



City of Portland
Parks, Recreation and Facilities Management Department
212 Canco Road, Suite A
Portland, Maine 04103
207-808-5400

Participant Rules, Guidelines, and Code of Conduct

The City for Portland’s Parks, Recreation & Facilities Department is dedicated to providing safe programs, parks, pools and facilities. We pledge to do all we can to make participation safe and enjoyable. Participants in our programs can help the City provide a safe and enjoyable environment by treating others with respect and following Participant Rules, Guidelines, and the Code of Conduct.

PROGRAM READINESS SKILLS:

- Participants must be able to participate independently or with reasonable accommodations/modifications.
- Participants must be the appropriate age for the program as defined by the program for which he/she is registered.
- Participants must be able to take and follow directions and instructions from a staff person.
- Participants must interact and participate in a manner that is physically and emotionally safe for themselves and others.
- Participants must be able to maintain personal care without the support of recreation staff.
- Participants must be able to stay with his/her assigned group.
- Participants must respect others (following directions; using appropriate language; keeping hands/feet to self).
- Participants must maintain self-control (anger management) and follow the Parks, Recreation & Facilities Departments **Behavior Rubric**. Please review the **Behavior Rubric** for our behavioral guidelines.

Covid-19 Specific Readiness Skills

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend physical distancing and have, in many locations, prohibited the congregation of groups and people.

The City of Portland, Maine (City) has put in place preventative measures to reduce the spread of COVID-19. As a result some COVID-19 specific readiness skills have also been developed to help keep us all safe while we play.

- Participants must be able to independently put on and take off their PPE—Personal Protective Equipment-cloth face mask.
- Participants must be able to tolerate the use of a mask for 30-minutes or longer.
- Participants must be able to independently complete 20 seconds of hand washing.
- Participants must be able to maintain appropriate current physical distancing given verbal prompting and visual cues.

I have read and understand the above Rules, Guidelines and Code of Conduct. By signing below, I am stating that I understand that I /the Participant or my child as the Participant, must abide by all of the above requirements. I understand that the Parks, Recreation & Facilities staff reserve the right to discuss with me any questions or safety concerns they may have about my use of the program or my child’s use of the program. I understand the City of Portland may remove me or my child from the program if I/the Participant or my child as the Participant, violate the above rules or it otherwise becomes unsafe for me or my child to participate. I am aware that I may request an INCLUSION REQUEST FORM in order to request a reasonable accommodation for my child as the Participant or myself as the participant.

Date: _____

Name of Participant: _____

Parent/Guardian:

Please Print Name

Signature:

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PARKS, RECREATION
& FACILITIES

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Behavior Rubric

Behaviors	First Offense	Second Offense	Third Offense
<p><u>Covid-19 Specific Behaviors</u> Persistent refusal to wear PPE Refusal to follow the Health Checklist for handwashing Persistent failure to maintain physical distancing guidelines Refusal to remain with their group—crossing over into another groups space/activity Coughing on someone pretending to have the Corona Virus Touching someone else’s food, supplies, belongings Spitting on another participant Spreading misinformation/fear</p>	<p>The City of Portland, Maine (City) has put in place preventative measures to reduce the spread of COVID-19, repeated offenses will result in a termination of program participation to ensure the health and safety of all.</p>		
<p><u>Disruptive Behavior</u> Includes: Interrupting Failing to follow directions Inappropriate language or noises Other behaviors that interfere with the functioning of the group</p>	<ul style="list-style-type: none"> Up to five minutes break from activity Process with the child why the behavior is inappropriate Parent is informed by staff 	<ul style="list-style-type: none"> Sees site leader to process behavior Misses activity with the group Parent is informed by site leader Behavior plan will be created 	<ul style="list-style-type: none"> Behavior Plan is reviewed/developed
<p><u>Verbal Abuse</u> Includes: Teasing, Swearing Name calling Putdowns Gossiping and rumors Other behaviors which harm the feelings of others</p>	<ul style="list-style-type: none"> Up to five minutes break from activity Process with child why behavior was inappropriate Parent is informed by staff 	<ul style="list-style-type: none"> Sees site leader to process behavior Misses activity with the group Calls parent to report behavior, when it is age appropriate 	<ul style="list-style-type: none"> Sees site leader Calls parent to report own behavior Site leader, parent and recreation supervisor meet to develop a behavior plan
<p><u>Physical Aggression</u> Includes: Pushing Shoving Spitting Slapping (“light” hitting with opened hand or closed hand) other participants and staff Theft</p>	<ul style="list-style-type: none"> Break from activity to process behavior Calls parent to report own behavior, when it is age appropriate 	<ul style="list-style-type: none"> Recreation program terminated 	

<p><u>Severe Threat of Bodily Harm or Property Damage</u> Includes: Hitting hard with open hand or fist (closed hand) Shoving, kicking, punching Biting, spitting or other harmful physical behavior Throwing furniture Destruction or defacing property and program supplies/equipment Elopement and leaving the group and/or the activity site</p> <p><u>Use of an Object as Weapon/Misuse of Drugs Including Medications and Alcohol</u> Includes: knives, bats, guns or anything that can be used as a weapon towards others. Illicit substances i.e., medications/drugs, including prescriptions and alcohol.</p>	<ul style="list-style-type: none"> • Recreation program terminated 		
<p><u>Serious Harassment/Bullying</u> Includes: Sexual harassment Civil rights violations Bullying including Cyber bullying Sexting Inappropriate sexual behavior Intolerance of others' differences in language/actions</p>	<ul style="list-style-type: none"> • Recreation program terminated 		

Updated 8/5/20

Date: _____

Name of Participant: _____

Parent/Guardian:

Please Print Name

Signature of Parent/Guardian:
