

A COMMUNITY APPROACH TO ENCOURAGING
POSITIVE BEHAVIOUR IN SPORTS AND
RECREATION FACILITIES AND PROGRAMS



"To win the game and lose the child
is totally an unworthy sacrifice"

Orlick & Botterill – Every Kid Can Win

GOOD SPORTS DON'T HURT

Harassment Does!

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INTRODUCTION

The Respect + program was assembled after watching a growing problem with individuals behaviours within recreational facilities and programs. Orillia is not unique in this regard, nor are we worse than any other municipality around. The one main difference between Orillia and most other municipalities is that we have decided that, as a community we are no longer willing to allow these cases of unacceptable behaviour in our recreational facilities and programs.

In order to be successful in our goals, we need the entire community to support this initiative. We do not expect the parks and recreation staff, league volunteers or the general public to become police. That is a job for the actual police officers.

Our expectation is for these groups to assist in the implementation and education of the RESPECT + program. We are expecting you to set the example and demonstrate acceptable behaviour at all times within the facilities and programs.

In addition, if you are sitting beside someone that shows inappropriate or unacceptable behaviour, ask them nicely to refrain from such behaviour, explain to them about the RESPECT + program and remind them why they are in the facility or program. If you witness an incident, follow the policies, complete the relevant paperwork in detail to aid in the investigation and any possible outcomes.

The whole community must get involved and make it clear that this type of behaviour will not be tolerated. Most people do not lose complete control of their tempers when watching their kids participate in sport or recreational programming. Nor do they want to be exposed to others doing so.

It is time that sports and recreation programs are returned to the participants and we, as a society step forward to eliminate the unacceptable behaviour. With a well planned program, the well-behaved majority will prevail and the small but far too visible minority of people with behaviour problems will learn to show respect for everyone involved with their particular sport or activity.

According to a survey of 1,012 Canadians in July 2005, a majority of people believe that the following are on the rise:

- Inappropriate parental behaviour (64%)
- Yelling at coaches from the stands (60%)
- Yelling at referees from the stands (59%)
- Yelling at players from the stands (58%)
- Violence between players (57%)

HARASSMENT FREE DESIGNATION

ALL City of Orillia recreational facilities have been designated as
“HARASSMENT FREE”.

City of Orillia recreational facilities includes but is not limited to the following:

Arenas:

Orillia Community Centre, Brian Orser Arena, Barnfield Point Recreation Centre

Parks

Couchiching Park, Tudhope Park, Kitchener Park, McKinnel Square,
Carmichael Park, Homewood Park, Lions Oval, Bayview Park

Beaches

Couchiching Beach, Moose Beach

Facilities used for NSP Programming

Schools, Private Club Buildings, Private Residents, Hotel Pools

As well as all associated parkland and parking lots.

Signage showing the designation will be installed in various locations within the indoor facilities and in prominent locations in all outdoor locations that contain sport or recreational programming. Portable signage will also be produced so that it can be used in any temporary facility where programs operate.

The HARASSMENT FREE designation and the facility signage is one step in notifying and educating participants, parents, and spectators that Orillia will no longer tolerate harassment of any type within the facilities.

Harassment is defined as offensive, abusive, belittling, threatening, or any unwelcome behaviour directed towards another person for any reason whatsoever.

TRUE SPORT DESIGNATION

The City of Orillia has been designated a “**TRUE SPORT**” Community

www.truesport.ca

TRUE SPORT PRINCIPLES FOR COMMUNITIES

RECOGNIZE SPORT AS A VALUABLE COMMUNITY ASSET

- Help sport live up to its full potential
- Enable sport to contribute to the well-being of the entire community

CHAMPION ETHICAL CONDUCT

- Commit to fair play
- Make respect for the rules, officials, coaches, and players a priority

PROMOTE INCLUSION

- Remove barriers – Encourage participation
- Make it possible for everyone to get involved and stay involved

STRENGTHEN CONNECTIONS

- Create opportunities for people to get together through sport
 - Make newcomers feel welcome
 - Promote friendship, trust, cooperation, and respect

SUPPORT EXCELLENCE

- Teams and athletes carry the hearts & hopes of the community wherever they compete
 - Help them to be the best they can be

