



# 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 SO Indiana.

## RECRUITMENT

Volunteers shall be recruited by SO Indiana 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, disability, age, race or other condition. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of SO Indiana.

## CLASSIFICATIONS

A volunteer must be officially accepted and enrolled by SO Indiana 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 serves in a leadership or administrative role.
- **Class B** - Any single event and/or one-day volunteer must sign in on the *Single Event Volunteer Registration* form and provide a photo ID.

## CLASS A VOLUNTEER REGISTRATION & ONLINE TRAININGS

Special Olympics Indiana utilizes the Volunteer Management System (VMS) to navigate new applicants through the Class A application and training process. VMS is a secure online system. It will walk each applicant through each of the 5 steps at their own convenience.

The application and trainings are for all coaches, volunteers, and Unified Sports® partners. These five steps must be completed before any Special Olympics training, any competition, or beginning any duties related to your role.

- STEP 1: APPLICATION
- STEP 2: BACKGROUND SCREENING
- STEP 3: COACH /VOLUNTEER ORIENTATION (CVO)
- STEP 4: PROTECTIVE BEHAVIORS TRAINING
- STEP 5: CONCUSSION AWARENESS TRAINING

Volunteers can begin this process by going to the SO Indiana website ([www.soindiana.org](http://www.soindiana.org)). Once there, select the Volunteer button.

## UNIFIED SPORTS® PARTNERS

Unified partners are subject to requirements of Class A volunteers.

## 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. Whether a coach, volunteer, or Unified Sports® partner, all youth applicants will register through VMS with their own account.

For youth ages 14-17:

- Youth applicants who have not reached their age of majority (age 18) may be accepted as volunteers in non-supervisory positions only.
- A background screening will not be completed. While some information pertaining to the background screening may be asked, that information will not be stored or utilized.
- A youth applicant must complete Step 1 and Steps 3-5, as a background screening is not performed on anyone under age 18.

For youth ages 8-13:

- Youth applicants under age 14 must be chaperoned by an adult.
- A background screening will not be completed. While some information pertaining to the background screening may be asked, that information will not be stored or utilized.
- Parents and/or guardians of the youth applicant must complete the five steps for their dependent. This will allow the parent/guardian to understand the protocols taken by Special Olympics Indiana to ensure the safety of all participants, including their dependent.
- Youth ages 8-13 may find information in the *Coach/Volunteer Orientation* interesting and educational.
- Parents and/or guardians should review the information within the *Protective Behaviors* training and *Concussion Awareness* training before sharing with their dependent. This information may be sensitive in nature.

## ATHLETES AS VOLUNTEERS

SO Indiana 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.

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## **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.).

## **SCREENING**

As required for the protection of athletes, all adults who complete an application in the Volunteer Management System (VMS) to become a coach, volunteer, and/or Unified Sports® partner are subject to a background screening by Barada Associates Inc. (the approved SO Indiana vendor) upon entry into the program and every three years thereafter. Each applicant will need to create an account in VMS, a secure online database. Once the account is created, each applicant will be asked to enter the necessary information. This will include his/her Social Security number.

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.

## **INTERVIEW/PLACEMENT**

All Class A volunteers will be interviewed in person by the appropriate volunteer manager to ascertain his/her suitability for and interest in available positions. During the interview, the candidate must show a photo ID (drivers license).

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.

## **SERVICE AT THE DISCRETION OF SO INDIANA**

SO Indiana accepts the service of all volunteers with the understanding that such service is at the sole discretion of the organization. Volunteers agree that SO Indiana 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 Indiana at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

Area Directors and County Coordinators should contact their Regional Manager prior to resigning in order for the Regional Manager to facilitate replacement, recruitment, and training.

## **CONFLICT OF INTEREST**

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

## **REPRESENTATION OF SO INDIANA**

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 Indiana 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 Indiana or other corrective action.

## **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. When pursuing this course of action, contact your Regional Manager.