

# 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 SOIN.

## RECRUITMENT

Volunteers shall be recruited by SOIN 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 SOIN.

## CLASSIFICATIONS

A volunteer must be officially accepted and enrolled by SOIN Indiana prior to performance of the task.

Volunteers are classified as:

- **County Volunteer** — Any volunteer who has regular contact with athletes (coaches, chaperones, Unified Sports® partners) or serves in a leadership or administrative role.
- **Event Volunteer** — 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

SOIN 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 6 steps at their own convenience.

The application and trainings are for all coaches, volunteers, and Unified Sports® partners. These six 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 SOIN website ([soindiana.org](http://soindiana.org)).

## UNIFIED SPORTS® PARTNERS

Unified partners are subject to the 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. A youth applicant must complete Step 1 and Steps 3-6, as a background screening is not performed on anyone under age 18.

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.
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For youth ages 8-13:

- Youth applicants under age 14 must be chaperoned by an adult.
- Parents and/or guardians of the youth applicant must complete the six steps for their dependent. This will allow the parent/guardian to understand the protocols taken by SOIN 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.

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## **ATHLETES AS VOLUNTEERS**

SOIN athletes are encouraged to volunteer in various roles within the organization, based on the individual's availability, interest, and ability. Athletes wishing to volunteer must become Class A certified as noted above.

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.

## **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 to become a coach, volunteer, and/or Unified Sports® partner are subject to a background screening upon entry into the program and every three years thereafter. Each applicant will need to create an account in COE (Center of Excellence), a secure online database. Once the account is created, each applicant will be asked to enter the necessary information. After initially creating an account on COE, the volunteer will be prompted to set up an account with our background check provider, Sterling Volunteers, and will be asked to provide the required information, including their 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. Any volunteer who is arrested for an offense that would result in suspension or expulsion under our policies will be temporarily suspended from all volunteer duties until the judicial process is complete and a final verdict is rendered. This ensures the safety of all participants while respecting due process.

## **INTERVIEW/PLACEMENT**

All Class A volunteers will be interviewed in person by the appropriate volunteer manager to ascertain their suitability for and interest in available positions. During the interview, the candidate must show a photo ID (driver's 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 SOIN**

SOIN accepts the service of all volunteers with the understanding that such service is at the sole discretion of the organization. Volunteers agree that SOIN 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 SOIN 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.

# VOLUNTEER POLICIES



## **CONFLICT OF INTEREST**

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

## **REPRESENTATION OF SOIN**

Prior to any action or statement which might significantly affect or obligate SOIN, 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 SOIN 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 SOIN or other corrective action.