



**2012 CACC  
POLICIES AND  
PROCEDURES MANUAL**

March 2012

# POLICIES AND PROCEDURES MANUAL

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This handbook is intended as a guide and does not over-ride any by-law or regulation or rule of the Confederation of Autosport Car Clubs. The handbook can be updated and revised annually. Submissions for revision or updating must be sent to the CACC President no later than 30 days before the Fall General Meeting. Revisions and updates will be discussed at the Fall General Meeting and any changes forwarded to all individuals and member clubs.

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## **I. Mission Statement**

The mission of CACC is to provide leadership, management, advocacy and the administrative services, facilities and equipment necessary to enable its membership to maximize their enjoyment of, and participation in, motorsport in all its forms and at every level.

### **1. Execution**

Leadership in, and the management, development and maintenance of, the controls and standards necessary for fair and enjoyable competition will accomplish the mission of CACC. It is also to be accomplished by the management of available resources, leadership in the co-ordination of motorsport interests represented within the membership, and by the communication of an advocacy for these interests wherever and whenever possible.

### **2. The Function of CACC**

The prime function of CACC is to facilitate. The member clubs of CACC wishing to have CACC sanction an event need to have all the relevant information regarding procedures and methods. This information is contained in the General Competition Rules. The individual discipline Director or Administrator will have specific responsibilities related to events within their discipline. CACC will also act as a Licensing Body for competitors within its region (or area) of responsibility. This manual will provide information on how the individual responsible for a Discipline or activity will proceed.

Following are some brief examples of CACC activity:

- Facilitate the process of acquiring sanctions
- Provide communication among member clubs, license holders, and discipline executives
- Co-ordinate activities of membership in areas where there may be an overlap
- License and maintain files on license holders to facilitate recognition outside British Columbia.

### **3. General Meetings**

The Confederation of Autosport Car Clubs (CACC) will hold general meetings twice annually. Traditionally these are in late November and March.

The Fall General Meeting to elect a new slate of officers. Discipline meetings are also held to discuss the following years intended activities and rule changes.



The Spring meeting is specified as the Annual General Meeting. At this meeting, the new executive presents its program and budget for the upcoming year.

**4. Election of Officials**

Officials for the up-coming year are elected at the Fall General Meeting.

**5. Officials of CACC**

CACC officials are as follows:

Position	Term	Voting
President Elected odd numbered years	2	Yes
Vice-President Elected even numbered years	2	Yes
Treasurer Elected even numbered years	2	Yes
Secretary Elected odd numbered years	2	Yes
License Administrator	1	No
Chief Steward	1	No
Slalom Director	1	Yes
SoloSprint Director	1	Yes
Race Director	1	Yes
Vintage Race Director	1	Yes
Ice Racing Director	1	Yes
Track Officials Director	1	Yes
Race Novice Administrator	1	No



From time to time, it may be necessary for the Executive to select and empower a committee of non-Executive members. These committees would not have voting authority or any other Executive authority.

## **II. Access to Information**

### **1. CONFIDENTIALITY AND COMMUNICATION**

It is the policy of CACC that the proceedings of a Board Meeting are confidential but in recognition that it is often necessary to discuss these proceeding with people outside the Board and not only necessary but advisable to keep the motorsport community informed as fully as possible, Board minutes are to be distributed after, and subject to, Board approval on a regular basis.

For the guidance of Board members, the following points are outlined:

- Announcements, press releases and notices are the prerogative of the Director or Officer involved and are not to be "leaked" or in any other way released by other members of the Board, prior to the announcement date.
- The opinions of members of the Board, as expressed at Board meetings, are their own and should only be expressed by the individual and not paraphrased or taken out of context by the other Board members.
- It is a Board member's privilege to express his/her personal feelings but once a motion is carried, the entire Board should support it to establish Board solidarity.
- Discussion at or in Board meetings, individual voting results, and decisions of the Board, unless published or released by the Board, is confidential information and is to be treated as such.
- If a Board member is doubtful about revealing something, then consultation with the President of CACC and/or in his/her absence, the Vice-President is recommended.
- Telephone mail box, e-mail by fax or modem, correspondence and other communication of any type is to be responded to by the addressee on a current basis and wherever possible no later than seven days from receipt.
- Region publications, information bulletin boards, and competition results should be accessible electronically to the membership, and the public where appropriate, on



a full time basis.

- Private information of individuals obtained in the course of performing duties on behalf of CACC is confidential information and not to be released without the knowledge and consent of the affected individual(s).

### **III. Purpose of Policy**

CACC Policy is established as the vehicle for performing several necessary functions:

- a. One of the purposes of this policy is to set standards for the operation of CACC consistent with its Bylaws and Mission Statement which will be adhered to by successive Boards of Directors.
- b. Policy describes the responsibilities of individual officials of the CACC more fully than is normal in Bylaws, the Letters Patent and other technical documents.
- c. The policy is a set of written guidelines used when performing a variety of common functions within CACC. This ensures that the operations of CACC are approached and executed with a framework consistent with the object, bylaws and mission statement.
- d. Policy provides a basis for consistency despite changes in administrative and elected personnel. It is not meant as a shackle on future elected officials but rather as a tool to enable them to reduce their own initiation period and deal with the day-to-day situations almost immediately and in a fashion consistent with the objects, bylaws and mission statement of the CACC.

### **IV. Definition of Policy**

A policy is a pre-determined, defined, consistent position take on a given important topic or situation.

Policy has two major applications:

- a. Policy is a set of operating procedures used by the CACC Board, its committees and their delegates and employees in the day-to-day administration of Motorsport in British Columbia.
- b. Policy is also a set of long-range goals to which the CACC Board aspires and to which its actions are aimed in the fulfillment of its objects, bylaws and mission statement

Policy is not a set of competition rules, however, it provides the overall philosophy, which guides the direction that rules will take.

### **V. Initiation of Policy**

Policy is established through the following methodology:



- a. Anyone within the framework of the CACC including any committees, a member club, the Board of Directors, region staff, Officials, workers or competitors, can initiate policies.
- b. The proposed policy must first be checked by the Board of Directors to ensure that it is consistent with the objects, bylaws, mission statement and this Policy Manual.
- c. The resulting policy is then submitted to the Officers of the CACC or to the Board of Directors.
- d. A simple majority of the CACC Board is then necessary to approve and authorise the policy.

## **VI. Revision of Policy**

A policy, once established, is intended to govern the actions of all Board members and staff, and of CACC committees, workers, competitors, and officials until such time as it is deemed necessary to be revised or deleted by the CACC Board.

Revision of policy is accomplished identically to the initiation of policy requiring a simple majority of the CACC Board for final approval.

## **VII. Publication of Policy**

CACC policy is a working document to be published in the form deemed most convenient for the use of members of CACC, Board members and others in the Region to whom it applies.

Responsibility for publication and distribution rests with the Board of Directors. It is intended that circulation be maintained in a manner permitting easy communication of revisions.



