



***Special Olympics***

***Wyoming***

**Be a fan™**



**Volunteers**

*Volunteers are seldom paid; not because they are worthless,  
~but because they are PRICELESS!*

### A. Volunteer Policy

Special Olympics Wyoming shall encourage the involvement of volunteers in all aspects of its programs and shall institute procedures for the recruitment, registration, screening, training, monitoring, and recognition of Volunteers.

#### Policy: VOLUNTEER MANAGEMENT

Special Olympics Wyoming (SOWY) proposes the following volunteer management policy to be adopted in the interest of maintaining a protected environment within the organization for all participants.

Volunteers will be classified into two classes.

“**Class A**” volunteers are those of any age who will have close contact with Special Olympics athletes and those who will deal with administrative or financial matters on behalf of Special Olympics Wyoming.

Upon registration and repeated every 3 years a “Class A” volunteer will:

- Submit a completed Volunteer Information and Registration form to Special Olympics Wyoming.
- Successfully complete a background check through Special Olympics Wyoming.
- Successfully complete a screening through the national sex offender registry.
- Provide positive identification at each Special Olympics event at which the person is a volunteer.
- Provide at least two (2) references who are not family members.
- If age seventeen (17) years or younger, provide two (2) written letters of recommendation, one of which is from a person of authority.
  - If age seventeen (17) years or younger the volunteer does not have to complete a background check until his/her eighteenth (18) birthday.
- Provide written responses to the following questions:
  - “Do you use drugs illegally?”
  - “Have you ever been convicted of a criminal offense?”
  - “Have you ever been charged with neglect, abuse or assault?”
  - “Has your driver’s license ever been suspended or revoked in any state?”
    - If yes, a motor vehicle record check will be completed.

Special Olympics Wyoming will also request that all Class A volunteers attend at least one General Session and Protective Behaviors session.

Upon the completion of the background and reference checks Special Olympics Wyoming will notify the volunteer of his/her status. The President/CEO of Special Olympics Wyoming will review any convictions revealed on the background check and/or any affirmative answers to the questions above and it will be his/her discretion to determine the status of the volunteer.

“**Class C**” volunteers are those who volunteer for Special Olympics for a single day or a single event, and thus have the most limited contact with Special Olympics athletes. “Class C” volunteers do **NOT** have financial responsibilities.

A “Class C” volunteer will provide the following information during registration at the event he/she participates in:

- |  |  |
|--|--|
| • Full Legal Name                        | • Complete Address                     |
| • Telephone Number                       | • Volunteer Group Affiliation (if any) |
| • Person to contact in case of emergency | • Positive photo identification        |

## B. Volunteer information needed

- **Special Olympics Wyoming Volunteer Information and Registration Form** This form is designed to record information about our Class “A” volunteers and should be completed in its entirety before a Class “A” volunteer participates with Special Olympics.



You will find a copy of the form in the FORMS – Addendum or on our website [www.specialolympicswy.org](http://www.specialolympicswy.org).

- **Background Check Information** A background check will be completed for each class A volunteer with Special Olympics Wyoming. A Criminal History Inquiry will be made to the State of Wyoming Division of Criminal Investigation along with a check of the National Sex Offender Registry. These inquiries will be completed every three years to ensure the safety of athletes and other volunteers.



- **Protective Behaviors** Every coach, family member and Unified Sports partner should complete the protective behaviors training online. This 20 minute session provides information for all of us to assure a safe environment for o to:  
[www.specialolympicswy.org](http://www.specialolympicswy.org) ▶Get involved ▶Volunteer Registration ▶Protective Behaviors Trainings



## C. Volunteer Descriptions

Special Olympics Wyoming values and has the utmost respect for the role of the volunteer in making this organization successful and in helping to fulfill its mission. The volunteers of Wyoming take on a vast array of responsibilities and continue to dedicate countless hours to the program.

Volunteer Positions at the Area and Local Level:

A **Class “A” Volunteer** is any person who volunteers for Special Olympics Wyoming such as a coach, chaperone, driver, and has regular close contact with Special Olympics athletes. Additionally, anyone who may volunteer for administrative or fiscal duties such as Management Team Members, Event Directors and Board Members are considered “A” volunteers.

