

PROGRESSIVE DISCIPLINE POLICY

GARDENDALE PARK AND RECREATION BOARD

PURPOSE: To establish disciplinary policies and procedures by defining and enumerating a general list of offenses and the resulting actions to be taken. The commission of any such offenses by members of the Gardendale Park and Recreation Associations, Park Boards, Coaches or Park Visitors will result in discipline. The purpose of discipline is to reduce risk and exposure by correcting future behavior. Strong supervision is necessary to focus everyone's attention on risk management and safety.

THE LISTED GENERAL OFFENSES AND VIOLATIONS OF BOARD RULES AND BY-LAWS IS NOT ALL INCLUSIVE, NOR IS IT MEANT TO BE.

I. Definitions:

Board Member:

A person who is a duly elected or appointed Member of the Gardendale Park and Recreation Associations' Boards.

Coach:

A person who is accepted as the leader of a team, that involves in the teaching of young children the process of his or her sport.

Park Visitor:

Any person who has entered the park to watch or communicate with others located an event in relation to the Park Association.

II. Disciplinary Actions:

TO BE TAKEN WHENEVER IT SHALL BE DEEMED NECESSARY FOR THE PRESERVATION OF GOOD ORDER, PROTECTION OF VISITORS, OR MAINTANCE OF DISCIPLINE. ANYONE WHO IS AN OFFICER MAY RELIEVE ANY SUBORDINATE MEMBER, COACH, OR A PARK VISITOR FROM THEIR ASSIGNED DUTIES, FORCE TO LEAVE THE GROUNDS PENDING A PROMPT REPORTING OF SUCH ACTION TO THE OFFICERS, STATING THE CIRCUMSTANCES OF THE MATTER CONCERNING THE PERSON BEING RELIEVED.

III. Procedures:

A Reporting Memo must be made in the event of any violations that should result in disciplinary action and must be delivered to an appropriate Park Association board member or representative as quickly as possible (within 48 hours). A description of such Reporting memo and the required details to be contained in such a memo follows:

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REPORTING MEMO REQUIREMENTS: A memo of facts must be compiled, referencing the violating member, and forwarded to the league directors, board members or appropriate Association within 48 hours of a violation incident. The memo must contain all the known facts on which the complaint of violation is based and all facts should be described in full detail within this MEMO. The names of all witnesses present along with any other pertinent information regarding the complaint should also be included in the memo.

(ANY ASSOCIATION'S BY-LAWS MAY ALTER THIS 48 HOUR TIME FRAME REQUIREMENT FOR THE REPORTING OF VIOLATIONS)

IV. Disciplinary action will be based on the following guidelines:

1. Suspensions will be based on the '3 strike and you're out' concept. The First Offense is considered Strike One. The Second Offense is Strike Two. The Third Offense is considered Strike Three. **More than one violation can be ruled to have been committed at any one given time frame and thus one period of violations can result in multiple 'strikes' of suspension. (See: Appendix A for suspension guidelines)**

2. The position of the offender as to Association Board Member, Coach or Visitor.

3. The Penalty Schedule **(See: Appendix A for suspension guidelines)** is intended as a guide to be used by all **YOUTH ASSOCIATIONS** in determining the appropriate discipline to be imposed and by type of violation committed by anyone as Board Member, Coach or Visitor.

a. Suspension Dates shall be clearly defined at the time of the finding of the violation and suspension duration period by the appropriate Association Board. For anyone who receives a suspension for a violation, that suspension will begin at the violator's child's (or related participant, i.e. child, step-child, grandchild, etc.) next scheduled game. The accused may not return to the area or act in any capacity of responsibility until the suspension time is served.

b. A Board Member, Coach or Visitor who has been found to have committed a violation shall receive appropriate suspension based on the 'three (3) strike rule'. The First Offense is considered Strike One. The Second Offense is considered Strike Two. The Third Offense is considered Strike Three. **(See: Appendix A for suspension guidelines)**

c. Factors that may be used in determination of suspension findings:

- The nature and seriousness of the violation and its relationship to the duties and responsibilities;

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- Whether the violation was intentional, technical, inadvertent, or committed for personal gain;
- Whether this is as a visitor, board or coaches role;
- The past disciplinary record;
- The effect of the violation upon the board's confidence in the future actions or performance;
- The consistency of the penalty with those imposed upon others for a similar offense and with this penalty schedule.
- Mitigating or aggravating circumstances may be considered when making the final decision on disciplinary action.

d. Discipline should be progressive, unless affected by these circumstances. The factors used in determinations of suspensions may also include (but are not limited to) the violator's attitude about the incident, severity of the incident pertaining to damage or injury, previous violations for similar offenses, and commendations. Mitigating or aggravating circumstances used in determining the corrective action to be taken must be documented.

e. The risk of liability increases if violations are not properly addressed. Board members should exemplify qualities (behavior) that complies with the core values of the City of Gardendale Park and Recreation Goals and Objectives. The intent of such rules and resulting penalties is to reduce violations and risk to the organization.

f. Constructive advice should be given before a violation occurs whenever possible. It should be documented and maintained in the file.

g. Disciplinary hearings will be scheduled no later than 5 days following the initial complaint unless there are extenuating circumstances such as members being present for proceedings.

