emirates dubai 7s



VOLUNTEER HANDBOOK

HSBC SVNS | Emirates DUBAI 7s

WELCOME



TO OUR HIGHLY VALUED VOLUNTEER TEAM

Dear All,

It's that time of year again!

After a challenging start to the year in the UAE and the wider region, we are delighted to be welcoming over 85,000 people to The Sevens Stadium for the 56th edition of the Emirates Dubai 7s.

Nearly 6,000 participants from Elite International to Under 13s and over 35s will take to the courts and pitches to enjoy what is for many, their favourite weekend of the year.

Given the challenges, it is worth noting the loyalty and commitment of so many teams and individuals who have raised significant funds and chosen to come together in Dubai to participate in this great event.

Much of that is down to you, our Team of outstanding Volunteers. I cannot stress what a crucial role you play in making this event so beloved to so many.

There is a baseline level of professionalism, courtesy and service that you as a team, portray to our visitors that surpasses their experiences at other events and feedback from numerous teams and participants backs that up year on year.

This year, we would value your continuing in this vein. Your calmness under some significant pressure across what is a gruelling three-day schedule really makes for a superbly run event.

This year, we introduce Gaelic Football on Pitch 5 on Saturday and Sunday, as usual the Rugby pitches will be packed with action, noting that with the appointment of Emirates Dubai 7s as hosts of the SVNS 3 tournament, there will be 28 international teams (16 SVNS and 12 SVNS 3) competing.

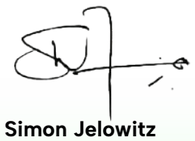
In order to accommodate that, we will open up Pitch 1 – the main stadium on Friday for the first rounds of SVNS 3. On Saturday the SVNS teams will be on Pitch 1 as usual while the SVNS 3 moves to Pitch 2 and Sunday will as ever see a capacity crowd of 30,000 as the SVNS builds to a Finale.

Netball is full, Cricket is full and as we head towards the closing date for applications for Padel and Fitness, applications are already well ahead of previous years.

We have some great food and drink on offer for you this year during your rest periods. Make sure you load up to maximise your energy levels and please do take a moment during those breaks to walk around the site, take in some sport and witness the thousands of people singing, dancing and laughing with their team mates and those most dear to them as they celebrate sport and friendship – thanks in no small part to the amazing work you do. I am sure you will all join me in a special note of thanks to Angus, Natalie, Alistair, Jordan, Nicola and Callum who work tirelessly for months to ensure that we can boast the greatest, most committed group of Volunteers that an event could wish for.

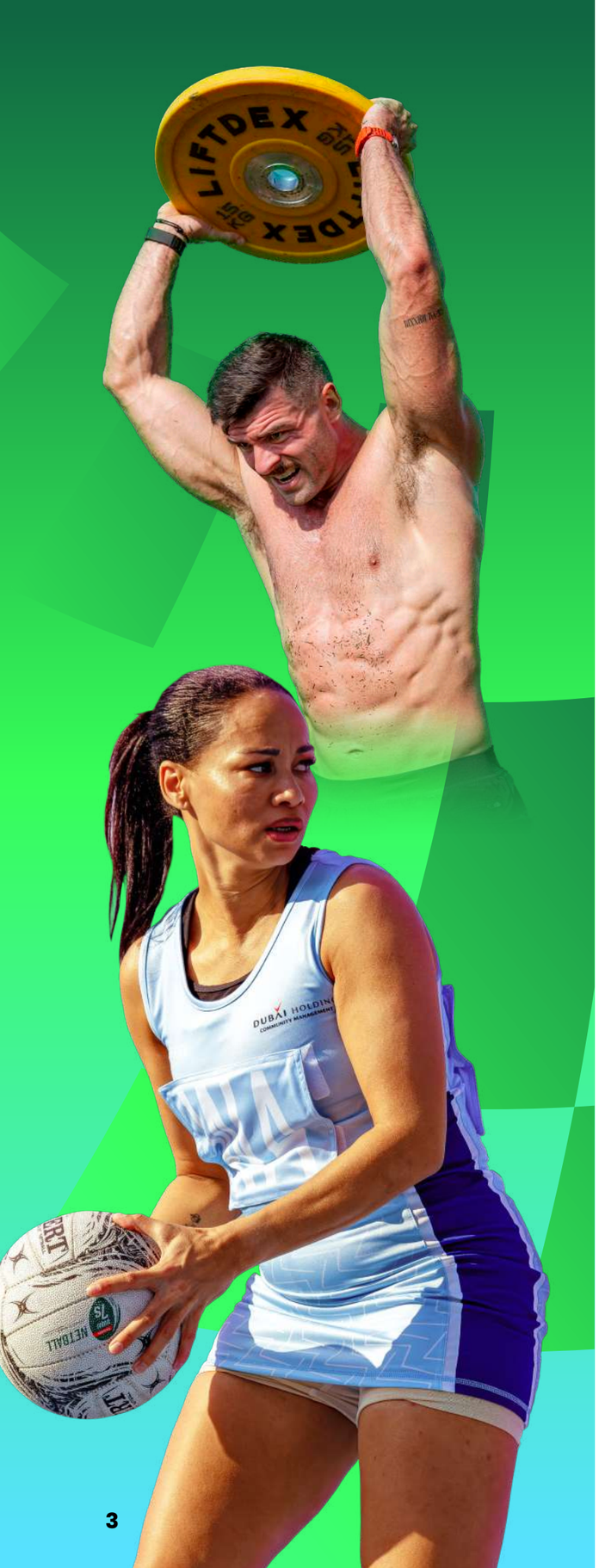
Wishing you a fantastic weekend and with sincere thanks from the entire Emirates Dubai 7s team.

