

RESOLUTION NO. 1562

A RESOLUTION ADOPTING CODE OF CONDUCT FOR RECREATION PROGRAM PARTICIPANTS, VOLUNTEERS AND INSTRUCTORS

Recitals:

- A. The Parks and Recreation Division has never had a set of conduct polities for participants, instructors or volunteers;
- B. There have been no clear boundaries on how to deal with participants, volunteers or instructors who cause disruptions to classes or events;
- C. A transparent policy is needed for all to set rules for proper conduct within the recreation classes and events.

The City of Central Point resolves as follows:

Section 1. The City Council adopts the Code of Conduct for Recreation Program Participants, Volunteers and Instructors as shown in Exhibit A.

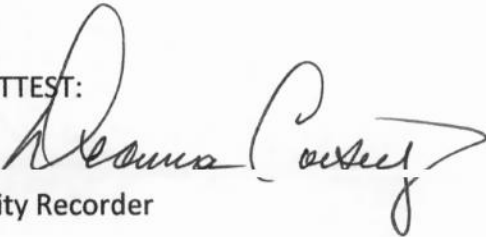
Section. The Code of Conduct shall be effective January 1, 2019.

Passed by the Council and signed by me in authentication of its passage this 13<sup>th</sup> day of December 2018.



Mayor Hank Williams

ATTEST:



City Recorder

**Code of Conduct & Consequences for Participants of Central Point  
Parks & Recreation Programs and Activities  
January 1, 2019**

All Central Point Parks and Recreation program participants need to abide by the following basic behavior standards. We encourage parents or guardians to review and discuss the behavior standards with their children who are participating in our programs. Adult participants in our programs will be held to the same standards. All participants must sign the Code of Conduct waiver form provided when registering for classes. Upon signing the waiver, participants acknowledge they have read and agree with the code of conduct and acknowledge the consequences should they not be complied with.

**Violations:** In keeping with standard definitions of social etiquette, the following will be considered unacceptable behaviors:

- Activities that infringe on the rights of parks and recreation participants, volunteers or staff.
- Destruction of parks and recreation materials, equipment, furniture and grounds.
- Inappropriate behavior or language that disturbs other participants, volunteers or staff.
- Inconsiderate or discourteous behavior toward other participants, volunteers or staff.
- Infractions against the parks and recreation policies regarding loitering, sales or solicitation.
- Possession, use, or sale of alcohol or controlled substances.
- Vandalism or littering in the parks and recreation facilities or on its grounds.
- Violation of any federal, state, county or city laws and ordinances.
- Violation of smoking ordinances both inside and outside of the building.
- Inappropriate attire including footwear.
- Failure to maintain personal cleanliness and good hygiene.
- Participants, volunteers and staff have the right to participate in an environment where all participants can achieve their full potential 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.

**Consequences:** The City reserves the right to remove individuals from facilities or programs by assigning clearly stipulated periods of suspension. Any participant who engages in discriminatory, harassing, or otherwise objectionable behavior is subject to suspension and removal from the program. When a participant's behavior, adult or child, is deemed inappropriate, they will be dealt with using the following steps:

1. If a participant engages in prohibited behavior, staff members and/or instructors will verbally request that the behavior be discontinued. If the participant is a child, and the behavior does not stop, staff and/or the instructor will implement a time-out. Time-outs are given appropriate to the child's age, ability and the severity of the inappropriate

behavior. If the child's behavior reoccurs or escalates, the parents will be notified immediately and the child will be removed from the program for that day.

2. If a participant's unacceptable behavior continues on a regular basis, staff members, instructors 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. It is also to be stated that one more incident of unacceptable behavior will result in the participant's removal from the program permanently, or for a specific period of time depending on the severity of the behavior. This report will be 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 prohibited 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.
4. In extreme cases of unacceptable behavior that is physically threatening to other participants or staff, the Parks and Recreation Department reserves the right to immediately remove a participant from a program and to contact the police department.

If you have any questions or comments please contact the Central Point Parks and Recreation Department at 541-664-3321 Ext. 130 for further clarification.

**Code of Conduct & Consequences for Volunteers of Central Point  
Parks & Recreation Programs and Activities  
January 1, 2019**

The City of Central Point Parks & Recreation Department values the services and contributions of our adult and youth volunteers. Volunteers represent the City of Central Point Parks and Recreation Department and have the right to expect to work in an environment that enables them to achieve their full potential and provide the most rewarding contribution possible. To ensure a consistent, professional, enjoyable, and safe environment for our volunteers and staff, all volunteers are expected to abide by basic behavior standards. For youth volunteers, we encourage their parents or guardians to review and discuss the behavior standards. Upon signing the waiver, volunteers acknowledge that they have read and agree with the code of conduct and acknowledge the consequences should they not be complied with.

