

2023 Flag Football Coaches Handbook



Reviewed and approved by Kevin Klipfel, Facilities and Programs Director, July 2021

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BISMARCK PARKS AND RECREATION DISTRICT

Seasonal Employees-Flag Football Program

Facilities and Programs Division

Bismarck Parks and Recreation District (BPRD) is governed by five publicly elected park commissioners. BPRD owns and manages over 3,400 acres of land with 24 neighborhood parks totaling 170 acres and eight district, or community parks totaling over 700 acres. There are 79+ miles of paved and unpaved recreational trails in the district. BPRD also has over 450 acres of greenway, three golf courses, an indoor archery range, two disc golf courses, an indoor driving range, a youth baseball complex, adult softball complexes, two ice complexes, a campground, a youth soccer complex, a dog park, three outdoor swimming facilities, and an indoor aquatic facility. BPRD also operates two fitness centers, one community recreation center, and an arts and science center. BPRD manages a system of county parks as well.

In accepting a seasonal or part-time job, you have become an important part of BPRD and what all of these parks, facilities and programs mean in the community. Welcome to the team!

VISION: To be the leader and premier provider of public parks, programs, facilities and leisure services.

MISSION: Working with the community to provide residents and visitors the highest quality park, programs, facility and event experience.

CORE PURPOSE: To provide affordable, accessible, and sustainable park and recreation services

VALUES:
Accountability
Collaboration
Community
Diversity
Integrity
Professionalism

ATTITUDE AND PUBLIC RELATIONS

Positive attitudes are **extremely** important in our organization. We provide a service for the citizens through the people who work for the Bismarck Parks and Recreation District. *People are therefore our most important asset.* Employees with positive attitudes enjoy their work, enjoy helping people, and generally do a better job.

Employees should strive to maintain a positive attitude. Communication with your immediate supervisor is important. Questions, observations, suggestions, etc. should be communicated in a timely fashion. Your input is welcome and will help improve our service.

Remember that exceeding customer expectations is our goal. In our case, the customer is the park or facility user. Answer questions to which you know the answers, and refer other questions to your supervisor. ***Any questions regarding Park District policy must be referred to your supervisor.***

As a seasonal employee of the District, *you* are the only contact many of these people have with our organization. In a very real sense, to these people, *you are* the Bismarck Parks and Recreation District. *You* represent the first line and in many cases, the only contact we may have for positive public relations. Remember that the impression you leave with these people will form their opinion of the Bismarck Parks and Recreation District as a whole.

PUBLIC RELEASE OF INFORMATION-MEDIA

(BPRD Human Resource Policy and Procedure Handbook). In an emergency or other situation which requires public comment or release of information, no one will comment or provide information to the news media or public until consultation takes place with the Executive Director of Parks and Recreation, and/or the President of the Board, and/or the Park Commissioner holding that portfolio. Only the Executive Director, the President of the Board, and/or the Park Commissioner holding the portfolio are authorized to make an official statement, either prepared or at a press conference, regarding the incident(s). No other person or employee is authorized to make comments without prior written approval. **DEVIATION FROM THIS PROCEDURE WILL NOT BE PERMITTED AND COULD LEAD TO DISCIPLINARY ACTION.**

Non-emergency media requests should be directed to the Community Relations Manager and/or your direct supervisor: 222-6455

Always notify your supervisor if you are contacted by the media.

Executive Director of Parks and Recreation, and/or the President of the Board, and/or the Park Commissioner holding that portfolio has occurred. When the entire situation is under control, the Executive Director of the Parks and Recreation, the President of the Board, and/or the Park Commissioner holding the portfolio will make a statement, either prepared or at a press conference, on the incident(s) involving the Bismarck Parks and Recreation District.

AT NO TIME IS THIS PROCEDURE TO BE DEVIATED!

Job Description

JOB INFORMATION

Title: Youth Flag Football Coach

Classification: Part-Time Hourly I

Supervisor (s): Works under the general and detailed supervision of the assigned Program Coordinator and Recreation Specialist in charge of the program

JOB SUMMARY

Coaches will provide a quality youth activity for all participants, teaching basic sport fundamentals, while emphasizing sportsmanship and participation by all. The coach is also expected to follow the philosophy set forth by the Bismarck Parks and Recreation District (BPRD).

JOB DUTIES AND TASKS

1. Teach basic flag football fundamentals, knowledge and skills
2. Develop knowledge of game.
3. Arrive 30 minutes prior to scheduled time.
4. Complete all necessary paperwork to be included in the BPRD payroll system.
5. Communicate weekly with your coordinators to keep them informed.
6. Officiate games.
7. Coaches shall abide by rules set by the BPRD for game and facility operations.
8. Represent BPRD in a positive manner.
9. Coaches must complete all Incident/Accident reports as necessary and turn them in to coordinator or Recreations Specialist within 24 hours.
10. The coach will be responsible to know and implement information and rules in the Flag Football Program Handbook.
11. Coach are required to attend any scheduled training/orientation sessions prior to the start of the season.
12. Other duties as assigned by Recreation Specialist and Program Coordinator.

The above statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the positions, duties and tasks, as they may change or be adjusted as situations require.

JOB SPECIFICATIONS & WORKING CONDITIONS

1. Must have knowledge of the fundamentals, rules and skills of football.
2. Must possess the ability to communicate efficiently and effectively with participants, parents and co-workers.
3. Able to lift up to 20 pounds or heavier lifting with other employees.
4. Able to work outside in all climates and temperature.
5. Able to stand or walk around for long periods of time.

Updated: July 2018

BISMARCK PARKS & RECREATION DISTRICT FLAG FOOTBALL RULES

GENERAL RULES

- A coin toss determines first possession
- The offensive team takes possession of the ball at its 5-yard line and has three (4) plays to cross midfield. Once a team crosses midfield, it has three (4) plays to score a touchdown. If the offense fails to score, the ball changes possession and the new offensive team takes over on its 5-yard line.
- If the offensive team fails to cross midfield, possession of the ball changes and the opposition starts its drive from its 5-yard line.
- Teams change sides after the first 20 minutes, but possession does not change, and the clock does not stop.
- Play will be 7-on-7 OR 8-on-8, based on team roster size and number of players present. Coaches will make this decision together, prior to the start of each game.

