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## **Preamble**

Special Olympics PEI is dedicated to enriching the lives of Islanders with an intellectual disability through sport. Since volunteers are important role models, and are in the position of power and/or trust, to our athletes, we must maintain high standards and values in recruiting, screening, educating, recognizing, and retaining volunteers.

The screening of volunteers is of primary importance in providing a safe environment for our athletes to train and to meet the best interest of Special Olympics PEI.

Special Olympics PEI does **NOT** tolerate or condone any discrimination; please refer to our *Pan-Canadian Code of Conduct and Ethics Policy* for more detail on this statement.

The following pages will give you a step by step guide to the elements of the SOPEI screening process for potential and returning volunteers.

### **Volunteer Screening Procedure Goals**

The screening process helps ensure the protection of our athletes from poor role models and inappropriate activity by volunteers. It also serves to protect our organization from claims and lawsuits arising from inappropriate activity by volunteers.

While it is important to protect our organization, our overriding concern is that there be no inappropriate treatment of the athletes who join Special Olympics PEI. We prevent inappropriate treatment as much as possible by ensuring that:

- No one becomes a volunteer who might act in an inappropriate fashion
- Each volunteer is aware of our *Pan-Canadian Code of Conduct and Ethics Policy*
- Class A volunteers regularly provide the organization with a Vulnerable Sector Check
- Class B volunteers regularly provide the organization with a Criminal Record Check
- Any instances of abuse are identified, reported, and made the subject of corrective action, which may include, termination of a volunteer

#### *Where to start in the Selection Process?*

"Class A" volunteers are those who are or may be required to travel with, supervise overnight, work one-to-one with, and/or temporarily be alone with athlete members. Such roles may include coaches, program volunteers, and Athlete Leadership volunteers.

"Class B" volunteers are those who (i) have or may have administrative and/or fiscal authority, such as board/committee members; and/or (ii) are not required to be temporarily alone with athlete members.

"Class C" volunteers are those who volunteer for Special Olympics for a single day or a single event, and thus have the most limited contact with Special Olympics athletes. These may include but are not limited to Healthy Athletes, fundraising events, sport competition/camp events, and officials.

Class C volunteers may register on the same day of their participation, prior to the scheduled start of the sanctioned activity, by providing their full name, complete address, telephone number, and if applicable, the name of the civic group or corporate sponsor with which they are associated as outlined in Element 1 (Page 4 & 5) and by using an event volunteer application form for their role.

Class A and Class B volunteers must provide all the information requested by Class C volunteers as outlined in Element 1 (Page 4 & 5) by submitting a volunteer application form (or volunteer agreement form for returning volunteers) for their role.

Class A and Class B volunteers shall also, in addition to providing all the information requested above:

- New Volunteer – progress through all 5 Elements of Screening
- Returning Volunteers – satisfied, inclusively, Elements 1 to 4 of Screening

## **Elements of Screening**

*Screening is a continuous process consisting of:*

1. Application form
2. Interview and Reference Checks
3. Conditional Offer to Potential Volunteer
4. Criminal Record Check and/or Vulnerable Sector Check
5. Volunteer Online Orientation

## **Declining Volunteer Applications**

During the initial screening, an applicant can be refused at any point in the process. Make a conscious and unbiased decision at each stage of the process to decide if you want to go on to the next step.

Base your discussion for refusal on the role requirements and/or the findings in the screening. Do not go into a long explanation as to why you are refusing the applicant but ensure there is no discrimination. You are acting in the best interests of our athletes and Special Olympics PEI.

Saying “No” early in the process is easier than waiting for problems to escalate. Filling volunteer positions with unsuitable candidates may create a bigger problem down the road. Screening is a much easier process than having to consider corrective action or dismissal later on.

## **Element 1 - Application**

Our initial contact should be welcoming and enthusiastic. We must be willing to consider every applicant interested in becoming a volunteer. We must also explain that we do have a screening process and that, while we attempt to place all potential volunteers, acceptance is not guaranteed. Outline the screening process briefly, answer initial questions, and initiate the steps outlined in the Selection Process.

