

Welcome to the Palatine Park District's Team.

As a volunteer for any Park District program, event, or for any Park District affiliate organization, successful completion and approval of this packet is required before you can begin working as a volunteer.

Volunteer Coaches Application Packet Checklist (17 pages)

- Coaches/Volunteer Application
- Volunteer Policy
- Coaches Code of Conduct
- Background Check Authorization Form
- Anti-Bullying Policy
- Form for Reporting Bullying or Retaliation
- Social Media Policy
- Sample Parent's Code of Conduct

To be completed signed and returned:

- Page 2, 3 Application, sign & date bottom of page 3
- Page 6 Code of Conduct, complete and sign.
- Page 7 Background Check Form, complete and sign.

What interested you in volunteering at the Park District? _____

In case of emergency please notify _____

Relationship _____ Phone Number _____

Have you ever been convicted of a felony? _____ Yes _____ No

You are not obligated to disclose sealed or expunged records of convictions.

Please provide three (3) non-relative references that we may contact:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

I attest that the information provided on the Volunteer Information Sheet to the Palatine Park District is true and I understand and agree that all information furnished in this application may be investigated by the Palatine Park District or its authorized representative as may be necessary. As part of our screening and selection procedures for volunteer services, a background investigation will be conducted. This investigation will be processed through the Illinois State Police. **If the volunteer is under the age of 18, a parent or legal guardian must also sign below granting their authorization for the minor to perform volunteer services.**

Volunteer's Signature

Date

Parent or Legal Guardian Signature

Date

Palatine Park District VOLUNTEER POLICY

PURPOSE

This policy is designed to enable the Palatine Park District to accept volunteers, reduce volunteer risk and protect the interests of the Park District, its volunteers, and the community it serves.

DEFINITIONS

Park District Volunteers

Uncompensated individuals who perform services directly related to the business of the Park District for their benefit, to support the humanitarian, charitable or public service activities of the Park District volunteer, or to gain experience in specific endeavors. To qualify as a Park District volunteer, an individual must be willing to provide service according to the procedures in this policy.

Park District Volunteer Coach

Uncompensated Park District Volunteers who coach, for either a Park District program or league, or for a Park District youth sports affiliate. This also includes all parent board members associated with supporting a Park District program, or youth sports affiliate board members.

POLICY

Responsibilities and Rights of the Park District Volunteer

Park District volunteers are expected to abide by the Park District policies and procedures and external regulations that govern their actions, including but not limited to those relating to ethical behavior, safety, confidentiality, protected health information, computer use, financial responsibility, and drug use.

Park District volunteers are not covered by the Fair Labor Standard Act and are not considered employees of the Park District for any purpose. Therefore, they are not eligible for compensation or any Park District benefits except for general liability coverage.

Who may Volunteer

Anyone, including residents and non-residents of the Park District, parents, students, or others may provide volunteer services to the District, with the following restrictions:

Anyone younger than sixteen years old may only become a Park District volunteer for service as part of an approved school program pursuant to a contract between the Park District and the school, and only with parental consent. Individuals under the age of fifteen may not become Park District volunteers.

An individual under the age of eighteen must obtain parental consent to volunteer.

PROCEDURE

Before Coaching, all Volunteer Coaches Must:

1. Complete a volunteer application.
2. Successfully complete a criminal background check through the park district or provide a hard copy of completion results. (not more than 2 years old)
3. Have completed the Positive Coach Alliance course provided by the Park District or the approved on-line course.
4. Adhere to the Park District anti-bullying policy.
5. Sign and adhere to the Park District Coaches Code of Ethics Pledge.
6. Clearly understand their duties and responsibilities, including the duty to comply with all district rules, policies and regulations and the regulations of the sports' governing rules, and perform no services outside of those duties.
7. Follow the rules and guidelines of the sport.
8. Respect the individuality, dignity and worth of each participant, and set good examples as a role model for the players and the program.
9. Coaches may be required to complete additional forms or specific training required as determined necessary.

Volunteer Coaches May Not:

1. Receive any financial remuneration for serving as a volunteer coach.
2. Enter into any contract, warranty, or acting as an agent of the Palatine Park District.
3. Use participant enrollment information for any other purposes other than the intended program the participant has registered for.
4. Directly transport participants to and from practices and/or games or any other activity associated with the program. NOTE: This directive is intended to insure that it is known that the Palatine Park District does not authorize transporting participants as a responsibility associated as a volunteer with the Park District. If a coach chooses to transport participants they do so under their own responsibility and risk.

