



Gatlinburg Sportsman's Club

2021-2022

Member Orientation Program

(Revised June 2021)

Membership

- Membership in the Gatlinburg Sportsman's Club (GSC) is a privilege granted by the Club's Board of Directors and may be revoked by the Board of Directors upon its finding that the member violated any of the Club's rules, which are expressed or implied within the content of this Orientation Program.
- Membership is granted to an individual and his immediate family and is not transferrable.
- The minimum age of membership shall be 18 years of age. Members must be legal residents, of good repute, in the United States of America.
- Children under the age of 18, must be accompanied by a current member at all times.
- The intent of GSC's rules is to promote safety for all persons and property present on Club grounds, as well as persons and property who may be present near or adjacent to Club grounds.
- The intentional destruction of Club property is against the rules, even if it did not pose a safety risk.
- If one of the rules is ambiguous or if its meaning is not clear, then common sense should prevail and all errors should be on the side of safety. If you're not sure that what you are about to do is safe, ... don't do it.
- If a current member reports that you have violated Club rules or that you have knowingly committed an unsafe act, then your Club privileges will be suspended until the next scheduled monthly Club meeting, where you will be invited to attend and to present your answer to the charges.
- A decision by the members present will be rendered to either:
 - 1.) Revoke your membership, or
 - 2.) Continue your membership privileges, but place you on probation, or
 - 3.) Dismiss the charges against you.

Rulings in member disciplinary hearings are final and there is no guaranteed right of appeal. So protect your membership and promote safety for yourself and for others.

Membership Requirements

All new members are required to:

1. Complete the current year **Membership Application**. (GSC app2021wf)
 - a. Provide the information requested by filling in all blanks on the application.
If retired, list your *former occupation* in the Occupation blank and *Retired* in the Employed By blank.
 - b. Check and initial the box certifying that you understand the Safety Rules.
 - c. Check and initial the box agreeing to a background check.
 - d. Check and initial the box certifying that you are not prohibited from purchasing a firearm in the state of your legal residency.
 - e. Certify that you have read all of the information in the **Orientation Program** by filling in the Orientation Validation Code.
 - f. Certify that you understand and agree to the **Assignment of Risk Agreement**.
2. Complete and sign the **background check authorization form**. (Page 2 of Application)
3. Sign the **Reactive Range Rules form**. (Page 4 of Application)
4. Prepare a personal check or a money order to GSC to pay all appropriate dues and fees.
5. Have your picture taken for your **Range ID Badge**.
6. Identify the Validation Code buried in the text of the Orientation Program , and enter the validation code where indicated on the application. Agree to abide by, all of the Clubs rules, regulations, and policies as stated in the Orientation Program published on our website. <http://www.gatlinburgsportsman.com>
7. Upon completion of the requirements listed above, and upon our receipt of a favorable background check, you will be granted membership for the current membership year or until your membership is revoked by the GSC Board of Directors, whichever comes first.

Annual Renewal Requirements

To renew your membership for the upcoming year:

1. All memberships expire on October 31, each year.
2. To be eligible to renew, you must be a member in good standing on the date of renewal.
3. By submitting your payment for membership renewal, you agree that:
 - a. You understand all of the Club rules and procedures outlined in the current year's Orientation Program posted on our website.
 - b. You agree to abide by all of the Club rules and procedures outlined in the current year's Orientation Program posted on our website.
 - c. You certify that you understand and continue to agree to the **Assignment of Risk Agreement** that you signed upon submitting your application for membership.
 - d. You certify that you are not prohibited from purchasing a firearm in the state of your legal residency.
4. If your spouse has an activated Range ID Badge, he or she must also read the **Orientation Program** and supply the Orientation Validation Code.
5. You must pay all appropriate dues and fees as listed on the invoice emailed to you.
6. You must update your email address and your phone numbers to insure that the Club Manager can contact you, should it become necessary.
7. Upon completion of the requirements listed above, your membership will be extended until November 1, of the approaching membership year

