

## VOLUNTEER POLICIES

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## VOLUNTEER REGISTRATION AND SCREENING INFORMATION

Special Olympics Wisconsin (SOWI) would not exist today without the time, energy, commitment and caring of our 11,656 volunteers. SOWI relies on volunteers at all levels of the movement to ensure that every athlete is offered a safe and quality sports training and competition experience. Although SOWI cannot guarantee the safety of all participants in all circumstances, we recognize our responsibility to take all reasonable steps to ensure a safe environment for all. As a result, after considerable research and planning, Special Olympics, Inc. has developed and implemented a volunteer screening policy which is mandatory for all U.S. Programs. The policy is based on, and in compliance with, Special Olympics, Inc.'s volunteer screening policy.

In order to be considered for participation as a volunteer for SOWI, all volunteers must register as either Class A or Class B volunteers, according to their level of involvement listed below. Volunteering, like employment, with SOWI, is an "at will" relationship.

## CLASS A VOLUNTEER REGISTRATION AND SCREENING POLICY AND PROCEDURES

### Class A Volunteer Classifications

- Volunteers who have regular, close physical contact with athletes
- Volunteers in a position of authority or supervision with athletes
- Volunteers in a position of trust with athletes
- Volunteers who have an above-average level of authority or involvement with SOWI
- Volunteers who handle cash or other assets of SOWI in amounts equal to or greater than \$15,000
- Volunteers who have access to personal information of Special Olympics athletes, volunteers, and donors

Class A volunteers, adults and minors, include, but are not limited to, the following roles with SOWI:

- Agency managers and co-managers
- Coaches, including ALPs Athletes as Coaches
- Chaperones
- Unified Partners
- ALPs Mentors
- Drivers of athletes (as requested on behalf of SOWI)
- Those who have administrative and/or fiscal authority who act on behalf of SOWI
- Committee Members—State and Regional level, including ALPs
- Fundraising event committee members
- Management Team Members (Games/Region/Agency)
- Board Members
- Staff

### Class A Volunteer Eligibility

- 1) Adult Volunteer Eligibility
  - a) Individuals must be age 18 and over
  - b) Individuals must complete Protective Behaviors training
  - c) Individuals have submitted an Adult *Class A Volunteer Registration Form* and have been screened and approved by SOWI
  - d) Adult volunteers may drive on behalf of SOWI provided they are not restricted based on the results of the background screening
  - e) Adult volunteers may handle cash or other assets of SOWI in amounts equal or greater than \$15,000 provided they are not restricted based on the results of the background screening
- 2) Minor Volunteer Eligibility

- 3) Viewing the General Orientation is required for certified coaches. Agency managers may show the General Orientation DVD and submit a *General Orientation Registration Form* to the State office or Class A volunteers can view the General Orientation independently online on the SOWI website.
- 4) Volunteer registration forms will be processed within approximately two weeks of arrival and the volunteer applicant will be notified of their volunteer status via a letter from SOWI.
  - a) Volunteer applicants who are approved for full involvement will receive an approval letter and a registration card.
  - b) Volunteer applicants who meet the criteria for limited involvement (approved but with restrictions) will receive an approval letter with one or more of the following restriction codes listed on their registration card:
    1. No transporting athletes or volunteers (this automatically appears for minors and athlete volunteers)
    2. No financial duties
    3. No direct contact with athletes
    4. No chaperoning (this automatically appears for athlete volunteers and volunteers under the age of 16)
  - c) Volunteer applicants whose criminal background check discloses one of the disqualifier offenses will be sent a letter of denial. The Agency manager will be sent a letter informing them of the volunteer applicant's denial status. Refer to the Class A Volunteer Background Screening section for more information.
- 5) When registered minor volunteers reach the age of 18, SOWI will notify the volunteer by sending them an *Adult Class A Registration Form* that needs to be completed. They will be required to re-register by completing this form and mailing it into the State office within 30 days and by completing the Protective Behaviors online training.
- 6) Volunteers providing a professional service requiring licensing and/or certification are required to submit a copy of their license and/or certification to SOWI. This includes, but is not limited to, medical personnel, life guards and volunteer bus drivers.
- 7) Screen procedure for potential volunteers that have recently moved to the United States. A background check will still be completed if there is a social security number which the program will confirm prior to allowing the individual to volunteer. Additional requirements if a social number is not available for check:
  - a) At least three references
  - b) Class A form submitted along with the completion of the "four questions" relative to criminal offenses.
  - c) A personal interview with the potential volunteer conducted by the program representative
  - d) Copy of their Green Card as a form of identification
  - e) Completion of the "Protective Behavior Training"