CHARACTER COUNTS COACHES CODE OF CONDUCT

Trustworthiness, Respect, Responsibility, Fairness, Citizenship, Caring

Managers/Coaches

- Treat players, other parents, coaches, and officials with the utmost respect at all times.
- Be a positive role model. Be gracious in victory, accept defeat with dignity and always display emotional maturity.
- Use positive encouragement to increase confidence and build self-esteem in your children and foster a respect and appreciation for the sport. Stress the importance of the team play over personal statistics and recognition. Encourage your player(s) to develop good practice and game habits in an effort to continually improve their skills.
- Let your words and actions demonstrate a high regard for loyalty to your association and players.
- Foster the development of good character by teaching, enforcing, advocating, and modeling high standards of ethics and sportsmanship.
- Familiarize yourself with the rules of our sport and teach those rules to your players. Organize fun yet challenging practices.
- Always put the safety and well-being of your players above the desire to win. Care more about your players than the game.
- Respect the facilities. Without them there would not be a place to play.
- Understand that the Manager is accountable and responsible for the behavior of his/her team, all assistant coaches and its Spectators.
- Both Manager and Coaches are required to know and adhere to all rules and policies of league and the Palatine Park District.
- Any manager or coach may be suspended or revoked at any time by the Board for violation of rules or policies.

I have read and understand the above Character Counts Code of Conduct and will abide by it at all times. I understand that coaching is a privilege and that I may lose this privilege if I violate the conduct requirements above.

Check this box indicating that you are aware of this assumed risk of the transportation of participants as described in PPD Volunteer Policy/Procedure/Volunteer Coaches May Not/#4.

Manager/Coach Signature _____ Date _____

Name (Please Print) _____

Program: _____

BACKGROUND INVESTIGATION AUTHORIZATION FORM

As part of our screening and selection procedures for employment and volunteer services, a background investigation will be conducted. This investigation will be processed through the Illinois State Police.

A date of birth is needed to process your background information. It is intended solely for that purpose.

I authorize the Palatine Park District and its agents to investigate my background. This may include investigation of past employers, personal references, educational institutions, criminal records, and information contained in public records. I release all such persons and sources from any liability or damages on account of having furnished such information.

I authorize that a telephone facsimile (FAX) or photocopy of this authorization be accepted with the same authority as the original.

All information received will be treated with strict confidence.

Please print full given name legibly.

First: _____ Middle: _____ Last: _____

Address: _____ City: _____ Zip Code _____

Birth Date & Year: _____ Social Security #: XXX-XX-____

Drivers License: _____ State Issued _____

Signature: _____ Date _____

**This Form may be faxed to the Palatine Park District
private H.R. Computer E-Fax Number: 847-388-4900**

Palatine Park District Anti Bullying Policy**Purpose**

The Palatine Park District (PPD) recognizes that an agency that is physically and emotionally safe and secure for all participants, volunteers and staff promotes good citizenship, increases attendance and supports achievement. Bullying, like other forms of aggressive, disruptive and violent behavior, interferes with a participant's ability to enjoy and learn. In addition, bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting, using drugs and alcohol, and sexual harassment and violence. It is the goal of the PPD to create an environment where all participants, volunteers and staff are protected from bullying, harassment, and other forms of aggression and violence so as to ensure a safe, secure, and supportive environment to learn and recreate.

All administrators, officers, board members, staff, parents, volunteers and participants are expected to refuse to tolerate bullying and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even in times of disciplining) in order to provide positive examples for participant behavior.

Scope

This policy protects PPD participants, volunteers, and staff from bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The PPD recognizes the particular vulnerability of participants, volunteers, and staff with actual or perceived disabilities and those who identify as or are perceived to be lesbian, gay, bisexual or transgender.

Definitions

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward an individual or individuals that has or can be reasonably predicted to have one or more of the following effects:

1. placing an individual in reasonable fear of harm to his or her person or property;
2. causing a substantially detrimental effect on an individual's physical or mental health;
3. substantially interfering with an individual's participation or performance; or
4. substantially interfering with an individual's ability to participate in or benefit from the services, activities, or privileges provided by the PPD.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

"Cyberbullying" means bullying using information and communication technologies.

"Retaliation" means any form of intimidation, reprisal or harassment directed against an individual who reports bullying, provides information during an investigation, or witnesses or has information about bullying.

"Peer Conflict" means disagreements and oppositional interactions that are situational, immediate and developmentally appropriate. When PPD staff or volunteers are aware of peer conflict, they are expected to guide participants in developing new skills in social competency, learning personal boundaries and peaceably resolving conflict, and to model appropriate social interactions. These interventions are designed to prevent Peer Conflict from escalating to Bullying.

