

I. FACILITIES, LEASE AND SERVICES

House and Grounds

The Club Complex

Founded in May of 1908, our present clubhouse and grounds were opened on January 4, 1964, and dedicated January 11, 1964. Designed by internationally recognized local architects, the complex has won architectural awards and has been featured in national magazines. Outrigger has a 99-year ground lease with Elks Lodge that expires in 2055.

On Outrigger Beach at the foot of Diamond Head, the two-acre Club site provides superb facilities for numerous social and athletic activities. The original clubhouse was a grass hut on the beach in the center of Waikiki, about where the Outrigger Hotel stands today.

Lobby

The Lobby is the main entry – the meeting place for members and their guests. The Receptionist, Front Desk and registry are here. Club trophies and other memorabilia are on exhibit. There are lounge facilities, current magazines, and a digital display board announcing special social and athletic events. Telephones and wireless access are available for use by members and guests. A mail slot is provided in the Lobby bulletin board to facilitate remittances to the Business Office and written comments or suggestions to the Board of Directors, the General Manager, or committees. All guests joining members at the Club are asked to wait in the lobby until the member arrives. **Guests are required to remain in the company of the host member as long as the guest remains on Club premises.**

Beach

Beach Attendants, not lifeguards, are on duty during daytime hours: 8:30 a.m.- 5:30 p.m. Beach umbrellas are for the active use of members and guests. They are first come first served, and cannot be reserved. Backrests are available at the Beach Desk.

Surfboards are available in the Beach Office for permanent members to rent at no cost, guests of members are not permitted to rent surfboards. A limited number of lockers for surfboards and watercraft storage are available at a moderate rental. Qualified members may sign out surfing canoes. *Users of all equipment assume full responsibility for damages, proper handling, return, loss or personal liability. Posted rules pertain.*

Snack Shop

Light breakfast, lunch plates, sandwiches, soft drinks and a select variety of alcoholic beverages are included on the Snack Shop menu posted adjacent to the Snack Shop. The Snack Shop is open seven days a week and is located next to the OCC Beach under the volleyball courts.

Volleyball Courts

Sand volleyball courts and bleachers are adjacent to the upper deck of the parking area. The courts are open from 7 a.m. to Dusk. Rules for use of the courts are posted on site.

Moorings

Contact the Beach Office for more details

Logo Shop

A selection of Outrigger apparel, beach towels, and other merchandise is available at the Logo Shop or online. The shop is located on the lower level of the Club near the entrance to the men's locker room. Hours of operation are posted outside of the shop or online.

Locker Rooms

Locker rooms are located on the lower level of the Club. Attendants are on duty during hours posted. Daily and monthly rental lockers are available to members and guests. Adult locker rooms have limited

exercise facilities.

Fitness Center

Fitness Center is for permanent and temporary members only. Guests of members are not permitted to use the Fitness Center. Members must be 14 years old and older. Junior members ages 10-13 must be accompanied by an adult member. The Fitness Center is located at the end of the midlevel parking deck. Hours of operation are posted outside the entrance.

Parking

Limited parking facilities, including a bike rack, are available in the Club garage 6:00 a.m. to midnight. Safety regulations are posted in the garage and enforced by parking facility attendants. Parking citations of \$25 will be issued to guests and members that fail to follow the parking guidelines.

Boardroom

The Boardroom, where our Directors and committees hold their meetings, is on the lower level directly below the Lobby. Reservations to use the room for official Club business are to be made in advance with the Executive Office. This room also may be available to adult members for meetings and other activities by reservation. There is a charge for use of the Boardroom for non-Club related meetings.

Dining and Bar Service

Please reference the "Dining Operations" one sheet insert for hours of operation in the Koa Lanai, Hau Terrace, Ka Mo'i Boathouse and the Snack Shop.

Dress attire:

Koa Lanai, Hau Terrace, and the Ka Mo'i Boathouse: Casual dress permitted. T-shirts and athletic clothes may be worn; upper torso covering required for ladies and gentlemen. No wet clothing or swimwear. Footwear is required in the Koa Lanai.

