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**DEPARTMENT:** COMMUNITY & ECONOMIC DEVELOPMENT

**TITLE:** **DISCIPLINARY ACTION: RECREATION FACILITIES & PROGRAMS POLICY**

Minutes reference date: 12 May 1997

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**PURPOSE**

To establish guidelines as they relate to disciplinary action to be taken by staff or the Leisure Services Advisory Committee as a result of events or incidents requiring banning or other sanctions

**POLICY**

1. It will be the responsibility of the Director of Leisure Services to assess, on an impartial basis, all complaints or reports of improper conduct which may have taken place in or on a facility under the control of this department or during an activity or event organized by Amherst Leisure Services.
2. The Director will interview staff, security personnel, witnesses, and if necessary, those accused of the incident in an effort to determine the seriousness of the individual's actions and the disciplinary action to be taken. Reports, records and files will also be researched and taken into consideration when determining the extent of the disciplining action and/or the length of ban imposed.
3. In the event a ban is placed on an individual, up to and including 2 weeks, the Chairman and members of the Leisure Services Advisory Committee will be notified, in writing, of the action taken and the circumstances surrounding the incident.
4. If an individual is banned for more than 2 weeks, the event will be discussed with the Chairman of the Leisure Services Advisory Committee prior to notice of banning being sent. All committee members and Council will be notified in writing of the banning.
5. Should the individual or individuals banned from the Stadium wish to appeal, they may do so by writing to the Chairman of the Leisure Services Advisory Committee requesting a meeting with the Committee to hear their presentation.
6. The Director will photocopy and distribute to all Committee members and Council all reports, correspondence and other pertinent information prior to the appeal meeting.
7. All ban letters will be hand delivered or sent registered mail if time permits.