



Chairperson:

Provide sufficient volunteer personnel, ensuring Games run effectively

Minimum Requirements:

- Keep records of all volunteers
- Co-ordinate with Sport Technical representatives about their volunteer needs
- Provide committees with lists of assigned volunteers
- Provide volunteer orientation and training (in conjunction with SONL)
- Provide volunteer identification, so they can be easily recognized
- Provide a volunteer recognition event (in conjunction with SONL)

Essential Elements / Actions

- Based on needs assessment with all Committees, determine number of volunteers and their specific roles
- Create information of each area providing a volunteer description for recruitment purposes
- Communicate to community the volunteer needs of Games and reach out to target groups, organizations, schools, and sponsors for recruitment
- All volunteers must attend a training session prior to Games and complete a criminal records check
- Coordinate meals for volunteers working during mealtimes, as well as snack and beverages during each shift
- Develop volunteer summary by day, time, shift, venue, or event
- Provide a process for on-site registration & onboarding of volunteers at each venue/event
- A recognition event is to be held for all volunteers following the Games
- Create and produce volunteer orientation material outlining key information

Volunteer Management Committee Checklist

Prior to Games

- Develop volunteer needs assessment grid; distribute to all committees and sports; share completed volunteer grids with all committees. Summarize needs by day, time, and assignment to track attendance and account for meal numbers. Committees should indicate experience required for volunteer positions
- Encourage committees/sports to recruit their own volunteers
- Compile short job descriptions for all positions
- Organizes registration process and assist with supporting documents needed to obtain all required screening
- Select and order the volunteer attire in conjunction with SONL
- Prepare recruitment material (brochures, fact sheets, flyers, posters)
- Committee members attend speaking engagements for recruitment purposes
- Select volunteers who will oversee the volunteers at each venue and set up volunteer registration areas
- Placement & scheduling of all volunteers meeting committee requests
- Notify volunteer candidates once selected and assigned to position, present next steps for other opportunities (if applicable)
- Inform committees via email of all volunteer assignments
- Request needed signage
- Develop schedule for volunteers
- Determine content and agenda of orientation: SO, philosophy, Mission, Rules, Understanding people with intellectual disabilities, code of conduct, location of volunteer registration at Games, roles and

responsibilities

- Volunteer orientation and training packets copied
- Establish process for volunteers to call in if they will be absent/late

During Games

- Oversee volunteer registration areas and general volunteers
- Volunteers to wear the Games uniform
- Designated food and beverage areas set up for volunteers
- Volunteers to fill gaps as required
- Conduct onsite training, if required

Post Games

- Host a recognition event for all volunteers
- Return all equipment and supplies
- Write thank you notes
- Prepare final report

Possible Volunteer Roles Required & Number

	Coordinator	Number Required	Training Required	Training Date
Athletics				
Aquatics				
Bocce				
Golf				
Rhythmic Gymnastics				
10 Pin Bowling				
Power Lifting				
Soccer				
Softball				
Accommodations				
Food Services				
Registration/Accreditation				
Medical				
Safety Volunteer				
Protocol				
Security				
Transportation				
Volunteers				
Sport Technical / Support				