## **VIII. Financial Policy**

### **1. REPORTS**

It is the policy of CACC that the Board of Directors or the Executive Committee review financial affairs monthly. In order to facilitate this, the Treasurer shall submit an abbreviated financial report to the Board of Directors for each regular Board meeting. It is preferable that such reports reflect both budget and actual figures and where possible, prior year's comparative figures.

### **2. LEDGERS**

The original of all ledgers and books of account of CACC shall normally reside in the possession of the Treasurer and be maintained on a current basis on the approved computer program (currently QuickBooks). The Treasurer may remove copies of these records for short periods of time as required for the usual discharge of the responsibilities of his/her office.

Subsidiary ledgers and books of account shall be maintained for each competition committee as arranged with, and approved by, the Board of Directors.

### **3. DEPOSITS**

It is the policy of CACC that all cash, cheques or other monies received by Officials of the Region on behalf of the Region for any reason, shall be deposited to the CACC bank account within seven days of receipt.

### **4. SIGNING OFFICERS**

Signing Officers shall include Executive Officers of the Region. Only these officials shall have the right to disburse funds on behalf of CACC.

### **5. AWARDS CHEQUES**

It is recommended that only the President and the Treasurer sign awards cheques issued by the CACC. However, if neither is available, then other designated Executive members can sign the cheques.

### **6. VERIFICATION OF INVOICES**

All bills in excess of \$50.00 must be verified as to receipt of goods or services before payment.

### **7. BUDGETS**

The Executive Committee shall present an annual administration budget to the Board of Directors. Each competition committee shall also present a budget for its anticipated activities to the Board of Directors in each year. All disciplines and CACC have a responsibility to contribute to and ensure



the overall financial strength of our association. Therefore all disciplines and the CACC will strike annual budgets in which revenues exceed expenses by at least 10%.

## **8. EXPENSE EXCESSES OVER BUDGET**

It is the policy of CACC that any proposed expense which would cause the total budget of any committee to be exceeded, be brought before the CACC Board for prior approval or to the Executive Committee between Board meetings.

## **9. NSF CHEQUES**

The originators of cheques payable to CACC and returned from the bank marked N.S.F, or similar designation, shall be given seven days after notification of their delinquency to make good their obligations. A \$50.00 surcharge will be added to their balance owing to account for the inconvenience.

## **10. WINDFALL FUNDS**

It is the policy of CACC that "Windfall Funds" (unexpected large sums beyond the normal budget) are to be invested and established as a reserve fund and not to form a part of any normal budget. The Board of Directors may draw on the reserve fund, if a simple majority vote of the Board is in agreement.

### **I. Computer and Communications Policy**

Record keeping and publications, including membership lists, archives, competition regulations, GCRs, etc shall be maintained electronically.

Computers and electronic access to CACC communications shall not be used to access inappropriate or unacceptable internet or other services, and are not to be used for inappropriate, threatening, obscene or unlawful communications or activities. The Executive Committee may monitor computer use and may at any time deny access to any individual pending a determination whether the use in issue is appropriate computer/internet conduct. Where the Executive Committee determines usage to be inappropriate or unlawful and in breach of this provision, it may charge an individual with misconduct.

### **II. WHO WE ARE:**

The Confederation of Autosport Car Clubs (CACC) is a 'trademark' for the CONFEDERATION OF AUTOSPORT CAR CLUBS as a registered non-profit society within the Province of British



Columbia. This provides us with identity in the eyes of the general public.

### **III. PURPOSE:**

To provide an administrative framework of support and communication for the activities of its member clubs and License Holders in their enjoyment of automobile competition, which may include but is not limited to Autoslalom, Solosprint, Road Racing, Vintage Racing and Ice Racing competition in British Columbia.

- To provide uniform safety regulations for events hosted by Member Clubs.
- To coordinate and promote the activities of its Member Clubs.
- To provide its membership a venue to develop driving skills and encourage safe driving habits.
- To facilitate the interchange of information between License Holders, Member Clubs and related motorsport organizations.
- To work with other regional and national organizations to provide a stronger and more effective voice of Organized Motorsport.

### **IV. ADMINISTRATION:**

The general affairs of the CACC shall be managed by the elected Executive Board of Directors, consisting of the President, Vice-President, Treasurer and Secretary, and either the immediate Past President or Director at Large. There shall be a minimum of five directors of the society. These executives are in charge of all matters pertaining to the promotion and coordination of motorsport interests of the society and its Discipline Committees which may include Autoslalom, Solosprint, Road Racing, Vintage Racing and Ice Racing. Each of the Discipline Committee's shall elect, yearly at the Fall General Meeting, a chairman to represent the interests of that discipline and shall act as Liaison between its participating members and the Executive Board of Directors.

Assistant to the Committee Chairman may be appointed or elected however any authority granted to the Committee Chairman and/or the Assistant shall not exceed those of the Executive Board of Directors.

### **V. MEETINGS:**

The Executive Board of Directors and Discipline Directors shall hold General Meetings at least

twice a year, but also as frequently as necessary as determined by the President or Vice President or a Quorum of the Membership, as described in the Bylaws of the society. The executive board will usually meet monthly, either virtually or in person as determined by the board.

## **VI. DUTIES OF THE EXECUTIVE DIRECTORS:**

### **1. PRESIDENT**

#### **Overall Responsibilities of the President**

Responsible for the Day-to-day Overall Management of CACC

Chair meetings: General and Executive Meetings

Provide interface between Disciplines and various Administrators

The President attends, as the representative of CACC, all meetings of ASN Canada FIA advisory board. The ASN Canada FIA Advisory Board traditionally meets once each year in late January in Toronto. These meetings are held to provide the regional affiliates with up-to-date information from ASN Canada FIA, and to provide a face-to-face interface between the various regions across Canada.

The President (or his/her designate) may be called upon to attend meeting or events put on by non-CACC organizations with a view to encouraging these organizations to join CACC.

From time to time, it may be necessary for the President (or their designate) to attend meetings of organizations unrelated to CACC, but which have subject matter of interest to CACC (e.g. Specialty Vehicle Association of B.C.).

#### **Driving Schools**

The President is responsible for overseeing the activities and performance of Sanctioned Driving Schools and the licensing of the school's instructors. In addition, the President sets the fees for the school's sanction.

#### **Financial Authority**

All CACC accounts require two (2) authorized signatures.

President has signing authority on all CACC accounts.

- Shall preside at all meetings of the members, executive and officers.
- Sign all documents of the society which require his/her signature.
- Review all correspondence and reply to all correspondence whether directly or by



delegation.

