

## **Regina Lawn Bowling Club Membership Policy**

### **Definitions:**

Regina Lawn Bowling Club Inc.	May be referred to as Regina Lawn Bowling Club, RLBC, or the Club.
Member	In this policy, all references to 'member' include all of the following: current member, past member, future member, Regular member, Youth member, Youth Restricted member, Jitney Associate member, Associate member, League member.
Bad Behaviour / Poor Sportsmanship	General terms for behaviour that may cause harm or disrespect to the members, the Board of Directors or the property of the RLBC.
President	Includes the current President or the President's designate.
Flagged	A membership review or access review has occurred upon substantiated evidence being received by the President for a member, or prospective member, or a non-member's behavior violating the RLBC Code of Conduct, or Section 4 – Grounds for Not Accepting Membership Application.
RLBC Facility / Facilities	All physical properties managed by RLBC and may be referred to, but not limited to, as the club house, grounds, facility, equipment, etc.
Suspension	A suspension of membership rights for twenty (20) days or less.
Expulsion	Loss of membership rights for the remainder of the membership time period or for a longer period of time if deemed necessary.

### **1. Membership Criteria**

#### Principle Underlying Membership

- Membership in a private club is accepted by a club based on prescribed criteria.
- Membership is not granted automatically without criteria being met.
- Membership is a privilege not a right.

#### Regina Lawn Bowling Club (RLBC) Membership Criteria

- A prospective member must complete an application form each year accompanied by the applicable membership fee.
- Membership is good for one year following the Club's prescribed dates.
- A fee is charged for the privilege of being a member.
- Members must adhere to the RLBC Code of Conduct and the Bylaws and Regulations of the Club.
- When a membership application with the required fee is received, it does not mean the Club accepts the applicant as a member of the Club because the applicant may go through the review process.

- Each member bears a responsibility to uphold the aims and goals of the Club through positive actions which means there has been no violations as per the RLBC Code of Conduct or Section 4 - Grounds for Not Accepting Membership Application.

## **2. Membership Term and Dues**

- Membership expires on April 30<sup>th</sup> annually.
- Membership dues for the new membership year are communicated to the membership each April.

## **3. Request for Membership Review and Access Review**

- Membership Review involves a person's application for membership.
- Access Review involves a non-member wishing to enter the RLBC's facilities.
- When a member has witnessed or experienced another member or someone using the Club facilities violating the RLBC Code of Conduct or Section 4 - Grounds for Not Accepting Membership Application, they may make a confidential report to the President or a Board member.
- The initial reporting of the violation may be made verbally.
- If the reporting member wishes to request that there be action taken regarding the violation(s), they will be asked to provide a written report to the President of the Regina Lawn Bowling Club outlining the details of the incident(s) or behaviour(s). The report must be signed before it will be accepted by the President.
- The President will keep the report in a confidential file (physical and/or electronic).
- The President will substantiate the report through various means to verify the veracity of the report.
- The reporting member's name will not be revealed to the Board or to the member/prospective member/non-member whose membership/access is under review if or when the report is used to review the member's/prospective member's application for membership or a non-member's access to the Club. This is to protect the reporting member from retaliation or re-victimizing by the member/prospective member/non-member under review.
- If a non-member violates the RLBC Code of Conduct and/or Section 4 - Grounds for Not Accepting Membership Application they may be flagged in case the person wants to re-enter the RLBC facilities.
  - A non-member would include but not be limited to anyone attending an event at the RLBC, anyone participating in a corporate, school or private booking, anyone from another club and anyone coming as a spectator, guest or volunteer.
- The individual under membership or access review may request information regarding the incident. Due to the smallness of the community and the circumstances, the member under review will not be privy to the name of the reporting member for the following reasons:
  - Fear of retaliation
  - Fear of abuse
  - Fear of harassment
- If the reporting member feels safe in revealing their name to the member/individual under membership/access review, they may give their permission in writing to the President to reveal their identity. Otherwise, their identity will be held in confidence.

