

# 2025 MANCHESTER UNIVERSITY SECTIONAL BASKETBALL TOURNAMENT VOLUNTEER FACT SHEET



**DATE:** Saturday, March 22, 2025

**SITE:** Manchester University  
604 E College Ave. North Manchester IN 46962

**EMERGENCY PHONE:** Michelle Jones (765-202-0052)

## **SCHEDULE:**

8:15AM – Team & Skills Check In Begins  
7:45AM – Volunteer sign in  
8:15AM– Volunteer Training  
8:50AM – Opening Remarks, National Anthem, & Oath  
9:00AM – Games begin  
9:30AM- Skills begin

## **GENERAL INFORMATION:**

1. **CHECK IN:** Volunteer check in will be on the second floor.
2. **ATTIRE:** All volunteers will receive a special Olympics Indiana volunteer t-shirt that they should wear during the event, helping identify them as volunteers. We suggest you wear khaki pants or nice jeans and comfortable shoes.
3. **TRAINING:** You will be given the place for instruction when you register on the 2nd floor. First shift volunteers should arrive as indicated above. Volunteers arriving for later shifts should arrive 30 min. prior to your shift for training.
4. **WEATHER:** The event will be held barring extreme weather such as a blizzard or ice. Should the event be cancelled you will be notified via text.
5. **DIRECTIONS/PARKING:** will be outside the Physical Education and Recreation Center (building #30)- Map attached to this form. <https://www.manchester.edu/docs/default-source/admissions/parkingmap.pdf>
6. **MEALS:** There will be a Hospitality Room with snacks and a simple meal throughout the day. Concession stand will also be open with limited selection of food.
7. **JOB DESCRIPTIONS:** Please see the attached job description to review in advance.
8. There will be **NO SMOKING** at any time on the property. This includes the parking lot area and inside of your vehicle. If you cannot respect these rules, you will be asked to leave the tournament.

**FIRST AID:** Nurses will be stationed at both courts throughout the tournament.

**FOOD SERVICES:** Concessions will be available throughout the day with limited items. There is a McDonald's, Dairy Queen and Pizza Hut within 15-20 minutes of the University. Drinks brought into the facility need to have a lid.

Check appropriate box

- All times are Eastern Time**
- All times are Central Time**