- Shall liaise with ASN Canada FIA and its officials and all other regions within Canada and abroad.
- Shall exercise all powers and authorities as defined by the society's bylaws.
- All other duties as defined in the society bylaws

## **2. VICE PRESIDENT**

- Shall perform the duties of the president in his/her absence
- Shall assist the President whenever possible
- Shall coordinate all Discipline Committees and their chairmen
- All other duties as defined in the society bylaws

## **3. SECRETARY**

- Shall attend all meetings including Executive meetings
- Shall organize and give notice of all meetings, including Executive meetings
- Shall record the names of the "Members" of the society
- Receive and distribute all correspondence
- Maintain a calendar of events
- Maintain a file of any press clippings, event notices, letters, etc.
- All other duties as defined in the society bylaws

## **4. TREASURER**

- Maintain financial records in accordance with generally accepted accounting practices
- Reconcile banking accounts
- Liaise with Discipline Committees regarding fees collected and expense disbursements
- Issue invoices for receivables as required
- File Provincial incorporation papers of the society annually
- Prepare a financial summary for Executive meetings



- Prepare financial statements for distribution at General meetings
- Prepare a combined (all Disciplines) annual budget for approval by the membership
- Perform all other duties as defined in the society's bylaws
- Process invoices payable and issue cheques upon approval by the Executive and/or Discipline Directors
- Regularly review cash flow to ensure the society is able to meet financial obligations
- All other duties as defined in the society bylaws
- Logbooks, safety supplies
- special projects as approved by the membership and executive

To ensure transparency and availability of funds, the following approvals must be obtained before expenditures are incurred:

Any expense exceeding \$500.00 must be:

- approved by the discipline membership;
- ratified by the Executive; and
- documented in the annual budget.
- any emergency expenditures may be authorized by the executive committee

Any expense up to \$500 must be:

- approved by the Director for the affected Discipline, or the President in the case of General expenses.

If an expense is expected to exceed the budgeted amount, then the approvals as described above must be obtained for the excess amount.

## **5. DISCIPLINE DIRECTORS**

Will be a member of the Board of Directors

- Shall be responsible to the Board of Directors for the operation and function of his/her discipline

- Support and encourage discipline members to propose rule changes at CACC semi annual meetings
- implement rule changes once passed
- Ensures that the Chief Organizer sends an event report to the President, at events where there is no steward
- Shall represent the interests of their disciplines and keep all parties updated of any situation which so affect them
- Shall approve applications for and issue event permits for all discipline specific events as required.
- Gather and report championship standings and report those standings to the President for the publication on the website.
- To arrange the acquisition and distribution of year end championship awards.
- Support clubs that desire involvement in Regional or BC Championship events.
- Support clubs to develop their own model of competition that suits the
- type of participant, cars and location of the club
- Support discipline members to propose rule changes at CACC AGM
- meetings and implement rule changes once passed
- Shall prepare a yearly operational budget with the treasurer and report on it throughout the year to the Executive Board of Directors
- Shall attend all discipline events throughout the year as practicable and report back to the Executive Board of Directors on a monthly basis during the active part of their discipline season.
- Are responsible for updating and changing publications and websites for their discipline
- May appoint an assistant/s as necessary to fulfill the proper operation and reporting of their discipline

To ensure transparency and availability of funds, the following approvals must be obtained before expenditures are incurred:



Any expense exceeding \$500.00 must be:

- approved by the discipline membership;
- ratified by the Executive; and
- documented in the annual budget.
- any emergency expenditures may be authorized by the executive committee

Any expense up to \$500 must be:

- approved by the Director for the affected Discipline, or the President in the case of General expenses.

If an expense is expected to exceed the budgeted amount, then the approvals as described above must be obtained for the excess amount

## **6. VINTAGE RACING DIRECTOR**

Duties of the Vintage Race Director

The Vintage Racing Director is responsible for all activities within the Vintage race discipline.

These include, but are not limited to:

- Issuing event permits for all CACC Vintage race events and driving schools
- Coordinating with the Chief Steward and other interested parties regarding the yearly up-date to the GCR and Vintage Competition Regulations.
- Sits on Disciplinary Committees.

Attends Executive Meetings and has the authority to vote at these meetings.

### **Financial Responsibilities**

Recommends annual budget, licence fees and permit fees

## **7. ICE RACING DIRECTOR**

**Duties of the Ice Race Director**

The Ice Race Director is responsible for all activities within the Ice Race discipline. These include, but are not limited to:

- Issuing event permits for all CACC Ice Race events and driving schools
- Coordinating with the Chief Steward and other interested parties regarding the yearly up-date to the GCR and Ice Race Regulations.



- Sits on Disciplinary Committees.
- Attends Executive Meetings and has the authority to vote at these meetings.

### **Financial Responsibilities**

Recommends annual budget, licence fees and permit fees

## **8. SOLO SPRINT DIRECTOR**

### **Duties of the Solo Sprint Director**

The Solo Sprint Director is responsible for all activities within the Solo Sprint discipline. These include, but are not limited to:

- Issuing event permits for all CACC Solo Sprint events and driving schools
- Coordinating with the Chief Steward and other interested parties regarding the yearly up-date to the GCR and Solo Sprint Regulations.
- Sits on Disciplinary Committees.
- Attends Executive Meetings and has the authority to vote at these meetings.

### **Financial Responsibilities**

Recommends annual budget, licence fees and permit fees

## **9. AUTOSLALOM DIRECTOR**

### **Duties of the Autoslalom Director**

The Autoslalom Director is responsible for all activities within the Autoslalom discipline. These include, but are not limited to:

- Issuing event permits for all CACC autoslalom events
- Coordinating permit and insurance requirements with clubs, including membership requirements
- Coordinating with the Chief Steward and other interested parties regarding the yearly up-date to the GCR and Autoslalom Rulebook.
- Sits on Disciplinary Committees and represents the interest of the Autoslalom discipline
- Communications with clubs that hold autoslalom events
- Coordinating with the Autoslalom License Administrator, the system of licensing for



the discipline

- Maintaining a set of records of all autoslalom events sanctioned by CACC that includes both permits issued and event reports
- Attends Executive Meetings and has the authority to vote at these meetings.

### **Financial Responsibilities**

Recommends annual budget, licence fees and permit fees

## **10. RACE DIRECTOR**

### **Duties of the Race Director**

The Race Director is responsible for all activities within the Race discipline. These include, but are not limited to:

- Issuing event permits for all CACC race events and driving schools
- Appoints a Novice Director in consultation with the Vintage Director not later than February 1<sup>st</sup>.
- Coordinating with the Chief Steward and other interested parties regarding the yearly up-date to the GCR and Race Regulations.
- Sits on Disciplinary Committees.
- Attends Executive Meetings and has the authority to vote at these meetings.

### **Financial Responsibilities**

Recommends annual budget, licence fees and permit fees.

## **11. ADMINISTRATORS AND OTHER OFFICIALS**

### **Race/Vintage Novice Administrator**

- Responsible for overseeing the activities of all CACC Race/Vintage Discipline Novices. To perform this very important function, the Race/Vintage Novice Administrator must attend all CACC sanctioned events and as many other events sanctioned by other bodies as is feasible (i.e. ICSCC races at local circuits).
- The final authority on whether or not a Novice Driver receives the up-grade of their license from Novice to Senior Driver. The Race/Vintage Novice Administrator may hold back a Novice in order that the Novice may undergo further instruction and training prior to upgrade.



- May appoint an assistant.
- They will hold a mandatory novice meeting and track walk prior to the first on track session of each event. Attendance will be recorded
- Arrange for senior race/vintage license holders as observers for on track sessions
- May be asked to sit on Disciplinary Committees.

