SODE VOLUNTEER HANDBOOK

Volunteer Classes

Class A Volunteers: Class A Volunteers have regular, close physical contact with athletes and include coaches, practice volunteers, unified partners, chaperones, Athlete leader mentors, Sports Management Team members, heads of delegation, and drivers for athletes.

Class B Volunteers: Class B Volunteers do not have regular close physical contact with athletes yet serve in roles such as game management team members, fundraising event committee members, and event volunteers that handle money.

Class C Volunteers: Class C Volunteers only have limited contact with athletes or have contact with athletes accompanied by coaches and chaperones, such as Healthy Athlete volunteers and day-of event volunteers.

Volunteer Eligibility

Volunteers play a key role - and while we encourage volunteers of all ages - we do offer the following guidelines to ensure our mission and the expectation of each volunteer is met. Volunteer opportunities are open to all persons regardless of race, religion, gender, or national origin.

Age 18+

- **Class A:** Sport Management Team, Head Coach, Assistant Coach, Unified Partner, Practice Volunteer, Area Leadership.
- **Class B:** Committee Member, Fundraising Event Committee Member, Event Volunteers that have fiscal responsibilities, and event Photographers
- **Class C:** Any role associated with an event and as determined by the venue coordinator and job descriptions.

Age 16-17

- **Class A:** Assistant Coach, Unified Partner, Practice Volunteer.
- **Class B:** Event Volunteers that have fiscal responsibilities and event Photographers
- **Class C:** Many roles are available at an event with the exception of officials, drivers, or any role in a position of authority.

Age 14-15

- **Class A:** Unified Partner, Practice Volunteer.
- **Class B:** Roles are not available.
- **Class C:** Many roles are available at an event with the exception of officials, drivers, handling of money, or any role in a position of authority *

*Although every child is different and age does not always define ability or maturity, a volunteer performing these role(s) should, generally, not be younger than 14 years of age. The child must be able to follow directions and stay engaged to their task for an extended period of time. Not all venues will have roles appropriate for this age group.
Age 13 and younger

- **Class A**: Unified Partner
- **Class B and Class C**: Roles are not available. Children are encouraged to attend the event with their parents provided the parent volunteer is still able to successfully execute his/her responsibility. However, these children will not be credentialed as volunteers (not be given a T-shirt or credential), will not be identified as a volunteer, and should not have any duties associated with the event.

**Volunteer Screening Policies**

**CLASS A and CLASS B VOLUNTEERS:**

**Purpose:**
Special Olympics Delaware is concerned about the safety of its volunteers while on duty, the safety of its constituents (staff, community, etc.) and the protection of its assets and reputation. To reduce these risks, current and prospective volunteers (ages 18 and over) of Special Olympics Delaware shall undergo a criminal background check that complies with the Fair Credit Reporting Act (FCRA). Volunteers are treated as applicants under the FCRA. This policy sets forth guidelines for performing such background screens. Special Olympics Delaware has selected an approved background screening provider. This policy applies to all prospective and current volunteers (with rescreens occurring every three years).

**Disclosure and Authorization:**
Applicants/volunteers shall be informed that selection, retention, and reassignment are subject to meeting the requirements of a background screen. In addition, all applicants/volunteers shall be required to complete a Disclosure and Authorization form, which requests information that the approved background investigation provider requires to conduct the background screen. The approved Disclosure and Authorization form allows the background screening company to perform monthly updates to the background check to the extent permitted by law. After a period of three years, Special Olympics Delaware shall initiate a new background check (rescreen) and a new authorization form shall be completed by the volunteer.

