



Volunteer Coordinator's Manual

Updated August 2016

Special Olympics
British Columbia





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Welcome

Volunteers are the driving force behind all aspects of Special Olympics BC, acting as Local Committee members, subcommittee members, coaches, and program volunteers. The role of Volunteer Coordinator is integral to all Special Olympics BC Locals. Volunteer Coordinators are in charge of the recruitment, screening, training, and retention of volunteers. They work on the targeted recruitment of volunteers for vacancies within the local, ensure they are properly screened and trained, and also ensure existing volunteers are appropriately recognized for their dedication to Special Olympics BC.

Volunteer Coordinators are a key component of the Local Committee, and work closely with other Local Committee members including the Local Coordinator and subcommittee members to ensure all tasks are completed. The time and dedication to the Local are the greatest gifts that can be given to the athletes and are greatly appreciated.

The Special Olympics BC website contains many of the resources and information necessary for positions as well as programs, within the Local. This valuable tool can be accessed at any time by visiting www.specialolympicsbc.ca and browsing in the **RESOURCES** section. For further information or questions that may not be found on the website contact your Manager, Community Development.

Special Olympics British Columbia
210-3701 Hastings Street
Burnaby, BC V5C 2H6

Tel: 604.737.3078
Fax: 604.737.3080
Toll Free: 1.888.854.2276



Mission Statement of Special Olympics BC

Providing individuals with an intellectual disability the opportunity to enhance their life and celebrate personal achievement through positive sport experiences.

Principles that guide Special Olympics British Columbia

- Programs are athlete centered and based on the needs and interests of athletes.
- Athletes are encouraged to participate at their level of choice within existing programs.
- Programs are community based, and efforts must be made to ensure that they are accessible to individuals who have an intellectual disability.
- Programs are for individuals who have an intellectual disability
- Our efforts must be dedicated to providing the best quality programs possible given the resources available.
- Special Olympics BC is a volunteer-based organization.
- No person who has an intellectual disability may be denied access to Special Olympics BC programs because they cannot financially afford to participate.
- The safety and well-being of the athletes, volunteers and staff is of prime concern.
- Volunteers and staff are resources to the organization. These resources must be managed properly so that they may grow in a positive environment.
- The goals of those involved with Special Olympics BC will only be achieved if they take full advantage of the opportunities and resources made available to them.
- The athletes who wish to compete must meet certain minimum standards, including regular attendance at, and participation in, training sessions.

The Oaths of Special Olympics

Athlete Oath

Let me win. But if I cannot win, let me be brave in the attempt.

Coach Oath

In the name of all coaches, we shall follow written and verbal instructions of Special Olympics officials at all times, have our athletes at the appropriate events and activities at the proper time and abide by the rules and policies, in the spirit of sportsmanship.

Official Oath

In the name of all judges and officials, I promise that we shall officiate in these Special Olympics Games with complete impartiality, respecting and abiding by the rules which govern them, in the spirit of sportsmanship.



PROGRAM OVERVIEW

Each Special Olympics BC local has the authority to decide which of the 18 sports sanctioned by SOBC to offer, and to retain accreditation within Special Olympics BC, each Local must offer at least one winter and one summer sport. Special Olympics BC only sanctions these 18 sports, and no Local may support, financially or otherwise, sports other than those listed below.

Summer Sports

- **5-pin Bowling**
- **10-pin Bowling**
- **Athletics**
- **Aquatics**
- **Basketball**
- **Bocce**
- **Golf**
- **Powerlifting**

- **Rhythmic Gymnastics**
- **Soccer**
- **Softball**

Winter Sports

- **Alpine Skiing**
- **Cross Country Skiing**
- **Curling**
- **Figure Skating**
- **Floor Hockey**
- **Speed Skating**

These weekly programs are also sanctioned by Special Olympics BC:

- **Club Fit**
- **Active Start**
- **FUNDamentals**
- **Sports Start Programs**

Programs must run for a minimum of 12 weeks (ideally 16 weeks) for at least one hour per week (ideally 1.5 hours) to be sanctioned by Special Olympics BC.

“You get the best effort from others not by lighting a fire beneath them, but by building a fire within.”
Bob Nelson



ROLES AND RESPONSIBILITIES



JOB DESCRIPTIONS

There are two categories of volunteers within each Special Olympics BC Local: Local Committee and Coaching. Not all Locals have every Local Committee position filled, with smaller locals choosing to omit and/or amalgamate some positions, while larger locals may have further divided positions and/or created sub-committees. These job descriptions are a key resource for the Volunteer Coordinator, and are also a great way for the Local to keep organized and delegate tasks. A detailed list of these positions are included in the Appendix **(They can also be found on the SOBC website under Resources)**.

Local Committee Members

- Volunteer Coordinator
- Local Coordinator
- Secretary
- Program Coordinator
- Treasurer
- Fundraising Coordinator
- Communication/Public Relations Coordinator
- Registration Coordinator
- Equipment Coordinator
- Family & Friends Coordinator
- Special Events Coordinator
- Youth Coordinator
- Athlete Representative
- Athlete Leader Liaison

Coaching

- Head Coach
- Assistant Coach
- Program Volunteer



PROVINCIAL STAFF AND LEADERSHIP COUNCIL

Regional Coordinator

The Regional Coordinator acts as the primary liaison between the provincial body of Special Olympics BC, and its regional members. Regional Coordinators are dedicated volunteers who have been elected by the region to represent them at the Leadership Council. It is through the Leadership Council that they provide feedback and input from their regional members to the Board of Directors of Special Olympics BC.

Regional Coordinators provide support to the region by connecting with Locals on a regular basis, hosting seasonal regional meetings, as well as acting as Chef de Missions for the regional teams to Provincial Games. They are an invaluable resource to the volunteers within the region and are a great source of leadership – acting as mentors for Local Coordinators and other Local Committee members.

Manager, Community Development

In addition to the support that Locals receive from Regional Coordinators, each region in the province has a Manager, Community Development dedicated to them. The Manager, Community Development is a Provincial Staff member of Special Olympics BC. The Manager, Community Development upholds and enforces the policies of Special Olympics BC and they work to facilitate growth in each region through alignment of the strategic plan as eradicated by the Board of Directors.

The Manager, Community Development provides support to Locals through in person visits every 4-6 weeks, and is available to answer questions and assist volunteers on an as-needed basis either through their Local visits or by phone/email.



VOLUNTEER RECRUITMENT AND ON-BOARDING



OVERVIEW

The process of maintaining a full roster of volunteers for each local is a continuous one, there must be consistent recruitment of volunteers to keep programs running and the Local Committee functioning optimally. It is also important to ensure that volunteers are provided with on-boarding, as well as training, to make sure they are equipped to take on the position they are given. This early period in a volunteer's experience with Special Olympics BC is crucial as this lays the groundwork for their relationship with the organization moving forward.

After the volunteer has been given some time to try out their chosen position, it is essential to check-in with the volunteer to evaluate their experience, make sure they are well-suited to the position they have been assigned, as well as make sure they are being successful in that role.

The role of Volunteer Coordinator is to oversee the overall process of recruitment and on-boarding. Depending on the size of the Local, it may be helpful to enlist subcommittee members of the Volunteer Coordinator position to take on parts of the volunteer on-boarding role. If assistance is needed with recruitment and/or on-boarding, do not hesitate to contact the Manager, Community Development.

Included below are easy to follow steps and ideas that can help in the recruitment and on-boarding process of volunteers. These steps also provide ideas to guide in the management and retention of volunteers – a satisfied volunteer is a long-term volunteer!



STEPS FOR VOLUNTEER MANAGEMENT

1. Planning

- a. Determine where volunteers are needed by speaking to the members of the Local Committee
 - i. Program Coordinator for Coaching Positions and Program Volunteers as well as leaders for Youth Programs
 - ii. Local Coordinator for Local Committee Members
 - iii. Local Committee Members for sub-committee members and one-day volunteers for events/fundraisers/competitions

2. Recruitment

- a. Maintaining and creating online volunteer postings
- b. Distributing posters and other promotional materials to community locations such as community centers, schools, post-secondary institutions and local businesses that will welcome this type of promotion
- c. Spreading requests by word of mouth through your Local including other members of the Local Committee, as well as family members and caregivers
- d. Working with your Public Relations Coordinator to place ads on local radio, newspapers, and other media outlets to publicize your requests for volunteers

3. Screening and Placement

- a. Conduct interviews with potential candidates
- b. Verification of two references of the potential volunteer
- c. Procurement of a Criminal Record Check **(see Volunteer Screening Policy in the Appendix)**
- d. Provide a volunteer registration form and medical form to be collected once completed by the potential volunteer
- e. Ensure the volunteer is informed of who he or she will be placed with (i.e under the supervision of a Head Coach or the Local Coordinator) and how to get in touch with this person

4. Orientation and Training

- a. Hold an orientation and/or training session for new volunteers – enlist help of Regional Coordinator or MCD as needed



- b. Make sure new volunteers are provided with the appropriate On-Boarding document, including Manuals as relevant to their position (ie: Head Coach Manual, Program Coordinator Manual). **(These documents are available on the SOBC website under Resources)**
- c. Inform volunteers of all training and professional development opportunities including NCCP courses, regional conferences, and summits put on by the Provincial Office **(To determine which certifications are required for a specific position, please see the Coach Certification Policy in the Appendix)**

(All SOBC policies can also be found on the website under Resources)

5. Recognition and Retention

- 6.
 - a. Plan at least one volunteer recognition event each year (Christmas party, annual BBQ, etc.)
 - b. When appropriate, provide small token recognition items to volunteers to thank them for their service
 - c. Make sure service pins are presented
 - d. Nominate your volunteers for SOBC Provincial Awards and other civic awards in your community

7. Evaluation

- a. Evaluate volunteer experiences through regular feedback and input from coaches, committee members & other volunteers.
- b. Conduct follow up phone calls
- c. If time allows or it is necessary, conduct an exit interview. **(An example of this is included in the Appendix)**



TARGETED RECRUITMENT

Building an effective team involves more than just assembling a group of individuals. For a team to be effective, its members must unite behind an inspiring vision and be motivated to bring that vision to life. When looking to fill a volunteer vacancy within your local, it is important to consider how we find the best person for this role - it may not always be the first available person. It is recommended to spend a little extra time recruiting a well-suited candidate that will hold an interest and be successful in their position.

It is important to make sure that when recruiting volunteers for specific positions, we are looking closely at a number of factors:

- **A good beginning** – Volunteers often approach an organization because something about its mission is appealing to them. Try to take the time to find out exactly what the appeal is and how much the potential volunteer knows about the organization. This helps in terms of finding out where he/she can fit in.
- **Availability** – Volunteer positions may differ in the hours of time required to give – will the volunteer be able to commit to this time? If a committee position, will they be available for the required monthly meetings? If a coach position, are they available for the scheduled day/time of practices?
- **Skill set** - Does the volunteer possess some skill & understanding for the position? Experience is not always required but some demonstration of skill is a strong asset! We offer training for volunteers at all levels of the organization.
- **Individual Interests** – Someone who is coming in to the organization hoping to coach swimming may or may not have any interest in becoming a secretary. Make sure to ask & place volunteers in areas that they have an expressed interest, after some time they may request to try something new!
- **Volunteer Resources** – Provide information in a way so that volunteers have what they need about their role at their fingertips (On-boarding resources, job description, necessary manuals, etc.) The volunteer may read the handbook cover to cover, but it is more likely to be used as a reference so being able to quickly and easily find information is important.

