Wellness Health

Special Olympics Manitoba acknowledges its obligation to provide a safe environment for all volunteers, participants and staff. A volunteer who cannot carry out regular duties effectively or safely may be (temporarily) reassigned until other work is available or (temporarily) suspended from his/her volunteer duties.

Special Olympics Manitoba recognizes that persons with an (chronic) illness or disability may wish to engage in as many pursuits as their condition allows, including volunteer work. As long as these volunteers are able to meet the organization's performance standards and medical evidence indicates that their condition is not a threat to themselves and/or others, these volunteers are welcome to volunteer.

Special Olympics Manitoba will treat all health information confidentially and will only disclose information about a volunteer's health status where there is informed consent from the volunteer or a legal obligation to do so.

Prior to acceptance as a volunteer or, thereafter if required, volunteers may be requested to submit a written medical statement acceptable to Special Olympics Manitoba attesting to their ability[1] to carry out their volunteer duties.

Internal candidates

A current volunteer who wishes to transfer to a position in a higher class category (for example from an event volunteer to a coach) must first complete the remaining screening steps for the new position as outlined in the Volunteer Application and Screening Process (see Appendix B).

Minors

Volunteers under the age of eighteen must obtain permission from a parent or legal guardian and such parent or legal guardian must sign the volunteer application form.

Program volunteers/coaches who are under 18 years of age must complete a criminal record search and vulnerable sector search at the time of turning 19 years of age in order to continue volunteering in those positions.

[1] Abilities may refer to physical and/or emotional and/or psychological attributes

Application Form

All volunteers must complete an Application Form prior to being considered for a position. The application form can be found in Appendix B.

References

All potential "Class 2 and Class 3" volunteers may be required to submit personal and/or professional references as part of the application form process prior to acceptance as a volunteer for Special Olympics Manitoba. Potential volunteers are requested to provide signed consent giving the organization permission to contact the provided references.

If requested, Special Olympics Manitoba may provide a reference on behalf of the volunteer. Volunteers who leave the organization may request a letter of reference upon their departure.

Criminal Record & Vulnerable Sector Search

A criminal record and/or vulnerable sector search may be used as one of the screening tools for potential volunteers in all classes. "Class 3" volunteers are required to complete a criminal record and vulnerable sector search. Volunteers who are already required to complete these checks through their employment (for example a Bridge the Gap School program volunteer or police officer) must provide a copy of their criminal record search and vulnerable sector search certificate to Special Olympics Manitoba.

Volunteer Application and Screening Process

The level of screening in the volunteer application process varies according to the level of responsibility in each volunteer position. Please see below to determine the "next steps" for your volunteer application. **All volunteers must complete and submit the volunteer application form**

"Next steps" depend on the volunteer position you choose.

"Class 1" volunteers include event volunteers & office support volunteers

✓ Orientation/training will be provided on-site or prior to an event

"Class 2" volunteers are committee volunteers & student/youth program volunteers/coaches

- ✓ Interview/orientation
- ✓ Reference check
- ✓ You will be placed pending application approval
- ✓ Sign position description and code of conduct
- ✓ Training will be provided on-site

"Class 3" volunteers program volunteers/coaches & regional leadership team volunteers

- ✓ Interview/orientation
- ✓ Reference check
- ✓ Complete criminal record search & vulnerable sector search
- ✓ You will be placed pending application approval
- ✓ Sign position description and code of conduct
- ✓ Training will be provided on-site and through courses/workshops

*Any volunteer who has unsupervised access to athletes, funds over $250.00 or sensitive information will be required to have a reference check and criminal record search. In addition, any volunteer who has unsupervised access to athletes and sensitive information will also be required to complete a vulnerable sector search.

Changing Volunteer Positions within Special Olympics Manitoba

- ➢ A current volunteer who wishes to transfer to a position in a higher class category (for example from an event volunteer to a coach) must first complete the remaining screening steps for the new position.

- ➢ A current volunteer who wishes to change to a new volunteer position in the same class category is not required to complete further screening.

