

ProjectTHISNG

VENUE & SITE RULES

STANDARDS OF BEHAVIOUR & CONDUCT

Name of Organization:

The organization is called ProjectTHISNG Tabletop Hub and Incubator Space which is hereafter referred to as the ProjectTHISNG.

OBJECTIVES

Hi my names is Gary Powell and I run and am the Director of facilities for an organisation called Project THIS NG where this stands for Tabletop Hub & Incubator Space..... And the NG for Nottingham its home. As in the name there are two sides to the project the tabletop hub which is aimed at the local gaming community and helping them to be gamers and players and the Incubator Space where we can offer the huge potential of Games Designers and affiliated tabletop games, artisans, a place to start/grow and expand their business in the city of Nottingham.

Nottingham is renowned internationally as an amazing power in tabletop gaming with its legendary 'Lead Belt' of wargaming and miniature tabletop games manufacturers eg Games Workshop. Building on this reputation is the basis of ProjectTHISNG allowing for facilities for budding games developers to playtest their projects in an environment that is both secure and facilitated with video recording and prototyping facilities.

We also have a very active community of players across all the genres of tabletop gaming in Nottingham and despite the concentration, there isn't always the right type of space or venue that they



want to run their games in or pursue the hobbying aspect. Some have particular needs that only a private space would fulfil and the Project THIS NG location fulfils that.

Some examples of how Project THIS NG's Gaming space can suit you better.

Can book private use of the venue

Not restricted in the time a game will take by opening hours

Not restricted in the use of a particular company's games or miniatures or the state of them. It's your hobby do it your way.

Can book unsociable hours of use (beyond normal retail store/board gaming cafe opening) to match your work/play/hobby schedule.

Equipment that your personal budget may not stretch to that is fully serviced.

A way to monetise your hobby if you wish by 'Youtubing etc.' Producing your own games/minis/accessories and retailing them through the venue, miniature painting services or running your own events.

Our collective vision is to make ProjectTHISNG the place to be for creatives, new businesses and gaming; by supporting:

A safe creative place morphing a dynamic talent into confidence and self-gains.

Exciting place to live, safe working space and games played.

Developing and attracting and skilled and diverse talent, to create webs of connectivity within the Tabletop industry.

So the independent board game publishing scene is awash with more talent than ever before, and importantly it's amateur led. Yet more so than that, the sector is equally complemented with a global community of fans ready and willing to invest both time and money into it.

Note:

It will also be the responsibility of individual ProjectTHISNG members to provide actual models, board games or other items specifically required for games to occur.

Within that main framework, the ProjectTHISNG is committed, in particular, to encouraging and attracting existing and new people to the games and to develop their skills through planned and organised coaching.

These aims can only be achieved in an atmosphere which is friendly but well structured and, in which, all of those players are equally and totally committed to playing Tabletop games.

Principal terms for ProjectTHISNG

- The organization is called ProjectTHISNG Tabletop Hub and Incubator Space which is hereafter referred to as the ProjectTHISNG
- This agreement commences once you have indicated your acceptance in the Declaration section of the sign-up process.

- This agreement will become binding on you and us when we contact you to confirm your membership application has been accepted, at which point a contract will come into existence between you and us.
- You cannot transfer this agreement to anyone else.
- You will be entitled to all the rights and privileges exercisable for the Type of Membership chosen.
- All terms apply to both you and those who are part of your group, guest playtest group, company or company representative, or those who we deem to be acting for or with you.
- we/us/our: ProjectTHISNG.Org.UK trading as ProjectTHISNG
- Contract: your Membership Agreement and these Membership Terms and Conditions
- Etiquette and Code of Conduct: the standards of behaviour required for safe and acceptable use of ProjectTHISNG Facilities and services, as displayed in our Venue and a copy of which is available on our website,

These Services are offered and made available only to users 12 years of age or older (17yrs) and certain features within our purview (including, but not limited to, Playtesting, Product Review, Director of Facilities and/or Site Managers) and may be subject to heightened age and/or other eligibility requirements. If such services are being accessed by persons under the age of 12 years then it may only be done so by the strict agreement of ProjectTHISNG and its representative (Director of Facilities) Gary Powell, and with the strict knowledge that such services are being accessed with a binding agreement by a signed signatory of 18 Years or older and one who is also willing to be signed as a legal guardian or legal representative of the persons 12 years or under and so named. This also includes groups who intend to use the facilities for those of a school age for educational purposes. All such queries should be made to Gary Powell and should include a Health and Safety agreement and Site use agreement.