Children: Children under the age of 8 are not allowed in the carpeted area of the Ka Mo'i Boat House at any time. Minors eight years of age or older may be allowed in the carpeted area at appropriate times to watch a sportscast provided they are in the company of and under the actual effective and responsible supervision of an adult member. Under no circumstances shall any minor be permitted to stand or be seated at the Bar.

Cellular Phones: The Club prohibits the use of cellular phones (for calls) in all dining areas. Phones can be used outside of the dining areas, on the beach, or in the lobby.

The term "phone" is broadened to include, laptops, tablets, or any other device that would interrupt other members enjoying the Club. Young children are permitted to use devices during service if the volume is low or they are using headphones.

Members are encouraged to use the Club for personal and professional engagements prior to the dining rooms opening for business. In the event that this includes the use of personal devices, please make sure that headphones are used at all times.

Private Party Facilities

Accommodations for private parties may be arranged with the Catering Manager. Exclusive use of the Koa Lanai and adjacent private rooms may be available to a Club member or members of a group sponsored by a Club member.

II. SPORTS AND OTHER ACTIVITIES

The Club was founded to perpetuate traditional Hawaiian water sports, specifically canoe and board surfing. Over the years organized athletic activities sponsored and actively promoted by the Club have expanded and include:

BEACH & WATER SAFETY
CANOE RACING
FISHING & BOATING
FITNESS CENTER
GOLF
OC1 & KAYAKING
PADDLEBOARD
RUNNING & HIKING
SAILING CANOE
SOFTBALL
SURFING
SWIMMING
VOLLEYBALL

Sports and Social Announcements

Notices concerning Club sports activities and social functions, parties, special events and bridge games held during the year are announced on the Clubs digital display boards, in mailers, in the "Ama," and via e-mail.

Club Communications

"Ama" is the Club's official publication. It is published bimonthly and mailed to the general membership, one copy to a family. Members are invited to submit material to the editor for possible publication. Personal items and snapshots especially are welcome. The Club's member website is available to all permanent members at www.outtriggercanoecub.com. The website features a member directory, options to view statements, reciprocal club information, menus, Food & Beverage information, hours of operation and much more. Additional Club Communications include; weekly e-blasts, monthly newsletters, digital display board updates in the lobby and tunnel, and socials media posts.

III. ORGANIZATION AND COMMITTEES

As a private nonprofit corporation, the Outrigger Canoe Club functions in accordance with the Club Bylaws approved by the membership. Copies of the Bylaws are available to members at the Front Desk and on the Club Website. Amendments must be approved by a majority of the Club voting membership at the Annual Meeting, scheduled in late February, or at any special meeting called for that purpose.

Board of Directors

The Board of Directors consists of thirteen members elected from classes of membership entitled to vote. Members of the Board serve two-year terms and a maximum of three terms. Functions of the Board are set forth in the Bylaws.

Committees

Standing committees are Admissions and Membership, Athletic, Building and Grounds, Entertainment, Executive, Finance, Historical, House, Judges of Election, Long-Range Planning, Nominating and Member Relations Committee. Athletic committees' function under the direction of the Club Captain. All chairpersons select their committees from eligible Club members subject to Board approval. Duties and responsibilities of standing committees are set forth in the Bylaws. Ad hoc committees are appointed as needed.

Staff

Outrigger Canoe Club key staff includes the General Manager/COO, Controller, Food and Beverage Director, Assistant Food and Beverage Director, Executive Chef, Athletic Director, Communications Directors, and Facilities Director.

IV. MEMBERSHIP

Classes of Membership

VOTING CLASSES

- **Senior Member:** (Refer to Bylaws).
- **Regular Member:** Persons 30 or more years of age.
- **Intermediate Member:** Persons 18 thru 29 years of age.
- **Life Member:** (Refer to Bylaws).

