

FUNCTIONAL AREA: Department wide	PROCEDURE NUMBER: CAPRA 6.5 Participant and Spectator Code of Conduct	
SUBJECT: Code of Conduct Policy (supersedes Disruptive Patrons Policy)	AUTHORITY: Director of Parks and Recreation 	
SUPPORTING PWC POLICY/PROCEDURE: Code of Conduct Procedures	STAFF COORDINATOR: Assistant Director of Recreation	
EFFECTIVE DATE: 10/20/2025	Review Cycle: Every Two Years	Last Review: October 2025

INTRODUCTION

This policy outlines expected behaviors and practices for individuals or groups in County-owned parks, programs, and facilities.

PURPOSE

The purpose of this Code of Conduct is to create a safe and enjoyable environment for all visitors and participants in Prince William County parks, programs, and facilities.

SCOPE

This policy applies to all County-owned, leased, managed, or contracted parks, programs, facilities, sports fields, and public-use buildings.

AUTHORIZATION

This policy is authorized by the Director of Parks and Recreation.

APPLICABILITY

This policy applies to all players, participants, visitors, coaches, staff, volunteers, instructors, parents/guardians, and spectators.

RESPONSIBILITY

Supervisors/ managers or designees will ensure that this policy is distributed internally and available to the public on the DPR website.

EXCEPTIONS

Rules from sports leagues or other entities who operate on County property shall apply in addition to DPR rules and in case of conflict County rules shall supersede.

DEFINITIONS

Code of Conduct - A set of rules that explain how people are expected to behave in a certain place or situation.

Corrective Action - Steps taken to fix a problem when someone breaks the rules or doesn't follow the expected behavior.

Enforcement - Making sure people follow the rules and taking corrective action if they don't.

Infraction - A rule that has been broken or a minor violation of the Code of Conduct.

Progressive Action - A system where consequences get more serious each time someone breaks the rules again.

Trespass Notice - A warning or legal notice telling someone they are not allowed to enter a place anymore.

KEY RISK FACTORS

Without a Code of Conduct the risks include potential for unsafe or disruptive environments, program interruptions, harm to participants and staff, damage to property, and inconsistent enforcement.

CODE OF CONDUCT STATEMENT

To make our parks, programs, and facilities safe, welcoming, and fun for everyone, we follow these Golden Rules:

Be Kind

- Treat everyone with respect, staff, visitors, and teammates alike.
- Use polite language and actions.
- Include others and be a good sport.

Be Safe

- Follow safety rules at all times.
- Keep hands, feet, and objects to yourself.
- Report unsafe behavior to a staff member right away.

Be Fair

- Play by the rules and take turns.
- Be honest and show good sportsmanship.
- Respect decisions made by coaches, referees, and staff.

Be Responsible

- Take care of equipment, facilities, and the environment.
- Clean up after yourself and put things back where they belong.

- Use all areas and items as they are intended.

Follow Directions

- Listen to staff, instructors, and volunteers.
- Stay in approved areas and respect boundaries.
- Cooperate with all posted and spoken instructions.

Always Follow the Law

PROHIBITED CONDUCT

The following conduct is not permitted in a County park, program or facility:

