



Safety Squad Volunteer Handbook

Hello volunteer,

Thank you for signing up to join us in our 2021 Summer Season! We are excited to be returning to in person activities for the first time since March of 2020.

Some quick notes about this Summer Season:

- For all information about returning to activities, visit: <https://specialolympicswashington.org/return-to-activities/>
- Teams will be limited to groups of 25 or less
- All teams must adhere to a ratio of one coach to every four athletes
- Sports offered: Athletics, Bocce, Cycling, Golf, and Tennis
- Safety Squad Members: 1 Safety Squad member is required for groups of under 10, for groups of over 10, 2 Safety Squad members are required. A maximum of 5 Safety Squad members are allowed at each competition.
- Trainings can begin on July 19th

Before the season starts, please make sure that you have completed these items:

- Register as a volunteer: <https://sowa-volunteerapp-site.my-trs.com/>
- Complete your background check: <https://app.sterlingvolunteers.com/promoorder/2ea089c3-b3c9-486a-a7ba-186b6510f607>
- Protective Behaviors Training: <https://resources.specialolympics.org/protective-behaviors>
- Waiver: <https://specialolympicswashington.org/wp-content/uploads/COVID-19-Waiver-Fillable-1.pdf>

Safety Squad Volunteer Description

- **Volunteer Role**
 - At practices, teams must have a team family member or another program coach acting in this role.
 - Safety Squad will act in a support role to teams to ensure that the proper protocols are in place to return to activities.
 - After being matched with a team, SOWA Staff will connect Safety Squad volunteers to the Special Olympics Coach and athletes to become acquainted.
 - Coaches will send the Safety Check-In checklists to Safety Squad members at the end of each in-person practice. Liaisons are responsible for tracking the checklists and reporting to SOWA.
 - Safety Squad members will check in athletes and coaches at each event using a no-contact thermometer.
 - Safety Squad members submit brief forms for each member at an event for proper tracking.
 - During competition, the volunteer will ensure that there is social distancing.
 - Safety Squad volunteers will assist with disinfecting equipment after use.
 - Communicate with Special Olympics Washington any challenges teams are facing, any needs they have, and report back any questions.



Step by Step Procedures

Arrival at Practice/Competition:

- Safety Squad Volunteers will arrive at the practice a minimum of 20 minutes early and set-up the check-in station and signage.
- Check in should take place in a safe location, near or in the parking lot.
- All participants will check in with the Safety Squad Volunteer and be asked the necessary questions and have their temperature taken.
- If the participant answers YES to any question and/or their temperature is 100.4 F or higher, they will receive the handout for "individuals that did not pass check-in", with further instructions and MUST be isolated from the group (i.e., sent home).
- If an individual (coach, volunteer, Unified partner, or athlete) is not on the approved roster, please give them the handout for "Participants NOT on Roster". They are not permitted to attend practice until they follow the steps on the handout and register appropriately.
- Complete COVID-19 monitoring form and return to the SOWA office within 48 hours.

During Practice/Competition:

- Safety Squad Volunteers will be asked to help athletes maintain social distancing rules.
- Safety Squad Volunteers will be asked to assist athletes in wearing their mask correctly.
- Safety Squad Volunteers will assist with disinfecting equipment after use.
- Volunteers will work with coaches to inform SOWA if any safety measures cannot be met during practice. Safety of athletes and volunteers is most important, and an athlete will be asked to leave the practice if they repeatedly fail to follow safety measures.

Important Reminders

- All participants in attendance should adhere to social distancing rules (6ft).
- Everyone should have Personal Protective Equipment (PPE) and must wear their mask throughout practice, including arrival and departure. SOWA will provide additional in the PPE Toolkit PPE.
- If participants are unable to adhere to the safety measures, they will be asked to leave the practice.



What to do if the following situations arise:

Athlete arrives and checks in with a fever – At each venue there should be a location set aside for those showing medical symptoms. If an athlete comes and is showing a fever, direct them to this area and retake their temperature after five minutes to see if it has gone down at all. If not, then call the emergency contact phone number.

Athlete comes and the bus has left – There might be situations where an athlete who takes mass transit arrives and shows signs of a fever. At that point check with their transportation for protocol. A best practice is to make the athlete check in as close to the drop off location as possible. If your numbers allow for it, assign a volunteer to oversee drop off to help hold busses and other transportation until athletes are officially checked in.

Spectators/Volunteers not on the list arrive – In this situation be sure to reiterate that this summer season no spectators are allowed at our events. Volunteers who arrive and are not on the list are also not permitted to be at practice, direct them to contact volunteers@sowa.org to be connected with a local program.

Athletes arrive who are not on the list – Unfortunately, athletes who are not on the roster are not able to participate this Summer Season.

Post Practice

Complete the contact tracing form to indicate which members of the roster attended practice.

1. To find the contact tracing form, visit our website at <https://specialolympicswashington.org/return-to-activities/>

specialolympicswashington.org/return-to-activities/

Safety Squad Volunteers Resources

- [Safety Squad Volunteer Description & Instructions](#)
- [Sign up to be a Safety Squad Volunteer](#)
- [Return to Activities Training Dates](#)
- [Training Videos ****Coming soon****](#)
- [Contact Tracing Form](#)
- [Screening and Tracking Form](#)

Fundraising Resources

- [Fundraising RTA Guide](#)
- [Fundraising RTA Approval Form](#)



2) After entering the contact tracing form, you will enter information about your role, contact information and where the practice took place.

Name of Individual Submitting Form

Role of Individual

Phone #

Date of Practice

Practice Location

3) From the drop-down option, select the name of the team for which you are submitting the contact tracing form. At this point a roster will populate. Simply select every name from the roster who attended the event.

Practice Location

Team

Awesome Attendance Roster

Michelle (Head Coach)
Carter
Chloe
Submit

4) After all participants who attended the event have been selected, hit submit! Remember, this contact tracing form must be completed withing 24 hours of the conclusion of practice.