TIMING/OVERTIME

- Games are 40 minutes with running clock.
- If the score is tied at the end of 40 minutes, teams move directly into overtime. The first team to score wins.
- Each time the ball is spotted a team has 30 seconds to snap the ball. Teams will receive one warning before a delay-of-game penalty is enforced.
- Each team has one 60-second time out and one 30-second time out per half
- Officials can stop the clock at their discretion

SCORING

- Touchdown: 6 points
- Extra Point: 1 point (played from 5-yard line), 2 points (played from 12-yard line)
- Safety: 2 points

RUNNING

- The quarterback cannot run with the ball
- Only direct handoffs or pitches behind the line of scrimmage are permitted. Offense may use multiple handoffs.
- "No-running zones," located 5 yards from each end zone and 5 yards on either side of midfield, are designed to avoid short-yardage, power-running situations.
- The player who takes the handoff or pitch can throw the ball from behind the line of scrimmage.
- Once the ball has been handed off or pitched, all defensive players are eligible to rush.
- Spinning is allowed, but players cannot leave their feet to avoid a defensive player (no diving).
- The ball is spotted where the ball carrier's feet are when the flag is pulled, not where the ball is.

- All fumbles at the line of scrimmage or in the backfield can be advanced only by the offensive team. All other fumbles are dead at the spot of the fumble, possession remains with the offensive team.

RECEIVING

- All players are eligible to receive passes (including the quarterback if the ball has been handed off behind the line of scrimmage)
- As in the NFL, only one player is allowed in motion at a time.
- A player must have at least one foot inbounds when making a reception.

PASSING

- All passes must be forward and received beyond the line of scrimmage
- Shovel passes are allowed but must be received beyond the line of scrimmage.
- The quarterback has a seven-second "pass-clock." If the pass is not thrown within the seven seconds, play is dead, loss of down. Once the ball is handed off, the seven-second rule is no longer in effect.
- Interceptions are dead balls. Interceptions are change of possession at the spot of the interception.

DEAD BALLS

- The ball must be snapped between the legs, not off to one side, to start play
- Substitutions may be made on any dead ball
- Play is ruled "dead" when:
 - Ball carrier's flag is pulled
 - Ball carrier steps out of bounds
 - Touchdown or safety is scored
 - At the point of an interception
 - Ball carrier's knee hits the ground
 - Ball carrier's flag falls out.

RUSHING THE QUARTERBACK

All players who rush the passer must be a minimum of seven yards from the line of scrimmage when the ball is snapped and wait a count of five seconds. Any number of players can rush the quarterback. Players not rushing the quarterback may defend the line of scrimmage.

Once the ball is handed off or pitched, the seven-yard rule no longer is in effect and all defenders may go behind the line of scrimmage. A special marker, or the referee, will designate seven yards from the line of scrimmage. Remember, no blocking or tackling is allowed.

SPORTSMANSHIP/ROUGHING

If the field monitor or referee witnesses any acts of tackling, elbowing, cheap shots, blocking, or any unsportsmanlike act, the game will be stopped, and the player will be ejected from the game/tournament. **FOUL PLAY WILL NOT BE TOLERATED.**

Trash talking is illegal. Officials have the right to determine offensive language. (Trash talk is talk that may be offensive to officials, opposing players, teams, or spectators.) If trash

talking occurs, the referee will give one warning. If it continues, the player or players will be ejected from the game.

PENALTIES

The referee will call all penalties.

Defense:

- Offsides - 5 yards, automatic first down
- Interference - 10 yards, automatic first down
- Illegal contact (holding, blocking, etc) - 10 yards, automatic first down
- Illegal flag pull (before receiver has ball) - 10 yards, automatic first down
- Illegal rushing (starting rush from inside 7-yard marker) - 10 yards, automatic first down.
- NO zone defense

Offense:

- Illegal Motion (more than one person moving, false start) - 5 yards, loss of down
- Illegal Forward Pass (pass received behind line of scrimmage) - 5 yards, loss of down.
- Offensive Pass Interference - (illegal pick play, pushing off/away defender) - 10 yards and loss of down
- Flag Guarding - 10 yards (from line of scrimmage) and loss of down
- Delay of Game - clock stops, 10 yards and loss of down
- Referees determine incidental contact that may result from normal play. All penalties will be assessed from line of scrimmage.
- Only the team captain may ask the referee questions about the rule clarification and interpretations. Players cannot question judgment calls
- Games cannot end on a defensive penalty, unless the offense declines it.

IMPORTANT PHONE NUMBERS

Emergency Assistance	911
Local Police	223-1212
Sanford Health	323-6000
CHI St. Alexius	530-7000
BPRD Office	222-6455
Spencer Aune	701-250-7780 (office)
Recreation Specialist	218-791-1234 (cell)

Flag Football Coordinators **Name:**
Sam McQuade Sr. Softball Complex **Cell:**

Please do not hand out cell phone numbers to public



BISMARCK PARKS AND RECREATION DISTRICT Flag Football PROGRAM GUIDELINES

1. The program dates are August-October. The program will meet Monday, Tuesday and Thursday, except **Labor Day Monday**. Most coaches will either coach teams or officiate games, from 5:30 to 7:30pm. Coaches will be responsible to create and facilitate two, one-hour practice sessions, including a ten to fifteen-minute warm-up/practice before each game.
2. We do not carry accident insurance for participants in our program. Accident/Incident Reports need to be completed and returned to the BPRD Office or given to Coordinators immediately! Please fill these out before you leave at the end of each day.
3. There will be no cutting or trading of players (unless done by coordinators). Teams will be split as evenly as possible after the first week of practice.
4. Each coach is responsible for players and spectators before, during and after each session. Coaches must help to provide a suitable environment in which the games can be played. If non-participants or spectators are "horsing around", you have the authority to insist that they leave the area. That same authority carries over to any adult who cannot control his/her behavior. If there are problems, communicate and consult with the Flag Football Coordinator(s).
5. Each player **MUST** play in every GAME! Players are to receive equal playing time, regardless of their skill level. **WINNING IS DEFINITELY NOT AN IMPORTANT PRINCIPLE AT THIS LEVEL!** It is your responsibility to teach these young athletes the basic skills and techniques while providing a safe and fun environment.
6. **Both practices and games require a coach to be actively teaching and training the participants at all times.** The use of cell phones during sessions is prohibited.
7. A roster of all players, phone numbers and parents' names must be kept at the site with the coordinators in case of an emergency and only for program use.
8. After each game players and coaches shall lineup and shake hands to indicate their sincerity in keeping "good sportsmanship" which is paramount in our program.
9. Transportation arrangements to games and practices are the responsibility of the athletes and their parents. **AT NO TIME SHOULD COACHES TRANSPORT ANY ATHLETE TO OR FROM ANY LOCATION.**
10. Game or practice cancellations due to bad weather will be announced on BPRD website. The cancellation announcement will be made at least before 4:00pm. A game will be called off if lightning or thunder is seen or heard. There are no make-up dates. This information will be posted on website and Facebook.
11. Arrive **at least 30 minutes** early for all games and practices. Have equipment set up and ready to go before the kids arrive. Plan some small activities/drills for the kids if they arrive early while they wait for the rest of the players to arrive.