**Screening Policy:**
All Class A and Class B Volunteers, ages 18+, must have a criminal background check that includes the sex offender registry for each state in which the sex offender registry is available. In addition to the National vendor database, programs may conduct a statewide criminal background check through their State law enforcement agencies. Motor Vehicle Record checks are required if the applicant answers “YES” to either question regarding their driving record on the Volunteer Application or if the program has received information through the background check that the applicant may have had other motor vehicle related charges. Class A and B Volunteers that are under 18 years, must provide two letters of recommendation, to Special Olympics Delaware.
Results of a Background Check:
The following crimes that appear on a background check are considered automatic disqualifiers for an applicant: sexual abuse, child abuse, causing a child’s death, neglect of a child or any person for whom the applicant had/has responsibility, kidnapping, murder, felony, felony assault, arson, criminal sexual conduct, DUI/DWI within 7 years (may not serve as a driver). All other reports that return flagged will be reviewed by the Executive Director and handled on a case-by-case basis. All applicants that have reports that have been flagged will be notified in person or in writing and will have any opportunity to appeal any decisions.

PLEASE NOTE: Parents/Guardians and siblings of athletes are subject to a criminal background check when they are serving in a Class A Volunteer capacity. A Parent/Guardian or sibling who serves as a Special Olympics Coach, overnight chaperone, or is a unified partner with his/her child will be considered a Class A Volunteer and is subject to the required criminal background check—even if the only child who is being coached is the parent/guardian or sibling’s own child.

Fair Credit Reporting Act (FCRA) and Related State Law Compliance:

STEP 1 – Disclosure and Authorization
The applicant must give Special Olympics Delaware authorization to have a third party service conduct a background check. The consent and disclosure form is either presented to the volunteer applicant during the order process on the background screening company website or by Special Olympics Delaware at the time he/she completes the volunteer application form. If presented by Special Olympics Delaware, Special Olympics Delaware shall be responsible for collecting the form and keeping it on file. The disclosure and authorization form grants Special Olympics Delaware permission to conduct an initial background check (and, subject to state law, monthly updates up to one year) utilizing a third party service. Also, a “Summary Of Your Rights Under The Fair Credit Reporting Act” should be available to applicants.

The background investigation cannot be lawfully conducted without a signed disclosure and authorization form. Applicants can be advised that they will not be considered for a volunteer role without submitting the signed form.

STEP 2 - Pre-Adverse Action: Notify the Applicant of Negative Report BEFORE Adverse Action is taken.
If the consumer reporting agency reports information which may be used, in whole or in part, as a basis for an adverse action (e.g. denying volunteer position), the volunteer applicant shall receive notification before a final decision is made to deny the volunteer role. As a result, Special Olympics Delaware shall provide a copy of the consumer report, a pre-adverse action letter and another copy of the FCRA notice of rights. If the disqualification decision is not based on a misrepresentation or omission in the volunteer application, Special Olympics Delaware shall discuss the potentially disqualifying information with the individual prior to issuing the pre-adverse action notice.
STEP 3 - Wait for a Reasonable Period of Time to Find Out What, if Any, Explanation is Offered by the Applicant.
If the applicant does not respond at all to the notification within a reasonable period of time (5 days), Special Olympics Delaware shall proceed with its decision to deny the volunteer role. If the applicant responds, Special Olympics Delaware shall carefully consider the information submitted and then make a decision. If the explanation is reasonable under the circumstances, then it may still be possible to go forward with the volunteer process (e.g., a case of mistaken identity). However, if the applicant’s explanation is determined to be insufficient, then Special Olympics Delaware shall proceed to the next step.

STEP 4 - Notify Applicant of Adverse Action.
Special Olympics Delaware shall provide the applicant with written notice of the adverse action and the name, address and telephone number of the consumer reporting agency.

STEP 5 - Maintain Documentation.
For all adverse decisions, Special Olympics Delaware shall document each step taken. Copies of all consent and disclosure forms and other documentation sent to the applicant shall be maintained at the Special Olympics Delaware office.

Record Retention:
All documents related to the background screen process shall be retained for five years.

Equal Opportunity:
Special Olympics Delaware shall adhere to all equal opportunity laws. Volunteer opportunities are open to all persons regardless of race, religion, gender, or national origin.

When reviewing any criminal record information that appears on a background check, Special Olympics Delaware shall take into consideration in any known factors relating to:
- The facts and circumstances surrounding the offense.
- The number of offenses for which the individual was convicted.
- The age of the individual at the time of conviction or release from prison.
- Evidence that the individual has performed the same type of work, post-conviction, with the same or a different organization, without incidents of criminal conduct.
- Any efforts of the application towards rehabilitation.
- Employment or character references obtained regarding the individual’s fitness for the particular position.
- Whether the individual will be bonded for the position.

