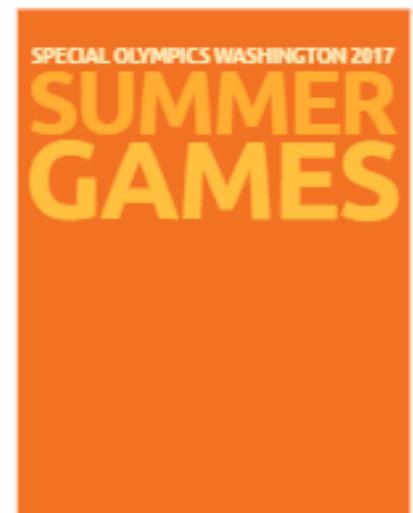




## 2017 Summer Games Volunteer Handbook

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Welcome!

Thank you for registering to volunteer for the 2017 Summer Games, previously known as the Summer Sports Classic. The Summer Games are held at multiple venues around the Everett area on August 18-20, 2017.

Volunteers are needed to help out in all aspects of the event, including softball, golf, paddle boarding, bocce and tennis competitions, opening ceremonies, victory dance, Olympic town, and more. This event will be successful because of your hard work and dedication.

This volunteer handbook is meant as a resource for you throughout the weekend. In here you will find schedules, addresses, driving directions, volunteer tips and instructions on how to interact with peoples with intellectual disabilities.

Before your volunteer shift, please take the time to review this resources I order to get acquainted with the logistics of the event. In order to have the best experience possible, please also view the General Orientation.

For questions, please email [volunteers@sowa.org](mailto:volunteers@sowa.org).

Sincerely,



## Venue Information

Please view the following volunteer information broken down by venue before your volunteer shift. Your online application will show what you are registered for so please make sure to follow your registration.

Volunteers are welcome to volunteer at additional venues but are required to show up where they had pre-registered.

Specific roles may change depending on the needs of the events. Training will happen after the volunteer check-in time.

## Opening Ceremony

**Date:** August 18

**Location:** Everett Civic Auditorium (2415 Colby Ave, Everett, WA 98201)

**Check in time:** 5:00pm

**Check in instructions:** Volunteers will check in at the volunteer check-in table located at the entrance of the facility. Volunteers can register on site but should be registered online before the event if able.

## Golf

**Location:** Battle Creek Golf Course (6006 Meridian Ave N, Tulalip, WA 98271)

**Date:** August 19

**Check in time:**

6:15 AM (Scorekeeping)

7 AM (Individual Skills)

10 AM Awards

**Check in instructions:** Volunteers will check-in at the volunteer check-in desk/ Sports information table located at the front of the golf course.



## Softball

**Location: Kasch Park** (8811 Airport Rd, Everett, WA 98204)

**Date:** August 19 & 20

**Check in time:**

AM Shift- 7:15am

PM Shift- 12:00pm

Individual Skills- 9 AM

**Check in instructions:** Volunteers will check-in at the volunteer check-in desk/ Sports information table located at the front of the softball fields.

**Location: Boeing Softball Fields** (Across from: 6400 36th Ave W, Everett, WA 98204)

**Date:** August 19 & 20

**Check in time:**

AM Shift- 7:15am

PM Shift- 12:00pm

Individual Skills- 9 AM

**Check in instructions:** Volunteers will check-in at the volunteer check-in desk/ Sports information table located at the front of the softball fields.

## Bocce

**Location:** Kasch Park (8811 Airport Rd, Everett, WA 98204)

**Date:** August 19 & 20

**Check in time:** 8:00am

**Check in instructions:** check in at the volunteer check in desk located at the front of the softball fields.



## Olympic Town

**Location:** Everett High School Auxiliary Gym (2416 Colby Ave, Everett, WA 98201)

**Date:** August 19

**Check in time:** 2:00pm or 5:30pm

**Check in instructions:** Check in at the volunteer check in desk located inside the Auxiliary Gym

## Victory Dinner and Dance

**Location:** Everett High School Main Gymnasium/Cafeteria (2416 Colby Ave, Everett, WA 98201)

**Date:** August 19

**Check in time:** 3:00pm

**Check in instructions:** Check in at the volunteer check in desk located right outside the main gymnasium.

## Healthy Athletes

**Location:** Everett High School Auxiliary Gym (2416 Colby Ave, Everett, WA 98201)

**Date:** August 19 & 20

**Check in time:**

2:00pm (August 19)

8:00am (August 20)

**Check in instructions:** Check in at the volunteer check in desk located right outside the auxiliary gymnasium.





## Volunteer Tips

### **Volunteer registration:**

All volunteers register through the online volunteer application located through the link below. Circulate the link to get friends and family involved!

