



Woodridge
PARK DISTRICT
WOODRIDGE, ILLINOIS

VOLUNTEER MANUAL

UPDATED
AUGUST 2021



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PARK DISTRICT INFORMATION

WPD Mission Statement

The mission of the Woodridge Park District is to enhance the quality of life of its residents by providing superior parks, facilities, and recreational services in a fiscally responsible and environmentally sustainable manner, in partnership with the community.

Philosophy

The District has a variety of volunteer possibilities that can offer all segments of the community challenging and rewarding use of their leisure time. Volunteer participation in the Woodridge Park District instills a sense of ownership and responsibility in the volunteer that leads to greater involvement and respect.

VOLUNTEERS

General Information

Volunteers deserve respect and consideration. Even though volunteers are not employees, the WPD strives to ensure a volunteer's safety and well being by choosing to observe all WPD policies (i.e., sexual harassment policy and the Americans with Disabilities Act) and procedures such as orientation, training, background checks, accident reports, conduct, driving, and use of WPD vehicles. In addition, the WPD has accepted the same guidelines outlined in the Child Labor Law.

Background Checks

Background checks are run for volunteers when they are to volunteer in a position where they will be with children or handling money.

Information required for a background check is:

- Full name with middle initial
- Address, City, State and Zip
- Social Security Number
- Birth Date
- Gender and Race

Training and Safety

Volunteers are to follow all safety procedures. Supervisors should insure that volunteers are given adequate training for the volunteer assignment and the volunteer is wearing the proper clothing, shoes, etc.



When volunteers are interviewed and receive orientation, they are told to think safety first! They are instructed that if, for whatever reason, they do not feel competent to do what is asked of them, they should not do it.

General Safety Rules

1. Smoking is allowed only in approved areas.
2. Horseplay and fighting will not be tolerated while you are volunteering.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs is prohibited on Park District property.
4. Your immediate supervisor must be informed if you are required to take medication during your volunteer hours. Written medical evidence stating the medication will not adversely affect your decision making or physical ability, may be required.
5. Your supervisor must be notified of any permanent or temporary impairment that may reduce your ability to perform your volunteer tasks in a safe manner.
6. Personal protective equipment must be used when potential hazards cannot be eliminated.
7. Equipment is to be operated only by trained and authorized personnel.
8. Any potentially unsafe conditions or acts shall be reported immediately to your supervisor.
9. If there is any doubt about the safety of a work method, your supervisor should be consulted before beginning work.
10. All accidents, near misses, injuries, and property damage shall be reported immediately to a supervisor, regardless of the severity of the injury or damage.
11. Failure to report an accident or known hazardous condition may be cause for dismissal of volunteer duties.
12. All volunteers shall follow recommended work procedures outlined for their volunteer job duty.
13. Volunteers are responsible for maintaining an orderly environment. All tools and equipment must to be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
14. Any smoke, fire, or unusual odors shall be reported to your supervisor immediately.
15. Volunteers who perform physical labor must use proper lifting techniques. For objects heavier than fifty (50) pounds, specific methods for safe lifting shall be determined by the immediate supervisor.
16. Volunteers must never attempt to catch a falling object.
17. If your work creates a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended and report such hazard to your supervisor.
18. Safety and restraint belts must be fastened before operating any motorized vehicle on seats that have belts.



19. Volunteers who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals, and markers.
20. Volunteers authorized to drive while volunteering for the District shall show proof of a valid driver's license and shall prior to driving notify their supervisor(s) of any driving citations or infractions received.
21. All volunteers must know department rules and location specifics regarding first aid, evacuation routes, and fire department notification.
22. Volunteers shall assist and cooperate with all safety investigations and inspections and shall assist in implementing best safety practices and procedures as requested.
23. Departmental/location rules and procedures specific to operations must be followed by each volunteer.
24. Volunteers shall conform to Park District's ordinance regarding rules and regulations.

Age Limit

Volunteers must be at least age 14. However, a minor may volunteer with a parent or legal guardian.

VOLUNTEER JOB DESCRIPTION & RESPONSIBILITIES

Woodridge Park District Volunteer

Volunteers assist full time staff, part time staff and other volunteers in the implementation of WPD programs, maintenance or clerical services.

Supervision

Volunteers are responsible to their immediate supervisor, depending on which program area or special event they are volunteering for. Refer to WPD organizational charts in Appendix for specific job areas.

