



Volunteer Role Description- Results Inputter

Event:	National School Finals				
Venue:	Stanborough School, Lemsford Lane, Welwyn Garden City AL8 6YR				
Role:	Results inputter				
Summary of role:	<ul style="list-style-type: none"> Collect scorecards from court runners Input results into a pre programmed Excel Spreadsheet Cross reference paper copies and ensure tables are correct Copy results onto USB sticks to be displayed on TV's Store scorecards in event file, in round order Provide any information for teams regarding results 				
Date required:	18 th March 2017	Start Time	08:30am	Finish Time	5pm
Preferred age of volunteers: (is there a minimum/ maximum age?)	16+ U18 will need to complete a parental consent form.				
Who does the Volunteer report to: (staff member name)	Event Manager – Laura Brunning	Who is the Volunteer responsible for: (other volunteer roles)	N/A		
Training required	No formal training. A full briefing will be provided on the day.	Interview required	No		
Clothing expected to wear (e.g. smart/trainers)	Casual clothing. Please note this event is outside therefore warm clothing is recommended.	Consent form required	Yes if U18.		
Will the volunteer be able to watch the netball match	Intermittent				
Reward e.g. food provided/ t-shirt provided/ can claim travel expenses	Food and t-shirt provided as well as able to claim travel expenses.				

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:					