

**TOWN OF HALTON HILLS
RECREATION AND PARKS DEPARTMENT
Policies and Procedures**

SECTION: FACILITIES/PARKS	ORIGINAL ISSUE DATE	DY	MO	YR	PAGE 1 of 10
SUBJECT: ZERO TOLERANCE FOR VIOLENCE, VANDALISM & BULLYING IN RECREATIONAL FACILITIES AND PROPERTIES	LATEST ISSUE DATE:	DY 13	MO 06	YR 2006	POLICY #

POLICY STATEMENT:

The Town of Halton Hills recreational facilities and properties, including but not limited to, arenas, community centres, outdoor pools, indoor pools, parks and sports fields, exist to provide residents and visitors with opportunities to participate in sport and other recreational and leisure activities in a safe and positive environment. The majority of patrons making use of the recreational facilities and properties are the children. The Town will ensure the most supportive climate possible for children, residents and visitors so that they can enjoy their activity, and learn about competition, teamwork, sportsmanship and fair play.

As with many Ontario communities, the Halton Hills minor sport organizations are managed and operated by volunteers. These community-minded citizens contribute in many ways to the success of minor sport in Halton Hills. It is the Town's responsibility that they, too, have the ability to work in a safe and positive environment.

To achieve this goal, the Town, through its Recreation and Parks Department should do what is necessary to ensure that preventative measures are in place so that incidents of violent or inappropriate behaviour do not occur in its recreational facilities and properties.

Included in this effort is an understanding that organizations using Town recreational facilities and properties must take PRIMARY responsibility for the behaviour of all associated with them: Executive, players, officials, and spectators

STATEMENT OF PRINCIPLE:

Participation by children in sport is an important element in the human development process.

To ensure maximum enjoyment and benefits from participation (including visitors/spectators) in sport, the maintenance of a safe and positive environment is essential.

The rules of each of the games exist to protect the players. Referees/officials are charged to ensure the fair and even application of the rules, and to ensure safety of the players.

The Town must put measures in place to ensure the safety of referees/officials, as well as organizers of minor sport and other organizations, who are for the most part volunteers.

Violent or abusive behaviours, such as verbal threats and insults, bullying and attempts to intimidate as well as physical assault have no place in the Town's recreational facilities and properties.

Promotion of spectator 'positive cheering' will assist in the reduction of violent behaviours in Town recreational facilities and properties.

Our volunteers are charged with the education of our youth on the ideals of sportsmanship, fair play and appropriate behaviour.

GOALS OF THE POLICY:

To reduce or eliminate violence and vandalism from Town recreational facilities, properties and equipment, inclusive of outdoor sport fields.

To promote positive cheering behaviours among spectators and fans.

To increase the level of understanding among spectators and fans of the importance of creating a positive and supportive

environment for children's sport.

DEFINITION OF VIOLENCE:

The focus of this Policy is on the behaviour of non-players, except those situations in which a player engages in a violent act outside the area of play. For the purposes of this Policy violence includes, but is not limited to, the following behaviours:

- Loud verbal assaults
- Abusive profanity
- Threats and attempts to intimidate
- Throwing of articles in a deliberate or aggressive manner
- Aggressive approaches to another individual
- Physical striking of another individual
- Attempts to goad or incite violence in others
- Vandalism to property, building, or equipment
- Racial or ethnic slurs
- Illegal consumption of alcohol or drugs

DEFINITION OF VANDALISM:

For the purpose of this policy, "vandalism" is defined as the malicious, willful, and/or deliberate destruction, damage or defacing of property, building or equipment.

The Town of Halton Hills recognizes that the majority of patrons use Town owned or leased facilities and properties in a responsible manner. The costs of repairing facilities, properties or equipment that have been vandalized, damaged or defaced through violence or deliberate bad behaviour, should not be borne by these patrons, or by the general public. Rather, the costs should be borne by the responsible party(s).

DEFINITION OF BULLYING:

Any repeated aggression towards another person or others, whether verbal, psychological or physical.

THE CONSEQUENCES:

Individuals who engage in any of the above behaviours will be subject to immediate ejection from the facility or property and a mandatory suspension from all Town recreational facilities and properties for a period of time not less than two months. Two months is a minimum period only, and may be extended by the Town's Director of Recreation and Parks or designate.