## **4. Grounds for Not Accepting Membership Application**

The Club can deny membership if:

- The prospective member has continually shown poor sportsmanship through language and/or actions.
- The prospective member has shown excessive abuse in previous years of illicit or recreational drugs and/or alcohol when coming to the Club.
- The prospective member has purposely and unremorsefully caused damage to the grounds, club house and/or equipment.
- The prospective member has purposely and unremorsefully continued to demonstrate poor behaviour including but not limited to: harassment, sexual harassment, member or volunteer harassment, member or volunteer violence and/or denigrates the Club and/or members within the lawn bowls community or outside the lawn bowls community. Refer to RLBC Code of Conduct.
- The prospective member is new to the Club but existing members of the Club are aware of past behaviour or issues that are not consistent with the RLBC Code of Conduct.
- Denial of membership includes denial of access to the RLBC facilities.
- Note: Members who disagree with the Board, ask questions of Board members or who bring situations to the Board's attention for assessment will not be flagged for review. The Board encourages and welcomes member's input.

## **5. Membership Application Review Process**

- All membership applications are received by the President and held in confidence if concerns have been received about the applicant.
- All current and former members of the Club who have no identified issues or concerns which would warrant a membership review are pre-approved.
- Members from the current year or past seasons who have exhibited behaviour which warrants being flagged for a membership review must be identified by a member(s), in a confidential manner, to the President before April 30 of the following season. Documentation on the reasons why the member is being flagged for a membership review must be supplied to the President.
- The reasons for review will be summarized by the President and presented to the Board Executive to make a decision on the membership application. The name of the applicant will be withheld and the decision will be based on the flagged behaviour. The decision will be done by an email vote, and voting members will reply only to the President, not reply to all.
- For new membership applicants who have never been a member in the past, or who were not a member in the previous year, two scenarios will determine the outcome of their membership application.
  1. If no concerns have been received about the applicant, the name of the applicant will be known by the Board Executive when they make their decision.
  2. If the new applicant has been flagged for a membership review, the name of the applicant will be withheld and the decision will be based on the flagged behaviour. In both cases, the decision will be done by an email vote.
- For all membership applications which are denied, the name of the applicant will not be revealed unless it is determined that there is a compelling reason to do so.

## **6. Steps in the Review Process**

Meetings may take place in person, via special board meeting, teleconference, electronic discussion, etc. as time is of the essence.

## Non-Flagged Returning Members

- Step 1:** Application is received by the RLBC and is immediately given to the President for review.
- Step 2:** The application is from a member who has not been flagged, therefore the application is pre-approved. It is accepted and processed and membership is approved immediately.
- Step 3:** No email is sent by the President.

## Non-Flagged New Members

- Step 1:** Application is received by the RLBC and is immediately given to the President for review.
- Step 2:** The President may send **Email #1** to the new members and **Email #2** to the Executive members of the Board of Directors.
- Step 3:** The Executive members have two (2) days to review the application. If no issues are presented, the new member application is accepted and processed.
- Step 4:** If there are issues identified by the Executive members, **Email #3** is sent.

## Flagged Returning Member (from previous year or past years)

RLBC President will keep a record of members, non-members, spectators, group booking participants and others who have been flagged for review. This record may be ongoing and may be carried forward from year to year.

- Step 1:** Application is received by the RLBC and is immediately given to the President for review.
- Step 2:** President recognizes the individual as a person who has been flagged for review. President confirms that evidence supplied regarding the flagged individual is sufficient and substantiated. Membership fees that have been provided are returned to the member. The review process may take up to fifteen (15) days to complete but will be completed by the fifteenth (15<sup>th</sup>) day.
- Step 3:** President sends **Email #4** to the applicant and **Email #5** to the Executive members of the Board of Directors. The original complaint is not provided to the Executive members. A summary of the complaint will be provided. The Executive members have twelve (12) days upon receiving the application to accept or deny membership. The President will include the date when voting will be closed. The name of the applicant will remain anonymous as well as any details that reveal gender, age, etc.
- Step 4:** If the Executive members of the Board of Directors vote to accept the application, then **Email #6** is sent to the applicant. If they voted to deny the application, then **Email #7** is sent to the applicant.
- Step 5:** The denied applicant may appeal the Board's decision. If an appeal is provided by the applicant, then **Email #8** is sent to the applicant acknowledging that the appeal has been received and **Email #9** is sent to the non-Executive members of the Board of Directors.
- Step 6:** If the appeal is denied, then **Email #10** is sent to the applicant. If the original denial of membership is reversed, then **Email #11** is sent to the applicant.
- Step 7:** If no appeal is provided by the applicant, or, if the Board Executive's decision is upheld to deny membership, then the only way to apply for membership to the RLBC in the future is to complete the steps in the Second Chance section. This does not guarantee acceptance in future years; it is only the initial steps which are required.
- Note:** Although this section deals primarily with flagged individuals applying for membership to the RLBC, the same criteria is applied in the same manner to spectators, group booking participants and others who have been flagged.