FOSTER HEALTHY, ACTIVE LIFESTYLES

- Inspire people to get active and stay active
- Offer a variety of sport opportunities, both structured & unstructured, that are inviting, enjoyable and rewarding for all

CREATE SAFE AND WELCOMING ENVIRONMENTS

- Develop, protect, and nurture places and spaces that are hospitable and conducive to the safe enjoyment of sport

CELEBRATE CONTRIBUTION

- Recognize and honour the people – coaches, organizers, officials, and volunteers – whose contribution makes sport possible and positive in the community

TRUE SPORT PRINCIPLES FOR SPORT

GO FOR IT

- Always rise to the challenge
- Discover how good you can be

PLAY FAIR

- Play honestly and obey the rules
- Winning is only real when competition is fair

RESPECT OTHERS

- Respect teammates, competitors and officials, both on the field and off
 - Win with dignity and lose with grace

KEEP IT FUN

- Have a good time
- Keep a positive attitude and contribute to a positive atmosphere

STAY HEALTHY

- Respect your body – Keep in shape
 - Avoid unsafe activities

GIVE BACK

- Do something that helps the community

**TRUE
SPORT
LIVES HERE**

BEHAVIOUR CODES

Behaviour codes have been developed for seven different groups of people. The behaviour codes have been designed and included in the program so that organizations and leagues may use them to help terminate unacceptable behaviour before it even gets started.

<u>PARTICIPANTS</u>	<u>PARENTS / SPECTATORS</u>
I will play by the rules.	Remember that children participate in sport for their enjoyment, not mine.
•	•
I will not argue with any game official.	Encourage children to always play according to the rules and to settle disagreements without resorting to hostility or violence.
•	•
I will work equally hard for my team and myself. My team's performance will benefit and so will mine.	Never ridicule or yell at a child for making a mistake or for not winning.
•	•
I will be a good sport and applaud all good plays, whether my team or the opposition makes them.	Respect the officials' decisions and encourage children to do likewise.
•	•
I will show respect to and acknowledge both the opponents and the game officials.	Show appreciation for volunteer coaches, officials, and administrators.
•	•
I will cooperate with my coach, teammates, and opponents. Without them there would be no competition.	Applaud good performances and efforts from all individuals and teams.
•	•
I will participate for my own enjoyment and benefit and not just to please my parents and coaches.	Congratulate all participants, regardless of the game's outcome.
•	•
I will play fair - no verbal abuse of officials, vilifying other players or deliberately distracting or provoking an opponent.	Condemn the use of violence, verbal abuse, bullying, or intimidation in any form, whether it is by spectators, coaches, officials, or participants.
•	•
I will respect the rights, dignity and worth of all participants.	Respect the rights, dignity and worth of all participants.

COACHES

I will remember that young people participate for pleasure and that winning is only part of the fun.

•

I will give young people the chance to try different playing positions.

•

I will create opportunities for participants to learn appropriate sports behaviour as well as basic skills.

•

I will keep up to date with coaching practices and qualifications.

•

I will show respect to and acknowledge both the opponents and the game officials.

•

I will operate within the rules and spirit of the sport and teach the players to do the same.

•

I will always relate to officials in a courteous and polite way.

•

I will ensure that any physical contact with a young person is appropriate to the situation and necessary for the player's skill development.

•

I will listen to my players and ensure that the time they spend with me is a positive experience.

•

I will respect the rights, dignity, and worth of all participants.

OFFICIALS

will apply the rules fairly, to match the skill levels and needs of the participants.

•

will compliment and encourage all participants.

•

I will be consistent, objective, and courteous when making decisions.

•

I will keep up to date with officiating practices and qualifications.

•

I will show respect to and acknowledge both the participants and the coaches.

•

I will condemn unsportsmanlike behaviour and I will promote respect for all opponents.

•

I will place the safety and well being of participants above all else.

•

I will ensure that the equipment and facilities meet safety standards and are appropriate to the age and ability of all players.

•

I will respect the rights, dignity, and worth of all participants.

ADMINISTRATORS

I will make the organization more user friendly by providing equal opportunities for all to participate.

•

I will ensure that the type of programs, rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of the participants.

•

I will provide quality supervision and instruction for participants and ensure the volunteers are adequately trained.

•

I will direct coaches and officials to highlight appropriate behaviour and skills development.

