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## **Volunteer Handbook & Application**

**2011 USATF National Junior Olympic Track & Field Championships**

**Cessna Stadium at Wichita State University**

**July 26-31, 2011**





Welcome to the 2011 USATF National Junior Olympic Track & Field Championships at Cessna Stadium. We are grateful for the time, energy and effort you are dedicating to the young athletes who will be visiting the Greater Wichita Area. Your sacrifice is greatly appreciated by the Greater Wichita Area Sports Commission as well as the student athletes competing in the event.

As you know July will be a hot month and we want to take every precaution to ensure your safety and well being during the event. Please be sure to bring the following items:

- **Water Bottle:** We will have plenty of beverages and ice but be sure to bring your own container to fill.
- **Sun Screen:** Be sure to bring the sun block of your choice as most of the event will be outdoors under the heat and sun of the day.
- **Back Pack or Bag:** We will have a secure place for you to place any items you may need such as medication, sun block, cell phone, etc. We will secure these for you during the term of your shift and you will have access during any time that you may need something during your shift.
- **Dress Appropriately:** The temperature could be very hot so please feel free to wear athletic shorts, comfortable shoes, cool socks, and head wear to block the sun from your eyes. T-shirts will be provided for volunteers.
- **Weather Gear:** You may bring your poncho, rain coat or umbrella in case of inclement weather.
- **Volunteer t-shirts:** Please wear volunteer issued t-shirts provided at all times (A t-shirt will be provided to volunteers by the Greater Wichita Area Sports Commission). Volunteer t-shirts will be your entrance pass into event areas.

The 2011 USATF National Junior Olympic Track & Field Championships is a very large event with many duties that must be taken care of. We ask the following with your help.

- **Please be on time:** Timeliness is critical as we plan to host the largest USATF Junior Olympic event in history. We will be on a very tight schedule and your assistance with maintaining the schedule will be important.
- **Please e-mail any questions:** We welcome your thoughts, input and questions. Please do not hesitate to e-mail questions as they are not a bother to us but rather a help in many ways because if you have a question, chances are that someone else has the same question.
- **Please attend volunteer meetings:** It is important that everyone attend the schedule meetings. This is a chance to get to know one another before the event and come together to share information, questions, and ideas. Thank you.

We will never know the tremendous impact we will have on these young people. It is our privilege to be able to serve their needs while they are in our community. Our investment in these young people's lives is an investment of our own future both in our community and abroad.

*Thank you for your service and dedication. We are truly grateful.*



## Mandatory Volunteer Meetings

(Please attend one of the following meetings)

1. Thursday, June 2<sup>nd</sup>, 2011 at 6:00pm (Wichita Ice Center (Upstairs) 505 W. Maple, Wichita, KS 67213)
2. Thursday July 7<sup>th</sup>, 2011 at 6:00pm (Wichita Ice Center (Upstairs) 505 W. Maple, Wichita, KS 67213)
3. Thursday July 21<sup>st</sup>, 2011 at 6:00pm (Wichita Ice Center (Upstairs) 505 W. Maple, Wichita, KS 67213)

*The meetings will last approximately 1 hour. You will need to attend one of the meetings listed above to receive your volunteer t-shirt and assignment sheet. Please take a minute and mark these dates on your calendar. Thank you.*

Topics for the meeting will include:

- Review Schedule
- Review Job Descriptions
- Open Q&A
- Set Up & Tear Down Assignments
- Distribution of Volunteer T-Shirts
- Distribution of Assignment Sheets

## Volunteer Shifts

**Crew #1:** 7:30 am – 11:00 am (Report to the volunteer tent at 7:30 am)

**Crew #2:** 10:30 am- 3:00 pm (Report to the volunteer tent at 10:30 am)

**Crew #3:** 2:30 pm- 6:00pm (Report to the volunteer tent at 2:30 pm)

**Crew #4:** All day shift 7:30 am – 5:00 pm (Report to the volunteer tent at 7:30 am)





## Facilities Map

The following map is an overview of the event layout.



### Please take the following steps when arriving for your shift:

1. Volunteer check in: Please arrive on time to the volunteer tent for check in. This will be on the South end of Cessna Stadium located at the end of the athlete's village.
2. T- Shirts and a place to change will be available at volunteer check in.
3. Proceed to the volunteer hospitality tent next to check in.
4. Breakfast or lunch will be available for all volunteers before and after your designated shifts.
5. Fill your water bottle with ice and beverages provided at the volunteer hospitality tent before your shift.
6. You will be met by an escort at the volunteer hospitality tent who will lead you to your work location and will help you with your individual assignments.