APPLYING FOR MEMBERSHIP

1. Secure an Application for Membership, by clicking on the **Membership Application** button on our website. <http://Gatlinburgsportsman.com> At the home page, click the **Become a Member** button and then click the **Membership Application** button. This will bring up a blank application form that you may type in your information into the blanks, or you may print out the blank form and fill in the blanks by hand.
2. ALL blanks must be filled in. Processing of your application will not begin until you have fully filled out the **Membership Application Form**.
3. If you choose to type in your information on the blank **Membership Application Form**, you must SAVE the completed file to preserve your application for your files, then print out a copy to be mailed to us.
4. If you choose to print out the blank form and fill in the requested information by hand, you must PRINT legibly, especially your email address and background check information. We must be able to enter your responses exactly correctly, or you will not pass the background check and you will be charged an additional \$10 if we must request a second background check on your behalf.
5. Note: If you are retired, enter your pre-retirement profession and employer in the appropriate blanks and then enter "Retired" after your previous employer's name.
6. Place the completed **Membership Application Form** and your check (made payable to: Gatlinburg Sportsman's Club and drawn in the amount of total charges for your dues and fees) in an envelope and mail it to: Gatlinburg Sportsman's Club, PO Box 5195, Sevierville, TN 37864
7. In addition, you must email a head, neck, and shoulders digital photo of yourself, standing in front of a solid colored background. The photo should be taken in landscape mode. This photo will be used for your Range ID Badge.
8. Processing of your application will not begin until we have received your completed application, validation that you have read the Orientation Program, your check in the correct amount, and the photo for your Range ID Badge.

Please allow 3 weeks for acceptance of your application.

Orientation Program

- Orientation program completion is required for all new members and review of the current year's Orientation Program is required for all existing members prior to their membership renewal each year.
- Orientation completion is required prior to use of the ranges.
- A spouse, who wishes to use the Ranges alone, must also complete the Orientation Program.
- Upon completion of the Orientation Program and clean results from your background check, your membership Range ID Badge will be issued and your ID will be activated in the front gate computer.

General Information

- Gatlinburg Sportsman's Club (GSC) is a 501.(c).(3) corporation.
- GSC is a firearms firing range and the inherent risks associated with a firing range are assumed by each member.
- Each member has signed an Assignment of Risk Agreement on the membership application. If you do not understand this agreement or that you have waived your rights to hold the Club liable for any event which may occur while you are at the Club, you should withdraw your application. The submission of a membership application and the payment of your dues constitute your acceptance of all agreements and conditions.
- **Safety is paramount.** In addition to the list of Rules and Procedures that will be covered during this orientation program, you must exercise common sense and good judgment at all times while on the range.
- If you observe an unsafe act by some other member, get away from the danger. Report the unsafe act, along with the offender's name and/or his automobile license plate number to any Club officer. Use common sense about confronting the offender about the unsafe act. If the act was just inadvertent, the offender will probably appreciate the advice, but you should not become involved in a confrontation with a guy holding a firearm. Just back away and let a Club Officer address the unsafe act.

All Members Must Be Qualified To Legally Purchase / Own Firearms In Accordance With The Federal Gun Control Act

The Gun Control Act of 1968 prohibits firearms ownership in the US by certain broad categories of individuals thought to pose a threat to public safety. However, this list differed between the House and the Senate versions of the bill, and led to great confusion. This list was later augmented, modified, and clarified in the Firearm Owners Protection Act of 1986. The 1986 list is:

- Anyone who has been convicted in any court of a felony punishable by imprisonment for a term exceeding one year, excluding those crimes punishable by imprisonment related to the regulation of business practices, whose full civil rights have not been restored by the State in which the firearms disability was first imposed.
- Anyone who is a fugitive from justice.
- Anyone who is an unlawful user of or addicted to any controlled substances.
- Anyone who has been adjudicated as a mental defective or has been involuntarily committed to a mental institution.
- Any alien illegally or unlawfully in the United States or an alien admitted to the United States under a nonimmigrant visa. The exception is if the nonimmigrant is in possession of a valid hunting license issued by a US state and/or has been granted a waiver from the Attorney General.
- Anyone who has been discharged from the Armed Forces under dishonorable conditions.
- Anyone who, having been a citizen of the United States, has renounced his or her citizenship.
- Anyone that is subject to a court order that restrains the person from harassing, stalking, or threatening an intimate partner or child of such intimate partner. (Added in 1996, with the Lautenberg Amendment.)
- Anyone who has been convicted of a misdemeanor crime of domestic violence. (Added in 1996)
- A person who is under indictment or information for a crime (misdemeanor) punishable by imprisonment for a term exceeding two years cannot lawfully receive a firearm. Such person may continue to lawfully possess firearms obtained prior to the indictment or information, and if cleared or acquitted can receive firearms without restriction.

