



City of Capitola Recreation Department

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City of Capitola Recreation Department

Code of Conduct for Recreation Programs

Recreation programs are designed to offer participants an opportunity to meet other people with similar interests and try out an activity in a fun, safe environment. In order to ensure an enjoyable class environment for all, and to have a standard of conduct for participation in classes which will support this goal, we have created a Code of Conduct for Recreation Programs.

All participants in recreation programs must abide by these basic behavior standards. We encourage parents or guardians to review and discuss the behavior standards with their children who participate in our programs (Camp Capitola and Junior Lifeguards have additional Codes of Conduct). Adult participants in our programs are held to the same standards. Your voluntary participation in our programs is your consent to follow these behavior standards and consequences.

- Every participant in the program is expected to **exercise respect**. This includes, but is not limited to: themselves, other participants, staff members, instructors, other park users and school district staff.
- Participants must be respectful of City and School District property, and abide by school, park, and site rules.
- Participants must allow an instructor to start and end his or her class on time, and should not keep an instructor beyond normal clean-up time. If he or she has some issues or questions to discuss with the instructor, he or she should call or email the instructor, or ask the instructor if there is a time when they could talk.
- Every participant in the program is expected to be an **active listener**.
- Every participant in the program is expected to **know and understand the rules** associated with the activity and follow them. Ask the staff member or instructor 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 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.
- Every participant in the program is expected to exercise an **attitude that elicits good will** toward 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 is subject to disciplinary action 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 displays inappropriate behavior, staff members will verbally request that the behavior be discontinued. Adults are expected to comply with the request. If the participant is a child, and the behavior does not stop, the staff 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, the instructor 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.
3. One more incidents of unacceptable behavior will result in the participant's removal from the program for a specified period of time, or permanently, depending on the severity of the behavior.

****In extreme cases of unacceptable behavior that is physically threatening to other participants or staff, the recreation department reserves the right to immediately remove a participant from a program.**