



VOLUNTEER POLICY & PROCEDURE

MISSION OF SPECIAL OLYMPICS COLORADO

The Mission of Special Olympics Colorado (SOCO) is to provide year-round sports training and athletic competition in a variety of Olympic type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in the sharing of gifts, skills and friendships with their families, other Special Olympics athletes and the community.

POLICY

In fulfilling its mission, SOCO relies heavily upon volunteers who have direct involvement with athletes or contact with SOCO's assets. A person's participation in SOCO as a volunteer is an opportunity and privilege; it is not an entitlement. SOCO has the right and responsibility to protect the well-being and safety of all participants including: athletes, coaches, volunteers, staff, and spectators. Although SOCO cannot guarantee the safety of all participants, it recognizes the responsibility to take all reasonable steps to promote and ensure a safe environment for all participants. To that end, after considerable study and investigation, Special Olympics Inc. (SOI) has developed and adopted a mandatory volunteer screening policy to set certain standards for each of the U.S. programs to follow with regard to both Class A and Class B Volunteers.

SOCO, in order to implement the following volunteer screening policy, adopts the following Policy and Procedure.

APPLICATION PROCESS

To be considered for participation with SOCO, all volunteers must submit a signed, completed and truthful volunteer application. Failure to do so will result in not being eligible to volunteer for SOCO. Each volunteer is also required to show a photo ID, issued by a governmental entity, at the time of submitting an application. Volunteers must mail a photocopy of their ID with the application if not personally verified and signed off by authorized SOCO personnel. The SOCO personnel accepting the application for processing will confirm the information on the photo ID with the

applicant, compare the information on the photo ID with that on the application, and sign-off the verification of identification on the volunteer application.

The decision of SOCO with regard to any volunteer's application rests within the sole and absolute discretion of SOCO. In exercising that discretion, SOCO shall be guided by its' mission statement, the policy and procedure set forth herein, and the standards set forth in various other policies of SOCO.

VOLUNTEER SCREENING

CLASS A VOLUNTEERS

Class A Volunteers are those who have regular, close physical contact with athletes; are in a position of authority or supervision (real or apparent); are in a position of trust with athletes; or handle substantial amounts of cash or assets of the program. For purposes of this policy, the threshold for substantial amounts of cash assets will be \$5,000.

1. **Application Process:**
 - a. All Class A Volunteers shall be screened for participation in the Special Olympics program. Once screened and accepted, Class A Volunteers shall be re-screened every three years.
 - i. Existing volunteers: SOCO shall screen all those registered as volunteers prior to January 1, 2006 no later than July 1, 2008 in order for them to continue as volunteers in the program. Existing volunteers may continue to participate in their current volunteer position while the background screenings are conducted.
 - ii. New volunteers: An individual who applies to participate as a volunteer with the program after January 1, 2006 must be screened for acceptance as a volunteer in accordance with this procedure in order to participate.
 - b. Prior to the deadlines set forth in the preceding section, each Class A Volunteer shall submit a volunteer application and be subject to a criminal records and background check, and where applicable under this policy, to a motor vehicle record check. The applicant's signature gives consent to perform all three record checks.
 - c. If an applicant is applying for a volunteer position that will or may involve driving athletes on behalf of SOCO, then a motor vehicle record check will be conducted for that applicant. Further, if the applicant answers "Yes" to the question regarding suspensions or revocations of the applicant's driver's license on the volunteer application or if the program has received information through the

screening process that the applicant may have motor vehicle related convictions, a motor vehicle record check will be conducted for that applicant.

- d. Prospective volunteers who are under the age of 18, shall not be subject to a criminal records check but must submit the names, addresses, and telephone numbers of two (2) adult personal/professional references (one of which is from the applicant's school, if applicable), who are not related to the applicant or the applicant's parents or legal guardians, for consideration by SOCO.
 - e. In conducting the required criminal records check, SOCO shall use an SOI-approved vendor who uses a national database that includes the sex offender registry for each state in which it is available.
2. **Orientation:** All Class A Volunteers must attend a volunteer orientation (General Orientation and Protective Behaviors) as directed by SOCO. Class A Volunteers must be recertified every three years as required by SOCO.
3. **Class A Day of Event Volunteers:**
- a. On the day of each event, a volunteer accepted into the program shall report to a designated volunteer coordinator for that event and verify his/her identity with that coordinator by way of a photo ID.
 - b. The program has the option, at its sole discretion, at any time to issue appropriate credentials to a volunteer that may replace the requirement for a photo ID for day of event identification provided that the credentialing procedure undertaken by SOCO ensures that the credentials are issued to an accepted volunteer and that the credentials are non-transferable.

CLASS B VOLUNTEERS

Class B Volunteers are those who only have limited contact with athletes or who have contact with athletes accompanied by coaches and chaperones.

1. **Application Process:** All Class B Volunteers shall be screened for participation in the Special Olympics program as follows:
- a. Class B Volunteers shall apply for participation by completing a volunteer application. Based upon the contents of the application, SOCO may conduct additional inquiries, as may be appropriate, before accepting the applicant as a Class B Volunteer.

- b. Prospective Class B Volunteers who are under the age of 18 must be accompanied by a registered Class B Volunteer who has had their identity verified by authorized SOCO personnel.
2. **Orientation:** All Class B Volunteers shall attend a general orientation or day of event orientation program as determined necessary by SOCO.
3. **Day of Event:** On the day of each event, the accepted volunteer shall report to a designated volunteer coordinator for that event and verify his/her identify with that coordinator by way of a photo ID.

