

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 that happens 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 in good time within the decided report time
- Check accreditations to ensure the correct athlete is reporting
- Place the athletes in the right parade/competition order
- Assist with ensuring athletes are in the correct parade order prior to parade commencement

Competition Marshalls

- Ensure Athletes arrive at the designated diving board in the correct order
- Ensure Athletes arrive at the designated diving board in the correct time frame
- Identify to Sport Presentation the diving board the next competing Athlete will be using
- Continually monitor Field of Play radio channel and be ready to hold Athletes if required in liaison with the Floor Manager or Show caller or Sport Presentation Manager

Warm-Up Marshall

- Ensure the training sessions run to time and the correct people are in the warm up at the correct time
- To ensure all training and warm-up procedures are followed to maintain the safety of the athletes
- Communicate and enforce correct diving board etiquette, as appropriate
- Assist the Field of Play Manager in clearing the pool at the end of warm up including, the removal of bags and drinks bottles

Flag Bearer/Medal Bearer Team Leader

- Manage a group of Volunteers to ensure Flag and Medal bearers are placed in the correct order prior to Parades and Medal Ceremonies
- Cue Flag and Medal Bearers at the correct time as agreed with Sport Presentation
- Ensure flags and medals used are in appropriate condition
- 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

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

- 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 Sports 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 is suitable for warm-up and competition
- Check and test all equipment (i.e., Manual Score Cards, J-Pads) to confirm appropriate functionality and to identify faulty equipment prior to competition starting
- Ensure that Judging Chairs are in the appropriate place for competition as agreed by the Chief Referee
- Ensure all equipment has been provided to the appropriate personnel
- React to the requirements of body fluid removal equipment
- 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 	