All the best,,



Simon Jelowitz

Head of Sport Operations
Emirates Dubai 7s



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INTRODUCTION

Hi to all the Pitch Management and Registration Team Volunteers,

On behalf of the Emirates Dubai 7s management, we would like to thank you for giving your time and services as you are a key part of the overall tournament operations function. Your participation makes this tournament the success it is by allowing the teams to enjoy their time here and want to come back for more!

Your role has a few challenges, but our collective goal is to ensure that the tournament runs safely and to schedule. Please don't feel at any stage that you are on your own as we have a strong support team who can help resolve problems. For Pitch marshals, the Pitch managers will be your first point of contact for most issues with Alistair Evanson-Goddard, Angus Kennedy, Natalie Peirson readily contactable by radio or mobile phone when needed. For Registration Tent volunteers, you will be working closely with Moonira Ramathula and Manu Almeida to ensure you are confident to handle any enquiry that comes your way!

We hope you have a great experience, and we look forward to working with you during the tournament.

Yours in Rugby,

Angus Kennedy
SVNS Pitch Manager Lead
Emirates Dubai 7s 2025

Moonira Ramathula
Registration & Accreditation Manager
Emirates Dubai 2025 7s



TOURNAMENT CONTACT LIST

NAME	POSITION	MOBILE NUMBER
Angus Kennedy	SVNS Pitch Manager Lead	050 656 4195
Natalie Peirson	SVNS Pitch Manager	050 245 9383
Jordan Peirson	SVNS Pitch Manager	050 292 8952
Allistair Evanson-Goddard	Invitational Pitch Manager Lead	054 563 8723
Moonira Ramathula	Registration & Accreditation Manager	050 364 7164
Steve Leyshon	Match Officials Manager	44 7738 029 108
Manu Almeida	Sports Operations Co Ordinator	050 366 4175

GENERAL TOURNAMENT INFORMATION

REGISTRATION TENT OPENING HOURS

Tuesday 24th November	16:00h – 21:00h
Wednesday 25th November	12:00h – 19:00h
Thursday 26th November	09:00h – 19:00h
Friday 27th November	07:00h – 22:00h
Saturday 28th November	07:00h – 22:00h
Sunday 29th November	07:30h – 16:00h

PITCH MANAGEMENT VOLUNTEER BRIEFINGS

1. Briefings for Pitch managers, Pitch marshals, Tunnel Managers, Scoreboard Operators and On – Field Spotters will take place at The Sevens Stadium upstairs on the first floor of the Players' Clubhouse on Monday 23th and Tuesday 24th November both at 6 pm. You must only attend one of the two Volunteer Briefings. Please wear closed shoes for the site tour as there will be ongoing construction taking place.

ACCREDITATION AND ACCESS

2. All volunteers will be provided with a specific accreditation badge which must always be worn on site when on duty. You can only access the specific zones allowed on your accreditation. Any issues please resolve them with Registration & Accreditation Centre in the Invitational Hub. Do not challenge the security members who have been given specific instructions to follow the accreditation guidelines.

PARKING

3. A limited number of parking area passes will be allocated and allow you access to reserved parking via the Players' Clubhouse car park (Gate 1). Note: this is only for those accredited volunteers travelling by private vehicle and does not permit access to non-volunteer family or friends.

GAME TIMINGS

4. All Invitation Tournament matches, and finals will have seven (7) minutes playing time each half separated by a one (1) minute half-time break (7-1-7).

OFFICIAL MATCH BALLS

5. There will be 5 official match balls available for each tournament(s) pitch. They are specifically branded for the various tournaments. HSBC SVNS World Series balls are for Pitch 1 only. There are Size 5 for Men and Size 4.5 for Women. Invitational Match Balls will not carry the SVNS World Series Logo. Please ensure that the correct match balls are being used.

PLAYERS ACCREDITATION

6. All accreditation passes will have photo ID and must be worn except when playing. The team entering should be due to play or warm-up and only squad members i.e., Players or squad support personnel (Coach, Manager, medic, etc) may enter.

PRE-MATCH

7. For the SVNS World Series Tunnel Managers, you must ensure that the teams are in the Pitch 1 tunnel not later than 2 minutes before each match.

8. The two teams participating in the SVNS World Series Cup finals on Pitch 1 will be required in the tunnel 5 minutes before match time as there will be on pitch anthems played before kick-off.

9. For all SVNS World Series matches, the Team managers must be at the Pitch 1 Official Reception Desk or other location as designated by World Rugby in the South Grandstand at half time of the match prior for coin toss.

10. For all Invitational tournament matches, the team managers must be at their respective pitch marshal's tent at half time of the match prior for the coin toss.

The first floor of the Player's Clubhouse and can only be accessed using accreditation passes. Meal vouchers will be provided each day by the pitch managers. No guests will be permitted under any circumstances.

11. Pitch management volunteers will be entitled to up to 2 buffet meals per day depending on the number of hours worked. The buffet meals will be served in "Sideliners" on 1st floor of the Players Clubhouse.

12. Please note that tunnel managers and on field spotters for SVNS World Series will only be catered for buffet meals in the clubhouse on days 2 (Saturday) and 3 (Sunday) when the SVNS World Series tournament is running, and they are rostered on duty. All pitch management volunteers do not require meal vouchers for hot/cold drinks or light snacks (fruit etc) from "Sideliners" at any time.

Friday 27th November to Sunday 29th November

- Buffet: 11:00h – 21:00h
- Tea/coffee will be available all day each day. Vouchers are not required for drinks and sandwiches.
- Tea/coffee and a 'snack-to-go' will be available from Sideliners' for all Pitch Managers, Marshalls or Scoreboard Operators rostered on the first Invitational tournament pitch duty session of the day.

INTERNATIONAL TEAMS CHANGING ROOMS

13. The changing rooms for the SVNS World Series Men's teams are on the ground floor of the Pitch 1 Main Grandstand for Days 2 – 3 (Saturday to Sunday) and the SVNS WORLD SERIES Women's teams are on the ground floor of the Players' Clubhouse for Days 2 – 3 (Saturday to Sunday).

14. The SVNS World Series Women's teams will, however, also have access to Changing Rooms 3A and 7A in the Main Grandstand immediately prior to all their matches on Pitch 1 if they wish.



WELFARE

15. Please be careful and look after yourself whilst at the tournament. The days will be long and hot. Make sure you drink plenty of (non-alcoholic) fluids and ensure you eat at regular intervals during your period (s) of duty. This will ensure you are at your best throughout.

16. Wear sunscreen, a cap (Emirates baseball caps will be issued at the briefing sessions on 25th and 26th November and remain in the shade when not required to be in the sun. Make sure you take your breaks away from the heat and get some rest between shifts.

17. Volunteers have access to complimentary seating access when not on duty in the lower/ ground level section in the Pitch 1 Main Grandstand immediately adjacent to the Tunnel on the Northern side. You must have your

accreditation pass with you for security access purposes to this seating. Other unaccredited family members or friends are not able to sit with you there so please do not ask the security staff to make an exception.

18. When not on duty please behave appropriately when wearing your event shirt and accreditation pass.



TOURNAMENT VOLUNTEER ROLES – OVERVIEW

- **Pitch managers**
- **Pitch marshals**
- **Tunnel manager**
- **On-field spotters**
- **Scoreboard operators**
- **Runners**
- **Registration & Accreditation Tent Assistants**
- **Presentation Assistants**



TOURNAMENT VOLUNTEER ROLES – OVERVIEW

19. Tournament Rules. A hard copy of the tournament rules will be in the box at each pitch marshal tent.

1. 1 The tournament rules confirm that a pitch marshal's primary duties are to verify that only properly accredited players and team staff are allowed access inside the playing enclosure for their scheduled matches.

2. 2.The match referee passes the completed and signed match scorecard to a pitch marshal to be photographed using the iPad and then uploaded to the tournament match scorers (Macoocoo) co-located next to the registration centre. The match scores must be also written down on the sheet provided for tournament use later as a manual record if required.

20. Most other questions relating to the tournament rules will normally be handled by the match officials and/or the pitch managers, supported by the registration team and tournament director. If in doubt call the pitch managers and/or registration team via the radio.

21. Please arrive for duty not less than 10 minutes prior to the start of your rostered time on the pitch. The exception is for those rostered first thing in the morning as you need to be at the Registration Centre 30 minutes prior to the first game starting and at the pitch 20 mins prior. The first pitch marshals of the day will need to collect 5 balls per pitch as well as the pitch admin box and take them to the pitch marshals' tent on their assigned pitch.

22. The Tournament Rules require that each team report to the pitch marshals' tent no later than 20 minutes prior to their game. Most teams are very good at this, but you may have to chase the odd team. Please look around the pitches to see if you can identify the team and check with the players. If you are unable to find the team, please ask for assistance from the pitch managers via the radio.

23. Team Pitch Access

1. There are two red lines painted down the side of each pitch (on the side utilised by the team reserves and match officials).

2. Note: No-one (except the match officials and players being substituted) should cross the two red lines at any time during play.

3. There will be a team enclosure painted in black on all pitches, in which all team personnel must remain inside during their specific game; and

4. Note: Under no circumstances are team coaches, managers, other team officials, or players allowed to roam up and down the side-line. You must enforce these tournament rules.

24. There will be other enclosures on pitch 1 marked in black to accommodate match officials, 'Sin Bin' and medical personnel.

25. There will be enclosures for match officials, medical, pitch marshals and the 'Sin Bin' on the invitational tournament pitches 2, and 4 - 9.

26. Teams may enter the playing enclosure as a team to warm up (in the in - goal area between the dead ball line and the playing enclosure fence) no earlier than thirty (30) minutes or at half time of the game two games' prior (whichever comes first) to their scheduled match kick off. No more than two teams will be allowed to warm up in the same dead ball area at the same time. For safety reasons, only a Pitch Manager has the discretion to approve this.

27. Teams should vacate the pitch immediately after their game has concluded. Warm down must be done off the pitch and outside the playing enclosure. You must enforce these Tournament Rules.

28. The furthest half, from the Players Club, of Pitch 3 is available to SVNS World Series Teams ONLY for warm up from 7 AM Saturday 28th November, and all-day Sunday 29th November.

Invitational teams playing matches/finals on pitch 1 on either Saturday or Sunday will be advised by Alistair of their warmup time and area on pitch 2, with assistance from and prior arrangement with the SVNS World Series tournament pitch managers and tournament security on pitch 2.

