

# Lakewood City Schools Community Recreation & Education Department

## Code of Ethics

The following Code of Ethics and Corrective Action Steps have been adopted by the Community Recreation & Education Commission for all Lakewood Community Recreation & Education programs and participants.

The Lakewood Community Recreation and Education Commission shall be the governing body of all athletic and education programs sponsored by the Community Recreation and Education Department of the Board of Education. The Lakewood Community Recreation and Education Commission shall work with the Coordinator or designee of the Lakewood Community Recreation and Education Department in the formulation of rules, regulations, schedules, and such other matters as may be necessary to program operation.

Participants include, but are not limited to, all youth and adult students, players, coaches, parents and spectators.

The purpose of the Code of Ethics is to ensure all participants and staff members have a safe and meaningful experience participating in our programs.

The purpose of the Corrective Action Steps is to ensure that the Community Recreation & Education Department has the necessary tools to assess and resolve inappropriate and/or unsportsmanlike behavior.

The Coordinator or designee may address a participant before, during or after a program if said participant is not abiding by all policies and procedures set forth by the Lakewood Board of Education, the Community Recreation & Education Commission, a sub Commission and/or the Lakewood Community Recreation & Education Department. The Coordinator or designee has the authority to take immediate corrective action.

The Community Recreation & Education Commission, its sub Commissions and/or the Lakewood Community Recreation & Education Department have the authority to enforce the appropriate range of disciplinary actions.

A participant has the ability to file a written complaint against another participant. A written complaint must be filed at the Community Recreation & Education Department in a timely manner and must include the names, dates, times, and a detailed description of the complaint. The Coordinator or designee will investigate all written complaints. A participant found to be in violation may be subject to corrective action.

A participant may be immediately suspended for any one incident at the discretion of the Coordinator or designee depending on the severity.

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***AS A PARTICIPANT I AGREE TO...*** abide by all policies and procedures set forth by the Lakewood Board of Education, Community Recreation & Education Commission, its sub Commissions, and Lakewood Community Recreation & Education Department and understand that failure to do so may result in Corrective Action Steps.

The Lakewood Community Recreation & Education Department requires all employees and volunteers to complete a background check. No employee or volunteer will be permitted to participate in any program until all areas of the background check are completed.

- Conduct yourself appropriately and professionally at all times exhibiting desirable behavior and/or good sportsmanship before, during and after all program activities.
- Respect others and cooperate at all times and understand that it takes the cooperation of every participant to make a program successful.
- Treat all employees, volunteers and game officials with respect at all times.
  - Game Officials - understand some officials are certified in their specific sport through such associations as the Ohio High School Athletic Association and the Amateur Softball Association while other officials are amateurs, some of which are high school and college aged young men and women who participate in training provided by Lakewood Community Recreation & Education Department and are working to the best of their ability.
  - Volunteer Coaches - understand they are offering their personal time and services for all participants. The Community Recreation & Education Department depends on volunteers and encourages all parents to get involved. Parents should be mindful of the volunteer coach's personal time by dropping off and picking up kids for all team activities on time.
- Verbal and/or physical abuse of any participant will not be tolerated at any time and may be cause for immediate ejection, and may result in suspension or expulsion.
- Taunting and/or belittling others will not be tolerated at any time and may be cause for immediate ejection, and may result in suspension or expulsion.
- Make sure each participant gets the most out of their experience by giving them unwavering support with positive reinforcement for their performance and effort.
- Respect and take care of facilities and equipment at all times. Misuse may be cause for immediate ejection, and may result in suspension or expulsion.
- Participants are encouraged to communicate. If participants have questions, comments, concerns and/or suggestions the Community Recreation & Education Department encourages participants to discuss such items in an appropriate manner at an appropriate time.

