



Policy: Special Olympics Oklahoma Volunteer and Unified Partner Screening Policy
Updated: October 2019

• **VOLUNTEER CLASSIFICATIONS**

- ***Class A Volunteers:***

- Volunteers who have regular, close physical contact with athletes.
- Volunteers in a position of authority or supervision with athletes.
- Volunteers who handle substantial amounts of cash or other assets of SOOK.
- Volunteers who have access to personal information of Special Olympics athletes, Unified Partners, volunteers, or donors.
- This definition includes: Coaches, Assistant Coaches, Chaperones, Unified Partners, Area Management Team members, Board of Directors, Games Committee members, people who handle substantial amounts of cash (as determined by the state office), SOOK employees, and family members or Law Enforcement Torch Run (LETR) volunteers taking on any of these roles.

- ***Class B "Day of Event" Volunteers:***

- Volunteers who only have limited contact with athletes or who have contact with athletes only accompanied by either coaches or chaperones.

- **Group Volunteers:**

- 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.
 1. The group contact/corporate liaison must complete the contact information and sign the indemnity.
 2. 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 registration form).
 3. Groups with volunteers under the age of 16 must be accompanied by the group sponsor, contact person, or parent 18 years or older at a ratio of 8:1 respectively.
 - **Special Olympics Oklahoma reserves the right to use their discretion regarding volunteer-sponsor ratio on a case-by-case basis. ***
 4. The group contact is responsible for verifying the presence and identity of each person listed on the form.
 5. The group form includes the 4 Critical Questions currently required by SOI.
 - a. 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.
 - b. Any group member who can answer “yes” to any of the 4 questions will undergo the appropriate background screenings. 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.

• **TYPE OF SCREENING**

- **Class A Volunteers (Adult – 16+):**

- Completion of a Class A Volunteer Application, Protective Behaviors Course and Test, and background check.
- Special Olympics Oklahoma holds Class A volunteers responsible for making sure the appropriate training is complete. They should check the Class A list located on the website at sook.org for the expiration dates of these documents. Individuals may not serve as a Class A Volunteer if any of these are expired.

- **The Head Coach** shall insure that each assistant coach, chaperone, Unified Partner, or driver has completed the appropriate steps by checking the Class A volunteer list online at sook.org.
- **Class A Volunteers (Minor – under 16):**
 - Completion of a Class A Volunteer Application
- **Class B Volunteers:**
 - Completion of a Class B Volunteer Application
- **Unified Sports Experience Partners:**
 - As an exception to the Class A screening requirements above, Unified Partners who are one-time, single-event participants in a Unified Sports Experiences or similar activities may complete a simplified Unified Partner registration form or sign in sheet. This exception is limited to Unified Partners that are not responsible for driving an automobile transporting Special Olympics athletes and only have contact with athletes accompanied by coaches, chaperones, or Special Olympics staff.
- **MINIMUM ACCEPTABLE BACKGROUND SCREENING**
 - Adult Class A Volunteers are subject to a national criminal background check using an approved national vendor. In addition to, but not in place of, the criminal background check through the national vendor, SOOK may conduct a statewide criminal background check.
 - A Motor Vehicle Report (Driving Record) is required if the applicant answers “yes” to the question regarding suspension or revocation of driver’s license on the Class A Volunteer & Unified Partner Registration Form or if SOOK has received information through the screening process that the applicant may have motor vehicle related convictions and only if SOOK is legally permitted to conduct such check.
- **FREQUENCY**
 - All Class A Volunteers must be screened prior to participating, and must be re-screened every three years following the date of the initial screening.
 - *Note: Background Screening to be completed ONLY upon receipt of a completed, updated Volunteer Application and Protective Behaviors Course*

- **DISCLOSURE AND AUTHORIZATION REQUIREMENTS**

Volunteers should fill out registration forms that meet the requirements as set forth below.

- ***Volunteer Application Must Include:***

- Full legal name and other information necessary to conduct the required criminal background check.
- The following four questions:
 - a. Do you use illegal drugs?
 - b. Have you ever been convicted of a criminal offense?
 - c. Have you ever been charged with and/or convicted of neglect, abuse or assault?
 - d. Has your driver's license ever been suspended or revoked in any jurisdiction?

- ***Class B Registration Materials Must Include:***

- Full legal name, complete address, telephone number and, if applicable, the name of the civic group or corporate sponsor with which they are associated.
- Consent to use each the volunteer's name and likeness to promote and publicize the purposes of Special Olympics.
- A general liability waiver.

*****SOOK reserves the right to dismiss a volunteer if they are not in compliance with the Volunteer Code of Conduct*****

- **RESULTS OF CRIMINAL BACKGROUND CHECK**

- ***Automatic Disqualifiers With No Appeals Process:***

Conviction for crime of:

- Child abuse
- Sexual abuse
- Causing or contributing to a child's death
- Neglect of child or any other individual for whom the potential Volunteer had/has responsibility
- Kidnapping
- Murder
- Manslaughter
- Felony assault
- Arson
- Criminal sexual conduct/sexual offender status
- Identity theft

- ***Automatic Disqualifier for Driving on Behalf of Special Olympics (for offenses that have occurred within a specified time frame)***

- DWI, DUI, or comparable offenses within seven years of application
- Three or more moving violations within the past three years of application

- ***Potential Disqualifiers for Which Special Olympics Oklahoma May Establish an Appeals Process.***

Special Olympics Oklahoma has the authority to make the final decision as to any volunteer or applicant in the potential disqualifier category.

- Adverse judgment for damages, settlement, or civil penalty involving sexual, mental/emotional, or physical abuse.
- Being the subject of any court order involving any sexual, mental/emotional, or physical abuse that restricts contact with another individual.
- Conviction for:
 - a. Theft of funds
 - b. Fraud
 - c. Larceny or other financial crime
 - d. Prostitution-related crime
 - e. Controlled substance crime

- Other:

- If denied or restricted due to a potential disqualifier, the applicant may request that SOOK review the application.
 1. Individuals should contact SOOK's Volunteer Manager directly.
 2. If resolution is not found, the appeal will be taken through the appropriate chain of command within Special Olympics Oklahoma.
- If the applicant feels information received by SOOK is erroneous, he/she may contact the Vendor directly.
 1. Sterling Volunteers Disputes Department may be reached at (844)468-6522