•

I will ensure that everyone emphasizes fair play, not winning at all costs.

•

I will give a "Code of Behaviour" sheet to spectators, officials, parents, coaches, and players and encourage them to follow it.

•

I will remember that my behaviour sets the example and my behaviour and comments should be positive and supportive.

•

I will maximize child safety by conducting volunteer screening and other child protection strategies.

•

I will adopt and implement relevant sport safety policies and practices.

•

I will listen to the players, parents, and officials and involve them in the decisions and leadership, as well as the planning and evaluation related to the organization.

•

I will respect the rights, dignity and worth, of all participants.

MEDIA

Provide fair and unbiased coverage of young people's competitive and non-competitive sport as well as reporting adult sport.

•

Don't overly focus on isolated incidents of inappropriate behaviour.

•

Focus on a young player's fair play, sportsmanship and honest effort.

•

Remember that young people are not miniature professionals and do not put unfair expectations on them.

•

Report honestly on any barriers to young people participating in organized sports or recreational activities.

•

Focus on the abilities and not the disabilities of young people.

•

Give equal time and space to reporting of male and female sports and recreation activities.

STAFF

I will remember that my behaviour sets the example and my behaviour and comments should be positive and supportive.

•

I will show respect to all visitors to the City of Orillia recreation facilities.

•

I will make the program more user friendly by providing equal opportunities for all to participate.

•

I will endeavor to operate a program that is modified to suit the age, ability, and maturity level of the participants.

•

I will provide a “Code of Behaviour” sheet to participants, spectators, and parents and encourage them to follow it.

•

I will adopt and implement current safety policies and practices.

•

I will enforce the City of Orillia “Acceptable Behaviour Policy” fairly and equally, in order that all participants and visitors may enjoy their time in the City of Orillia recreational facilities.

•

I will remember that alcohol and illegal drugs are not allowed on any City of Orillia property. I cannot have possession or be under the influence of either alcohol or drugs while at work.

•

I will remember that, while working I am a representative of the City of Orillia and my behaviour must reflect positive on the City of Orillia.

•

I will respect all City of Orillia buildings, property, and other staff, at all times.

•

I will respect the rights, dignity, and worth of all participants and visitors.

•

I will remember that as a City of Orillia staff member, I have a responsibility to maintain an environment where contact and difference can be addressed in a manner characterized by respect and civility.

Part	7	Parks and Recreation	7.3.6.2.
Section	3	General	
Sub-Section	6	Respect + Program	
Policy	2	Eviction Policy	

Staff and RESPECT + Ambassadors have the authority to direct or order people whose behaviour contravenes City of Orillia’s policies, to leave the premises of a City of Orillia recreation facility. If the person that has been asked to leave the facility ignores the verbal request, staff and/or the RESPECT + Ambassadors are directed to immediately notify the police.

Staff is defined as on duty staff, program staff and/or all management staff of the City of Orillia, Parks and Recreation Department. RESPECT + Ambassadors are defined as the designated representative for a local association that utilizes City of Orillia recreational facilities.

If the person that has been asked to leave the premises is a youth/child then the following steps must be followed.

1. Distinguish if a youth/child is present without a specific invitation or is present due to a supervised event where a parent could expect them to be looked after during a certain time frame (i.e. NSP program, public skating, etc.)
 - In the latter, the youth/child cannot be ejected from the premises until the supervised event ends, or a parent or the police take responsibility for the youth/child.

2. If the age of the youth/child, location of the premises, weather, time of day or night or any other reason may potentially put the youth/child in a dangerous situation if ejected:
 - a. Attempt to ascertain the youth/child’s name and whether there is a parent or a responsible adult nearby. If so, that adult should be asked to remove the youth/child from the premises.
 - b. Attempt to obtain the youth/child’s telephone number. If so, telephone the parent and ask them to remove the youth/child from the premises.
 - c. If no parent can be located or telephoned then immediately telephone the police and no action may be taken with the youth/child until the police arrive.

3. Caution must be used in ejecting a youth/child from municipal premises in circumstances where the ejection might place the youth/child in a dangerous situation due to location of the premises, weather, time of day or night, etc.