Ongoing Screening for Current Volunteers

Student program volunteers/coaches

- A student program volunteer/coach may volunteer after finishing his/her course requirement by completing a criminal record search and vulnerable sector search.

Volunteers under the age of 18

- Program volunteers/coaches who are under 18 years of age must complete a criminal record search and vulnerable sector search at the time of turning 18 years of age in order to continue volunteering in those positions.

Recurring "Class 3" Volunteers

Program volunteers/coaches and regional leadership team members must renew their criminal record search and vulnerable sector searches every three years. Special Olympics Manitoba will pay for the record search renewals of all volunteers in head coach and regional leadership team positions. Those who have not renewed will be considered "Class 2" volunteers and must be supervised at all times with athletes until they have completed their criminal record and vulnerable sector searches. Special Olympics Manitoba will notify a volunteer when he/she is due to renew record checks.

Special Olympics Manitoba Guide for Conducting Criminal Record Searches

Special Olympics Manitoba will not place an individual who does not provide a criminal record and vulnerable sector search certificate in a "Class 3" (high risk) volunteer position.

A volunteer applicant must go to his/her local police service or RCMP office and submit an application for criminal record search and vulnerable sector search. If the searches come back clear, he/she will receive a certificate and must then submit the certificate to the Special Olympics Manitoba office. Volunteer applicants are responsible for the cost of these searches.

Recurring "Class 3" volunteers must renew criminal record and vulnerable sector searches every three years. Special Olympics covers the cost of conducting criminal record searches and vulnerable sector searches for current head coaches and regional leadership team members.

In Case of a Conviction Record

The volunteer applicant must then obtain a Criminal Record Transcript through the local police service or RCMP and submit it to Special Olympics Manitoba. Fingerprints may be required for verification.

A *Designated Person* from Special Olympics Manitoba will review the transcript and compare the offence information to relevant offences named in Schedule I & II. The Designated Person from Special Olympics Manitoba shall sign an Oath of Confidentiality to ensure the privacy rights of the applicant are protected.

If the record is not considered relevant under the Act, the Designated Person will inform Special Olympics Manitoba that no relevant record exists.

If the check does reveal a record that the Act lists as relevant, the applicant will be notified that he or she has not passed the screening process and is not approved to volunteer with Special Olympics Manitoba (or is not approved to volunteer in a “Class 3” position).

New Charges and Convictions

If a volunteer who works with participants is charged or convicted of a relevant offence after a criminal record check has been completed, the volunteer must promptly report the conviction to the sport organization.

Any volunteer that has been charged with a criminal offense(s) amongst the lists of Relevant Offenses may be temporarily suspended from its relationship with the sport organization or from participating in any organization activities for an appropriate length of time determined by the Board of Directors having regard to:

a) the seriousness of the incident(s);
b) the length of sentence imposed in the criminal proceeding, if any;
c) the member’s prior behaviour; and
d) any other relevant circumstance.

