



SPECIAL OLYMPICS
Summer Series
VIRGINIA 2021

Athletics

Operations Manual

Volunteer Role Assignment	Volunteers Needed Min/Max	Volunteer Role Description
Registration Coaches/Athletes	2	<ul style="list-style-type: none"> Assist in checking athletes and coaches into facility. Report any day of scratches to the Competition Director as report by the coaches or local volunteers. Take temperatures of athletes and coaches and ask appropriate COVID questions. Direct everyone to their designated waiting area.
Registration Volunteers/Spectators	2	<ul style="list-style-type: none"> Assist in checking volunteers and spectators into the facility. Take temperatures of volunteers and spectators and ask appropriate COVID questions. Monitor number of spectators allowed per athlete and hand out armbands.
Timers	8	<ul style="list-style-type: none"> Record time for the athlete assigned to your lane. Work with the officials per their instruction. When a heat is completed, get ready for the next heat to begin.
Staging	6-8	<ul style="list-style-type: none"> Oversee the athletes once they arrive in the staging area and making sure they are placed in the correct lane/seat. Work with the Head Clerk to maintain athlete order of events throughout the competition. Make sure that all necklaces, credentials and awards are removed prior to the athlete leaving the staging area. Work with officials per their instruction.
Escorts	16	<ul style="list-style-type: none"> Take athletes from the clerking table to the staging area of from staging to the start line for each event. Coordinate with check-in personnel to oversee athletes for competition once they have checked-in. Work with the Head Clerk to maintain athlete order of events. Escort a heat of athletes to the start line. Once a heat of athletes has reached the start line, go back to the clerking area and recycle.
Security	2	<ul style="list-style-type: none"> Ensure that only authorized personnel are allowed in specific area of the pool deck.
Runners	6	<ul style="list-style-type: none"> Escort athlete to assigned event after they are checked-in. Pass athletes off to designated event. Keep athletes hydrated and encouraged.

Volunteer Role Assignment	Volunteers Needed Min/Max	Volunteer Role Description
Scorer/Tabulator	4	<ul style="list-style-type: none">• Call up each athlete to compete.• Record the score/distance for each athlete on the event scoresheet.• Assist with measurement.• Turn-in each completed scoresheet to results table.
Spotter	4	<ul style="list-style-type: none">• Mark the approximate spot that the athlete or apparatus first makes contact with the ground.• Work closely with the measuring team to get the correct score.• Return the mini-jav or softball back to the sanitizer.
Equipment Sanitizer	3	<ul style="list-style-type: none">• Clean off all shared equipment between each athlete's use.• Return sanitized equipment to the scorer/tabulator area.
Measurer	4	<ul style="list-style-type: none">• With assistance from the spotter, measure the distance from the throw/jump line to the closest point of contact.• Report measurement to the scorer/tabulator.

SAFETY REMINDERS AND NOTES

- **Masks**

- Coaches and volunteers **must** wear a face mask and maintain a social distance of 6ft. from all participants.
- Athletes may remove masks during play.

