



CAPITAL REGIONAL DISTRICT DEPARTMENT POLICY

Policy Type	<i>Administrative</i>		
Section	<i>Peninsula Recreation</i>		
Title	<i>CODE OF CONDUCT</i>		
Adopted Date		Policy Number	2015-01
Last Amended			
Policy Owner	Parks & Recreation		

1. **POLICY:**

Peninsula Recreation strives to provide all users the opportunity to participate in recreational activities and services in a safe and positive environment. All participants using Peninsula Recreation facilities, programs and services are expected to behave or act in a manner that respects the rights of others and to conduct themselves in such a way as to promote safe and positive experiences.

2. **PURPOSE:**

This Code of Conduct is in addition to and not in substitution of any rights an individual may have to pursue action under the BC Human Rights Code. The code of conduct is in place to:

1. Provide safe and welcoming facilities, programs and services for all visitors; and
2. Provide guidelines for participants, staff, coaches, officials, spectators, user groups, volunteers and other visitors using Peninsula Recreation facilities, programs and services.

3. **SCOPE:**

3.1 Disrespectful, Discriminatory or Dangerous Behavior

The following non-exhaustive list of behaviours are grounds for enforcement of this policy by staff:

- a) Possession or consumption of alcohol, illicit drugs or other intoxicating substances.
- b) Intoxication or being under the influence of drugs or alcohol.
- c) Conduct that creates unsafe conditions.
- d) Criminal behaviour of any kind.
- e) Theft of property.
- f) Failure to respect facility, materials and equipment including creating intentional mess, vandalism and/or property damage.
- g) Intimidation, fighting, attempts to goad or incite violence in others, verbal or physical threats to another's safety or wellbeing.
- h) Bringing weapons into facilities.
- i) Behaviour that promotes discrimination, racism, or hatred.

- j) Demeaning, insulting, discriminatory, taunting, ridiculing or belittling comments or conversation.
- k) Displaying or distributing discriminatory, abusive or offensive materials, words and images.
- l) Conduct, comments, actions, gestures or any other means of communication which humiliate, intimidate, offend or degrade a particular person or group.
- m) Unwanted or unwelcome physical contact.
- n) Sexual harassment, being any unwelcome behaviour, comment or conduct that is sexual in nature and negatively affects or threatens to affect, directly or indirectly, a person.
- o) Hostile or unwanted attention, including but not limited to subtle comments about personal appearance, flirting or propositions, inquiring about personal details and oversharing of personal details.
- p) Capturing or sharing photo or video of staff or other patrons without their permission.
- q) Excessive use of profanity, yelling and angry outbursts.
- r) Failing to or refusing to follow Peninsula Recreation facility rules or the directions of staff.
- s) Nuisance behaviour.

3.2 Dress Code

The following dress code is in place to ensure the safety of all users of Peninsula Recreation facilities, programs and services. If a patron fails to follow the dress code, they will be asked by a staff member to wear proper attire or leave the facility and permitted to return once they are properly attired.

Proper attire is at the discretion of management, and decisions are to be made on the basis of safety while recognizing the different views that patrons may have when choosing their swim and workout attire.

3.2.1 Swimming:

Appropriate swimwear allows the body to move freely, does not impede buoyancy and does not create an increased risk to the safety of the bather or lifeguard. Attire for swimming must be clean, must not restrict movement or create a safety hazard, and cannot be clothing worn from the street or work-out into the pool. Examples of appropriate swimwear include:

- a) Bathing suit
- b) Swim trunks, board shorts
- c) T-shirts, shorts
- d) Burkini
- e) Swim hijab with leggings and tunic
- f) Rash guard
- g) Wet suit; and
- h) Reusable or disposable swim diapers, which are to be worn by individuals without sufficient bladder and/or bowel control.

Attire for swimming that is considered unacceptable includes, but is not limited to:

- a) Undergarments
- b) Clothing which absorbs water and becomes heavy such as jeans or sweatpants
- c) Attire with long/flowing fabric that may limit movement or cause a safety risk; and
- d) Attire with studs, zippers or other metal embellishments that may damage equipment.

3.2.2 Fitness/Weight Room Areas:

Appropriate fitness attire must be worn at all times, including:

- a) Clean, enclosed exercise shoes.
- b) T-shirts or sports bras; and
- c) Shorts, leggings or pants suitable for activity.

3.2.3 Common Areas and Program Spaces:

A top, bottoms and proper footwear is required.

3.2.4 Exceptions for Cultural Attire:

Ceremonial cultural and religious attire may be worn in Peninsula Recreation facility. Where the cultural object interferes with the activity, or puts another participant at risk of harm, an accommodation may be offered.

4. PROCEDURE:

Panorama Recreation reserves the right to refuse service and/or membership to anyone where it is deemed reasonable and justifiable. Individual(s) and/or organizations that breach the Code of Conduct could be subject to immediate eviction from all facilities.

4.1 Complaints by Individuals

Participants, users and visitors to Peninsula Recreation facilities, programs and services should report any breach of the Code of Conduct to a staff member, who will record the complaint, assess the situation, and take appropriate action.

4.2 Warnings and Suspensions

Panorama Recreation reserves the right to ensure Code of Conduct infractions are addressed consistently and appropriately and documented accurately by staff. All Peninsula Recreation staff members have the authority to temporarily suspend access to an individual for up to 72 hours. The staff member is to provide manager's contact information for follow-up purposes. The manager (or delegate) will contact the suspended patron as soon as possible to review the incident.

Suspensions longer than 72 hours must be authorized by the Senior Manager. The Senior Manager may consider any relevant factors to determine the appropriate length and conditions of suspension. Such factors include, but are not limited to:

1. Any history of inappropriate behaviour at Peninsula Recreation facilities, programs and services of the individual facing suspension; and
2. The level of risk to public/staff safety that the individual's behaviour presents.

A formal notice of suspension will be issued for suspensions longer than 72 hours to outline terms of suspension, and instructions to request reconsideration. Suspension notices are to be delivered by hand, email or registered mail. Suspensions will apply to all Peninsula Recreation facilities, programs and services, unless otherwise specified.

4.3 Disclosure and Use of Personal Information

Peninsula Recreation may disclose the notice of suspension, any incident reports and any identifiable information including photographs attached to the suspended individual's recreation account with Peninsula Recreation and CRD staff on a 'need-to-know' basis. The personal information is disclosed under section 26 (c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), for the purposes of safety and security of patrons, staff and facilities.

If the individual's conduct presents a significant risk to public safety, including but not limited to any instances of criminal activity or sexual misconduct, Peninsula Recreation may disclose the notice of suspension and any incident reports to the Sidney/North Saanich RCMP under section 26 (b) of FOIPPA, for the purposes of law enforcement.

4.4 Requests for Reconsideration

If a visitor/user wishes to appeal any decision made by a staff member regarding a Code of Conduct infraction, they may do so by writing the Senior Manager by email or letter. The appeal letter must include:

- a) Name and contact information of the visitor.
- b) Date of the incident.
- c) Facility and activity in which the incident occurred; and
- d) Brief chronological description of the account of the events surrounding the incident.

The Senior Manager will review the appeal and provide a response to the visitor. This appeal process is available to those individuals who:

- a) Have been suspended from the Peninsula Recreation facilities, programs and services; and
- b) Have brought a complaint to the attention of a staff member and believes the complaint was not properly addressed.