

Volunteer Invitation

JOIN OUR TEAM

The BARFOOT & THOMPSON New Zealand Badminton Open is a HSBC BWF World Tour 300 event and is the premier badminton event held in New Zealand each year.

Badminton New Zealand would like to invite people to join our team as a volunteer to deliver this important international tournament as we host players and audiences from around the world.

The event will be held from Tuesday 30th April – Sunday 5th May 2019 at the Eventfinda Stadium (formerly the North Shore Events Centre) in Auckland.

We require volunteers for a wide range of roles:

- Line judges (must be 16 or older).
- Drivers (must be 25 or older) – this may be a mini-van or loan vehicle (drivers may also be required to assist with other roles in their down-time).
- Hospitality – this includes: assisting with food preparation, bar and table service to our VIP guests at courtside tables.
- General Volunteers – this includes: set-up, spectator services (venue control, ushers, information desks), court stewards, administration, court moppers (juniors: 12 – 16 years old), practise venue supervision, team liaison, airport meet and greet etc. We will allocate people to the roles as we feel best based on the information you provide.

If you speak another language apart from English and are happy to assist with interpretation, please advise when registering.

Preference for positions will be given to people who are the most flexible in both roles and the times they can assist.

Saturday and Sunday (semi-finals and finals days) sessions are only available to those who have worked earlier in the event; except for specialty hospitality staff.

We will commence the set-up as from Saturday 27 April and will require assistance from this day for several roles: set-up, airport meet and greet, drivers, practise court supervision etc. We also require some assistance on Monday 6th May with pack-down and drivers

Line judge and in venue roles are based around playing session times. Many of the other roles involve work outside of the playing session times.

As a volunteer, you may or may not be able to see the matches in play. There are many roles away from the field of play. If your aim is to watch the badminton or support specific players, please do not apply to be a volunteer; you are advised to purchase a spectator ticket. Best efforts will be made to move people around roles however this is not always possible.

Session times will vary according to the role being performed and the final match schedule, when registering please indicate which sessions each day you are available for. The final times will be confirmed with you closer to the event once the entries and schedule is known – please be patient and work with us on this.

All volunteers will be provided with a Tournament polo-shirt and jacket/jumper and are required to wear dress black pants, tidy and comfortable flat black shoes (not trainers with white on them) with black socks. When assisting over a meal time volunteers will be provided with a light meal. There will be an area at the venue where bags can be stored (all care but no responsibility taken).

All volunteers will be issued with either a daily or full event accreditation pass dependent upon the number of sessions they are assisting with. Volunteers who assist with four or more sessions will receive a full event accreditation pass and may retain their Tournament clothing at the conclusion of the event. All accreditation

passes will have photos on them and cannot be passed to another person. *Misuse of the accreditation pass will result in it being confiscated for the remainder of the event.*

There is on-site parking at Eventfinda Stadium, free of charge.

All volunteer positions and schedules will be confirmed by Friday 19th April at the latest.

The Volunteer Co-ordinators are Jonathon Stone and Marianne Loh, who are best contacted on email: volunteers@nzbadmintonopen.com

Please feel free to contact Jonathon or Marianne with any queries you have around volunteer roles.

VOLUNTEER MEETING

All volunteers are requested, where possible to attend a volunteer's meeting on Sunday 28 April – 4pm at the Eventfinda Stadium where they will be issued with their uniform and accreditation. Uniforms and accreditation passes not picked up at this time must be collected from the ticket office at the Eventfinda Stadium, at least 30 minutes prior to reporting time of your first shift.

PLAYING SCHEDULE

Note: reporting times will be earlier than these times, dependant on your role.

Tuesday 30 April	Qualifying Rounds	From 10am
	Mixed Doubles – Main draw	From 2pm
	Starship Fundraising Night	From 6pm
Wednesday 1 May	All events – rounds of 32	From 10am

Thursday 2 May	All events – rounds of 16	From 2pm
Friday 3 May	Quarter-finals	Commencing 5pm
Saturday 4 May	Semi-finals	Commencing 1pm
Sunday 5 May	Finals	Commencing 1pm

LINE JUDGES

Line Judges are to report to the venue prior to the start of the session for a Referee's briefing. If you are on an evening session, please note that we do require you to report in at the venue by 5pm at the latest. It is intended all sessions will finish by 10pm, however there are no guarantees; all line judges must be prepared to stay until the end of the session. Line Judges must be at least 16 years old; we encourage junior players – i.e. younger than 16 to volunteer as court moppers or court stewards as this will enable them to be courtside to be a part of the high-quality badminton.

DRIVERS

We will have both mini-vans and vehicles supplied by HONDA which we require drivers for. You must be over 25 years of age with a current full NZ Driver's License.

OUT OF TOWN VOLUNTEERS

We would be delighted to have volunteers from all around the country joining our team, however we are unable to provide volunteers with accommodation or cover travel costs.

If there are any Auckland-based volunteers who can billet (at no charge) an out of town volunteer, please note on your application and we will contact you to confirm details.

VOLUNTEER CONDITIONS

Before registering please note the following rules and responsibilities:

- I am aware of the time commitment required.
- I understand that I will be supplied with a BARFOOT & THOMPSON New Zealand Open uniform. I will always wear this when I am on duty as a volunteer and the uniform will be kept clean and tidy.
- I understand that the volunteer uniforms remain the property of the event organisers, who may request for it to be returned and if not may pursue full cost recovery.
- I may not smoke in public while in uniform. There will be a designated smoking area.
- I will adhere to all Health and Safety guidelines.
- I will not speak directly to the media about the event unless specifically authorised to do so, all media queries to be referred to the Media Manager or Event Director.
- Private use of cell phones while on duty should be minimised to attend to your duties.
- I am aware that the primary communication medium will be email and I will ensure that closer to the event, and during the event I check my personal email at least once a day.
- I understand that attendance is important. If I am going to be late for a shift, or unable to attend I will advise the Volunteer Co-ordinator as soon as possible.
- This is a voluntary, unpaid position with no reimbursement of expenses (unless agreed prior).
- I understand that there is no guarantee I will get to see matches being played on court.

30 April – 5 May 2019



HSBC **BWF**
World Tour
Super 300



- I will ensure I have thoroughly read my Volunteer Information when it is supplied to me pre-event.
- I understand that I may be requested to assist at any time in an area of the event for which I have not specifically applied for; except for any medical or other reasonable reasons why this role cannot be performed.
- I understand that my accreditation pass is issued to me as an event volunteer, should I withdraw from this role this pass will be returned. The pass cannot be used by any other person.
- I understand that I may gain access to the event venue as a spectator, using my volunteer accreditation pass for sessions where I am not scheduled to work, however I cannot access any volunteer benefits (i.e. meals) at these times.
- I understand my responsibilities and I am aware my role may be ceased, or I may be moved to another area if I do not fulfil my obligations.

TO APPLY

Please apply on-line – <http://volunteer.nzbadmintonopen.com>

All registrations will be acknowledged, and additional information may be requested. Volunteer positions and schedules will be finalised by Friday 19 April at the latest.

All volunteer applications will be considered; the organisers reserve the right to select the best suited people for the roles required.

An application does not guarantee a position.

These requirements have all been put together with the best intentions, however there may be circumstances which require changes to times and roles; if this does occur your patience and co-operation is appreciated.



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NEW ZEALAND BADMINTON OPEN

30 April – 5 May 2019



HSBC **BWF**
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Thank you for your interest in this event – volunteers are essential to the success of this event.

I look forward to working with you.

Regards,

Sam Paterson
Event Director

