

Woodridge
PARK DISTRICT
WOODRIDGE, ILLINOIS

VOLUNTEER MANUAL

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Woodridge PARK DISTRICT

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PARK DISTRICT INFORMATION

WPD Mission Statement
We create community connections and belonging through exceptional parks, facilities and recreation experiences.

Core Values

SAFETY FIRST
Think safe, work safe, play safe, be safe!

TEAM WOODRIDGE
Collaborate together to create a unique identity through recreational experiences.

MODEL THE WAY
Progressively lead by means of cooperative, flexible, innovative and sustainable initiatives.

INTEGRITY WE TRUST
Principled in fiscal responsibility, employment practices and community service.

LIVE FOR FUN
Creating impactful experiences for a fun & healthy life.

DRIVEN BY EXCELLENCE
Establish “Best of the Best” facilities, parks, programs and services through creativity, passion, and commitment to high standards.

EVERYONE COUNTS
Champion for inclusivity, diversity and respect.

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.

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.

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 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.

OVERNIGHT TRAVEL PROGRAMS AND EVENTS

Introduction
This policy strives to promote safe travel to and from activities sponsored and/or organized by the Woodridge Park District for minor and vulnerable adult participants, as well as for those in which minor and vulnerable adults serve the District as volunteers. The District also strives to provide safe, healthy, and rewarding experiences for minor and vulnerable adult participants and volunteers engaged in overnight travel programs and events. The District intends the guidelines below to align with the District’s mission and ensure that events surrounding travel for minor and vulnerable adult participants meet those same mission goals. This policy applies to all District employees and volunteers.

Transporting Minor and Vulnerable Adult Participants
When possible, the District will strive to have the parents or guardians of minor and/or vulnerable adult participants provide transportation to and from overnight travel programs and events.

When the District provides transportation for an overnight program or event, the District shall communicate that information to the parents/guardians in writing and in advance. The District requires the parent/guardian of the minor or vulnerable adult to sign a Transportation Waiver before the commencement of the program/event. The District prohibits all volunteers, as well as any District employees with no transportation duties (i.e., non-drivers), from transporting participants or volunteers during or for District programs. The District assigns driving duties and responsibilities to employees with transportation duties for the District (i.e., drivers) and endeavors to have a second District employee or volunteer in the vehicle when transporting minor or vulnerable adult participants or volunteers.

Outside of extenuating circumstances, to avoid the appearance of impropriety and the opportunity for sexual or other abuse, District employees and volunteers shall avoid transporting individual minor or vulnerable adult participants/volunteers other than their own family members in their personal motor vehicles, even outside of District programs and events. In the unusual circumstance that a District employee or volunteer opts to transport minor/vulnerable adult participants or volunteers other than their own family members in personal motor vehicles outside of District programs or events, the District requires the employee or volunteer to have written permission from the parent/guardian of the minor/vulnerable adult participant or volunteer to tell all parties involved clearly that such transportation is in no way affiliated with the District. Even if parents/guardians give written permission to a District employee or volunteer to provide personal rides to minors/vulnerable adults outside of District programs, the ride should not be 1:1, and/or the minor or vulnerable adult should be in the back seat with the driver in the front seat (with all required safety devices).

All District employees and volunteers must follow all guidelines set in the District's Travel and Vehicle Use Rules Policy, as well as the Boundary Violations Policy and other policies and procedures regarding sexual abuse prevention.

ELECTRONIC COMMUNICATION WITH MINORS AND VULNERABLE ADULTS

Introduction

The Woodridge Park District commits to establishing and leading preventive measures regarding the safety and well-being of minor and vulnerable adult participants in its programming and facilities, as well as minors and vulnerable adults who volunteer with the District. The District is aware that issues of unfettered electronic communication can lead to miscommunication and that perceptions of malfeasance can arise even in innocent situations. As a result, and for all involved, the District has instituted this policy regarding electronic communications with minor/vulnerable adult participants and volunteers.

This policy applies to all employees and volunteers of the District. While this policy is intended to regulate the behavior of District employees and volunteers toward minor children and vulnerable adult participants in District programs or facilities, as well as toward minor child and vulnerable adult volunteers of the District, the prohibited conduct also serves as a guide regarding what is not a professional interaction with minor or vulnerable adult employees at the District. Nothing in this policy restricts the District's right to intervene as appropriate or enforce its other policies, including those on preventing discrimination, harassment, or retaliation in the workplace.

