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| | **POLICY** | **Department:**<br><br>Recreation & Wellness |
| | **Facility Code of Conduct** | |
| **Effective Date:** | | **Last Reviewed Date:** |

## 1. PURPOSE STATEMENT

The Code of Conduct establishes clear expectations for behaviour and responsibilities of all individuals using or attending activities at facilities to promote a safe, respectful, inclusive, and positive environment for participation, competition, and enjoyment of sport and recreation. This ensures that any form of Misconduct will not be tolerated to ensure the safe and respectful enjoyment of Facilities.

This document applies to all facility-related activities, including non-organized play, practices, games, tournaments, training sessions, camps, meetings, and special events.

## 2. APPLICATION

This Policy applies to all facility-related activities, including non-organized play, practices, games, tournaments, training sessions, camps, meetings, and special events.

This Policy applies to all facilities owned and/or operated under the jurisdiction of the Town of Salisbury, including athletes, user groups, spectators, coaches, officials, volunteers, and staff.

This Policy works in conjunction with, and is not intended to replace, any Town of Salisbury By-law, Policy, or Procedure.

## 3. DEFINITIONS

- **"Chief Administrative Officer"** means the head of the municipal administration. The individual is the only employee who reports directly to Council;
- **"Field"** means any outdoor area designated and maintained by the Town of Salisbury for the purpose of organized sports, including soccer and baseball;
- **"Facility"** means any municipal building, park, trail, field, or other property/location that is under the ownership, management, or care of the Town of Salisbury;

- **“Misconduct”** means a range of inappropriate behaviours ranging from disruptive conduct, harassment and aggression, theft and vandalism, threats or violence or any other conduct that creates a nuisance, undermines trust and can lead to disciplinary actions or legal consequences. This can include, but is not exclusively limited to:
    - Disruptive Behavior that interferes with the normal functioning or disturbs the peace of a setting. Such behaviour includes shouting, arguing, using offensive or foul language, conduct that is designed to embarrass or annoy, irritate or disturb others, but is not necessarily threatening/dangerous.
    - Harassing and Discriminatory Behaviour, including bullying, that creates a hostile or intimidating environment for others and that includes bullying, insults, derogatory comments, threats, physical harassment (such as any unwanted physical contact), including on the basis of race, gender, sexual orientation, disability, religion, or age.
    - Aggressive Behaviour that compromises the health, safety, and security of staff, volunteers, other members of the public or the individual themselves such as hitting, throwing objects or inciting violence.
    - Negligent Behaviour that could lead to accidents, injuries, or damage to property.
    - Loitering without valid reason that may cause disruptions of business or obstruction of waiting areas, pathways or entrances.
    - Substance abuse such as using drugs or alcohol in any way on Town Properties or in Town facilities without permission.
    - Vandalism or stealing Town property or belongings.
    - Unsportsmanlike conduct, including verbal abuse of athletes, officials, coaches, volunteers, spectators, staff, etc., including negative chants, taunts, and threats.
    - Other behaviour or acts that violate policies and procedures of the Town of Salisbury, by-Laws or conduct that is illegal.
- **“Official”** means any individual authorized by a sports governing body, league, tournament organizer, or the Town of Salisbury to oversee, manage, or enforce the rules of play during activities on a field. This includes, but is not limited to:
    - Referees, umpires, or game/arbitration officials
    - Scorekeepers or timekeepers with official authority
    - Line judges, assistant referees, or field marshals acting in their official capacity
- **“Town Staff”** means any individual employed or appointed by the Town of Salisbury to manage, maintain, supervise, or support activities at Town-managed facilities. This includes, but is not limited to:
    - Department of Recreation and Wellness employees
    - Maintenance personnel and groundskeepers
    - Event coordinators or program leaders acting on behalf of the Town
- **“User Group”** means any organized entity or individual that has been granted permission by the Town to use a Facility for scheduled or unscheduled activities. This includes, but is not limited to:

- Sports associations, leagues, or clubs
- Teams (youth or adult, recreational or competitive)
- Schools or educational institutions
- Tournament organizers or event hosts
- Camps, clinics, or training programs
- Any individual or organization responsible for coordinating participants, spectators, or activities on the field

## 4. CORE VALUES

All Facility users are expected to uphold the following values:

- **Respect** for individuals, facilities, and the community;
- **Safety** as a top priority at all times;
- **Integrity** in conduct, competition, and decision-making;
- **Sportsmanship** in victory and defeat;
- **Inclusion** regardless of age, ability, gender, race, religion, or background;
- **Accountability** for personal behaviour and group actions.

## 5. STANDARD OF BEHAVIOUR

Misconduct may cause concern for the reasonable safety of all individuals on Town premises and may interfere with business or the public's enjoyment of facilities. Further, inappropriate behaviour may consume a disproportionate amount of staff time and resources and can compromise their ability to deliver effective and efficient customer service.