NONVOTING CLASSES

- **Associate Member:**
 - Spouses of a Senior, Regular, Life, or Intermediate Member.
 - Persons 18 through 25 years of age who are:
 - Full-time students (at least 12 credits) attending an accredited school or college. (Full-time main-land student may qualify for inactive status.) A document confirming student status must be filed annually with the business office.
 - Noncommissioned officers on active military duty.
- **Honorary Member:** (Refer to Bylaws).

Application for Membership

- **Junior Member:**
 - Persons 10 through 17 years of age.
- **Nonresident Member:**
 - Persons who do not reside on the Island of Oahu for a cumulative period of six months during any 12 consecutive months.
 - Annual dues entitle a Nonresident member to use the Club for 16 weeks per calendar year. For usage in excess of 16 weeks, monthly dues equivalent to the respective resident age classification will be charged for each month (or part thereof) the Club is used. Club use is not to exceed a total of 26 weeks a year.
- **Service Member:**
 - Commissioned officers of the Armed Services or Federal government officials while stationed in the State of Hawaii.
- **Special Member:** (Refer to Bylaws).
- **Guest:**
 - Persons eligible for Nonresident membership and sponsored by qualified Outrigger Canoe Club members (other than Junior or Inactive Members).
- **Reciprocal:**
 - Persons eligible for Nonresident membership who also are members of clubs having current reciprocal agreements with the Outrigger Canoe Club.

For administrative purposes including Club notices, the use of "the permanent membership" denotes all classes of membership except Reciprocal and Guest Class.

Applications for membership must be proposed by two voting members who have known applicant for at

least two years. Processing is in the order received.

- Sponsors of applicants must be voting class Club members in good standing neither sponsor shall be a director, officer, member of Admissions and Membership Committee, parent or close relative of the applicant.
- Applicants must be bona fide residents of the State of Hawaii for at least one year prior to application (Nonresident and Service applicants excepted).
- **Proof of residency is required.**
- Application forms may be obtained **by the sponsor**– not the applicant – from the Admissions Secretary.
- Completed applications are processed under the direction of the Admissions and Membership Committee in compliance with the Bylaws.
- Names of applicants are posted on the Club bulletin board for 30 days and circulated to the general membership.
- After the sponsoring member and applicant (with spouse) have been interviewed, the application is voted upon by the Admissions and Membership Committee and by the Board of Directors.
- Privileges and dues begin upon the applicant's receipt of written notification of approval by the Secretary of the Club, acceptance by the applicant, and payment of the initiation fee.
- The sponsor traditionally arranges for welcoming the new member into Club membership and providing orientation assistance. Thereafter, the sponsor may be called upon to explain any alleged violations of Club rules, Bylaws or policies attributed to the new member, family or guests.
- **Sponsors of applicants for membership may be called upon to explain any discrepancies or misrepresentations detected on an application.**

Membership eligibility, initiation fees, and dues are subject to change and interpretation at any time at the discretion of the Board of Directors.

RECIPROCAL MEMBERSHIP applications may be applied for by reciprocal club members at the Front Desk by presenting current introductory credentials to the receptionist and completing the required application form.

GUEST MEMBERSHIP applications may be applied for by qualified Outrigger Canoe Club members requesting, completing and signing the required application at the Front Desk (telephone requests are not acceptable). The Board of Directors shall set at their discretion the maximum number of family units that a qualified member may sponsor at any one time.

RECIPROCAL & GUEST MEMBERSHIP EXTENSIONS

Applications for extensions will be accepted at the Front Desk. Accounts must be cleared prior to the granting of an extension.

Membership privileges for an individual or family may not exceed 8 visits during any 12 consecutive month period at the discretion of the General Manager. (Extensions are subject to prevailing restrictions set by the Board of Directors.)

Identification Cards Membership Privileges

A MEMBERSHIP CARD is issued to each member bearing the member's name, photo and membership number. The card is required to obtain all goods and services and may be used only by the person to whom issued. *Cards are non-transferable and subject to cancellation for cause at any time by the Board*

of Directors.