- **Spectators**

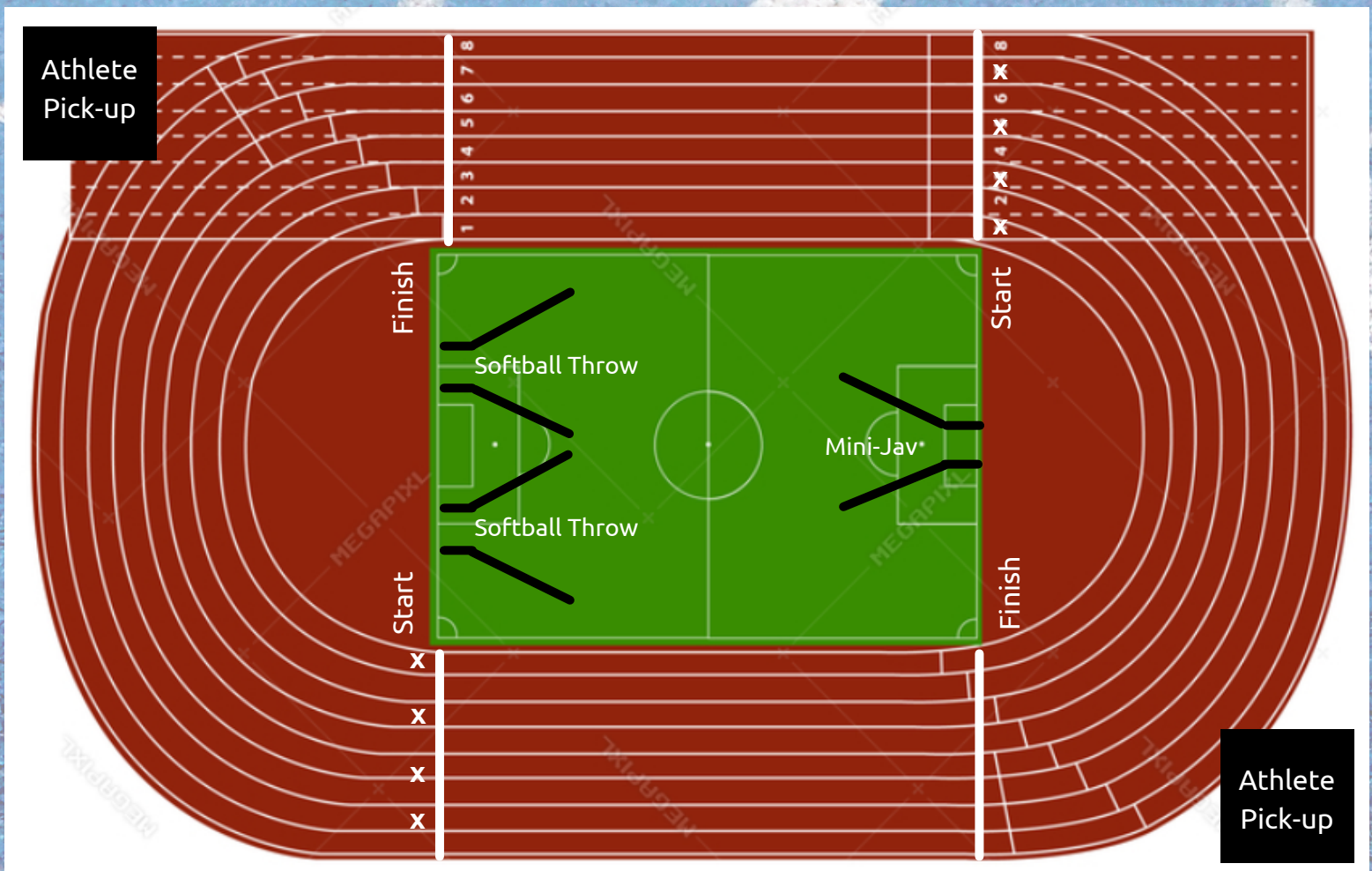
- Are required to sit in the designated general spectator seating.
- Must wear face masks and following social distancing mandates.

- **Areas**

- Areas/Locals will be considered a Family Unit or Pod.
- Each Family Unit/Pod will be designated an area to wait/hang out while not competing.
- It will be the coaches or Area volunteers' responsibility to enforce social distancing and other safety mandates while in their designated area.

Track & Field Layout

- **Area Staging** = Each are will have a designated staging area in the bleachers. Athletes shall remain in this area until their event and heat is called.
- **Event Staging** = A maximum of 4 heats will be staged at a time on the track. Athletes should not report until their heat is called. Staggered heat staging will ensure social distancing.
- **Event completion** = Once a heat or event has concluded, athletes will be picked up at the designated athlete pick-up tent by a coach or chaperone and escorted back to Area Staging .
- **Spectators** = Spectators are to remain in the designated spectator area located in the bleacher area.



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