

## **Special Olympics Yukon Carpool Policy**

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**Date: February 19, 2009**

This note is in regards to a policy that was passed by the Special Olympics Yukon Board of Directors. The policy states:

No sport volunteer shall act as chaperone (give rides by personal vehicle, etc.) to any athletes going to or coming from regular program activities.

There are 3 reasons behind the creation of this policy:

- Our sport volunteers have committed many pre-determined hours to our programs and it is unfair to expect them to “supervise” athletes above and beyond the agreed upon commitment
- In the past, sport volunteers have been taken advantage of and have been expected to act as “chauffeurs” for some of our athletes
- Having a sport volunteer drive an athlete to and from regular program activities could pose a liability and insurance issue to Special Olympics Yukon

This policy should remain in place except under the following conditions:

- If the sport volunteer and athlete are away for an out of Territory Competition
- If the sport volunteer and athlete are involved in Special Events/Competitions
- If the sport volunteer is a caregiver for the athlete (full-time or temporary)

Under these extenuating circumstances the SOY office must be made aware of the specific situation in advance.

## **Special Olympics Yukon Cold Weather Policy**

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**Date: August 2013**

Program cancellations will occur when temperatures outside (**including wind chill**) drop to:

Indoor Programs including Swimming: -35 degrees C (including wind chill)

Cross Country Skiing: -25 degrees C (including wind chill)

In order to make a cancellation decision due to weather, Special Olympics Yukon uses the **Environment Canada Weather Line "Current Conditions"** at noon on the day the program is scheduled to start or two hours prior for weekend activities.

We will update our Facebook/ Twitter page (with the exception of Saturday and Sunday programs) and is the athletes/coaches/caregivers responsibility to check the weather 2 hours prior.

**Call Environment Canada prior to program start times:**

**668-6061**

**Go and "like" our Facebook page: Special Olympics Yukon**

## **“Pick up” and “Drop off” Policy for Special Olympics Programs**

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All athletes must arrive no sooner than 15 minutes before any given sports program or special event and must depart no later than 15 minutes after the program is complete.

Also, no athlete will be permitted to stay unattended at the facility unless it has been pre-determined that they are responsible for their own travel (i.e. athlete independently uses public transportation).

Please advise SOY if your athlete falls under the independent category and has authorization to wait for their transportation after the program. If SOY is aware of these arrangements in advance, then the coaches and sport volunteers will be prepared for this on program days.

There are reasons behind the creation of this policy:

- Our coaches and volunteers have committed many pre-determined hours to our programs and it is unfair to expect them to “supervise” athletes above and beyond the agreed upon commitment.
- Special Olympics Yukon feels it is not prudent to leave an athlete unattended and we do not want to put our athletes in a high-risk situation.

It is of course understood that it may happen at one time or another where a parent/caregiver may not be able to pick up their athlete for various reasons. As long as it is not a common occurrence, no sanction will be imposed. However, if the situation arises repeatedly, the following will apply:

- Failure to pick up an athlete within the specified time will result in a verbal warning issued by the coach of the said program.
- After a warning has been issued and the situation happens another time, the athlete(s) in question will be sent a written warning by the Executive Director and / or the Territorial Program Chairperson.
- If the situation happens once more, the athlete will be suspended for 1 week of training in the said sport. This suspension will be followed by a letter and a phone call by the Territorial Program Chairperson.
- If the policy is still not adhered to, the athlete in question will be suspended until reinstatement has been approved by the Territorial Program Committee.

If you have any questions with regards to this policy, please the Special Olympics Yukon office @ (867) 668-6511 and we will be pleased to discuss y

Effective Date: August 1999

Revised Date: August 2008

## **Special Olympics Yukon Risk Management Policy**

*Risk is the potential of injury, damage, or loss. Sports, and the business of sport, contain elements of risk. It is the goal of Special Olympics Yukon to reduce the chance of injury, damage, or loss by taking steps to identify, measure, and control risks.*

*Risk management is considered to be a philosophy as well as a discipline and everyone, including participants, coaches, volunteers, and staff, must be prepared to practice risk management. Every risk, now and in the future, may not be assessed. However, Special Olympics Yukon must constantly monitor for the risk and update information, practices, and procedures to minimize the risk.*

It is the responsibility of everyone involved with Special Olympics Yukon to ensure that all operations of the association are carried out in a safe environment, and to inform the appropriate individuals of situations, or potential situations, that may expose individuals or the organizations to risk. A total commitment to the process of risk management is required in order to avoid or minimize the risks associated with Special Olympics Yukon involvement.