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Policy	2	Eviction Policy	

Staff and/or RESPECT + Ambassadors should never physically restrain anyone from leaving the premises, follow them off the premises or hold them until police arrive unless that individual has engaged in a criminal activity. Staff and/or league administrators must ensure that this cannot be misconstrued as false imprisonment or intentional confinement.

A person becomes a trespasser when that individual is directed to leave and they do not leave the premises immediately. Staff can use REASONABLE force to remove a trespasser from the premises as per section 41 of the Criminal Code.

This would only be considered if all previous steps have been taken or attempted and the individual is causing a dangerous situation to property or people. (Trespass to property constitutes a provincial offence and those convicted can be subject to fines.)

Staff is not to attempt a citizen's arrest during their duties as a City of Orillia employee.

**Staff's and Respect + Ambassadors safety is paramount;
Do not put yourself in a situation that could jeopardize your safety.**

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Part	7	Parks and Recreation	7.3.6.1.
Section	3	General	
Sub-Section	6	Respect + Program	
Policy	1	Acceptable Behaviour Policy	

PURPOSE:

The City of Orillia’s recreational facilities exist to provide residents and visitors with the opportunity to participate in sport and other recreational activities in a safe and positive environment. The City of Orillia will ensure the most supportive climate possible so that people may enjoy their sports and/or recreational opportunities, and learn about sportsmanship, skills, competition, teamwork, and fair play.

It is critical that the City of Orillia has deterrents in place to ensure that incidents of harassment and violent behaviour do not occur in any City of Orillia recreation facilities. Visitors to the City of Orillia’s recreational facilities are expected to behave and act in a manner that respects the rights of others; so that everyone may use and enjoy the facilities.

All users and staff have the right to be safe and to feel safe while attending a program or facility. With this right comes the responsibility to be accountable for actions that put the safety of others at risk.

Included in this commitment is the understanding that organizations that utilize City of Orillia recreational facilities must take PRIMARY responsibility for the behaviour of all individuals associated with them, including participants, officials, and spectators.

GOALS

1. To ensure that everyone utilizing the City of Orillia recreation facilities will act in a respectful and sportsmanlike manner.
2. To eliminate violence and anti-social behaviour from all City of Orillia recreation facilities.
3. To promote a positive, safe, encouraging, and enjoyable environment for ALL participants and visitors.
4. To give staff and volunteer organizations the authority to deal with unruly and violent behaviour with defined and appropriate sanctions.
5. To establish a closer and continued partnership between the City of Orillia and the organizations that use the facilities to eliminate unacceptable behaviour from the facilities and programs.
6. To empower the local sports and recreational organizations to implement procedures that will eliminate unacceptable behaviour within their individual programs.

As the owner of the facilities, it is the City’s role to ASSIST in the management of the visiting public. We require the Sports Associations that utilize the facilities to adopt and promote rules of conduct, which when not followed, will trigger actions under the policy.

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Policy	1	Acceptable Behaviour Policy	

DEFINITIONS:

HARASSMENT / VIOLENCE

For the purpose of this policy the focus is on the behaviour of any participant, visitor, organization volunteer, or staff within the City of Orillia recreational facilities. Inappropriate acts and / or violence include but are not limited to:

- loud verbal assaults, profanity, intimidation
- physical behaviour that goes beyond the rules of the game or program
- physical vandalism to the facility
- refusal to follow the rules within the specific facility
- intimidation directed towards an individual attending the facility
- throwing articles in a deliberate or aggressive manner
- attempts to incite other people, either to verbal harassment or to violence
- participation of any illegal act in the facility (i.e. drinking, smoking)

CITY OF ORILLIA RECREATIONAL FACILITY

For the purpose of this policy, “City of Orillia Recreational Facilities” shall include arenas, parks, sports fields, beaches, swimming pools, any facility utilized for NSP programming and all associated parkland.

RESPECT + AMBASSADORS

For the purpose of this policy all “block booking organizations” of the City of Orillia **MUST** designate one or more volunteers to act on the association’s behalf to enforce this policy. Those individuals will be known as RESPECT + ambassadors. RESPECT + ambassadors will have the authority, along with staff, to request individuals to vacate the City of Orillia recreational facility that their organization has booked. The RESPECT + ambassadors will also be the primary contact between the organization and Parks and Recreation staff on all matters relating to the RESPECT + program. If a RESPECT + ambassador is a participant in a reportable incident, contact will be made through the organization’s president. All RESPECT + ambassadors’ names must be submitted to and approved by Orillia Parks and Recreation management staff.