## 7. Termination of Membership

A membership in the Club is terminated when:

- a. The member dies.
- b. The member resigns by delivering a written resignation to the President of the Club or Board of Directors in which case such resignation shall be effective on the date specified in the resignation.
- c. The member is suspended or expelled in accordance with Section 8 or is otherwise terminated in accordance with RLBC policies, bylaws or regulations or by violating the RLBC Code of Conduct
- d. The member's term of membership expires.
- e. The Club is liquidated or dissolved.

Upon termination of membership, the rights of the member, including any rights in the property of the Club, automatically cease to exist.

## 8. Discipline of Members

Before any discipline happens, the RLBC encourages members to try solving their personal issues with one another without involving the Board. If the members cannot come to an amicable resolution, the Board may have to intervene to determine what needs to be done to resolve the issue or complaint. The resolution may result in some form of discipline to one or more members.

Underlying Principles

- All people are created equal.
- Leaders and members are both expected to behave in a respectful and fair manner.
- Leaders and members cannot require better behaviour from others than they themselves exhibit.
- Every person is responsible for his/her actions and reactions.
- Good sportsmanship is expected at all Club activities.
- Discretion is expected when disciplining.
- All formal complaints will be taken seriously and respectfully.

The Board shall have the authority to suspend or expel any member from the Club for any one or more of the following grounds.

- a. Violating any provisions of the Club's bylaws, regulations, written policies of the Club or the RLBC Code of Conduct.
- b. Doing any of the things outlined in Section 4 - Grounds for Not Accepting Membership Application.

**Step 1:** In the event that the Executive members of the Board of Directors determines that a member should be suspended or expelled from membership in the Club, the President, or such other officer as may be designated by the Board, shall provide ten (10) days notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion (see **Email #12**). The member may make an appeal on or before the indicated start date of the suspension or expulsion to the President, or such other officer as may be designated by the Board, in response to the notice received.

**Step 2:** In the event that no appeal is received by the President, or such other officer as may be designated by the Board, the President may proceed to notify the member that the member is suspended or expelled from membership in the Club - see Email #13.

**Step 3:** If an appeal is received in accordance with this section, then **Email #14** is sent to the member acknowledging that the appeal has been received and **Email #15** is sent to the non-Executive members of the Board of Directors. The non-Executive members of the Board of Directors have

fifteen (15) days to arrive at a final decision.

**Step 4:** If the appeal is denied, then **Email #16** is sent to the member. If the original suspension or expulsion of membership is reversed, then **Email #17** is sent to the member.

## 9. Second Chance Path for Membership Renewal

**Step 1:** A formal, written apology from the flagged individual identifying the incident or wrong doing, or admitting to bad behaviour must be completed. The President or designate will accept the written apology from the flagged individual and provide it to the victim(s) and together they will confirm that the apology is suitable and outlines the wrong doing(s). If the apology is deemed not acceptable, then Step 1 is considered not complete.

**Step 2:** The individual will be required to take a Sportsmanship or SafeSport class. Many are offered through the University of Regina, Sask Sport, Sport Canada, etc. for example, Respect in Sport. The written certification, with a date between May 1 and April 30 of the year prior to applying again, indicating that the individual has successfully completed the class will be presented to the President or designate.

**Step 3:** Once Step 1 and Step 2 have been completed and verified by the President or designate, the individual may apply for membership any year after the initial membership denial. If a membership application is received, **Email #18** will be sent to the applicant and **Email #19** will be sent to the Board of Directors. The membership application will be reviewed through the review process and a decision is required within fifteen (15) days.

