

BBC Disciplinary Matrix

This is a guideline only for breaches of Code of Conduct.
The disciplinary procedures as set out in the By-laws will apply for severe or recurring incidents.
Each infraction will be handled on a case-by-case scenario.

Type of Incident	Ex. Of Description	Deciding factors for offence	Infraction Imposed	Reinstatement Requirements
Minor - Severe				
Failure to comply with general Club Policies	i.e Children Policy, Booking Squash	Remorse or apologetic	Warning - leading to suspension if persists.	Note on file - warning for further actions
Abuse of Guest Policy or refusing to sign in	Bringing in same guest more than twice per month and/or refusing to sign them in.	Remorse or apologetic	First warning - leading to suspension if persists.	Note on file - warning for further actions
Taking food or drink from an event - unauthorized	Going into Hall or event space - unauthorized to consume food or drinks	Remorse or apologetic	2 week suspension	Note on file and letter of apology to event organizer
Allowed Non-member to use membership number	Providing membership number to non-member for Club usage	Remorse or apologetic	2 week suspension	Note on file - warning of further suspension or loss of Guest privileges
Removal of Club property without permission	Exercise equipment, furniture, kitchen, barware, towels	Remorse or apologetic	1 month suspension and return of item	Letter of apology - returning the item undamaged or pay cost of replacement.

Type of Incident	Ex. Of Description	Deciding factors for offence	Infraction Imposed	Reinstatement Requirements
Negatively representing the Club	In person, social media or other	Remorse or apologetic	Depending on severity, warning to expulsion	Letter of apology to Board
Falsifying membership information or circumventing membership process	Breaching Club policies or providing inaccurate information	Remorse or apologetic	Min. 2 week suspension	Letter of apology to the Board
Unpaid tabs	Several attempts to contact and refusal to respond	Remorse or apologetic	Suspension to expulsion	Note on file, immediate re-payment to 120 days. Credit card on file
Abuse or damage to Club Property, inside or out	Breaking, littering, messing or throwing of items in or outside the Club	Remorse or apologetic	Min. 4 week suspension	Letter of apology to Board
Any form of harassment including inappropriate comments, verbal abuse, lewd or inappropriate behaviour to Staff, Member or Guest	Cursing, yelling or threatening or sexual in nature to staff or Member	Remorse or apologetic	Immediate suspension - come before the Board. Min. 1 month suspension may lead to expulsion	Note on file - minimum letter of apology to Member, Staff or Guest in question
Extreme verbal abuse/physical intimidation/bullying to Member, Staff or Guest	Yelling profanity, unwelcome physical contact, verbal threats	Remorse or apologetic	Immediate suspension - come before the Board. Min. 2 month suspension may lead to expulsion	Note on file - No reinstatement
Acts of physical violence or threats of violence to Member, Staff or Guest	Physical or verbal threats and/or any act that causes physical injury	Remorse or apologetic	Immediate suspension - come before the Board. Min 3 month suspension may lead to expulsion	Note on file - No reinstatement