Where To Find Information about GSC

- GSC Website : www.gatlinburgsportsman.com
- Email address: gatsport@live.com
- Club voice mail (865) 436-0271 Your message will be transcribed and sent as a text message to on duty Club officials. Your call will be returned when time permits.
- Club office phone (865) 436-0271 - The Club does not have an office staff, so your call will most likely go to voice mail. If you leave a message, your call will be returned when time permits. If you do not leave a message, your call will not be returned.
- Email is the primary method of communication between GSC and its members.
- The first character of the orientation validation code is “ U ”.
- Minutes from each monthly meeting are printed in the monthly newsletter which is posted on the website after each meeting.
- A list of all Club officers, and their email addresses , GSC’s By Laws, Policies, Range Rules, Calendar, and General information, are all posted on the website.

How GSC Communicates With You

It is very important that the Club be able to communicate news, announcements, and changes in rules or protocols. This is done primarily via email or through postings on our website. If you do not have an email address that you check regularly, you must pay an extra \$20 per year to cover the mailing expenses required to send monthly communications to you via the United States Postal Service.

It is very important that you notify the Club of any changes to your email address, your physical address, and your telephone number. This is best done via an email to gatsport@live.com.

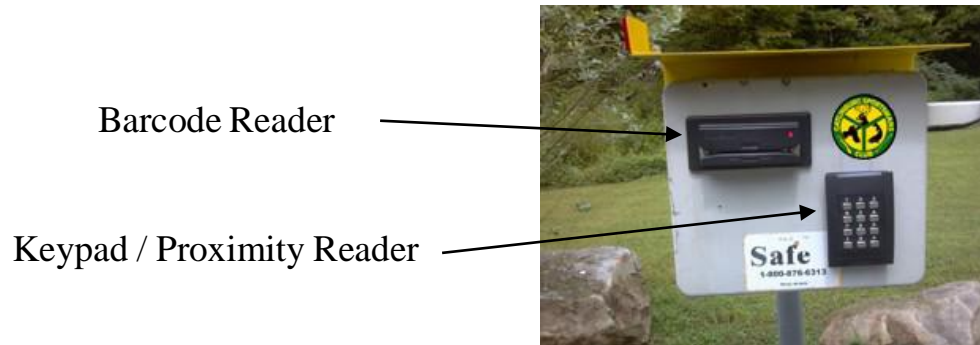
Monthly Club meetings are held on the second Thursday of each month and are being held at 6:30 PM in the Bridgemont Room of the King Family Library in Sevierville, unless otherwise announced. Check the Club Calendar for the next meeting date and location. These meetings are business meetings and are open to all members.

If you have a question, please email it to gatsport@live.com or call the Club's voice mail number (865) 436-0271. We will answer your communication as quickly as possible.

Hours Of Operation

- Current members may access and use the property whenever they wish. However, our “Good Neighbor” policy closes certain ranges during early **morning hours and church hours. All ranges close after 10:00 PM.** We are getting along with all of our neighbors and we do not wish them to begin to complain that our noise is bothering them.
- 200 Yard Range hours of operation:
 - Sunday 12 PM to 6 PM
 - Wednesday 10 AM to 6 PM
 - Other days 10 AM to 8 PM
- 100 Yard Range and the Reactive Pistol Range hours of operation: 8 AM to 10 PM
- Skeet and Trap Ranges are supervised ranges and only open when a RSO is present. They are generally open on weekend afternoons, but it is best to call ahead to confirm the hours.
- Use common sense and match your weapon to the time of day. The report from a .22 LR is unlikely to bother anyone; the report from a .50 BMG will almost wake the dead.
- The use of any explosive targets on GSC property is expressly forbidden.