12. After practice, return all equipment to the shack and do not leave until all of your participants have been picked up. NEVER leave a participant alone at the complex; site-coordinator and a coach must stay until the last participant leaves.
13. Each coach has a great deal of responsibility handling these young athletes. Proper attitudes, dress and good sportsmanship are just as important as other aspects of the game. NO SANDALS or TANK TOPS. Shorts must be appropriate style.
14. Make sure that all players have paid their registration fees and that the money and completed registration form have been handed into the BRPD Office before the player participates.
15. Participants are not allowed to wear any spiked shoes. Also, inform participants that they should not be wearing jewelry during practices and games.
16. Participants must wear a mouthpiece.

PRACTICE/GAME TIPS

1. Keep all athletes in view at all times.
2. Set up suggested warm-up drills for the participants while they are waiting for teammates to arrive. This will enhance their skill development and keep them occupied.
3. All equipment should be put away when not in use.
4. Players should not wear any type of jewelry during practice.
5. All players must wear tennis shoes. No cleats!
6. Remember that more is not always better. Young athletes have an attention span of approximately 1 – 1 ½ hours if you keep practice interesting and challenging. Keep them interested by switching drills/games often.
7. Keep as many athletes involved as possible at all times. Idle players will become bored and disruptive.
8. Use all equipment available as efficiently as possible. A drill with two players working with one ball provides for many more contacts than one with three or four players working with a single ball.
9. Have equipment set up before athletes show up for games/practices.
10. Provide as much positive feedback as possible during each session. Positive feedback is much more effective than negative feedback. Be active and vocal in teaching and reinforcing correct skills during practices and games.
11. Always end practice on a positive note so players are eager to return for more activity the next practice (game or drill that is fun/interesting).
12. Learn and use your athlete's first names at all times. Athletes like to hear their names.
13. Participants must wear a mouth guard.
14. HAVE FUN!

FLAG FOOTBALL PROGRAM OBJECTIVE

Provide a quality youth activity, for all boys and girls, stressing sportsmanship and participation by all, as well as teach basic fundamentals and follow the philosophy set forth by the Bismarck Parks and Recreation District.

COACH'S INFORMATIONAL MANUAL

Program Philosophy

The philosophy of the flag football program is to provide a quality program stressing participation by all, teaching of the correct fundamentals, sportsmanship, and most of all having fun.

Introduction

Welcome aboard to the coaching staff of the Bismarck Flag Football Program. You are now an employee of the Bismarck Parks and Recreation District. As an employee, you are expected to represent the District and yourself in a positive manner. Working in this program will result in your being expected to perform your coaching duties to the best of your ability, teaching the participants the fundamentals, being enthusiastic, and most of all, maintaining a good image at all times. You were hired to do these tasks and failure to do so may result in dismissal. Everyone should strive to make the Bismarck Flag Football Program the best possible, and, if we do this, the fall will be an extremely enjoyable and worthwhile experience.

GENERAL INFORMATION

A. Rainouts

The program coordinator should arrive at the complex early enough to inspect the fields and to make the decision as to play or not to play. All attempts to play should be made, if possible. The program coordinator will call the Recreation Specialist at least 1 hour before game time to post on Facebook and info line at 222-6479 that games are cancelled.

B. Injuries/Emergencies

Report all injuries to the program coordinator immediately. Accident or incident reports MUST be filled out before you leave for the day and turned into the BPRD Office. There will be a periodic need for first aid or to handle an emergency. The following is how these situations should be handled:

1. **Accidents:** Use common sense whenever accidents occur.
 - a. Ask the victim what is wrong-injuries may be internal.
 - b. Notify the parent or guardian.
 - c. Notify medical authorities.
 - d. Do not move the victim; let medical personnel do so.
 - e. Keep the area clear until authorities arrive.

2. **First Aid:** Staff members should remember that first aid should never be given unless you are properly trained, and staff should only give necessary first aid. Otherwise, let the medical authorities do this.
 - a. Only administer gauze pads, band-aids, and ice.
 - b. Never give the victim anything that can be taken internally or mixed with body fluids. This includes aspirin.
 - c. Keep the victim as comfortable as possible until authorities arrive.

3. **Emergencies:** In the event of a disaster or emergency, it is important that the staff keep the crowd and participants under control. The type of emergency will indicate the action needed, but the following general guidelines may be applied:
 - a. Keep the crowd calm-employee's attitude will affect how the crowd will react.
 - b. Notify necessary authorities as soon as possible.
 - c. In all cases, the situation needs to be documented (accident reports, etc.) and the BPRD contacted as soon as possible.

D. First Week of Play

The first 2 weeks of the Youth Flag Football Program will be devoted to program orientation and getting to know your teams, as well as the participants getting to know the coaches. Schedules and T-shirts will be distributed during the first two weeks. Play will begin the third week.

II. Program Coordinator DUTIES

As Program coordinator, you are in control of the complex and are to make sure everything goes smoothly. You will observe and evaluate staff daily, instruct them in making proper/necessary improvement in their methods and assist them should a problem arise. You are the program's public relations person and should strive to create a positive image of the program with staff, participants, and parents. Coaches are to direct complaints to you to handle incorporating our programs philosophies **at all times**.

All potential problems should be handled by the Program coordinator. If the problem cannot be rectified, a meeting with the Recreation Specialist and Recreation Manager should be scheduled as soon as possible. The Program coordinator is responsible for evaluating the coaches two times during the season. Other duties of the Program coordinator are:

A. Pre-game

1. Arrive at the complex 30 minutes prior to the program starting.
2. Get all equipment to coaches.
3. Make sure coaches are conducting warm-up drills.

B. While Games and Practices are in Progress

1. Make yourself visible and available to the parents, players, or coaching staff to answer questions, give medical assistance, or assist in any way. Carry a first aid pack at all times.
2. Move from field to field observing and evaluating the coaching staff to make sure they are following recommended procedures. If at any time a member of our staff is not performing the job as required, meet them and correct the situation and give them guidance-**AT NO TIME SHOULD YOU HUMILIATE OR DISCIPLINE STAFF IN FRONT OF THE GENERAL PUBLIC!** If a serious problem arises, take them to the complex headquarters and discuss the situation. Never disrupt the game, if possible. Notify the Recreation Specialist right away of any personnel problems.
3. Provide suggestions to the staff when improvements are necessary; try to approach problems in a positive manner and correct them. Respect your staff while maintaining their respect and cooperation.

C. At the End of Each Session

1. Promote and teach sportsmanship by having the players shake hands at the end of each game.
2. Coaches should deliver all equipment to the supervisor.
3. Make any necessary announcements to staff before their departure.
4. Discuss problem areas with coaches and ways to improve them.
5. Put all equipment away. Lock headquarters.
6. Program coordinator and at least one coach must stay on-site until all participants have left the field.

