

Regina Lawn Bowling Club Membership Policy

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 fill out an application form each year.
- 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 Bylaws and Regulations of the club, Bowls Sask Code of Conduct (which includes a Harassment Policy) and Bowls Sask Code of Ethics.
- 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.

2. Membership Term and Dues

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

3. 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 up in past years under the influence of illicit or recreational drugs and/or alcohol;
- 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, bullying, malicious gossiping, physical violence, sexual misconduct, threats (direct or indirect, veiled, or conditional; written, physical or verbal), and/or denigrates the club and/or its members;
- The prospective member's behaviour is not consistent with the Bowls Sask 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 Bowls Sask Code of Conduct.

4. Membership Application Review Process

- In the spring of each year before the membership applications are sent out, the RLBC Board will determine if any members of the previous year have done anything to warrant their membership application for the upcoming year being reviewed. If nothing is identified, then their application will be accepted without going through a review process. These individuals will be considered pre-approved.

- Any other former members of the club who have no identified issues or concerns are also pre-approved.
- The Executive Members of the Board or their designates will review all other applications.
- All applications are received by the President.
- If concerns have been received about the applicant then no one, except the President, will know the name of the applicant during the review and voting process. The name of the applicant will only be revealed after the review and initial voting process, if the applicant has been denied membership.
- If no concerns have been received about the applicant then the name of the applicant will be known during the review process.

5. Steps in the Review Process

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

Step 1: Application is received by the RLBC.

Step 2: If it is from one of the pre-approved individuals then the application is accepted and processed and membership is approved.

Step 3: If it is not from a pre-approved individual, the President sends **Email #1**.

Step 4: The Executive Members of the Board or their designates will review the application. They will inform the Board of their recommendation to Accept or Deny the application within ten (10) days of receiving the application. The Board of Directors has seven (7) days to make its decision on the recommendation, leaving the President or designate three (3) days to inform the applicant.

Step 5: If the Executive has recommended the application be accepted and the Board approves, send **Email #2**. If the Board does not vote to accept the application, then send **Email #3** and return all monies received. **The Board's vote is the final decision.**

Step 6: If the Executive has recommended the application be denied, the Board is then informed of their recommendation to deny membership with reasons listed. The Board will vote for acceptance of the recommendation. If the Board agrees with the recommendation to deny membership then send **Email #3** and return all monies received. Otherwise, if the Board disagrees with the recommendation to deny membership then send **Email #2** to accept the application. **The Board's vote is the final decision.**

Step 7: As per **Email #3**, if a written submission is received by the denied applicant (within the twenty (20) day time frame), the Board will consider the submission and arrive at a final decision and notify the applicant of the decision within twenty (20) days from the date of receipt of the submission.

Step 8: Send **Email #4**.

- **Email #1** – Email to Applicant informing them that their application is under review sent from the President or designate of the Regina Lawn Bowling Club.

The Regina Lawn Bowling Club Inc. is in receipt of your application for membership. Your membership is under review by 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 twenty (20) 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.

- **Email #2** – Email to Applicant informing them that their application has been accepted sent from the President or designate of the Regina Lawn Bowling Club.

This email is to inform you that your application for membership at the Regina Lawn Bowling Club Inc. has been accepted with the condition that you will be on 'best behaviour probation' for one year, whereby exemplary behaviour is expected.

- **Email #3** – Email to Applicant informing them that their application has been denied sent from the President or designate of the Regina Lawn Bowling Club.

This email is to inform you that your application for membership at the Regina Lawn Bowling Club Inc. has been denied and you are denied membership. Attached is the Regina Lawn Bowling Club's Membership Policy for your reference. Below is a list of reasons. You may make a written submission to the President in response to this notice within twenty (20) days of the date of this email.

List of reasons:

- **Email #4** – Email to Applicant informing them that the Board's decision is final sent from the President or designate of the Regina Lawn Bowling Club.

#1 Denied: This email is to inform you that your submission has been reviewed and your application has been denied. **The Board's decision is final and binding without any further right of appeal.**

#2 Accepted: This email is to inform you that your application for membership at the Regina Lawn Bowling Club Inc. has been accepted with the condition that you will be on 'best behaviour probation' for one year, whereby exemplary behaviour is expected. You must submit your membership application fees before you can bowl.