Definitions

For the purposes of this policy:

- A "Minor Participant" is a registrant or participant in a District program who is under the age of 18 years old.
- A "Minor Volunteer" is an unpaid volunteer for the District who is under the age of 18 years old.
- A "Vulnerable Adult" is a registrant or participant in, or an unpaid volunteer for, the District who is 18 years of age or older and who has a disability(ties).
- Collectively, Minor Participants and Minor Volunteers are referred to as "Minors."
- "Employees" refers to paid District employees, whether in full-time, part-time, or seasonal capacities.
- "Volunteers" refers to unpaid District volunteers, such as volunteer coaches, parent volunteers, special event volunteers, and similar roles.
- "Electronic Communication" includes, but is not limited to, email, text messages, phone calls/voicemail, video conferencing, direct messaging, communications

through applications, WhatsApp, Facebook, Instagram, Snapchat, Twitter, TeamSnap, TikTok, YouTube, and all other social media platforms, unless otherwise noted.

- The term “Open and Transparent” means employees and volunteers must copy or include a parent/guardian of the minor or vulnerable adult, another adult family member of the minor or vulnerable adult, or an adult member of the District’s management team on all electronic communication with minors or vulnerable adults.

Policy Requirements

These requirements apply to all electronic communications with a minor/vulnerable adult, whether initiated by an adult or a minor/vulnerable adult.

- All electronic communications between employees/volunteers and minors/vulnerable adults must relate solely to and be solely for the purpose of communicating information about District activities.
- All electronic communications between employees/volunteers and minors/vulnerable adults sent as part of District business constitute public records, and employees and volunteers must maintain them in a format and location so the District has timely access to the communications for the purposes of complying with IL FOIA, record retention laws, and other applicable laws. No electronic communication may use any format that does not allow permanent retention of the full content of the communication (e.g., WhatsApp, Snapchat, etc.).
- All electronic communications between employees/volunteers and minors/vulnerable adults must always be professional and respectful in nature and must refrain from unprofessional messaging, including, without limitation, sexual comments, name-calling, embarrassing the minor/vulnerable adult, harassment, bullying, and similar conduct. For more information, please see the District’s VI.1.14 Boundary Violations Policy.
- All electronic communications to a sports team/program on which minors/vulnerable adults participate or from an employee/volunteer to a minor/vulnerable adult must copy or include at least one parent/guardian of the minor/vulnerable adult and a member of the District’s management team. Ideally, all electronic communication should include all parents/guardians of all team members.

- The District has provided official forms of electronic communication in which authorized employees may communicate with other employees, participants, and parents/guardians of minors or vulnerable adults for the purpose of the District, such as regarding upcoming activities, calendars of events, expectations, logistics, motivation, team building, and answering questions. Employees should not communicate with minors/vulnerable adults using electronic communication outside of the District's official forms of electronic communication.
- Volunteer coaches are not approved by the District to communicate electronically with individual minors or vulnerable adults.

- Employees must save copies of communications with minors/vulnerable adults (and all District business) for compliance with record-keeping obligations, among other reasons. If employees need assistance in saving such records, please contact the Superintendent of Business Services at 630.353.3319.
- To the fullest extent possible, the person approved to provide electronic communication on behalf of the District should use privacy settings to block private direct communication for nongroup discussion, such as private chat.
- No private channels (e.g., private Facebook groups or invite-only YouTube channels) are acceptable in helping to administer the District's programs.
- Other than those assigned by the District, employees/volunteers should not utilize social media to communicate with minors or vulnerable adults. If the District assigns an employee a duty that requires using social media to communicate with minors or vulnerable adults, those employees may only use electronic platforms that allow open and transparent communication (e.g., no Snapchat, WhatsApp, or similar platforms).
- If an employee/volunteer receives an electronic communication from a minor or vulnerable adult, they should proceed to include a parent/guardian, another adult family member of the minor/vulnerable adult, or a member of the District's management team in compliance with the open and transparent concept. However, if the employee/volunteer determines from the electronic communication that an emergency exists, the employee/volunteer may respond directly to the minor/vulnerable adult for the limited purpose of addressing the emergency situation before immediately including the minor's parent/guardian, other adult family member(s), and/or District management. Employees/volunteers should

immediately report to a supervisor any emergency, inappropriate communication, and/or repeated efforts by a minor/vulnerable adult to communicate outside the scope of this policy.