Protection of Privacy

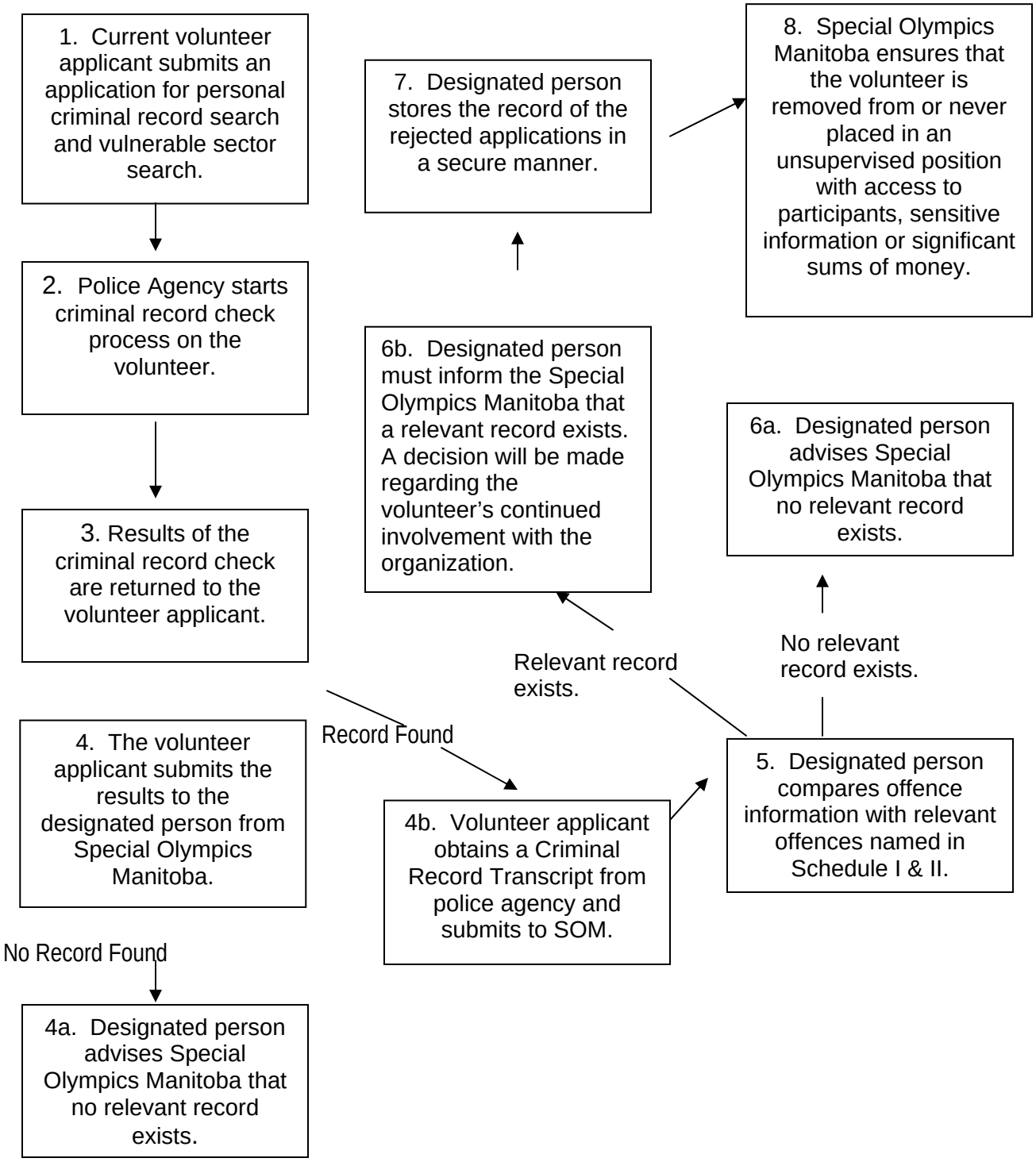
This policy balances the right of participants to be protected against the rights of individuals provided under the *Human Rights Code Manitoba* and the *Canadian Charter of Rights and Freedoms*.