Those individuals, who are identified and suspended in accordance with this Policy, shall further be prohibited from holding any positions with the Town's "registered" sport community for a minimum period of one year.

Incidents may be reported to the Halton Regional Police Department and criminal charges may follow.

There will be no reconsideration by the Town with respect to the length of a suspension or prohibition. Where new information is available, a suspended individual may request reconsideration of the facts on which the suspension is based. Such request must be addressed to the Director of Recreation and Parks, who, will consider the new information and make his or her decision. The Director of Recreation and Parks may establish a review committee to be made up of staff and/or key stakeholders to review appropriate requests for re-consideration. The decision of the review committee shall be deemed final. It is the right of all individuals to appear before Council to appeal the decision of the review committee. Those individuals desiring reconsideration must include with their request payment of a non-refundable (unsuccessful) administration fee in the amount of \$100.00. In the event that the applicant is successful they will be refunded the administration fee.

Where vandalism has been perpetrated, not only will the individuals responsible be subject to suspension as outlined above, but will be required to reimburse the Town for the cost of repair, together with an additional administration charge of 20% of such cost.

In cases where the perpetrator is 17 years of age and under, the Town will make every attempt to recover expenses and administration

fees from the perpetrators family or legal guardians.

REPORTING:

Staff will respond to incidences of vandalism, violence and/or bullying as outlined in Appendices.

A report will be filled out when there is an incident that contravenes this policy as shown in Appendices.

Disciplinary measures will take place as outlined in Appendices.

Reports will be copied to the Town's Vandalism Committee.

EDUCATION:

The Recreation and Parks Department, along with the Town's vandalism committee and our local sports partners, will undertake a promotional and educational campaign aimed at raising awareness among parents, volunteers, officials and spectators of the Zero Tolerance of Violence, Vandalism and Bullying Policy and, in particular, the importance of their role in creating a positive playing atmosphere.

This component will include posters and signage to be hung in all recreational facilities and properties; circulation of the policy to all stakeholders as well as posting of the policy in all Town recreational facilities and properties; and inclusion of reference to the policy in affiliate organization newsletters/handbooks.

It is anticipated that the education and promotional campaign will have an immediate impact, but will need to be an ongoing effort. Staff and volunteer organizations will work together continually to raise awareness of the policy.

All groups must make a commitment to take a lead role in educating and informing their membership including individuals, participants and executive members of this policy. As membership and executive change from time to time, all groups must support and implement this policy and make this an on going procedure to encourage members to support this policy.

IMPLEMENTATION:

The policy will take effect for the Town of Halton Hills November 01, 2004.

Revised to incorporate bullying June 13, 2006.

STAGES OF DISCIPLINE

Discipline will generally take the following stages:

Stage 1: For Minor Acts and or First Offences and Damage Under \$500.00

- A letter of reprimand will be issued
- Invoice will be issued for the full cost of recovery to repair damages (materials, labour, plus 20 % overhead charges)
- Ban from Facilities and/or Parks for a minimum 60 days (2 months)

Stage 2: For More Serious Offences and or Repeat Offences and Damages \$500.00 to \$1500.00

- A letter of reprimand will be issued
- Invoice will be issued for the full cost of recovery to repair damages (materials, labour, plus 20 % overhead charges)
- Suspension and ban from all Facilities and Parks for up to 180 days (6 months)

Stage 3: For Serious Offences and or Repeat Offences and Damages Over \$1500.00

- A letter of reprimand will be issued
- Invoice will be issued for the full cost of recovery to repair damages (materials, labour, plus 20 % overhead charges)
- Suspension and ban from all Facilities and Parks for 1 year or more.

These steps are being implemented in respect to the Trespassing Property Act.