If you are not yet 12 years of age or older or the required greater age for certain features, and/or do not meet any other eligibility requirements, please discontinue using the Services immediately or, if for any reason, you do not agree with all of the terms and conditions that are contained in this Agreement, please discontinue using the Services immediately because by using, or attempting to use the Services, you certify that you are at least 12 years of age or other required greater age for certain features and meet any other eligibility and residency requirements of the Services. If you are between the ages of 12 and 17, you represent that your legal guardian has reviewed and agreed to this Agreement and takes full responsibility for your compliance with them.

(For full policies see Terms & Conditions Policy)

Basic Rules

To Follow all the Terms and Conditions.

Access You can only access the site during your allotted Booking slot. (see Hire Period)

- To have fun

- Membership and Child Protection, As ProjectTHISNG operates on a hiring policy we have strict Child access. (See terms and Conditions Policy) Only persons of or over the age of 12 may attend or become members of ProjectTHISNG.
- We only accept booking applications to use any part of the Facility, Venue on the ProjectTHISNG official booking application form.
- We may, at our discretion, refuse an application.
- The Director of the Facility reserves the right to refuse any application or cancel any booking. The Director of Facilities also reserves the right to stop the Block Booking taking place if any conditions are not met and we do not accept any liability for any losses or costs incurred by you in such circumstances.
- You may not transfer a booking without the agreement in writing beforehand from the Director of the Facility.
- Any unauthorised transfer of bookings will result in the Director of the Facility refusing to accept any future bookings from you.

Safety

- You must take all reasonable safety measures.
- You must make all KEY / PIN number / Access Devices safe and with proper regard to the Terms and Conditions.
- You must ensure that all persons attending the Block Booking use the premises, facilities and equipment in a proper manner having regard to any relevant guidance, bylaws or regulations.
- You must not alter or add to the lighting, loudspeakers, microphones or any other electrical equipment without an agreement in writing beforehand from the Director of Facilities.
- All electrical equipment you use at the Block Booking must have a current electrical safety certificate and also be approved by the Director of Facilities.
- Fire Safety – You must make sure that:
 - all inflammable materials you use in displays or in costumes at the Block Booking are treated and maintained with a fire-resistant solution
 - during the Block Booking, no-one interferes with fire doors with automatic closures
 - you keep every corridor, entrance and exit clear and ready for emergency use
 - no-one interferes with the fire extinguishers

You must comply with all other safety guidelines that the Director of Facilities or other authorised ProjectTHISNG staff bring to your attention.

Door Key and or Pin Abuse Policy (All must abide by this!)

- **Your Access Device (defined below) can only be used by you:**

Your KEY / PIN number / Access Device is issued solely for your use, as your membership is personal to you and only covers your use of ProjectTHISNG facilities. You are responsible for

keeping your KEY / PIN number / Access Device secure and confidential at all times. The KEY / PIN number / Access Device remains our property at all times (unless agreed otherwise and evidenced in writing and signed by Director of Facilities Gary Powell).

STANDARDS OF BEHAVIOUR

- In order to maintain that structure, it is necessary that ALL members are completely aware of the expected Standards of Behaviour that are associated with ProjectTHISNG of this nature. A failure to do so results in spoiling the enjoyment of others and, eventually, leads to total disruption as well as barring from future events.
- Equal Opportunities and Abuse: No member or visitor shall be discriminated against on grounds of sex, ethnic group, colour, religion, physical or mental status, political beliefs, sexual orientation, social class or anything a reasonable person would find unjust. Whilst ProjectTHISNG will promote equal opportunities for all, it will also take action to deal with any reports of a member suffering physical, psychological, sexual or other abuse. This action is detailed under the Complaints & Discipline section
- The Director of Facilities, who are unpaid volunteers who devote their time and efforts in the administration of ProjectTHISNG, will not allow such disruption to occur.

