

**BOTETOURT COUNTY, VIRGINIA  
DEPARTMENT OF PARKS & RECREATION**

**CODE OF CONDUCT**

Updated: 6/7/2021 - This document supersedes any previous policy.

***I. Sportsmanship expectations***

Sportsmanlike and positive behavior is expected at all programs, events and on all facilities controlled or used by Botetourt County Parks & Recreation Department. The following are our golden rules for achieving a positive sports environment (**R.E.S.P.E.C.T**).

RESPECT – Treat opponents, teammates, officials, and all others with respect and courtesy.

- ENCOURAGE – Place the emotional and physical well-being of children above the desire to win.
- SUPPORT – Maintain self-discipline and control, be supportive to others, always be a good sport.
- PROTECT – Insist that all children play in a safe and healthy environment.
- ENJOY – Remember that youth sports should be fun for our kids as well as adults.
- CARE – Be considerate, compassionate, and caring to everyone involved.
- TRUST – Participate with honesty and integrity, respect rules and authority.

The Parks & Recreation Director or his/her designee(s) shall implement disciplinary action as warranted, including the right to halt and/or delay a program or event, request law enforcement support, as well as ejecting, suspending, or banning individuals.

***II. Disciplinary Actions***

Botetourt County Parks & Recreation’s Director or his/her designee may implement any of the following disciplinary actions, within their jurisdiction:

- A. **Ejection** – An ejection is the immediate removal of an individual by authorized staff from any Botetourt County owned or leased recreation property, due to misconduct. The individual is required to leave the facility for the remainder of the day/evening activities. Failure to comply with this rule will result in the cancellation of the game or event.
- B. **Suspension** - A suspension is a temporary prohibition of a person from participation and/or attendance at any recreation activity for the time prescribed. If the suspended person in question is spotted in attendance during the his or her suspension, that person will receive additional penalties from all future participation in Botetourt County Parks and Recreation events.
- C. **Ban** – A ban means an individual is not allowed to be on any County owned or leased recreation property, nor participate in any County recreation activity. Re-entry into an activity, after a ban shall require a personal interview with the Director of the Botetourt County Parks & Recreation Department or his/her designee.

- D. **Appeals Process** - A written appeal of disciplinary action may be accepted by the Director within three (3) days after an individual receives notification of a decision made resulting in a suspension or ban. The person that requests the appeal will be subject to the disciplinary action unless the Director from the Botetourt County Parks & Recreation Department upholds the appeal. The Directors' decision on the appeal is final. Generally, appeals will not be successful unless the facts are proven incorrect.
- E. **Probationary Periods**- A probationary period is an amount of time that an individual is evaluated by the Department to determine whether any further misconduct occurs that result of additional misconduct shall warrant further disciplinary action from Botetourt County activities as defined. Probationary periods are as follows:
1. Ejection – one full year from date of initial ejection.
  2. Suspension – one full year from date that suspension ends.
  3. Ban – to be determined by Director upon personal interview, no less than one year from date that re-entry into activity is granted.

### **III. *Process of disciplinary action***

- A. **Submittal and review of written incident reports** – An individual accused of violating the Code of Conduct will be given an opportunity to submit a written report detailing the incident. Must be submitted within three (3) business days.
- B. **Temporary suspension** - An individual being investigated for misconduct shall be suspended from participating in any recreation activity until the completion of the investigation. After investigation is complete, the individual will be called to inform them of the decision
- C. **Corrective Action** - The ejected or suspended coach, parent or spectator must **meet** with Botetourt County Parks & Recreation staff to sign a discipline letter that will outline penalties, length of suspension and approved return to action date. **Suspensions will not go in to affect until the coach, parent or spectator signs this letter. However, not signing document prolongs suspension.**

### **IV. *Misconduct Consequences***

Misconduct by coaches, officials, players, and/or spectators will not be tolerated in any form.

- A. **Non-Physical Misconduct** - Noncompliance with rules or other poor sportsmanship such as the use of obscene/negative gestures or verbal abuse including but not limited to obscene language, harassment, derogatory behavior, or negative verbal Founded misconduct shall result in the following disciplinary actions and/or penalties:

Coach or official:

First offense – two (2) game suspension and one (1) calendar year probation

Second offense (within one (1) year probationary period\*) – minimum one (1) year ban

Player or spectator:

First offense – one (1) game suspension and one (1) calendar year probation

Second offense (within one (1) year probationary period\*) – minimum one (1) year ban

\*If an individual has a history of non-physical misconduct and is found to be in violation for such while not on probation, that individual will be subject to a minimum one (1) year ban.

- B. **Physical Misconduct** – Exhibiting aggressive or improper misconduct such as fighting, striking, pushing or inappropriate touching, and/or threatening any of the above. Founded misconduct shall result in the following disciplinary actions and/or penalties:

Coach or official:

First offense – minimum one (1) calendar year ban

Second offense – permanent / lifetime ban

Player or spectator:

First offense – minimum one (1) calendar year ban

Second offense – permanent / lifetime ban

\*In addition, the Department(s) may also initiate appropriate law enforcement action.

## V. **General conduct policies**

### A. **Illegal Substances, Alcohol, and Tobacco Products:**

Botetourt County Parks & Recreation Department supports a drug, alcohol, and tobacco free zone on any Botetourt County owned or leased recreation property and complies with any similar Botetourt County School Board policies. Anyone possessing or found under the influence of alcohol or an illegal substance on County owned/leased recreation property or at any activity will be banned for a minimum of one (1) year. In addition, the Department(s) may initiate appropriate law enforcement action.

The use of tobacco, including cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other forms of tobacco prepared in such a manner as to be suitable for chewing, smoking or both shall be prohibited in and around the immediate area of any youth related program or events. This shall include playing areas, dugouts, along fence-lines or sidelines, spectator areas, inside gymnasiums and program areas. Individuals will be requested not to use tobacco products in these areas, and those that choose to continue will be immediately ejected from the premises. All volunteers and officials are prohibited from using e-cigs, vaporizers, hookahs, and similar accessories at all recreation events.

### B. **Weapons/Firearms:**

No illegal weapons are allowed on County owned or leased recreation property, nor any Botetourt County School Board property. The penalty for such an infraction shall be immediate ejection, and a minimum one (1) year ban. In addition, the Department may initiate appropriate law enforcement action.

### C. **School Related Misconduct**

If any child or adult has disciplinary action taken against him/her at his/her respective school, then they will be suspended from participating in Parks and Recreation activities for the same amount of time.

### D. **Criminal Background:**

All coaches, officials, and employees may be subject to a criminal background check. Individuals convicted of any violent or sexual crime, or any crime against a child shall not be allowed to participate in any County recreation program. Botetourt County Parks & Recreation utilizes B.I.B. to conduct checks and the National Recreation and Parks Association recommended minimum guidelines for credentialing volunteers.