



# Volunteer Orientation Handbook

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**Special Olympics**  
Saskatchewan





On behalf of Special Olympics Saskatchewan (SOS), thank you for choosing to assist us by volunteering your time, skills, creativity and excitement to SOS.

***Welcome to our team!*** Volunteers are the key component to Special Olympics, we would not be able to provide the great programs we do today without people like you.

***“Athletes are WHY we exist,  
Volunteers are HOW we exist!”***

Your role as a volunteer is *fundamental*. You have the ability to choose your level of involvement and any level will greatly impact the organization, fellow volunteers and most importantly, our athletes in many ways. Being a volunteer with SOS has the potential to propel you beyond any expectations you may have!

We hope that your volunteer experience will be rewarding and that this handbook will be a useful guide to get you started on your journey as a SOS Volunteer!

Thank you again for choosing Special Olympics Saskatchewan,

***Special Olympics Saskatchewan Provincial Office Staff***

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# SECTION 1

## Introduction

# Introduction



## Special Olympics – The Organization

In the early sixties, Dr. Frank Hayden, a researcher and professor from Toronto Ontario, challenged the general assumption about children with intellectual disabilities and their corresponding physical fitness levels. It was discovered that, given the opportunity, individuals with intellectual disabilities were able to develop and acquire the skills necessary to participate in sport, therefore improving their physical fitness and consequently, their quality of life. As a result of this notion, Dr. Hayden was inspired to begin developing sport programming at a national level for individuals with intellectual disabilities.

Inspired by the work of Dr. Hayden, Eunice Kennedy Shriver was encouraged to continue this development. With Eunice Kennedy Shriver's involvement, along with the Kennedy Foundation, Special Olympics were founded in 1968. The first Special Olympics World Games were held at Soldier Field in Chicago, Illinois.

Special Olympics was brought to Canada a year later by Harry 'Red' Foster who had personal experience working with and helping individuals with intellectual disabilities. Foster saw the need and the opportunity to introduce Canadians to the Special Olympics movement. He also saw the chance to create better lifestyles for those with intellectual disabilities, as well as for their families, friends and communities.

Since 1969, Special Olympics Canada has continued to grow and now Special Olympics takes place in 170 countries, including Canada. Special Olympics are now more than just a cycle of national events but are a year-round recreational and competitive sports program.

*Special Olympics programs now enrich the lives of more than 34,000 individuals across Canada.*



*Athletes march into Soldier Field for the inaugural World Games on July, 20, 1968. One thousand athletes competed from 26 American states with Canada competing in athletics, floor hockey and aquatics.*



## Special Olympics Canada (SOC)

- A national not-for-profit grassroots organization that provides sport training and competition opportunities for over 34,000 athletes of all ages and abilities.
- Special Olympics include nearly 3.7 million athletes in 229 accredited programs in 170 countries, including Canada.
- In Canada, each province is denoted as a 'chapter' with its own provincial office – the provincial office provides supports to districts and communities and their respective programs.

**Let me win.  
But if I cannot win,  
let me brave in the attempt**  
**Special Olympics Athlete Oath**

## Special Olympics Saskatchewan (SOS)

### ***OUR MISSION:***

*Special Olympics Saskatchewan wants to provide individuals with intellectual disabilities the opportunity to achieve their maximum potential through training and competitive sport experiences.*

### ***OUR VISION:***

*All persons with an intellectual disability are inspired to triumph through their participation in sport. All persons with an intellectual disability are then recognized and valued for their contributions to society.*



## VALUES

**Human Dignity:** We believe it is a fundamental right for everyone to participate fully in life and to be valued for who they are.

**Sport:** We believe participation in sport contributes to personal development.

**Integrity:** We believe in full access and participation for all individuals in sport and in all aspects of community life.

**Respect:** We believe in treating others with honesty and fairness.

**Inclusion:** We believe in full access and participation for all individuals in sport and in all aspects of community life.

**Excellence:** We believe in the pursuit of personal and organizational excellence.

**Collaboration:** We believe in working with others to achieve common goals.

**Accountability:** We believe in holding ourselves accountable to our members and partners for our actions, and hold our members accountable for their actions.

**Development:** We believe in providing our members with opportunities to improve their skills in order to achieve their potential.