## Job Descriptions

The following are job descriptions of the various volunteer opportunities. We will fill these on a first come first assignment basis. Choice will be given on availability, as follows:

### Track & Field Volunteer Positions

**Starting Line:** This will involve helping officials begin each race. Volunteers will assist in lining up athletes for the beginning of the race and getting the next group ready to go.

**Hipping tent:** This location will be where the athletes receive their numbers for the race. Volunteers will help store athletes gear for pick up after the completion of the race. Volunteers will help seat the athletes in rows to get ready to go to the starting line for competition.

**Pole Vault:** This will require assisting officials with the pole vault competition.

**High Jump:** This will require assisting officials with the high jump competition.

**Hammer/ Discuss:** This will require helping officials with the hammer and discuss competitions.

**Shot-Put:** This will require helping officials with the shot-put competition.

**Javelin:** This will require helping officials with the javelin competition.

**Long-Jump/ Triple-Jump:** This will require helping officials with the long jump and triple jump competition.

**Steeplechase:** This will require helping officials with the steeplechase competition.

**Warm- Up areas:** Helping in the warm up areas will require assisting athletes and monitoring the warm up area as well as help in maintaining the area for debris and cleanliness.

**Combined Events:** This will require helping officials with the combined events.

**Hurdle crew:** This position will require some lifting and the ability to move hurdles on and off the track in high temperatures. Physical ability to perform in high temperatures is a requirement of this position.

**Clerking Tent:** Requirements to help in the clerking tent will entail helping officials check athletes in and walking with the athletes to the hiping area. Walking long distances will be a requirement of this position.



## General Event Volunteer Positions

**Meet administrative assistant:** The assistant will be assigned for the day to USATF personnel in helping the meet administrators in various tasks. This will require a day long commitment.

**Ticket Sellers:** This will require ability to handle money and make change. Ticket sellers will be at the entrance of Cessna Stadium selling tickets. We will be selling event tickets to the general public so some guest service skills are required.

**Entrance Ticket Takers:** Ticket takers will be required to monitor tickets to ensure the ticket purchased is the correct ticket for entrance to the event.

**Credential Entrance Monitors:** Credential monitors will be required to check paperwork on those wishing to enter the venue on a pass. Credentials will have to be checked before entrance into the designated area is allowed.

**Program Sellers:** Program Sellers will be required to handle money and make change. We will be selling USATF programs to the general public so some guest service skills are required.

**Hospitality Assistants:** The hospitality room will be located at the "Champion's Club" inside Koch Arena. Hospitality assistants will refill and stock the hospitality room as well as serve beverages and maintain cleanliness of the facility.

**Medical Support Volunteers:** This will require assisting medical personnel with athlete care. Some medical background is preferred.

**Media Support Volunteer:** This will require assisting photographers, media personnel and other media support systems within the event.



## Operational Event Volunteer Positions

**Finish line:** this will require the ability to lift coolers on and off trailers. This will be assisting athletes with beverages and ice packs upon completion of the race or competition.

**Award area:** This will require some logistical acumen to award champion athletes during the competition. The award tent will be located at the athletic village on the south side of Cessna Stadium.

**Inflatable area:** This will require handling money and making change. Inflatable entertainment will be provided for athletes during non-competition time. There will be a fee charged for riding on the inflatable rides.

**Contestant entertainment:** This will encompass a large area of contestant activities and supervision.

**Packet Pick up/ Registration:** Packet pick up will be inside the main entrance of Koch arena. This will start the day before actual competition on Monday July 25, 2011. This position will be indoors for those not able to stay in the heat.

**Refreshments/ Ice:** A large quantity of beverages and ice need to be distributed across the event campus. This will require the ability to lift ice and coolers and drive to designated locations within the campus.

**Opening ceremonies:** This will require parade marshals to help line up student athletes to walk in during the opening ceremonies parade as well as help seat athletes upon exiting the area after they are introduced during.

**Athlete's Village:** The athlete's village will be located south of Cessna Stadium and will require supervisors to ensure cleanliness as well as monitor activity.

**Parking attendants:** Parking attendants will check the credentials of those wishing to park in designated areas. This will require standing for long periods of time.

