

**Special
Olympics
Washington**



February 29th, 2020 (3:45pm – 9:30pm)
Wenatchee Convention Center – Upper Level
121 N Wenatchee Ave, Wenatchee, WA 98801

Healthy Athletes Volunteer Handbook



Special Olympics
Health

MADE POSSIBLE BY
Golisano FOUNDATION



CENTERS FOR DISEASE
CONTROL AND PREVENTION



**KAISER
PERMANENTE**

OFFICIAL HEALTH PARTNER
OF SPECIAL OLYMPICS WASHINGTON



Overview

Wenatchee Convention Center – Upper Level

[121 N Wenatchee Ave, Wenatchee, WA 98801](#)

Saturday – February 29th, 2020

Volunteer Check-in: 3:45pm Check-Out: 9:30pm

Bus to Wenatchee Leaves Issaquah: 11:00am

Check-in Instructions:

Volunteers will check in at the volunteer check-in desk in the lobby of the second floor of the Wenatchee Convention Center. Follow signs for Healthy Athletes and *Grand Apple Ballroom North*.

Parking:

Parking lots located at the Wenatchee Convention Center are open to all volunteers to park for free.

What to Wear:

All volunteers will be provided with a white volunteer t-shirt. Please wear professional pants and comfortable shoes - you will be on your feet a lot! You may wear scrubs.

Food and Hospitality:

A complimentary meal will be provided to volunteers, however, should you have dietary preferences or allergies, please feel free to bring your own food. Please bring your own refillable water bottle.

Expectations:

Volunteers are expected to stay through the conclusion of the screening and to assist with tear-down until ~9:30pm. If you are bringing a youth volunteer (11 years or younger) please supervise them for the entire screening.

Important Contact information:

SO Washington / Director of Health Initiatives / Della Norton / dnorton@sowa.org / 206-293-7611

Fit Feet Clinical Director / Jeff Pentek / jeffrey.pentek@gmail.com

FUNfitness Clinical Director / Matt Harnpadoungsataya / mattharnpt@hotmail.com

Health Promotion Clinical Director / Julie Larsen / jlarsen24@gmail.com

Health Promotion Clinical Director / Jenny Pang / jenny.w.pang@kp.org

Volunteer Bus from Issaquah to Wenatchee: <https://forms.gle/YnQT4H8BDntJKhwB8>

Please complete this form to secure a spot on the round-trip charter bus. The bus will depart from the Issaquah Park & Ride (1755 Highlands Dr NE, Issaquah, WA 98029) at **11:00am** sharp. Please plan to arrive with plenty of time to find parking & taking potential traffic into consideration. The bus will depart from the Wenatchee Convention Center at 9:45pm and return to the Issaquah Park & Ride. This service is FREE of charge for the first 40 registered clinical and general volunteers! ***An official bus confirmation will be sent to volunteers before the event***



General Volunteers

Click on the descriptions below to learn more about the screenings.
You will receive specific instructions for your volunteer role upon check-in!

Click on the hyperlinked bullets below to view important **trainings, tutorials**
and **resources** applicable to your volunteer role.



Healthy Athletes® is a Special Olympics program that provides free health screenings and health education in a fun, welcoming environment with a focus on removing the anxiety people with intellectual disabilities often experience when faced with a visit to a medical professional. The impact of Healthy Athletes on the health and wellness of Special Olympics athletes around the world is significant! Since 1997, Healthy Athletes has discovered undetected health problems, alleviated pain and provided health services that otherwise would not be available.



Fit Feet helps Special Olympics athletes step lively on the playing field and in everyday life. Fit Feet offers podiatric screenings to evaluate ankles, feet, lower extremity biomechanics, and proper shoe and sock gear to participating athletes.



FUNFitness is the physical therapy component of Healthy Athletes. Designed to assess and improve an athlete's flexibility, functional strength, aerobic capacity and balance. These screenings also educate participants, families and coaches.



Health Promotion uses health screenings, interactive educational tools and displays, motivational literature and demonstrations to heighten the awareness of athletes, reinforcing the need to improve and maintain an enhanced level of wellness and self-care. It also provides screening for BMI, blood pressure, and bone density.

General Volunteer roles and responsibilities:

- Volunteer & athlete check in
- Updating contact information in Healthy Athlete System
- Managing screening flow
- Escorting athletes from check-in to various disciplines
- Data entry at screening and education stations
- Giveaway station

General Volunteer Trainings:

- [General Volunteer Training: SO Learn](#) (see attached instructions about how to create an account on the portal)
- [General Special Olympics Health Overview](#)
- [Healthy Athlete System Data Entry Tutorial](#)



Podiatrists & Clinical Volunteers

Click on the descriptions below to learn more about the screenings.
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Click on the hyperlinked bullets below to view important **trainings, tutorials**
and **resources** applicable to your volunteer role.



Fit Feet helps Special Olympics athletes step lively on the playing field and in everyday life. Fit Feet offers podiatric screenings to evaluate ankles, feet, lower extremity biomechanics, and proper shoe and sock gear to participating athletes.