**Recognition:** We believe in celebrating the accomplishments of others.

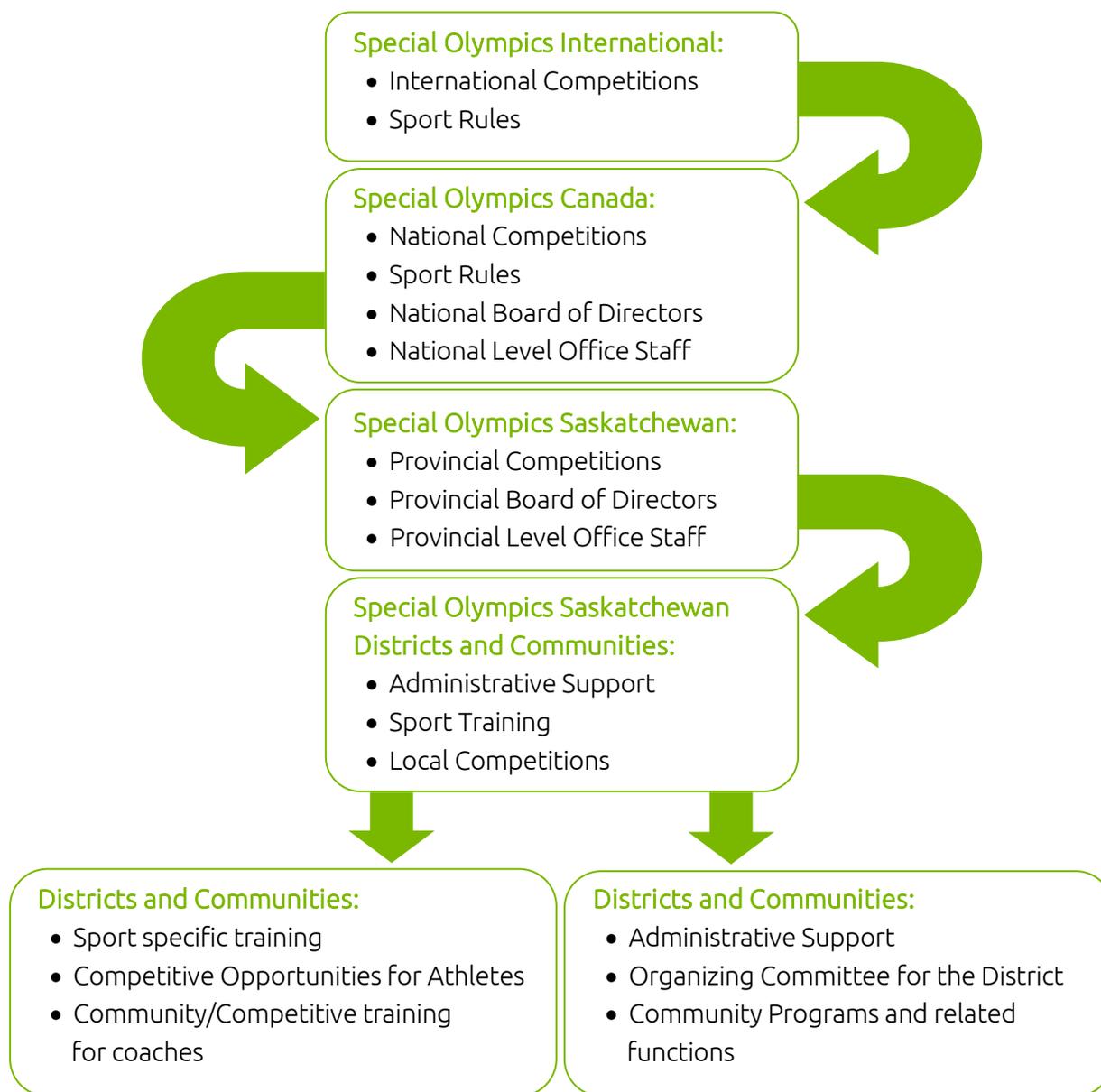
**Fun:** We believe having fun is an important element of life!

## GUIDING PRINCIPLES:

- Programs are provided for all ability and age levels and demand active physical participation
- Improvements in physical fitness and sport skills are expected outcomes of participation
- Programs are athlete-centered and based upon athlete's needs
- Athletes will have opportunities to participate in a wide variety of competitions.
- Special Olympics Saskatchewan actively supports, encourages and engages in the concept of integration.
- Special Olympics Saskatchewan is dedicated to supporting the rights for persons with an intellectual disability.



