



UK Ultimate is delighted to be hosting the WFDF 2015 World U23 Ultimate Championships at UCL Sports Ground (home of UKU's London Calling) 12th - 18th July 2015. Preparation for the event is well under way and now we're looking to expand our team.

We are recruiting **lead volunteers** to assist with the planning and delivery of the tournament. These volunteers will have specialised roles working closely with the tournament organising committee from January onwards.

Below is a list of the positions we are currently recruiting for. This list is not exhaustive and we may recruit for additional roles in the future. If there is anything specific you would like to assist with that isn't covered by a role below, please get in touch. Most of the roles will involve a few hours per week between now and the event; and most – but not all – will result in you joining us for a hectic week on site during the event itself!

In return for your time, hard work and expertise, all volunteers at WU23s will receive:

- The usual event gear (staff shirts, caps, etc) – details to be finalised
- Plenty of food and drinks
- The option of free camping on-site
- Formal recognition and thanks for their involvement (certificate and/or reference for CV)
- The love, respect and thanks of all the competitors and spectators
- The chance to experience a World Ultimate championship up-close – we can guarantee it will be a week to remember!

Lead volunteers will receive some extra swag as well as the option of a bed in a shared hotel room, and – we hope most compelling of all – have the chance to shape the event to ensure that everyone involved has a fantastic experience.

The event is an ideal opportunity to gain experience for anyone pursuing careers in event management, logistics, catering, hospitality, PR and communications, so please forward the message to anyone relevant. As the tournament is in the summer, students would be ideal candidates, so please circulate this message within university clubs and further afield.

To apply for one of the positions below please fill in this Google form <http://goo.gl/cwOVHb>. We need to know: which role you are applying for; why you want this role; and any specific experience that is relevant to this role. Please consider and indicate your availability 10-19th July 2015, accounting for any work commitments (not all roles will require you to be present at the tournament, please see individual roles for details). Please note, there may be some degree of flexibility around the dates required. If you are interested in a role, but can't completely meet the commitment required we'd love to hear from you anyway – in particular if you have regular availability prior to the event but are unable to attend

We aim to fill all these positions during January. There is no fixed deadline for applications, but we will start to appoint people from Mon 12th Jan – so please complete the form asap. If you cannot provide all of the details by that time, please let us know you are working on it.

Each role has a designated point of contact for further information however please feel free to contact any of the team or admin@ukultimate.com to discuss roles further.

Please note that if you want to help out at the event itself with jobs like scoring games, manning HQ, looking after players and running socials please keep your eye on BritDisc/UKU website/Facebook, we'll be sending a shout out for people like you soon!



Onsite Catering Co-ordinator

- Help the tournament organising committee to plan the onsite catering operation, including a canteen and bar
- Manage the food village area of the tournament
- Manage a team of volunteers to deliver the catering
- Point of contact for external catering vendors
- Experience in catering/events desirable
- Personal license desirable, but not required

Availability required: the Onsite Catering Co-ordinator will work with us prior to the tournament to plan the logistical side of the catering operation, level of involvement is flexible based on your availability. You will be required at the tournament full time from 11-18th July.

For further information contact: Hayley Summers (hayley.summers@ukultimate.com)

Offsite Accommodation Co-ordinator

- Manage the offsite tournament accommodation venues
- Communicating with players staying at these venues and with the tournament organising committee at the main site
- Manage the point of contact volunteers at each offsite location

Availability required: the Offsite Accommodation Co-ordinator will work with us prior to the tournament to ensure the offsite accommodation venues are run as smoothly as possible during the tournament, level of involvement is flexible based on your availability. You will be required at the tournament full time from 10/11-19th July.

For further information contact: Hayley Summers (hayley.summers@ukultimate.com)

Campsite Co-ordinator

- Manage the onsite campsite, including the campsite information point
- Working with the Site Team Lead to ensure the campsite is clean and with the Health & Safety officer to ensure it is safe
- Point of contact for campers throughout the night
- Manage the campsite volunteers
- Possibility to be involved in decorating the campsite if you are interested

Availability required: the Campsite Co-ordinator will work with us prior to the tournament to plan the logistics of running the campsite, level of involvement is flexible based on your availability. You will be required at the tournament full time from 10-19th July.