All potential volunteers must complete the Volunteer Application Form while all returning volunteers must complete the Volunteer Agreement Form.

The following information will be given to the potential Class B volunteer roles in the organization. This ensures an informed decision on the part of the applicant.

New Class B Members:

- Volunteer Application Form, including where to find:
  - Pan-Canadian Code of Conduct and Ethics Policy (full document provided upon request)
  - Pan-Canadian Equity, Diversity, and Inclusion Policy (full document provided upon request)
  - Pan-Canadian Safe Sport Policy (full document provided upon request)
  - Criminal Offenses and Investigations Policy 2000-17 (full document provided upon request)
  - Volunteer Screening Guidelines 5000-15 (full document provided upon request)
- Criminal Record Check Request Letter
- Role Description or Discussion of the Role (See Appendix B and C)
- Volunteer Online Orientation Instructions

### **Element 1 – Application (Continued)**

Returning Class B Members:

- Volunteer Agreement Form, including where to find:
  - Pan-Canadian Code of Conduct and Ethics Policy (full document provided upon request)
  - Pan-Canadian Equity, Diversity, and Inclusion Policy (full document provided upon request)
  - Pan-Canadian Safe Sport Policy (full document provided upon request)
  - Criminal Offenses and Investigations Policy 2000-17 (full document provided upon request)
  - Volunteer Screening Guidelines 5000-15 (full document provided upon request)
- Criminal Record Check Request Letter, *if requested as per Element 4* (Page 6&7)

The following information will be given to the potential Class A volunteer roles in the organization. This ensures an informed decision on the part of the applicant.

New Class A Members:

- Volunteer Application Form, including where to find:
  - Pan-Canadian Code of Conduct and Ethics Policy (full document provided upon request)
  - Pan-Canadian Equity, Diversity, and Inclusion Policy (full document provided upon request)
  - Pan-Canadian Safe Sport Policy (full document provided upon request)
  - Criminal Offenses and Investigations Policy 2000-17 (full document provided upon request)
  - Volunteer Screening Guidelines 5000-15 (full document provided upon request)
- Vulnerable Sector Check Request Letter
- Role Description or Discussion of the Role (See Appendix B and C)
- Volunteer Online Orientation Instructions

Returning Class A Members:

- Volunteer Agreement Form, including where to find:
  - Pan-Canadian Code of Conduct and Ethics Policy (full document provided upon request)
  - Pan-Canadian Equity, Diversity, and Inclusion Policy (full document provided upon request)
  - Pan-Canadian Safe Sport Policy (full document provided upon request)
  - Criminal Offenses and Investigations Policy 2000-17 (full document provided upon request)
  - Volunteer Screening Guidelines 5000-15 (full document provided upon request)
- Vulnerable Sector Check Request Letter, *if requested as per Element 4* (Page 6&7)

### **Element 1 – Application (Continued)**

The following information will be given to the potential Class C volunteer roles in the organization. This ensures an informed decision on the part of the applicant.

- Volunteer/Event Application Form (New Members)
- Volunteer Agreement Form (Returning Members)
- Volunteer Online Orientation Instructions

Staff will create a pending file and record/update the applicant's Volunteer Screening Status in the MRMS Database.

### **Element 2 - Interview and Reference Checks**

This is an important part of determining whether the potential volunteer is suitable though may not be requested if the individual or organization they represent is well known to staff. This will be determined by the Program Director.

If an interview is requested, record answers to the questions and inform the applicant that the information gathered is confidential. The interview should be conducted as soon as possible following the receipt of the application form. Remember to explain the process before starting.

Applicants must permit follow up with the reference checks. Their signature on the Volunteer Application Form provides this.

### **Element 3 - Conditional Offer to Potential Volunteer**

A conditional offer is made when you are satisfied with Element 1 (Page 4&5) and Element 2 (Page 5) and, for Class A and Class B volunteers only, are awaiting the results of the Criminal Record Check and/or Vulnerable Sector Check.

