



2016 SUMMER GAMES VOLUNTEER HANDBOOK

Special Olympics

Illinois





Welcome Volunteers!

Thank you for donating your time to be with Special Olympics Illinois athletes and their families who are coming from across Illinois to participate in the State Summer Games. Your assistance is critical to ensuring the success of all the events. If this is your first time with us, be prepared for an enjoyable and rewarding experience! If you are joining us again, it's great to have you back!

The skill and commitment of our volunteers—including you—is incredible. We are constantly amazed by what is accomplished every year. We could not ask for better volunteers. You are great!

This booklet is designed to answer your questions regarding Summer Games. If you have any additional questions or suggestions, please stop by the Volunteer Central tent and let us know. We would love to meet you.

As always, your help is **greatly appreciated!**

Volunteer Committee

Nancy Mays

Heather Nolan

Laura Stewart

Cindy Dodge

Trisha Lambert

Brenda Nolan

Maggie Rutenbeck

Dale Minnaert

Special thanks to these 2016 State Summer Games Sponsors:

Gold Medal	Blue Cross Blue Shield of Illinois
Gold Medal	Illinois Knights of Columbus
Gold Medal	Law Enforcement Torch Run
Bronze Medal	American Legion
Bronze Medal	Bloomington-Normal CVB
Bronze Medal	Casey's General Stores
Bronze Medal	Jewel-Osco
Bronze Medal	Normal Firefighters IAFF #2442
Bronze Medal	State Farm Insurance Companies



Volunteer Responsibilities

As sports volunteers and officials, you have accepted the responsibility to conduct competition according to the National Governing Body Sports Rules and the Official Special Olympics Sports Rules. Coaches have designed training programs using these rules as guidelines for instruction. Your responsibility is to conduct safe, fair and equal competition for all athletes. Specific job descriptions for your assignment(s) will be provided at the on-site training following volunteer registration. This training will occur at your assignment site.

All volunteers should dress appropriately for the weather **and report on time to their assignment**. Please be prepared to be on your feet and active for most of your shift. We expect all volunteers to complete their assignment as scheduled and report to the sport venue as instructed by the Event Supervisor. Please report any problems or questions immediately to the Event Supervisor.

Out of respect for our athletes, please refrain from using cell phones or texting while working at the event. We need your full attention to your task. Thank you for your consideration!

It is the general responsibility of all volunteers to arrive on time and to work at volunteer responsibilities as assigned. If, for any reason, you cannot attend the Games, **please** notify Special Olympics Illinois Carolyn Klocek cklocek@soill.org or 309-888-2551 as soon as possible so that we may reassign your position. You are critical to the success of these Games. Thank you for accepting these responsibilities as a Special Olympics volunteer.

Volunteer Check In & Photo ID

All volunteers must report on time to the volunteer registration table **at your assigned venue site** (see map on next page). Please bring a **photo ID** with you. It is essential that you register for each of your assignments at the venue site and at the appropriate time. At registration, your photo ID will be checked (for minors, IDs are only required as available) and you will receive a volunteer T-shirt and any updated competition information. Once you have registered, you will be instructed on how to proceed.



Volunteer Meals

Lunch will be provided for all registered volunteers *working full days* (morning and afternoon shifts) on Friday and Saturday. Lunch for those volunteers will be distributed to the venues, except the Northeast Bullpen (you will pick up your lunches at the Volunteer Central tent at your break). Coffee and doughnuts will be available in the morning and concessions are sold throughout the day.

Volunteer Dress

All volunteers should wear appropriate clothing and their volunteer T-shirt. Volunteers will be issued **one shirt** the first time they check in. **This shirt must be worn throughout the Games.** Special Olympics Illinois is not responsible for lost items. Volunteers should leave personal belongings (purses, packs, etc.) in their car. **Please note that swim suit tops are NOT appropriate for any of the venues.**

Opening Ceremonies

All volunteers are invited and encouraged to attend Opening Ceremonies on Friday evening at ISU's Hancock Stadium, 8pm.