Volunteer Coordinators should be very familiar with the information and resources they are giving to potential volunteers; the initial contact with the VC will play a huge role in the longevity of a volunteer. **For more ideas on places to recruit, please see the Appendix.**



SCREENING AND PLACEMENT

Screening

Once a potential volunteer has been found, it is important to thoroughly screen them to ensure that they are not a risk to athletes, other volunteers, or the organization itself. The first step in the screening process is to conduct an interview. Ideally, the interview would take place in person, but a phone interview would also work. If you choose to meet in person, make sure it is in a public place.

For sample interview questions, please see the Appendix.

It is mandatory that new volunteers take the online volunteer orientation; this can be completed prior to the interview but if not possible, the volunteer should be completing this orientation before any contact with athletes. The online volunteer orientation can be found at this link:

Once the orientation and interview have been completed and the potential volunteer is deemed appropriate they must complete a registration form, a medical form, and a Criminal Records Check.

Registration

Once the registration form is completed a copy should be made and given to the Local's Registration Coordinator (all original forms **MUST** be sent as soon as possible to Provincial Office). Completed medical forms **DO NOT** need to be sent to Provincial Office but should be kept on hand by the Local (most often in the Program Binder of the program the volunteer is assisting with).

A sample Volunteer/Coach Registration Form as well as Medical Form can be found in the Appendix, as well as on the SOBC website under Resources.

Criminal Records Checks (CRC's)

Criminal Record Check's must be completed before a volunteer can begin coaching on a non-probationary term. CRC's must now be completed online and are free of charge for volunteers. **For detailed instructions on how to complete the CRC screening, please see the Appendix.**

Once all screenings have been completed, make sure the new volunteer is introduced to the individual that will be over-seeing them or whom they may be reporting to. Also ensure that the person over-seeing this new volunteer is aware of when they will first be introduced – this allows them to be prepared for the first meeting & get the new volunteer involved as soon as possible. Ideally, the Volunteer or Program Coordinator will attend the first meeting to ensure a warm welcome!



ON-BOARDING AND TRAINING

Once the new volunteer has completed the screening process, the next step is to make sure they are adequately on-boarded and trained. It is crucial that new volunteers be provided with all of the resources necessary in order to feel confident in their position. Positive on-boarding experiences for new volunteers will result in long-term commitments to the organization!

Special Olympics BC has developed an On-Boarding Package that can be delivered to new volunteers, including both a coaching package and an executive package. These should include both the job description for the position they are taking on as well as any manuals developed for their role. **On-boarding resources are included in the Appendix of this Manual, as well as on the SOBC website under Resources.**

It is not necessary that the Volunteer Coordinator be an expert in every position, but it does help to have a general idea of what kind of tasks and time commitment each role requires. For training of larger Executive Committee roles, feel free to enlist the help of your Local Coordinator and/or Manager, Community Development for assistance.

It is important to let volunteers take their position and give it a try. Once they have been trained, let them dive into the role. Make a commitment to follow up in a set time frame in case they need more support or have questions.

EFFECTIVE ON-GOING COMMUNICATION

Good communication is an essential tool in achieving productivity and maintaining strong relationships at all levels of a Local; it also shows volunteers that they are respected and appreciated at any level which fosters longevity of volunteers. Basic steps to follow are:

- **Regular check-ins** – Just as you would for employees, have a regular check-in with volunteers. Find out how they are managing their role, whether they are having any difficulties, or if they would like to expand/deepen their involvement. Perhaps they have certain goals for themselves you can help them to achieve.
- **Keep them in the loop** – Many times, we forget to communicate key changes, challenges or developments to our Local as a whole. To maintain the level of engagement and to make sure that everyone involved remains informed make sure you put forward an effort to communicate.
- **Customized communication** – Depending on the number of volunteers and what type of roles they fill, it might make sense to develop tailored communication. You can use this tool not just for sharing information but also for developing a volunteer community with special recognition and unique stories that demonstrate the value of volunteer contributions.



VOLUNTEER RETENTION AND APPRECIATION



VOLUNTEER RETENTION

In order to keep strong, well-trained volunteers within Special Olympics BC, volunteers need to have an outlet to voice their feedback to the organization, both positive and negative. Volunteer Coordinators are a good first point of contact for volunteers to communicate feedback they may have.

Even after a volunteer has been within the organization for a lengthy period, it is important to give them the opportunity to express their concerns or questions about their volunteer experience. They may have suggestions or concerns that they haven't felt comfortable voicing in a larger setting or they may be directly related to the volunteers they are working alongside.

Volunteer Coordinators should aim to connect with as many volunteers as possible on a regular basis to make sure they are familiar with the Volunteer Coordinator should concerns arise. In the case of large locals with many volunteers, subcommittee members could be assigned to connect with specific volunteers on a regular basis.

If a volunteer expresses a concern that needs attention, the Local Coordinator is the best first point of contact. If this is not possible or would be inadvisable due to the nature of the concern, the Regional Coordinator can assist and will consult with the Provincial Office if needed.



VOLUNTEER RECOGNITION

As a volunteer-driven organization, Special Olympics BC relies heavily on the 3700+ volunteers around the province who work hard to offer life-changing opportunities to Special Olympics BC athletes.

It is important to make sure all volunteers are adequately recognized for their efforts. Special Olympics BC recognizes volunteers in a number of different ways, including: Locally hosted volunteer appreciation nights, SOBC Awards, and service pins.

Volunteer Appreciation Night

It is not only permissible but encouraged for Locals to host an annual volunteer appreciation event. It is up to the Volunteer Coordinator and subcommittee members to plan and host this event for the volunteers within the Local.

Locals are permitted to choose to host volunteer appreciation events in a manner that suits them. The decision on what kind of event should be hosted should be agreed upon by the Local Committee. It is important to be fiscally responsible when choosing how to celebrate, while still making sure the event is enjoyable for everyone. It is permissible for the Local to purchase a single alcoholic beverage per volunteer at the celebration and any additional drinks are the responsibility of the volunteer to purchase. If alcohol will be present at this event, it is imperative that no athletes are present.

Locals are encouraged to host a volunteer-only appreciation event, separate from a Local wind-up.

Provincial Awards

Thousands of Special Olympics BC athletes, volunteers and sponsors help to inspire greatness within our organization and within our community. Special Olympics BC is proud to recognize the exceptional contributions and achievements of SOBC athletes, volunteers, and sponsors through our annual awards. It is the Volunteer Coordinator's responsibility to ensure that the athletes and volunteers within the local are adequately recognized. This doesn't mean they must complete all nominations, but rather oversee the application process and ensure nominations are submitted in advance of the deadline. These nominations open in the spring, and are sent to the Local Coordinator when they are available.

Athlete Awards

Athletic Achievement Award

The Athletic Achievement Award is presented annually to a male or female athlete who has demonstrated outstanding athletic skill both in practice and competition. This athlete works hard to develop their abilities and to excel in their sport(s). In addition to athletic ability, this athlete must act as a role model for other Special Olympics athletes.

Spirit of Sport Award

The Spirit of Sport Award is presented annually to a male or female Special Olympics BC athlete who exemplifies the true meaning of sportsmanship. The Special Olympics Athlete's Oath states, 'Let me win, and if I cannot win, let me be brave in the attempt.' This athlete lives by our athlete's oath and is an



inspiration to fellow athletes and coaches. This athlete shows dedication, enthusiasm and always gives their best effort.

Volunteer Awards

Grassroots Coach

The Grassroots Coach Award will be presented to a coach who works tirelessly to ensure that all athletes, regardless of their ability level, are provided with opportunities to train, improve and compete. This coach emphasizes fair play and good sportsmanship and ensures that all athletes feel included and valued. This coach recognizes the unique gifts of each athlete and has the ability to form an exceptional bond with the athletes who require a unique approach from their coach.

Howard Carter Award

Howard Carter was an upstanding member of the automobile business community and a great friend of Special Olympics BC. Mr. Carter recognized the value of coaches and as such this award is presented in his memory. The winner of the Howard Carter Award is a coach who provides exceptional training to the athletes and ensures that they are prepared to beat their personal bests and deliver high-calibre performances at competitions. This coach is a creative problem solver and always is developing new ways to improve strength and conditioning of the athletes.

President's Award

The President's Award is presented to a non-coaching volunteer that is dedicated to planning, organizing and operating sport programs, fundraisers or competitions. This volunteer is an asset to the Local's Executive or sub-committee and is always willing to take on a leadership role to ensure that the athletes and volunteers have the best experience possible. This volunteer donates countless hours and always has the best interest of Special Olympics BC in the forefront.

Service Pins

Special Olympics BC provides Local Coordinators with a list of volunteers that are coming up on an increment of 5 years of service sometime in the spring. These pins are a way to demonstrate gratitude for the long-term service provided by volunteers. It is recommended that the pins be presented in a ceremonial fashion, either at a year-end wrap up or volunteer recognition event. Volunteer Coordinators, in conjunction with input and approval from the Local Committee, are responsible for finding an appropriate time to present them.



APPENDIX



JOB DESCRIPTIONS

Volunteer Coordinator

Liaise with: Local Coordinator, Local Committee, Volunteers

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

- Establish and implement a recruitment and on-boarding program to ensure the Local has the highest quality volunteers with the best training available at every level of the Local

Specific Accountabilities:

- Work with the Registration Coordinator to organize an annual registration day early in the fall (September)
- Ensure that incoming volunteers take the on-line orientation, are provided with appropriate training and on-boarding package.
- Fill requests for volunteers from other Local Committee members through targeted recruitment strategies
- Attend registration day and work with the Registration Coordinator to ensure that SOBC registration policy is followed:
 - Ensure all new volunteers have a Criminal Record Check
 - Ensure all new volunteers complete a volunteer registration form
 - Ensure all new volunteers complete a medical form
- Access training opportunities for all levels of volunteers and make sure they are communicated (i.e. coaching courses, regional conferences)
- Evaluate volunteer placement, and if required, work with the Local Coordinator to remove a volunteer from their duties and/or move people into better suited roles
- Ensure volunteers are recognized
 - Host a volunteer appreciation event
 - Work with Local Committee to fill out and submit SOBC award applications
- Attend monthly Local Committee meetings
- Manual available at www.specialolympics.bc.ca, Resources, Admin, Volunteer Coordinator Manual



Local Coordinator

JOB DESCRIPTION

Liaise with: Regional Coordinators, SOBC Manager, Community Development, Local Committee

Position: Volunteer - Elected by the Local membership

Commitment: 1 year term (no limit to the number of terms)

Goal:

- Provide for the effective and efficient operation of the Local.

