



2018 Spring Games

June 1-3, 2018

Pacific Lutheran University, JBLM, KC Aquatics Center

Volunteer Manual

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INTRODUCTION

Dear Special Olympics Washington Volunteer,

Thank you for volunteering with Special Olympics Washington for our 2018 Spring Games. The Spring Games is the championship event for athletes from all across the state in soccer, swimming, athletics, cycling and powerlifting. This culminating event will be marked with celebration in the form of our opening ceremony, Olympic towns, victory dance and more throughout the weekend. We are very excited for the event and are hoping you are too!

We have created this resource for you to reference throughout the weekend. In this document you will find schedules, volunteer check-in instructions, details for each volunteer venue and more.

You can access your personal schedule by logging into our volunteer account through the registration portal here: https://2018springgames.my-trs.com. You will be able to edit your profile information, change your schedule and cancel your registration all through this system.

Please let us know if you have any questions by emailing <u>volunteers@sowa.org</u>.

Sincerely, Special Olympics Washington

VENUE SHEDULES AND VOLUNTEER INFORMATION

Swimming: King County Aquatics Center

Saturday – June 2, 2018

Shift and Job Assignment

Date	Time	Job Assignment*		
Friday, June 1	9:00 AM – 11:00 AM	Setup		
Saturday, June 2	8:30 AM – 4:30 PM			
Saturday, June 2	7:30 AM - 1:00 PM			
Saturday, June 2	8:30 AM – 1:00 PM			
Saturday, June 2	12:30 PM – 4:30 PM			
CP = Large Competition Pool RP= Small Recreation Pool with Pirate Ship				

Food:

Food will be available in the Hospitality room which is located next to the woman's locker room. There is a concession stand located in the lobby or you can bring your own lunch. We do not stop for lunch, but we will give a 30 minute lunch break to all day volunteers. All volunteers should bring water, because the Aquatic Center is very hot. There are water dispensers to refill your bottles.

Community Service:

Signed Proof of Community Service forms are available at our Information Table in the lobby. If you have your own form Carolyn Loew will sign them for you. If you require electronic confirmation, please send it to c.l.loew@comcast.net

Additional Volunteers:

If you have family or friends that want to volunteer but didn't get signed up, just bring them with you.

Upon arrival at the Aquatic Center

PARKING: Parking is limited so carpooling is highly recommended. Volunteers should park in the parking lot behind the Aquatic Center. Do not park in the fire lanes or block the road to the upper parking lot. There will be overflow parking at the Federal Way Little League Baseball fields south of the Aquatic Center. If you park on the street, please make sure your tires are inside the white line. The Federal Way Police will have your car towed if you are not parked properly. Street parking is available up the street or up the hill from the Aquatic Center.

VOLUNTEER CHECK-IN: <u>All volunteers</u> must sign in and pick up a name tag at the Volunteer Check-in Table located in front of the Aquatic Center.

WHERE TO REPORT TO —layouts will be posted in the lobby and hospitality room to see actual locations. You can reach the pool deck using the stairs or elevator located on the west and east end of the building.

- ARTS & CRAFTS Arts & Crafts room on the east side of the pool, next to men's locker room.
- AUDITOR CP- Auditor Table located to the left of the diving boards
- AUDITOR RP Auditor Table in the Recreational Pool (Smaller Pool with Pirate Ship) to the right of Awards
- AWARDS Left of the Dive tank
- EXTERNAL SECURITY Parking lot
- HOSPITALITY Hospitality room next to the women's locker room
- MARSHAL CP (Large Pool) -Competition Pool Staging Area, right of diving boards
- MARSHAL RP (Smaller Pool with Pirate Ship) Recreational Pool Staging Area
- OFFICIAL: Control Room
- OLYMPIC TOWN Olympic Town room located on the east side of the pool. Room is at the end of hall pass the men's locker room.
- PLACE JUDGE Competition Pool Announcer's Table
- POOL DECK SECURITY Competition Pool Awards Waiting Area
- RUNNER CP -Competition Pool Staging Area, right of diving boards
- TIMER CP (Large Pool) –Competition Pool, dive tank side by lane 1.
- TIMER RP (Smaller Pool with pirate ship) Recreational Pool east end of pool by bleachers

Some items to help you enjoy your day:

- The pool is VERY WARM and HUMID, wear something lightweight. Shorts and t-shirts are recommended.
- Bring a water bottle to keep yourself hydrated.
- Wear comfortable shoes, as you will be on your feet a lot.
- MESSAGES: Messages can be left during the meet by calling the Aquatic Center at 206-296-4444 or 253-927-5173. Messages will be given to the Information Booth next to the reception desk in the lobby.