- Conduct that violates any federal, state, or County law, code, ordinance, or regulation.
- Physical fighting, physical violence, physical abuse, assault, or assault and battery, including, but not limited to, in violation of County Code Sec. 16-8.
- Disorderly conduct in violation of County Code Sec. 16-13.
- Failure by the responsible adult(s) to supervise a minor child.
- Abusive language in violation of County Code Sec. 16-10.
- Conduct, including speech, gestures, or body language, that intimidates, threatens, and/or inspires fear in another individual, including a member of the public or County staff.
- Possession or use of alcohol in violation of County Code Sec. 16-14.1(c) – (d).
- Possession, distribution, or use of illegal drugs in violation of federal or state law, code, or regulation.
- Intoxicated persons in violation of County Code Sec. 17-37.
- The use or discharge of fireworks, firecrackers, explosives, or rockets in violation of County Code Sec. 17-41.
- The discharge of any firearm, air gun, gas gun, spring operated gun, BB gun, slingshot, dart device, or bow and arrow in violation of County Code Sec. 17-42.
- The carrying of a concealed weapon in violation of County Code Sec. 31-1.
- Vandalism, damage, destruction, abuse, excavation of or on, or improper use of County-owned property, in violation of County Code 17-19 and Sec. 29-2.
- Smoking in violation of County Code Sec. 23.1-2.
- Vaping, use of an electronic cigarette, or use of a tobacco product inside any building or paid facility or program.
- Littering in violation of County Code Sec. 17-39.
- Pollution/wastewater/solid waste discharge in violation of County Code Sec. 17-40.
- Not controlling pets in violation of County Code Sec. 17-45, not cleaning up after animals in violation of County Sec. 4-11, or allowing any dog to run at large in violation of County Code Sec. 4-23.
- Gambling in violation of County Code Sec. 17-38.
- Commercial activities or commercial solicitations in violation of County Code Sec. 17-27 or Sec. 17-28. Violation of the Prince William County Noise Ordinance, County Code Sec. 14-1 et seq.

- Entering or using a park or facility or its amenities at any time other than during the posted hours of operation pursuant to County Code Sec. 17-16 or Sec. 17-17.
- Non-permitted use of sports fields for organized play in violation of County Code Sec. 17-20 or 17-31.
- Harm, chase, hunt, frighten, etc., wildlife in violation of County Code Sec. 17-43.
- Use of a restroom facility in violation of County Code Sec. 17-36.
- Parking or operating vehicles or bicycles in violation of County Code Secs. 17-21, 17-22, 17-23, 17-24, 17-25, 17-26, or Sec. 13-321.
- Charging hybrid or electric cars in an outlet not specifically provided for this purpose.
- Any fire except in a facility specifically provided for that purpose, which is attended at all times and fully extinguished, pursuant to County Code Sec. 17-35.

CORRECTIVE ACTION

Staff will bring to an individual's attention any act which violates the Code of Conduct and ask them to take immediate corrective action. All such actions shall be governed by the following principles:

- **Corrective.** The intent of the corrective action is not to punish, but to correct unacceptable behavior. Accordingly, enforcement action should only be as severe as necessary to bring about the desired change.
- **Consistent.** Similar consequences shall be imposed for like offenses.
- **Nondiscriminatory.** Corrective action shall not be influenced by race, color, religion, age, personal beliefs, national origin, disability, gender, sexual orientation or any other factor other than the circumstances of the incident.
- **Timely.** Corrective action shall be initiated as soon as practical following the occurrence of the said infraction.
- **Progressive.** Progressive corrective action shall be imposed upon an individual if the person has received prior enforcement action. Prior offenses need not have been of the same nature as the current offense to warrant progressive action.

If at any time staff or members of the public feel threatened or unsafe Call 911 first and notify the on-call Park Ranger as soon as it is safe and practical.

CONSEQUENCES

Depending on the severity of the offense, consequences can include:

- Verbal warning and education about the Code of Conduct, requiring immediate cessation of the behavior.
- An order to leave the premises for the remainder of the day if offending behavior continues.
- Issuance of a trespass notice for up to 30 days for one or all parks and facilities.
- Issuance of a trespass notice for 30 days or greater for one or all parks and facilities, when a previous trespass notice has been issued, and violations of the Code of Conduct continue.
- Revocation or suspension of membership.

APPEAL PROCESS:

Any individual subject to a no trespass order, membership revocation, or suspension may appeal the decision to the Director of Prince William County Parks and Recreation. Instructions for filing an appeal will

be included with the notice of trespass or suspension. Upon receipt of a written appeal, the Director will review the request and issue a final determination within five business days.