

---

# Manual of Policies

REVISED SEPTEMBER 25, 2003



## **CANADIAN AUTOMOBILE SPORT CLUBS, ONTARIO REGION**

703 Petrolia Road,  
Downsview, Ontario  
Canada. M3J 2N6

<http://www.casc.on.ca>

ONTARIO'S GOVERNING BODY OF AUTOMOBILE SPORT. AFFILIATED WITH THE FEDERATION INTERNATIONALE DE L'AUTOMOBILE THROUGH ASN CANADA FIA, INC.



## TABLE OF CONTENTS

Table of Contents .....	2
Objects of Incorporation .....	3
Mission Statement .....	3
Execution .....	3
Access to Information .....	3
Confidentiality and Communication .....	3
Purpose of Policy .....	4
Definition of Policy .....	5
Initiation of Policy .....	5
Revision of Policy .....	5
Publication of Policy .....	6
Financial Policy .....	6
Reports .....	6
Ledgers .....	6
Deposits .....	6
Signing Officers .....	6
Awards Cheques .....	6
Verification of Invoices .....	7
Budgets .....	7
Expense Excesses Over Budget .....	7
Committee Surpluses .....	7
NSF Cheques .....	7
Windfall Funds .....	7
Office Administration Policy .....	8
Responsibility .....	8
Computer and Communications Policy .....	8
Use of Office Services .....	8
Office Function Priorities .....	9
Use of Office Facilities .....	9
Directors' Liability Insurance .....	9
Public Relations .....	9
In Support of the Growth and Vitality of Motorsport .....	9
Responsibilities of Officers and Directors .....	10
President .....	10
Vice President .....	10
Secretary .....	11
Treasurer .....	11
Director of a Competition Committee .....	11



# Objects of Incorporation

## Mission Statement

The mission of CASC-OR 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.

## 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 CASC-OR. 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.

## Access to Information

### CONFIDENTIALITY AND COMMUNICATION

It is the policy of CASC - Ontario Region 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:

1. 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 Board, prior to the announcement date.
2. 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.
3. 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.
4. If a Board member is doubtful about revealing something, then consultation with the President and in his/her absence, the Vice-President is recommended.



5. 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.
6. 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.
7. Private information of individuals obtained in the course of performing duties on behalf of CASC-OR is confidential information and not to be released without the knowledge and consent of the affected individual(s).

## **Purpose of Policy**

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

- (I) One of the purposes of this policy is to set standards for the operation of Ontario Region consistent with its Bylaws and Mission Statement which will be adhered to by successive Boards of Directors.
- (II) Policy describes the responsibilities of individual officials of the Ontario Region more fully than is normal in Bylaws, the Letters Patent and other technical documents.
- (III) Policy is a set of written guidelines used when performing a variety of common functions within Ontario Region. This ensures that the operations of Ontario Region are approached and executed within a framework consistent with the objects, bylaws and mission statement.
- (IV) 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 Ontario Region.



## Definition of Policy

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

Policy has two major applications:

- I) Policy is a set of operating procedures used by the Ontario Region Board, its committees and their delegates and employees in the day - to - day administration of Motorsport in Ontario;
- II) Policy is also a set of long-range goals to which the Ontario Region 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.

## Initiation of Policy

Policy is established through the following methodology:

- I) Anyone within the framework of the CASC-OR including any committees, a member club, the Board of Directors, region staff, Officials, workers or competitors, can initiate policies.
- II) 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.
- III) The resulting policy is then submitted to the Officers of the Ontario Region or to the Board of Directors;
- IV) A simple majority of the Ontario Region Board is then necessary to approve and authorize the policy.

## Revision of Policy

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

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



## **Publication of Policy**

Ontario Region policy is a working document to be published in the form deemed most convenient for the use of members of Ontario Region, 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.

## **Financial Policy**

### **REPORTS**

It is the policy of Ontario Region 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.

### **LEDGERS**

The original of all ledgers and books of account of Ontario Region shall normally reside in the Region Office and be maintained on a current basis on the approved computer program. 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 by, or for, each competition committee as arranged with, and approved by, the Board of Directors.

### **DEPOSITS**

It is the policy of Ontario Region 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 Ontario Region bank account within seven days of receipt.

### **SIGNING OFFICERS**

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

### **AWARDS CHEQUES**

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



## VERIFICATION OF INVOICES

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

## 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 CASC have a responsibility to contribute to and ensure the overall financial strength of our association. Therefore all disciplines and the CASC will strike annual budgets in which revenues exceed expenses by at least 10%.

## EXPENSE EXCESSES OVER BUDGET

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

## COMMITTEE SURPLUSES

It is the policy of Ontario Region that revenues from the operations of competition committee form part of general revenues. This policy, however, recognizes the committees' contributions. As a result, any Competition Committee that has an surplus of revenue over expenses at the end of the fiscal year shall be entitled to reflect in its budget, and draw on 75% of, that surplus in the following fiscal year, - unless otherwise determined by the Board of Directors once the reserve funds of the Region are deemed by the Board of Directors to be sufficient for its maintenance and development.

Designated funds, or funds held "in trust", are excluded from this provision as their disposition is usually determined by the terms of their originating agreement.