If you have any questions or your availability changes, please mail Carolyn at c.l.loew@comcast.net or call at 425-295-1262.

Athletics (Track and Field): Pacific Lutheran University Track

Saturday – June 2, 2018

*AM Volunteer Check-in time: 6:45am PM Volunteer Check-in time: 11:00am

Sunday – June 3, 2018

* AM Volunteer Check-in time: 6:45am PM Volunteer Check-in time: 10:00am

*AM check in time depends on your volunteer position. Please view your volunteer registration confirmation to confirm your check-in time.

http://2018springgames.my-trs.com

Check-in Instructions: All Volunteers will check in at the volunteer check-in desk located at the Pacific Lutheran University Track. Follow signs for Volunteer Check-in Athletics. Training in your specific role will take place after volunteers are checked in.

Attire: Don't wear read! Officials wear red while they volunteer and we do not want others getting confused. Make sure to dress for the weather and comfortably.

Field Events

Saturday, June 2nd

Field Events					
8:15	M	Shot Put	11:00	M	Mini-Javelin
8:45	M/F	Tennis Ball Throw	12:15	F	Mini-Javelin
9:30	M	Softball Throw	12:45	F	Softball Throw
Track Events		1:15	W/C	Shot Put, → F Shot Put	
8:00	M/F	10k & Unified 10k	12:00	M/F	25m W/C**
8:10	M/F	110m & 100m Hurdles		M/F	25m A/W**
8:15	M/F	25m W/C Obstacle**		M/F	25m G/W**
8:30	M/F	100m W/C**		M/F	25m G/R**
	M/F	100m G/W**	12:15	M/F	1.5k Run / Unified Run
9:00	F	100m Walk	1:00	М	100m Walk
	F	100m Dash		М	100m Dash
10:15	M/F	50m A/W**	2:25	M/F	30m W/C NM-Slalom**
	M/F	50m W/C Slalom**		M/F	30m W/C M-Slalom**
	M/F	50m G/W**	2:30	M/F	3k Run/Unified Run
	M/F	50m G/R**	2:30	M/F	10m W/C**
11:20	M/F	400m W/C		M/F	10m A/W**
	F	400m Walk		M/F	10m G/W**
	F	400m Dash	2:40	M/F	200m W/C
11:30	M/F	1.5k Walk	3:00	M	400m Walk
11:30	M/F	1.5k Unified Walk	3:25	М	400m Dash
W/C = Wheelchair G/W = Guided Walk			00	•••	times are approximate
A/W = A	ssiste	d Walk G/R = Guided Run			= West side of track

Sunday, June 3rd

8:00		Running Long Jump		M/F Shot Put PENT
8:30	M/F	Long Jump PENT	11:15	F Standing Long Jump
10:00	M	Standing Long Jump	12:00	F Running Long Jump
Track Events				
7:30	M/F	100m Dash PENT	12:15	M/F 400m Dash PENT
7:45	M	50m Dash	12:20	M 50m Walk
8:00	F	50m Dash		F 50m Walk
8:30	,	5k Walk	1.15	M/F 4 x 100m Relay
		5k Unified Walk	1.13	•
8:35	M/F	800m Walk		M/F 4 x 100m Unified
	M/F	800m Run		Relay
9:45	M/F	5k Run	2:00	M/F 4 x 400m Relay
	M/F	5k Unified Run		M/F 4 x 400m Unified
9:45	F	200m Walk		Relay
	F	200m Dash		
	M	200m Walk		
	M	200m Dash	•	All times are approximate

Cycling: Joint Base Lewis McChord

Saturday, June 2 & Sunday, June 3 Volunteer Check-in time: 7:15am

Check-in Instructions: Volunteers will check in at the volunteer check-in desk located in the hospitality tent. The cycling course start is located at the intersection of "I" Street and South Drive.

