



***Special
Olympics***
Washington



2017 Spring Games

June 2-4, 2017

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 2017 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://sowaspringgames2017.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 volunteers@sowa.org or contacting us at the volunteer hotline: 206-681-9373

Sincerely,
Special Olympics Washington

Swimming: King County Aquatics Center

Saturday – June 3, 2017

Volunteer Check-in: 8:30am

Check-in Instructions: All Volunteers will check in at the volunteer check-in desk located in the lobby of the King County Aquatics Center.

Athletics (Track and Field): Pacific Lutheran University Track

Saturday – June 3, 2017

*AM Volunteer Check-in time: 6:45am

PM Volunteer Check-in time: 11:00am

Sunday – June 4, 2017

*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.

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.

Cycling: Joint Base Lewis McChord

Saturday – June 3, 2017

Volunteer Check-in time: 7:15am

Sunday – June 4, 2017

Volunteer Check-in time: 7:15am

Check-in Instructions: Volunteers will check in at the volunteer hospitality tent.

Powerlifting: Joint Base Lewis McChord Evergreen Theater

Saturday – June 3, 2017

7:00am- 4:00pm

Check-in Instructions: Volunteers will check in at the volunteer check-in desk located in the main entryway.

Soccer: Pacific Lutheran University

Saturday – June 3, 2017

8:30am- 4:00pm

Individual Skills 10:00am-12:00pm

Sunday – June 4, 2017

9:00am- 4:00pm

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

Olympic Town: Pacific Lutheran University

Saturday—June 3, 2017

Volunteer Check-in time (setup): 9:30 (Friday)

Volunteer Check-in time: 8:00am

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

Opening Ceremony: Pacific Lutheran University

Friday – June 2, 2017

Volunteer Check-in Time: 4:00pm

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

Healthy Athletes: Pacific Lutheran University

Saturday – June 3, 2017

Volunteer Check-in Time: 8:00am

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

Victory Dinner and Dance: Pacific Lutheran University

Saturday – June 3, 2017

Volunteer Check-in Time: 5:00pm

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

NOTE: If you do not know where or which venue you are participating in, please log in to your volunteer account to view your schedule. You can access your account by logging in **HERE**.

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)	8:00AM—4:00 PM, Saturday
North Fort (Cycling)	8:00AM—4:00 PM, both days
JBLM Housing	Non-Competition Hours

COMPETITION DETAILS

Competition Locations

- Athletics – Pacific Lutheran University
- Aquatics – King County Aquatics Center
- 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

Powerlifting-

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

Pacific Lutheran University

Address: 12180 Park Ave S, Tacoma, WA 98447

Parking will be available at all lots across campus.

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

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://sowaspringgames2017.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 Monday, May 22nd. 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 22nd**, 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 an electronic pass.

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.

VOLUNTEER INFORMATION Continued...

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 Monday, May 22nd and provided us with your size, we will have it for you when you check in. If you registered after May 22nd, 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 may 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 the sunscreen AND the comfortable shoes!

