

Midsummer Tournament Volunteer Job Descriptions

Equestrian – Competition Jobs

Position: Gate Keeper
Category: Competition
Experience: Not necessary

- You will report to the Competition Manager in the yellow shirt.
- The gatekeeper is responsible for opening and closing the entry gate to the indoor arena.
- You will make sure that no horse leaves the ring without its rider asking for it.
- The gatekeeper should attempt to space riders at regular intervals so as to minimize the chance for accidents.
- The gatekeeper should try and prevent exiting and entering horses from getting too close together.

Position: Warm Up Ring Assistant
Category: Competition
Experience: Comfortable with Horses

- You will report to the warm-up manager in the orange shirt.
- The warm up ring assistant will assist the warm-up manager(s) ready the riders for the next class to compete.
- As riders warm up, the ring assistant should watch carefully to minimize accident potential.
- The warm up ring assistant should have a solid comfort level with horses since he or she will be working very close to the animals throughout the weekend.

Position: Athlete Escort
Category: Competition
Experience: None necessary

- You will report to the Competition Manager in the yellow shirt
- The chief responsibility of the athlete escort will be to ensure the appropriate athletes are led to and from the arena when competition is to begin and over.
- The escort acts as a guide and will assist the competition manager in keeping athletes who are about to compete together and ready for competition
- The competition manager will communicate the schedule to you and instruct you to retrieve the athletes slated to play; you will act as a guide for the waiting athletes to the competition area where you will deliver them to the manager.

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Tennis – Competition Jobs

Position: Scorekeeper
Category: Competition
Experience: Helpful

- You will report to the Competition Manager in the yellow shirt.
- The scorekeeper will keep score for his or her assigned courts according to SONC rules.
- When game/match is complete, you will turn the score sheet into the competition manager.

Position: Court Assistant
Category: Competition
Experience: Not Necessary

- You will report to the Competition Manager in the yellow shirt.
- The court assistant will be spaced around the competition courts in order to secure loose balls once they've traveled out of play.
- The court assistant will give competitors the balls they have collected when requested.

Position: Athlete Escort
Category: Competition
Experience: Not Necessary

- You will report to the Competition Manager in the yellow shirt
- The chief responsibility of the athlete escort will be to ensure the appropriate athletes are led to and from the court when competition is to begin and when they are over.
- The escort acts as a guide and will assist the competition manager in keeping athletes who are about to compete together and ready for competition
- The competition manager will communicate the schedule to you and instruct you to retrieve the athletes slated to compete; you will act as a guide for the waiting athletes to the competition area where you will deliver them to the competition manager.

Tennis Skills – Competition Jobs

Note: The descriptions below may be some of the jobs as athlete escorts, court assistants you may be asked to assist with. The Competition manager will help the volunteer to know exactly what is required.

Forehand & Backhand Volley Station

Volunteers will stand on one side of the net and toss balls to the athlete to set up forehand and backhand volleys. Athletes get five consecutive attempts on both the forehand and backhand side. The athlete will score ten points for hitting the ball into the backcourt or between the baseline, service line, and singles sidelines. Five points will be awarded for hitting into either service box.

Forehand & Backhand Ground Strokes

A volunteer is stationed between the net and service line. The athlete will stand on the same side of the net on or behind the baseline. The volunteer underhand tosses the ball so that it bounces before the athlete's forehand and/or backhand side. Each athlete gets five attempts in a row to each side. The athlete scores ten points if he or she hits the ball into the backcourt between the baseline, service line and singles sidelines. Five points will be awarded for hitting into either service box.

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Deuce & Advantage Court Serves

Volunteers will monitor the athlete while he or she attempts to hit a legal serve from alternating sides of the court. The athlete will be given five attempts to hit a legal serve from the right court to the deuce service box, then five attempts to hit a legal serve from the left court to the advantage service box. Ten points will be awarded if the ball lands in the correct service box. No points are awarded if the athlete misses the correct box or foot faults.

Alternating Ground Strokes with Movement

The athlete is positioned at the center service mark on or behind the baseline. A volunteer, standing halfway between the service line and net on the same side, tosses balls to the athlete alternating between the forehand and backhand side. Each toss should land at a point which is half-way between the center service mark and the service line. The athlete must be allowed to return to the center mark before feeding the next ball. Ten attempts are allowed and ten points will be awarded for hitting the backcourt on or between the baseline, service line, and singles sidelines. Five points are awarded for hitting into either service box.

