



Spring Games Volunteer Job Descriptions

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Rev. 2/13/19

Special Olympics
Illinois



WELCOME VOLUNTEERS!

Special Olympics Illinois would not exist today—could not have been created—without the time, energy, education, and commitment of the more than 25,000 volunteers in Illinois and more than a million worldwide! Special Olympics Illinois relies on people aged 10 on up to help in every aspect of the program—both at the area and state level.

The annual Region G Spring Games is the largest area event that takes place every spring and without the help of 190 volunteers it wouldn't be possible to host. The 2018 Region G Spring Games will be held Sunday, April 29 at EastSide Centre in East Peoria. Over 300 athletes from Ford, Iroquois, Livingston, Marshall, McLean, Peoria, Tazewell and Woodford Counties will compete for a chance to win a gold medal and the opportunity to advance to the State Summer Games.

Age to Volunteer

All day of volunteers must be at least 10-years of age in order to volunteer at any Special Olympics Illinois event.

What to Expect

Volunteers are expected to arrive at the time that they registered for online and check in at the volunteer table.

At registration volunteers must present a valid photo ID. Volunteers will be given a T-shirt their final job assignment, and told where to report for further instruction.

Event Status Hotline:

In case of inclement weather the status of the event will be posted online at www.soill.org/regiong and volunteers may also call 309-888-2000 ext. 245

Track Event Volunteers

Events that take place on the track include: 50, 100, 200, 400, 800 & 1500 Meter Runs; 100, 400 & 800 Meter Walks; 10, 25 & 50 Meter assisted events, 25, 30, 100 & 200 Meter non-motorized wheelchair events; and the 30 & 50 Meter Motorized Wheelchair events.

Bullpen (10-12)

Responsible for all activities in assigned bullpen area including:

1. Responsible for seating athletes in chairs in the bullpen according to the assigned lane. It is the coach's responsibility to have athletes in the designated bullpen area at the assigned time. Do not hold up a race if an athlete is not in the bullpen when called.
2. Escort athletes from the bullpen chairs to the appropriate lane, and stay with them until the race starts. It is important to stay with the athletes until the race starts to insure that nobody wanders into a wrong lane or walks away. The bullpen volunteers will then go immediately back to the bullpen to get another group.

The efficiency of the meet will depend DIRECTLY upon the bullpens ability to get and keep athletes in their proper bullpen chairs and get them to the appropriate lanes in a timely manner.

1. Use the heat sheet provided to announce the race being staged. Call the athlete's name and race over the bullhorn. Call for runners no more than 3 times. For example: "This is the third and final call for Female Senior Division 1 (FSR 01) Mary Jones #536."
2. Assign a volunteer to each row of chairs, which designates a heat. As athletes report, seat each one by heat and by lane number.

Clerk

Place athletes in appropriate lane at the starting line, then notify starter when race is ready to begin.

Starter

When the Head Timer signals (with a flag), the Starter will then begin the race with the following commands: "Take your mark", "Set", raise arm and fire starting pistol. Starter will fire second shot to designate a false start, then will restart the race.

Head Timer

Responsible for:

1. Making sure there are adequate timers, judges, and stopwatches, and all are ready before each heat
2. Explaining jobs and rules to timers and finish judges

Head timer will signal the starter (with a flag) to start the race. The Starter blows a whistle to indicate to the Head Timer that the message was received, and all are ready to go.

Timer- 6 to 8

Each timer will be assigned a "place", (1st, 2nd, 3rd, etc.) by the Head Timer. Timers are to time athletes from the start of the race until the athlete crosses the finishes line. Start the watch when you see smoke from the starting gun. Times are then reported to the Recorder. **All Timers will stand off the track.** Times will be reported as follows:

$\frac{\text{minutes}}{\text{seconds}} : \frac{\text{tenths}}{\text{hundredths}}$

Lane Monitor-6 to 8

Stand behind restraining line, which is 20 feet behind the finish line. As athletes cross the line, Lane Monitors keep athletes in their assigned lane. Meanwhile, the Recorder will record the times and give the heat sheet to the Awards Escorts. Lane Monitors give their athletes to the runners as well, who will take them to the awards area. **Lane Monitors are there to congratulate, give praise and encouragement.*

Awards Escorts- 6 to 8

After each race, you are to take the heat sheet and all the athletes from that heat to the awards area. Give the heat sheet to the awards volunteer. Seat athletes by awards volunteers and return quickly to the track for your next group.

Course Official- 4 to 8

Watches for fouls of interference or advantage. If foul is observed, raises red flag and moves into the lane of the athlete who is disqualified (after all athletes have passed); if no infraction is observed, raises white flag after athletes have passed by. Course Official reports disqualifications to the Recorder.

