

# Volunteer Handbook



## Bristol Raceway Ministries

*This handbook is designed to provide you with important information about our organization's policies and procedures, helping you understand our expectations and ensuring a positive and productive volunteer experience. By familiarizing yourself with these guidelines, you'll be better equipped to contribute effectively to our mission and uphold the values that define our work. Thank you for your dedication and support!*

### **The Genesis of Our Mission**

Bristol Raceway Ministries was founded in the summer of 1992 by Bob Fleming, the music director at Virginia Avenue Baptist Church in Bristol, VA. Feeling a deep calling to minister to the race fans at Bristol Motor Speedway, Bob researched similar outreach efforts at other NASCAR tracks across the country and saw a unique opportunity to establish a ministry. With the support of the Speedway and a small team of volunteers from four local churches, Bob and his team began serving the racing community at each event. In 1995, the ministry officially became a 501(c)(3) nonprofit organization, registered with both the Tennessee Secretary of State and the Internal Revenue Service. Now, over 32 years later, Bristol Raceway Ministries remains committed to serving both the staff at Bristol Motor Speedway and the thousands of guests who attend events at the track.

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## Welcome Letter

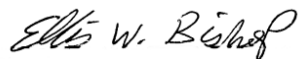
Dear Volunteers,

On behalf of Bristol Raceway Ministries, I want to extend our sincere gratitude to you for joining us in this special mission field. Serving guests at a NASCAR racetrack is a unique opportunity to bring the love of Christ to an incredible and diverse group of people, and your decision to volunteer with our organization speaks volumes about your dedication and compassion. It is a blessing to have you on board as we seek to “Share the love of Jesus” and make a meaningful impact in the lives of others within this extraordinary venue.

As we gather together in one accord to serve others, we’re reminded that Jesus set the example for us in reaching people where they are. Just as He went out to connect with others in their daily lives, we have the chance to be “the church” to those who might not normally walk through church doors. Through simple acts of kindness, genuine hospitality, and a willingness to listen and serve, we reflect His love and create a welcoming atmosphere for everyone who visits Bristol Motor Speedway. Every moment you spend here allows others to see His love and His light through your service.

As we prepare for upcoming events, know that your commitment is essential to our ministry. The work ahead is both challenging and deeply rewarding, and we’re honored to partner with you in this outreach. Thank you again for stepping forward to serve alongside us in this unique setting. Together, as followers of Christ, we will make a difference in countless lives and share His hope in an unforgettable way.

In gratitude and faith,



Executive Director  
Bristol Raceway Ministries  
(423) 430-0798

## **Vision, Mission, Motto, & Purpose**

### **VISION STATEMENT:**

Our vision is to be a beacon of hope, faith, and unity within the motorsports community and beyond, transforming lives through compassionate service, meaningful outreach, and unwavering dedication to spreading the love of Jesus Christ.

### **MISSION STATEMENT:**

Bristol Raceway Ministries exists to glorify God by fostering Christian fellowship, offering pastoral care, sharing the love of Jesus Christ through evangelism, and serving the practical needs of the motorsports community and the Tri-Cities region.

### **MOTTO:**

“Sharing the love of Jesus” at Bristol Motor Speedway and in the community through other ministry partnerships.

### **PURPOSE STATEMENT:**

The purpose of Bristol Raceway Ministries is to facilitate the fulfillment of the Great Commission by individual Christians and by churches who desire to spread the gospel in accord with the word of God, as applied to the unique context of motorsports. Our purpose and reasons for serving others are based on four key pillars:

1. **Fellowship:** We strive to bring believers together, fostering unity and encouragement within the motorsports world and the Tri-Cities region. Through intentional engagement and shared experiences, we aim to cultivate a sense of oneness among Christians.
2. **Pastoral Care:** Recognizing the need for spiritual guidance and support, we serve as a pastoral presence for race fans and attendees who may be away from their home church. Through hospitality tents, chapel services, and personal ministry, we provide comfort, perform ceremonies, and offer counsel to meet this vital need.
3. **Evangelism:** Leveraging the unique cultural platform of motorsports, we share the love of Jesus Christ in relevant and impactful ways. Through creative outreach and community initiatives, we demonstrate God’s love both within the racing community and throughout the local area.
4. **Service:** Inspired by the servanthood of Jesus, we actively seek to meet practical needs with compassion and humility. Whether assisting guests at NASCAR events or supporting local community efforts, we aim to reflect the selfless attitude of the Christian faith.

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## Statement of Faith and Biblical Authority

### Statement of Faith - Core Beliefs:

Bristol Raceway Ministries consists of Christians from varying denominations whose beliefs are consistent with this Statement of Faith. This Statement of Faith is an expression of the basic Biblical principles that determine our common commitment to share the Love of Jesus within the motorsports community and the Tri-Cities area alike. It is our commitment as a ministry to draw together in Christian unity to be the Body of Christ (the church) under these beliefs.

1. We believe there is one God, eternally existing in three persons: the Father, the Son, and the Holy Spirit. God the FATHER is the origin and content of the revelation. It is God the Father who wills to make Himself known, and Father is the name by which He wills that we should call upon Him (Matthew 6:6-13).

God the SON, Jesus Christ, is the historic mediator of the revelation. It is the Son who has made God known as Father (Matthew 11:27; John 1:18; 16:25; 17:1ff; Hebrews 1:3), and whom we know as Savior and Lord (Luke 2:11).

God the HOLY SPIRIT is the present reality of the revelation. The Holy Spirit, abiding in the believer (John 14:16-17), bears constant witness to God as Father (Romans 8:15; Galatians 4:6), and to Jesus as God's Son and our Savior (Romans 8:9-17).

2. We Believe that the Bible is God's written revelation to man; that it is inspired in all of its parts; and that it is the singular certain, sufficient, and authoritative basis for what humanity is to believe and live.
3. We believe in the deity of Jesus Christ--His virgin birth, sinless life, and miracles, His death on the cross to provide for our redemption; His bodily resurrection, and ascension into heaven; His present ministry of intercession for us; and His return to earth in power and glory.
4. We believe in the personality and deity of the Holy Spirit; that He performs the miracle of the new birth in unbelievers; and that He indwells believers, enabling them to live godly lives.
5. We believe that humanity was created in the image of God, but because of sin was alienated from God; that God was at work in the life, death, and resurrection of Jesus to reconcile sinful humanity to Himself; and that by trusting in Christ alone for salvation can that alienation be removed.
6. We believe the Church, of which Christ is the Head, consists of all those who believe in the Lord Jesus Christ and are redeemed through His blood; and that the church has been commissioned by Christ to go into all the world proclaiming the Gospel to all peoples everywhere.

**Statement of Faith - Core Values:**

Bristol Raceway Ministries is a non-profit religious organization and is substantially supported by other religious bodies (churches and individuals). More importantly, our organization is a community of believers who have joined together to meet the spiritual needs of the greater community. Our organization promotes behavior consistent with the Holy Scriptures. when joining our organization as a volunteer, you freely and willingly agree to abide by the standards of behavior outlined in this section. The standards included in this section are not exhaustive; rather, they provide a guideline of conduct that we believe is in accordance with Biblical standards.

