

**LAKESWOOD CITY SCHOOLS
COMMUNITY RECREATION & EDUCATION DEPARTMENT**

Code of Ethics/Code of Conduct

The Community Recreation and Education Commission believes quality public recreation and education and Recreation service should be conducted in an ethical manner with traditional principles such as honesty, trust, fairness, and integrity. Each participant should conform his/her conduct to all Ohio, City of Lakewood, Lakewood Board of Education and Community Recreation and Education Department laws, policies, and procedures.

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

Each participant is expected to abide by the following code of ethics promulgated by the Lakewood Community Recreation and Education Department.

- A. remember that my first and greatest concern must be the recreational and educational welfare of all participants;
- B. conduct myself appropriately and professionally at all times exhibiting desirable behavior and/or good sportsmanship before, during and after all program activities;
- C. respect other and cooperate at all times and understand that it takes the cooperation of every participant to make a program successful;
- D. treat all employees, instructors, volunteers, officials and participants with respect at all times;
- E. understand that verbal and/or physical abuse will not be tolerated at any time;
- F. make sure each participant gets the most out of their experience by giving them unwavering support with positive reinforcement for their performance and effort;
- G. respect and take care of facilities and equipment at all times;
- H. remember that communication is encouraged and if I have questions, comments, concerns and/or suggestions that I am encouraged to discuss such items in an appropriate manner at an appropriate time;
- I. remember that 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.
- J. 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.

Corrective Action Steps

In order to ensure that treatment of participants is fair and impartial, the following 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.

These guidelines are not absolute in dealing with behavioral problems. Severe situations shall commence at any step deemed appropriate by the Commissioner.

Step 1 – Written/Verbal

The Commissioner or designee has the authority to forward written communication and/or verbally address a participant to discuss their inappropriate and/or unsportsmanlike behavior.

Step 2 – Written Warning

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

The Commissioner or designee has the authority to require a meeting with the participant to discuss their conduct. The meeting will be documented.

Step 3 – Suspension

The Commissioner or designee has the authority to temporarily suspend a participant because of their inappropriate and/or unsportsmanlike behavior.

A participant shall have the opportunity to attend a Commission meeting to appeal the decision of the Commissioner.

If the participant desires to appear before a Commission, a formal written request must be submitted to the Commissioner.

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

A participant shall be notified of their suspension by certified mail.

Step 4 – Expulsion

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 shall not be granted a refund.

In severe situations, the Commissioner has the authority to invoke this step.

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

If the participant desires to appeal the decision, a formal written request must be submitted to the Commissioner.

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

A participant shall be notified of their suspension by certified mail.