



## **Recreation & Wellness Disciplinary Action Policy**

The Facility Guidelines and Policies were established to ensure that all members and guests are provided with a safe and satisfying experience. Guidelines can be modified at any time under the discretion of Recreation & Wellness departmental leadership. All patrons are expected to participate in a friendly manner. All guidelines will be enforced by Recreation & Wellness student and professional staff. Responsibility for supervision of the facilities rests with staff directly in charge of the activity or area. Harassment or disregard of the directions provided by the staff will result in immediate ejection from the facility and may result in additional disciplinary action.

*The Recreation & Wellness department reserves the right to suspend any individual permanently, or for a specified period of time, for failure to comply with safety policies and rules, or for any conduct that is viewed by the staff as unsafe or inappropriate. An appeal can be made for suspensions based on the appeal process described in the "Appeals of Administrative Decisions" section of this policy.*

### **Disciplinary Action Guidelines**

This document is a reference for the range of disciplinary actions that will be issued if individuals are in violation of the outlined Recreation & Wellness policies. Since all cases cannot be described in detail, examples noted in various categories are provided. These suspension lengths are guidelines only and may be extended at the discretion of the Assistant Director of Facility & Event Operations and/or additional Recreation & Wellness professional staff. Disciplinary actions and suspensions are handled on a case-by-case basis. Suspended individuals are ineligible to utilize any Recreation & Wellness facility or participate in any Recreation & Wellness activities until their suspension has ended. Individuals who have academic classes within the Student Recreation Center will be granted access for the sole purpose of attending scheduled academic classes.

Any disciplinary matter is subject to additional sanctions from the Office of Student Conduct and Academic Integrity for current ODU students. Sanctions by Recreation & Wellness are not the same as sanctions from the Office of Student Conduct and Academic Integrity. These offices operate independently and may exercise their own judgment in any situation or case that arises.

In this document, “patrons” refers to all users of the Student Recreation Center and University Fitness Center including, but not limited to, current ODU students and other Recreation & Wellness members as well as guests.

### **Facility & Membership Policy Violations**

This section is intended to address blatant and/or repetitive disregard of facility and/or membership policies as well as disregard of direction given from a Recreation & Wellness staff member. Examples include, but are not limited to: accessing the facility without proper membership or pass, assisting someone in accessing the facility without proper membership or pass, repetitive violation of given facility policies (use of chalk, proper attire, storage of personal items, etc.), refusal to adhere to instruction given by Recreation & Wellness staff members.

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Communication from/Meeting with Assistant Director	2 week facility suspension	4 month facility suspension	One year facility suspension

### **Tobacco, Alcohol and Illegal Substance Policy**

This section is intended to address the use of tobacco, alcohol and any illegal substance. Smoking or using any smokeless tobacco products, consuming an alcoholic beverage, or consuming/using a mind altering substance at any Recreation & Wellness facility or event will result in immediate removal from facility site and surrounding area. The individual will also receive a suspension from Recreation & Wellness facilities and programs based on the chart below.

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
2 week facility suspension	4 month facility suspension	One year facility suspension

### **Fighting or Threats**

This section is intended to address any aggressive physical contact with a patron before, during or after any Recreation & Wellness activity or event; aggressive contact with any Recreation & Wellness staff; specific threatening comments or actions towards a Recreation & Wellness staff member or patron. Such actions will result in immediate removal from the facility site and surrounding area. The individual will also receive a suspension from Recreation & Wellness facilities and programs based on the chart below.

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
2 week facility suspension	4 month facility suspension	One year facility suspension

### **Thefts and Other Criminal Activity**

This section is intended to address any thefts or other criminal activity occurring within any Recreation & Wellness managed spaces. Such actions will result in immediate removal from

the facility site and surrounding area as well as immediate notification to the University Police Department. The individual will also receive a permanent suspension from Recreation & Wellness facilities and programs.

## **Appeals of Administrative Decisions**

### **The Appeal Process**

The Recreation and Wellness Appeal Process is an internal process that reviews sanctions based on violations of departmental policies and procedures. Decisions on patron suspensions made by the Assistant Director of Facility & Event Operations may be appealed to the Director of Recreation & Wellness within five (5) business days from the time the sanction notification letter has been sent. Appeals must be submitted in writing or via email to the Director of Recreation & Wellness. During the appeal's process, the patron is not permitted to utilize any Recreation & Wellness facility or participate in any Recreation & Wellness activities/events until a final decision has been made. Appeals must be sent by email to Coulson Thomas, cothomas@odu.edu, Director of Recreation & Wellness, or delivered in-person to Suite 1207 of the Student Recreation Center.

### **Purpose of the Appeal Process**

The purpose of the appeal process is to ensure that patrons who engage in Recreation & Wellness facilities and programs have the opportunity to fully participate in the disciplinary process and are treated fairly. The appeal process is not a rehearing of the original conduct case, but is an opportunity for the appealing party to request a review based on one or more of the following bases of appeal:

- A procedural error that unfairly and materially affected the outcome of the case,
- New evidence, which has been discovered, that was not available at the time of the original meeting, and/or
- Suspension length not consistent with conduct guidelines.

If one or more of these grounds of appeal have been met, the result of the original conduct case and/or sanctions could be modified.