29. On first contact with each team, you should carry out the registration verification manually via their individual accreditation pass. This will require a simple facial recognition and checking the team is scheduled to be on the pitch. Accreditation will be for the specific team as no team swapping is allowed. Only accredited members of the teams warming up i.e., due to play, and the teams playing are allowed inside the playing enclosure.

30. If you have concerns about squad member's accreditation simply advise the team that you have a concern. Discrepancies should then be reported

immediately to the registration team by radio who will deal with the team/individuals.

31. As teams enter the playing enclosure, check their kit for the Tournament logo. Teams are not allowed to reproduce the Sevens tournament logo on their kit. If you see a team with the Sevens tournament logo on their kit, please report it to a pitch manager(s).

32. All accreditation passes will have photo ID and must be worn except when playing. The team entering should be due to play or warm-up and only squad members i.e., players or squad personnel may enter the playing

enclosure. No amendments to team/player accreditation passes are permitted. If any are presented at the playing enclosure gate, the Pitch Marshall(s) are to not allow the player(s) concerned to enter the playing enclosure and must immediately advise a Pitch Manager who will liaise directly with the registration tent.

33. If one of the two teams is not present and ready to play within two (2) minutes of the published kick off time, the opposing team must be present and ready to play to allow the match official(s) to proceed and award a 20 – 0 result (4 Tries) on the tournament scorecard. See tournament rule 3.10.1 for further clarification.

34. Teams informing pitch marshals of a 'no-show' must be advised to report in person to the registration/accreditation manager in the registration tent immediately. Failure to do so could result in team disqualification.

35. The three on - field assistant referees and pitch marshals should remind team coach/ managers when they arrive (Not Later Than 20 mins prior to kick off) that they and all their

replacements are to remain in their marked technical area/box and not to roam up and down the side-line (Team medic(s) and water carrier(s) in bibs – must remain in the Technical Zone (TZ) except when treating an injury or running with water on the field after a

score). If it becomes a problem, alert the nearest assistant referee. The referees work in 'Teams of Four (To4)' on each pitch and they will immediately deal with it! Any persistent offenders should be advised to Alistair for follow up with tournament management.

36. You should establish the team's kit colour and advise the referee on first contact. If both teams are wearing the same colour, toss a coin and the losers should change their kit. The (assistant) referees will be responsible for preparing and completing scorecards.

37. For Pitches 2, and 4 - 9 please instruct the team manager(s) or a nominated team representative to report to the pitch marshals' tent at half time of the preceding game for the coin toss. This will determine who kicks

off and in which direction each team will starts the match. This will also enable the teams to run straight into position for a timely kick-off. A simple coin toss method is as follows:

1. The first named team on the pitch match schedule is the 'Home' team and their opponent is the 'Away' team.

2. The pitch marshal hands a coin to a representative from the 'Home' team (usually captain or manager) to toss, while the 'Away' team representative calls either 'Heads' or 'Tails' (in the UAE, an accepted English language practice is to call either 'Coffee Pot' or 'Stroke' or 'One' using a 1 AED coin) while the coin is still in the air.

3. The pitch marshal confirms with the 'Home' and 'Away' team representatives which side of the coin is facing up on once it lands on the ground.

4. The team representative that wins the coin toss and in accordance with World Rugby Law 6.2 either elects to kick off or to choose an end. If the winner of the toss decides to choose an end, the opponents must kick off and vice versa. The Pitch Marshall(s) should make a note of which team is kicking and in which direction.

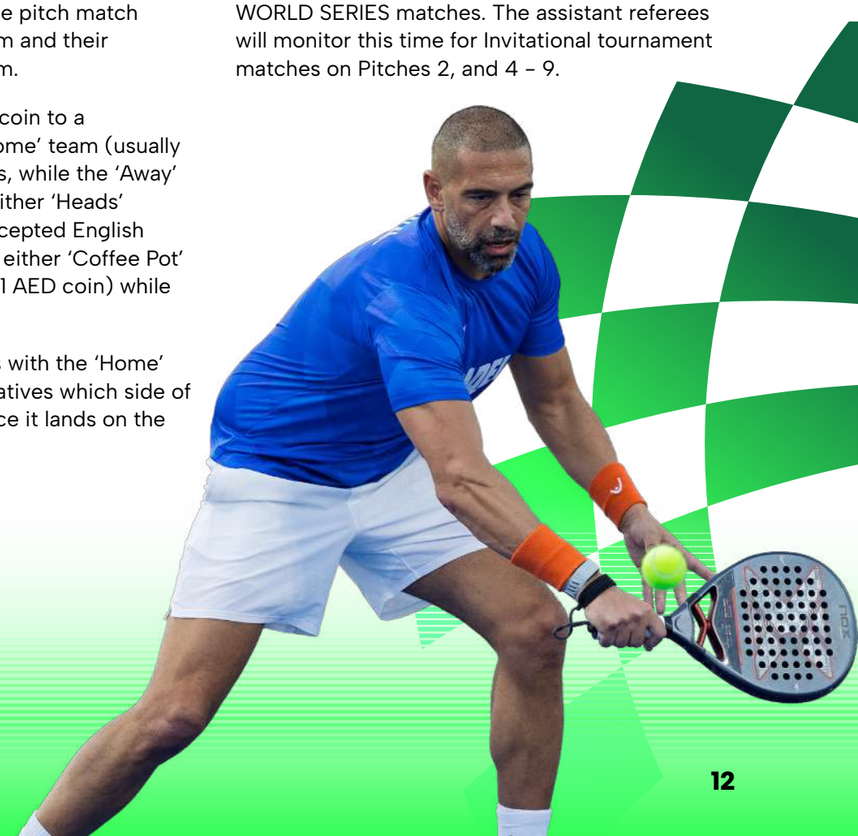
If a match official is not present at the coin toss, inform the referee or one of the assistant referees before the kick-off so the two teams are at the correct end of the pitch for the start of the match.