Your use of the Services is subject to all applicable UK local, and national laws and regulations and, in some cases, international treaties. You are solely responsible for all activities, acts and omissions that occur in, from, through or under your Name, booking, username or password. You shall not use, allow, enable or encourage others to use the Services, or knowingly condone the use of these Services by others, in any manner that is, attempts to, or is likely to:

- Be libellous, defamatory, indecent, vulgar or obscene, pornographic, sexually explicit or sexually suggestive, racially, culturally, or ethnically offensive, harmful, harassing, intimidating, threatening, hateful, objectionable, discriminatory, or abusive, or which may or may appear to impersonate anyone else, as determined by ProjectTHISNG;
- Affect us adversely or reflect negatively on us, the Services, our goodwill, name or reputation or cause duress, distress or discomfort or embarrassment to us or anyone else, or discourage any person, firm or enterprise from using all or any portion, features or functions of the Services, or from advertising, linking or becoming a supplier to us in connection with the Services;
- Send or result in the transmission of, or introduce to the Services, junk e-mail, chain letters, duplicative or unsolicited messages, or so-called “spamming” and “phishing”;
- Be used for illegal commercial, piracy, or business purposes, including, without limitation, advertising, marketing or offering goods or services, whether or not for financial or any other form of compensation or through linking with any other Website or web pages;
- Exploit children under 18 years of age; use abusive, offensive or defamatory screen names and/or personas; obtain unauthorized access to any computer system through the Services; violate any laws, regulations (including, without limitation, laws regarding the transmission of technical data or violate or infringe upon any copyright, trademark, trade secret or other intellectual property rights, rights of publicity or privacy or any other rights of ours or of any

other person, firm or enterprise; or to use the Services in any manner which violates or is inconsistent with the terms and conditions of this Agreement;

- You may not use ProjectTHISNG's venues and facilities whilst under the influence of alcohol, tranquillizers, narcotics or any medication/substance which may affect your ability to engage with any equipment which requires yours and others safety. ProjectTHISNG reserves the right to remove you from the premises if it reasonably believes you are unfit to use the facilities. (This may affect those on prescription Medication, however, does not constitute a term of discrimination, ProjectTHISNG may request a certified letter from a medical practitioner in order to show that said member is under the regime and safe to engage in either the venue or facilities.)
- Member/s are bound to use the Facilities in such a way that no damage to the environment, any disturbance to other users (e.g. noise by radio's or equipment, dust, smell, leakages, lose cables) in any form can originate or can reasonably be expected to originate, and is bound to take sufficient precautionary measures to prevent any such environmental damage or nuisance.
- We may terminate the Block Booking or order partial clearance or the removal of any individual if there is any indecent, disorderly or dangerous behaviour that poses a risk to persons at the Venue or the Facility of ProjectTHISNG or damage to the Venue or the Facility or equipment during the Block Booking.
- We reserve the right to cancel a booking (if a booking is cancelled under the below circumstances any payments made will be fully refunded) if it is considered that allowing the Block Booking to occur may:
 - Bring ProjectTHISNG into disrepute
 - Contravene standards of decency
 - Be likely to lead to public disorder
 - Pose a risk to persons attending the Block Booking or other persons using the Facility (including staff)
 - Result in damage to equipment, the Premises or the Facility.

Unless otherwise specified, ProjectTHISNG has no obligation to monitor or record any online activity on the Services. ProjectTHISNG reserves the right to, but is not obligated to, monitor communications within, through or across the Services, and access and/or record physical or online activity on the Services. You give ProjectTHISNG your express consent to access and record your activities on the Services and be used in a way that.

You further agree not to access, create, or provide any other means through which the Services, including, may be used or accessed by others, such as through websites or physical or digital mediums to which initiate, or engage in actions that impose an a policy that encourages negative or abusive attitudes to ProjectTHISNG or any competitor.

You agree to indemnify, defend and hold ProjectTHISNG and its Staff or Designated Representatives harmless for any and all claims, damages, losses and causes of action arising as a result of your creating, using, posting or uploading content to the Services or your failure to comply with these Terms of Use.

