



Recreation Department

Volunteer Guidelines

Adopted: 01/01/2020

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Revised: 02/12/2026

Welcome!

On behalf of the City of River Falls Recreation Department, we would like to take this opportunity to thank you for your interest in volunteering and making a positive difference in our community!

Active participation by citizens like yourself is critical and a key component to the success of our department. Volunteers bring a wealth of skills, knowledge and experience that enable us to provide services and programs that would not otherwise be possible. Volunteers are truly our community champions and one of our greatest assets!

It is our goal to provide you with a rewarding experience that integrates your service with department needs in a safe and sound setting. With that goal in mind, the following handbook serves as a helpful tool in providing pertinent information and guidelines.

Thank you again for dedicating your time and talent toward making our community an exceptional place to live, work, and play!

Sincerely,

Parks and Recreation Department

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1.0 INTRODUCTION

City of River Falls Overview

The City of River Falls (or the “City”) is a thriving and growing community located 30 miles east of the Minneapolis/St. Paul area in northwestern Wisconsin. With a population of 15,800 residents and 6,400 college students, the City offers excellent schools, 26 parks, miles of hiking and biking trails, safe neighborhoods, healthy economic growth, and a vibrant downtown.

River Falls is a great place to work, live and play!

Our Vision

A distinct, vibrant, and safe community with an abundance of nature and easy access to metropolitan amenities. A place where families, students, and businesses flourish.

Our Mission Statement

To coordinate and deliver essential services and ensure a sustainable future.

Our Values

- Put people first
- Pursue excellence
- Act with integrity
- Embrace change
- Serve our community
- Consider future generations

Our Customer Service Model

1. We Put People First
 - Engage customers – identifying yourself and greet them
 - Practice empathetic listening
 - Create high quality outcomes and exceptional customer experiences
2. We Pursue Excellence
 - Professional image and conduct
 - Act with integrity
 - Effective communication in a timely manner
3. We Embrace Change
 - Flexible problem solving
 - Embrace innovation and search for opportunities and evolve in a way we do things
 - Ask “why”
4. We Serve Our Community
 - Demonstrate passion and pride for our jobs and volunteer service
 - Have a positive impact on our community
 - Continuous feedback using surveys and monitoring dashboards

City of River Falls Recreation Department

The City of River Falls Recreation Department offers a wide variety of recreation activities including camps, youth baseball, T-ball, soccer, and more for community members of all ages. Many of the youth activities need volunteer coaching services.

Contact Information

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2.0 USE OF VOLUNTEERS

Definition

A “volunteer” is anyone who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the City of River Falls. A “volunteer” must be officially accepted and enrolled by the City of River Falls prior to performance of the task. Unless specifically stated, volunteers are not to be considered as “employees” of the City of River Falls.

Waiver and Release

The Volunteer does hereby release and forever discharge and hold the City of River Falls harmless from any and all liability, claims, and demands, either in law or in equity, which arise or may hereafter arise from Volunteer’s activities with the City, with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer’s activities with the City, whether caused by the volunteer or by the negligence of the City or its officers, directors, employees, agents, or otherwise. The Volunteer understands that the City does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness to the Volunteer.

Volunteer Opportunities

Recreation Department volunteers primarily serve as youth coaches.

Volunteer Youth Coaches are responsible for supervising and instructing participants during practices and games. They will design and implement weekly practice plans and demonstrate various skills to participants on proper methods and strategies of play. They will also communicate with staff, participants, and parents in a professional manner.

Becoming a Volunteer – Application

Interested volunteer applicants are encouraged to apply during program registration, which typically begins in mid-March. If a volunteer is under 18 years of age, the application must be completed by a parent or legal guardian. Background checks will be made for all volunteers.

3.0 VOLUNTEER GUIDELINES AND PROCEDURES

Purpose of Volunteer Guidelines

These guidelines are written to provide overall guidance and direction to volunteers. These guidelines do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. Our City reserves the exclusive right to change any of these guidelines at any time and to expect adherence to the changed guidelines. Changes or exceptions to these guidelines may only be granted by the Recreation Coordinator and must be obtained in advance and in writing. Areas not specifically covered by these guidelines shall be determined by the Recreation Coordinator.

Training and Orientation

Training will be provided on emergency procedures, reporting, and safety prior to your volunteering assignment.

