2018 Winter Games
Volunteer Handbook

March 2-4, 2018
Wenatchee & Leavenworth, WA
Thank you for registering to volunteer for Special Olympics Washington’s 2018 Winter Games! The Winter Games is the state-wide, championship event for athletes competing in basketball, downhill ski and snowboarding, figure skating, speed skating and cross country skiing. We will be having over 1000 athletes competing throughout the weekend.

Volunteers like you make these events possible. Opportunities to help are available at every venue whether a sporting location or a special event. Volunteers do not need to be skilled in the sport to help. There are opportunities for all volunteers ages 11 and older and for all ability levels.

Registration is open until March 2 so feel free to circulate this opportunity to friends, family and your community. If you or someone you know has not registered but is interested, please visit our online application to see which positions are available.

Online application: [https://2018wintergames.my-trs.com/](https://2018wintergames.my-trs.com/)

We are looking forward to an amazing event!

For questions or comments, please email volunteers@sowa.org

Special Olympics Washington
Register to volunteer!

Registering to volunteer is easy with our online volunteer application! Volunteers are able to go in, create an account and sign up for the time and location they will be volunteering at.

Volunteer Application link: https://2018wintergames.my-trs.com/

Changing your schedule and canceling your registration:

1. Click on Log In on the application link: https://2018wintergames.my-trs.com/
2. Click on View Schedule
3. Remove the items you can no longer attend and click on Modify Schedule to add new items

Registering a group: If you have a group of 7 people or more, please email etinseth@sowa.org with the list of names and emails along with where you would like to volunteer at.

Registering on site: Day of registration is possible though we encourage you to pre-register to make sure we have a job ready for you.

Circulating the opportunity: Feel free to circulate the volunteer application with your community! The link is easily shareable via email and social media. Friends, family, coworkers and community members are all welcome.

Youth Volunteer Policy: Volunteers must be 11 and older to volunteer. All volunteers under 18 need parent/guardian permission to volunteer and volunteers ages 11-13 need an adult chaperone to volunteer with them. The event is open to the public for spectators so anyone under 11 is encouraged to come view the competitions.
Downhill Ski and Snowboarding

Location: Mission Ridge, Wenatchee WA

Mission Ridge (Alpine, Snowboarding) – 7500 Mission Ridge Road, Wenatchee 98801
From the Wenatchee Convention Center: Head SE on N Wenatchee Ave toward First St. Turn right onto Orondo Ave. Continue straight to stay on Orondo Ave. Turn left onto S Chelan Ave. Slight left onto WA-285 S. Continue straight onto S Mission St. Continue onto Squilchuck Rd for approximately 7 miles. Turn right onto Mission Ridge Rd/Wenatchee Mountain Rd. Mission Ridge will be on the left

Dates: March 2-4, 2018

Check in times/Location:
- Setup Friday March 2- 8am
- Friday March 2- 11am, Tent at Base Camp
- Saturday March 3- 8am, Mission Ridge Lodge Cafeteria (upper level)
- Sunday March 4- 8am, Mission Ridge Lodge Cafeteria (upper level)
- Take down March 4- 1pm

Mission Ridge Webpage: www.missionridge.com

Check-in instructions: Please check in at the volunteer desk at the locations and times listed above. See map for exact location. All volunteers will need to check in for each shift. Check in will close after everyone is signed in and volunteer training will begin at 11:15 Friday and 8:15 Saturday/Sunday. Here volunteers will receive their final roles and job descriptions.

Equipment: Volunteers who have registered to be on the intermediate and advanced ski and snowboarding courses will need to bring their own equipment and be able to ski enough to get onto the courses. The novice course is walkable from base camp but volunteers should still bring equipment if they have it. Equipment is available for rent through Mission Ridge if you do not own ski/snowboards equipment.

Attire: No matter what, dress for the weather! Volunteer roles are all outside and many do not require volunteers to move around. This means you may be cold if you don’t wear the correct attire.