Podiatrist & Clinical Volunteers roles and responsibilities:

- Biomechanics Evaluation
- Joint Range of Motion Evaluation
- Skin, Nail and Toe Evaluation
- Shoe & Sock Exam & Shoe Sizing Station
- Education, Review of Finding & Referrals



SO Learn Trainings: learn.specialolympics.org

(see attached instructions about how to create an account on the portal)

- We request that all individuals registered to volunteer for Healthy Athletes take #3 **"Health_General Volunteer Module."**
- For clinicians and individuals interested in taking a deeper dive into intellectual disabilities, health disparities and effective communication techniques with our athletes, we recommend taking both modules #1 and #2; **"Health_1: Special Olympics Health"** and **"Health_2: Intellectual Disabilities."**

Clinical Volunteer Trainings & Resources:

- [General Special Olympics Health Overview](#)
- [Fit Feet Introductory Video](#)
- [Healthy Athlete System Tutorial – Fit Feet](#)
- [Fit Feet Screening Form](#)
- [Checkout Follow Up Recommendation Form](#)



PT's, Students & Clinical Volunteers

Click on the descriptions below to learn more about the screenings.
You will receive specific instructions for your volunteer role upon check-in!

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FUNFitness is the physical therapy component of Healthy Athletes. Designed to assess and improve an athlete's flexibility, functional strength, aerobic capacity and balance. These screenings also educate participants, families and coaches.



Physical Therapist & Clinical Volunteers roles and responsibilities:

- Modified Thomas Test
- Passive Knee Extension
- Passive Ankle Dorsiflexion
- Modified Apley's Test
- Timed Sit to Stand Test
- Timed Partial Sit-up
- Hand Grip Dynamometry
- Seated Push-up Test
- Functional Reach
- Single Leg Stance
- Eyes open Eyes closed
- 2 - minute step test
- Education, Review of Finding & Referrals

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Clinical Volunteer Trainings and Resources:

- [General Special Olympics Health Overview](#)
- [Healthy Athlete System Data Entry Tutorial](#)
- [FUNfitness Introductory Video](#)
- [FUNfitness Screening Form](#)



Health Promotion Clinical Volunteers

Click on the descriptions below to learn more about the screenings.
You will receive specific instructions for your volunteer role upon check-in!

Click on the hyperlinked bullets below to view important **trainings, tutorials** and **resources** applicable to your volunteer role.



Health Promotion uses health screenings, interactive educational tools and displays, motivational literature and demonstrations to heighten the awareness of athletes, reinforcing the need to improve and maintain an enhanced level of wellness and self-care. It also provides screening for BMI, blood pressure, and bone density.



Health Promotion Clinical Volunteer Roles:

- Height/Weight –Body Mass Index Exam
- Blood Pressure Exam
- Bone Density Exam
- Nutrition Education
- Hand Washing Education
- Physical Activity Education and Practice
- Hydration Education
- Tobacco Avoidance Education
- Sun Safety Education

SO Learn Trainings: learn.specialolympics.org

(see attached instructions about how to create an account on the portal)

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Clinical Volunteer Trainings and Resources:

- [General Special Olympics Health Overview](#)
- [Health Promotion Orientation Video](#)
- [Health Promotion Volunteer Training Video](#)
- [Screening Stations Training Video](#)
- [Education Stations Training Video](#)
- [Healthy Athlete System Data Entry Tutorial](#)
- [Health Promotion Screening Form](#)



Volunteer Resources

If this is your first-time volunteering with Special Olympics, or you want a review, please read carefully through some tips and tricks to help you have an enjoyable volunteer experience.

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, 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 guy"?

- 2) **Extend the Dignity of Risk:** The idea that coddling people with intellectual disabilities limits them.
 - 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.



Volunteer Code of Conduct

By volunteering you are agreeing to our terms and conditions and 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 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.

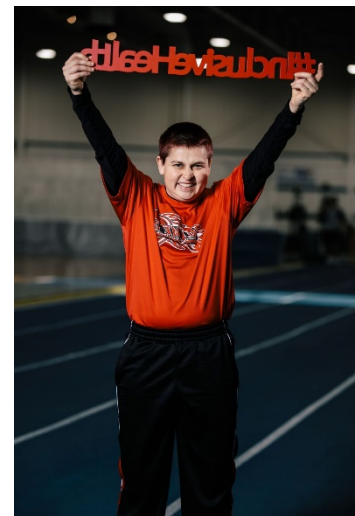


THANK YOU!

Volunteers are part of what make Special Olympics so special. We would not be able to put on such large events without the support of volunteers like you. We appreciate the time, gas, and energy you give to Special Olympics athletes. When you volunteer, take note of the joy that exudes from the athletes. You make that joy possible. Thank you being a part of a powerful and life-changing weekend.