## Organizational Structure



SECTION 2

SOS Operations

# SOS Operations



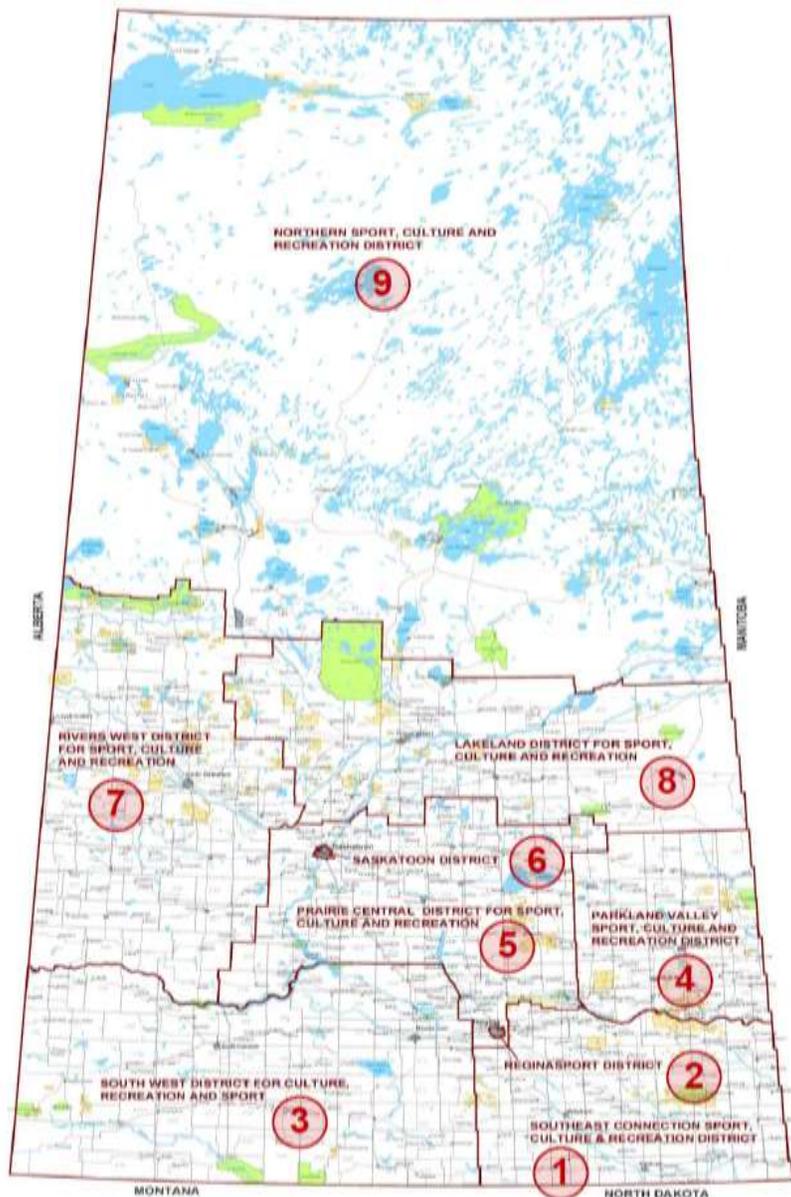
## Districts and Communities

The province has been divided into nine *Sport, Culture and Recreation Districts* by Sask Sport Inc., the largest funding partner of Special Olympics Saskatchewan. With **1,500** athletes, more than **500** volunteers, **17** communities within the nine districts, Special Olympics Saskatchewan is continually growing.

### Provincial Districts

District 1 – Southeast Connection SCRD  
District 2 – Regina SCRD  
District 3 – Southwest SCRD  
District 4 – Parkland Valley SCRD  
District 5 – Prairie Central SCRD

District 6 – Saskatoon SCRD  
District 7 – Rivers West SCRD  
District 8 – Lakeland SCRD  
District 9 – Northern SCRD





## Competition Structure

<b>Community</b>	Invitational and integrated competitions offer competitive opportunities prior to district competitions. This level may involve athletes from one or more sports.
<b>District/Regional</b>	These competitions offer competitive opportunities to athletes and communities within district boundaries. District competitions may offer one or more sports, and may qualify athletes to advance to Provincial Games.
<b>Provincial</b>	Provincial Games are multi-sport events held every <u>two</u> years alternating between summer and winter sports. Athletes are selected from this competition to participate at the National Games.
<b>National</b>	National Games are large multi-sport competitions held every <u>two</u> years alternating between summer and winter events. Athletes selected from these highly competitive events compete at the World Games, representing Canada.
<b>International</b>	World Games are Special Olympics' highest and most prestigious level of competition. They are held every <u>two</u> years, alternating between summer and winter events.