Bullying Prohibited

Bullying is prohibited:

1. during any PPD-sponsored or PPD-sanctioned program, activity, or event;
2. in or on any PPD vehicle, park, facility or other PPD property (collectively referred to as "PPD Property");
3. when communicated through any electronic technology or personal electronic device while in or on any PPD Property;
4. when it is conveyed that a threat will be carried out in or on any PPD Property, including threats made away from PPD Property with intent to carry them out in or on any PPD Property or during any PPD-sponsored or PPD-sanctioned program, activity, or event;
5. when it occurs away from PPD Property or away from any PPD-sponsored or PPD-sanctioned program, activity, or event, but nevertheless materially or substantially disrupts any PPD programs, activities or events for one or more individuals and/or the orderly day to day operations of the PPD.

Bullying Prevention

The PPD expects all individuals to conduct themselves in a manner in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other individuals around them. The PPD recognizes that in order to have the

maximum impact, it is critical to provide all participants with the expectations of this policy and communicate this commitment accordingly. In addition, as a minimum in committing to the intent and spirit of this policy the PPD will provide bullying training for all staff and volunteers who have significant contact with PPD program participants. The PPD also believes that standards for individuals' behavior must be set through interaction among participants, parents, guardians, staff and community members of the PPD, producing an atmosphere that encourages all to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property.

Responsibilities of PPD Staff and Volunteers

All PPD staff and volunteers who witness incidents of bullying or who possess reliable information that would lead a reasonable person to suspect that a person is a target of bullying, must:

1. intervene immediately in a manner that is appropriate to the context and consistent with bullying training provided, and that ensures the safety of all people involved;
2. report the incident of bullying or retaliation to his or her supervisor, the PPD's Executive Director, or the Executive Director's designee as soon as practicable, but within 24 hours, on the PPD Bullying Report Form (Attachment A). If the bullying involves the Executive Director, staff or volunteers should immediately report the incident to the Board President or Vice-President;
3. cooperate fully in any investigation of the incident and in implementing any safety plan established by the Executive Director or his or her designee.

If it is determined that PPD Staff or volunteers were aware that bullying was taking place but failed to report it, the staff member/volunteer will be considered to have violated this policy. The Executive Director shall consider employee discipline for such violations in accordance with the PPD Personnel Policy and the PPD Volunteer Policy, if any, or any other rules and regulations pertaining to volunteers.

Responsibilities of Participants, Parents, Guardians, Visitors, and Community Members

No participant who witnesses bullying may stand by or participate in the bullying, but must notify PPD staff or a PPD volunteer immediately. Any parent, guardian, visitor or community member who witnesses or is notified of bullying are encouraged to notify the PPD's Executive Director as quickly as practicable. If the bullying involves the Executive Director, parents, guardians, visitors or community members are encourage to immediately report the incident to the Board President or Vice-President. Signage may be posted to notify parents, guardians, visitors and community members of their ability to file reports. Reports can be made to any PPD staff or volunteer in person, or by completing Attachment A and submitting it to the Executive Director or his or her designee. Anonymous reports will be accepted by the Executive

Director or his or her designee, but no disciplinary action will be taken on the sole basis of an anonymous report.

Investigation

Many Peer Conflicts can be resolved immediately and do not require reporting or creation of a formal report. If, however, a conflict is ongoing and meets the definition of bullying, the investigation procedures in this policy must be followed.

1. The Executive Director shall select a designee, employed by the PPD and trained in investigative procedures, to perform the investigation.
2. Investigation of a bullying incident shall be initiated within five business days of receipt of a report and completed within 10 business days, unless the Executive Director grants in writing an additional 5 business day extension due to extenuating circumstances. The Executive Director / Designee shall document the extension in the investigation report and shall notify the parties involved.
3. The investigation shall include:
 - a. Identifying the alleged perpetrator(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it;
 - b. Notifying the parent/legal guardian of all minor participants involved in the incident of alleged bullying via telephone, personal conference and/or in writing;
 - c. Conducting an individual interview in a private setting with the alleged perpetrator(s), target, and bystander(s). The alleged perpetrator(s) and target(s) should never be interviewed together or in public. Individual interviews shall also be conducted in private with at least one impartial observer present.
 - d. Determining how often the conduct occurred, any past incident or continuing pattern of behavior, and whether and to what degree the target was affected.
 - e. Assessing the individual and PPD-wide effects of the incident relating to safety, and, if warranted, assigning PPD staff to create and implement a safety plan that will restore a sense of safety for the target and other participants who have been impacted.
 - f. When appropriate, prepare a written misconduct report setting forth factual information about the incident and his/her recommendation for individual consequences/agency response in accordance with the procedures and guidelines set forth below.
 - g. Comprehensively documenting the details of the investigation.

