

D Day Ohio Inc Event Code of Conduct for Event Staff and Volunteers

1. All persons attending a D Day Ohio Inc sponsored event in any capacity (an attendee) shall be subject to the following code of conduct:
 - a. Attendees may be:
 - i. A Visitor- Any person attending the event who is only spectator and not a registered participant or volunteer with the event, this would include persons who wish to dress in time period the event portrays.
 - ii. A Reenactor- A person who is registered with the event as a reenactor, has checked in and is an active participant.
 - iii. Event Staff- A person who is working the event in any capacity, paid or volunteer, and recognized as working in this capacity.
 - iv. Vendor- A person or group of persons who's purpose at the event is buy/sell food, goods or services, or represent a nonprofit or trade group. Vendors are permitted to participate by D-Day Ohio, Inc. and must be registered and approved.
2. D Day Ohio Inc and Conneaut Township Park are committed to creating a safe and comfortable environment and enjoyable entertainment experience. Participation at this private event is by invitation and all attendees have a right to expect an environment in which they will be treated in a consistent, professional and courteous manner by other visitors, and any reenactor, vendor or event staff member. Accordingly, all attendees are responsible for their own conduct. During the event, Conneaut Township Park's code of conduct is applicable except where stated in this document.
3. Interpretation and enforcement of the Code of Conduct is at the sole discretion of event officials.
4. Violation of the Code of Conduct may result in ejection from the event.
5. The following standards have been established for all attendees with respect to conduct:
 - a. Attendees are entitled to enjoy the event and living history experience free from disruptive or inconsiderate behaviors or unruly actions
 - b. Attendees must not interfere with the event staff in any manner
 - c. Attendees must obey all barriers and safety lines.
 - d. Attendees shall refrain from using abusive language or obscene gestures
 - e. Attendees are prohibited from wearing clothing/patches/headgear that is deemed offensive or abusive in nature.
 - f. Attendees may not engage in fighting or other behavior deemed detrimental to the experience of other attendees and those who engage in any of these actions will immediately be ejected from Conneaut Township Park property and any other property under event control.
 - g. Attendees are encouraged to report inappropriate behavior to staff or law enforcement.

- h. Attendees shall comply with requests from event staff regarding event operational and emergency procedures
 - i. Attendees may not engage in unauthorized commercial activity while on event property.
 - j. Two way radio communications such as Amateur Radio, commercial and GMRS/FRS must adhere to all FCC rules and regulations.
 - k. The following items are prohibited to attendees on event property:
 - i. Weapons, including firearms are not permitted except those approved by event officials for use by registered re-enactors, event staff or approved vendors
 - ii. Any animals/pets except service animals and approved re-enactment animals.
 - iii. Drones or model aircraft, except with explicit written permission of D-Day Ohio, Inc.
 - iv. Motorized vehicles except those approved by D-Day Ohio, Inc.
 - v. Live ammunition*, bombs or other types of ordinance
 - vi. Hazardous materials (paint, fuels, and aerosols) except those approved by D-day Ohio, Inc.
 - vii. Signs, posters, or garments deemed offensive or with derogatory characterization directed toward any person or group.
6. The following additional standards have been established for all event staff with respect to conduct:
- a. Event staff will wear proper identification (volunteer badge) at all times while working the event
 - b. Event staff will represent D-Day Ohio, Inc with the utmost professionalism and treat visitors, reenactors and vendors with respect and courtesy. The manner in which volunteers and paid staff conduct themselves should create a favorable and lasting impression of D-day Ohio, Inc. The continued success of the organization depends on the quality, integrity, expertise, and professionalism of all our staff.
 - c. Visitors to D-Day Ohio, Inc. sponsored events must receive prompt and courteous attention and a helpful and meaningful response. Visitors must always be treated with deference, tact, and courtesy. Similarly, respect and thoughtfulness towards fellow staff will always be expected.
 - d. Event staff will follow the safety instructions of team leaders and should view volunteer leaders as having the same authority as staff when event staff are not present.
 - e. Event staff and volunteers will use reasonable care to protect and safeguard D-Day Ohio, Inc, reenactor and vendor assets.
 - f. Event staff and volunteers will be present at their scheduled work time. Volunteers who know they will be absent or late should notify their team leader as soon as possible.
 - g. If an event staff member, visitor, reenactor or vendor is injured, immediately ask any staff available for assistance.
 - h. Event staff and volunteers are responsible for updating personal data, such as change of address, contact telephone numbers, etc. with the Volunteer Coordinator.
 - i. The conduction on-site of non-D-Day Ohio, Inc. business such as canvassing, collection of funds, pledges, circulation of petitions, solicitation of members or any other similar types of activity is strictly prohibited.
 - j. Should an event staff member or volunteer have or foresee a problem that may interfere with their commitment or ability to adequately perform their responsibilities,

that volunteer should immediately discuss the matter with their supervisor or another member of the staff. The Staff is always available to discuss any changes or problems.

- k. Staff will park in designated areas during the event.
- l. All staff should report to their assigned team leader upon arrival. Team leaders will provide instructions for storing personal items. We recommend locking valuable items in the trunk of your vehicle. Volunteers must sign-out upon completion of their shift, noting the total number of hours worked. Keeping an accurate tally of volunteer work hours is very important and we depend upon our volunteers to help us with this task.
- m. Staff and volunteers are expected to observe and follow all safety and security policies of D-Day Ohio, Inc. Staff and volunteers are also encouraged to report unsafe conditions to appropriate staff. Volunteers observing any unsafe or inappropriate behavior by other volunteers, staff, or guests, should contact the executive board staff.
- n. Staff and volunteers agree to:
 - i. Be familiar with the policies and procedures (written and verbal) set forth by D-day Ohio, Inc.
 - ii. comply with the organization's volunteer ethics policy and professional standards
 - iii. be prompt and reliable for each volunteer shift.
 - iv. dress, speak and act professionally during all volunteer assignments.
 - v. document their volunteer time on provided Volunteer Log forms
 - vi. return any D-day Ohio, Inc. materials upon resignation.
 - vii. enjoy yourself and let us know how to better our volunteer programs.