*Developmental games can be held the opposite year of the provincial games and are not official Special Olympic events. These may include lawn bowling, equestrian, horseshoes, and synchronized swimming.*

Special Olympics provides athletes at all levels of ability with opportunities to compete at different levels of sport. There may also be opportunities for athletes to compete in generic competitions as well (i.e. Saskatchewan Games, Canada Games, etc).

### Summer Sports

*April through September*

5 pin bowling	Bocce Ball	Soccer
10 pin bowling	Golf	Softball
Athletics	Power lifting	Swimming
Basketball	Rhythmic gymnastics	

### Winter Sports

*October through March*

Alpine Skiing	Figure Skating	Snowshoeing
Cross Country Skiing	Floor Hockey	Speed skating
Curling		

# SECTION 3

## Volunteers

# Volunteers



There are a number of volunteer positions available in every community, which range from coaching one or multiple sports to acting as the Community Manager for a set term.

## Volunteer Positions

### HEAD COACH:

- Ensure those involved with your programs are officially registered with SOS
- Orientate assistant coaches and athletes to the program
- Evaluate the mental and physical skill level of the athletes
- Adapt training and teaching techniques for athletes
- Provide equal training and competition opportunities for all athletes
- Ensure that practices consist of warm up, motor skill development, sport skill and cool down
- Be a good role model by exhibiting good sportsmanship
- Practices should emphasize individual skills development and progression should be carefully considered and instructions simplified if needed

*\*\* Must be trained or certified in accordance with Special Olympic Saskatchewan coach training/certification guidelines.*

### ASSISTANT COACH:

- Assist athletes in developing sport skills
- Adapt training and teaching techniques to suit all athletes individually
- Hold basic First Aid knowledge
- Report emergencies to the head coach
- Attend available coaching clinics in your sport and National Coaching Certification programs
- Be a good role model by exhibiting good sportsmanship
- Implement lesson plans developed by the head coach
- Assist with equipment set-up and organization of the practice site

*\*\* Must be trained or certified in accordance with Special Olympic Saskatchewan coach training/certification guidelines.*

### PROGRAM VOLUNTEER:

- Complete SOS volunteer orientation training and professional development opportunities as applicable
- Assist the coaching staff in providing athletes with necessary support
- Attend regular practices and events
- Perform other program duties as assigned by the head coach



The District/Community Executive Committee is the administrative body that oversees all program related issues within each Accredited Special Olympics Community. There must be a minimum of three executive committee members for programs to begin running in a town/area. Some of the Executive Committee positions include:

#### DISTRICT/COMMUNITY MANAGER

- Schedule and Chair Executive Committee meetings
- Ensure that all SOS policies and procedures are followed
- Set budget with Executive
- Submit accreditation
- Monitor day-to-day affairs of community
- Act as a liaison between the Provincial Office and the community

#### VOLUNTEER COORDINATOR

- Reaching out to potential volunteers
- Being a primary contact for volunteers and matching volunteers to specific SO programs in the community
- Ensure all volunteers are registered with updated Criminal Record Check
- Promoting SO and work for volunteer recruitment and retention to ensure sustainability
- Recognize community volunteers

#### PROGRAM COORDINATOR

- Develop, maintain and oversee the logistics of the SO sports programs in the community
- Help to organize the coaching staff, program volunteers, facilities, equipment, safety,
- Work with Executive to address needs and develop programs and opportunities
- Ensure all SO programs are compliant with Athlete to Coach Ratio Guidelines
- Ensure that all coaches are properly certified through the NCCP certification program and that SOC coaching standards are being followed
- Assess funding for new and existing programs, including outside and internal grant opportunities

#### SECRETARY

- Record meeting minutes and develop other written documents for the Executive Committee, forwarding them to SOS Provincial Office