### **Authority and Responsibility**

It is the responsibility of participants, coaches, officials, volunteers, and staff to practice risk management. The Board of Directors of Special Olympics Yukon has the ultimate authority to establish policies and procedures, which will reduce, or eliminate risk. The Executive Committee of the Board of Directors will periodically review and revise risk management issues and practices. The following is a list of responsibilities.

- To nurture a participation/competitive spirit in the confines of a safe environment.
- To cooperate, where appropriate, with other sport organizations at the community, provincial, national level to promote risk management in sport.
- Be continually aware of risk management and to assess the risk associated with each operation or activity.

- Avoid activities that are inherently unsafe, or which could lead to serious accidents or injury.
- Notify Special Olympics Yukon immediately of all accidents and incidents.
- Maintain appropriate records including loss reports, insurance policies, and accident reports.
- Promptly investigate recommendations regarding safety and risk control and take appropriate action.
- Follow the policies and procedures as established by Special Olympics Yukon or relevant policies and procedures as established by other regulatory bodies.

### Risk Management Education

Risk Management is a continuous process of evaluating situations to determine the potential of injury, damage, or loss. This continuous evaluation must be practiced by everyone associated with our activities. It is therefore important that educating individuals about risk management be given a high priority.

The following are means by which the territorial office of Special Olympics Yukon can increase the awareness and understanding of risks as they apply to our operations:

- National Coaching Certification program – reinforce athlete safety and the importance of running a safe program. See section 3, NCCP Level 1.
- Workshops and Clinics – continued emphasis on safety and risk management (workshops may be sport specific, task specific ie. coaching, financial management, etc., or general ie. first aid.)
- Special Olympics Yukon newsletter – articles on reducing the risk of injury, loss, and damage.
- Volunteer development – accessing community based programs and information to upgrade the knowledge and skills of volunteers.
- Partnerships with Sport Yukon and/or other sport governing bodies – specific sessions on various aspects of risk management.
- Board – educate the Board of Directors as to the potential risk associated with operations.
- Evaluation of Programs – periodic reviews of programs to determine the quality of programs and the element of risk associated with specific programs.

- Enactment of Policies and Procedures – put into place practices that reduce or eliminate unnecessary risk.
- Continually review practices and policies.

## Compliance Issues

Ensure that Special Olympics Yukon is in compliance with:

- The criminal Records review Act
- Revenue Canada financial policies, procedures and reporting requirements
- The Yukon Societies Act and the related policies, procedures and reporting requirements.
- Special Olympics Yukon constitution and bylaws.
- The policies and procedures adopted by the board of Director's, including the harassment policy; volunteer screening policy; athlete, volunteer, codes of conduct, (see SOY policy manual for policy details).
- All legal agreements entered into by the organization.
- All regulatory bodies that have interests in the activities of Special Olympics Yukon.

## Special Olympics Yukon Position on Harassment

Special Olympics Yukon is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

It is the responsibility of individuals to ensure that their behaviour, actions, or comments are not unwelcome, unwanted, or offensive to others.



## Financial

The financial policies and practices of an organization often reflect the value an organization places on the funds provided to that organization to meet its mandate. The Board of Directors of Special Olympics Yukon is responsible for funds entrusted to our organization, and to manage the expenditures of these funds appropriately.

Special Olympics Yukon has very little guaranteed funding. Funding is currently provided to us because of the work we do and the integrity of the organization and the individuals within it. As our organization grows, so does the need for increased funding. The responsibility and risk associated with monitoring these funds also increases.

## Insurance

Special Olympics Yukon will continually review the needs of the members and the association to ensure the insurance coverage is appropriate. Any inquiries should be directed to:

Special Olympics Yukon

102-106 Strickland St  
Whitehorse, YT  
Y1A 2J5  
Phone: (867) 668-6511

Fax: (867) 668-4237

## Liability and Accident Insurance

Special Olympics Canada purchases insurance coverage that applies to all currently registered athletes and volunteers, up to 70 years of age. (Note: any individual under the age of 18 must have a parent/guardian sign their registration form.) Special Olympics Canada is responsible to review and re-negotiate the terms and conditions on this policy. This policy includes legal liability for injuries or death to third party person, and accident insurance for registered persons who are injured while participating in a practice or event sanctioned by Special Olympics. Details of liability and accident insurance coverage are available through the chapter office.