Venue Site Restrictions

A closed venue policy will be enforced during all sports events. Only authorized personnel, working volunteers (identified by your volunteer t-shirt) and athletes may be inside competition areas. All bullpen and awards stations will be outside competition areas so that families, coaches and other spectators can be with athletes before and after competition. Bleacher seating will be arranged so that all events are easily visible. **Smoking will not be allowed at the venue sites.** Smoking will only be allowed in designated areas.

Concealed Carry & Prohibited Weapons

Both Illinois State University and Illinois Wesleyan University have a weapons policy for their campuses. All visitors, faculty, staff and students on both campuses are prohibited from possessing, storing, carrying or unlawfully using any weapon or firearm on University property even if that person has a valid federal or state license to possess or carry a firearm. The policy applies to those with concealed carry permits. Violations of the policy will immediately be reported to the appropriate police department for investigation and probable criminal charges.



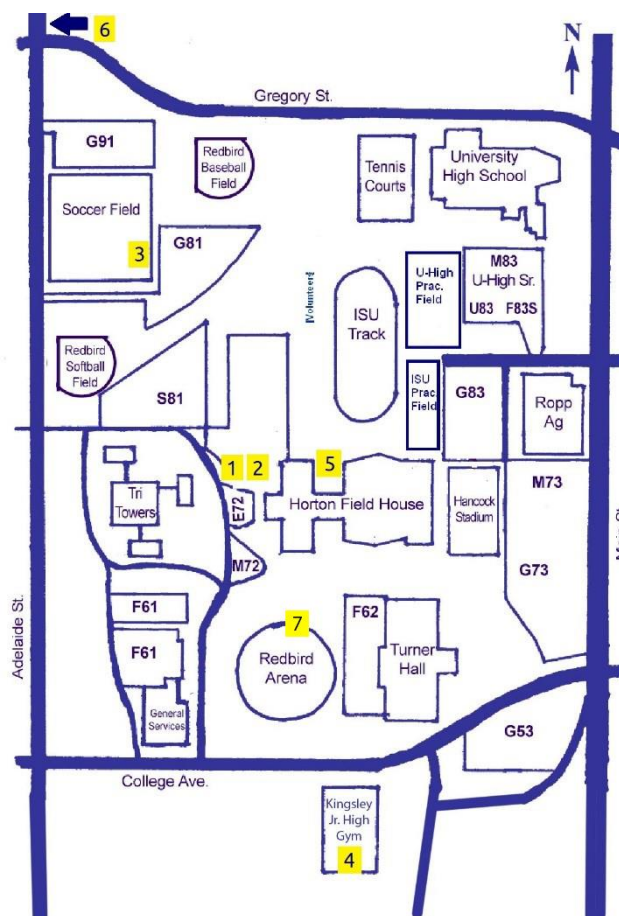
In Case of Rain

In the event of rain, all indoor and outdoor events will proceed as scheduled. Please be sure to report as assigned. In the event of severely inclement weather, it may be necessary to delay competition or reschedule events. We will need your support!

Parking

Everyone must obey parking regulations since summer school will be in session at ISU and employees will be reporting to work. Approved parking lots are shown in the map to the right.

1. No parking in lots designated for faculty and staff (identified by red signs) **except** for Lots M83, U83 and F83S.
2. No parking in spaces marked "Reserved."
3. Car parking will be allowed in Lots F62, F64, G24, G53, G73, G81, G83, G86, G87, G91, and S67.
4. If you park at a meter, you must feed it.
5. Cars parked in lots not approved for Special Olympics may be ticketed. Tickets will be the responsibility of the owner. Be aware that ISU may tow illegally parked cars.
6. Parking will also be available at Kingsley Jr. High.



Park & Ride Shuttle

Special Olympics will operate a park & ride shuttle from Fairview Aquatics Park, 800 N. Main Street, Normal, IL.

Hours of operation:

Friday: 10:00am – 5:00pm

Saturday: 8:00am – 4:00pm



Volunteer Check In Centers

Please check in at your assigned venue.

Note: Assignment number corresponds with location number on the map below.