A **Class “C” Volunteer** are those individuals that come out for a single event, generally a walk-on Volunteers.

The **Coach** is the individual charged with training athletes in a specific sport.

The **Local Program Coordinator** is responsible for the coordination of all aspects of Special Olympics Wyoming within a local program.

The **Area Director** is responsible for the coordination of all aspects of Special Olympics Wyoming within a pre-determined geographical area of the state.

The **Games Management Team** organizes and facilitates Special Olympics Wyoming’s state competitions, including Summer Games, Fall Tournament and Winter Games. They can participate in the administration, support services, competition or special event fields through the Games Management Team.

**D. Protocol for Volunteers on giving or dispensing medication**

From time to time coaches or chaperones may be in situations to dispense medications to athletes. This is in no way a requirement of any volunteer for Special Olympics Wyoming and is not a criterion for volunteering. Any volunteer that is presented with such a situation and is uncomfortable dispensing medication to an athlete needs to notify the Local Coordinator and Family/Guardian ahead of time.

It is the care provider and/or athlete's responsibility to provide or notify in advance the coach or chaperone of the current medication needs of an athlete.

Coaches or other volunteers with a program are not obligated or required to dispense medications, in any form, to athletes.

**Special Olympics Wyoming requires:**

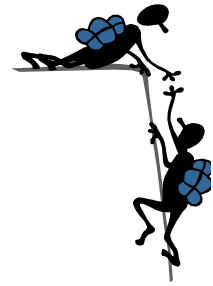
- A current Medical Release is on file with Special Olympics Wyoming for every athlete and Unified Sports partner.
- Coaches & chaperones have a copy of an athlete's Medical Release while at any Special Olympics activity in which the athletes participates.
- No persons under the age of 18 may dispense medications to athletes under any circumstances.
- Only licensed medical providers (doctor, nurse, etc.) dispense medications via injection. No unlicensed volunteer should ever give an injection to an athlete.

**Special Olympics Wyoming recommends that:**

- Local Programs have a system in place to assure medication information is current.
- Coaches or chaperones check regularly with care providers and athletes about changes in medications prior to any activity.
- Coaches or chaperones keep a record of who is receiving what medications from whom.
- Any issues involving medication for an athlete must be brought to the Local Program Coordinator's attention immediately. The Local Program should notify the Area Coordinator and/or State Office in a timely manner.
- Coaches and other volunteers with extensive contact with athletes should seek training in First Aid and/or CPR. Contact Special Olympics Wyoming or your local Red Cross Chapter for information on training opportunities.

### E. Recruitment Ideas

Volunteers are important to the success of Special Olympics. Actively seeking out volunteers continues to bring new ideas and energy to your program. The following is the beginning of a list of ideas for recruiting volunteers:



1. When you are going to make a presentation to a group, include other volunteers and/or athletes with you to talk about their own experiences.
2. Get lists of other organizations in your area to see if they can help your recruitment effort by advertising your program, offering you time on their meeting agendas, distributing written information to their membership, posting notices on bulletin boards, etc. Churches are especially good at this.
3. Never walk away from a meeting where you have given a talk about your program without getting the name and contact information of everyone who was interested. Get back to these people within one week if possible.
4. Have someone do research on clubs, groups, schools, etc., who have as a part of their activities a project similar to yours. People in those projects are excellent prospective recruits for your program.
5. Since a tool that augments recruiting is publicity, consider ways to get your story (about athletes, not organizational history) out, such as identifying businesses that buy newspaper ad space and asking them to plug your cause and how people can become involved.
6. Offer a program on ways to become involved to large companies for use in their pre-retirement seminars.
7. Talk to the manager of your local cable TV program at a high school or college station to present a segment on your program.
8. Work with other volunteer groups in your community to sponsor a Volunteer Fair at a shopping mall or a company.
9. Ask your newspaper to donate space in their classified ads section for volunteer job openings. Place (and pay for, if necessary) a volunteer job advertisement in the Help Wanted sections, appealing to gaining job skills and making employment contacts.
10. Get churches or civic organizations to announce your needs to their congregations.
11. Contact high school and college department heads in any subject areas that coincide with your agency's purpose to see if volunteering with you can become part of a class assignment.

**Have you thanked a volunteer today?**