Children under the age of 12, not participating in a scheduled activity or program, must remain under the direct supervision of an adult or responsible. Direct supervision is defined as the child or children must be in sight of the parent or guardian at all times.

All individuals present at a Facility must:

- Comply with all posted rules, facility and/or Town policies, and by-laws;
- Follow instructions from field staff, officials, and event organizers;
- Treat others with courtesy, dignity, and respect;
- Use appropriate language; slurs or derogatory remarks are prohibited;
- Refrain from threatening, intimidating, harassing, or violent behaviour;
- Respect officials' decisions without confrontation;
- Use the facility only for its intended purpose;
- Report any alleged violations of this Policy and participate willingly with Town Staff in the event of an investigation or incident reported under this Policy;
- Refrain from undertaking repairs and/or maintenance to any Facility without written authorization from the Town and/or property owner, where/when applicable, to do so;
- Remain within designated areas (playing surfaces, sidelines, spectator zones);
- Avoid disruptive behaviour that interferes with activities, including any and all forms of Misconduct as outlined in this Policy;

- Comply with privacy laws. The recording, photographing, or posting of field activities must be conducted respectfully. Content that promotes harassment, bullying, or misconduct may be subject to disciplinary action;
- Follow the Animal Control By-law; and
- Refrain from having pets on/at facilities during usage.

All individuals present at the field are prohibited from:

- Possessing or consuming alcohol, illegal drugs, or controlled substances unless explicitly authorized;
- Smoking or vaping, except in designated areas where permitted;
- Bringing or using weapons of any kind;
- Obstructing emergency access routes, which must remain clear at all times; and
- Engaging in littering, vandalism, or causing damage to equipment or property.

## 6. REPORTING

Concerns or violations of this Policy should be reported, in writing, to the Department of Recreation and Wellness.

In the event of a complaint that is, according to the Director of Recreation & Wellness or their designate, deemed to warrant an investigation, the Town's Chief Administrative Officer (CAO) shall be responsible for overseeing or delegating the investigation.

The Town's Chief Administrative Officer (CAO) and the Director of Recreation and Wellness, or their Designate(s), shall determine the disciplinary action(s), when applicable, as outlined in Section 8 of this Policy.

Retaliation against individuals who report misconduct is prohibited.

Individuals or user groups subject to disciplinary action under Section 7 of this Policy may submit a written request for review to the Department of Recreation and Wellness within one (1) week of notification of the disciplinary action. The Town's decision on any review shall be final.

## 7. DISPLINARY ACTIONS

When possible, the Town shall follow the following procedure for escalation of disciplinary action:

1. Discussion and/or verbal warning;
2. Written warning;
3. Disciplinary action.

Violations of this Code of Conduct may result in one or more of the following actions:

- Verbal warning;
- Removal from the Facility or event;
- Suspension from activities;

- Termination of Facility privileges;
- Referral to RCMP, when/if appropriate;
- Expulsion from Facility/Facilities and/or programming for a period of time.

Disciplinary decisions are at the exclusive discretion of the Town of Salisbury. The Town may, at its sole discretion when deemed necessary, impose disciplinary actions under this Policy without a formal investigation, including while an investigation under the Policy is being undertaken.

Certain situations involving misconduct at/in/on Town Facilities may require immediate action by the RCMP or by issuing a Trespass Notice without following the reporting and decision-making processes in this policy.

In the case of damaged property, Individuals will be held liable for damages, which the Town reserves the right to seek, which may include reimbursement for associated costs and/or reimbursement of lost revenue(s), in addition to any of the above measures.

## 8. RESPONSIBILIITIES

**User Groups**

- Ensure all members receive and understand this Code of Conduct
- Enforce compliance among athletes, coaches, parents, and spectators
- Cooperate with facility staff and officials
- In the event that User Groups are part of sanctioned organizations that have independent bodies and/or processes that may address certain instances of Misconduct as defined in this Policy, User Groups must report the Misconduct to both entities, understanding that the Town shall only investigate on the basis of the parameters outlined herein.

**Town Staff**

- Responsible for Facility maintenance and repairs, unless Reciprocal Agreement(s) dictate otherwise.
- Responsible for setting a positive example of proper conduct at Facilities.

**Director of Recreation & Wellness**

- Responsible for, in collaboration with the Chief Administrative Officer, determining warranted disciplinary actions when required under this Policy.

**Chief Administrative Officer (CAO)**

- The Chief Administrative Officer or their designate is responsible for the administration of this policy, ensuring that all employees are aware of this policy and advised of their responsibilities under this policy, and for, in collaboration with the Director of Recreation & Wellness, determining warranted disciplinary actions when required under this Policy.