



SPECIAL OLYMPICS UNIFIED CUP

DETROIT 2022

presented by **TOYOTA**



VOLUNTEER HANDBOOK

OFFICIAL VOLUNTEER SPONSOR



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The Special Olympics Unified Cup is modeled after the FIFA World Cup™. Special Olympics Unified Sports® is what makes it uniquely inclusive: Teams are comprised of athletes with and without intellectual disabilities playing together.

July 31 – August 6, Detroit will welcome over 300 athletes from 25 nations to compete in football (soccer)—the world’s most popular sport. The Special Olympics Unified Cup features competition broadcast to hundreds of millions of viewers across the globe. The week-long event will showcase athletic performances on the pitch and highlight stereotype-defying stories off the pitch — changing minds and opening hearts through transformational inclusion.

The Unified Cup Detroit 2022 will show the world the power of sport to build and shape a diverse community that unites and empowers people of all abilities, from all backgrounds.

Contents

VOLUNTEER REQUIREMENTS.....	3
VENUE INFORMATION	4
VOLUNTEER ROLES AND RESPONSIBILITIES.....	4
GENERAL VOLUNTEERS.....	4
SPORTS VOLUNTEERS	Error! Bookmark not defined.
OPENING CEREMONY VOLUNTEERS AT THE CORNER BALLPARK	Error! Bookmark not defined.
HEALTHY ATHLETE VOLUNTEERS AT SCHOOLCRAFT COLLEGE MERCY ELITE SPORTS CENTER .	9
TRAININGS.....	10



VOLUNTEER REQUIREMENTS

- Volunteers must be a minimum of 16 years old by July 30, 2022.
- Minor volunteers, 16-17, years old must have a parent or legal guardian complete their registration and hand-sign a waiver.
- Each volunteer must have their own email address and mobile phone number for registration. No sharing emails/phone #s.
- Volunteers are required to sign a 2022 Special Olympics Unified Cup waiver. Adults have the option to sign the waivers electronically online.
- Minor volunteers must have their Parent or Legal Guardian print out, hand-sign and upload the waiver to their profile in the Volunteer Management System.
- Some volunteer roles require a background check and/or motor vehicle check.
- Individual volunteers must sign up for a minimum of two (2) shifts.
- Volunteers must follow all health, safety, venue operating guidelines and volunteer code of conduct at all times.
- All volunteers must present proof of COVID-19 Vaccination.
- Volunteers must complete required training and orientation before receiving credentials and other Unified Cup-issued items and before volunteering.
- Volunteers are required to wear Unified Cup volunteer uniform (t-shirt and hat)

Volunteers will receive complimentary food, snacks, and drinks based on scheduled volunteer and shift times

REGISTRATION

- Register at <https://specialolympicsunifiedcup2022.my-trs.com/>

GROUPS

- Groups may register through a Group Volunteer Coordinator.
- Groups need one Group Volunteer Coordinator as the point of contact who will be responsible for recruiting and coordinating volunteers.
- Group Volunteer Coordinator must be capable of creating awareness, recruiting volunteers and have the full support of their organization.
- Groups must have a minimum of (10) ppl, each able to commit to shifts.
- Group Volunteer Coordinator must submit the following REQUIRED data in spreadsheet:
 - First Name



- Last Name
- Email address for each individual
- Address (optional)
- Mobile Phone #
- Emergency Contact Info
- Date of Birth
- T-Shirt Size
- Certified confirmation from individuals of WHO-approved COVID Vaccine

VENUE INFORMATION

Keyworth Stadium:

Division 1 Championship & Finals Ceremony on Saturday, August 6
3201 Roosevelt St, Hamtramck, MI 48212
Parking information coming soon

Schoolcraft College, St. Joe's Sports Complex:

Men's Competition on Mon, Tues, Thurs, Friday, August 1-2, 4-5
Healthy Athletes on Wed – Friday, August 3 - 5
18600 Haggerty Rd, Livonia, MI 48152
Designated, well-lit parking lot onsite

The Corner Ballpark:

Women's Competition on Mon, Tues, Thurs, Friday, August 1-2, 4-5
2600 Atwater St, Detroit, MI 48207
Street parking available throughout the Corktown neighborhood

VOLUNTEER ROLES AND RESPONSIBILITIES

**Indicates specialized role with specific experience; may not be open to the general public.*

General Volunteers

- **Airport Welcome Desk at Detroit Metro Airport**

Serve as greeters at airport for delegations, provide transportation information, assist with baggage collection and other general duties

Shifts: Th. 7/28 – shift times dependent on travel arrangements. **Count:** 6 – 20

Fr. 7/29 - shift times dependent on travel arrangements. **Count:** 6 – 20



Sat. 7/30 - shift times dependent on travel arrangements **Count:** 12 – 40
 Sun. 8/7 – shift times dependent on travel arrangements **Count:** 6 - 20