- Employees/volunteers shall not take or post photographs of minors or vulnerable adults unless specifically assigned to do so as part of their duties by District management. Even when assigned, such photographs and videos are for use only by the District, and in no case shall employees or volunteers post them on their personal texts, emails, social media, or other personal electronic communications.
- Video conferencing platforms such as Skype, Zoom, GoToMeeting, Microsoft Teams, Google Meet, etc., are acceptable virtual learning platforms when live "in-person" programming/communication cannot take place.
    - Employees/volunteers must receive authorization from the District to lead such a session.
    - Parents/guardians must maintain any account for their minor/vulnerable adult.
    - Video conferencing/virtual learning activities must have District preapproval.
    - Dates and times of video conferencing/virtual learning will be either (a) published and available to parents/guardians to attend and/or (b) available for a District management member to attend.
    - Virtual learning should only take place in a group setting; the District prohibits one-on-one sessions except when the parent/guardian is physically available and present with the minor/vulnerable adult.
    - Authorized employees/volunteers hosting video conferencing should dress appropriately as they would for in an in-person session.
    - Private chatting during a session is prohibited; public chatting is encouraged.

Policy Exceptions

If one of the following exceptions exists with appropriate consent, the District does not require electronic communications to be open and transparent:

- Emergency – However, employees/volunteers must limit the communication to the least amount of information needed to tend to the emergency until they can reasonably reestablish open and transparent communication.

- Dual Relationship – The employee/volunteer has an existing relationship with the minor/vulnerable adult outside of the program, such as a familial relationship. However, even when a dual relationship exists, employees/volunteers must comply with the District's expectations regarding open and transparent communication for all electronic communications sent on behalf of the District, and must comply with the District's VI.1.14 Boundary Violations Policy at all times.
- Non-substantive Communication – It is not a violation of this policy for an employee/volunteer to "follow" a minor's or vulnerable adult's social media feed or to "like" a post.
    - However, employees/volunteers need to be mindful of the perception of doing so, and the District strongly encourages employees/volunteers to refrain from doing so.
    - Employees/volunteers should be mindful that non-substantive communications may violate other policies (e.g., "liking" photos of minors or vulnerable adults in swimsuits on the beach could be a violation of the District's anti-harassment policy).
    - For purposes of this policy, posting to, sending a message within, or similar communication with the minor/vulnerable adult through a minor's/vulnerable adult's social media feed constitutes substantive communication and is not excepted from this policy.

Request to Discontinue Electronic Communication to a Minor or Vulnerable Adult
The parents or guardians of a minor or vulnerable adult may request, in writing, that their child/ward not be contacted by employees/volunteers through any form of electronic communication, or only through limited forms of electronic communication. In such instances, the parents/guardians should make the request in writing to the Deputy Director at mail@woodridgeparks.org. Such a request should include contact information for the adult responsible for receiving any electronic communications for the program/volunteer opportunity on behalf of the minor/vulnerable adult.

Other
To ensure the efficient operation of the District, this policy does not apply to electronic communications between employees (e.g., managers and supervisors) and other District employees who are under 18 or vulnerable adults. However, the District expects employees to use reasonable efforts to keep another member of District management on

electronic communications with minor employees (i.e., employees under the age of 18) and vulnerable adult employees, particularly when the communication is not to a group.

BOUNDARY VIOLATIONS POLICY

Introduction
The Woodridge Park District is committed to implementing systems for monitoring and reporting behavior that violates physical, emotional and behavioral boundaries of minor, vulnerable adult participants, and volunteers. The behaviors outlined in this policy are non-exhaustive examples that, among others, may trigger intervention, corrective and/or disciplinary action, and possible termination of employment or the end of a volunteer opportunity at the District.

This policy applies to all employees and volunteers of the District. While this policy is intended to regulate the behavior of District employees and volunteers toward minor children and vulnerable adult participants in District programs or facilities, as well as volunteers who are minor children or vulnerable adults, the prohibited conduct can also serve as a guide regarding professional interactions with minor or vulnerable adult employees at the District. Nothing in this policy restricts the District's right to intervene as appropriate or enforce its other policies, including those on preventing discrimination, harassment, or retaliation in the workplace.

Reporting Obligations
If an employee or volunteer of the District suspects a minor child under the age of 18 (a "minor") is being sexually abused or neglected, they must contact both their Supervisor and a Leadership Team (LT) member, and report their concerns to the Illinois Department of Child and Family Services (DCFS) via the DCFS 24-hour reporting hotline 800.25. ABUSE (1.800.252.2873). If an employee or volunteer believes a minor is in immediate danger of harm, they must first contact 911 and then report to the appropriate individuals within the District and DCFS.