Specific Accountabilities:

- Schedule, set agendas for and chair a minimum of 10 regular meetings per year
- Provide leadership to the Local Committee
- Attend Regional meetings
- Develop an annual plan & budget for the Local in consultation with the Local Committee and the SOBC Manager, Community Development
- Represent the Local's point of view at regional meeting and to actively communicate with Provincial Office and Regional Coordinator
- Communicate with all committee members, including guiding and directing them with their specific duties
- Ensure all policies and procedures are adhered to
- Ensure all Accreditation documents are sent to the Manager, Community Development by the **specified deadlines** after gaining input from the rest of the local committee
- Plan Annual Meeting between May 1st and June 30th, ensure that meeting is publicized (Facebook, newspaper, etc.) 30 days prior to the meeting
- Manual available at www.specialolympics.bc.ca, Resources, Admin, Local Coordinator's Manual



Secretary

JOB DESCRIPTION

Liaise with: Local Coordinator, Local Committee, SOBC Manager, Finance and Administration

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

- Provide support to the Local Committee regarding correspondence and meeting minutes.

Specific Accountabilities:

- Record and distribute the minutes of Local Committee meetings to all executive committee members, the Regional Coordinators and the Manager, Community Development within 2 weeks of the meeting date
- Prepare and distribute outgoing communications from Local Committee and write thank you/get well cards as needed
- Assist other committee members with events, fundraisers or initiatives as necessary
- Attend monthly Local Committee meetings



Program Coordinator

Option A: 1 Position

JOB DESCRIPTION

Liaise with: Local Coordinator, Coaches, Local Committee

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

- Coordinate all aspects of sport programs run by the Local, including facilities and equipment. To act as the key liaison for all coaches and in turn represent the voice of the coaches to the Local Committee.

Specific Accountabilities:

- Chair regularly scheduled coaches meetings (at least two per year) for all sport programs
- Connect with all sports and head coaches on a monthly basis by phone, email or program visit (optional)
- Liaise with your Manager, Community Development to utilize the Best Practices Resource and ensure programs are being run in accordance with SOBC policies & procedures
- Develop a program schedule with time/date/location for all programs offered in the Local
- Secure all facilities at appropriate times for all sport programs and handle facility insurance requests as required
- Ensure that all equipment and uniforms are ready for distribution each sport season and collected at the end of each sport season (not applicable if there is an Equipment Manager)
- Ensure all coaches have the training required for their position
 - NCCP courses
 - Professional development opportunities (regional conferences, sport specific courses, etc.)



- Provide Program Coordinator's report at monthly Local Committee meetings with an update on each program:
 - Plans for upcoming season
 - Facility, equipment or uniform needs
 - New program requirements (additional volunteers, etc.)
- Present options and make recommendations to the Local Committee for vacant Head Coach positions
- Work with the Volunteer Coordinator to recruit and place new coaches and program volunteers, if required assist with on-boarding
- Assist with planning and support coaches taking athletes/teams to competition, and help with local competitions and/or regional events as required
- Attend monthly Local Committee meetings
- Manual available at www.specialolympics.bc.ca, Resources, Admin, Program Coordinator's Manual



Program Coordinator

Option B: 2 Positions (Facilities & Coaching)

JOB DESCRIPTION - Position 1: Facilities

Liaise with: Local Coordinator, Coaches, Local Committee

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

- Coordinate facilities used for all programs run by the Local and ensure that they have the equipment and uniforms required.

Specific Accountabilities:

- Develop a program schedule with time/date/location for all programs offered in the Local
- Secure all facilities at appropriate times for all sport programs and handle facility insurance requests as required
- Ensure that all equipment and uniforms are ready for distribution each sport season and collected at the end of each sport season (not applicable if there is an Equipment Manager)
- Liaise with coaches on equipment, facility and uniform needs and requirements (not applicable if there is an Equipment Manager)
- Provide Program Coordinator's report at monthly Local Committee meetings with an update on all facility, equipment & uniform information and needs
- Present options and make recommendations to the Local Committee for vacant Head Coach positions
- Assist with facilities and support for local competitions and/or regional events as required
- Attend monthly Local Committee meetings
- Manual available at www.specialolympics.bc.ca, Resources, Admin, Program Coordinator's Manual



Program Coordinator

JOB DESCRIPTION - Position 2: COACHING

Liaise with: Local Coordinator, Coaches, Local Committee

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

- Ensure that all coaches receive the training opportunity required for their position. Act as the voice of coaches from all sports to the Local Committee and ensure coaches are well-supported.

Specific Accountabilities:

- Chair regularly scheduled coaches meetings (at least two per year) for all sport programs
- Ensure all coaches have the training required for their position
 - NCCP courses
 - Professional development opportunities (regional conferences, sport specific courses, etc.)
- Connect with all sports and head coaches on a monthly basis by phone, email or program visit (optional)
- Liaise with your Manager, Community Development to utilize the Best Practices Resource and ensure programs are being run in accordance with SOBC policies & procedures
- Provide Program Coordinator's report at monthly Local Committee meetings with an update on each program, plans for upcoming season and new program requirements/developments
- Present options and make recommendations to the Local Committee for vacant Head Coach positions
- Assist with planning and support coaches taking athletes/teams to competition, and help with local competitions and/or regional events as required
- Work with the Volunteer Coordinator to recruit and place new coaches and program volunteers, if required assist with on-boarding
- Manual available at www.specialolympics.bc.ca, Resources, Admin, Program Coordinator's Manual
- Attend monthly Local Committee meetings



Treasurer

JOB DESCRIPTION

Liaise with: Local Coordinator, Local Committee, SOBC Manager, Finance and Administration
Position: Volunteer - Elected by the Local membership
Commitment: 1 Year term (no limit to the number of terms)

Goals:

- Develop a working budget for the Local, and maintain and present the Local financial statements each month.

Specific Accountabilities:

- Submit a financial statement to SOBC Provincial Office by the 20th of every month
- Report to Local Committee on the financial status of the local at every local meeting
- Make deposits and write cheques as required
- In consultation with the Local Committee develop an annual budget (July 1 - June 30) to cover the operation of the local
- The annual budget must be submitted along with Accreditation to the Manager, Community Development by the *specified deadline*
- Assist other committee members as necessary
- Prepare an overview of the spending to date for the Annual Meeting in June
- Attend monthly Executive meetings
- Resources available at www.specialolympics.bc.ca, Resources, Admin, Treasurer Resources



Fundraising Coordinator

JOB DESCRIPTION

Liaise with: Local Coordinator, Local Committee, SOBC Fundraising team

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

- Develop and implement a fundraising plan to ensure there is sufficient funding for the on-going operations of the Local.

Specific Accountabilities:

- Coordinate all fundraising activities for the local
- Develop an annual fundraising plan that includes (but may not be limited to):
 - Contacting service clubs and other organizations that might provide financial support to the local
 - Engaging in corporate and donor support
 - Hosting at least one fundraising event per year (to jointly raise funds and build on public awareness)
- Liaise with SOBC Provincial Office regarding fundraising activities, grants, sponsors and campaigns
- Recognize, support and partake in provincial and national sponsor programs where applicable in the local (Staples, Sobeys, LETR, CF24, JYSK, etc.) and ensure relevant sponsor benefits are provided at the Local level (i.e. exclusivity where promised, inclusion at competition and events)
- Work with local executive committee:
 - Public Relations/Media Coordinator to ensure correct use of the Special Olympics style guide when preparing materials
 - Treasurer to seek out and submit grant applications
 - Volunteer Coordinator and Athlete Coordinator to secure volunteers and athletes for fundraising events and initiatives
- Attend monthly Local Committee meetings and provide updates on fundraising
- Manual available at www.specialolympics.bc.ca, Resources, Fans and Fundraising, Fundraising Manual



Communication/Public Relations Coordinator

JOB DESCRIPTION

Liaise with: Local Coordinator, Local Committee, SOBC Manager -Communications
Position: Volunteer - Elected by the Local membership
Commitment: 1 Year term (no limit to the number of terms)

Goals:

- Tell more people about Special Olympics so that they will become fans of Special Olympics and volunteer, donate, or participate.

Specific Accountabilities:

- Coordinate all aspects of public relations/communication for the SOBC Local (i.e. feature stories, advertising of meetings, events, news releases, public service announcements, etc.) and develop relations with local media contacts
- Work with Coaches to provide written articles/photos and story leads to local media
- Organize local promotional events (Mall displays, etc.)
- Responsible for correct use of style guide
- Develop a communications plan including:
 - Social media
 - E-newsletter
 - Webpage
 - Facebook account
 - Internal communications
- Attend monthly Local Committee meetings
- Manual available at www.specialolympics.bc.ca, Resources, Fans and Fundraising, PR Manual and Resources



Registration Coordinator

JOB DESCRIPTION

Liaise with: Local Committee

Position: Volunteer - Elected by the Local membership

Commitment: 1 year term (no limit to the number of terms)

Goal:

- To ensure that all Athletes and Volunteers are registered with Special Olympics BC. That following the fall registration day, the volunteer and athlete spread sheet is updated and, along with new registration forms, submitted to SOBC by the October 31st deadline of each year.

Specific Accountabilities:

- Along with the Local Committee, establish the date of fall registration, then organize and host
 - Ensure updated medical forms are completed/gathered, new athletes and volunteers are completing both registration and medical forms, and spreadsheet is updated.
- Following registration day, finish the SOBC Registration process for all athletes and volunteers and submit by the October 31st deadline.
 - Submit the updated SOBC registration spreadsheets (both athlete and volunteer)
 - Submit an original copy of any new registration forms
- Establish a system to ensure that paper work for all athletes and volunteers who register after the registration date is completed, gathered, and submitted to SOBC
- Provide a printout of all volunteers and athletes to Local Committee
- Provide head coaches with the following:
 - List of athletes/coaches registered for their program
 - Copy of the medical forms for athletes/coaches registered for their programs
- Attend monthly Local Committee meetings



Equipment Coordinator

JOB DESCRIPTION

Liaise with:	Local Coordinator, Local Committee
Position:	Volunteer - Elected by the Local membership
Commitment:	1 Year term (no limit to the number of terms)

Goals:

- Ensure the correct storage, distribution and maintenance of all sport program equipment for the Local.

Specific Accountabilities:

- Responsible for checking out equipment to coaches at the start of their season and collecting and inspecting equipment at the end of their season
- Maintain organized equipment storage space and an updated inventory of sport equipment belonging to the Local
- When required, provide assistance in sourcing and quoting new equipment for sport programs, utilizing quotes from 3 different sources
- Attend monthly Local Committee meeting
- Attend coach meetings when they arise



Family & Friends Coordinator

JOB DESCRIPTION

Liaise with:	Local Coordinator, Local Committee, Families
Position:	Volunteer - Elected by the Local membership
Commitment:	1 Year term (no limit to the number of terms)

Goals:

- Coordinate the involvement of parents/caregivers with the Local SOBC committee.

Specific Accountabilities:

- Establish a communication plan to distribute and receive feedback from families and friends
- Find ways to involve families and friends in the Local (i.e. helping out at or attending fundraisers and sport programs and competitions)
- Host one to two families and friends events per year
- Gather email addresses and distribute e-newsletter to families and friends
- Establish a telephone/email tree to get information to families & friends (i.e. upcoming events, important dates and deadlines)
- Represent families and friends on the Local Committee
- Attend monthly Local Committee meetings



Special Events Coordinator

JOB DESCRIPTION

Liaise with: Local Coordinator, Local Committee

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

- Organize Special Events as requested and approved by the Local Committee

Specific Responsibilities:

- Organize any social events approved by the Local Committee (i.e. Christmas party, year-end party)
- Assist other Committee members with events as requested (i.e. meals at competitions hosted by the Local, volunteer appreciation events, fundraising events, registration day BBQ)
- Create a budget for yearly plans and submit to Local Committee at beginning of the fiscal year
- Attend monthly Local Committee meetings



Youth Coordinator

JOB DESCRIPTION

Liaise with:	Local Coordinator, Local Committee, Manager, Community Development
Position:	Volunteer - Elected by the Local membership
Commitment:	1 Year term (no limit to the number of terms)

Goals:

- Implement programs for pre-school and school aged youth and liaise with various groups currently working with this population

Specific Responsibilities:

- Work with the Manager, Community Development to determine which programs would be best for the Local
- Work with the Volunteer Coordinator to recruit facilitators
- Ensure that facilitators attend the Young Athlete Facilitator training
- Work with the Program Coordinator to book facilities
- Meet with Child Development Centres, Schools, and Government Agencies to recruit athletes
- Work with Public Relations Coordinator to advertise the Youth Programs
- Attend monthly Local Executive meetings
- Ensure Youth Leaders are kept in contact with the Local Committee



Athlete Representative

JOB DESCRIPTION

Liaise With: Local Coordinator, Athlete Mentor

Commitment: 1 Year term (no limit to the number of terms)

Specific Responsibilities:

- Actively gather information from fellow athletes within the SOBC Local.
- Voice the concerns/questions of the athletes to coaches and/or the SOBC Local Committee
- Report pertinent information to fellow athletes within the SOBC Local
- Work with Local Committee to encourage athletes to come out to Local and Provincial fundraisers
- Act as a leader and role model to all SOBC Athletes
- Attend monthly executive meetings



Athlete Leader Liaison

JOB DESCRIPTION

Liaise with: Athlete Representative, Athlete Council, Local Committee
Position: Volunteer - Elected by the Local membership
Commitment: 1 Year term (no limit to the number of terms)

Goals:

- Mentor Athlete Representative and/or Athlete Council and act as liaison to the Local Committee.

Specific Accountabilities:

- Act as Mentor to Athlete Representative
- Attend Athlete Council meetings and assist Chair in leading these meetings, developing the agenda, and taking minutes
- Attend monthly Local Committee meetings and report on findings of Athlete Council and/or assist Athlete Representative in reporting to Local Committee
- Attend Athlete Leadership training with Athlete Representative or other members of the Athlete Council and/or assist in finding volunteers to serve as Mentors for Athlete Leaders within the Local



Head Coach

**NOTE: To ensure all criteria are being met, it is expected that some duties should be delegated to either an Assistant Coach or Team Manager*

JOB DESCRIPTION

Liaise with: Program Coordinator, Assistant Coach

Commitment: 2 Year term, reviewed at end of each year

(No limit to the number of terms)

Goals:

- Prior to start of season hold a pre-season meeting with assistant coaches and program volunteers to determine yearly goals, seasonal plan, and review year's budget
- Regularly communicate with assistant coaches (i.e. 10 minutes prior to start of each practice as well as 10 minutes following)
- Plan all activities for the season (weekly lesson plans, seasonal plan, yearly goals)
- Ensure appropriate consultation is had with all coaching contingents
- Review Emergency Action Plan with all volunteers and athletes, practice at least once per season
- Conduct a Skill Assessment of all athletes at beginning of season
- Serve as official spokesperson for the athletes/team
- Maintain necessary contact & communication with parents/caregivers
- Minimum two (2) notices a season (i.e. pre & post season)
- Make available Head Coach's contact phone number
- Ensure timely written notice to caregivers and/or athletes of all games/competition regarding all aspects including time, place, travel arrangements and equipment needs
- Ensure that all athletes/volunteers are registered to participate
- Take weekly attendance
- Ensure that follow-up phone contact is made to all athletes not at practice or competition/games
- Facilitate practices with assistant coaches with the safety and wellbeing of the athletes as the foremost concern
- Attend regularly scheduled coaches meetings or send a representative



- Ensure all athletes/volunteers have gone home or have been picked up after practices, and that the facility is returned to original condition
- Regularly attend and coach athletes/team in all practices and competitions
- Regularly attend competitions with athletes/team
- Devote adequate time to preparation of athletes for events, as per SOC Competition Sport Workshop (warm-up, skill development, cool down, mental preparation, attire, equipment)
- Follow Sport Specific Skill Book or other resources available
- Ensure that athletes are physically prepared to maximum performance at competition time
- Prepare and submit a year-end report to Program Coordinator, which contains a summary of the years activities (may also contain evaluations of players & any recommendations)
- Prepare next season's budget and submit to program coordinator

Specific Accountabilities:

- Must be at least 19 years of age
- Must be fully certified Special Olympics Canada (SOC) Level 1 (SOC Level 1 technical, Level 1 theory, SOC Level 1 practical plus Making Ethical Decisions module and online evaluation) or fully SOC competition trained within the first year of coaching (SOC Competition Sport Workshop, Introduction to Competition Part A plus Making Ethical Decisions online evaluation)
- Must abide by the policies set by the Leadership Council of Special Olympics BC
- Must abide by the policies and procedures set by the Local
- Must follow the philosophy of Special Olympics BC as presented in the Mission Statement
- Resources available at www.specialolympics.bc.ca, Resources, Coaching



Assistant Coach

JOB DESCRIPTION

Liaise with: Head Coach, Program Coordinator

Commitment: 2 Year term, reviewed at end of each year

(No limit to the number of terms)

Goals:

- Assist Head Coach with all duties, as delegated by Head Coach
- Regularly communicate with Head coach (i.e. 10 minutes prior to start of each practice)
- Adhere to the plans of Head Coach (weekly & seasonal)
- Assist with supervision of athletes
- Supervise activities when deemed necessary by Head Coach
- Coach team in all practices and competitions
- Regularly attend practices & competitions with athletes
- Devote adequate time to preparation of athletes for events, as per SOC Competition Sport Workshop (*warm-up, skill development, cool down, mental preparation, attire, equipment*)
- Follow Sport Specific Skill Book

Specific Accountabilities:

- Must be at least 16 years of age
- Must be fully certified Special Olympics Canada (SOC) Level 1 (SOC Level 1 technical, Level 1 theory, SOC Level 1 practical plus Making Ethical Decisions module and online evaluation) or fully SOC competition trained within the first year of coaching (SOC Competition Sport Workshop, Introduction to Competition Part A plus Making Ethical Decisions online evaluation)
- Must abide by the policies set by the Leadership Council of Special Olympics BC
- Must follow the philosophy of Special Olympics BC as presented in the Mission Statement
- Resources available at www.specialolympics.bc.ca, Resources, Coaching



Program Volunteer

JOB DESCRIPTION

Liaise with: Head/Assistant Coach

Must be at least 12 years of age

Goals:

- Attend practices on a regular basis
- Communicate with Head Coach regarding practices
- Adhere to the plans of the Head Coach (weekly and yearly)
- Devote adequate time to preparation of athletes for events
- Must abide by the policies set by the Leadership Council (LC) of Special Olympics BC
- Must follow the philosophy of Special Olympics BC as presented in the Mission Statement



VOLUNTEER SCREENING POLICY

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:



- 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.



COACH CERTIFICATION POLICY

To provide quality and enjoyable sport training and competitive experiences and opportunities for Special Olympics BC athletes and volunteers, and for safety reasons, it is important that coaches meet or exceed the minimum training requirements established in these regulations within the first two years of coaching. Note: the Special Olympics Canada Volunteer Orientation must be completed within the first year of coaching.

REGULATIONS

PROGRAM	COACH REQUIREMENTS	ADDITIONAL RECOMMENDED
Active Start/FUNDamentals	Special Olympics Canada Volunteer Orientation Special Olympics BC Young Athletes Training Program NCCP Fundamental Movement Skills Coach Professional Development Workshop	High Five training program
Sport Start – All Sports	Special Olympics Canada Volunteer Orientation NCCP Special Olympics Canada - Competition Sport Workshop Make Ethical Decisions Workshop Make Ethical Decisions Online Evaluation – Competition - Introduction	National Sport Organizations' sport specific courses



<p>Traditional sport programs</p>	<p>Special Olympics Canada Volunteer Orientation</p> <p>NCCP Special Olympics Canada - Competition Sport Workshop</p> <p>Make Ethical Decisions Workshop</p> <p>Make Ethical Decisions Online Evaluation – Competition - Introduction</p>	<p>National Sport Organizations' sport specific courses</p>
<p>Club Fit</p>	<p>Special Olympics Canada Volunteer Orientation</p> <p>NCCP Special Olympics Canada - Competition Sport Workshop</p> <p style="text-align: center;">OR</p> <p>NCCP Special Olympics Canada - Community Sport Workshop</p>	



COMPETITION LEVEL	COACH REQUIREMENTS
Local and Provincial	Special Olympics Canada Volunteer Orientation NCCP Special Olympics Canada - Competition Sport Workshop Make Ethical Decisions Workshop Make Ethical Decisions Online Evaluation – Competition - Introduction
National	Special Olympics Canada Volunteer Orientation NCCP Special Olympics Canada - Competition Sport Workshop Make Ethical Decisions Workshop Make Ethical Decisions Online Evaluation – Competition – Introduction NCCP sport specific courses (in the sport they coach)

PROFESSIONAL DEVELOPMENT

Coaches are required to obtain Professional Development (PD) points in order to maintain their certification. PD points can be earned through a variety of activities: national and provincial sport conferences and workshops, eLearning modules, NCCP workshops, coach mentorship programs and active coaching. When attending one of the above mentioned activities, ask the organizers if PD points can be earned by attending the activity to ensure you get credit.

Active Coaching – for every year of coaching, a coach can receive 1 point. To earn this point, you must access your coaching transcript and you can self-report your coaching.

The number of required PD points and the timeframe in which to earn these PD points will be listed on the coach’s transcript for any sport specific certification they may have. Special Olympics BC will also require coaches to earn PD points. We will require coaches to earn 12 PD points over 5 years.



EXIT INTERVIEWS

We would like you to complete a short survey about your experience with Special Olympics BC. Please be honest. All information will remain private. We will use the information to help volunteers enjoy the best possible experiences.