Important information: It is an important role for volunteers to make sure that the course is clear of debris and people while races are in session. As a volunteer we have to make sure that coaches, family members, spectators and the volunteers are not on the course while the clock is running. This is both for athlete safety and interference with an athlete could get them disqualified from the race.

In the case of a bike malfunction, assistance may be given off of the course, but the athlete has to keep the delayed time spent on the repair.

Food and hospitality: Volunteers will be provided breakfast and lunch through our hospitality tent. We will be hosting a food vendor as an alternative option for food.

Attire: Make sure to dress comfortably and for the weather! If it is hot, make sure to bring sunscreen and a hat.



Powerlifting: Joint Base Lewis McChord Evergreen Theater

Saturday – June 2, 2018

7:00am- 4:00pm

Check-in Instructions: Volunteers will check in at the volunteer check- in desk located in the main entryway of the Evergreen Theater no later than 7:00am.

Volunteer Roles: Volunteers will help organize competition and warmup areas, spot athletes, judge lifts and more!



Soccer: Pacific Lutheran University

Saturday – June 2, 2018

Scorekeeping- 8:30am- 4:00pm Individual Skills 9:30am-12:30pm

Awards- 11:00am-5:30pm

Sunday – June 3, 2018

Scorekeeping-8:30am-3:00pm

Awards 10:00am-3:30pm

Check-in Instructions: Volunteers will check in at the volunteer check-in directly outside Olson Auditorium on PLU campus. Follow signs for volunteer check-in.

Attire: Make sure to check the weather and dress appropriately. Sunscreen and hats if it sunny and a rain jacket if necessary. The majority of volunteer roles are active so dress comfortably and be ready to be on your feet.



Olympic Town: Pacific Lutheran University Sponsored by T-Mobile

Saturday—June 2, 2018

Shift 1- 8:00am-12:00pm Shift 2- 12:00pm- 4:30pm

Sunday- June 3, 2018

Shift 1- 8:00am-12:00pm Shift 2- 12:00pm- 4:30pm

Check-in Instructions: Volunteers will check in at the volunteer check- in directly outside Olson Auditorium on PLU campus. Follow signs for volunteer check-in!

Olympic Town Cycling: Joint Base Lewis McChord

Friday – June 1

Shift 1-10AM-5PM

Saturday – June 2

All Day- 7:20AM-4PM

Shift 1-7:20AM-12PM

Shift 2-11:20AM-4PM

Sunday – June 3

All Day- 7:20AM-4PM

Shift 1-7:20AM-12PM

Shift 2-11:20AM-4PM

Check-in Instructions: Volunteers will check in at the volunteer check-in desk located in the hospitality tent. The cycling course start is located at the intersection of "I" Street and South Drive.

Opening Ceremony: Pacific Lutheran University

Sponsored by Bank of America Friday – June 2, 2018

Chiff 1.00--- 5.00-

Shift 1- 1:00pm-5:00pm

Shift 2- 4:30pm-8:30pm

Shift 3-6:30pm-8:30pm

Performance Stations- 4:30pm-6:30pm

Check-in Instructions: Volunteers will check in at the volunteer check-in directly outside Olson Auditorium on PLU campus. Follow signs for volunteer check-in! Volunteer orientation will take place directly after volunteers check-in.



Victory Dinner and Dance: Pacific Lutheran University Saturday – June 3, 2018

Dance Shift 1, 3:30pm-6:00pm

Dance Shift 2, 6:30pm-10:00pm

Dance Shift 3, 9:00pm- 11:00pm

Dinner Shift 1, 2:30pm-5:00pm

Dinner Shift 2, 4:20pm-9:00pm

Dinner Shift 3, 8:45pm-10:00pm

Check-in Instructions: Volunteers will check in at the volunteer check-in at Olson Auditorium on PLU campus. Follow signs for volunteer check-in.

MEDICAL

Emergency Numbers

SOWA Medical Team: 253-208-2188 Life Threatening Emergency: dial 911

Special Olympics Medical Services

- Medical services will be available from your arrival at the games on Friday until departure on Sunday, at the close of the games
- Medical services will be available on-site at all Sports Venues, as well as housing locations on and off base. Please see details below for medical emergency information.
- Medical Services staff will strive to provide care for any and all of your medical needs while you and your athletes are at the games, both on or off the military base.