Food: Lunches and hospitality will be provided for volunteers and is also available for purchase at Mission Ridge Ka-Wham Café. If you have any dietary restrictions, please be prepared by bringing your lunch. Additionally, if you are going to be on the slopes for the majority of your volunteer shift, it is highly recommended that you bring a portable snack.
Volunteer Roles- Brief Overviews

**Hand Timers (2 per course - bottom of course)**
- Choose a primary and secondary timer (secondary is backup)
- Both primary and secondary timers time each time race but only primary timer’s time is recorded
- Starter will say “Racer Ready 5,4,3,2,1.. GO!”
  - Your signal to begin timing is the “GO!”
- Stand at the finish line and time the athletes
- Announces minutes and seconds
- Give athlete’s bib number and time to the recorder

**Recorder (bottom of course)**
- Use the forms given to you at registration to record the bib number and time given to you by the timers
- Give the results to the result runners which will be taken to the main results area

**Starters (1 per course)**
- Make sure the athletes know what the race is and what they have to do
- Explain the start commands to the athletes prior to the start of the race
- Use the walkie-talkie to let the timers know who the racer is and the bib #
- Makes sure the timers are ready before starting the race
- Signal the athlete to begin racing by saying the following: Racer ready, 5,4,3,2,1...GO!
- Watch the racer through the course and be sure he/she is finished with the course before starting the next racer
- If possible, start the athletes in order from the start list you will receive that morning, but this is not essential

**Gatekeepers**
- Be sure you understand these responsibilities. If you have any questions check with your Chief of Course
- Report to the course on time with equipment ready - skis off and missed gate flag
- Position yourself, off skis, where you can see passage and easily move to gates to check track or make repairs
- You will be responsible to ensure that the athletes have gone through the gates
- Your responsibility begins as the racer leaves the last gate of the previous Gatekeeper and ends as the racer passes through your last gate
Ski Tournament Regulations - Gate Keeper Role

Legal Passage:

- The racer must pass through every gate on the course, and both feet and tips cross the gate line - an imaginary line connecting the bases of the innermost poles of each gate.
- Gates may be taken in any direction and in any order as long as both feet and tips cross the gate line.
- In the event that the gate poles have been deflected from the vertical, then the feet and tips must pass where the gate pole(s) had been when vertical.
- Observe, mark and diagram illegal passes. If the racer misses one of the gates you are in charge of, raise the flag you have been given and be sure to get the attention of the Chief of Course and/or coach.
- Be aware of and document all types of faults (disqualifications).
- Observe and document any interference and whether the racer exits the course immediately after the interference.

Interference:

- If a racer is hindered, he/she must leave the course and report to the nearest gatekeeper, who enters the circumstances on his/her card.
- Gatekeepers cannot grant re-runs - the Chief of Course and event jury must make this decision.
- If there is any doubt, always rule in favor of the racer.
- Maintain gates and clear course between racers, as needed, but never while a racer is still in the gates.
- Replace any gates that may have been knocked down during the run.
- Remain in position until released by the Chief of Course.
- Turn you gatekeeper cards into the Chief of Course, or Results Runner.
- If you have recorded any faults, report to the Chief of Course, and remain available until the matter has been settled.
- Assist skiers who fall and cannot recover on their own - only after the 2 minute waiting period.
- If there is a question of injury, raise the flag and signal for assistance.
- DO NOT CHEER OR SHOUT DIRECTIONS AT THE ATHLETES. You might distract them.
Basketball

Location: Wenatchee High School
Address: 1101 Millerdale Ave, Wenatchee, WA 98801
Dates: March 3-4, 2018
Check-in Time: 8am

Driving directions:
From the Convention Center: Head SE on N Wenatchee Avenue toward First St. Turn right onto Orondo Avenue. Continue straight to stay on Orondo Ave. Continue onto Cherry St. Turn left onto S Miller St. Turn right onto Millerdale Ave. Wenatchee HS will be on the left.

Check-in instructions: Please check-in at Wenatchee High School no later than the time listed above. Once everyone is checked in, volunteers will be assigned a venue and role and go through orientation on their jobs.

Location information: Wenatchee High School is the volunteer and competition hub for our basketball competitions. Because of the size of our event, we are utilizing BLANK # of venues across Wenatchee and East Wenatchee. To make sure that each is properly staffed, we will have all volunteers check in at Wenatchee High School and then they will be given directions to their venue. Be prepared to drive to your assigned venue if necessary!