#### **Class A Volunteer Registration at Competitions**

- 1) Regional, District, and Sectional Competitions
  - a) Agencies are advised to have all of the coach/chaperone delegates at the Regional, District, and Sectional competitions be registered Class A volunteers. While this is not a required standard for Agencies, this is recommended as it is in the best interest for the safety of all athletes and volunteers.
- 2) State Level Competitions
  - a) All coach/chaperone delegates within an Agency for a State level competition must be a registered Class A volunteer in order for the Agency to compete in that competition. Agencies listing non-class A registered coach/chaperone delegates will have their registration materials denied and will not be allowed to compete (no un-named chaperones can be listed on the event registration). At the event, the head of delegation must go to Tournament Central and have their photo ID checked or they must be visually identified by a SOWI staff member or a designated key volunteer.
  - b) It is the responsibility of the Agency's head delegate to ensure compliance that all present Agency volunteers at the Games/tournament are Class A.

2) Class A Minor Volunteer Screening

a) Background Record Check

- Since SOWI is not able to obtain minor criminal records, a minor must have two non-related references sign and complete the reference information on the *Minor Class A Volunteer Registration Form*. One reference must be from the applicant's school or a civil organization.

b) Motor Vehicle Record Check

- A motor vehicle check is not performed for a minor since SOWI does not allow minors to drive on behalf of SOWI.

c) Photo ID Check

- For minors, photo ID checks are required only to the extent they are available. If available, the prospective volunteer must either send in a photo copy of a picture identification (drivers license or state issued ID, passport, or student ID) with their *Minor Class A Volunteer Registration Form* or they must have an Agency manager or SOWI staff view their photo ID and sign off on the form.

**Results of Criminal Background Record Check**

Automatic Disqualifiers – Criminal

If the criminal background record check discloses a conviction for any of the offenses listed below, the prospective or current volunteer will be automatically disqualified from participation as a volunteer for SOWI in any capacity and shall not have any right of appeal:

- Child abuse
- Sexual abuse of a minor/adult
- Causing a child's death
- Neglect of a child/individual for whom the potential volunteer had/has responsibility
- Kidnapping
- Murder
- Manslaughter
- Felony assault
- Arson
- Criminal sexual conduct
- Identity theft

Potential Disqualifiers – Criminal

If the criminal background record check discloses a conviction for any of the offenses listed below, SOWI may deny the prospective or current volunteer from participation as a volunteer for SOWI in any capacity. **The volunteer does have a right to appeal in writing to the SOWI appeals committee.**

- Adverse judgment for damages, settlement or civil penalty involving sexual or physical abuse
- Theft of funds
- Fraud
- Larceny or other financial crime
- Prostitution-related crime
- Controlled substance crime
- Carrying a concealed weapon without a permit
- Being a subject of any court order involving any sexual abuse or physical abuse that restricts contact with another individual

Automatic Disqualifiers – Driving (for offenses occurring within a specific time frame)

If the criminal background record check or motor vehicle record check discloses a conviction for driving under the influence of alcohol or drugs, driving while intoxicated, driving while impaired by alcohol or drugs or comparable offenses within the **seven years** immediately preceding the record check, the prospective or current volunteer shall automatically be disqualified from driving on behalf of SOWI and shall have no rights of appeal until seven years has passed since the last conviction

# CLASS A ADULT VOLUNTEER REGISTRATION FORM SAMPLE

Special Olympics Wisconsin  
2310 Crossroads Drive Ste 1000  
Madison, WI 53718-7600  
(608) 222-1324  
[SpecialOlympicsWisconsin.org](http://SpecialOlympicsWisconsin.org)



Updated: 8/8/2017

## ADULT CLASS A VOLUNTEER REGISTRATION FORM

Dear Prospective Volunteer,

Thank you for your interest in volunteering for Special Olympics Wisconsin (SOWI) and wanting to make a difference in the lives of the nearly 10,000 athletes our program serves! SOWI is a nonprofit organization which provides year-round sports training and competition in 17 sports for children and adults with intellectual disabilities.

