

SPECIAL OLYMPICS BC POLICY MANUAL

Section: **ADMINISTRATION**
Policy: **Volunteer Conduct Management**
Effective Date: January 2013
Revised:
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Special Olympics BC is a volunteer based organization that, through the efforts, time, skills and judgment of volunteers, make it possible for athletes to benefit from quality sport training and competitive opportunities in a safe and positive environment. As a volunteer, you accomplish this by allowing the athletes the opportunity to interact with caring individuals, observe mature behaviour, and learn responsibility from your positive example. As a volunteer, you are expected to adhere to the regulations of this policy.

Fulfill the responsibilities and expectations of your role:

- Carry out all aspects of your role in a reasonable time and to a reasonable quality.
- Take the initiative to become aware of the responsibilities of your assigned position.
- Follow and adhere to the policies, procedures, and philosophies of Special Olympics BC.
- Conduct yourself in a manner that reflects positively on the good name of Special Olympics BC and its growth and development.
- Refrain from any act that puts the safety and well-being of an athlete or volunteer at peril.

Set an example for athletes:

- Refrain from consuming alcohol at any program, competition, activity, or event when you have responsibility for the safety, well-being, or involvement of Special Olympics athletes.
- Refrain from using profanity in the presence of athletes.
- Avoid any behaviour which may be misunderstood or misinterpreted by athletes.
- Maintain your self-control at all times.
- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief, or economic status.
- Be helpful to and supportive of everyone associated with Special Olympics.

Demonstrate good sportsmanship and cooperation:

- Consistently focus on the athlete and the Special Olympics Mission.
- Respect the rules and support the decisions of all sport officials and committees.
- Follow proper protest protocols.
- Be respectful during ceremonies and help your athletes be the same.
- Praise the athletes for their efforts and encourage them to celebrate the success of others.
- Direct comments or criticism at the performance rather than the athlete.
- Support and encourage other volunteers and staff.

At times, a volunteer's ability and/or willingness to conform to these high standards may be questioned. The following steps should be taken when encountering such a situation:

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- Ensure there is complete documentation of the incident causing concern. Documentation should include a description of the incident, time, date, and location of the incident, and names of any witnesses/supervisors to the incident.
- Discuss the situation with the volunteer, outlining the inappropriate nature of the behaviour and positive alternative actions that could have been taken.
- Where the safety or well-being of those involved or the integrity of the organization is affected by the actions of the individual, contact the Provincial Office immediately to discuss the handling of the situation. Such situations may require immediate and direct action, including temporary or permanent suspension. In such cases, failure to follow all steps within this policy shall not invalidate the action taken.
- Where necessary, develop and implement a course of action designed to correct the inappropriate behaviour.
- Provide the volunteer with a written warning outlining the behaviour of concern, detailing the expected behaviour, and including a timeline for the required change(s) in behaviour. A copy of this warning must be forwarded to the Vice President, Sport for Special Olympics BC.
- If the inappropriate behaviour continues and disciplinary action is deemed necessary, a copy of all documentation must be forwarded to the Vice President, Sport.

Appeal process:

Should the volunteer feel that the decision rendered following the above process was unfair, that individual may, within 14 days of receiving such notice, appeal the decision.

- The appeal must be in writing, indicating that he/she wishes to appeal the decision, complete with reasons for the appeal stating why the decision should be reviewed and must be submitted to the President & CEO for Special Olympics BC.
- The President & CEO will appoint an independent committee to hear the appeal.
- The appeal committee will submit its report to the President & CEO who will in turn notify the parties involved of the outcome of the appeal.
- Either party shall have the right to appeal this finding to the Executive Committee of the Board of Directors within 14 days of being notified of the findings of the appeal committee.

The decision of the Executive Committee of the Board of Directors shall be final with no further appeals permitted.