### **Financial Responsibilities**

None

### **12. LICENSING ADMINISTRATOR**

- Licensing Administrators are appointed by Discipline Directors
- Shall issue licenses in accordance with the applicable CACC regulations
- Shall maintain an up to date list of license holders in accordance with the CACC privacy policy.
- Shall store and share all related documents in accordance with the CACC privacy policy.
- Shall submit a list of current license holders monthly to the President, Secretary, appropriate Discipline Directors and others as determined by the Executive Board.

Private information of individuals obtained in the course of performing duties on behalf of CACC is confidential information and not to be released without the knowledge and consent of the affected individual(s).

### **13. EXECUTIVE STEWARD**

- Shall oversee the yearly operation of all CACC steward activities.
- Shall from time to time meet with the executive board and discuss the stewarding policies of CACC and an acceptable selection criterion.
- Shall assign stewards for all Discipline events which require a steward.
- Shall have stewards submit reports to the Executive Steward, and if necessary, the event Organizing Club and the appropriate Discipline Committee.
- Shall organize and execute Steward Training programs.



- Shall keep an up to date list of stewards and their level of experience or rating, to consist of but not limited to: Steward C, Steward B, Steward A, Senior Steward, Executive Steward.
- Steward expenses, if allowed, shall be paid by the appropriate CACC discipline.

#### **14. IMMEDIATE PAST PRESIDENT AND/OR DIRECTOR AT LARGE**

- Shall assist CACC Executive and Officers.

### **VII. Financial Responsibilities of the Society (Executive & Disciplines)**

- Prepare an annual budget for each Discipline
- Review fees and expenditures regularly to ensure the interests of the membership are protected
- Ensure collected funds are handled securely and deposited promptly to the society's bank accounts
- Incur expenses only as permitted under the annual budgets

#### **Major Financial Events**

- Draft Budgets  
Prepare for review by Executive and Discipline Directors **one month before** fall general meeting; present at fall general meeting for review by membership
- Annual Budget  
Prepare for review by Executive and Discipline Directors **one month before** annual general meeting; present at annual general meeting for approval by membership
- Annual Report  
File with BC Corporate Registry **within 30 days** of annual general meeting

#### **Financial Policies**

The society receives revenue from: but not limited to the following:

- licencing
- club affiliations
- disciplinary fines

- event permits
- grants & donations
- sponsorship
- sale of promotional items and publications
- advertising
- interest on deposits

The society disburses funds for the following items (as budgeted): not limited to the following

- liability insurance
- awards and trophies
- competition travel funds
- executive, director, and steward travel
- licencing postage and supplies
- office supplies
- meetings
- website maintenance
- rule publications

Only the CACC Executive board of Directors can authorize payments of any funds from the CACC accounts.

## **VIII. SCRUTINEERING COMMITTEE**

A Scrutineering Committee, consisting of the society President, Vice president and a minimum of one Chief Scrutineer shall oversee the yearly operation of all CACC Scrutineering activities.

## **IX. MEDICAL OFFICER**

In the interest of assuring the correct manner in addressing any and all medical questions and requirements of CACC competition licenses and forms, the society will seek an association with a licensed, medical doctor to act as consultant on all things related to this subject. This would be a volunteer position, reviewed on a yearly basis. Modest expenses as authorized by CACC will be

reimbursed at the discretion of the Executive Board of Directors.

## **X. LETTERHEAD, INSIGNIA AND LOGO**

The initials CACC are commonly used to refer to Confederation of Autosport Car Clubs.

The official logo of CACC is available from the discipline directors and executive for use by members and member clubs.

## **XI. MEMBER CLUB RESPONSIBILITIES**

Member Clubs must be in good standing with the Society Act of BC.

Annual Affiliation renewal notification will be sent out by the Secretary by November 15<sup>th</sup>. Fees must be paid in full no later than December 31<sup>st</sup>.

Member clubs must abide by CACC Regulations and Bylaws.

Shall submit their yearly schedule of events, as soon as confirmed, and any changes thereafter, to the CACC Secretary

Shall promote CACC events and programs, such as the stewards program, officials training, CACC website and attendance at CACC AGM's

Shall advise the CACC Secretary of any contact information changes throughout the year.

Clubs shall ensure **all participants and competitors** entering the premises for the event have signed a current ASN approved waiver. These waivers are to be obtained from the ASN website or CACC.

Clubs should be aware of GCR 2.9 and 5.6

No member club or individual may represent themselves as a spokesperson or authority of CACC or issue any information on behalf of CACC, in any format, without the express written authorization from the CACC executive.

Member Clubs will provide suitable parking and operational space for the exclusive use of the CACC officials

The Member club shall provide the equipment and personnel to adequately provide emergency response to all areas of the course in accordance with their GCR's during all periods of competition..

The member club is responsible to provide the steward (s) with the approved event



documentation, including permit, insurance, supplementary regulations, schedule and safety plan

## **XII. WAIVERS**

Ensure all Minor waivers are signed as required by ASN. This includes the annual parental consent waiver and the event minor release.

## **XIII. WEBSITE POLICY**

All content of the CACC website must be submitted to the President for approval.

All member clubs with be represented on the CACC website

## **XIV. LICENSING**

- all forms will be posted on the website following the fall meeting but no later than December 1<sup>st</sup>.
- forms will be forwarded to the President for review and posting
- CACC issues licenses as determined by the individual disciplines
- All licenses expire on December 31<sup>st</sup>.

## **XV. COMPETITION RACING SCHOOLS AND INSTRUCTOR CRITERIA (DRIVER TRAINING)**

CACC has three levels of Instructors license. The grading is designed to:

1. Provide an entry level that is relatively unrestrictive, but maintains a minimum level of proficiency in our instructors,
2. Recognize the increasing level of proficiency displayed by more seasoned instructors and
3. Allocate authority to those individual instructors who have proven their ability as instructors and have extensive, first hand experience with many effective driving styles, teaching techniques, and the realities of motorsport competition.

### **Requirements to hold an Instructor's License**

The following provides details of the requirements for holding a **Chief Instructor's** license:



- A minimum of five years road racing experience
- Must have competition experience at an international level.
- Must have held an Assistant Chief Instructor's license for a minimum of two years.
- Must have performed the duties of an assistant chief instructor a minimum of 4 times at sanctioned competition schools
- Must have the ability to conduct all aspects of the CACC sanctioned competition school
- Have the proven ability to instruct students in a competent manner.
- Possess a proven track record for demonstrating competitive driving techniques.
- Experience at a variety of circuits and conditions.

The following provides details of the requirements for holding an **Assistant Chief Instructor's** license:

- Must have held a CACC/or ASN Instructor's license for a minimum of two years within the past 3 years.
- Must have instructed a minimum of 4 times at sanctioned competition schools within the past 3 years.
- Have the proven ability to instruct students in a competent manner.
- Possess a proven track record for demonstrating competitive driving techniques.
- Experience at a variety of circuits and conditions.