## NSF CHEQUES

The originators of cheques payable to Ontario Region 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.

## WINDFALL FUNDS

It is the policy of Ontario Region 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.



# Office Administration Policy

## Responsibility

It is the policy of Ontario Region that the operation and management of the office is the responsibility of the Executive Committee through the President, who may delegate office duties and responsibilities as he or she deems fit.

## Computer and Communications Policy

- (a) Record keeping and publications, including membership lists, archives, competition regulations, GCRs, etc shall be maintained electronically;
- (b) Computers and electronic access to CASC-OR 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 and office staff 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, in accordance with Bylaw III G.
- (c) Security shall be provided by regular backup off-site and by the maintenance and application of access codes.

## Use of Office Services

Subject to the Computer and Communications Policy, the use of the office's services is encouraged for word processing, electronic communication, and reprographics. The costs of these services will be allocated to the appropriate committee, person, club or association.

Office equipment, (i.e. fax machine, computers, modem), is intended for the use of the administration staff but may be used by others with permission.



## **Office Function Priorities**

It is the policy of Ontario Region that the following priorities shall govern the scheduling of work performed in the Region office.

- I) Daily office routine - includes such items as correspondence, answering telephone, bookkeeping.
- II) Collection and dissemination of information pertinent to the Region;
- III) Membership records and mailing lists, etc.
- IV) Region Bulletins, Memos, Minutes, etc.
- V) Administration including financial and clerical management.
- VI) Committee Memos, Minutes, publications, correspondence, etc.
- VII) Region special projects.
- VIII) Committee special projects.

Pre-scheduled projects will take precedence over all items except I) and II).

Pre-arrangement with the the office staff may assist in the scheduling of such work subject to the priorities listed above.

## **Use of Office Facilities**

The availability of the Region Office as a club, official, or committee meeting site is to be maintained and encouraged as a service to the membership. Access and security arrangements must be coordinated through the office.

## **Directors' Liability Insurance**

The amount of director's liability insurance coverage carried by CASC-OR may be increased by agreement of a simple majority of the Board of Directors.

## **Public Relations**

### **IN SUPPORT OF THE GROWTH AND VITALITY OF MOTORSPORT**

It is the policy of CASC-OR that the Board of Directors and the Region office shall take every reasonable opportunity possible to promote the activities of the member clubs and



the motorsport exploits of their participants. Without limiting the foregoing, this should include.

- (a) Appointing a person or persons to advise and assist in executing this policy.
- (b) Recognition of achievements by members, license holders and others in annual awards.
- (c) Promoting motorsport to the public.

These activities should be designed to portray the enjoyment of motorsport and to encourage participation in member clubs and regional motorsport events to the public.

## **Responsibilities of Officers and Directors**

### **President**

Preside over meetings.

Ensure that other Directors and Officers are functioning in the expected manner and according to policy. If this is not happening, to bring the matter to the attention of the Director or Officer concerned and if not resolved, then take it to the Board of Directors.

Represent the Region at official functions, etc.

Act as the Region representative to ASN CANADA FIA, Inc.

Report to the Board of Directors on the routine operation of the office and any issues arising therefrom.

Chair the meetings of the Board of Directors, the Executive Committee, and the Annual General Meeting of Members.

Deal with all complaints and charges pertinent to the operation of CASC-OR.

### **Vice President**

Fulfill the responsibilities of the President in his / her absence.

Be responsible for the co-ordination of Public Relations and Promotion for the Region. There should be a committee with its own chairman to fulfill this function but the Vice-president is responsible to take all reasonable effort to secure such a committee and to see that it operates.

Shall be responsible for the maintenance of a formal communications link with the member clubs and the motorsport community at large.



## **Secretary**

Shall look after such correspondence and minutes of meetings as directed by the Board of Directors.

Shall be responsible for the recording of all policies in the region policy book and shall ensure that these are up-dated and reviewed on a regular basis.

## **Treasurer**

Shall be responsible for the preparation of financial budgets for the Region as early as possible in each fiscal year.

Shall supervise the maintenance of the ledgers of Ontario Region's financial transactions by staff under his / her direction. These ledgers shall be prepared using proper accounting practices on computer using the approved software program and shall be up-dated no less frequently than once a month.

Shall prepare, or cause to be prepared, a brief monthly financial statement for the meeting of the Board of Directors showing budget, actual and previous year, where appropriate. The Treasurer shall also instruct and liaison with the auditor in the preparation of annual financial statements for the Annual Meeting of Members.

Shall counsel the Board of Directors on financial matters and financial planning for the Region.

## **Director of a Competition Committee**

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.

Shall establish a committee for his / her area of activity that gives representation to all the facets that are necessary to the smooth operation of his / her discipline.

Shall hold from time to time such workshops as are necessary for the efficient functioning of the activity.

Shall see that adequate training is being given to both the competitors and the officials in the discipline.

Shall ensure that all officials functioning in his/her discipline, on behalf of CASC-OR are informed of CASC-OR regulations and any policies that govern their operation on behalf of CASC-OR and ensure that said policies and regulations are followed by that official.



Shall establish, document and maintain standard operating procedures for the position, including an up-to-date job description.

