



▶ Team 2011 Training Manual

Sport Presentation Role Specific Section

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Haere Mai!

Welcome to Rugby World Cup Sport Presentation team! We thank you for your time, your enthusiasm and your commitment to being part of Team 2011.

What is Functional Area Specific Training?

The first face-to-face component of your training covered general aspects of Rugby World Cup and included information essential to all members of Team 2011.

Here, in Functional Area specific training, we go into more detail regarding the role you will be performing during the Tournament, including our expectations and job specific requirements. We are very fortunate to have within Team 2011 an immense wealth of experience and skills which will enable us to present a world class event with passion and professionalism. We hope you will enjoy and learn from this more specific training session.

Sport Presentation Overview

Rugby New Zealand 2011 and *Great Big Events* will work collaboratively to ensure that all elements of the Sport Presentation program, such as announcements, commentary, music, scoreboards, video boards, on-field entertainment, anthem ceremonies, etc are produced and delivered in an integrated manner to create the most engaging experience for spectators and broadcast audiences.

Six Team 2011 members will be rostered for each match day for Sport Presentation (also known as 'SPR') and will be required to work on rehearsal days (prior to Match Days) as well.

Sport Presentation is a great area to be working in, as Team 2011 members are involved in different areas within the stadium (field of play, main players' raceway, control room) and play an integral role in the running of competition.

Sport Presentation Training Schedule

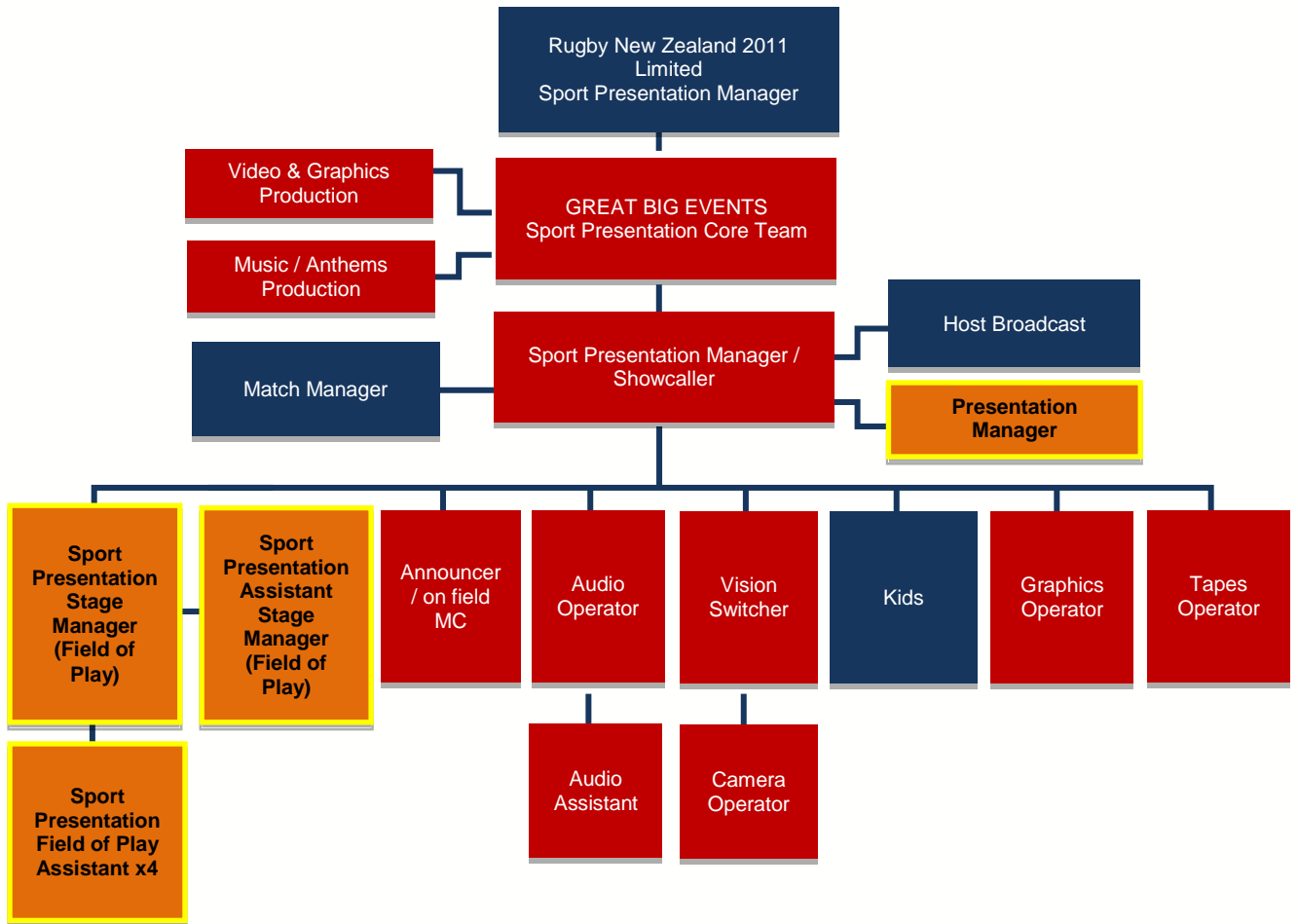
Location	Venue	Dates and Times
Auckland	Eden Park Stadium	Wednesday 7th September 4:00 pm- 7:00 pm
Auckland (North Shore)	North Harbour Stadium	Sunday 4th September 4:00 pm- 7:00 pm
Hamilton	Waikato Stadium	Sunday 11th September 4:00 pm- 7:00 pm
Rotorua Stadium	Rotorua International Stadium	Thursday 8th September 4:00 pm- 7:00 pm
Invercargill	Rugby Park	Thursday 8th September 4:00 pm- 7:00 pm
Whangarei	Northland Events Centre	Monday 12th September 4:00 pm- 7:00 pm
Dunedin	Otago Stadium	Thursday 8th September 4:00 pm- 7:00 pm
Nelson	Trafalgar Park	Thursday 15th September 4:00 pm- 7:00 pm
Wellington	Wellington Regional Stadium	Friday 9th September 4:00 pm- 7:00 pm
Napier	McLean Park	Monday 13th September 4:00 pm- 7:00 pm
New Plymouth	Stadium Taranaki	Friday 9th September 4:00 pm- 7:00 pm
Palmerston North	Arena Manawatu	Tuesday 20th September 4:00 pm- 7:00 pm