Duties and Responsibilities

1. Arrive at program site 15 minutes before the program and stay until your assignment is completed.
2. Notify your supervisor if you will be absent before the program or as soon as possible in the event of an emergency.
3. Assist staff with a positive and enthusiastic attitude.
4. Interact in a positive way with participants.
5. Assist and/or supervise the implementation of activities.
6. Insure safety of participants.
7. Assist in keeping supplies and equipment in order.
8. Notify staff of participant in need of first aid immediately.



9. Report all accidents or incidents to staff as soon as possible.
10. Respect the rights of the participant's confidentiality. Do not discuss publicly any situations or personal characteristics of a participant.
11. Display professional behavior at all times while on the job.
12. Volunteers should dress neatly and according to the job duties they are to perform.
13. Follow all WPD policies and procedures as outlined in this manual.
14. Complete other duties as assigned.

Public Relations

As a volunteer of the District, each volunteer serves as a representative of the District with all individuals with whom he/she comes into contact. Volunteers shall always be expected to be courteous with the public, with their fellow workers, and with their supervisors.

Code of Conduct

Volunteers are expected to treat District patrons and employees honestly, fairly and courteously. The following rules have been prepared to serve as a guide for volunteer conduct while acting on behalf of the District. These rules are designed to promote orderly, safe and efficient operations. They have been developed through common sense and years of experience, and all volunteers are required to carefully read these rules and to conduct themselves accordingly.

1. Adhere to Park District policies and/or procedures including without limitation safety policies, ordinances and procedures.
2. Be mindful and not wasteful of Park District supplies, materials, equipment, tools, resources or other Park District property.
3. Be aware of your safety and/or the safety of others because of failure to act properly and safely in the performance of duties.
4. Follow any federal, state, local or Park District law, rule or regulation while on duty or while in or on Park District property. Do not engage in criminal activity while on duty or while in or on Park District property.
5. No gambling, fighting or sleeping while on duty.
6. No possession of weapons in or on Park District property or facilities while on duty.
7. No unauthorized possession, use or copying of any records that are the property of the Park District or any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).



Behavior Policy

Volunteers shall exhibit appropriate behavior at all times. The Park District developed the following guidelines to help make programs safe and enjoyable for all participants. The Park District may develop additional rules for particular programs, special events and athletic leagues as deemed necessary by staff.

Volunteers/Participants/Parents/Guardians/Spectators shall:

1. Show respect to all participants, staff, referees, volunteers, and spectators' and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other volunteers, participants, parents, spectators, referees and staff.
4. Respect all equipment, supplies, facilities and property.
5. Not possess any weapons.

If inappropriate behavior occurs, prompt resolution will be sought, specific to each individual situation. The Park District reserves the right to dismiss any person from a program/special event area whose behavior is inappropriate or endangers the safety of himself/herself or others.

Evaluation

Volunteers may be evaluated on one's volunteer job performance upon request.

Disciplinary Action Procedures

When the conduct or ability of a volunteer is such that duties are not being performed satisfactorily, the immediate supervisor will begin corrective actions, which may include the following:

- 1) Coaching - the supervisor will identify the problem with the volunteer and work with the volunteer to solve the problem.
- 2) Dismissal - discharged made for misconduct, inefficiency or other just cause.

RULES AND REGULATIONS

Smoking

No smoking at the program sites, or when working with participants. Smoking is permitted in designated areas and is only allowed when on break.



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Alcohol/Drug Use

Under no circumstances shall a volunteer report to their shift, under the influence of alcoholic beverages, or non-prescribed drugs. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis and alcohol, is prohibited on Park District property or while acting on behalf of the Park District. Refer to Woodridge Park District's Policy 8.8.5 for entire Alcohol and Drug Abuse policy.

Health and Safety of Volunteers

All volunteers are covered by the Worker's Compensation Act (medical expenses, not lost wages). A volunteer injured on the job must notify his/her supervisor as soon after the accident as practical. The immediate supervisor shall be responsible for completion of the accident report form and filing of this form in the administrative office immediately following the injury and not later than 24 hours after the incident. Any volunteer injured may be instructed to report for examination and/or treatment at a hospital, clinic, or doctor's office. Failure to report the injury or accident may result in forfeiture of a volunteer's rights under worker's compensation. See Appendix 3 for more information.

It is the Woodridge Park District's policy to provide volunteers a safe and healthy work environment. Your supervisor will inform you if there is potential to be exposed to chemicals in your volunteer role. Volunteers should respect all warning and precautions, read all substance labels and SDS sheets that are provided (if applicable), follow warning and instructions, use an personal protective equipment provided, practice sensible, safe work habits, and ask your supervisor when in doubt.