38. Please make sure the teams are ready to go on to the field at the correct time. The event is very tightly scheduled, and any delays will have a big impact over the

duration of a day's play. The referees have been instructed to start games on time and to shorten games if teams

are not ready to play. Any players sin-binned must sit on a chair in the designated box (marked on the ground) immediately adjacent to half-way on the pitch marshal's side of the field.

Note: Players who have been sin-binned must not sit with the rest of their team. The TZ manager (pitch 1 or 2) will keep track of the 2-minute sin-bin time for the on-field referee for SVNS WORLD SERIES matches. The assistant referees will monitor this time for Invitational tournament matches on Pitches 2, and 4 - 9.



39. Match Scorecards

1. 1.The designated match officials are to have the match scorecard signed off by the two team managers immediately after the match has concluded.

2. 2.The signed match scorecard is then passed to the pitch marshal(s), who will photograph both sides of the match scorecard (using the iPad), then upload to the tournament match scorers (Macoocoo) and finally write down the match scores and details of any yellow/red cards issued on a preformatted sheet to support any potential tournament appeals process; and

   The pitch marshal(s) will then immediately return the signed, photographed, and uploaded scorecard to the match official(s) who will later hand it in at the match officials' tent for verification. Tournament Schedule. As each game finishes, make sure the next teams are ready to go on. Each game has 20 minutes of pitch time scheduled – there should be 7 minutes each way and 1 minute at half time which allows limited time between games. The match schedule for the invitational tournament knock-out rounds on days 2 and 3 may be accessed either on the iPad and from the official tournament app/website. Tournament Match Balls. Look after the balls. For each game there should be 3 balls on the pitch at any time and 2 spares in the pitch marshal's tent. The ball boys and girls will look after them, but they do go missing sometimes. Each group of ball boys and girls will have an older supervisor with them – it pays to identify them and make sure they are also keeping an eye on the balls. Please don't give them out for practice to anyone – they generally don't make it back to the tent.

Water and Rubbish.

Keep an eye on the water situation and rubbish. There are contracted staff to replenish the water and clean up but if you start to run low on water or the rubbish starts to build up then call on radio channel 9, Site Ops, for assistance.

Pitch Access.

Keep the pitches clear – i.e., don't let anyone onto the pitch that is not playing or does not have an official pitch access accreditation pass. Politely ask people to move back behind the barriers and if they will not comply then ask for help from security. Only accredited players and personnel from the teams playing or warming-up are allowed inside the playing enclosure as well as accredited media/photographers who may only enter in and move around the ground perimeter area. Please note that there will only be one (1) contracted security staff member at each invitation tournament pitch entry gate.

Tablets.

There will be additional power banks provided for the tablets for each pitch at the start of each day.



40. Invitation Tournament Player Medical Treatment

1. Invitation Tournament Players may use the commercially available physio and strapping services located at the Invitational Hub and between the Players Club and Pitch 6 (strapping only) on a 'User-Pays' basis at any time, provided by Mediclinic. Costs for these services are below:

Services and Treatments	Treatment Time	Treatment Price
Taping – finger	5 mins	35AED
Taping – all other limbs	15 mins	95AED
Strapping – shoulder and thigh	15 mins	150AED
Soft tissue	15 mins	150AED
Supportive Equipment (e.g. crutches)	–	As per item

2. If a player is injured during a scheduled invitational tournament match and subject to a pitch side assessment by the assigned on-field tournament medics, the player(s) may be provided with a referral card authorising their further treatment at the tournament medical clinic located on the ground floor east end of the pitch 1 main grandstand.

3. Tournament security will not allow Invitational tournament players' access to the tournament medical clinic without their tournament ID and a referral for treatment ticket provided by a tournament on pitch medical staff member.

4. **Medical Response.** In the event of a (serious) single or multiple injuries at an invitational tournament pitch, the assistant referees and/or pitch marshal(s) should:

   - Immediately alert the nearest medical first responder(s) by voice.
   - One (1) pitch marshal may move with the medical first responder(s) if requested to the vicinity of the casualty(ies) to assist with the coordination of any directed casualty treatment or evacuation plan.
   - The other pitch marshal should move directly to the pitch security team leader at the pitch access gate to:
   - Coordinate pitch access for arriving medical support personnel and vehicles.
   - Stop unnecessary/unauthorised personnel entering the playing enclosure.
   - Shield the casualty(ies) from spectators. Pitch security personnel may be asked to assist.
   - Inform Alistair Evanson-Goddard by the radio and provide regular updates as required.
   - Be prepared to assist the access of additional tournament support personnel and vehicles onto/from the pitch as required.

41. Any complaints from teams regarding non-compliance with the tournament rules must be referred to the Sport Operations Co Ordinator who is contactable by radio and mobile phone (see Contact list page 5). Any other immediate issues should be referred to either the assistant referee(s) and/or a pitch manager(s) – again by voice, radio, or mobile phone.

42. While you are not expected to be an expert on the tournament rules, please read through them to familiarize yourself as it is likely that you will be asked at times. A copy of the rules will be available in the pitch box. Most of all – have fun!