If an employee or volunteer of the District suspects an adult with disabilities above the age of 18 (a "vulnerable adult") is being sexually abused or neglected, they must contact both their Supervisor and LT member and report their concerns to the Illinois Adult Protective Services (IAPS) via the IAPS 24-hour reporting hotline: 866.800.1409. If an employee or volunteer believes a vulnerable adult is in immediate danger of harm, they must first contact 911 and then report to the appropriate individuals within the District and IAPS.

Employees and volunteers can find more information on mandated reporting in the District's VI.1.5 Reporting of Abused and Neglected Children Policy. However, this

Boundary Violations Policy prohibits a broader range of conduct than applicable laws to help the District prevent sexual abuse and avoid the opportunity for or the appearance of employee/volunteer impropriety. If an employee or volunteer suspects an employee or volunteer of any of the boundary violations below, even if they do not have a reasonable belief that sexual abuse is actually happening, they still should report that conduct to their Supervisor and an LT member, so the District can investigate and take remedial action when warranted regarding the boundary violation.

The Leadership Team members within the District are to report boundary violation-related concerns, including:

- Executive Director - 630.353.3330
- Superintendent of Business Services/Deputy Director – 630.353.3319
- Superintendent of Recreation/Deputy Director – 630.353.3343
- Superintendent of Marketing and Community Engagement – 630.353.3328

Prohibited Conduct
The conduct prohibited under this policy includes, but is not limited to:

<u>Physical boundary violations (absent exigent circumstances).</u>

- Shoulder, neck, feet, or other types of massages, whether from an adult to a minor/vulnerable adult or from a minor/vulnerable adult to an adult.
- Wrestling or roughhousing with a minor or vulnerable adult, including but not limited to piggyback rides, hands in the minor's or vulnerable adult's pockets, or similar physical activities.
- Tickling or poking a minor or vulnerable adult.
- Placing a hand on a minor's or vulnerable adult's thigh or other intimate location of the body for any period of time.
- Placing a hand on any part of a minor's or vulnerable adult's body for an extended period unless part of the clearly defined job duties of the position (e.g., baseball coach positioning arms for batting, etc.). Even when job duties involve necessary physical contact with minors or vulnerable adults, employees and volunteers must first use verbal coaching and, only if still needed, keep the touch professional, witnessed, and to the minimum length required to complete the task.
- Kissing, cuddling, lengthy hugs, or holding a minor or vulnerable adult in an extended embrace or similar physical activities.
- Violence intentionally directed toward a minor or vulnerable adult.

- Taking minors or vulnerable adults to remote areas 1:1 or engaging in other forms of seclusion (e.g., into an office away from others, in another room unwitnessed and/or with a closed door, vehicle rides not in compliance with District protocols or policies, 1:1 in a bathroom stall, etc.).

It is understood that individuals with disabilities may need one-on-one aides, and such assistance may involve specific physical interactions, such as bathroom assistance, feeding, or other accommodations. However, please ensure that other District employees or volunteers are aware of the scope of the one-on-one aide's roles, responsibilities, and location when working with participants one-on-one. Additionally, the District should maintain activities and staffing levels to eliminate or minimize one-on-one activities, so that a second staff member or District volunteer can still witness physical or behavioral care that may place the staff member or District volunteer and the participant in a vulnerable situation.

Emotional boundary violations

- Possessiveness of a particular minor or vulnerable adult, such as not allowing others to work with the minor or vulnerable adult and/or insisting on work tasks that involve or are with the minor or vulnerable adult.
- Private texting, calling, or emailing with the minor/vulnerable adult outside of program protocols and policies. For more information, please see the District's Policy on VI.1.15 Electronic Communication with Minors and Vulnerable Adults.
- Flirting with minors or vulnerable adults (e.g., compliments or comments about physical appearance, asking about dating history or sex life, calling pet names, etc.).
- Disclosing private information to minors or vulnerable adults.
- Seeking to gain emotional support for oneself from a minor or vulnerable adult.
- Demanding minors or vulnerable adults reveal private information.
- One-on-one meetings and/or off-site meetings with minors or vulnerable adults.

Behavioral boundary violations

- Favoritism of one minor or vulnerable adult and/or being more lenient with that individual (e.g., giving gifts to one minor or vulnerable adult but not others, accepting gifts from a minor outside the context of group or program celebrations, etc.).
- Cursing in the presence of a minor or vulnerable adult or allowing them to curse.
- Sexually explicit conversations or humor with minors or vulnerable adults.