V. Activities while Suspended:

1. A suspended member shall not be restored to full participation pending investigation and hearing of the charges for which he was suspended, except by direction of the Board liaison or other competent authority in accordance with that Association's By Laws.

2. A suspended coach or board member shall not perform any duties related to his position in the Gardendale Park and Recreation Associations, or act in any capacity therein.

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3. During the period of suspension, a member shall not wear any part of the official uniform or act in the capacity of, nor represent himself as a Coach or Board member in any manner.

4. Immediately upon finding for a violator's suspension, the commissioner or league director shall physically obtain from said violating member a written '**Notice of Understanding of Suspension**' with a signature: If upon refusal by violator to sign, such a '**Notice of Understanding of Suspension**' must be documented and witnessed by two board members.

VI. Inappropriate Action of Members When Charged:

Any member against whom a complaint or charges has been made, who shall attempt directly or indirectly, by threat, appeal, persuasion, or the payment of monies, or other consideration, to secure the withdrawal or abandonment of the complaint or charges. Any member, who at any time before final disposition of same causes any person to intercede personally, by letter or by other means, in his behalf with the Association board members shall be made the subject of additional charges.

VII. Filing Charges:

1. Formal disciplinary charges may be preferred with the approval of the Board, against any member, coach or visitor of the Gardendale Park for the violation of the Rules, or board orders, or for any conduct or negligence to the prejudice of good order, efficiency, or discipline.

2. Association officers (President and governing body) are authorized to prefer formal disciplinary charges as provided by the Association's by laws.

VIII. General Offenses:

A Board Member, Coach or Visitor found guilty of violating a Rule or Regulation or any of the provisions of Park and Recreation procedures, or upon conviction in a court of criminal actions, or any one of the following listed offenses, shall be subject to suspension, dismissal, or such disciplinary action the Board may impose. (**See: Appendix A for suspension guidelines**):

List of General Offenses

1. Cowardice: Whoever shrinks from danger, responsibilities, or their sworn duty will be deemed guilty of cowardice;

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2. Disobedience of, or neglect or refusal to comply with, written or oral rules or orders, OR assisting with anyone who has be disciplined to violate or to comply with a decision of the board;
3. Engaging in conduct unbecoming a Board Member, Coach or Visitor;
4. Engaging in conduct that brings discredit to the Gardendale Park and Recreation;
5. Commission of a criminal offense;
6. Disorderly or immoral conduct;
7. Negligence or willful damage to Park property or waste of park supplies or equipment;
8. Being under the influence of intoxicating beverages, drugs, or barbiturates while on the grounds;
9. Drinking intoxicating liquors while on the grounds, or the use of intoxicating beverages, drugs, or narcotics. **EXCEPTIONS: Whenever an Board Member, Coach is under the care of a physician and taking prescribed medication that adversely affects their performance, they shall notify their Coach, League Director of this fact prior to beginning their duty so that appropriate action may take place;**
10. Insubordination, or disrespect toward Officer of the Gardendale Park and Recreation Board or the association boards;
11. Neglect or inattention to duty;
12. General incompetence;
13. Abuse of Code of Conduct;
14. Being absent without permission. Any coach or member absent from their assigned duty without authorized leave will be subject to disciplinary action;
15. Using coarse, profane, insolent, or discourteous language to a Board Member, fellow Coach, or to any visitor;
16. Making a false statement, report, communication to others;
17. Neglecting to appear clean and tidy in person and dress, or failure to wear the proper uniform on the field in a prescribed manner;
18. Communicating or giving Board information to any person concerning the business of the Board, which is detrimental to the Park, without prior approval or authorization by an

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Officer;

19. Refusing to give name, in a courteous manner when requested;
20. Neglecting to report any member coach or visitor of the Association known to be guilty of violation of any rule, regulation or order issued for the guidance of the Board;
21. Failure to report or take necessary action in a known violation of Federal, State or City law or Association By-laws;
22. Gross ignorance of the Rules and Regulations;
23. Participating in the distribution and collection or solicitation of any kind of items, pamphlets, monies, literature, etc., while in the act of a board member, unless authorized by the President;
24. Refusal to cooperate in any investigation;
25. Any other act or omission contrary to good order and discipline, or constituting a violation of any of the By-Laws, Code of Conduct of the Board or of any association's order;
26. Anyone that is found to have violated any of these guidelines and makes threats or attempt to single any one person out to take physical or verbal abuse shall be immediately banned from the park at which the violation occurred for a period of **1 year**.

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APPENDIX A. Disciplinary Matrix for Disciplinary Action

(Complaints of Criminal actions should be reported and filed with the Gardendale Police Department by whoever has witnessed or has been subjected to such actions; the Gardendale Park and Recreation Board and its Associations are not responsible for filing criminal complaints or resulting punishment in accordance to the State penal Code of Alabama)

Defining the 'Three Strike Concept';

The First Offense is considered Strike One.

The Second Offense is considered Strike Two.

The Third Offense if considered Strike Three.

Recommended Suspension Duration Matrix:

STRIKE	1	ONE WEEK SUSPENSION
STRIKE	2	TWO WEEK SUSPENSION
STRIKE	3	SUSPENDED FOR THE REMAINING SEASON