



2023

PACIFIC GAMES
SOLOMON ISLANDS



Games blo Yumi Erriwan

**SOL2023 PACIFIC GAMES
VOLUNTEER PROGRAMME**

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Overview



The 17th Edition of the Pacific Games will be held in Honiara from the 19th of November to the 2nd of December 2023. Solomon Islands successfully won the bid to host the Games in May, 2016. The Sol2023 Pacific Games will showcase the participation of more than 5000 athletes from 24 Pacific Island Nations in 24 Sports.

2023 will mark the first historical occasion on which Solomon Islands have hosted the Pacific Games, having previously hosted the Pacific Mini Games in 1981.

The 2023 Pacific Games (Sol2023 PG) is managed by the Games Organizing Committee (GOC). This company has grown from a handful of staff in 2021, and will continue to grow to over 200 by Games-time, at the end of 2023.

The Workforce for the Sol2023 Pacific Games Organizing Committee will play a vital role in planning, developing and delivering a world class sporting event, which will contribute to Solomon Islands' reputation as one of the region's elite sporting nations. Each Workforce member will have a specific role which, when combined, will contribute to the overall success of the Games. The Games Organizing Committee is responsible to deliver the Games.

The theme of this year's Sol2023 Pacific Games is:
"CHALLENGE | CELEBRATE | UNITE"

Aims & Objectives



The 2023 Pacific Games (Sol2023 Pacific Games) Volunteer Programme aims to create an inclusive and diverse volunteer workforce that will provide opportunities for everyone thus our theme “Games Blo Yumi Evriwan”.

The Sol2023 Pacific Games will recruit and train over 2500+ volunteers to join the Games Collective Workforce. There will be a variety of Games-times roles to support the delivery and operations of the Sol2023 Pacific Games. Volunteers will play an integral role and be the heart of the Games, leaving long-lasting impact on Solomon Islands.

We are calling on all interested sectors of the public and private sector, National Federations, NGO’s and local community groups, school students and the general public to assist in spreading awareness and encouraging people in their communities to volunteer for the Games.

More information on the Volunteering program can be found on our website:
www.sol2023.com/volunteering

VOLUNTEER APPLICATION | Requirement & Criteria



This handbook will provide detailed information on the recruitment and selection process of volunteers to help organizations, businesses, NGO’s and local community groups in supporting their applications – and anyone who may come to them with questions.

The application process will be the same for everyone. The application forms will vary depending on the area of volunteering services and with regards to specific roles, however there will be a general application form to ensure the process is fair and consistent.

The application form will be used to identify suitable candidates for volunteer roles. Experience and qualification are not necessary requirements; however, we welcome all applicants. All applicants must meet the following criteria:

VOLUNTEER REQUIREMENT & CRITERIA

- ◆ 16 years of age by 1 January 2023
- ◆ Available between 19th November to the 2nd of December and be able to commit to a minimum of eight (8) shifts (some pre-games shifts will be needed as well)
- ◆ Able to Speak and read English
- ◆ Complete and attend all required training
- ◆ Accept the Role and Venue offered

Voluntary Roles and Venues will be determined by aligning preferences, availability, location of the venue and skills and experience with Games time needs. We will have Games time, Pre-Games time and Post-Games time roles available. Pre-Games time and Post – Games time roles will help support the planning, preparation and winding up of the Games.

Volunteers will be asked to indicate availability for Pre-Post-Games time roles. Those who have ample time are encouraged to volunteer. Here you will find an overview of the recruitment and selection process, key timelines, considerations and some frequently asked questions.

VOLUNTEER RECRUITMENT | Selection Process (2023)

APRIL	MAY	MAY/JUNE	JUNE
Volunteer Recruitment Applications Open	Collect Volunteer Application Forms	Evaluate Volunteer Applications	Selection Commences
JULY	AUGUST/SEPTEMBER	SEPTEMBER/OCTOBER	NOVEMBER
Offer Letters sent out	Training Commence	Rostering/ Accreditation/ Uniform Distribution	Games time shifts begin

VOLUNTEER RECRUITMENT | Key Timelines (2023)

PHASE	DATE
Volunteer application forms are available	15 th April
Volunteer applications close (date tbc – estimated 4-6 weeks)	15 th May
Shortlisting for suitable applicants	May to June
Volunteer interviews commence at Workforce Centre	June to July
Volunteer Offers sent to successful applicants	July
Training provided: orientation, role and venue-specific training; leadership training (as applicable)	August - September
Games Time Rostering	September - October
Uniforms and Accreditation Distribution	October – November
Pacific Games 2023	19 th November – 1 st December

VOLUNTEER Q & A | Questions & Considerations



1. What should applicants expect from the form?

The application form should take no more than 20 minutes to complete. It is mainly comprised of, multiple choice questions, with very few open-ended questions.

Applicants will provide personal information as well as availability and skills.

Applicants do not need previous games experience, specific skills or qualifications but should include these in their application form if they do have them.