General Safety

Volunteers should report any patron injury to program staff. A volunteer should NOT administer first aid. Park District staff have been trained in first aid, CPR and in the Communicable Disease Policy. In emergency situations call 9-1-1 and notify your supervisor immediately.

First aid kits must be on hand at all program sites. First aid kits should accompany groups wherever they go.

Staff and volunteers need to know where the participants are at all times. Take head counts frequently. Be aware of the surroundings. Check all equipment to be sure it is in working order. Note any safety concerns to your supervisor.

Disaster Plan/Weather

In the event of tornadoes or other threatening weather conditions, all facilities and personnel will be notified by phone, radio or personal contact as to the extent of the condition.



Transportation

Under no conditions are participants to be transported in personal automobiles.

Dress and Appearance

The personal appearance of volunteers conveys to the public a general impression of the organization. The attire of volunteers on the job shall be in good taste, neat, clean, and appropriate for the duties to be performed.

Non Discrimination & Anti-Harassment Policy

The Woodridge Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons working in its parks and facilities will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, volunteers, and elected officials. Actions, words, jokes, or comments based on an individual's sex, sexual orientation, race, national origin, citizen status, marital status, veteran status, age, religion, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Definitions of Harassment

1. Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
 - a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment or participation in District's programs;
 - b. Submission to or rejection of the conduct is used as the basis for an employment or other decisions associated with participation in District programs affecting the harassed individual; or



- c. The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the individual being harassed.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment or participation opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace.

Note | **Any employee or volunteer engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including discharge.**

Retaliation Is Prohibited

The Park District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or



discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, your department head, and/or the Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

- **Direct Communication with Offender:** If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

Report to Supervisory and Administrative Personnel: At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, department head or the Director. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem,



report directly to the Director. If the Director is the source of the problem, condones the problem, or ignores the problem, you should contact the President of the Board of Park Commissioners

- Report to Director/President of the Board of Park Commissioners: An employee or volunteer may also report incidents of harassment or discrimination directly to the Director. The Director or his designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Director, or if the Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

Harassment Allegations Against Non-Employees/Third Parties

If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Director will investigate the incident(s) and determine the appropriate action, if any. The Park District will make reasonable effort to protect you from further contact with such persons. Please recognize, however, that the Park District has limited control over the actions of non-employees.

Important Notice To All Employees / Volunteers: Employees/Volunteers who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's / volunteer's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

Responsibility of Supervisors and Witnesses

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee/volunteer should immediately advise the Director who will investigate the conduct and resolve the matter as soon as possible. All employees/volunteers are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. *However, it is impossible to guarantee absolute confidentiality.* The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the



alleged conduct or may have other relevant knowledge. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

Responsive Action

The Park District will determine what constitutes harassment, discrimination or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as the Park District believes appropriate under the circumstances.

False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

While we hope to be able to resolve any complaints of harassment within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, and, if it determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365th and the 395th day.

Statement of Admissions

Districts practicing good risk management techniques reduce their risks of unforeseen accidents. However, accidents can and do happen. After an accident, many questions will be asked of the Park District, such as: "Who will pay for the damages, who was at fault, what could the Park District have done to prevent the accident?" Employees or volunteers not familiar with Park District policy could put the District at risk of loss, either financially or through reputation. Employees and volunteers may provide inadequate information, may be unknown to all of the facts, or confused due to the accident. To provide the most consistent information to the public and possible media outlets a "Statement of Admission" policy has been by the Park District.

Policy - when an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to admit to guilt or negligence of any kind until there is a formal investigation of the matter by your supervisors and the causes of the incident



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have been determined. You are required to contact your immediate supervisor and not to render speculation on the causes of the incident. Any and all questions relating to an accident involving District property and/or personnel/volunteers must be directed to a department head or other designated manager.