DUTIES OF PITCH MANAGERS

1. Pitches are grouped into areas of responsibility as follows: Group 1: pitches 4,5 and 6; Group 2: pitches 7, 8 and 9.
2. Provide support, help and advice to the pitch marshals as required.
3. Maintain radio communications with pitch marshals and other pitch Management staff as required for support/queries.
4. Monitor the progress of games on the pitches within their agreed area of responsibility.
5. Ensure that there are sufficient radio batteries, device chargers, match balls etc. at each pitch and replace as necessary.
6. Assist medical/security staff with casualty handling and medical access to the pitch in the event of a serious injury to a player(s), ONLY if instructed to by the Medical lead in attendance.
7. Any of the pitch marshals' duties as required.



DUTIES OF PITCH MARSHALS

1. Liaise with the 'Team of Four' match officials assigned to your pitch to ensure the tournament runs to schedule.
2. .Check teams onto the field by their individual accreditation badges supported by online team lists using the iPad if necessary.
3. Co-ordinate team timings in and out of the warm-up areas on the respective pitch space between the dead ball line and the playing enclosure perimeter fences.
4. Confirm teams are available at the ground 20 minutes before their scheduled match kick off time.
5. Conduct the coin toss with both team managers and/or captains present at half time of the match immediately prior to their scheduled match kick off time.
6. Support the assistant referees where necessary to ensure the touch lines are kept clear and the teams remain in their respective technical areas.
7. Photograph both sides of the signed match scorecard using the iPad and write down the match scores and details of any yellow/ red cards issued on the preformatted sheet after the match is completed then immediately return the scorecard to the match referee.
8. Maintain radio communications with pitch management staff when needed or for support/queries.
9. Ensure tournament branded balls and touch flags are available.
10. Return the pitch box with stationery, tournament balls, touch flags and radio(s) with batteries and iPad to the registration tent at the end of each day.
11. Teams have been provided reusable water bottles and instructed to bring their own filled water to the pitch. There will be a small number of plastic water bottles in your care and you should only distribute these if a team has forgotten to fill their water up. Not provided in advance.
12. .Watch that the pitch playing enclosure is regularly cleaned. If not, advise Alistair Evanson-Goddard or another pitch manager.



DUTIES OF TUNNEL MANAGERS

1. The tunnel managers' role is to have every SVNS WORLD SERIES team at the entrance of pitch 1 or 2 tunnel NOT LATER THAN two (2) minutes prior to their scheduled kick off time. The teams run on to the pitch one (1) minute prior to the scheduled kick off time having stood in the tunnel for one (1) minute prior to run-on.

2. The actual teams running onto the field are controlled by the television floor manager who will liaise with their outside broadcast director and ensure they meet the scheduled coverage times. The Floor Manager in tandem with Angus Kennedy and/or Natalie Peirson is in overall control of timings so keep in close contact with Angus or Natalie (as appropriate).

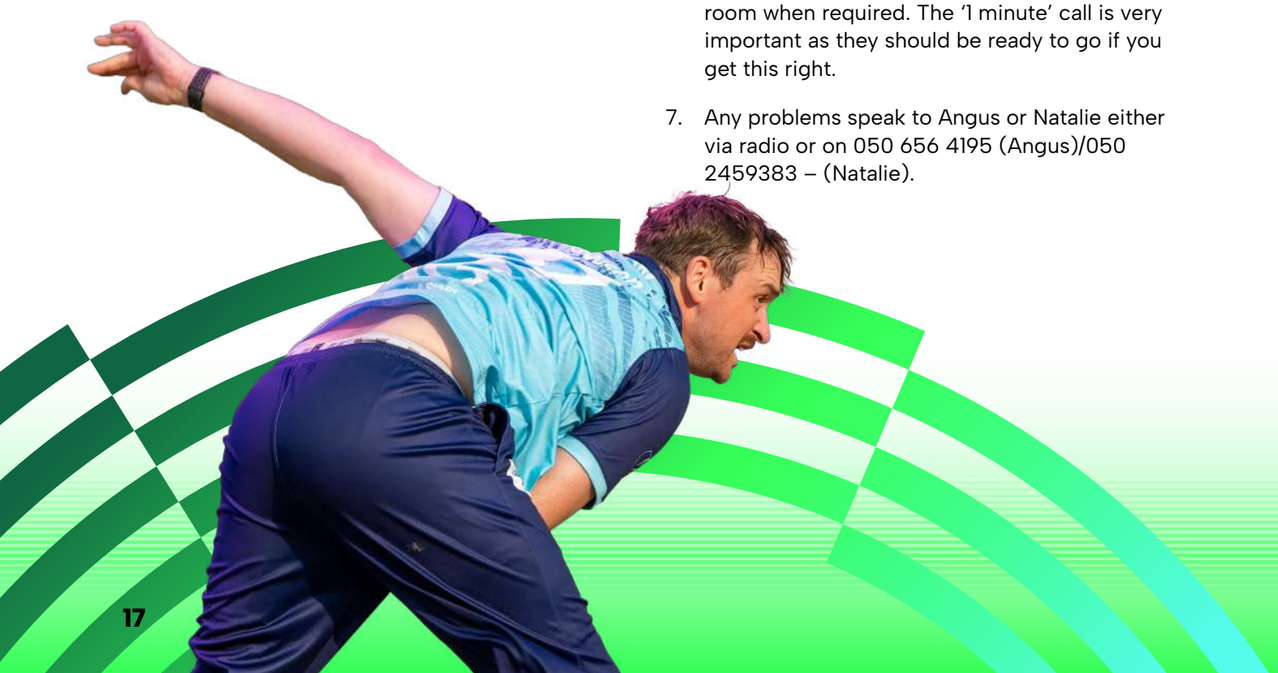
3. For the SVNS WORLD SERIES Men's teams, it takes one (1) minute to move a team from their changing room and into position at the Pitch 1 tunnel. The SVNS World Series Women's teams, changing rooms in the players' clubhouse building are further away and require not less than three (3) minutes to walk to the pitch 1 players' tunnel. If a team walks directly from their warmup on pitch 3 to the pitch 1 tunnel, you should allow 5 minutes to walk there. These times have been accounted for in the run-on sheets. Ensure all teams leave their changing rooms at the scheduled walk time and are not still getting ready!