Volunteers are the driving force behind the success of SOWI. Whether you coach athletes, conduct competitions, organize Agencies, raise funds or serve on a committee, it's the team effort of volunteers like you that make Special Olympics Wisconsin a strong organization. By completing this volunteer registration form, you will assist SOWI in providing a safe and quality environment for Special Olympics athletes to train and compete.

Thank you for your commitment to Special Olympics Wisconsin and the athletes we serve.

### VOLUNTEER REGISTRATION PROCESS

- Determine if you are completing the correct form per the criteria listed below. This form is to be completed only by individuals who are adults (age 18 and over) and who are classified as Class A volunteers as listed below. Minor Class A volunteers are required to complete a separate minor registration form. Day-of-event volunteers are to fill out a Class B Volunteer Individual Registration form for the event they are working. This form is for:
  - Volunteers who have regular, close physical contact with athletes
  - Volunteers in a position of authority or supervision with athletes
  - Volunteers in a position of trust of athletes
  - Volunteers who have an above average level of authority or involvement with SOWI
  - Volunteers who handle cash or other assets of SOWI in amounts equal to or greater than \$15,000
- BEFORE** filling out this form please make sure you have the below items ready:
  - Middle Initial
  - Social Security Number
  - Completion of Protective Behaviors Training (see below step for details)
  - Agency Number, Young Athlete Number OR Unified Champion School Number (do not need all 3)
  - Photo Identification
- All fields in red are required. Your form will be returned to you if these fields are left blank.
  - Section One – Birth date, Social Security number and drivers license information will be used only for criminal background screening and will be kept confidential at all times. For additional privacy information, contact a SOWI office for a copy of our Privacy Policy or visit [SpecialOlympicsWisconsin.org](http://SpecialOlympicsWisconsin.org).
  - Section Two- Complete all information in this section.
    - The online **Protective Behaviors Training** can be completed at this link: [http://resources.specialolympics.org/protective\\_behaviors\\_training.aspx](http://resources.specialolympics.org/protective_behaviors_training.aspx) This must be completed to become a Class A Volunteer and **you must retake it every three years!**
    - If you are going to be an Agency volunteer and you do not know your Agency number, contact your *Regional Athletic Director*.
  - Section Three - Complete all information in this section. Please provide a copy of photo identification or the Agency Manager's signature.
  - Section Four – Read all agreement and release information carefully and sign and date the form.
- SOWI will review your registration form and, if all information is completed correctly, will begin the screening process which includes conducting a criminal background check using our SOI approved screening vendor. Results of the background check will remain confidential. You will be automatically re-screened every three years upon re-taking of the Protective Behaviors Training.
- When you are approved, SOWI will mail you a letter of approval and a volunteer registration card.

### **Section Three – Screening Information**

#### **Photo identification verification:**

- ☐ I have attached a photocopy of my photo ID (state driver's license or state issued ID, passport, student ID, military ID),  
OR ☐ I have had an Agency manager or SOWI staff verify my identity (Agency manager or SOWI staff must sign below):

Agency manager or SOWI staff signature \_\_\_\_\_ Date \_\_\_\_\_ Agency manager or SOWI staff printed name \_\_\_\_\_ Date \_\_\_\_\_

**All five questions below must be answered truthfully or you will automatically be disqualified:** YES NO

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Do you use illegal drugs? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been convicted of a criminal offense? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever been charged with neglect, abuse, assault, sexual assault or crimes involving violence or threat of violence? ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has your driver's license ever been suspended or revoked in any state? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you been convicted of, or plead guilty to, three or more moving violations within the past three years? .....                | <input type="checkbox"/> | <input type="checkbox"/> |

### **Section Four – Volunteer Agreement and Release**

#### **PLEASE READ CAREFULLY BEFORE SIGNING:**

I hereby understand and/or confirm the following:

- The information provided above may be verified by SOWI at its sole discretion, and permission is given to SOWI to conduct a check of criminal and/or driver's license records, and to make inquiry of others concerning the applicant's suitability to be a volunteer at any time during my volunteer service with SOWI;
- I release SOWI from any and all liability which may be incurred as a result of the volunteer screening process;
- I acknowledge that I will be using facilities at my own risk and, on my own behalf, hereby release, discharge and indemnify SOWI from all liability for injury to person or damage to my property;
- In the course of volunteering for SOWI, I may be dealing with confidential information and I agree to keep said information in the strictest confidence;
- The relationship between SOWI and volunteers is an "at will" arrangement, and that it may be terminated at any time without cause by either the volunteer or SOWI;
- I grant SOWI permission to use my likeness, voice and words in television, radio, film or in any form to promote activities of SOWI;
- I am responsible for informing SOWI of any changes to the information contained on this application;
- I have read and understand the Coach/Volunteer Code of Conduct printed on the back page of this form.

