

Behavior

The Codes of Conduct are designed to assist each athlete, coach and volunteer in abiding by the philosophy of Special Olympics Wisconsin. It is the individual's responsibility to aspire to the highest possible standards of conduct.

In order to give Agencies assistance with difficult behavior issues regarding athletes and/or volunteers, the following guidelines should be incorporated into the Standard Operating Procedures for the Agency, or similar guidelines should be established by each program.

GUIDELINES

- 1) Incidents should be recorded on a Conduct Report Form within 24-48 hours of occurrence even if no action needs to be taken in regard to the conduct at that time. It may be necessary to maintain a history of the behavior of the volunteer or athlete if future conduct issues occur.
- 2) Incidents should be reported to the Regional Staff or Sr. Director of Field Services within 7-10 days and the subsequent Conduct Report Form should be sent to the Regional Staff or Sr. Director of Field Services to be kept in a confidential file.
- 3) The Regional Staff or Sr. Director of Field Services should keep a file of all occurrences and maintain this file for a period of no less than 5 years per occurrence.
- 4) If the occurrence does not violate SOWI or SOI policies, the Regional Staff or Sr. Director of Field Services may make the decision regarding the next course of action. This course of action should include:
 - a) Notification to the athlete, coach or volunteer and parent/guardian (when necessary) that a Conduct Report has been filed.
 - b) A meeting to discuss the occurrence and implement actions to resolve the issue should be organized within 1 month of the occurrence or as soon as possible for all parties involved. The Regional Staff or Sr. Director of Field Services works with the athlete, coach or volunteer to assign an advocate for them if an advocate is needed. Communication at the beginning of difficult situations often avoids conflicts later and is crucial in the resolution.
 - c) Actions taken should be recorded on the Code of Conduct Action Plan and acknowledged by all parties involved even if this is a verbal notification to the athlete, coach or volunteer that the decision is that no action will be taken at that particular time.

Regions must adhere to SOWI's Participation Policy. Regions and local agencies may not suspend or expel an athlete or volunteer from the program without the permission of the President of SOWI. Regions may issue a **warning** to a volunteer or athlete or may place an athlete or volunteer on **probation**. These actions should be discussed in detail with the Section Director prior to their enactment.

The SOWI Participation Guidelines are as follows:

Definition of Inappropriate Behavior

1. Behavior that has a reasonable likelihood to jeopardize the health, safety and/or well-being of self or others, and/or has a reasonable likelihood to reflect badly on the organization.
2. Illegal activity, and/or alleged illegal activity, whether or not a formal criminal charge has been made.
3. Violation of Special Olympics Wisconsin Policies.

Penalties

Penalties for actions that result in a criminal charge and/or conviction are addressed in Attachment A to this document. The penalties outlined below deal with situations in which the health, safety and well being of athletes, volunteers, staff or others may be at risk, whether or not a criminal charge has been made or could result.

Any action taken will be predicated on a good faith belief that the disciplinary action is appropriate and corresponds to the seriousness of the infraction. Actions that may be taken include **warning, probation, suspension or expulsion from Special Olympics Wisconsin.**

A **warning** or **probation** may be levied as appropriate by the supervising individual.

The Sr. Director of Field Services has sole discretion to **suspend** an athlete/volunteer from Special Olympics Wisconsin based upon available information and a determination that the conduct or the alleged conduct is as inherently harmful or egregious as to warrant immediate action, whether or not a criminal charge has been made or could result. The Sr. Director of Field Services will report the suspension to the VP of Sports & Health Programs.

The President has sole discretion to **expel** an athlete/volunteer from Special Olympics Wisconsin based upon available information and a determination that the conduct or the alleged conduct is as inherently harmful or egregious as to warrant immediate action, whether or not a criminal charge has been made or could result. The President will report the expulsion to the Chairman of the Board and will submit a report to the Board of Directors.

A suspension or expulsion can be appealed in writing to the Sr. Director of Field Services.

Definitions

Warning: A cease and desist warning for perceived inappropriate behavior, which, if ignored, could lead to a more severe course of disciplinary action. A decision to is will be made and notification sent by the Sr. Director of Field Services.

Suspension: A temporary period of time in which a person is barred from participation in all Special Olympics Wisconsin activities. A decision to is will be made and notification sent by the Sr. Director of Field Services.

Expulsion: Permanent dismissal from Special Olympics Wisconsin. Decisions to permanently dismiss and individual will be made by the Sr. Director of Field Services, Regional Staff, and VP of Sport & Health Programs.

SOWI CONDUCT REPORT FORM

Name of Athlete/Volunteer:			
Please check:	<input type="checkbox"/>	Athlete	<input type="checkbox"/>
		Coach	<input type="checkbox"/>
		General Volunteer	
Date of Incident:			
Event Where Incident Occurred:			

Witnesses to Incident

Names	Role in SOWI Program

Please Describe the Incident

Action Taken at the Time of Incident

Information on Person Completing the Form

Form Completed By:		
Date Form was Completed:		
Street Address:		
City	State	Zip Code
Telephone Number:		
E-Mail:		
Regional Staff or Sr. Director of Field Services' Name:		
Date Received by Regional Staff or Sr. Director of Field Services:		

Immediate Action Plan for Incident (Completed by Region or Local Coordinator)

(Example: Nov. 14, 2016 - Notification sent to volunteer regarding incident from Regional Staff or Sr. Director of Field Services)	
Date	Action to be Taken