PLEASE NOTE: Parents/Guardians and siblings of athletes are subject to a criminal background check when they are serving in a Class A Volunteer capacity. A Parent/Guardian or sibling who serves as a Special Olympics Coach, overnight chaperone, or is a unified partner with his/her child will be considered a Class A Volunteer and is subject to the required criminal background check—even if the only child who is being coached is the parent/guardian or sibling’s own child.
CLASS C VOLUNTEERS:
Class C Volunteers are not subject to the requirement of a background check. Upon arrival at an event, Class C volunteers will need to produce a photo ID and provide information including phone number, address, and email. In place of a photo ID a registered Class A volunteer may identify a volunteer as approved. Youth volunteers who do not have IDs must be registered by a parent or guardian.

Volunteer Position Descriptions

Class A Volunteer

Area Leadership Team Members

◊ Coordinates the planning and preparation of the team prior to any competition
◊ Ensures that all coaches and unified partners are registered Class A volunteers with the program, have received the required background screening, and attend required meetings and trainings
◊ Communicate all appropriate and important information received from Special Olympics Delaware to all members of his/her delegation.
◊ Each Director is responsible for identifying and managing the resources needed to ensure quality programming for each local training site.

Coach

• Head Coach (18+ years of age) The head coach is responsible for a team -- and all aspects of it -- just like in any other sports organization. SODE requires that all head coaches become certified in the sport (each team attending an event must have at least one certified coach on its coaching staff).

In addition, head coaches are expected to ensure the following responsibilities are carried out:

◊ Attend all sports meetings pertaining to specific sports.
◊ Encourage assistant coaches to become certified.
◊ Maintain athlete records and complete registration process for competition
◊ Assess athletes to determine appropriate skill level for competition and training.
◊ Develop an 8-10 week training program for the team (or each athlete for skills events) including fundamental skills, conditioning, and rules.
◊ Conduct well-organized practices, utilizing assistant coaches and practice volunteers.
◊ Have complete knowledge of and abide by Sports Rules of Special Olympics.
◊ Attend competitions with the athletes and provide the appropriate supervision to all athletes for the duration of the event. This includes ensuring that athletes are present and on time at the appropriate staging areas, events, and special events.
• **Assistant Coach -(16+ years of age)**
  ◊ Assist in assessing each athlete to determine skill level for competition and training.
  ◊ Have knowledge and abide by sports rules of Special Olympics.
  ◊ Assist in developing 8-10 week training program for each athlete including fundamental skills, conditioning and rules.
  ◊ Communicate with athletes and their families all information concerning training, competition, and events.
  ◊ Help assess athletes’ ability levels.
  ◊ Attend competitions with the athletes and provide the appropriate supervision to all athletes for the duration of the event. This includes ensuring that athletes are present and on time at the appropriate staging areas, events, and special events.
Steps to becoming a Certified Coach and maintaining Coach Certification

All Certifications are valid for one year and must be updated PRIOR to the beginning of each season coaching.

1) Class A Certification (This process will need to be completed every 3 years)

2) Coaching in Special Olympics (formerly Coaching 101)
   • All NEW coaches must first complete the Coaching in Special Olympics Course.

3) Attend a Sport Specific Training *
   • To obtain Coach Certification, and before you begin coaching each sport each season, you must complete a SODE Sport Specific Training. NOTE: NEW coaches must complete Coaching in Special Olympics and attend a Sport Specific Training in the first year.
   • To maintain certification in each sport you coach, ALL coaches must complete a SODE Sport Specific Training each year prior to the start of the season.

*If a coach does not attend a Sport Specific Training course he/she jeopardizes losing their certification and the ability to coach in Special Olympics.
Unified Partner – *(8+ years of age)*
Special Olympics Unified Sports® is an initiative that brings together Special Olympics athletes and unified partners (athletes without intellectual disabilities) on sports teams for training and competition. The matching of athletes and partners by age and ability is defined on a sport-by-sport basis, and includes team and individual sports as well as Young Athletes and Motor Activity Training Program participants. Athletes and partners compete alongside one another, each in a meaningful and integral role on the Unified Sports team.

