**The following is a sample only and it may be edited to suit the organization’s needs.**

**Sample Disruptive Participant Policy**

The DBSA Support Group Guidelines was created by the national office to ensure support group meetings are a safe place for peers to share. DBSA [insert chapter name] strives to meet those guidelines at all times.

When a participant violates the guidelines, it is a disruption to the functioning of the support group. Our facilitators are trained to redirect disruptive behavior. However, if a facilitator determines that the participant is unable or unwilling to follow their guidance, the facilitator may ask the participant to leave the support group for the remainder of the meeting.

If the board of directors receive reports from participants (including facilitators) of multiple instances of disruptive behavior from a particular individual, a verbal warning will be issued. A board member will speak with the individual either by phone or privately in person. The board member will provide the participant with the Disruptive Participant Policy which outlines the process the board will follow if their disruptive behavior continues to be an issue.

If after the verbal warning, the board of directors continue to receive reports of disruptive behavior a second warning will be issued. The board of directors will determine whether to issue another verbal warning or a written warning. The written warning is the last warning issued before the board votes to ban a participant from support group meetings.

If the board votes to ban a participant from attending support groups, he or she will be notified in writing.

**Appeals Process**

A banned participant may request a meeting to appeal the board’s decision. If a meeting is granted, the participant will have 10 minutes to state their case. The board’s final decision will be made in writing within two weeks.

**One Year Review**

After one year’s absence, a banned participant who wishes to return to the support group may submit a written request to the board of directors. In making its decision, the board will consider the progress the participant has made and the initial reason for the ban.

**Violent and/or Threatening Behavior**

The Disruptive Participant Policy does not apply to violent or threatening behavior. Such behavior is covered in our Crisis Response Policy.

**Sample Warning Letter**

Dear [insert recipient name],

As we have previously discussed, your behavior in [insert chapter name] support groups do not follow the national office’s official support group guidelines. Since the last verbal warning we issued, we continue to receive reports that [insert description of disruptive behavior].

This letter is the second official warning and first written warning you have received regarding your behavior in [insert chapter name] support group meetings. There will not be a third warning. Per the chapter’s Disruptive Participant Policy which is enclosed, further disruptions will result in a ban on your participation in the chapter.

We want to work with you to resolve the issue before we reach that point. Please contact [insert name] at [insert contact info] to discuss how we can all effectively support one another.

Sincerely,

[insert name and title]

on behalf of [insert chapter name] Board of Directors

 Enclosed: [insert chapter name] Disruptive Participant Policy

 DBSA Support Group Guidelines

**Sample Banned Letter**

Dear [insert recipient name],

It is our duty to inform you that you are no longer allowed to attend [insert chapter name]’s support group meetings or other chapter activities. As previously expressed to you both verbally and in writing, [insert description of disruptive behavior] is a disruption to the functioning of our support groups and will not be tolerated.

Any attempt to attend future meetings will result in the appropriate action to have you removed from the premises. We understand that it may be hard for you to accept our decision, but we ask that you take into consideration the wellbeing of your fellow peers.

You may request to return to the support group after one year’s absence. We hope that you will take this time to make the changes necessary to able to rejoin our community.

We wish you all the best.

Sincerely,

[insert name and title]

on behalf of [insert chapter name] Board of Directors