

## CONTACT NUMBERS

<b>Administration</b>	<b>706-613-3800</b>
<b>Arts Division</b>	<b>706-613-3620</b>
<b>Athletics Division</b>	<b>706-613-3589</b>
<b>Natural Resources</b>	<b>706-613-3615</b>
<b>Parks Division</b>	<b>706-613-3800</b>
<b>Recreation Division</b>	<b>706-613-3580</b>



Athens-Clarke County  
Department of Leisure Services  
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## Code of Conduct

*for Athens-Clarke County Leisure Services program participants and visitors to recreational facilities and parks*



### **Athens-Clarke County Leisure Services Department Mission Statement:**

To enrich the lives of our citizens through the stewardship of the community's natural resources and the efficient and responsive provision of quality leisure opportunities, experiences, and partnerships.

## I. Code of Conduct

The following code of conduct applies to all Leisure Services program participants and visitors to department facilities. All individuals and organizations will be held to this code when using Leisure Services facilities. The rights of certain individuals are protected by the Americans with Disabilities Act. Violations will be dealt with on a case by case basis.

## II. Expected Behavior

- Be respectful and courteous to staff and other participants.
- Participate in planned activities.
- Follow directions given by staff or their designee.
- Exhibit and maintain positive attitudes.
- Exhibit and maintain respect of all property, facilities, and equipment.
- Adhere to all facility and program rules and regulations.
- Follow all Federal, State and Local laws

## III. Code of Conduct Violations

Should a participant be unable to maintain the expected behaviors established by ACC Leisure Services, ACC staff will take appropriate progressive disciplinary action to handle the situation in a prompt and courteous manner. Any disciplinary action involving a minor (under age 18) will require immediate notification of the parent or guardian by ACC Leisure Services staff. Depending on the severity of the infraction, a personal meeting with the parent or guardian and ACC staff may be required.



**What  
Are You  
Doing  
Today?**

## IV. Repeat Offenders

Any participant that continues to exhibit unacceptable behavior and repeatedly violates ACC's Code of Conduct, may lose their scholarship and/or program privileges for a period of up to one year.

## V. Appeals Policy

- If an individual is unsatisfied with the disciplinary action taken, he/she must first attempt to resolve the problem with the staff person.
- If the issue is unresolved, it may be taken to the employee's immediate supervisor within 3 business days of the incident. This appeal may be made orally or in written form.
- If the issue is not resolved, the individual may make a written appeal to the Division Administrator. This must be done within five working days from the incident in question. The Division Administrator will respond to the written appeal within five working days after receiving it.
- If the issue is not yet resolved, the individual may make a final written appeal to the Leisure Services Director. It must be presented within fourteen (14) business days of the incident and will be responded to within five working days after the Director receives it.