
Scottish Schools Teams Check In Staff Role Description

Purpose of the role:

To check in competitors as present at the event and deliver the sheets to DT at the end of the check in time.

Main tasks:

To check in competitors at the event.
To check membership cards are valid
To help competitors fill out membership application forms if required
To collect any monies due from memberships or outstanding entry fees

Desired skills, qualities and experience:

No previous experience is necessary.
A pleasant manner and an attention to detail.

Training and support:

The Floor Manager will explain the format being used on the day and make sure the check in staff are aware of key competition contacts to assist with questions from competitors or others at check in. Other than this no specialised training is necessary.
There will be opportunities to take part in a Scottish Fencing organised DT course at no cost for anyone who offers to help Scottish Fencing events during the 2009/2010 season.
Volunteers will be notified of dates and venues as this information becomes available.

Check in staff will be rewarded with a drink and a snack.

Where and when / time commitment:

St Thomas of Aquin's School, 2-20 Chalmers St, Edinburgh EH3 9ES

Saturday 6th March 2010
0900 to 0915 and 1100 to 1115

Sunday 7th March 2010
0900 to 0930

It is beneficial if the check in staff can be present 15 minutes before check in opens, to be aware of the contents and location of check in lists / membership forms and this has been factored into the above times.

If you wish to volunteer for this role or make an informal enquiry then please email competitions@scottish-fencing.com