



## **INTRODUCTION**

You are about to participate in one of the most rewarding experiences of your life! Your commitment of time and energy will ensure that each SOLA event will be a great success. Thank you!

It would be impossible to describe the extent to which your life will be enriched by your involvement in SOLA. Those of you who are longtime Special Olympics volunteers can anticipate the experience of a lifetime. For those of you who are having your first experience with Special Olympics, you will soon discover that you will be profoundly moved, your heart filled, and your spirit forever encouraged. Your experience as a volunteer for the Games will surely be one of the most memorable times of your life. WELCOME!

## **ABSENCE**

If you are unable to report for your assignment, contact your Volunteer Coordinator in the organization that recruited you as soon as possible to allow time to schedule a replacement. If your Volunteer Coordinator cannot be reached, call the State Volunteer Director at SOLA's office in Hammond at 1-800-345-6644. Remember, volunteers are THE most crucial element of the Games! Without volunteers, the Games couldn't happen.

## **AGE REQUIREMENTS**

Volunteers must be 13 years of age or older by Game week. Only registered and scheduled volunteers will be admitted into a venue to work, so please DO NOT BRING A CHILD with you when reporting to work.

## **ASSIGNMENTS**

All assignments are vital and need to be filled. Every effort will be made for each volunteer to be assigned as requested; however, you may be assigned to an area more in need at that time. Volunteers are assigned on a first-come, first-serve basis. Volunteers are vital to each area and are needed to ensure successful Games. Please remain at your venue until an Event Coordinator releases you. (Event Coordinators will have on shirts designating them as such.) If another volunteer tells you that you are not needed, please double check with your Event Coordinator or the People Power Pool. Please don't leave until all equipment has been returned, all tables and chairs are put up, and the area is policed and clean.

If you are assigned to a sports venue:

1. Follow the instructions of the person in charge at that venue.
2. Listen to the certified officials running the venue for all official decisions related to competition, including when to stop competition in the event of inclement weather.
3. Don't try to "train" or "coach" the athletes. They have trained for many weeks, and any new directions or terminology just before competing could contradict the coach's training and cause confusion. Do repeat any specific instructions provided by the athlete's coaches.

## **FIRST AID**

First Aid Stations will be located throughout the area. Please acquaint yourself with the location of the First Aid Station nearest your assigned area as designated on the attached map. Medical personnel should be notified immediately of any physical or emotional incident involving athletes. Any non-medical incidents involving athletes are to be reported to your Event Coordinator

EVERY VOLUNTEER SHOULD EVALUATE HIS OR HER TASK OR ACTIVITY AND DETERMINE WHETHER THERE IS ACTUAL OR POTENTIAL EXPOSURE TO BLOOD AND OTHER BODY FLUIDS.

IF YOU FEEL THERE HAS BEEN EXPOSURE OR IF AN EMERGENCY SHOULD OCCUR IN WHICH THE RISK OF BLOOD EXPOSURE IS INCREASED, THE DESIGNATED MEDICAL PERSONNEL IN YOUR AREA SHOULD BE CONTACTED IMMEDIATELY.

## **REGULATIONS**

The following will be strictly prohibited during Special Olympics Louisiana Games:

- Possession or use of any alcoholic beverages.
- Possession or use without a doctor's prescription of any narcotic, stimulant, depressant, or hallucinogenic drug
- Possession or use of candles, lanterns, firearms, gasoline, or other dangerous materials.

Please abide by our **NO ALCOHOL AND TOBACCO POLICIES**.

If you must smoke, do so in designated areas.

## **RISK MANAGEMENT**

In the course of your volunteer effort, you may become aware of information of a confidential or sensitive nature. The importance of preserving the confidentiality of such information, and of using it only for the purpose for which it was obtained, cannot be over-emphasized. Report any potential dangers or problem situations to your Event Coordinator

## **FOOD**

Water will be available for volunteers at most locations. Volunteers will be responsible for their own meals.

## **VOLUNTEER CHECKLIST**

Following is a list of "weather appropriate" items we recommend you bring with you to help keep you comfortable during the event:

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| Raining   | - Bring rain gear—don't assume the Games have been canceled because the weather is bad; call the office or the event location to obtain information regarding cancellations or scheduling changes   |
| Sunny     | - Bring sunscreen, lip protection, hat or visor, sunglasses   |
| Valuables | - There are no lockers available on site for the volunteers, so it is recommended that you leave valuables at home or locked in the trunk of your car. We recommend the use of a waist pouch or "fanny pack" to carry your miscellaneous items. |
| Clothing  | - Dress comfortably—pants, shorts, or skirts. Please do not wear cut-offs or short shorts. Volunteer t-shirts will be issued to all volunteers and should be worn when working at your venue.   |
| <b>ID</b> | <b>- All volunteers will be required to carry identification on their person.</b>   |

## **WHAT TO EXPECT TO SEE**

- Children and adults with intellectual disabilities; they are athletes **NOT** kids
- A wide range of athletic ability
- Appropriate and inappropriate behavior from athletes. Encourage appropriate behavior through high fives and handshakes.

**State Headquarters:** 1000 East Morris Avenue . Hammond, LA 70403  
**& volunteer info.** Toll free in Louisiana 1-800-345-6644 . FAX (985) 345-6649

The theme of this year's event is ***MoreThan Sports Building Greatness®***