#### TREASURER

- Coordinate and organize income and expenses, community funding (resources and expenses), banking procedures, financial statements, account activity, and quarterly reports
- Sanction any fundraising initiatives that meet the specific requirements and guidelines outlined by SOS policies
- Create and maintain financial reports for the Provincial Office as needed
- Assist with financial portion of community accreditation



### MEMBERS AT LARGE (MAL)

- Although not assigned specific tasks, MAL will step in when needed to assist with different tasks to promote and develop the SO movement
- Communicate any issues, needs and/or concerns with SO programs in the community

### OTHER EXECUTIVE POSITIONS *(as needed)*

- Fundraising Coordinator: Organize and execute fundraising events to assist with community funding
- Publicity/Marketing Coordinator: Work to build a relationship with community members; publicize Special Olympics programs and fundraising initiatives
- Athlete Coordinator: Oversee athlete involvement, including official registration, sport/program interests, medical and contact information
- Volunteer Coordinator: Ensure regular contact with volunteers, provide athlete information as needed, recognize volunteers after community events, prepare list of yearly events for registration night, may prepare newsletter or place information in local newsletter, connect a new volunteer with a volunteer in the same program

## Training

- Training for all coaches is provided through The National Coaching Certification Program (NCCP) for all sports affiliated with SOS
- Limited training is provided by a Special Olympics Saskatchewan Learning Facilitator for youth programs and SOC competition sport

*\*\* All coaches must be trained or certified in accordance with Special Olympic Saskatchewan coach training/certification guidelines.*

## Roles and Responsibilities

As a volunteer, I have the right to:	As a volunteer, I have the responsibility to:
<ul style="list-style-type: none"> <li>• Be fully aware of my position and its duties</li> <li>• Have a volunteer position that is fun and challenging and will help me learn and grow</li> <li>• Know about the organization’s mission, policies, structures and funding</li> <li>• An orientation, as well as on-going training</li> <li>• Support from fellow volunteers as well as SOS staff</li> <li>• Information about what is going on within the organization</li> <li>• Reimbursement for approved out-of-pocket expenses (where funds are available)</li> <li>• Insurance coverage while performing volunteer duties</li> <li>• Receive constructive feedback on the work I do</li> <li>• Be respected as a co-worker</li> <li>• Appropriate and timely recognition</li> </ul>	<ul style="list-style-type: none"> <li>• Only accept a position if I feel it will coincide with my needs, skills, interests and available time</li> <li>• Do my job to the best of my ability</li> <li>• Ensure I understand the organization’s mission, policies and structures</li> <li>• Make suggestions, voice my honest opinion and seek honest feedback</li> <li>• Ask my supervisor when I have a question that I am unable to answer</li> <li>• Consult my supervisor if I see a problem</li> <li>• Fulfill my commitments</li> <li>• Respect confidentiality</li> <li>• Treat co-workers and athletes with courtesy</li> <li>• Use my creativity and enthusiasm to enhance the quality of the SO programs</li> </ul>



## Awards and Recognition

Communities are given the opportunity to nominate deserving volunteers and athletes for annual recognition, presented at the Sasktel Awards Banquet held each year.

Awards include:

- Male & Female Coach of the Year
- Junior Coach/Volunteer of the Year
- Volunteer of the Year
- Unsung Hero of the Year
- Male & Female Athlete of the Year
- Shining Star Athlete
- Team of the Year
- Honorary Life Member
- The Bob Pedde Memorial Award
- Years of Service Awards are presented to eligible volunteers at 5, 10, 15, and 20 years

## Criminal Record Checks

- Each NEW volunteer registration form must be accompanied by a criminal record check in order for the registration form to be processed
- Returning volunteers are required to submit a criminal record check adhering to the following five-year cycle: 2012/13, 2017/18, 2022/23, 2027/28, etc
- A registration form will not be processed until a corresponding criminal record check has been received and approved
- Criminal record checks must include a vulnerable sector search and be signed by the volunteer's local police or RCMP authorities
- Copies may be provided to the Provincial Office (fax, emailed, photocopy) however SOS reserves the right to request the original should any questions/concerns arise
- Documents are kept secure and confidential. SOS accepts responsibility for all criminal record checks in their care
- Volunteers will be covered under SOC insurance and Sask Sport Inc. liability insurance once the above conditions have been satisfied
- SOS reserves the right to refuse the services of any volunteer based on the outcome of his/her criminal record check

