Dear Volunteer,

Thank you for your interest in the Adaptive Recreation & Learning Exchange (AR&LE) Ski and Snowboard Program. AR&LE is a cooperative between the cities of Bloomington, Eden Prairie, Edina and Richfield that provides recreation, leisure and community education opportunities for people with disabilities.

2020 will be our 33rd year of providing downhill ski lessons and 21st year of providing snowboard lessons to individuals with developmental disabilities at Hyland Hills Ski & Snowboard Area in Bloomington. The purpose of the program is to provide quality instruction to individuals with developmental disabilities, such as autism, Down syndrome and learning disabilities. Our program serves 40 – 50 students of various ages and abilities each year. Without volunteers our program would not be possible!

Important dates for you to consider when volunteering with our program:

| Dry-Land Training at Richfield Community Center (1st & 2nd year volunteers only) | Thursday, January 9, 2020 6:30 – 8:00 pm |
| On-the-Hill Training at Hyland Hills (All volunteers must attend) | Sunday, January 12, 2020 8:30 am – 3:30 pm |
| Program Dates at Hyland Hills | Thursdays, January 16 – February 20 6:30 – 8:45 pm |
| Make-up date (if needed) | Thursday, February 27 |

Enclosed is the information you need to get started including a volunteer description, application form, City of Richfield waiver, Hyland Hills waiver and information on how to complete the background check and online concussion training. We ask that you make a commitment to your student for the entire 6 weeks of the program. If you know you will miss more then 1 date please consider being a sub or team teaching with a friend so your student always has an instructor.

Please return the volunteer application & waivers and complete the background check before December 20th! Please complete the online CDC concussion training before January 12th!

Ann Jindra  Karey Jensen  Andy Joy
Recreation Supervisor  Ski Coordinator  Snowboard Coordinator
612-861-9361  ajindra@richfieldmn.gov
POSITION TITLE: Ski or Snowboard Volunteer Instructor

LOCATION: Hyland Hills Ski & Snowboard Area (8800 Chalet Road, Bloomington MN 55438)

GOAL: To provide six weeks of fun, safe, quality ski/snowboard instruction to individuals with developmental disabilities.

RESPONSIBILITIES
1. Provide a positive skiing/snowboarding experience.
2. Ensure safety before, during, and after skiing or snowboarding.
3. Work weekly with a designated skier/boarder on a 1:1 or 1:2 ratio.
4. Maximize each student's abilities.

TIME COMMITMENT
New volunteers must attend Dry Land Training and all volunteers must attend On The Hill Training. We ask that you make a commitment to your student for the 6 weeks of the program. If you know you will miss more than 1 date please consider being a sub or team teaching with a friend so your student always has an instructor.

Dry Land Training at the Richfield Community Center
Thursday, January 9, 2020: 6:30 – 8:00pm
(snacks will be provided)

On The Hill Training at Hyland Hills
Sunday, January 12, 2020: 8:30am – 3:30pm
(breakfast & lunch will be provided)

QUALIFICATIONS
- Good communication skills
- Intermediate to advanced skiing or snowboarding ability
- Desire to teach skiing/snowboarding to individuals with developmental disabilities
- Enthusiasm
- Ages 16+

POLICIES

Absentee
If you must be absent in case of emergency or illness, notify staff immediately. We will assist you in finding a sub. If you have arranged a sub, let us know.

Confidentiality
Feel free to discuss your volunteer experience with others, but please, no identifying individual's personal information such as full name, family, where they live. This is all confidential information; please respect their rights of privacy at all times.

Weather
The program cancels if the temperature is colder than 5 degrees below zero and/or 15 degrees below zero wind-chill. At 3:00pm a recorded message at 612-861-9189 (option 4) will report the program's status. If the temperature changes after 3:00pm the decision will remain the same. Cancellations due to snow conditions or storms will be made as necessary. Please do not call Hyland Hills; they do not always have cancellation information.

First Aid Policy
If your student gets hurt, place your skis in an X up hill of your student and tell someone to immediately notify ski patrol. Wait with your student; help them stay calm and warm. Stay with your student until a parent or staff member has arrived.