Attendance/Absence

All volunteers should arrive on time for their agreed upon schedules. Volunteers are asked to advise the Recreation Coordinator of an absence as far in advance as possible.

Weather

Outdoor events may be canceled due to inclement weather. The City of River Falls Parks and Recreation page will be updated if an activity is cancelled. If you have a question whether to report due to weather conditions, please contact the Recreation Coordinator. Never play or practice in lightening/thunder/heavy rain; please use your decision on after-hours conditions.

Dress Code

Volunteers, like staff, are responsible for presenting a good image to the public. Volunteers should dress appropriately for the conditions and performance of their duties.

Vandalism/Damage to Equipment

If you see any damage to equipment, grounds, facilities, or see unsafe conditions such as, but not limited to, broken glass or vandalism, report it to the Recreation Coordinator.

First Aid/Emergency Procedures

In the case of a medical emergency, assist the injured person to the level of your training. If the injury is serious, call 9-1-1. Assist the injured person by obtaining the 1st Aid kit, which is located in each coaching bag. Ask staff for assistance with crowd control if needed. A City of River Falls Liability/Property Incident Report Form must be completed within 24 hours of an incident. Please contact the Recreation Coordinator to complete the form.

Alcohol/Drug Use

Drinking of alcoholic beverages or the use of harmful and illegal drugs while volunteering for the City of River Falls is prohibited. The City of River Falls will expect all volunteers to arrive to work in a physically sound working condition. Volunteers not arriving to work in a physically sound

condition will be sent home and could be dismissed from volunteering immediately. Volunteers may not bring alcohol or drugs to any City of River Falls facilities.

Use of City Equipment

No City-owned equipment, vehicles, tools, supplies, machines or other items which are the property of the City of River Falls shall be used for personal use by any volunteer.

Smoking and Vaping

No person shall smoke or carry any lighted cigar, pipe or any other lighted smoking equipment in any enclosed, indoor areas of City buildings or in or on any City vehicle or equipment. In exterior areas of City-owned buildings, smoking is not allowed within 20 feet of an access point or within 40 feet from any building air intake system. Smokeless tobacco and vaping are also prohibited when working in a volunteer capacity.

Religious and Cultural Differences

It is important to recognize that people have religious and cultural backgrounds that may be very different from yours. It is important to remain non-judgmental, as you will encounter people with different customs, values, traditions, and practices. All differences should be respected.

Sexual Harassment

Sexual harassment will not be tolerated. Volunteers who feel they are victims of harassment should contact the Recreation Coordinator. All harassment complaints will be handled in a confidential manner, and we will not retaliate against any individual for reporting a claim of harassment or cooperating with an investigation. It is the policy to provide protection to female and male staff, volunteers and individuals served against all harassment and/or hostile work environments.

Sexual harassment is described as unsolicited, unwelcome, non-reciprocal behavior. It may range from inappropriate sexual innuendos to coerced sexual relations. Sexual harassment may also include, but is not limited to, the behaviors or actions below, which are directed at the victim or said in the victim's presence:

1. Unsolicited verbal sexual comments and harassment
2. Inappropriate sexual or gender-related jokes
3. Inappropriate discussion of sexual interactions
4. Subtle pressure for sexual activity
5. Inappropriate comments about a person's body or sexual activities
6. Distribution of or sharing of sexually related materials (i.e. cartoons, magazines, videos)
7. Sexually related communications via email, texting, or voicemail
8. Patting, pinching or unnecessary touching
9. Demanding sexual favors

Other Harassment

No volunteer or participant shall, on the basis of race, color, religion, sex (including sexual orientation and gender identity), military service, veteran status, genetic information, union membership, creed, ancestry, or marital status, be denied equal access to programs, activities,

services or benefits, or be limited in the exercise to any right, privilege, advantage, or opportunity.

