



Volunteer Handbook

July 6-17, 2011

www.wma2011.com

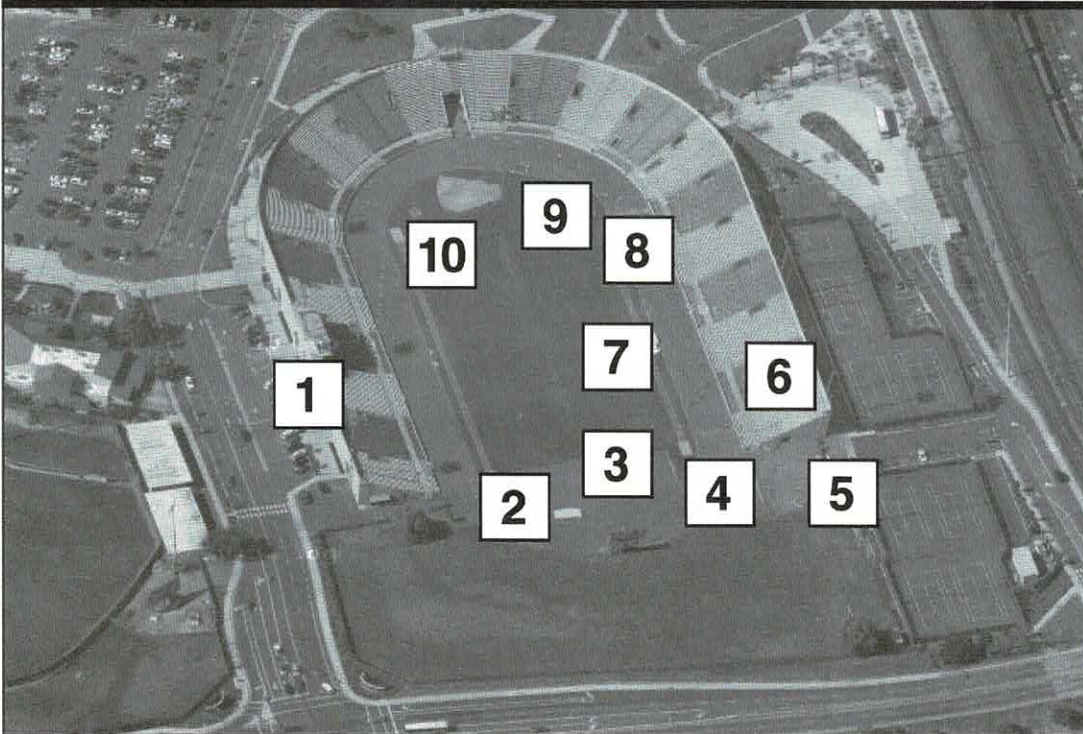


Regional
Transit



SACRAMENTO INTERNATIONAL AIRPORT

Sacramento City College (Hughes Stadium)



Key

- 1- Volunteer Check-In
- 2- Gate Monitor
- 3- Javelin and High Jump
- 4- Gate Monitor
- 5- Hammer
- 6- Equipment Room
- 7- Pole Vault
- 8- Finish
- 9- Chip Collectors and Mixed Zone
- 10- Shot put



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Contact information

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Letter from the Executive Director...

Dear Volunteer,

On behalf of the Sacramento Sports Commission I want to offer our sincere appreciation for being a part of our volunteer team. The WMA local organizing committee recognizes how significant a commitment you have made by donating your time and energy to help with the 2011 World Masters Athletics Championships. Volunteers have always played a huge role in all the events the Sacramento Sports Commission has brought to the community; including the NCAAs, U.S. Olympic Trials, and Amgen Tour of California. We view volunteers as ambassadors of our community. You are the first person the athletes and visitors come in contact with. You are the face of the Sacramento Sports Commission, WMA 2011, and the city of Sacramento. It has been 16 years since the World Masters Athletics Championships have been held in the United States. It is an honor for us and Sacramento to be hosting such an event. We are looking forward to sharing this exciting experience with you.

Thank you again,

John McCasey

Sacramento Sports Commission

The Sacramento Sports Commission (SSC) is a joint city-county advisory board created in 1988 to attract and develop major professional and amateur sporting events in the capital region. In 1998, the Sports Commission formed a non-profit organization — the Sacramento Region Sports Education Foundation — to administer SSC events.

Since its inception in 1988, the Sports Commission has been responsible for bringing a number of high profile events to Sacramento, including the 1994, 1998, 2002, and 2007 NCAA Men's Basketball Tournament, the 1995 U.S. Outdoor Track and Field Championships, the 1999 John Hancock U.S. Gymnastics Championships, the 2003, 2005, 2006, and 2007 NCAA Outdoor Track and Field Championships, the 2000 and 2004 U.S. Olympic Team Trials for Track and Field, the 2001 National Junior Olympic Track and Field Championships, the 2007 NCAA Women's Volleyball Championship, the 2009 IRA Rowing Championships, and the 2007-2011 Amgen Tour of California.

The Sacramento Region Sports Education Foundation (SRSEF) is a non-profit, charitable organization funded through private and corporate donations and formed to foster, support, and develop amateur sports within the Sacramento region. SRSEF provides necessary administrative and logistical support to sporting events held in Sacramento and encourages youth interest and participation in sports by displaying educational exhibits and providing instructive clinics for community youth.

Local Organizing Committee (LOC)

John McCasey
Executive Director

George Kleeman
Competition Stadia

John Mansoor
Non Stadia

Brad Hillard
Transportation

Bob Burns
Media

Stephanie Valdes
Volunteer Coordinator

Matt Robinson
Registration Center
Manager and Director
of Events

Kylee Blatz
Dorms/ Registration

Bruce Richards
Event Facility
Coordinator

Steve Tebbs
Facilities Manager

Lindsey Adams
Event Hospitality,
Athlete Party,
Opening and
Closing Ceremonies
Coordinator

Drew Garrison
Marketing Coordinator
and Sponsorship

Carolyn Blucher
Volunteer Assistant

Lily Kramlich-Taylor
Summer Intern

Alison Burns
Summer Intern

Jonel Jorgensen
Financial

Gail Keeter
Administration

Keith Lively
Technical Info Center

World Masters Athletics Championships 2011

World Masters Athletics Championships (WMA) 2011 is an international track and field competition for athletes 35 and older. This event will take place July 6-17. Approximately 5,000 extraordinary athletes representing over 90 countries will be competing. An estimated 5,000+ spectators and fans are expected to be in attendance. Hosting an event of this magnitude is a tremendous responsibility for the Sacramento community. It has been 16 years since the WMA Championships have been held in the United States.

The primary venue for this international event will be the A. G. Spanos Sports Complex, located on California State University, Sacramento (Sac State) campus. The secondary facility will be Sacramento City College's Hughes Stadium. American River College, American River Parkway, Granite Regional Park, and William Land Park will also serve as venues for cross country, race walk events, and the marathon.

Venues

California State University, Sacramento

A. G. Spanos Sports Complex
6000 J St., Sacramento, CA 95819
(Main Venue)

Sacramento City College

Hughes Stadium
3835 Freeport Boulevard
Sacramento, CA 95822
(Secondary Venue)

American River College

Beaver Stadium
4700 College Oak Drive, Sacramento CA 95841
(Practice Venue)

Granite Regional Park

(Cross Country- July 6 and July 7)

William Land Park

(Race Walk- July 12 and July 16)

American River Parkway

(Marathon- July 17)

Events

8km Cross Country
10km Racewalk
20km Racewalk
Marathon
Combined Events:
Decathlon, Heptathlon,
Throws Pentathlon
Discus
Hammer
High Jump
Javelin
Long Jump
Pole Vault
Shot
Triple Jump

Weight
100m
200m
400m
800m
1500m
5000m
10000m
2000m, 3000m Steeplechase
Short Hurdles: 80m, 100m, 110m
Long Hurdles: 200m,
300m, 400m
4x100m Relay
4x400m Relay
5000m Racewalk Track

Opening and Closing Ceremonies

The opening ceremonies will take place at Sac State on July 5, 2011, at 6pm.

Closing ceremonies will take place at the conclusion of our relays on July 17, 2011.

