



=167= GAMING CLAN GENERAL ORDER

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TITLE: SCHEDULED EVENTS, MEETINGS & TRAINING	GENERAL ORDER: 1.2
EFFECTIVE: 03 NOV 2019	MODIFIED: 7 FEB 2024
RESCINDS: CLAN HANDBOOK (18 MAY 2019), CLAN HANDBOOK (20 SEP 2014), IET HANDBOOK (7 JUN 2014), IET HANDBOOK (04 AUG 2013), APB ACADEMY HANDBOOK (19 MAY 2013), GENERAL ORDERS (29 MAY 2009), CLAN HANDBOOK (29 NOV 2008), 167MAN (02 MAY 2008)	

SCOPE: All units and members of the =167= Clan.

CONTENTS: This procedure consists of the following numbered sections.

- I. **ADVANCE NOTICE**
- II. **REGIONAL ACCOMODATIONS**
- III. **CONDUCTING PUBLIC MEETINGS & EVENTS**

PROCEDURE:

I. **ADVANCE NOTICE**

- A. All major or official events, meetings, and training sessions should be scheduled in advance. A minimum of three (3) calendar days advance notice should be provided for all events and meetings. It is recommended to provide advance notice of five (5) or more calendar days when possible.

II. **REGIONAL ACCOMMODATIONS**

- A. People who work varying hours, or who reside in different regions of the world, may be unable to attend scheduled events, even when provided advance notice. Reasonable efforts should be made to accommodate members who fall into these situations.

B. **ACCOMMODATIONS**

1. **MULTIPLE SESSIONS:** When appropriate, leadership should consider holding multiple sessions of a training session or event. The sessions may be scheduled across multiple days and/or may be held at varying times throughout one day, depending on the unit needs and members' situations.

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2. ONE-ON-ONE: When appropriate, leadership should consider holding a one-on-one session or one-on-one review of a recently held group session with a member if:
 - a. The training session or meeting is of great importance.

 - b. The member is undergoing a temporary, difficult time in their life or has a very limited schedule.

III. CONDUCTING PUBLIC MEETINGS & EVENTS

- A. Game Unit Leaders, or their appointed designees, are permitted to conduct public and private meetings or events relating to their Game Unit and/or specific game without authorization from a member of the Operations Division or Headquarters Division.

- B. Members of the Headquarters Division, Operations Division, or their appointed designees, are the only individuals permitted to hold clan-wide or community-wide meetings or events of any kind.