Town of Sussex

POLICY

Subject	Number
8TH HUSSARS SPORTS CENTRE CODE OF CONDUCT	**RD-20**

Date	Approved by	
JULY 17, 2007	COUNCIL ☒ OTHER(S) ☐	Date **JULY 16, 2007**
Signature	Date of revision	**PAGE 1/6**

The following is a procedure to enforce the Code of Conduct Policy:

1. Any person whose conduct in the 8th Hussars Sports Centre is disruptive and not conducive to the well being of the game/event may be given one warning to improve their behavior. This action can be taken by:

   a) a Board Member, Designated Head Coach, Tournament/ Special Event Organizer, or staff of Sussex Regional High School (herein after referred to as "designated organizer"),
   b) the game officials, or
   c) the arena staff.

2. If this person continues to conduct him or herself in a disruptive way, the game/event will be stopped by the designated organizer or game officials and the person will be asked to leave the arena by the designated organizer, the referee or the arena staff. The game/event will not resume until the person removes themselves from the facility.

3. If they refuse to leave the arena, the RCMP will be notified by the designated organizer, the game officials or the arena staff. Arena staff must be notified if the RCMP has been called. The game/event will not resume until the person is removed from the facility.

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

Any individual who is being harassed should bring this to the attention of the designated organizer of the event or the arena staff. The person will be spoken to and if the unacceptable conduct persists, the designated organizer or arena staff can call the police. However, it is anyone's right to call the police themselves if they feel threatened. No one (staff or citizen) should put themselves in a dangerous position to physically remove a misbehaving person.

The persons name will be forwarded to the appropriate organization Executive or Sussex Regional High School Principal (depending on the event) and Arena Management for further action, i.e. Notice of Barrment, suspension from organization, etc., if required.

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PROCEDURE FOR STAFF IN THE EVENT THE POLICY IS REQUIRED

1. Meet with the "designated organizer" of the event to discuss if the policy requires implementation.

2. If the policy must be used, begin documenting using the "Code of Conduct Policy – Report Form". Use additional paper if required.

3. You and/or the designated organizer must notify the individual of our policy and give them a verbal warning to improve their behavior. You must make sure that you tell the individual that they will be asked to leave if their behavior does not change/improve.

4. If the behavior persists, you and/or the designated organizer must ask the individual to leave the building. You must make sure that you tell the individual that if they refuse to leave, the game will be stopped and will not resume until the individual leaves the building.

5. If the individual will not leave the building, ask the designated organizer to discuss the situation with the referee and explain our policy that the game must be stopped. Have the game stopped and approach the individual to leave the building. Notify the individual that the game will not resume until they leave the building.

6. If they refuse to leave the building, notify the individual that the RCMP will be called to escort the individual from the building. Avoid confrontation and do not argue. Be very clear that the RCMP is going to be called to escort them from the building.

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7. You and/or the designated organizer must call the RCMP. The two of you should be in agreement that the RCMP is to be called. However, as staff, you can certainly call the RCMP at any time if you feel threatened or if you feel that the incident warrants the call.

8. When the RCMP arrive, give them a clear briefing on the incident taking place. Share your documentation with the RCMP and ask them to remove the person from the building.

9. Once the person leaves, you and/or the designated organizer can ask the referee to resume the game. Complete the documentation, notify the Recreation Director of the incident and submit the report form to the office.

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CODE OF CONDUCT POLICY – 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: _____
Relationship to the event: _____

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

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

_____

_____

Was this person asked to leave the arena: YES ☐ NO ☐

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

_____

_____

Was the game stopped: YES ☐ NO ☐

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	PAGE 6/6

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

_____

_____

_____

_____

Did anyone call the RCMP: 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 THE RECREATION DIRECTOR IMMEDIATELY AND ANY DOCUMENTATION SUBMITTED TO THE RECREATION DEPARTMENT OFFICE AS SOON AS POSSIBLE FOLLOWING THE INCIDENT. THE DOCUMENTATION WILL BE SUBMITTED TO THE EXECUTIVE OF THE DESIGNATED ORGANIZATION FOR FURTHER REVIEW.