



# Gold Coast Commonwealth Games 2018

## Sport Specific Volunteers

### Expression of Interest

#### 1. INTRODUCTION

Table Tennis Australia and Table Tennis Queensland in conjunction with the Gold Coast 2018 Commonwealth Games Corporation (GOLDOC) is seeking to identify approximately 130 volunteers with specific knowledge and experience in Table Tennis. GOLDOC refers to volunteers with sport specific knowledge and experience as Sport Specific Volunteers (SSVs). Like all volunteers, SSVs form a crucial part of the GC2018 Workforce that will collectively deliver the Games. This guideline outlines the procedures to be implemented for identifying and selecting GC2018 SSVs, as well as the applicable timeframes.

#### 2. WHAT IS A SSV?

A SSV is a specialist volunteer who has a strong understanding of the competition requirements/procedures relevant to a particular sport, and specific experience in the delivery of competition and/or operations for that sport (at a local, state, national or international level). During GC2018, SSVs will play a key role assisting Sport Competition Management teams deliver competition and training, working alongside the appointed Technical Officials to ensure competitions run smoothly. SSVs may be athletes, former-athletes, officials, officials in training, coaches, administrators, sport staff, venue staff or other individuals regularly involved in competition for the particular sport.

#### 3. CONFIRMATION OF SSV NUMBERS AND ROLES

GOLDOC's Sport Manager for Table Tennis is responsible for scoping the number of SSVs required for their sport for GC2018, and the specific roles to be filled. Competition and training schedules, venue layout and venue operational arrangements will influence the number of SSVs required and the range of roles. The respective Sport Manager will advise TTA and TTQ of GC2018 SSV requirements.

During GC2018 all appointed SSVs will fall under the management of the Sport Manager and their Competition Management team. All SSVs will be assigned to a specific role (with a Role Description), will be rostered for specific shifts, and will have specific responsibilities to fulfil. SSVs will be provided with role-specific training and will undergo venue familiarisation prior to commencing work.

#### 4. SSV CORE COMPETENCIES AND REQUIREMENTS

SSVs will play a key role in the delivery of sport competitions at GC2018, and will often work in the vicinity of athletes and other important Games clients, and/or on the Field of Play within view of spectators, broadcast cameras and the press. SSVs are important ambassadors for GOLDOC, the Gold Coast and Australia. GOLDOC is therefore seeking outstanding individuals to fill these roles.

In addition to any sport specific criteria deemed necessary by the NSO/SSO, GOLDOC requires all SSVs to have the following core competencies:

<b>Competency</b>	<b>Description</b>
Knowledge	An understanding of the rules, regulations, protocols and competition procedures specific to the sport
Experience	Experience volunteering or otherwise participating in the delivery of competition for the sport at local, state, national or international level
Passion	Be passionate about GC2018 and the particular sport
Integrity	Ability to conduct oneself in a professional and ethical manner at all times during GC2018, both during and outside competition
Communication	Ability to interact competently in English with Athletes, Team Officials, Technical Officials, other Volunteers, GOLDOC staff and other stakeholders
Teamwork	Ability to work collaboratively with other Volunteers in a team environment, and accept instructions from Technical Officials and others responsible for competition management
Physical Fitness	Suitable physical fitness relative to the specific role to be filled at GC2018
Composure	Ability to remain calm under pressure and respond quickly and appropriately to changing circumstances
Positive Outlook	Flexible, adaptable, reliable, with a positive 'can do' attitude

GREAT	<p>Ability to act in accordance with GOLDOC's corporate values:</p> <p><b>G</b>lobal – think globally for the organisation, the Games and beyond</p> <p><b>R</b>espect – respect our work and thoughts</p> <p><b>E</b>xcellence – deliver excellence in everything we do</p> <p><b>A</b>ccountable – act with the highest integrity and fairness</p> <p><b>T</b>rust – empower each other to do our jobs in a collaborative environment</p>
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*Note:*

*SSVs must be a minimum of 16 years of age at the time of applying.*

*The GC2018 Volunteer Registration process is an online process, therefore all applicants must have access to complete the registration and receive updates online. Support will be provided through job library networks.*

## 5. PRE-GAME AND GAMES TIME REQUIREMENTS

All SSVs appointed to work at GC2018 are required to meet the following pre-Games and Games Time requirements:

- be available to volunteer for a minimum period of 10 days between 25<sup>th</sup> March – 15<sup>th</sup> April 2018;
- attend and participate in an operational testing and readiness event prior to the Games, as identified by GOLDOC;
- attend the Volunteer Selection Centre and/or undertake a GC2018 Volunteer induction;
- undergo role-specific training and venue specific training for relevant competition and training venue/s prior to commencing work as a volunteer;
- undergo and comply with a security background check;
- wear the allocated Workforce uniform and accreditation pass at all times when on-shift.

