



## City of San Dimas Parks and Recreation Department Code of Conduct Guidelines and Procedure

Participation in City of San Dimas Parks & Recreation (SDPRD) activities is guided by code of conduct and expectations. This document provides an outline of behavioral expectations for anyone involved with Parks & Recreation

### Behavior Expectations

All participants are expected to adhere to these basic behavior standards. We encourage parents or guardians to review and discuss the behavior expectations with their children participating in our programs. Adult participants in our programs are held to the same expectations. Voluntary participation in SDPRD programs is consent to follow these behavior expectation and procedures.

- Every participant in the program is expected to exercise respect. This includes, but is not limited to: themselves, other participants, staff members, all people and places of business.
- Every participant in the program is expected to know and understand the rules associated with the activity and follow them. Ask the staff member if you are unaware of the rules regarding the activity.
- Every participant in the program is expected to cooperate with program operations.
- Every participant in the program is expected to communicate in an appropriate manner. Harsh verbal words, tone of voice, foul language, sexually inappropriate behavior, or gestures will not be tolerated.
- Every participant in the program is expected to express civil conduct. If physical contact is made with another person it must be a welcome gesture and appropriate. Horseplay, unwelcome teasing, pushing, kicking, hitting or fighting, etc. will not be tolerated and may result in suspension or expulsion from the program.
- Participants have the right to participate in an environment without being impeded by discrimination or harassment based on race, religion, national origin, age, sex, marital status, political affiliation, veteran's status, disability, sexual orientation, or any other status protected by applicable federal, state or local nondiscrimination laws. Harassment may be verbal, visual or physical contact conduct.
- Every participant in the program is expected to exercise an attitude that elicits good will towards others and program activities.
- Every participant in the program is expected to promote and support a safe fun and healthy environment through productive participation.

### Consequences

Any participant who engages in discriminatory, harassing, or otherwise objectionable behavior, or violates activity/program rules is subject to disciplinary action and removal from the program. When a participant's behavior, adult or child, is deemed inappropriate, the following steps will take place:

1. If a participant displays inappropriate behavior, SDPRD staff members will verbally request that the behavior be discontinued.
  - a. When the participant is a child, and the behavior does not stop the staff will implement take the time to work with and coach the participant in expected appropriate behaviors. If the child’s behavior continues or escalates, the parents/guardians will be notified immediately and the child will be removed from the program for that day.
  - b. When the participant is an adult they will be asked to leave the activity.
  
2. When a participant’s unacceptable behavior is determined to be frequent, SDPRD staff members and the participant (and their parent if the participant is a minor) will meet. A written report will be filed, stating the inappropriate behaviors already demonstrated and the expected changes for the next program meeting date or next use of the facility. It is also to be stated that one more incident of unacceptable behavior will result in the participants’ removal from the program permanently, or for a specific period of time depending on the severity of the behavior. This report is signed by the participant, staff and parent if the participant is a minor. One copy will remain at the Parks and Recreation Department and the participant will retain another copy.
  
3. If, after the above procedures have been followed, inappropriate behaviors continue, the participant will be removed for the designated period of time, previously determined at the conference meeting. A parent will be contacted and requested to immediately remove the child from the program if the participant is a minor. An adult will be asked to immediately leave the program.

\*In extreme cases of unacceptable behavior, the Parks and Recreation Department reserves the right to immediately remove a participant from a program.

## Appeal Process

1. In the event the Department has imposed a penalty which includes suspension and a ban from attendance at recreation activities, the individual who has been suspended or banned may appeal such action to the SDPRD Director. The individual or individual’s representative must file a written notice with SDPRD within 5 business days after receipt of written notice of suspension or ban.
2. A final appeal can be made to the City Manager. An appeal must be filed within 5 working days of any resolution or notice from the SDPRD Director. The City Manager shall establish whatever procedures deemed appropriate to review the matter and shall be authorized to make the final determination regarding the appropriateness of the final consequences.

Any questions or concerns can be directed to the City of San Dimas Parks & Recreation Department at 909-394-6230.

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Name (Print)

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Signature

Date