As volunteers of Bristol Raceway Ministries, it is imperative that our actions are above reproach regarding our conduct. The following standards of conduct shall apply to all members. Violations of these standards are regarded as a serious breach of integrity and could result in you not being allowed to volunteer with the ministry any longer.

1. God's Word teaches us that certain attributes are desired in a person, including love, joy, peace, patience, kindness goodness, faithfulness, gentleness, and self-control (Galatians 5:22–24). These attributes are to be sought, encouraged, and demonstrated in our relationships with other volunteers and with those that we serve.
2. Scripture further teaches us that certain behaviors should be avoided in individuals, including thievery, lying, dishonesty, gossiping, slander, backstabbing, using profanity, vulgarity, sexual promiscuity including homosexual behavior, drunkenness, and immodesty of dress.

Bristol Raceway Ministries also operates on a strongly held belief that the marriage relationship has been established by God as a union between one man and one woman. (Genesis 2:24; Ephesians 5:31). We further hold that in accordance with Scripture, sexual intimacy and sexual activity are appropriate only within the marriage relationship, between one husband and one wife. (I Corinthians 7:2; Hebrews 13:4). Our ministry further believes God created two distinct and complementary genders, male and female, and each person is created in accordance with God's perfect design (Genesis 1:27; Matthew 19:4).

Accordingly, Bristol Raceway Ministries views the following behaviors as inappropriate and contrary to Scripture:

1. Any marriage or civil union that is not between one man and one woman.
2. Any attempt to adopt or present one's own self as a different gender than that assigned at birth.
3. Any other activity, teaching, or behavior that is contrary to a biblical view of marriage, gender, and/or appropriate behavior as outlined in this provision.

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**Statement of Biblical Authority:**

Our statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of doctrine, practice, policy, and discipline, our governing Board of Directors, and Executive Staff is Bristol Raceway Ministries' final interpretive authority on the Bible's meaning and application.

**Those affiliated directly with this ministry:**

The Board of Directors, Executive Management, Officers, and Volunteer staff, shall all agree with and abide by our organization's statement of faith.

**Acknowledgment:**

Completing and signing the Volunteer Application form confirms that I acknowledge and agree with the organization's Statement of Faith. I am committed to living in alignment with its principles and values, recognizing the importance of these beliefs in guiding the organization's mission and actions. I pledge to uphold and represent these core tenets in my conduct and interactions, ensuring that my participation as a volunteer reflects the faith and values that the organization stands for. I further understand that Bristol Raceway Ministries is a registered faith-based organization and, as such, is exempt under Title VII of the Civil Rights Act of 1964.

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## **Volunteer Screening procedures**

All candidates seeking a volunteer position must complete and return a volunteer application. The volunteer coordinator, a member of the board of directors, or the executive director will carefully review the application to ensure that the candidate is an appropriate match for a volunteer position within the ministry.

If the individual appears to be an appropriate candidate for a volunteer position, the Executive Director, or a designee, will check all references on the prospective volunteer's application to confirm the information that the candidate provided on the volunteer application. After the Executive Director, or a designee, contacts references, the Executive Director or a member of the board of directors will conduct an interview with the candidate.

The volunteer coordinator, a member of the board of directors, or the ministry secretary will store all application materials, the application form, reference check details, notes from interviews, etc., in a locked file cabinet or other secure location.

### **Candidate Removal:**

Volunteer candidates may be removed from consideration if, based on our screening procedures, they are deemed a potential threat to children or at-risk adults, fail a reference check, do not pass a required alcohol and drug screening (if required), or do not uphold our organization's Statement of Faith.

### **Acknowledgment:**

Completing and signing the Volunteer Application form confirms that I acknowledge and agree with the organization's volunteer screening procedures. I recognize the importance of these procedures in maintaining a safe and effective environment for both volunteers and those we serve. I am committed to fully cooperating with the screening process and providing accurate information as required. Additionally, I understand that these procedures are in place to ensure the safety, integrity, and success of the organization's mission, and I pledge to uphold them throughout my involvement as a volunteer. I further understand that Bristol Raceway Ministries is a registered faith-based organization and, as such, is exempt under Title VII of the Civil Rights Act of 1964.

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## Volunteer Opportunities

We are grateful for our strong relationship with the staff at Bristol Motor Speedway and several nearby campgrounds, which provide us with unique opportunities to minister and serve. Below are the volunteer opportunities available:

### **Campground Hospitality:**

This is a fantastic opportunity for large groups or church-sponsored teams to get involved. We set up hospitality tents at the All American Campground, Bristol Campground, Earhart Campground, and the shower house on Bristol Motor Speedway property. Volunteers in these areas interact with campers, offering Bibles, cookies, and Christian literature, and collecting prayer requests. They also lead chapel services and provide shuttle rides. In addition, there are opportunities at other nearby campgrounds for those interested in sponsoring and staffing a hospitality tent on behalf of our ministry. This is a meaningful way for your church or organization to actively participate in serving and ministering to our community and the thousands of guests that come from out of town too.

### **Concourse Hospitality:**

Our main hospitality tents are located inside Gates 7 and 17 on the concourse of the racetrack, with smaller "satellite" tents positioned at each of the four turns along the concourse. Volunteers stationed in these areas engage with guests before and during the event by distributing Bibles, Christian literature, and cookies, taking prayer requests, and offering support as needed. Volunteers also provide assistance to the emergency care centers around the concourse, ensuring a welcoming and helpful presence throughout the event. This is a wonderful opportunity to serve and share God's love with attendees in a meaningful and impactful way.

### **Trackside Hospitality:**

Located diagonally across from the shuttle bus drop-off point at the dragstrip, the Fellowship Chapel hospitality tent serves as a warm welcome for guests arriving via shuttle from nearby campgrounds and remote parking lots. Volunteers at this tent offer Bibles, cookies, Christian literature, and complimentary drinks to visitors, ensuring they feel cared for and appreciated. In addition to these services, volunteers also take prayer requests, lead chapel services, and provide shuttle rides to the racetrack, creating a welcoming and supportive atmosphere for all who visit. This is a wonderful opportunity to serve, engage, and minister to those attending the event.

### **Shuttle Cart Drivers:**

Our ministry operates a fleet of eleven golf cart shuttles and four UTV shuttles to provide transportation for attendees around the racetrack property during events. Recognizing that many guests face mobility challenges, we offer this service to help those who may struggle with long walks or navigating steep inclines. Our shuttle drivers ensure safe and efficient transportation, offering assistance to passengers as they reach their destinations. In addition to providing rides, our drivers also distribute Bibles, cookies, and other Christian materials, take prayer requests, and offer physical help to guests in need. This is a meaningful way to serve both physically and spiritually, making events more accessible and impactful for everyone.

### **Cookie Bakers:**

Twice a year, our ministry has a delightful tradition of giving away homemade cookies, and we can never seem to have enough! Our cookies have become quite famous, drawing people from near and far who eagerly seek us out for a free treat. If you or your church or organization would

like to contribute without attending the events, we warmly invite you to bake some cookies for us to distribute at the spring and fall races.