- Telling inappropriate jokes or making rude remarks to minors/vulnerable adults or in the presence of minors or vulnerable adults.
- Talking negatively and in a nonconstructive manner about matters of a minor's or vulnerable adult's life, their relationships, etc.
- Allowing or encouraging a minor or vulnerable adult to look at pornography and/or inappropriate materials (e.g., sexual or adult-themed magazines, cards, videos, films, reels, clothing, etc.).
- Allowing or encouraging a minor or vulnerable adult to drink alcohol, smoke cigarettes, vape, or use drugs, or doing so in front of a minor or vulnerable adult.
- Violating the District's VI.1.15 Electronic Communication with Minors and Vulnerable Adults Policy or other policies of the District to prevent sexual abuse or the appearance of impropriety with minors or vulnerable adults.

<u>Vehicle boundary violations</u>

- Employees with ***no*** transportation duties for the District (i.e., non-drivers) and all volunteers of the District are prohibited from transporting participants, including but not limited to minors and vulnerable adults, as part of District programs, whether in District vehicles or personal vehicles.

- Employees ***with*** transportation duties for patrons for the District (i.e., drivers) should only use District vehicles (not personal vehicles) to transport participants. They must ensure a second District employee or volunteer is in the car when transporting minors or vulnerable adults at all times. **NOTE**: All minors and vulnerable adults being transported as part of District programs should have a Transportation Waiver on file with the District.

- Employees and volunteers of the District are strongly discouraged from giving rides to minor or vulnerable adult participants or volunteers outside of District programs (such as in personal vehicles to/from District programs) unless those minors or vulnerable adults are family members. If an employee or volunteer of the District gives rides to minor/vulnerable adult participants or volunteers outside of the program, the parents/guardians of that minor or vulnerable adult need to provide written permission to the District regarding the private transportation arrangement. **NOTE**: The District should inform all parties in writing that such rides are not part of the District program and are at the parents'/guardians' sole discretion.

- If parents/guardians give written permission to a District employee or volunteer to provide personal rides to minors/vulnerable adults outside of District programs, the

ride should not be 1:1, and/or the minor or vulnerable adult should be in the back seat and the driver in the front seat (with all required safety devices).

- Employees and volunteers of the District must also follow all rules, policies, and procedures related to vehicles and transportation as outlined in the District's V.5.8 Travel and Vehicle Use Rules Policy.

Discipline

The District will evaluate each situation on a case-by-case basis, considering all factors for that unique situation. Violation of this policy may lead to intervention, corrective action, and/or discipline up to and including termination of employment or revocation of volunteering opportunities pursuant to the District's policies VIII.8.2 Discipline, Termination and/or Resignation of Employment, VIII.8.1 Employee Code of Conduct, Code of Conduct Acknowledgement Form contained in this policy or other applicable policies. The steps available may vary depending on whether the individual engaging in the prohibited conduct is an employee or a volunteer, and the District reserves the right to exercise its discretion in accordance with this and other applicable District policies.

Code of Conduct Acknowledgement Form for Individuals Working with Minors and/or Vulnerable Adult Participants and Volunteers

Adults are responsible for protecting children and vulnerable adults. With this responsibility comes a minimum set of expectations included in this Code of Conduct for all employees or volunteers who work with minor participants or volunteers under the age of 18 ("minors") or adults with disabilities ("vulnerable adults") as part of their roles with the Woodridge Park District. The prevention of child and vulnerable adult sexual abuse begins with informed, aware, and caring individuals, including District employees and volunteers. All interaction with minor or vulnerable adult participants and volunteers should be in a manner that a reasonable person would not interpret as inappropriate, and employees and volunteers of the District should make every effort to avoid the appearance of impropriety with minors and vulnerable adults. As such, I agree to follow these rules and guidelines.

As an employee/volunteer, I WILL:

- Treat all program participants and volunteers with respect and dignity, including, but not limited to, minor/vulnerable adult participants and volunteers.
- Use positive reinforcement with minor and vulnerable adult participants and volunteers through verbal praise.

