



VOLUNTEER INFORMATION

Registration now open!

The 2020 Special Olympics Ontario Spring Games will bring more than 2,500 athletes, coaches, staff, volunteers, and spectators to the Region of Waterloo. To ensure the Games “**Go Beyond**” and provide an amazing experience for all involved, we will be recruiting approximately **500** volunteers!

Volunteer roles may include:

Scorekeeping and timekeeping, referees and lines people, venue set-up and teardown, opening and closing ceremonies, hospitality, and much more!

Volunteer Minimum Requirements

- Must be a minimum of 16 years of age to volunteer
- ALL volunteers aged 18 years of age or over must submit a Police Record Check (see “What Type of Police Record Check Do I Need?”)
- Must provide two references
- Must be able to commit a minimum of 4 hours to the Games
- Must complete the online training session prior to attending the in-person orientation
- Must attend one in-person orientation session in April 2020
- Children aged 10-15 may volunteer with a parent/guardian in the Family Volunteer Program

Family Volunteer Program

Special Olympics Ontario is pleased to offer a Family Volunteer Program for the 2020 Spring Games. Due to legal liabilities, the minimum age for the Family Volunteer Program is 10 years of age as of the start of the Games.

- Family volunteers aged 10-15 years will not be required to complete a Police Record Check
- Family volunteers aged 10-15 years must volunteer side-by-side with a family member who is 18 years of age or older
- Family volunteers will be placed in a position that is conducive to young persons (e.g., marshals at Opening Ceremony)
- Family volunteers aged 10-15 years will be registered automatically with the successful parent/guardian



What Type of Police Record Check Do I Need?

The position you are planning to volunteer in for the Games, will determine what type of Police Record Check you need to complete. A Vulnerable Sector Check (Level 3) is required for volunteers in a position of authority and responsibility for the wellbeing of persons with intellectual disabilities.

To complete your Police Record Check, go to <https://www.wrps.on.ca/en/services-reporting/background-or-record-checks.aspx>

Volunteer Position	Criminal Records and Judicial Matters Check (Level 2)	Vulnerable Sector Check (Level 3)
Family and Fans Dinner	X	
Honoured Guests Reception	X	
Family and Spectator Services	X	
Opening and Closing Ceremonies – crew set up and tear down	X	
Games Management System (e.g., result entry)	X	
Volunteer Luncheon	X	
Accreditation		X
Food Services		X
Transportation		X
Sports Services (e.g., marshalls, scorekeeping, timekeeping, referees and lines people)		X
Medal Presentations		X
Opening and Closing Ceremonies (e.g., marshalls, runners)		X
Athlete Victory Party		X
Healthy Athletes (health promotion and screening for athletes)		X

Questions about volunteering? Contact:
VolunteerAdmin@2020springgames.com

To learn more about volunteering, visit:
www.2020springgames.com/volunteer



VOLUNTEER REGISTRATION PROCESS

The 2020 Special Olympics Ontario Spring Games are using [MyImpactPage](#) by *Better Impact* to register all volunteers. The system is customized for these Games with the specific volunteer needs and venue locations.

BEFORE YOU BEGIN:

The application will take approximately 10 minutes to complete.

Please be prepared to provide:

- A user name and password
- Your email address and phone number
- Selection of date for mandatory two hour in-person training in April
- Emergency contact information - name and phone #
- T-shirt size
- Two references – name, phone number, and email

Note: Mandatory fields must be completed. The application cannot be saved in progress. If mandatory fields are omitted, a red box will appear with an explanation of the error and the applicable field is highlighted in red.

2020 Special Olympics Ontario Spring Games Volunteer Registration Process

APPLICATION PHASE	1	Create account	<ul style="list-style-type: none"> • The Games are using MyImpactPage by <i>Better Impact</i> to register all volunteers • Create a new account or log-in to an existing account at MyImpactPage
	2	Complete application form	<ul style="list-style-type: none"> • Complete the application form on MyImpactPage for the 2020 Special Olympics Ontario Spring Games. You will be required to include two references • Once your application form is submitted, you will receive an email advising of its receipt and next steps
	3	Attain and submit Police Record Check	<ul style="list-style-type: none"> • To volunteer with the Games, you must attain a Police Record Check



3

Attain and submit
 Police Record
 Check (continued)

For residents of Waterloo Region

- To obtain a Police Record Check from the Waterloo Regional Police Service, go to <https://www.wrps.on.ca/en/services-reporting/background-or-record-checks.aspx> and click on **Begin Record Check**
- What type of Police Record Check do you need? The position you are planning to volunteer in for the Games will determine what type of Police Record Check you need to complete. See chart of different volunteer positions on page 2.
- A Vulnerable Sector Check (Level 3) is required for volunteers in a position of authority and responsibility for the wellbeing of persons with intellectual disabilities. If you require a Vulnerable Sector Check (Level 3), please include the following information in your application to ensure the criteria is met:
 - **Description of position:** Supervisory responsibility of individuals with intellectual disabilities
 - **Responsibilities:** Direct interaction and supervision of individuals with intellectual disabilities at Special Olympics Ontario
- To waive administrative processing fee, be sure to select “Special Olympics” from the dropdown list for Organization
- Once you have your Police Record Check completed, scan and email it to VolunteerAdmin@2020springgames.com

If you reside outside of Waterloo Region

- To obtain a Police Record Check, attend your local police service to have your Police Record Check completed
- WRPS is unable to waive administrative processing fees for other police services
- Once you have your Police Record Check completed, scan and email it to VolunteerAdmin@2020springgames.com

If you already have completed the appropriate Police Record Check prior to these Games

- Police Record Checks dated from May 24, 2019 onward will be accepted
- Scan and email it to VolunteerAdmin@2020springgames.com



IN PROCESS PHASE	4	Submitted Police Record Check	<ul style="list-style-type: none"> Once your Police Record Check has been received, you will be moved to the In Process Phase During this phase, your reference checks will be completed. You will receive an email with a link to share with your references to complete an online reference form.
	5	Complete online training	<ul style="list-style-type: none"> Follow instructions on the MyImpactPage to complete your online volunteer training (approximately 30 minutes). This training can be found in the My Profile drop-down menu by selecting “Training” This must be completed in order to move from the In Process Phase to the Accepted Phase A supplementary downloadable or printable 2020 Spring Games Volunteer Manual is available on the MyImpactPage
ACCEPTED PHASE	6	Select volunteer assignment(s)	<ul style="list-style-type: none"> You can now review and select from the variety of volunteer opportunities available. Please ensure your level of Police Record Check matches that required for the volunteer position(s) you select. <p><i>Please note: A minimum time commitment 4 hours is required</i></p>
	7	Attend one in-person session	<p>In the Accepted Phase, your requested volunteer shift(s) will be confirmed and you will be required to attend in-person training. RSVP to one session and complete your in-person training to be held at the Waterloo Regional District School Board (WRDSB) administration office, 51Ardelt Avenue, Kitchener.</p> <p>Training dates to choose from are:</p> <ul style="list-style-type: none"> Tuesday, April 14, 2020 from 7pm-9pm Thursday, April 16, 2020 from 7pm-9pm Saturday, April 18, 2020 from 10am-12pm Monday, April 20, 2020 from 7pm-9pm
	8	Check account for confirmation of volunteer assignment(s)	<ul style="list-style-type: none"> Check the MyImpactPage for confirmation of volunteer assignment(s)

Thank you for volunteering your time to the 2020 Special Olympics Ontario Spring Games!

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VolunteerAdmin@2020springgames.com