*Please Note: No official or volunteer (except relay management) may participate in public testimonials, endorsements or promotion of any product, food or service or a sponsor, supplier or donor. Thank you for your consideration of these matters.*





## Volunteer Application Form

2011 USATF National Junior Olympic Track & Field Championships

July 26th - July 31st, 2011

Cessna Stadium, Wichita State University

**PART A.** Please PRINT or TYPE all information - Application must be received on or before July 15, 2011

NAME: \_\_\_\_\_  
First Middle Last

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
(Enter 5 or 9 Digits)

Telephone: (\_\_\_\_) \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Age \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

(A valid email address is required as most communications will be sent via email.)

**PART B.** Please indicate the category in which you would like to volunteer. Assignments will be made as registrations are received.

Track Events	General Event Volunteer Positions
Field Events	Operational Event Volunteer Positions
Registration/Package Pickup	Other: (Please Specify)

Note:

Please notate any physical limitations your may have so we can place you where you are most comfortable.

(Ex. Prosthetics, hip, knee or back problems, etc.)

**Limitations:** \_\_\_\_\_

**Part C:** Please indicate the days and shift for which you can work. I can work on:

**Morning Shift:** (8am-11am/ Report to volunteer tent at 7:30am)

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_  
July 25 July 26 July 27 July 28 July 29 July 30 July 31

**Mid-Day Shift:** (11am- 3 pm/ Report to volunteer tent at 10:30 am)

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_  
July 25 July 26 July 27 July 28 July 29 July 30 July 31

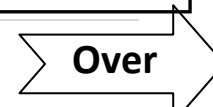
**Afternoon Shift:** (3pm- 6pm/ Report to volunteer tent at 2:30pm)

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_  
July 25 July 26 July 27 July 28 July 29 July 30 July 31

**All Shifts:** \_\_\_\_\_ (I am available any time for assignment)

A t-shirt will be provided for all volunteers working the event, please indicate your size:

**My shirt size is** \_\_\_ S \_\_\_ M \_\_\_ L \_\_\_ XL \_\_\_ XXL \_\_\_ XXXL      **Men's**    **Women's**    (circle one)





**PART D.** Please indicate any prior experience in track and field events in the space below:

**Experience**

	Month/Year	Meet Location	Meet Name	Assignment
1.				
2.				

**Waiver and Release of Liability:**

I understand that as a volunteer, who participates in this championship I am expected to work all days indicated on this application, attend at least 1 volunteer meeting in and be responsible for my own costs incurred for transportation, housing, meals, uniform, and personal entertainment. I will receive no direct compensation or other benefits in my capacity as a volunteer for Wichita State University, The Greater Wichita Area Sports Commission, the City of Wichita, USATF, USATF Missouri Valley Association, Go Wichita Convention and Visitors Bureau and the Local Organizing Committee hereinafter referred to as "the Parties".

I agree to not present myself to others as an employee of any or all of the Parties. I agree to and do hereby voluntarily assume any and all risks of bodily injury, including death and damage to my property arising out of me volunteering at the 2011 USATF National Junior Olympic Track & Field Championships. I also hereby release and discharge the Parties and their respective officers, employees, agents and representatives from any and all actions, claims or liability for bodily injury or property damage caused by, arising from or in any way connected with the 2011 USATF National Junior Olympic Track & Field Championships or related activities, excepting only such liability arising from the gross negligence of the Parties.

I have carefully read and fully understand the content of this agreement and authorization for release of information as needed for conduct of the meet and execute it freely and voluntarily. I am aware that this is a release of liability and a contract between the Parties and me. A facsimile copy or photocopy of this authorization shall be as valid as the original. I agree to abide by all regulations and requirements for participation as a support volunteer at said championships and hereby certify that all information contained on this acceptance form is true to the best of my knowledge. If emailed this document, a copy of this document with my e-mail address will constitute my acceptance and will have the same legal ramifications as my legal signature.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of the Applicant

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian (If Volunteer is Under 18 years of age)

*Please return this fully completed application form no later than July 15, 2011*

- **Please fully read the volunteer information & application handbook**
- **Please be on time to meetings and check in**
- **Updates and correspondence will be sent by e-mail**

**Mailing Address:**

Greater Wichita Area Sports Commission  
515 S. Main Street/ Suite 115  
Wichita, KS 67202  
Telephone (316) 265-6236

**Volunteer Coordinator:**

Gabriel Lippincott, Greater Wichita Area Sports Commission  
E-Mail: [gabriel@wichitasports.com](mailto:gabriel@wichitasports.com)  
Telephone: (316) 265-6236

**Thank You to Our LOC Sponsors:**