III. COACH'S RESPONSIBILITIES AND DUTIES

A. Punctuality

Punctuality is of the utmost importance in the program. All coaches are to be present at the complex one-half (1/2) hour prior to the beginning of the session. Upon arrival, coaches are to check in with the Program coordinator and assist in any way that is necessary.

B. Pre-game Duties

Most of the time, players will show up early at the complex. Coaches are responsible for helping organize the players for the daily announcements. The Program coordinator will announce the fields and the coaches will take their teams in an orderly manner to their fields. Make sure you allow proper warm-up time for all levels of play.

C. The Game

Upon beginning the game, coaches will remember they are an official, coach and most of all a teacher! At no time should you show partiality in performing or carrying out duties. You are a teacher as well as a coach and should strive to teach the youth the game and **NOT TO BE CONCERNED WITH WINNING OR LOSING**. Sportsmanship and keeping the players in an orderly manner at all times should be stressed.

D. Equipment

Coaches are responsible for all equipment on their field. Coaches are to bring the equipment to the field on time and make sure all equipment is returned to the shack at the completion of each session.

E. Staff Shirts

All members of the Flag Football league coaching staff will be given staff shirts prior to the beginning of the season, and **THESE SHIRTS ARE TO BE WORN AT ALL TIMES WHILE COACHING**. Coaches will not be permitted to remove their staff shirts while on duty. Shirts are not to have the sleeves removed or altered in any manner. It is very important that you look like an employee of the Bismarck Parks and Recreation District. Do not wear T-shirts, sweatshirts, or caps with slogans, phrases, or pictures pertaining to alcohol, drugs, profanity, etc. Also, you must wear tennis shoes. No sandals or flip flops are allowed.

F. Substitutions

It is important that the team you are assigned to gets to know you as their coach and instructor. You should always arrive at your job early. Circumstances beyond your control such as illness, family emergencies or some other unforeseen incidents may occur and precipitate the need for a substitute coach. When these situations occur, it is important that you have a competent substitute coach available to relieve you of your duties. Must be a BPRD employee and approved by the program coordinator.

You will try to keep the same substitute when those circumstances arise to keep continuity with your team. Having five or six substitutes during the course of a season does not give your team a sense of consistency and cannot be an accepted procedure. Any time the need for a substitute does arise, you will be responsible to make sure they arrive **on time**, and all subs must be cleared with the Program coordinator.

IV. COACH'S DUTIES

Your duties as a coach are to (1) teach the fundamentals of the game of football, (2) emphasize sportsmanship and discipline at all times, and (3) be enthusiastic about working with the participants. With these three components, you will be a positive asset to the BPRD Flag Football Program.

A. Handling Parents

As a coach, you are hired to teach the youth in our program and that will be your main responsibility. At times, you may incur a problem with a parent. Remember, you are an employee of the Bismarck Park District and must maintain a positive image at all times; even when a parent problem occurs. Never hesitate to ask the Program coordinator for assistance.

B. Practices

Practice is an important and essential aspect of coaching flag football. Make sure that during practice times you have a list of skills and fundamentals you wish to cover in the session. Be sure to explain, demonstrate, and communicate with your players throughout the session, **never let the players go early. We advertise the program running to a specific time. Make sure it does. Important to parents to have them occupied for the entire time.**

C. Shack

The shack area at the complex will serve as complex headquarters and as the Coordinator's office. There should be no need for the coaching staff to loiter around the shack area at any time. The Coordinator will distribute the equipment from this area. The coaching staff should be carrying out duties such as warm-up drills. If coaches are doing what they are supposed to be doing, there will be no need to be in the shack.

D. Lightning

At no time is a game to continue if lightning is sighted or heard in the area. Lightning combined with wet surfaces does not make a safe situation. All coaches are to keep this in mind. If the storm system is moving rapidly, get the children to a safe area and wait it out. Use common sense if this type of situation arises. Coaches and players can return to play once **thirty minutes has elapsed** since the last flash or thunder.

CONCENTRATE ON POSITIVES

As a youth coach, it is important to avoid the "criticism trap." If a player hears mainly negative comments and receives attention for negative behaviors, the player can quickly lose self-confidence and even a desire to play. One of the best techniques a coach can do is to "catch the player doing well". There should be a "four-to-one" ratio of positive remarks to critical remarks. Thus, for every "correction" there should be at least four "pats on the back". Correction is sometimes necessary, but **ENCOURAGEMENT** should be the norm. A coach can be a real factor in building a youngster's confidence by noting all the positive things that go on with each player.

OVERTEACH

Repeat, Repeat, Repeat! Most players are not one time learners. They need to be told over and over and over. It may seem boring at times, but the coach needs to repeat instructions several times. Obviously, as the player moves from level to level there is less need for repetition. However, time spent on the earlier levels repeating basic instructions is well spent.

COMPLIMENT SPECIFICS

It is important for the coach to attend to specific achievements rather than to make general statements. "Good game" and "nice try" are less effective than "I like the way you followed through on that throw" or "good catch". When you praise specific behavior in a player, you have a better chance that the youngster will remember what you said, and pay attention to it, and believe it!

HAVE FUN

It is important to remember that. . .

AFTER ALL IS SAID AND DONE, HAVING FUN IS “NUMBER ONE”

When it comes to youth sports, youngsters learn better and remember more when they're having fun. The successful coach is one who teaches skills, sportsmanship, and teamwork in an overall atmosphere of "fun and games."

INSTRUCT AND ASSESS SKILLS

Each player should be given the opportunity to become aware of the various skills needed in the game and should also have the opportunity to learn and practice those skills. Obviously, some players will respond more quickly than others. Some will need more attention than others. But each youngster deserves attention. A simple checklist of basic skills in catching, throwing, and running can be used as an opportunity for each coach to teach and measure progress in each player.

The emphasis needs to be on teaching and not criticizing. If a player makes a "mistake," this should become an opportunity to learn how to do it correctly rather than an opportunity for "feeling bad" about making a mistake.

NEVER ASSUME ANYTHING - BE SPECIFIC

Spell it out! Many players, especially those in lower levels, do not understand football jargon. When giving instructions, always ask the player to repeat what you said and to show you a visual example. Visual drawings on blackboards or whiteboards, walk-through exercises on the field with players, and "what-if" quiz games with the players can be very helpful in getting them to understand your expectations.