Disciplinary Action

Volunteers who do not adhere to the guidelines and procedures as well as the Volunteer Code of Conduct contained in this procedure manual subject themselves to disciplinary action. The normal procedure for violations may be:

1. Oral reprimand by Recreation Coordinator and/or
2. Termination of volunteer services

4.0 VOLUNTEER CODE OF CONDUCT

- Always exhibit appropriate behavior. Be courteous and polite in all actions.
- Show respect to all participants, staff, equipment, supplies and facilities. Any form of harassment will not be tolerated.
- Refrain from causing bodily harm to other participants or staff.
- Avoid profane and abusive language and disruptive behavior that is dangerous to self and others.
- It is mutually and expressly understood said volunteer is not entitled to nor expects any wage or other benefits for these voluntary services present or future salary.
- Treat all individuals with a sense of dignity, respect and worth. Make a personal commitment to be nonjudgmental about cultural differences, living conditions and the lifestyles of other people.
- Abstain from the use of photo, audio, or video recording equipment unless given consent from Recreation Coordinator.
- Respect all confidential information. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person. Refrain from gossip.
- Do not pressure anyone to accept political, cultural, or religious beliefs.
- Be dependable, recognizing the commitment and responsibility to the volunteer assignment. Be on time to the volunteer assignment and be ready to participate.
- Accept assignments with an open mind and have a willingness to learn.
- Avoid and refrain from conflict of interest situations. Volunteers should reveal any potential or actual conflicts of interest as they arise.
- Do not use, possess or be under the influence of alcohol or illegal drugs at any time.

- Abstain from all illegal activity.
- Follow safe workplace practices, including participation in applicable education sessions, using appropriate personal safety equipment and reporting accidents, injuries, and unsafe situations to the Recreation Coordinator immediately.
- Report suspicious activities to the appropriate legal authorities.
- Be a team player. Keep an open mind and value the input and suggestions of my fellow volunteers, hosts, co-workers, and colleagues. Come to a decision democratically. Seek consensus.
- Be patient when working on group projects. React with grace when your idea is not the one chosen. Support your project to the best of your ability.
- DO NOT hug any participants. High fives and fist bumps are acceptable. This is for the safety of volunteers and participants.

5.0 CHILD ABUSE AND NEGLECT PREVENTION POLICY

The increasing incidence of reported child abuse continues to be a national concern. We are committed to addressing this issue as it relates to program participants and staff. In addition, the City of River Falls is concerned about protecting itself from unwarranted and unfounded allegations of abuse.

It is essential that we educate staff and volunteers in effective response and prevention techniques, as well as how to properly report incidents or suspected incidents to proper internal and external authorities.

Child abuse prevention is two-fold:

- 1) Protecting children from any staff or volunteer whose conduct may be inappropriate; and
- 2) Observing children who come to programs that may appear to have been abused and/or neglected by other adults, either at home or in another location, and reporting them to the appropriate authorities.

Bullying can be another form of abuse and can result from adult and/or youth behaviors. Bullying can be physical, emotional or mental. Female bullying is becoming increasingly common and typically is in the form of verbal and emotional harassment. Cyber bullying (bullying via internet, email, text messaging, etc.) is also increasingly common and is equally destructive.

Definition

Child Abuse – is damage to a child for which there is no “reasonable” explanation. Child Abuse includes non-accidental physical injury, neglect, sexual molestation and emotional abuse.

Physical and Behavioral Indicators of Child Abuse and Neglect

Type of Child Abuse and/or Neglect	Physical Indicators	Behavioral Indicators
Physical Abuse	<p>Unexplained Bruises and Welts:</p> <ul style="list-style-type: none"> • on face, lips, mouth • on torso, back, buttocks, thighs, in various stages of healing • clustered, forming regular patterns • reflecting shape of article used to inflict (electric cord, belt buckle) • on several different surface areas • regularly appear after absence, weekend or vacation <p>Unexplained Burns:</p> <ul style="list-style-type: none"> • cigar, cigarette burns, especially on soles, palms, back or buttocks • immersion burns (sock-like, glove like doughnut shaped on buttocks or genitalia) • patterned like electric burner, iron, etc. • rope burns on arms, legs, neck or torso <p>Unexplained Fractures:</p> <ul style="list-style-type: none"> • To Skull, nose facial structure • In various stages of healing • Multiple or spiral fractures <p>Unexplained Lacerations or Abrasions:</p> <ul style="list-style-type: none"> • To mouth lips, gums, or eyes • To external genitalia 	<ul style="list-style-type: none"> • Wary of adult contacts • Apprehensive when other children cry • Behavioral extremes: <ul style="list-style-type: none"> ○ aggressiveness ○ withdrawal • Frightened of parents • Afraid to go home • Reports injury by parents
Physical Neglect	<ul style="list-style-type: none"> • Consistent hunger, poor hygiene, inappropriate dress, consistent lack of supervision (especially in dangerous activities or for long periods) • Constant fatigue or listlessness 	<ul style="list-style-type: none"> • Begging, stealing food • Extended stays at school (early arrival and late departure) • Constantly falling asleep • Alcohol or drug abuse