WITNESS

For the purpose of this policy a witness is defined as any individual who actually saw the incident and can provide details of the incident. We require witnesses to provide their statements in writing.

ASSOCIATION/ORGANIZATION MEMBER

An association member is any registered participant, coach, game official, executive member, staff, volunteer or parent of a registered participant.

STAFF

Staff is defined as on duty staff, program staff and/or all management staff of the City of Orillia, Parks and Recreation Department.

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PROCEDURE

DUTY TO REPORT

The City's primary concern is the safety of the facility, program users, and its staff. If at any time users, RESPECT + ambassadors, and staff feel personally threatened, they are to call the Police immediately. It is NOT the expectation that staff or users put themselves at risk or jeopardize their safety in dealing with any perceived or real situation.

Patrons of the City of Orillia recreational facilities are to report acts of unacceptable behaviour, vandalism, or illegal activities in writing, to a staff member and/or the appropriate RESPECT + ambassador within 24 hours of any such incident. Staff are to report all such incidents to their supervisor immediately, as well as complete and submit a written report within 24 hours. All incidents of violence, vandalism, threatening situations and/or illegal activities must be reported to the police.

ENFORCEMENT STEPS

The City will take appropriate actions when incidents pertaining to this policy occur in any City of Orillia facilities or programs. If inappropriate behavior or illegal activities are observed or reported in any City of Orillia recreation facility follow these steps:

1. Where possible, report the incident to staff or the appropriate RESPECT + ambassador.
2. Complete a written RESPECT + incident form and send it to the Orillia Parks & Recreation office.
3. Staff and RESPECT + ambassadors are expected to act as the situation warrants.
4. Cooperate fully with any RESPECT + incident investigation.
5. Parks and Recreation management team will request written statements from any identified witnesses.
6. Support the investigation outcome.

For all Level III and/or Level IV incidents, follow these steps:

Upon witnessing, suspecting or receiving reports of any acts of physical violence, fighting, physical contact, vandalism and/or illegal activities, enact the following enforcement steps and contact the police immediately.

1. Without jeopardizing anyone's safety, advise the identified party to stop the activity and leave the facility immediately. (NOTE: when requesting individuals vacate the facility you MUST adhere to the city's eviction policy – Policy # 7.3.6.2)
2. If the individual(s) refuses to cooperate, contact the police and then notify the individual(s) that they are now trespassing and police have already been called.
3. If the individual(s) refuse to leave the facility; do not engage in arguments or physical confrontations, wait for the police to arrive.
4. After the incident has been resolved, staff must advise your supervisor immediately and ambassadors must advise their respective president and/or board.
5. Complete and submit a RESPECT + incident report form, including names and phone numbers of all witnesses within 24 hours of incident.
6. All incidents submitted in writing, will be reviewed by Parks and Recreation management staff.

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7. Staff and RESPECT + ambassadors shall cooperate and support the police during any investigation and prosecution that may result from charges being laid.

For all Level I and/or Level II incidents, follow these steps:

Upon witnessing or receiving a report about any instances of harassment, verbal abuse or any types of unacceptable behaviour, enact the following enforcement steps.

1. Assess the situation to determine if department operating policies need to be enforced.
2. Without jeopardizing anyone’s safety, advise the identified party to cease the unacceptable behaviour immediately or they will be asked to leave.
3. If the individual(s) does not cooperate, inform them that they are now trespassing and the police will be called.
4. If the individual(s) refuse to leave; do not engage in arguments or physical confrontations, leave and wait for the police to arrive.
5. After the incident has been resolved, staff must advise your supervisor immediately and ambassadors must advise their respective president and/or board.
6. Complete and submit a RESPECT + incident report form, including names and phone numbers of all witnesses within 24 hours of incident.
7. All incidents submitted in writing, will be reviewed by Parks and Recreation management staff.
8. Staff and RESPECT + ambassadors shall cooperate and support the police during any investigation and prosecution that may result from charges being laid.