Within this conditional offer, a two-month probationary period will be introduced, and close supervision will be initiated. It is preferred that the potential volunteer will be partnered with a current volunteer for the duration of their probationary period. At this time, the potential volunteer will have to submit all the requested screening elements satisfactorily and has submitted their Criminal Record Check and/or Vulnerable Sector Check.

The effective date is the day the volunteer starts with the organization conditionally. This will become their join date and the date from which years of service are calculated.

#### **Element 4 - Criminal Record Check and Vulnerable Sector Check**

Criminal Record and Vulnerable Sector Checks are conducted for any Class A Volunteer wishing to volunteer with Special Olympics PEI. Criminal Record Checks are conducted for any Class B Volunteer wishing to volunteer with Special Olympics PEI. Our athlete members, and their needs, satisfy the 'Definition of Vulnerable Person' (Section 6.3) set forth in the [Criminal Records Act \(C-47\)](#).

Volunteers are the backbone of our organization. Most volunteer roles are often in a position of power and/or trust with athlete members. Below are the following requirements by Class A and Class B volunteers related to obtaining a Criminal Record Check or Vulnerable Sector Check:

Class A volunteers who are or may be required to travel with, supervise overnight, work one-to-one with, and/or temporarily be alone with athlete members who are defined as Vulnerable People in the Criminal Records Act (C-47); must verify and obtain a Vulnerable Sector Check valid within 6 months prior to their application date.

Class B volunteers who (i) have or may have administrative and/or fiscal authority, such as board/committee members; and/or (ii) are not required to be temporarily alone with athlete members must verify and obtain a Criminal Record Check valid within 6 months prior to their application date.

Police procedures vary. However, the standard process is that Criminal Records and/or Vulnerable Sector Checks are done by the police force responsible for the potential volunteer's home addresses - not the location of the program in which they wish to volunteer for.

The Special Olympics PEI office will supply the potential volunteer with a letter so that they will not incur the cost of the Criminal Record or Vulnerable Sector Check. Special Olympics PEI has established three (3) years as the interval in which a new Criminal Record Check or Vulnerable Sector Check will be requested for volunteers who have served for three (3) years or more with SOPEI.

Volunteers with fewer than three (3) years of service, or who have had more than a twelve (12) month absence in volunteering, shall present a new Criminal Record Check or Vulnerable Sector Check each consecutive year until they surpass three (3) years of consistent service.

SOPEI members must disclose, without exceptions and within 48 hours of the offense, any know probable changes to their Criminal or Vulnerable Sector records. Special Olympics PEI reserves the right to request that a member provide a Criminal Record Check or Vulnerable Sector Check at any time.

#### **Element 5 - Volunteer Online Orientation**

When an individual becomes a volunteer of Special Olympics PEI, completion of the SOPEI Online Orientation is requested with three (3) months of the conditional offer in Element 3 (Page 6). Through the orientation modules, the volunteer will be introduced to all aspects of Special Olympics on a Provincial and National level. If the volunteer does not have access to the online orientation, the Program Director will ensure they receive an adequate orientation.

Appendix A

**Volunteer CRC/VSC Request Letter Template**

**DATE**

To Whom It May Concern;

Special Olympics Prince Edward Island (SOPEI) is a non-profit organization that provides sport training and competitions to athletes with intellectual disabilities of all ages. Our athlete members, and their needs, satisfy the 'Definition of Vulnerable Person' (Section 6.3) set forth in the *Criminal Records Act (C-47)*.