All volunteers are invited to be a part of these events. If you would like to participate please arrive half an hour before the start of the ceremony. We will line you up and walk you on to the field. It's our way of saying thank you and acknowledging your service in front of athletes and spectators.

Emergency Information

If you have a life threatening emergency dial 911. We will have EMTs and campus police at every venue.

Hours of Operation

The main volunteer check-in will be located in The Well on Sac State's campus. The Well is located at the north end of the A.G. Spanos Sports Complex. It will be open the following:

July

4th	10am-3pm	11th	7 am-6pm
5th	7 am-6pm	12th	7 am-6pm
6th	7 am-6pm	13th	7 am-6pm
7th	7 am-6pm	14th	10am-3pm
8th	7 am-6pm	15th	7 am-6pm
9th	7 am-6pm	16th	7 am-6pm
10th	10am-3pm	17th	8am-6pm

Where do I report?

Before every shift, volunteers must report to the volunteer check-in station. When you check in for your very first shift you will receive your volunteer t-shirt. **There will be a volunteer check-in station at every venue.** You can find a map of all the venues at the end of this handbook.

Once you check in you will report to your appropriate stations. If you need any help finding your station, please ask at volunteer check-in. Once your shift is over you may leave, you do not need to check out at the check-in station. If you are working a position where there is another volunteer taking over for you once you leave, we ask that you take a few minutes to show that person the duties of the job.

Participating Countries

Algeria [ALG]	Ireland [IRL]
Antigua and Barbuda [ANT]	Israel [ISR]
Argentina [ARG]	Italy [ITA]
Armenia [ARM]	Ivory Coast
Australia [AUS]	Jamaica [JAM]
Austria [AUT]	Japan [JPN]
Bahamas [BAH]	Kazakhstan [KAZ]
Belgium [BEL]	Kenya [KEN]
Belize [BIZ]	Latvia [LAT]
Bermuda [BER]	Liberia [LBR]
Bolivia [BOL]	Lithuania [LTU]
Bosnia-Herzegovina [BIH]	Luxembourg [LUX]
Brazil [BRA]	Malaysia [MAS]
Bulgaria [BUL]	Mauritius [MRI]
Cameroon [CMR]	Mexico [MEX]
Canada [CAN]	Moldova [MDA]
Chile [CHI]	Mongolia [MGL]
China (People's Rep. of) [CHN]	Morocco [MAR]
Chinese Taipei [TPE]	Netherlands [NED]
Colombia [COL]	New Zealand [NZL]
Costa Rica [CRC]	Nicaragua [NCA]
Croatia [CRO]	Nigeria [NGR]
Curacao [CUR]	Norway [NOR]
Czech Republic [CZE]	Panama [PAN]
Denmark [DEN]	Paraguay [PAR]
Dominican Republic [DOM]	Peru [PER]
Ecuador [ECU]	Philippines [PHI]
Egypt [EGY]	Poland [POL]
El Salvador [ESA]	Portugal [POR]
Estonia [EST]	Puerto Rico [PUR]
Fiji [FIJ]	Romania [ROU]
Finland [FIN]	Russia [RUS]
France [FRA]	Senegal [SEN]
French Polynesia [PYF]	Slovak Republic [SVK]
Germany [GER]	Slovenia [SLO]
Ghana [GHA]	South Africa [RSA]
Great Britain and Northern Ireland [GBR]	Spain [ESP]
Greece [GRE]	Sri Lanka [SRI]
Grenada [GRN]	Sweden [SWE]
Guatemala [GUA]	Switzerland [SUI]
Guyana [GUY]	Trinidad and Tobago [TRI]
Hong Kong, China [HKG]	Turkey [TUR]
Hungary [HUN]	Ukraine [UKR]
Iceland [ISL]	United States of America [USA]
India [IND]	Uruguay [URU]
Indonesia [INA]	Venezuela [VEN]
Iran (Islamic Rep. of) [IRI]	Virgin Islands [ISV]

What is expected from you?

The Sacramento Sports Commission sees each volunteer as an ambassador of Sacramento. You are expected to show care and respect for others, meet established standards, and be accountable for your actions. As a volunteer, you should act in a way that seeks to serve and support the best interests of the 2011 World Masters Athletics Championships.