Requirements of users and volunteers

1. A representative from each group or team must be on site at all times.
2. Representatives are required to understand and help enforce departmental policies.
3. Representatives are required to provide a completed RESPECT + Incident form, within the required time frame, for any incidents that take place while they are on site.

Organization Members

Organizations, associations, and leagues are expected to take the lead role in any incident involving their individual members (i.e. players, coaches, officials, etc.). The Parks and Recreation management team may add prohibitions in addition to any organization, association, or league imposed sanctions.

CONSEQUENCES

Individuals who engage in any form of unacceptable behaviour will be subject to the identified prohibitions in the “Harassment Levels/Prohibition” chart. Parks and Recreation Management team will review all incidents reported in writing for additional prohibitions. All such reviews will be completed within 10 business days from when the department receives the completed RESPECT + Incident form.

Any prohibition imposed on an individual will be followed by a written report to the organization or staff involved. Subsequently, the Parks and Recreation Department of the City of Orillia will notify the individual(s) involved, of the prohibition in writing.

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If the individual(s) cannot be notified by the department, than the organization involved will be notified and asked to forward the written notice to the individual(s) involved. Incidents may be reported to the police and charges may follow.

Parks and Recreation management team may, if deemed necessary, suspend any individual from Orillia recreational facilities pending the completion of the incident review. The suspension would take effect from the date that the written incident report is received by the Parks and Recreation Department.

HARASSMENT LEVELS AND PROHIBITIONS

Level I

Examples of Behaviour:

1. Inappropriate verbal or non-verbal harassment not covered in any other level.
2. Refusal to follow basic rules of the facility / program.
3. Ongoing visual or verbal sign(s) of dissatisfaction with any official, coach, administrator or staff decision.

Prohibitions:

1. Request an immediate refrain from the inappropriate behaviour.
2. Failure to immediately refrain for the inappropriate behaviour may result in the immediate ejection of the individual from the facility.
3. Ejection from the facility will automatically move the incident to a level 2.
4. For anyone committing a second level 1 offense within 6 months of the date of their first offense, the second offense will automatically be treated as a level 2 incident.

Level II

Examples of Behaviour:

1. Openly disputing or arguing with the decision of an official, coach, administrator, spectator, player or staff.
2. Ongoing obscene or vulgar language.
3. Encouraging disrespectful or unsportsmanlike behaviour in any player, coach, official, administrator or spectator.
4. Taunting or ridiculing of officials, coaches, players, administrators, or spectators.

Prohibitions:

1. All examples of behaviour in level II will result in the individual's immediate ejection from the facility.
 - a. A **first violation** will result in a minimum suspension of 1 week from that facility.
 - b. A **second violation** within one (1) year of the date of the first incident will result in a minimum suspension of 1 month from that facility.
 - c. A **third violation** within one (1) year of the date of the first incident will result in a minimum suspension of 3 months from **ALL** City of Orillia recreation facilities.

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2. All minimum prohibitions are specified; however the Parks and Recreation management team, depending on the violation, will make the final determination.
3. Failure to cease the unacceptable behaviour and voluntarily leave the facility or park once requested will automatically increase the incident to a level 3.

Level III

Examples of Behaviour:

1. The use of any physical act, which is vulgar or obscene.
2. Ongoing taunting or ridiculing of officials, coaches, players, administrators, staff, or spectators.
3. Throwing of any object(s) towards the spectator's viewing area, the playing field (ice, pitch, and field), or at a person, as to create the potential of a safety hazard.
4. Physical contact by players, using the body or sport equipment (glove, stick, bat, etc.) that would not be considered part of normal game action.
5. Not voluntarily leaving the facility or park once advised to do so by an official, administrator, staff or security personnel.
6. Physical contact of any type.
7. Threats of any nature.
8. Intimidation of any kind.

Prohibitions:

1. All examples of behaviour in level III will result in the individual's immediate ejection from the facility.
 - A **first violation** will result in a minimum suspension of 1 month from that facility.
 - A **second violation** within one (1) year of the date of the first incident will result in a minimum suspension of 3 months from **ALL** City of Orillia recreation facilities.
 - A **third violation** within one (1) year of the date of the first incident will result in a minimum suspension of 12 months from **ALL** City of Orillia recreation facilities.
2. All minimum prohibitions are specified; however the Parks and Recreation management team, depending on the violation, will make the final determination.
3. Failure to cease the unacceptable behaviour and voluntarily leave the facility or park once requested will automatically increase the incident to a level 4.
4. Any actions resulting in third party control or police involvement, automatically moves to a Level IV and a three-month minimum suspension.

