

# Summer Games Volunteer Job Descriptions

## Athletics

Competition Assistants may be assigned to any of the following positions:

### Athlete Escort

- Report to the Staging Manager.
- Work in pairs to gather all athletes for a particular race.
- Escorts will receive a heat sheet for a given race listing the name of each athlete competing. The escorts will meet athletes for the next race in the staging area. You must not begin escorting the athletes to the race until all competing athletes are present.
- Please keep all athletes for each race together, in order. One escort should lead the group, and the second should follow at the end of a single-file line so as not to lose any athletes from the seating area to the staging area. Verify the name and bib number of each competing athlete with the heat sheet you are given.
- Once you've gathered all of the athletes for the race (according to your heat sheet) advise the Staging Manager that your race # is present and ready to be staged for competition.
- Lead the athletes for their race to the appropriate starting position, informing the starting line official when you arrive. After handing over the athletes to the starting line official proceed to the finish line and wait for the completion of the race. After the race, you will receive the athletes from the finish line assistant, form a straight line (one escort in front, one in the rear), and lead the group to the awards area.
- Space is tight and there is a lot of action constantly. Keeping good order and a good line is a key to the event flowing properly.
- The escorts will lead the athletes to the awards area and inform the awards manager of the race # and turn the athletes over to an awards escort.
- Once your athletes are in the awards area, you should return to the staging coordinator for a new heat sheet and start the process again.

### Starting Line Official

- Report to the Competition Manager.
- Receive the official heat sheets from the athlete escorts.
- Once all athletes for the next race are assembled, you will position athletes in the correct order to run the race. Verify each athlete's name and bib number with the official heat sheet.
- Ensure athletes remain in place and ready until the official start of the race.

### Finish Line Assistant

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- Report to the Competition Manager.
- Wait at the finish line at the completion of each race to ensure the athletes who have just finished competing remain and are prepared to go to awards.
- Group the athletes who have just finished the race and turn them over to the athlete escort who will lead them to awards.
- Assist officials with the recording of proper times and places for athletes in each race.

### Timing Coordinator

- Report to the Competition Manager.
- Assemble and prepare timesheets following a running event. It is important to be thorough and accurate as this timesheet will serve as the basis for awarding athletes.
- Serve as a backup timer. You will have a stopwatch and keep time along with the electronic timer. Should the electronic timer fail, the timing coordinator will provide the time recorded by the stopwatch.

### Shot Put Assistant

- Report to the Competition Manager.
- Perform one or more of the following tasks:
  1. Check the official heat sheet to make sure that all athletes scheduled to compete in a given division are present.
  2. Help position the athlete in the circle so he or she may prepare to throw. Note: the **coach is not allowed in the box** with the athlete.
  3. Stand in the field and mark where the athlete's throw lands (not where it may roll to).
  4. Once each athlete completes three throws, measure the distance from the front of the circle to the farthest marked throw, measuring in meters.
  5. Record the best distance for each competing athlete on the division sheet and place them (1, 2, 3) accordingly.
  6. Double-check the division sheet for accuracy and turn it over to the athlete escort who will lead the athletes to awards.

### Jumping Assistant

- Report to the Competition Manager.
- Perform one or more of the following tasks:
  1. Check the official heat sheet to make sure that all athletes scheduled to compete in a given division are present.
  2. Help position the athlete so he or she may prepare to jump.
  3. Stand ready to mark the distance of the athlete's jump.
  4. Measure the distance of the jump.

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5. Record the best distance for each competing athlete on the division sheet and place them (1, 2, 3) accordingly.
6. Double-check the division sheet for accuracy and turn it over to the athlete escort who will lead the athletes to awards.

## Awards Assistant

- Make sure awards area is set up in a fun and festive way. Have awards ready for presentations, make sure speaker system works. Organize civil servants and honored guests for awards distribution. Your job is to hand them the medal and they will place the medal on the athlete. Pass out awards in a fun and exciting manner.

## Results Assistant

- Assist Results Runner and Results Coordinator to make sure the results are being tabulated in a timely manner and the awards are being announced on schedule.

## Softball Throw Assistant

- Report to the Competition Manager.
- Perform one or more of the following tasks:
  1. Check the official heat sheet to make sure all athletes scheduled to compete in a given division are present.
  2. Help position the athlete in the circle so he or she may prepare to throw.
  3. Stand in the field and mark where the athlete's throw lands (not where it may roll to).
  4. Once each athlete in the division has completed three throws, measure the distance from the front of the circle to the farthest marked throw for each athlete.
  5. Record the best distance for each competing athlete on the division sheet and place them (1, 2, 3) accordingly.
  6. Double-check the division sheet for accuracy and turn it over to the athlete escort who will lead the athletes to awards.

## Track Marshal

- Report to the Competition Manager.
- Ensure runners remain in their assigned lanes and abide by all official rules and codes of conduct for the event.
- Make sure all officials/judges are present and in place, and control access to the track area while the race is in progress. Only athletes for the current race, event managers, and officials/judges should be within the field of play.

