



## 2020 CACC POLICIES AND PROCEDURES MANUAL

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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.

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### **Mission Statement**

The mission of CACC is to provide leadership, management, advocacy and 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.

### **The Function / Purpose of CACC**

The prime function of CACC is to facilitate and to provide an administrative framework of support and communication for the activities of its member clubs and licence holders. Following are some brief examples of CACC activity:

- Provide uniform Regulations for events hosted by Member Clubs.
- Provide communication among member clubs, licence holders, and discipline directors.
- Co-ordinate activities of membership in areas where there may be an overlap
- License and maintain files on licence holders to facilitate recognition outside British Columbia.
- Work with other regional and national organizations to provide a stronger and more effective voice of Organized Motorsport.

### **Purpose of Policy**

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

- 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.
- Policy describes the responsibilities of individual officials of the CACC more fully than is normal in Bylaws.
- Policy provides a basis for consistency.

### **Revision of Policy**

A policy, once established, is intended to govern the actions of all Board members and administrators, and of CACC committees, volunteers, competitors, and officials until such time as it is deemed necessary to be revised or deleted by the CACC Board. Changes or revisions to policy require a simple majority of the CACC Board for final approval.

### **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.

### **Administration:**

The general affairs of the CACC shall be managed by the elected Board of Directors, consisting of the Officers (who are the President, Vice-President, Treasurer and Secretary), the Discipline Directors, and a Director at Large, who may be the past president. There shall be a minimum of five directors of the society. These directors 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 Track Officials, Auto Slalom, Time-Attack, Road Racing, Vintage Racing, Ice Racing and Karting. Each of the Discipline Committees shall elect, yearly at the Fall General Meeting, a Director to



represent the interests of that discipline and shall act as Liaison between its participating members and the Board of Directors.

An Assistant to each Discipline Committee Director may be appointed or elected, however any authority granted to the Committee Director and/or the Assistant shall not exceed those of the Board of Directors.

### **Officers and Officials of CACC**

<b>Position</b>	<b>Voting</b>	<b>Term</b>
President - Officer Elected odd numbered years by Membership	Yes	2 years
Vice-President - Officer Elected even numbered years by Membership	Yes	2 years
Treasurer - Officer Elected even numbered years by Membership	Yes	2 years
Secretary - Officer Elected odd numbered years by Membership	Yes	2 years
Licence Administrator Nominated by Discipline Directors Appointed by the Board of Directors	No	1 year
Executive Steward Appointed by the Board of Directors	No	1 year
Novice Administrator Appointed by Race/Vintage Directors	No	1 year



## **General Meetings**

The Confederation of Autosport Car Clubs (CACC) will hold general meetings twice annually. Traditionally these are in late November and March. The Board of Directors will usually meet monthly, either virtually or in person as determined by the Board.

Discipline Directors are elected at the Fall Meeting. Discipline meetings are also held to discuss the upcoming years' intended activities and rule changes.

The Spring meeting is specified as the Annual General Meeting. At this meeting, officers are elected in a rotating schedule and the disciplines present their programs and ratify budgets for the upcoming year.

Clubs shall not schedule an event, and Discipline directors shall not issue an event permit, for an event on the date of either the Fall or the AGM meeting.

## **Duties of the officers/directors:**

### **President**

- Day-to-day Overall Management of CACC
- Chair meetings: General and Board
- Provide interface between Disciplines and various Administrators.
- The President (or their designate) is responsible for all communications with organizations external to CACC.
- President has signing authority on all CACC accounts. All CACC accounts require 2 authorized signatures.
- Sign all documents of the society which require his/her signature.
- Review all correspondence and reply to all correspondence whether directly or by delegation.