DATE: _____ NAME OF FACILITY: _____

NAME OF STAFF PERSON: _____ STAFF POSITION: _____

TIME OF INCIDENT: _____ LOCATION OF INCIDENT: _____

DETAILS OF INCIDENT: _____

PARTICIPANTS:

NAME: _____ NAME: _____

ADDRESS: _____ ADDRESS: _____

PHONE #: _____ PHONE #: _____

CELL#: _____ CELL #: _____

NAME: _____ NAME: _____

ADDRESS: _____ ADDRESS: _____

PHONE #: _____ PHONE #: _____

CELL#: _____ CELL #: _____

COACH'S NAME: _____ PHONE #: _____

ADDRESS: _____

MANAGER'S NAME: _____ PHONE #: _____

ADDRESS: _____

ASSOCIATION NOTIFIED

Yes: _____

No: _____ If no, why: _____

ASSOCIATION CONTACT:

NAME: _____

PHONE #: _____

POLICE CALLED

Yes: _____

No: _____

Occurrence #: _____

Name of Officer: _____ Badge #: _____

Phone # _____ Ext. #: _____

WITNESS:

1. Name: _____ Phone #: _____ Cell #: _____

Address: _____

2. Name: _____ Phone #: _____ Cell #: _____

Address: _____

3. Name: _____ Phone #: _____ Cell #: _____

Address: _____

Other comments:

STAFF PROCEDURES FOR ZERO TOLERANCE TO VIOLENCE, VANDALISM and BULLYING

The Town of Halton Hills has approved a Policy of Zero Tolerance to Violence, Vandalism and Bullying. As part of this Policy, the Town will embark on a promotional effort to educate parents, participants and the general public on acceptable behaviour.

As the owners/operators of the facilities and properties, it is our role to assist in the management of our visiting public. We will be requiring our Sports Associations to adopt and promote rules of conduct, which when not followed, will trigger actions under this Policy.

The following activities will not be acceptable or tolerated:

- Physical violence
- Loud continued verbal abuse of participants, referees, members of the public, Town Staff, which is deemed to be aggressive, intimidating or having the objective of inciting violence
- Physical vandalism to the building or equipment
- Refusal to exit the building or ice surfaces in accordance with the rules as a means of disrupting activity or continuing to intimidate personnel
- Any overt activity aimed at intimidating and which can be seen as promoting or escalating potential situations
- Abusive profanity
- When Town staff are being threaten or abused

When will we act:

- Upon observation of any physical violence or vandalism
- Upon observation of continued verbal abuse or threat
- At the request of a convener or Executive member, who acting reasonably, is unable to get co-operation from parents and or spectators
- At the request of an Association, who in the carrying on of business, are threatened, intimidated, or persistently disrupted for the purposes of inciting negative activity

How we will act:

1. Upon observing physical violence, call Halton Police and report individuals. Prepare detailed report, time, event, and people's names, if known. Advise Supervisor or On Call Personnel immediately. Request letter of ban to be issued by Supervisor.
2. Upon reported actions by Association Executive member or Convener, kindly ask the identified party to exit the building. If individual refuses, do not engage in argument or physical confrontation. Leave and call the Police to remove and or charge individual(s) with trespass. Advise Supervisor. Do report as above. Get names, addresses, and telephone numbers for letter of exclusion.
3. Upon witnessing continued verbal abuse or activity which in your judgment is meant to incite negative reaction or intimidate other individuals. Approach party and ask that they stop the activity immediately. Advise (using judgment) that if they continue, they will have to leave. If persisting, ask individual(s) to leave. Upon refusal, remove yourself from the situation and call Police. Complete a report. Advise Supervisor. Get names, addresses, telephone numbers and witness information for letter of exclusion.
4. At the request of an Association Executive member or Convener, approach individual(s) and ask that they stop the action or to leave the building or park as requested.
5. If removing individual(s) from building or park, request full written report from the Association Executive member or Convener after removal. Request co-operation from individual(s). If co-operation is not given,

contact Police. Complete a report. List names, addresses, telephone numbers and witnesses and conditions must be included. Advise Supervisor of actions.

General Rules of Procedure in Order of Action

1. Receive or witness unacceptable behaviour
2. Assess situation
3. Address individual(s) in a courteous but firm manner
4. Request co-operation/exit building
5. Contact authorities
6. Advise Supervisor/On Call Personnel
7. Do Report. Details: activity, actions, names, telephone numbers, addresses, name of witnesses
8. Supervisor to issue a letter of ban
9. Appeal process

Prevention of Violence, Vandalism and Bullying:

It is our hope that through education and appeal to parents, that we may foster an environment of sportsmanship and co-operation. From time to time, it will be necessary to carry out the aforementioned duties. Remember, we are not doing this to them, they have brought these consequences upon themselves through non-adherence to accepted norms of behaviour.