**Violations:** In keeping with standard definitions of social etiquette, the following will be considered unacceptable behaviors:

- Activities that infringe on the rights of parks and recreation participants and/or staff.
- Destruction of parks and recreation materials, equipment, furniture and grounds.
- Inappropriate behavior or language that disturbs other participants, volunteers or staff.
- Inconsiderate or discourteous behavior toward other volunteers, participants, or staff.
- Infractions against the parks and recreation policies regarding loitering, sales or solicitation.
- Possession, use, or sale of alcohol or controlled substances.
- Vandalism or littering in the parks and recreation facilities or on its grounds.
- Violation of any federal, state, county or city laws and ordinances.
- Violation of smoking ordinances both inside and outside of the building.
- Inappropriate attire including footwear.
- Failure to maintain personal cleanliness and good hygiene.
- Volunteers, participants and staff have the right to contribute in an environment where all can achieve their full potential 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.

**Consequences:** Any volunteer who engages in discriminatory, harassing, or otherwise objectionable behavior may be subject to disciplinary action and removal from the recreation program. When an instructor's is deemed inappropriate, they may be dealt with using the following steps:

1. If a volunteer displays inappropriate behavior at an event or program, staff members may verbally request that the behavior be discontinued.
2. If a volunteer's unacceptable behavior continues, staff members and the volunteer may meet. A written report may be filed, stating the inappropriate behaviors already

demonstrated and the expected changes prior to the next scheduled event. It may also be stated that one more incident of unacceptable behavior may result in the volunteer's removal from the event(s) permanently, or for a specific period of time depending on the severity of the behavior. If a report is filed, it will be signed by the staff member and volunteer. One copy will remain at the Parks and Recreation Department and the volunteer will retain another copy.

3. If, after the above procedures have been followed, inappropriate behaviors continue, the volunteer will be removed from event or program permanently and not considered for any volunteer opportunities in the future.
4. In extreme cases of unacceptable behavior that is physically threatening to other participants or staff, the Parks and Recreation Department reserves the right to immediately remove a volunteer from an event or program and to contact the police department.

If you have any questions or comments, please contact the City of Central Point Parks and Recreation Department at 541-664-3321 ext. 130 for further clarification.

**Code of Conduct & Consequences for Recreation Program Instructor of Central Point  
Parks & Recreation Programs and Activities  
January 1, 2019**

The City of Central Point Parks & Recreation Department values the services and contributions of our recreation program instructors (instructors). Our instructors have the right to expect to work in an environment that enables them to achieve their full potential and provide the most rewarding contribution possible. To ensure a consistent, professional, enjoyable, and safe environment for our instructors and staff, all instructors are expected to abide by basic behavior standards. As an instructor, you represent the City of Central Point Parks and Recreation Department. Upon signing the waiver, instructors acknowledge that they have read and agree with the code of conduct and acknowledge the consequences outlined in this document.

**Violations:** In keeping with standard definitions of social etiquette, the following will be considered unacceptable behaviors:

- Activities that infringe on the rights of parks and recreation participants, volunteers or staff.
- Destruction of parks and recreation materials, equipment, furniture and grounds.
- Inappropriate behavior or language that disturbs other participants, volunteers or staff.
- Inconsiderate or discourteous behavior toward other participants, volunteers or staff.
- Infractions against the parks and recreation policies regarding loitering, sales or solicitation.
- Possession, use, or sale of alcohol or controlled substances.
- Vandalism or littering in the parks and recreation facilities or on its grounds.
- Violation of any federal, state, county or city laws and ordinances.
- Violation of smoking ordinances both inside and outside of the building.
- Inappropriate attire including footwear.
- Failure to maintain personal cleanliness and good hygiene.
- Participants, volunteers and staff have the right to participate in an environment where all participants can achieve their full potential 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.

**Consequences:** Any instructor who engages in discriminatory, harassing, or otherwise objectionable behavior may be subject to disciplinary action and removal from the recreation program. When an instructor's is deemed inappropriate, they may be dealt with using the following steps:

1. If an instructor displays inappropriate behavior, staff members may verbally request that the behavior be discontinued.
2. If an instructor's unacceptable behavior continues on a regular basis, staff members and the instructor may meet. A written report may be filed, stating the inappropriate

behaviors already demonstrated and the expected changes for the next class or program meeting date. It may also be stated that one more incident of unacceptable behavior may result in the instructor's removal from the recreation program permanently, or for a specific period of time, depending on the severity of the behavior. If a report is filed, it will be signed by the instructor and staff member. One copy will remain at the Parks and Recreation Department and the instructor will retain another copy.

3. If, after the above procedures have been followed, inappropriate behaviors continue, the instructor will be removed from the recreation program permanently and not considered for any recreation instruction opportunities in the future.
4. In extreme cases of unacceptable behavior that is physically threatening to other participants or staff, the Parks and Recreation Department reserves the right to immediately remove an instructor from a program and to contact the police department.

If you have any questions or comments, please contact the City of Central Point Parks and Recreation Department at 541-664-3321 ext. 130 for further clarification.