

CITY OF Dodgeville
Parks and Recreation Department

Volunteer Policies

INTRODUCTION

Welcome to the Dodgeville Parks and Recreation Department. Your decision to donate time and effort as a volunteer is deeply appreciated. It is becoming increasingly difficult to attain volunteer help. That is what makes each volunteer special. The fact that you care enough and are willing to teach kids skills, sportsmanship, and fair play, tells us that you are a quality individual. We're confident that you will be a great asset in our program's operations.

The Parks and Recreation Department in Dodgeville strives to provide a well-rounded recreation program throughout the year to meet the needs of all Dodgeville residents. Our program can only be as successful as the program leaders, coaches, and instructors we have in charge of them.

The following information is an explanation of the policies and procedures for volunteers established by the Parks and Recreation Department. You are expected to be familiar with these policies. If you have any questions, feel free to contact your immediate supervisor.

APPEARANCE AND DRESS

Volunteers should be aware that participants will often imitate what they see. Therefore, volunteers should always present an image that is positive. Appearance and clothing should be

CONDUCT

As a volunteer, you are in the position of working with children who are very impressionable. What you say or how you act can have a very big impact on a child who idolizes you. Because of this, your conduct with the participants should always be in a manner that reflects well upon yourself and the Department of Parks and Recreation.

- * The Department does not allow or condone the use of profane language. This rule applies to both volunteers and participants. Volunteers will be expected to enforce this rule.
- * The drinking of alcoholic beverages or the use of harmful drugs by participants or volunteers before or while your activity is in progress is strictly forbidden. The Department expects you to arrive on the job in a proper and physically sound working condition. Any volunteer (or participant) violating this rule will be disciplined by the Parks and Recreation Department.
- * Smoking and/or the chewing of tobacco is not allowed by either volunteers or participants during practices or games.
- * Any participant or volunteer caught in connection with the theft of city articles will be prosecuted to the full extent of the law.
- * Items such as eyeglasses, watches, clothes, etc, if damaged, are not covered under city insurance and reimbursement will not be made.
- * It is expected of all volunteers to abide by and adhere to all rules, regulations, policies, and philosophies of the game as expressed by the Parks and Recreation Department. If you have any questions concerning the Department's interpretation of rules, do not hesitate to contact your
- * Volunteers are expected to abide by all rules and regulations of the facility they are using whether it be a school gym or a local park/field. Volunteers are responsible for their team's
- * Our Department will not tolerate sexual harassment. If you feel you are a victim of sexual harassment by either another volunteer, program, or a Department supervisor, complaints may be registered with the City of Dodgeville. All complaints registered by either employees or by

GAMES AND PRACTICES

- * All games and practices will start on time according to the schedule developed by the Parks and Recreation Department.
- * Volunteers are expected to be at their designated activity site early enough so that all preparations may be made to start the activity on time. Likewise, all volunteers are to remain at the activity site upon conclusion of the practice, game, or program for a short period of time (10-15
- * Transportation to and from programs, games, and practices is the responsibility of the parents. It is advisable that the volunteers talk to the parents about setting up some kind of car pool
- * The Dodgeville Parks and Recreation Department intends to comply with the intent and spirit of the Americans with Disabilities Act. In most instances special accommodations will be made to allow disabled youngsters to enroll in programs. We will notify you in advance of any special circumstances. Please contact your supervisor immediately if arrangements have not been made for accommodations requested by disabled participants.

ATHLETIC PROGRAMS

- * Pre-registration is required for all athletic programs. You will be given a program roster, which lists the participants. Any participant whose name does not appear on your list should have a receipt from our office. You are not at liberty to accept registrations or to authorize changes from one team to another. Please direct all registration questions to the Parks and Recreation office. T-shirts (if applicable) will not be issued to any players not officially registered, and unregistered
- * Adverse weather conditions do not necessarily justify the cancellation of any activity. Please call the Recreation Department at 930-5358 for any messages relating to this or listen to D99.3 for any cancellations. All employees should be aware of the weather policies for their specific

HEALTH, SAFETY, AND ACCIDENTS

- * Volunteers are responsible to check the program site for any potential hazards. This should be done before each practice or game. Any debris, broken glass, etc., that could cause injury should be cleaned up. Anything that you cannot personally correct should be immediately reported to
- * Volunteers should know where the nearest telephone is. Find out exactly where it is and how to use it so you can access it quickly in the event of an emergency.
- * Volunteers should also know where the nearest first aid box is. We will supply all first aid boxes to start the season. In some instances it will be the volunteers responsibility to get replacement supplies as needed during the course of the program. Please contact the Recreation

ATHLETIC COACHES

- * Coaches are responsible for all participants registered for their team. Check your roster daily. Participants joining your team late should present you with a receipt. Get a parent's name and phone number from all late registrants.
- * Volunteers should know how to reach their supervisor in an emergency. Keep Parks and Recreation office number and home phone numbers of professional staff handy: In life threatening
 - 1) Call 911 immediately (9-911 at some sites)
 - 2) Notify parents
 - 3) Call their immediate supervisor/recreation director
- * For serious emergencies that will require additional medical treatment, such as broken limb, sprain, animal bite, cut that will need stitches, call the parents first. If it is not a life-threatening situation do not call an ambulance without first attempting to get a parents' O.K. Parents may prefer to transport a child to the hospital themselves.

DO NOT transport an injured player to a hospital yourself. An emergency vehicle, parent, or other relative should do this.

- * An accident report must be completed any time you give first aid. No matter how serious or slight the accident may seem we need to have a record of it for insurance purposes.
- * The City of Dodgeville does not provide hospital or accident insurance for people participating in department-sponsored activities. Please, do not tell a participant that the Parks and Recreation Department will pay the bill for their injury.
- * The city does carry liability insurance. If a parent does feel that the city is liable for an injury because of negligence, they must file a claim within 30 days. They may contact either the Parks and Recreation office or City Hall at 110 E Fountain Street, Dodgeville.

NEGLIGENCE

* The city does have liability insurance that covers both city employees and our volunteer coaches. Negligence may include an act of commission or omission. Some examples may

- 1) Failing to check equipment before using it or knowingly using faulty equipment.
- 2) Letting kids participate without safety equipment.
- 3) Arriving late, leaving early or totally missing a scheduled practice or game.
- 4) Conducting the activity or drill in an unsafe manner or environment.

Please put safety first and use common sense to help us avoid unnecessary injury to our players.

PROGRAM WRAP-UP

* Each volunteer will be asked to complete an evaluation of the program at the season end. Any comments, suggestions, criticisms, are welcome and will be used in planning for the next season. Please be sure to give us your input.

* Any equipment checked out to volunteers should be promptly returned at the conclusion of the season. In many instances we will be taking inventory shortly after the end of the season to determine necessary purchases for next year. Your assistance in promptly returning equipment will be a major factor in keeping the cost of our programs at a reasonable level. Your assistance in reminding players to return equipment as well is necessary to monitor our inventory.

Any lost/found articles should be kept until the conclusion of the program. Please make every attempt to find the owner. Any articles unclaimed at season end should be brought to the Parks and Recreation Office located at 110 E Fountain Street.

Again, thank you for taking the time to volunteer. Your assistance is greatly appreciated. This poli
“over-the-top,” however, I take your willingness to volunteer very seriously and want to ensure the safety of all participants involved. Thank you for your cooperation.

Sincerely,

Kathryn Heimerl
Recreation Director
930.5358