Name: _____ Phone: _____ Date: _____

Address: _____

1. What volunteer positions have you held? (Check all that apply,)

- | | | |
|--------------------------------------------------|-------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Assistant coach | <input type="checkbox"/> Program coordinator | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Fundraising coordinator | <input type="checkbox"/> Program volunteer | <input type="checkbox"/> Volunteer coordinator |
| <input type="checkbox"/> Head coach | <input type="checkbox"/> Public relations coordinator | |
| <input type="checkbox"/> Local coordinator | <input type="checkbox"/> Secretary | <input type="checkbox"/> Other _____ |

2. How long had you been a volunteer with Special Olympics BC? (Check one,)

- | | | |
|-----------------------------------------|---------------------------------------|-------------------------------------------|
| <input type="checkbox"/> 0 to 3 months | <input type="checkbox"/> 1 to 4 years | <input type="checkbox"/> 10 or more years |
| <input type="checkbox"/> 4 to 12 months | <input type="checkbox"/> 5 to 9 years | <input type="checkbox"/> Not sure |

3. What sports were you involved in? (Check all that apply,)

- | | | | |
|-------------------------------------------|-----------------------------------------|---------------------------------------|----------------------------------------|
| <input type="checkbox"/> Active Start | <input type="checkbox"/> Club Fit | <input type="checkbox"/> FUNdamentals | <input type="checkbox"/> Soccer |
| <input type="checkbox"/> Alpine Skiing | <input type="checkbox"/> Cross Country | <input type="checkbox"/> Golf | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Skiing | <input type="checkbox"/> Powerlifting | <input type="checkbox"/> Speed Skating |
| <input type="checkbox"/> Bocce | <input type="checkbox"/> Curling | <input type="checkbox"/> Rhythmic | <input type="checkbox"/> Sport Start |
| <input type="checkbox"/> Bowling - 5 Pin | <input type="checkbox"/> Figure Skating | <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Bowling - 10 Pin | <input type="checkbox"/> Floor Hockey | <input type="checkbox"/> Snowshoeing | <input type="checkbox"/> Track & Field |

4. Why are you leaving? (Check all that apply,)

- | | | |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Commitments for work | <input type="checkbox"/> Need a change | <input type="checkbox"/> Other time commitments |
| <input type="checkbox"/> Family time commitments | <input type="checkbox"/> No longer interested | <input type="checkbox"/> Overloaded by time or responsibility |
| <input type="checkbox"/> Hard work not recognized | <input type="checkbox"/> Not being utilized well | <input type="checkbox"/> Personality conflict |
| <input type="checkbox"/> Health or Medical issues | <input type="checkbox"/> Not enough personal development opportunities | <input type="checkbox"/> Position/role I did not like |
| <input type="checkbox"/> Lack of communication | <input type="checkbox"/> Not having fun | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Lack of support from local executive or other coaches | <input type="checkbox"/> Not safe practice environment | <input type="checkbox"/> Transportation issues |
| <input type="checkbox"/> Moving | | |



Other _____

Please provide a brief explanation of why you are leaving: _____

5. What did you like best about Special Olympics BC? (Check one,)

- Competitions
- Interaction with athletes
- Rewarding
- Fun
- Life experience
- Other _____

6. What would make you consider volunteering with Special Olympics BC again? (Check all that apply,)

- Improve communication from head coach to coach
- Improve communication from local to head coach
- Improve communication within local executive
- Offer more programs in your area
- Offer more opportunities for advancement to leadership positions or key roles
- Offer more volunteer training/education
- Other _____
- Improve volunteer orientation
- More opportunities to go to competitions
- More personal development opportunities
- Opportunity to work with volunteers you like
- Position that better utilizes your skills/abilities
- Reduced time demands of volunteer position

7. Overall, I had a great experience with Special Olympics. (Circle one)

Strongly Agree Agree Neutral Disagree Strongly Disagree

8. Is there another organization you volunteered with who we could learn from to address your concerns; if so, who? _____

9. Other Comments (e.g. other ways we can improve the volunteer experience, roles of your position, etc.):

Please return these forms to:

INSERT VOLUNTER COORDINATOR'S CONTACT INFORMATION

OR to Special Olympics BC:

by email to info@specialolympics.bc.ca
with Exit Interview and your Local in the subject

or by mail to Special Olympics BC
210 – 3701 Hastings St.
Burnaby, BC
V5C 2H6



PLACES TO RECRUIT

Online Ads:

- Volunteer Centres/Employment Centres
- Online Classifieds and Volunteer sites (Govolunteer.com, kijiji, craigslist, etc.)
- Your Local's Facebook page or other social media accounts, website, or Community Resources page on the Special Olympics BC website

Posters:

- Local Universities/Colleges
- Chamber of Commerce
- Public Library
- Child Development Centre
- Staples
- Sobey's Stores (Sobey, Safeway, IGA, etc.)
- A&W
- Jysk
- Tim Hortons
- Home Hardware
- Local Businesses

By Email, Mail or Phone:

- Local Universities/Colleges
- Child Development Centre
- Service Clubs (Rotary, Eagles, Legion, etc.)
- Word of mouth
- Parents and Family Members of existing athletes
- Local radio stations and newspapers



SAMPLE INTERVIEW WITH POTENTIAL VOLUNTEER

Most potential volunteers will respond to an advertisement or a request for volunteers first by email. In order to maximize efficiency and also find the most suitable candidates for a position, it is recommended to set up an in-person or telephone interview to assess a person's suitability to volunteer within Special Olympics BC. This does not have to be a formal interview, and can be a casual chat over coffee or on the phone. Here are some questions to assess the suitability of a potential volunteer:

General questions:

"How did you hear about Special Olympics BC and why are you interested in volunteering?"

"What kind of volunteer work have you done in the past?"

Follow up: "What did you like about that opportunity?" "What did you find challenging about this opportunity?"

"How long have you lived in *community of residence*?"

"What do you do for work?" / "What are you studying in school?"

"How much time do you have to give to Special Olympics BC?" / "What is your availability?"

"Do you enjoy working as a part of a team?"

"What do you think is your greatest strength?"

Position specific questions:

Coaching:

"What coaching experience do you have?"

"What experience do you have either participating in or playing *specific sport*?"

"What experience do you have interacting with people with intellectual disabilities?"

"How do you feel about supervising multiple people with intellectual disabilities?"

"What do you feel are the regular benefits of sport participation?"

Local Committee Positions:

"Do you have any other experience serving on a Local Committee/attending board style meetings?"

"How do you feel about regular communication both by telephone and email?"

"Do you enjoy working with a group on a specific task?"

"How do you feel about overseeing other volunteers?"

"How would you handle a situation when a volunteer is not doing what they have committed to?"

It is not essential to ask every single one of these questions, but they can be a good starting point to get a volunteer talking about themselves and their interests with Special Olympics BC. Before the meeting finishes, instructions on the volunteer orientation and the requirements for a criminal record check should be provided so they are aware these are requirements before they can be on-boarded in the organization.

SPECIAL OLYMPICS BRITISH COLUMBIA

VOLUNTEER/COACH REGISTRATION FORM



DATE		SOBC LOCAL				
FIRST NAME		MIDDLE NAME /INITIAL	LAST NAME			
MAILING ADDRESS AND CONTACT INFORMATION	<i>Address</i>					
	<i>City</i>	<i>Province</i>	<i>Postal Code</i>			
	<i>Home Phone #</i>	<i>Home Fax #</i>				
	<i>E-mail Address</i>	<i>Cell Phone #</i>				
EMERGENCY CONTACT INFORMATION	<i>Name</i>		<i>Relationship</i>			
	<i>Day Phone #</i>		<i>Evening Phone #</i>			
GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female	FIRST NATIONS	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		DATE OF BIRTH	<i>Month Day Year</i>			
CARE CARD #						
RELATED TO AN ATHLETE	<i>If yes, please give athlete's name and relationship.</i>		NCCP #			
CRIMINAL RECORD	Do you have a criminal record of any kind, or have you ever been charged with a criminal offence? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate the nature of the offence: _____					
CURRENT VOLUNTEER POSITIONS	Sports	Head Coach	Assistant Coach	Program Volunteer	Administration Roles	X
	Active Start				Executive	
	Athletics (T&F)				Community (Local) Coordinator	<input type="checkbox"/>
	Athletic Club				Program Coordinator	<input type="checkbox"/>
	Basketball				Volunteer Coordinator	<input type="checkbox"/>
	Bocce				Fundraising Coordinator	<input type="checkbox"/>
	Bowling, 10-Pin				Treasurer	<input type="checkbox"/>
	Bowling, 5-Pin				Secretary	<input type="checkbox"/>
	Curling				PR Coordinator	<input type="checkbox"/>
	Floor Hockey				Family Coordinator	<input type="checkbox"/>
	FUNdamentals				Athlete Coordinator	<input type="checkbox"/>
	Golf				Other	<input type="checkbox"/>
	Powerlifting					
	Rhythmic Gym.				Subcommittee	
	Skating, Figure				Program Committee (Assistant)	<input type="checkbox"/>
	Skating, Speed				Volunteer Committee (Assistant)	<input type="checkbox"/>
	Skiing, Alpine				Fundraising Committee (Assistant)	<input type="checkbox"/>
	Skiing, Cross-Country				PR Committee (Assistant)	<input type="checkbox"/>
	Snowshoeing				Family Committee (Assistant)	<input type="checkbox"/>
	Soccer					
Softball				General Volunteer	<input type="checkbox"/>	
Swimming						

SPECIAL OLYMPICS BC VOLUNTEER/COACH REGISTRATION FORM, PAGE 2



**FIRST
NAME**

**LAST
NAME**

Provincial Privacy Policy

Special Olympics BC adheres to all legislative requirements with respect to protecting your personal information. We will not rent, sell, or trade your personal information. Information provided will be used for communication purposes to deliver programs, services, special events, funding activities and more. To view the Special Olympics BC privacy policy in detail, please visit <http://www.specialolympics.bc.ca/privacy>.

Provincial Waiver or Release

I, the undersigned coach, volunteer, official, parent, or administrator, hereby request permission to participate in Special Olympics programs. I agree to abide by Special Olympics rules, policies, procedures, philosophies, and codes of conduct. I acknowledge that I will be using facilities and programs at my own risk and I hereby release, discharge, and indemnify Special Olympics British Columbia Society, Special Olympics Canada Inc., and the directors, officers, volunteers, and staff of these organizations from all liability for injury to person or damage to property both now and in the future. In participating in Special Olympics activities, I am specifically granting permission to use my likeness, voice, and words in television, radio, film, newspaper, magazine, internet, and other media, and in any form not heretofore described for the purpose of advertising or communicating the purposes or activities of Special Olympics and in appealing for funds to support such activities. The information I have provided may be verified and I give permission to the Special Olympics British Columbia Society to make inquiries of others which may include a background investigation to determine my suitability to act as a Special Olympics volunteer. As a volunteer, I may be dealing with confidential and personal information and I agree that I will keep such information in the strictest confidence. If I am unable to be consulted in case of any emergency or necessity, Special Olympics and its agents are authorized on my behalf and for my account to take such measures and arrange for such medical and hospital treatment as may be deemed advisable for my health and well-being. The relationship between the Special Olympics British Columbia Society and volunteers is an “at will” arrangement and it may be terminated at any time without cause by either the volunteer or the Special Olympics British Columbia Society. Any and all references to Special Olympics include and apply equally to Special Olympics Inc., Special Olympics Canada Inc., and Special Olympics British Columbia Society. I understand that misrepresentation or omission of information on my part is cause for refusal or dismissal as a volunteer with Special Olympics. I affirm that I have read the above and that the information I have given is true and complete.

