

HURLEY RECREATION CODES OF CONDUCT

CODE OF CONDUCT

Membership / Visitors, Staff and Board Members

The Codes of Conduct have been developed to ensure a safe, friendly and respectful place for members, visitors, staff and the Board to gather in the spirit of cooperation, relaxation, good will, fun and friendly competition. First, there will be a listing of a general code that applies to everyone and then there will be additional codes for the groups previously mentioned. The Code of Conduct differs from rules in that it addresses acceptable/unacceptable behavior.

All members, visitors, staff and Board members are expected to conduct themselves in a manner that:

- Creates an environment and culture that is reflective of the personal integrity and respect in which this association was founded and shown through honesty, integrity and good sportsmanship.
- Acknowledges Hurley Recreation Association (Hurley Rec) as a family friendly environment and, therefore, refrains from using obscenities and loud boisterous behavior inappropriate for children and good taste
- Observes proper etiquette in and around the pools, courts, and grounds
- Is reflective of being an Ambassador for Hurley Rec when out in the community, at other clubs and/or at Hurley Rec.
- Shows the utmost respect and dignity to fellow members, staff and visitors
- Does not damage the character, integrity, good will, property and community view (local and/or the broader community) of the Hurley Rec and/or staff through any and all forms of communication including social media.
- Is reflective of an adherence to ALL club rules
- Demonstrates an understanding that members and visitors have no authority to instruct staff in job performance and duties
- Understands that the Park Director is responsible for instructing the staff in the performance of their duties
- Is vigilant in reporting real or perceived safety hazards to staff and/or Park Director
- Understands that the membership through the Board may make suggestions and/or report complaints regarding the operation of the club
- Does not denigrate, talk down to, scream at staff members, general membership and/or guests and does not create unnecessary strife and divisiveness
- Does not misrepresent their position and/or authority to others

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Board of Directors

This Code is developed to ensure a mechanism for establishing a business environment for the smooth operation and sound decision making process utilizing a spirit of cooperation.

All Board members are expected to conduct themselves in a manner that:

- Reflects honesty, integrity and support for the best interests of the Hurley Rec in carrying out the day to day business and planning for the future of the Hurley Rec
- Affords the membership an identifiable method to voice concerns in a proper and consistent manner, namely:
 - A place to bring concerns, ideas and suggestions for appropriate consideration and/or action
 - A respectful place where they have the freedom to voice opposition and/or praise
 - A place that does not create unnecessary strife, ill will and divisiveness among the membership and/or staff
- Has a professional and healthy regard for confidentiality
- Is an unbiased participant in establishing guidelines that are sound for the entire association through feedback from the membership
- Is consistent with a committee system of operation
- Recognizes and supports the Park Director in his/her efforts in assigning work to the staff and monitoring results

CODE OF CONDUCT

Staff

This Code is developed to ensure a mechanism for establishing a business environment involving a recreational facility and to ensure a smooth operation with dignity and respect. The Code of Conduct differs from rules in that it addresses acceptable/unacceptable behavior.

All staff are expected to conduct themselves in a manner that:

- Reflects positively for the membership for a well kept and maintained environment
 - A place that does not create unnecessary strife, ill will and divisiveness among the membership and/or staff
 - A place that is a source of pride in its' physical appearance
- Compliments a welcoming, and aesthetically pleasing environment
- Is unobtrusive to members and guests
- Is open to feedback regarding an immediate and or potential safety hazard for the membership and staff and handles it with an appropriate urgency
- Respectfully refers questions and concerns regarding the performance of duties to the Park Director

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CODE OF CONDUCT **Reporting Mechanisms**

To be effective the Code of Conduct requires open and honest communication between all parties. Given the potential personal nature of a conduct violation the Hurley Rec Board has defined the following mechanisms for a member/employee or board member to report a violation.

All reports of code violation will be dealt with by the Hurley Rec Board ensuring the strictest confidentiality of the reporting persons identification.

- Every Hurley Rec board meeting agenda includes a Member Speak section
 - Members can address the board with concerns, suggestions or code violations by staff or another member. The schedule of board meeting dates is posted under the Rules & Requirements tab of the web page.
- There is a BLUE suggestion box located under the mail pavilion, just left of the Snack Bar window. To ensure complete follow up it is suggested that you use the GRIEVANCE form found on the web page under the Rules & Requirements tab.
 - Forms available on the web page or above the suggestion box.
- Hurley Rec Board members email addresses are posted under the CONTACT section of the Hurley Rec website. Any of these email addresses can be used to contact a board member about a specific issue, including Code of Conduct violations. Drop us an simple email or to ensure complete follow up use the GRIEVANCE form found on the web page under the Rules & Requirements tab.