Refusal to Comply

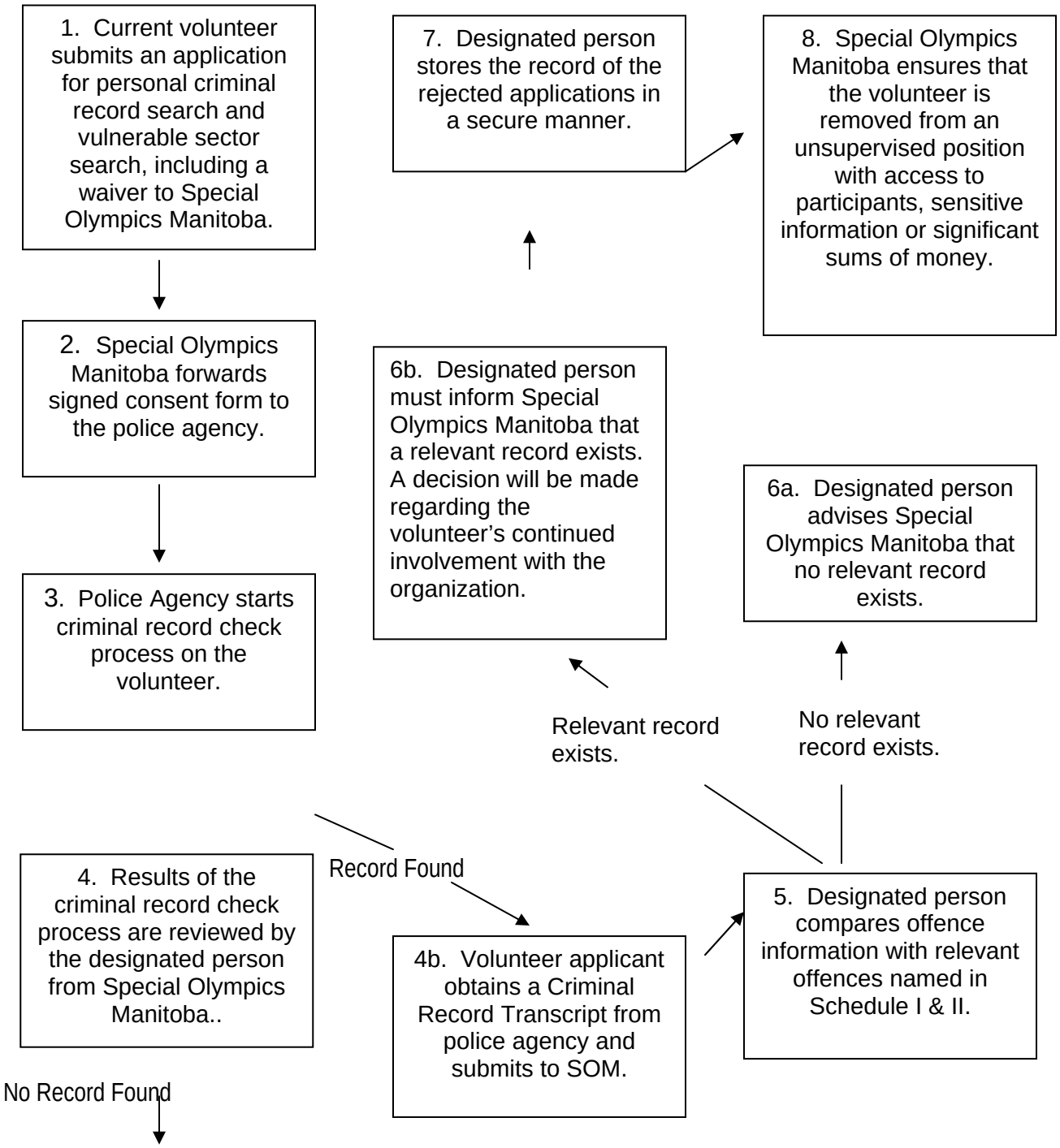
- If a current volunteer refuses to consent to a criminal record search and/or vulnerable sector search, the individual cannot continue to participate.

- If a new volunteer refuses to consent to a criminal record search and/or vulnerable sector search, the person will be refused placement.

Special Olympics Manitoba Volunteer Criminal Record Check Process – New Volunteer Applicant



Special Olympics Manitoba Volunteer Criminal Record Check Process – For existing volunteers for renewal of checks



4a. Designated person advises Special Olympics Manitoba that no relevant record exists.

Interviewing

As part of Special Olympics Manitoba's comprehensive screening program, all "Class 2" and "Class 3" volunteers will be interviewed to determine suitability and interest for the position sought. Interviews will be conducted by a designated person or persons and may be conducted by volunteers and/or staff.

Volunteer Unsuitability

Our organization practices a fair and respectful selection process. Volunteers are assessed on their suitability for a placement within the organization. Special Olympics Manitoba reserves the right to not accept a volunteer's services if there is not a suitable placement.

If a volunteer is not suitable for a placement within the organization, the administrator of volunteers will call or send a letter indicating that the organization does not have an appropriate position available.

Placement

Only when the initial screening process has been satisfactorily concluded will the volunteer be notified of official acceptance.