1. Volunteer Central – Volunteer Tent

- Awards
- Family
- Gymnastics
- Olympic Town Midway
- Opening Ceremonies
- Registration
- Results
- Security
- Soccer
- Soccer Skills
- Softball/Tennis Ball Throw
- Souvenirs
- Standing Long Jump
- Young Athletes

2. Track Table - Under Volunteer Tent

- High Jump
- Pentathlon
- Running Long Jump
- Shot Put
- Track Events

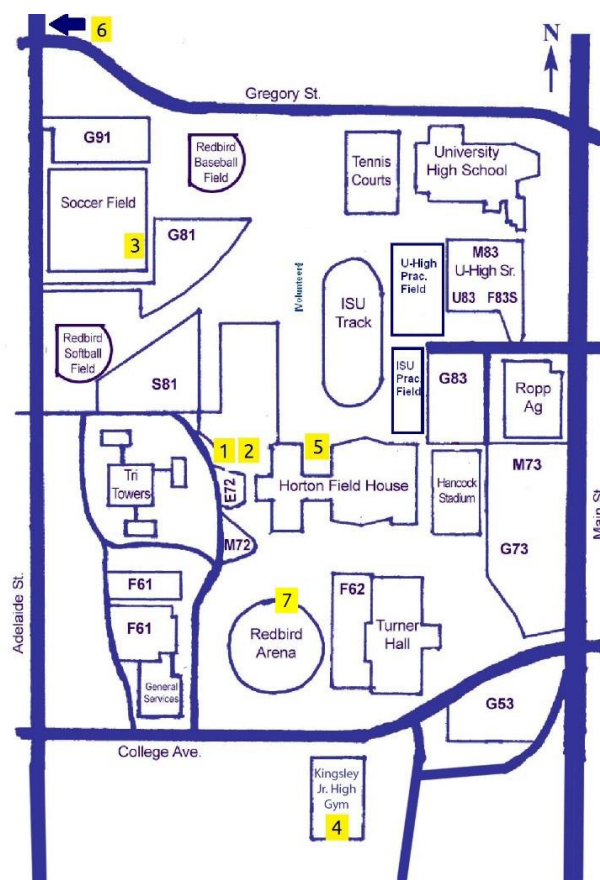
3. Bocce - ISU Soccer Stadium, East gate

4. **Powerlifting** – Kingsley Junior High Gym (303 Kingsley St., Normal)

5. **Medical** - Tent at north side of North Gym

6. **Aquatics** – Normal West High School (501 N. Parkside Rd., Normal)

7. **Healthy Athletes** – Redbird Arena – Lower Concourse





Medical Procedures

1. For any injury or medical problem, contact appropriate medical personnel (agency personnel, Special Olympics Illinois medical personnel, hospital personnel) to ensure prompt, timely and complete care.
2. Medical stations will be set up at the following sites:
 - Softball Throw Area
 - Inside Horton Pool
 - ISU Soccer Stadium
 - Horton Field House
 - Kingsley Junior High School Gymnasium
 - Hancock Stadium (Opening Ceremonies & Soccer)
 - Track Infield
 - North outside wall of North Gym
 - Normal West High School
3. Nurses, athletic trainers and/or EMTs in easily identified shirts will be available at all times during competition.
4. Special Olympics Illinois has an accident insurance policy which provides secondary coverage for all athletes, coaches and volunteers registered for the Games. This is provided as backup coverage to your personal insurance. Accident claim forms will be available at Medical Tents, EMT rooms and all area hospitals.

A fully-staffed medical team will be on hand for the entire Summer Games.

Volunteers who are in the sun for an extended period of time must also be aware of potential heat injuries. Take frequent water breaks, move into shaded areas as necessary, and wear a hat. Use sunscreen!

Information about Special Olympics Athletes

In an effort to make your volunteer time with Special Olympics a more rewarding experience, you should be aware of some facts regarding athletes with intellectual disabilities.