In-house Features

There may be portions of our Services, content, functionality or features (e.g. Pre-Release, new facilities) that we make available to you for your personal use. While we can obviously change how, to whom and to what extent we make these In house Features available at any time without any notice and in our sole discretion, so long as they are available to you, whenever you visit our Services or take advantage of any of these In house Features (whether you use these In house Features in your own games, creative use or playtest sessions or view on a digital medium) whether they are displayed or appear embedded or housed within a web page or Website of anyone else, whether a commercial Website or web page, an advertisement, promotional message or even a personalized or customized web page of a friend or through any Device that can access any of these In house Features) you agree not to distribute any content made available as part of the In house Features which you know or have reason to be understood through a third party to be under a NDA or other legal limitation or license and acknowledge that such content is available only for pre personal viewing (Unless otherwise stated) and, further, that you are bound by the applicable provisions of this Agreement and our Privacy Policy.

Disabled Toilets and Storage

- ProjectTHISNG has disabled wheelchair friendly toilet on site and acts as toilet facilities for all genders and body types, both able, non-able and those whose needs fall between, depending on the situation.
 - Accessible toilets should never be used for miscellaneous storage. Anyone using the Toilets for a Storage area will be subject to disciplinary action.
 1. Initial disciplinary will be a verbal instruction about keeping the toilets clean and clear of obstruction.
 2. The second infraction will result in a verbal instruction, full written and email notification of formal warning both under the Terms and Conditions and H&S Acts under the law.
 3. The third infraction or your failure to comply with these Terms of Use will see formal notice of infraction and committee decision with regards termination of membership
 4. Any obstruction left in the Accessible Toilet will be considered to be stored illegally and depending on the situation and with the failure to comply with these Terms of Use. See such material being removed from the premises, including but not limited to at the owner's cost.

Subsequently, all members of ProjectTHISNG will observe the following Standards of Behaviour in use of the Site for Gaming:

- Your purpose in attending ProjectTHISNG is to provide a welcoming place for people to game in by ensuring high standards of sportsmanship and behaviour and to respect the desire of

others who wish to do that in an atmosphere and under conditions that are conducive to the nature of the games.

- Respect the venue, its facilities and the Venue and Organisation's property.
- Respect the property of others.
- Such an atmosphere denies you the right to participate in any other disruptive physical activities such as chasing around the gaming areas, deliberately interrupting other games, kicking items of any kind, immature horseplay or activities of any type, abuse of tables and equipment and any other behaviour which could be construed as unsporting conduct.
- ProjectTHISNG actively discourages some gaming aspects like *Gamesmanship*, "*rules lawyering*" and other deliberate methods of play designed to detract from enjoyment of the games.
- Respect the decision of the umpire if one is present.
- Be courteous to their fellow Venue and Organisation members and respect their choice of games systems, miniatures etc.
- Bad language, personal argument and taunting or humiliation of other players will not be tolerated.
- Understand that while some forms of behaviour are unacceptable a bit of fun or causal ribbing within the realms of game social acceptability are fine. I.E. referring to the player killed in a game of Pandemic Legacy as 'The Deceased' is considered to be classed as 'A bit of fun' As long as such behaviour does not move into more dangerous areas such as harassment or bullying...
- Remember that gaming is a social event and encounter and that anyone playing or bringing games also be socially inclusive towards new and existing members bringing them into the games and where possible teaching or showing them the game and explaining rules. This helps create new players and also expands people's understanding and knowledge of games.
- Resolve rules disputes quickly and amicably by using the appropriate rulebook, by asking another member or by the roll of a dice.

Hire period

Hiring the ProjectTHISNG Venue, or Facility does not entitle Members to enter or use them at any other time other than the hire period booked and confirmed unless you arrange this with the Director of Facilities beforehand. (*This is a regulation that applies to everyone.*)

Setting up and dismantling equipment must take place within the hire period unless otherwise agreed beforehand with the Director of Facilities.

If you use the Facility beyond the hire period you will be liable for an additional one-hour charge for each hour and part hour that you use the Facility at the current hourly rate.

THE ORGANISATION

Venue and Organisation Fees

Venue and Organisation fees for both adult and junior members attending standard meetings will be set for the year by the Director of Facilities, and this also applies to Administration Fees. These charges reflect the venue's commitment to guarantee regular fair trade and cover operation costs.

Venue and Organisation Assets

The assets of ProjectTHISNG (gaming equipment, 3d Printing, Video digital, IT, Printing, Gaming, Games, game equipment, Physical storage, Cutlery, plates, Mugs, Seating, Electrical Equipment, Cutting Equipment, T-Shirt and Printing Equipment, cash in hand and cash) belong to the Director of Facilities or the existing members.