APPENDIX

1. WPD Organizational Charts (Park District / Cypress Cove / Village Greens)
2. PDRMA District Use of Volunteer Drivers
3. PDRMA Volunteer Insurance Coverage Fact Sheet
4. PDRMA Volunteer Liability Protection Enacted Fact Sheet
5. PDRMA Volunteer Medical Accident Insurance
6. PDRMA Volunteer Orientation Checklist
7. PDRMA Volunteer Waiver & Release Form



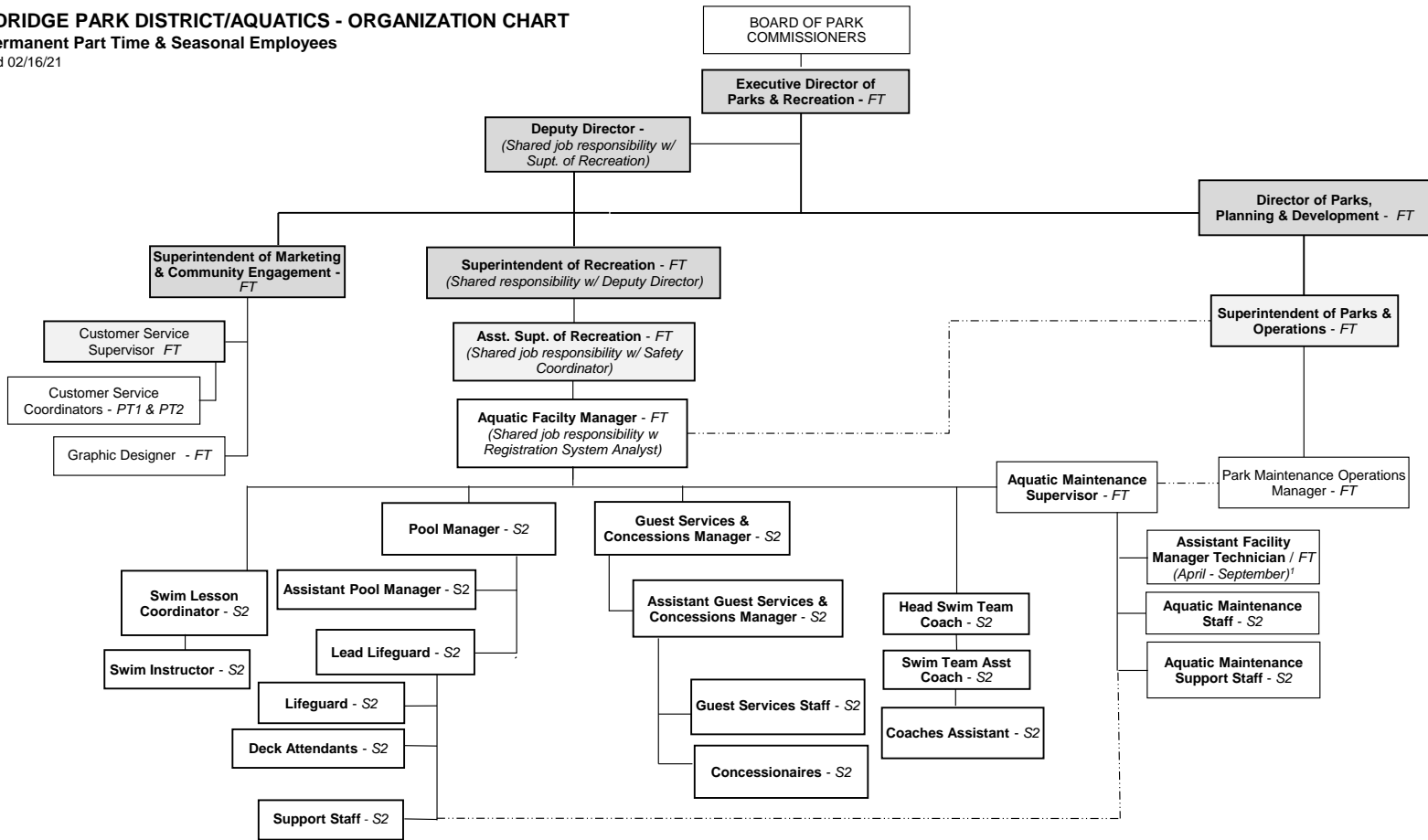




WOODRIDGE PARK DISTRICT/AQUATICS - ORGANIZATION CHART

Full, Permanent Part Time & Seasonal Employees

Approved 02/16/21



¹ Asst. Facility Manager Technician (Shared between ARC & Aquatics)

Definition of Employees Legend:

FT - Full Time

PT1 - Part

PT2 - Part Time / 12 Months/year / < 1,000 Hours/year

S1 - Seasonal / < 12 Months/Year / > 1,000 Hours/year

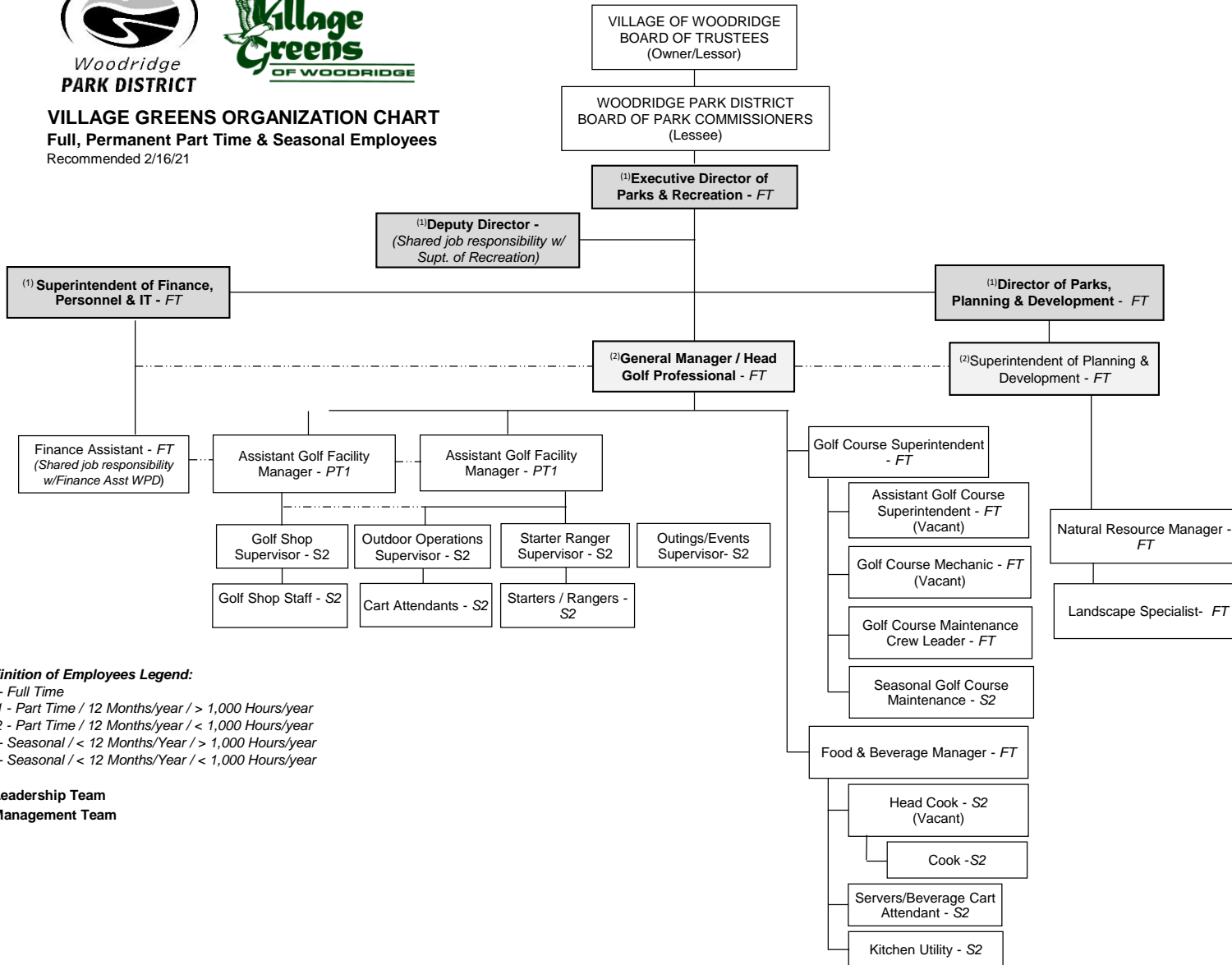
S2 - Seasonal / < 12 Months/Year / < 1,000 Hours/year

⁽¹⁾ Leadership Team

⁽²⁾ Management Team



VILLAGE GREENS ORGANIZATION CHART
Full, Permanent Part Time & Seasonal Employees
Recommended 2/16/21



Definition of Employees Legend:

FT - Full Time

PT1 - Part Time / 12 Months/year / > 1,000 Hours/year

PT2 - Part Time / 12 Months/year / < 1,000 Hours/year

S1 - Seasonal / < 12 Months/Year / > 1,000 Hours/year

S2 - Seasonal / < 12 Months/Year / < 1,000 Hours/year

⁽¹⁾ Leadership Team

⁽²⁾ Management Team



Appendix 2 / District Use of Volunteer Drivers

Agencies expose themselves to considerable liability when volunteers are allowed to transport patrons to and from facilities in their own vehicle on behalf of the agency. *This practice is not recommended for PDRMA agencies*

