

# Village of Sussex

## Code of Conduct Policy

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Recreation programs can be used as an opportunity for people, young and old, to learn how to engage in healthy activities while maintaining respect for themselves and other participants. Benefits are derived from the participant's attitude towards the program and the adherence to accepted standards of behavior.

### **Each participant and guests of each participant are expected to do the following:**

- Demonstrate courtesy even when others do not.
- Be a positive role model by encouraging good self-discipline by showing respect and courtesy through positive support for all participants.
- Behave in a responsible manner, always exercising self-discipline. Refrain from any action which in judgment of any staff, instructor or coach, constitutes an attempt to inflict, or the actual infliction of or injury to other participants and/or staff which includes running, pushing, shoving or throwing objects (which are not part of the program).
- Respect the rights and privileges of other participants and Village staff, thus refraining from conduct that disrupts or obstructs any program, event or class. This includes rudeness to others and argumentative behavior.
- As a guest, the purpose of your attendance is to observe a recreational activity. In doing so, please respect the participants and instructors and refrain from any conduct that disrupts or obstructs any program.
- Refrain from any lewd, obscene or indecent conduct or expression, including profanity, harassment, discrimination, threats or offensive remarks.
- Respect the property of others, including Village property and facilities. Destruction or damage, to a Village of Sussex facility or theft of any property is not acceptable. Anything found at the facility that does not belong to you, should be left where it is unless you have been told by staff, instructor or coach to take it.
- Cooperate with or assist the Village staff, instructors and volunteer coaches in maintaining safety, order and discipline.
- Refrain from producing loud, rude or unnecessary noises.
- Children not participating in the scheduled program, event or class must be accompanied by a non-participating adult.

### **Disciplinary action guidelines for program participants, spectators and facility guests**

If a program participant, spectator or guest exhibits inappropriate behavior, the following guidelines should be followed. Village staff and program leaders should determine the severity of the action and immediately take steps to correct it. An incident form should be completed by program instructor/coordinator with the assistance of witnesses and returned to the Recreation Department within one business day.

Violations of the code that do not constitute an immediate and apparent threat to the safety of others or their property will result in all or some of the following actions including, but not limited to:

1. Verbal warning
2. Conference with staff and person (and parent if necessary) involved in misbehavior.
3. Transfer to another program, time slot or group where inappropriate behavior is less likely to occur.
4. A suspension of the participant from the program for a period of time determined by Village staff.
5. A permanent suspension from the program for failure to correct behavior for repeat violations of this code.

Violations of the code that are deemed to constitute an immediate or implied threat to the safety of others or their property may result in:

1. Conference with staff and person (and parent if necessary) involved in misbehavior.
2. A suspension of the participant from the program in which the incident occurred for a period of time determined by the Village staff.
3. A suspension for the remainder of the scheduled program for failure to correct behavior for repeat violations of this code.
4. One year suspension from all Village of Sussex recreation programs.
5. An indefinite suspension from all Village of Sussex programs for repeat or severe violations of this code.

***The circumstances and severity of the incident as determined by Village staff will determine the repercussion. Appeals by the participant and/or his or her parent/guardian may be directed to the Director or Recreation Program Coordinator. Village staff and Park Board will jointly consider any appeals.***

Any conduct report should be given to the Recreation Program Coordinator or Director within 1 working day of the incident.

*Approved by Village Board November 24, 2009*