Sincerely,

Special Olympics Washington



Creating Your Special Olympics Online Learning Account



STEP 1

- Go to the registration homepage by typing learn.specialolympics.org into your internet browser*
- Click the orange text below the login button to create an account
 - *Google Chrome, Mozilla Firefox, or Internet Explorer is required to use the Online Learning Portal*

A screenshot of the Special Olympics Learning Portal login page. The page has a dark background with a person in a white shirt. At the top, it says "SPECIAL OLYMPICS LEARNING PORTAL". Below that, it says "Please enter your Email and password to login:". There are two input fields: "Email" and "Password". Below the fields is a red "Login" button. Underneath the button is a link that says "Forgot Password". Below that is a link that says "Don't have an account? Create one", which is highlighted with a red box and an orange arrow pointing to it. At the bottom, it says "Recommended Browser - Mozilla Firefox & Google Chrome latest version or IE 10 or above version."

STEP 2

- Once you have clicked "Create Account", your screen will redirect you to "New User Registration- Part I"
- Complete the fields as directed
- Note Red Asterisk * fields are required

A screenshot of the "NEW USER REGISTRATION - PART I" form. The form is on a light yellow background and contains several input fields. The fields are: "User Title" (a dropdown menu with "--Select Title--"), "First Name", "Middle Name", "Last Name", "Email", "Gender" (a dropdown menu with "Select Gender"), and "Date of Birth". Each field has a small red asterisk to its right, indicating that these fields are required.

Creating Your Special Olympics Online Learning Account



STEP 3

- Under "Learning Area" select "Health"

A screenshot of a web form showing a dropdown menu labeled "Learning Area". The menu is open, and the word "Health" is selected and displayed in the dropdown box. A small red asterisk is visible to the right of the dropdown box.

STEP 4

- Once you have responded to the fields in "New User Registration- Part I" **enter the security information as it appears on YOUR screen**, and check the boxes to agree to the Privacy Policy and Terms and Conditions
- Click "Register"

A screenshot of the "New User Registration - Part I" security verification screen. At the top, there is a CAPTCHA image showing the letters "TA2GC6" with a blue and white pixelated background. Below the image is a text input field containing "TA2GC6". Underneath the input field are two checkboxes, both of which are checked: "Click here to read and accept the privacy policy." and "I agree to the Terms and Conditions.". At the bottom of the form are three buttons: "Register", "Clear All", and "Cancel". A red rectangular box highlights the "Register" button, and a blue arrow points from the left towards this button.

STEP 5

- After entering the security information, you will be redirected to "New User Registration- Part II"
- Select "Other" under Area of Focus

A screenshot of the "NEW USER REGISTRATION - PART II" form. The title "NEW USER REGISTRATION - PART II" is at the top. Below it is a dropdown menu labeled "Area of Focus". The menu is open, and the word "Other" is selected and displayed in the dropdown box. A small red asterisk is visible to the right of the dropdown box.

Creating Your Special Olympics Online Learning Account



STEP 6

- Respond to the required fields in “New User Registration- Part II”
- Once you have responded to required fields, click the red “Submit” button at the bottom of the page


How did you hear about this training?

A Previous Volunteer Experience

Special Olympics Staff

Professional Volunteer

Other:




STEP 7

- Once you have clicked “Submit”, you will be redirected to a confirmation message
- Click “Done”

NEW USER REGISTRATION

Thank You, you will receive account activation link from OKTA via email, once your registration is approved.



Creating Your Special Olympics Online Learning Account



STEP 8

- To confirm your account, login to the email you used to register *
- You will receive an email from the sender "Okta" with the subject "Welcome to Special Olympics", as seen below
- Click this email

***Some users will need to wait up to 48 hours for account approval**

<input type="checkbox"/>	☆	SO Learning Portal	New Course Assigned! - Dear Al
<input type="checkbox"/>	☆	SO Learning Portal	New Course Assigned! - Dear Al
<input type="checkbox"/>	☆	SO Learning Portal	New Course Assigned! - Dear Al
<input type="checkbox"/>	☆	SO Learning Portal	New Course Assigned! - Dear Al
<input type="checkbox"/>	☆	Okta	Welcome to Special Olympics! -

STEP 9

- Once inside the email sent by "Okta", click the green "Activate" button to activate your account
- You will be redirected to the homepage

Welcome to Special Olympics!

Hi Athena,

Special Olympics is using Okta to manage access to web applications.

Your system administrator has created a Special Olympics user account for you.

Click the following link to activate your Special Olympics account:

[Activate Special Olympics Account](#)

This link expires in 30 days.

Creating Your Special Olympics Online Learning Account



STEP 10

- Once on the Learning Portal Homepage, learn.specialolympics.org, login using your email and password

A screenshot of the Special Olympics Learning Portal login page. The page title is "SPECIAL OLYMPICS LEARNING PORTAL". Below the title, it says "Please enter your Email and password to login:". There are two input fields: "Email" and "Password". A red box highlights the "Login" button. Below the button, there are links for "Forgot Password" and "Don't have an account? Create one". At the bottom, it says "Recommended Browser - Mozilla Firefox & Google Chrome latest version or IE 10 or above version." Two blue arrows point to the "Email" and "Password" fields, and a red box highlights the "Login" button.

SPECIAL OLYMPICS LEARNING PORTAL

Please enter your Email and password to login:

Email

Password

Login

Forgot Password

Don't have an account? [Create one](#)

Recommended Browser - Mozilla Firefox & Google Chrome latest version or IE 10 or above version.