Please note that we are only able to accept cookies that have been prepackaged, such as in Ziploc baggies, to ensure safety and convenience. Your delicious contributions help us spread joy and create lasting memories for all who attend.

For more information, please contact our Executive Director at (423) 430-0798 or email us at [office@bristolracewayministries.org](mailto:office@bristolracewayministries.org).

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## Rules and Regulations

This section outlines the rules and regulations that all volunteers must follow to ensure a safe and enjoyable experience for both them and the guests during events.

1. **Conduct:** Our volunteers are the face of both Bristol Raceway Ministries and Bristol Motor Speedway, and as such, it is essential that they conduct themselves in a professional, courteous, and helpful manner at all times. Obscene or vulgar language, as well as disruptive behavior, is strictly prohibited. When volunteering at any event, you represent not only our Ministry but also yourself, your church, and most importantly, God. Your actions and words should reflect the values of respect, kindness, and integrity that we strive to uphold in everything we do.
2. **Prohibited items:** Volunteers are strictly prohibited from possessing or using alcoholic beverages, illegal drugs, or weapons (including, but not limited to, firearms, batons, and knives longer than 3 inches when closed) while volunteering at any event.
3. **Loitering:** Loitering is strictly prohibited at all times. Volunteers are expected to remain focused on their duties and are not allowed to sit in any of the facility's seating areas, including seats, boxes, suites, bars, restaurants, or viewing areas (collectively referred to as "Seating Areas") unless explicitly directed to do so by a Bristol Motor Speedway (B.M.S.) representative. If a volunteer is found loitering in any seating area during or after an event, they will be escorted out of the facility by B.M.S. staff. Additionally, our organization may face penalties or be prohibited from volunteering at future events.
4. **Appearance:** All volunteers are expected to follow our appearance standards. During events, volunteers should wear khaki pants, blue jeans, or shorts (free of holes or stains and of appropriate length), or casual dress pants, paired with a Raceway Ministries volunteer T-shirt or a blue Raceway Ministries polo shirt. NASCAR or NHRA-related attire, including ball caps, is not allowed. If a volunteer does not meet these standards, they will be asked to leave and may return only once they are dressed in accordance with the guidelines.
5. **Security:** All volunteers' bags, backpacks, purses, coolers, and similar items are subject to search when entering and exiting the facility. Additionally, you may be required to pass through a metal detector before being granted access. If you are found in possession of any prohibited items, you will be asked to return them to your vehicle.
6. **Facility rules and regulations.** All volunteers are required to comply with the rules, regulations, and guidelines set forth by both Bristol Motor Speedway and Bristol Raceway Ministries for the services provided at the facility. Additionally, volunteers must adhere to all applicable federal, state, and local laws and regulations.
7. **Campground rules and regulations.** All volunteers must adhere to the rules, regulations, and guidelines set by the Bristol Raceway Ministries Board of Directors and the campground owner(s) for the services they provide at the campgrounds. Volunteers must also comply with all applicable federal, state, and local laws and regulations.
8. **Volunteer forms.** Before participating in any volunteer activities, each volunteer is required to review the Volunteer Handbook and complete and sign a Volunteer Application Form, which includes a Release of Liability.

9. **Right to restrict.** Bristol Motor Speedway reserves the right, at its sole discretion, to restrict or ban a group or any of its volunteers from the facility for any violations of these rules and regulations. Similarly, Bristol Raceway Ministries reserves the right, at its sole discretion, to restrict or ban a volunteer from further participation with the ministry for any violations of these rules and regulations.
  
10. **Theft and loss:** It is understood and agreed that neither Bristol Motor Speedway nor Bristol Raceway Ministries is responsible for any personal belongings that may be lost, stolen, or damaged while inside the facility, including the parking areas. Additionally, you acknowledge that neither Bristol Raceway Ministries nor the campground staff and/or owner is liable for any personal belongings that are lost, stolen, or damaged while volunteering at a campground.
  
11. **Accidents:** All accidents must be promptly reported. If you or someone else is injured in any way, seek medical attention immediately and then notify Bristol Raceway Ministries leadership about the incident. An accident report must be completed, even if no one is injured, to ensure proper documentation of the event. This process helps us maintain a safe environment for all volunteers and participants.
  
12. **Character References:** As a public-focused organization, Bristol Raceway Ministries reserves the right to contact the character references you provide on your volunteer application. These references should be individuals who know you well and can speak to your character and integrity. Acceptable references may include your pastor, friends, or neighbors. However, family members are not permitted to serve as references. This process helps us ensure that our volunteers align with the values and mission of our ministry.
  
13. **Shuttle cart drivers:** Before being authorized to operate a shuttle cart at events, you must meet the following requirements: (i) Be 18 years of age or older; (ii) Hold a valid driver's license; (iii) Review and understand the Shuttle Cart Safety Training material provided by Bristol Raceway Ministries; and (iv) Successfully demonstrate the required safety skills during a ride along with Bristol Raceway Ministries leadership at an event.

**Note:** If you are interested in driving a shuttle cart during events, please reach out to a member of our Board of Directors for more information and to receive the necessary training materials for review.

### **Acknowledgment**

Completing and signing the Volunteer Application form confirms that I acknowledge and agree to uphold the organization's Rules and Regulations. I am committed to adhering to these guidelines and upholding the standards set forth to ensure a positive, safe, and respectful environment for all. I recognize the importance of these rules in promoting the organization's mission and values, and I pledge to consistently follow them in all my interactions and duties as a volunteer.

## Volunteer Communication

Our organization primarily communicates with volunteers via text (SMS), email, and phone calls using the contact information provided in your volunteer application. By completing and signing the application, you consent to receive:

- Event reminders
- Notifications and ministry updates
- Prayer requests and other related communications
- Various other messages, including one-on-one conversations if needed

Participation in our text and email communications is entirely voluntary. You may opt out or withdraw your consent at any time by using the opt-out feature in the communication or by emailing us at [office@bristolracewayministries.org](mailto:office@bristolracewayministries.org) to let us know that you no longer wish to receive communications from our organization.

**Please note:** By receiving or sending text messages, you may incur standard data and/or messaging charges from your mobile service provider. For information on any potential fees, please check with your service provider.

### Acknowledgment

Completing and signing the Volunteer Application form confirms that I acknowledge and agree to the organization's Volunteer Communications statement. I consent to receiving communications from the organization regarding volunteer opportunities, events, and other relevant information. I recognize the importance of staying informed and engaged, and I agree to promptly respond to communications as necessary to ensure effective collaboration and participation in the organization's initiatives.

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## Grievance Channels

Bristol Raceway Ministries follows a "Complain Up" policy, which emphasizes that if we are discussing a concern with someone who cannot address it, we are simply complaining and potentially causing harm to the ministry and the greater Christian community. This approach encourages addressing issues with the appropriate individuals in positions to make a difference.