**Step 4:** If the Second Chance membership application is denied then **Email #20** is sent to the applicant. If the application is accepted, then **Email #21** is sent to the applicant. If accepted, the member will be on 'best behaviour probation' for one year, whereby exemplary behaviour is expected.

**Step 5:** If an application is received from a Second Chance applicant who has not completed Steps 1 and 2 of the Second Chance section of the RLBC Membership Policy then **Email #22** is sent to the applicant.

**Step 6:** If an application is received from an individual who has been expelled for severe infractions, there will be no pathway to return as a member. **Email #22** is sent to the applicant.

## 10. Membership Complaint Process

### Underlying Principles

- All people are created equal.
- Leaders and members are both expected to behave in a respectful and fair manner.
- Leaders and members cannot require better behaviour from others than they themselves exhibit.
- Every person is responsible for his/her actions and reactions.
- Good sportsmanship is expected at all Club activities.
- Discretion is expected when disciplining.
- All formal complaints will be taken seriously and respectfully.

### Member Makes Complaint

- A member may make a complaint to any member of the Board of Directors.
- If a member of the Board of Directors is present at the event where the improper behaviour occurred, the Board member will observe and gather information.
- If the incident requires intervention, the Board member may ask another Board member present to become a witness and support. If no other Board member is present, another club member of good standing may be asked to be a witness.

- If the offending person can be spoken to immediately, the Board member along with a witness will request to speak to the person immediately.
- If the behaviour can be corrected with a reminder of good behaviour expected at the Club (see Section 4 - Grounds for Not Accepting Membership Application), the Board member will give such a reminder of expectations.
  - If the member is willing to resolve the issue with an apology and/or a change of behaviour, no further action will be taken. The Board of Directors will be informed at the next board meeting.
  - If the member is unwilling to resolve the issue with an apology and/or a change of behaviour, the Board member may ask the member to leave. The Board of Directors will be informed within twenty-four (24) hours of the incident. The Board of Directors may invoke the discipline process outlined in Section 8.
  - If a Board member is not present when the incident occurred, the victim may contact a Board member to report the incident. The Board of Directors will discuss and decide on a plan of action.
- If a member exhibits continual poor behaviour at the club:
  - The Board of Directors will discuss and decide upon a plan of action. It is advisable that two members of the Board will be designated to speak with the member, however, it may be prudent that only one representative meet with the individual.
  - The member will be spoken to regarding the behaviour by the Board member(s) designated to speak to the member.
  - The member will be given an opportunity to change the poor behaviour.

If the member will not admit to the problem and/or refuses to change, the member's membership will be subject to the discipline process outlined in Section 8. This may lead to expulsion from membership in the Regina Lawn Bowling Club. Until the discipline process is finalized, the member will be asked to leave the premises.

## 11. Use of the RLBC Facility by Non-Members

### Grounds for Denying Entrance to Facility

- The grounds and club house are for the exclusive use of members in good standing.
- The club may allow usage of their facilities to other lawn bowlers who are members of legitimate provincial, national or international lawn bowling clubs.
- A member of another lawn bowling club who has exhibited the same attitudes and actions that are the basis for denying membership to a local prospective applicant may be refused access to the Club's grounds and facilities and activities.
- While the general public is welcome to come and observe, their participation in actual games and activities will be under the guidance and leadership of members.
- Anyone who attends a function at the Club either through invitation, drop-in, rental, a booked event, as a spectator, etc., will be expected to uphold the Club's above-mentioned guidelines of behaviour. If anyone purposefully and unremorsefully behaves in such a way as described in Section 4 - Grounds for Not Accepting Membership, that person and/or group may be asked to leave immediately. Future access will be determined upon discussion with those in leadership of the event, member(s) extending the invitation, the booking director and the RLBC Board. If the decision is to deny future access to the Regina Lawn Bowling Club then **Email #23** is sent to the individual.
- Individuals who have been flagged for review but who have not applied for membership at the RLBC will be pre-screened by the RLBC Executive regarding access to the RLBC facilities. The

result of the pre-screening will determine the action taken by the President and the RLBC Board. If the result of the pre-screening determines that this individual will be denied access to the RLBC facilities then this individual will be sent **Email #24** informing them of this. The email will be sent to them in early June of the year of being flagged. If they subsequently request the reasons for their denial of access then **Email #23** will be sent to them.