- Participants with a question or concern in regard to inappropriate behavior by another participant must contact the Community Recreation & Education Department and not take matters into their own hands.
- The Lakewood Community Recreation & Education Department provides a complete set of rules for each program. Participants are expected to abide by, enforce and convey the rules to all participants.
- Personal gain and satisfaction should not be derived from a participant, group or team's performance. Competition and taunting between participants is never acceptable, and no participant should ever feel embarrassed or disappointed by their group or team's performance. Good plays should always be cheered, and disappointments should always be consoled no matter whose team it affects.
- Group activities not sponsored by Lakewood Recreation will be at the expense of the participants. Fundraisers are not permitted without prior written consent of the Lakewood Community Recreation & Education Department.
- Use of alcohol or drugs is NOT permitted at any time. A participant under the influence of alcohol and/or drugs will be immediately suspended and such actions may result in expulsion.
- Smoking Prohibitions (ORC 3794) – smoking is prohibited in the public place or place of employment or in the areas directly or indirectly under the control of the proprietor immediately adjacent to locations of ingress or egress to the public place or place of employment.
- No Smoking on Board Property - Effective February 1, 1994, every building, Board-owned vehicles, all school grounds, and adjacent sidewalks and tree lawns of any school property in the School District shall be completely smoke and tobacco free at all times.
- Employees, volunteers, and participants are to refrain from the use of tobacco products during all program activities regardless of location.

## **Corrective Action Steps**

The Corrective Action Steps have been adopted to establish appropriate consequences for inappropriate and/or unsportsmanlike behavior.

There are four Corrective Action Steps designed to forgive a mistake but to firmly address chronic misbehavior.

At any time during these steps, a participant may request to appear before the Community Recreation & Education Commission or the assigned sub Commission to discuss and/or appeal actions taken.

In order to ensure that treatment of participants is fair and impartial, the following Corrective Action Steps have been established. A participant may skip steps for any one incident at the discretion of the Coordinator.

### Step 1 – Verbal Warning

The Coordinator or designee has the authority to verbally address a participant to discuss their inappropriate and/or unsportsmanlike behavior.

### Step 2 – Written Warning

The Coordinator or designee has the authority to document a participant's inappropriate and/or unsportsmanlike behavior. A letter will be forwarded to the participant outlining their actions. Copies of all documentation will be kept on file at the Community Recreation & Education Department.

The Coordinator or designee has the authority to require a meeting with the participant to discuss their conduct. The meeting will be documented. A copy of such documentation may be requested by the participant.

### Step 3 – Suspension

The Coordinator or designee has the authority to temporarily suspend a participant, without requiring the participant to appear before the Community Recreation & Education Commission or its' assigned sub-Commission, because of their inappropriate and/or unsportsmanlike behavior.

A participant that has been temporarily suspended may not participate in or attend any program activity.

The Coordinator or designee has the authority to suspend a participant and require said participant to appear before the Community Recreation & Education Commission or its' assigned sub Commissions because of their inappropriate and/or unsportsmanlike behavior.

The required meeting is intended to determine if the participant is capable of acting within the spirit of the Code of Ethics.

A suspended participant required to attend a Commission meeting may not participate in or attend any program activity until appearing before the assigned Commission.

A participant may be notified of their suspension by telephone, mail, and/or certified mail.

#### Step 4 – Expulsion

The Coordinator and/or the Community Recreation & Education Commission or its assigned sub Commissions have the authority to expel and/or ban a participant. A participant that has been expelled and/or banned from a program will not be granted a refund.

A participant that has been expelled and/or banned by an assigned sub Commission may appeal such decision to the Community Recreation & Education Commission.

To appeal such a decision, a formal written request must be submitted to the Coordinator requesting permission to appear before the Community Recreation & Education Commission.

The Community Recreation & Education Commission has the authority to uphold and/or over turn such decision.

A participant may be notified of their expulsion and/or ban by telephone, mail, and/or certified mail.

These guidelines are not absolute in dealing with behavioral problems. Severe situations can merit immediate expulsion and/or harsher sanctions.