### **Vice president**

- Shall perform the duties of the president in their absence
- Shall assist the President whenever possible
- Maintain a supply of Logbooks, Technical supplies
- Responsible for CACC Year-End Awards

### **Secretary**

- Shall record the minutes of all meetings including Board meetings
- Shall organize and give notice of all meetings, including Board meetings
- Shall keep a record of the names of the "Members" of the society
- Receive and distribute all correspondence
- Maintain a calendar of events
- Administer the Member Club Affiliation program
- File Provincial incorporation papers of the society annually

### **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
- Prepare a detailed financial report for each Discipline for Board meetings
- Prepare financial statements for distribution at General meetings



- Prepare a combined (all Disciplines) annual budget for approval by the membership
- Process invoices payable and issue cheques upon approval by the Board of Directors and/or Discipline Directors
- Regularly review cash flow to ensure the Society is able to meet financial obligations
- Special projects as approved by the membership and Board of Directors.
- Ensure that CACC is following all of the Financial Policies as set out in this Manual

### **Discipline Directors**

- Are voting members of the Board of Directors and attend Board Meetings
- Shall be responsible to the Board of Directors for the operation and function of their discipline
- Support and encourage discipline members to propose rule changes, prior to CACC annual Fall meetings
- Implement rule changes once passed
- Ensures that the Chief Organizer or Clerk of The Course sends an event report to the Executive Steward for events where there is no assigned steward
- Shall represent the interests of their disciplines and keep all parties updated of any situation which may so affect them
- Shall approve applications for, and issue event permits for, all discipline specific events as required.
- Gather and review championship standings and report and publish those standings on the website.
- Arrange the acquisition and distribution of year end championship awards.
- Support clubs that are active within their discipline
- Promote participation in CACC events
- Shall prepare a yearly operational budget, including fees, with the Treasurer and report on it throughout the year to the Board of Directors
- Shall attend discipline events throughout the year and report back to the Board of Directors on a monthly basis during the active part of their discipline season.
- May appoint an assistant/s as necessary to fulfill the proper operation and reporting of their discipline
- Shall sit on Disciplinary Committees
- Coordinate with the Executive Steward and Board of Directors regarding the yearly updating of the GCR and Discipline Regulations.
- Coordinate with the CACC Licence Administrator the system of licensing for the discipline.
- Road Race/Vintage shall in consultation with each other appoint a Novice Administrator not later than February 1 of each year.
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### **Director At Large (may be Past President)**

- Shall assist CACC Board of Directors.

## **Administrators and other Officials**

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

The CACC Novice Director works closely with the CACC Race Director to provide a high standard of training for Novices. Provides detailed preparation, planning and delivery of necessary training information that establish a thoroughly interactive experience, utilizing written and or verbal instructions with immediate feedback and discussion that enables steady progress through the Novice Program. With the documented successful completion approves



an upgrade to a Senior Licence.

#### **List of duties -**

- Attend all CACC sanctioned Novice events and may attend other events sanctioned by other bodies (i.e. ICSCC races at local circuits)
- Communicate regularly with CACC President and CACC Race Director (as needed) to ensure plans, progress and actions are shared and understood.
- Review MotorsportReg Novice and returning Drivers licence applications.
- Ensure all plans and written documents necessary are complete and available.
- Assist with any Novice administration and technical issues.
- Novice track walk.
- Observe Novice practice/races.
- Provide feedback to Novices.
- Upon completion of Novice Race document in each Novice logbook.
- Provide update of Novice activity on spreadsheet (as soon as possible) with details and progress/actions with a copy to the CACC President and CACC Race Director.

#### **Licensing Administrator**

CACC Licensing Administrator is the primary point of contact for CACC members  
Licensing Administrators are nominated by Discipline Directors and are appointed by CACC Board of Directors.

- Shall issue licences in a timely manner (within 2 weeks max.) and in accordance with the applicable CACC regulations and answer all inquiries within 48 hours.
- Shall maintain an up to date list of licence 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 licence holders to the President, Secretary, appropriate Discipline Directors and others as determined by the Board of Directors upon request.

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).