Special Olympics Medical Staff Mission

- Medical staff will support Special Olympics events and provide athletes, volunteers and family members with any and all medical needs. The Medical team will:
 - Ensure a safe environment with competent and appropriate care.
 - Strive to be tireless advocates for anyone placed in our charge.
 - When possible, return participants to their events in a safe and timely manner
- If you cannot summon the on-site medical staff and must call 911 you will need to:
 - know your exact location,
 - if calling from on base, inform the dispatcher that you are on JBLM, this will allow them to connect you with on base services
- If you call 911, your second call should be to the medical services number 253-208-2188 to let them know you are in need of immediate assistance until the ambulance arrives.
- An information number for non-emergencies will be provided upon check in, and via email to all coaches and coordinators.

Medical Locations and Availability

Location	Time
PLU Track	Friday, 12:00 PM — Sunday, 4:00 PM
Soccer Medical Tent	7:00 AM – 4:00 PM
Olson Auditorium, PLU	Opening Ceremony (5:30PM-
	9:30PM) and Victory Dinner/Dance
	(5:00PM-10:00PM)
King County Aquatic Center	During Competition Hours
Pacific Lutheran University	Please call 253-535-7441.
Evergreen Theatre (PWL)	8:ooAM—4:oo PM, Saturday
North Fort (Cycling)	8:00AM—4:00 PM, both days
JBLM Housing	Non-Competition Hours

COMPETITION LOCATIONS

Competition Locations

- Athletics Pacific Lutheran University
- Aquatics King County Aquatics Center (Saturday Only)
- Cycling North Fort, JBLM
- Power-lifting Evergreen Theater, JBLM (Saturday Only)
- Soccer Pacific Lutheran University

Driving/Parking Information

King County Weyerhaeuser Aquatics Center Access & Parking

Address: 650 SW Campus Dr, Federal Way, WA 98023

No special passes are required for access to the Aquatic Center, however parking is limited. Please reserve room in the main parking lot of the aquatic center for individual or groups with ADA placards or those with that have trouble with access only. There are other lots adjacent to the center that are also available to park, passenger vehicles only. RVs, buses and all other vehicles will be directed to specific on and off site parking areas (red square below) next to the softball fields. Buses: please unload at the center and then park at the lot identified in red. RV's are not allowed in the main parking areas adjacent to the Aquatic Center buildings. Please follow the direction of parking attendees.

See Figure below:



Joint Base Lewis McChord

Cycling-

Location: JBLM North Fort. Start line located at the intersection of South Drive and "I" Street. See map below.

Powerlifting-

Location: Competition will be held at the Evergreen Theater, Building 3405 2nd Division Drive, JBLM, WA 98433 on Saturday only.

BASE ACCESS- make sure to stop by the visitors center if you do not yet have a pass for base. Volunteers registered May 17th and sooner will receive their passes in the mail.

Pacific Lutheran University

Address: 12180 Park Ave S, Tacoma, WA 98447

Pacific Lutheran University is located seven miles south of downtown Tacoma Washington, at the intersection of Garfield Street S. and Park Avenue S.

From Interstate 5 (North or South)

Take exit 127 off Interstate 5 and head east on Highway 512

Continue on 512 for approximately two miles

Take the WA-7/Pacific Ave exit.

Turn right on Pacific Avenue S.

Turn right on Garfield St.

Turn right on Park Ave.

Turn left on 121 St.

Continue past the Library and Administration Buildings on your left

Turn left into the West Hauge Parking Lot

IMPORTANT PARKING INFORMATION: Volunteers will have parking reserved in the **Morken Parking** lot on campus. When this is full, parking is available all across campus except in the Olson and Ivy Parking lots which are reserved.

Drop Off Locations: There will be a drop off section on 124th for people wanting to drop off volunteers, athletes or equipment before parking.

Shuttle Service: Small shuttles will be driving around campus picking up athletes, volunteers and spectators who had to park further away. Look out for signs marking shuttle stops so that you can catch a ride!

VOLUNTEER INFORMATION

Volunteers play a vital role in the success of Spring Games – thousands of dedicated and enthusiastic persons are needed in the days before, during and after games weekend. Whether you are volunteering with your co-workers, your family members and friends, or if you're here on your own, THANK YOU!