Attire: Please wear comfortable clothing! Volunteers will be inside the whole time and possibly walking around.

Food: Lunches and hospitality are provided for all volunteers. If you have any dietary restrictions, please bring your own food and snacks. Bring a water bottle to stay hydrated.

Gyms other than WHS: (directions on next two pages)
Pioneer Middle School
Orchard Middle School
Foothills Middle School
Orchard Elementary
Clovis Point Intermediate School
Eastmont Jr High
Sterling Middle School
Driving Directions to other basketball venues from Wenatchee High School:

**Pioneer MS** — 1620 Russell St, Wenatchee, WA 98801 (3 minute walk)
- Head East on Millerdale Ave towards S Miller St
- Continue onto Russell St
- Destination will be on the left

**Orchard MS** – 1024 Orchard Ave, Wenatchee, WA 98801 (4 minute drive)
- Head east on Millerdale Ave toward S Miller St
- Turn left at the 1st cross street onto S Miller St
- Turn left onto Orchard Ave
- Destination will be on the right

**Foothills MS** – 1410 Maple St, Wenatchee, WA 98801 (9 min. drive)
- Head west on Millerdale Ave toward Wenatchee High School
- Turn right onto Lambert St
- Turn left onto Cherry St
- Turn right onto S Western Ave
- Turn right onto Maple St
- Destination will be on the left

**Columbia Elementary** – 600 Alaska St, Wenatchee, WA 98801 (3 min. drive)
- Head east on Millerdale Ave toward S Miller St
- Turn left at the 1st cross street onto S Miller St
- Turn right onto Cherry St
- Continue onto Orondo Ave
- Turn left onto Alaska St
- Destination will be on the left
Clovis Point Intermediate School - 1855 4th St SE, East Wenatchee, WA 98802 (10 min. drive)
Head east on Millerdale Ave toward S Miller St
Continue on Russell St.
Take Ferry St, turn right onto S Mission St
Use the left two lanes to take WA-285 S,
Use the middle lane to take the WA-28 W ramp to US-2/City Center/9th St/Valley Mall Pkwy
Keep left, follow signs for WA-28 S and merge onto WA-28 E
Keep left to continue toward S Riverview Dr
Continue onto 3rd St SE turns slightly left and becomes 4th St SE

Eastmont Jr High- 905 8th St NE, East Wenatchee, WA 98802 (9 min. drive)
Head east on Millerdale Ave toward S Miller St
Continue on Russell St. Take Ferry St, WA-285 Sand 9th St NE to 8th St NE in East Wenatchee
Continue onto Russell St
Continue onto Ferry St
Turn right onto S Mission St
Use the left 2 lanes to turn left onto WA-285 S/Stevens St
Continue to follow WA-285 S
Use the right 2 lanes to take the WA-28 W ramp to US-2/City Center/9th St/Valley Mall Pkwy
Keep right, follow signs for WA-28 N and merge onto WA-28 W
Turn right onto 9th St NE
Continue onto 8th St NE

Sterling Middle School- 600 N James Ave, East Wenatchee, WA 98802 (11min. Drive)
Head east on Millerdale Ave toward S Miller St
Continue on Russell St. Take Ferry St, WA-285 Sand Grant Rd to N James Ave in East Wenatchee
Continue onto Russell St
Continue onto Ferry St
Turn right onto S Mission St
Use the left 2 lanes to turn left onto WA-285 S/Stevens St
Continue to follow WA-285 S
Use the left 2 lanes to turn left onto Grant Rd
Continue straight to stay on Grant Rd
Turn left onto N James Ave
Destination will be on the left
Basketball Volunteer Roles Overviews

Time Keepers:
- **Materials Needed**: Stopwatch or Cell Phone
- There are (4) eight-minute quarters
- Each scorers table has a stop watch that you can use to manage the time. Feel free to use your cell phone if you prefer.
- It is a running clock throughout the game.
- The only time you will stop the clock is in the last minute of the game for a deadball.
- Example of a deadball: foul shot, time out, injury, etc.