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Level IV

Examples of Behaviour:

1. Participation in any illegal act in/at any City of Orillia recreation facility. (i.e. drinking, smoking, drugs)
2. Any vandalism to the facility/park, either inside or outside.
3. Physical violence or fighting.
4. Any type of physical abuse.
5. Returning to the facility after being ejected.
6. Any action that requires the use of a third party to control the conduct or situation.

Prohibitions:

1. A minimum three (3) month suspension from ALL the City of Orillia’s recreation facilities.
2. A second violation of this type within three (3) years of the date of the first incident will result in an automatic minimum twelve (12) month suspension from ALL City of Orillia recreation facilities.
3. Any individuals identified as perpetrating vandalism to the property shall be subject to a minimum suspension of one month, as well as assigned a bill for the repair of facility.

Police will be involved in all Level IV actions

NON ORILLIA BASED TEAMS

All non Orillia based teams (including players, coaches, parents, etc...) will also be subject to the “Acceptable Behavior Policy”, policy # 7.3.6.1. However, we recognize the difficulty in enforcing any prohibitions on non Orillia individuals. As such, the following additional process will be followed in any incident involving non Orillia teams.

1. The home association / organization of the offending individual(s) will be notified, in writing of the incident involving their members, as well as any prohibitions imposed on the individual(s) in Orillia.
2. The home association / organization will be requested to recognize and support any prohibitions imposed on the individual(s) by the City of Orillia.
3. The home association / organization will be requested to assist the City of Orillia in re-educating the individual(s) involved.
4. Three incidents in the same calendar year, involving members from the same association / organization will result in all teams from that same association / organization being suspended from all Orillia recreational facilities for a period of time.
5. If the association / organization involved informs the Orillia Parks and Recreation Department, in writing, that they have enforced the prohibition and attempted to re-educate the offending individual(s) then that incident will not count against the association / organization three incidents.

THERE WILL BE NO RECONSIDERATION TO THE SUSPENSION TIME GIVEN

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Section	3	General	
Sub-Section	6	Respect + Program	
Policy	1	Acceptable Behaviour Policy	

APPEALS

An appeal process may be convened at the written request of the suspended individual only with new information relating to the said behaviour. All appeals must be submitted within 14 days of the decision and they must be accompanied with a mandatory \$100 appeal fee. The fee will be refunded if the appeal is successful. The Director of Parks and Recreation or their designate, at his/her discretion will determine whether the new information will be satisfactory to proceed with the appeal hearing.

There will be no appeal process with respect to the length of suspension for the behaviour sanction. There is no appeal process for individuals attempting to decrease the length of the suspension based on their unacceptable behaviour.

All decisions of the Appeal Board will be deemed final.

Appeal Board

The appeal board shall include three individuals appointed by the Director of Parks and Recreation or their designate, one of which must represent the organization involved in the incident.

(R. 2006 -181 06.06.26)

RESPECT + INCIDENT REPORT FORM

Please complete ALL sections of this form neatly and in detail and once completed, sign the form and submit it by fax, mail or deliver it to Orillia Parks & Recreation.

INDIVIDUAL REPORTING DETAILS

All parts of this form must be completed or report will not be received.

Name of Person Reporting: _____

Phone #: (Day) _____ (Evening) _____

Email Address: _____

Parks & Recreation Staff Respect Ambassador General Public

Did you witness the incident? YES NO

If you did not witness the incident, please complete this section

Name of the person who reported the incident to you: _____

Phone #: (Day) _____ (Evening) _____

INCIDENT DETAILS

Date of Incident: _____ Time of Incident: _____

Facility / park name: _____

Location in the facility / park (be specific): _____

Association / Organization involved: _____

WITNESS DETAILS *(if you do not know the persons name please provide a detailed description)*

Witness Name: _____ Phone #: _____

Position in Facility *(i.e. Staff, Spectator, Player, etc.)* _____

Description: _____

Witness Name: _____ Phone #: _____

Position in Facility *(i.e. Staff, Spectator, Player, etc.)* _____

Description: _____

NOTE: If there are additional witnesses please provide information on a separate page.

