

**Michigan
Adaptive
Sports**



If I Can Do This, I Can Do Anything.

...a chapter of Disabled Sports USA

4301 Orchard Lake Rd Ste 180/B200 West Bloomfield, MI 48323

(248) 988-0156

www.michiganadpativesports.org

Summer 2010

Dear Volunteer,

Thank you for your interest in our adaptive sports clinics at Pontiac Lake this year. Enclosed please find a registration form and a waiver form. Complete the registration form and sign the waiver, then return them to the address below 10 days before the event is to take place.

**Kevin Mitchell / MAS Pontiac Lake Clinics
5866 Carmen Ct. E.
Orchard Lake, MI 48324**

Also included is a copy of our "Volunteer Guidelines and Policies" for you to review, and directions to the Pontiac Lake Recreation Area. As this is a state park, there is an entrance fee for each vehicle, the permit for which you can get either on a daily or an annual basis.

Please note that your completed registration tells us your intent to be at the event at the date(s)/time(s) you indicate, and we will be counting on you to be there. If, for some reason you are unable to meet this commitment, please notify Kevin Mitchell at 248-988-0156. If there is a last minute change in your plans the day we are expecting you, please notify Kevin at 248-891-9854.

Due to serious risks involved with outdoor recreation, it is necessary that a volunteer coming with minor participant(s), as a legal guardian of participant(s), or as a staff person from a facility be responsible for his/her respective participant(s). MAS cannot be responsible for participants' safety while they are waiting for their event to begin or while just observing activities. For those coming in groups, we also expect that there will be a proper amount of staff persons in attendance to ensure the safety of the people they are bringing.

We are looking forward to seeing you soon!

Michigan Adaptive Sports Summer Program Coordinators

Directions to Pontiac Lake State Park:

- **I-75 North to M-59 West**
- **Go through Pontiac, go past the airport**
- **Turn Right on Williams Lake Road**
- **About 1/2 mile up, you will see the entrance to the park on the left; make a boulevard turn around and go into the park**
- **After paying park entry fee, continue on the road and turn in the parking lot at the East Shelter. Park as close as you can to the water and walk towards the water. Once you get closer, you will see the big MAS trailer. If you need assistance to get to the lake, you may drive down the dirt road to drop off or get assistance. Cars then need to be parked in the parking lot.**

or:

- **I-75 to Square Lake Road**
- **Right on Telegraph Road (or north)**
- **Go to M-59 and turn Left (west)**
- **Turn Right on Williams Lake Road**
- **Follow same directions as above for the rest of the way**

Weekday number for the park: 248-666-1020, ext. 5

MICHIGAN ADAPTIVE SPORTS

Adaptive Water Skiing and Kayaking Clinics - 2010 **(PONTIAC LAKE RECREATION AREA)**

REGISTRATION FORM FOR VOLUNTEERS **(PLEASE PRINT CLEARLY)**

NAME _____ SEX _____ AGE _____ DOB _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (day) (_____) _____ (eve) (_____) _____

PHONE (cell) (_____) _____ EMAIL ADDRESS _____

EMERGENCY CONTACT: NAME _____ PHONE (_____) _____

DISABILITY (if applicable) _____

SCHEDULE: Pontiac Lake Recreation Area
Friday, June 25 lessons from 9AM- 4PM
Friday, July 30 lessons from 9AM- 4PM
Friday, August 27 lessons from 9AM- 4PM

Volunteers, participants and guests are welcome to join us for lunch at 12:00 PM

CIRCLE AVAILABLE DATES/TIMES:

| | | | |
|-----------|-------------------|-------------------|----------------|
| June 25 | 8:30 am – 4:30 pm | 8:30 am – 12 noon | 1 pm – 4:30 pm |
| July 30 | 8:30 am – 4:30 pm | 8:30 am – 12 noon | 1 pm – 4:30 pm |
| August 27 | 8:30 am – 4:30 pm | 8:30 am – 12 noon | 1 pm – 4:30 pm |

DO YOU WISH TO VOLUNTEER:

_____ With Sports Lessons
If you choose this, do you have a preference for Water skiing ___ or Kayaking ___

_____ AS A GENERAL HELPER food, transporting people & equipment, etc.

_____ WITH REGISTRATION

KNOWLEDGE/EXPERIENCE REGARDING DISABILITIES/PERSONS WITH DISABILITIES:

Job experience _____ Other experience _____

CPR CERTIFIED? _____ ; if yes, expiration date _____ (send copy of card)

FIRST AID TRAINING? _____ ; type (Basic, Advanced, Water rescue) _____

EXPERIENCE WITH: WATER SKIING? _____ SWIMMING LEVEL? _____

BOAT/DRIVING EXPERIENCE? _____ KAYAKING EXPERIENCE? _____

**MICHIGAN ADAPTIVE SPORTS
SUMMER PROGRAMS
VOLUNTEER GUIDELINES AND POLICIES**

The Water Ski, Kayaking, and Sports-tacular Committees of Michigan Adaptive Sports would like to thank you for your new or ongoing commitment to our adaptive sports program. Volunteers like you are crucial to the success of our program. In order to better facilitate communications of some of our key policies to our volunteers and to improve our ability to provide safe, fun recreational experiences for our participants, the Committees have adopted the following policies. Please do not consider these to be complete and all-inclusive, as things will come up that we have not written and everything cannot possibly be written regarding how we work with our volunteers, etc. However, we ask that you read over the following information, and to feel free to ask any of us about any areas you feel need more explanation, or areas which were not covered.

1. Volunteers will generally be assigned “jobs” to do by the leader(s) of the program in which you are volunteering, or by the general coordinator if more than one sport is taking place at the same time. Jobs may change during the time you are volunteering, depending on our program needs. If you have preferences for where you would like to work or special skills or training, please feel free to discuss them with the leader(s) or coordinator. As our first priority is safety, however, we ask that volunteers be flexible regarding their assigned jobs and any changes that need to be made.

2. In order to qualify to be a volunteer working with clients, you need to be at least 15 years of age and have completed the volunteer registration form with signed waivers. Minors over 15 and under 18 need a parent to also sign their waiver forms before they will be allowed to assist in the program. Children are welcome at the site; however, they need to be the responsibility of the parent and/or guardian who brought them. For safety as well as insurance purposes, non-registered guests and/or family members should not be physically involved with the adaptive sports activities nor on any of the MAS equipment. They are certainly welcome at any MAS events and the picnics.

3. Volunteers at our programs are expected to abide by the following:

- Smoking is not allowed while working with clients. If you need to take a smoking break, please make sure it is OK with your leader, and that you are not needed at the time. Please move away from your lesson to take your break.

- Drinking of alcoholic beverages is prohibited before an event or during an event. This includes any volunteer training sessions. After the clinics or training and/or during our social events, we do permit alcoholic beverages for our “over 21” group.

- The use of any illegal drugs or heavy narcotics is also prohibited before or during an event.

Anyone seen or suspected of the above will be asked to leave the lessons/training for the day. Repeated offenses may result in removal of a volunteer from the organization.

4. We expect our volunteers to follow the direction of the lesson instructor(s), and to allow the latter to do the instructing. Multiple people trying to teach a lesson can be very confusing to the client. Other volunteers, however, are expected to be encouraging, supportive, and to project a positive attitude.

5. Volunteers that sign up for a specific day or event are expected to arrive and stay throughout the scheduled time. If, for some reason, you will be late or need to leave before it ends, we ask that you let us know as soon as possible and we will schedule you accordingly. We will try to indicate on our regular voice mail for MAS (248-988-0156) another number to call that day. If things change during a lesson, (i.e., you become extremely fatigued, you become ill, or there is an emergency situation), you need permission from the instructor to leave the lesson. It is important that we not jeopardize the safety of our participants. On the other hand, if you really need to leave, particularly due to fatigue or injury, it's not a problem to change things around as long as you talk with the instructor. We may need to re-assign your job to someone else.

Communication is essential.

6. Volunteers need to stay with the lesson of a minor until a parent or guardian can be found. We are asking parents/guardians to stay in the registration area or to notify the registration person if they go somewhere else, so that we can get them when they are needed.

7. We would appreciate if volunteers that have purchased or been given personal adaptive equipment would bring them to each event. We are a "team", and we need to utilize what we all have to add to the program.

Thank you for your time in reading this information, and we hope that you can agree that, most of it is just good "common sense". We are looking forward to a very enjoyable season!!

The Water Ski, Kayaking, and Sports-tacular Committees of Michigan Adaptive Sports

Kevin Mitchell, Water Ski Program Coordinator

Lee LaChance, Kayaking Program Coordinator