Volunteer involvement is a critical component in the successful staging of the 2011 World Masters Athletics Championships. Volunteers provide the skill, effort, and knowledge to host this international event. As a volunteer, you bring:

- A high level of energy, enthusiasm, and commitment
- A desire to increase community involvement and community spirit
- A wide variety of skill, knowledge, and abilities.

The SSC recognizes these values and respects your involvement.

Smoking, Alcohol, Drugs

The SSC promotes a healthy work environment for its staff, volunteers, athletes, and spectators. Smoking is prohibited at all times inside the stadiums. Once you are done with your shift you may smoke in designated smoking areas located outside the stadium.

Alcohol and illegal drugs of any kind are strictly prohibited.

Media

If you are approached by a member of the media with questions regarding the 2011 World Masters Athletics Championships, please refer them to a member of the LOC, identifiable by their red credentials. You may, of course, answer any questions regarding yourself, your reason for volunteering, and what you are doing.

Training

Every volunteer is required to attend one of the three volunteer orientations. At this orientation, volunteers will receive an overview of 2011 World Masters Athletics Championships, an overview of their specific jobs, and the opportunity to ask whatever questions they may have regarding the event and their duties.

Harassment/Abuse

The definition of harassment: one or a series of incidents involving unwelcome comments or actions concerning a person's race, religious beliefs, color, ancestry, place of origin, family status, physical or mental disability, marital status, age, sex or sexual orientation.

The SSC is committed to providing a positive work environment free from physical and/or sexual assault and harassment. The SSC will promote an atmosphere of care, support and respect for individual rights and is committed to upholding personal integrity. If you feel that you have experienced harassment or physical or sexual assault, you should promptly report the incident to the volunteer coordinator.

Transportation and Parking

All volunteers will have an RT logo sticker on their credential. This will allow you to receive free access to Regional Transit transportation during the event. In order to receive this benefit you must show the driver your volunteer credential (blue) with sticker as you board the bus. If you do not have an RT sticker on your credential and you plan to take public transportation, please notify the volunteer coordinator as soon as possible. Please check www.sact.com for RT locations and schedules.

There will be parking available at all venues. All spots are available on a first come first served basis. Due to the large number of volunteers, the Sacramento Sports Commission is unable to pay for volunteers' parking at participating venues. If you choose to drive and park in participating venue's parking lots you must adhere to the venue's parking fees, laws, rules, and regulations. The SSC is not responsible and will not be held liable if volunteers receive a parking ticket or citation.

Attendance

Volunteers are expected to show up for all of their scheduled shifts. Please arrive 15-30 minutes early so that you have enough time to park, check in at the volunteer check-in station, and report to your assigned position.

If you are not able to work your shift(s) please notify SSC as soon as possible so we can plan accordingly. You can call (916) 808-2400 or email svaldes@cityofsacramento.org. If you call and no one answers, please leave a message stating your name and the shift you are not going to be able to make.

Dress Code

As a representative of the Sacramento Sports Commission and the 2011 World Masters Athletics Championships, you are responsible for presenting a good image to the community by identifying yourself as an official WMA 2011 volunteer. Your uniform consists of the following:

Volunteer Shirt

Volunteers must wear the volunteer shirt at all times during their shift(s). You will only receive one volunteer shirt for the entire event. If you are working several consecutive days and must have an extra shirt, please notify the volunteer coordinator.

Volunteer Credential

Volunteer credentials will be blue. Credentials will be distributed to volunteers at orientation. Credentials must be worn at all times when you are working your shift(s). Volunteers will receive only one credential, so please do not lose it or forget to bring it with you to each shift.

Khaki Shorts/Pants

Comfortable Closed Toe Shoes

No flip flops or sandals. It may be hot but you are at a track meet which means there are many moving objects. For safety reasons closed toe shoes are a requirement.

Health and Safety

Health and safety are very important. Please be sure to stay hydrated and wear sunscreen. Keep in mind that there are many moving objects, be aware of where you are standing and walking at all times.