- Work in open environments, avoid seclusion, and work in teams when working with minor or vulnerable adult participants and volunteers.
- Use appropriate physical contact, such as high fives, handshakes, fist bumps, pats on the head, back, or shoulder, or short side/shoulder hugs.
- Be familiar with and comply with the District's VI.1.14 Boundary Violations Policy.
- Be familiar with and comply with the District's VI.1.13 Overnight Travel Events and Programs Policy, as well as all other policies and requirements imposed by the District to prevent sexual abuse of minors or vulnerable adults.
- Be familiar with and comply with all applicable mandated reporter laws, policies, and requirements when appropriate.
- Cooperate fully with any investigation when requested.
- Participate in all required training on sexual abuse prevention and, when applicable, mandated reporting.
- Refrain from conduct that could be interpreted as sexual in nature toward minor/vulnerable adult participants or volunteers.

As an employee/volunteer, I WILL NOT:

- Touch or speak to a minor or vulnerable adult participant or volunteer in a sexual, inappropriate, flirtatious, or improper manner.
- Engage in tickling, rough-housing, wrestling, sitting on laps, piggybacks, kissing, cuddling, putting hands in the pockets of participants or volunteers, or other similar physical activities.
- Inflict any physical or emotional abuse or violence, such as striking, spanking, shaking, slapping, humiliating, ridiculing, targeted or repeated teasing, threatening, or degrading a minor/vulnerable adult participant or volunteer.
- Use profanity, engage in constant and/or nonconstructive criticism, name-calling, bullying, or scapegoating minor/vulnerable adult participants or volunteers.
- Give vehicle rides to minor or vulnerable adult participants or volunteers at all during or as part of District programs, unless I am specifically trained by, and given permission by, the District to do so.

- Give vehicle rides to minor or vulnerable adult participants or volunteers outside of District programs, if those individuals are not family members, unless I have the written permission of the parents/guardians of that individual, and I provide proof of the written consent to my immediate supervisor at the District.
- Use personal communications (e.g., mobile phone, social networking sites, write letters, etc.) for contact with minor or vulnerable adult participants or volunteers, unless specifically agreed to by the District. For more information, please see the District's VI.1.15 Electronic Communication with Minors and Vulnerable Adults Policy.
- Accept gifts, give gifts, or single out a minor or vulnerable adult participant or volunteer in any way other than for group/program celebrations.
- Use or provide alcohol, tobacco, drugs, or anything prohibited by law to minor/vulnerable adult participants or volunteers.

I understand and agree that this Code of Conduct for Individuals Working with Minors and/or Vulnerable Adult Participants and Volunteers is in addition to any other policies, rules, and regulations established by the District, and I will abide by those policies, rules, and regulations.

_____
Employee/Volunteer Name

_____
Employee/Volunteer Signature

_____
Parent Name and Signature (if employee is a minor)

_____
Date

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 email); 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 an 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.

