



SPECIAL OLYMPICS  
**Summer Series**  
VIRGINIA 2021

# Swimming

# Operations Manual



Volunteer Role Assignment	Volunteers Needed Min/Max	Volunteer Role Description
Registration Coaches/Athletes	2	<ul style="list-style-type: none"> <li>Assist in checking athletes and coaches into facility.</li> <li>Report any day of scratches to the Competition Director as report by the coaches or local volunteers.</li> <li>Take temperatures of athletes and coaches and ask appropriate COVID questions.</li> <li>Direct everyone to their designated waiting area.</li> </ul>
Registration Volunteers/Spectators	2	<ul style="list-style-type: none"> <li>Assist in checking volunteers and spectators into the facility.</li> <li>Take temperatures of volunteers and spectators and ask appropriate COVID questions.</li> <li>Monitor number of spectators allowed per athlete and hand out armbands.</li> </ul>
Timers	1 per lane	<ul style="list-style-type: none"> <li>Run either the plungers or dolphins for the swimmers in the lane assigned to you.</li> <li>Work with the officials per their instruction.</li> <li>When a heat is completed, get ready for the next heat to begin.</li> </ul>
Staging	6-8	<ul style="list-style-type: none"> <li>Oversee the athletes once they arrive in the staging area and making sure they are placed in the correct lane/seat.</li> <li>Work with the Head Clerk to maintain athlete order of events throughout the competition.</li> <li>Make sure that all necklaces, credeintials and awards are removed prior to the athlete leaving the staging area.</li> <li>Work with officials per their instruction.</li> </ul>
Clerk Escorts	16	<ul style="list-style-type: none"> <li>Take athletes from the clerking table to the staging area of from staging to the start line for each event.</li> <li>Coordinate with check-in personnel to oversee athletes for competition once they have checked-in.</li> <li>Work with the Head Clerk to maintain athlete order of events.</li> <li>Escort a heat of athletes to the start line.</li> <li>Once a heat of athletes has reached the start line, go back to the clerking area and recycle.</li> </ul>
Security	2	<ul style="list-style-type: none"> <li>Ensure that only authorized personnel are allowed in specific area of the pool deck.</li> </ul>
Runners/Table Assistants	2	<ul style="list-style-type: none"> <li>Taking paperwork to and from specific locations within the facility.</li> <li>Duties include: front/back clerking, computer table to DQ/protest table, DQ/protest table to pool deck.</li> </ul>



# 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**

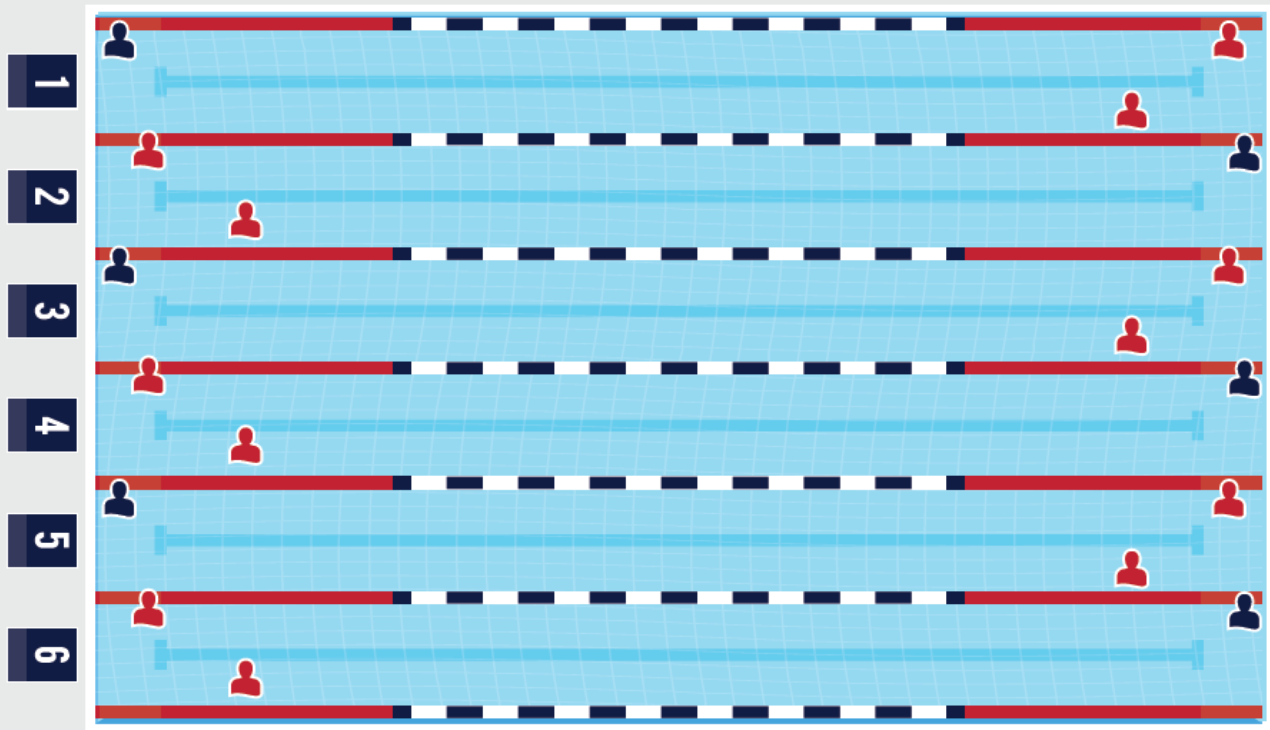
- Are required to bring their own seating.
- Must wear face masks and following social distancing mandates.