2. Where can applications be made?

The application form will only be available in hard copy and online. The hardcopy application form can be obtained at our Workforce Centre, Room 46, AJ City Mall or at the Games Organising Committee, Seaking Building. An Applicant can return the completed form to our Workforce Centre at Room 46, AJ City Mall.

3. What will be needed when filing out the application form?

*It may be useful for applicants to have the following close to hand when completing their form:
ID document(s). The list of desired ID's can be found below
Give their clothing size, for their volunteer uniform*

List of Valid ID's

For registration, applicants would need one of the following:

- ◆ *Passport*
- ◆ *Driver's licence*
- ◆ *Be ready to take an ID size photo at the workforce centre*
- ◆ *National Identification Card*

Other

- ◆ *Birth Certificate*

4. When should applications be submitted?

Applications open 15th April 2023.

All interested to volunteer are encouraged to apply as early as possible to give themselves enough time to complete the application form whilst the window is open. To help the applicants along the way, it is important that organisations, businesses, government and NGO groups understand and communicate the criteria requested by the volunteering team detailed above.

5. What kind of volunteer roles will be available to apply for?

There will be over 250 different volunteer roles requiring a range of skills. General roles are open to applicants who meet the criteria and demonstrate the passion and committed attitude required to be a Games volunteer. Specialist roles within areas such as Sport, Broadcasting and Media will require more specific skill sets or knowledge that should be identified on the

application form. Each applicant will be able to indicate their desired Games time role and venue on the application form.

The areas can be found on our website here www.sol2023.com/volunteering

6. Where can applicants go if they need help with the application?

Applicants must submit applications in person to the Workforce Centre, Room 46, AJ City Mall. Applicants may need to assess where the application may require extra support and how best to provide it. If you have any concerns, contact Workforce Centre and they will assist.

7. What happens after application forms are submitted?

Shortlisted applicants will be invited to attend a group session at the Workforce Centre at AJ City Mall. This is their chance to find out more about what volunteering on a global multi-sport event entails, and our chance to find out more about the applicants. It is imperative applicants include all relevant information on their application and apply as soon as possible to increase their chances of being shortlisted.

8. When and where will the group sessions take place?

Group sessions will take place at the Workforce Centre at AJ City Mall between May and June 2023. The Workforce Centre will be open 9am-7pm. Applicants will be contacted via email to attend a pre-arranged appointment. Applicants will be able to choose which time slot best suits them to attend.

9. What will happen during the group session process at the Workforce Centre?

The Workforce Centre will provide an informative and inspiring group session experience. When applicants come to the Workforce Centre, they will be able to gain further information about the Games and volunteering for the Games.

The group session itself will last no longer than 30 minutes. The session will consist of simple questions to get to know the applicants more and explore their suitability for volunteer roles based on their characteristics, prior experience (if any) and skills. The process should last around an hour.

10. What comes after the group session at the Workforce Centre?

If the applicant is chosen as a volunteer, they will receive their offers by email or phone call which they will need to accept to continue to the process. We will let applicants know if they've been successful from June to July of 2023, including which functional areas we have assigned them to during the Games.

Full training will be provided before the Games get underway, including an orientation event and training specific to their role and venue, between August and September 2023. Those assigned Team Leader roles will need to attend extra training sessions. They will be invited to the training sessions with advance notice to be able to take this time off work if necessary.

Before the Games and in October, volunteers will be given uniforms, accreditation and rosters which will be distributed to them at the Workforce Centre.

11. How much time will each volunteer be required to commit throughout the process?

Shortlisted applicants should be prepared and able to commit to the following:

- *An group session at the Workforce Centre at the AJ City Mall, Room 46 for an hour or so.*
 - *Attend a minimum of three training sessions. These will be scheduled during a week or two spread out on different days or consecutively per training program in August - September 2023.*
 - ◆ *Games overview orientation*
 - ◆ *Role specific training*
 - ◆ *Venue specific training*
- Leadership training (only required by Team Leaders)*

• *Applicants also must be available to volunteer for the duration of the 2023 Pacific Games (14th November – 5th December) and some a week before and a week after the Games. They are required to commit to and accept, a minimum of 8 - 10 shifts. The shifts are estimated to be 6-8 hours long.*

12. Will each volunteer get paid a salary or an allowance for volunteering for the Games?

All applicants must be willing to accept that:

- *They will not be paid any form of cash salary or allowances or by cheque for the services rendered to the Games Organising Committee for volunteering.*
- *They will have free meals while working their shifts.*
- *They will get accreditation passes to work at their designated venues.*
- *They will get some form of training that will be a plus for their experience.*
- *They will get uniforms and other items such as a water bottle and bag*
- *New formation of network's and friendships while volunteering.*
- *A once in a lifetime Games experience to keep for generations to come.*
- *They will be responsible for their own accommodation in Honiara if they are travelling in from the provinces*
- *They are responsible for their own transportation into and out of Honiara for the programme.*