



VOLUNTEERS POSITION FOR TENNIS TOURNAMENTS

The Vanuatu Tennis Federation is calling for volunteers to assist in the organization of several futures events for the following position **(The positions in red are absolute priorities) especially for the 2017 Mini-Games:**

VU16 RC 2016	VANUATU UNDER 16 REGIONAL CHAMPIONSHIPS	DECEMBER 2016
WPRC 2017	WEST-PACIFIC REGIONAL CHAMPIONSHIPS	MAY 2017
MINI-GAMES 2017	PACIFIC MINI-GAMES	DECEMBER 2017
OCEANIA 2018	OCEANIA SENIOR CHAMPIONSHIPS	TBC
VU16 RC 2018	VANUATU UNDER 16 REGIONAL CHAMPIONSHIPS	DECEMBER 2018

POSITION	EVENTS	NUMBER	AGE	POSITION DESCRIPTION	REQUIREMENTS	NOTE
SECRETARY	VU16 RC 2016	1	≥ 18	-Supervise the tournament office; - Inform/guide players and officials; - Manage the office's communication; - Draft Press Release; - Check Entry List; - Any other duty assigned by the Director of Tournament.	- Good knowledge of office management; - Computer literate; - English, French and Bislama	The successful candidate will have to abide by the VTF Code of Ethics.
	WPRC 2017	1				
	(TBC)					
	MINI-GAMES 2017	2				
	OCEANIA 2018	2				
	2018 (TBC)					
BALLKIDS TRAINERS/COORDINATORS	MINI-GAMES	15	≥ 18	-Train ballkids in accordance to standard and guideline defined	-Background in education and/or	This position is subject to a specific

	2017 OCEANIA 2018 (TBC)	15		by VTF; - Organize and supervise ballkids.	experience to work with kids; - Love kids and be ready to be involved for long days	training. Successful candidates will have to sign and respect the VTF Child Protection Policy
BALLKIDS	MINI- GAMES 2017 OCEANIA 2018 (TBC)	175 150	≥ 12 TO 15	- Pick-up balls during matches.	-Ni-Vanuatu kids enrolled in local primary school will have the priority; - Good fitness; -No knowledge of tennis necessary	This position is subject to a specific training.
COURT SUPERVISORS	VU16 RC 2016 WPRC 2017 (TBC) MINI- GAMES 2017 OCEANIA 2018 (TBC)	2 2 11 11	≥ 16	-Supervise all operations on court -Quickly inform Venue Coordinator in case of material problem -Quickly inform Referee/Tournament Director in case of tennis related issues	-Basic knowledge of tennis; -Hospitality skills a plus; -Quick to react.	This position is subject to a specific training. The successful candidate will have to abide by the VTF Code of Ethics. Successful candidates will have to sign and respect the VTF Child Protection Policy
LINE UMPIRE/OFFICIALS	VU16 RC 2016 WPRC 2017 (TBC) MINI- GAMES 2017 OCEANIA	5 10 15 15	≥16	-Basic knowledge of tennis rules -Good eyes -Good level of English (oral) -Basic knowledge of French an advantage	- Basic knowledge of tennis; - Good fitness.	This position is subject to a specific training and test. The successful candidate will have to abide by the VTF Code of Ethics.

	2018 (TBC)					
MEDIA OFFICERS SOCIAL MEDIA	VU16 RC	1	≥16	-Daily update of VTF Facebook, Twitter, You Tube	-Good knowledge of social media uses- Facebook, Twitter, You Tube, Instagram; -Computer literate; -Good command of English; -Preference will be given to bilingual person (English and French)	The successful candidate will have to abide by the VTF Code of Ethics. Successful candidates will have to sign and respect the VTF Child Protection Policy
	2016 WPRC	1				
	2017(TBC) MINI-GAMES	2				
	2017 OCEANIA	2				
	2018 (TBC)					
MEDIA OFFICERS WEBSITE	VU16 RC	1	≥16	-Daily update of VTF Website	-Good knowledge of the VTF website; -Computer literate; -Good command of English; -Preference will be given to bilingual person (English and French)	This position is subject to a specific training. The successful candidate will have to abide by the VTF Code of Ethics. Successful candidates will have to sign and respect the VTF Child Protection Policy
	2016 WPRC 2017 (TBC)	1				
	MINI-GAMES	2				
	2017 OCEANIA	2				
	2018 (TBC)					
MEDIA LIAISON OFFICER	VU16 RC	1	≥18	-Publish and share VTF Press Releases	-Good knowledge of the media; -Computer literate; -Good command of English; -Preference will be given to bilingual person (English and French)	The successful candidate will have to abide by the VTF Code of Ethics.
	2016 WPRC	1				
	2017(TBC) MINI-GAMES	2				
	2017 OCEANIA	2				
	2018 (TBC)					
RESULTS ENTRY OFFICER	VU16 RC	1	≥16	-In close cooperation with	-Computer literate	This position is

	2016 WPRC 2017 (TBC)	1		Director of Tournament/Referee, enter results into tournament software	- Good command of English	subject to a specific training.
	MINI-GAMES 2017	2		-Share results, order of play and draws	-Good knowledge of tennis rules and regulation	The successful candidate will have to abide by the VTF Code of Ethics.
	OCEANIA 2018 (TBC)	2				
PHOTOGRAPHERS	VU16 RC	1	≥18	-Take pictures of tournament	No specific requirement	The successful candidate will have to abide by the VTF Code of Ethics.
	2016 WPRC 2017(TBC)	1				Successful candidates will have to sign and respect the VTF Child Protection Policy
	MINI-GAMES 2017	2				
	OCEANIA 2018 (TBC)	2				
VENUE COORDINATOR	VU16 RC	1	≥18	-Oversee all maintenance aspects of the venue	-No knowledge of tennis required	This position is subject to a specific training.
	2016 WPRC 2017 (TBC)	1		-Prepare the venue prior to the beginning of tournament/matches	-Able to work without supervision	The successful candidate will have to abide by the VTF Code of Ethics.
	MINI-GAMES 2017	2		-Undertake when necessary light urgent repair	-Skills in maintenance	Successful candidates will have to sign and respect the VTF Child Protection Policy
	OCEANIA 2018 (TBC)	2		-Organize drying-up of courts after rain		
LIAISON OFFICER LOGISTIC	MINI-GAMES 2017	2	≥18	-Liaise with Food and Transport Committee to: 1.Receive meals and share to Teams and players	No specific requirement	The successful candidate will have to abide by the VTF Code of Ethics.

				2.Organise transport for players and officials when necessary		
HOSPITALITY OFFICERS	MINI-GAMES 2017	2	≥18	-Welcome, guide and serve VIP	-Hospitality skills - Good command of English - French an advantage	The successful candidate will have to abide by the VTF Code of Ethics.

Volunteers may receive during each tournament:

- Meal
- Uniforms
- Transportation when possible
- Certificate of recognition