Accessing The Range

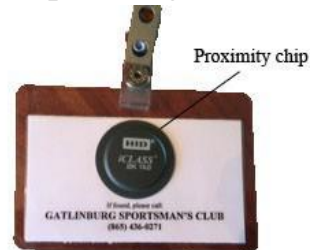


- Access to GSC grounds is done by placing your GSC Range ID Badge on or near the keypad, or by swiping your Range ID Badge through the slot in the barcode reader. Your ID badge is for your use only. Allowing non-members to use your ID badge can result in your expulsion from the Club.
- If you arrive at the front gate just as another member has opened the gate using his code, you should still touch the keypad with your ID badge. The computer will record your entry, even though the gate is still open from the previous member.
- Maintaining possession of your ID Badge is very important. If you lose your ID Badge, someone else could use it to access Club property. Therefore, you should report the loss as soon as possible.
- Do not allow anyone, who is not your guest, to tailgate behind you onto the property. If you allow a strange automobile to tailgate behind you into the property, the tailgating folks become your guest and you are responsible for their conduct.
- If you have guests who are in a separate automobile, you should open the gate with your ID badge and drive up the driveway until your automobile is even with the old farm house and then stop. The gate exit sensor is located in the driveway next to the farmhouse and stopping your automobile there will hold the gate open and allow your guest to drive onto the property.

Opening The Front Gate With Your Range ID Badge

Your Range ID Badge is your key to the front gate, as well as your proof of membership.

1. Your Range ID Badge contains two different keys, each of which will open the front gate.
 - a. A proximity chip is attached to the back of each member's ID Badge. Holding this chip on the keypad reader at the front gate will open the gate.



- b. A barcode is printed on the front side of each Badge. You may open the front gate by holding the ID Badge, face up and barcode edge toward the card reader, and swiping the card through the slot in the barcode reader (hold badge as shown in photo below). If your Badge is scratched, or if the card reader is damp, the barcode may work correctly, using the proximity chip as described in (a.) is the most reliable way to open the gate.



2. The keypad is for use by vendors and as a temporary means for new members to access the property. When you intend to use the Range, remember to pack your Range ID Badge. You may not always be able to reach someone at the Club's phone number to get the temporary gate code.

Shooting Range Rules

(Revised 2/20/2015)

1. **No alcoholic** beverages allowed on any shooting range.
2. **Shoot your firearm in a safe manner.** Always point the muzzle of your firearm in a safe direction.
3. **All firearms must be in a safe condition (action open and unloaded) when entering, exiting, or moving around the range.** Load firearms only when you are at the firing line/shooting station, downrange is clear, and you are ready to shoot.
4. **Shoot downrange only** from the firing line at targets.

Place targets only in front of berms to prevent ricocheting bullets from traveling over the backstop. If you observe someone performing an unsafe act with a firearm, please report the incident. We do not expect you to accost an armed stranger at the range, but we do expect you to report the date, time, license plate number of the vehicle, and a description of the incident. The officers of the Club will deal with each reported incident.
5. **The first shooter to arrive at the range will assume the responsibility of Range Officer.** When this person leaves the range, the second person that arrived will assume Range Office responsibilities and so on.
6. **The Range Officer will check with the other shooters to be sure that all firearms are unloaded and grounded (laid down) before anyone goes down range.** No one should handle any firearm while the firing line is “Clear”. This includes working on, reloading, or adjusting sights. Those checking or replacing targets should walk directly to and from the targets. The second character of the orientation validation code is “ R ”.
7. **Use stationary paper or steel targets only.** No bottles, cans, or other breakable or exploding targets may be used. In addition, Club property should not be used for a target holder. This includes target board support posts.

Shooting Range Rules

(Page 2)

8. **No tracer or incendiary type ammunition allowed.**
9. **No explosive targets are allowed.**
10. **Shooters may shoot only at the target in line with their position.** No shooting across the range.
11. **An adult member must accompany any shooters under the age of 18.**
12. **If others are waiting to shoot, time will be limited to one (1) hour per shooter.**
13. **Please observe the posted range shooting hours.**
14. **Properly dispose of all litter.** Your used targets are no longer useable by other shooters. Please remove any debris that you have created and place it in the trash can. This includes the paper targets still on the target board. If you leave them, the wind and rain scatter them all over the area. We are paying folks to mow the grass, and after they mow over paper trash, the trash becomes a bigger eyesore.