It is also expected that all selected SSV's will volunteer at applicable International and National events leading up to the 2018 Commonwealth Games for education and training purposes. The events which TTA and TTQ that have identified as being priority education training events are:

- 2017 ITTF World Junior Circuit Australian Junior & Cadet Open – Seagulls Table Tennis Club, Tweed Heads 8<sup>th</sup> – 11<sup>th</sup> April
- 2017 ITTF World Tour Australian Open – Brisbane – 1<sup>st</sup> – 7<sup>th</sup> July
- 2017 Australasian Veterans Open – Brisbane - 28<sup>th</sup> – 30<sup>th</sup> June, 2017
- 2017 National and State Championships conducted by TTQ (January 2017 – February 2018)

## 6. PRIORITY FOR QUEENSLAND-BASED VOLUNTEERS

Providing volunteers from Queensland with the experience obtained from working on the Gold Coast 2018 Commonwealth Games is a key legacy outcome of the Games and something which GOLDOC is strongly committed to. Whilst GOLDOC recognises that it may not always be possible to source all required SSVs from Queensland, GOLDOC's expectation is that priority is given to volunteers from Queensland when SSV selections are made.

It should be noted that SSVs are required to make their own accommodation arrangements at Games Time, and that free public transport privileges at Games Time for GC2018 Workforce will extend to a limited catchment area in/around the Gold Coast.

## 7. SSV ENTITLEMENTS

The table below summarises the things which GOLDOC will and will not provide to GC2018 SSVs.

GOLDOC <b>will</b> provide the following to GC2018 SSVs:	GOLDOC <b>will not</b> provide the following to GC2018 SSVs:
<ul style="list-style-type: none"><li><input type="checkbox"/> Free public transport within the metropolitan area of the Gold Coast (within Cairns and Townsville TBC)</li><li><input type="checkbox"/> Meals at the venue on the days worked</li><li><input type="checkbox"/> A Gold Coast 2018 volunteer uniform</li><li><input type="checkbox"/> Training appropriate to the assigned role</li><li><input type="checkbox"/> Games Time roster</li></ul>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Financial or other support for travel to the Gold Coast</li><li><input checked="" type="checkbox"/> Visa support for overseas applicants</li><li><input checked="" type="checkbox"/> Accommodation</li><li><input checked="" type="checkbox"/> A certificate to support a request for leave from work</li><li><input checked="" type="checkbox"/> Any form of payment</li></ul>

## 8. SSV SELECTION PROCESS

The process to be followed by NSOs/SSOs in selecting SSVs is outlined below. GOLDOC's Sport Managers will work closely with their respective NSOs/SSOs to implement the process in accordance with applicable timeframes.

### Identification

As a first step, TTA and TTQ are now calling for expression of interests from the table tennis community. Interested volunteers are requested to complete the Expression of Interest form and return it to Ryan Wiegand (National Events Manager) via email E: [ryan@tabletennis.org.au](mailto:ryan@tabletennis.org.au)

All Expression of Interests must be completed and return to Table Tennis Australia no later than the 13th January 2017.

When completing the expression of interest, applicants will be required to explain and document their sport specific knowledge, experience and how they adhere to the GOLDOC core competencies as listed above.

After the 13th January 2017, TTA and TTQ in conjunction with the GOLDOC Sport Manager, will undertake an initial review of candidates who have expressed their interest. Candidates who do not meet the sport specific selection criteria will be informed immediately that they will not be considered for a SSV role, and that they may wish to consider an alternate GC2018 volunteer role.

### Registration

All identified candidates who have met the sport specific selection criteria for a SSV role must **must** register to be a volunteer by completing the GC2018 Volunteer Registration process. This is an online process. The Volunteer Portal will be open from the 6th February for a period of 4 weeks.

TTA and or TTQ will issue all candidates who have expressed an interest to be a SSV and have met the sport specific selection criteria with a sport specific Gold Coast 2018 Volunteer Code for their sport. Candidates will be prompted to enter the code for their sport during the online registration process. Entry of the code will ensure that SSV candidates are differentiated from candidates registering to become GC2018 generalist volunteers. Candidates will be asked to provide their contact information and details of their sport specific and other relevant experience.

It is important to note that failure to complete the online registration process in February 2017 will make them ineligible for a GC2018 volunteer role. Candidates should also be advised not to pass on the sport specific GC2018 Volunteer Code to others.

### Selection

Once the GC2018 Volunteer Portal closes, TTA and TTQ will be provided with details of all candidates who have registered using the relevant sport specific GC2018 Volunteer Code. TTA and TTQ in conjunction with the GOLDOC Sport Manager, will then review the list of registered candidates and develop a shortlist of suitable candidates. (In the event that there is an insufficient number of candidates to fill the required roles, additional candidates with relevant experience will be drawn from the generalist volunteer pool).

Shortlisted candidates will be invited by GOLDOC to attend the Volunteer Selection Centre (between April – July 2017) where they will be provided with a GC2018 Sport Specific Volunteer induction and meet their respective GC2018 Sport Manager. Where necessary, Sport Managers will conduct short interviews at the Selection Centre to determine which candidates will receive a formal offer, and which roles individual candidates will be assigned to. Where it is not feasible for candidates to attend the Volunteer Selection Centre they will be able to complete the volunteer induction online, and may be required to undertake an interview conducted remotely.

Candidates who are not shortlisted, or who are subsequently deemed unsuitable for, a SSV role will be advised immediately. They may be considered for alternative GC2018 volunteer roles.

### Appointment

GOLDOC will advise successful candidates of their appointment by issuing a formal Letter of Offer. Offers will be generated and issued via the GC2018 Volunteer Portal. All candidates will be appointed to a specific SSV role with an associated Role Description.

Further communications, including details of rosters, an invitation to collect a uniform and accreditation pass, and instructions on training will be sent to SSVs via the GC2018 Volunteer Portal.