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## Gymnastics

Competition Assistants may be assigned the following position:

### Athlete Escort

- Report to the Staging Manager.
- Work in pairs to gather all athletes for a particular event.
- Escorts will receive a heat sheet for a given event listing the name of each athlete competing. The escorts will meet athletes for the next event in the staging area. You must not begin escorting the athletes to the event until all competing athletes are present.
- Please keep all athletes for each event together, in order. One escort should lead the group, and the second should follow at the end of a single-file line so as not to lose any athletes from the seating area to the staging area.
- Once you've gathered all of the athletes for the event (according to your heat sheet) advise the staging manager that your event is present and ready to be staged for competition.
- Lead the athletes for their event to the appropriate starting position, informing the official when you arrive. After handing over the athletes to the official, wait for the completion of the event. After the event is completed, you will receive the athletes from the official, form a straight line (one escort in front, one in the rear), and lead the group to the awards area.
- Space is tight and there is a lot of action constantly. Keeping good order and a good line is a key to the event flowing properly.
- Lead the athletes to the awards area and inform the awards manager of the event and turn the athletes over to an awards escort.
- Once your athletes are in the awards area, you should return to the staging coordinator for a new heat sheet and start the process again.

### Awards Assistant

- Make sure awards area is set up in a fun and festive way. Have awards ready for presentations, make sure speaker system works. Organize civil servants and honored guests for awards distribution. Your job is to hand them the medal and they will place the medal on the athlete. Pass out awards in a fun and exciting manner.

## Softball Skills

### **Equipment Needs**

The Competition Manager should provide the following equipment for each skills station:

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1. Clipboards, pencils
2. Softballs (hitting, throwing, fielding)
3. Tape Measure (hitting, throwing)
4. Stopwatches (base running)
5. Batting Tee (hitting)
6. Bats (hitting)

*Helmets are not required for any of the skills stations. Athletes will provide their own glove and bat(s). SONC will have a few spare bats on hand if needed.*

### **Base Running General Rules**

*Starting at home plate, the athlete will run counterclockwise around the diamond touching each base and finishing at home plate. The athlete will get two non-consecutive attempts. The clock starts when the official says "Go" and stops when the athlete touches home plate after running around the diamond. A penalty of 5 seconds is added to the athlete's time for each base missed or touched in the wrong order. The athlete keeps the fastest of both attempts. The athlete's fastest time is first rounded to the nearest second then subtracted from 60 to get a score. The lowest possible score is 0.*

Competition Assistants may be assigned to any of the following positions:

#### Station Manager – Base Running

- Report to the Competition Manager.
- Ensure the station runs in a proper manner according to the SONC rules and that scores for each athlete are calculated and recorded properly.
- Receive the competition worksheet for each group of athletes competing at your station from the athlete escort.
- Prepare for competition by ensuring you have all necessary equipment.
- As athletes complete the base running station keep the stopwatch time for each athlete.
- Confer with the field of play assistants to ensure that the athlete completed the station correctly (did not run out of bounds, etc.).
- The station manager will record the time on the competition worksheet for each athlete.
- Once all athletes in a group have completed the station, hand the competition worksheets back to the athlete escorts and send them to their next station. You will then wait for the next group to arrive.

#### Station Assistant – Base Running

- Report to the Competition Manager.
- Assist the station manager by making sure the athletes remain in the field of play during competition.
- Stand either between first and second base, or between second and

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- third base, outside of the running path for the athletes.
- Monitor the athletes as they complete the station, making sure they stay in bounds and that they touch every base as they make their way around.
  - If an athlete goes out of bounds or does not touch a base, you must inform the station manager so he or she can make the proper notation in accordance with the rules.

### **Throwing General Rules**

*The athlete will get two consecutive attempts. The athlete will throw the softball from behind the restraining line as far and as straight as possible. The shagger/catcher will mark where the ball first touches the ground (not where it comes to a stop). The athlete can get a running start but cannot touch or cross over the restraining line until the ball has left his or her hand. If this does happen, then the athlete gets a "do-over." Athletes are given two do-overs per attempt. The athlete is given a score of 0 if he or she steps over the line on each of the do-overs. Scoring comes from measuring the distance in meters how far the athlete throws the ball along the tape measure. Subtract the error (the distance the ball landed away from the tape measure) and round down to the nearest meter. Each athlete is given two practice throws before his or her first official attempt.*

Competition Assistants may be assigned to either of the following positions:

#### Station Manager – Throwing

- Report to the Competition Manager.
- Ensure the station runs in a proper manner according to the SONC rules and that scores for each athlete are calculated and recorded properly.
- You will receive the competition worksheet for each group of athletes competing at your station from the athlete escort.
- Prepare the station for competition by ensuring you have all necessary equipment.
- Along with the shagger/catcher, you will measure the distance of the farthest throw by each athlete and record the distance on the competition worksheet.
- Once all athletes in a group have completed the station, you will hand the competition worksheets back to the athlete escorts and send them to their next station. You will then wait for the next group to arrive.

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### Station Assistant – Throwing

- Report to the Competition Manager.
- The chief responsibility for the shagger/catcher at the throwing station will be to stand in the field and mark the landing spot of each athlete's throw.
- Mark the spot where the ball lands, not where it rolls to.
- Each athlete will get two consecutive throws.
- Assist the station manager in measuring the better of the two throws for each athlete.
- Gather all thrown balls and return them to the station manager.