As a ministry organization, we are committed to fostering a healthy Christian community, recognizing that issues and concerns should be addressed in a respectful and appropriate manner. Any concerns that arise should be directed through the proper channels. Below is the hierarchy of our Executive Board of Directors for submitting grievances:

1. The Board Vice Chairman
2. The Executive Director
3. The Board Chairman

A question that may arise is, "What if that person is the source of my concern?" In that case, you can escalate the issue by reaching out to the next person on the list to register your grievance.

**Please Note:** Expressing issues or complaints to donors, other volunteers, other members of the Board of Directors, or someone outside of the Raceway Ministries organization is unacceptable behavior and subject to discipline according to our organization's Bylaws.

The Apostle Peter depicts the attitude of "love without complaining" which, if followed, places this entire "**Complain Up**" process in proper perspective:

1 Peter 4:8, 9: *"Above all, love each other deeply, because love covers over a multitude of sins. Offer hospitality to one another without grumbling."*

### Acknowledgment

Completing and signing the Volunteer Application form confirms that I acknowledge and understand the organization's Grievance Channels policy. I agree to follow the outlined procedures for addressing concerns and resolving issues in a respectful and constructive manner. I recognize the importance of maintaining open communication and a positive environment, and I commit to adhering to these guidelines to ensure that all grievances are handled appropriately and professionally.

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## **Drug and Alcohol Policy**

To ensure the safety of our volunteers and event guests, as well as to maintain a secure workplace, it is the policy of Bristol Raceway Ministries that volunteers are strictly prohibited from the unlawful use, abuse, possession, sale, or transfer of drugs or narcotics. Additionally, volunteers are not permitted to possess, consume, or be under the influence of alcohol while performing their duties. The following measures are in place to uphold a work environment free from the effects of drug and alcohol abuse.

Event volunteers are expected to report for duty in a condition that allows them to perform their assigned responsibilities without the impairment of drugs or alcohol. Any involvement with drugs or alcohol that negatively impacts a volunteer's ability to perform their duties will not be tolerated. Illegal drugs, as defined under federal, state, and local laws, include but are not limited to marijuana, heroin, opiates, cocaine, hallucinogens, depressants, stimulants, or any other behavior-altering substances that are not prescribed by a licensed physician for the volunteer's current medical treatment.

Volunteers who are taking prescription medications or non-prescription over-the-counter (OTC) drugs that may affect their ability to perform their duties are required to notify the volunteer coordinator or a member of the Board of Directors.

Bristol Raceway Ministries reserves the right to require drug and alcohol testing for any event volunteer, officer, or Board member. If a volunteer, officer, or Board member refuses to submit to a requested drug or alcohol screening, or if a test confirms the use of illegal drugs or the presence of alcohol, the individual will be subject to dismissal from the ministry.

**Note:** Please review our Disciplinary Policy for more information

### **Acknowledgment**

Completing and signing the Volunteer Application form confirms that I acknowledge and agree to abide by the organization's Drug and Alcohol Policy. I recognize the importance of maintaining a safe and professional environment, free from the influence of drugs and alcohol, and commit to upholding the standards set forth to ensure the well-being of all volunteers, staff, and guests.

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## **Sexual Harassment Policy**

Bristol Raceway Ministries is committed to creating and maintaining a harassment-free environment for all board members, officers, and volunteers. Our policy strictly prohibits harassment based on sexual orientation, race, creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, or any other characteristic protected by federal, state, or local law.

This anti-harassment policy applies to all individuals involved in the operation of Bristol Raceway Ministries, ensuring that harassment is prohibited by any board member, officer, or volunteer, in alignment with both Biblical standards and legal requirements.

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work.
- Threats and demands to submit to sexual requests as a condition of continued participation, or to avoid some other loss, and offers of benefits in return for sexual favors.

Board members, officers, and volunteers, regardless of gender, are required to immediately report any suspected sexual harassment to the Executive Director or the ministry's Board Chair, either in person, by phone, or via email. The report should include a detailed description of the incident(s), the names of those involved, and any witnesses. Bristol Raceway Ministries will promptly initiate a thorough and impartial investigation of the allegation(s). A written resolution will be provided to the complainant within 60 days. To the extent possible, all complaints will be handled confidentially to protect against retaliation during the investigation and resolution process.

If it is determined that harassment has occurred, appropriate remedial action will be taken based on the specific circumstances. Any individual found responsible for harassment will face disciplinary action, up to and including termination. The complainant will be informed of the action taken against the harasser and the Executive Director or the ministry's Board Chair will take the necessary steps to prevent further harassment. Furthermore, Bristol Raceway Ministries strictly prohibits any form of retaliation against individuals who report harassment.



## **Acknowledgment**

Completing and signing the Volunteer Application form confirms that I acknowledge and fully agree to abide by the organization's sexual harassment policy. I recognize the importance of fostering a respectful, safe, and inclusive environment for all individuals involved with the organization. I am committed to upholding the standards outlined in the policy and to treating all colleagues, volunteers, and guests with dignity and respect. Additionally, I understand that any violation of this policy will not be tolerated and may result in disciplinary action. I pledge to actively contribute to creating a harassment-free environment by adhering to these guidelines at all times.

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## Data Collection and Storage Policy

Bristol Raceway Ministries is committed to protecting all information/data that we handle regarding our volunteers. We respect your privacy, your rights, and how your information is handled. This Data Privacy Policy explains our responsibilities and how we will meet those responsibilities.

### **Purpose of the Procedures**

Under the Data Protection Act 1998 and the General Data Protection Regulation 2016, Bristol Raceway Ministries (hereby referred to as the Ministry) has duties in what personal data can be collected and how that data is processed and stored. These procedures have been developed to ensure that the Ministry fulfills these statutory duties and to protect the personal data of our volunteers and others with whom the Ministry may have contact.

*Note: These procedures apply to personal data collected for and on behalf of the Ministry. They do not apply to personal data not under control of the Data Controller, for example, personal data shared between volunteers on an individual or personal basis.*

### **Definitions**

*Data Controller and/or ministry* means Bristol Raceway Ministries.

*A Data Protection Officer* is a living individual with the responsibility to ensure that data protection procedures are in place and to monitor compliance. In the case of the Ministry, the Data Protection Officers are the Ministry's Executive Director and the Ministry's Secretary.

*Data Subject* means a living individual. You, as a volunteer, are a Data Subject.

*Legislation* means statutory requirements including the Data Protection Act 1998 and the General Data Protection Regulation of 2016.

*Personal data* means information relating to a Data Subject who can be identified from that data (or from that data plus other information in the Data Controller's possession).

Personal information can be factual (such as a name, address or date of birth) or it can be an opinion (such as a performance appraisal) or a statement of intention about the Data Subject. This can be information held in electronic format or certain kinds of paper records or manual filing systems.

### **Policy Statement**

The Ministry is committed to protecting personal data and respecting the rights of our data subjects; the people whose personal data we collect and use. We value the personal information entrusted to us and we respect that trust, by complying with all relevant laws and adopting good practices.

The Ministry will process personal data only with the consent of the Data Subject and for the limited purposes described at the time of collection.