# SECTION 4

## Athletes



## Benefits from Participation

- Improvement of physical fitness and conditioning
- Increased sport skill level and competitive skill
- Increased self-confidence and social skills
- Integrated training and competitive opportunities available
- Activities which are appropriate for a wide range of ability groups and ages
- Consideration of an individual's readiness
- Ability for individual to make choices in terms of their involvement
- Opportunity to travel and showcase skill at various sporting events
- Contribute to the enhancement of public awareness for the potential of individuals with an intellectual disability in sport

## Divisioning

Special Olympics are set apart from other sport organizations because athletes of all ability levels are encouraged to participate. Competitions are structured so that athletes compete with other athletes of similar ability in equitable divisions.

An athlete's ability (determined by a previous entry score from a prior competition) and gender are the primary factors in divisioning. Competition Managers/Organizers are responsible for providing athletes with quality competition.

## Disabilities

According to the World Health Organization, up to three percent or almost 200 million people of the world's population have intellectual disabilities. This is the largest disability population in the world.

A person is considered to have an intellectual disability if that person satisfies all of the following requirements:

*(Generally accepted criteria for identifying persons with an intellectual disability in Canada)*

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).

*\*\* Taken from Special Olympics Canada website: [www.specialolympics.ca](http://www.specialolympics.ca)*



## Differences between Intellectual Disabilities and Mental Illness:

INTELLECTUAL DISABILITY	MENTAL ILLNESS
<ul style="list-style-type: none"><li>• Refers to sub-average intellectual functioning</li><li>• Refers to impairment in social adaptation</li><li>• Incidence – approximately 1% of the general population</li><li>• Present at birth or in development period</li><li>• Permanent but can be aided through full development of potential</li></ul>	<ul style="list-style-type: none"><li>• No relation to IQ</li><li>• A person with a mental illness may be very socially competent, but may have a character disorder</li><li>• Incidence – 16% - 20% of the general population</li><li>• May occur at any age</li><li>• Temporary and may be reversible</li></ul>

*Although intellectual disability and mental illness are two separate conditions, persons with an intellectual disability may also have a mental illness.*

## Frequently Asked Questions

### AT WHAT AGE CAN ATHLETES COMPETE?

Age requirement to compete in Special Olympics Games is 8 years of age.

### 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.

### WHAT HAPPENS WHEN A CHILD/ADULT HAS NOT HAD AN ASSESSMENT TO DETERMINE THEIR DIAGNOSIS?

It is recommended that parents/caregivers be invited to observe a program to see if the child/ adult will benefit from participation. If parents/caregivers 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.

### IF THERE ARE ATHLETES 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, contingent on 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.



## 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.

\*\* Taken from Special Olympics Canada website: [www.specialolympics.ca](http://www.specialolympics.ca)

Often people are uncertain about volunteering for Special Olympics because of some of society's stereotypes about people with intellectual disabilities.

These stereotypes are just that – stereotypes. Here are some common misconceptions and the associating reality.

STEREOTYPE	REALITY
Special Olympics and Paralympics are the same thing	Special Olympics athletes may have an associating physical disability in some cases, however, the primary factor is that they have an intellectual disability
People with intellectual disabilities will not understand direction	People with intellectual disabilities may need directions broken down
People with intellectual disabilities will not listen to volunteers nor will they follow direction	People with intellectual disabilities may need more assistance to complete the appropriate tasks
People with intellectual disabilities are violent and will lash out	People with intellectual disabilities are very personable and eager to build and maintain relationships
Special Olympics programs are adapted with special equipment to accommodate the athletes	Athletes participate in competitive programs with regulation equipment

## THINGS TO REMEMBER WHEN WORKING WITH SPECIAL OLYMPICS ATHLETES:

- Be patient. Those with intellectual disabilities may need time to process a direction
- Some people with intellectual disabilities may not be aware of personal space and can be very affectionate
- Special Olympics athletes thrive off their accomplishments and appreciate praise
- Special Olympics athletes can handle the truth – let the person know if they are being inappropriate or doing something wrong
- People with intellectual disabilities can think for themselves – they are eager to provide their opinion and often provide great insight into what they interested in doing for programming

# SECTION 5

## Additional Information

# Additional Information



## Terminology and Language Guidelines

Words can enable persons with disabilities to lead fuller, more independent lives. Words can also create barriers or stereotypes that are not only demeaning to persons with disabilities, but can also rob them of their individuality.