## Emails

### Emails for Non-Flagged New Members

**Email #1: Email may be sent from the President of the Regina Lawn Bowling Club to the new member.**

The Regina Lawn Bowling Club Inc. is in receipt of your application for membership. Your application will be processed within two (2) days. Thank you.

President of the Regina Lawn Bowling Club

**Email #2: Email may be sent from the President of the Regina Lawn Bowling Club to the executive members of the Board of Directors identifying new member applications.**

The Regina Lawn Bowling Club received an application from a prospective new member, *name of applicant*. If the executive members of the Board of Directors have no issues receiving this application, it will be processed in two (2) days.

President of the Regina Lawn Bowling Club

**Email #3: Email sent from the President of the Regina Lawn Bowling Club to the new member if the executive members of the Board of Directors have denied membership.**

The Regina Lawn Bowling Club's executive members of the Board of Directors have denied your membership to the Regina Lawn Bowling Club based on the reasons listed below. Attached is a copy of the RLBC Membership Policy.

This denial of membership also prohibits you from accessing the RLBC grounds.

President of the Regina Lawn Bowling Club

### Emails for Flagged Returning Members

**Email #4: Email sent from the President of the Regina Lawn Bowling Club to the flagged applicant informing them that their application is under review.**

The Regina Lawn Bowling Club Inc. is in receipt of your application for membership. Your membership is under review by the Executive members of the Board of Directors. You will be notified via email, addressed to the email you provided on your Membership Application form, of the results of the decision within fifteen (15) days of the date of your application. Until a decision is made, you are prohibited from bowling or from being at the clubhouse or grounds.

President of the Regina Lawn Bowling Club

**Email #5: Email sent from the President of the Regina Lawn Bowling Club to the Executive members of the Board of Directors informing them that a flagged individual has applied for membership.**

An application from a flagged individual, Applicant #1, has been received. There is evidence to corroborate the issue(s). Applicant #1 has been flagged for the following reason(s):

- List of reason(s) why applicant has been flagged.
- List cannot include the applicant's name, gender, age, or provide any information that might cause bias.

Please vote to Accept Applicant #1 or Deny Applicant #1 by date.

President of the Regina Lawn Bowling Club

**Email #6: Email is sent from the President of the Regina Lawn Bowling Club to the applicant whose membership had been flagged for review, and, the Executive members of the Board of Directors have approved the membership.**

This is to inform you that your application has been approved. Your membership will be processed immediately and you are welcome to bowl at the club, and use the clubhouse and grounds.

President of the Regina Lawn Bowling Club

**Email #7: Email sent from the President of the Regina Lawn Bowling Club to the applicant whose membership has been flagged for review and, the Executive members of the Board of Directors have denied the membership.**

The Regina Lawn Bowling Club's Executive members of the Board of the Directors have denied your membership to the Regina Lawn Bowling Club based on the reasons listed below.

List of Reasons:

- The list must be the same list that was provided to the Executive members of the Board of Directors.

You can appeal this decision by providing a detailed written submission addressing the issues listed to the President in response to this notice within twenty (20) days of the date of this email.

Attached is a copy of the RLBC Membership Policy.

This denial of membership also prohibits you from accessing the RLBC grounds.

President of the Regina Lawn Bowling Club

**Email #8: Email sent from the President of the Regina Lawn Bowling Club to the applicant who is appealing the decision to deny the applicant membership to the RLBC.**

On *date*, I received your email with your intention to appeal. Your appeal will be presented to the non-Executive members of the Board of Directors. However identifiers such as names, ages, genders, etc. will be removed for purposes of anonymity.

President of the Regina Lawn Bowling Club

**Email #9: Email sent from the President of the Regina Lawn Bowling Club to the non-Executive members of the Board of Directors regarding the applicant's appeal.**

Applicant #1 was previously denied membership to the Regina Lawn Bowling Club by the Board Executive members. Applicant #1 has been notified that their application for membership has been denied. Applicant #1 wishes to appeal the decision. I have received an appeal from Applicant #1 which states:

*Copy the appeal information. Any information identifying the applicant will be removed.*

The reasons why Applicant #1 was denied membership are:

- List of reason(s).
- List cannot include the applicant's name, gender, age, or provide any information that might cause bias.

