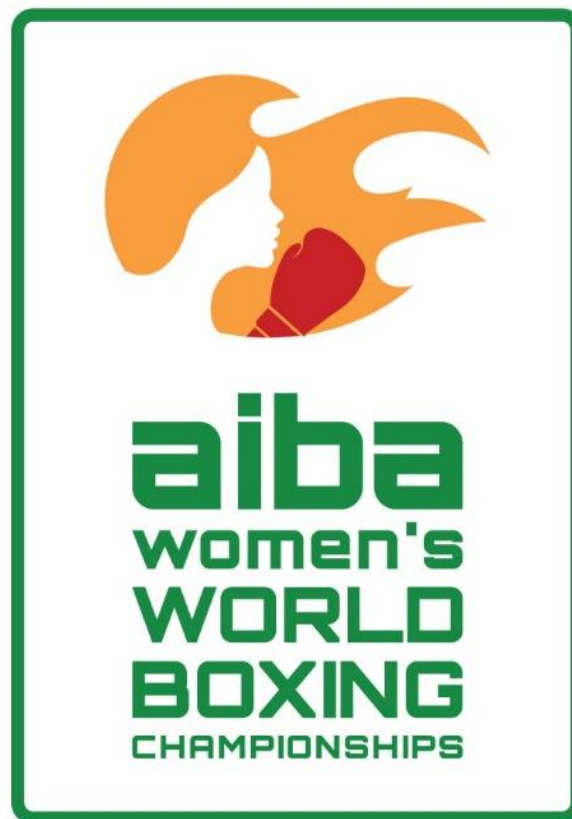


Volunteers Role Brief



Prepared On –
21 October, 2018

Role Brief

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Event Brief:

The Boxing Federation of India is hosting the AIBA Women's World Boxing Championship at New Delhi from 15th to 24th November, 2018 at KD Jadhav Indoor Hall, Indira Gandhi Stadium, New Delhi. The Championship is one of the most prestigious Women's Boxing Championships globally, and also the most high profile sporting event the country will host. This comes in an opportune moment in sync with Hon'ble Prime Minister's programme for women empowerment. BFI will host this Championship in collaboration with Sports Authority of India under Khelo India Programme.

Approximately 550 Boxers and Team Officials from about 60 countries will participate in the Championship. In addition, about 150 Technical Officials, 200 AIBA officials and 100 Media persons from around the world are likely to attend the Championship. All prospective boxers for 2020 Olympics are likely to participate in this World Cup. As such this event is a curtain raiser for women boxers of the country towards the goal of Olympics 2020.

Volunteers & Their Roles:

Volunteers will be the eyes & face of this Mega Event and will lay down the legacy for years coming by. To successfully deliver the services of different functional areas the Organization needs approx. 172 volunteers at the event under the functions & eligibility mentioned below:

SN	Functional Area	Volunteers #	Eligibility Criteria
1.	Accommodation	6	Undergraduate Students/Graduates/Hospitality Students with Excellent Communication Skills in English
2.	Accreditation	5	Undergraduate Students/Graduates with Excellent MS Office, Communication Skills in English
3.	Airport Services & Transport	18	Undergraduate Students/Graduates with Excellent Communication Skills in English
4.	Anti- Doping	7	Female Graduates/Medical Students with Excellent Communication Skills
5.	Media	10	Mass Communication Students with Excellent Communication Skills in English/Hindi
6.	Medical	2	Female Graduates/Medical Students with Excellent Communication Skills
7.	Protocol	6	Undergraduate Students/Graduates with Excellent Communication Skills

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8.	Hospitality	12	Undergraduate Students/Graduates with Excellent Communication Skills
9.	Spectator Services	12	Undergraduate Students/Graduates with Excellent Communication Skills in English/Hindi
10.	Venue Operations	20	Undergraduate Students/Graduates with Excellent Communication Skills in English/Hindi
11.	Sports	14	Undergraduate Students/Graduates with Excellent Communication Skills in English/Hindi
12.	Coordination/IR	50	Undergraduate Students/Graduates with Excellent Communication Skills in English/Hindi
13.	Technology	6	Undergraduate Students/Graduates with Excellent Communication Skills in English/Hindi
14.	Volunteers Program	4	Undergraduate Students/Graduates with Excellent Communication Skills in English/Hindi

The role of volunteers with different functional areas are listed below:

SN	Functional Area	Tasks
1.	Accommodation	Assisting at the Help Desks at the Hotels. Assisting in any other issues related to Guests at Hotels.
2.	Accreditation	Assisting the Accreditation Team in Print & Distribution of Accreditation Cards. Assisting in any other issues related to Accreditation Card.
3.	Airport Services & Transport	Assisting in Arrivals & Departures of Athletes, AIBA Officials, ITOs, and other clients. Assisting in Transport and movement of vehicles to and fro the venues.
4.	Anti- Doping	Assisting the Athletes during their Anti-Doping tests. Assisting in any other requirements at the Anti-Doping Room.
5.	Media	Assisting the Visiting Media personnel at Media Tribune and Venue Media Center.
6.	Medical	Assisting the Venue Media team at the Medical Room.
7.	Protocol	Assisting the visiting VIPs/VVIPs at the Venue
8.	Hospitality	Assisting the setup of lounges and other facilities
9.	Spectator Services	Assisting the ingress and egress of spectators at the venue.