The following language guidelines have been developed by experts for use by anyone writing or speaking about people with intellectual disabilities, to ensure that all people are portrayed with individuality and dignity.

### APPROPRIATE TERMINOLOGY:

- Always use people-first language, placing the person before the disability (e.g. person with an intellectual disability not “the intellectually disabled” or the “intellectually disabled person”)
- A person has an intellectual disability rather than is suffering from, afflicted with, or a victim of an intellectual disability
- Distinguish between adults and children with an intellectual disability. Use adults or children, or older or younger athletes. Never generalize as kids
- Down syndrome has replaced “Down’s syndrome”
- Refer to participants in Special Olympics as athletes. In no case should the word appear in quotation marks
- The words “Special Olympics” are never written without the “s” at the end of “Olympics” *i.e.* Special Olympics programs, Special Olympics athletes, Special Olympics Games, etc.

### TERMINOLOGY TO AVOID:

- Refer to the person’s disability only when it is relevant and necessary
- Do not use the label ‘kids’ when referring to Special Olympics athletes. Adult athletes are an integral part of the program
- Do not use the adjective unfortunate when talking about persons with an intellectual disability. Disabling conditions do not have to be life defining in a negative way
- Do not use the word “the” in front of Special Olympics unless describing a specific Olympics event or Games
- Do not sensationalize the accomplishments of persons with disabilities. While these accomplishments should be recognized, beware of the negative impact in referring to the achievements of people with a physical or intellectual disability with excessive hyperbole
- Do not overuse the word “special” when talking about persons with an intellectual disability. The term is distancing and describes that which is different about a person. Focus on the athlete’s accomplishments and goals



## Boundaries and Harassment

Special Olympics are committed to providing a safe place where people with an intellectual disability can enjoy the physical and social benefits of sport and competition. We are proud of the fact that so many athletes with intellectual disabilities look forward to coming to Special Olympics as an important part of their life's routine. Special Olympics is not however immune to the tragedy of abuse.

The information in the following section is to ensure that all volunteers who provide support understand the boundaries required and procedures if abuse is suspected or reported. All Special Olympics programs have extensive screening processes in place for all volunteers. We hope that by sharing this information we can educate you and help us to ensure that Special Olympics is a place where people with intellectual disabilities can come and feel secure, safe and well supported.

### BOUNDARIES AND WHY THEY ARE NECESSARY

As part of the process of learning boundaries, generally people with disabilities need those who provide support to them, either in paid or volunteer capacity, to establish boundaries in firm, clear and consistent manner. Learning will happen if all those in positions of trust communicate in a warm but firm way, that there are boundaries that should not be crossed when in a relationship with one another.

By taking on the role of a volunteer, you must understand that you are assuming a role that is inherently power based. Without question, this role also comes along with the dual role of mentor but there are boundaries in this relationship.

Volunteers should refer to themselves as volunteers, and athletes should be encouraged to use the word volunteer or coach. As a volunteer for Special Olympics, the most important thing to remember is never put yourself at risk. The following outlines some boundaries that will help avoid placing yourself in a vulnerable position.

### PHYSICAL BOUNDARIES

Physical touch is a necessary part of sport. It is arguably also an essential part of coaching. Even here, however, there need to be clear boundaries. Volunteers will never touch private body parts, stroke an athlete's hair, or kiss an athlete on the mouth.

Physical touching in coaching, however, falls into two categories. The first is regarding touch that is used for encouragement or affection. However, there should be clear rules regarding this form of touch. The second is regarding touch that is used while teaching or instructing an athlete on how to maximize their potential in their sport. Some touch is necessary to teach stances, movements and techniques.

### AFFECTIONATE BOUNDARIES

Volunteers are people and people develop attachments when in regular contact with others. During the course of volunteering with Special Olympics, it is considered inappropriate for volunteers to develop loving relationships with those in their care.



## INFORMATION BOUNDARIES

The role of coach and volunteer is a powerful one and there is the need for trust between volunteer and athlete. It is important to remember that a volunteer is not a therapist or counselor.