I affirm that I am age 18 or over and I have read and understand this application and the information provided is true and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(adults who are not their own guardian)

**RETURN FORM TO:** Volunteer Registration  
Special Olympics Wisconsin  
2310 Crossroads Drive Ste 1000  
Madison, WI 53718-7600

**FOR QUESTIONS CONTACT:** (800) 552-1324  
(608) 222-1324

#### **FOR OFFICE USE ONLY**

- ☐ Approved  
☐ No Restrictions  
☐ Restriction 1 – No driving on behalf of SOWI  
☐ Restriction 2 – No financial duties for SOWI  
☐ Restriction 3 – No contact with SOWI athletes  
☐ Restriction 4 – No chaperoning duties  
☐ Disapproved

**DO NOT FAX OR EMAIL THIS FORM IN! IT WILL NOT BE PROCESSED IF DONE SO!**

## CLASS A MINOR VOLUNTEER REGISTRATION FORM SAMPLE

### Special Olympics Wisconsin

2310 Crossroads Drive Ste 1000

Madison, WI 53718-7600

(608) 222-1324

SpecialOlympicsWisconsin.org

Updated: 1/1/16

### MINOR CLASS A VOLUNTEER REGISTRATION FORM

Dear Prospective Volunteer,

Thank you for your interest in volunteering for Special Olympics Wisconsin (SOWI) and wanting to make a difference in the lives of the nearly 10,000 athletes our program serves! SOWI is a nonprofit organization which provides year-round sports training and competition in 17 sports for children and adults with intellectual disabilities.

Volunteers are the driving force behind the success of SOWI. Whether you coach athletes, conduct competitions, organize Agencies, raise funds or serve on a committee, it's the team effort of volunteers like you that make Special Olympics Wisconsin a strong organization. By completing this volunteer registration form, you will assist SOWI in providing a safe and quality environment for the Special Olympics athlete to train and compete.

Thank you for your commitment to Special Olympics Wisconsin and the athletes we serve.

### VOLUNTEER REGISTRATION PROCESS

1. Determine if you are completing the correct form per the criteria listed below. This form is to be completed only by individuals who are minors (ages 8 through 17) and who are classified as Class A volunteers as listed below. Children younger than 8 cannot volunteer in any capacity for SOWI. Adult Class A volunteers (age 18 or older) are required to complete a separate adult registration form. Day-of-event volunteers are to fill out a Class B Volunteer Individual registration form for the event they are working. This minor form is for:
  - a. Volunteers who have regular, close physical contact with athletes (roles include, but are not limited to Unified Partners, coaches, Agency volunteers, and chaperones at State Games [only volunteers 16 years or older can serve as chaperones]).
  - b. Volunteers in a position of authority or supervision with athletes
  - c. Volunteers in a position of trust of athletes
  - d. Volunteers who have an above average level of authority or involvement with SOWI
  - e. Volunteers who handle cash or other assets of SOWI in amounts equal to or greater than \$15,000.
2. Completely fill out and return this entire volunteer registration form (faxes are not accepted) to the SOWI Headquarters office in Madison. All fields are required. Your form will be returned to you if any fields are left blank.
  - a. Section One – Birth date is required to ensure that the minor applicant is at least 8 years old and will also determine when applicant turns 18 so they can be sent an Adult Class A Volunteer Registration form.
  - b. Section Two – Complete all information in this section. If you do not know your Agency number, contact your Agency manager.
  - c. Section Three – Complete all reference information in this section.
  - d. Section Four – Complete all educational information.
  - e. Section Five – Complete all screening information. A photo ID or staff signature is required.
  - f. Section Six – Read all agreement and release information carefully and sign and date the form.
3. SOWI will review your registration form to begin the screening process which may include the verification of references. Results of any reference checks will remain confidential. Minors will be required to complete a Minor Class A Volunteer Registration form every three years until they reach the age of 18, at which time they will be required to complete an Adult Class A Volunteer Registration form.
4. When you are approved, SOWI will mail you a letter of approval and a volunteer registration card.

