

SPECIAL OLYMPICS BC POLICY MANUAL

Section: **ADMINISTRATION**
Policy: **Volunteer Screening & Registration**
Effective Date: April 2002
Revised: February 2011
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Special Olympics BC is a volunteer-based organization and we depend on the efforts, time, skills, and judgment of volunteers to fulfill our mandate to assist individuals with intellectual disabilities. Individuals with intellectual disabilities have special needs and vulnerabilities that require specific attention and care. Accordingly, Special Olympics BC is seeking to ensure that persons who serve as volunteers within our organization are appropriate for the task that they will perform. Above all, we must strive to ensure the safety and well-being of all those involved in programs, to uphold the integrity of the organization, and to offer programs of the highest quality. These high standards may result in some prospective volunteers being denied positions with our organization.

Unfortunately, the implementation of this policy cannot guarantee that all volunteers serving with Special Olympics BC will be suitable for their assigned roles. However, the following guidelines will ensure that appropriate efforts are being made to screen potential volunteers as to their suitability for Special Olympics BC programs.

1. All individuals who apply for a volunteer position with Special Olympics BC (Applicants) must complete the Special Olympics BC volunteer application form and disclose all criminal offences with which they have been convicted or charged. It shall be at the sole discretion of the Board of Directors of Special Olympics BC, or its designate, as to whether an Applicant who has been convicted or charged of a criminal offence is to be accepted as a volunteer with the organization. Any Applicant who has previously been convicted of any criminal offence listed on Schedule 1 will not ordinarily be accepted as a volunteer.
2. It is the responsibility of any person who has been accepted and is serving as a volunteer of Special Olympics BC to immediately inform the President and CEO of Special Olympics BC in the event such person is charged with any criminal offence and of the circumstances surrounding such charge. The President and CEO shall then determine if that person may continue to volunteer or if he or she must withdraw until such time as their charge is dealt with. Should the person be convicted of a criminal offence, a decision will be made as to that person's future eligibility as a volunteer with Special Olympics BC.
3. Prior to volunteering, all new applicants must submit the required authorization and paperwork to the appropriate police agency to complete a Criminal Record Check and Vulnerable Sector Screening. Until the results of that screening are provided to Special Olympics BC, and provided that the applicant meets all other requirements to volunteer, the applicant may volunteer on a probationary basis. If the results of the Criminal Record Check and Vulnerable Sector Screening have not been submitted to the appropriate Special Olympics authority within three months of application, the President and CEO of Special Olympics BC must be notified and a decision on the future involvement of that individual will be made. During the probationary period, the applicant may not be in a sole position of authority. That is, an individual on probation must always be in the presence of other volunteers while coaching, in the presence of athletes, or handling money.

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Volunteers transporting athletes, other than their child, must always have at least two passengers in the vehicle with them. Should any Criminal Record Check or Vulnerable Sector Screening be returned indicating that a criminal record may exist, that the Applicant did not clear the Vulnerable Sector Screening, or if an Applicant declares that they have a Criminal Record on their application form, that information must be forwarded immediately to the President and CEO of Special Olympics BC and the Applicant will not be permitted to continue accepted as a volunteer of Special Olympics BC unless and until such permission acceptance is approved by the President and CEO.

4. Youth between the ages of 16-18 who wish to volunteer must complete a Criminal Record Check and Vulnerable Sector Check. The results of this check will be returned directly to the youth who must then in turn supply those results to Special Olympics BC.
5. In many communities, the cost of a Criminal Record Check is free when being requested for volunteer purposes. Where there are costs for Criminal Record Checks, these costs should be paid by the Local if the Applicant is accepted as a volunteer.
6. Special Olympics BC reserves the right to request any Applicant or any volunteer with Special Olympics BC to complete a Criminal Record Check and Vulnerable Sector Screening at any time.
7. In addition to completing a Criminal Record Check and Vulnerable Sector Screening, all Applicants must provide references and be interviewed.
8. A current volunteer with Special Olympics BC who has sufficient background information on an Applicant may elect to "sponsor" that Applicant. The current volunteer in such circumstances would be considered the reference check for the Applicant. In these cases, the Sponsor Information section of the Volunteer Application Form must be completed in its entirety.
9. Applicants who are being "sponsored" are not subject to points 9 and 10 of this policy, but would be subject to points 11 through 13.
10. All "non-sponsored" Applicants will be required to complete the Reference Information section of the Volunteer Application Form by providing two references from unrelated persons.
11. An appointed person from the Local (i.e. Volunteer Coordinator) will contact all references and follow the Special Olympics BC reference check template and arrange for an interview.