### **Fielding General Rules**

*Athletes will get two trials of five consecutive attempts. The athlete will stand behind the cones. The official throws the ball toward the athlete between the two cones, making sure that the ball hits the ground before the line 20 feet away. The athlete may move aggressively toward the ball (and cross in front of the cones). If the ball is thrown outside the cones, the throw must be repeated (unless the athlete made an attempt to field the ball in front of the cones). The athlete has only one attempt per throw. The athlete will receive 5 points for each clearly fielded ball (either caught in the glove or trapped against the body, but off the ground); 2 points for a ball that is blocked; and 0 points for a missed attempt. A maximum score of 50 may be earned. The athlete gets two practice attempts before the first trial.*

Competition Assistants may be assigned to either of the following positions:

### Station Manager – Fielding

- Report to the Competition Manager.
- Ensure the station runs in a proper manner according to the SONC rules and that scores for each athlete are calculated and recorded properly.
- You will receive the competition worksheet for each group of athletes competing at your station from the athlete escort.
- You will prepare the station for competition by ensuring you have all necessary equipment.
- You will "pitch" the ball to the athletes awaiting to field it. The "pitch" is a rolled ball in accordance with SONC rules (a copy of which will be given to you at the start of your shift).
- You will confer with the shagger/catcher to ensure that the athlete clearly fielded the ball. Scoring is based on the clear fielding of the ball. Each athlete will twice get five consecutive attempts.
- After each athlete has completed his or her attempts, you will record the score on the competition worksheet.
- Once all athletes in a group have completed the station, you will hand

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the competition worksheets back to the athlete escorts and send them to their next station. You will then wait for the next group to arrive.

### Station Assistant – Fielding

- Report to the Competition Manager.
- Retrieve balls unsuccessfully fielded by athletes and/or pitched out of bounds by the station manager.
- The out-of-bounds area will be marked by cones. You must monitor the athlete and ensure he or she does not go in front of the cones before the ball is pitched.
- Should a violation occur, inform the station manager so that it can be noted.
- Return all balls to the station manager.

### **Hitting General Rules**

*A softball tee is placed where home plate would normally be. A softball is placed on the tee. The athlete will get three attempts. The athlete stands inside the batter's box and hits the ball off the tee. The distance of the hit is measured in meters from the center of the tee to where the ball first hits the ground. Round down to the nearest meter and that is the score for that hit. The athlete keeps the score from the best of the three hits. A swing and a miss is a 0. Athletes are given two practice swings.*

Competition Assistants may be assigned to any of the following positions:

### Station Manager – Hitting

- Report to the Competition Manager.
- Ensure the station runs in a proper manner according to the SONC rules and that scores for each athlete are calculated and recorded properly.
- You will receive the competition worksheet for each group of athletes competing at your station from the athlete escort.
- You will prepare the station for competition by ensuring you have all necessary equipment.
- Along with the shagger, you will measure the distance of the farthest hit by each athlete and record the distance on the competition worksheet.
- Once all athletes in a group have completed the station, you will hand the competition worksheets back to the athlete escorts and send them to their next station. You will then wait for the next group to arrive.

### Station Assistant – Hitting

- Report to the Competition Manager.
- Stand in the field and mark where the athlete's hit lands (not where it



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- rolls to) using a marking stake.
- Each athlete will get three consecutive attempts.
- Assist the station manager in measuring the best of the three hits once all attempts are completed.
- Return all balls to the catcher after the hits have been marked.
- and/or
- Stand with the athlete near the plate and place the ball on the tee.
- Retrieve balls that either fall off the tee or are not hit very far.
- Assist in marking hits that do not travel far.

## Results Coordinator

- Experience is preferred.
- Report to both the Administration Manager and the Competition Manager.
- Double-check competition worksheets for accuracy in scoring.
- Enter scores for each station into the appropriate field in the Games Management System software.
- Assist the Competition Manager in redivisioning for the final round.
- Print new labels for the final round competition worksheets. As these final round worksheets return, check for accuracy and enter into GMS.
- Calculate places and print awards staging reports (note: you will be provided step-by-step data entry and reporting instructions).

## Awards Assistant

- Make sure awards area is set up in a fun and festive way. Have awards ready for presentations, make sure speaker system works. Organize civil servants and honored guests for awards distribution. Your job is to hand them the medal and they will place the medal on the athlete. Pass out awards in a fun and exciting manner.

## **Softball Team**

Competition Assistants may be assigned to any of the following positions:

### Field Manager

- Report to the Competition Manager.
- Serve as the primary contact at each field.
- Make sure the field is properly lined and that the bases are set before competition begins.
- Maintain the competition schedule by monitoring games and making sure that all competition volunteers are complying with rules and regulations and doing their respective tasks with efficiency.
- Alert the Competition Manager of any protests.
- You will oversee and serve as the main reference for the officials at

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- your field.
- The scorekeeper will report the scores to you, and then you will immediately report them to the Competition Manager.
- Experience recommended.