#### Section Four – Education Information

Please print name of school currently attending: \_\_\_\_\_

Type of school: ☐ Elementary School ☐ Middle School ☐ High School ☐ Military Academy  
☐ Other \_\_\_\_\_

#### Section Five – Screening Information

Photo identification verification:

☐ A photocopy of applicant's photo ID is attached (state drivers license or state issued ID, student ID, passport)  
OR ☐ Agency manager or SOWI staff member has verified applicant's identity by signing below:

Agency manager or SOWI staff signature \_\_\_\_\_ Date \_\_\_\_\_ Agency manager or SOWI staff printed name \_\_\_\_\_

All four questions below must be answered truthfully as they apply to the minor applicant:

	YES	NO
1. Do you use illegal drugs? .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been convicted of a criminal offense? .....	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever been charged with neglect, abuse, assault, sexual assault or crimes involving violence or threat of violence? .....	<input type="checkbox"/>	<input type="checkbox"/>
4. Has your driver's license ever been suspended or revoked in any state? .....	<input type="checkbox"/>	<input type="checkbox"/>

#### Section Six – Volunteer Agreement and Release

PLEASE READ CAREFULLY BEFORE SIGNING:

I hereby understand and/or confirm the following:

- The information provided above may be verified by SOWI at its sole discretion, and permission is given to SOWI to make inquiry of others concerning applicants suitability to be a volunteer at any time during applicants volunteer service with SOWI;
- I release SOWI from any and all liability which may be incurred as a result of the volunteer screening process;
- I acknowledge that applicant will be using facilities at applicants own risk and I, on my own behalf, hereby release, discharge and indemnify SOWI from all liability for injury to person (applicant) or damage to applicants property;
- In the course of volunteering for SOWI, applicant may be dealing with confidential information and applicant agrees to keep said information in the strictest confidence;
- The relationship between SOWI and volunteers is an "at will" arrangement, and that it may be terminated at any time without cause by either the volunteer or SOWI;
- I grant SOWI permission to use applicants likeness, voice and words in television, radio, film or in any form to promote activities of SOWI;
- I am responsible for informing SOWI of any changes to the information contained on this application;
- I have reviewed the Coach/Volunteer Code of Conduct with minor applicant.

I affirm that I have read and understand this application and the information provided is true and complete.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Minor Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN FORM TO: Volunteer Registration  
Special Olympics Wisconsin  
2310 Crossroads Dr. Ste 1000  
Madison, WI 53718-7800  
FOR QUESTIONS CONTACT: (800) 552-1324 (800) 222-1324

#### FOR OFFICE USE ONLY

☐ Approved ☐ Disapproved

Date: \_\_\_\_\_

Initials: \_\_\_\_\_



## **CLASS B VOLUNTEER REGISTRATION OVERVIEW**

### **Class B Volunteer Registration Overview**

Class B volunteers will be managed at the level in the organization with which they participate. Examples include:

- Volunteers who have only limited contact with athletes
- Volunteers who have contact with athletes accompanied by registered Class A volunteers
- Unified Partners that have single day or limited and non-overnight contact with athletes

Class B volunteers, adults and minors include, but are not limited to, the following roles with SOWI:

- Day of Event volunteers
- Healthy Athletes® volunteers
- Volunteers who drive on behalf of SOWI, but do not transport athletes
- Unified Partners in unity games, player development events or single day competition or multi-day events with no overnight/chaperoning

### **Class B Volunteer Eligibility**

- 1) Class B Adult Volunteers Eligibility
    - a) Individuals must be age 18 or over
    - b) Individuals have provided the registration information required by the Class B adult volunteer registration policy
  - 2) Class B Minor Volunteers Eligibility
    - a) Individuals age 8-17 years of age are eligible to volunteer for SOWI for certain positions
    - b) Individuals have provided the registration information required by the Class B minor volunteer registration policy
    - c) The age eligibility requirements listed below indicate the least restrictive mandated by SOWI. Individual Agencies or SOWI sponsored events can adjust the requirements to be more restrictive to reflect the needs of the Agency or event.
- Ages 14-17
    - No parent or guardian need accompany the minor, but supervision by adult Class A volunteers or staff must be present
  - Ages 8 - 13
    - Youth groups must be accompanied by adult supervision with a minimum of one adult chaperone for every four volunteers.
    - Individual minor must be accompanied by a parent or guardian who will be closely supervising the minor at the event.
  - No one under age 8 is eligible to be a Class B volunteer