2020 PROGRAM DATES:
Thursdays, January 16 - February 20
*Make-up date: February 27
Lesson Time: 6:30pm - 8:45pm
AR&LE Ski/Snowboard Volunteer Application

Thank you for applying to be a volunteer for the Adaptive Recreation & Learning Exchange Ski/Snowboard Program. All volunteers must be 16 years or older. Please read the attached volunteer description.

PERSONAL INFORMATION:

Name ____________________________ Home Phone ________________ Cell Phone ___________________

Address _____________________________ City __________________--- Zip Code__________

E-mail Address ________________________________________________________________

Company/School Name: ___________________________________      Address: ________________________________________

Highest level of education: __________________________________                 Are you under the age of 18?   Yes _____      No ______

Emergency Contact: _______________________________________________ Phone: __________________________________

How did you hear about our program? _________________________________________________________________________

ADDITIONAL INFORMATION:

Would you like to teach:       Skiing ______   Snowboarding ______

Level of ability:     Intermediate_____      Advanced Int._____     Advanced_____     Instructor PSIA Certified_____

Have you taught ski or snowboarding before?   No _____      Yes _____ Describe: ______________________________________

Have you worked with people with disabilities before?   No _____      Yes _____ Describe: _________________________________

Dates you know you will not be able to volunteer: ____________________________________________________________

REFERENCES:

Name:      Relationship:    Phone Number

1. _______________________________________________________________________________________

2. _____________________________________________________________________________________

NOTICES AND SIGNATURE: I certify that all the information I have provided on this application is correct and that I have not omitted any information. I understand that the data supplied on this form will be used in organizing the program and for emergency files. Without all information I realize the program may not be able to process my application.

_____________________________ Date

Signature of Volunteer Applicant

PARENTAL CONSENT (to be completed if applicant is under 18 years of age)

I give my consent for my child, named on this application, to provide volunteer services to the AR&LE program.

_____________________________ Date

Signature of Parent/Guardian

AR&LE does not discriminate on the basis of race, color, national origin, age, disability or sexual orientation in its employment or the provisions of service.

Any questions regarding the application or program? Please call Ann at 612-861-9361

RETURN APPLICATION TO:
MAIL: ADAPTIVE SKI & SNOWBOARD PROGRAM
7000 NICOLLET AVE
RICHFIELD, MN 55423
EMAIL: ajindra@richfieldmn.gov
CITY OF RICHFIELD

WAIVER AND CERTIFICATE OF NON-EMPLOYMENT

I, __________________________________________, (print name)

understand that I am not employed by the City of Richfield. As a volunteer I understand and agree to the following:

- I am performing volunteer service for the City and I will not be compensated for my volunteer services.
- The City has the right to decline, or cease using, my services at any time for any reason.
- I will use the City’s technology resources appropriately and responsibly.
- I may have access to, observe, or overhear confidential or sensitive information relating to the individuals we may be assisting or serving. I agree to maintain the confidentiality of all such information and will not discuss or disclose such information other than with the City of Richfield personnel with whom I am working.
- I understand that information kept by the City is governed by the Minnesota Data Practices Act and that there are rules related to the release of information. Therefore, I will immediately report to a City employee or supervisor any requests I receive from third parties for information.
- In addition I waive all rights to insurance coverage, workers’ and unemployment compensation and any other benefit or service provided by the City to its employees. I understand that the City is not obligated to provide me with benefits or services of any kind.
- Except as otherwise covered by the City’s insurance policies I also agree that the City of Richfield will not be held liable for any damages suffered or costs or fees incurred (including attorneys’ fees) if I am injured or harmed in any way (including illness or death) while I am performing volunteer services for the City of Richfield.

__________________________________________________________
Date

__________________________________________________________
Signature
PLEASE READ CAREFULLY, THIS IS A RELEASE OF LIABILITY & WAIVER OF LEGAL RIGHTS

The purchaser(s) and user(s) of a pass or passes as a condition of being permitted to use the facilities of the area agrees:

1. I understand and accept that alpine skiing and snowboarding in its various forms is a HAZARDOUS SPORT that has many dangers and risks. I realize that injuries are a common and ordinary occurrence of this sport and that severe injury, including death, is an inherent risk of skiing/snowboarding. I expressly assume all risk associated with skiing and/or snowboarding including without limitation, the risks and inherent dangers associated with skiing/snowboarding and riding the lifts. These risks include, but are not limited to, changes in terrain, weather and snow surfaces, changes in lighting conditions, ice, moguls, bare spots, debris, fences, posts, trees, lift equipment and towers, rope tows, light poles, signs, buildings, roads and walkways, ramps, half-pipes, padded and non-padded barriers, jumps, rails, boxes, and other terrain features, grooming equipment, snowmobiles, utility or all-terrain vehicles, collisions with other persons, and other natural and man-made hazards. I agree to follow, and be bound by, Your Responsibility Code promulgated by the National Ski Areas Association and posted at this ski area.