Consequences and Discipline

The PPD believes that the best discipline for bullying is support for participants taking responsibility for their actions, developing empathy, and teaching alternate ways to achieve the goals and solve the problems that motivated the bullying. Staff members who interact with individuals shall utilize practices based on training provided by PPD, which is designed to reduce the need for discipline, encourage individuals to exercise self-discipline and to exercise restraint in the future.

If the PPD's investigation verifies an allegation of bullying, the PPD will take appropriate action to address the bullying and the individual or individuals responsible for same. The factors used for determining consequences for a violation of this policy shall be based on the following:

1. Age, development and maturity levels of the parties involved
2. Degree of harm caused by behavior/incident to victim and others
3. Nature and severity of the behavior/incident
4. Frequency of incidents and history of offender's violations in any other reported incidents
5. Relationship between the parties involved
6. Context in which the incident(s) occurred

Consequences and appropriate remedial actions for a participant, staff or volunteer who engages in one or more acts of bullying may include, but are not limited to, the following:

1. Positive behavioral interventions and/or corrective behavior action plan
2. Temporary removal from the program, park or facility
3. Suspension from program, park or facility
4. Loss of privileges
5. Expulsion from program, park or facility
6. If employee(s), discipline, including verbal or written reprimand, or both, suspension, termination or other punishment permitted by the employee manual of the PPD.
7. Legal action

Remedial actions are designed and intended to correct the problem behavior, prevent another occurrence from happening and protect the victim(s) of the behavior in question. Effective discipline should employ a district-wide approach.

When an investigation determines that bullying occurred, the Executive Director / Designee shall explain the consequences in a non-hostile manner, and shall impose any consequence or remedial action promptly and consistently. The Executive Director / Designee shall keep communicating and working with all parties involved until the situation is resolved. Some key indicators of resolution include:

1. The perpetrator is no longer bullying and is interacting civilly with the target.

2. The target reports feeling safe and is interacting civilly with the perpetrator.
3. PPD staff or volunteers notice an increase in positive behavior and social-emotional competency in the perpetrator and/or the target.
4. PPD staff or volunteers notice a more positive climate in the areas where bullying incidents were high.

Appeal

Any party who is not satisfied with the outcome of an investigation or any discipline or consequences imposed by the Executive Director may appeal to the Board of Park Commissioners ("Board") by submitting a written request to the Board President or Vice-President within 5 business days of the Executive Director's decision. The Board, or a person or persons designated by the Board, will review the decision and the facts and circumstances related to same. The party appealing will be offered an opportunity to appear before the Board or its designees to formally answer the charges against him or her. At this hearing the party appealing may be represented by his or her own counsel and may call his or her own witnesses, question PPD witnesses, and otherwise present a case on his or her behalf. After the hearing, the Board shall issue a written decision within 15 business days. The Board's decision shall be final.

No Waiver or limitation of Rights

This policy shall not be interpreted to prevent a victim from seeking redress under any other available civil or criminal law. Nor is anything in this policy intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 or 4 of Article 1 of the Illinois Constitution.

ATTACHMENT A

Palatine Park District

Form for Reporting Bullying and Retaliation

PLEASE NOTE: The reporter may remain anonymous, but no remedial action will be imposed based solely upon an anonymous report.

Victim or Target Information

Name(s) and age(s) of Bullying Victim/Target: _____

Address: _____

Reporting Information (*Optional for participants/parents/guardians)

Name & Title of Person Reporting the Incident: _____

Relationship to Bullying Victim/Target: _____

Phone: _____ Email Address: _____

Incident Information

Name(s) of accused bully(ies) OR description (if name(s) unknown): _____

Location of incident: _____

Date and time of incident: _____

Describe what happened and who was present in as much detail as possible:

Please submit this report to the Executive Director or any PPD staff member. You may also call the Executive Director (1-847-496-6236) to make a report.

Date of submission: _____

Board Approved/Final 9-24-2013

Palatine Park District Social Media Policy

Draft – 10/2/13

Guidelines for all social media sites, including personal sites

Protect confidential and proprietary information: In general, Palatine Park District respects the rights of employees and volunteers to use social media as a means of self-expression. Employees have a duty to protect employees' home addresses and other personal information and the confidentiality of marketing lists, customer account information, customer lists, financial information and business contacts. Do not post confidential or proprietary information about the District, its residents, non-residents, volunteers, officers or employees. Adhere to all applicable District privacy and confidentiality policies. Employees who share confidential information will be subject to disciplinary action, up to and including termination.