Below is important information that you will need to know so your volunteer experience is an enjoyable one:

Registration – if you haven't already, please register online at: https://2018springgames.my-trs.com

If you wish to volunteer at any of the venues or activities taking place on JBLM and you do not currently have military ID, the deadline to register is the end of day Thursday, May 17nd. If Civilian Volunteers do not register by this deadline, your name will not be on the SOWA Access List and you will need to go to one of two visitor's centers at the main gates of JBLM to obtain a one day pass. Without being on the SOWA list, however, you may not be allowed onto JBLM.

Volunteer Assignment

When you register to volunteer, your information will be forwarded to the venue manager or volunteer coordinator for that competition or activity. They will communicate with you prior to Games Weekend and provide you with additional details regarding your assignment, directions and an electronic version of the pass required for access to JBLM.

Base Access

If you registered prior to **May 17**nd, your information will be given to base security which will enable you to drive on post. When you receive your volunteer assignment, you will also be sent a pass in the mail. If you do not receive a pass, you will stop at the Visitor's Center on your way onto base.

With your access pass, you can use the JBLM gate most convenient for your volunteer assignment. Please be sure to print a copy of that access pass. Only the driver will present his/her pass and a valid driver's license to the security personnel at the gate, however, if there are multiple volunteers in the car, all volunteers shall be ready to supply their ID, if over the age of 16. Drivers, please ensure your vehicle's insurance and registration is current and accessible should you be requested to present it.

Checking-In

Details as to where you will need to check-in upon arrival will be in the email with your volunteer assignment. Some venues will have a table or booth marked "Volunteer Check-in", others will be directed to check in at a "Sports Information Desk". Please allow a few extra minutes prior to the start of your shift to sign in, and confirm your assignment. (See Venue information at beginning of manual)

SOWA Volunteer T-Shirts

We are excited to be able to offer our volunteers a free t-shirt as a way to say "thank you"! If you registered prior to Sunday, May 27^{nd} and provided us with your size, we will have it for you when you check in. If you registered <u>after</u> May 27^{nd} , we cannot guarantee that we will have the size you requested.

Food/beverages

Volunteers are encouraged to bring their own water bottles and refill them from the drinking fountains and military water "buffaloes" stationed around the venues. Volunteers are encouraged to bring their own snacks and/or lunch and keep it with or near you while you're volunteering. Food will be available for purchase from the various vendors participating but your ability to leave your volunteer station <u>may</u> be limited, based on competition and activities schedules, etc.

Clothing

Please be prepared for all weather situations, wear layers if needed. Also, don't forget sunscreen AND Comfortable shoes!

Volunteer training for specific roles will take place after all volunteers check in at the event. In the meantime, please review the following information to learn more about Special Olympics Washington and how to best interact with athletes.

Disability Awareness:

- 1) **Be Age Appropriate:** Treat adults as adults. Be aware of your tone, eye contact, physical interactions, etc.
 - a. **Tone-** Would you speak to any other same age peer in the same tone? If not, adjust.
 - b. **Eye Contact** if someone uses a translator or has a helper/teacher/guardian, address the person and look at them instead of the translator or helper
 - c. **Physical Interaction** would you pat another same age peer on the head? If not, adjust.
 - d. **Introductions-** Would you introduce another friend as your "buddy" or refer to him as that "little quy"?
- 2) Extend the Dignity of Risk:
 - a. Offer help, don't assume.
 - b. Ask for clarification if you don't understand speech.
 - c. Share your feelings if someone says or does something inappropriate.
- 3) Use People First Language: Our language impacts how we think and interact.
 - a. For example, "Sandy, a woman with a disability" versus "The disabled woman named Sandy". "Jonah, who has Autism" versus "The autistic boy Jonah." However, follow the person's lead and listen to how they describe themselves for the best terminology.

Before your volunteer shift, watch our general orientation video! https://www.youtube.com/watch?v=hZhrc4gvDYc

VOLUNTEER CODE OF CONDUCT-

By signing our terms and conditions, you are also agreeing to the code of conduct:

As a Special Olympics volunteer, I agree that while serving as a volunteer, I will:

- Provide for the general welfare, health and safety of all Special Olympics athletes and volunteers.
- Dress and act in an appropriate manner at all times.
- Follow the established rules and guidelines of Special Olympics and/or any agency involved with Special Olympics.
- Report any emergencies to the appropriate authorities after first taking immediate action to ensure the health and safety of the participants.
- Abstain from the consumption or use of all alcohol, tobacco products and illegal substances while involved with any Special Olympics event, competition or training school.
- Not engage in any inappropriate contact or relationship with athletes, volunteers or other participants of Special Olympics