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Non Competition Jobs

Position: Volunteer Check-in

Category: Human Resources

Experience: Not necessary

- You will report to the volunteer manager at your venue.
- The chief responsibility of this volunteer is to verify and check-in the volunteers for your venue.
- You will have a notebook containing a full list of all volunteers assigned to work your venue and a master list of volunteers for the entire event.
- Volunteers will approach the check-in table and you will do the following:
 1. Ask for their name and assignment
 2. Locate their name in your venue list
 3. Ask to see a valid driver's license or ID card
 4. Have the volunteer read the waiver form and sign
 5. Give the volunteer his/her t-shirt (their t-shirt size should be noted on your list)
 6. If signed up as Cheer Team, the volunteer(s) receives a specific cheer team t-shirt and a set of pom-poms
 7. Direct the volunteer to the appropriate GMT member (competition manager, logistics manager, awards manager, etc.)
 8. If a volunteer's name does not appear on your list but the volunteer claims to be registered, reference the master list, find the name in question and direct the volunteer to the appropriate area.
- We will accept walk-up volunteers for the event if needed. Please consult with the volunteer manager regularly to see if competition is running short on volunteers – if so, please sign up any walk-up volunteers that approach. If the competition is not short volunteers, please ask any walk-up volunteers to stay around and cheer on the athletes. Also, check with the volunteer manager to see if he/she knows of another venue that IS in need of volunteers and ask the walk-up volunteer if he/she is willing to go there.
- Please make sure volunteers stay true to the t-shirt size they selected on their registration form. If you notice your t-shirt supply is running low, inform your volunteer manager immediately so that more t-shirts can be brought. If we are out of a t-shirt size the volunteer requested, please ask them to take the closest size possible – do not hold up the process trying to find the correct size.
- Since volunteers make the event possible, please be kind, energetic, and courteous to all who check in at your table! You are the first line of contact volunteers have with SONC and we want it to be a memorable experience!

Position: Power Team

Category: Support Services

Experience: Not necessary

- You will report to the logistics manager at your venue.
- The power team volunteer provides invaluable logistical support for the event in a variety of capacities. You do not need huge muscles to be a part of power team, just willingness to roll up your sleeves!
- If assisting with parking, please make sure you wear the provided traffic vest for safety.
- The power team may perform a variety of tasks throughout the event such as:
 1. Assisting with lunch distribution
 2. Refilling water coolers and restocking cone cups
 3. Delivering equipment
 4. Inventorying equipment

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5. Putting up signage
6. Collecting directional signage
7. Setting up areas within a venue (tables, chairs, tents)
8. Dealing with faulty equipment and locating replacements
9. Breakdown/cleanup of the venue.

Position: Meal Operations

Category: Support Services

Experience: Not necessary

- The Meal Operations volunteer will organize meals to be distributed to athletes and volunteers and assist in the cleanup of meal operations.
- At each venue, you will report to the logistics manager to let them know you have arrived with meals.
- First serve athletes and coaches to ensure we have enough for them to eat. They will be wearing credentials which will serve as their meal ticket (athletes: pink; coaches: green).
- A list of teams or delegations (counties) at the venue will be provided. Only athletes/coaches competing at that venue should eat there. Please direct others to their competition venue.
- Once it is determined there are plenty of meals, feed all-day volunteers. They should have a meal ticket.
- Staff members and various GMT may be in your venue. You may feed them at the same time as the all-day volunteers.
- We do not provide lunch to family members.
- We do not provide lunch to cheer teams unless there is a surplus of meals at your venue. Hospitality is set up at each venue for these people we are not feeding.

Position: Access Control

Category: Support Services

Experience: Not necessary

- Access Control Volunteers are responsible for assisting with parking and also with controlling pedestrian traffic flow in designated areas.
- There are certain areas of competition which need to be limited to only athletes and/or coaches. In other situations such as the dance, access is limited so entrances must be monitored and exits must be watched to avoid athletes leaving the venue unattended.
- You will report to the logistics manager or venue manager at your venue. The volunteer manager will direct you to that person.
- If you are assisting with parking, please make sure you wear the provided traffic vest for safety.
- Access control volunteers should be rotated regularly to cover various areas. If you have been in a position for an extended amount of time and feel you need to rotate, do not leave your assignment. Instead, have someone alert the logistics manager or venue manager.
- We should station you with at least one other volunteer so you have some company and someone to assist you.
- All athletes will have pink credentials. Unified partners also have pink credentials (these are participants who do not have intellectual disabilities). All coaches will have green credentials. Family members will have red credentials.
- Use these credentials to determine if someone is allowed access (depends on where you are posted).
- Keep an eye out for athletes who are not escorted. Feel free to check with them to see where their coach is to make sure they have not wandered off.

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- You are not volunteering to be abused by frustrated family members, coaches, etc. Whatever the case may be, if someone is becoming angry, please direct them to the venue manager or logistics manager. If someone is completely inappropriate, please take their name and delegation (county) and report it.
- Enjoy your volunteer position and enjoy meeting the athletes!

Position: Information Services

Category: Human Resources

Experience: Not necessary

- The information services volunteer will report to the information services manager.
- You will be responsible for setting up the following:
 1. Information services display
 2. Appropriate banners and signs
 3. Evaluation box
 4. Cell phone recycling box
 5. A display of all information services materials.
- You should immediately become familiar with the information services notebook which will contain all relevant event information including – rosters, schedules, directions, contact information, etc. It is the chief responsibility of the information services volunteer to answer questions from spectators, coaches, volunteers, and family members. All of the information needed to answer these questions can be found in the information services notebook.
- In addition to the information services notebook, you will have SONC promotional materials to hand out to interested parties. These may include our souvenir program, copies of the latest Discover newsletter, etc. You are encouraged to provide this information to interested parties.
- If you realize you are running low on materials please inform the information services manager so your area can be restocked. If media (television, print, radio) show up at your venue please inform the information services manager immediately!
- Be friendly and smile! You will get lots of visits from curious people who need to know specific information or just have general questions about Special Olympics! If you do not have an answer, see the Information Services Manager at your venue.