Should ProjectTHISNG ever cease to operate the assets will be distributed to the Director of Facilities, current members or original owners as evenly as possible. (See Amendments/Dissolution)

Note:

The definition of *current members* at any time will be those who have current bookings and are regular active members of the Facilities.

Any members who have loaned their own scenery/equipment or games to Venue and Organisation may remove them at any time, especially if they leave the Organisation ProjectTHISNG or it is damaged, though the Director of Facilities should be notified first. Anything left behind will be regarded as ProjectTHISNG assets.

ProjectTHISNG Officials

ProjectTHISNG will be led by the Director of Facilities. Other positions like Event Organisers will be made on an Event by Event basis, as members chose to engage with the Site, Venue and facilities. Event Officials must be organised and be able to actually perform the tasks and possess skills that they are engaged with teaching others, to be eligible for such positions. ProjectTHISNG will not be held liable for any accidents caused by an Event Organisers incompetence or lack of skill

A minimum of one designated official will be present at each ProjectTHISNG meeting.

The Director of Facilities may make other appointments (e.g. Event Organisers, Social Media Managers, Web Manager) as they see fit. These appointments are valid for the length of the appointment, made at the time.

Voting and ProjectTHISNG decisions

If the The Director of Facilities or Authorised Representative consider it necessary to change the rules, or wind up ProjectTHISNG, or consult the members on some other matter they must call an Extraordinary Meeting (EM) so that ProjectTHISNG Members may make the decision. The Director of Facilities must also call an EM if they receive a written request from the majority of members over a single specific or specific issues. Details of an EM must be published by the Director of Facilities in no less than 1 week in advance.

The Director of Facilities or Authorised Representative will make a public record of decisions taken at ProjectTHISNG meetings. The record will be available for inspection by any ProjectTHISNG member within the posted medium.

Only current members (not visitors nor members' guests) may vote. Such Votes allow Members to help make the Space a Collective and collaborative one. However it may not look to replace the Director of Facilities, unless the Members collective can cover the full costs of any and all deposits, management costs, and all associated costs.

ProjectTHISNG REPRESENTATION

- No member has an *absolute divine right* to represent ProjectTHISNG in any events, conventions or shows.
- ProjectTHISNG is judged by visiting teams/members on the behaviour of the members and the courtesy that they display. ProjectTHISNG will not tolerate discourtesy to visitors under any circumstances.
- It has long been a tradition of gamers to look smug when you roll a lucky Crit - it is all part of the game and such luck tends to even itself out. While such a tradition is annoying being a good player is paramount to good sportsmanship in the game and this ProjectTHISNG will maintain it.
- (Tantrums such as throwing dice or game pieces, banging or kicking the table or verbal abuse of your opponent is displaying a total disregard for the etiquettes of the game and ProjectTHISNG, Please understand you can and will be asked to leave. (See disciplinary actions)).
- ALL ProjectTHISNG players must be gracious in defeat and congratulate their opponent. Win or lose - do not leave the playing area without at least shaking the opponent's hand. You can sulk all you want when you've left.
- When playing a match at our home venue, the opposing team/s are our GUESTS and must be treated as such. Afford them the courtesy that guests deserve to ensure their comfort, well-being, enjoyment.
- When the match is completed you must ensure that ProjectTHISNG Organise are either under normal circumstances, present to bid farewell and to thank the opposing team for the match.

Requirements before and after Matches

It is *Essential* that matches commence at the designated time or shortly afterwards. For that reason tables and game areas, need to be in place BEFORE that time. Do NOT expect to turn up for a match to find this has been done for you - it is your responsibility!

If you want some pre-match practice time then allow for this in your arrival time. or consider [The Nottingham Board and Wargames Club](#)

DISCIPLINARY POLICY

ProjectTHISNG reserve the right to impose the following disciplinary actions and policy in the event of any of the foregoing rules and/or Standards of Behaviour being breached or disregarded, and whilst it is not anticipated, there may be occasions when ProjectTHISNG is required to act to protect its members from a situation or situations that arise due to the conduct of one or more members.

Members may be suspended from attending ProjectTHISNG under the following circumstances or breach of our standards of behaviour.

