



Seasons Greetings



Well then, it has been another “eventful” year and 2007 has seen MEV volunteers continue to support a wide range of opportunities. You will have noticed that there have been lots more community based opportunities. MEV are committed to helping local services and charities as well as the communities in which we live and work. We have also had some fantastic feedback from Event Organisers on your contribution to events. Everyone appreciates the input you have already given to so many worthy causes and we all hope that it continues!

Lots of you have been filling in your event record forms which is a good sign! When we have enough people who have achieved the 50,100,200 hour milestones we will have arranged a little celebration ceremony to thank you for your help and involvement. If you haven't yet started to record your hours, please let us know and we can send you the forms you'll need. By completing the forms, we also have an up to date record of your activity. So, should you ever ask for a list of events you have taken part in, we have the most up to date version!! It's also worth pointing out that should you not wish to be involved with recording your hours that's OK too. It's all about your personal choice!

Over the next year Manchester will continue to attract major events and many of you have already expressed your interest in volunteering opportunities for the UEFA Cup Final and the FINA Swimming Championships. Keep your eyes on the monthly newsletter, 2008 will be a year of elite sport!

To finish, we look forward to a New Year but hope that your support, commitment, enthusiasm and professionalism continues and that we continue to strive for a better service for you. **Thank you.**

Best Wishes for Christmas and the New Year from the MEV Team.

As you know for us to improve our services to you we have to know the things which go wrong. Any constructive suggestions you have, please let us know by calling or e-mailing the team.



Volunteers Receiving E-mail Notices



Some of you may know that we occasionally receive last minute requests from event organisers as well as community and voluntary organisations who require the assistance of MEV volunteers.

In all of these cases, the opportunities miss our newsletter deadline and, unfortunately, we have no other way for helping these organisations other than sending out a last minute request to those volunteers who have e-mail addresses. Many of these opportunities come from charities or voluntary organisations who have limited budgets and they often cannot deliver an event without your support. Therefore, we do not want to turn down an offer to help them.



We have heard that a number of volunteers have wondered why we do this but we just wanted to explain that if we didn't send out an e-mail we would not be able to help these organisations. We *have* thought long and hard of how we can include everyone in these communications and this is where you may be able to help. If you have any thoughts on how we can make this work better please send your ideas to the MEV team. Our address can be found on the back of this newsletter!

Alternatively, if you would like to be included in these e-mails, please let us know if a family member or friend has e-mail and internet access and we can add their e-mail address to our central database.



If you are interested in any of the opportunities in this newsletter please call 0161 234 1530, return the register of interest, log on to www.mev.org.uk or e-mail info@mev.org.uk

NATIONAL SQUASH CHAMPIONSHIPS 2008

The National Squash Centre, Sportcity

Sunday 10th February - Sunday 17th February 2008



Once again the National Squash Champs are to be held at The National Squash Centre at Sportcity from Sunday 10th February to Sunday 17th February 2008.

Volunteers are required to carry out essential roles during the event including: Accreditation, stewarding, programme & merchandise selling and court maintenance/management

If you wish to be a part of this year's championships as a volunteer, no experience with squash is necessary but you can be assured that you will be made welcome and catch a fine display of squash from some of the world's best players.

UNIFORM

You are required to wear black trousers/skirt or tracksuit bottoms with no visible logos.

You will also receive:

Championships t-shirt, MCC bag and lockers are available for your personal belongings.

REFRESHMENTS

You will be provided with unlimited water/tea/coffee and a meal voucher per shift.

SHIFTS

Date	Shift 1	Shift 2
Sunday 10th February	12.30pm - 6pm	N/A
Monday 11th February	10.30am - 4.00pm	3.30pm - 8.30pm
Tuesday 12th February	10.30am - 4.00pm	3.30pm - 8.30pm
Wednesday 13th February	10.30am - 4.00pm	3.30pm - 8.30pm
Thursday 14th February	10.30am - 5.00pm	4.30pm - 11.30pm
Friday 15th February	10.30am - 5.00pm	4.30pm - 11.30pm
Saturday 16th February	10.30am - 5.00pm	4.30pm - 11.30pm
Sunday 17th February	10.30am - 7.30pm	N/A



Please note that shifts are only approx finishing times as games can either finish earlier or run late.

Unfortunately no expenses will be paid.

Please register your interest in the usual way stating the role and shift/s you would prefer.

We have an out of hours answer machine service on 0161 234 1515 which is activated after 5pm

Cancer Research UK Piccadilly Train Station Collection



Can you spare a few hours to help Cancer Research UK collect vital funds at Manchester Piccadilly train station?

We need volunteers to help man an information stand and collect spare change the public within the station on Saturday 15th December from 7.30am to 6.30pm.

Shift 1 7.30am - 1.00pm Shift 2 12.30pm - 6.30pm

All volunteer travel expenses will be repaid and a free Cancer Research UK t-shirt provided. **Please register your interest in the usual way stating the shift you would prefer.**



DID YOU KNOW....With MEV, volunteering is about personal choice and you can get involved with events which interest you most. You can also take part in training opportunities with local colleges, leading to further qualifications and, if needed, help with finding a job!

ENGLISH NATIONAL BADMINTON CHAMPIONSHIPS 2008

The Velodrome, Sportcity

Friday 1st February - Sunday 3rd February 2008

The English National Badminton Championships is one of the premier domestic badminton events and will feature some of the top players in the world battling for the National Championship titles.

