



Lake Zurich Rotary Club Meeting
11/14/13
Lake Zurich Police Station

Introduction

What is Special Olympics?

Special Olympics Area 13 Spring Games Track and Field Meet

What Special Olympics is looking for from the Lake Zurich Rotary Club

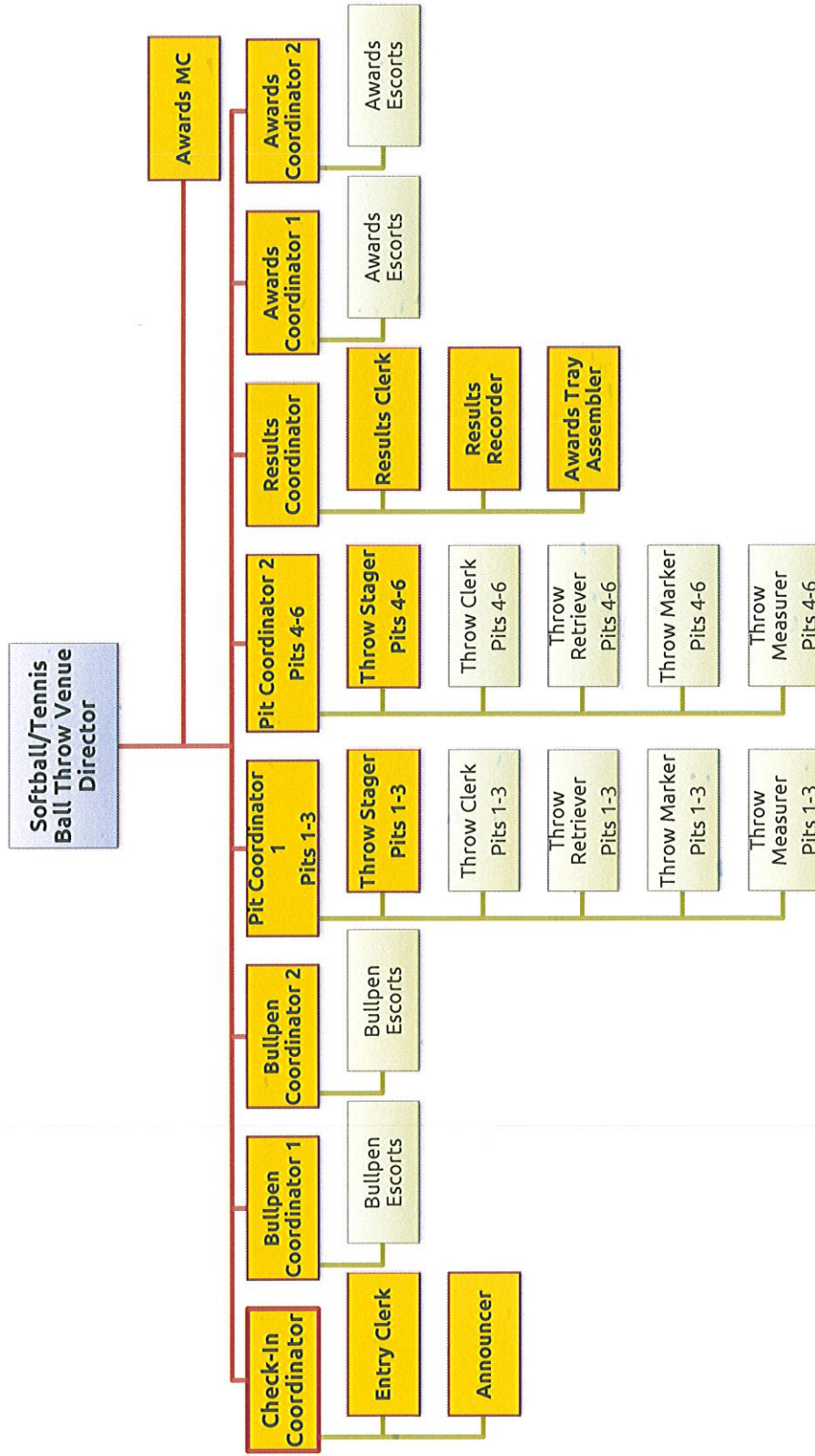
Goals

Questions?



**Special
Olympics**
Illinois

2014 Area 13 Spring Games Softball/Tennis Ball Throw Organizational Chart





**Area 13 Spring Games
Softball/Tennis Ball Throw
Lake Zurich High School
5/4/14**

Job Title: Check-In Coordinator

of Positions Available: 1

Reports To: Softball/Tennis Ball Throw Venue Director

Area Working In: Softball/Tennis Ball Throw Check-In Area

Pre-Event Duties

- With help from the Bullpen Coordinators will set up the Softball/Tennis Ball Throw bullpen as designated on the provided floor plan
- Will train the Entry Clerk and Announcer of their job duties

During Event

- Will update a white board with the current divisions that are being checked in
- Will assist the Entry Clerk and Announcer when needed
- Will troubleshoot any problem that may happen during the entry process

Post Event

- Breakdown the bullpen with help from other volunteers
- Will put away all supplies in correct bins