2. In consideration of being allowed to use the area facilities and premises of Three Rivers Park District I agree to release Three Rivers Park District, and its agents, employees, directors, officers and shareholders (hereinafter collectively referred to as "the Park District") from any and all liability for personal injury, death or property damage which results in any way from negligence, conditions on or about the premises and facilities, the operations, actions or omissions of employees or agents of the area, or my participation in skiing, snowboarding or other activities at the area, accepting myself the full responsibility for any and all such damage or injury of any kind which may result. This release applies to all claims resulting from anything that happens after the execution of this agreement.

3. To the extent I am signing on behalf of a minor, I hereby release The Park District from any and all liability for personal injury, death or property damage sustained by said minor which results in any way from negligence, conditions on or about the premises and facilities, the operations, actions or omissions of employees or agents of the area, or the minor’s participation in skiing, snowboarding or other activities at the area, accepting myself the full responsibility for any and all such damage or injury of any kind which may result.

4. I further agree to defend, indemnify and hold harmless the Park District from any and all claims, demands, losses, damages and liabilities, contribution or otherwise with respect to personal injury, death or property damage arising from my or a minor’s on whose behalf I signed, participation in skiing, snowboarding or other activities at the Park District facility. I promise not to sue the Park District and further agree that if anyone is physically injured or property is damaged while I am engaged in any activity at the Park District facility I will have no right to make a claim or file a lawsuit against the Park District. I agree to defend and indemnify the Park District for any and all claims, including subrogation and/or derivative claims brought by any third party or insurer, which I may cause.

5. In accordance with Minnesota law, nothing in this Release of Liability should be construed as releasing, discharging or waiving any claims I may have for conduct that constitutes greater than ordinary negligence on the part of the Park District, or its owners, officers, shareholders, agents or employees.

6. This Release of Liability is governed by the Laws of the State of Minnesota and is intended to be interpreted as broadly as possible. If any part of this agreement is determined to be unenforceable, all other parts shall be given full force and effect.

I HAVE CAREFULLY READ THE RELEASE OF LIABILITY AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND WAIVER OF LEGAL RIGHTS AND I SIGN IT OF MY OWN FREE WILL.

Athlete’s Signature ___________________________ Athlete’s Printed Name ___________________________ Date ________________

Parent/Guardian: If the athlete is a minor, I verify that I have the authority to enter into this agreement on behalf of the minor and I agree to be bound by all terms and conditions of this agreement.

Parent/Guardian’s Signature ___________________________ Parent/Guardian’s Printed Name ___________________________ Date ________________
October 16, 2019

Dear Volunteer,

Thank you for volunteering your time and talent with AR&LE and the Richfield Recreation Services Department. To volunteer with youth and vulnerable adults, the City of Richfield requires a background check to be done on all volunteers. Please understand that the background check is to protect the youth and vulnerable adults that you will be working with in accordance with the MN Child Protection Background Check Act (Minn. Statue 299C.60-299-24).

The City of Richfield contracts volunteer background checks through the McDowell Agency, Inc. A background check is considered a consumer report under the Fair Credit Reporting Act. We will only be checking for criminal background; not credit background. The background check will pull the following reports: County of Residence Criminal Record Check, Minnesota Bureau of Criminal Apprehension, National Sex Offender Registry and USA Criminal Index. If you have questions about what to disclose, please contact the Recreation Services Department. If your background check shows you have a conviction that excludes you from working with youth and vulnerable adults, you will receive a letter explaining why you have been disqualified as a volunteer candidate.

The background check may be completed online at www.mcdowellagency.com; follow the attached instructions. Once the background check is submitted, please allow 3 business days for processing.

Questions about background checks can be directed to Ann Jindra; contact information is below.

