

# REGISTRATION PACKAGE FOR NEW VOLUNTEERS

Forms are also available at:

<http://www.victoriaspecialolympics.com/>

If you are a **new** volunteer with Victoria Special Olympics please do the following:

**Step 1:** Registration – print and complete the following **three** forms:

1. Provincial Registration Form (Special Olympics BC - Volunteer/Coach Registration)
2. Victoria Registration Form (Special Olympics BC – Victoria; Volunteer Registration)
3. BC Special Olympics Volunteer Code of Conduct

Send completed forms to the Volunteer Registrar at:

**Confidential Fax #:** 250-472-8171 (no cover sheet needed) **OR**

**Scan and email to:** [volunteerregistrar@gmail.com](mailto:volunteerregistrar@gmail.com) **OR**

**Mail to:** Special Olympics Volunteer Registrar  
355 Hector Road, RR#3  
Victoria BC V9E 2C3

**Step 2:** Criminal Records Check and Vulnerable Sector Screening

Special Olympics has its criminal records check done **online** through the Ministry of Justice screening program. Do not go to your local police station to get a criminal records check.

After you have submitted the registration forms in Step 1, you will receive an email from the Volunteer Registrar with instructions for completing the online request for a criminal record check.

# SPECIAL OLYMPICS BRITISH COLUMBIA VOLUNTEER/COACH REGISTRATION FORM

<b>DATE</b>		<b>SOBC LOCAL</b>					
<b>FIRST NAME</b>	<b>MIDDLE NAME /INITIAL</b>		<b>LAST NAME</b>				
<b>MAILING ADDRESS AND CONTACT INFORMATION</b>	<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>					
<b>EMERGENCY CONTACT INFORMATION</b>	<i>Name</i>		<i>Relationship</i>				
	<i>Day Phone #</i>		<i>Evening Phone #</i>				
<b>GENDER</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>FIRST NATIONS</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
		<b>DATE OF BIRTH</b>	<i>Month   Day   Year</i>				
<b>CARE CARD #</b>							
<b>RELATED TO AN ATHLETE</b>	<i>If yes, please give athlete's name and relationship.</i>		<b>NCCP #</b>				
<b>CRIMINAL RECORD</b>	<b>Do you have a criminal record of any kind, or have you ever been <i>charged</i> with a criminal offence?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If yes, please indicate the nature of the offence:</b> _____						
<b>CURRENT VOLUNTEER POSITIONS</b>	<b>Sports</b>	<b>Head Coach</b>	<b>Assistant Coach</b>	<b>Program Volunteer</b>	<b>Administration Roles</b>	<b>X</b>	
	Active Start				<i>Executive</i>		
	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.				<i>Subcommittee</i>		
	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						
	<b>SEE REVERSE SIDE</b>						

## SPECIAL OLYMPICS BC VOLUNTEER/COACH REGISTRATION FORM, PAGE 2

<b>FIRST NAME</b>		<b>LAST NAME</b>	
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**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*

Last revised: 06/09



**Special Olympics**  
British Columbia

<p><b>To be completed by Local:</b></p> <p>This registration has been received and verified.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Initials</i></p>
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BC Special Olympics Volunteer Code of Conduct

BC Special Olympics volunteers make it possible for athletes to benefit from quality sport training and challenging sport competition 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:

Fulfill the Responsibilities and Expectations of your Assignment:

- carry out all aspects of your assignment
- take the initiative to become aware of the responsibilities of your assigned position
- follow the policies and procedures of BC Special Olympics
- do not bring pets or children to the sport as they distract the athletes and may prevent you from focusing on your coaching responsibilities

Set an Example for the Athletes:

- refrain from drinking alcohol or 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 sports 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

Dress appropriately as a sport coach for all regular training sessions and competitions:

- dress in athletic clothing including athletic footwear
- wear your red Special Olympics coach t-shirt or other Special Olympics clothing
- do not wear jewellery or jeans

I have read and understood the BC Special Olympics Volunteer Code of Conduct. By signing my name I agree to follow these guidelines throughout my volunteer assignment. I understand that any breach of this Code will result in disciplinary action.

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**Volunteer Signature**

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**Date**

## CRIMINAL RECORDS CHECK AND VULNERABLE SECTOR SCREENING

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.

### IMPORTANT

- 1. If you have NOT completed a criminal record check ONLINE through the Ministry of Justice Criminal Records Review Program, you must submit a ‘Request for a new criminal record check’.**

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:

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

Please Note: Not everyone will be able to use the EIV process and you 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.

- 2. If you HAVE completed a criminal record check ONLINE through the Ministry of Justice within the previous five years that covered both children and vulnerable adults, you may ‘Share the Result of a Completed Criminal Record Check’**

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 previous check must have been for both children and vulnerable adults
- You must have your identity verified through the Electronic Identity Verification (EIV) process.

Please Note: Not everyone 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.