Sport Presentation Team 2011 Training Agenda

Time	Topic
16:00	Team 2011 arrive
16:10	Presentation Manager and Team 2011 introduction
16:20	What is Sport Presentation? (DVD)
16:30	Roles and responsibilities
16:45	Call sheet, rehearsal and Match Day timings
17:00	Cue sheet
17:30	Team entry storyboards / footage from Rugby World Cup 2007
18:00	Field of play - Walk through
19:00	Questions and answers and finish

▶ Sport Presentation Team Structure



Sport Presentation Team 2011 Roles

- Presentation Manager Assistant
- Stage Manager - Field of Play (x5)
- Assistant Stage Manager - Field of Play

Notes:

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Presentation Manager Assistant

Main Function

Assist the Sport Presentation Manager in producing and delivering the crucial elements of the Sport Presentation program in an integrated manner, to create the most engaging experience for spectators and broadcast audiences possible.

Main Tasks

- Assist the Sport Presentation Manager in conducting the technical rehearsals: Team entry, sound checks, anthem sequences and other similar tasks as required
- Ensure the Control Room is clean and in operational condition before, during and after the game
- Liaise with venue team and attend venue team meetings prior to the matches (if needed)
- Prepare / check pronunciations guide with Announcer(s)
- Assist the Sport Presentation Manager in cueing Field of Play Assistants before team entry and during the game
- Update scripts, cue and run sheets (under instructions given by the Presentation Manager)
- Welcome people and guests coming into the presentation area
- Collect all the documents (team lists, draw sheets, statistics, half-time & full-time results) and keep them in a specific file (archives).

Field of Play Assistant

Main Function

Assist the Sport Presentation Manager in producing and delivering the crucial elements of the Sport Presentation program in an integrated manner, to create the most engaging experience for spectators and broadcast audiences.

Main Tasks

- Assist the Sport Presentation Manager in conducting the technical rehearsals:
 - Team entry, checks, anthem sequences and other duties as required
- Make sure that the presentation runs smoothly on the field of play
- Keep the main players raceway vacant ('no go' area) before the team entry
- Marshal flag bearers for team entry
- Provide assistance to Sport Presentation field of play camera
- Assist the Master of Ceremonies on the field of play (if applicable)
- Manage the movement of the trophy table (under instructions given by the Presentation Manager)
- Relay coin toss results and player replacements to the Presentation Manager and the Announcer(s)
- Cue teams to enter the field of play (in conjunction with Floor Managers)
- Meet and brief all performers
- Manage all performers' movements.

Presentation Manager Assistant

- Attend the venue team meeting (if necessary)
- Collect and distribute vouchers
- Update scripts, cue and run sheets (under instructions given by the Presentation Manager)
- Check that the Sport Presentation Control Room is clean and in good operational condition
- Assist the Sport Presentation Manager to cue Field of Play Assistants for movements and responsibilities
- Keep all the documents (team lists, draw sheets, statistics, half-time & full-time results) in a specific file (archives)
- Liaise with the venue team during the match (Competition Office, Workforce, Logistics, Broadcast, Technology, Catering, Cleaning)
- Welcome people and guests coming into the Sport Presentation Control Room
- Get the keys and make sure to lock the door of the Control Room
- Meet Announcer(s) on arrival
- Escort Team Media Liaisons to Sport Presentation Control Room in order to meet Announcers for pronunciations
- Prepare / check pronunciations guide with Announcer(s)
- Relay player replacements and try scorers to Announcer(s)
- Attend the Venue Team debriefing meeting (if necessary).