## Office and Storage Contents Insurance

This policy provides coverage on office equipment and storage room contents subject to the terms and conditions of the policy. Details of this insurance coverage are available through the chapter office.

## Emergency Action Plan

Special Olympics Yukon has an Emergency Procedure Handbook, which applies to all sports. Any event, program or competition should have any emergency action plan. Where possible, the person in charge should be an individual with specialized training in injury care or first aid. All accidents/incidents require a report be filed with the Executive Director within 24 hours of the incident. Accident/incident reports forms are available through the Territorial chapter office.

Effective Date: June 1999

Revised Date: August 2008



March 2013

## **Special Olympics Yukon Volunteer Screening Policy**

### Value Statements

- Special Olympics Yukon understands and wishes to uphold its moral and legal responsibility to exercise reasonable care to protect its athletes and volunteers and the community at large
- The Board of Directors, athletes, volunteers and staff will work as equal partners implementing the mission of Special Olympics Yukon.
- Sport and non-sport volunteers will be treated with respect and their input will be valued. They will have the opportunity to affect change through their suggestions and input.
- Volunteers have the right to access all relevant information and available equipment to properly perform their duties
- Special Olympics Yukon reserves the right to refuse to accept the service or assistance of any person as a volunteer when it deems it appropriate to do so, in its sole and absolute discretion

### Process to screen volunteers

#### Step One – Application

Sport Volunteers (returning or otherwise) **MUST** fill out the following documents and submit them to the Special Olympics Yukon PROGRAM DIRECTOR:

- Special Olympics Yukon Sport Volunteer Registration form
- Special Olympics Yukon Sport Volunteer Medical information form
- Notice of Acknowledgement form – a form that is signed by the applicant to acknowledge they have read the following policies:
  - o Risk Management
  - o Harassment
  - o Code of Conduct
  - o Volunteer Screening (to be added in fall 2013)
  - o Access and Equity (to be added in fall 2013)
  - o Privacy Policy (to be added in fall 2013)
- RCMP Criminal records check forms\*

\* Sport volunteers must submit an RCMP criminal records check every 2 years.

Board of Directors and non-sport volunteers (returning or otherwise) **MUST** fill out the following documents and submit them to the Special Olympics Yukon EXECUTIVE DIRECTOR:

- Special Olympics Yukon Non-Sport Volunteer Registration form
- Special Olympics Yukon Non-Sport Volunteer Medical information form
- Board of Directors and non-sport volunteers Notice of Acknowledgement form – a form that is signed by the applicant to acknowledge they have read the following policies:

- Special Olympics Yukon Code of Conduct
- Special Olympics Yukon Harassment policy
- Special Olympics Yukon Volunteer Screening policy

## Step 2 – Review and approval

### Sport Volunteers

Upon reviewing an application, the Program Director shall interview the applicant to determine what sport volunteer role best fits the applicant's needs and wants and the role for which the applicant is best suited.

Also, once the criminal records check is returned to Special Olympics Yukon from the RCMP, it is reviewed. For those record checks that:

- Have returned “none located”, meaning there are no convicted criminal offenses related to the applicant: the volunteer is able to be approved to volunteer with Special Olympics Yukon sport programs
- Have returned “may or may not have a record”, meaning there may be a criminal offense related to the applicant. In this case, the following process is conducted:
  - The Executive Director reviews the application for review with the Special Olympics Yukon President and the Special Olympics Yukon board member who assumes the program portfolio (Territorial Program Chairperson)
  - The above mentioned individuals shall meet with the applicant to discuss what possible next steps and options are available to them:
    - Application to a volunteer position that does not require a criminal records check (i.e. Non-Sport Volunteer).
    - Consider options with the RCMP (fingerprinting to determine validity of the criminal records check, application for a pardon from the convicted offense).
    - Explain that until one of these requirements are met, the individuals application will not be accepted and therefore the individual will not be eligible to volunteer with Special Olympics Yukon.
- Voluntary disclosure  
If an applicant voluntarily chooses to disclose the nature of the convicted offence, Special Olympics Yukon will work with the applicant to assess what options (if any, depending on the offence) exist for the individual to volunteer with Special Olympics Yukon. For example, someone who has been convicted of a “Driving under the Influence” offence, would be approved the applicant to volunteer as a sport volunteer, but would be prohibited the applicant from driving athletes and volunteers to events.