### Scorekeeper

- Report to the field manager at the field to which you've been assigned.
- Responsible for keeping the official scorebook for competition at his or her assigned field.
- Scores must be kept according to the rules of competition.
- Record all pertinent statistics and report final results to the field manager.
- Alert the field manager immediately if there is a protest.
- Must follow the official rules of competition while keeping score. Accuracy is extremely important. In the event of a question, the officials will use the scorebook to make crucial decisions.
- Experience recommended.

### Scoring Assistant

- Report to the field manager at the field to which you've been assigned.
- Assist the scorekeeper in identifying athletes of competing teams for scoring purposes.
- Collect the official rosters of the competing teams from coaches prior to the start of competition and give the rosters to the scorekeeper.
- Assist the scorekeeper and/or field manager with additional tasks as needed.

### Shagger/Catcher

- Report to the field manager at the field to which you've been assigned.
- Chief responsibility will be to stand at the perimeter of the field of play and retrieve balls that are hit beyond the fence or out of play.
- Return the retrieved balls to the field manager.
- Assist the field manager with additional tasks as needed.

### Results Coordinator

- Report to the Administration Manager and the Competition Manager.
- Enter scores from games into the Games Management System software.
- You will get the scores from the Competition Manager.
- Experience preferred.

### Awards Assistant

- Make sure awards area is set up in a fun and festive way. Have awards

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ready for presentations, make sure speaker system works. Organize civil servants and honored guests for awards distribution. Your job is to hand them the medal and they will place the medal on the athlete. Pass out awards in a fun and exciting manner.

### Swimming

Competition Assistants may be assigned to any of the following positions:

#### Head Timer and Assistant Head Timer

- Report to the Competition Manager.
- Oversee eight lanes during competition, providing support for two timers in each lane.
- Keep backup stopwatch times in case of errors made by the electronic timing system or the timers. Both positions will each keep a stopwatch.

#### Timer

- Report to the heat timer or starter in charge of his or her lane.
- Each lane will have two timers using the electronic timing system to time races. One timer will also keep a stopwatch time as backup.
- The electronic timing system and stopwatch should be started when the light flashes on the starting console, not when the swimmer starts. The time should be stopped (timing system and stopwatch) when any body part of the athlete touches the wall.
- One timer will be responsible for recording times on the lane sheets provided and making sure that the completed lane sheets are given to the event runner.
- Double-check that the swimmers in their lane match the swimmers listed on the lane sheet.
- Assist with keeping track of laps in swimming events greater than 200 meters.

#### Athlete Escort

- Report to the Staging Manager.
- Should work in pairs to gather all athletes for a particular race.
- A map of the facility will be provided showing where each delegation (i.e. Burke County, Wake County) is seated.
- Receive a heat sheet for a given race listing the name of each athlete competing. Using the delegation map, the escorts will locate the assigned seating area of each delegation and move to collect the athletes for the next race. They will also be placed in the delegation seating areas to assist with gathering athletes for the next race. You should consult with the escorts located in the bleachers and have them

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assist you with finding the athletes on your heat sheet. If you cannot find the athlete, ask for a coach from that delegation to assist you. If they are unavailable, report to the staging manager.

- Keep all athletes for each race together, in order. One escort will lead the group from the seating area to the staging area. Each athlete will have his or her race number, heat number, and lane number written on his or her arm so the escort can properly order them.
- Once all athletes are ordered, you may return to the staging area and advise that your race number is present and ready to be staged for competition.
- Lead the athletes to their lanes and remain throughout the race. After the race, regroup the athletes, forming a single-file line and leading the group to the awards area.
- Lead the athletes to the awards area and inform the awards manager of the race number, turning the athletes over to an awards escort.
- Return to the staging coordinator for a new heat sheet and start the process again.

## Results Assistant

- Assist Results Runner and Results Coordinator to make sure the results are being tabulated in a timely manner and the awards are being announced on schedule.

## Awards Assistant

- Make sure awards area is set up in a fun and festive way. Have awards ready for presentations, make sure speaker system works. Organize civil servants and honored guests for awards distribution. Your job is to hand them the medal and they will place the medal on the athlete. Pass out awards in a fun and exciting manner.

## **Volleyball Skills**

### **Equipment Needs**

The Competition Manager should provide the following equipment for each skills station:

1. Clipboards, pencils
2. Volleyballs

### ***General Rules – Overhead Passing***

*Competition takes place on a regulation-size volleyball court. There is an athlete, tosser, and target person on the same side of the net. The athlete is positioned between the tosser and the target in the appropriately marked space. The athlete is given 10 consecutive trials. The tosser gives a two-handed under toss of the volleyball to the athlete. The toss should be a nice arcing lob just above the*

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*athlete's head. Bad tosses should be repeated without penalty to the athlete. The athlete two-hand sets (set = two-hand overhead pass) the ball to the target person. The athlete will get 3 points if the peak of the arc of the set ball is higher than the top of the net; 1 point if the peak of the arc is above the athlete's head but below the top of the net; and 0 points if the ball goes below the athlete's head, out of bounds, or over the net, or if there is illegal contact (i.e. slapping the ball with the palm, hitting the ball twice). Athletes are given two practice attempts.*

