

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, 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 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 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 must sign in on the *Single Event Volunteer Registration* form and provide a photo ID.

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 complete a *Coach/Volunteer Application* and 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.

SCREENING

As appropriate for the protection of athletes and the organization, all individuals who complete a *Coach/Volunteer Application* are subject to a background check upon entry to the program and every three years thereafter. Applicants will be precluded from participation pending SO Indiana screening procedures.

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 or more moving violations within the past three years are automatically disqualified from driving on behalf of Special Olympics.

COACH/VOLUNTEER ORIENTATION (CVO) & ONLINE PROTECTIVE BEHAVIORS (OPB)

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. (www.specialolympics.org/protective_behaviors.aspx).

SERVICE AT THE DISCRETION OF SO INDIANA

Special Olympics 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.

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.

ATHLETES AS VOLUNTEERS

Special Olympics 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.

UNIFIED SPORTS® PARTNERS

Unified Sports® 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. When pursuing this course of action, contact Jeff Mohler at jmohler@soindiana.org.

Online Protective Behaviors:
www.specialolympics.org/protective_behaviors.aspx