

SURF CITY PARKS AND RECREATION DEPARTMENT

Policy, Procedures & Code of Conduct

**Our Athletic Mission is to strive for a fun, positive, and safe environment for people of all ages to learn and enjoy all aspects of sporting activities in a recreational setting. We will continue to focus on teamwork, sportsmanship, personal growth and wellness.*

Anyone participating in programs or sports on the premises must abide by the following code of conduct:

Our philosophy is that all sports and activities are conducted in a safe and positive manner. All participants associated with programs must be accountable for their behavior. There is not to be any foul language or bullying used in or around the premises. Everyone will be treated with respect regardless of race, sex, creed, or ability. Programs held at this facility are for fun, social, health wellness and educational experiences, positive support should be provided to all staff, coaches, volunteers, officials and instructors. Positive parent participation is very important to help children with their activities. Parents need to refrain from 'over coaching' their children, as this leaves the child feeling insecure and uncomfortable about participating in activities.

The use of Drugs, Tobacco, Alcohol and Performance Enhancers is prohibited on the premises at all times.

Guidelines for Background Screenings of Employees and Volunteers

Surf City's Park and Recreation Department has implemented the following guidelines for credentialing employees and volunteers through comprehensive background screening. These guidelines have been adopted in compliance with the "National Recreation and Park Association Recommended Guidelines for Credentialing Volunteers".

Misconduct Subject to Exclusion

It is the policy of the Surf City's Parks and Recreation that a person will be disqualified and prohibited from being employed or serving as a volunteer if the person has been found guilty of the following crimes:

Guilty means that a person was found guilty following a trial, entered a guilty plea, received a prayer for judgment, received deferred prosecution, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt.

SEX OFFENSES

- All Sex Offenses (misdemeanor or felony) – regardless of the amount of time since offense.
 - Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

- All Felony Violence – regardless of the amount of time since offense.
 - Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- All Felony offenses other than violence or sex within the past 10 years.
 - Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

- All misdemeanor violence offenses within the past 7 years.
 - Examples include: simple assault, battery, domestic violence, hit & run, etc.
- All misdemeanor drug and alcohol offenses within the past 5 years or multiple offenses in the past 10 years.
 - Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer/employee.
 - Examples include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

For misdemeanor alcohol or drug offenses that occurred at least one year prior to the application and less than five years from the date of the application, waivers may be considered and the applicant may be considered eligible to be a volunteer or employee. Factors such as the offense involved, the age of the applicant, the facts and circumstances surrounding the incident, the action taken against the applicant, the applicant's overall record, the applicant's community and school service activities since the incident and other factors and information that may be taken into consideration by the Human Resources Director (or his/her designee) and the Director of Parks and Recreation (or his/her designee) as may be appropriate.

Pending Cases

Anyone who has been charged with a misdemeanor or felony offense that is pending in court will not be considered for employment or volunteer service until the official adjudication of the case.

*If you are interested in coaching or volunteering please go online to surfcity.recdesk.com and register as a coach. You will need to provide a copy of your identification, fill out a background release form and volunteer application and go through a screening process. You will be required to take a short online training course as a coaching requirement. If you are interested in volunteering for special events please call us at 910-328-4887