When a complaint is made in writing alleging a member has breached the rules of ProjectTHISNG, as stated in ProjectTHISNG Rules and Standards of Behaviour and ProjectTHISNG's Terms and Conditions. In this case, the Director of Facilities will make inquiries to see whether any informal resolution may be agreed by the parties concerned.

If this is the case then no further action need be taken but if not then the Director of Facilities must organise a meeting of the Members or key Members to discuss the allegations and decide whether any suspension of membership is appropriate.

When three or more complaints of what might be viewed as a minor nature have been made in writing regarding the behaviour of an individual member, that member's behaviour will automatically be discussed by the Director of Facilities during the next Games Session, not the Social meeting/event. The Director of Facilities may decide to issue that member a written warning in respect of this behaviour or. Should there be a repetition of such behaviour then the situation will be dealt with as under section (iv) below

- When a complaint is made alleging a member has breached the rules of ProjectTHISNG, as stated in ProjectTHISNG Rules and Standards of Behaviour that is shown to be or triggering a Secondary Warning. In this case, the Director of Facilities will make inquiries to see whether any informal resolution may be agreed by the parties concerned.
- If this is the case then no further action is need be taken beyond the initial verbal and written warning, however, if not then the Director of Facilities must organise a meeting of the Members or key Members to discuss the allegations and decide the length of the suspension of membership is appropriate.
- When a member is alleged to have behaved in such a manner as to have caused danger either to another member(s) or themselves. In this circumstance, the Director of Facilities must organise a meeting of ProjectTHISNG to discuss the incident and decide whether any suspension of membership is appropriate.
- When there is an allegation that a member has committed a serious criminal offence within the purview of ProjectTHISNG, Standards of Behaviour or Criminal activity while attending ProjectTHISNG. In this case, the member must be immediately suspended and notified of his/her/Their suspension by the Director of Facilities until police inquiries and any legal proceedings have been concluded.
- When a ProjectTHISNG member is alleged to have acted in such a manner as to have seriously damaged ProjectTHISNG's reputation. In this circumstance, the Director of Facilities must organise a meeting of the other Membership to discuss the allegations and decide whether any suspension of membership is appropriate, and any follow-up regarding media response is necessary.
- Other than in Section (iii) above where a suspension is open-ended, the Director of Facilities has the power to vary the period of suspension from one to four ProjectTHISNG meetings as

they deem appropriate. Should the Director of Facilities believe the situation to be so serious as to require a more severe resolution then the Organiser and Senior membership may call an EM with a view to either a longer-term suspension or expulsion of the member concerned.

- An Expulsion is the ultimate sanction for ProjectTHISNG and will not be imposed lightly but once imposed it can only be reversed by a majority vote of the Members EM.
- Whatever the period involved, any suspended member may not attend ProjectTHISNG Venue Booking area nor be involved in any ProjectTHISNG activity for the duration of the suspension. Failure to comply will lead to an automatic one-month meeting suspension, to run consecutively to any current suspension, and may result in an EM to discuss the situation.
- Accidental Damage, *Accidental or malicious damage* – While we have seen that accidents do happen it should be noted that people invest a lot in their games and models and as such we ask that people respect all items on the table and treat them with respect and care.
- Members are required to refrain from any conduct that would cause damage to any ProjectTHISNG property and to any of the members or visitors to report immediately to the Director of Facilities or Senior Member, or Event Organiser of any accidental damage caused by them, damage seen caused by others or issues of damage being caused.
- ProjectTHISNG provides facilities for the replacement and creation of missing, damaged or lost items and so it may be possible to assist with fixing, rebuilding or assisting with replacing components/models/items.
- This does not provide an opportunity for members to engage with theft of © Copyright and intellectual property.
- A maximum initial period of 5(Five,) days after the initial reporting the damage/loss will apply, with regards assistance/repair or replacement. Following this, ProjectTHISNG's policy will not allow excessive replacements.

You may be asked to complete a claim form or provide additional information to progress Your claim. If you don't do this, it may mean Your claim will be delayed/Dismissed.

In the event of theft of any equipment, the victim must inform the Director of Facilities and/or Senior ProjectTHISNG Member or Event Organiser of the theft and provide details and any relevant information. Such details will then be passed over to the relevant authorities.

