



## **The Process for Event/Competition volunteers:**

Details of all upcoming Special Olympics GB events are included in our [Events calendar](#) – including contact details for the Event Organiser. Individuals wanting to volunteer for events should, therefore, check the Events calendar in the first instance.

In most cases, the Event Organiser will contact the NVO to ask for assistance in recruiting volunteers for the event. In this case, we would email any volunteers previously registered as Events/Competition volunteers and/or post a call for volunteers on Facebook – all Events/Competition Volunteers are encouraged to ‘like’ the Special Olympics GB Facebook page so that they are able to see these postings.

To volunteer for an event they have been emailed about, the individual should contact the NVO to say they can volunteer for that event, and they will then be sent a **V4 Competition Volunteer Form** to complete. However, if they are already registered as a Regular Volunteer (see **Definitions** below), and are attending the event as an Events/Competition volunteer, they do not need to complete this form but should quote their volunteer number - V/nnnn/aa.

Everybody attending an event as a volunteer will also be required by the Event Organiser to ‘register’ or sign-in on the day(s) of the event – this sign-in sheet is used confirm which volunteers are available on the day, and in case of the need for a venue evacuation.

## **Definitions:**

**Volunteer** – this is anyone who fulfils a role for Special Olympics GB in any voluntary capacity, and includes family members who will take on a role within the group, e.g. driving athletes other than their child/sibling, caring for other athletes at training or competition events, committee member. They may also be referred to as Regular Volunteers, in that they volunteer regularly for the same group.

For the purpose of registration, those being paid to deliver coaching or any other function or activity on behalf of a Special Olympics branch club or associate club are also required to complete the volunteer registration process.

**Event/Competition Volunteer** - this is an individual volunteering on a ‘one-off’ basis for a particular event. They are primarily involved in all operational aspects of the event and supporting the field of play officials. Event volunteers are likely to interact with athletes, but will not be assigned roles where they have sole or direct responsibility for them.

Event Volunteers may be already registered as a Regular Volunteer, but are not attending the event as part of a Delegation with their group.

**Delegation Volunteer** – this is a volunteer who travels with a Special Olympics GB team to a regional, national or international event which usually takes place over more than one day and as such may include a residential element. The Delegation will include coaches, support assistants and the delegation management team. Invariably they will all already be registered as Regular volunteers.