In some cases, it may be reasonable to allow a volunteer to drive an agency vehicle. To reduce the risk when using a volunteer driver, the agency should obtain state driver abstract record for each volunteer. The review of a prospective volunteer's driving record will confirm that the volunteer has a valid license, determine the type of vehicle which can be legally operated, and highlight any vehicle-related convictions that may reflect driving habits that could be a concern regarding volunteer-related driving. A volunteer's driving record should meet the minimum driving standards of the agency. Each volunteer, new or current, should agree to an initial driver record abstract review through the Secretary of State's office, and thereafter on an annual basis. Volunteers should be given an agency orientation, vehicle orientation, and road check. The agency should also make arrangements for volunteer drivers to participate in a defensive driving course.



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Appendix 3 / volunteer insurance coverage

FACT SHEET

What liability coverage do I have as a park district volunteer?

- Volunteers are afforded the same liability protection through PDRMA as are park district employees.
- In order for that coverage to apply, you must be *acting within the scope of your authorized volunteer duties*. This same requirement applies to employees or board members of the district.

How does PDRMA's liability coverage coordinate with other available insurance?

- The park district is self-insured. That means the park district itself pays for all losses, claims, etc. PDRMA administers the park district's self-insured "coverage" program. In some instances, you may have insurance coverage available to you from other sources (e.g., auto liability or homeowner's liability coverage). Because the park district is self-insured, if you have other available insurance, you must first notify that other insurance carrier and request that they defend and indemnify you before the park district's self-insurance is available to you. This coverage coordination obligation applies to volunteers, employees or board members alike.

Can I be personally named as a defendant in a lawsuit?

- Yes, however, as long as you are acting within your authorized capacity and scope of your volunteer responsibilities, the park district (via PDRMA) will defend and indemnify you.

Do volunteers have any statutory protections from tort liability?

- Yes. The Federal Volunteer Liability Protection Act can provide immunity from negligence liability in some instances. In addition, the Tort Immunity Act provides certain statutory protections from liability for employees and volunteers of park districts. However, you do not have protection through PDRMA for either criminal acts or intentional misconduct.

Are volunteers covered by Workers' Compensation?

- No, volunteers are specifically excluded by the Act. You must be a paid employee to be entitled to protection under the Illinois Workers' Compensation Act.



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Does PDRMA provide volunteer Medical Accident Coverage?

- Yes, PDRMA provides up to \$5,000 per occurrence in volunteer medical accident coverage (no fault). There is no coverage for lost wages from another job. This coverage is excess of your own group or other medical coverage. It is intended to cover deductible and out-of-pocket expenses not covered by group or other medical insurance.

What is expected of me?

Like any employee of the district, volunteers are expected to:

- Act in the best interests of the park district at all times as a Park District program volunteer;
- Follow rules, regulations, guidelines, etc.;
- Be professional, courteous, and responsible;
- Complete Accident/Incident reports promptly and provide them to the district contact; and
- Always err on the side of caution and summon emergency medical services when you suspect a serious injury – i.e. head, neck, fracture, excessive bleeding, etc.

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Appendix 4 / volunteer liability protection enacted into law

FACT SHEET

On June 18, 1997, President Clinton signed into law S. 543, the Volunteer Protection Act (P.L. 105-19). Eleven years in the making, the new law takes effect 90 days after signing and covers volunteers for nonprofit organizations and governmental entities. Volunteers are defined as individuals performing services who do not receive compensation (other than reasonable reimbursement or allowance for expenses actually incurred) or anything of value in lieu of compensation in excess of \$500 per year. This includes volunteer directors, officers and trustees.

The new law removes volunteers from liability if they committed negligent acts or omissions while acting within the scope of their responsibilities. The law doesn't protect volunteers if the act or omission was caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed. It does not cover volunteers when harm was caused by a volunteer operating a motor vehicle, vessel, aircraft or other vehicle for which the state requires the operator or owner to possess a license or maintain insurance.