### **General Rules – Serving**

*Competition takes place on a regulation-size volleyball court. The athlete stands in the serving area (behind the back line in the right corner) and serves the ball over the net to the other side, which is divided into three equal sections. The area three meters from the net is called the front section, the next three meters is the middle section, and the last three meters is the back section. The athlete gets 10 consecutive serves. The athlete serves the ball either over- or underhanded trying to get the ball over the net. The athlete is awarded 5 points if the serve lands in the back section, 3 points if the ball lands in the middle section, 1 point if the ball lands in the front section, and 0 points if the ball hits the net (even if it then lands in a section) or goes out of bounds. If the ball lands on the line it is assigned to the section with the highest point value. Athletes are given two practice serves.*

### **General Rules – Passing**

*Competition takes place on a regulation-size volleyball court. There is an athlete, tosser, and target person on the same side of the net. The athlete will receive five attempts each from the right and left. If the athlete is on the right, the target and tosser should be on the left and vice versa. The athlete stands one meter from the backline and three meters from either sideline (right or left). The tosser gives a two-hand underhand toss of the volleyball to the athlete. The toss should be a nice arcing lob to the athlete's waist area. Bad tosses should be repeated without penalty to the athlete. The athlete passes (passing = hitting the ball with wrists with hands together and arms extended straight) the ball to the target person's hands, which are in the air. Scoring depends on both the height of the arc of the ball and where the ball lands. The court will be sectioned appropriately, with different point values for different sections depending on the side from which the athlete receives the pass. The athlete will be given two practice passes from the right.*

Competition Assistants may be assigned to any of the following positions:

#### Station Manager – Overhead Passing, Serving, Passing

- Report to the Competition Manager.
- Ensure each skill station runs in a proper manner according to SONC rules and ensure scores are calculated and recorded properly for each athlete.

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- Prepare the station for competition, ensuring other volunteers are in place and all necessary equipment is at the station.
- You will receive competition worksheets from athlete escorts as they bring groups to your station.
- Responsible for signaling competition to commence at his or her respective station.
- You will confer with other station volunteers to ensure each athlete is completing the station properly (remaining in bounds, using technique according to the rules, etc.).
- Record the scores for each athlete on the competition worksheet.

### Ball Monitor – Overhead Passing, Serving, Passing

- Report to the Competition Manager.
- Retrieve balls after each attempt at a station.
- Return the balls to the station manager to be used again.
- Assist other volunteers at your station as needed.

### Tosser – Overhead Passing

- Report to the Competition Manager.
- Stand in the backcourt.
- Responsible for tossing the ball underhanded so that the athlete may complete the overhead pass.
- You must toss the ball in such a manner that the athlete can “set” the ball to the target.
- If you toss the ball incorrectly (too high, too low, or outside the athlete’s position), you should repeat the toss.

### Tosser – Passing

- Report to the Competition Manager.
- Stand in the middle of the frontcourt.
- Responsible for tossing the ball with a two-hand underhand throw to the athlete so he or she may complete the pass.
- The athlete will be positioned in the backcourt on either the right or the left, and you should direct your toss accordingly.
- If the toss is incorrect (too high, too low, or outside the athlete’s position), you should repeat the toss.

### Target – Overhead Passing

- Report to the Competition Manager.
- Stand in the frontcourt on the left side.
- You will hold your hands, palms facing outward, straight above your head and provide a target at which the athlete may aim their “set.”
- Once you are in position, do not move. Also, to ensure fairness, please stand in the same position, and in the same manner, for each athlete

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who participates.

- The goal for the athlete will be that the peak of the arc of the ball is above net height.

## Target – Passing

- Report to the Competition Manager.
- Stand in the frontcourt on same side as the athlete positioned in the backcourt.
- You will hold your hands, palms facing outward, straight above your head and provide a target at which the athlete may aim his or her “set.”
- Once you are in position, do not move. Also, to ensure fairness, please stand in the same position, and in the same manner, for each athlete who participates.

## Hander – Serving, Passing

- Report to the Competition Manager.
- The hander will hand the ball to the athlete (serving) or the tosser (passing) so that competition can begin.
- Assist the station manager in other tasks as needed.

## Line Judge – Serving

- Report to the Competition Manager.
- Once the athlete serves the ball, monitor the landing area of each served ball in order to determine the proper score.
- Once the landing area has been identified, immediately inform the station manager so that he or she can record the accurate score.

## Awards Assistant

- Make sure awards area is set up in a fun and festive way. Have awards ready for presentations, make sure speaker system works. Organize civil servants and honored guests for awards distribution. Your job is to hand them the medal and they will place the medal on the athlete. Pass out awards in a fun and exciting manner.

## **Volleyball Team**

Competition Assistants may be assigned to any of the following positions:

### Scorekeeper

- Report to the Competition Manager.
- Responsible for keeping the official scorebook for competition at his or

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- her assigned court.
- Scores must be kept according to the rules of competition.
- Record all pertinent statistics and report final results to the Competition Manager.
- Alert the Competition Manager immediately if there is a protest.
- Must follow the official rules of competition while keeping score and accuracy is extremely important. In the event of a question, the officials will use the scorebook to make crucial decisions.
- Experience recommended.