Professionalism

As a volunteer you are representing the Sacramento Sports Commission, 2011 World Masters Athletics Championships, and the city of Sacramento. The athletes and spectators are visitors in our home. As a host, please be friendly, polite, and professional. Please keep the following in mind:

- Smile, be polite and avoid using foul language.
- Try not to have your cell phone with you, but if you must, please put it on vibrate and do not use it while you are working.
- If you have friends and family at the event please refrain from inviting them to "hang out" with you while you are working. You need to fulfill your role as a volunteer and give your full attention to your position and guests.
- Be cooperative with all visitors, fellow volunteers, and staff.
- Be sensitive to other cultures. We will have over 90 countries in attendance. Please keep in mind that every country's cultures and beliefs are different.
- Please be flexible.
- Prepare to make quick, intelligent decisions.
- Be punctual and dependable.
- Whenever in doubt, ask an LOC member (red badge) or official (yellow badge).

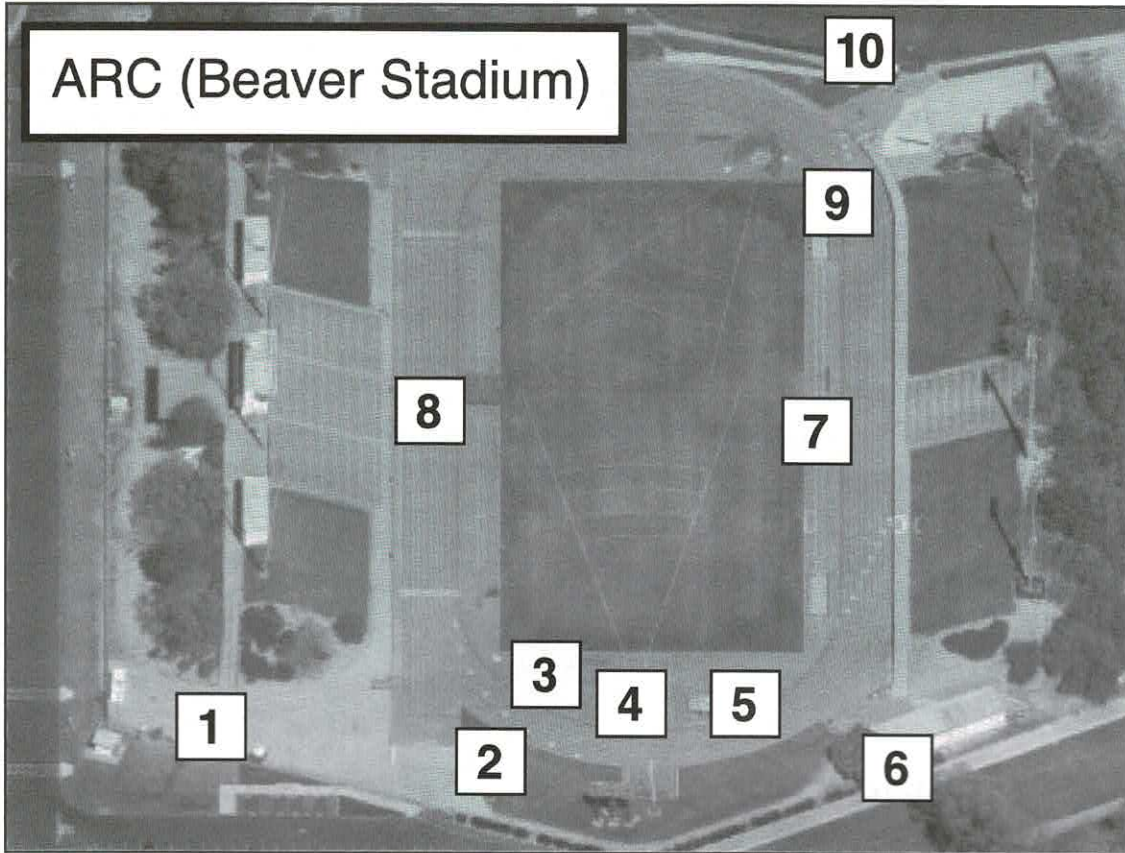
Time Commitment

We ask that a volunteer work a minimum of two shifts. Each shift averages around four hours in length. Shifts may be done in one day or they can be spread out throughout the event.