Softball & Tennis Ball Throw

The softball and tennis ball throw are modified events that replicate the traditional shot put. Athletes that compete in the softball and tennis ball throw are allowed three attempts to be thrown in non-consecutive order. Throwers will follow from the first competitor listed on the division sheet to the last competitor listed taking one throw at a time. The tennis ball throw is offered to athletes whose hands may be too small to grip the 16" softball.

Venue Director

Responsible for overall management of the venue. Assists with the recruitment and training of key volunteers. Oversees the training of general volunteers. Ensures facility is properly set-up and safe for use. Responsible for initial handling of all protests. Provides timely equipment, supply and volunteer needs to tournament director. Participates in all event evaluation and preparation meetings and includes input from key volunteers.

Clerk/Recorder

Receives athletes and Event Escorts from bullpen; makes sure athletes are in correct throwing order; athletes take alternate turns throwing a total of three balls each; checks for athlete committing foul (stepping over throw line or throwing ball out of bounds); raises red flag to denote violation; (throw counts as a turn but is disallowed); records throws of each athlete (All distances are to be in metric and recorded as: _____ . _____); ranks place (1st-8th) on division sheet; after division is completed; turns over athletes and division sheet to Awards Escort.

Bullpen-2 to 3

Group divisions by calling out athletes names; check wristband with event book; sends division of athletes with Event Escort Volunteers when Clerk signals station is open. Line up athletes in the same order as event book.

Tape Judge

Stands at throw line after division is completed; works with Measurer to determine length of each athlete's throws (Tape Judge has measuring length of tape; throws are measured from the center point to exact spot where the ball hits the turf); call off length to Clerk.

Measurer

*After all balls are thrown, works with Tape Judge; takes zero end of tape measurer to the mark of each athlete's throws as place by the Marker.

Spotter

*On each athlete's first throw, spotter moves to the point where the ball first hits the ground; remains at point until Marker places Stake down; on second and third throws, follow the same procedure.

Marker

*Has stakes numbered one-eight; when the first athlete's throw has been spotted, places stake #1 on spotters point (and so on for each athlete in the division); on second and third throws, follows the same procedure.

Ball Retrievers-3

*Stand out in the throwing field; retrieve balls as they are thrown and return them to the throw station by rolling them.

Division Escorts-8 (1 per athlete, up to 8 per division per station)

Walks upcoming division from bullpen to event area; stays with athletes and assures that they remain in correct throwing order; return to bullpen for next division after athletes go with Award Escorts.

Award Escorts-8 (1 per athlete, up to 8 per division per station)

After division is completed, take athletes and division sheet to awards station; remain with athletes until the Awards Volunteers are ready to receive division sheet and present awards.

Announcer

Has copy of the division schedule. Begins event by calling the first four divisions in order to report to appropriate bullpen area. At each new time slot on division schedule, announces what division will be next to compete. Make additional announcement as directed by the Event Director.

Shot Put Volunteers

Athletes that compete in the shot put area give three attempts in non-consecutive order to throw the shot put from the circle. Contestants will follow from the first listed in a division to the last listed taking one attempt at a time. The shot put size and weight varies for male (8.8 lbs/4 kg), female (6 lbs/2.72 kg) and wheel chair (4.4 lbs/2 kg) athletes.

Venue Director

Responsible for overall management of the venue. Assists with the recruitment and training of key volunteers. Oversees the training of general volunteers. Ensures facility is properly set-up and safe for use. Responsible for initial handling of all protests. Provides timely equipment, supply and volunteer needs to tournament director. Participates in all event evaluation and preparation meetings and includes input from key volunteers.

Announcer

Announces divisions (2-3) in advance to go to bullpen. Calls out specific athletes missing if requested by bullpen.

Bullpen-2 to 3

Groups the divisions by calling out athletes names; checks wristbands with event book; sets up two or three divisions ahead in the bullpen; brings one division of athletes up to the competition area in proper throwing order and turns them over to clerk. 6 | Page Volunteer Job Descriptions

Clerk

Supervises athletes throughout competition process; records all legal puts.

Head Official

Watches for any fouls and signifies violation with a red flag; official is knowledgeable on all rules concerning event.

Timer

Keeps Official time for each put. Lets official know if time has elapsed.

Tape Judge

Stands at put line after division is completed; works with Measurer to determine length of each athlete's puts (Tape Judge has measuring length of tape; all throws are measured for purpose of breaking ties. Puts are recorded as: $\frac{\text{Meters}}{\text{Centimeters}}$.); call off length to Clerk.