### Volleyball Official

- Verify all rules of the game are followed.

### Line Judge

- Report to the Competition Manager.
- Responsible for signaling whether the ball is "in" or "out" when it lands near their line(s). Balls landing on the line are considered "in."
- Signal foot faults of the server to the officials. The server must keep his or her feet behind the backline when serving. Touching or going over the backline on the serve constitutes a foot fault.

### Ball Retriever

- Report to the Competition Manager.
- Stand on the perimeter of the court.
- Responsible for retrieving balls that have traveled out of play and returning them to the appropriate side for service.
- Assist the Competition Manager with other duties as needed.

### Athlete Escort

- Report to the Competition Manager, then to the staging area.
- Work in pairs and be assigned a group of athletes at the staging area. A member of the competition management team will supervise staging.
- Receive competition worksheets for each group of athletes you escort. More than one division may be represented in your group, so you might have more than one competition worksheet. A division is a group of athletes of similar skill level.
- It is your main task to keep all athletes for each group together and moving through the competition stations.
- One escort should lead the group and the other should follow at the back of the line.
- Lead your group to their first station and inform the station manager of your presence and give him or her the competition worksheets for your group.



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- Remain at the station while the athletes in your group compete, assisting the station manager if necessary.
- Also monitor those athletes in your group who are not in the act of competing to make sure they remain with the group.
- Once competition is completed for all athletes in your group, you will receive the competition worksheets from the station manager, regroup your athletes, and proceed to the next station.
- When all stations are complete, return the athletes to the staging area, where they will be picked up by their coach.
- Turn the competition worksheets into the results coordinator.
- Return to the staging area and receive another group of athletes to escort.
- During the final round of competition, you may be asked to escort athletes to the awards area and back to staging.

## Results Coordinator

- Report to the Administration Manager and the Competition Manager.
- Enter scores from games into the Games Management System software.
- You will get the scores from the Competition Manager.
- Experience preferred.

## Awards Assistant

- Make sure awards area is set up in a fun and festive way. Have awards ready for presentations, make sure speaker system works. Organize civil servants and honored guests for awards distribution. Your job is to hand them the medal and they will place the medal on the athlete. Pass out awards in a fun and exciting manner.

## **Pentathlon**

### Pentathlon Assistant

- The purpose of this job is to bring the athletes to the correct event for the pentathlon.

### Pentathlon Coordinator

- Make sure all areas of the competition are running smoothly. Athletes are progressing through events and their results entered in a timely manner.

## **Cycling**

Competition Assistants may be assigned to any of the following positions:

# Summer Games

## Volunteer Job Descriptions

### Timer

- Report to the Competition Manager.
- Operate a stopwatch in conjunction with the start and conclusion of both time trials and road races.
- During time trial competition, indicate the start time on a heat sheet for the particular athlete(s) you are assigned to monitor. You will likely monitor at least three athletes during time trials and will have a heat sheet with bib numbers to review.
- Keep time on the athletes during time trials; record the times on the heat sheet while making appropriate calculations per the competition manager's instructions.
- During road races, operate the stopwatch when the race starts, count laps, record the time for each split, and call out the number of laps remaining for athletes you are assigned to monitor.
- As athletes complete each lap, review and note the time on the heat sheet.

### Stager

- Report to the Competition Manager.
- Receive athletes from the athlete escort prior to their scheduled competition time for upcoming races.
- As you gather athletes, place them in the appropriate divisions according to the heat sheet you are given by the competition manager.
- Remain with athletes until their race begins, ensuring that athletes stay in the area and are lined up appropriately by division.

### Holder

- Report to the Competition Manager.
- Hold the bike for the athletes as they prepare to start their race.

### Course Marshal

- Report to the Competition Manager.
- Ensure riders remain on course.
- Monitor the safety of athletes as they compete, immediately reporting any incident.
- Assist with access control, making sure the course is clear of anyone not directly involved in competition or event management.

### Awards Assistant

- Make sure awards area is set up in a fun and festive way. Have awards ready for presentations, make sure speaker system works. Organize

# Summer Games

## Volunteer Job Descriptions

civil servants and honored guests for awards distribution. Your job is to hand them the medal and they will place the medal on the athlete. Pass out awards in a fun and exciting manner.

### **Cheerleading (Individual Skills and Team)**

#### ***Cheerleading Individual Skills Competition***

*Each competing athlete will complete an Individual Cheer Performance demonstrating the following components: a Cheer Stance, a High "V" and a Low "V," and a sideline chant or a non-gymnastic cheer incorporating cheer stances, motions, jumps, and/or stunts.*

Competition Assistants may be assigned to any of the following positions:

#### Cheerleading Competition Assistant

- Assist Competition Manager, must be flexible and willing to help where needed.

#### Practice Area Monitor

- Report to the Competition Manager.
- Assist athletes for both team and individual skills competition as they warm up prior to competition as needed. This may include helping athletes to gather equipment, remain in order, etc.
- Assist with maintaining the floor and equipment before, during, and after competition to ensure athlete safety.
- Experience not necessary.

