
PARTICIPANT/VISITOR DISCIPLINARY PROCEDURE

Level 1: Verbal Warning

Any staff may issue verbal warnings for minor violations of rules and guidelines. Repeat warnings however minor may lead to level 2 or 3 disciplinary action.

Examples of Minor Violations

- Volume control, foul language, or being disrespectful of others
- Tampering with or mishandling of equipment (no damages)
- Not cleaning up after yourself

Level 2: Review and Sign a Copy of Rules & Guidelines

Repeat verbal warnings for minor violations or a moderate violation requires participant to review and sign a copy of the rules and guidelines. Inform them of the specific policy violated, and that this is the final warning before enforcing a ban.

Examples of a Moderate Violation

- Continuous minor violations despite verbal warnings from staff
- Not reporting accidental equipment damages to staff
- Reckless behavior/endangering others (no injuries involved)

Level 3: Participant is banned from the Facility

Inform offenders of the reason for ban and specific day they may return (if they may return). If the offender is a minor, administration will contact parent/guardians regarding the violations and disciplinary actions taken. Document disciplinary action taken on an incident report form.

Removal From the Premises

Participant is asked to leave and are banned from the premises until the following day. Decision is made at individual staff's discretion, consult administration afterward.

One Week Ban

Staff and administrator(s) review the situation/documentation. Participant is out for the rest of the day and informed of the date they may return (after 7 full days). Document the incident.

Permanent Ban

Permanent ban is an administrative level decision and may be issued with or without prior warning. Any severe violation or repeat offense after prior disciplinary action is grounds for permanent ban. Document the incident.

Severe Violations:

- Continuous moderate violations despite verbal warnings from staff
- Intentional damages to equipment or facility (tangible or intangible)
- Any illegal activity requiring police attention/intervention (fights, drugs, alcohol, etc)
- Intentionally reckless behavior leading to the injury of staff or participant