The Ministry will take all reasonable steps to ensure that any personal data held is **up to date**. The Ministry will remove personal data when it is no longer required for the consented purpose or where the Data Subject has indicated by a request that they withdraw consent. The Ministry will not unreasonably refuse a Data Subjects access to their personal data.

The Ministry will not pass, or allow to be passed, personal data to third parties without the consent of the Data Subject except where required by law.

**We process personal data to help us:**

- maintain our list of volunteer members.
- provide updates and support for volunteer members and others connected with our ministry.
- recruit, support, and manage directors and volunteers.
- maintain our accounts and records.
- maintain the security of property and premises; and respond effectively to inquirers and handle any complaints.

**Duties of the Ministry**

The Ministry has duties under legislation in what personal data can be collected and how that data is processed and stored. These duties include:

- processing must be fair and lawful and carried out with appropriate legal grounds.
- processing must be for limited purposes.
- processing must be adequate, relevant, and not excessive.
- as far as reasonably practicable, personal information must be up-to-date.
- personal information must not be held longer than is necessary.
- personal data must be processed in accordance with the Data Subject's rights.
- processing must be carried out securely, and ensuring that personal data is not transferred to a country or territory outside of the United States or a European Economic Area (EEA) unless that country or territory provides an 'adequate' level of protection for the processing of individuals' personal data.

**Rights of the Data Subject**

We will process personal data in line with data subjects' rights, including your right to:

- be informed.
- request access to any of your personal data held by us (known as a Subject Access Request).
- ask to have inaccurate personal data changed i.e. rectification.
- restrict processing, in certain circumstances.
- object to processing, in certain circumstances.
- data portability, which means to receive your data, or some of your data, in a format that can be easily used by another person (including the data subject themselves) or organization.
- not be subject to automated decisions, in certain circumstances; and you have the right to erasure – subject to certain conditions.

**Consent**

The Ministry requires consent from the Data Subject to process personal data where the Data Subject can be identified by that data. Legislation allows the Ministry to process general contact details as this information can be regarded as being in the Ministry's legitimate interest. Explicit consent should normally be sought after when data is collected.

Consent is required to process personal data from all Data Subjects 18 years of age or over, or from their power of attorney. Consent from a parent or guardian is required to process the personal data for Data Subjects under 18 years of age.

## **Data Collection**

### **Data Collection Forms**

Data collection and consent forms shall generally be used to collect personal data in line with data subjects' rights. Where required forms shall be developed for specific purposes and these forms shall request only the information necessary for the specific purpose.

Data collection and consent forms may be in paper or electronic format.

**Note:** Either a handwritten signature or an electronic signature may be used to confirm consent.

## **Data Processing**

### **Types of Data Processed**

Data is collected and processed to enable the Ministry to communicate with our volunteers and provide event updates. We process personal data to help us (but not limited to):

- maintain our list of volunteer members.
- provide updates for members and others connected with our Ministry.
- recruit, support, and manage directors and volunteers.
- contact, emergency contact, date of birth.
- maintain our accounts and records.
- respond effectively to inquiries and handle any issues.

### **Processing Policy**

General contact details shall be entered into the Ministry's database; this will normally be done by the Ministry's Executive Director or our Secretary.

Personal data related to specific short-term activities or events shall be retained only for the period of the activity or event except that contact details may be retained where consent has been given.

### **Retention of Data Collection Forms**

Until the Data Subject's personal data has been processed in line with the processing Policy, the data collection and consent form shall be treated as a paper record retained in accordance with this policy.

The Data Subject's personal data processed on the data collection and consent form gives the Ministry ongoing consent. Each year, our list of volunteer members is updated and provides the opportunity to opt-out as well as the ongoing right to opt out. The previous data collection and consent form shall then be destroyed as soon as reasonably practicable and certainly within one month of the update.

All reasonable care shall be taken to ensure that the Data Subject's personal data contained on the form cannot be identified from the destroyed form.

**Note:** Use of a cross-cut shredder is our preferred method. Otherwise, it must be securely destroyed beyond access.

### **Electronic Records**

Electronic personal data records shall be held on the internet via a computer that is password protected. The personal data shall be stored within a database behind a password-protected account.

Personal data shall be accessed only by the Executive Director, Ministry Secretary, and those authorized by them and acting on their behalf.

### **Paper Records**

Where personal data is recorded in a paper format, including data collection and consent forms, this shall be generally stored within a locked filing cabinet, cupboard, or drawer. Access to the locked filing cabinet, cupboard, or drawer shall be by the Executive Director, Ministry Secretary, or those authorized by them and acting on their behalf only.

All reasonable care shall be taken to ensure that where personal data is to be retained for a short duration it is kept in a secure manner.

### **Periodic Review**

All personal data shall be reviewed periodically to ensure that data is being used only for the consented purpose and that data that is no longer required is removed. For general contact details, this shall normally be done annually. For other purposes, shorter durations may be required.

Personal information must not be held longer than is necessary nor used for any purpose other than that consented.

### **Protection of Personal Data**

#### **Access to Personal Data**

Access to personal data shall be limited as described in sections 9 and 10; except where a Data Subject has requested access to their own data as described in this policy.

#### **Third Parties**

The Ministry shall not pass, or allow to be passed, personal data to third parties without the consent of the Data Subject except where required by law.

### **Data Subject Access**

#### **Access to Personal Data**

The Data Subject has the right of access to a copy of their personal data. In order to access a copy of their personal data the Data Subject shall submit a 'Subject Access Request' in writing to the Data Protection Officer. The Data Protection Officer shall provide a response to the Data Subject as soon as it is reasonably practicable and certainly within one month of receipt of the request.

### **Amendment to Personal Data**

The Data Subject has the right to correct any mistakes in their personal data and has the right to erasure (subject to certain conditions). In order to correct any mistakes in their personal data the Data Subject shall provide details of the correction via the Volunteer Portal or directly to the Executive Director or the Ministry Secretary.

Any request for the removal of personal data shall be made in writing to the Executive Director and or the Ministry Secretary. The amendment, whether correction or removal, shall be made by the Executive Director and or Ministry Secretary as soon as it is reasonably practicable following receipt of the request.

### **Dealing with data protection breaches**

Where directors, officers, and volunteers think that this policy has not been followed, or data might have been breached or lost, this will be reported immediately to the Data Protection Officer.

### **Concerns and Complaints**

All reasonable concerns will be investigated by the Executive Director and/or the Ministry secretary and a response provided to the person raising the concern as soon as is reasonably practicable and certainly within one month of receipt of the request. Please send an email to: [office@bristolracewayministries.org](mailto:office@bristolracewayministries.org) if you have concerns regarding our practices or if you would like to file a complaint.

### **Acknowledgment**

Completing and signing the Volunteer Application form confirms that I acknowledge and agree with the organization's Data Collection and Storage Policy. I recognize the critical importance of protecting personal and sensitive information, and I trust that the organization is committed to safeguarding my data with the highest level of care and security. I acknowledge the steps the organization takes to ensure my information is handled responsibly and stored securely. I am confident in the organization's dedication to privacy and confidentiality, and I pledge to comply with all relevant guidelines to protect both my data and the data of others.