- **Venue Setups & Breakdowns**

Assist with venue setups, flips and tear-downs

	Shifts: Fr 7/29	12 PM – 4 PM		Count: 25
	Sat. 7/30	12 PM – 4 PM		Count: 25
Opening:	Sun 7/31	7:30 AM – 3 PM		Count: 50+
	Mon 8/1	7:30 AM – 11 AM		Count: 30
	Tues 8/2	7:30 AM – 11 AM		Count: 30
	Thurs 8/4	7:30 AM – 11 AM		Count: 30
	Fri 8/5	7:30 AM – 1 PM	1 PM – 9 PM	Count: 50+
	Sat 8/6	7 AM – 1 PM	5 PM – 9 PM	Count: 50+

- **Hotel Welcome Desk at Marriott at The Renaissance Center**

Serve as greeters at host hotels, provide transportation information, assist with event information and other general duties

Shifts: Sat. 7/30 --	7 AM – 12 PM	Count: 3-4
	12 PM – 5 PM	Count: 3-4
	5 PM – 10 PM	Count: 3-4
Each day: Sun. 7/31 – Fri 8/5 --		
	7 AM – 12 PM	Count: 2-3
	12 PM – 5 PM	Count: 2-3
	5 PM – 10 PM	Count: 2-3

- **Transportation Monitor at Marriott at The Renaissance Center**

Assist with transportation operations, including helping direct guests to shuttle buses, helping manage loading and unloading of shuttles and providing general transportation information.

Shifts: Each day: Sat 7/30 – Sat 8/6		
	7 AM – 12 PM	Count: 2
	12 PM – 5 PM	Count: 2
	5 PM – 10 PM	Count: 2

- **Food & Beverage Monitor**

Helping with food and beverage operations, including monitoring food to ensure consistent supply, helping with general cleanup, and checking credentials.

Shifts: M, Tu, Th, Fri at Schoolcraft College		
M, Tu, Th, Fri at The Corner Ballpark		
Each day: 10:30 AM – 2:30 PM		Count: 20 – 30 (two venues)



- **Courtesy Driver***

Serve as driver for various attendees using vehicles provided by Toyota, our Presenting Sponsor and Official Mobility partner. Driving may include to/from airport, venues, and other events.

Each day: Sunday 7/31 – Saturday 8/6

8 AM – 1 PM **Count: 25**

1 PM – 6 PM **Count: 25**

6 PM – 9 PM **Count: 25**

- **Credential Verification**

Ensuring access to specific areas to properly credentialed guests only: athletes, coaches, staff and others.

Shifts: M, Tu, Th, Fri at Schoolcraft College

M, Tu, Th, Fri at The Corner Ballpark

Each day: 8 AM – 12 PM **Count: 6 - 12**

12 PM – 4 PM **Count: 6 - 12**

- **General Office Assistance at Marriott at The Renaissance Center**

Assisting as needed in event operations office, making copies, organizing materials, supplies and other general office duties.

Shifts: Each day: Sat 7/30 – Sat 8/6

7 AM – 12 PM **Count: 2**

12 PM – 5 PM **Count: 2**

5 PM – 10 PM **Count: 2**

- **Media Assistant***

Working in media operations, including distribution of information to media, and/or taking photos or video for social media, etc.

Shifts: M, Tu, Th, Fri at Schoolcraft College

M, Tu, Th, Fri at The Corner Ballpark

Sat. at Keyworth Stadium

Each day: 6 - 8 PM **Count: 1-2**

- **Volunteer Check-In**

Working at volunteer check-in table assisting with checking-in volunteers, providing details to volunteers on their responsibilities for the day and distributing volunteer uniforms.

Shifts: M 8/1, Tu, Th, Fri 8/5 at Schoolcraft College

M 8/1, Tu, Th, Fri 8/5 at The Corner Ballpark

Each day: 8 AM – 12:30 PM **Count: 6**



12 PM – 4:30 PM **Count: 6**
Sat 8/6 at Keyworth Stadium

12 PM – 5 PM **Count: 1-2**

- **General Services**

Assisting, as needed, with filling other roles during peak times or during lunch/break. Assignment will vary based on day/time and location.

- **Delegation Assistant Liaison***

Serve as the main link between the Delegation and the LOC from the time the Delegation arrives to the time they depart. Will work closely with the Head of Delegation to provide operational and administrative support during all events.