Stage Manager

Field of Play 1

- Oversee all field of play Team 2011 members and manage movements and responsibilities
- Attend tunnel briefing
- Keep the main players raceway vacant ('no go' area)
- Assemble teams
- Have contact with IMG representative
- Relay information / countdown as teams enter the field of play
- Relay which team enter the field of play for the second half
- Assist for post match interviews (if required).

Field of Play 2

- Synchronize clocks at -4H with Broadcast and Competition management
- Monitor and relay coin toss result in players tunnel
- Manage the movement of the trophy plinth (as required)
- Meet, rehearse, marshal and cue flag bearers for Team entry
- Responsible for setting up and clearing field of play audio speakers
- Ensure flags are set up and correct
- Organise flag bearers
- Organise Referee escorts
- Organise Captain Chaperone.

Field of Play 3

- Sound checks and rehearsals with the Master of Ceremonies
- Liaise and assist the Sport Presentation camera and operator
- Obtain and check team lists and names and countries of referees and distribute accordingly
- Responsible for setting up and clearing field of play audio speakers
- Marshal anthem talent post for anthem ceremony
- Collect crowd attendance figures and Man of the Match information
- Act as a runner all over the stadium during the match in order to get documents, items, info.

Field of Play 4

- Assist with Maori warrior movements, sound checks and rehearsals
- Assist with strike of the anthem ceremony – field of play speakers
- On Field Spotter – Team A
- Relaying all scorers to Sport Presentation Manager
- Relay Team A replacements to Sport Presentation Manager.

Field of Play 5

- Assist with choir movements, sound checks and rehearsals
- Assist with strike of the anthem ceremony – field of play speakers
- On Field Spotter – Team B
- Relaying all scorers to Sport Presentation Manager
- Relay Team B replacements to Sport Presentation Manager.

Assistant Stage Manager – Field of Play

- Assist the Stage Manager in overseeing all field of play Team 2011 members movements and responsibilities
- Assist with tunnel briefings
- Assist in keeping the main players raceway vacant ('no go' area)
- Assist with the assemble of teams
- Organise contact with IMG representative for the Stage Manager
- Assist in the relay of information / countdown as Teams enter the field of play
- Assist in the relay on which Team enters the field of play for the second half
- Assist the Stage Manager to organise post match interviews (if required).

All Sports Presentation Team 2011 Tasks

- Assist the Sport Presentation Manager in conducting the technical rehearsals with the entire presentation Team:
 - Team entry, sound checks, anthem sequences and other responsibilities as required
- Identify and meet the key people of the venue (Competition Management & Broadcast)
- Attend the Sports Presentation debriefing session as soon as the Sport Presentation is over
- Ensure the Control Room is clean and in order before leaving the venue.

On Rehearsal Days

Team 2011 will assist the Sport Presentation Manager in conducting the technical rehearsals: Team entry, sound checks, anthem sequences and other responsibilities as required.

On Match Days

On Match Days, there will be 4 phases to manage.

Phase 1 – Before the Match (Prior to gates opening)

- Identify and meet the key people for Match Day rehearsals (IMG staff)
- Check that the Sport Presentation Control Room is clean and in good operational condition
- Escort Team Media Liaisons to Sport Presentation Control Room for pronunciations
- Prepare / check pronunciations guide with Announcer(s)
- Obtain and check team lists / start lists and names and countries of Referees
- Attend venue team meetings prior to the match (if needed)
- Meet all Performers (choir, Iwi warrior performers, etc) and conduct rehearsals
- Check flags and flagpoles are set up and correct.

Phase 2 – Sport Presentation Programme (Pre Match)

Team entry / main players raceway and field of play area.

3 Team 2011 members (with communications, directed by the Presentation Manager)

- Keep the main players raceway vacant ('no go' area)
- Provide assistance to Sport Presentation field of play camera and MC (if applicable)
- Manage the movement of the trophy table (if applicable)
- Marshal flag bearers for team entry
- Relay coin toss results to the Presentation Manager and the Announcer(s)
- Cue teams to enter the field of play
- Marshal choirs, Referee, escorts, Iwi warrior performer for entry and anthem ceremony.