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12. After the completion of the reference checks and interview, and once the applicant has submitted a request for a Criminal Record Check and Vulnerable Sector Screening, the Volunteer Coordinator would, subject to the foregoing, make a decision regarding the placement of the Applicant. Upon placement, the Applicant must sign the Special Olympics BC Volunteer Code of Conduct, medical form and complete the Special Olympics BC registration form. A copy of the Special Olympics BC registration form must be forwarded to the Provincial Office. If the Applicant is found not to meet Special Olympics BC screening standards, the Volunteer Coordinator must inform the Applicant that their services are not required at the present time.
13. All volunteer placements will be subject to a six month probationary period. If, during this period, the volunteer's performance is less than acceptable the volunteer will be informed that his or her assistance will no longer be required and the reasons for this decision.
14. After the completion of the six month probationary period, the volunteer will continue to be subject to all other applicable Special Olympics BC policies, philosophies and practices.
15. Family members/guardians who participate in the Active Start or FUNdamentals program as a one-on-one with their child are exempt from this policy providing that their involvement is restricted to interacting in these programs with their child. If their involvement extends past this role, such as to leading a program or volunteering elsewhere in the association, they must complete all requirements of this policy.

Relevant Criminal Offences

Persons convicted of the following sections of the Criminal Code (Canada) or the Controlled Drugs and Substance Act (Canada) will not ordinarily be accepted as volunteers:

Criminal Code (Canada)

Section: Offence:

151	Sexual Interference
152	Invitation to Sexual Touching
153	Sexual Exploitation
153.1	Sexual Exploitation of Person with a Disability
155	Incest
159	Anal Intercourse
160	Bestiality
161	Order of Prohibition
162	Voyeurism
163.1	Child Pornography

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167	Immoral Theatrical Performance
170	Parent or Guardian Procuring Sexual Activity
171	Householder Permitting Sexual Activity
172	Corrupting Children
173(1)	Indecent Acts
173(2)	Exposure
174	Nudity
212(1)	Procuring a Person for the Purposes of Prostitution
212(2)	Living Off Avails of Child Prostitution
212(4)	Attempting to Obtain the Sexual Services of a Child
215	Duties of Persons to Provide Necessities
218	Abandoning Child
220	Causing Death by Criminal Negligence
221	Causing Bodily Harm by Criminal Negligence
229	Murder
236	Manslaughter
237	Punishment for Infanticide
238	Killing Unborn Child in Act of Birth
239	Attempt to Commit Murder
240	Accessory after Fact to Murder
242	Neglect to Obtain Assistance in Child Birth
243	Concealing Body of Child
244	Discharging Firearm with Intent
245	Administering Noxious Thing
246	Overcoming Resistance to Commission of Offence
264	Criminal Harassment
264.1	Uttering Threats
266	Assault
267	Assault with a Weapon or Causing Bodily Harm
268	Aggravated Assault
269	Unlawfully Causing Bodily Harm
271	Sexual Assault
272	Sexual Assault with a Weapon, Threats to a Third Party or Causing Bodily Harm
273	Aggravated Sexual Assault
273.3	Removal of Child from Canada
279	Kidnapping / Forcible Confinement
279.1	Hostage Taking
280	Abduction of Person under Sixteen
281	Abduction of Person under Fourteen

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282 Abduction in Contravention of Custody Order
283 Abduction
346 Extortion
810 Where Injury or Damage Feared
810.1 Where Fear of Sexual Offence

Controlled Drugs and Substance Act (Canada)

Section: Offence:

4 Possession of Scheduled Substance
5 Trafficking in Scheduled Substance
6 Importation and Exportation of a Scheduled Substance
7 Production of a Scheduled Substance