EMPATHIZE

Empathy is extremely important in a coach. Seeing the experience through the eyes of the players is essential. Some have had very little experience. Some have little or no encouragement from parents. Some are playing for their parents sake. Some are having family problems. Some have very low self-esteem. Some have a long habit of temper tantrums. Some are very sensitive to criticism. Some are living in fear of making a mistake. A coach should not take reactions from players personally. Players, at any level, are still growing physically and emotionally and are likely to have good days and bad days.

SET AN EXAMPLE OF GOOD SPORTSMANSHIP

It is essential that the coach be role models for their players in all areas of sportsmanship including interactions with the referee, with other teams, with players on the same team, and with parents. Players are looking to their coach for leadership and will pickup quickly on temper tantrums, sarcasm, put-downs, and hazing. The coach's role is to teach kids the three essential parts of sportsmanship: to win without gloating, to lose without making excuses, and to show respect for the opponent.

ORGANIZE TO AVOID CONFUSION

Players do better in a structured and consistent environment. The more the coach anticipate details and attend to them before practice and/or games, the more time can be spent on teaching and playing the game. Equipment inventory, and field preparation are just a few of the items which often times, if put off till the last minute, add to confusion when the players shows up for practice or games. Visual aids often are helpful in "spelling out" expectations which the coach have for the players. A blackboard or whiteboard on the sidelines may help for listing positions, etc.

It is also important that the coaches present a "united front" to the players so that they do not get mixed messages.

CREATE TEAM SPIRIT

Another goal of the coach is to get the players to think "we" instead of "me". This is difficult in the lower levels because of the immaturity and developmental levels of the player. However, from the beginning, there should be a clear message that criticism among players is not acceptable. Asking players to identify specific progress in the other players on the team helps set up a positive team approach. Players should be encouraged and praised for cheering the other members of the team. Team "chatter" and cheers should be encouraged, but only cheers which support team members, not cheers which antagonize or are attempts to "rattle" the other team. All team members should be encouraged to be "good sports" toward the other team before, during, and after each game.

Although some players will be seen as "heroes" for some game winning feat, a coach needs to make sure that each team member gets significant recognition. Identifying individual captains for each game is one way of making sure that each player gets some leadership opportunities.

Parental involvement can be very helpful for developing team spirit. Recognition of the team "mom" is very important. Involvement of all parents by the coach can go a long way towards

developing team spirit. A letter to all parents describing your managing or coaching philosophy can be helpful in eliciting parent involvement. They can also be encouraged to cheer for all the players. But remember, parents also have a life beyond this program.

CONCENTRATE ON PROGRESS

One job of a the coach is to help each youngsters develop confidence and see progress while learning the game. A player who is taught to see some progress at each practice and game has a good chance of increasing self-confidence. Progress can be noted in three areas: **Frequency** (how often), **Duration** (how long it lasts), or **Intensity** (how much emotion is involved). Using the checklists, or just observing players, a coach can always find some progress to point out to each players: Frequency (i.e., quarterback for a set of downs); Duration (i.e., stayed as wide receiver for consecutive plays); Intensity (i.e., out-hustled the opposing player).

It is also helpful to get players to recognize progress in each other.

EXPECT ONLY WHAT IS REASONABLE

Expectations of level of play will vary from lower to upper levels. Attention span is often very short at the lower levels. Coaches at lower levels will become very frustrated if they expect total attention, dedication, and motivation to the game of football. It is important for all of us to remember that out of the millions and millions of players, only a few ever become professional Football.

In summary, the coaches should neither overestimate nor underestimate the skills, emotions, and behaviors of a players.

REMEMBER TO LAUGH

It is really important as a coach to realize there is "life beyond youth sports". We run the risk of taking ourselves too seriously. A sense of humor is essential, both in coaches, and in players. Smiling and laughing adds to relaxation, which adds to productivity and enhancement of performance.

THE USE OF DISCIPLINE

Coaches must be able to use discipline effectively because it is impossible to guide young athletes through the use of positive reinforcement alone. Discipline is part of the positive approach when these guidelines are followed:

1. Use discipline in a corrective way, designed to help athletes improve now and in the future. Do not use discipline to retaliate and make you feel better.
2. "When violations of team rules or other misbehaviors occur, impose the discipline in an impersonal way. Do not shout at or scold youngsters because this indicates your attitude is one of revenge.
3. Once a good rule has been agreed upon, ensure that youngsters who violate it experience the unpleasant consequences of their misbehavior. Don't wave the discipline threat over their heads. Just do it.
4. A youngster should be given one warning before discipline.
5. Be consistent in the administration of discipline.
6. Don't pick disciplines which cause you to feel guilty. If you cannot think of an appropriate consequence right away, tell the youngster you will think about it and talk with him or her later, which should be the same day.
7. Once the discipline is completed don't make athletes feel they are in the "dog house."
8. Be certain that what you think is a discipline is not perceived as a positive reinforcement.
9. Never punish athletes for making errors when they are playing.
10. Never use physical activity-running laps or doing push-ups-as discipline. To do so only causes youngsters to resent physical activity, something we want them to learn to enjoy throughout their life.
11. Punish sparingly. Constant use of discipline and criticism causes young children to turn their interests elsewhere and to resent you as well.

PEOPLE WITH WHOM YOU WILL COMMUNICATE

As a coach there are several different groups of people that you will need to communicate with. The first of these groups is the **parents**. This group is very important. To avoid problems a coach should hold a preseason parent orientation session. In this orientation session, the coach can describe their background and their coaching techniques. This meeting is also a good place to let the parents voice some of their concerns, so you can try to avoid future problems.

Fans are another group that you will need to deal with. In youth sports the fans usually are the parents. One of the best things to remember as a coach is to communicate through your actions that you are a confident and competent coach. Make sure you prepare your players for some of the negative comments that may come from the stands. Tell them that it is you, not the spectators, to whom they should listen.

The way you communicate with the **officials** will have a great influence on the way your players behave toward them. Set a good example. Greet the officials with a handshake, an introduction, and perhaps some casual conversation about the upcoming game. Express your respect for them before, during, and after each game.

Fellow coaches are another group you will be communicating with. Make an effort to visit with opposing coach before the game. Do not take personal feuds with opposing coaches onto the field with you. Remember, it is the kids, not the coaches, who are competing.

COACHING TIPS

It must be clearly understood that the coaches' attitude on the umpire's decisions is very important in helping keep the spectators and your players under control.

