

Section 6000 SPORT & PROGRAM
Topic: MINIMUM STANDARDS FOR PROGRAM COACHES AND VOLUNTEERS
Effective Date: September 1994
Board Approved Date: March 2026
Schedule Review March 2029

PURPOSE:

The purpose of this policy is to ensure Special Olympics Manitoba coaches are appropriately screened, trained, and certified to provide safe, quality, athlete-centered sport programs and competition opportunities for individuals with an intellectual disability.

SCOPE:

This policy applies to all registered Special Olympics Manitoba volunteer Head Coaches, Assistant Coaches, and Youth Coaches participating in recreational and competitive programs, as well as regional, provincial, national, and world competitions.

POLICY:

MINIMUM REQUIREMENTS FOR COACHES

- Minimum age 18 to be a Head Coach
- Minimum age 16 to be an Assistant Coach
- Minimum age 14 to be a Youth Coach

Head & Assistant Coaches must have the following before day 1 of coaching:

- Criminal Record Check – renewed every three years
- Coaches 18 years of age and older are required to complete a Criminal Record Screening Disclosure Form annually
- Coaches under 18 years of age are required to complete two reference checks, as they are not eligible to obtain a Criminal Record Check
- Respect in Sport Training – renewed every five years
- Special Olympics Canada Online Volunteer Orientation
- Applicable Program-Specific Training:
 - Community Programs – Special Olympics Canada Competition Course
 - Active Start, FUNdamentals, and Junior Programs – Coaching Young Athletes/Fundamental Movement Skills (FMS) Workshop

Upon turning 18, coaches must complete the screening requirements applicable to adult coaches.

Additional screening or screening renewal may be required in accordance with Special Olympics Manitoba's Criminal Record Checks, Screening Review and Renewal Procedure.

Special Olympics Manitoba may identify additional training requirements based on the sport, program, role, or responsibilities of the coach.

MINIMUM REQUIREMENTS FOR COACHES ATTENDING COMPETITION:

Coaches attending competition must meet the minimum coaching requirements outlined above, in addition to the following requirements.

Head Coaches must have the following or complete them within 1 year of starting coaching:

Section 6000 SPORT & PROGRAM

Topic: MINIMUM STANDARDS FOR PROGRAM COACHES AND VOLUNTEERS

Effective Date: September 1994

Board Approved Date: March 2026

Schedule Review March 2029

-
- The above minimum Head Coach requirements, in addition to:
 - Sport-specific training as designated by Special Olympics Manitoba
 - Making Ethical Decisions Online Evaluation

Assistant Coaches must have the following or complete them within 1 year of starting coaching:

- The above minimum Assistant Coach requirements, in addition to:
- Making Ethical Decisions Online Evaluation

MINIMUM REQUIREMENTS FOR HEAD & ASSISTANT COACHES ATTENDING PROVINCIAL GAMES:

Coaches attending Provincial Games must have completed all applicable competition requirements before attending Provincial Games.

Head Coach:

- In addition to the above Head Coach Competition requirements:
- Safe Sport Training

Assistant Coach:

- In addition to the above Assistant Coach Competition requirements:
- Safe Sport Training
- Sport-specific training as designated by Special Olympics Manitoba
- Minimum age 18 to attend Provincial Games as an Assistant Coach

MINIMUM REQUIREMENTS AT NATIONAL GAMES:

Coaches selected to attend National Games must meet all applicable Special Olympics Manitoba requirements, in addition to the training, certification, and eligibility requirements established by Special Olympics Canada.

Special Olympics Canada requirements will take precedence where additional or higher standards are established for National Games participation.

MINIMUM REQUIREMENTS AT WORLD GAMES:

Coaches selected to attend World Games must meet all applicable Special Olympics Manitoba requirements, in addition to the training, certification, and eligibility requirements established by Special Olympics Canada and/or Special Olympics International.

COMPLIANCE:

Coaches are responsible for completing and maintaining all required screening, training, and certifications applicable to their role.

Special Olympics Manitoba is responsible for verifying that requirements have been met and

Section 6000 SPORT & PROGRAM
Topic: MINIMUM STANDARDS FOR PROGRAM COACHES AND VOLUNTEERS
Effective Date: September 1994
Board Approved Date: March 2026
Schedule Review March 2029

maintaining appropriate records of coach screening, training, and certification.

A coach who does not meet the requirements of this policy may be restricted from coaching, attending competitions, travelling with athletes, or participating in other coaching activities until the outstanding requirements have been completed.