Volunteers will be required to carry out essential roles during the period of the event. If you wish to be a part of this years championships as a volunteer, no experience of badminton is necessary but you can be assured that you will be made welcome and catch a fine display of badminton from some of the worlds best players.

SHIFTS

Friday 1st February - **Shift 1:** 9.00am - 4.00pm **Shift 2:** 3.30pm - 10.00pm
Saturday 2nd February - **Shift 1:** 9.00am - 5.00pm **Shift 2:** 5.00pm - 10.00pm
Sunday 3rd February - **Shift 1:** 12noon - 8.00pm



JOB DESCRIPTION

Scoreboard Operators (Approx 6 per shift) – Involves sitting courtside and operating the score cubes via a control box. Scoring follows that announced by the court umpire. Knowledge of scoring in not essential but desirable.

Shuttle Squad (Approx 2 per shift) – Required to ensure that each service judge has adequate shuttles. To ensure the delivery of new tubes of shuttle prior to each game and the collection of/emptying of the shuttle bins.

Stewarding Team (Approx 15 per shift) – Stewards are required for a number of task including directional stewards and arena floor stewards. Stewards will need good communication skills and the ABILITY TO SAY NO.

Programme Sellers (Approx 6 per shift)– Required to circulate through the audience selling programmes. Good communication skills are essential.

Results Assistants (Approx 3 per shift)– Works alongside press officer. Liaises with tournament referee and press office.

Line Judges (Approx 40 per shift)- Either previous line judging experience or 2 years badminton playing experience required and the ability to concentrate for up to 60 minutes

Court Maintenance (Approx 6 per shift) – To ensure the safety of the playing surface and take necessary action as instructed by the umpire.

UNIFORM

You are required to wear black trousers/skirt or tracksuit bottoms with no visible logos.

You will also receive:

Championships t-shirt, MCC bag and lockers are available for your personal belongings.

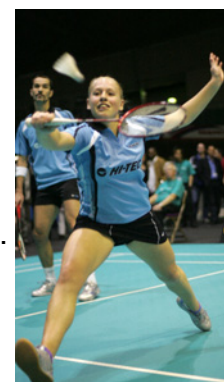
REFRESHMENTS

You will be provided with unlimited water/tea/coffee and a meal voucher per shift.

An event preparation team of 6 PERSONS will also be required. Minimum age 18. Heavy lifting will be involved.

Shift Patterns for event preparation team:

Day	Wed 30th Jan	Thurs 31st Jan	Fri 1st Feb	Sat 2nd Feb	Sun 3rd Feb
Time	1600 - 2000	1600 - 2000	2200 - 2400	2200 - 2400	2000 - 2300



Unfortunately, no expenses will be paid.

If you are interested in volunteering please return your register of interest form or register on-line

If you are experiencing difficulty with event organisers not contacting you before an event, please contact the Central Team on 0161 234 1532 and we can find out what's happening for you. This may just be an oversight on the organisers behalf.



Mary Graham 1928 - 2007

It is with deepest regret that we have to inform you of the passing of Mary Graham who died on 25th October 2007, aged 78.

Mary, from Parbold, near Wigan was one of the original Commonwealth Games volunteers, working at Bessemer Street and since 2002 had worked on many events and made many new volunteer friends with Manchester Event Volunteers.

The MEV team are saddened to hear of Mary's passing and would like to send our condolences to the Graham Family.

EVENT ORGANISERS MAKING DIRECT CONTACT

! If an organiser is making direct contact with you please let us know. Each event organiser signs a Health and Safety and Code of Practice forms before advertising with us to state that they will only contact you for events which have been advertised in our newsletter. If they go directly to you, we cannot be sure that they have adequate insurance cover should you have an accident. If we do not have direct involvement with each opportunity we may not be able to get involved should anything happen to you. This method of working means you receive one newsletter and not lots of different correspondence

If an event organiser contacts you directly, you can mention that they need to contact the central team. That way, we can make sure that they sign the correct documents. We need to make sure you receive your basic benefits (e.g. travel expenses/refreshments) and are safe and well looked after at all times!!!

DO YOU HAVE ANY CHANGE OF PERSONAL DETAILS?

If you have changed address, e-mail or phone number please let us know and we can update your personal details on the database. This will ensure that if you register for an activity that the event organisers can contact you easily!

If you are experiencing difficulty with organisers not contacting you before an event, please contact the Central Team on 0161 234 1532 and we can find out what's happening for you. This may just be an oversight on the organisers behalf.

MEV HANDBOOK

If you would like a copy of the MEV Volunteer Handbook, please call 0161 234 1530.

You can also download a copy from mev.org.uk and look under "Useful Documents"

MEV FOCUS GROUP

Would you like to be involved in an MEV Focus Group? We are looking for 10-15 people to meet a few times per year to provide us with their thoughts on the service and how it could be made better for everyone taking part.

If you would like to be involved, please contact Mark on 0161 234 1530

CONTACT US

Manchester Event Volunteers

FREEPOST - MRI 514

Manchester Town Hall, M60 2BR

Tel: 0161 234 1530

Answerphone: 0161 234 1515 (after 5pm)

Fax: 0161 236 5405

E-mail us: info@mev.org.uk

Web: www.mev.org.uk