It is also important to know that people with intellectual disabilities are often very comfortable with sharing personal information due to a lack of understanding about boundaries and about safety. Therefore it is important that personal information that an individual wishes to share be directed to a more appropriate time, place and person. Disclosure of abuse is the only exception.

## SPACE BOUNDARIES

Sometimes athletes and volunteers will be sharing the same space, for example bunking together with the team in a large shared space (gym, schoolroom, etc.). In these circumstances, it is important that the volunteers think about boundaries and create space that allows for privacy for both the athletes and themselves.

## DISCLOSURE OF ABUSE

Tragically, people with disabilities are the most victimized group in our society. The relationship between an athlete and volunteer is one of trust. In the context of this relationship, a person with an intellectual disability may disclose abuse. Unlike the inappropriate sharing of personal information, the volunteer here is encouraged to inform their District contact when abuse is suspected or reported.

It is important that you note that these guidelines do not stop or interfere with volunteer activities. They do not “outlaw” warm relationships, friendly interactions or fun times. But they do seek to establish boundaries within which volunteers and athletes can feel safe and secure.

People with an intellectual disability need a place to go where they can have fun and enjoy the physical and social aspect of participating in sport and by educating you as the volunteer we hope to make Special Olympics this safe place. These guidelines will also result in the power being given back to the athlete.

## HARASSMENT

The term harassment is defined as any unwanted advances, requests for favors (sexual or otherwise), or other verbal or physical conduct of a harassing nature, or which is demeaning to a person. These actions are considered harassment when submission to or acceptance of that conduct is made explicitly, implicate a condition of a person’s employment, or when the conduct creates an intimidating, hostile or offensive environment for our members and staff.

It is the policy of SOS to prohibit harassment of our members or staff. This policy encourages the reporting of all incidents of harassment experienced by any individual who either works for or is a member of SOS. SOS is committed to promoting equality within the organization by taking all reasonable measures to prevent such incidents and to deal promptly and fairly with any reports of harassment in a confidential and discreet manner.

This does not preclude the reporting of harassment complaints to the Saskatchewan Human Rights Commission, or if the matter is perceived to be of a criminal nature, to the police.



### *Reporting of Complaints*

Complainants are urged to report any harassment promptly after it occurs. However, because the organization recognizes the impact of harassment on a victim, delays in reporting will not automatically preclude the organization from taking action in a given situation.

### *Role of Special Olympics Saskatchewan*

Complaints may be made to any of the Board of Directors or to the Executive Director. Complaints must be received in writing and signed by complainant or witness.

*Harassment Complaint Form available in the SOS Policy Manual (Policy 1000-06).*

## Code of Conduct

- As a volunteer-based organization, SOS depends on the effort, skills and judgment of volunteers to keep this organization running. SOS must ensure that those persons volunteering within our organization are suited to the task they will perform. Above all, we must ensure the safety and well-being of all those involved with our programs, that the integrity of our organization is not brought into question, and that the programs offered are high quality
- Some athletes participating in SO programs may display social behavior that is unacceptable to others in the program. Due to this potential physical and/or psychological nature, those responsible for the program must ensure that program participants are not endangered by those displaying unacceptable behavior.
- In the above situation, it is the responsibility of the program leaders to provide a program that attempts to shape the athlete's inappropriate behavior so that he/she may be able to remain in or rejoin the program. **Permanent suspension must only be used as a last resort.**
- No alcohol shall be consumed by any coach, athlete, chaperone, volunteer and/or provincial staff while attending any SOS sporting event including all community, district, provincial and/or national competitions
- Coaches, athletes, volunteers and provincial staff shall not consume alcohol from the time of departure from home district/community until time of arrival back
- Volunteers must remember that each person is a unique individual – labels do not limit a person's potential

*Please refer to SOS Policy Manual: Policy 4000-10 for the entire Code of Conduct.*

## Code of Ethics

- The Code of Ethics is a series of principles and value statements. Each set of value statements has been written to consider individual behavior, organizational duty and societal responsibility and stipulates how organization member's should conduct themselves in various situations.
- The Code of Ethics is used as a document to assist SOS athletes, coaches, volunteers and professional administrators in understanding and encouraging ethical behavior.

*Please refer to SOS Policy Manual: Policy 4000-11 for the entire Code of Ethics.*