Criminal Record Check and Vulnerable Sector Screening

I understand that I am required to immediately inform the CEO of Special Olympics BC of any charge or conviction for a criminal offence and that I may be required to withdraw until such time as my charge is dealt with. Should I be convicted of a criminal offence, a decision will be made as to my future eligibility as a volunteer with Special Olympics BC.

Volunteer

Signature

Print Name

Date

Volunteers under the age of 19 must have parent/caregiver/legal guardian sign this release on their behalf.

Parent/Caregiver/Guardian

Signature

Print Name

Parent/Caregiver/Guardian

Phone Number

Date



SOBC MEDICAL FORM

PROGRAM YEAR: _____ FIRST YR. OF REGISTRATION: _____

FIRST NAME: _____ LAST NAME: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

PHONE: _____

SEX: (M OR F) _____ BIRTH DATE: _____ LOCAL: _____

SPORTS: (Please only circle programs athlete currently attends)

- | | | | |
|----------------------|----------------|----------------|---------------|
| Athletic Club | Floor Hockey | Figure Skating | Curling |
| Alpine Skiing | Swimming | Rhythmic Gym | Snowshoeing |
| Soccer | Softball | Powerlifting | Track & Field |
| Speed Skating | 10-Pin Bowling | 5-Pin Bowling | Bocce |
| Cross-Country Skiing | Golf | Basketball | Active Start |
| FUNDamentals | | | |

EMERGENCY CONTACT:

Contact 1: _____ Telephone: _____
Relationship to Athlete: (circle one) Parent Guardian Spouse Sibling Caregiver

Contact 2: _____ Telephone: _____
Relationship to Athlete: (circle one) Parent Guardian Spouse Sibling Caregiver

I acknowledge that all the information given on this form is correct to the best of my knowledge, and that I will update this information as it changes.

Signature of Athlete/Parent/Guardian Name of Person Completing Form Date



CRIMINAL RECORD CHECK PROCESS

It is a requirement of SOBC that all volunteers now do their CRC online; any Criminal Record Check completed in BC is valid for 5 years. The new CRC clearance letters have an actual expiry listed on them, so that should make things quite easy in tracking when a volunteer needs to be re-checked. Included are the instructions for the Volunteer Coordinator to obtain this information, as well as for the volunteer to complete the check. Once a volunteer's CRC has been completed, the information will be sent to Provincial Office, the office will then email the VC to inform them of its completion.

(*Please follow the instructions exactly so to ensure the correct and accurate information comes back to the Local.*)

Due to the way in which the completed CRC results are returned to Provincial Office we need to ensure that the process is clear and followed accurately. The steps to obtaining a CRC are detailed below:

- 1) The Volunteer Coordinator sends an email to the potential volunteer that looks **EXACTLY** like the example below:
 - a) This email **MUST** include the **FULL NAME** of the person to whom it is being sent as well as the **NAME OF THE LOCAL** that the person will be volunteering with in the subject line.
 - b) **The email must also include the crc@specialolympics.bc.ca address in the Cc line.**
 - c) Attach the instruction sheet that the volunteer will use to help walk them through the CRC process online. **(Included in this Appendix)**
- 2) CRC results typically take 5-7 business days to be sent to the secure email address (crc@specialolympics.bc.ca). Once the results are received, they will then be forwarded to the appropriate local for their files.
- 3) Make sure to note the expiry date of the volunteers CRC so it can followed up with at the 5 year mark.

There will be no handing off of documentation from Provincial Office; all information will be held there so the Local does not have to be concerned with the loss of confidential/private information. If at any time a volunteer wishes to obtain a copy of their CRC letter it can be requested by emailing crc@specialolympics.bc.ca.



CRC EMAIL EXAMPLE:

From: ssmith@email.com (Volunteer Coordinator's email)

To: jsmith@email.com (Potential Volunteer's email)

Cc: crc@specialolympics.bc.ca **(MUST INCLUDE)**

Subject: Criminal Record Check Application - Joe Smith – SOBC Powell River Local

Dear Joe,

Attached is a document that will provide you with instructions for completing your criminal record check online. A criminal record check is mandatory for anyone volunteering with Special Olympics BC and each check is valid for a period of five years, at which time you will be required to complete a new check.

Once you have completed the online criminal record check, a confirmation will be sent to the local that you are volunteering with to let them know the results. This process can take anywhere from one to three weeks to complete, depending on the volume of online applicants that the Ministry of Justice is processing at any given time.

If you have any questions regarding the online criminal record check process please contact the sender of this email.

Thanks,

Sue, Volunteer Coordinator

If you have any questions regarding any of the above information, please email crc@specialolympics.bc.ca.



CRIMINAL RECORD CHECK INSTRUCTIONS

As a volunteer with Special Olympics BC there are two options for providing the organization with your criminal record check, as detailed below:

Request a New Criminal Record Check

(This option is for people who have not completed a criminal record check within the previous five years)

To submit an online request for a criminal record check, you must have your identity verified through the Electronic Identity Verification (EIV) process.

To use the EIV:

- Individuals must have a minimum Canadian credit history of at least six months.
- Individuals must have been residing in Canada for two years or longer.
- Individuals must correctly answer a set of security questions unique to their personal credit history.
- Must have a current Canadian address.

Please Note: Not all individuals will be able to use the EIV process and may be required to submit the request for a criminal record check through the manual paper process. If you are not able to use the EIV, the website will inform you and instruct you as to the next steps you need to take.

Share the Result of a Completed Criminal Record Check

(If you have completed a criminal record check within the previous five years that covered both children and vulnerable adults, you may select this option)

To Submit an online request to share the result of a completed criminal record check:

- The criminal record check must have been completed within the last 5 years through the Ministry of Justice Criminal Records Review Program. Note: A criminal record check is considered complete once the result of the check has been issued to an organization
- The request must be for the same type of check as previously completed (for both children and vulnerable adults)
- Have your identity verified through the Electronic Identity Verification (EIV) process.

Please Note: Not all individuals will be able to use the EIV process and may be required to submit the request for a criminal record check through the manual paper process. If you are not able to use the EIV, the website will inform you and instruct you as to the next steps you need to take.



To have your record check completed, follow these steps:

Go to: Online Link: <https://justice.gov.bc.ca/eCRC/>

Enter Access Code: FASDVRNCVC

- Where it asks what is your title or role, enter “Volunteer”.
- Use your home address as your contact address.
- Follow the step-by-step instructions provided.



Special Olympics- B.C. Onboarding Package: Coaching

July 2015



On-Boarding Package Checklist

- Information about Special Olympics BC
- Link to online orientation
- Coaching job description
- Coaching information and coaching next steps
- Position Manual (if available)
- Instructions for Criminal Record Check



Welcome to Special Olympics B.C.

As a volunteer based organization we would like to send our gratitude to your interest in volunteering with Special Olympics B.C.

Special Olympics Canada's programs cater to all ages and a wide range of abilities:

- o We have programs for children, youth and adults;
- o We provide an introduction to sport and physical activity, programs that offer daily training and local competition, and the opportunity to participate in high-performance competition.

Special Olympics believes that people with intellectual disabilities can, and will, **succeed when given the opportunity** – we are leveling the playing field.

Please take the time to go through the Volunteer Orientation to enhance your understanding and draw up any questions in regards to Special Olympics:

<http://coachingportal.jolera.com/co/VolunteerOrientation/Pages/default.aspx>



History of Special Olympics

Special Olympics is an international organization that provides sports training and competitive opportunities for persons with intellectual disabilities. The organization is recognized by Sport Canada as the main provider of these services to people whose primary diagnosis is an intellectual disability, although some participants also have physical challenges.

The Birth of Special Olympics in Canada

In the early sixties, children with intellectual disabilities were tested for physical fitness levels with the results revealing that these individuals were half as physically fit as their non-disabled peers. It was assumed that the low fitness levels were a direct result of their disability. However, troubled by this assumption, a Toronto researcher – Dr. Frank Hayden – began to conduct his own research on the subject and discovered that given the opportunity, people with an intellectual disability could become physically fit, and acquire the physical skills necessary to participate in sport. Inspired by his discoveries and seeing the need for new kinds of sport opportunities, Dr. Hayden sought ways to develop a national sports program designed specifically for people with an intellectual disability. His work came to the attention of Eunice Kennedy Shriver and the Kennedy Foundation in Washington, D.C. which led to the creation of Special Olympics.

The first sports competition organized under the Special Olympics banner was held at Soldier's Field in Chicago in 1968. To ensure that Canada was well represented at the competition, Dr. Hayden called on renowned broadcaster, successful businessman and humanitarian, Harry "Red" Foster. Upon returning to Canada, after accompanying a Canadian floor hockey team to these first games, Red set about laying the foundation for the Special Olympics movement in Canada as a way to enhance the lives of Canadians with an intellectual disability.

Today, over 36,000 athletes with intellectual disabilities participate in Special Olympics programs across the country. Around the world, Special Olympics has grown to service over four million athletes in more than 160 countries.

Special Olympics British Columbia

Since 1980, Special Olympics British Columbia (SOBC), a registered charitable organization, has provided high-quality sports programs and competitions to meet the needs and interests of individuals with intellectual disabilities, enriching lives and celebrating personal achievement through positive sports experiences. Today, over 4,300 athletes participate in Special Olympics BC sports programs in 57 communities across British Columbia. Special Olympics BC offers year-round programs in 18 sports, as well as local, provincial, national, and international competitive opportunities. These sports opportunities provide athletes with far more than the physical benefits of improved health and athletic ability. Participation in sports provides opportunities for athletes to develop social skills, cultivate friendships, strive for and achieve goals and increase their self-esteem – enabling athletes to win in sport, and in life.