THIRD PARTY INVOLVEMENT

Was anyone else made aware of the incident? YES NO

If yes, who was contacted?

Police: Ambulance: Fire Department: Parent/Spectator:

Parks & Recreation Staff: Respect Ambassador: Other:

Name: _____ Occurrence#: _____ Position: _____

Name: _____ Occurrence#: _____ Position: _____

CATEGORY: *(please check all that apply to the incident)*

Inappropriate behaviour Refusal to follow rules Taunting / Ridiculing

Obscene / Vulgar language or acts Intimidation Harassment

Verbal Threats Verbal assault Physical contact

Physical violence Vandalism Use of alcohol / drugs

Other (explain): _____

PERSON(S) INVOLVED

Individuals Name:		Position (i.e. Spectator, Player, etc.)	
Description (provide as much detail as possible)			

Individuals Name:		Position (i.e. Spectator, Player, etc.)	
Description (provide as much detail as possible)			

NOTE: If there are additional people involved, please provide their information on a separate page.



(If additional space is required please attach additional pages)

Tone of Voice (yelling, threatening, etc.): _____

Was there any hand gestures? (pointing, waving, etc.): _____

Were there any facial gestures? (laughing, anger, etc.): _____

How long did the incident last? (30 seconds, 5 minutes, etc.): _____

How close was the person to you? (in your face, across the lobby, etc.): _____

Describe the exact conversation that took place with the person(s). Try to use the exact wording if possible and note the swear words were, if the person was swearing. Please ensure you note what you said back to him/her exactly. (Better to note it now than to try and remember later, even if you were upset and may have said something inappropriate.) It is better to be upfront about it than to try and hide it or deny it.

Describe any other details about the incident that has not already been covered. _____

Who did you speak to after the incident? (e.i. other staff, executive member, etc.) Try not to tell everyone about what happened before it is officially reported and dealt with.

OTHER RELEVANT INFORMATION:

This could include information such as: sport involved, team name, player number, extenuating circumstances, etc.

SIGNATURE: *This form must be signed and dated by the individual submitting the report.*

<i>Signature</i>		<i>Date</i>
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FOR OFFICE USE ONLY			
Date Received:		Received By:	
Date Investigation Completed:			
Action Taken:			

Completed forms may be mailed to Orillia Parks and Recreation, 50 Andrew St. South, Orillia, ON, L3V 7T5 faxed to (705) 329-2176 or emailed to parks@orillia.ca.

RESPECT + WITNES REPORT FORM

To complete this form save it to your computer, complete ALL sections by typing in the details or print it and fill out ALL areas by hand. Once completed, sign the form and submit it by fax, email or deliver it to Orillia Parks & Recreation.

Witness Name:			
Phone #:	(Day)	(Evening)	
Email Address:			

INCIDENT DETAILS

Date of Incident:		Facility / Park:	
Location in Facility / Park:			
Organization Involved:			

DESCRIBE THE INCIDENT (If additional space is required please provide information on a separate page)

What was the tone of voice of the person(s) involved? (yelling, threatening, etc.)

Was there any hand gestures by the person(s) involved? (pointing, waving, etc.)

Were there any facial gestures by the person(s) involved? (laughing, anger, etc.)

How long did the incident last? (30 seconds, 5 minutes, etc.) _____

How close were you to the incident? (right next to it, across the lobby, etc.)

Describe the exact conversation that took place with the person(s). Try to use the exact wording if possible & note the swear words that were used if the person(s) was swearing.

Describe any other details about the incident that has not already been covered?

[Redacted]

This could include information such as: sport involved, team name, player number, extenuating circumstances, etc.

SIGNATURE: *This form must be signed and dated by the individual submitting the report.*

<i>Signature</i>		<i>Date</i>
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<u>FOR OFFICE USE ONLY</u>			
Date Received:		Received By:	

Completed forms may be mailed to Orillia Parks and Recreation, 50 Andrew St. South, Orillia, ON, L3V 7T5 faxed to (705) 329-2176 or emailed to parks@orillia.ca.





The City of Orillia, with the community's support will foster an environment of sportsmanship, co-operation and fair play in all City of Orillia recreational facilities.