## Non-Sport Volunteers

Upon application, The Executive Director holds an interview with the applicant to determine what non-sport volunteer role best fits the applicant's needs and wants.

**January 2017**

**Special Olympics Yukon  
Access and Equality Policy**

Policy Statement



In order to encourage participation of all members, Special Olympics Yukon provides access to programs and competitions equally to the best of our ability.

All persons who are members of Special Olympics Yukon that are 12 years of age or older shall have equal and fair access to participate in community based program training sessions and territorial competitions, without regards to ancestry, national origin, ethnic or linguistic background or origin, religion or creed, or religious belief, religious association, or religious activity, age, sex, including pregnancy, and pregnancy related conditions, sexual orientation, physical or intellectual disability, criminal charges or criminal record, political belief, political association, or political activity, marital or family status, source of income or actual or presumed association with other individuals or groups whose identity or membership is determined by any of the grounds listed above, except in a case where there is reasonable cause to restrict such access, (the "Grounds").

All persons who are members of Special Olympics Yukon currently enrolled in a school offering a Special Olympics Yukon School Based program shall have equal and fair access to participate in the said school's program training sessions and competitions, without regards to the Grounds.

All persons who are members of Special Olympics Yukon that are 2-12 years of age shall have equal and fair access to participate in Special Olympics Yukon Youth Development program training sessions, without regards to the Grounds.

All persons who are members of Special Olympics Yukon that are 12 years of age or older shall have equal and fair access to participate in out-of-territory competitions sanctioned by Special Olympics Yukon, without regards to the Grounds and provided they satisfy all eligibility requirements for said competition(s).

### Equity

Equity means that Special Olympics Yukon will allocate resources, provide opportunities and make decisions without prejudice or favoritism to any one group. For example, gender equity means equity between the sexes, while minority group equity means equity between minority groups.

### Access

Access means "capable of being used, entered or reached" and "open to the influence of". Access is more than the availability of services. It assumes provision of programs/services in a way that is both responsive to the needs of the users and open to the participation in planning of programs/services by underserved groups. Access means that members may participate in Special Olympics Yukon sporting events without regard to skills, talents, qualifications and are neither disadvantaged nor denied on the grounds of their sex, race, ethnicity or mental or physical disability.

## **Special Olympics Yukon**

## **Privacy Policy**

This Privacy Statement describes how Special Olympics Yukon (SOY) collects, uses and discloses personal information about our current and potential athletes, volunteers, sponsors, donors, and family members (collectively “you” or “your”). This Privacy Statement, which applies to Canada, informs you how we collect, use and disclose personal information. Special Olympics Yukon will take reasonable steps to protect your privacy in accordance with this Privacy Statement and applicable law.

### **The Personal Information We Collect**

Special Olympics Yukon collects personal information when it is voluntarily submitted by you, for example when you register or participate as an athlete, volunteer, sponsor, donor, or family member; participate in a survey, purchase promotional products, or request to be on a mailing list. Where applicable, we may also collect personal information from your coach or family member, where we believe that you have consented for your coach or family member to provide the personal information to us. The type of information we request may include:

#### **Athlete information**

- contact information;
- date of birth;
- medical information;
- biographical information, including the sports and sporting associations that you participate in;
- photographs of you;
- information regarding behaviour

#### **Volunteer information**

- contact information;
- volunteer screening information; medical information (coaches only);
- biographical information;
- coaching certification;
- photographs of you;

#### **Sponsor and Donor information**

- contact information;
- Company name (if applicable).

Special Olympics Yukon may collect personal information about individuals who are under the age of majority, which is 18 or 19 depending on your province or territory, or who are otherwise not able to give valid consent. At or before the time Special Olympics Yukon collects personal information about an individual that Special Olympics Yukon knows is not able to give consent, SOY will seek the consent of someone who is able to give consent on their behalf, such as a parent or legal guardian.

## **How We Use and Disclose Your Personal Information**

Special Olympics Yukon, other Special Olympics accredited organizations in Canada (see Schedule A for complete list) use the personal information that you provide for the purposes for which it was provided, namely to:

### **General purposes**

- establish your identity;
- administer and manage our programs and services to athletes, families and volunteers;
- communicate with you; and
- respond to your inquiries.