4. Each team has a liaison officer (LO) who will assist in getting the teams to the right place at the right time. A list of LOs phone numbers is included in the tournament contact sheet. The teams know all about the schedule and are used to running everything down to the last second, so don't be surprised if they are still warming up with just a few minutes to go.

5. All times are based on the team(s) leaving the changing room – not the kick-off time. On the schedule you will see that there are 5-minute and 1-minute calls that you will give to the teams, worked backwards from the 'leaving the changing room' times. For each of these either speak directly to the manager or LO, or if there is no one from the team outside the door, knock, open and politely but firmly say "time to go, please".

6. You will have to push them along a bit – be very insistent that they leave the changing room when required. The '1 minute' call is very important as they should be ready to go if you get this right.

7. Any problems speak to Angus or Natalie either via radio or on 050 656 4195 (Angus)/050 2459383 – (Natalie).



DUTIES OF ON-FIELD SPOTTERS

1. Role. The on-field spotter's' role is to provide near real-time on field reporting for the SVNS WORLD SERIES (men's and women's) outside broadcast scorers AE Live who are in the commentary area in the upper level of the Main Grandstand overlooking pitch 1. You will use a hand-held radio to provide the AE Live staff with accurate details of all match replacements (substitution or medical replacement), cards (yellow and red), and match scores.

2. Location. The substitution and replacement spotter will be co-located with the World Rugby (WR) Technical Zone (TZ) management staff just inside the gates that lead directly onto Pitch 1. The two (2) on – field spotters providing match scores will be positioned at either end of pitch 1 immediately behind the goal posts adjacent to the advertising 'Toblerones' just outside the in-goal area.

3. If spotting substitutions or replacements, you will first speak only with the TZ Manager who deals directly with the two playing team managers and the on field WR match officials. They coordinate the correct timing and paperwork to support the substitution and medical replacement(s) of players on/off the field of play and then once confirmed by the TZ manager, you will report this via radio direct to AE Live.

4. If you are spotting match scores, you will report directly to AE Live via radio only.

5. When to Call. The Spotter must only report a substitution or replacement(s) once it has been confirmed by the TZ manager. Match scores (tries, conversions, penalty, and field goals) must only be reported once the match referee has signalled the score with his/her whistle and vertical hand signal.

6. Radio Substitution/Replacement Sequence. The verbal substitution/replacement reporting sequence you should follow unless directed otherwise is as follows:

01. "Pitch Number, Team Colour, number, number, number OFF, Team Colour, number, number, number ON".

02. Example: "Pitch 1 or 2, GREEN, eight, eight, eight, OFF, GREEN, two, two, two, ON", and

03. Note. There may be several replacements occurring simultaneously by both teams, so you need to be accurate and prompt with your reporting.



7. Radio Scoring Sequence. The verbal score reporting sequence you should follow unless directed otherwise is as follows:

01. Try:

- “Pitch Number, Try, colour number, number, number”.
- Example: “Pitch 1 or 2, TRY, BLUE, ten, ten, ten.”

02. Kick at Goal:

- “Pitch Number, Kicker, number, number, number.”
- Example: “Pitch 1 or 2, KICKER is four, four, four.”
- Then after the kick,
- “Pitch 1 or 2, KICK is GOOD”, or
- “Pitch 1 or 2, KICK is MISSED.”



03. Yellow or Red Card:

- Same as for Try.
- “Pitch Number, (Colour) card, team colour, number, number, number.”
- Example: “Pitch 1 or 2, RED CARD, GREEN, six, six, six

8. Confirmatory Notes:

1. Ensure you can properly identify the two playing teams’ strip/colours and name.
2. DO NOT take your eyes off the game when the ball is in play.
3. .DO NOT allow yourself to be distracted by spectators, friends, mobile phones etc.
4. DO NOT call through the replacement(s) until you are positive the TZ manager has confirmed the replacement and time.
5. You should write down the actual game time/ period and replacement(s) details preferably using the large on field game clock or otherwise your own watch e.g., ‘Green 8, 8, 8 OFF Green 12, 12, 12 ON at 5.29 minutes first half’.
6. Speak slowly and clearly and be prepared to repeat the replacement(s) details if requested.
7. Monitor the battery life on your radio and its functionality; if the battery appears to be running low or the radio is not functioning properly advise Angus Kennedy or Natalie Peirson ASAP who will normally be in or around the vicinity of the Pitch 1 tunnel entrance; and
8. The hand-held radio is for reporting only not for chatter.