## **Volunteer Roster Fields**

### **1) NAME and CONTACT INFORMATION**

- a) **Volunteer Name**
- b) **Registration ID<sup>1</sup>** – Volunteer Registration ID generated by the Volunteer database
- c) **Mailing Address, Phone Numbers and Email Addresses**

### **2) VOLUNTEER TYPE and RELATIONSHIP to SOWI**

- a) **Volunteer Type** – Adult Class A Volunteer (18 years or over) or Minor Class A Volunteers (8 – 17 years)
- b) **Screen Date** – Date SOWI conducted the background screening with re-screening occurring three years from this date. Protective Behavior due dates are shown in red.
- c) **SOWI Relationships** – Additional roles; such as, Agency manager, Coach Certified, Athlete, Unified Partner®, etc. (Please note that deleting a Unified Partner will affect their athlete status)

### **3) BACKGROUND SCREENING and COURSE CERTIFICATION**

- a) **Restriction(s)<sup>2</sup>** – Any restrictions will be shown in red. To remove a restriction, the volunteer must submit a request in writing to the Headquarters office.
  - No Restrictions – Volunteer has no restrictions
  - Restriction 1 – No transporting athletes or volunteers on behalf of SOWI
  - Restriction 2 – No financial duties on behalf of SOWI
  - Restriction 3 – No contact with SOWI athletes
  - Restriction 4 – No chaperoning
- b) **Course Certifications: Certified Training Schools** - Lists current certified training schools. Do not mark updates for missing sports certifications. For this, contact the Director of Training at the SOWI State office.
- c) **Date Expires/Status** – Date the certification expires is December 31<sup>st</sup> of the third calendar year from the date the specific training was attended. Date listed is expiration date. Expired certification dates are shown in red.

### **4) SERVICE and AWARDS**

- a) **Years of Service Date** – The year volunteer service began for SOWI. This date is provided by the volunteer or Agency manager and will be used to determine Years of Service awards. Please enter exact date or year (for example "1999") not the number of years.
- b) **Declines YOS Award** – Designate if volunteer does not want to participate in Years of Service awards program.

### **5) INACTIVE VOLUNTEERS**

- a) **Remove from Roster** – Check the Remove from Roster box if the volunteer is no longer active with your Agency

### **6) MILITARY SERVICE INFORMATION**

- a) **Member of the Military** – Yes or No
- b) **Military Status** – Active or Retired/Inactive
- c) **Branch of Service** – List Branch of Service: Army, Air Force, Navy, Marines, Coast Guard, Reserves, Guard, ROTC

<sup>1</sup> Updates can not be made to this field

<sup>2</sup> Requested updates to this field must be approved by SOWI

*\*These offenses will result in immediate suspension from any and all Special Olympics activities.*

### **Coach/Volunteer Code of Conduct Disciplinary Steps**

Should the behavior and/or attitude of any coach or volunteer be contrary to the Coach/Volunteer Code of Conduct, then the following disciplinary steps may be taken by the Agency manager or a staff member from the Regional office or the State office:

- 1) Verbal warning given to the coach/volunteer with a request to remedy the situation for continued participation
- 2) Written warning given to the coach/volunteer with a copy to the Regional office and if a minor, the parent/guardian or caseworker
- 3) Personal meeting with the coach/volunteer to review unacceptable behavior and to work out a plan for improvement
  - If the coach/volunteer is under 18, or over 18 and not their own guardian, he/she will be accompanied by his/her parent/guardian or caseworker. If the coach/volunteer is over 18 and is his/her own guardian, he/she may choose to have another adult present. The meeting will be documented in writing and copies distributed to: the coach/volunteer, Regional office, the State office, Agency file, parent/guardian or caseworker.
- 4) Suspension from volunteer service including, but not limited to, practices or competition
  - The Regional office must be contacted before an Agency manager suspends a coach/volunteer. The Regional office will discuss the circumstances and approve the action. The action will be documented in writing and presented to the coach/volunteer parent/guardian (or caseworker) and a copy will be sent to the State office.