SPOUSE CARDS are issued to spouses of permanent members upon the member completing and returning to the receptionist at the Front Desk a spouse card application which is available upon request. Cards remain valid unless cancelled by the member with the Business Office.

MEMBERSHIP PRIVILEGES apply to the person whose name and photo appear on the membership card and as applicable that person's spouse and their children under 10 years of age when accompanied by the member.

SPOUSES OF MEMBERS holding a valid Spouse Card may use the Club facilities unaccompanied by their spouse, invite guests and sign chits on their spouse member's account.

THE PRIVILEGE OF SIGNING CHITS is reserved for the person whose name appears on the membership identification card and may not be delegated to anyone, other than spouses holding a valid spouse card, for any reason. *There are no exceptions.* Any violation, by children or others, is cause for automatic suspension of Club privileges.

MEMBERSHIP ENTITLEMENTS include the use of like private clubs around the world with which the Outrigger Canoe Club has agreements. A list of these clubs is available at the Front Desk and on the Club's website. Reciprocal privileges, charges and accommodations vary from club to club. Letters of Introduction will be issued to qualified members upon request by the Executive Office.

MEMBERSHIPS MAY NOT BE TRANSFERRED except as recommended by the Admissions and Membership Committee and approved by the Board of Directors. Information concerning authorized membership changes including transfers, inactive status, or termination is available upon request from the Business Office staff.

Upon the death of a member, a qualifying surviving spouse may apply for *transfer* of the membership, subject to the above paragraph. Meanwhile, the spouse may use Club facilities for two months without dues payment.

Absence and Hardship

The Board of Directors at its discretion may grant inactive status to members in, but not limited to, the following: financial hardship, illness that prevents use of the Club for an extended period, or absences from Oahu pursuant to military orders or to attend school.

Membership Changes

It is *each member's responsibility* and obligation to advise the Business Office in advance of a pending membership change due to:

- Age or marital status that makes a person ineligible for his or her present membership category.
- Expiration of a student, military or official status in the case of an Associate or Service Member.
- Change from inactive to active status for the summer by mainland students home on vacation.
- Any change of contact information including mailing address, E-Mail address, and phone number.
- Any other situation affecting membership status. The Board of Directors has the right to suspend or terminate the membership of any person for due cause upon written notice to the member at the address that appears on the Club records.
- Schedule of current initiation fees and monthly dues is available at the Front Desk upon request

V. HOUSE RULES

THE CLUB BYLAWS empower the Board of Directors to regulate the affairs of the Club, set policies and establish rules of conduct on Club premises. Bylaws also assign responsibility for enforcement of

established rules to the Club management.

Significant REMINDERS follow:

Identification/Membership Cards

Each member's eligible child age 10 and older, dependent or family member (other than spouse), or guest using the Club more than twice in any one calendar month must have his or her own appropriate membership card and be billed accordingly.

Club employees, by direction of the Board of Directors, are instructed to ask to see the membership card of anyone using the Club facilities if the person is not known, *and to report violations to the General Manager.*

Please do not feel offended if you, or a guest, are questioned by a Receptionist, Beach Attendant, Server, Parking or Locker Room Attendant or any other authorized Club employee, as the intent is to protect the Club from improper use.

To protect our privileges and private Club status, members are obligated to report to the management any persons believed to be using the Club improperly.

Guests

Any member in good standing may bring guests to the club provided they are not persona non grata. *No guest shall use the Club more than two days in any one month.* This limitation does not apply to spouses of members. Members are responsible for determining their guests' eligibility. *Guests are required to remain in the company of the host member as long as the guest remains on Club premises.*

Entry and Registry

All members are required to sign in once a day when first entering the Club. This is necessary to preserve our private club status. The names of invited guests also are to be recorded on the sign-in register located inside the lobby entrance.