The following provides details of the requirements for holding a **Instructor's** license:

- A minimum of three years road racing experience with two (2) years as a senior competitor
- Where possible, a regional level class championship
- New applicants must submit a current resume of their racing experience along with their application
- Experience at a variety of circuits and conditions. \

### School Criteria

These criteria are designed to take into account both club-supported and run schools as well as privately operated schools. **Schools are approved by the CACC President. Note: these are the minimum requirements.**

### Application:

In order for a school to be approved by CACC the following must be in place:



- The club or school operator shall submit to CACC its curriculum for the school for approval
- All instructors shall be licensed as above
- The club or school operator shall submit a request for a permit with the appropriate funds (where required) along with the safety procedures and the insurance certificate(s).

### **Criteria for Driving Schools**

The following guidelines are to be followed at CACC-sanctioned schools. Where justified and approved minor deviations may occur.

- All school materials, including but not limited to, curriculum, classroom outlines, handbooks, instructor lists, and marketing material shall be approved by CACC.
- The number of students instructed by any one instructor shall be limited to three (3) students.
- Competent scrutineering and technical inspection (safety only) of student supplied vehicles shall take place prior to commencement of on-track activities
- Instruction should be a minimum of two (2) days with at least four (4) or more hours of on-track training in both dual and solo format
- During on-track solo driving activity the instructor must observe the student from the majority of the corners on the circuit
- After each on-track session there shall be a debriefing session.
- The Chief Instructor or the Assistant Chief Instructor must be present for all classroom and on-track sessions.

### **Classroom**

Classroom sessions shall include, but not be limited to, the following:

- Novice license requirements of CACC.
- Senior license requirement of CACC .
- Open discussion on how to get started in racing.
- Detailed instruction on the various flags, and their application.



- Officiating and sanctioning organizations.
- Safety equipment and the various standards and requirements.
- Vehicle controls:
  - Seating
  - Pedals
  - Steering wheel
  - Mirrors
- Understeer and oversteer.
- Components of a turn.
- Ideal cornering line.
- Heel and toe downshifting.
- Track evaluation.
- Passing strategies.
- Planning for a race event.
- Written exam on both theory and practical aspects of racing. Pass mark on the exam shall be a minimum of eighty percent (80%).
- Exam mark shall appear on certificate.

### **On track sessions**

On track sessions shall include the following:

- Track walk
- High speed chase
- Each student shall receive a combination of in-car dual instruction as well as solo experience while observed by the instructor.
- Each student shall spend time observing other students on-track accompanied by an Instructor.

Each student shall participate in a high-speed chase. The student must be able to operate in a racing car maintaining adequate track speed. Track side observation by instructors must



## **XVI. DISCIPLINE REGULATIONS**

Each discipline creates and maintains its own regulations in accordance with their members direction.

Rule changes take place at a CACC general meeting.

All rules are subject to ratification by the executive board.

All rule proposals or changes must be submitted, in writing, to the discipline director as specified in the discipline regulations

## **XVII. DISCIPLINARY COMMITTEES**

At the request of the Steward or Discipline Director the Executive Steward will convene a committee to deal with disciplinary action as per CACC GCR 11.18 in a timely manner.

This committee should consist of at minimum but not limited to:

- The Discipline Director (or their designate)
- Executive Steward
- One or more Senior License holders as determined by the Executive Steward

## **XVIII. CONFLICT OF INTEREST**

The Board of Directors, recognizing the need for a policy regarding conflict of interest, have drawn up and approved the following statement:

### **INTRODUCTION**

Any organization in today's society be it a commercial business, recreational or sporting in nature, needs to ensure that it is not subject to complaints with respect to conflict of interest. In our case, a conflict of interest may arise when anyone acting on behalf of or with the authority of CACC making any decision by or on behalf of CACC has any interest whatsoever which might be or might be viewed to be in conflict with the interest of any of those who are or who may be affected by such decision. This would include the actions of not only officers, directors, executives and staff, but in our case competition officials for an event or series, competition officials elected or appointed to regional positions and anyone participating in decisions with respect to or on behalf of CACC having an effect on others. It is essential not only from the point of view of possible civil liability, but by reason of the requirements for fairness and natural justice that we ensure that each and every one of the persons referred to above is always seen to be making decisions free from



any form of obligation or commitment or any other interest which might conflict with or influence the making of any such decision or the carrying out of their duties with CACC.

It is the policy of the CACC that no elected or appointed official, officer, director, competition official for an event or series or competition official elected or appointed to regional positions or any person with the authority to make any decision by or on behalf of CACC which may or may be perceived to effect CACC or anyone relying upon CACC have or be viewed to have any interest whether direct or indirect which might be in conflict with the interests of CACC or any person or entity which is or may be affected by such decision

## **PROCEDURE**

Any individual acting on behalf of CACC whose decision may affect beneficially or adversely that person personally or indirectly through a relative or family member, employer or associate must consider the possibility of a real or perceived conflict of interest. Individuals finding themselves in a position where there may be a real or perceived conflict of interest as a result of making a decision, exercising authority or acting on behalf of CACC must take immediate steps to advise the appropriate body which will be the Executive Board of Directors or Discipline Director of the existence of the real or potential conflict of interest.

Such individual having declared a conflict, which declaration of conflict should be recorded, may not participate in the making of the decision causing the concern, but may with the direction of the appropriate individual or body participate in carrying out the decision once it has been made.

Any individual who may be in doubt as to whether a conflict of interest exists or wishes a more definitive interpretation of this policy should contact a CACC Executive member in confidence to discuss the matter directly, but must not take or implement a decision with respect to the matter before having done so.

## **XIX. CODE OF ETHICS**

### **ARTICLE ONE - PERSONAL CONDUCT**

Members of CACC shall at all times conduct themselves in such a manner that the impression is not conveyed to any person that they can be influenced into giving favors or considerations that conflict with their fiduciary and good faith duties to this club.

### **ARTICLE TWO - PERSONAL GAIN**

Members of CACC shall not benefit economically as a result of being associated with this organization or contract with any person or organization to violate the letter and the spirit of the



clubs by-laws and policies and procedures.

Directors CACC shall promptly and publicly disclose any interests that they may have that would cause them to be in a relationship with this corporation that would or could cause their personal financial interests to be impacted in any way by the action or inaction of the Executive Board.

Full disclosure of all such relationships shall be made to the Board of Directors of the ICSCC at the first meeting that occurs following the time that any Officer/Director learns of any interest that may constitute a violation of the Washington Non-Profit Corporations Act and/or this Code of Ethics.

Any Officer shall have the right to make an official motion that the disclosure be sent to the clubs legal counsel for advice as to whether the disclosure does in fact present a conflict of interest that is prohibited by law and/or this Code of Ethics. The lawyer's advice shall be entered into the minutes as part of the legal record of the Board's activities.

