

POLICY VIOLATIONS

For all incidents in the facility, a facility supervisor must fill out an incident form indicating the nature of the situation, a detailed account of the situation and submit that information to the Director for review. Once the Director has reviewed the incident report, a comment will be placed on the member's check-in information suspending them from the facility pending further investigation.

During the conduct procedures, access to the facility will be suspended. There will be no refunds for loss of use due to discipline issues. Once the member has been informed of the issue, it is their responsibility to make an appointment with the Director to discuss the issue. The member will be provided documentation stating the nature of the issue and be provided a written notification of the length of suspension of privileges.

Minor Offense: Will most often be associated with, but is not limited to, the use of someone else's ID, damage to equipment within the facility or lack of regard for the policies of the facility. The penalties will typically be as follows:

- 1) Loss of privileges to the facility for 2 weeks minimum.
- 2) Will be required to meet with the Director of the RWC to go through the conduct procedures. In the case of student discipline, the Director will determine if the student will need to meet with the Dean of Students.

Major Offense: Will most often be associated with, but not limited to, physical or verbal abuse to another member or RWC staff, disregard for a staff member's instruction, or major damage caused to the facility or equipment.

- 3) Suspension of privileges to the RWC for no less than one month. The length will be determined by the severity of the offense.
- 4) Will be required to meet with the Director of the RWC to go through the conduct procedures. In the case of student discipline, the Director will determine if the student will need to meet with the Dean of Students.

The Director will determine the severity of the punishment based on the severity of the offense (i.e. damaging a racket vs. damaging a backboard). The Director will use the Student Handbook Code of Conduct to determine all disciplinary actions for students.