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10.	Venue Operations	Assisting the Venue Operations team in managing the venue. Assisting the communication flow within the venue team.
11.	Sports	Assisting the Sports FA in managing the Field of Play and other activities.
12.	Coordination/IR	Liaising with different interfaces for the teams Any other team specific requirements.
13.	Technology	Assisting the Venue technology team in IT, Internet and other set up.
14.	Volunteers Program	Supporting the Volunteers team in managing the attendance and other volunteer specific issues.

The role may increase based on the specific requirement at the event time. Volunteers will be operational at the venue and other locations for a shift time of 8-10 hours or as required by functional area. The shift starts approx. 2 hrs before competition start and completes at one hour after end of last competition of the day. A Constituent group based role bifurcation may be as per the table below:

Constituent Groups	Brief Description of Services
Athletes	Volunteers to support athletes as and when directed by Sport Functional Area
Team Officials	Volunteers to support Team Officials as and when directed by Sport Functional Area
Technical Officials/ Referee & Judges	Volunteers to support technical officials, Referees & Judges as and when directed by Sport Functional Area
Technical Delegate	Volunteers to support Technical Delegate as and when directed by Sport Functional Area
Media & Broadcasters	Volunteers to support Press and Host Broadcaster as and when directed by Media Functional Area
AIBA & BFI Family	Volunteers to support AIBA and BFI Family as and when directed by Protocol Functional Area
Spectators	Volunteers to support ingress & egress of Spectators as and when directed by Spectator Services team

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During this period, these volunteers will be entitled for Games Uniforms, Food and Certificates of participation for their work with the prestigious event.

The recruitment process of these volunteers will involve capturing the information in a specific excel format shared along with this Brief.

SN	Dependencies	Services Received From	Services Level/Other information	Timeline
Pre Games Dependency				
1.	Registration of Volunteers	Volunteers FA	1. Online Registration 2. Offline though a form	November 03, 2018
2.	Training of Volunteers	All FAs	The volunteers would be required to undergo various trainings like: general, role specific, venue specific, considering where training is done in house.	November 08, 2018
3	Integration Sport Specific volunteers into the volunteer system	Sport FA	Assuming that the sport specific volunteers are typically sourced from State Federation, it is essential to integrate these volunteers with the rest of the volunteers for their training, accreditation, uniforms, etc. The Sports FA would need to ensure that the details of these sport specific volunteers are provided to the Volunteer FA well in advance.	November 27, 2018
4	Accreditation of Volunteers	Accreditation FA	The Accreditation FA is responsible for	November 05, 2018

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			accrediting all volunteers	
5	Coordination for the security check of Volunteers	Accreditation FA/Delhi Police	While the actual verification would not be done in house, the Accreditation FA in coordination with Delhi Police would need to coordinate with the Police and/or any other agency for ensuring timely completion of the activity.	November 05, 2018
6	Uniforms Distribution of Volunteers	Admin FA/Volunteers FA	Volunteers FA to provide sizes to Admin FA for distribution	November 12, 2018
Games Time Dependency				
7	Providing food to Volunteers	Venue Development FA	Determine the level and scope of service for providing food to all volunteers during Games time and/or training time.	November 12, 2018

Key Dates:

SN	Milestone	Date	G-X Days
1	Volunteer Program Commences	October 07, 2018	G-38 Days
2	Volunteer Concept of Operations Approved	October 15, 2018	G-30 Days
3	Volunteer Recruitment Plan Finalized	October 15, 2018	G-30 Days
5	Volunteer Program Launch	October 15, 2018	G-30 Days
6	Volunteer Recruitment Begins	October 15, 2018	G-30 Days
7	Volunteer Last Date of Registration	October 30, 2018	G-15 Days
8	Volunteer Scheduling	November 01, 2018	G-14 Days
9	Recruitment Process Complete	November 05, 2018	G-10 Days
10	Training delivered to Volunteers	November 08, 2018	G-7 Days
11	Distribution of Uniforms	November 10, 2018	G-5 Days
12	Deployment Of Volunteers	November 13, 2018	G-3 Days
13	Volunteers Services Ends	November 25, 2018	Games End

Note: Volunteers Services duration may change as per need of functional areas.