### **ARTICLE THREE - OTHER CENSURABLE ACTIVITIES**

The following activities by Officers and/or members CACC are also censurable under this Code of

- a) Being part of any Board transaction in which they have a direct or indirect financial interest
- b) Entering into relationships with vendors, advertisers and others that would cause payments that would ordinarily inure to the benefit of the association to be made to any other person for any reason
- c) Using their position(s) with the CACC to obtain employment, income or other personal benefits of any kind
- d) Disclosing confidential information about the workings and internal affairs of the CACC
- e) Bringing or threatening to bring a lawsuit against the CACC and the financially responsible member clubs arising out of any activity prohibited by the By-laws, the Policies and Procedures, and/or the law
- f) Refusing to account for or being unable to account for any property belonging to CACC. Any Board member and any Officer must be prepared at any time that a request is made by a majority of the Board to account for all property and all monies of the corporation ever possessed by the Officer and/or Board member
- g) Engaging in theft, embezzlement, fraud or self-dealing
- h) Accepting a job, or employment, or making a contract that would conflict with



the duties of a Director or Officer as set forth in the CACC By-laws

- i) Having knowledge that another Director is in violation of this Code of Ethics and either, (1) concealing the violations from the other members of the Board and/or the President, or (2) actively supporting the continued violations of this code, or (3) participating in the violations.

#### **ARTICLE FOUR - PENALTIES**

In addition to any other penalty prescribed by law, any Board member or Officer who shall willingly and knowingly violate this Code of Ethics shall be suspended or removed from the Board of Directors or the roster of Officers. Such an action shall require a majority vote of the Board of Directors [Executive Board]. Any such vote shall not effect the status of a Member Club in any way except insofar as it will require the Member Club in question to appoint or elect another person to serve on the CACC Board of Directors.

#### **ARTICLE FIVE - CODE SHALL BE A BY-LAW**

By its adoption, this Code of Ethics shall become a part of the By-Laws of the CACC and in any question[s] regarding the fitness of a Director or an Officer to serve, the provisions of this code shall control if and when they conflict with any other provisions of the Article of Incorporation, the By-Laws and the Policies and Procedures.

This Code of Ethics may be amended at any time by a Majority Vote of the Directors, and any such amendment[s] shall constitute an amendment of the By-Law section where this Code of Ethics appears, notwithstanding the voting requirements set forth for other Board actions.



## **PRIVACY**

Confederation of Autosport Car Clubs (CACC) respects and protects the privacy of personal information provided to it in the course of its provision or sanctioning of amateur automobile sport activities and services. Personal information is information that is collected from and provided to CACC or its member clubs by an individual as part of the normal operation of its services and in accordance with applicable provincial and federal legislative requirements. CACC does not provide an individual's personal information to third parties for marketing or other purposes without the individual's express consent, although CACC may use the information for its own business purposes, including promotional or marketing activities, and may share it on request with its member clubs for similar purposes. By registering with CACC or one of its member clubs, or by subscribing to any of its services or activities including those on the web site, you expressly consent to our use and disclosure of your personal information in accordance with this Privacy Policy and the included Privacy Statement. The following privacy statement is an overview of how we collect and use your personal information. If you have questions please contact CACC by email at [president@caccautosport.org](mailto:president@caccautosport.org)

## **PRIVACY STATEMENT**

The primary purpose for which CACC may collect personal information of individuals is to provide a safe, efficient and effective operation in the ordinary course of its business and in its provision of services to interested individuals. Only information consistent with these purposes is requested and collected, and may be retained and used for such purposes. The CACC web-site can be accessed and browsed without the provision of personal information, but use of specific areas of the site may require an individual to provide contact and identity information, which can then be maintained, stored and used for purposes consistent with CACC's business and operations. Information requested may include personal information that is not required, in which case the individual has the option to refuse to provide or disclose the information. Where information is required in order for the individual to access or use services of the business, or to participate in its lawful activities, the individual can choose to not provide the required information by choosing not to use the service or feature, or to not participate in the activity. Where access or use of CACC's services requires and elicits the provision of financial information of an individual, that information, including banking or credit card information, can be used to verify the accuracy of the personal information provided, as well as to bill the individual for services provided or for participation in activities of the organization. Information of individual users of the CACC web site or email services may be automatically tracked and used for information and research purposes to determine user demographics, interests and behaviour, to assist CACC to better ascertain,



understand and service its community of interest. This information may include the URL from which the CACC site is accessed, the URL next visited, and the individual's computer browser information and IP address. CACC may use data collection devices known as 'cookies' on its site to track web page access, use, and promotional effectiveness, and to provide services more efficiently. Cookies are small files placed on a user's hard drive that assist in the provision of services, some of which may be accessible only by means of a cookie, and they may be used to assist CACC to provide information targeted to specific user demographics or interests. CACC cannot control cookies placed on a web page on the CACC web site by a third party user. If you view such a page you may encounter cookies or other similar devices not created or controlled by CACC. Personal correspondence or messages posted to the CACC website, bulletin boards or emails will be collected and may be used by CACC in accordance with its privacy policy. Personal information about an individual forwarded or sent to CACC by a third party may also be collected and used, and may be retained and stored by CACC for future use. Additional uses for such information may include use to resolve or address disputes, provide support and troubleshoot problems.

## **COLLECTION AND USE OF PERSONAL INFORMATION**

CACC reserves the right to collect and use personal information to facilitate services requested by an individual. CACC also reserves the right to use, disclose and publish personal information, excluding contact or financial information, of any individual for purposes of recording and reporting of events and activities, including but not limited to the recording and publication of event standings and results, and the recording and publication of event participation of any sort, as an entrant, official or worker. Personal information provided and collected in accordance with applicable laws and CACC's privacy policy, including information about current or past activities of an individual, may be used to: bill or collect an account or credit card debt; help promote safe usage; measure/monitor use of and interest in CACC's services and activities; promote online and offline offers, products, services, updates, activities and member club information, services and activities; to protect CACC against error, fraud and criminal or unacceptable activity and conduct; to enforce a User agreement where applicable; to further the lawful business and operations of CACC in accordance with its products and services; and to identify users using multiple user identifications or aliases. Other uses may apply as disclosed or described at the time of collection of the personal information. Use of CACC services or products constitutes express agreement by the individual to the uses and disclosure of personal information as set out in the CACC Privacy Policy, Privacy Statement and in accordance with any express consent or applicable User Agreement. An individual may opt out, in writing, from the receipt of certain communications, but other uses of



personal information as set out will continue to apply.

## **COLLECTION, USE AND DISCLOSURE OF MEDICAL INFORMATION**

Medical information provided to CACC by an individual will be collected only for the express purpose for which it is collected, and will be used and disclosed only in accordance with that use. For instance, medical information provided and collected for purposes of establishing eligibility to be licensed to participate in a CACC sanctioned event or activity will be retained and stored in a confidential manner, and shall be disclosed only as required to a physician chosen by CACC for the express purpose of establishing the eligibility of the individual for licensing. Medical information that is provided by an individual voluntarily for any other purpose shall be maintained and stored in a confidential manner, with access and disclosure restricted to a health care practitioner or practitioners for purposes consistent with the reasons and terms provided to the individual at the time of voluntary disclosure. Medical information of an individual for any purpose other than licensing may be returned to the individual on request, and no record shall be retained by CACC for any purpose.