Special Olympics Manitoba may establish additional screening, training, or certification requirements where necessary to support athlete safety, Safe Sport requirements, insurance obligations, governing body requirements, or organizational risk management.

Criminal Record Checks and Screening Review Procedure

In the event that a Criminal Record Check or self-disclosure form identifies a concern, charge, conviction, prohibition, or other alert that has not received a formal pardon, record suspension, or other clearance recognized by law, Special Olympics Manitoba shall implement a formal review process in accordance with its duty of care.

Screening Committee

The Director of Program Development, Director of Sport, and Chief Executive Officer (CEO) shall serve as the Screening Committee. The Screening Committee is responsible for reviewing all screening-related documentation and determining the suitability of individuals applying for or serving in coaching or volunteer positions within Special Olympics Manitoba.

Authority and Responsibilities

The Screening Committee shall have the authority to:

- Review all materials submitted by the applicant, including:
 - Criminal Record Checks;
 - self-disclosure forms;
 - screening renewal documents; and
 - any supporting documentation provided by the applicant.
- Request additional information, clarification, or documentation from the applicant where necessary to complete its assessment.
- Conduct an interview with the applicant, where appropriate.
- Consult with independent experts as required, including but not limited to:
 - legal counsel;
 - law enforcement agencies;
 - risk management consultants;

Section 6000 SPORT & PROGRAM
Topic: MINIMUM STANDARDS FOR PROGRAM COACHES AND VOLUNTEERS
Effective Date: September 1994
Board Approved Date: March 2026
Schedule Review March 2029

- volunteer screening specialists;
 - safe sport experts; or
 - other qualified professionals.
- Establish and apply reasonable conditions or restrictions where necessary to mitigate identified risks.

Confidentiality

All information received and reviewed by the Screening Committee shall be handled in a confidential manner and maintained in accordance with applicable privacy legislation and the Organization's record retention practices.

Information collected through the screening process shall only be shared with individuals who require the information in order to fulfill their responsibilities related to screening, risk management, or organizational oversight.

Interim Measures

The Organization may impose temporary restrictions or suspend onboarding or participation in duties while a screening review is ongoing.

Decisions

Following its review, the Screening Committee shall determine one of the following outcomes:

- Approve the individual's application or continued participation where it determines that the individual does not pose a material risk to the Organization or its members;
- Approve the application with conditions, monitoring requirements, or restrictions where appropriate to mitigate identified risks; or
- Deny the application or remove the individual from the role where the Screening Committee determines that the individual poses an unacceptable risk.

Conditions or restrictions may include, but are not limited to:

- increased supervision;
- restrictions on travel or transportation duties;
- limitations on one-on-one interactions;
- restricted access to vulnerable participants;
- mandatory training or education requirements; or
- any other condition deemed appropriate by the Screening Committee.

Section 6000 SPORT & PROGRAM
Topic: MINIMUM STANDARDS FOR PROGRAM COACHES AND VOLUNTEERS
Effective Date: September 1994
Board Approved Date: March 2026
Schedule Review March 2029

Notification and Reporting

Where an application is denied or approved with conditions, the Screening Committee shall provide the applicant with written notice of the decision and a summary of the reasons for the decision.

A copy of the decision shall be provided to the Organization's Board of Directors or designate for governance and risk management purposes.

The Board of Directors may disseminate information regarding the decision on a need-to-know basis where necessary to fulfill the Organization's legal, operational, safe sport, insurance, or risk management obligations.

Finality of Decision

Unless otherwise provided in the Organization's policies, decisions of the Screening Committee shall be final and binding.

Screening Renewal Triggers:

Screening renewal helps ensure ongoing safety, compliance, and alignment with organizational standards. Volunteers may be required to complete updated screening under the following circumstances:

- At defined intervals based on organizational policy (e.g., every X years)
- When a volunteer changes roles or assumes new responsibilities
- When a volunteer returns after an extended period of inactivity
- When a role involves increased or direct access to athletes
- When a role includes access to confidential or sensitive information
- When a volunteer is involved in handling organizational funds or financial responsibilities
- When a role includes transportation of athletes or participants
- When a volunteer participates in overnight events or travel
- When a volunteer assumes a position of authority or leadership
- When there is a concern, incident, or change in risk level related to the volunteer's role
- When required by changes in legislation, Safe Sport requirements, or organizational policy