Limitations

Quotas may be established by the Board of Directors on the number of Reciprocal and/or Guest Members and their guests authorized at any one time. Attendance at certain Club functions by Reciprocal and Guest Members and *all* guests other than escorts of authorized single members may be limited. *The annual Christmas Party traditionally is closed to Reciprocal Members and Guest Members and all guests other than spouses.*

Children

Children under 10 years of age must be in the company of a responsible supervising adult member. *Effective control of children by parents or another accompanying adult member is mandatory.* Play pens or carriages may not be placed in dining areas or on the Outrigger Beach.

Dress Code

Club employees are instructed to refuse service in the Ka Mo'i Boat House, Koa Lanai and Hau Terrace to any person in improper attire.

Wi-Fi and use of Laptops, Tablets & Other Electronic Devices

Wi-Fi is available in the lobby area, along with the Hau Terrace, Ka Mo'i Boat House, and Snack Shop areas. Any device producing an audio signal must be used with earphones. The phone tables in the Lobby are not to be used for more than ten minutes when using a laptop, tablet, or other device.

Alcoholic Beverages

Alcoholic beverages shall be consumed only in designated Club areas. *Strict compliance with established rules is essential for the protection of the Club's liquor license.*

- No alcoholic beverages purchased from the Club are allowed on the public beach at any time.

- Persons under the legal drinking age are prohibited from purchasing, being served or consuming alcoholic beverages on Club premises.
- Club rules provide that no alcoholic beverages may be brought onto Club premises, including the volleyball courts and parking areas, or taken from the Club premises. No glass containers are allowed in sand areas including volleyball courts.
- *The laws of the State of Hawaii* are to be strictly enforced and Club employees are instructed to require legal identification where doubt exists as to age or bona fide affiliation with the Club, and to refuse service to anyone who appears to have over indulged.

Boardroom

The Board of Directors has priority use of the Boardroom. Club committees and members are authorized use of the Boardroom for an approved activity at times specified and registered with the Executive Office on a first request, first reservation basis. There is a charge for use of the Boardroom for non-Club related meetings. The Club's Manager on Duty is authorized to unlock the room and thereafter secure it only for an approved activity. Furnishings will not be removed or rearranged without permission of the General Manager. Only beverages and/or foods authorized for approved activities are allowed. Minimum dress code, no tank tops or swimwear.

Table Restrictions

The Club asks that all tables in the Koa Lanai, Hau Terrace, and the Ka Mo'i boathouse be reserved for food and beverage operations during posted service hours. Prior to service, members are welcome to enjoy the use of the tables for work, school, socializing, reading, or table games. Special events are often taking place. Please see the front desk for event details.

Television

Viewing in the Ka Mo'i Boat House is limited to selected athletic and special events preprogrammed by the management. Equipment is to be handled and adjusted only by authorized Club employees.

Snack Shop

Snack Shop users are asked to dispose of all utensils and debris in containers provided and to help keep tables clean.

Smoking Restrictions

Smoking is not permitted anywhere on the Club's premises except for the top level of the parking garage.

Lobby

Persons in swimwear are not to loiter in the Lobby. No food or beverages allowed. Reading material provided is not to be removed. Surfboards and other large articles are not to be transported through the Lobby.

Water Safety

Members are responsible for their own good behavior and safety on the beach and water area fronting the Club. Parents, or other adult member hosts, shall at all times accompany all guests and all children under the age of 10 and shall be responsible for their behavior and safety on the beach and in the water. Rules are posted. Jumping off of the wall into the water is not permitted. The member host of organized gatherings of 15 or more minors under the age of 18 using the beach shall hire an outside lifeguard.

Locker Rooms

The locker room designated "Senior Men" is restricted to use of males 18 years and older; the "Junior Boys" locker room is for males under 18. The "Senior Women" locker room is for use of females age 18

and over; the “Junior Girls” locker room is for females under 18.

Children under age nine may use the senior locker rooms when accompanied by and under the supervision of an adult. Children between ages 6 & 9 must be accompanied by an adult of the same gender. Children nine years and older must use the junior locker rooms. No food or beverages allowed; no smoking. Conserve water when using showers. *Towels are not to be taken from locker rooms.* Other rules are posted.

