

**TOWN OF ELKIN
ELKIN RECREATION & PARKS DEPARTMENT**

Discipline Policy

This policy will provide a guideline for Town Staff to effect discipline upon those who violate rules within the recreation and parks system and any associated facilities. These guidelines may be enforced at any event or program located on Town of Elkin Recreation & Parks Property. Violation of any portion of the **ORDINANCE REGULATING USE OF RECREATION AND PARKS FACILITIES (Chapter 90)** or **ORDINANCE REGULATING CEMETERIES (Chapter 97)** may result in temporary or permanent expulsion from those town facilities. These guidelines may be altered at any time by staff dependent on the severity of the violation.

Town ordinances may be provide upon request or viewed at:
http://www.amlegal.com/codes/client/elkin_nc/

1. *Physical or Verbal Attacks* will not be tolerated and will result in disciplinary action. (*NOTE: For the purpose of this policy, a "verbal attack" is defined as a verbal threat directed at the Staff, Official, Scorekeeper or Patron/Visitor.*)
 - a. Verbal attacks on other patrons may result in a one (1) year suspension, depending on severity. Communicating threats may result in permanent suspension.
 - b. Physical violence may result in a permanent suspension, depending on severity.
 - c. Appropriate legal action may also be taken.
2. *Loitering* in the halls/Lobby areas and in front of the building is not allowed.
 - a. First infraction will result in a warning.
 - b. Second infraction will result in a one (1) day suspension.
 - c. Third infraction will result in a thirty (30) day suspension.
3. *Use of Profanity* will not be tolerated.
 - a. First infraction will result in a warning.
 - b. Second infraction will result in a one (1) day suspension.
 - c. Third infraction will result in a thirty (30) day suspension.
4. *Hanging on Rim* during free play is not allowed.
 - a. First infraction will result in a warning.
 - b. Second infraction will result in a one (1) day suspension.
 - c. Third infraction will result in a thirty (30) day suspension.
5. *No Food or Drink(s)* are allowed in gymnasiums, except for Game days (sealable container).
 - a. First infraction will result in a warning.
 - b. Repeated infractions will result in a daily suspension
6. *Arguing* or Excessive Arguing with staff will not be tolerated.
 - a. If a person argues one time with staff or an official, this will result in a daily suspension.
 - b. If a person continues arguing after being warned by staff or an official, or if there are repeated infractions, this may result in a ninety (90) day suspension or longer.
 - c. If police or others have to be contacted, this may result in a (1) year or permanent suspension.
7. *Tobacco products* are not allowed within, Elkin Recreation Center building and grounds and the Elkin Municipal Pool. (*No smoking, no dipping, vaping/E-Cigarettes*)
 - a. First infraction will result in a verbal warning.
 - b. Second infraction may result in a 1 week suspension.

- c. Third infraction may result in a 6 month to a year suspension.
8. *Drugs and Alcohol* will not be allowed at any Recreation and Parks facility. Anyone caught with drugs or alcohol or under the influence of drugs or alcohol may be suspended for one (1) year and any appropriate legal action will be taken.
- Weapons* are not allowed at any Recreation and Parks facility, except in accordance with Section 2-25 of the Recreation Facilities Ordinance, and possession of weapons will result in disciplinary action.
- a. First time possession of a concealed weapon except in accordance with Section 2-25 of the Recreation Facilities Ordinance may result in a one (1) year suspension.
 - b. Repeated possession of a concealed weapon, displaying a weapon of any kind, or possession of a gun at a facility except in accordance with Section 2-25 of the Recreation Facilities Ordinance, may result in a minimum five (5) year suspension and possible permanent suspension.
9. Tampering with *security camera(s)* is not allowed.
- a. First infraction may result in a six (6) month suspension.
 - b. Repeated infractions may result in a one (1) year suspension.
10. Anyone caught *undressing* down to his or her underclothes in gymnasiums and not utilizing the locker rooms or bathroom will be suspended.
- a. First infraction may result in a six (6) month suspension.
 - b. Repeated infractions may result in a one (1) to five (5) year suspension.
11. *Proper fitness attire*: Shirts and gym shoes are required indoors at all times (*Note: Staff may use discretion of "shirt policy" within the gymnasium due to heat and temperature. Women must wear appropriate attire within the gymnasium and other areas of the recreation center and must be covered by a "shirt" at all times*). Pants/shorts must be worn so that underwear or shorts are covered at all times.
- a. First infraction without appropriate clothing will result in warning.
 - b. Second infraction will result in a daily suspension.
 - c. Third infraction will result in a weekly suspension.
12. *Damage or theft of Town or others personal property* will result in disciplinary action.
- a. First infraction for minor damage may result in up to a one (1) year suspension.
 - b. Second infractions, or any action resulting in significant damage, may result permanent suspension, depending on severity.
13. *Any pass holder allowing a non-pass holder to enter the recreation center* thru an entrance or by using their personal access card.
- a. First infraction may result in a thirty (30) day suspension.
 - b. Second infraction may result in a ninety (90) day suspension.
 - c. Third infraction may result in a permanent suspension, depending on severity.
14. *Anyone entering the building thru an entrance without paying* for a monthly, annual or day-pass who uses the fitness room, free-weight room or the gymnasium without staff permission.
- a. First infraction may result in a week suspension.
 - b. Second infraction may result in a thirty (30) day suspension.
 - c. Third infraction may result in a one (1) year- permanent suspension, depending on severity.
15. *Elkin Recreation & Parks Department does not allow* overt displays of public affection.
- a. First infraction will result in a warning.
 - b. Second infraction may result in a one (1) week suspension.
 - c. Third infraction may result in a thirty (30) day suspension.

16. *Disciplinary Actions:*

- a. Annual or Monthly pass holders that violate any items within the discipline policy and are expelled will not receive a rebate, return or extension of that pass should it be in effect during the time of expulsion.
- b. Anyone suspended from any Town of Elkin Recreation & Parks facility will not be allowed at any facility during the suspension. If he/she is caught on any recreation and parks department premises while suspended, the police will be authorized to remove he/she and his/her time will be doubled and may result in a charge of trespassing.
- c. Any member of the public that receives disciplinary action as a result of not following these rules will receive a written notice of the action and a date from which the disciplinary action will begin. This notice must be approved by the Recreation and Parks Director or his/her designee.
- d. Staff of the Town of Elkin and the Elkin Recreation Center reserves the right to amend any of these discipline rules depending on severity, frequency or other information regarding an infraction.