1. An even disposition and pleasant personality are assets to a coach of a youth sports team.
2. Even your best players will make errors on plays they should be able to make routinely.
3. Always strive to get the players to put out their best effort at practices, as well as games.
4. Adjust the difficulty of the skill to the ability level of the players.
5. Be specific when giving instructions on skills and always demonstrate.
6. Avoid discouragement-work for improvement, not perfection.
7. Commend efforts-the effort is more significant than the results.
8. Mistakes should not be viewed as failures. Let's take away the stigma of failure. Failure usually indicates lack of skill.
9. **ENCOURAGEMENT IS THE MOST IMPORTANT ASPECT OF COACHING YOUTH SPORTS.**

A successful coach is not measured by the number of championship trophies and awards won. If youngsters end the season feeling better about themselves, having enjoyed the experience and new friendships, having improved their skills, and looking forward to future participation, this is more important than a winning record. **This is success.**

Successful coaches are skilled teachers. It's not enough to just tell them what they did was wrong they need specific information about how to do it right. A youngster knows when he or she has played poorly.

Provide evaluation when it's clear that athletes don't know what is correct or incorrect. IF BEHAVIOR IS GOOD, PRAISE THEM FOR IT AND TELL THEM WHAT IS GOOD ABOUT IT, AND IF IT'S WRONG, GIVE THEM SPECIFIC INSTRUCTIONS ON HOW THEY CAN IMPROVE. Youngsters want to learn sport skills and they will respect you for helping them learn, and they will respect themselves for having done so. Catch them being good!

THE ART OF BEING A SUCCESSFUL YOUTH COACH

So you want to be a Youth Coach! Congratulations, you will become a very influential role in the life of a youngster.

There's an art to being a coach in the Youth Leagues. You have to be a combination teacher, parent, cheerleader, counselor, and friend!

Remember, being successful as a coach is not reflected by the wins/losses of your team. The ultimate measure is whether your players end the season seeing themselves as winners regardless of their place in the standings.

From the youngster chasing the butterfly instead of the ball, to the upper level kid who's a "natural," each player will be building memories, and you will have an opportunity to make them positive.

Here are some basic guidelines which may help you enjoy your experience as a coach at the youth level:

- Teach tools for success.
- Assess and teach specific skills.
- Be reasonable in your expectations.
- Setting a good example.
- Avoid Confusion.
- Empathize. Get into their shoes.
- Be specific. Never presume anything.
- Don't ever use sarcasm
- Acknowledge progress.
- Look for positives in each individual.
- Laugh a lot.
- Compliment specifics.
- Overteach.
- Amplify success.
- Create team spirit.

Make their experience Fun!

86 Ways to say "Very Good!"

1. Good for you!
2. Superb.
3. You did that very well.
4. You've got it made.
5. Terrific!
6. That's not bad!
7. Couldn't have done it better myself.
8. Marvelous!
9. You're doing fine.
10. You're really improving.
11. You're on the right track now!
12. Now you've figured it out
13. Outstanding!
14. That's coming along nicely.
15. I knew you could do it.
16. Good work.
17. You figured that out fast.
18. I think you've got it now.
19. I'm proud of the way you worked today.
20. Tremendous!
21. Yay!
22. You certainly did well today.
23. Nice going. -
24. You've got your brain in gear today.
25. Now you've got the hang of it.
26. Wow!
27. Wonderful!
28. You're getting better every day.
29. You're learning fast.
30. You make it look easy.
31. That's a good boy/girl.
32. That's very much better.
33. Super!
34. You did a lot of work today!
35. Keep it up!
36. You've got that down pat.
37. Congratulations.
38. Exactly right!
39. Nice going.
40. Excellent!
41. Sensational!

Good Job!

42. You're doing beautifully.
43. You've just about mastered that!
44. That's really nice.
45. That's the best ever.
46. That's great!
47. Way to go!
48. That's the way to do it.
49. That's quite an improvement.
50. Good thinking.
51. You're really going to town.
52. Keep up the good work.
53. That's it!
54. That's better.
55. You haven't missed a thing.
56. Fantastic!
57. You outdid yourself today!
58. You're doing a good job.
59. That's the right way to do it
60. That's better.
61. Right on!
62. Well, look at you go!
63. That's the best you've ever done.
64. That's RIGHT!
65. You must have been practicing!
66. Great
67. Keep working on it; you're getting better.
68. You remembered!
69. That kind of work makes me very happy.
70. You're really working hard today.
71. That's what I call a fine job!
72. I knew you could do it!
73. I'm very proud of you.
74. One more time and you'll have it.
75. Fine!
76. That is good.
77. Good job.
78. You really make this look easy!
79. Good remembering.
80. Nothing can stop you now.
81. You are doing much better today.
82. Keep on trying.
83. You are really learning a lot
84. You've just about got it.
85. I've never seen anyone do it better.
86. You are very good at that. .

Fantastic!

* 86 Ways to say "Very Good!" reprinted with permission. Growing Parent..January~ 1985. Vol.13, No.1.

V. COMMENTS

As a coach in the BPRD Flag Football Program, realize that a positive attitude is your most important asset. In addition, try and give this job your best effort possible; be enthusiastic and at the end of each session ask yourself: "Did I teach my kids anything?" "Did they improve?" If you can answer either question affirmatively, you have done your job.

Secondly, remember that you are teaching kids; talk to them on their level, use language that they can understand. Do not always assume that they know what you are telling them. EXPLAIN AND DEMONSTRATE and when you are done, EXPLAIN AND DEMONSTRATE SOME MORE. Repetition is the best way to teach. Most of all: **be positive.**

Remember, everything you do as a coach and the way the participants behave is being viewed by parents and the general public. Stress sportsmanship, good behavior, and discipline right away.

EVALUATIONS

Following the completion of the flag football season, you will receive an employee job evaluation. This may be done after or before games the last week of the season. Please schedule a time to discuss your evaluation prior to receiving your final paycheck.

Electronic Timekeeping System

Rec programs paid hourly:

An electronic time keeping system is used to account and provide records for employee pay. Employees must clock in and out using a device that can access the following website from any internet browser: <https://bismarckprnd.executime.com/ExecuTime/Index.do>. When using a mobile device, location services must be turned on in privacy settings. When prompted from any device, allow the website to use your current location when clocking in or clocking out.

All timesheets must be accurate and represent the actual hours worked. Any employee who knowingly enters false information on a timesheet may be terminated. Timesheets must be reviewed and approved by you and your supervisor. You may review and approve your time daily. However, you must review and approve your time no later than every other Friday. You cannot be paid for your hours worked unless the hours are recorded in the electronic timekeeping system and you approve your time. If there are errors on your timesheet, please contact your supervisor to make corrections.

All employees must use direct deposit. A Direct Deposit Authorization Form may be found on the Park District website: www.bisparks.org. Please complete the form, attach the appropriate savings or checking account documentation as listed on the bottom of the form, and drop it off at the BPRD office front desk. You will receive an e-mail with your direct deposit notice attached on the Wednesday prior to pay day. Enter the last four digits of your social security number as the password to access your direct deposit notice. If you do not receive an e-mail, your paper check can be picked up at the BPRD front desk on pay day.

