



Online Application for New Athlete/Volunteer

When communities receive an **Online Registration Form** from the Provincial Office (directly or via a District Developer) for potential athlete/volunteer, the next steps are as follows.

For Athlete

1. Registrar or Community Coordinator must contact parent/guardian of the athlete if they are under 18 years of age.
2. Share information about participation opportunities.
3. Forward this Registration Form via e-mail to the Provincial Office (Membership Administrator) with club name in which this athlete has been placed. (you do not need to fill out another registration form)
4. Within 2-3 business days the Provincial office will notify the community with the athlete's registration number.

For Volunteer/Coach

1. The Community Coordinator will contact the applicant to discuss volunteer opportunities.
2. If the applicant is 18 years or older, guide/ assist them through acquiring a Police Records Check and a Vulnerable Sector Screening by providing them with **Police Check Request Letter** issued by SOO
3. Check the references provided by applicant.
4. Forward this Registration Form via email to inform the Provincial Office (Membership Administrator):
 - I. References have been checked
 - II. Club name, position in the club (volunteer/coach)
 - III. Approximate time when applicant will send original hard copy of police check to Provincial Office.
5. Once the Provincial Office receives the "cleared" police check, the volunteer will be registered and community will be notified.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Noronha'.

James Noronha
Manager, Program Services
Special Olympics Ontario

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