#### **Executive Steward**

- Shall be appointed annually by the Board of Directors (within 2 weeks following the Fall Meeting).
  - Shall oversee the yearly operation of all CACC steward activities.
  - Shall from time to time meet with the Board of Directors and discuss the stewarding policies of CACC for recruiting stewards.
  - Shall assign stewards and advise the organizing club and Discipline Director 10 days prior to the event for all Discipline events which require a steward.
  - Shall have stewards submit reports to the Executive Steward, the event Organizing Club and if necessary, the appropriate Discipline Committee and keep the reports in an area accessible to the Board of Directors.
  - Shall inform the Discipline Directors of any unfiled event reports.
  - Shall inform the Treasurer of any fines issued.
  - Shall prepare and keep a "Standardized Penalty List".
  - 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 in Training, Steward, Senior Steward, and Executive Steward.



- Steward expenses, if allowed, shall be paid by the appropriate CACC discipline.

## **Committees**

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

- **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
- Three Senior Licence holders as determined by the Officers of CACC.
- The Senior Licence holders should not to be event CACC Officials

- **Scrutineering Committee**

A Scrutineering Committee, if utilized, shall consist of the President or Vice-President and a minimum of one Chief Scrutineer and shall oversee the yearly operation of all CACC Scrutineering activities.

- **Women in Motorsport Committee**

To promote the growth and participation of Women in Motorsport, in both competition and officiating roles.

## **Financial Policy**

**Reports** The Treasurer shall submit an abbreviated financial update 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.

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

**Allocation of Expenses General** expenses incurred in the operation of CACC shall be expensed to the individual disciplines on a proportional basis determined by the number of licences issued. The Officials' discipline shall not be charged for the cost of holding general meetings.

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

**Budgets** The Officers shall present an annual administration budget to the Board of Directors. Each competition discipline shall set its own permit and licence fees and 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 society. Therefore all disciplines and the CACC will endeavor to strike annual budgets in which revenues exceed expenses by at least 10%.





**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 Officers between Board meetings.

**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 surcharge will be added to their balance owing to account for the inconvenience.

## Revenues & Expenses

CACC receives revenue from, but not limited to, the following:

- Licensing
- Club affiliation fees
- Disciplinary fines
- Event permits
- Grants & donations
- Sponsorship
- Sale of promotional items and publications
- Advertising
- Interest on deposits and investments

CACC disburses funds for the following items (as budgeted), not limited to the following:

- liability insurance
- awards and trophies
- competition travel funds
- authorized travel expense
- licensing postage and supplies
- office supplies
- website maintenance
- regulation publications
- meetings

## 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.

## Expense Approvals

The following approvals must be obtained before expenditures are incurred:

Any expense exceeding \$500 dollars must be:

- Approved by the discipline membership
- Ratified by the Board Officers and documented in the annual budget
- Any emergency expenditures may be authorized by the Board of Directors
- Any unbudgeted expense specific to its own discipline up to \$500 dollars must be approved by the Director for the affected Discipline, or President in case of General



Expenses.

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

### **Travel Expense Policy**

The following out-of-pocket expenses incurred by CACC Officials and Officers travelling on authorized and pre-approved CACC Business will be reimbursed upon receipt of a completed expense report and supporting receipts.

Reimbursable travel includes attending; sanctioned CACC events in an official capacity, Annual General Meetings, Board Meetings, approved seminars, meetings with suppliers and member clubs. Examples:

- Stewards officiating at an event and non-competing discipline directors attending events in their discipline
- Officers conducting the business of CACC, including meetings with other bodies.
- Officers, directors and administrators conducting the business of CACC as approved by the board.

It is the intent that the Board will review the rates on an annual or semi-annual basis to consider changes required to keep up with rising costs.

**Plan A:** Overnight Out of town travel **with own means of accommodation** (motorhome or trailer)  
\$.50 per km, \$45 maximum daily meal allowance (no alcohol – receipts required), ferry fees and/or tolls.

**Plan B:** Overnight Out of town travel **with accommodation required.**  
Fuel as required, \$45 maximum daily meal allowance (no alcohol – receipts required), hotel or motel (medium rate class) receipts required, ferry fees and/or tolls.

**Plan C:** Local or day travel  
\$.50 per km, depending on the distance travelled any meals required up to a maximum of \$45 (no alcohol – receipt required), ferry fees and/or tolls.