VOLUNTEER TERMS AND CONDITIONS-

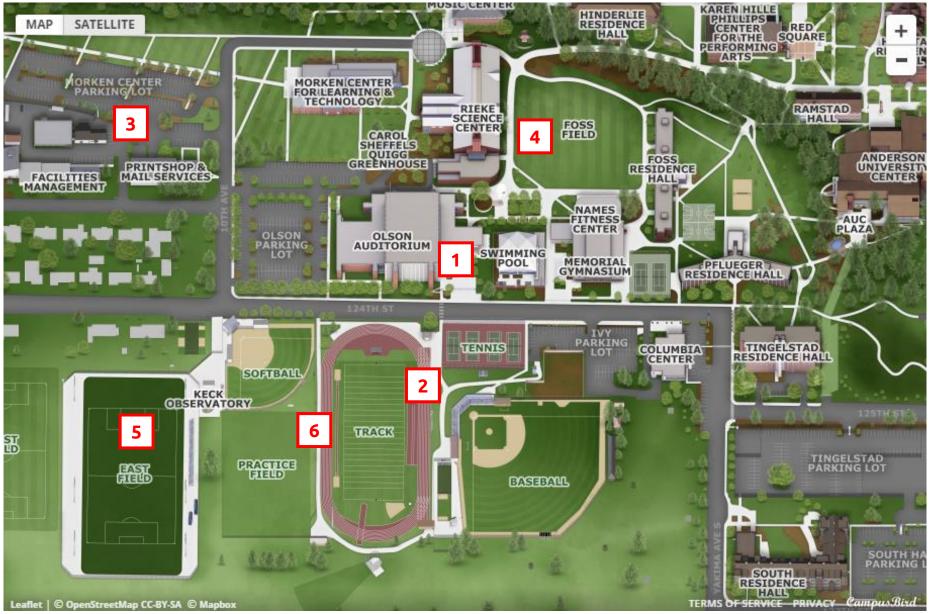
Before volunteering, you

must read and sign our Terms and Conditions

APPLICANT DISCLOSURE FORM PURSUANT TO CHAPTER 486 – LAWS OF 1987

Pursuant to RCW 9A.73.085, I certify under penalty of perjury under the laws of the state of Washington that I have never been convicted of any crimes against persons as defined in Section I of Chapter 486, laws of 1987, and listed as follows: aggravated murder, first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree rape; first, second, or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first, second, or third degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment.

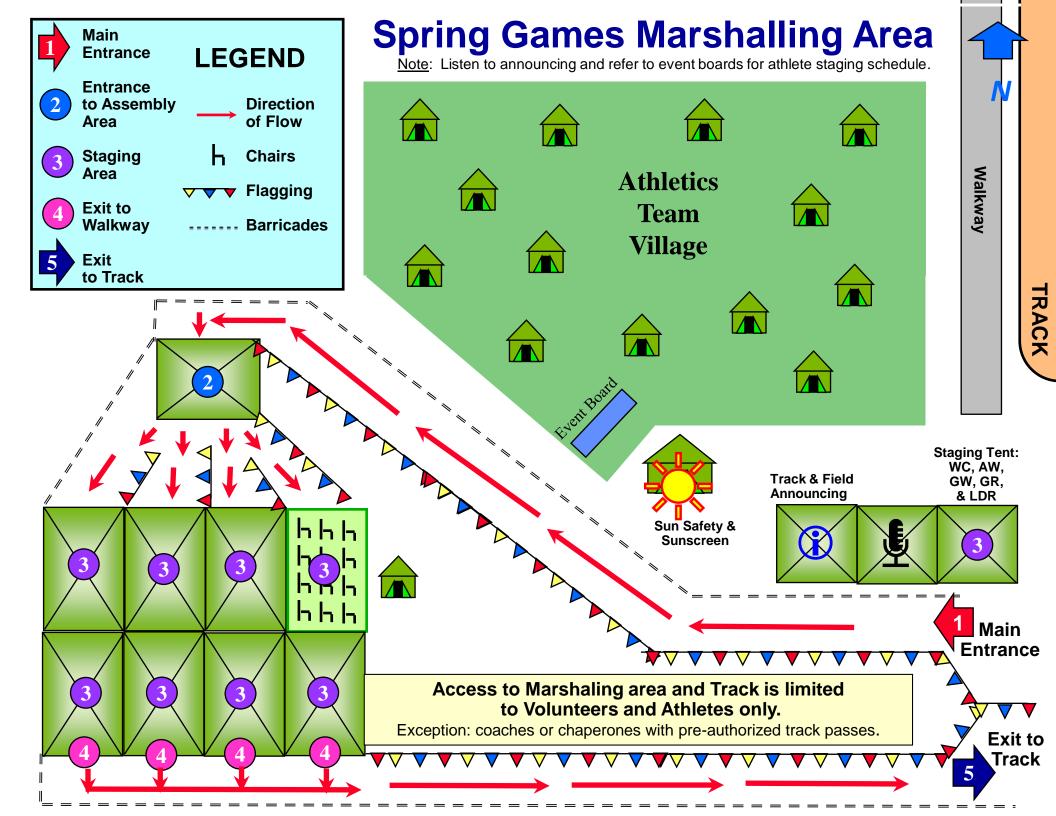
RELEASE: I give my permission to use my likeness, name, voice, or words in either television, radio, film, newspapers, magazines or other media, or in any form for the purpose of advertising or communicating the purposes and activities of Special Olympics Washington.