The vast majority of citizens with intellectual disabilities can live productive and independent lives, having the same needs, wants and aspirations as others. A disability is just a small part of a person's life, and a person with intellectual disabilities has the potential to be successful in all aspects of life.

Unfortunately, one major stumbling block to the person's achieving success has been society's misconception of appropriate social interaction. Through programming in sports, health, education and community building, Special Olympics is changing the lives of people with intellectual disabilities solving the global injustice, isolation, intolerance and inactivity they face.



Working with Special Olympics Athletes

Many people ask, “How do I treat a person with intellectual disabilities?” The best way to act towards the athlete is the same way you would toward any person. Five recommendations for ways to work with athletes follow.

1. Be yourself. Use your normal voice and give support, but try not to offer too much praise.
2. High-fives, fist bumps or handshakes with athletes after completing an event have become a “standard” in Special Olympics. Hugging can be appropriate as long as it is not excessive. Let the athlete take the lead as to the recognition with which they are comfortable.
3. Expect the athletes to behave themselves throughout the event. Appropriate behavior and sportsmanship are two skills emphasized in Special Olympics training. Please do not interfere if a coach is disciplining an athlete. If you have any questions, ask the coach when it is convenient.
4. Volunteers may not coach, pace or assist the athletes in any way during competition.
5. Please avoid phone calls and texting while working with the athletes. They deserve your full attention, and so does the job you’ve signed up to do!

By using these simple techniques, you will get to know people as they really are, and it will be a more positive and appropriate experience for you and the athletes!

Special Olympics Athletes with a Visual Impairment

A person with a visual impairment relies on touch and sound to better understand the world around them. When walking with a person with a visual impairment, allow them to take your elbow with their hand. You may need to guide their left hand to your right elbow or right hand to left elbow. Carry on a normal conversation, describing the area to them. Watch for people and things on either side or above you. To indicate a narrow space or area, place your elbow back behind you. This alerts the person to move behind you. When sitting down, take the person’s hand and help them feel the chair or area. Then place them with their back to the seat, so they can sit down.

Describe a competition area allowing the athlete to feel the edge of the pool, take-off line, softball, etc. Before they throw or jump, ask them to point in the direction they are going to jump or throw. If they are not in correct position, turn them so they face in the proper direction. Also, when taking an athlete to the throw line, let them know if they have a step, etc. before crossing the line. Often times, an athlete is positioned at the throw line without approach room thus causing all throws to result in a scratch. Find out how much room athletes need in their approach. ***Do not hesitate to ask a person with a visual impairment for “advice” in making life easier for both of you — learn together.***



Name Tags

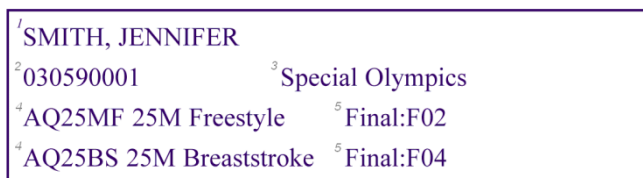
Meal tickets and wristbands are provided for each registered athlete and registered coach. They are color coded to correspond to assigned residence halls.

Wrist Band Must Be Worn at all Times!

Meal tickets and wristbands will be used as identification and authorization at dining rooms, residence halls and sport venues. The athlete’s information label must be placed inside the athlete’s wristband. This label gives all information needed for competition. An athlete not wearing a wristband containing a readable label will be barred from competition.

If a label is lost or becomes unreadable, the coach and the athlete should report to Tournament Central. If a wristband breaks, the broken band must be taken to Tournament Central for replacement.

The athlete information label looks like this:



¹Athlete’s name (last name first).

²Athlete’s ID number. The first two digits of this number indicate the area; the second three, the agency; and the last four, the athlete number.

³Agency name. The athlete’s sponsoring organization.

⁴Events in which the athlete is entered.

⁵Division. The division in which the athlete is to compete.

IMPORTANT PHONE NUMBERS & EMERGENCY CONTACTS	
TOURNAMENT CENTRAL.....	309-825-9747
VOLUNTEER INFORMATION.....	309-888-2551

Thank you Volunteers!