DUTIES OF SCOREBOARD OPERATOR

1. The scoreboard operator’s role is to operate the digital scoreboard from the upstairs booth located above the players’ entrance to pitch 2 that displays the two (2) teams currently on field, the match scores as they are awarded by the on-field match official(s) and counts down the match time left to be played in response to the on-field match official’s signals for “time on” and “time off”.
2. The digital scoreboard countdown clock will automatically reset to seven (7) minutes at half and full time. At both half and full time of the match being played, the scoreboard operator must activate the siren to alert the on-field match official.
3. Note. The on-field match official is the sole judge of remaining match play time, and the scoreboard siren is merely an aid to assist the match official’s awareness.
4. The Scoreboard operators are not to change the on-screen scores unless they are certain the on-field match official has signalled that either a try, conversion, penalty, or field goal has been awarded using their whistle and appropriate hand/arm signal. If unsure, immediately check with either the assistant referees and/or pitch manager before changing the score.
5. Project sponsors’ graphics for the various invitational tournaments.



DUTIES OF RUNNERS

1. Runners will be given guidance as to where and when they are needed. Runners will carry information right across the Sevens site.

DUTIES OF ACCREDITATION

1. The accreditation center is the main hub for the invitational tournament. All players, and match officials operate from here.

2. The records for all players along with game results are monitored and controlled by the registration tent and is a valuable and interesting place to be.

3. All incidents and inquiries are normally directed to the tent throughout the course of the Tournament. The Registration & Accreditation manager Moonira Ramathula and the Sports Operations Co-ordinator Manu Almeida will be present throughout the event to aid and assist the volunteers. It can sometimes be a very intense / stressful place to be, however it is also a source of much amusement and an integral part of the Invitation Tournament.

4. Accreditation Passes. When a team arrives to register and collect their passes, ask if their signed squad sheet has been uploaded into the system.

5. All players must have signed the squad sheet and have a numbered shirt against their names.

6. Players who have not signed the squad sheet will have their accreditation withheld in the team folder until they come to the registration tent and sign the squad sheet.

7. The team manager will sign the team collection sheet stating that they have received accreditation passes.

8. Tournament Fees. If a team has any outstanding fees due, there will be an identifier in their folder referring them directly to the registration & accreditation manager.

9. Refer all player replacements to the Registration Tent in the Invitational Hub

10. Pool Players – Players who are not registered with a team may wish to register as a ‘Pool Player’. The ‘Pool Player’ sheets can be found within the registration tent, there will be a sheet for both gulf and international invitational players. Anyone wishing to register as a ‘Pool Player’ must have the relevant documentation with them. Registration deadline for ‘Pool Players’ is 5pm on Saturday 30th Nov 24. Online registration is open until Friday 22nd November, after which all applications will need to be made at the Registration Tent.

11. Lost Accreditation Passes – If a pass is lost, there is a fee of 500AED to replace it. Passes will only be replaced once 500AED has been paid to the cashier and a receipt is presented.

12. General Enquiries – Throughout the tournament, there will be many questions directed at the registration tent regardless of the subject. Your role is to assist where possible, however if you don’t know the answer, ask the sports operations co ordinator, Manu Almeida , who will be situated in the Invitational Hub, in the Accreditation center.

Useful Terminology

13. Accreditation Pass. This allows players and squad personnel access into the event and importantly entrance onto the pitches when playing as well as access to the player seating area in the main ground stand and changing rooms.

14. The passes will be given to the team manager once the team registration sheet / squad sheet has been submitted with the relevant player signatures..



DUTIES OF PRESENTATION ASSISTANT

1. Presentation assistants support the various tournament presentation ceremonies. Specific training will be given depending on which tournament presentations are being conducted.



USE OF RADIOS

1. Many of you will be new to using two-way radios and may not be sure what the correct protocol is when you're using one. Here are some generally accepted rules of two-way radio etiquette you might find helpful.

2. Be prepared. When you have the push to talk (PTT) button pressed, no one else on your channel can speak or be heard – two-way radios are a one-at-a-time system of communication, unlike telephones where you can interrupt and talk over each other. So, it's important to think about your message beforehand.

3. If you leave the PTT button pressed while you compose your thoughts, you are preventing anyone else joining in the conversation. You'll also run down your radio battery faster!

4. Identify the recipient of your message and yourself. There is a large group of users all sharing the same radio channel, so it's essential to identify the person or location you want to speak to at the start of a transmission. It's also essential to identify yourself before relaying your message.

   For example: "Scoreboard from Pitch 6" or "Natalie this is Angus."

5. Be patient. The other person may not be able to respond immediately – be patient and give them time to reply before re-sending your call.

6. Use short, clear, and concise messages. As two-way radios only allow one person to speak at a time, it's important to keep your transmissions short, clear and to the point.

7. Pause before speaking. When you first press the PTT button, there can be a short delay before your radio transmits. This could result in your first couple of words being cut off, so wait a second before speaking to be sure your listeners receive the whole message.

8. Learn the lingo. It helps two-way radio communication when everyone understands and uses similar language and etiquette, especially when there are lots of people using the channel.

   "Radio check" – I am checking whether yours/my radio works.

   "Say Again" – Repeat your last message.

   "Stand-by" – I acknowledge your transmission but can't respond right now.

   "Go ahead" or "pass your message" – I can respond, go ahead with your message.

   "Roger" – message received and understood.

   "Affirm" / "Negative" – Yes / No.

9. Summary:
   - Think before you speak.
   - Listen before you speak.
   - Answer all calls promptly.
   - Keep the airways free of unnecessary talk.
   - Be brief and to the point.

10. A full list of tournament/event radio channels will be with each radio.



EMIRATES DUBAI 7s

see you AT THE 7s