## **DISCLOSURE OF INFORMATION**

Personal information of an individual will not be sold or rented to a third party or disclosed except in accordance with the CACC Privacy Policy and Privacy Statement. Personal Information may be shared with CACC member clubs for purposes consistent with CACC's own use and disclosure rules. Aggregate and non-identifiable information may be provided to third parties in furtherance of CACC's business goals and interests, including to advertisers, media and third party promoters or research services. However, CACC will use, disclose and may publish personal information, but not personal contact information, with respect to event standings and results, event participation as a participant, organizer or as an official, including photo- or digital-imaging, however generated. Except as may be required by law, personal information such as name, email address, password and financial information will not be disclosed to third parties without the individual's explicit consent. CACC will cooperate at all times with law enforcement inquiries and other agencies in accordance with applicable legislation and/or as may be legally required in the course of investigation, enforcement or prosecution.

## **THIRD PARTY/EXTERNAL SERVICE PROVIDERS**

Use of information provided by an individual to external or third party providers, whether accessed through or as a result of the use of CACC services or activities, are governed by the privacy policy and practices of that provider, and are not the responsibility of CACC. Please review directly to the service provider for applicable information and specification of their intended uses.



## **PROHIBITED USE OF INFORMATION OF CACC AND ITS USERS**

CACC expressly prohibits any User or Third Party from the use or disclosure of personal information of CACC, its member clubs or other users of CACC services. Therefore no individual or organization is licensed or permitted to add a CACC user or member club to its email, mail or other access list without the individual or member club's express consent to do so.

## **LIABILITY FOR SUPPLIED INFORMATION**

CACC expressly denies any responsibility or liability for personal information provided by or on behalf of an individual to a third party. Any individual accessing or using CACC's services is reminded that the responsibility to protect an individual's password remains the sole responsibility of the individual.

## **SECURITY OF STORED INFORMATION**

CACC uses procedural and technical safeguards to store and protect personal information against loss, theft, conversion, unauthorized access and disclosure, both from within and from outside of CACC. Privacy is further protected by use of firewalls and encryption. However, despite security and safeguards, users are reminded that security on the internet cannot be assured.

## **PERSONAL INFORMATION ACCESS, CHANGE AND DELETION**

An individual will at all times during the ordinary course of CACC's business day have access to his or her personal information that is in the possession of CACC except where or unless the information is legally privileged and therefore not legally subject to access or disclosure. Personal information provided should be promptly updated for accuracy and use purposes. Membership information, including user profiles and contact information, can be accessed, reviewed and changed at any time by reference to the Members Only section of the CACC web site. On written request by the individual, directly to CACC, CASC- OR will deactivate the individual's account and delete the contact information from the database. However, CACC will retain in its files some personal information to prevent fraud or to address its stated business purposes, including but not limited to: prevent fraud, maintain business and financial records, collect fees owed, resolve disputes, assist with investigations, enforcement and compliance with legal requirements. Such information shall be retained and stored, accessible only to select CACC personnel. However, CACC reserves the right to retain personal information used, published or otherwise recorded, including photo- or digital-imaging, however generated, with respect to participation in sporting events or activities, including but not limited to: event results, promotion, and status in an event as an official or participant.



## **AMENDMENTS TO THE POLICY**

CACC reserves its right to amend its Privacy Policy and the Privacy Statement at any time by posting the amended terms on the web site. Once posted, all amendments are effective 30 calendar days after the initial posting date.

## **ACCOUNTABILITY**

CACC can be contacted at any time during regular business hours with questions of concerns related to its Privacy Policy and the Privacy Statement.

Responsibilities as Privacy Officer will be fulfilled by the Secretary of the CACC Board of Directors.

## **XX. SEXUAL HARRASEMENT**

### **POLICY STATEMENT**

CACC recognizes that others who are engaged in activities in which CACC is involved may subject its members, officers and directors to unequal treatment or sexual harassment. In these circumstances, CACC acknowledges that it will use reasonable efforts to support and assist the person subjected to such discrimination or harassment to correct or obtain redress with respect to the situation.

### **ARTICLE ONE - PURPOSE**

The purpose of this policy is to recognize the right of all CACC members and guest of CACC to be treated with dignity and respect through equal treatment and opportunity, including the right to participate in all CACC activities free from discrimination and sexual harassment. The purpose of this policy is to attempt to prevent and provide a possible means of remedying discrimination and sexual harassment in any activity that involves members of CACC.

### **ARTICLE TWO - COMING INTO FORCE**

This policy will come into force effective March 31<sup>st</sup>, 2012.

### **ARTICLE THREE - APPLICATION OF POLICY**

This policy will apply to and should govern the conduct of all members, officers and directors of CACC and may be used to assess the conduct of guests of CACC and others participating in activities involving members of CACC.

### **ARTICLE FOUR - DEFINITION: DISCRIMINATION**

Discrimination is adverse unequal treatment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or



handicap. Every person has the right to equal treatment with respect to participation in CASC-OR and its activities without discrimination on the basis of any of these grounds.

#### **ARTICLE FIVE - DEFINITION: SEXUAL HARASSMENT**

Sexual harassment is a course of vexatious comment or conduct with a sexual connotation that is known or ought reasonably to be known to be unwelcome. Examples of prohibited sexual harassment include, but are not limited to;

- verbal abuse or threats;
- unwelcome remarks, jokes, innuendoes or taunting;
- displaying of pornographic or other offensive or derogatory pictures;
- practical jokes which cause awkwardness or embarrassment;
- unwelcome invitations or requests whether indirect or explicit, or accompanied by intimidation;
- leering or other gestures;
- unnecessary physical contact such as touching, patting, pinching, or punching;
- physical assault;
- unwelcome conduct of a sexual nature that detrimentally affects the work environment or
- leads to adverse consequences for victims relative to their role in CACC;
- sexual references, comments, solicitations, or advances or taunting, demeaning or
- teasing comments of a sexual nature and
- comments of a sexual nature, which express or imply sexual unattractiveness.

The term, sexual harassment will be interpreted broadly under this policy and shall not apply only in the case of relationships with respect to different levels of authority.

#### **ARTICLE SIX - PROHIBITION**

Every person has the right to freedom from discrimination as defined in Article four (4) of this policy and from sexual harassment as defined in Article five (5) of this policy, by a Director, Officer, or agent of CACC or by another member. Therefore discrimination or sexual harassment as defined in this policy is prohibited at all CACC activities and events.



Every person also has the right to be free from a sexual solicitation or advance by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows, or ought reasonably to know, that it is unwelcome. Such conduct is prohibited under this policy.

Every person has the right to be free from a reprisal or threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person. Such conduct is prohibited under this policy.

Every person has the right to be free from any reprisal or threat of reprisal for taking any action contemplated in this policy. This would include, but is not limited to, the making of a complaint. Any such reprisal or threat of reprisal is prohibited under this policy.

#### **ARTICLE SEVEN - APPOINTMENT OF OMBUDSMAN**

The Board of Directors shall appoint an Ombudsman (advisor) who shall share the responsibility of the administration of this policy. Any determination under the provisions of this policy will require the support of the Ombudsman. The role of the said advisor is to receive and investigate complaints under this policy and in the event that a finding of discrimination or sexual harassment is made, recommend appropriate sanctions. The Board of Directors maintains the authority to remove or replace an advisor as it sees fit. The primary objective of the Ombudsman is to maintain a safe and healthy environment for CACC activities and events, which is free from discrimination and sexual harassment.