Flip Chart Score Keepers:
- **Materials Needed**: Flip Chart
- You will keep score using the flip charts provided at the scorers table.
- Foul shots are 1 point
- Baskets within the 3 point circle are worth 2 points
- Any baskets outside the 3 point arc are worth 3 points.
- Look at the referee and he/she will confirm a three pointer or a two pointer

Score Sheet Score Keeper:
- **Materials Needed**: Score Sheet
- You will receive the score sheets from the venue manager.
- At the conclusion of each game, please turn in the score sheets to the venue manager or a runner who will then turn the score sheet in to the venue manager.
- Fill out the score sheet with team name and final score.
- Please also tally the number of fouls for each player.

Observer:
- Ensure accuracy of the flip chart scoring
- You will need to ensure all points are properly reflected on the flip charts
- Should you find an error, please consult the scorer’s table
- If a timeout is necessary, please inform the referee in a timely fashion

Runner
- Monitor the courts and ensure ref’s need no break or assistance
- Check in with scorer table and help supply materials as needed
- Run score sheets to the venue manager
- Any other duties assigned by the venue manager
Skating

**Location:** Town Toyota Center Ice Rink  
**Address:** 1300 Walla Walla Ave, Wenatchee, WA 98801  
**Dates:** March 3, 2018  
**Check-in Times:** 7:00am, 12:00pm for Figure Skating Judges

**Driving directions:**
- **From Seattle:** Take I-90 E to Cle Elum. Take exit 85 for WA-970 N toward Wenatchee. Turn left onto WA-10/WA-970. After 0.4 miles, turn right to stay on WA-10/WA-970. After approximately 10 miles, continue onto US-97 N. Merge onto US-2 E/US-97 N via the ramp to Wenatchee. After approximately 15 miles, continue straight onto N Wenatchee Ave. Turn left onto Hawley St. Continue onto N Miller St. Turn left onto Walla Walla Ave. The Town Toyota Center will be on the right.  
- **From Everett:** Take US-2 E into Wenatchee. Continue straight onto N Wenatchee Ave. Turn left onto Hawley St. Continue onto N Miller St. Turn left onto Walla Walla Ave. The Town Toyota Center will be on the right.  
- **From the East:** Take US-2 W into Wenatchee. Turn right onto N Wenatchee Ave. Turn left onto Hawley St. Continue onto N Miller St. Turn left onto Walla Walla Ave. The Town Toyota Center will be on the right.

**Check-in Instructions:** Follow volunteer check in signs to the volunteer check-in table/lounge. Volunteers will be trained in the roles the morning of the event. Depending on volunteer availability volunteer roles may be reassigned.

**Attire:** Wear comfortable and warm clothes. If you have skates, please bring them so that you can help on the ice.

**Food:** Lunches will be available for volunteers. Please bring your own food if you have any dietary restrictions.

Skating competition will take place in circled section on map:
Cross Country Skiing

**Location:** Leavenworth Winter Sports Club

**Address and instructions:** 12790 Fish Hatchery Rd, Leavenworth, WA– This event is hosted by the Leavenworth Winter Sports Club on the Icicle River Trail. The parking location to access the trail is at the Leavenworth Fish Hatchery.

**Icicle River Trail From the Wenatchee Convention Center:** Head NW on N Wenatchee Ave toward 2nd St. Continue onto US-2 W/US-97 S. Continue to follow US-2 W for approximately 18 miles. Turn left onto E Leavenworth Rd/Mountain Home Rd. After approximately 3.5 miles, turn left onto Icicle Creek Rd. Turn left onto Fish Hatchery Rd.

**Park at the Fish Hatchery.** Nordic will be using the Icicle River Trail.

**Web page:** [https://skileavenworth.com/locations/icicle-river](https://skileavenworth.com/locations/icicle-river)

**Dates:** March 2-4, 2018

**Check in Times:**
- March 2nd - 11:00am
- March 3rd - 9:00am
- March 4th - 8:30am

**Check-in Instructions:** Park in the Fish Hatchery Parking lot and walk across the bridge to get to the cross country skiing course. Follow volunteer signs to the volunteer check-in table. All volunteers will be trained on their specific roles after check-in is complete.