For further information contact: Hayley Summers (hayley.summers@ukultimate.com)

Transport Co-ordinator

- Managing the car park and car park attendants
- Managing the onsite coach stop, the coach shuttles and the coach dispatch volunteers
- Communicating with coach drivers, the Offsite Accommodation Manager and other tournament drivers to ensure transport runs smoothly.
- Working with Health & Safety Officer to ensure players, staff, spectators and other attendees are moved to and from the site as safely as possible
- Experience in a relevant transport or logistics role is desirable



Availability required: the Transport Co-ordinator will work with us in the planning phase to plan the transport for the tournament, level of involvement is flexible based on your availability, however this role does involve a large amount of logistical planning, hence us looking for someone with relevant experience. You will be required at the tournament full time from 10/11-19th July.

For further information contact: Hayley Summers (hayley.summers@ukultimate.com)

Social events and Functions Co-ordinator

- Recruit a small team to plan the social activities for the tournament
- Oversee this team to plan three key parties: welcome party, trade night and closing party
- Oversee the Opening, Closing and Medal Ceremonies working closely with WFDF to meet the protocols for such events
- Plan any additional activities or offsite excursions
- Work with the tournament organising committee and Onsite Catering Manager to deliver these social aspects of the tournament

Availability required: the Social events and functions co-ordinator will work with us predominantly in the planning phase to arrange the social aspects of the tournament. It is not essential for the SEFC to be present throughout the tournament, but we would prefer you to attend the social events/functions.

For further information contact: Hayley Summers (hayley.summers@ukultimate.com)

Venue logistics Co-ordinator

- Managing the refilling of water at all pitches and water points
- Ensuring the site is in good order and free from litter
- Monitoring refuse removal from the site
- Working with volunteers and cleaners to ensure toilets are kept clean and any issues are quickly rectified
- Managing the site team volunteers.
- Experience as a site manager or similar would be beneficial

Availability required: the Venue logistics Co-ordinator will work with us prior to the tournament to plan some of the site logistics, level of involvement is flexible based on your availability. The key aspect of this role is maintaining the site during the event, you will be required at the tournament full time from 11-19th July. This role will be hands on and physical during the event days.

For further information contact: Hayley Summers (hayley.summers@ukultimate.com)



Public Relations Liaison Officer

- Liaising with the tournament organising committee to develop a PR strategy to promote the event
- Communicating with parties outside of the ultimate community
- Writing press releases and obtaining media coverage
- Point of contact for press and media

Availability required: the PR Liaison Manager will work with us primarily prior to the tournament to manage all external PR. There may be a small amount of PR after the tournament. Attendance at the tournament is not essential.

For further information contact: Si Hill (si.hill@ukultimate.com)

Event Communications Coordinator

- Communicating tournament information to team, players, guests and spectators prior to the event via the event website, social media and email.
- Liaising with all team leaders to ensure relevant information is being communicated in an efficient and timely way to interested parties.
- Managing communications during the event via the event website, social media and email.
- Managing the physical distribution of information at the tournament, including tournament HQ, information points, noticeboards and volunteer marshals.

Availability required: the Communications Coordinator role has two distinct sets of responsibilities – communications prior to the tournament and communications at the tournament. Depending on interest this role could either be filled by one or two people. To be responsible for pre-tournament communications you would work with the tournament organising committee in the planning phase. To be responsible for communications at the tournament you would need to be available for meetings between January and July and full time from 11-18th July. Please indicate in your application whether you would like to fill the pre, during or both phases of this role.

For further information contact: Si Hill (si.hill@ukultimate.com)

IT Officer

- Assist the tournament organising committee to plan and implement an IT strategy for the event, including infrastructure, hardware, software and support solutions.
- Monitor and repair systems during event
- Point of contact for IT queries and during event

Availability required: the IT Officer will work with us in the planning phase to devise an IT strategy for the tournament, this role is likely to involve a relatively large amount of planning. You will be required at the tournament full time from 9/10-19th July.

For further information contact: Luke Tobiasiewicz (luke.tobiasiewicz@ukultimate.com)



Health & Safety Co-ordinator

- Highlight Health & Safety requirements and risks for the tournament
- Assist the tournament organising committee in ensuring appropriate systems are in place to comply with Health & Safety requirements
- Work with all teams prior to the event to ensure they are aware of their Health & Safety responsibilities
- Work closely during the event to monitor and minimise risks and hazards on site and maintaining a risk register

Availability required: the Health & Safety Co-ordinator will work with us prior to the tournament to devise a Health & Safety plan. Ideally the same the person will be responsible for Health & Safety onsite during the event, but the ability to do this is not required for this role.

For further information contact: Si Hill (si.hill@ukultimate.com)

We look forward to hearing from you!