#### **ARTICLE EIGHT - INTERNAL COMPLAINTS PROCEDURE**

Upon the appointment of the Ombudsman pursuant to Article seven (7) of this policy, the name of the advisor shall be communicated to all members together with an address and telephone number at which the advisor can be reached. A copy of this policy shall be delivered to every member or agent of CACC.

Members should inform the person engaged in harassment that the harassment is unwelcome. They have a duty to inform the harasser that the harassment is unwelcome and must stop. If unsuccessful in curbing the harassment the member should immediately inform his or her superior or the Ombudsman.

All members are strongly encouraged to contact the Ombudsman to report any complaint whether it pertains to the person communicating the complaint or to another member.

In order to effectively administer this policy it is essential to have the opportunity to address,



manage and resolve the issues of the complaint.

Upon receipt of a complaint, the Ombudsman will record the particulars of the complaint and the date upon which the complaint was received. The Ombudsman cannot guarantee confidentiality although the Ombudsman should make all possible efforts to keep the complaint confidential.

Although anonymous complaints are accepted, recorded and received, the Ombudsman must advise the complainant that same may prove difficult or impossible to investigate.

Within two weeks of the date of the receipt of the complaint, the Ombudsman shall review the substance of the complaint with the Board of Directors. The Board of Directors will at that time determine whether the complaint requires investigation. If it is decided that the complaint should not be investigated at this time, the Ombudsman will report back to the complainant. If the complainant objects to the decision not to investigate, an investigation of the complaint will be commenced within two weeks of the objection. If the Ombudsman determines that the complaint is worthy of investigation, the investigation will be commenced within two weeks of the decision to investigate.

## **ARTICLE NINE - POWERS OF INVESTIGATION**

Any Ombudsman may investigate a complaint. The powers of investigation include the following:

- The Ombudsman may request the production for inspection and examination of documents or things that are or may be relevant to the investigation;
- Enter any place, other than a place that is being used as a dwelling, at any reasonable time, for the purpose of investigating the complaint;
- Upon giving a receipt therefore, remove from a place documents produced in response to a request under clause two (2) for the purpose of making copies thereof or extracts there from and shall promptly return them to the person who produced or furnished them;
- Question a person on matters that are or may be relevant to the complaint subject to the person's right to have counsel or a personal representative present during such questioning, and may exclude from the questioning any person who may be adverse in interest to either party in the complaint; and
- Obtain signed witness statements. Any denial of entry, refusal to produce documents or things, or refusal to answer the questions of the Ombudsman, may be taken into account by the Board of Directors at the time of its determination of



the complaint.

The investigation should extend to the evidence of both the complainant and the respondent and any witnesses in support of each of them. The Ombudsman should approach the investigation with an open mind and with the objective of investigating fairly and with as little inconvenience as possible to the complainant and the respondent. Both the complaint and the respondent's response to the complaint must be fully investigated along with all available evidence in support of each position.

An investigation shall be concluded within 4 weeks of the making of the decision to investigate.

## **ARTICLE TEN - DETERMINATION OF DISCRIMINATION OR SEXUAL HARASSMENT**

Within two weeks of the date of the conclusion of the investigation, the Ombudsman and the Board of Directors shall meet to collectively review the complaint, any response to the complaint and the evidence, which materialized upon the investigation of the complaint.

Where it appears to the majority of the Board of Directors that:

- The subject matter of the complaint is trivial, frivolous, vexatious or made in bad faith;
- The complaint is one that could and should more appropriately be made to The British Columbia Human Rights Commission or to a court of law;
- The complaint is not supported by the evidence, which materialized during the investigation;

The Board of Directors shall decide not to deal with the complaint and advise the complainant of the reasons for the decision in writing. The Ombudsman shall also communicate to the complainant the availability of recourse under human rights, civil and criminal law. A decision of the Board of Directors is final and not subject to any appeal.

All complainants are assured that by lodging a complaint pertaining to discrimination or sexual harassment that no measures of reprisal will be taken by CACC nor will their opportunities with CACC be in any way disrupted or affected. If a complaint is lodged maliciously and without any basis in fact, this can lead to discipline, up to and including termination of membership and privileges of the complainant subject to CACC by-laws.

In the event that the majority of the Board of Directors determines that prohibited discrimination or



sexual harassment as defined in this policy has occurred, the Board of Directors may, subject to CACC by-laws:

Direct the party to do anything, in the opinion of the panel, the party ought to do to achieve compliance with this policy, both in respect of the complaint and in respect of future practices; and  
If necessary, alter or terminate the membership or privileges of the respondent based on a finding that the conduct of the respondent would amount to just cause for the alteration or termination of the respondent's membership or privileges.

The Ombudsman shall advise both the complainant and respondent in writing forthwith of any finding that prohibited discrimination or sexual harassment has occurred, together with the sanctions which have been imposed for the misconduct. Any finding of the Board of Directors is final and is not subject to any appeal.

### **ARTICLE ELEVEN - FAILURE TO COMPLY WITH SANCTIONS/REPRISAL**

Where the Board of Directors has imposed sanctions pursuant to the provisions of Article ten (10) and in the event that the respondent fails to comply with those sanctions or where the respondent affects or attempts to affect reprisal due to the complainant's resort to the procedures under this policy, a majority of the Board of Directors may, at their discretion and subject to CACC by-laws, impose additional sanctions and if necessary, terminate the membership or privileges of the respondent. Any decision of the majority of the Board of Directors to impose additional sanctions is final and is not subject to any appeal.

### **CHILD PROTECTION POLICY**

Under review

### **CONFIDENTIALITY AND COMMUNICATION**

It is the policy of CACC that the proceedings of a Executive Meeting are confidential but in recognition that it is often necessary to discuss these proceeding with people outside the Executive. Executive minutes are to be distributed after, and subject to, Executive approval on a regular basis.

For the guidance of Executive members, the following points are outlined:

All announcements, press releases and notices are the prerogative of the Director or Officer involved and are not to be "leaked" or in any other way released by other members of the Executive, prior to the announcement date.

The opinions of members of the Executive, as expressed at Executive meetings, are



their own and should only be expressed by the individual and not paraphrased or taken out of context by the other Executive members.

It is a Executive member's privilege to express his/her personal feelings but once a motion is carried, the entire Executive should support it to establish Executive solidarity. Discussion at or in Executive meetings, individual voting results, and decisions of the Executive, unless published or released by the Executive, is confidential information and is to be treated as such.

If a Executive member is doubtful about revealing something, then consultation with the President and in his/her absence, the Vice-President is recommended.

Region publications, information bulletin boards, and competition results should be accessible electronically to the membership, and the public where appropriate, on a full time basis.

Private information of individuals obtained in the course of performing duties on behalf of CACC is confidential information and not to be released without the knowledge and consent of the affected individual(s).