**Attire:** Dress for the weather! Volunteers will be outside for the majority of the day so make sure to dress warmly and check the weather forecasts before leaving. **If you are able to cross country ski, please bring your equipment!** Course marshals will need to be mobile around the course.

**Food:** Lunches will be available for volunteers. Please bring your own food if you have any dietary restrictions. Bring snacks for a quick bite while you are out on the trail!
Opening Ceremony

**Location:** Town Toyota Center  
**Address:** 1300 Walla Walla Ave, Wenatchee, WA 98801  
**Dates:** March 2, 2018  
**Check-in Times:**  
Volunteer Check-in volunteers: 4:00pm  
Performance Station volunteers: 4:30pm  
Staging/Seating volunteers: 5:00pm

**Check in instructions:** Volunteers will enter through the main entrance of Town Toyota center and check in at the check in desks directly inside. Follow signs to volunteer check-in. After check-in volunteers will be assigned specific roles and receive training for that role then.

**Attire:** Please wear comfortable clothing! Volunteers will be interacting with athletes and walking around the venue. The Opening Ceremony is a fun and somewhat formal event so please wear jeans or other nice pants.

**Food:** Food is not provided at this event so please pack something to eat and bring a water bottle.
Olympic Town

Location: Wenatchee Convention Center, Lower Level
Address: 121 N Wenatchee Ave, Wenatchee, WA 98801
Dates: March 3, 2018
Check-in Times:
- Activity Station volunteer - 3:45pm
- Movie attendant - 6:45

Driving directions: Head SE on Walla Walla Ave toward Walla Walla Point Park. Turn right onto 9th St E/Walla Walla Ave. Turn left onto N Wenatchee Ave. The Wenatchee Convention Center will be on the left after approximately 0.7 miles. The Wenatchee Convention Center is connected to the Coast Hotel via Sky Bridge.

Check-in instructions: Volunteers will check in at the volunteer check in desk directly inside the back entrance to the Convention Center - located on the side near the parking lot facing the train tracks. Volunteers will be assigned specific stations directly after check-in and receive training then.

Attire: Please dress comfortably!

Food: Will be provided for Olympic Town volunteers.

Victory Dance

Location: Wenatchee Convention, Lower Level
Address: 121 N Wenatchee Ave, Wenatchee, WA 98801
Dates: March 3, 2018
Check-in Time: 6:45pm
Decoration team: 3:30pm March 2nd, 10am March 3rd

Check-in Instructions: Please check-in at the volunteer check in desk located on the lower level of the Wenatchee Convention Center. Enter through the back entrance located on the side near the parking lot facing the train tracks. Volunteers will be assigned specific stations directly after check-in and receive training then.

Attire: Dress comfortably and be ready to (possibly) dance!

Food: Food will not be provided at this event. Please bring a snack if you need one.
Healthy Athletes

Location: Wenatchee High School
Address: 1101 Millerdale Ave, Wenatchee, WA 98801
Date: March 3, 2018

Check-in time:
- Setup: 8am
- Health Escorts, Medical Professionals and General Volunteers: 11am
- Takedown: 6:30pm

Check-in instructions: All Healthy Athletes volunteers will check in for their shifts at the volunteer check in desk located inside Wenatchee High School main entrance. Volunteers will sign in and receive their Healthy Athletes volunteer shirt and then report to their assigned initiative room.

Attire: Dress comfortably, all Healthy Athletes volunteers will receive a volunteer T-shirt.

Food: Volunteers will receive lunch. If you have any food allergies, please bring your own food. All volunteers should bring a water bottle to stay hydrated.
Training and Orientation

Training and orientation for volunteer roles will take place at all venues directly after volunteer check-in.

If this is your first time volunteering with Special Olympics Washington, please take a moment to watch our General Orientation video: https://www.youtube.com/watch?v=hZhrc4qvDYc

For more information about Special Olympics Washington, please visit our web page!
http://specialolympicswashington.org/about/

Volunteer Code of Conduct

While volunteering, individuals are expected to follow the volunteer code of conduct. Individuals who do not uphold the code of conduct can be subject to a warning and/or dismissal from the event.

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.