<https://sowasummergames2017.my-trs.com/>

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.

Volunteers are welcome **to register the day of the event**. If you want to volunteer for a longer time than you have registered, just let us know in the morning and we will find a job for you after your shift is complete.

To **cancel your registration**, please log back into your account through the application link and edit your schedule.

### **Volunteer 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 August 1<sup>st</sup> and provided us with your size, we will have it for you when you check in. If you registered after August 1<sup>st</sup>, we cannot guarantee that we will have the size you requested.



## **Food and Beverages**

Volunteers are encouraged to bring their own water bottles and refill them from the drinking fountains 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.

Lunches will be provided for volunteers but please bring your own food if you have any dietary restrictions.

Snacks will be available at volunteer hospitality at every sporting location while supplies last. See map for locations.

## **Clothing**

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

## **Age limits**

Volunteers 11-14 years old are able to volunteer if they have an adult chaperone registered as a volunteer with them. 15 and over are able to volunteer without an adult supervisor. Children 10 and under are not considered volunteers but are welcome to come enjoy the events as long as they do not distract from your volunteer role.



## 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 another 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 guy”?)
- 2) *Extend the Dignity of Risk-* Allow people to be independent
  - a. Offer help, don’t assume that they need it.
  - b. Ask for clarification if you don’t understand their 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

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

All volunteers are held to these standards and may receive a warning or be kicked out of the event if the code of conduct is violated.





## Addresses and Driving Directions

**Kasch Memorial Park-** 8811 Airport Rd, Everett, WA 98204

Head southwest on I-5 South  
Take exit 186 for WA-96 E/128<sup>th</sup> St SW  
Turn right on 128<sup>th</sup> St SW  
Continue onto Airport Rd  
Turn right onto Kasch Park Rd  
Turn Left  
Turn Right, Kasch Park will be on the left

**Boeing Fields-** Across from: 6400 36th Ave W, Everett, WA 98204

Take exit 189 for WA 527 toward Everett Mall Way/WA-99  
Keep left, follow signs for WA-526W and merge onto WA-526 W  
Use the right two lanes to take the Seaway Blvd exit  
Follow Seaway Blvd to 36<sup>th</sup> Ave W

**Battle Creek Golf Course-** 6006 Meridian Ave N, Tulalip, WA 98271

From I-5N Use the 2nd from the right lane to take exit 199 for State Route 528 E toward Marysville  
Take Marine Dr NE/Tulalip Rd to Meridian Ave N in Shaker Church  
Turn left onto WA-528 W/4<sup>th</sup> St  
Continue straight onto Marine Dr NE/Tulalip Rd  
Turn right onto Meridian Ave N

**Everett High School-** 2416 Colby Ave, Everett, WA 98201

Follow I-5 N to Pacific Ave. Take exit 193 towards WA-529/City Center  
Use the right lane to turn left onto Pacific Ave  
Turn right at the 1<sup>st</sup> cross street onto Maple St  
Turn left onto Everett Ave  
Turn right onto Colby Ave  
Everett High School is on the left

**Everett Civic Auditorium-** 2415 Colby Ave, Everett, WA 98201

Follow I-5 N to Pacific Ave. Take exit 193 towards WA-529/City Center  
Use the right lane to turn left onto Pacific Ave  
Turn right at the 1<sup>st</sup> cross street onto Maple St  
Turn left onto Everett Ave  
Turn right onto Colby Ave  
The Civic Auditorium will be on the right



1. Everett High School
  - a. Healthy Athletes (Auxiliary Gym)
  - b. Olympic Town (Auxiliary Gym)
  - c. Victory Dance (Main Gym)
2. Everett Civic Auditorium
  - a. Opening Ceremony