#### Stager

- Report to the Competition Manager.
- Receive athletes/teams from the athlete escort prior to their scheduled competition time (both team and individual skills).
- Place athletes in the appropriate divisions according to the competition schedule you are given by the Competition Manager.
- Ensure athletes/teams stay in the area and are lined up appropriately by division. Keep them in staging area until they are called to compete.
- Experience not necessary.

#### Spotter

- Report to the Competition Manager.
- The spotter should have prior experience with or solid knowledge of cheerleading competition.
- The primary responsibility is to keep athletes safe while they warm up

# Summer Games

## Volunteer Job Descriptions

and compete.

- You will remain on or near the practice area floor and competition floor ready to assist athletes should they need it during warm-up and competition.
- The spotter should act quickly and decisively to ensure athletes do not injure themselves. Should an injury occur, report it immediately to the Competition Manager and/or medical staff (in red medical shirts) on hand.

### Athlete Escort

- Report to the Competition Manager.
- Retrieve athletes/teams from the practice area and deliver them to the staging manager for their scheduled competition time.
- Report to the staging manager, who will inform you of the next athlete/team to compete. Locate the athletes/teams in the practice area and guide them to the staging manager to await competition.
- Ensure athletes/teams remain together and lined up appropriately by division.
- Escort athletes/teams to the staging manager and receive the next person/group.

### Results Assistant

- Assist Results Runner and Results Coordinator to make sure the results are being tabulated in a timely manner and the awards are being announced on schedule.

### Awards Assistant

- Make sure awards area is set up in a fun and festive way. Have awards ready for presentations, make sure speaker system works. Organize civil servants and honored guests for awards distribution. Your job is to hand them the medal and they will place the medal on the athlete. Pass out awards in a fun and exciting manner.

## Bowling

### **Notes About Doubles and Unified Doubles**

- *Only the doubles team name will appear on the telescorer.*
- *Each doubles team will bowl all five games on the same lane.*
- *They will bowl alternating frames.*
- *Bowlers will have a number on their person indicating whether they bowl the odd- or even-numbered frames.*
- *Their coach **may** change their numbers (bowling order) between games.*

### **Notes About Teams and Unified Teams**

- *Only the team name will appear on the telescorer.*

# Summer Games

## Volunteer Job Descriptions

- *Each team will bowl all five games on the same lane.*
- *They will bowl sequential frames.*
- *Bowlers will have a number on their person indicating which frames they bowl (bowling order).*
- *Their coach **may** change their numbers (bowling order) between games.*

### 3 person team

Frame	Bowler
1	1
2	2
3	3
4	1
5	2
6	3
7	1
8	2
9	3
10	1

### 4 person team

Frame	Bowler
1	1
2	2
3	3
4	4
5	1
6	2
7	3
8	4
9	1
10	2

### 5 person team

Frame	Bowler
1	1
2	2
3	3
4	4
5	5
6	1

# Summer Games

## Volunteer Job Descriptions

7	2
8	3
9	4
10	5

Competition Assistants may be assigned to any of the following positions:

### Lane Assistant

- Report to the Competition Manager.
- Assist the bowlers on their assigned lanes.
- Ensure that the bowlers assigned to the pair of lanes are present and remain in the bowlers' area during competition. Make sure the bowlers are ready to bowl on the correct lane when it is their turn. (The bowler's name will appear on the telescorer.)
- Control access to the bowlers' area, not permitting coaches, parents, or spectators to enter.
- Notify the control counter for all score corrections and fouls.
- Write scores on score sheet as each bowler finishes a game. Take score sheets to the control counter after all three games on both lanes finish and are recorded on the score sheets. (Have bowlers remain in their seats until they are called for awards.)
- Escort bowlers from the competition area to the restroom if necessary.
- Escort bowlers from their lanes to the awards area, remaining with the group until the award is received and the bowler is retrieved by his or her coach.

### Ramp Assistant (Singles)

- Report to the Competition Manager.
- Assist ramp bowlers on their assigned lanes when it is their turn to bowl.
- Help bowlers onto the proper lane if necessary.
- You may assist the bowler in placing his or her ramp but do not aim the ramp for the bowler. (Stand with your back toward the pins.) If the bowler physically cannot aim the ramp, the assistant may move the ramp as directed by the bowler. You may also be asked to place the ball onto the ramp if the bowler needs assistance.

### Results Runner

- Report to the Administration Manager.
- Deliver all recap sheets and house computer score printouts from the control counter to the Competition Manager for verification.
- Once verified, delivered the verified results to the Administration Manager for entry into the computer.
- Once entered and printed, deliver the results reports to the awards

# Summer Games

## Volunteer Job Descriptions

team.

### Awards Assistant

- Make sure awards area is set up in a fun and festive way. Have awards ready for presentations, make sure speaker system works. Organize civil servants and honored guests for awards distribution. Your job is to hand them the medal and they will place the medal on the athlete. Pass out awards in a fun and exciting manner.

