g. food provided/ t-shirt provided/ can claim travel expenses | | | | | Food provided, able to claim travel expenses and t-shirt provided | | | | | | | |

**Skills required for the Volunteer Role:**

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| Enthusiasm |  | Dependability | ✓ | Good Organisational skills | ✓ |
| Honesty | ✓ | Self-motivated |  | Ability to work in a team | ✓ |
| Confidence | ✓ | Money handling |  | Ability to work with little supervision | ✓ |
| Commitment |  | Willingness to learn | ✓ | Throwing and Catching ability |  |
| Hard working |  | Ability to Multitask |  | Knowledge of netball |  |
| Reliable | ✓ | Good time management | ✓ | Ability to use a results package/ excel spreadsheet | ✓ |
| Others skills/ knowledge please detail: |  | | | | |

**Please detail any information not mentioned above that you believe is relevant to this role:**

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| Role can be split into two shifts per day, if preferred. |