

Recreation Programs and Services Club Guest Policy

Lessons/Instruction

Guests of club members shall be permitted to participate in lessons/instruction offered by the club provided each of the following are adhered to:

- 1) A waiver form is signed by each participant
- 2) A minimum of a 2 to 1 ratio of member to non-member participation is maintained
- 3) Company Offices Insurance issues approval
- 4) Employees have first priority for lesson registration
- 5) Guests are "sponsored" by an eligible club member

Participation

Guests of club members shall be permitted to attend club functions provided each of the following are adhered to:

- 1) Recreation and Company Offices Insurance approval
- 2) Where required, waiver forms are signed by all participants
- 3) Guests are invited by an eligible club member

Membership

Generally, membership in clubs shall be restricted to those who meet the requirements in Company Procedure GB-ACC-201. However, clubs may apply to allow for guest or associate membership to Recreation. Applications will be considered based on the following criteria:

- 1) Guest membership within a club may be restricted based on the nature of the activity
- 2) Recreation and Insurance approval is required, and a waiver form must be signed
- 3) Guests/Associates must be sponsored by an employee club member
- 4) Higher consideration will be given to former employees and relatives of current employees
- 5) Clubs may be required to pay for their own liability insurance
- 6) Membership must provide a benefit to the club, the membership and the company
- 7) Team sport clubs are not eligible to apply for guest membership

Club-Instructor Relations

Clubs which offer lessons or instructions to their membership must adhere to the following guidelines, provided the instructors are paid for their services to the club.

- 1) Club Executive Board will recruit and select instructor, and approve contract of instructor

- 2) Instructor shall be an independent contractor, and not an employee of the club
- 3) Instructors may be employees, retirees, or non-Boeing individuals
- 4) Instructors who wish to instruct individuals outside of approved memberships or guests may not use the Boeing name, facilities or equipment to instruct such classes
- 5) All lesson programs offered by a club must have the approval of the club executive board
- 6) The contract signed by the instructor and the club executive board must be sent to Recreation and Company Offices Insurance for final approval