	<ul style="list-style-type: none"> • Unattended physical problems or medical needs • Abandonment 	<ul style="list-style-type: none"> • Delinquency (e.g. thefts) • States there is no caregiver
Sexual Abuse	<ul style="list-style-type: none"> • Difficulty in walking or sitting • Torn, stained or bloody underclothing • Pain or itching in genital area • Bruises or bleeding external genitalia, vagina or anal areas • Venereal Disease, especially in pre-teens • Pregnancy 	<ul style="list-style-type: none"> • Unwilling to change for Gym or participate in PE • Withdrawal, fantasy or infantile behavior • Bizarre, sophisticated or unusual sexual behavior or knowledge • Poor peer relationships • Delinquent or run away • Reports sexual assault by caregiver
Emotional Maltreatment	<ul style="list-style-type: none"> • Habit disorders (sucking, biting, rocking, etc.) • Conduct disorders (antisocial, destructive, etc.) • Neurotic traits (sleep disorders, speech disorders, inhabitation of play) • Psychoneurotic reactions (hysteria, obsession, compulsion, phobias, hypochondria) 	<p>Behavior Extremes:</p> <ul style="list-style-type: none"> • Compliant, passive • Aggressive, demanding <p>Overly Adoptive Behavior:</p> <ul style="list-style-type: none"> • Inappropriately adult • Inappropriately infant <p>Developmental Lags (physical, mental, emotional)</p> <ul style="list-style-type: none"> • Attempted Suicide

Policies and Procedures for Staff/Volunteer Relationships with Children

Although warmth and affection are important feelings for staff/volunteers to communicate toward the children and youth participating in programs, it is essential that staff/volunteer actions do not in any way offend the participants, violate, or have the appearance of being in violation of current laws associated with child abuse. Listed below are the policies and procedures.

- 1) As an effort to prevent individuals with a history of abuse from joining our organization, background checks will be completed for all Volunteers.
- 2) Staff/volunteers are expected to be attentive to all signs and symptoms associated with child abuse and to report them to the Recreation Coordinator as soon as they are observed. The Procedures for Detecting Child Abuse is found at the end of this policy.
- 3) Staff/volunteers are to be alert to the physical and emotional state of all children each time they report for a program and indicate, in writing, any signs of injury or suspected child abuse. Any suspicions should be reported immediately.

- 4) One-on-one contact between adults and youths is not permitted. Any meeting or discussion on private matters or sensitive issues must be conducted in view of other adults and/or members.
- 5) Two-deep leadership - No less than two authorized adults are required on all trips and activities. The City of River Falls will ensure that sufficient leadership is provided for all activities.
- 6) At outdoor and overnight activities, youths are not permitted to sleep with an adult other than their parent or guardian unless two-deep leadership is followed. Separate restrooms and shower facilities will be provided. If this is not possible, schedule times for arranged use of facilities for youths and adults will be created and/or two-deep leadership will be followed.
- 7) Respect the privacy of youths at all times, except to the extent of health and safety concerns.
- 8) It is inappropriate to use any device capable of recording or transmitting visual images in any areas where privacy is expected by participants.
- 9) All programs and activities are open to observation by parents and adult members. Physical hazing and initiations are prohibited.
- 10) Proper, modest attire is required for all activities.
- 11) Staff/volunteers will not use abusive language, mimic or tease children in a way that insults or embarrasses them.

Procedures for Responding to and Reporting Suspected Abuse or Neglect

All staff/volunteers must be sensitive to the need for confidentiality in the handling of information and therefore, should only discuss an incident with the Recreation Coordinator.