Measurer

*After all shots are put, works with Tape Judge; takes zero end of tape measurer to the mark of each athlete's puts as placed by Marker.

Spotter

*On each athlete's first put, spotter moves to the point where the shot put first hits the ground; places mark with athlete's number to denote put, on second and third puts, follow the same procedure.

Marker

Has stakes number one-eight, when the first athlete's throw has been spotted, places stake #1 on spotters point (and so on for each athlete in the division); on second and third puts follow same procedure.

Shot Retrievers-2

*Stand out in the throwing field; retrieve shots as they are put and return them to the circle by rolling them.

Event Escorts-8 (1 per athlete, up to 8 per division)

Assists bullpen with organizing athletes; assists clerk with keeping athletes in proper throwing order.

Award Escorts-8 (1 per athlete, up to 8 per division)

After division has competed, take athletes and division sheet to awards station; remain with athletes until the Awards Volunteers are ready to receive division sheet and present awards.

Running Long Jump Volunteers

The long jump is a field event which combines speed, strength, and agility in an attempt to leap as far as possible from a takeoff point and land in a sand pit. The running long jump consists of three attempts that will be made non-consecutively. Jumps will follow in competition order from the first competitor listed in the division to the last competitor listed. All athletes must be able to jump a minimum of 1 meter to be eligible to participate in this event.

Venue Director

Responsible for overall management of the venue. Assists with the recruitment and training of key volunteers. Oversees the training of general volunteers. Ensures facility is properly set-up and safe for use. Responsible for initial handling of all protests. Provides timely equipment, supply and volunteer needs to tournament director. Participates in all event evaluation and preparation meetings and includes input from key volunteers.

Bullpen-2 to 3

Calls out athletes' names by division; checks wristbands with event book; sets up two to three divisions ahead in the bullpen; brings one division of athletes up to start line in proper jumping order, and turns over to clerk.

Clerk

Supervises athletes throughout jumping competition; records all legal jumps; sends results w/athletes and awards escorts with each completed division to awards stand.

Announcer

Announces divisions (2-3) in advance to go to bullpen; calls out specific names of missing athletes if requested by bullpen.

Head Official

Stand at takeoff board and watches for fouls; if foul is observed, official raises red flag and instructs recorder to scratch that attempt.

Tape Judge

Has distance end of the tape; works with measurer to measure jump; calls out measured jump to clerk.

Measurer

Measurer has zero end of tape measure at the nearest break in the sand; tape judge measures jump from the front edge of the takeoff board; tape judge gives distance to recorder to the nearest centimeter.

Timer

Keeps official time for each jumper; lets official know if time has elapsed.

Raker-1 to 2

Rakes pit level after each jump has been measured.

Award Escorts-4

After division has competed, take athletes and division sheet to awards station; remain with athletes until the Awards Volunteers are ready to receive division sheet and present awards.

Standing Long Jump Volunteers

The standing long jump is a modified field event that was designed to replicate the running long jump. Athletes who compete in this event jump on a mat. The jumper must start and end on the mat. This event consists of three attempts to be jumped in a non-consecutive order by the athlete. Jumps will follow from the first competitor listed on the division sheet to the last competitor listed taking one jump at a time.

Venue Director

Responsible for overall management of the venue. Assists with the recruitment and training of key volunteers. Oversees the training of general volunteers. Ensures facility is properly set-up and safe for use. Responsible for initial handling of all protests. Provides timely equipment, supply and volunteer needs to tournament director. Participates in all event evaluation and preparation meetings and includes input from key volunteers.

Bullpen-2 to 3

Groups divisions by calling out athletes names; checks wristband with event book; sends division of athletes with Event Escort Volunteers when Clerk signals station is open. (Has an Event Book.)

Clerk

Receives athletes from bullpen; makes sure they are in correct jumping order; athletes take turns jumping a total of three times each; checks for athletes committing foul (stepping over toe line or jumping on one foot) raises red flag to denote violation; records jump distance from measurer; ranks place (1st-8th) on division sheet; after division is completed, turns over athletes and division sheet to Awards Escort. (Has an Event Book.)

Measurer

Measurers each jump from front edge of toe line to the point of landing closest to toe line as determined by the Spotter; reports distance to Clerk.

Spotter

Marks the jump at the closest point to the toe line that the athlete's body touches; keeps point marked until recorded by Clerk; the farthest jump of a division is designated by a sticker that is kept at the best jump until division is completed.

Award Escorts-4

After division has competed, take athletes and division sheet to awards station; remain with athletes until the Awards Volunteers are ready to receive division sheet and present awards.