Officials:

An electronic time keeping system is used to account and provide records for employee pay. Employees must clock in and out using a device that can access the following website from any internet browser: <https://bismarckprnd.executime.com/ExecuTime/Index.do>. When using a mobile device, location services must be turned on in privacy settings. When prompted from any device, allow the website to use your current location when clocking in or clocking out. In addition, employees paid by game or match must record the number of games/matches using the Timesheet Entry menu and selecting the appropriate Type and Position.

All timesheets must be accurate and represent the actual matches officiated. Any employee who knowingly enters false information on a timesheet may be terminated. Timesheets must be reviewed and approved by you and your supervisor. You may review and approve your time daily. However, you must review and approve your time no later than every other Friday. You cannot be paid for your hours worked unless the hours are recorded in the electronic timekeeping system and you approve your time. If there are errors on your timesheet, please contact your supervisor to make corrections.

All employees must use direct deposit. A Direct Deposit Authorization Form may be found on the Park District website: www.bisparks.org. Please complete the form, attach the appropriate savings or checking account documentation as listed on the bottom of the form, and drop it off at the BPRD office front desk. You will receive an e-mail with your direct deposit notice attached on the Wednesday prior to pay day. Enter the last four digits of your social security number as the password to access your direct deposit notice. If you do not receive an e-mail, your paper check can be picked up at the BPRD front desk on pay day.

Additional notes:

- 1) Employees must clock out for lunch breaks and any other unpaid breaks in their work day and clock in when returning to work.
- 2) If employee is using the Timesheet Entry menu (officials) or works multiple locations or has multiple positions, the Type must match the Position or an error will occur and result in delaying payroll processing.

SAFETY POLICY STATEMENT

The following safety policy was re-affirmed by the Board of Park Commissioners on June 19, 2008.

The Bismarck Parks and Recreation District recognizes the safety, health and well being of our employees as high priority in the daily functions of our company's operation. To facilitate such activities, we will comply with all governmental mandated rules and regulations as they apply to the work activities in our workplace. This compliance and commitment from all levels of management shall ensure a safe work environment for all employees.

We also have a goal of trying to reduce the costs of our claims through various proven claims management principles.

SAFETY RESPONSIBILITIES:

1. Management is responsible for providing a workplace free of recognized hazards and supporting a total Risk Management Program.
2. Management is responsible for the development and training of the safety rules, safe operating procedures and regulations as they pertain to the activities in the workplace.
3. Providing adequate and appropriate personal protective equipment is also a responsibility of management.
4. Supervisors must require workers to follow company safety rules and procedures and support the accident prevention program established by management.
5. Supervisors must assist management in the training and retraining of employees.
6. Employees are responsible to know and follow all safety rules and to participate in safety program development and implementation.
7. All employees are responsible for attending all management mandated safety training programs and to support the accident prevention program established by management.

SAFETY AND RISK MANAGEMENT EMPLOYEE HANDBOOK

A copy of the safety and risk management handbook will be provided to any seasonal employee who requests one.

The contents of the handbook will be covered during a training session prior to or shortly after your first day of employment.

Following the training session you will be asked to sign two forms acknowledging aspects of the program.

SEXUAL HARASSMENT

1. Absolutely no form of sexual harassment or sexual discrimination shall be tolerated. The District works to eradicate all forms of sexual harassment or sexual discrimination where and if they exist. The District's policy is intended to comply with all federal and state laws and regulations.
2. Sexual harassment shall mean unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
3. Examples of prohibited behavior include, but not limited to:
 - a. Whistles and cat-calls.
 - b. Lewd and suggestive remarks and sexual jokes, whether verbal or written.
 - c. Inappropriate comments about sexual characteristics, physical attributes, or sexual activity whether verbal or written.
 - d. Verbal or written requests or demands for dates, sexual favors, or other social contact outside what is required for work/
 - e. Physical assault, including but not limited to patting, pinching, caressing, kissing, or other forced and unwanted or uninvited physical contact.
 - f. Touching or rearranging a person's clothing.
 - g. Posting or otherwise displaying sexually explicit or suggestive picture, cartoons, or written materials.
4. Sexual harassment may include interaction between male and female, female and male, male and male, and/or female and female.
5. No form of retaliation or reprisal will be taken against any employee who has reported an alleged incident of sexual harassment.
6. Any attempted retaliation may subject the retaliating employee to discipline.
7. Any employee who knowingly or maliciously makes a false allegation of sexual harassment may be subject to discipline.
8. This policy will be posted at various District locations and is available to all employees of the District whether part-time, full-time, full-time seasonal or commissioners.
9. Any employee who feels that he or she has been subject to any of the described activities by his or her supervisor, by a fellow employee, or by any other person during the course of his or her employment should report the incident immediately to their supervisor or Executive Director.
10. Training shall be provided to the employees as part of the Risk Management training sessions.

Drug-Free Workplace Act

1. In compliance with the Drug-Free Workplace Act of 1988, agencies that receive federal grants are required to certify that they will maintain a drug-free workplace and publish and administer specific drug-free workplace policies and drug awareness programs. It is the policy of the state of North Dakota and the Bismarck Parks and Recreation District that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited.
2. In accordance with this law, it is the policy of the Parks and Recreation District, that any employee who transfers a controlled substance to another person or sells or manufacturers or unlawfully uses a controlled substance while on the job, in the workplace, or at a site at which the District's work is performed, will be subject to discipline up to and including termination.
3. Employees must notify the District of any criminal drug conviction occurring in the workplace within five (5) days. Within thirty (30) days of receiving such notice, appropriate disciplinary action will then be pursued by the District. The Bismarck Parks and Recreation District will review this policy on a regular basis in order to continue its efforts to maintain a drug-free workplace.

*Reprinted from the Human Resource Policy and Procedure Handbook

Accidents

Accidents of any kind must be reported to your supervisor at once.

For personal injury accidents involving the public, employees should give basic first-aid assistance if applicable, and call for emergency assistance (911) for an ambulance or police. Do not take visitors to the hospital yourself. When possible, collect names and addresses of witnesses.

If you, as an employee, are injured on the job, get medical assistance (if applicable) and inform your supervisor as soon as possible.

All accidents require written reports, so inform your supervisor at once about any accident. Failure to report accidents may result in termination of employment.

No accident, incident, or injury should be judged as "too small" to warrant a report. Complete an incident report for ALL accidents, incidents, and injuries, no matter how minor.

Action Plan
When an Accident Occurs

1. If injury or accident appears serious, call 911.
2. Notify your supervisor as soon as possible.
3. For a less serious injury involving children, locate parents or guardian and inform them of the incident.
4. Do not speak with any media personnel concerning the incident. (see attitudes and public relations section of this manual)
5. Investigate immediately – identify and interview all witnesses.
6. Repair conditions immediately.
7. Document everything – interviews, phone conversation, incident report.