### **Additional purposes for athlete information**

In addition to the general purposes described above, if you are a current or potential athlete, your information may be used to:

- establish your eligibility for registration as an athlete;
- establish your eligibility to participate in our programs or receive our services;
- communicate with your immediate family members;
- ensure your health and safety needs and enable effective handling of medical emergencies; and
- complete statistical analysis for affiliate, program, sport and other development, where your data would be part of an aggregate.
- ensure Special Olympics Yukon staff is fully equipped to administer and conduct programs

Photographs of Special Olympics Yukon athletes, volunteers, board member and supporters...may appear on the Special Olympics Yukon website and promotional materials.

### • **Additional purposes for volunteer information**

In addition to the general purposes described above, if you are a current or potential volunteer, your information may be used to:

- establish your eligibility for registration as a volunteer;
- establish your eligibility to participate in our programs or receive our services;
- complete statistical analysis for affiliate, program, sport and other development, where your data would be part of an aggregate

### **Additional purposes for sponsor and donor information**

In addition to the general purposes described above, if you are a current or potential sponsor or donor, your information may be used to:

- process your donation
- administer your sponsorship of our programs and services
- request financial support
- provide information to you about intellectual disabilities, our programs and services, volunteer opportunities and upcoming promotions or events offered by Special Olympics Yukon and our Affiliates.

If sponsors or donors prefer that Special Olympics Yukon or its Affiliates not use or disclose their personal information for fundraising or to provide further information, they may opt out of such uses and/or disclosures by writing to: Executive Director, Special Olympics Yukon, 4061 4<sup>th</sup> Avenue, Whitehorse, YT Y1A 1H1

### **Consent**

By providing us with your personal information, you, or if you are a minor or are otherwise not capable of giving consent, your authorized representative, parent or legal guardian, consent to our collection, use and disclosure of that information as described in this Privacy Statement as amended from time to time or as described at or before the time of collection, use or disclosure, as the case may be. If you do not want your personal information to be collected, used or disclosed in this manner, then please either (1) do not submit your personal information to us, or (2) exercise opt-out procedures described above or as may be offered at the time of collection. If you have submitted personal information to us and wish to withdraw your consent to its retention, use or disclosure, please write to the Executive Director at address above in Whitehorse. You may withdraw your consent, subject to legal or contractual restrictions and reasonable notice. If you withdraw your consent, we may not be able to provide some programs or services to you.

We will seek your consent to the collection, use or disclosure of personal information that may be considered sensitive in the circumstances, such as athlete's medical information (except in cases of medical emergency).

Where permitted or required by law, Special Olympics Yukon may collect, use or disclose your personal information without your consent, for example to maintain contribution records to meet requirements of the Canada Customs and Revenue Agency.

### **Protection of Personal Information**

Special Olympics Yukon takes precautions with personal information submitted by you, including physical, organizational and technological measures. However, given that electronically transmitted data is not 100% secure, we make no warranties as to the security of any information that you submit electronically, which you do at your own risk.

### **How to Access or Correct Your Personal Information**

Special Olympics Yukon will establish and maintain a file of the personal information that you provide to us. Your file will be kept by Special Olympics Yukon, and only Special Olympics Yukon agents and employees who need to access your file in the course of their duties will have access to your file.

If you wish to access or to correct your personal information, please write to Privacy Officer at Special Olympics Yukon, 4061 4<sup>th</sup> Avenue, Whitehorse, Yukon Y1A 1H1. Some information may not be accessed in certain circumstances, for example if it contains personal information of other persons or for legal reasons. To protect your privacy, we will take reasonable steps to verify your identity before granting you access to, or making corrections to, your personal information.

### **Changes to This Privacy Statement**

This Privacy Statement was last updated on May 14, 2012 and Special Olympics Yukon may change this Privacy Statement from time to time. If Special Olympics Yukon makes a material change, this Privacy Statement will be updated accordingly and we will make reasonable efforts to notify affected individuals.

If you have any inquiries, requests or complaints regarding this Privacy Statement, please write to Privacy Officer at Special Olympics Yukon, 4061 4<sup>th</sup> Avenue, Whitehorse, YT, Y1A 1H1



