

Code of Conduct

City of Menasha Parks and Recreation Department

Purpose

Menasha Parks and Recreation Department (“MPRD”) events and programs (“activity”) are designed for all to enjoy, learn, and experience healthful gains. MPRD believes that all participants and users are entitled to a safe, encouraging, and positive experience. In order to ensure this belief, MPRD, strives to create an atmosphere that is supportive of this goal. In order for it to be successful, all participants and spectators must be held accountable for their behavior. Zero tolerance will be given for any violation of this Code of Conduct. Inappropriate behavior will not be tolerated. Recognize and acknowledge that MPRD activity participation is a privilege that can be restricted for the wellbeing of others. The rights of certain individuals are protected by the Americans with Disabilities Act and appropriate disciplinary safeguards are allowed to these individuals.

Expectations

1. Treat all parties with respect, courtesy, and consideration even when others are not portraying these values.
2. Be a positive role model by encouraging good self-discipline by showing respect and courtesy through positive support for all participants.
3. Use appropriate language, tones, and volume when communicating.
4. Become knowledgeable, understanding, and supportive of all established guidelines, rules, policies, and procedures applicable to the related activity. When in doubt, ask.
5. Respect the facility, space, materials, equipment of the City of Menasha and others by not causing or attempting to cause intentional harm. Contact the MPRD staff to report equipment in need of repairs or replacement.
6. Be committed to the activity to the best of your ability by actively participating and staying with the group.
7. Cooperate with or assist the MPRD staff and volunteers in maintaining an environment that promotes safety, learning, and friendship.
8. Children not participating in the scheduled activity must be accompanied by a non-participating adult.
9. Do not engage in behavior that would endanger the health, safety or well-being of others.

Procedures

If an activity participant, spectator or facility guest exhibits inappropriate behavior, the following disciplinary action guidelines shall be followed. City staff and volunteers should determine the severity of the violation and immediately take steps to correct it. An incident form should be completed by activity’s instructor/lead with the assistance of witnesses and returned to the MPRD within 1 (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 MPRD staff and person (and parent if necessary) involved in inappropriate behavior.
3. Implement modifications including transfer to another group, adjusting time slot or modifying activity where inappropriate behavior is less likely to occur.
4. A suspension of the participant from the activity for a period of time determined by City staff.
5. A permanent suspension of the participant from the activity for failure to correct behavior in response to 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 inappropriate behavior.
2. A suspension of the participant from the activity in which the incident occurred for a period of time determined by the City staff.
3. A suspension for the remainder of the scheduled activity for failure to correct behavior in response to repeat violations of this code.
4. One year suspension from all MPRD activities.
5. An indefinite suspension from all MPRD activities for repeat or severe violations of this code.

The circumstances and severity of the incident as determined by City staff will determine the repercussion. Any conduct report shall be given to the Recreation/Senior Services Manager or Director of Parks & Recreation within one (1) working day of the incident.

Appeals

Should the person accused of violating the Code of Conduct choose to appeal the City staff's conduct report [decision], the following procedure shall be followed:

1. Within fifteen (15) calendar days of the City staff's issuance of the decision to be appealed, the person involved in violating the Code of Conduct shall provide a written submission of appeal to the Recreation/Senior Services Manager or the Director of Parks and Recreation. The written submission of appeal shall include a description of the City staff's decision in question, related events, and the basis for the appeal.
2. City staff and the Parks and Recreation Board will jointly consider any appeals and provide a written decision on the appeal. A written decision on the appeal shall include an explanation of the basis for the conclusion reached and shall be provided within thirty (30) days of the filing of the written submission of appeal unless City of Menasha determines that additional time is required to properly obtain, review and consider information relevant to the appeal. A written decision on the appeal shall be considered a final decision.