Volunteers are the backbone of our organization. A majority of these volunteer roles are often in a position of power and/or trust with our athlete members. Volunteers must go through a screening process before they can volunteer with SOPEI, and one of the first parts of this process is to obtain the required background check(s). As the duty of care is greater for persons working with vulnerable people, SOPEI is requesting that **INSERT VOLUNTEER NAME HERE** obtain the following:

**(Please ensure *only one option is checked*)**

- Due to their pending role as a Class A volunteer, as defined by SOPEI's Volunteer Screening Guidelines (5000-15), this volunteer may be required to travel with, supervise overnight, work on-to-one with, and/or temporarily be alone with athletes defined as Vulnerable People in the Criminal Records Act (C-47); SOPEI is requesting the individual named above to verify and obtain:
  - A Vulnerable Sector Check
  
- Due to their pending role as a Class B volunteer, as defined by SOPEI's Volunteer Screening Guidelines (5000-15), who may have administrative and/or fiscal authority such as board/committee members; and/or are not required to be temporarily alone with athlete members, SOPEI is requesting the individual named above to verify and obtain:
  - A Criminal Record Check

Thank you for your cooperation on this matter. If you require any further information, please do not hesitate to contact our organization at 902-368-8919.

Sincerely,

**(Signature required)**

**STAFF NAME**  
**STAFF TITLE**

Appendix A

**Head Coach Description**

**DESCRIPTION:**

The Head Coach position in a Special Olympics program can be overwhelming to some, but we encourage you to have confidence that Special Olympics PEI is prepared to be a resource at any time you need. Our athletes need to have fun and enjoy their time at weekly youth, community, and competitive programs. Every athlete deserves a well-trained coach. The Head Coach must continually assess your coach education resume to determine what training could benefit both you and our athletes.

In the role of Head Coach, it is expected that you are:

1. Instructing athletes the proper sport skills,
2. Attending competition(s) at an appropriate level for each athlete in your program
3. Modeling and instilling socially appropriated behavior, including fair play and fun
4. Mentoring Program Volunteers and Assistant Coaches on the role of Head Coach

**QUALIFICATIONS:**

- ✓ Must be at least 18 years of age
- ✓ Must Adhere to the Pan-Canadian Code of Conduct and Ethics Policy
- ✓ Must Adhere to Special Olympics Prince Edward Island Constitution & By-Laws
- ✓ Must comply with the philosophy of Special Olympics Prince Edward Island as presented in the Mission statement
- ✓ Must complete and submit a Volunteer Application Form or Criminal Record Check as described in SOPEI Policy 5000-15
- ✓ Reasonable knowledge of the chosen sport

**COACH EDUCATION PATHWAYS**

1. Special Olympics Online Orientation (within 3 months)
  2. CAC Safe Sport Training (within 3 months)
  3. Emergency First Aid and CPR (within 3 months)
- NCCP Coach Education Pathway appropriate for your involvement (within 1<sup>st</sup> year)  
*Will remain as a **Program Volunteer** until step three is completed*

**Youth Head Coach**

**NCCP Multisport  
Fundamental  
Movement Skills  
and  
Special Olympics  
Canada Coaching  
Young Athletes**

**Community Sport Coach**

**Special Olympics Canada  
Competition Sport  
Coach Workshop  
and  
Make Ethical Decisions  
Online Evaluation**

**Competition Sport Coach**

**Special Olympics Canada Competition  
Sport Coach Workshop  
and  
Make Ethical Decisions  
Online Evaluation  
And for National/International Games:  
NCCP Minimum Sport-Specific Technical  
training or Coaching Hours**

**RESPONSIBILITIES:**

*A) Training and Competition*

1. Plan the club activities for the season (weekly lesson plans and yearly goals)
2. Regularly communicate with Assistant Coaches, parents/guardians, and athletes
3. Facilitate practices putting safety and the well-being of the athletes first
4. Ensure that all athletes/volunteers in your program are registered members of SOPEI and have a list of emergency information
5. Attend regularly scheduled provincial coaches meetings
6. Know all safety concerns of athletes in your program (Atlanto-axial instability, epilepsy, asthma, etc.)
7. Devote adequate time to prepare athletes for events
8. Coaches are not responsible for transportation to/from practices/competitions but are permitted to do so with permission from the athlete's legal guardian
9. If an incident occurs, follow the incident reports procedure

*B) Administrative*

1. Submit program and equipment budget requests annually
2. Update coach and athlete participant lists regularly throughout the season
3. Be a positive ambassador for Special Olympics
4. Ensure an Emergency Action Plan is in place
5. Communicate regularly with SOPEI staff