Unified competition is offered in the following sports:

- Aquatics
- Cycling
- Softball
- Basketball
- Golf
- Tennis
- Bowling
- Soccer
- Volleyball

Practice Volunteer- *(14+ years of age)*
Practice volunteers assist coaches at weekly practice with athletes. Roles may include assisting with uniforms, taking attendance, set-up and clean-up, and assisting with athletes. Commitment is 1-2 hours per week for an 8-10 week training period. Practice volunteers are not credentialed for events.

**Class B Volunteer**

- Committee Members-(18+ years of age)
- Event Volunteers that have fiscal responsibilities- (16+ years of age) At many of the Special Olympics Delaware sport and fundraising events, volunteers are asked to perform roles such as selling souvenirs or taking registration payments for fundraising event participants.
- Photographer/Videographer-(14+ years of age)
  Take pictures and/or video at events to showcase the athletes and promote Special Olympics.

**Class C Volunteer**

- Event Volunteer- *(14+ years of age)*
  SODE conducts several sports and fundraising events throughout the year all across the state. The events are driven by a core group of volunteers along with hundreds of "day-of/Class C" volunteers who come out to execute the various aspects of the event. Event volunteers assist with tasks such as volunteer check-in, hospitality, awards and more!
- Official/Referee-(16+ years of age)
  Officiate/Referee games and competition in specific sports that you have experience. Following the rules is important to the athletes and coaches and having competent officials allows athletes to participate in a fair environment.
- Healthy Athletes- *(16+ years of age)*
  Healthy Athlete volunteers help conduct free health screenings at events. Screenings include teeth, hearing, feet, vision, and general wellness.
- Medical Team- *(18+ years of age)*
  Assist with medical support for athletes and volunteers. Must have a medical background (MD, RN, EMT, etc.)
• Fundraising-(14+ years of age)
  Assist with activities to raise financial and in-kind support for the program.

• Professional Services-(16+ years of age)
  Provide pro bono services (e.g. Technical Support, Musician, Graphic Design).

• Safety Team-(16+ years of age)
  Assist with overall safety and security of events.

**Volunteer Registration Policies**

All new volunteers will attend a Volunteer Orientation. Orientations shall be scheduled at least once per season, per area.

**Class A Volunteers:**

**Coaches and Assistant Coaches**

• Attend a Volunteer Orientation.

• Volunteers create a log in or sign in to their existing log in on the SODE.org website.

• Complete the online volunteer application

• A background screening will be done using the information that is provided on the application (volunteers 18+ years of age).

• Volunteers 16-17 years old need two reference letters from someone other than a parent or relative (reference letter form is available on SODE.ORG).

• Read and understand the SODE Code of Conduct and the SODE Participation Policies

• Complete the Protective Behaviors Training (Volunteers 18 years old and older)

**Unified Partners**

*Unified Partners ages 8-15 years:*

• Complete the [Unified Partner form](#) for ages 8-15 years.

*Unified Partners ages 16 and 17:*

• Complete the online [volunteer/unified partner application](#) AND two (2) [reference letters](#). Please fax the reference letters to 302-831-3483.

*Unified Partners ages 18 and older:*

• Complete the online [volunteer/unified partners application](#)

• Unified Partners ages 18 and over will have a background check completed using the information provided on your volunteer application.

• Complete the online [Protective Behaviors Course](#).
Class B Volunteers

- Attend a volunteer orientation (not required for Class B Volunteers, but strongly encouraged).
- Volunteers create a log in or sign in to their existing log in on the SODE.org website.
- Complete the online volunteer application
- A background screening will be done using the information that is provided on the application (volunteer 18+ years of age).
- Volunteers 16-17 years old need two reference letters from someone other than a parent or relative (reference letter form is available on SODE.ORG).
- Read and understand the SODE Code of Conduct and the SODE Participation Policies

Class C Volunteers

- Attend a Volunteer Orientation (Not required for Class C volunteers, but strongly encouraged).
- Register online or in person at the event.
- Volunteer will need to provide Name, Address, Phone Number, Email, Show a photo ID and sign a Waiver.