At any time that staff/volunteers observe an act of child abuse by a parent, co-workers or volunteer, or has a good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, or exposed to any form of violence or threat, the following proceeds must be followed:

- Remove the youth from immediate danger and provide medical attention if needed.
- Control emotions, give support, and get information about the incident.
- Promptly report the abuse or neglect to the Recreation
- Coordinator and work with that individual to determine the appropriate level of response, including the notification of the local social services department and/or police.
- If the suspected abuser is NOT the parent/guardian, notification should be made to parents/guardians by the Recreation Coordinator as soon as possible advising them of the situation and any action taken.

You don't have to know for certain that abuse or neglect has occurred to make a report or bring forward a concern. Instead, you should come forward if you have a reasonable suspicion that abuse, or neglect has occurred.

Adherence to these policies and procedures not only enhances the protection of youths with whom we work but also ensures the basic values of the City of River Falls while providing a healthy and safe environment.

All staff must maintain strict confidentiality when reporting suspected child abuse, sharing information only with authorized individuals, such as the Recreation Coordinator or relevant authorities. Communication with parents regarding suspected abuse is the responsibility of the Recreation Coordinator and appropriate authorities. Information should be shared on a need-to-know basis to ensure the privacy and safety of all involved. Unauthorized disclosure of sensitive information will result in disciplinary action.

Failure to Report

Any volunteer failing to report a case of suspected child neglect or abuse may be subject to possible criminal prosecution. Most importantly, without making a report, a child may continue to be at risk.

6.0 CONCUSSION MANAGEMENT POLICY

To help protect City of River Falls Parks and Recreation participants, the City of River Falls has mandated that all participants, parents, and coaches read and follow the Concussion in Sports Information Sheet.

Definition of a Concussion

A concussion is a type of traumatic brain injury, caused by a blow to the head, face, or neck or a blow to the body that causes a sudden jarring of the head (i.e. a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual. A repeat concussion that occurs before the brain recovers from the first – usually within a short period of time (hours, days, or weeks) – can slow recovery or increase the likelihood of having long term problems. In rare cases, repeat concussion can result in edema (brain swelling), permanent brain damage, and even death.

What are the signs and symptoms of a concussion?

***Signs observed by teammates, coaches, include parents/guardians include:**

1. Appears dazed or stunned
2. Is confused about assignments and positions
3. Forgets instructions and answers questions slowly or inaccurately
4. Is unsure of game, score, or opponent
5. Loss of balance/coordination; moves clumsily
6. Shows mood, behavior, or personality changes

***Symptoms reported by athlete may one or more of the following:**

1. Headache or "pressure" in head
2. Nausea/vomiting
3. Balance problems or dizziness
4. Sensitivity to light or sound/noise
5. Feeling sluggish, hazy, groggy or foggy
6. Difficulty with concentration, short-term memory and/or confusion
7. Double vision or changes in vision

7. Cannot recall events prior to hit or fall
8. Cannot recall events after hit or fall
“feeling down”

8. Irritability
9. Just not “feeling right” or is

* Adapted from the CDC

How can you help your child prevent concussion?

Every sport is different, but there are steps your child can take to protect themselves from concussions.

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to always practice good sportsmanship.
- Make sure they properly wear the right protective equipment that is required for their sport (such as helmets, padding, shin guards, eye, and mouth guards).
- Learn the signs and symptoms.

What should you do if you think your child has a concussion?

1. Seek medical attention right away. A licensed health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
2. Keep your child out of play. Concussions take time to heal. Don’t let your child return to play until a licensed health care professional gives clearance to return. Children who return to play too soon, while the brain is still healing, risk a greater chance of having a second concussion. Second or later concussions can be very serious. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. Tell your child’s coach and school personnel about any recent concussions.
3. Refer to the Concussion Graduated Return to Play guidelines below to familiarize yourself with the process to determine when it is safety for your child to gradually return to full activity.

Concussion Graduated Return to Play

When an athlete has been evaluated by an athletic trainer and/or physician for a concussion, the following graduated functional return to play will be followed.

- The return to play progression will not begin until the athlete is completely symptom free. Each stage is a minimum 24-hour period; therefore, the return to play progression will be a minimum of 4-5 days.
- If the athlete experiences any symptoms, at any point during the rehabilitation stages, the progression will stop immediately, and the cycle will resume at the previous asymptomatic rehabilitation stage after 24 hours of rest. If symptoms continue to occur, the athlete will be referred back to the physician for a follow up evaluation.

