



## ADMINISTRATIVE POLICY

### LAKE FOREST SPORTS PARK & RECREATION CENTER DISCIPLINE GUIDELINES

#### A. Purpose

The City of Lake Forest (“City”) is committed to ensuring the enjoyment, safety and proper use of the Lake Forest Sports Park and Recreation Center programs. This Administrative Policy governs the discipline guidelines for patrons who fail to comply with the regulations set forth at the Lake Forest Sports Park and Recreation Center for the Open Gym program, Adult Sports Leagues and Youth/Teen recreation programs.

#### B. Applicability

This policy applies to all Sports Park and Recreation Center participants/patrons at the Sports Park and Recreation Center facilities.

#### C. Provisions of the Policy – Open Gym and Adult Sports Leagues

Persons violating the regulations set forth on the Lake Forest Sports Park & Recreation Center Application for Registration and Release of Liability are subject to removal from the Sports Park and may be prohibited from using the Sports Park and Recreation Center in the future.

Open Gym and Adult Sports League participants sign a Release of Liability in regards to their participation in programs at the Sports Park and Recreation Center. All league managers receive a manager’s packet with the league rules and regulations with which each team member must comply. Open Gym participants should abide by the rules posted during the Open Gym Program.

A Level 1 violation is defined as minor act of misconduct that interferes with the orderly operation of the Sports Park and Recreation Center and interferes with the enjoyment, safety and proper use of the facility for all park patrons. **A Level 1 violation for the Open Gym Program and Adult Sports Leagues may result in disciplinary action including immediate expulsion from the Sports Park & Recreation Center to a one week suspension.**

Level 1 violations include:

SAFETY / EQUIPMENT		
1.	Inappropriate use of Equipment	Mishandling sports equipment with the intention to do physical harm.
2.	Use of Prohibited Devices / Equipment	Prohibited devices include, but are not limited to, scooters, razors and motorized vehicles inside the Recreation Center.
3.	Use of Unauthorized Audio Equipment	Using amplified audio equipment, including but not limited to, radio, stereo, compact disc player, and megaphone, in the Sports Park and Recreation Center.
4.	Possession of Tobacco	<ul style="list-style-type: none"> <li>Use, consumption, or have within his or her custody or control,</li> </ul>

	Products in the facility Glass products in the Gym	tobacco products. • Use or possession of glass containers, bottles or other breakable glass products within the Sports Park and Recreation Center Gym.
5.	Unauthorized Entry in Unauthorized Areas	• Entry in any unauthorized area in the facility.
<b>BEHAVIOR / DEMEANOR</b>		
6.	Bullying/Harassment	Systematically and chronically being cruel to other park users, including but not limited to, pictures, rumors, repeatedly teasing another person, name calling with profanity, and purposeful exclusion.
7.	Destruction of Property/Vandalism (Under \$100 in damage)	The willful or malicious destruction and/or defacing, including graffiti or tagging, of City property or the property of others.
8.	Disrespect / Use of Profanity	Conduct or behavior that incites or advocates violence, sexually obscene speech, pornographic speech, threats of violence or killing, and fighting words insults directed at the hearer.
9.	Reckless Behavior	Reckless or boisterous behavior, including, but not limited to, pushing, bumping, fighting or any other activity which could endanger the safety of persons using the Sports Park and Recreation Center.
<b>GENERAL</b>		
10.	Repeated Misconduct of a Less Serious Nature	Repeated misconduct which tends to disrupt the orderly conduct of the Sports Park and Recreation Center, a program and/or activity.
11.	Failure to Comply with Staff Instructions and/or Park Rules	Either verbal or non-verbal refusal to comply with Sports Park and Recreation Center rules and regulations and/or City of Lake Forest staff instructions or directives

#### **D. Provisions of the Policy – Youth/Teen Recreation Programs**

Persons violating the regulations set forth on the Lake Forest Sports Park & Recreation Center Application for Registration and Release of Liability are subject to removal from the Sports Park and may be prohibited from using the Sports Park in the future.

