

ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title: Field of Play Team Member

Role Purpose: Assist the Field of Play Manager to ensure all activities and movement on deck follows procedures and runs smoothly.

KEY RESPONSIBILITIES

General

- Assist Field of Play Manager to ensure all deck procedures are followed correctly
- Assist with the coordination of Athletes from the Call Room to their competition
- Assist with the organisation of Medal Ceremonies
- Ensure a clear deck at all times during the competition, as appropriate
- Any other duties as defined by the Field of Play Manager
- Comply with all policies and procedures set down by the organisation and in particular those relating to Diversity, Equity, Inclusion and Sustainability

Call Room

- Sign in athletes into the Call Room to ensure athletes are reporting at the Call Room within the stated report time or where there isn't specified, in good time
- Check accreditations to ensure the correct athlete is reporting
- Place the Athletes in the right lane order
- Release Athletes to the Marshalls
- To receive the accreditations of Athletes while they compete and ensure their safekeeping
- To assist Chaperones in identifying any selected Athletes (Para-Swimming Only)
- To ensure the correct accreditation cards are returned to their respective Athlete

- Assist Technical Officials within the Call Room if required
- Assist with transitions between Call Room(s) in lane order

Athlete Entry

- To work alongside the Sport Presentation staff to control the entry of athletes onto the Field of Play
- Ensure athletes are in the correct lane order for entry
- Ensure the Athlete Kit team have cleared the area behind the start platforms before allowing athletes on to the deck
- All athlete entry on to the Field of Play will be initiated by the Sport Presentation Floor Manager or Show Caller working with Field of Play at this location
- Continually monitor Field of Play radio channel and be ready to hold Athletes if required in liaison with the Floor Manager or Show Caller

Marshall

- Collect Athletes for the appropriate heat in a timely manner
- Leading Athletes from the first to second Call Room and then, the second Call Room to Athlete entry
- If a Technical Official is not present, notify the team of any missing Athletes

Warm-Up Marshall

- Ensure the training sessions run to time and the correct people are in the warm up pool at the correct time
- To ensure all training and warm-up procedures are followed to maintain the safety of the Athletes
- Communicate and enforce one-way sprint lanes, backstroke start lanes and para-swimmer only lanes, as appropriate
- Assist the Field of Play Manager in clearing the pool at the end of warm up including, the removal of personal training equipment and drinks bottles

Athlete Kit Team Leader

- Manage a group of Volunteers to ensure Athlete personal belongings are removed from pool deck after entry into the water to replace with a new box ahead of the next Final.
- Ensure the kit carrying takes place in accordance with the schedule of events (i.e., will need to switch ends of the pool during 50m and 150m events).
- Ensure a box is always kept available to cover any issues
- Implementation of rotation to provide Volunteers with rest periods (if numbers allow) and to keep the role interesting for them
- Post-session gather any lost property and pass it onto Sport Information desk

Pool Exit

- Assist Athletes post-race to ensure use of correct flows around the Field of Play
- Ensure the Field of Play is clean and clear of all obstructions.
- Assist in moving any Athlete prosthetics or mobility aids to the appropriate area (Para-Swimming only)
- If required, assist in the movement of Sport Equipment

Medal Chaperone

- Ensure Athlete medallists are identified and informed of their Medal Ceremony report time
- Assist and direct medallists to the Medal Ceremony area

Medal Ceremonies Manager

- Preparation of medals ahead of the respective session
- Coordinate the management delivery of the Medal Ceremonies
- Ensure Athletes are placed in the correct order and notify the Sport Presentation Team of their attendance
- Advise the Sport Presentation Team when Athletes are missing
- Providing the interface with the Guest presenting the medals

- Guiding the Guest, Medallists and Medal Bearers into the correct order and to follow the right ceremony protocol

Sport Equipment

- Monitor the use of training and competition equipment
- Prepare the pool deck suitable for warm-up (i.e., directional lane signage) and competition (i.e., Lap Cards, Backstroke Flags, Bells, Backstroke Start Ledges)
- Check and test all equipment (i.e., Lap cards, Bells) to confirm appropriate functionality and to identify faulty equipment prior to competition starting
- Ensure that Backstroke Turn Indicator Flags are in position for warm up periods and competition
- Ensure that Backstroke Turn Indicator Flags are adjusted to be capable of speedy removal and fitting to the deck during races
- Ensure the installation of Official and Athlete chairs are correct depending on what has been communicated by the Field of Play Manager
- Ensure appropriate number of Athlete kit boxes at located at each lane on either side of the Pool during Heats sessions
- React to the requirements of body fluid removal equipment
- Assist with moving limbs, crutches and wheelchairs during Para-Swimming events
- Tidy up the pool deck ahead of the next training session/warm-up/competition session
- Pack and store equipment away safely and in the correct manner that does not lead to damage
- Monitor the pool deck cleanliness as well as pool deck health and safety (broken equipment, Athlete suffering with illness, highlighting hazards within the pool)
- Monitor Field of Play entry points to ensure that only appropriately accredited personnel are accessing the Field of Play areas.

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Good organisation skills 	<ul style="list-style-type: none"> • Understanding of Aquatics
<ul style="list-style-type: none"> • Able to take direction 	
<ul style="list-style-type: none"> • Ability to remain calm under pressure 	
<ul style="list-style-type: none"> • Team player 	
<ul style="list-style-type: none"> • Effective communicator 	
<ul style="list-style-type: none"> • Enthusiastic 	
<ul style="list-style-type: none"> • Flexible approach to work 	

