

Special Olympics Wyoming Volunteer Policies

DEFINITION OF VOLUNTEER

A volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of Special Olympics Wyoming.

RECRUITMENT

Volunteers shall be recruited by SO Wyoming on a proactive basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to gender, handicap, age, race or other condition. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of SO Indiana.

REGISTRATION A volunteer must be officially accepted and enrolled by SO Wyoming prior to performance of the task.

Volunteers are classified as:

- Class A - Any volunteer who has regular contact with athletes (coaches, chaperones, Unified Sports® partners or administrative authority) is required to have a Coach/Volunteer Application on file with the County Coordinator and the State Office.
- Class B - Any single event and/or one-day volunteer

A job description that is a clear, complete, and current description of the duties and responsibilities of the position will be given to each accepted volunteer.

SCREENING

As required for the protection of athletes, all adults who complete a Coach/Volunteer Application are subject to a background screening upon entry to the program and every three years thereafter. Each applicant will receive an email from SO Wyoming to start the screening process. Volunteers will be asked to follow the link in the email to begin the background screening process.

Applicants are automatically disqualified if their background check indicates conviction for: child abuse, sexual abuse or misconduct, neglect, assault, kidnapping, physical abuse, murder, manslaughter, arson, theft, fraud, larceny, prostitution-related crime, or controlled substance crime. No appeals are accepted except in the case of mistaken identity.

Applicants with DWI, DUI, or comparable offenses or three (3) or more moving violations within the past three (3) years are automatically disqualified from driving on behalf of Special Olympics.

GENERAL SESSION & PROTECTIVE BEHAVIORS

Class A volunteers must attend a Coach/Volunteer Orientation within six (6) months of their start date as a volunteer. During the time before a volunteer attends a Coach/Volunteer Orientation he/she is considered a probationary volunteer. The Area Director or County Coordinator is responsible to ensure they have sufficient information and supervision to perform their duties in an appropriate fashion.

Volunteers must complete the Online Protective Behaviors training. Volunteers must repeat this training every three (3) years.

SERVICE AT THE DISCRETION OF SO Wyoming

SO Wyoming accepts the service of all volunteers with the understanding that such service is at the sole discretion of the organization. Volunteers agree that SO Wyoming may at any time, for whatever reason, decide to terminate the volunteer's relationship with the organization.

RESIGNATION

Volunteers may resign from their volunteer service with SO Wyoming at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

CONFLICT OF INTEREST

Individuals shall be precluded from any SO Wyoming volunteer task for which they have a personal, philosophical or financial conflict of interest.

REPRESENTATION OF SO Wyoming

Prior to any action or statement which might significantly affect or obligate SO Indiana, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to public statements to the press, coalition, or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of SO Wyoming as specifically indicated within their job descriptions and only to the extent of such written specifications.

CONFIDENTIALITY

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer. Failure to maintain confidentiality may result in termination of the volunteer's relationship with SO Wyoming or other corrective action.

ATHLETES AS VOLUNTEERS

SO Wyoming athletes are encouraged to volunteer in various roles within the organization, based on the individual's availability, interest, and ability. Athletes wishing to volunteer are subject to all volunteer requirements - registration, criminal background check, age restriction, and orientation.

Athletes are prohibited from serving as volunteers and competitors at the same event.

Athletes serving as volunteers may assist in supervisory roles with athlete competitors, as long as previously stated requirements are met.

UNIFIED SPORTS® PARTNERS

Unified partners are subject to a background check upon completion of the Unified Sports® Partner Application for Participation. A partner who also volunteers outside of his/her role on a Unified Sports®

team must also complete a Coach/Volunteer Application, complete Coach/Volunteer Orientation and take the Online Protective Behaviors training.

DRIVERS AS VOLUNTEERS

Drivers hired commercially or employed by unrelated agencies are not required to register as volunteers, unless they supervise athletes in addition to their driving responsibilities. Anyone driving on behalf of Special Olympics must have a valid driver's license. Persons with invalid or suspended driver's licenses cannot transport athletes, and will not be covered by the Special Olympics insurance policy.

FAMILY MEMBERS AS VOLUNTEERS

Parents and siblings of athletes who serve as Class A volunteers are subject to all volunteer requirements, even if the only athlete they supervise is the athlete in their family.

PAID STAFF AS VOLUNTEERS

Individuals who are paid by their employer to conduct Special Olympics activities are required to register as volunteers if their duties meet the standard established for Class A volunteers (regular contact with athletes, etc.).

MINORS AS VOLUNTEERS

Volunteers who have not reached their age of majority (age 18) may be accepted as volunteers in non-supervisory positions only. Volunteers under age 14 must be chaperoned by an adult.

SUSPENSION OR EXPULSION

Expulsion or suspension of a participant for more than 90 days requires pre-approval of the State Office and implementation of due process measures.