**Kasch Park Athletic Complex**

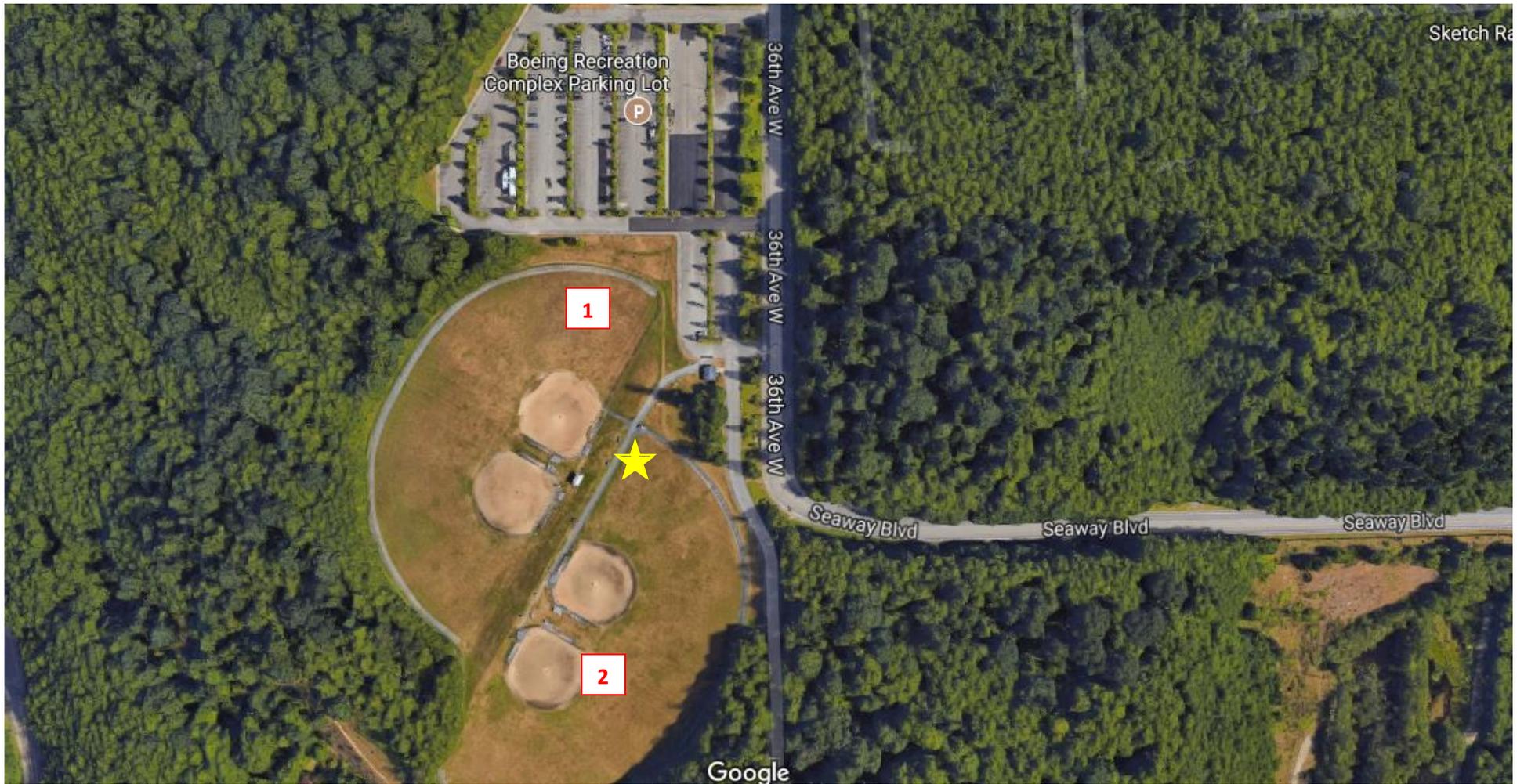
1. Softball Fields
2. Individual Skills and Awards
3. Bocce Competition
4. Parking

★ Volunteer Check-in/Sports Information



Battle Creek Golf Course

★ Volunteer Check-in/ Sports Information Desk



Boeing Softball Fields

★ Volunteer Check-in/ Sports Information Desk

1. Parking
2. Softball Fields