Any further action must be referred to the Regional office. The Regional office and Senior Director of Field Services will approve any further action to be taken. Further action could be, but is not limited to:

- Suspension for more than one sport season
- Expulsion for one year or more
- Permanent expulsion

### **Volunteer Code of Conduct Disciplinary Appeals Process**

A volunteer has the right to appeal a disciplinary action imposed on him/her with the Regional office or Senior Director of Field Services. The volunteer or their representative must submit a written request for a meeting to appeal the decision within 30 days of being notified of the disciplinary action. Based on the written appeal request, SOWI will make the decision on whether an appeal meeting is necessary. The relationship between SOWI and volunteers is an "at will" arrangement and it may be terminated at any time without cause by either the volunteer or SOWI.

If deemed necessary, the appeal will be heard by a Code of Conduct appeals committee. A decision to reverse, amend or affirm a disciplinary action will be submitted in writing to the individual and Agency manager and may include a plan of action for the coach/volunteer to correct the unacceptable behavior that led to the disciplinary action. The decision of the appeal committee is final and may not be appealed further.

### **Volunteer Grievance Procedure**

Specific complaints against a coach or volunteer are to be filed with SOWI at the level of organization in which the Code of Conduct violation(s) occurred. Code of Conduct violations occurring at the local Agency or Regional/District event are to be filed with the Regional office. Code of Conduct violations occurring at a Sectional, State or National event are to be filed with the Vice President of Program Services. All complaints are to be in writing citing specific behaviors inconsistent with the philosophy of Special Olympics. Name and contact information of the person making the complaint is also required.

## **VOLUNTEER RECOGNITION**

### **Years of Service Awards**

The Years of Service (YOS) Award Program recognizes those volunteers who regularly dedicate their time to SOWI. To participate in the YOS program, volunteers must be registered as a Class A volunteer and SOWI must have the year they started their volunteer service entered in our volunteer database. The Class A volunteer form allows volunteers to indicate whether or not they would like to decline participation in the YOS program. Existing volunteers may request to decline participation in the YOS program by either notifying their Agency manager or by contacting the Headquarters office.

Volunteers receive awards for every five years of service. If you would like your YOS plaque you will need to contact the Senior Director of Field Services to let him/her know that you would like to receive it. Following is the breakdown of years and their corresponding awards:

- 5 Year Award - Bronze 5 Year Service Pin
- 10 Year Award - Silver 10 Year Service Pin & Certificate
- 15 Year Award - Gold 15 Year Service Pin & Certificate
- 20 Year Award - Gold 20 Year Service Pin & Certificate
- 25 Year Award - Gold 25 Year Service Pin & Plaque
- 30 Year Award - Gold 30 Year Service Pin & Plaque
- 35 Year Award - Gold 35 Year Service Pin & Plaque
- 40 Year Award - Gold 40 Year Service Pin & Plaque

Years of Service (YOS) awards will continue to be delivered to the Agencies at the fall meetings in September.

**2. Who reviewed the athlete dating policy before it was finalized?**

Special Olympics, Inc.'s senior executive management team, all athletes with e-mail addresses who attended an Athlete Congress or Global Messenger Training in April 2003, all Regional Managing Directors, Special Olympics, Inc. Board members who are intellectual disabilities experts, and the Executive Directors of AAMR and The ARC.

**3. Do any other organizations have similar policies limiting dating by people with intellectual disabilities or others?**

Yes, policies like ours are common. The ARC and AAMR each have a policy statement that provides individuals with intellectual disabilities the right to "Protection from sexual harassment as well as from physical, sexual, and emotional abuse and sexual relationships with paid staff." Many organizations, such as youth sports organizations, high schools, colleges, and universities, prohibit relationships between persons in positions of authority (e.g. teachers, professors and coaches) and participants such as young athletes or students. Since Special Olympics is a volunteer-driven movement, our policy covers volunteers as well as staff.

**4. If an athlete is dating a volunteer or staff person who does not have an intellectual disability, does the athlete have to stop participating in Special Olympics?**

No. The policy requires that the volunteer or staff person dating the athlete must either stop dating the athlete or end his or her association with Special Olympics. The athlete remains in good standing with Special Olympics.