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## Privacy Policy

Bristol Raceway Ministries (B.R.M.) believes that data privacy is essential, and we are committed to a culture of transparency in the use of personal data. We do not engage in the practice of selling, renting, or exchanging information that volunteers or any of our donors provide to us.

This privacy notice explains how we collect, use, share, and protect your personal data when you interact with us in one of the ways described below. It also provides you with important information about your privacy choices.

Personal data refers to data linked to you and also to data that can, by reference to other data, reasonably be linked to you. This Notice does not address our use of non-personal data, such as anonymous data.

### Personal Data We May Collect About You

#### Information you provide to us.

We may collect personal data from you when you visit one of our websites, make a donation to us, attend one of our events, fill out a volunteer application, request information from us or otherwise communicate with us, Personal data you may provide to us by engaging in one or more of these activities includes the following:

- **Contact information**, such as your name, phone number, email address, or mailing address.
- **Emergency contact information**, such as your emergency contact name, phone number, or email address.
- **Demographic information**, such as your gender, ethnicity, marital status, or age.
- **Payment information**, such as your credit or debit card or bank account information.
- **Identifiers**, such as your Social Security number or other government-issued identification numbers.
- **Applicant information**, such as relevant education, work, and missions experience, professional skills, qualifications, and credentials, or professional and church references.
- **Marketing information**, such as your preferences for receiving communications about our activities, events, and publications.
- **Information revealing religious affiliation**, such as a decision to follow Jesus Christ, your agreement to our statement of faith, or information about your church and missions' involvement.
- **Records of your communications with us**, such as material you submit to us by mail, email, or through our website, online accounts, or social media platforms.
- **Medical information**, such as results of a physical examination or medical alcohol and drug testing.
- **Information in web server logs**, such as your IP address or your device's MAC address.

#### Information we may obtain from social media platforms.

We maintain pages on social media platforms and other third-party platforms. When you visit or interact with our pages on those platforms, the platform provider's privacy notice or policy will apply to your interactions and their collection and use of your personal data. You or the platforms may provide us with information through the platform, and we will treat such information in accordance

with this Notice.

### **Information we obtain from other third parties.**

We may receive personal data about you from third-party sources or verify the accuracy of your data by comparing it with a third-party source. For example, if you apply to volunteer with us, we may contact third-party references, or you may be required to undergo a background check. In order to verify we have an accurate mailing address we may compare the mailing address you provide against the National Change of Address service.

### **How We Use Your Personal Data**

We use your personal data for the following purposes and as otherwise described in this Notice or at the time of collection. For jurisdictions that require us to identify a legal basis to process your personal data, please see below.

- **To communicate with you.** We use your personal data to respond to your questions, comments, or feedback, to provide information about our events and volunteer opportunities, or to send ministry updates.
- **To process your donations.** We use your personal data to accept and process your donations and to communicate with you about your donations (for example, to provide a donation receipt).
- **To carry out our charitable programs.** We use your personal data to support our interaction with you to further our charitable programs. For example, we may use your personal information to process your volunteer application and facilitate your volunteer experience; arrange for your attendance at an event.
- **For internal administrative purposes.** We use your personal data for administrative purposes, such as verifying your identity should you request to exercise your privacy choices under this Notice.
- **To comply with the law, prevent fraud, and promote safety.** We use your personal data as necessary or appropriate to comply with applicable laws, lawful requests, and legal processes, such as to respond to subpoenas or requests from government authorities. We use your personal data to: **(a)** protect our, your, or others' rights, privacy, safety, or property (including making and defending legal claims); **(b)** enforce the terms and conditions that govern our websites; and **(c)** protect, investigate, and deter against fraudulent, harmful, unauthorized, unethical, or illegal activity.
- **To perform processing based on your consent.** We may ask for your permission to process your personal data for one or more specific purposes. When we rely on your consent you have the right to withdraw it at any time by contacting us at [office@bristolracewayministries.org](mailto:office@bristolracewayministries.org).

### **Sharing Your Personal Data**

We do not engage in the practice of selling, renting, or exchanging information that volunteers or any of our donors provide to us.

We do not share your personal data with third parties without your consent, except in the following circumstances for purposes consistent with this Notice.



**Service providers.** We may share your information with companies that provide services to us. For example, if you make a donation then your payment information will be shared with our payment processor.

### **Cookies and Web Beacons**

We may collect information about your interaction with our websites and communications you receive from us using cookies and web beacons. Cookies are small text files placed on your computer or mobile device when you visit a website. Cookies store information about your use of a website (for example, keeping track of your session as you navigate through a website). Web beacons are small graphic images, usually a 1x1 pixel, embedded within webpages or emails that collect, store, and transmit data about your interaction with webpages or emails to a web server.

### **Your Choices**

All individuals covered by this Notice have the following choices with respect to their personal data:

#### **Opt-out of Communications**

You may opt out of receiving communications by notifying us through the channels below.

**Note:** For email and text messaging, you may opt-out by sending your request to [office@bristolracewayministries.org](mailto:office@bristolracewayministries.org)

#### **Other Sites, Mobile Applications, and Services**

We may include links to other websites, mobile applications, and other online services operated by third parties. These links are not an endorsement of or representation that we are affiliated with, any third party. In addition, our content may be included on webpages, mobile applications, or online services that are not associated with us. We do not control third-party websites, mobile applications, or online services, and we are not responsible for their actions. Other websites and services follow different rules regarding the collection, use, and sharing of your personal data. We encourage you to read the privacy notices or policies of the other websites, mobile applications, and online services you use.

#### **Protecting Your Personal Data**

The security of your personal data is very important to us. We employ a variety of administrative, technical, and physical safeguards designed to protect the personal data we collect. That said, security risk is inherent in all Internet and information technologies, and we cannot guarantee the absolute security of your personal data. For more information on our data protection and storage methods, please read our Data Collection and Storage Policy.

#### **Transfer of Personal Data Between Countries**

We do not share the information we collect with anyone who is outside of the U.S.A.

#### **Sensitive Personal Data**

We ask that you not provide us with any sensitive personal data (for example, information revealing racial or ethnic origin, political opinions, health, biometrics, or genetic characteristics) unless necessary for your interaction with us. In the event you choose to provide sensitive personal data, you consent to our processing and use of such sensitive personal data in accordance with this Notice. If required, we will obtain your specific consent before collecting and processing sensitive personal data about you.

### **Children**

We are committed to protecting the privacy of children. We do not knowingly collect through our websites or other means the personal data of individuals under the age of 16. If you are a parent or guardian and you become aware that your child has provided us with personal data without your consent, please contact us. We will delete your child's personal data as soon as reasonably practicable.

### **Changes to This Notice**

We (Bristol Raceway Ministries) reserve the right to modify this Notice at any time. If we make material changes to this Notice, we will notify you by updating the date of this Notice and posting it on our website. We may, and if required by law will, also provide notification of material changes in another way that we believe is reasonably likely to reach you, such as via email. Any modifications to this Notice will be effective upon our posting the new terms (or as otherwise indicated at the time of posting).