Sports Volunteers

- **Delegation Services + Information Table**

Serve as greeters at venues, provide transportation information, assist with venue information and other general duties

Shifts: Sun 7/31, M, Tu, Th, Fri 8/5 at Schoolcraft College

Sun 7/31, M, Tu, Th, Fri 8/5 at The Corner Ballpark

Each day: 7 AM – 12 PM **Count: 2 – 4 (two venues)**

12 PM – 5 PM **Count: 2 – 4 (two venues)**

Sat 8/6 at Keyworth Stadium

9 AM – 6 PM **Count: 1-2**

- **Scorekeeper***

Keep track of match score on both scoreboard and paper score sheet during competition

Shifts: M 8/1, Tu, Th, Fri 8/5 at Schoolcraft College

M 8/1, Tu, Th, Fri 8/5 at The Corner Ballpark

Each day: 8 AM – 1 PM **Count: 8 (two venues)**

12 PM – 5 PM **Count: 8 (two venues)**

Sat 8/6 at Keyworth Stadium

12 PM – 6 PM **Count: 2**

- **Timekeeper***

Keep track of match time during competition



Shifts: M 8/1, Tu, Th, Fri 8/5 at Schoolcraft College
M 8/1, Tu, Th, Fri 8/5 at The Corner Ballpark

Each day: 8 AM – 1 PM **Count:** 4 (two venues)
 12 PM – 5 PM **Count:** 4 (two venues)

Sat 8/6 at Keyworth Stadium

9 AM – 2 PM **Count:** 1
1 PM – 6 PM **Count:** 1

- **Ball Retriever**

Run the sidelines during each match with extra game balls, throwing them back into play when a ball goes too far out of bounds, then chasing down the ball and returning to the sidelines

Shifts: M 8/1, Tu, Th, Fri 8/5 at Schoolcraft College
M 8/1, Tu, Th, Fri 8/5 at The Corner Ballpark

Each day: 8 AM – 1 PM **Count:** 8 (two venues)
 12 PM – 5 PM **Count:** 8 (two venues)

Sat 8/6 at Keyworth Stadium

9 AM – 2 PM **Count:** 2
1 PM – 6 PM **Count:** 2

- **Locker Room Attendant***

Lead teams to and from field/locker room. Remove athlete belongings from locker room and bring them to the field. Clean locker room between uses for next team to use.

Shifts: M 8/1, Tu, Th, Fri 8/5 at Schoolcraft College
M 8/1, Tu, Th, Fri 8/5 at The Corner Ballpark

Each day: 8 AM – 1 PM **Count:** 8 (two venues)
 12 PM – 5 PM **Count:** 8 (two venues)

Sat 8/6 at Keyworth Stadium

9 AM – 2 PM **Count:** 2
1 PM – 6 PM **Count:** 2

- **Runner**

General assistance during event, including helping move and gather equipment, supplies and other items.

Shifts: M 8/1, Tu, Th, Fri 8/5 at Schoolcraft College
M 8/1, Tu, Th, Fri 8/5 at The Corner Ballpark

Each day: 8 AM – 1 PM **Count:** 4 (two venues)



12 PM – 5 PM **Count:** 4 (two venues)

Sat 8/6 at Keyworth Stadium

9 AM – 2 PM **Count:** 2

1 PM – 6 PM **Count:** 2

- **Performance Station Attendant***

Facilitate health and wellness stations within performance stations. Stations include competition readiness, recovery, hydration/nutrition, strong minds, etc.

Shifts: M 8/1, Tu, Th, Fri 8/5 at Schoolcraft College

M 8/1, Tu, Th, Fri 8/5 at The Corner Ballpark

Each day: 8 AM – 1 PM **Count:** 40 (two venues)

12 PM – 5 PM **Count:** 40 (two venues)

Sat 8/6 at Keyworth Stadium

9 AM – 2 PM **Count:** 20

1 PM – 6 PM **Count:** 20

Opening Ceremony Volunteers at The Corner Ballpark

- **Wayfinder/Usher**

Assist with directing attendees to seating locations, restrooms and venue amenities.

Shifts: Sun 7/31: 11:30 AM – 3 PM **Count:** 12

- **Hospitality**

Provide assistance in hospitality areas, including checking credentials, providing information and helping with general cleanup.

Shifts: Sun 7/31: 10 AM – 4PM **Count:** 16

- **Access Check**

Assist with checking credentials

Shifts: Sun 7/31: 11:30 AM – 3 PM **Count:** 12

- **Delegation Services Table**

Provide information and assistance to delegations

Shifts: Sun 7/31: 11 AM – 3 PM **Count:** 2

Healthy Athlete Volunteers at Schoolcraft College Mercy Elite Sports Center

- **Delegations Services & Volunteer Check-in**

Shifts: Wed 8/3, Th 8/4, Fri 8/5: 10 AM - 6 PM **Count:** 2



- **Data Entry**
Enter athletes' health screening form into the online data entry platform
Shifts: Wed 8/3, Th 8/4, Fri 8/5: 10:30 AM - 6 PM **Count:** 20
- **Team Guide**
Assist with checking athletes in upon arrival and escorting them through to each Healthy Athlete discipline
Shifts: Wed 8/3, Th 8/4, Fri 8/5: 10:30 AM - 6 PM **Count:** 10

TRAININGS

Orientation sessions with uniform pickup will be held in mid-July.
More training information will be provided.