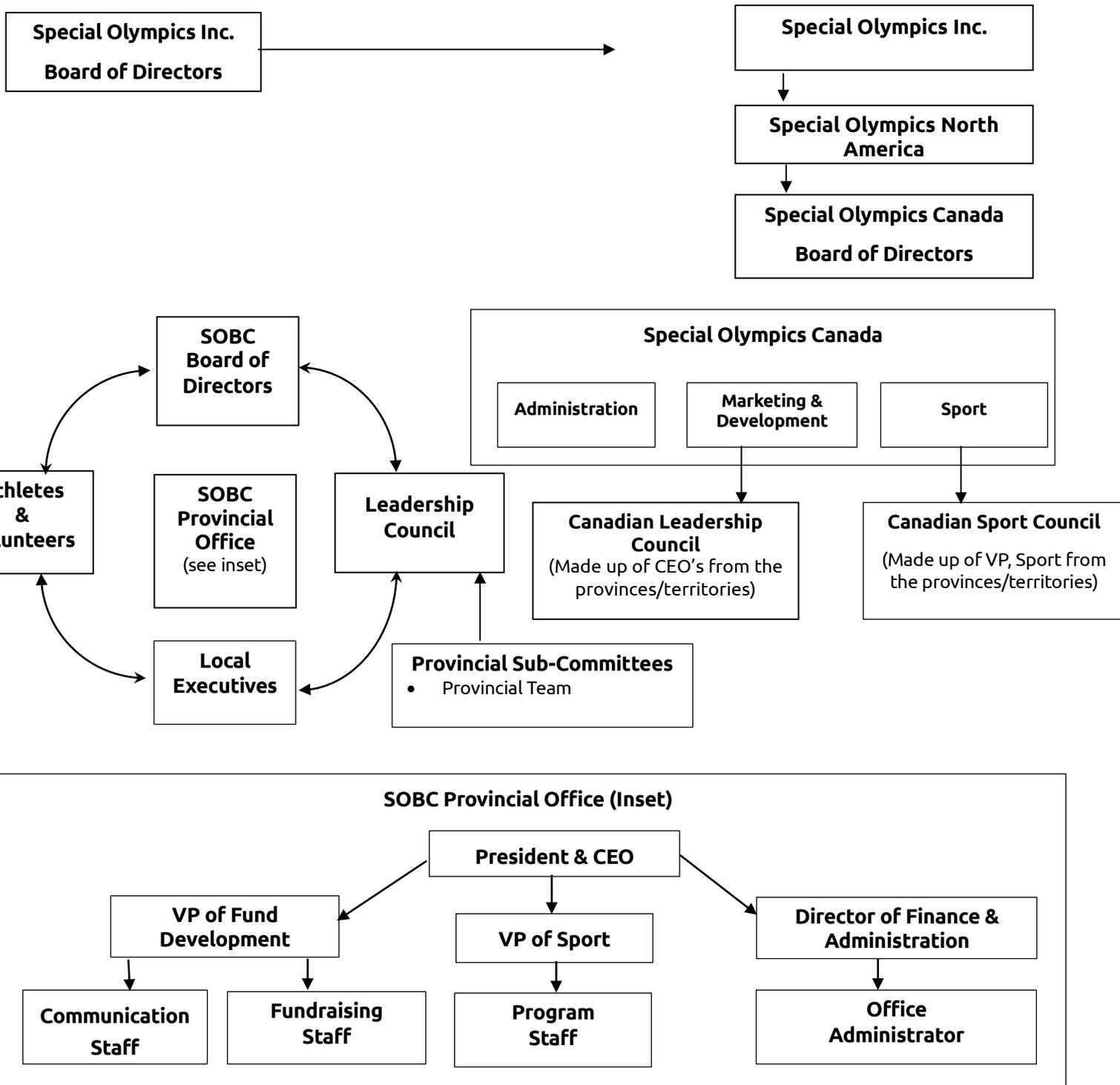
Facts about Special Olympics BC

- More than 4,600 athletes participate in summer & winter sports programs throughout BC.
- More than 3,700 volunteers assist in bringing the programs to life.
- Programs run in 57 communities around the province.
- Coaches are certified through the National Coaching Certification Program.
- Official SOBC winter sports: alpine skiing, cross-country skiing, curling, figure skating, floor hockey, snowshoeing and speed skating.
- Official SOBC summer sports: 5-pin bowling, 10-pin bowling, aquatics, basketball, bocce, golf, powerlifting, rhythmic gymnastics, soccer, softball and track and field.
- SOBC also offers a Club Fit program designed to help our athletes of all levels improve their fitness and overall health in a fun environment.
- SOBC also offers youth programs designed to help children with intellectual disabilities develop basic motor and sport skills through fun and positive movement.
 - **Active Start:** a family-centred activity program targeting children with intellectual disabilities ages 2 to 6. Through the program, children learn basic motor skills such as walking, running, jumping, throwing etc. in a fun and safe environment.
 - **FUNDamentals:** a continuation of the Active Start program for young athletes with intellectual disabilities ages 7 to 11. The skills transition from basic movement skills to basic sport skills, providing participants with a more in-depth introduction to sport-related motor skills along with training and competition, while maintaining an atmosphere of fun and meaningful interaction.
 - **Sport Start:** aimed at youth ages 12 to 18 with intellectual disabilities, Sport Start promotes specific sport education, proper nutrition and social inclusion through participation in positive sport experiences. The program also builds on the



athletes' existing motor skills, helping to translate those abilities into sport-specific skill development and game play.

Special Olympics Structure





Regional Structure

The province is divided into eight sport regions. Each region is responsible for the coordination and organization of Regional competitions, sending Regional teams to Provincial Games and all other Regional activities. A volunteer Regional Coordinator coordinates these activities.

Region 1- Kootenays

Locals: Kimberley/Cranbrook, Nelson, Creston, Grand Forks, Trail, Castlegar, Elk Valley, Golden, Nakusp & Invermere

Region 2- Thompson-Okanagan

Locals: Kamloops, Penticton, Vernon, Revelstoke, Kelowna, Salmon Arm, Princeton, Summerland, Keremeos, South Okanagan & Merritt

Region 3- Fraser Valley

Locals: Chilliwack, Coquitlam, Surrey, Ridge Meadows, Abbotsford, Langley & Mission

Region 4- Fraser River

Locals: Richmond, Burnaby & Delta

Region 5- Vancouver-Squamish

Locals: North Shore, Vancouver, Squamish, Sunshine Coast & Whistler Valley

Region 6- Vancouver Island

Locals: Campbell River, Port Alberni, Victoria, Comox Valley, Nanaimo, Oceanside, Powell River, Salt Spring Island, Cowichan Valley & Mount Waddington

Region 7- North West

Locals: Terrace, Smithers, Prince Rupert, Kitimat, Burns Lake & Vanderhoof

Region 8- Cariboo- North East

Locals: Williams Lake, Dawson Creek, Fort St John, Prince George, Quesnel, 100 Mile House & Mackenzie



Eligibility for Participation in Special Olympics

General Statement of Eligibility: Persons with an intellectual disability are eligible to participate in Special Olympics.

Generally accepted criteria for identifying persons with an intellectual disability in Canada: A person is considered to have an intellectual disability if that person satisfies all of the following requirements:

1. Typically an IQ score of approximately 70 or below;
2. Deficits in general mental abilities which limit and restrict participation and performance in one or more aspects of daily life such as communication, social participation, functioning at school or work, or personal independence, and;
3. Onset during the developmental period (before the age of 18 years).

The Diagnostic and Statistical Manual of Mental Disorders (DSM-IV 2000) is published by the American Psychiatric Association and the manual is typically used by professionals in Canada who make development diagnoses.

General Practices:

1. *Do coaches/ staff require proof that a person has an intellectual disability?*

Special Olympics in Canada has an inclusive approach and does not ask for medical documentation to be eligible for participation in programs. If the person has an intellectual disability then he/she is eligible to participate in Special Olympics.

2. *What happens when a caregiver/ adult does not know if their child has an intellectual disability?*

It is recommended that parents/caregivers be invited to observe a program to see if the child/ adult fits in. If parents feel that their child/ adult can participate in the program and has an intellectual disability, then he/she can participate until an assessment has been completed.

3. *If there are athletes currently in the programs who may have an IQ above 70, what should a coach/staff do?*

Those athletes who are enrolled in Special Olympics programs in Canada who have an IQ above 70 are eligible to continue participating in Special Olympics.

4. *What diagnoses are associated with intellectual disabilities?*

Down Syndrome and Fragile X Syndrome are the most common forms of intellectual disabilities. Only **some** individuals with Autism Spectrum Disorders or Fetal Alcohol Syndrome will also have an intellectual disability. Typically, learning disabilities, Attention Deficit Disorder (with or without hyperactivity), a mental illness, Tourette Syndrome and Conduct Disorder are not associated with intellectual disabilities



Coaching Job Description

Insert Job Description for Head Coach, Assistant Coach or Program Volunteer here



Coaching Information

Special Olympics- BC offers 18 summer and winter sports, as well as three youth programs and Club Fit.

They are:

SUMMER SPORTS

5-pin bowling, 10-pin bowling, Aquatics (Swimming), Athletics (track and field), Basketball, Bocce, Golf, Powerlifting, Rhythmic Gymnastics, Soccer and Softball

WINTER SPORTS

Alpine skiing, Cross-country skiing, Figure Skating, Flood Hockey, Snowshoeing and Speed Skating

YOUTH PROGRAMS

Active Start (ages 2-7), FUNdamentals (ages 7-11), Sports Start (ages 12-18)

CLUB FIT

For more information on the programs offered, sports specific coaching manuals, videos and resources, please visit:

<http://www.specialolympics.bc.ca/sport-specific-coaching-manuals-resources>



Coaching Next Steps

We thank you for your interest in becoming a Special Olympic- BC coach! Here is the checklist of coaching courses. Our goal is to have coaches obtain the required courses within the first year of volunteering.

Active Start	FUNdamentals	Sport Start	Traditional Sport Programs	Club Fit
<p><u>Required:</u></p> <ul style="list-style-type: none"> • AS / FUN training program • Special Olympics Canada Volunteer Orientation* <p><u>Recommended:</u></p> <ul style="list-style-type: none"> • High Five training program 	<p><u>Required:</u></p> <ul style="list-style-type: none"> • AS / FUN training program • Special Olympics Canada Volunteer Orientation* <p><u>Recommended:</u></p> <ul style="list-style-type: none"> • High Five training program 	<p><u>Required:</u></p> <ul style="list-style-type: none"> • Special Olympics Competition Sport Workshop • NCCP Multi-Sport Part A (includes Making Ethical Decisions module) • Making Ethical Decisions online evaluation • Special Olympics Canada Volunteer Orientation* <p><u>Recommended:</u></p> <ul style="list-style-type: none"> • Sport-specific certification 	<p><u>Required:</u></p> <ul style="list-style-type: none"> • Special Olympics Competition Sport Workshop • NCCP Multi-Sport Part A (includes Making Ethical Decisions module) • Making Ethical Decisions online evaluation • Special Olympics Canada Volunteer Orientation* <p><u>Recommended:</u></p> <ul style="list-style-type: none"> • Sport-specific certification (becomes a requirement for coaches at National and World Games) 	

For more information on coaching certification and upcoming courses, please visit our website:

<http://www.specialolympics.bc.ca/resources/coaching/certification-sobc-coaches#SecA>



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To have your record check completed, follow these steps:

Go to: Online Link: <https://justice.gov.bc.ca/eCRC/> Enter Access Code: FASDVRNCVC



Where it asks what is your title or role, enter "Volunteer". Use your home address as your contact address. Follow the step-by-step instructions provided.