Recertification of Class A and Class B Volunteers

A Class A and Class B Volunteers’ certification expires three (3) years from the date of his/her background check.

Class A:
To become re-certified, a volunteer must log in to the website, SODE.ORG, and complete a new online volunteer application AND re-take the Protective Behaviors. A follow up background screening will be done by the Special Olympics Delaware Office.

Class B:
To become re-certified, a volunteer must log in to the website, SODE.ORG, and complete a new online volunteer application. A follow up background screening will be done by the Special Olympics Delaware Office.
Event Procedures

Uniforms and Attire

We take great pride in our athletes, coaches, and team volunteers presenting themselves in a professional manner, and therefore looking “their part”.

Area Leadership Team Members or Head Coaches are responsible for making sure athletes and partners have matching uniforms, and for submitting uniform orders when needed.

The following are dress guidelines for athletes, coaches, and event volunteers when competing or volunteering at any SODE sanctioned event.

Athletes

Should wear the uniform or tee shirt purchased for them by SODE. If pants are not provided for the athletes by SODE, sweatpants, sport-specific shorts, or khakis are appropriate and will be determined by the head coach. Jeans should NEVER be worn during competition during any sport.

Coaches

At events, coaches should wear the collared shirts or tee shirts purchased for them by SODE. Acceptable pants for coaches and team volunteers are khaki-type shorts or slacks. Jeans should never be worn during competition in any sport.

Event Volunteers

At events, volunteers should wear khaki-type shorts or slacks. Jeans should never be worn during events.

Event Roles and Responsibilities

To ensure safety and success at all Special Olympics Delaware events, it is important that all persons in attendance understand the basic responsibilities of those involved.

- Coaches coach.
- Officials officiate.
- Families and friends cheer.

Coaches play an important role in the success of Special Olympics Delaware events and are expected to fulfill the following responsibilities:

- Chaperone athletes to ensure the appropriate supervision of all athletes for the duration of the event. Coaches must know where the athletes are at all times
- Follow the direction of the Area Leadership Team Member or Head Coach
- Actively participate in athlete involvement throughout the entire event.
- Arrive on time to all staging areas, events, and any other scheduled meetings.
- Assist as needed with administrative duties, problem solving as it pertains to athletes and coaches, medication distribution and medical issues.
- Act as a role model at all times.
In general, we ask that all athletes, coaches and spectators uphold those standards outlined by the Special Olympics Delaware Sportsmanship Statement:

One of the goals of Special Olympics is learning lifetime values. Sportsmanship is one such value that makes these games an educational experience. Please be reminded that good sports are winners on the field and in the stands. Athletes, coaches, and spectators are encouraged to support all athletes and teams are expected to refrain from booing opponents or officials’ decisions, or resorting to other derogatory remarks intended to taunt or harass. Remember, whether you are on the field or in the stands, be a good sport!

**Safety**

To help ensure the safety of all athletes and persons in attendance at a Special Olympics Delaware event, Area Leadership Team Members and Coaches must:

- Help educate their team’s spectators about designated areas
- Be observant of signs and physical barriers that are meant to restrict admittance of non-credentialed participants
- Be aware of exits and medical personnel
- Wear the proper credentials at all times
- Be aware of all safety procedures for your team and the overall event

**Credentials**

Special Olympics Delaware is committed to making the safety and security of all participants its number one priority. Credentials are used to keep those in attendance out of areas where they are not permitted and play an integral role in maintaining a safe and secure event.

**VOLUNTEER POLICIES AND EXPECTATIONS**

**Special Olympics Coaches Expectations**

Special Olympics is committed to the highest ideals of sport and expects all coaches to honor sport and Special Olympics. All Special Olympics Coaches must agree to observe the following code:

**Respect for others**

I will respect the rights, dignity, and worth of athletes, coaches, and other volunteers, friends, and spectators in Special Olympics.

I will treat everyone equally regardless of sex, ethnic origin, religion, or ability.