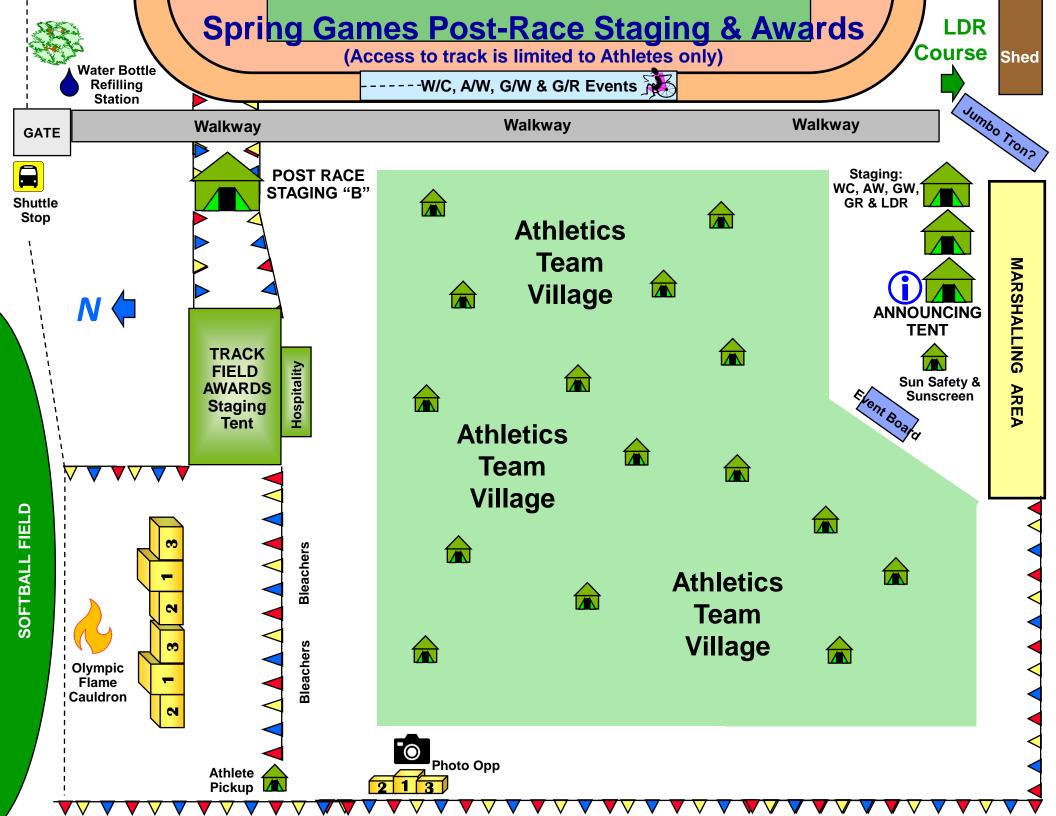


- 1. Olson Auditorium: Volunteer check in-Olympic Town, Soccer
- 2. Athletics (Track and Field)volunteer check-in
- 3. Morken Parking Lot: Volunteer parking