Rehabilitation Stage	Functional Exercise	Objective of Each Stage
Day 1 – No Activity	Physical Cognitive Rest	Recovery
Day 2 – Light Aerobic Exercise	Walking, Swimming, Bike	Increase Heart Rate
Day 3 – Sport Specific Exercise	Running Drills, NO Contact	Add Movement
Day 4 – Non-Contact Drills	Complex Drills, Resistance	Exercise, Coordination, Cognitive Load/IMPACT
Day 5 – Full Contact	Following Clearance, Normal Training Activities	Restore Confidence, Assess Functional Skills by Coaches
Day 6 – Return to Play	Normal Game Play	

* Adapted from Consensus Statement on Concussion in Sport 5th International Conference on Concussion in Sport. Berlin. November 2016.

- The treatment, management, and return to play determinations will be individualized to each athlete and dependent on circumstances of each specific case and injury. IMPACT testing may also be utilized in the return to play determination, treatment and evaluation of concussions.
- A safe return to play is the ultimate goal regardless of age and level of play.
- After being released for participation by a physician, the athlete must also be cleared by the school's athletic trainer before beginning Day 2 of the return to play progression above. The student-athlete must pass all six stages under the supervision of the certified athletic trainer before being allowed to return to play.

REMEMBER: Don't Hide It. Report It. Take time to recover. It's better to miss one game than the whole season.



VOLUNTEER WAIVER AND RELEASE OF LIABILITY FORM

Volunteer's Name (Please Print): _____

Programs(s) I am applying to volunteer for (check all that apply):

- Parent & Pipsqueak T-ball
- Pre-K T-ball (starting K in fall)
- Kindergarten T-ball (currently in K)
- Cub A (spring 1st and 2nd graders)
- Cub B (spring 3rd and 4th graders)
- Pony (spring 5th and 6th graders)
- Mini-Traveling (spring 7th and 8th graders)
- Other: _____

Waiver and Release of Liability

I expressly and specifically assume the risk of injury or harm in the volunteer activities and release the City of River Falls from any and all liability for injury, illness, death, or property damage resulting from the activities and caused by the volunteer or by the negligence of the City.

Code of Conduct Acknowledgement

I have read the City of River Falls Volunteer Code of Conduct in the Volunteer Guidelines booklet provided to me and understand if I do not adhere to this code of conduct, I may be dismissed of my volunteer duties. If I have any questions related to the Volunteer Code of Conduct, it is my responsibility to bring it to the attention of the Recreation Coordinator.

Concussion Information Sheet Acknowledgement

I have read the concussion information sheet in the Volunteer Guidelines booklet provided to me and understand my responsibilities as related to concussions and will adhere to these instructions or may be dismissed of my volunteer duties. If I have any questions related to the concussion information sheet, it is my responsibility to bring it to the attention of the Recreation Coordinator.

Signature acknowledging receipt of Information regarding Waiver and Release of Liability, Code of Conduct guidelines, and Concussion Information:

Signature: _____ Date: _____

Sign, date, and return both pages to recreation office *before* volunteering.



AUTHORIZATION FOR RELEASE OF INFORMATION
(For official use only; do not release to unauthorized persons)

I, _____, hereby authorize a designee for the City of River Falls to obtain information and records pertaining to me from any or all of the following sources:

- 1) Village, Municipal, County, State, or Federal law enforcement agencies, Wisconsin Department of Justice and Department of Transportation, Department of Health
- 2) Any person chosen to interview that may provide relevant background information
- 3) Any sex offender sites either state or national
- 4) Military Records
- 5) Other: _____

This information requested below will not be used in connection with the employment decision but is requested for the purpose of conducting the background check only. Please provide to the City of River Falls any information which may be considered confidential or privileged and permit the City of River Falls to examine and copy that information if it so desires.

Exceptions to this blanket authorization: _____

Sex: Male Female

Full Name (including Middle Name)

Alternative/Former Name(s) (if applicable)

Date of Birth (MM/DD/YYYY)

Social Security Number

Current Address (Street, City, State, Zip)

Driver's License #

State Issued

Race: White Black Asian Pacific Islander American Indian Alaskan Native Other

If you have lived in other Cities, Counties or States within the past 10 years, please list below.

Previous Address (City, County and State)

Previous Address (City, County and State)

Signature

Date

If under 18, Parent/Guardian Signature

Date