### **Confidentiality and Communication Policy:**

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 proceedings with people outside the Board, and it is 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 members privilege to express his/her personal feelings, but once a motion is carried, the entire Board should support it to establish **Board solidarity**.
- **Discussions** at or in Board meetings, individual voting results, and decisions of the Board, unless published or released by the Board, **are confidential information** and are to be treated as such.
- If a Board member is doubtful about revealing something, then consultation with the President CACC and/or in his/her absence, the Vice-President is recommended.
- Telephone, voice-mail, email correspondence and other communication of any type is to be responded to by the addressee on a current basis and whenever 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 be released without the knowledge and consent of the affected individual(s).

### **Computer and Communications Policy**

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

### **Website Policy**

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

All Member Clubs will be represented on the CACC website, logos should be made available by the club.

### **Social Media Policy**

Social Media defined as forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages and other content (such as videos).

The use of the CACC name and logo on any social media platform must be authorized by the CACC Board, with exception of CACC Member Clubs promoting their own events to include the phrase "Sanctioned by CACC". Only persons authorized by the CACC Board shall post content on behalf of CACC.

CACC Social Media shall only be used to promote CACC, CACC Members, CACC Member Clubs and other organizations CACC is affiliated with. No commercial posts shall be posted by CACC on Social Media. All contents shall be in line with communications and other policies laid out elsewhere in the CACC Policies and Procedures Manual (respectful, free of harassment, professional, etc.) including "liking" and reposting content posted by others.

### **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 Officers for use by members and member clubs.



**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 CACC will seek an association with an appropriate 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 Board of Directors.

**Licensing**

- All forms will be posted on the website following the Fall Meeting, but no later than December 1.
- Forms will be forwarded to the President for review and posting.
- CACC issues licences as determined by the individual disciplines and CACC GCRs.
- All licences expire on December 31 each year.

**Member Club Responsibilities**

- Member Clubs must be in good standing with B.C. Registry Services.
- Annual Affiliation renewal notification will be sent out by the Secretary by November 30.
- Fees are due December 31, and should be paid in full no later than January 31.
- 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.
- Clubs shall not schedule an event, and Discipline directors shall not issue an event permit, for an event on the date of either the Fall or the AGM meeting.
- Shall promote CACC events and programs, such as the stewards program, officials training, CACC website and attendance at CACC meetings
- 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 CACC approved waiver. These waivers are to be obtained from the CACC website.
- Clubs should be aware of GCR 2.9 (Publications) and 5.6 (Notice on Official Documents).
- 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 Officers of CACC.
- 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 the CACC 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.
- **Ensure all waivers are signed as required by CACC. This includes the Annual Parental Consent Waiver for Minors.**

**Competition Racing Schools Instructor Criteria (Driver Training)**

CACC has three levels of Instructor licences.

1. **Instructor:** Entry level instructor with a minimum level of proficiency.



2. **Assistant Chief Instructor:** Intermediate level instructor with increased level of proficiency displayed by more seasoned instructors.
3. **Chief Instructor:** Senior level instructor with the responsibility to allocate authority to Assistant Chief Instructors and Instructors who have proven their ability. Chief Instructors have extensive, firsthand experience with many effective driving styles, teaching techniques, and the realities of motorsport competition.

Requirements to obtain and hold an Instructor's Licence

- Possess a proven track record for demonstrating competitive driving techniques.
- Experience at a variety of circuits and conditions.
- Proven ability to instruct students in a competent manner.
- New applicants must submit a current resume showcasing their racing experience.
- The Discipline Director for (each) licence application shall approve the application for the Licence Administrator.

Instructor Type	Racing Experience	Instructor Licences Held	Instruction at Sanctioned Competition School	Competition Experience – International Level	Class Champion – Regional Level
Instructor	3 Years Total (2 Years Senior)			Asset	Asset
Assistant Chief Instructor	3 Years Total (2 Years Senior)	Instructors Licence 2 Years	Minimum 4 Instructions as Instructor	Asset	Asset
Chief Instructor	5 Years	Assistant Chief Instructors Licence 2 Years	Minimum 4 Instructions as Assistant Chief Instructor	Asset	Asset

### **Competition 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 and one other experienced Board Member.

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
- For CACC sanctioned schools, the club or school operator shall submit a request for a permit along with the safety procedures and the appropriate insurance certificate(s).