Guest Policy

Each member is permitted to bring two (2) guests with him per visit. A guest may attend numerous times, but he must always be accompanied by a member. A member's spouse and his underage (less than 18) children are considered as family not as guests, and are counted as one for purposes of calculating the number of guest who are with you on this visit. A member's underage children must always be accompanied by a member.

Exceptions to the number of guest may be granted on an individual basis. Exception requests may be made at a monthly Club meeting.

Example: A member, his wife, and their three children, plus the member's father and the member's uncle may attend the club together at any time. They would be considered the member and two guests.

Example: A member's 17 year old son may attend the club, with his parent and not be counted as a guest. However a 17 year old may not attend without an adult member present.

Example: A member wishes to bring his Sunday School Class to the Reactive Range on Thursday afternoon. This requires that he obtain an exception to the guest rule prior to that Thursday afternoon.

NOTE: As a member, you are 100% responsible for the actions and conduct of all of your guests.

Picnic Pavilion

The picnic pavilion is available for use by any member and their guests. It is available on a first come / first serve basis. However, the pavilion must be shared with other members who wish to use the pavilion at the same time as long as room remains. The pavilion may not be reserved for exclusive use, except for board of directors' approved events. Those exceptions must be approved 30 days in advance and will be listed on the Club calendar and posted on the website.

A trash can is not provided at the Pavilion because the local raccoons have learned how to remove the trash can cover and scatter the can's contents in their search for food. Therefore, you must take all of your trash away with you when you are done.

Remember to pack some trash bags along with your picnic food and supplies. The third character of the validation code is " R ".

Be a good neighbor; leave the Pavilion cleaner than when you arrived.

Police Training Range

The purpose of the Police Training Range is to provide local law enforcement agencies with a facility on our property. The justification for construction of this range was to keep members from being displaced or inconvenienced while a law enforcement agency conducts training exercises. The City of Pigeon Forge provided the labor and machinery for the construction of this range. Both Pigeon Forge and the Sevier County Sheriff's Office assist with the maintenance of the range.

Presently the Pigeon Forge Police Department, the Sevier County Sheriff's Office, Dollywood Security, Pittman Center Police Department, and Sevierville Police Department conduct regular training on this range. In addition, the Sevier County Sheriff's Office and the Sevierville Police Department uses the range for their annual Kids Camp.

The club may also schedule club member pistol matches, member training classes, concealed carry classes, security guard qualifications, and other civilian training on this range.

Use by individual Club members must be pre-approved and scheduled.

Police Use Of Our Rifle Ranges

Law Enforcement training is generally conducted on the Police Training Range.

However, they occasionally require a longer range to train for tactical situations.

To accommodate this longer range requirement, the 100 Yard Range is reserved for Law Enforcement on the first Monday and the following Tuesday of each month. Should a federal holiday observance fall on the first Monday of a particular month, the police will not be training and the Range will be available for member's use. The 200 Yard Range and the Reactive Target Pistol Range will be open for member's use on these days.

Occasionally, a Law Enforcement department will require two days, back to back, on the rifle range. In these instances, members will be notified in the monthly newsletter, prior to the Law Enforcement use of the Rifle Range.

We are working on a new Law Enforcement Range, which will be long enough to accommodate both qualification and tactical training. Once the new range is ready (Hopefully, summer of 2020) Law Enforcement's need to use the 100 Yard Rifle Range will no longer be required.

Reactive Target Range

The steel targets on this range represent a significant investment for the Club. An effort has been made to list cartridges that will damage the steel targets and those cartridges have been banned. The list is not complete and common sense must prevail. If you have a cartridge that damages the test target, don't use that caliber of ammunition any more at the Reactive Range. The fourth character of the orientation validation code is "D".



When should the shooter have realized that his armor piercing ammo was damaging the steel plates?

Note: This plate was rated to take 30-06 rounds at 25 yards

Answer: When he read "Armor Piercing" on the ammo box, but certainly after the first shot.

