



COMMUNITY SERVICES DEPARTMENT CODE OF CONDUCT POLICY

Any person whose conduct at Town of Quispamsis facilities is disruptive, disrespectful, and not conducive to the well-being of the event will be given one warning to improve their behaviour. This action can be taken by:

- A. A board member, coach, tournament organizer, or School District staff (herein after referred to as “designated organizer”).
- B. The event officials.
- C. Town staff.

1. If this person continues to conduct him or herself in a disruptive manner, the event will be stopped by the designated organizer or event officials. The person will then be asked to leave the facility by the designated organizer, official, or town staff. The event will not resume until the person removes themselves from the facility.

2. If the person refuses to leave the facility, the Kennebecasis Regional Police Force will be contacted by the designated organizer, event officials, or town staff. Town staff must be notified if the police department has been called. The event will not resume until the person is removed from the facility.

Note: There are no listed rules for what constitutes a person who should be removed from a town facility. It is a judgement call by the parties listed above as to whether a person should be asked to leave.

An individual who is being harassed should bring this to the attention of the designated organizer of the event or town staff. The person will be spoken to and if the unacceptable conduct persists; the designated organizer or town staff can call the police. However, it is an individuals’ right to call the police themselves if they feel threatened. No one citizen or town staff should put themselves in a dangerous position to physically remove a misbehaving person.

The person’s name will be forwarded to the appropriate organization executive or school official (depending on the event) and/or the Town Administrator for further action, such as Notice of Barring.

CODE OF CONDUCT PROCEDURES FOR TOWN STAFF

1. If possible, meet with the designated organizer of the event to discuss if the policy requires implementation.
2. If the Code of Conduct must be enforced, begin documenting using the “Code of Conduct-Report Form”. Use additional paper, if required.
3. Staff and/or the designated organizer must notify the individual of our policy and give them a verbal warning to improve their behaviour. Ensure that you tell the individual that they will be asked to leave if their behaviour does not change/improve.
4. If the behaviour persists, staff and/or the designated organizer must ask the individual to leave the facility. Ensure that the individual is told that if they refuse to leave, the event will be stopped and will not resume until the individual leaves the facility.
5. If the individual will not leave the facility, ask the designated organizer to discuss the situation with the referee and explain our policy that the event must be stopped. Have the event stopped and approach the individual to leave the facility. Notify the individual that the event will not resume until they leave the facility.
6. If they refuse to leave the facility, notify the individual that the Kennebecasis Regional Police Force will be called to escort the individual from the facility. Avoid confrontation and do not argue. Be very clear that the police are going to be called to escort them from the facility.
7. Staff and/or the designated organizer must call the police. The two should be in agreement that the police are to be called. However, staff, can certainly call the police at any time if they feel threatened or if they feel that the incident warrants the call.
8. When the police arrive, give them a clear briefing on the incident taking place. Share documentation with the police and ask them to remove the person from the facility.
9. Once the person leaves, officials, and/or the designated organizer can ask the referee to resume the event. Complete the documentation, notify supervisors and/or managers of the incident and submit the report form to the office.

CODE OF CONDUCT- REPORT FORM

Date: _____ Event: _____

Name of person reporting incident: _____

Relationship to the event (spectator, organizer, referee, etc.): _____

Describe the incident: _____

If possible, name the person in violation of the policy and their relationship to the event:

Was the person given a warning to improve their behaviour: YES NO

If so, who gave the warning and state their relationship to the event: _____

Was this person asked to leave the facility: YES NO

If so, by whom and state their relationship to the event: _____

Was the event stopped: YES NO

Please describe what happened after the person was asked to leave: _____

Did anyone call the Kennebecasis Regional Police Force: YES NO

If so, who called and state their relationship to the event: _____

Name of person completing this form: _____

Signature: _____ Telephone: _____

Name of witness to the incident: _____

Signature: _____ Telephone: _____

THIS INCIDENT MUST BE REPORTED TO YOUR SUPERVISOR AND/OR MANAGER IMMEDIATELY AND DOCUMENTATION SUBMITTED TO THE OFFICE AS SOON AS POSSIBLE FOLLOWING THE INCIDENT. THE DOCUMENTATION WILL BE SUBMITTED TO THE EXECUTIVE OF THE DESIGNATED ORGANIZATION FOR FURTHER REVIEW.