

Infraction	1st Violation *	2nd Violation*	3rd Violation*	4th Violation*
Mobile Phone (Multiple violations within one year)	If an incident report filed. Verbal warning by Duty Manager.	If an incident report filed. Warning letter/final warning from Secretary.	A meeting with Grievance Suspension of membership for up to 1 month	A meeting with Grievance Suspension of membership for up to 3 months
Dress Code (Multiple violations within one year)	If an incident report filed. Verbal warning by Duty Manager.	If an incident report filed. Warning letter/final warning from Secretary.	A meeting with Grievance Suspension of membership for up to 1 month	A meeting with Grievance Suspension of membership for up to 3 months
Minor Altercation with a Member (failure to follow a member request)	If an incident report filed. Verbal warning by Duty Manager.	If an incident report filed. Warning letter/final warning from Secretary.	A meeting with Grievance Suspension of membership for up to 1 month	Suspension of membership for up to 3 months. Verbal apology to the Member. Warning letter to be issued.
Major Altercation with a Member (profanity/threat)	If an incident report filed. A meeting with Grievance Suspension of membership for up to 3 months.	A meeting with Grievance Suspension of membership for 3-6 months.	A meeting with Grievance Suspension of membership for up to 6 months or more / expulsion	A meeting with Grievance Possible Expulsion
Major Altercation with a Member (physical)	If an incident report filed. A meeting with Grievance Suspension / Expulsion	A meeting with Grievance Possible Expulsion	Board Review Possible Expulsion	Board Review Possible Expulsion
Minor Altercation with Staff (failure to follow a staff request)	If an incident report filed. Verbal warning by Duty Manager.	If an incident report filed. Warning letter/final warning from Secretary.	A meeting with Grievance Suspension of membership for up to 1 month	Suspension of membership for up to 3 months. Verbal apology to the Staff member. Warning letter to be issued.
Major Altercation with Staff (profanity/threats)	If an incident report filed. A meeting with Grievance Suspension of membership for up to 3 months.	A meeting with Grievance Suspension of membership for 3-6 months.	A meeting with Grievance Suspension of membership for 6 months or more / expulsion	A meeting with Grievance Possible Expulsion
Major Altercation with Staff (physical)	If an incident report filed. A meeting with Grievance suspension / expulsion	A meeting with Grievance Possible Expulsion	Board Review Possible Expulsion	Board Review Possible Expulsion
Minor Damage of Club Property (driving, hitting, parking in prohibited areas)	If an incident report filed. Warning letter issued. Pay for damage.	If an incident report filed. Warning letter/final warning from Secretary.	A meeting with Grievance Suspension of membership for up to 1 month	A meeting with Grievance Suspension of membership for up to 3 months
Major Damage of Club Property (cart/green/furniture damage)	If an incident report filed. A meeting with Grievance Pay for Damage	A meeting with Grievance Suspension of membership for 3-6 months.	A meeting with Grievance Possible Expulsion	Board Review Possible Expulsion

*Incident has been reviewed by the Club President per club bylaws for potential referral to the Grievance Committee.

Warning Letters

- Copy Membership Dept at all times.

v17- 08.01.18