### **Contact Us**

Please direct any questions or comments about this Notice or our privacy practices to [office@bristolracewayministries.org](mailto:office@bristolracewayministries.org). You may also write to us via postal mail at:

Attn: Data Privacy  
Bristol Raceway Ministries  
PO Box 1414  
Bristol, TN 37621

### **Acknowledgment**

Completing and signing the Volunteer Application form confirms that I acknowledge and agree to the organization's Privacy Policy. I trust that the organization is committed to protecting my personal information with the highest level of care, confidentiality, and security. I recognize the importance of safeguarding sensitive data and believe the organization will take all necessary steps to ensure my information is handled responsibly and securely. Furthermore, I am confident in the organization's dedication to maintaining privacy and will continue to support its efforts to uphold these standards.

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## **Confidentiality Policy**

During the course of your service, as a Bristol Raceway Ministries volunteer, you may receive or have access to confidential information about other volunteers, our donors, individuals requesting prayer, or individuals during general conversation.

### **Confidential information may include but is not limited to:**

Personal information such as names, addresses, phone numbers, email addresses, health-related issues, and donation history.

It is the policy of Bristol Raceway Ministries that you do not disclose confidential information to anyone outside of our ministry staff and that you use reasonable care to prevent the disclosure of confidential information – both during your volunteer service as well as after its conclusion.

I understand that Bristol Raceway Ministries reserves the right to terminate my volunteer status at any time for not adhering to the Confidentiality Policy.

Notice of such decisions will be communicated both verbally and in writing directly to the volunteer by a member of the organization's board of directors.

### **Acknowledgment**

Completing and signing the Volunteer Application form confirms that I acknowledge and agree to obey the organization's Confidentiality Policy. I recognize the importance of maintaining confidentiality and agree to strictly adhere to the guidelines outlined in the policy. I am committed to protecting sensitive information and ensuring that it is handled with the utmost care, discretion, and respect. I understand that upholding confidentiality is essential to the trust and integrity of the organization, and I pledge to comply with all aspects of this policy in all aspects of my involvement.

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## **Whistle Blower Protection Policy**

At Bristol Raceway Ministries, we are dedicated to upholding the highest ethical standards and creating a safe, transparent, and accountable environment for all volunteers, staff, and stakeholders. This Whistleblower Protection Policy is designed to encourage the reporting of any misconduct, unethical behavior, or violations of laws and regulations while ensuring protection for those who come forward with such concerns.

### **1. Reporting Misconduct**

If you become aware of any misconduct, unethical behavior, or violations of laws or organizational policies, we encourage you to report it to the appropriate authority within Bristol Raceway Ministries, such as the Executive Director or an Associate Director.

### **2. Protection Against Retaliation**

Bristol Raceway Ministries strictly prohibits retaliation or harassment against any individual who reports concerns in good faith. No volunteer, staff member, or stakeholder will face punishment or negative consequences for reporting misconduct or unethical behavior. Any person who feels they have been retaliated against for making a report should immediately notify the Executive Director or an Associate Director. All such concerns will be taken seriously and addressed promptly.

### **3. Confidentiality**

We are committed to maintaining the confidentiality of all reports of misconduct. The identity of the person making the report will be protected to the extent possible. Information related to the report will only be shared with individuals involved in the investigation process.

### **4. Good Faith Reporting**

Bristol Raceway Ministries encourages individuals to report any concerns based on a reasonable belief that misconduct or unethical behavior has occurred. While we support good faith reporting, false or malicious reports made with the intent to harm or deceive may result in disciplinary action.

### **5. Investigating Concerns**

All concerns raised will be investigated thoroughly and promptly. If a report of misconduct is substantiated, appropriate action will be taken in accordance with Bristol Raceway Ministries' policies and procedures to address the situation.

By promoting a culture of openness and accountability, Bristol Raceway Ministries aims to ensure that all individuals feel safe and supported in reporting concerns, free from fear of retaliation or discrimination.

### **Acknowledgment:**

Completing and signing the Volunteer Application form confirms that I acknowledge and understand the organization's Whistleblower Protection Policy. I recognize the importance of this policy in fostering a safe and accountable environment, and I am committed to adhering to its guidelines. I understand that I am encouraged to report any misconduct, unethical behavior, or violations of organizational policies and that my identity and the information provided will be treated with confidentiality and respect. I also acknowledge that there will be no retaliation for reporting in good faith, and I am committed to upholding the values of integrity and transparency within the organization.

## **Disciplinary Policy**

Volunteers are an essential part of our ministry's work. The goal of Bristol Raceway Ministries is to retain a satisfied volunteer base that finds gratification and reward in helping our organization meet its mission to serve others. However, there are occasions when volunteering with our ministry may not be a good fit for someone. Just as a volunteer is free to resign their service at any time, for any reason, Bristol Raceway Ministries also reserves the same right to end our volunteer relationship with a volunteer, with or without notice, for any reason not prohibited by law.

Dismissal of a volunteer will occur only as a last resort and will generally take place following progressive disciplinary actions whenever possible. While our objective is to always be fair and thoughtful, immediate dismissal of a Volunteer may occur in serious cases and is within the discretion of the Executive Board of Directors.

### **Grounds for volunteer dismissal may include, but are not limited to the following:**

- Failure to abide by Policies and Procedures and/or our Charter and Bylaws
- Gross misconduct
- Theft of property or misuse of organization funds, equipment, or materials
- Being under the influence of illegal drugs or alcohol while performing volunteer duties
- Failing to perform volunteer duties as agreed
- Undisclosed conviction/history of assault and/or abuse
- Breach of confidentiality
- Willfully not following proper lines of communication and authority
- Intentionally spreading misinformation that may harm others or our ministry
- Behavior or communication that intentionally unsettles daily operations
- Being verbally or physically aggressive or disrespectful to other volunteers, staff, or event guests

### **Dismissal Policy:**

Bristol Raceway Ministries will investigate and document all performance concerns and incidents that may serve as grounds for dismissal. Volunteers may be offered the opportunity to meet with the Executive Board of Directors to provide the Volunteer's account of the incident or perspective on the situation. Where appropriate, verbal and/or written warnings may be issued to the Volunteer and documented.

Dismissal of a Volunteer will take place after the Board of Directors has met to determine that dismissal is the appropriate action to take. A formal written notice of termination will be sent to the Volunteer following the dismissal via postal mail, email, or in person during a private meeting.

### **Voluntary Termination:**

Any volunteer may resign at any time and for any reason. Exit interviews are available upon request. Additionally, if a volunteer becomes inactive, meaning they have not participated in any events for 12 consecutive months without requesting a leave of absence, their volunteer status will be changed to "Resigned." In such cases, the volunteer will need to reapply if they wish to resume their involvement with the organization.

**Acknowledgment:**

Completing and signing the Volunteer Application form confirms that I acknowledge and understand the organization's Disciplinary Policy, and I believe it is fair and reasonable. I recognize the importance of maintaining a respectful and accountable environment, and I am committed to adhering to the guidelines. I understand that the policy is in place to ensure the well-being and integrity of the organization, and I support its fair application to all individuals involved.