Thank you!

Special Olympics uses the **transformative power and joy of sport** to reveal the full potential of athletes with intellectual disabilities.

Special Olympics is a catalyst for **social change**. Our programs help:

- o instill confidence, self-esteem and other life skills in our athletes;
- o contribute to healthier athletes with life-long physical fitness habits;
- o change attitudes and create a more inclusive society;
- o strengthen communities.

We hope you have a positive experience volunteering with Special Olympics- B.C. and will enjoy enriching the lives of these athletes and enhancing our community!



Special Olympics- B.C. Onboarding Package: Local Committee

July 2015

72 Special Olympics British Columbia



On-Boarding Package Checklist

- Link to online orientation
- Executive Position
- Position Manual (if available)
- Instructions for Criminal Record Check



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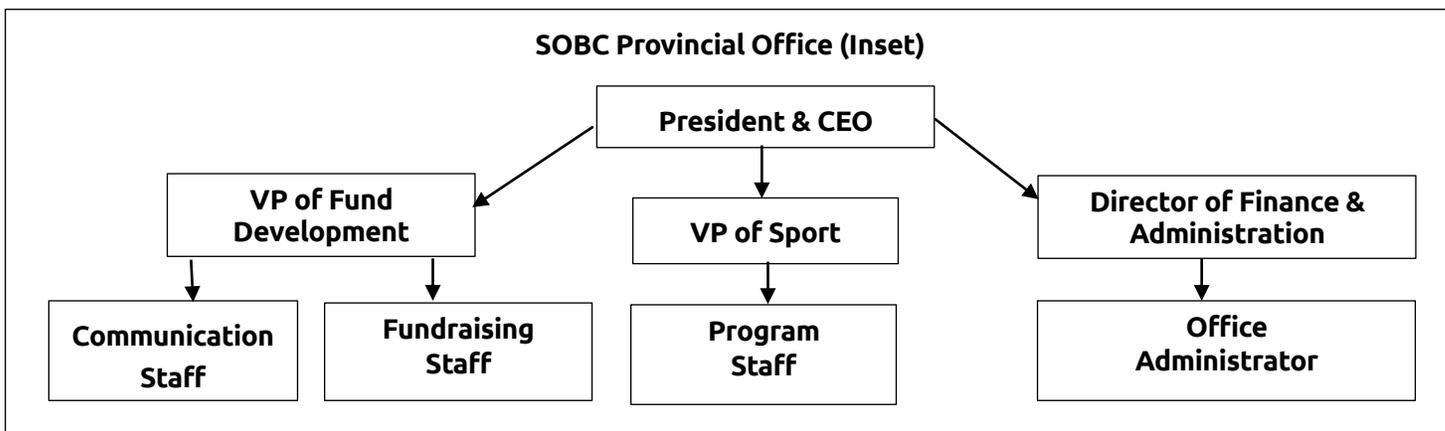
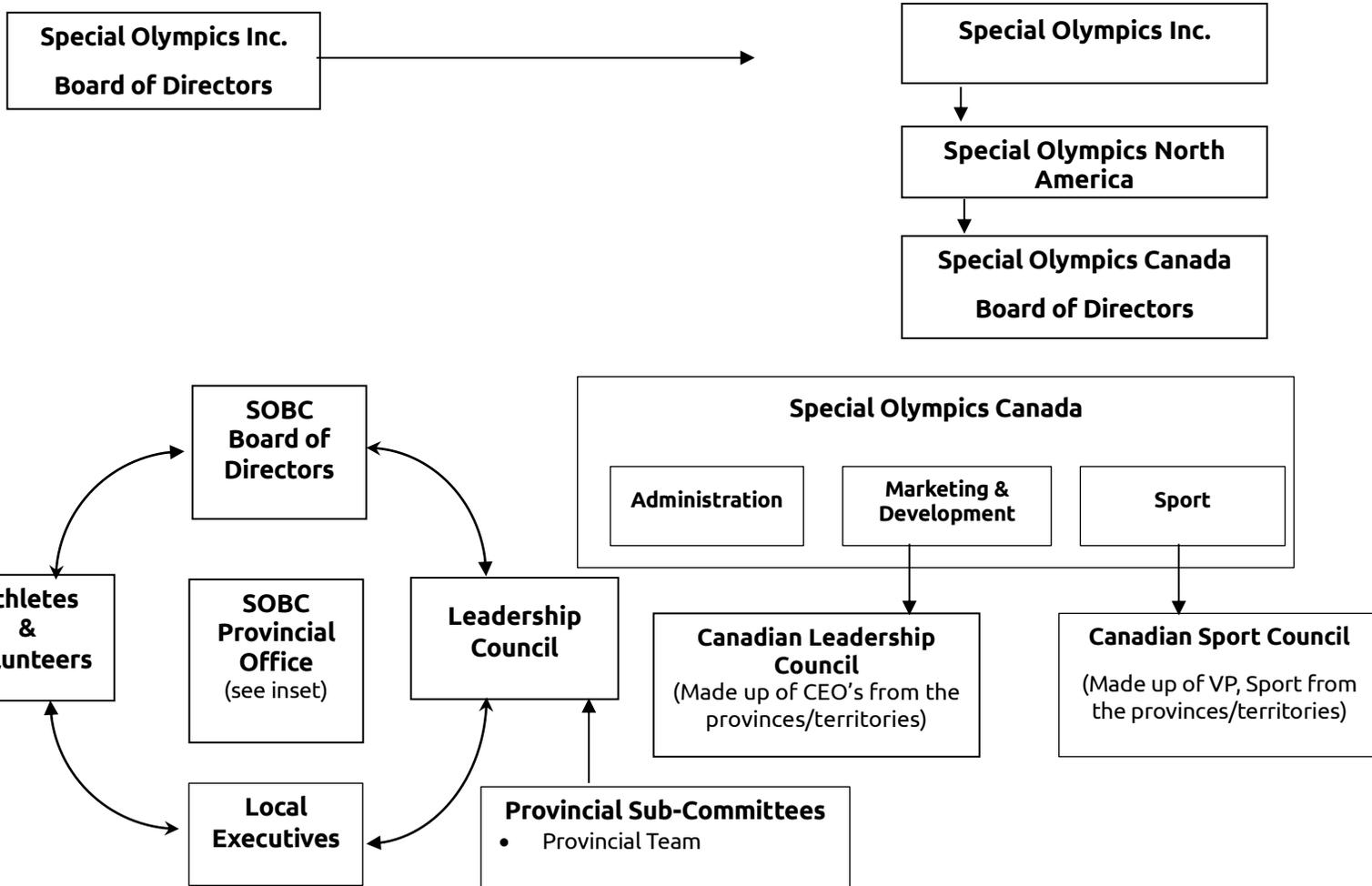
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Region 3- Fraser Valley

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Locals: Richmond, Burnaby & Delta

Region 5- Vancouver-Squamish

Locals: North Shore, Vancouver, Squamish, Sunshine Coast & Whistler Valley

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Locals: Campbell River, Port Alberni, Victoria, Comox Valley, Nanaimo, Oceanside, Powell River, Salt Spring Island, Cowichan Valley & Mount Waddington

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Locals: Terrace, Smithers, Prince Rupert, Kitimat, Burns Lake & Vanderhoof

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The Diagnostic and Statistical Manual of Mental Disorders (DSM-IV 2000) is published by the American Psychiatric Association and the manual is typically used by professionals in Canada who make development diagnoses.

General Practices:

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6. *What happens when a caregiver/ adult does not know if their child has an intellectual disability?*

It is recommended that parents/caregivers be invited to observe a program to see if the child/ adult fits in. If parents feel that their child/ adult can participate in the program and has an intellectual disability, then he/she can participate until an assessment has been completed.

7. *If there are athletes currently in the programs who may have an IQ above 70, what should a coach/staff do?*

Those athletes who are enrolled in Special Olympics programs in Canada who have an IQ above 70 are eligible to continue participating in Special Olympics.

8. *What diagnoses are associated with intellectual disabilities?*

Down Syndrome and Fragile X Syndrome are the most common forms of intellectual disabilities. Only **some** individuals with Autism Spectrum Disorders or Fetal Alcohol Syndrome will also have an intellectual disability. Typically, learning disabilities, Attention Deficit Disorder (with or without hyperactivity), a mental illness, Tourette Syndrome and Conduct Disorder are not associated with intellectual disabilities.



(Enter Position)'s Job Description

Insert Job Description for the Executive Position that the new volunteer will be taking on.

If there is a Job Manual for this position, please also attach it to this package. These Manuals can be found at:

<http://www.specialolympics.bc.ca/community-resources/admin/manuals>



Criminal Record Check

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Here are the steps to creating a Criminal Record Check:

As a volunteer with Special Olympics BC there are two options for providing the organization with your criminal record check, as detailed below:

Request a New Criminal Record Check (This option is for people who have not completed a criminal record check within the previous five years)

To submit an online request for a criminal record check, you must have your identity verified through the Electronic Identity Verification (EIV) process.

To use the EIV: Individuals must have a minimum Canadian credit history of at least six months. Individuals must have been residing in Canada for two years or longer. Individuals must correctly answer a set of security questions unique to their personal credit history. Must have a current Canadian address.

Please Note: Not all individuals will be able to use the EIV process and may be required to submit the request for a criminal record check through the manual paper process. If you are not able to use the EIV, the website will inform you and instruct you as to the next steps you need to take.

Share the Result of a Completed Criminal Record Check (If you have completed a criminal record check within the previous five years that covered both children and vulnerable adults, you may select this option)

To submit an online request to share the result of a completed criminal record check: The criminal record check must have been completed within the last 5 years through the Ministry of Justice Criminal Records Review Program. Note: A criminal record check is considered complete once the result of the check has been issued to an organization. The request must be for the same type of check as previously completed (for both children and vulnerable adults). Have your identity verified through the Electronic Identity Verification (EIV) process.

Please Note: Not all individuals will be able to use the EIV process and may be required to submit the request for a criminal record check through the manual paper process. If you are not able to use the EIV, the website will inform you and instruct you as to the next steps you need to take.

To have your record check completed, follow these steps:

Go to: Online Link: <https://justice.gov.bc.ca/eCRC/> Enter Access Code: FASDVRNCVC



Where it asks what is your title or role, enter "Volunteer". Use your home address as your contact address. Follow the step-by-step instructions provided.

Thank you!

Special Olympics uses the **transformative power and joy of sport** to reveal the full potential of athletes with intellectual disabilities.

Special Olympics is a catalyst for **social change**. Our programs help:

- o instill confidence, self-esteem and other life skills in our athletes;
- o contribute to healthier athletes with life-long physical fitness habits;
- o change attitudes and create a more inclusive society;
- o strengthen communities.

We hope you have a positive experience volunteering with Special Olympics BC and will enjoy enriching the lives of these athletes and enhancing our community!