I will be a positive role model for the athletes.

**Ensure a positive experience**

I will ensure that for each athlete I coach, the time spent with Special Olympics is positive.

I will respect the talent, developmental stage, and goals of each athlete.

I will ensure each athlete competes in events that challenge that athlete’s potential and are appropriate to that athlete’s ability.
I will be fair, considerate, and honest with athletes and communicate with athletes using simple, clear language.

I will ensure that accurate scores are provided for entry of an athlete into any event.

I will instruct each athlete to perform to the best of the athlete’s ability at all preliminary competition and finals competition in accordance with the Official Special Olympics Sports Rules.

**Act Professionally and Take Responsibility for my Actions**

My language, manner, punctuality, preparation, and presentation will demonstrate high standards.

I will display control, respect, dignity, and professionalism to all involved in the sport (athletes, coaches, opponents, officials, administrators, parents, spectators, media, etc.).

I will encourage athletes to demonstrate the same qualities.

I will not drink alcohol, smoke, or take illegal drugs while representing Special Olympics Delaware at training sessions or during competitions.

I will refrain from any form of personal abuse towards athletes and others, including verbal, physical, and emotional abuse.

I will be alert to any form of abuse from other sources directed toward athletes in my care and report the proper authorities.

**Volunteer Expectations**

All volunteers must abide by Special Olympics Volunteer Code of Conduct. Volunteers shall place the health and safety of Special Olympics athletes above all else. Every volunteer shall abide by the letter and spirit of the rules and be responsible for conducting him or herself in a sportsmanlike manner at all times. Volunteers who do not conduct themselves in this manner, or who are offensive by action or language toward athletes, coaches, other volunteers, officials, and/or spectators, may be prohibited from volunteering.

Maintain high standards of moral and ethical conduct; maintain self-control and responsible behavior.

Demonstrate courtesy and consideration for the physical and emotional well-being of others.

Refrain from behavior that has a reasonable likelihood to jeopardize the health, safety, and/or well-being of self or others, and/or has a reasonable likelihood to reflect badly on the organization.

Abstain from abusive language, disruptive behavior (including behavior that is dangerous to self or others), and acts of violence, physical abuse, and/or sexual abuse or harassment.

Comply with the policies and rules of SODE and Special Olympics Incorporated.

Comply with the laws of the State of Delaware.

Uphold the Code of Conduct by notifying SODE Program Staff of any known or suspected athlete/volunteer behavior that may be deemed by SODE to be inappropriate, illegal, and/or potentially harmful.
ALCOHOL AND TOBACCO POLICIES

Special Olympics General Rules – Article 4 Section 4.09 (a) and Section R.1 of the Official Special Olympics Summer Sports Rules 2004–2007 Revised Edition Use of Alcoholic Beverages and Tobacco Products states that: **No accredited Program shall knowingly permit the use of any alcohol or tobacco products (including cigarettes) at any Special Olympics training or competition venue.**

**Tobacco Policy**

Special Olympics Delaware events are Smoke Free Events. Special Olympics Delaware subscribes totally to the adoption and implementation of this policy and will view any infringement very seriously. Smoking will not be allowed in the sports venues or in/around the field of play at outdoor sports competitions. Smoking will also not be allowed in or around areas that are entrances and exits or viewing areas for athletes, volunteers and spectators. This policy is also in effect for practice and training sites.  

*Everyone involved with an event or training must observe this policy, e.g. volunteers, officials, coaches, area leadership team members, unified partners, athletes and staff.*

**Alcohol Policy**

Special Olympics Delaware considers the safety and welfare of all participants to be of paramount importance. It is expected that each area leadership team member and coach fully aware of the responsibility undertaken in bringing a team of athletes to compete at a Special Olympics event. The athletes will require supervision and care 24 hours per day and their area leadership team members and coaches are required to be capable of providing that level of care at all times. At any time during the day or night, an area leadership team member or coach could be called upon to respond to an issue/incident with an athlete. It is essential that the area leadership team member or coach be capable of responding to such situations. Therefore, Special Olympics Delaware considers the consumption of alcohol while responsible for the care for athletes to be a serious infringement and a breach of its policy regarding alcohol.