This Policy is meant to be co-operative. This means we all have a role to promote, educate and assist. In carrying out this Policy, we will be partners with our Minor Sports Organizations. They will have a role to educate their participants and parents.

The Associations will act as our Agents. Should they request our assistance, you are expected to act as the situation warrants. If they feel banning is required, we will ask that the individual leave. He/she will be given the opportunity to appeal these actions quickly.

The Town of Halton Hills is committed to working with major user groups (such as minor associations, sports leagues, clubs, and community groups) to develop education and enforcement programs regarding violence and vandalism. These programs will address:

- The impacts of violent behaviour;
- The impacts of vandalism to Town facilities;
- The Town of Halton Hills position of “Zero Tolerance” regarding violence and vandalism;
- How everyone in the group can work together to prevent violence and vandalism;
- Procedures which will be followed to report incidents of violence and vandalism;
- Fines or other penalties which will be imposed should violence or vandalism occur;
- Recovery of any costs as a result of violence or vandalism;

The public will also have a role and that is to understand the objectives of this Policy, assist in its promotion and co-operate with officials.

Through each of our respective roles, we are confident that a spirit of sportsmanship can be accomplished and that all our facilities will represent a safe and welcoming environment.

***Municipal Recreational Sport Organization/Association
'Code of Conduct'***

I, _____, hereby acknowledge and agree to abide by the following principals and values throughout my municipal sport participation.

- That at all times I will demonstrate respect of **self** and carry on all activities in a manner that will reflect honour on my actions.
- That at all times I will demonstrate respect of others; I will promote the principle of everyone's right to participate and attend sports and recreational activities in a safe and welcoming environment without threat or intimidation; I will support everyone's right to be themselves. Under no circumstances will I engage in behavior, which may adversely affect others based upon their ethnicity, background, sexual orientation, beliefs, gender, age, or physical/mental ability.
- I will not under any circumstances encourage or promote confrontation between or among those in my charge, my teammates, opponents or spectators. I will to the best of my ability avoid violent behavior.
- I hereby pledge to respect the authority of my parents, my coaches, administrators in sport, and the referees charged with controlling and enforcing the rules and regulations of sport. I accept the ruling of those and accept the consequences of any untoward behavior as set out. I acknowledge that the call of the umpire or referee shall be final, that individuals are fallible, erroneous calls may be made. I accept that such activity and the means by which I conduct my behavior towards such events, shall shape my character now and in the future, and that all such actions remain part of the game.
- I acknowledge and agree that there are appropriate means of appealing decisions made by people in authority. Should a problem occur, a rational, courteous appeal, may take place along established regulations.
- I pledge to play to the limit of my ability, to obey the rules, to be physical and aggressive as the sport may allow; and, at no time will I purposely attempt through physical activity to harm or injure an opponent as a means of retaliation or furthering the prospects of myself, or those of my teammates.
- That at all times I will demonstrate respect for the facilities and properties through which all sport and recreation is provided for the common good and will undertake to accept responsibility for the condition and security of said premises occupied by me in pursuit of sport and recreation activity.
- That I will respect the property of others and will not possess the personal property of others without permission.
- That I will **acknowledge and admire** the ability of others, whether they are team mates or opponents, and will strive to encourage the continued pursuit of excellence.

It is hereby understood and agreed, that sport plays a pivotal role in the development of my character. That means by which I conduct myself in sport and recreation now, will present itself in the way I address my relationships in life.

Therefore, through the execution of this document I hereby pledge to adhere to the principles of honesty, integrity, fair play, and sportsmanship. I agree, that to the best of my ability I will undertake to adhere to the rules and principles set out herein, and those of my respective sport. I acknowledge the inalienable right of all to equal access, respect, and participation in a safe environment.

To these ideals I hereby contract;

Individual's name (Print)

Individual's name (Signature)

Witness (Print)

Witness (Signature)

Guardian (Print)

Guardian (Signature)

Date: _____

This agreement to be revised and executed annually and shall represent a guide to which continued participation in sport may be assessed.

Copy to be proved to individual signing document.

Recreation and Parks Department