**Volunteer Request Form**

|  |  |
| --- | --- |
| 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 – Saturday3.30pm – 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:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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:**

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