

Special Events Commission Role Vacancies

The Special Events Commission (SEC) has been reformed following a gap of three years with the main aim of recruiting and training volunteers that will deliver high-quality volleyball events in Scotland. This involves growing and strengthening the SVA volunteer base, assisting with the planning and delivery of events, helping SVL Clubs to improve their Match day experience, and evaluation of events in order to improve future Special Events.

There are eight roles which comprise the SEC; Chair, Secretary, Treasurer, Venue Management, Training Coordinator, Volunteer Coordinator, Sponsorship, and Media. A knowledge of volleyball is preferred but not a requirement for the roles. Members would ideally be available for most events in the year, with Cup Finals Weekend and any future CEV events a necessity. Current approximate remits and roles are at the bottom.

The Commission would likely involve a meeting (at least one in-person, per year) every month or two, the completion of work between meetings totalling a few hours a week, as well as roles at Special Events. It is likely that work will be busier in January-April due to the concentration of events towards the end of the season. This could likewise occur in August or September as the Beach Season ends. The more each member puts in, the more the Commission, Events and the SVA will get out.

All roles offer the chance to gain valuable experience working for a sport's governing body as well as the opportunity to learn about the organisation, delivery, and evaluation of high-level sports events. Members will also have the ability to develop skills both specific to events and sports governance as well as general skills to support them in current and future employment. For any further information, please contact events@scottishvolleyball.org.

Those interested in any of the roles should contact events@scottishvolleyball.org with a brief email outlined the role(s) they are interested in, any volleyball experience, as well as relevant skills and background.

Summary of Remit for each Role

Chair

- Liaise with SVA office, Board, and other Commissions to determine timelines, requirements, budgets and resource needs for upcoming events;
- Work with the Secretary to plan and deliver SEC Meetings;
- Represents the SEC at necessary meetings, report to the Board as required, and sign off any reports

Act as Tournament Supervisor/Tournament Director/Competition Director at events as required by the Competition and Events Officer.

Secretary

- Receives and keeps a file of all correspondence and notes relating to the work of the SEC;
- In liaison with the Chair, prepare the agenda, take minutes at and distribute finalised minutes for all Special Events Meetings;
- Support the Chair in the construction of event reports and reports the SVA;
- Act as Chair in the absence of the Chair;

- Keep track of all deadlines to be met for tasks set to each of the members of the SEC.
Manage paperwork during events, including but not limited to, scoresheets, distribution of important paperwork, etc.

Treasurer

- Keep track of all financial aspects of the work of the SEC;
- Assist with the relevant Commission member all expense claims that relate to the work of volunteers organised by the Commission at and leading up to an Event;
- Negotiate and agree with SVA on budget alongside Chair and Volunteer Coordinator;

Venue Management

- Be familiar with all setup requirements for national and international events, including, the playing area, technical surrounds and spectator areas;
- Keep a record of venues used for prior events or those that could be potentially used in the future, noting aspects such as the court(s) layout, equipment, opening hours, and cost.
- Plan, implement, and evaluate the setup and dissolution of the event venue;

Act as, or work alongside, the Court Manager at events.

Training Coordinator

- With the assistance of Volunteer Coordinator and the SVA office, establish a training and incentives program to retain volunteers for all events held by the SVA, with relation to incentives to becoming and remaining as a volunteer
- Alongside the Volunteer Coordinator, recruit and select appropriate people for each SVA event;
- With other SEC members and the staff at the SVA office, complete a task audit for national and international competitions hosted by the SVA;
- Appoint National Technical Officials, Statisticians, and Courtside Assistants in cooperation with the Referees Commission, Volunteer Coordinator and SVA Office as required.

Work alongside Volunteer Coordinator during events with a focus on National Technical Officials and Courtside Assistants.

Volunteer Coordinator

- Be familiar with all human resource requirements for national and international events in order to complete a task audit on the HR needs for upcoming national and international events;
- Establish simple Job descriptions for both paid and volunteer staff working at SVA events;
- Alongside the training coordinator, recruit and select appropriate people for each SVA event;
- With the assistance of Training Coordinator and the SVA office, establish a training and incentives program to retain volunteers for all events held by the SVA, with particular relation to incentives to becoming and remaining as a volunteer
- Appoint a Master of ceremonies for all events and liaise with the Venue Manager and to provide access to the equipment necessary to perform this vital role;
- Monitor the activities of volunteers and ensure that schedules are adhered to;

Act as volunteer coordinator during events.

Sponsorship

- Work with the venue manager to ensure advertisements are placed appropriately to fulfil obligations;
- Work with current partners and reach out to possible future partners in cooperation with the SVA Chief Executive;
- Work with the SVA Office and Venue Manager to plan the VIP section and invite VIPs to events to emphasise the work of the Scottish Volleyball Association.

When at events, act as VIP liaison if appropriate.

Media

- Be responsible for all technical aspects of the tournaments with respect to the communication. This includes statistics, web and social media, media liaison, and live streaming;
- Liaise with the SVA to put in place the appropriate technology for supporting the event such as computers, sound system, internet connections, video cameras and displays for scoring and tournament progress.
- Prepare social media for advertising prior to the event, during the event, as well as after the event.
- Prepare news reports for the SVA/CEV website around events.
- Work with local and national media in the run-up to events to publicise.

Manage social media and Livestream(s) during events alongside volunteers.