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-

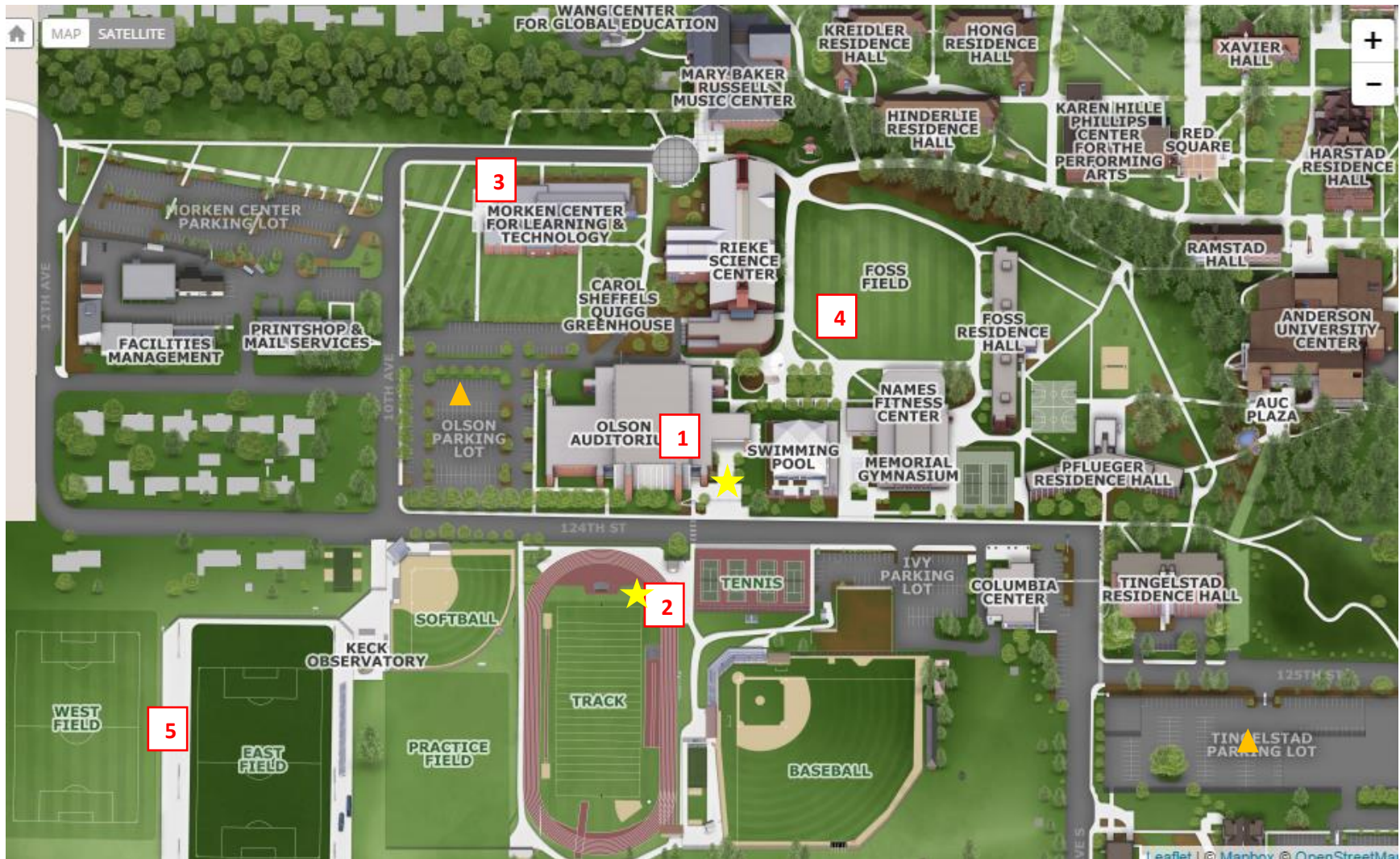
Before volunteering, you

must read and sign our Terms and Conditions

APPLICANT DISCLOSURE FORM PURSUANT TO CHAPTER 486 – LAWS OF 1987

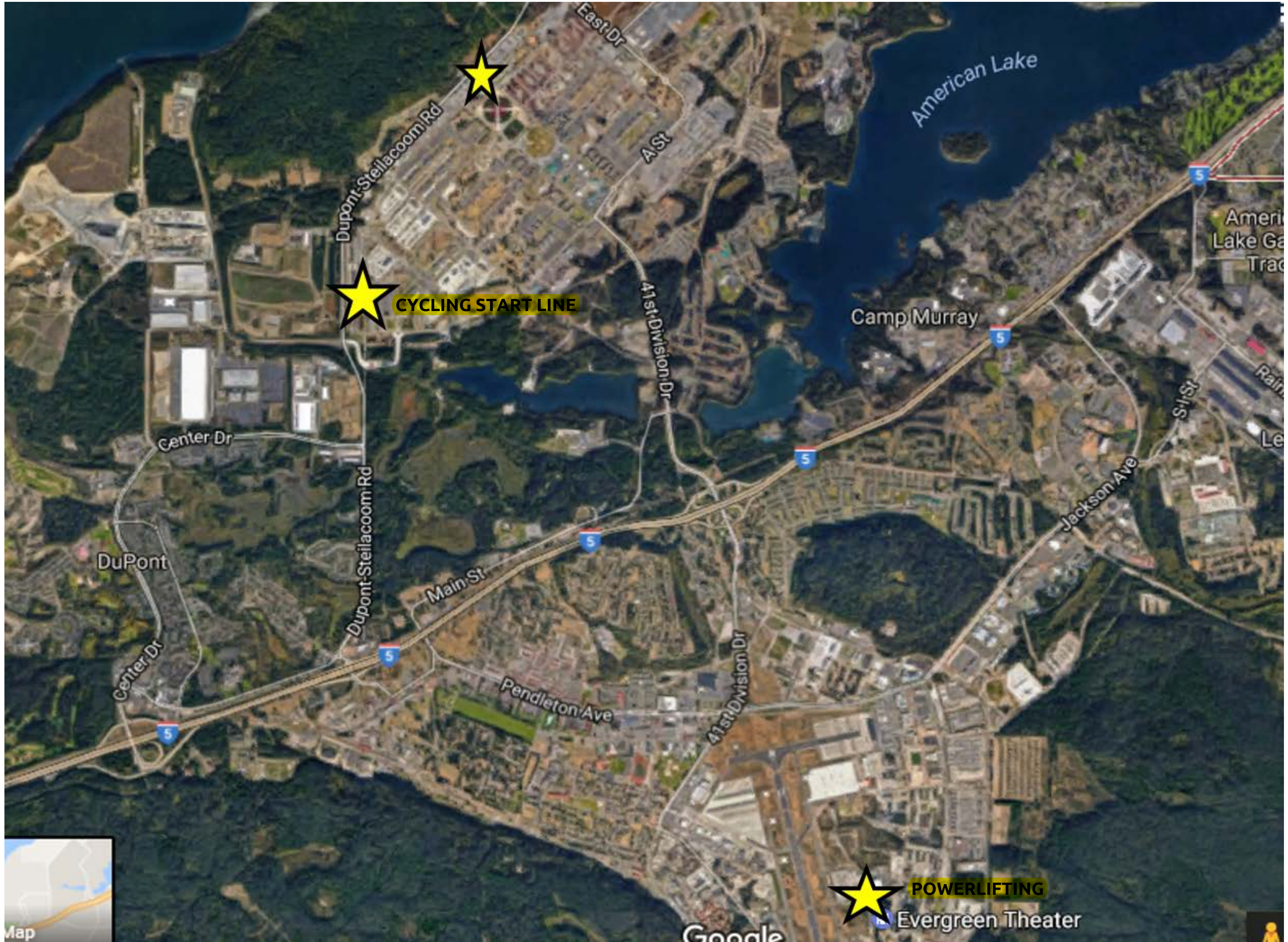
Pursuant to RCW 9A.73.085, I certify under penalty of perjury under the laws of the state of Washington that I have never been convicted of any crimes against persons as defined in Section I of Chapter 486, laws of 1987, and listed as follows: aggravated murder, first or second degree murder; first or 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.

