



USA GYMNASTICS
CHAMPIONSHIPS
JUNE 21-26 **2022** DES MOINES, IA

VOLUNTEER HANDBOOK

Thank you for your interest in assisting USA Gymnastics as the local volunteer coordinator. We look at this position as a high honor and an invaluable member of our team leading up to and during an event. Without the time and commitment of people like you, USA Gymnastics would not be able to offer and manage some of the greatest events in this sport.

We currently use an online system for volunteers to sign up and as the volunteer coordinator, you will need to be comfortable accessing the site and maneuvering within it as well as being able to explain to potential volunteers how to sign up. It is also very beneficial to be strongly involved in the local gymnastics' community. We look to our volunteer coordinator to be able to spread the word to local clubs and parents within the community about the event and how they can help by volunteering. **Lastly, and most importantly, the local volunteer coordinator (or assistant) should be available to be onsite at the venue during the length of the event.** This is the most important as you are our direct connection to the volunteers.

The strongest and most successful approaches we have seen in recruiting and managing volunteers for an event have been those that have created a small committee. We typically suggest having a committee of 3-4 people that can assist you with the recruiting of volunteers. This would be an ideal way of including individuals from other clubs to assist you. Below is a list of suggested committee positions. Further in the handbook, we provide a little more detail on each position. Keep in mind these are just suggestions and you can certainly modify to fit your needs as well as those of the event. For example, you can select one person to fill 2 or more of the roles listed below, it really is your preference.

KEY COORDINATOR POSITIONS

- **EQUIPMENT VOLUNTEER TEAM LEADER**
- **GUEST SERVICES/REGISTRATION VOLUNTEER TEAM LEADER (optional)**

USA Gymnastics will also provide an online registration tool called The Registration System (TRS). We have used this system for many of our events and have found it to be very useful in collecting individuals' contact information along with fulfilling volunteer shifts. The system allows an individual to register directly online allowing us to collect their email address, phone number, areas, and times they are interested in volunteering. From there the committee will be able to assign individuals directly into positions and shift times and easily communicate to volunteers.

When assigning volunteers, it is necessary that the local volunteer coordinator and committee select individuals fairly and evenly from within the community. We want to make sure that all clubs and gymnastics organizations within the community have the opportunity to be involved. Below are additional requirements we like to make sure are kept in mind when assigning volunteers:

1. TIME REQUIREMENTS: All volunteers will be requested to **work a minimum of two (2) volunteer shifts**. Training is not required for all volunteer positions. If a volunteer is selected for a general role, they should expect to arrive 30 minutes prior to the shift start time in order to check in and get their uniform and credential.

2. ORIENTATION & TRAINING: All Production Volunteers will be required to attend an Orientation Meeting the day before competition starts. Depending on the position, it will either be an in-person or Zoom meeting. There will be additional training required for some of these positions as well.

3. USA GYMNASTICS MEMBERSHIP: All Production Volunteers are required to be members of USA Gymnastics. Positions that allow minors may be filled by Athlete Members under the age 20. Adult volunteers will be required to be an Instructor or Professional Member with current Background and Safe Sport, as these positions all have access to the event level during competition times and may have access to the athletes.

4. UNIFORM: All volunteers will receive a uniform t-shirt supplied by USA Gymnastics. The t-shirt should be worn with self-supplied black pants and comfortable shoes. The set-up/tear-down crews are not required to wear the uniform during their shift; however, they must wear closed toe shoes at all times.

Thank you again for all your time and commitment to help USA Gymnastics provide another great event. We look forward to working with you and are available anytime you have a question or concern.

Thank you!

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YOUTH PRODUCTION VOLUNTEERS

AWARDS TEAM (6) – Age 14-17

The Awards Team will participate in all awards presentations. The awards team will escort athletes and presenters and carry awards and flowers as necessary. **The Awards Team should be dressed in black knee-length dresses or dress pants/shirt.**

Awards Team reports to the Stage Manager.

EQUIPMENT VOLUNTEERS

EQUIPMENT LOAD-IN CREW (25) – Heavy lifting required

The Equipment Load-In Crew will assist in the set-up of equipment within the arena and convention center. This includes the Trampoline and Tumbling, Rhythmic, and Acro equipment, and event signage.

The equipment load-in uniform requirements are comfortable clothes and closed toe shoes.

Equipment Load-In crew will take direction from USA Gymnastics Equipment Managers.

EQUIPMENT LOAD-OUT CREW (25) – Heavy lifting required

The Equipment Load-Out Crew will assist in the teardown of equipment within the arena. This includes the men's and women's artistic equipment and event signage.

The equipment load-out uniform requirements are comfortable clothes and closed toe shoes.

Equipment Load-Out crew will take direction from USA Gymnastics Equipment Managers.

GUEST SERVICES/REGISTRATION VOLUNTEERS

REGISTRATION VOLUNTEER (4 per shift) – Basic computer skills required

The registration volunteers will be responsible for issuing all accreditation badges at the competition venue registration office. Volunteers will receive on-site training on USAG accreditation system policies and procedures. In order to ensure the safety of all participants, adherence to all accreditation policies will be strictly enforced. Volunteers will also assist with various other duties in the registration office and will take direction from the USAG Registration Manager. Knowledge of the surrounding area, shopping, and local points of interest is helpful. Volunteers will be in direct contact with participants, so friendly, polite, fun personalities are needed for this position.

Attendants report to USA Gymnastics Registration Manager.