Rest Rooms

Swimwear is prohibited in the “Wahine” and “Kane” restrooms adjacent to the Koa Lanai area.

Parking

Cars of members (except Reciprocal and Guest Members) must bear a current Outrigger Canoe Club parking decal in the prescribed manner. Decals and instructions are available to authorized members from the Receptionist at the Front Desk.

- Reciprocal and Guest Members must get a temporary parking pass from the front desk before parking.
- For other cars without a current parking decal, including cars of authorized guests, limited parking is available.
- Reservations for guest parking are required in advance by the host member contacting the Receptionist or the Parking Attendant.
- *Overnight parking – is not permitted without prior explicit permission of the General Manager; violators will be fined \$25.00 per day.*
- Safety regulations are posted in the garage. Violators will be denied Club parking privileges. *Parking Attendants are required to report the license numbers of cars ignoring stop signs and other safety regulations. Pedestrians have the right of way. Speed limit is 5 mph!*
- *Members and guests that do not park in the lines will be issued a \$25 parking citation that will be added to their monthly bills.*

Pets

Animals are not allowed on the Club grounds or in the clubhouse. *Do not feed birds, please! Bona fide service animals are the only animals allowed on property. Service animals must be registered with the Management Office.*

Restricted Areas

Members or guests are not permitted in the Kitchen, Storeroom or Business Office except on official Club business or when accompanied by a member of the management staff.

Valuables

The Club assumes no responsibility for personal valuables or other belongings. Valuables should be secured in lockers at all times while using the Locker Room facilities.

Personal Effects

Personal effects are not to be left on Club premises except under specific arrangements with the Club management. A lost and found service is available at the Front Desk. Owners of equipment such as surfboards, kayaks, surf skis, canoes, etc. left on Club premises without the consent of the management will be subject to applicable daily fines.

Responsibility for Storage

All private property left or stored on the Club premises shall be at the sole risk of the owner though rental be paid therefor.

Rental of Equipment

No member or employee owning or having the use of any boat, canoe, surfboard or other equipment which is stored regularly or intermittently on Club premises shall use or the use of the same for hire unless permitted and in accordance with conditions imposed by the Board of Directors.

Bulletin Boards in the Locker Rooms

Signs, posters, notices or advertisements for other than authorized Club related functions and activities are not permitted anywhere within the Club. Items posted on Club bulletin boards are to be coordinated with and approved by the Club Manager. *Official committee postings are to be coordinated in advance with the Executive Office.*

Tickets/Club Event Reservations

Events and Club reservations will be charged to the members account the day of the event. Refunds will not be made unless reservations are cancelled at least 48 hours prior to the scheduled time of the event.

Christmas Fund

An employee's Christmas Fund has been established by the Board, with stipulated amounts for each membership classification. A member may contribute more or less than the suggested amount. If a member does not wish to contribute, the Business Office must be notified in writing by November 15. Otherwise, the contribution will be billed.

Charge System

The Club operates on a charge system: *no cash*. The server receives a 15% gratuity on food and beverages (the member has the option of increasing the gratuity amount to either 18% or 20%), which is added to monthly bills. Please take a copy of your chit as it will help you to reconcile your monthly statement. No tips outside of gratuity in the dining rooms shall be offered to any employee or be accepted by the same.

Billing and Statements

The applicable State general excise tax is added to all bills, in addition to the servers' gratuities. *Reciprocal and Guest Members are charged 25% of the gross amount of their bills as dues. F&B discounts will be reflected on the amount posted to the members account, not the actual chit provided by the Outrigger Staff.*

Taxes

Any tax on any cost or expense of membership shall be borne by the holder thereof. Added from bylaws.

The sponsoring reciprocal club is responsible for unpaid Guest membership accounts, up to \$500.00, whereas a sponsor member is liable for all unpaid Guest charges.