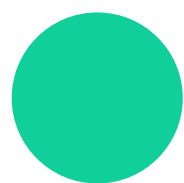
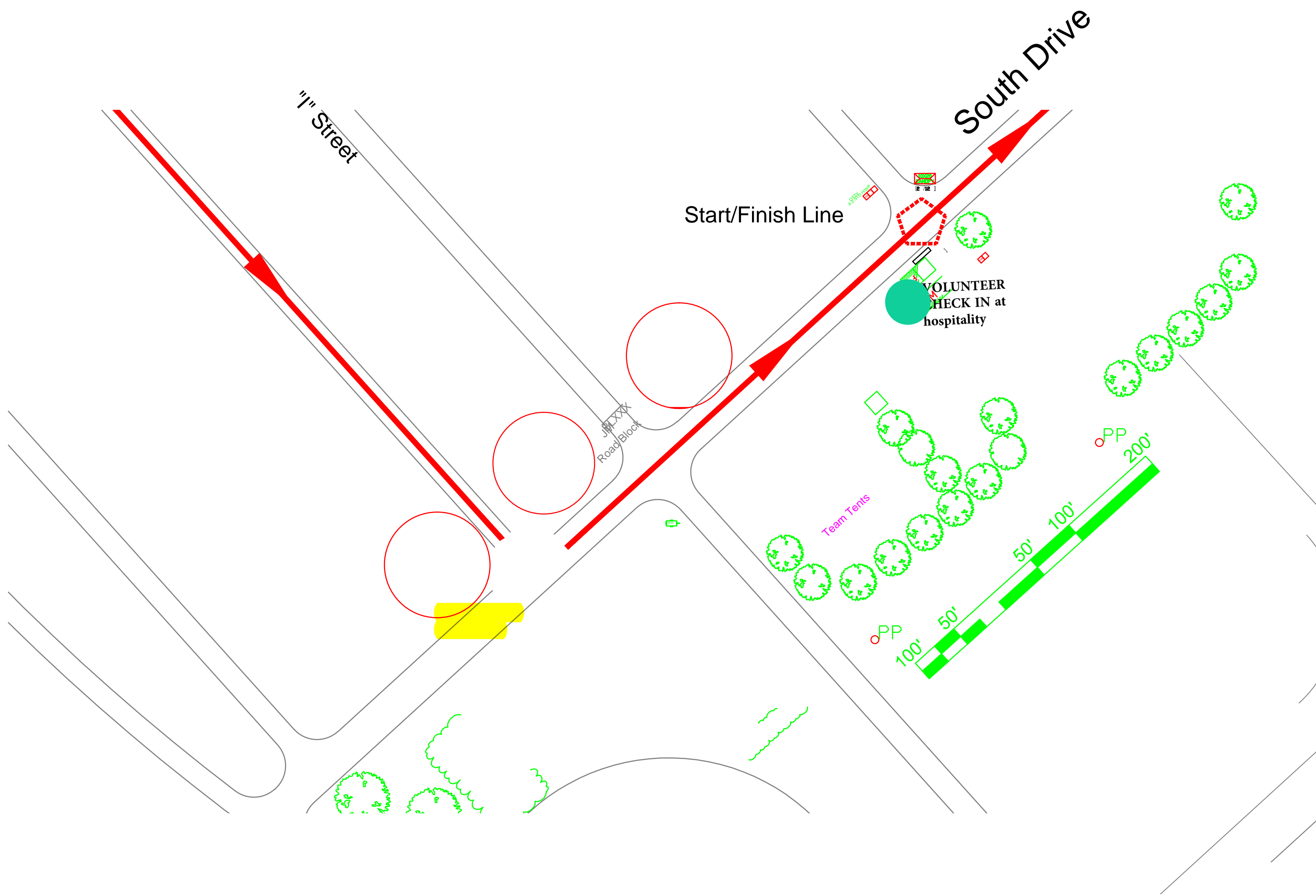
RELEASE: I give my permission to use my likeness, name, voice, or words in either television, radio, film, newspapers, magazines or other media, or in any form for the purpose of advertising or communicating the purposes and activities of Special Olympics Washington.



- 1. Olson Auditorium: **Volunteer check in-Olympic Town, Healthy Athletes, Soccer**
- 2. **Athletics volunteer check-in**
- 3. Morken Center: Healthy Athletes

- 4. Soccer Foss Field
- 5. Soccer West Field
- ★ Food available for volunteers to purchase
- ▲ Parking for volunteers





Volunteer Check in located within the hospitality tent