Malicious damage to Your Equipment not reported to the Administrator within 5(Five,) will not be legible for any type of claim, though disciplinary procedures can still apply, this does not stop any ProjectTHISNG members from engaging in any civil or criminal procedures in order to recover costs, and ProjectTHISNG will endeavour to assist where it can with these matters..

Terms and References

Accidental damage means physical breakage, destruction or failure of your Equipment due to an unforeseen event which causes physical damage to it and prevents it from operating correctly. The accidental damage extends to include damage that happens as a result of Your Equipment being in contact with water and other liquids

Damage/Damaged means accidental damage and malicious damage.

The game means any type of Card, Tabletop, Biard and Wargame, Including components

Equipment means any Gaming Equipment that has been supplied to you on loan or that you bring into ProjectTHISNG for use by yourself or in combination with others.

Excess means the amount which needs to be paid by you after each successful claim.

Loss/Lost means:

- (i) You've accidentally or unintentionally left Your Equipment in any location and it has then disappeared; or
- (ii) Your Equipment is in a known location, but you aren't reasonably able to retrieve it; or
- (iii) Your Equipment has disappeared and You are not sure how.

Malicious damage means where damage is deliberately caused to Your Equipment by someone other than you.

Theft or Stolen means the taking of Your Equipment by known or unknown people with the intention of unlawfully and permanently depriving you of the possession of Your Equipment.

You/Your means you, as long as You are over 18 years old, and any person who has been authorised by you to use the Equipment. Anyone under 18 Years of age is represented by the named Member.

Disciplinary Standards

Every member is expected to maintain high standards of behaviour and conduct during ProjectTHISNG meetings within the Standards of Behaviour policy whilst representing ProjectTHISNG. Occasionally, where it is clear that ProjectTHISNG's rules of conduct have not been met or where a member's behaviour has fallen clearly outside of any acceptable standards, it may be necessary to begin the disciplinary process.

Clear examples of misconduct include but are not limited to: The failure to adhere to ProjectTHISNG rules, improper behaviour toward other ProjectTHISNG members, negligence.

- Examples of gross misconduct include but are not limited to:
- Assault,
- Fighting, any action endangering another person's safety,
- Threatening or abusive behaviour,
- Harassment, victimisation or discrimination,
- Sexual assault of members or others in the venue, sexual harassment,
- Theft, fraud or misuse of ProjectTHISNG funds,
- Bringing ProjectTHISNG into disrepute.

In the event of a breach of discipline, the procedure outlined below should be followed. The disciplinary policy outlines the agreed approach and process for dealing with issues of misconduct. Our aim is to ensure fair and consistent treatment for everyone.

Disciplinary Procedure

On the first occasion, the offender will receive a verbal Informal reprimand and an explanation as to why the particular behaviour was unacceptable; and an understanding agreed that it will not be repeated.

A failure to heed that verbal warning *and* a subsequent re-offence will result in a formal written warning which will demand an improvement in behavioural attitudes and if necessary an apology.

A Secondary failure to heed that Written warning *and* a subsequent re-offence will result in a final Warning both verbally and in Writing, warning which will demand an improvement in behavioural attitudes and if necessary an apology followed by a temporary ban from (x) events

Should these two initial actions fail to correct the behaviour then this WILL result in the offender in being permanently barred from ProjectTHISNG membership and it will be at the discretion of either the offended party or ProjectTHISNG operator as to whether any evidence or legal recourse with regards civil action should be taken, and the same applies to any criminal proceedings from such actions.

This is not open to negotiation.

Gross misconduct is behaviour, on the part of a ProjectTHISNG Member, which is so bad that it destroys the Member/organiser relationship, and merits instant dismissal without notice or in lieu of notice. Therefore depending on the nature of the misconduct, it will be at the discretion of the either the offended/wounded party/s, Site Owner or ProjectTHISNG operator as to whether any evidence or legal recourse with regards civil action should be taken and the same applies to any criminal proceedings from such actions.

This is again not open to negotiation.

Warning Levels and Sanctions

WARNING LEVEL	POSSIBLE SANCTION
Informal Warning	Verbal Warning
1st Formal Warning	Written Warning
2nd Formal Warning	Final Warning
3rd Formal Warning	Suspension and Termination of Membership
Gross Misconduct	Suspension and Termination of Membership

Informal Warning Process and Potential Outcomes and General Views

Informal Warning

It will normally be appropriate for ProjectTHISNG or the Director of Facilities to manage minor issues informally before proceeding to the formal disciplinary procedure. Such issues *Must* be handled promptly to avoid escalation and discreetly. Highlighting an issue to a ProjectTHISNG member (Usually Verbally) will often be enough to prevent the issue occurring again. Minor issues should be dealt with by holding an informal discussion.