6. 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 7 below or is otherwise terminated in accordance with the policies, bylaws or regulations;
- d) The member's term of membership expires; or
- 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.

7. Discipline of Members

Definition of Terms:

- 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.

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 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 by-laws, regulations, written policies of the club or the Bowls Sask Code of Conduct;
- b) Carrying out any conduct which may be detrimental to the club or grounds as determined by the Board in its sole discretion; or
- c) For any other reason that the Board in its sole and absolute discretion considers to be reasonable having regard to the purpose of the club.

In the event that 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 five (5) days notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion (see **Email #5**). The member may make written submissions to the President, or such other officer as may be designated by the Board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are 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 #6**). If written submissions are received in accordance with this section, the Board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions (see **Email #6**). The Board's decision shall be final and binding on the member, without any further right of appeal.

- **Email #5** – Email to member informing them that it is proposed that they will be suspended or expelled from membership in the club sent from the President or designate of the Regina Lawn Bowling 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. Attached is the Regina Lawn Bowling Club Membership Policy for your reference. Below is a list of reasons. You may make a written submission to the President in response to this notice within twenty (20) days of the date of this email.

List of reasons:

- **Email #6** – Email to member informing them that the Board’s decision on suspension or expulsion is final sent from the President or designate of the Regina Lawn Bowling Club.

This email is to inform you that your submission has been reviewed and you will be accepted

suspended for _____ days

expelled

as a member of the Regina Lawn Bowling Club. **The Board’s decision is final and binding without any further right of appeal.** If accepted or suspended you will be on ‘best behaviour probation’ for one year, whereby exemplary behaviour is expected.

8. Second Chance Path for Membership Renewal

Step 1: A formal, written apology from the individual to the victim(s) identifying the incident or wrong doing, or admitting to bad behaviour must be completed. The written apology will be directed to the victim(s) with a copy to the Board of Directors. The President or Vice President will confirm that the apology is suitable and outlines the wrong doing(s).

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 Board of Directors.

Step 3: Once Step 1 and Step 2 have been completed and verified by the Board of Directors, the individual may apply for membership the following year. The membership application will be reviewed through the review process. The individual will not be allowed to bowl, be at the clubhouse or on the grounds while their application is being reviewed. Notification to the individual by the Board of Directors will be in writing. Completing Step 1 and Step 2 does not automatically grant the individual a membership in the following year, however, these steps must be completed before another application can be received by the RLBC.

Step 4: If a membership application is accepted (after Steps 1 - 3 are completed), the member will be on ‘best behaviour probation’ for one year, whereby exemplary behaviour is expected.

Step 5: If the individual has been expelled for severe infractions, there will be no pathway to return as a member.

9. 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 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 grounds for refusing membership), the Board member will give such a reminder of expectations.
 - If the offender is willing to resolve it 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 offender is unwilling to resolve it with an apology and/or a change of behaviour, the Board member may ask the offender 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 7.
 - 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 negative 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 confront the offender.
 - The offender will be spoken to regarding the behaviour by the Board members designated to speak to the offender.
 - The offender will be given an opportunity to change the negative behaviour.

If the offender will not admit to the problem and/or refuses to change, the offender's membership will be subject to the discipline process outlined in Section 7. This may lead to expulsion from membership in the Regina Lawn Bowling Club. Until the discipline process is finalized, the offender will be asked to leave the premises.

10. Use of the RLBC Facility by Non-Members

Grounds for Denying Entrance to Facility

- The grounds and clubhouse 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, 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 3 - 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 extending the invitation, the booking director and the Board.

11. Exceptions

- An individual who is suspended, expelled or denied membership from the Regina Lawn Bowling Club but is accepted as a member at another Lawn Bowling club is not prohibited in participating in provincial, national or international events that are taking place at the Regina Lawn Bowling Club. The individual may arrive no earlier than thirty (30) minutes prior to the start of a scheduled game and must leave the grounds/greens/clubhouse immediately upon completion of the game.