## **Guidelines 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 licence requirements of CACC.
- Senior licence requirements of CACC.
- Open discussion on how to get started in Motorsport.
- 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 over-steer.
- 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 (Road Race only)
- Each student shall receive a combination of in-car dual instruction (except Kart) 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 Road Race 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 verify each participant's ability to drive a correct cornering line, and conduct safe passing maneuvers while not endangering themselves or any other persons or cars on the track.

Adequate personnel must be available to maintain observation of all on-track training activities

## **Regulations**

The General Competition Regulations (GCR) are the responsibility of the Board of Directors in consultation with the Executive Steward. CACC members may submit rule change proposals to the Board through their Discipline Committee Director.

**Each discipline creates and maintains its own regulations in accordance with its member's direction.** Rule changes are submitted, reviewed and voted on by the discipline members in attendance at the Fall Meeting.

All rule changes are subject to the ratification of the Board of Directors.

**All rule proposals or changes must be submitted, in writing, to the Discipline Director by October 1.**

## **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, and administrator, 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 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 Director in confidence to discuss the matter directly, but must not take or implement a decision with respect to the matter before having done so.

## **Code Of Ethics**

### **Article One - 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 Board or Directors.

Any Officer shall have the right to make an official motion that the disclosure be sent to the club's 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 Two - 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 Three - 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. Any such vote shall not affect 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.

## **Procedures For Addressing A Harassment Complaint**

### **Filing a Complaint:**

A member may file a harassment complaint by contacting a CACC Director. The complaint may be verbal or in writing. If the complaint is made verbally, the CACC director will record the details provided by the member. The member should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable).

Complaints should be made as soon as possible but no later than within one year from the last incident of perceived harassment, unless there are circumstances that prevented the member from doing so.

The CACC Director will tell the person that the harassment complaint has been made against, in writing, that a harassment complaint has been filed. The letter will also provide details of the allegations that have been made against him or her.

Every effort will be made to resolve harassment complaints within 30 days. The Board of Directors will advise both parties of the reasons why, if this is not possible. If either party to a harassment complaint believes that the complaint is not being handled in accordance with this policy, he or she should contact the Board of Directors

### **Mediation**

Wherever appropriate and possible, the parties to the harassment complaint will be offered mediation prior to proceeding with a harassment investigation. Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the harassment complaint. The mediator will be a neutral person, agreed upon by both parties. The mediator will not be involved in investigating the complaint. Each party to the complaint has the right to be accompanied and assisted during mediation sessions by a person of their choosing.

### **Investigation**

If mediation is inappropriate or does not resolve the issue, a harassment investigation will be conducted. All investigations will be handled by an individual who has the necessary training and experience. In some cases, an external consultant may be engaged for this purpose.

The investigator will interview the person who made the complaint, the person the complaint was made against and any witnesses that have been identified. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy. The investigator will prepare a report that will include:

- a description of the allegations;
- the response of the person the complaint was made against;
- a summary of information learned from witnesses (if applicable); and
- a decision about whether, on a balance of probabilities, harassment did occur.

This report will be submitted to the Board of Directors and both parties to the complaint will be given a copy.

### **Substantiated Complaint**

If a harassment complaint is substantiated, the Board of Directors will decide what action is appropriate. Remedies for the member who was harassed may include: an oral or written Apology. Corrective action for the member found to have engaged in harassment may include: a reprimand; a suspension; and/or revoking of CACC membership. Both parties to the complaint will be advised, in writing, of the decision.

### **Privacy and Confidentiality**

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a harassment complaint to those that need to know. CACC and all individuals involved in the harassment complaint process, will comply with all requirements of the **Personal Information Protection Act** to protect personal information.



**Review**

CACC will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of all members.

**Enquiries**

Enquiries about this policy and related procedures can be made to the CACC Board or Directors.

**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, CACC- 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, and 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.