Awards Volunteers

To receive a medal or ribbon earned at an event, the athlete must be present at the awards area at the appropriate time or return to the appropriate awards area prior to the conclusion of the event in which the athlete competed. Coaches or other persons involved with a team will not be allowed to pick up awards for athletes.

Special Olympics is based on the Olympics concept and therefore must prescribe the proper protocol over Awards presentations. The Awards Ceremony, as well as all other ceremonies, is an integral part of this concept and is equally as important as competition.

Chairperson

The awards chairperson is responsible for the organization and operation of the awards venues for chapter level competitions. The chairperson is responsible for answering questions and solving problems related to the awards venue. The chairperson is responsible for training and supervising the awards coordinators and day of event volunteers. Awards chairperson will be responsible to ensure that all necessary equipment is in place at each venue, ample in supply, and is working properly.

Awards Coordinator

Awards coordinators will be assigned to each awards area to supervise the day of event volunteers, assisting in directing coaches wishing to file protests, contact Sports Directors if they have problems with division score sheets that affect awards process, and assist in solving other problems that may develop. Awards coordinators will assist the Chairpersons of the Awards committee in helping to make sure all necessary equipment is in place, ample in supply, and working correctly. The coordinators will assist the chairpersons in training the day of event volunteers.

Escorts-8 (1 per athlete, up to 8 per division)

Awards escorts assist the athletes from the venue area to the awards staging area. Results from the venue should be collected and presented to the awards staging area along with the athletes. Escorts may be responsible for taking the athletes from the staging area, in order of placement, to the awards stand for presentation. At the conclusion of the presentation of the awards escorts should assist the athletes from the awards stand to the exit area.

Awards Stager-2 to 3

Awards stager receives the athletes and their results when their event is completed. The stager then seats or stands the athletes in the order of their placement and explains the awards procedure to the athletes.

Announcers

Awards announcer cues the fanfare music and announce the athlete's results and assists in the presentation of the awards. Announcers will use a specific script for each awards presentation.

Awards Presenter (2 types)-2

Awards presenters will place the appropriate award around the athlete's neck (if acceptable to the athlete). The presenter should offer personal congratulations that may include handshakes, high fives, or hugs. Awards presenters will place the appropriate awards on the awards tray and will assist the other awards presenter in presenting the awards for the awards ceremony.

Souvenir Volunteers

Special Olympics Illinois Region G sells logo apparel and trinkets at all its events. Items range in price from \$1-\$45. It is the souvenir volunteer's responsibility to oversee the sales at this event.

Region Director

Oversees all aspects related to souvenirs and souvenir sales for state tournaments. SO ILL is responsible for selling souvenirs at its tournaments.

General Volunteers

SO ILL requires that all volunteers be at least 18 years or age in order to work the cash register and accept payment for all souvenir sales.

Set-Up	Volunteers unpack all souvenirs and place in the display area. Volunteers are responsible for organizing all the extra stock in a systematic manner to replenish display areas.
Cashier	Volunteers work the cash register or calculators to determine customer's final cost for purchases, provide receipts upon request, must know how to work the credit card machine and be knowledgeable in SO ILL's check acceptance policies. Cashiers must be at least 18 years of age.
Runner/ Stockers	Work with customers to assist in their selection of items. Provide all selected items to the cashier for price total and bag all purchased items for the customer. Restock display items as needed.
Tear-Down	Volunteers assist in inventorying and packing all souvenirs that remain after the tournament. Volunteers are responsible for packing the souvenirs in an organized manner for shipment back to the state office.

Lunch Volunteers

Lunch volunteer are expected to arrive at 10:30 a.m. and check in at the volunteer registration table located in the concourse of the track. Volunteers will sign their volunteer form and also present their ID to registration volunteers. All volunteer will receive a volunteer T-shirt; however the Golden Kiwanis Club has permission to wear its own T-shirts and hats.

Job Description: Volunteers will be in charge of preparing and serving lunch to athletes, coaches and volunteers who have lunch tickets. Lunch will consist of a hamburger, chips, fruit and bottle of water. Lunch will be served between 11:30 a.m. and 1:30 p.m. Once lunch hours are complete volunteers are expected to clean up the lunch area.

Set Up & Clean Up Volunteers

Set up and clean up are all part of running an event. We wish we could give you specifics of everything that needs to be done, but that may go on for pages! To keep it short and sweet if you are setting up you have to wake up with the sun and arrive at 7:30 AM to help us prep the facility. If you are helping us clean up, come ready to load equipment by 3 p.m. We need strong individuals who can help us move, load and unload.