APPENDICES

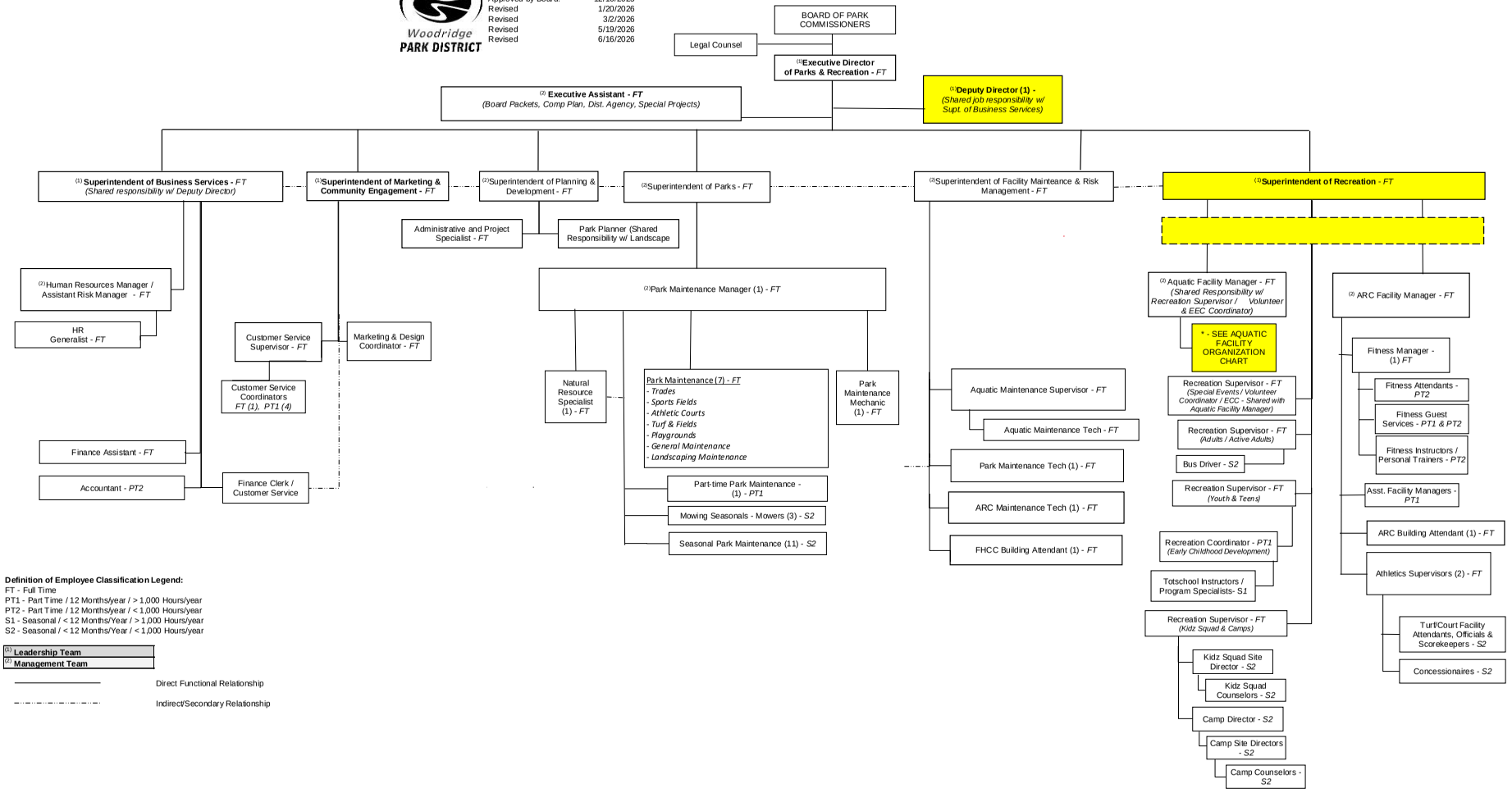
1. WPD Organizational Charts (Park District / Cypress Cove)
2. PDRMA District Use of Volunteer Drivers
3. PDRMA Volunteer Insurance Coverage Fact Sheet
4. PDRMA Volunteer Liability Protection Enacted Fact Sheet
5. PDRMA Volunteer Medical Accident Insurance
6. PDRMA Volunteer Orientation Checklist
7.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

ORGANIZATION CHART

Full & Permanent Part Time Employees

Approved by Board:	12/16/2025
Revised	1/20/2026
Revised	3/2/2026
Revised	5/19/2026
Revised	6/16/2026

Woodridge PARK DISTRICT



Definition of Employee Classification Legend:

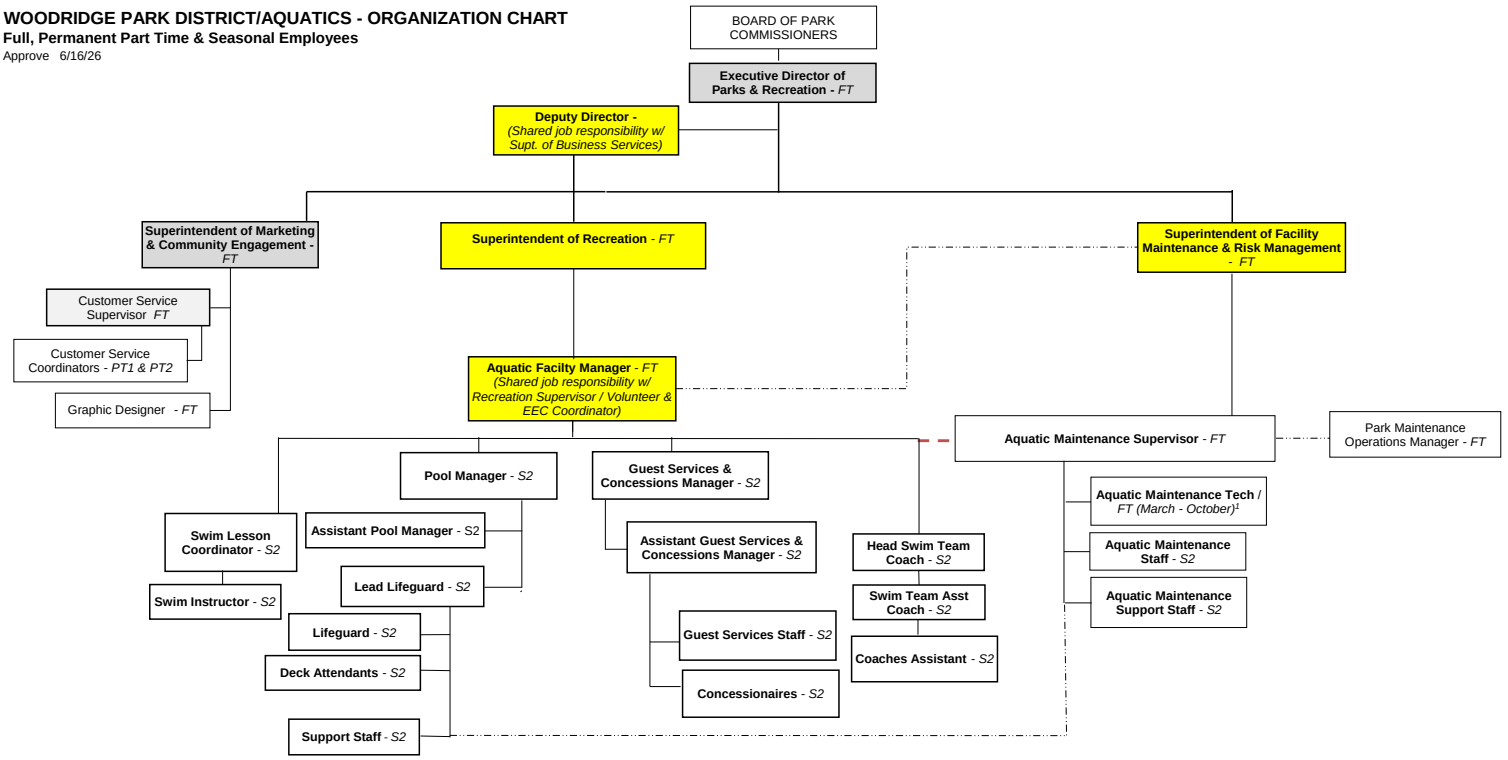
FT - Full Time
PT1 - Part Time / 12 Months/year / > 1,000 Hours/year
PT2 - Part Time / 12 Months/year / < 1,000 Hours/year
S1 - Seasonal / < 12 Months/Year / > 1,000 Hours/year
S2 - Seasonal / < 12 Months/Year / < 1,000 Hours/year

(1) **Leadership Team**
(2) **Management Team**

Direct Functional Relationship

Indirect/Secondary Relationship

WOODRIDGE PARK DISTRICT/AQUATICS - ORGANIZATION CHART
Full, Permanent Part Time & Seasonal Employees
Approve 6/16/26



[1] Aquatic Maintenance (FT) (Shared between Aquatics & Maintenance)

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**

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.

Appendix 3 / Volunteer Insurance Coverage

PDRMA
Park District Risk Management Agency

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.

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-ofpocket 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.

F:\LRNFax|INSURANCE REQUIREMENTS\952 Volunteer insurance coverage fact sheet.doc

Appendix 4 / Volunteer Liability Protection Enacted Into Law

PDRMA Park District Risk Management Agency

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.

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

PDRMA Park District Risk Management Agency

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 revie v	_____	_____
Driver safety progra n	_____	_____
Safety belt policy	_____	_____
Parking	_____	_____
Driver accountability	_____	_____
Accident reporting procedure	_____	_____
Permits, restricted areas	_____	_____
Vehicle(s) orientatio n	_____	_____
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 _____ _____
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_____

Risk Manager Signature_____

Date_____

F:\LRNFax\WebsiteCategories\HR\376 Volunteer orientation checklist.DOC

Appendix 7 / Volunteer Waiver & Release

IMPORTANT INFORMATION

The Woodridge Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of volunteers in high regard. The Park District continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designed to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Please recognize that the Woodridge Park District carries only limited medical accident coverage for volunteers; therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slip and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for the Park District/SRA to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of

participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

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 have 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 important information, warning of risk, assumption of risk and waiver and release of all claims. 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 (70 ILCS 1205/8-23a) **to ask if you have ever been convicted of or found to be a child sex offender? ☐ Yes / ☐ No**

_____

Volunteer’s Name
(Print):_____

Volunteer’s Signature: _____

If a minor (under the age of 18) Parent/Legal Guardian Signature:

_____

Date:_____