The law pre-empts any inconsistent state law, except that the states may provide additional protection from liability relating to volunteers. States are allowed to opt out of being covered by this law as long as the state enacts a statute citing the authority of the federal law and declaring in this case that the act will not apply. States are also allowed to require adherence to risk management procedures, including mandatory training of volunteers. States may limit volunteer liability if the governmental entity or nonprofit organization provides financially secure source of recovery for individuals who suffer harm as a result of a volunteer's actions. A financially secure source of recovery may be an insurance policy within specified limits, comparable coverage from a risk pooling mechanism, equivalent assets or alternative arrangements that satisfy the state that the organization or entity will be able to pay for losses up to a specified amount.

Punitive damages may not be awarded against a volunteer in an action brought for harm based on the action of a volunteer acting within the scope of the volunteer's responsibilities unless the claimant establishes clear and convincing evidence that the harm was proximately caused by an action of the volunteer which constitutes willful or criminal misconduct or a conscious, flagrant indifference to the rights or safety of the individual harmed.



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The limitation on liability does not apply to any misconduct that constitutes a crime of violence or a hate crime, involves a sexual offense, involves misconduct for which the defendant has been found to have violated federal or state civil rights laws or where the defendant was under the influence of alcohol or drugs at the time of the misconduct.

The law requires that damages for non-economic loss in lawsuits naming volunteers should only be awarded in proportion to the extent to which the defendant volunteer is liable.

FROM: *Governmental Affairs*, August, 1997, Vol. XIII, No. 7

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Appendix 5 / volunteer medical accident insurance



FACT SHEET

INTRODUCTION

The Park District Risk Management Agency is an intergovernmental membership organization which provides for the risk management needs of park districts, special recreation agencies and forest preserve districts in Illinois.

PDRMA has often been asked questions about coverage for volunteers and the following is a representation of some of the volunteer coverage questions:

When are volunteers covered by the Park District's Volunteer Medical Accident Insurance?

Volunteers are covered for accidental injuries to themselves while within the scope of their designated duties as a volunteer.

Are volunteers covered under the Illinois Workers Compensation statutes?

No. The Illinois Supreme Court has ruled that persons not receiving pay for their services are not employees within the meaning of the Workers Compensation Act, and are therefore not covered.

What if a volunteer is injured while performing their volunteer duties?

The claim should first be processed through any health insurance or Medicare coverage the volunteer may have.

If the volunteer does not have insurance or Medicare or their insurance does not pay all expenses, PDRMA does provide Volunteer Medical Accident Insurance, with certain limitations.

What coverage is provided by the Volunteer Medical Accident Policy?

The policy provides \$5,000 in medical expense coverage for injuries incurred while the volunteer is performing volunteer duties. **There is no coverage for lost wages from another job. The coverage is excess over all other insurance the volunteer may have. The volunteer will be required to sign an affidavit attesting to what other insurance he/she may have, and provide bills and copies of explanations of benefits before this policy will cover any outstanding bills or out of pocket expenses.**

How is a claim reported?

- ☐ The Park District/SRA/Forest Preserve Accident/Incident Report should be filled out immediately.
- ☐ The claim should be reported to your supervisor or director, who will report it to PDRMA.



Appendix 6 / Volunteer Orientation Checklist

Issue

Volunteers play many roles in park and recreation agencies. Depending on the size, needs, and policy of the agency, volunteer duties range from coaching youth sports to serving on agency advisory boards. Without volunteers, many agency programs could not operate.

Action

Liabilities associated with volunteers should be weighed against their value to the agency. The agency may potentially be held liable for the actions of their volunteers. Preventing injuries to the volunteers and injuries resulting from their actions are the focus of loss control efforts. In that regard, it is important that all volunteers receive a thorough orientation regarding their specific volunteer duties. In addition, the volunteer should become familiar with the agency policies and procedures. The attached volunteer orientation checklist should be completed with each volunteer.



Appendix 6 (continued) / Volunteer Orientation Checklist

Name _____ Date _____
Department _____

Instructions: Please initial and date each section as the new volunteer completes. If non-applicable, use N/A _____

	Responsible Party	Initial & Date
AGENCY		
Agency structure	_____	_____
Facility map	_____	_____
Volunteer manual	_____	_____
ATTENDANCE		
Volunteer hours	_____	_____
Notification for absence or late arrival	_____	_____
TRANSPORTATION		
Driver abstract review	_____	_____
Driver safety program	_____	_____
Safety belt policy	_____	_____
Parking	_____	_____
Driver accountability	_____	_____
Accident reporting procedure	_____	_____
Permits, restricted areas	_____	_____
Vehicle(s) orientation	_____	_____
Road check	_____	_____
PERSONAL COMFORT		
What is expected of volunteers	_____	_____
Dress code	_____	_____
Personal telephone calls and visitors	_____	_____
Patron complaint procedure	_____	_____
If you have a problem	_____	_____
SAFETY PROGRAM		
Safety manual and policy	_____	_____
Personal protective equipment	_____	_____
Hazard recognition	_____	_____