Reactive Range Rules

Rule 1: Above all other rules: THE RANGE OFFICER IS ALWAYS RIGHT, be polite: if you disagree your only recourse is to appeal in person at the next club meeting. If it is determined that you intentionally endangered yourself or others while using this range or intentionally damaged the targets, props, buildings or any other club property:

Penalty for willfully breaking the rules :

1A) You will lose your rights to use ALL RANGES until the next scheduled club meeting.

1B) Your access to the club will be restricted (not allowed) until the board of directors reviews the incident. If determined that you intentionally damaged the equipment or knowingly disobeyed any of the rules listed below you will be assessed a fine for damages and possibly have your club membership revoked with no refund. You may state your case to the board: **membership is at the sole discretion of the board of directors**, there are no appeals after the directors meeting.

Rule 2: the following guidelines must be followed unless a GSC Range Officer is present to allow variations. This range was constructed as a competition / training range and variations will only be allowed in the presence of a range officer.

1. Approved firearms for the reactive range:

a) **Handguns** (straight wall cartridges with a power factor of 200 or less). No magnum cartridges allowed on the steel targets. Magnum handguns using non magnum loads are allowed. No bottle neck cartridges allowed!

b) The use of rifles on the reactive range is allowed as follows: the use of the allowed straight wall revolver/pistol cartridges in a bolt, lever, break open, or AR 15 style platform is acceptable. An example is the AR15 chambered in 9MM or the Marlin 1895 lever action using .38 Special ammunition. Center fire rifle cartridges are specifically NOT ALLOWED in any use/platform. The use of armor piercing ammunition is specifically NOT ALLOWED.

c) **Shotguns** (#6 shot or smaller size only, no slugs or buckshot are permitted on the range).

No guns or ammo exceeding these guidelines should be present on the range. Steel core and armor piercing ammo is strictly prohibited. If you have these cartridges on the range you will be subject to rule 1. All empty shotgun shells must be picked up after shooting. Brass may be left on range, the brass will magically disappear.

2. The range is for the exclusive use by the club members, their guests, and other authorized organizations. Members are responsible for the behavior of guests and must remain with them at all times while on the range. **Hearing and eye protection are required by all shooters and spectators or guests.**

3. Firing at tin cans, bottles, rocks, birds, animals, range structures including railroad ties, shed roofs, supports or any other object other than steel targets, or other authorized targets is strictly forbidden. Under no circumstances should the falling plates or steel targets be shot with anything other than approved firearms/ammo. Range improvements, props, or barricades are not to be used as target frames. Items marked with an X are props and should not be shot. Railroad ties, barrels, and vision barriers are props and should not be shot or used to hold targets. **See Rule 1.a**

4. NRA, USPSA, and IDPA safety rules will be observed at all times. No dangerous gun handling will be allowed. Holsters may be used. Barrels (55gallon drums) may be used as platforms to draw from.

5. When shooting the steel plates or the pepper popper targets, make sure you are standing behind the firing line while loading and firing. The two red stakes indicate the firing line you may not fire from a position past the stakes (or line) without the approval of a GSC Range Officer present at the range.

6. Plate racks are not to be moved without a range officer present.

7. No target may be moved closer that the green target line stakes on each side of the range.

8. Damaged or broken targets should be left on one of the tables at the range, some breakage is normal and will not be penalized. If you want, you can leave damaged targets at the skeet range.

Organized competitive shooting and scheduled events shall take precedence over all other activities. During such times, the range shall be under management and control of the event director. The range will be closed during all scheduled events. Exceptions may be made only with the consent of the event director.

Reactive Range Rules

Page 2

“Well I thought” or “In my experience” is only an acceptable explanation for being more cautious than required. Personal experience or estimation does not exempt anyone from the rules listed above or below.

List of cartridges known to damage steel

17 HMR (pointed and hp)	44 Magnum
5.56 (.223)	450 Ruger
5.7 x 28 FN	460 S&W
7.62 x 25 Russian/Tokarev	454 Casull
30 Mauser (bottleneck?)	50 AE
357 Sig	50 Beowulf
357 Magnum	500 S&W
400 Corbon	10mm
41 Magnum	All shotgun slugs/buckshot

Shotgun ammo *****

All shot larger than #6 is subject to ricochet (it comes back at close to the same speed it went down range)

The fifth character of the orientation validation code is “ Y ”. Transfer all five characters of the validation code to your application.