Payment of Indebtedness

Dues, assessments and other debts shall be due and payable upon the 1st day of each month at the office of the Club and shall become delinquent if unpaid by the 15th of the following month. Payments received by the Club on the 15th, either during or after working hours or on a holiday or weekend, shall be posted as received on the 15th. If unpaid by that date the delinquent amount and name of the member owing same shall be posted on the Clubs digital display board.

Delinquent Penalty, Suspension of Credit and Club Privileges

Any delinquent indebtedness shall automatically cause suspension of credit and all Club privileges of the member owing same until such Indebtedness is paid in full. Further, a one-time penalty of 5% shall be charged such delinquent indebtedness. The Board has established a "Bad Debt Policy." The business office can provide more details on this if needed. *Payments received by the Business Office on the 15th either during or after working hours shall be posted as received on the 15th. If unpaid by the 16th, delinquent amount and name of the member owing same shall be posted on the digital display board in the lobby, a delinquent penalty imposed, and all Club privileges and further credit suspended.*

Commercialism

- No member or guest shall be approached on Club premises for business purposes except by invitation.
- No petitions shall be circulated, nor subscriptions, funds or donations solicited unless expressly authorized by the Bylaws.
- The use of the Club's name, stationery, address or telephone number for business purposes is prohibited.
- The facilities of the Club are not to be used for any commercial purposes or for conducting any TV,

radio, press interviews, conferences or professional photography without prior explicit approval of the Board of Directors.

- There shall be no display of badges or name tags on Club premises, unless authorized for special functions.

Privacy of Member

Privacy of members shall not be violated for any reason. No petition other than those mentioned in the Bylaws shall be circulated, no subscriptions other than for an employee's Christmas fund and for nonsectarian charities or welfare approved by the Board of Directors shall be solicited on the Club premises, and no political or sectarian demonstrations shall be conducted, and no member or guest shall be approached on business except with that member's or guest's permission on the Club premises.

Privacy of members and guests shall not be violated for any reason, such as autographs, pictures, or solicitations.

Conduct

All members are responsible for their personal conduct and the conduct of their families and guests while on the Club premises or engaged in Club activities. No member shall indulge in boisterous or unseemly conduct of any kind while on the Club premises. Members and their guest whose conduct is unacceptable will be subject to appropriate discipline. Any poor conduct will be referred to the Executive Committee for discipline consideration. Discipline is up to and including expulsion from membership.

Interference with Employees

No member shall reprimand, attempt to discipline, dispatch on errands off the Club premises, or interfere with the performance of the duty of any employee, but shall report any incivility or nonperformance of duty and make all criticisms and suggestions to the General Manager.

Complaints

Employees are directed by the Board of Directors to report observed violations of house rules to the General Manager for appropriate disciplinary action. *All complaints* regarding Club services, breaches of normal social conduct or other Club matters *are to be made directly to the Club management.*

Enforcement

Club rules will be enforced. Failure to enforce a rule promptly or authorization of a necessitated exception shall not constitute a waiver of the governing rules nor be considered a waiver of the rules or policies established by the Board of Directors. The Board of Directors reserves the right to refuse entry or service to anyone. *The General Manager is delegated this authority.*

Waiver of Claims

Members of the Club, their administrators, representatives, executors, parents, guardians and agents waive and give up any and all claims, legal or otherwise, against the Club, its agents and employees arising from injury to person or property, death, or from any other circumstances giving rise to damages or losses due to negligence, breach of warranty, and strict liability incurred while on or off Club property or arising in any manner from Club activities. The acceptance of membership in the Club is deemed consideration for such waiver.

Sexual Harassment Policy

The Outrigger Canoe has a zero-tolerance policy for Harassment, Discrimination, or Bullying. Harassment of any type, whether it be sexual or discriminative, will not be tolerated at the Outrigger Canoe Club. Should you feel harassed, discriminated against or bullied, or if you witness someone else being harassed, discriminated against or bullied, immediately report this to the General Manager. The Club's policy is to comply with all applicable Federal, State and Local laws relative to the prevention of harassment or sexual harassment. This policy applies to all members, guests and employees.