Based on the appeal provided, please vote to Accept Applicant #1 or Deny Applicant #1 by *date*.

President of the Regina Lawn Bowling Club

**Email #10: Email sent from the President of the Regina Lawn Bowling Club to the flagged applicant if the applicant's appeal is denied.**

The non-Executive members of the Board of Directors have reviewed your appeal and their decision to deny membership is upheld. **No further review or appeal will be considered by the Regina Lawn Bowling Club.**

This denial of membership also prohibits you from accessing the RLBC grounds.

President of the Regina Lawn Bowling Club

**Email #11: Email sent from the President of the Regina Lawn Bowling Club to the flagged applicant if the Board reverses its original decision, and the applicant is accepted.**

The non-Executive members of the Board of Directors have reviewed your appeal and the evidence provided. The Board has reversed its original decision and you are now accepted as a member of the Regina Lawn Bowling Club with the condition that you will be on “best behaviour probation” for one year, whereby exemplary behaviour is expected. You are welcome to bowl at the club, and use the clubhouse and grounds once membership payment is received.

President of the Regina Lawn Bowling Club

**Emails for Discipline of Members**

**Email #12: Email sent from the President of the Regina Lawn Bowling Club to the member informing them that it is proposed that they will be suspended or expelled from membership in the club.**

This email is to inform you that it has been decided that you will be {suspended for \_\_\_\_ days} or {expelled} from membership in the Regina Lawn Bowling Club Inc. on *date*. Attached is the Regina Lawn Bowling Club Membership Policy for your reference. Below is a list of reasons. You may appeal this decision by providing a detailed written submission to the President in response to this notice on or before the indicated start date of the suspension or expulsion in this email.

List of reasons:

- The list of reasons must outline as much information as possible as to why the member may be suspended or expelled. Dates, times, event and other information would be included.

This {suspension} or {expulsion} also prohibits you from accessing the RLBC grounds.

President of the Regina Lawn Bowling Club

**Email #13: Email sent from the President of the Regina Lawn Bowling Club to member informing them that the Board’s decision on suspension or expulsion is final.**

Suspended:

You did not provide an appeal of your suspension therefore you are suspended as a member of the Regina Lawn Bowling Club for \_\_\_\_ days effective on *date*. After your suspension is over, you will be on ‘best behaviour probation’ for one year, whereby exemplary behaviour is expected. **No further review or appeal will be considered by the Regina Lawn Bowling Club.**

This suspension also prohibits you from accessing the RLBC grounds.

President of the Regina Lawn Bowling Club

Expelled:

You did not provide an appeal of your expulsion therefore you are expelled as a member of the Regina Lawn Bowling Club effective immediately. **No further review or appeal will be considered by the Regina Lawn Bowling Club.**

This expulsion also prohibits you from accessing the RLBC grounds.

President of the Regina Lawn Bowling Club

**Email #14: Email sent from the President of the Regina Lawn Bowling Club to the member who has submitted an appeal regarding their pending suspension or expulsion from the RLBC.**

On date, I received your email with your intention to appeal your proposed [suspension] or [expulsion] from the RLBC. Your appeal will be presented to the non-Executive members of the Board of Directors verbatim.

Your {suspension} or {expulsion} also prohibits you from accessing the RLBC grounds pending the decision of your appeal.

President of the Regina Lawn Bowling Club

**Email #15: Email sent from the President of the Regina Lawn Bowling Club to the non-Executive members of the Board of Directors regarding the member's proposed suspension or expulsion from the RLBC.**

It was previously decided that Member would be [suspended for \_\_\_\_\_ days] or [expelled] from the Regina Lawn Bowling Club by the Board Executive members. Member has been notified of this and wishes to appeal the decision. I have received an appeal from Member which states:

*Copy the appeal information verbatim.*

List of reasons for the suspension or expulsion:

- The list of reasons must outline as much information as possible as to why the member may be suspended or expelled. Dates, times, event and other information would be included.

Based on the appeal provided, please vote to Suspend member or Expel member by date.