Credentials

Badge	Color	Description
LOC	Red	Local Organizing Committee/ Managing Organization (Sacramento Sports Commission)
Official	Yellow	Official/ Referee of the competition events
Volunteer	Blue	Unpaid person donating their time and energy to assist the SSC staff with event.
Team Manager	Turquoise	Manager of the athletes for a given country
Council	Lime	World Masters Athletics Council Members/ Governing Body
Vendor	Orange	Someone who is selling merchandise/food at the event
Athlete	Green	Someone who is competing in the Championships
Guest	Purple	Accompanying person or fan of athletes in the Championships
Media	Aqua	Photographer/ Journalist
Medical	Fuchsia	EMT

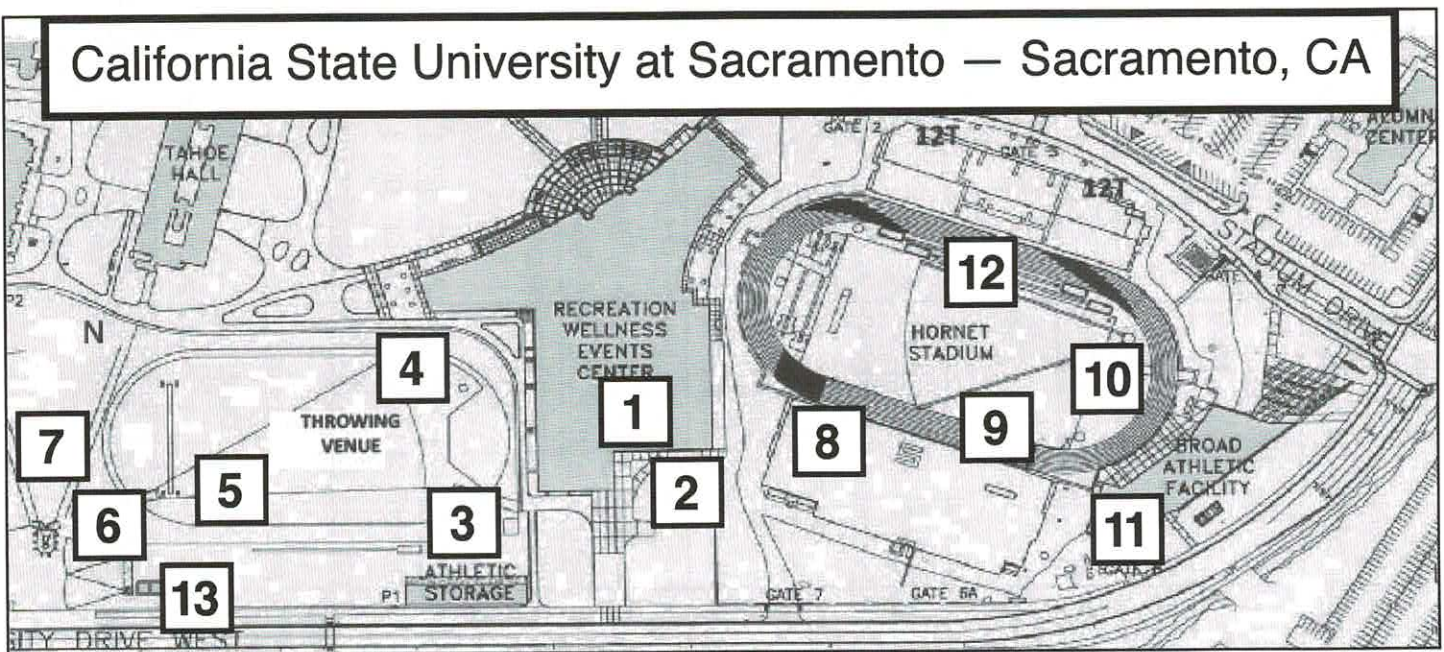
ARC (Beaver Stadium)