All Recreation program participants sign a release of liability in regards to their participation in the programs at the Sports Park and Recreation Center. The discipline guidelines are attached to the youth/teen program registration packets and must be signed by a parent/guardian in adherence of the policies.

A Level 1 violation is defined as minor acts of misconduct that interfere with the orderly operation of any program or hinder the enjoyment, safety and proper use of the facility for all park patrons. **A Level 1 violation may result in disciplinary action including an immediate expulsion from the Sports Park & Recreation Center or verbal warning from staff up to a one week suspension.** Level 1 violations include:

<b>SAFETY / EQUIPMENT</b>		
1.	Inappropriate use of Equipment	Mishandling sports equipment with the intention to do physical harm.

2.	Use of Prohibited Devices / Equipment	Prohibited devices include, but are not limited to, scooters, razors and motorized vehicles in the Recreation Center.
3.	Use of Unauthorized Audio Equipment	Using amplified audio equipment, including but not limited to, radio, stereo, compact disc player, and megaphone, in the Sports Park and Recreation Center.
4.	Possession of Tobacco Products in the facility or Glass products in the Gym	<ul style="list-style-type: none"> <li>• Use, consumption, or have within his or her custody or control, tobacco products,</li> <li>• Use or possession of glass containers, bottles or other breakable glass products within the Sports Park and Recreation Center Gym.</li> </ul>
5.	Unauthorized Entry in Unauthorized Areas	<ul style="list-style-type: none"> <li>• Entry in any unauthorized area in the facility.</li> </ul>
<b>BEHAVIOR / DEMEANOR</b>		
6.	Bullying/Harassment	Systematically and chronically being cruel to other park users, including but not limited to, name calling, rude teasing, pictures, rumors, repeatedly teasing another person, name calling with profanity, and purposeful exclusion. This may include, but is not limited to, pictures, rumors, repeatedly teasing another person, name calling with profanity, and purposeful exclusion.
7.	Destruction of Property/Vandalism (Under \$100 in damage)	The willful or malicious destruction and/or defacing, including graffiti or tagging, of City property or the property of others.
8.	Disrespect / Use of Profanity	Conduct or behavior that incites or advocates violence, sexually obscene speech, pornographic speech, threats of violence or killing, and fighting words insults directed at the hearer.
9.	Inappropriate Behavior in Public	Extreme public displays of affection, including but not limited to consensual kissing or touching, that disrupt Sports Park or Recreation Center programs or activities.
10.	Reckless Behavior	Reckless or boisterous behavior, including, but not limited to, pushing, bumping, fighting or any other activity which could endanger the safety of persons using the Sports Park and Recreation Center.
<b>GENERAL</b>		
11.	Repeated Misconduct of a Less Serious Nature	Repeated misconduct which tends to disrupt the orderly conduct of the Sports Park and Recreation Center, a program and/or activity.
12.	Failure to Comply with Staff Instructions and/or Park Rules	Either verbal or non-verbal refusal to comply with Sports Park and Recreation Center rules and regulations; and/or City of Lake Forest staff instructions or directives

**E. Provisions of the Policy – Open Gym Programs and Youth/Teen Recreation Programs, Levels 2 & 3 Violations**

The Open Gym program, Adult Sports Leagues and the Teen/Youth programs shall abide by the following Level 2 and Level 3 violations.

A Level 2 violation is defined as more serious or disruptive examples of the offenses in Level 1. Level 2 also includes repeated acts of misconduct from Level 1. **A Level 2 violation may result in immediate expulsion from the Sports Park & Recreation Center up to a three month**

**suspension from the Sports Park & Recreation Center.**

Level 2 violations include:

1.	Insubordination/Open Defiance	Refusal to comply with Sports Park and Recreation Center rules and regulations and/or City of Lake Forest staff instructions or directives.
2.	Stealing (Less than \$20 in damage)	Taking the property of another without permission of the person.
3.	Intimidation/Threats	The verbal or physical threat to do harm or violence to another park user(s) or to the property of another person.
4.	Hazing	Any action or situation that endangers the health or safety of a participant/patron. This includes repeated acts of hazing that do not result in bodily harm or injury.
5.	Fighting	Physical contact between two or more participants/patrons which is harmful, injurious, or disruptive. Note: Self-defense is described as an action taken when a person reasonably believes that he or she is in imminent danger of suffering bodily injury, reasonably believes that the immediate use of force is necessary to defend against that danger, and the person uses no more force than is reasonably necessary to defend against that danger.
6.	Destruction of Property/Vandalism (Over \$100 in damage)	The willful or malicious destruction and/or defacing, including graffiti or tagging, of City property or the property of others.
7.	Repeated Misconduct of a Serious Nature	Repeated misconduct which tends to disrupt the orderly conduct of the Sports Park and Recreation Center, a program and/or activity.

Level 3 violations are defined as major acts of misconduct. They include repeated misconduct acts from Levels 1 and 2; serious disruption of order at the facility; threats to the health, safety, and property of others; and other acts of serious misconduct. **A Level 3 violation may result in immediate expulsion from the park up to a one year suspension from the Sports Park & Recreation Center.**

Level 3 violations include:

1.	Physical Attack	An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual (More serious than Level 2).
2.	Breaking and Entering	The unlawful and willful entry or attempted forcible entry of the facility or the personal property of Sports Park or Recreation Center patrons and City of Lake Forest personnel. Entering or being in the Sports Park and Recreation Center at any time other than during the posted hours of operation.
3.	Destruction of Property/Vandalism (More Than \$250 in damage)	The willful or malicious destruction and/or defacing, including graffiti or tagging, of City property or the property of others.
4.	Stealing (More than \$20 in damage)	Taking the property of another without permission of the person.

5.	Under influence of Alcoholic Beverages or Illegal Drugs	Entering and being in the park under the influence of alcoholic beverages or illegal drugs or with one's motor skills or judgment impaired as the result of any alcoholic beverage or drugs.
6.	Possession of Alcohol or Illegal Drugs	Using, consuming, or having within one's custody or control, alcohol, or illegal drugs at the Sports Park and Recreation Center.
7.	Possession of Knives, Guns or Weapons	Use or possession of knives, guns or weapons within the Sports Park and Recreation Center is prohibited with the exception of tools or equipment permitted under Section 13.04.024 of the Lake Forest Municipal Code.
8.	Repeated Misconduct of a More Serious Nature	Repeated misconduct which tends to substantially disrupt the orderly conduct of the Sports Park and Recreation Center.

**F. Staff Responsibilities**

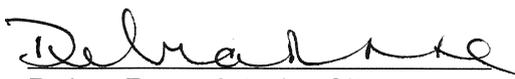
1. Documentation: All situations resulting in suspensions of an individual will be documented in a City of Lake Forest Incident Report.
2. Notification: Staff shall provide a written notice explaining the violation and cause of the suspension to any person who is suspended more than one week.
3. Retention: Incident Reports and Written Notices shall be retained per the City's Records Retention Policy.

**G. Appeals**

Individuals who are suspended shall have ten (10) days from the date of the suspension to request an appeal hearing with the Director of Community Services. The appeal request shall be in writing and submitted to the Director. Within twenty (20) days of receiving the appeal request the Director shall provide the appeal hearing. The Director shall have the right to reinstate the participant/patron and remove the suspension, uphold the suspension, or take any other action deemed appropriate. The suspended participant/patron may appeal the decision of the Director to the City Manager or his designee. The City Manager or his or her designee's decision on such appeal shall be final.

**H. Authority**

This Policy is adopted pursuant to the authority granted in and consistent with Chapter 13.04 of the Lake Forest Municipal Code, along with the authority of the City Manager. This Policy may be amended at the discretion of the City Manager at any time.

  
Debra Rose, Interim City Manager

4-6-17  
Date