President of the Regina Lawn Bowling Club

**Email #16: Email sent from the President of the Regina Lawn Bowling Club to the member if the member's appeal is denied.**

The non-Executive members of the Board of Directors have reviewed your appeal and the decision to [suspend] or [expel] your membership is upheld. **No further review or appeal will be considered by the Regina Lawn Bowling Club.**

Your appeal was denied which prohibits you from accessing the RLBC grounds.

President of the Regina Lawn Bowling Club

**Email #17: Email sent from the President of the Regina Lawn Bowling Club to the member if the Board reverses its original decision, and the member will not be suspended or expelled.**

The non-Executive members of the Board of Directors have reviewed your appeal and the evidence provided. The Board has reversed its original decision and you will not be [suspended] or [expelled] from the Regina Lawn Bowling Club.

President of the Regina Lawn Bowling Club

#### **Emails for Second Chance Path for Membership Renewal**

**Email #18: Email sent from the President of the Regina Lawn Bowling Club to Second Chance applicant informing them that the Board will review their application.**

The Regina Lawn Bowling Club is in receipt of your membership application. Your membership is under review by the Board of Directors. You have indicated that you have completed Steps 1 and 2 of the Second Chance section of our Membership Policy, however, that does not automatically entitle you to membership at the RLBC.

You will be notified via email, addressed to the email you provided on your Membership Application form, of the results of the decision within ten (10) days of the date of your application.

Until a decision is made, you are prohibited from bowling or from being at the clubhouse or grounds.

President of the Regina Lawn Bowling Club

**Email #19: Email sent from the President of the Regina Lawn Bowling Club to the Board of Directors informing them that the Second Chance applicant has applied for membership.**

The Regina Lawn Bowling Club Inc. is in receipt of an application for membership for a Second Chance applicant.

The applicant has successfully completed Steps 1 and 2 of the Second Chance section of the Membership Policy.

The reasons for the original denial of membership were:

- List of reason(s)

Please vote to accept or deny membership to Applicant #1 by date.

President of the Regina Lawn Bowling Club

**Email #20: Email sent from the President of the Regina Lawn Bowling Club to the Second Chance applicant indicating their application has been denied.**

Due to your previous membership denial, your membership application has been reviewed by the Board of Directors. You have been denied membership to the Regina Lawn Bowling Club.

This denial of membership also prohibits you from accessing the RLBC grounds.

President of the Regina Lawn Bowling Club

**Email #21: Email sent from the President of the Regina Lawn Bowling Club to the Second Chance applicant indicating their application has been accepted.**

Your application for membership to the Regina Lawn Bowling Club has been accepted. You are on one year “best behaviour probation” whereby exemplary behavior is expected.

You may bowl and use the clubhouse and facilities.

President of the Regina Lawn Bowling Club

**Email #22: Email sent from the President of the Regina Lawn Bowling Club to the Second Chance applicant if the applicant submits a membership form and has, either not completed Steps 1 and 2 of the Second Chance section of our Membership Policy, is currently suspended or has been expelled permanently.**

I am in receipt of your membership application for this season. Your membership has been denied.

You were previously denied membership and did not complete steps 1 and 2 of Section 9 - Second Chance Path for Membership Renewal.

This denial of membership also prohibits you from accessing the RLBC grounds. This decision cannot be appealed.

OR

You are currently suspended or have been expelled permanently from the Regina Lawn Bowling Club.

Your {suspension} or {expulsion} also prohibits you from accessing the RLBC grounds.

This decision cannot be appealed.

President of the Regina Lawn Bowling Club

#### **Email for Denial of Access for Non-Flagged Individual**

**Email #23: Email sent from the President of the Regina Lawn Bowling Club to the person being denied access to the grounds of the Regina Lawn Bowling Club.**

You are denied access to the grounds of the Regina Lawn Bowling Club as per the RLBC Membership Policy Section 11 - Use of the RLBC Facility by Non-Members.

List of Reasons:

- The list of the offending behaviours

President of the Regina Lawn Bowling Club

#### **Email for Denial of Access for Flagged Individual**

**Email #24: Email sent from the President of the Regina Lawn Bowling Club to a flagged individual being denied access to the grounds of the Regina Lawn Bowling Club.**

You are denied access to the grounds of the Regina Lawn Bowling Club as per the RLBC Membership Policy Section 11 - Use of the RLBC Facility by Non-Members.

President of the Regina Lawn Bowling Club