Phase 3 – During the Game

Back of House

A Team 2011 member is needed to support the staff in the Presentation Area:

- Assist with scoring updates (plus relay from spotters watching the game) at the Sport Presentation operations position. This person would ideally have Rugby experience and know the rules of the game
- Spotters will have to relay player replacements and try scorers
- Act as runners before and during the match (in order to get team lists, results, half-time statistics, names for substitute players)
- Keep all the documents (team lists, draw sheets, statistics, half-time & full-time results) in a specific file (archives)
- Liaise with the Venue Team during the match (Competition Office, Workforce, Logistics, Broadcast, Technology, Catering, Cleaning)
- Welcome people and guests coming into the Sport Presentation Control Room
- Solve problems regarding logistics and catering issues for Sport Presentation staff.

Phase 4 – After the Match

- Assist with medal presentations (as applicable)
- Attend the Sport Presentation debriefing session as soon as the Sport Presentation is over
- Ensure the Control Room is clean and in order before leaving the venue.

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Sport Presentation Glossary

Glossary	Description
ACC or ACR	Accreditation - Short form reference to Accreditation.
Exclusive Use Period	The time when a venue is for Rugby World Cup 2011 use only. Usually starts 10 days before the first match and ends 2 days after the last match.
FOP	Field of Play.
Functional Area/ Function	Departments within the Rugby New Zealand 2011 organizing committee. E.g. Accreditation, Media Operations etc.
IPP	Internationally Protected Persons.
IMG / IMG staff	International Management Group - Rugby World Cup Limited's commercial agents.
IRB	International Rugby Board - The world governing body for Rugby and the event owners.
IT	Information Technology.
Lockdown	The period starting 90 minutes before kick-off when Zone 1 and Zone 2 require a supplementary access device to enter.
Look and Feel	Signage, Posters, Banners etc, with the branding of Rugby World Cup 2011.
MAC	Main Accreditation Centre - Located in Wellington, the main accreditation centre provides data collection, production and help desk support to venue accreditation centres. This is not a pick up point for accreditation.
MC	Master of Ceremonies.
MD -1	The day before the match.
MD	Match Day.

Glossary	Description
MOC	Main Operations Centre - Located in Auckland this is the Tournament operations headquarters during Tournament time.
RNZ 2011	Rugby New Zealand 2011 - The Organizing Committee for the Rugby World Cup 2011.
RWCL	Rugby World Cup Limited - The company owned by the International Rugby Board to run and manage Rugby World Cup.
RWC 2011	Rugby World Cup 2011 - Short form reference to the Tournament.
SPR	Sport Presentation - Short form reference to Sports Presentation.
T & Cs	Terms and Conditions - In order to obtain an accreditation pass every applicant must agree to the stipulated terms and conditions.
Team 2011	Term used to describe the Tournament workforce team. Includes volunteers, staff, and contractors.
TMO	Television Match Official - The Match Official who reviews the match play from the television feed.
TMS	Tournament Management System is the computerized database used by accreditation.
VIP	Very Important Persons are official Tournament Guests invited to attend Rugby World Cup 2011.
Workforce	Is used in reference to Rugby World Cup 2011 staff, volunteers, provincial union staff and contractors. It is also used to refer to the Rugby New Zealand 2011 function that provides services to the entire workforce (paid staff, Provincial Union staff, volunteers and contractors working on the event).

REF	POLICY	Functional Area	Policy Owner
2.07	Workforce break area operations	CAT	ICR
DESCRIPTION			

Objective

To ensure that RWC workforce members have access to a clean and comfortable environment for use during designated break times and meal times.

RWC workforce includes volunteers, RNZ 2011 staff, venue staff, Provincial Union staff, Ceremonies personnel, Sports Presentation personnel, contractors, government agencies, RWCL, commercial partner's operational staff and any other groups operationally working as part of Tournament delivery unless excluded below.

RWC workforce excludes the following Tournament groups; Teams, Match Officials, anti doping personnel, media, public patrons, official hospitality patrons and official sponsor patrons.

Description

A workforce break area will be provided at all match venues for use by workforce members when rostered on for their shift. Access to the Workforce break area will be restricted and available only to RWC workforce.

An official accreditation pass will be required for entry to the workforce break area.

The workforce break area will be used for:

- Workforce members to redeem their snack and/or meal vouchers in exchange for snack and/or meal
- Workforce members to eat their snack and/or meal

Workforce break areas may be used for workforce check in at match venues.

All workforce members are responsible for looking after the workforce break area at their venue and adhering to the following guidelines:

- Rubbish is to be placed in bins.
- Furniture, fixtures and fittings are to be used in an appropriate manner.
- Appropriate language and behaviour is to be used.
- Queues for food and beverages will be formed in single file on a first come, first served basis, without using a shortage of time to justify jumping the queue.

Opening and Closing Times

Workforce break areas will open and close at designated times during the operational period of the Tournament.

Indicatively the times will be from:

- Opening: 8.00am
- Closing : 10.30pm (to be determined venue by venue according to match times ad venue use requirements)

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