

Special Olympics, Inc.

**Volunteer Registration
& Screening Policy**

for

Special Olympics Oklahoma

Approved August 2005

Special Olympics, Inc. Volunteer Registration and Screening Policy for Oklahoma

Special Olympics, Inc. requires that all individual volunteers be registered *prior* to participation with the organization. To register, **all potential volunteers** shall complete, sign, and submit the Volunteer Application provided by Special Olympics Oklahoma. Volunteer applications are **valid for three (3) years**. Volunteers fall into two categories: Class A and Class B. As part of the registration process mandatory background screening and sex offender registry check is required of all adult Class A volunteers. **Class A volunteers 16 years of age and above must also complete the Protective Behaviors Training and Test.**

Volunteer Application must include:

- Full name and other information as needed to maintain a database and conduct background checks (if required)
- Four critical questions currently required by SOI General Rule 7.13
 - 1) Do you use illegal drugs?
 - 2) Have you ever been convicted of a criminal offense?
 - 3) Have you ever been charged with neglect, abuse, or assault?
 - 4) Has your driver's license been suspended or revoked in any state?
- Authorization to conduct necessary screenings and a release that protects SOOK from liability in connection with conducting screenings
- Consent to use the applicant's name & likeness to promote & publicize the purposes of Special Olympics.

CLASS A VOLUNTEERS

DEFINITION: Persons whose duties require regular, close contact with athletes; are in a position of authority, supervision, or trust with athletes; or those with fiscal or certain administrative responsibilities. This definition includes: Coaches, Assistant Coaches, Chaperones, Unified Partners, Area Management Team members, Board of Directors, Games Committee members, and persons who handle substantial amounts of cash (as determined by the state office). Family members who fit this description are also considered Class A Volunteers.

The Head Coach shall insure that each assistant coach, chaperone, unified partner, or driver has completed a Volunteer Application. The head coach is responsible for identifying and choosing persons that will fill those needs.

APPLICATION / SCREENING PROCESS:

- **All Class A Volunteers** are required to submit a volunteer application and be screened for participation with Special Olympics Oklahoma. Once screened and accepted, Class A Volunteers will be re-screened every three years (upon completion of a new volunteer application).
 - **Existing Class A Volunteers:** SOOK will screen all those registered as volunteers as of December 31, 2004 no later than July 1, 2008. Existing volunteers may continue to participate until such time as SOOK schedules them for background screenings. ***Existing Class A Volunteers must have completed Protective Behaviors Training & Test by December 31st, 2007.***
 - **New Class A Volunteers:** All new Class A Volunteers (those submitting an application after January 1, 2005) must be screened for acceptance prior to participation in their Class A position. New Class A Volunteers are also required to show picture ID to the person accepting the volunteer application. If application is mailed a photocopy of the picture ID may be submitted). ***New Class A Volunteers must also complete the Protective Behaviors Training & Test before being considered a Class A Volunteer.***

- **Background Screenings:** In conducting the required background screenings, SOOK will use an SOI approved vendor whose information includes access to criminal records databases throughout the United States, as well as sex offender registries for each state where the registry is available
- **Motor Vehicle Record Check:** If an applicant answers “yes” to the question on the Volunteer Application regarding their driving record, or if information is received through the background screening that the applicant may have motor vehicle related convictions, then the program may conduct a motor vehicle record check for that applicant.
- **Minors:** Prospective Class A Volunteers who are under the age of 18 will not be subject to a criminal records check, but must submit two (2) personal references (one of which from the applicant’s school, church, civic group, etc). References may not be relatives. In addition the volunteer application must be signed by their parent / guardian.
- **Notification of Disqualification or Restrictions:** If information is obtained that affects the applicant’s status as a Class A Volunteer SOOK will notify the applicant in writing.
 - **Automatic Disqualifiers** with no appeals process:
Conviction for crime of:
 - child abuse
 - sexual abuse of a minor/adult
 - causing a child’s death
 - neglect of a child or any other individual for who the potential volunteer had / has responsibility
 - kidnapping
 - murder
 - manslaughter
 - felony assault
 - arson
 - criminal sexual conduct
 DUI / DWI, or comparable offenses within the past seven (7) years, or comparable offenses or three (3) or more moving violations within the past 3 years automatically disqualifies the volunteer **from driving on behalf of Special Olympics**.
 - **Potential Disqualifiers** for which SOOK will individually review before making a decision regarding eligibility as a Class A Volunteer. Additional information may be requested of the applicant.
 - Adverse judgment for damages or civil penalty involving sexual or physical abuse of a minor
 - Conviction for theft of funds, fraud, larceny or other financial crime
 - Controlled substance crime
 - Prostitution related crime
 - Being the subject of any court order involving any sexual abuse or physical abuse of a minor that restricts contact with minor.
 - **Other:**
 - If denied or restricted due to a potential disqualifier the applicant may request that SOOK review of the application.
 - If the applicant feels information received by SOOK is erroneous he/she may contact the Vendor directly.

CLASS B VOLUNTEERS

DEFINITION: Persons who have limited/casual contact with athletes or who have contact with athletes accompanied by coaches or chaperones. This definition includes: day of event / competition volunteers, those under supervision of Class A Volunteers.

APPLICATION / SCREENING PROCESS:

- **All Class B Volunteers** are required to submit a Volunteer Application. Based upon the contents of the application, SOOK may conduct additional inquiries as may be appropriate before accepting the applicant as a Class B Volunteer.
 - Background screenings are required of any adult class B Volunteer who answers “yes” to any of the 4 critical questions.
 - If information is obtained that affects the applicant’s status as a Class B Volunteer SOOK will notify the applicant in writing.
 - If at anytime a Class B Volunteer applies for Class A status, the appropriate registration procedures for that category must be followed.

MINORS: Parent / guardian signature is required for individual Class B Volunteers under the age of 18.

GROUPS

Class B Volunteers who are part of a group / corporation are required to be listed on the Group Registration Form, provided by Special Olympics Oklahoma.

- The group sponsor or contact / corporate liaison must complete the contact information and sign the indemnity.
- Each group volunteer is required to sign that they have been informed of and will abide by the volunteer code of conduct (included on the group registration form).
- Groups with volunteers under the age of 16 must be accompanied by the adult group sponsor, contact person, or parent.
- The group contact is responsible for verifying the presence & identity of each person listed on the form.
- The group form includes the 4 Critical Questions currently required by SOI General Rule 7.13.
 - Any group member who can answer “yes” to any of the 4 questions is required to complete and submit an individual volunteer registration form prior to his/her volunteer assignment.
 - Appropriate background screenings will be conducted. Information obtained through the background screening will be reviewed to determine applicant’s eligibility. The applicant will be notified in writing regarding action taken by SOOK.