Respect copyright and fair use: When posting, be mindful of the copyright and intellectual properties of the District and others.

Use of District name or logo on personal social media sites: If the District' name, official logo or any other District images or iconography are posted on personal social media sites, be aware of the image of the District that is portrayed. When posting photos to personal social media sites consider what is appropriate. Do not post photos that include the District logo, District attire, or other District likenesses when those photos conflict with the District's personnel policies or its mission to provide family-friendly recreational opportunities. This includes, but is not limited to, photos that include alcoholic beverages, drugs or drug paraphernalia, sexually suggestive behavior or unlawful behavior of any kind.

Use of District name or logo on personal social media sites for endorsements: The District's name or logo shall not be used to personally promote a product, cause, political party or candidate on personal social media sites.

Use of photographs of District program participants on personal social media sites: No photographs taken of District program participants shall be posted on personal social media sites. The District will post photographs of participants on the official District website and social media sites following the District's photography policy. Employees are allowed to share a District post on their personal pages.

Employees are District ambassadors: Although a personal website, blog, or other form of online publishing may be a forum that conveys individual opinions, some people may nonetheless view an employee as a spokesperson of the Palatine Park District, even on that person's personal social media site. Employees and volunteers should recognize that during working hours and non-working hours they are representatives of the organization. All representatives are expected to promote teamwork and inspire trust and confidence. Employee complaints related to the District communicated through

social media may have a negative impact on the reputation and integrity of the District and will not be tolerated.

Coexisting with District participants: District employees, seasonal staff, and volunteers shall refrain from any proactive one-on-one communications with District customers, including children and teens, on social networking sites. They may accept invitations to profiles, groups, and events, but may not initiate any type of communication with customers, including children and teens. Responses to communications initiated by customers should be limited to District-related business and matters. Both public one-on-one communications such as posting to a wall and private one-on-one communications including private messaging are discouraged at all times.

Respect District time and property: Palatine Park District computers and time on the job are reserved for District related business as approved by supervisors.

Best Practices

- **Think twice before posting:** Privacy does not exist in the world of social media. Consider what would happen if a post becomes widely known and how that may reflect both on the poster and the District. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or have a question about how to respond to a comment or question, ask your supervisor for assistance, or see the Marketing Coordinator.
- **Strive for accuracy:** Get the facts straight before posting on any social media site. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the District in any capacity.
- **Be respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they might reflect on the poster and or the District.
- **On personal sites:** Identify your views clearly as your own. If you identify yourself as a District employee or volunteer online, it should be clear that the views expressed are not necessarily those of the District.

Social Media Posts: District social media posts are to be professional. Posts and messages that are discriminatory, defamatory, insulting, offensive, disruptive, romantic, or pornographic, and those that breach confidentiality or violate copyright are prohibited.

This form signed off on by all parents while registering for any PPD or affiliate athletic program.

CHARACTER COUNTS PARENTS CODE OF CONDUCT

Trustworthiness, Respect, Responsibility, Fairness, Citizenship, Caring

Parents

- Treat players, other parents, coaches, and officials with the utmost respect at all times.
- Do not force your children to play sports, but support their desire to play their chosen sport.
- Children are involved in organized sports for THEIR enjoyment. Always make it FUN.
- Be a positive role model. Be gracious in victory and accept defeat with dignity; display emotional maturity.
- Use positive encouragement to increase confidence and build self-esteem in your children and foster a respect and appreciation for the sport. Stress the importance of the team play over personal statistics and recognition. Encourage your children to develop good practice and game habits in an effort to continually improve their skills.
- Foster the development of good character by teaching, enforcing, advocating, and modeling high standards of ethics and sportsmanship.
- Encourage your children to learn the rules of their sport and abide by them at all times.
- Recognize the effort put in by volunteer managers and coaches. Communicate with and support them in any way that you can.
- Be responsible for guests you bring.
- Respect the facilities. Without them, there would not be a place to play.

I have read and understand the above Character Counts Code of Conduct and understand that it is my responsibility to provide positive support, care, and encouragement for my child. I also understand that violation of this code of conduct could result in my being forbidden from attending games or practices.

Parent or Guardian Signature _____ Date _____

Parent or Guardian Name (Please Print) _____

Parent or Guardian Signature _____ Date _____

Parent or Guardian Name (Please Print) _____