*C) Support, Supervision, and Program Evaluation*

1. Attend coaches meeting to review policies and procedures
2. Support, inform and encourage all volunteers to be certified and trained
3. Participate with SOPEI staff in program visits if requested
4. Participate in an exit interview upon completion of volunteer position if requested

**DIRECTLY RESPONSIBLE TO:** SOPEI Program Director and Program Coordinator\_

I, \_\_\_\_\_, have read and agree to the above position description.  
(Print Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix B

**Assistant Coach and Program Volunteer Description**

**DESCRIPTION:**

The Assistant Coach or Program Volunteer in a Special Olympics program can be overwhelming to some. Still, we encourage you to have confidence that Special Olympics PEI is prepared to be a resource at any time you need. Our athletes need to have fun and enjoy their time at weekly youth, community, and competitive programs. Every athlete deserves a well-trained coach. Therefore, it is essential that the Assistant Coach or Program Volunteer role continually assess your coach education resume to determine what training could benefit both you and our athletes.

In the role of Assistant Coach or Program Volunteer, it is expected that you are:

1. Instructing athletes on the proper sport skills,
2. Attending competition(s) at an appropriate level for each athlete in your program
3. Modeling and instilling socially appropriated behavior, including fair play and fun
4. Actively being mentored by a Head Coach

**QUALIFICATIONS:**

- ✓ Must Adhere to the Pan-Canadian Code of Conduct and Ethics Policy Must be at least 18 years of age to travel with the team as the only volunteer from the program
- ✓ Must Adhere to Special Olympics Prince Edward Island Constitution & By-Laws
- ✓ Must comply with the philosophy of Special Olympics Prince Edward Island as presented in the Mission statement
- ✓ Must complete and submit a Volunteer Application Form or Criminal Record Check as described in SOPEI Policy 5000-15

**COACH EDUCATION PATHWAYS**

1. Special Olympics Online Orientation (within 3 months)
2. CAC Safe Sport Training (within 3 months)
3. Emergency First Aid and CPR (within 3 months)  
NCCP Coach Education Pathway appropriate for your involvement (within 2 years) *Will remain as a **Program Volunteer** until step three is completed*

**Youth**

**NCCP Multisport  
Fundamental Movement  
Skills  
and  
Special Olympics Canada  
Coaching Young Athletes**

**Community Sport Coach**

**Special Olympics Canada  
Competition Sport Coach  
Workshop  
and  
Make Ethical Decisions  
Online Evaluation**

**Competition Sport Coach**

**Special Olympics Canada  
Competition Sport Coach Workshop  
and  
Make Ethical Decisions  
Online Evaluation  
And for National/International Games:  
NCCP Minimum Sport-Specific  
Technical training or Coaching  
Hours**

**RESPONSIBILITIES:**

*A) Training and Competition*

1. Attend practice and competition regularly
2. Communicate with the Head Coach regarding practices and events
3. Assist in facilitating practices, putting safety and the well-being of the athletes first
4. Know all safety concerns of athletes in your program (Atlantoaxial instability, epilepsy, asthma, etc.)
5. Supervise activities when deemed necessary by the Head Coach
6. Coaches are not responsible for transportation to/from practices/competitions but are permitted to do so with permission from the athlete's legal guardian
7. If an incident occurs, ensure to follow the incident reports procedure

*B) Administrative*

1. Assist the Head Coach in preparing program and equipment budget requests annually
2. Be a positive ambassador for Special Olympics
3. Assist the Head Coach to ensure an Emergency Action Plan is in place
4. Communicate regularly with Head Coach

*C) Support, Supervision, and Program Evaluation*

1. Support, inform and encourage all volunteers to be certified and trained
2. Participate with SOPEI staff in program visits if requested
3. Participate in an exit interview upon completion of volunteer position if requested

**DIRECTLY RESPONSIBLE TO:** Program Head Coach

**INDIRECTLY RESPONSIBLE TO:** SOPEI Program Director

I, \_\_\_\_\_, have read and agree to the above position description.  
(Print Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_