## **Non-Competition Jobs**

### Volunteer Check-in/Venue Assistant

- Report to the Volunteer Manager.
- Use the following process to check in volunteers:
  - Ask volunteers for their name and assignment, if known.
  - Help the volunteer find his/her name on the provided sign-in sheets. (Volunteers who are not listed on the pre-printed sheets should sign in on one of the blank forms provided with the volunteer check-in equipment.)
  - Review their picture ID to confirm identity.
  - Ask the volunteer to review the contact information listed for him/her and make changes as necessary.
  - Have the volunteer read the waiver on the sign-in sheet and sign the form.
  - Give the volunteer his/her t-shirt and meal ticket. (For Spirit Squad volunteers, provide the light gray Spirit Squad t-shirt and a pom-pom. Spirit Squad volunteers do not receive meal tickets.)
  - Direct the volunteer to the appropriate area to await instructions.
- After the final shift of volunteers has checked in, help manage meal organization and distribution.
- Assist as needed for the remainder of your shift

### Volunteer Guide

- Will guide a volunteer or volunteer group to their schedule venue and job at the venue. Will also assist the volunteer reaching their job and to introducing the volunteer(s) to the appropriate venue contact.

### Volunteer Assistant

- Assist Venue Manager to run event in an organized and safe manner.

### Venue Welcome Team

- Report to the Venue Manager.

# Summer Games

## Volunteer Job Descriptions

- Smile! This position is often the first and last interaction that people have with Special Olympics during the event.
- Enthusiastically greet athletes, coaches, spectators and volunteers as they arrive.
- Assist with managing traffic flow (both vehicle and pedestrian) and parking.
- Ensure the walkway leading from the competition gate is clear from foot traffic or from those not authorized
- Monitor entrances and exits to ensure that only people with appropriate credentials are allowed to enter areas with limited access.

### Power Team

- Report to the logistics manager.
- Provide logistical support. Possible duties include delivering, unloading and inventorying equipment; setting up venues; assisting with traffic; assisting with meal distribution; refilling water coolers; breaking down and reloading equipment, etc.

### Meal Operations

- Report to the Logistics Manager.
- Organize meals to be distributed to athletes and volunteers and assist in the cleanup of meal operations.
- Serve athletes and coaches first. They will be wearing credentials which will serve as their meal ticket. A list of teams or delegations (counties) at the venue will be provided. Only athletes/coaches competing at that venue should eat there. Direct all others to their competition venue.
- Serve all-day volunteers. They should have a meal ticket.
- Serve staff members and games management team last or at the same time as the all-day volunteers.
- Note: We do not provide lunch to family members.

### Meal Assistant

- Assist in the distribution of lunches to credentialed athletes, coaches, and key volunteers.

### Parade Route Assistant

- Assist along parade route. Distribute water to runners as needed.

### Spirit Squad

- Smile and cheer for athletes as they compete. Congratulate athletes once they have finished competition. Offer "high five" hand as appropriate.

### Shuttle Stop Assistant



# Summer Games

## Volunteer Job Descriptions

- Working a bus stop and assisting athletes on and off the buses. Directing individuals when it is safe to cross, making sure nobody steps out into the pathway when the bus is pulling out.

### Shuttle Van Driver

- Drive shuttle along assigned route. If there are multiple stops along the way, announce the stops prior to reaching the stop. Work with Shuttle Stop Assistant to make sure athletes are assisted on and off the bus.

### Souvenir Sales Assistant

- Assist Souvenir Sales Manager in arranging the merchandise, keeping the tables organized and free from extraneous items. Help shoppers select merchandise, colors, sizes, etc.. Direct shoppers to the end of the line to pay cashier.

### Delegation Greeter/Porter

- Welcome delegations. Work with Delegation Check In and show delegations their assigned accommodations. Show each delegation the appropriate place to unload luggage and most efficient way to their rooms.

### Fan Hospitality

- Help arrange hospitality area so fans feel welcome at the venue. Lead fans in fan activities.

### Green Team

- Encourage and make venue guests aware of recycling stations. Coordinate with Power Team to make sure there is always plenty of space in bins. Help keep venue clean as needed. Direct venue guests to water stations where they can refill their water bottles.

### Healthy Athletes Assistant

- Assist in the running of assigned Healthy Athletes program as communicated by the Healthy Athlete Coordinator running the station.

### Honored Guest Escort

- Greet and welcome honored guest at designated location. Accompany guest to the next stop on their itinerary. For example, could be President's Dinner to stage or seating for Opening Ceremonies, hospitality area to awards area for competition venues.

### Info Services Assistant

- Assist guest with venue information and handouts. Volunteer will need to be familiar with venue layout and should be aware of bathroom locations, exits, water and food locations as well as emergency communication plan.

# **Summer Games Volunteer Job Descriptions**

## Decorations/Set-up

- Assist Venue Team to decorate and set up venue.

## Delegation Check-In

- Purpose: Volunteers will assist in the registration process of the athletes and coaches. Regions will arrive sporadically throughout the day to check-in; take attendance, check all of the Athlete Medicals to verify all records are up to date, and distribute state games information materials. The Head of Delegation (HOD) will be checking in their entire region; all coaches and athletes will not be present. Although this task is essential, it is not the most exciting so please do not hesitate to bring a magazine, iPad, laptop, etc. to keep busy during check in.

Qualifications: Administrative and organization skills. Must be willing to wait and to be flexible to accommodate situations as they arise.