**Area 13 Spring Games
Softball/Tennis Ball Throw
Lake Zurich High School
5/4/14**

Job Title: Entry Clerk

of Positions Available: 1

Reports To: Check-In Coordinator

Area Working In: Softball/Tennis Ball Throw Check-In Area

Pre-Event Duties

- With help from the Bullpen Coordinators will set up the Softball/Tennis Ball Throw bullpen as designated on the provided floor plan
- Will become familiar with the check-in binder
- Will become familiar with the flow of the event for the athlete
- Will become familiar with what a heat sheet looks like

During Event

- Will check in athletes are their division are marked on the white board by the Check-In Coordinator
- When a full division has arrived and has been seated in the bullpen you will pass the heat sheet to the Bullpen Coordinator
- Will mark athlete scratches as the information on that comes in

Post Event

- Breakdown the bullpen with help from other volunteers
- Will put away all supplies in correct bins



**Area 13 Spring Games
Softball/Tennis Ball Throw
Lake Zurich High School
5/4/14**

Job Title: Announcer

of Positions Available: 1

Reports To: Check-In Coordinator

Area Working In: Softball/Tennis Ball Throw Check-In Area

Pre-Event Duties

- With help from the Bullpen Coordinators will set up the Softball/Tennis Ball Throw bullpen as designated on the provided floor plan
- Will become familiar with the check-in binder
- Will become familiar with the flow of the event for the athlete
- Will become familiar with what a heat sheet looks like

During Event

- Will assist the Entry Clerk with keeping the check-in table organized
- Will use a PA system to make announcements looking for Athletes or Coaches

Post Event

- Breakdown the bullpen with help from other volunteers
- Will put away all supplies in correct bins



**Area 13 Spring Games
Softball/Tennis Ball Throw
Lake Zurich High School
5/4/14**

Job Title: Bullpen Coordinator #1

of Positions Available: 1

Reports To: Softball/Tennis Ball Throw Venue Director

Area Working In: Softball/Tennis Ball Throw Check-In Area

Pre-Event Duties

- With help from the Check-In Coordinator will set up the Softball/Tennis Ball Throw bullpen as designated on the provided floor plan
- Will become familiar with the check-in binder
- Will become familiar with the flow of the event for the athlete
- Will become familiar with what a heat sheet looks like
- Will become familiar with the other Bullpen Coordinator in division of duties
- Will train Bullpen Escorts

During Event

- Will direct athletes that have been checked in to a row of chairs which is has a bullpen escort
- Once all athletes for a division are present the heat sheet will be given to the Bullpen Coordinator which will then be given to the Bullpen Escort that has that division
- Will check any athlete who wonder past the check-in table

Post Event

- Breakdown the bullpen with help from other volunteers
- Will put away all supplies in correct bins



**Area 13 Spring Games
Softball/Tennis Ball Throw
Lake Zurich High School
5/4/14**

Job Title: Bullpen Coordinator #2

of Positions Available: 1

Reports To: Softball/Tennis Ball Throw Venue Director

Area Working In: Softball/Tennis Ball Throw Check-In Area

Pre-Event Duties

- With help from the Check-In Coordinator will set up the Softball/Tennis Ball Throw bullpen as designated on the provided floor plan
- Will become familiar with the check-in binder
- Will become familiar with the flow of the event for the athlete
- Will become familiar with what a heat sheet looks like
- Will become familiar with the other Bullpen Coordinator in division of duties
- Will train Bullpen Escorts

During Event

- Will direct full divisions of athletes and their Bullpen Escorts to an open throwing pit
- Will hold full division of athletes and Bullpen Escorts if all throwing pits are being used
- Will check any athlete who wonder past the check-in table

Post Event

- Breakdown the bullpen with help from other volunteers
- Will put away all supplies in correct bins



**Area 13 Spring Games
Softball/Tennis Ball Throw
Lake Zurich High School
5/4/14**

Job Title: Pit Coordinator 1/2

of Positions Available: 2

Reports To: Softball/Tennis Ball Throw Venue Director

Area Working In: Softball/Tennis Ball Throw Pit Area

Pre-Event Duties

- With help from the Throw Stager will set up the Softball/Tennis Ball Throw pit as designated on the provided floor plan
- Will become familiar with the heat sheets
- Will become familiar with the flow of the event for the athlete
- Will train Throw Stagers, Throw Clerk, Throw Retriever, Throw Marker, Throw Measurer

During Event

- Will work with Bullpen Coordinator 2 to move full divisions of athletes and Bullpen Escorts to an open throwing pit
- Will assist Throw Stagers in staging athletes
- Will troubleshoot any issues that may occur in the throwing pit location
- Each Pit Coordinator will be assigned 3 Pits

Post Event

- Breakdown the throwing pits with help from other volunteers
- Will put away all supplies in correct bins



**Area 13 Spring Games
Softball/Tennis Ball Throw
Lake Zurich High School
5/4/14**

Job Title: Throw Stager

of Positions Available: 6

Reports To: Pit Coordinator 1 or 2

Area Working In: Softball/Tennis Ball Throw Pit Area

Pre-Event Duties

- With help from the Pit Coordinator will set up the Softball/Tennis Ball Throw pit as designated on the provided floor plan
- Will become familiar with the heat sheets
- Will become familiar with the flow of the event for the athlete
- Will train assist in training the Throw Retriever, Throw Marker, Throw Measurer