Again, thank you for volunteering and taking the time to complete the background check form.

Ann Jindra
Recreation Supervisor
612-861-9361
ajindra@richfieldmn.gov
City of Richfield - Volunteer Background Check Entering Instructions

1) Go to www.mcdowellagency.com and select “Client Log-in”.

2) Enter your User Id and Password (User Ids and Passwords are case sensitive):

   USER ID: CITYOFRICHFIELD
   PASSWORD: CITYOFRICHFIELD123

3) To begin select the “Request” tab from the menu that stretches across the top of the webpage.

4) Type your full name into the space next to “Electronic Signature” and mark the box next to “My name entered above Signifies my Electronic Signature”.

   Click on “Continue” to proceed.

5) The following information is required* to complete the background check:
   A) Last Name
   B) First Name
   C) Current Address
   D) Zip (City and State will pre-fill after entering your zip code)
   E) Date of Birth
   F) Social Security Number

   Click “Continue” to proceed with the request.

6) On the “Enter Search Request Details” page under Criminal Court Searches: “click on” “Add/Edit” under the criminal court searches.

7) On the “Add Criminal Court Searches” page you will add the following information:
   1. For the county criminal search:
      a. Select Felony and Misdemeanor for “Search Type”.
      b. Select your state of residence for “State”.
      c. Select your current county of residence for “County/Jurisdiction”.

   2. For the statewide criminal search:
      a. Select Felony and Misdemeanor for “Search Type”.
      b. Select your state of residence for “State”.
      c. Select “statewide” for “County/Jurisdiction”.

   When completed select “Add Searches to Order”.

The McDowell Agency, Inc.
1714 University Avenue West
St. Paul, Minnesota 55104
Telephone: (651) 644-3880
Toll Free: (877) 644-3880
Fax: (651) 644-3877
8) After you click “Add Searches to Order” you will be taken back to the main “Enter Search Request Details” screen.

Order Authorization and Submission: Click on “Agree and Submit Order”.

9) Once you have successfully submitted a request for background screening, a confirmation page will appear. Please be sure to print a copy for your records. You can then logout to complete the process.

If you have any questions or concerns, please contact us:

Phone: (651) 644-3880
Toll Free: (877) 644-3880
E-mail: admin@mcdowellagency.com
Concussion Awareness Training for Volunteer Ski & Snowboard Instructors

Minnesota State Legislature passed a new law, which went into effect September 1, 2011, aimed at preventing and identifying concussions in youth participating in sports.

Because we are a city organized program that serves youth and vulnerable adults in our program we must comply with the new Minnesota Concussion Law. The law emphasizes education about concussions to coaches (as our volunteer ski & snowboard instructors, you are our coaches), parents and participants.

All volunteers will need to go through the free online training program titled Heads Up: Concussion in Youth Sports found on the Centers for Disease Control & Prevention website http://www.cdc.gov/concussion/HeadsUp/online_training.html This training consists of a video & questions that will take about a ½ hour of your time. At the end of the e-training & quiz you can print a certificate demonstrating completion with your name and the date you completed the e-training – print this certificate off and turn it into Ann. The CDC Concussion Awareness Training needs to be completed by January 12, 2020. This training needs to be repeated every 3 years.

2. Scroll down to the Take the Training >> link
3. Go through the 5 step training
4. Print your completion certificate
5. Turn the certificate into Ann

If you suspect you or your participant may have sustained a concussion due to a hard fall that causes a bump, blow or jolt to the head or a hit to the body that causes the head and brain to move rapidly back and forth please remove the participant from the hill and bring them inside the chalet. Notify AR&LE staff, the participant’s parent or caregiver and follow the check list for signs and symptoms of a concussion.

The new law does not create any additional liability for, or create any new cause of legal action against a city providing youth sports activities. In addition, the law does not alter immunities given to volunteer coaches under state law. Currently, Minn. Stat. 604A.11 provides that volunteer coaches and trainers are generally not liable to players, participants, or spectators for injuries during sporting events. The new concussion law specifically provides that these protections remain in place for coaches, even if a coach fails to remove a youth athlete from an activity after a concussion is suspected.

www.lmc.org Rachel Carlson, League of MN Cities 06/2011

Thank you for volunteering, taking the time to help us comply with the new law and put the health & safety of our participants first!