

**TOWN OF FORT NELSON  
NORTHERN ROCKIES REGIONAL DISTRICT  
POLICY & PROCEDURE MANUAL**

**3700-01 RECREATION FACILITY PATRON DISCIPLINE POLICY**

**Background**

***As the operator of all municipally owned Recreation Facilities, the Northern Rockies Regional District has the responsibility under the Occupier's Liability Act to ensure the safety of all staff and patrons. The Regional District has established rules and regulations governing the conduct of all persons using the Regional District Recreation Facilities, and the Recreation Department has been charged with enforcement of these rules and regulations. Recreation Department staff are also responsible for ensuring that the facilities are used as intended, and that patrons behaviour is socially acceptable.***

**Policy\Objective**

***The Recreation Department will administer a disciplinary policy dealing with infractions of the established rules and regulations by patrons of the various recreation facilities. Formal establishment of this policy will allow consistency in dealing with disciplinary problems.***

**Implementation**

- 1. First infraction of any of the established rules and regulations shall result in a verbal warning being issued to the offender. A detailed incident report outlining the circumstances of this infraction, will be completed by the on-duty employee and will be forwarded to the immediate supervisor for his/her review. This verbal warning shall not result in a suspension of patron privileges. The severity of the first infraction may necessitate the bypassing of this step. This discretionary decision shall remain the responsibility of the on-duty employee.***

<b><i>Policy Section: 37</i></b>	<b><i>Recreation &amp; Culture</i></b>
<b><i>Subject: 3700-01</i></b>	<b><i>Patron Discipline Policy</i></b>
<b><i>Prepared by: Debbie Walker</i></b>	<b><i>Approved by Mgmt Team:4/24/97</i></b>
<b><i>By Administrator:</i></b>	<b><i>By Council/Board: Oct 27, 1997</i></b>
<b><i>Revision Date: November 15/99</i></b>	<b><i>Page: 1 of 3</i></b>

2. ***Second infractions of any of the established and posted regulations shall result in the immediate ejection of the offender from the recreation facility for the remainder of the current day. In instances where the individual being asked to leave is uncooperative, the RCMP shall be contacted to effect the removal. A detailed incident report outlining the circumstances of this infraction shall be completed by the on-duty employee issuing the ejection and will be forwarded to the immediate supervisor for his/her review. This second infraction need not be related to the first infraction, other than the infraction is committed by the same individual. The severity of this infraction may necessitate the bypassing of this step. This discretionary decision shall remain the responsibility of the Director of Recreation Services or his/her designate. Staff are clearly instructed not to use physical force under any circumstances but rather contact the RCMP.***
  
3. ***Third infractions of any of the established and posted regulations shall result in the immediate ejection of the offender from the recreation facility for the remainder of the current day. A detailed incident report outlining the circumstances of this infraction will be completed by the on-duty employee issuing the ejection, and will be forwarded to the immediate supervisor for his/her review. The immediate supervisor will provide a detailed report and a copy of all relevant incident reports to the Director of Recreation Services or his/her designate, who will then decide on the appropriateness and duration of an extended suspension from that facility, to a maximum of two (2) weeks. All reasonable attempts will be made to contact the individual being suspended and a copy of the suspension letter will be forwarded to the RCMP for their records. This third infraction need not be related to the previous infractions other than the infraction is committed by the same individual. The severity of this infraction may necessitate the bypassing of this step. This discretionary decision shall remain the responsibility of the Director of Recreation Services or his/her designate.***

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4. ***Further incidents by the same individual will be handled in the same manner as step three with a detailed report being forwarded the Northern Rockies Regional Board by the Director of Recreation Services or his/her designate. The Director of Recreation Services or his/her designate will provide the Regional Board with a recommendation on further actions to be taken against the individual concerned. The Regional Board shall maintain the authority to dispense stronger disciplinary action.***
  
5. ***In a situation where the offender is a child, and especially where ejection from a facility or suspension of privileges from a facility for a child appears to be required & imminent, staff will make an attempt to determine the child's name, the name of their parent(s), and a home telephone number and IF such information is given, will make an attempt to contact the parent(s) to advise them of the situation & request that they attend the facility at once to remove the child. In such instances & if they are desirous of further discussion about the offence or this policy, parents will be requested to engage in such discussion with the Director of Recreation Services or his/her designate, as opposed to the operating staff member.***

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