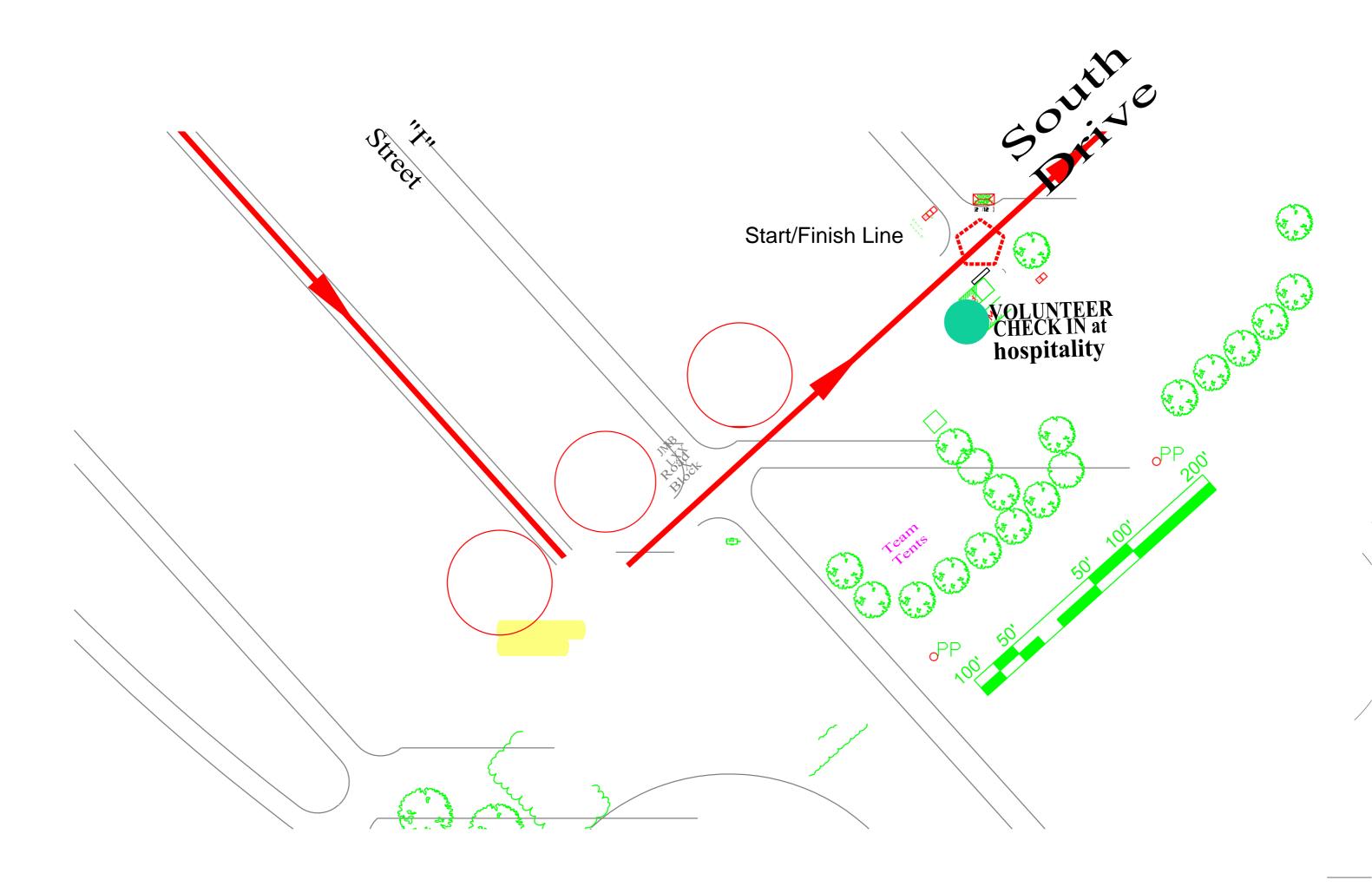
- Soccer Foss Field
- 5. Soccer West Field
- 6. Hospitality Tent











Volunteer Check in located within the hospitality tent

Street.