

Section:	Program	4000-04
Topic:	<u>Special Olympics Newfoundland & Labrador Volunteer Screening Policy-Year Round Volunteers</u>	
Policy Type:	Provincial	
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Policy:

Effective 2009-2010 program year all persons who volunteer on a year round basis are required to complete Special Olympics Newfoundland and Labrador (SONL) volunteer screening process. The screening process includes a police record check and 2 reference checks, all completed prior to final approval of a volunteer.

Policy Detail:

Year round volunteers are those who are, or may be, in regular close physical contact with athletes (i.e. coaches, chaperones, drivers, etc.) and those volunteers who have administrative or fiscal responsibilities (affiliate management committee members, SONL Board and committee members.)

A parent or care-giver is considered a volunteer where they have any responsibilities similar to other volunteers (i.e. supervising athletes, coaching, affiliate management, committee members).

Every year round volunteer will provide 1 personal and 1 work reference. References must not be from family members or Special Olympic Volunteers. A standard reference check form will be used.

A police record check will be conducted in conjunction with reference checks.

All police record checks for volunteers are to be initiated within two weeks of the volunteer starting and completed in within 6 weeks of volunteering.

Volunteers are provisional until the Club has received their completed police record check and reference checks.

Provisional volunteers can volunteer utilizing the buddy system (paired with current volunteer) until they have completed the screening process.

Volunteers will sign a Statement of Intent (on the Police Record Check Form) committing to reporting any offenses or charges, which occur after their initial police record check is completed and during the time they continue to volunteer with SONL.

A valid records check in Newfoundland and Labrador must be completed by the RCMP, RNC or Provincial Court House.

All new volunteers will be required to complete a police record check. Returning volunteers must complete a record's check every year.

A current police record check may be requested by SONL or a Club at any time.

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Review conducted by committee

Each club will appoint a Screening Officer to review the police record checks and confirm reference checks have been completed by the club.

No Screening Officers will review police record checks of any person related to them. The club in such situations will appoint an alternate person.

Procedure

The club will contact their RCMP detachment or Police Agency of Jurisdiction to verify the procedure the club will follow to acquire police record checks and the cost (if any).

- For group registrations the club will obtain police record check forms and 2 photocopied pieces of Identification (one to be photo I.D.) from all volunteers requiring a police record check.
- New individual volunteers applying throughout the year will be required to complete a police record check form and send it via the local/RCMP detachment or the Screening Officer prior to being accepted as a Special Olympics Volunteer.

The club will coordinate the process of police record checks with their police jurisdiction and have the detachment forward the record checks to the Screening Officer. If the RCMP detachment or Police Agency of Jurisdiction is unable to complete this request, the affiliate will forward the Police Record Checks to the Screening Officer.

Note: In order to speed up the process, individuals who have a criminal record may choose to obtain a summary of their criminal record and send it directly to the Screening Officer.

The club will complete 2 reference checks (1 work related and 1 personal) utilizing the reference check form.

The Screening Officer will review the police record checks and verify the Club has completed the reference checks. The Screening Officer will then provide a list of volunteers who are free to volunteer in any role with SONL, to the local club.

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Volunteers will be contacted only when a more detailed police record check is required.

- The Screening Officer will identify those volunteers who will be required to continue the police record check process if they wish to be a volunteer with SONL.
- The Screening Officer will contact the volunteer immediately by telephone and follow with a letter stating they may not volunteer with SONL until they have completed the Police Record Check process by being fingerprinted by their local Police/RCMP detachment and sending the resulting letter of information from the Police Agency of Jurisdiction to the Screening Officer for review.

The Screening Officer will notify the club chairperson or designate when a volunteer requires further screening before resuming their volunteer activities with Special Olympics.

The Screening Officer will review the volunteer's police record based on, but not limited to, the offenses listed below.

Review of Offenses

Offenses that will preclude someone from volunteering with SONL

- Multiple convictions for a variety of offenses
- Major crime(s) conviction (i.e. crimes of violence, or trafficking)
- Theft or fraud offenses
- Convictions involving inappropriate behavior with minors
- Certain drug/alcohol offenses
- Other convictions considered serious by law enforcement personnel or the Screening Officer, The Club should contact SONL for clarification.

Offenses that may restrict the duties/responsibilities of a volunteer with SONL

- Speeding offenses
- License suspension for impaired driving or dangerous driving
- Certain drug/alcohol offenses
- Other similar convictions considered serious by law enforcement personnel or the Screening Officer. The Club should contact SONL for a legal opinion

The club screening officer or coordinator is required to contact the SONL Executive or Program Director if they have an individual with a criminal record who they believe should be permitted to continue volunteering for their Club.

Note: According to law enforcement officials, persons having a criminal record can apply for a pardon after 10 years

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SONL will forward a letter to the volunteer and the Screening Officer with its decision on the status of the volunteer. The decision will indicate that:

- The volunteer is restricted to volunteering in a specific capacity. (The letter for example will state that the person should not drive athletes on behalf of Special Olympics, but it will not specify if this is because of speeding tickets or an impaired driving conviction); or
- The volunteer is restricted from volunteering with SONL in any capacity. (No details from the security check will be communicated in the letter)

All police record checks and reference checks will be treated confidentially and located in sealed envelopes in a locked filing cabinet at the SONL provincial office.

Appeal Procedure

A volunteer may appeal restrictions placed on them as a volunteer or their refusal as a volunteer, but must do so within 14 days from date of receipt of notification by registered letter from the VSC. The volunteer must submit in writing the grounds for the appeal to SONL Board of Directors. The volunteer may choose to involve their affiliate.

The appeal will be reviewed by an Adhoc Committee of the Board of Directors and a decision will be issued in writing within 7 days of the appeal being filed. The decision is final. The Club and volunteer will be notified in writing of the decision.