Key

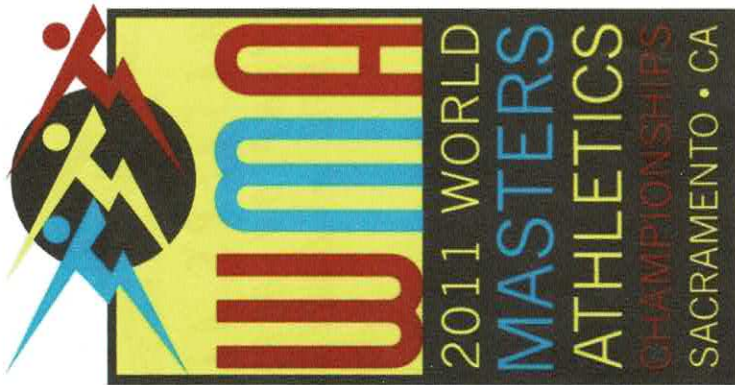
- 1- Volunteer Check-In
- 2- Gate Monitor
- 3- Mixed Zone
- 4- Javelin
- 5- High Jump
- 6- Results
- 7- Long and Triple Jump
- 8- Pole Vault
- 9- Gate Monitor
- 10- Shot Put

California State University at Sacramento – Sacramento, CA



Key

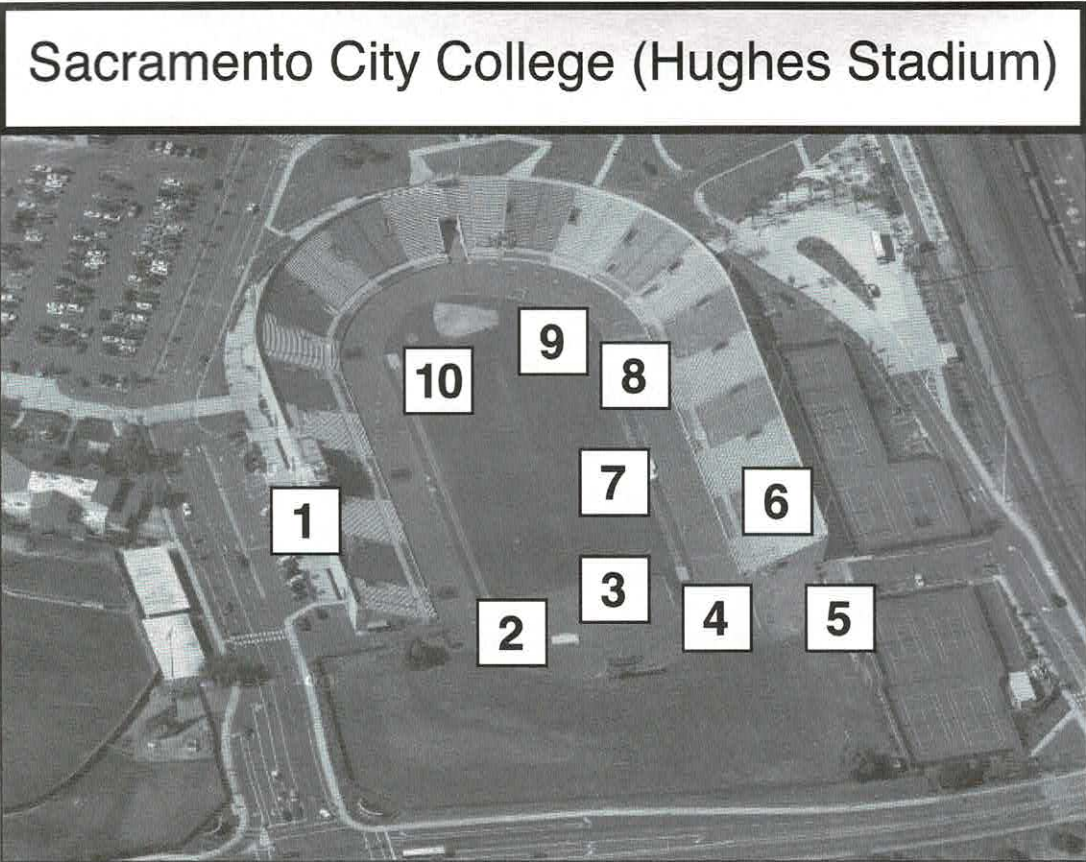
1- Volunteer Check-In	3- Equipment Room	6- Shot Put	10- High Jump
2- Results	4- Discus	7- Hammer	11- Gate Monitor
	5- Javelin	8- Gate Monitor	12- Long Jump
		9- Hurdles	13- Weight



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