During Event

- Bullpen Escorts will drop off a division of athletes as well as their heat sheet to your pit
- You will line up athletes in the order listed on the heat sheet 5ft behind the throw pit
- Once lined up you will give the heat sheet to the Throw Clerk
- **EACH ATHLETE GETS 3 NON-CONSECUTIVE THROWS**
- The first athlete steps into the box and throws the ball. After each throw, the athlete goes to the end of their line, to wait for their next turn.
- Repeat this process until all athletes have had 3 turns
- Once the Throw Clerk has marked all throws measurement on the heat sheet you will retrieve it from him/her
- Take all athletes in that division and the heat sheet to awards area where a Awards Escort will take the athletes and heat sheet from you
- Return to your assigned pit

Post Event

- Breakdown the throwing pits with help from other volunteers
- Will put away all supplies in correct bins



**Area 13 Spring Games
Softball/Tennis Ball Throw
Lake Zurich High School
5/4/14**

Job Title: Awards Coordinator 1/2

of Positions Available: 2

Reports To: Softball/Tennis Ball Throw Venue Director

Area Working In: Softball/Tennis Ball Throw Awards Area

Pre-Event Duties

- With help from the Results Coordinator will set up the Softball/Tennis Ball Throw Awards Area as designated on the provided floor plan
- Will become familiar with the flow of the event for the athlete
- Will become familiar with what a heat sheet looks like
- Will train Awards Escorts

During Event

- Will direct athletes that have been dropped off in the Award area in to a row of chairs which is has a Awards Escort
- Once the heat sheet for that division has go through the Results Clerk, Results Recorder and the Awards Tray Assembler the athlete in that division and awards escort can walk to the awards backdrop of open

Post Event

- Breakdown the Awards Area with help from other volunteers
- Will put away all supplies in correct bins



**Area 13 Spring Games
Softball/Tennis Ball Throw
Lake Zurich High School
5/4/14**

Job Title: Awards MC

of Positions Available: 1-2

Reports To: Softball/Tennis Ball Throw Venue Director

Area Working In: Softball/Tennis Ball Throw Awards Area

THIS PERSON/S MUST BE ENTHUSIASTIC WHILE PREFORMING THIS JOB

Pre-Event Duties

- Will become familiar with what a heat sheet looks like
- Will become familiar with where athletes will stand for certain places
- Will become familiar with the awards script
- Will become familiar on how the MP3/CD player and wireless microphone works

During Event

- Will assist Awards Escorts in putting athletes in correct place positions
- Will place awards music throughout the awards presentation

Post Event

- Breakdown the Awards Area with help from other volunteers
- Will put away all supplies in correct bins



**Area 13 Spring Games
Softball/Tennis Ball Throw
Lake Zurich High School
5/4/14**

Job Title: Results Clerk

of Positions Available: 1

Reports To: Results Coordinator

Area Working In: Softball/Tennis Ball Throw Awards Area

Pre-Event Duties

- With help from the Awards Coordinators will set up the Softball/Tennis Ball Throw Awards Area as designated on the provided floor plan
- Will become familiar with the heat sheets
- Will become familiar with the flow of the event for the athlete

During Event

- Will assign places to athletes on the heat sheets

Post Event

- Breakdown the awards area with help from other volunteers
- Will put away all supplies in correct bins



**Area 13 Spring Games
Softball/Tennis Ball Throw
Lake Zurich High School
5/4/14**

Job Title: Results Coordinator

of Positions Available: 1

Reports To: Softball/Tennis Ball Throw Venue Director

Area Working In: Softball/Tennis Ball Throw Awards Area

Pre-Event Duties

- With help from the Awards Coordinators will set up the Softball/Tennis Ball Throw Awards Area as designated on the provided floor plan
- Will become familiar with the heat sheets
- Will become familiar with the flow of the event for the athlete
- Will train assist in training the Results Clerk, Results Recorder and Awards Tray Assembler

During Event

- Will supervise the results are being recorded properly
- Will supervise that awards trays are being assembled correctly
- Will troubleshoot any issues that may occur in regards to awards

Post Event

- Breakdown the awards area with help from other volunteers
- Will put away all supplies in correct bins



**Area 13 Spring Games
Softball/Tennis Ball Throw
Lake Zurich High School
5/4/14**

Job Title: Results Recorder

of Positions Available: 1

Reports To: Results Coordinator

Area Working In: Softball/Tennis Ball Throw Awards Area

Pre-Event Duties

- With help from the Awards Coordinators will set up the Softball/Tennis Ball Throw Awards Area as designated on the provided floor plan
- Will become familiar with the multi-fancy heat sheets
- Will become familiar with the flow of the event for the athlete

During Event

- Will transfer award spots and scores to a multi-fancy heat sheet

Post Event

- Breakdown the awards area with help from other volunteers
- Will put away all supplies in correct bins