



Infraction Protocol

The RTC is for the enjoyment and benefit of all members and guests.

Common Sense and Courtesy are all that is required.

Failure by a member to act with common sense and courtesy may result in cancellation of that member's booking privileges and/or suspension of membership at the discretion of the Board.

The RTC Rules and Regulations are clear:

1. All members are required to abide by the Bylaws of the RTC and to conform ***to the intent*** of the Rules and Regulations.
2. Any member or staff member who observes any infraction of the rules should submit such observation – in writing – to a Board Member or through the office to the Board.
3. Office Staff are not expected to interpret the rules.

Any infraction recorded will be held in a confidential file for a period of three years prior to being deleted.

A three step process will be observed:

Step 1.

On first notification of an infraction a memo or email will be sent to the member involved identifying the date and time of the infraction and the details of the infraction. An invitation will be extended to the member to respond. This memo will be sent over the signature of the Director responsible for Rules and Regulations.

Step 2.

When a second infraction occurs within 3 years of the first, with the same member, a memo or email similar to Step 1 will be sent with special emphasis on inviting a response along with the comment that suspension of booking privileges or membership are at risk. This memo will be sent over the signature of the Director responsible for Rules and Regulations.

Step 3.

When a third infraction occurs, within three years of the first, the member will be informed that their membership is immediately suspended pending a full hearing between the member and the Board which will be conducted promptly. This memo will be sent over the signature of the President.

***N.B. Under the Societies Act the Member has the right to appeal any finding or decision to a higher authority.
(See Nov 2016 BC Societies Act.)***

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Draft of Infraction Memos:

Step 1

As you are aware the RTC depends on all members behaving with common sense and courtesy. While we try to minimize the imposition of rules we do expect that the rules we do have be respected.

I have been advised that on **(DATE and Time)** the following situation arose **(Details of Infraction)**

Our rules state **(Detail of relevant rule)**

I would be happy to discuss this matter with you. Please contact me through the office at any time. We can talk in person or by phone.

Please note that our club policy is to place a copy of this memo in a confidential Infraction File and to advise the Board.

A N Other Director Rules & Regulations RTC

Step 2

I am writing to you in accordance with our Club's established policy governing conformance with our Rules and Regulations.

I have been advised that on **(DATE and Time)** the following situation arose **(Details of Infraction)**

Our rules state **(Detail of relevant rule)**

Our Club depends upon the common sense and courtesy of our members. I must remind you that on **(Date)** I contacted you regarding a previous infraction. I am required to advise you that in the event of a third breach in our rules the Board will have no choice but to suspend your membership pending a full enquiry.

I would urge you to contact me through the office so we may deal with this situation to everyone's satisfaction.

A N Other Director Rules & Regulations RTC

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Step 3

I am writing to you as President of the RTC in accordance with our Club's established policy governing conformance with our Rules and Regulations.

I have been advised that on **(DATE and Time)** the following situation arose **(Details of Infraction)**

Our rules state **(Detail of relevant rule)**

Our Club depends upon the common sense and courtesy of our members.

As this appears to be the third breach of our Club's Rules over the past three years I must advise you that your membership is suspended with immediate effect pending a review between yourself and our Board.

Please contact me through the office as soon as possible so that we can set up a meeting to resolve this issue.

A N Other President RTC

Note:

Any such email/ memo should be sent out from the RTC (email) address with the club's phone number.

The Emails/Memos can be sent by the Manager on authorization by the relevant Director or President.

The Manager should monitor for frequency and advise the board accordingly.