The member *Must* be advised that further unacceptable behaviour or misconduct may lead to formal disciplinary action and the member should be clearly told that they have received an informal warning and the Offender be clear on the improvement that is required. (Like abusive, threatening or petty comments of abuse.)

The Director of Facilities or Authorised Representative should Discuss any help that is required in order for the member to improve.

A note of the discussion should be taken showing the date, the fact that an informal warning was given and the action required by the member to improve.

If no further action is necessary, the file note should be removed after 12 months.

Formal Warning Process and Potential Outcomes

Where a member's conduct has not improved and following an informal warning, *or* when the matter appears to be more serious, formal disciplinary procedures may be necessary. Any further incidents of misconduct during the life of a disciplinary warning may and *most likely will* result in further disciplinary proceedings, usually at the next stage of the formal process.

An investigation of a disciplinary breach must be conducted by The Director of Facilities or Designated Senior Member.

In the case of Gross Misconduct, the member involved may have their membership suspended whilst any necessarily procedural investigation is completed. The Director of Facilities, Unless involved in the matter, *then a senior ProjectTHISNG Member* not involved must contact the member by letter or email to request a meeting to discuss the breach of discipline. This letter or email must give *a minimum of 3 days notice* of the staging of the meeting, *and* must detail in the communication *the member's rights of representation*, whether permanent suspension of member is a possible outcome, the specific reason for the meeting, including full details of the allegation including dates and times, any losses incurred or impact on ProjectTHISNG and copies of any documents that may be referred to in the meeting including any witness statements.

The meeting must then take place and the Member/s should be informed of any decision and of the right to Appeal. A member has the right to appeal against disciplinary sanctions at each formal stage of the procedure. Appeals *Have to be* made within 7 calendar days from receipt of the disciplinary outcome letter or communication.

Appeals

The process for Appeals is thus: If a member is subject to an Order or Formal Warning then in order to make an appeal the Member must set out the grounds for appeal in writing to The Director of Facilities or Designated Senior Member.

Members *Must* clearly state the detailed reasons for their appeal and *Upon receipt* of an appeal letter The Director of Facilities or Authorised Representative will send an *Appeal Acknowledgement Letter and an Appeal Meeting invitation letter to the member*. This has to be before the Appeal Meeting the appeal panel should be briefed on all relevant facts. Appeals will usually be chaired by a The Director of Facilities or Authorised Representative who has not been directly involved in the disciplinary process. Once the Appeal meeting has taken place the member will be informed of any decision and, *that decision is final*.

The outcome of the appeal can be either to:

Reject the appeal,

Upholding the original disciplinary action

Increase or add harsher punitive responses.

Amendments/Dissolution

No amendment to ProjectTHISNG Rules and Standards of Behaviour or the Dissolution of ProjectTHISNG can be made without the consent of the Director of Facilities and at least two-thirds of ProjectTHISNG members.

Should Dissolution occur then The Director of Facilities or Authorised Representative will terminate any commitments and liabilities of ProjectTHISNG and all money held will be used to cover any outstanding costs of ProjectTHISNG. Terrain and Property not belonging to the Organiser will be divided amongst the membership as fairly as possible by the outgoing Director of Facilities.

GENERAL SUMMARY

The Director of Facilities accepts that the large majority of ProjectTHISNG Members behave accordingly and it does not wish to offend those who do so. Unfortunately, however, there will always be the few who show no respect for others in their bad behaviour poor attitudes and acting like a twat. ProjectTHISNG cannot afford to tolerate those who would seek to mar or deliberately cause offence, we do aim to create more cohesive community ties with other ProjectTHISNG's and game Businesses and Organisers.

Conduct of ProjectTHISNG Members:

All ProjectTHISNG Members or Visitors must abide by:

The Statutory and Common Law of the United Kingdom;

All Health and Safety laws and rules applicable to the UK;

The rules of ProjectTHISNG as stated in its Constitution.