Woodridge
PARK DISTRICT

VOLUNTEER PROGRAM MANUAL

Accident reporting/investigation	_____	_____
Statements of admission	_____	_____
Emergency response plan	_____	_____
Communicable Disease Policy	_____	_____
Lifting/Material Handling	_____	_____
Sexual harassment policy	_____	_____
Severe weather procedures	_____	_____
Drug Free Workplace	_____	_____
Lost child procedures	_____	_____
Training on high risk tasks or equipment	_____	_____

I have completed an orientation and training for the above areas and I feel I can perform my volunteer duties in a safe manner.

Volunteer Signature _____

Date _____

Safety Coordinator Signature _____

Date _____

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VOLUNTEER CHECKLIST & RULES

Volunteers are essential to the success of our programs. Enhance your life while giving back to the community through service opportunities. VOLUNTEERS DO MAKE A DIFFERENCE!

VOLUNTEER RESPONSIBILITY CHECKLIST

Duties and Responsibilities

1. Insure safety of participants
2. Assist staff with a positive and enthusiastic attitude
3. Interact in a positive way with participants
4. Assist and/or supervise the implementation of activities
5. Notify staff of participant in need of first aid immediately
6. Report all accidents or incidents to staff as soon as possible
7. Display professional behavior at all times while on the job

GENERAL SAFETY RULES

1. Smoking is allowed only in approved areas
2. Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs is prohibited on Park District property
3. Your immediate supervisor must be notified of any permanent or temporary impairment that may reduce your ability to perform your volunteer tasks in a safe manner
4. Any potentially unsafe conditions or acts shall be reported immediately to your supervisor
5. All accidents, near misses, injuries, and property damage shall be reported immediately to your supervisor, regardless of the severity of the injury or damage
6. Failure to report an accident or known hazardous condition may cause for dismissal of duties
7. All volunteers shall follow recommended work procedures outlined for their volunteer duty
8. Volunteers must never attempt to catch a falling object
9. If your work creates a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended and report hazard to your supervisor
10. All volunteers must know department rules and location specifics regarding first aid, evacuation routes, and fire department notification

BEHAVIOR POLICY

Volunteers are expected to treat District patrons and employees honestly, fairly and courteously. Volunteers shall exhibit appropriate behavior at all times. The Park District developed the following guidelines to help make programs safe and enjoyable for all participants.

VOLUNTEERS/PARTICIPANTS/PARENTS/GUARDIANS/SPECTATORS SHALL:

1. Show respect to all participants, staff, referees, volunteers and spectators and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other volunteers, participants, parents, spectators, referees and staff.
4. Respect all equipment, supplies, facilities and property.
5. Not possess any weapons.

NON-DISCRIMINATION & ANTI-HARASSMENT POLICY

The Woodridge Park District is committed to a work environment in which all individuals are treated with respect and dignity. It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer and vendor of the Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, volunteers, and elected officials.

Statement of Admissions

When an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to admit to guilt or negligence of any kind until there is a formal investigation of the matter by your supervisors and the causes of the incident have been determined. You are required to contact your immediate supervisor and not to render speculation on the causes of the incident.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I may sustain as a result of my volunteer services. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of my volunteer services against the Woodridge Park District, including its officers, officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

I have read and fully understand the above information. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

The District is required by state statute to ask if you have ever been convicted of or found to be a child sex offender? ☐ Yes ☐ No

VOLUNTEER'S NAME (PRINT):
PLEASE CHECK: <input type="checkbox"/> MINOR <input type="checkbox"/> ADULT
ADDRESS:
EMAIL:
VOLUNTEER'S SIGNATURE:

IF A MINOR (UNDER THE AGE OF 18) PARENT/LEGAL GUARDIAN

SIGNATURE:
DATE:

PARTICIPATION WILL BE DENIED IF THE SIGNATURE OF VOLUNTEER AND DATE ARE NOT ON THIS WAIVER

For additional volunteer details, please review the comprehensive volunteer manual at
WWW.WOODRIDGEPARKS.ORG/VOLUNTEER