*Everyone involved with the an event or training must observe this policy, e.g. volunteers, officials, coaches, area leadership team members, unified partners, athletes and staff.*
PENALTIES FOR INFRACTIONS OF POLICY

The penalties outlined below deal with violations of our Code of Conduct and/or policies and situations in which the health, safety and well-being of athletes, volunteers, staff or others may be at risk, whether or not a criminal charge has been made or could result. Penalties for actions that result in a criminal charge and/or conviction are addressed in Section 2.5 of this document.

Action taken will be predicated on a good faith belief that the disciplinary action is appropriate and corresponds to the seriousness of the infraction. Actions that may be taken include: warning, probation, suspension, and/or expulsion from the program.

Definitions

Warning: A cease and desist warning for perceived inappropriate behavior which, if ignored, could lead to a more severe course of disciplinary action. Decision to be made and notification to be given by supervising personnel.

Probation: A flexible, but defined period of time (which may contain temporary participation restrictions in an activity), during which the probationer must demonstrate the corrected behavior required. Decision to be made and notification to be given by supervising personnel.

Suspension: A temporary period of time in which a person is barred from participation in Special Olympics Delaware. Decision to be made and notification to be given by the Executive Director of Special Olympics Delaware.

Expulsion: Permanent dismissal from Special Olympics Delaware. Decision to be made by the Board of Directors (or Executive Committee) and notification to be given by the Board Chair of Special Olympics Delaware.

The supervising individual may levy a warning, or probation, as appropriate. The Executive Director has sole discretion to suspend an athlete/volunteer from SODE based upon available information and a determination that the conduct or, where appropriate, the alleged conduct, is so inherently harmful or egregious as to warrant immediate action, whether or not a criminal charge has been made or could result. The Executive Director will report the suspension to the President of the Board and will submit a report to the Board of Directors.

The Board of Directors (or Executive Committee), has sole discretion to expel an athlete/volunteer from SODE. Action will be taken if the circumstances are so inherently harmful or egregious as to warrant expulsion, whether or not a criminal charge has been made or could result.

A suspension or expulsion may be appealed in writing to the Executive Director. The Board of Directors (or Executive Committee) will act on the appeal.
**BEHAVIOR RESULTING IN A MISDEMEANOR OR FELONY CHARGE OR CONVICTION**

The section will be used as a guideline for disciplinary action when a criminal charge has been made against an individual who is registered with Special Olympics.

**Crimes against another person**

- An athlete/volunteer **charged** with a crime against another person, **whether misdemeanor or felony**, shall be suspended from Special Olympics Delaware until the court has ruled on his or her guilt.

- An athlete/volunteer **convicted** of a **misdemeanor crime** against another person may rejoin Special Olympics Delaware after completing the sentence handed down by the court (including the period of probation). However, if in the opinion of Special Olympics Delaware, the athlete/volunteer poses a threat to others, additional restrictions may be imposed pertaining to future participation, or he/she may be suspended or expelled.

- An athlete/volunteer **convicted** of a **felony crime** against another person shall be expelled from Special Olympics Delaware and may not rejoin.

**Crimes NOT Against Another Person**

- An athlete/volunteer **charged** with a **misdemeanor crime** that is **not** against another person may remain in Special Olympics Delaware pending court action. However, an athlete/volunteer may be suspended if he/she constitutes a threat to the property or well-being of others in the program.

- An athlete/volunteer **convicted** of a **misdemeanor crime** that is **not** against another person may rejoin Special Olympics Delaware after meeting all court requirements. However, if in the opinion of Special Olympics Delaware, the athlete/volunteer poses a threat to the property or well-being of others in the program, additional restrictions may be imposed pertaining to future participation, or he/she may be suspended or expelled.

- An athlete/volunteer **charged** with a **felony crime** that is **not** against another person shall be suspended from Special Olympics Delaware pending court action.

An athlete/volunteer **convicted** of a **felony crime** that is **not** against another person shall be expelled from Special Olympics Delaware and may not rejoin.