- **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.



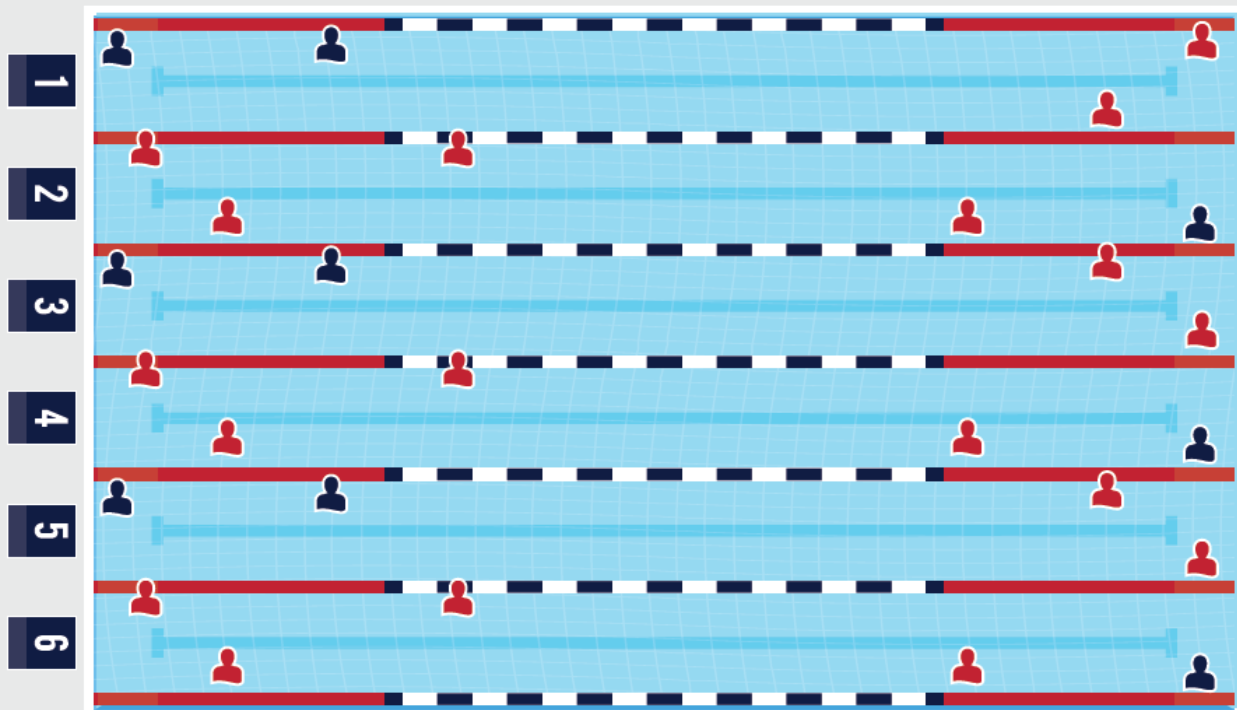
## SOCIAL DISTANCING PRACTICE LAYOUT 25-YARD, 6-LANE POOL



**18 SWIMMERS**



## SOCIAL DISTANCING PRACTICE LAYOUT 25-YARD, 6-LANE POOL



**27 SWIMMERS**





# SOCIAL DISTANCING PRACTICE LAYOUT

## 25-YARD, ON-DECK, SIT DOWN SLIDE SETS IN CIRCLES

Swimmers maintain 6 feet apart. Mark deck with 2-inch wide colored duct tape.

Sit down/slide in to enter water.

End of set climb out and go to assigned spot.

The more "eyes" on deck the better.

Use cones or other barriers to help with separation – deck needs to be wide enough to accommodate 6' of social distance.