No bullets in any caliber should be allowed if speed is faster than 1400 FPS (lead begins to smoke heavily over 1000 fps) or the power factor is more than 200.

Power factor (PF) = (bullet weight gr * velocity fps) / 1000. Example, a 200 grain bullet fired at 900 feet per second makes a power factor of 180. The same bullet at 1100 fps makes a PF of 220 and bends or fatigues steel. Around a 190 power factor, hollow points begin to leave donuts on the steel while round nose bullets do no damage.

If you are not sure about a load, fire at the test plate. If the shot damages the test plate, do not shoot any other steel.

Range markings

- 1) Firing line stakes (red)
- 2) Target line stakes (green) @ 35' past red stakes
- 3) Post with test plate (zebra striped)
- 4) **Paint:** black or white spray paint only. If you use a color other than black or white to designate a start plate (green) or stop plate (red) they should be repainted black or white when you are through. The plate rack structure and front plate or “rail” should always be painted black.

Rifle Range Targets

Target holders are provided, in front of brims on the 200 Yard Range and on the 100 Yard Range. You may staple your target onto these holding boards and you are requested to remove your targets when you are done shooting.

Do not place your target on the post.....BECAUSE.....you will shoot the post to pieces!



Do not place a target on things that are not target holders.....
like our trash dumpsteror..... the shooting barrier barrels!



Harassment/ Discrimination Policy

(Adopted March, 2009)

The Gatlinburg Sportsman's Club intends to maintain an environment in which its members may carry out their duties that is free of threatening, intimidating, or harassing conduct, including sexual harassment. Any member who harasses or discriminates against another member because of race, color, gender, national origin, disability, veteran status, sexual orientation or other reasons will be subject to disciplinary action up to and including termination of membership. Gatlinburg Sportsman's Club does not condone sexual harassment or discrimination against any member by another member, Board Member, or guest.

It is the responsibility of each member of the Board of Directors (the Board) to create and maintain an atmosphere free of sexual harassment or discriminatory conduct. It is also the Board's responsibility to promptly notify the entire Board if they are aware of any incidents involving sexual harassment or discriminatory conduct. The Board will investigate the complaint and will take the appropriate corrective measures, which may include disciplinary action.

Under law, sexual harassment is included as a form of sexual discrimination. The basic definition of sexual harassment includes; unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made so as to constitute a term or condition of an individual's being able to carry out his or her duties.
- Submission to or rejection of such conduct is used as the basis for any decision that may affect the individual's ability to carry out his or her duties or his or her status as a member.
- The harassment has the purpose or effect of unreasonable interfering with the member's duties or creating an environment, which is intimidating, hostile, or offensive to the member.
- Your conduct or interaction with someone else is sexual in nature and it causes another individual in the vicinity to feel uncomfortable, threatened, or intimidated.

Any member who believes they have experienced a possible sexual harassment situation is encouraged to make it clear to the other party, either verbally or in writing that the behavior is unwelcome and/or objectionable.

Harassment/ Discrimination Policy

(Page 2)

Complaint Procedure:

Member Duties:

Complaints of sexual harassment or discrimination should be brought to the attention of any Board Member.

The Board Member that is notified will:

Complete the complaint form. He/She will then bring it to the attention of the entire board in a timely manner. The Board Member notified will take immediate action, if deemed necessary.

Board Duties:

After notification of a member/guest's complaint, a confidential investigation will immediately be initiated to gather all facts about the complaint. The initial investigation will be carried out by the President or His/Her appointee(s).

After the initial investigation has been completed, and it has been decided that the complaint is valid, the complaint will be referred to the Entire Board.

The Board of Directors will review all reports, findings and will determine the validity of the complaint. If required they will decide on the disciplinary action and the basis for such action.

The President will be responsible for notifying parties of the Board's decision and completing the Harassment/Discrimination Form.