BISMARCK PARKS AND RECREATION DISTRICT INITIAL INCIDENT/ACCIDENT REPORT

EMPLOYEE/PARTICIPANT SECTION

This section is to be completed by the employee with their supervisor.

Check all that apply:		
<input type="checkbox"/> Property Damage	<input type="checkbox"/> Injury with Medical Treatment	<input checked="" type="checkbox"/> Injury without Medical Treatment
For Employees Only: WSI Claim Filed?..... <input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No		
WSI Incident Report Filed?..... <input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No		
Date of incident <u>7-25-18</u>	Time <u>4:00</u> a.m. <input checked="" type="radio"/> p.m.	Location of incident <u>Sam McQuade Softball Complex</u>
Name of Person(s) Involved (Please Print) <u>John Doe</u>	Street Address, City, State, Phone #: <u>Participant's information that got hurt</u>	

1. Description of incident: John was playing in the flag football game. He jumped to catch the football that was thrown to his. When he landed he twisted his left ankle
2. Description of extent of injury and body part injured: Left ankle
3. Treating physician/medical facility, if needed: _____
- 4a. Witness(es) to the incident: Bob Johnson
- 4b. Witness address/phone #: 400 East Front Ave, Bismarck, NP 58504 #701-222-6455
5. How could the incident/accident have been prevented? John could be more careful when jumping to catch the football

Employee Signature <u>Bob Johnson</u>	and Date of Birth <u>(only if you get hurt)</u>	Date <u>7-25-18</u>
--	--	------------------------

SUPERVISOR'S INVESTIGATION SECTION

1. Nature of injury or illness (Body part): _____
2. Object/equipment/substance which inflicted injury or caused illness: _____
3. Description of event (Who, What, How): Do not fill

ANALYSIS OF CAUSES

4. Primary and contributing causes: _____
5. Would safety equipment or training have prevented the accident? out this part
6. Corrective action taken (Ex. Remove the hazard, replace, repair, or retrain on proper procedure) _____

For Office Use Only: WSI Account #: 0150391

Investigated by:	Date
Management Review	Date

White – Main Office

Yellow – Manager

Revised 7/2017



BISMARCK PARKS AND RECREATION DISTRICT
 WORKFORCE SAFETY AND INSURANCE
 RISK MANAGEMENT PROGRAM

SAFETY CONCERN REPORT

This report is to be filled out by any employee involved in or witnessing a safety concern. A safety concern is an incident that did not result in any personal injury, property damage or production interruption. It is a very important indicator of potentially harmful future accidents.

Division: Facilities & Programs
 Date of incident: 7-25-18 Time: 5:30 pm
 Location: Sam McQuades Softball Complex

Description of incident or potential hazard: On Diamond/Field 4
the fence in the outfield is rolling up. If someone
were to fall by the fence it could cut them

Employee Signature: Jack Brown Date: 7-25-18
 (optional)

Give to supervisor or designated personnel.

Corrective action taken: _____
Do not fill out this part

Supervisor: _____ Date: _____
 Management: _____ Date: _____

WORKERS COMPENSATION NOTICES

The 1995 Legislative Assembly enacted House Bill 1206 to require an employee who was injured on the job to notify the employer of the injury. The notification requirement applies to all injuries that occur after July 31, 1995. This notification may be either oral or written form and must be given to the employee's immediate supervisor or another supervisor authorized to receive the notice. If the employee fails to notify the employer of an accident within the seven-day period, the Bureau may take that failure to do so into consideration when determining compensability of the claim. Even though our company policy and the Risk Management Program require immediate report of any incident, you will have seven days to report and complete the Company's initial incident report form.

We are participating in the North Dakota Workers Compensation Bureau's Risk Management Program. This allows us to designate health care providers to treat your workplace injuries and illnesses. These providers can be individuals, clinics, hospitals or any combination thereof. They can be medical doctors, chiropractors, osteopaths, dentists, optometrists, podiatrists, psychologists or any combination of these providers. The Bureau may not pay for medical treatment to another provider unless you are referred by our Designated Medical Provider or unless you notify us in writing prior to an injury that you want to be treated by a different medical provider. You must also name your different medical provider. Emergency care is exempt from this Designated Medical Provider requirement.

The **Designated Medical Provider** for Bismarck Park District
(Name of Employer)

is Sanford Health and St. Alexius Prime Care

Name of Employee (*please print*) _____

I have been informed of the North Dakota Workers Compensation Bureau's **First Report of Notice of Injury Law**, which informs me of any company's immediate report of injury requirement, and allows for seven day reporting period. I have also been informed of my Company's **Designated Medical Provider** and the requirements concerning treatment for workplace injuries and illness.

Signature of Employee _____

Date ____ / ____ / ____

I wish to add the following provider as a Designated Medical Provider to seek treatment from in the event of a workplace injury or illness.

Name

Address

EMPLOYEE ACKNOWLEDGEMENT
OF
EMPLOYEE HANDBOOK TRAINING

The material contained in the Employee Handbook provides information sufficient for an employee to understand the requirements of the ND Workers Compensation Risk Management program. This handbook provides introductory and background information in all the elements of the Risk Management Program including:

- Safety Policy Statement
- Accident Incident/Near Miss Program including Forms A, B, and C
- General Safety Rules
- Safe Operating Procedures
- Ergonomics
- Claims Management
- Hazard Recognition/Self Inspection
- Training Program
- Risk Management Coordinator

It is designed in order to provide new an in particular, part time employees with basic understanding of the Risk Management Program. Employee Training will be ongoing, but this handbook will provide the essential orientation background material for a new employee to obtain the necessary and basic information to understand the program and its key elements which an employee will have to follow

(Cut or Rear on dotted line - RETURN BOTTOM PORTION)

Name of Employee (*please print*) _____

I have read and understand the key elements of the Risk Management program as contained in this Employee Handbook. I further agree to abide by the follow the safety rules as specified in this Handbook and will participate in any future training my employee deems it necessary that I attended.

Signature of Employee _____

Date _____



EMPLOYEE ACKNOWLEDGMENT OF HANDBOOK TRAINING

As required by the conditions of my employment for Flag Football for the Bismarck Parks and Recreation District, I do hereby confirm that I have reviewed the material that is enclosed in the Bismarck Parks and Recreation District’s Flag Football employee handbook.

In addition, I fully understand all the information reviewed and agree to carry out those responsibilities indicated to the best of my ability.

I understand that failure to comply with the conditions of my employment will result in disciplinary actions and possible termination of employment.

Employee Signature: _____

Date: _____

This form will be placed in your personnel file.