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## Electronic Signature Policy

### Purpose:

The purpose of this Electronic Signature Policy is to establish guidelines for the acceptable use of electronic signatures within Bristol Raceway Ministries (BRM). This policy ensures that electronic signatures are legally valid, secure, and used consistently to facilitate the efficient processing of documents, contracts, and forms while maintaining compliance with relevant legal standards.

### Scope:

This policy applies to all officers, board members, volunteers, and any other individuals authorized by BRM to execute agreements, forms, and other documents using electronic signatures. It covers all documents, including but not limited to contracts, waivers, agreements, volunteer forms, and donor forms, executed for and on behalf of BRM.

### Policy Statement:

Bristol Raceway Ministries recognizes the validity of electronic signatures in accordance with applicable federal and state laws, including the **Electronic Signatures in Global and National Commerce (ESIGN) Act** and the **Uniform Electronic Transactions Act (UETA)**. By utilizing electronic signatures, BRM seeks to streamline administrative processes, reduce paperwork, and improve efficiency in its operations while ensuring that all signed documents are legally binding.

### Definitions:

1. **Electronic Signature (e-signature):** Any mark, symbol, or process attached to or logically associated with a document that is executed by an individual with the intent to sign the document electronically.
2. **Digital Signature:** A specific type of electronic signature that uses encryption technology to secure and verify the authenticity of the signature.
3. **Document:** Any electronic form that requires a signature for validation, including contracts, forms, waivers, and agreements.
4. **Authorized Signatories:** Individuals signing documents electronically.

### Use of Electronic Signatures:

1. **Legality and Compliance:**  
All electronic signatures used within BRM will be executed in compliance with relevant laws, including the ESIGN Act and UETA. By signing electronically, individuals are affirming that they are authorized to sign the document and understand that the electronic signature has the same legal effect as a handwritten signature.
2. **Approved Electronic Signature Methods:**  
BRM will accept electronic signatures that meet the following criteria:  
  
**Typed signatures** accompanied by an electronic acknowledgment indicating the intent to sign.
3. **Security and Integrity:**  
To ensure the integrity of electronically signed documents, BRM will utilize secure, trusted platforms for signature collection that implement adequate security measures such as:

**Authentication:** Verifying the identity of the signer using email verification, password protection, or multi-factor authentication.

**Audit Trail:** Tracking the date, time, and details of the document's signing process, including IP addresses and other metadata, to provide a complete history of each transaction.

**Tamper Evidence:** Ensuring that documents cannot be altered after they have been signed electronically.

4. **Retention of Signed Documents:**

All documents signed electronically will be stored securely in BRM's document management system. Electronic records will be retained in accordance with BRM's Document Retention Policy and will be accessible only to authorized personnel.

5. **Revocation and Withdrawal of Consent:**

Any individual may withdraw their consent to use electronic signatures at any time by notifying the Executive Director. BRM will promptly honor any request for the withdrawal of consent, though withdrawal may affect the processing of documents already signed.

If you prefer not to electronically sign a document, a paper copy will be provided for you to sign by hand. This signed document will be stored in accordance with BRM's Document Retention Policy and Data Collection Storage Policy.

**Responsibilities of Authorized Signatories:**

1. **Accuracy and Integrity:**

Individuals signing documents electronically are responsible for reviewing the content of the document before signing. By signing electronically, the individual acknowledges that the information provided is accurate and true to the best of their knowledge.

2. **Confidentiality:**

Individuals using electronic signatures must maintain the confidentiality of any personal or organizational information associated with the signing process. They must not share login credentials or access documents with unauthorized persons.

3. **Signature Use in Legal Agreements:**

By electronically signing any document, the individual affirms their consent and agreement to the terms and conditions specified in the document and understands that it holds the same legal weight as a paper signature.

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## Media Release Policy

As part of our mission to share the work and impact of Bristol Raceway Ministries, we may take photographs and videos during events, volunteer activities, and ministry outreach. These images and videos help us promote our ministry and celebrate the contributions of our volunteers and supporters.

### Consent for Use:

By participating in Bristol Raceway Ministries events and activities, you grant permission for photographs and/or videos in which you appear to be used by Bristol Raceway Ministries for promotional purposes. These purposes include, but are not limited to:

**Internet Content:** Such as our website, online articles, and videos.

**Printed Materials:** Including brochures, newsletters, flyers, and other publications.

**Social Media:** Posts on platforms such as Facebook, Instagram, and Twitter.

### Scope of Use:

The images and videos may be edited, published, or distributed by Bristol Raceway Ministries without further notice to you. You understand that you will not receive compensation for the use of these materials.

### Ownership and Revocation of Consent:

Bristol Raceway Ministries retains ownership of all media taken during its events. While your consent is assumed upon participation, you may revoke your consent in writing at any time by contacting us at [office@bristolracewayministries.org](mailto:office@bristolracewayministries.org). Please note that revoking consent will not apply to materials already in use or published prior to the revocation.

### Liability Release:

By participating in Bristol Raceway Ministries events and activities, you release Bristol Raceway Ministries from any claims related to the use of your image, likeness, or voice in these media materials.

### Agreement:

Your participation in Bristol Raceway Ministries events constitutes your acknowledgment and agreement to this Media Release Policy.

### Acknowledgement:

Completing and signing the Volunteer Application form confirms that I acknowledge and understand the Media Release Policy of Bristol Raceway Ministries. I give permission for photographs and/or videos of me taken during events and activities to be used by Bristol Raceway Ministries for promotional purposes, including on the internet, printed materials, and social media platforms. I understand that I will not receive compensation for the use of these materials, and I release Bristol Raceway Ministries from any claims related to their use. I also understand that I may revoke this consent in writing, but that it will not apply to materials already in use or published.

## Board of Directors

**Ellis Bishop**  
Executive Director  
Chairman of the Board  
Shuttle Cart Director  
(423) 430-0798

**Butch Rhodes**  
Vice Chairman of the Board  
Race Control Director  
Assistant Shuttle Cart Director  
(423) 429-7233

**Nora Carrier**  
Vice Chairman of the Board  
All American Campground  
(423) 963-3405

**Tom Jarrell**  
Earhart Campground  
(423) 383-0339

**Rick Hale**  
Hospital Chaplain  
Transportation Director  
(423) 943-4682

**Gerry Witte**  
Treasurer  
Fellowship Chapel  
(423) 360-8388

**Larry Miller**  
Assistant Treasurer  
(423) 383-5119

**Karen Miller**  
Secretary  
(423) 383-5120

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## **Handbook Revisions**

The leadership of Bristol Raceway Ministries, in collaboration with legal counsel, will conduct regular reviews of the policies and procedures outlined within this handbook. If deemed necessary, adjustments will be made in alignment with the organization's bylaws. Any modifications will be communicated promptly to all affected volunteers, officers, and board members to ensure transparency and understanding of the changes.

**Latest Review Date:** 3/24/2025

**Board Approval Date:** 3/24/2025

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