**5. Can an athlete who is also a volunteer or staff person date an athlete who is not a volunteer or staff person?**

Yes, under certain circumstances. Although Special Olympics normally treats an athlete acting in a non-athlete capacity the same as it would treat any other person acting in that capacity, the policy on dating makes an exception. If an athlete acting in a non-athlete capacity wants to date a participating athlete, the Program's CEO (or comparable position) must evaluate the relationship and determine whether an authority relationship exists between the athlete in the volunteer/staff position and the other athlete. If there is no authority relationship, the volunteer/staff athlete may date the other athlete.

**6. What if the CEO determines that there is an authority relationship between the athlete in a volunteer or staff person position and the Special Olympics athlete?**

The volunteer/staff athlete would have to stop dating the other athlete or cease serving as a volunteer or staff member in an authority relationship, either by a change in function or by ceasing to be a volunteer or staff member.

**7. Can an athlete who is a "day-of" volunteer (also called Class B volunteer) date a participating athlete?**

Yes, an athlete who is a day-of volunteer may date a Special Olympics athlete. The policy does not apply to athletes who are Class B volunteers because it is thought that no authority relationship exists between a person who only volunteers for the day-of an event and a participating athlete.

**8. Can an athlete who is a staff person or is a volunteer married to another athlete continue to volunteer or work for Special Olympics?**

Yes. The policy makes an exception for athletes who are married.

**9. Can a Unified Partner date an athlete?**

No. Under the policy a Unified Partner is treated the same as any other volunteer or staff person who is not a person with an intellectual disability.

## **VOLUNTEER CODE OF CONDUCT**

### **Special Olympics Wisconsin Volunteer Code of Conduct**

SOWI prides itself in sponsoring high quality sports training and competitions for people with intellectual disabilities. The primary purpose of this Code of Conduct is to establish a high standard of volunteer behavior that will ensure the safety and well-being of all athletes involved in training and competition. All volunteers are expected to abide by the code of conduct and standards of behavior as established by SOWI. Volunteers should be reminded that volunteering for SOWI is a privilege, not a right, and that the Agency manager has the authority to make immediate accommodations until final decisions can be made.

By agreeing to abide by the SOWI Code of Conduct, each volunteer agrees to adhere to the following coach/volunteer behavior:

- uphold the philosophy, principles and policies of Special Olympics, Inc. and SOWI
- behave in a manner consistent with SOWI's core values of mutual respect, integrity, positive attitude, accountability, teamwork and dedication

The following coach/volunteer behavior is unacceptable:

- profanity or verbal abuse
- tobacco use in restricted areas
- use of alcohol
- frequent unexcused absences
- exhibition of poor sportsmanship
- not following the rules of a sport
- not providing adequate athlete supervision
- submission of false or inaccurate competition qualification information
- violent or disruptive behavior
- physical or verbal sexual overtures
- any unwelcome physical contact
- use of illegal drugs or any controlled substance\*
- possession of harmful weapons\*
- physical abuse\*
- felony or misdemeanors (or any other illegal or socially unacceptable behavior) which disrupts or impedes the participation of athletes or others\*

***\*Volunteers include the following: Coaches, Agency managers, chaperones, and day-of volunteers.***

***\*These offenses will result in immediate suspension from any and all Special Olympics activities.***

### **Volunteer Code of Conduct Disciplinary Steps**

Should the behavior and/or attitude of any volunteer be contrary to the Volunteer Code of Conduct, then the following disciplinary steps may be taken by the Agency manager or a staff member from the Regional or State office:

- 1) verbal warning given to the volunteer with a request to remedy the situation for continued participation
- 2) written warning given to the volunteer with a copy to the Regional office and if a minor, the parent/guardian or caseworker
- 3) personal meeting with the volunteer to review unacceptable behavior and to work out a plan for improvement
  - a) If volunteers are under 18, or over 18 and not their own guardian, they will be accompanied by their parent/guardian or caseworker. If the coaches/volunteers are over 18 and is their own guardian, e/she may choose to have another adult present. The meeting will be documented in writing and copies distributed to: the volunteer, Regional office, State office, Agency file, parent/guardian or caseworker.
- 4) Suspension from volunteer service including, but not limited to, practices or competition
  - The Regional office must be contacted before an Agency manager suspends a volunteer.

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