DISCLOSURE AND AUTHORIZATION REQUIREMENTS

1. SOCO shall use a standard volunteer application to obtain the required Special Olympics release and an appropriate authorized vendor to conduct a background check and if required, a motor vehicle record check. The background check is conducted in an effort to identify if the applicant has been engaged in any activity, as described below that may preclude the applicant from participating as a volunteer with SOCO.
2. SOCO shall take all reasonable steps to notify those local programs and their respective Area Managers of the results of the background checks.

RESULTS OF BACKGROUND CHECK

1. Upon receipt of results of the background check, the Volunteer Coordinator will administer this policy in accordance with the following procedures and standards.
2. If the background check discloses a conviction for any of the charges below, the volunteer applicant shall automatically be disqualified from participation as a volunteer.
 - child abuse
 - sexual abuse of a minor/adult
 - causing the death of any person, including murder or manslaughter
 - neglect of child or any other individual for whom the potential volunteer had/has responsibility
 - assault
 - kidnapping
 - physical abuse
 - battery
 - arson

- criminal sexual conduct
 - attempted murder
 - cruelty to animals
 - fraud
3. If the background record check or motor vehicle record check discloses a conviction for driving under the influence of alcohol or drugs, driving while intoxicated, driving while impaired by alcohol or drugs, or comparable offenses within the seven years immediately preceding the record check, the volunteer applicant shall automatically be disqualified from driving on behalf of Special Olympics Colorado. In cases involving other prospective volunteer activities not involving driving, SOCO may consider rejection or appropriate restrictions on volunteer activities based upon such a record.
 4. If the background record check or motor vehicle record check discloses convictions for three or more moving violations within the three years immediately preceding the record check, the volunteer applicant shall automatically be disqualified from driving on behalf of Special Olympics Colorado. In cases involving other prospective volunteer activities not involving driving, SOCO may consider rejection or appropriate restrictions on volunteer activities based upon such a record.
 5. If the background check discloses any of the below-listed circumstances, and the applicant is not otherwise disqualified under the preceding provisions, SOCO may also reject the volunteer applicant:
 - A judgment against the applicant for damages in a civil action or entry of a civil penalty with regard to any claim that is similar in nature to the items identified in paragraphs 2-4 of this section
 - Conviction of the applicant for theft of funds, larceny or other financial crime, prostitution-related crime, or controlled substance crime
 - The applicant's being the subject of any court order involving any sexual abuse or physical abuse of a minor that restricts contact with a minor
 6. The disqualifiers in Section 2, 3, 4 and 5 are final and not subject to appeal.
 7. If a volunteer believes the information from the national vendor is incorrect, they may work out the incorrect information directly with the vendor. Upon the time SOCO receives new information, they will reconsider the volunteer's application.
 8. With regard to criminal or traffic violation, the granting of probation before entry of judgment or any similar disposition under the laws of this or any other state whereby a finding of guilt is withheld or otherwise stayed, shall be considered a

“conviction” for purposes of this policy and one’s suitability to serve as a volunteer.

9. SOCO shall have the right and the authority to make the final decision as to the acceptance of any volunteer applicant under this section. The fact that a volunteer applicant’s background check does not reflect any of the matters set forth above does not, in and of itself, mean that the applicant’s application will be accepted. Other factors, including business needs of SOCO, are factors considered in making any final determination.
10. SOCO will notify the applicant of acceptance or rejection of the application within thirty (30) days after receipt of the background check. The fact that an applicant is not rejected on the basis of a background check does not create a right to be accepted in the SOCO volunteer program. As noted above, SOCO may and does consider other lawful factors in making determinations regarding volunteers. Upon acceptance or rejection of a volunteer, the Volunteer Coordinator will record the name in a volunteer registry and provide notification to the local program involved.

MAINTENANCE OF RECORDS

SOCO will undertake reasonable efforts to maintain the confidentiality of results of background checks. The Volunteer Coordinator will maintain results of background checks in a locked file cabinet(s) that only contains information related to background checks of volunteers and applicants. Only the SOCO Volunteer Coordinator, the Vice President of Programs and President and CEO will have direct access to the file cabinet. Local programs and coordinators will only be informed of names of applicants that have been accepted and will not be provided with the specifics of background checks. As desired by SOCO, the information may also be shared with legal counsel. SOCO may also be required to disclose information to law enforcement or other governmental entities or as otherwise required by law.

APPENDIX
SOCO DESCRIPTION OF VOLUNTEERS

The following are examples of types of volunteers within the Class A and Class B classifications. It is not all-inclusive and SOCO reserves the right to classify or re-classify volunteer positions at its discretion without notice.

CLASS A VOLUNTEERS INCLUDE:

- Volunteers who have regular, close physical contact with athletes
- Volunteers in positions of authority or supervision (real or perceived)
- Volunteers in a position of trust with athletes
- Special Olympics Colorado staff members
- Coaches
- Unified Sports® partners
- Chaperones
- ALP's mentors
- Overnight hosts
- Drivers of Athletes
- Volunteers who will be handling more than \$5,000 on behalf of SOCO
- Board of Directors
- Minor (according to state law) volunteers who have regular, close contact with athletes
- Minor Unified Sports® partners
- Minor assistant coaches
- Minor chaperones

CLASS B VOLUNTEERS INCLUDE:

- Single day or single event or fundraiser volunteers who do not handle more than \$5,000 on behalf of SOCO
- Volunteers who only have limited contact with athletes who are accompanied by coaches and chaperones
- Healthy Athlete volunteers
- Volunteers who drive vehicles on behalf of Special Olympics not transporting athletes
- Minor (according to Colorado State law) single day or single event/fundraiser volunteers
- Minor who have limited contact with athletes who are accompanied by their coaches or chaperones
- Games Organizing Committee Members

