

OTTPA Policies & Procedures Manual

This is a working manual laying out the behind-the-scenes procedures for the club.

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1. Officials Responsibilities

1.1 President Duties

- Head of the Board of Directors
- Have a working knowledge of the club Constitution.
- Have a working knowledge of Robert's Rules
- Responsible to represent the club and membership.
- Responsible to oversee and administrate the operations of the club.
- Reside as chair for all director/executive meetings.
- Reside as an Ex office on all formed committees
- Responsible for remaining neutral as the chair (no vote)and using the office of President for casting a vote only in the event of a tied vote
- Responsible for direction to the club secretary
- Responsible for the administration of the club treasurer
- Responsible for overseeing the website and administrator.
- Responsible for approving and overseeing all contracts for promoters.

- Responsible for promoting the club and its mission statement throughout the year.
- Responsible for delegating tasks to the board to ensure daily uninterrupted business of the club

1.2 Vice President Duties

- Assist the President as directed.
- Have a working knowledge of the club Constitution.
- Have a working knowledge of Robert's Rules
- Assume the President role in event of the Presidents' absence.
- Attend all executive meetings.
- Vote on club business as required.
- Responsible for promoting the club and its mission statement throughout the year.

1.3 Second Vice President Duties

- Assist the Vice President as directed.
- Have a working knowledge of the club Constitution.
- Have a working knowledge of Robert's Rules
- Attend all executive meetings.
- Vote on club business as required.
- Responsible for promoting the club and its mission statement throughout the year.

1.4 Past President Duties

- Assist the President, Vice President & Second Vice President
- Have a working knowledge of the club Constitution.
- Have a working knowledge of Robert's Rules
- Provide guidance and knowledge to incoming President on an ongoing basis.
- Attend all executive meetings.
- Vote on club business as required.
- Responsible for promoting the club and its mission statement throughout the year

1.5 Member Responsibilities

- Obtain membership status through payment of dues.
- Attend the Annual General Meeting

- Attend class meetings.
- Be familiar with club Constitution.
- Adhere to the club rules and policies and procedures.
- Conduct themselves with dignity and sportsmanship.
- Promote pulling within the club and the pulling circuit.

1.6 Promoter Rep Duties

- Serve as frontline contact for OTTPA to the promoters.
- Liaison between executive and promoters
- Advocate on behalf of the class rep with any concerns for promoters.
- Attend all executive meetings.
- Attend Annual General Meeting
- Attend Promoter meeting as directed.
- Responsible for promoting the club and its mission statement throughout the year.

1.7 Class Rep Duties

- Attend executive meetings and the majority of events if elected. If unable advise the Executive
- Represent the class with proper communication and be responsible to present member or class issues at executive meetings.
- Responsible for tech sheets and delivery of tech sheets to track official or designate.
- Responsible for organizing tech process as adapted by the class.
- Attend the promoters meeting.
- Coordinate with track official for purpose of contest and conflict resolution.
- Organize class payout and ensure all members receive payouts in a timely fashion.
- Complete other assignments as directed by executive.

1.8 Secretary Responsibilities

- Book halls for all meeting and inform appropriate membership of such, as directed by president or his designate
- Record and prepare minutes for all General Meetings.
- Record and Prepare minutes for all board meetings, and to distribute drafts to all board members within two weeks after the date of the meeting.
- To provide copies of all documentation as requested by the President, 1st or 2nd Vice President & past President.

- Distributing and receiving contracts from promoters. Including receiving contract payments
- Scanning and distributing complete copies of all contracts to the President, 1st and 2nd Vice President and Past President
- Providing contract payments and details thereof to the Treasurer
- Compile printed schedule and prepare electronic copy to web administrator.
- Compile rule changes, update past rulebook and prepare electronic copy to web administrator.
- Receive Promotor's Contracts and funds, and remit funds to Treasurer.
- Record and receive membership applications & funds and remit funds to Treasurer.
- Providing membership payments & details thereof to the treasurer
- Compile membership list, Prepare membership cards.
- Coordinate year end points.
- Calculate year end points payout.
- All club communications must use secretary@ottpa.ca
- Volunteer, appointed by the OTTPA Executive for a one year term, or such other term as the OTTPA Executive, in their sole discretion, determines

1.9 Treasurer Responsibility

- Receive and deposit all Club funds.
- Prepare and maintain all books and records of the corporation.
- Pay bills as directed by the board.
- Manage all accounts and investments as directed by the board.
- Attend all board and general meetings.
- Prepare and present financial statements at all general and board meetings.
- Coordinate to receive contract and membership funds.
- Receive and record all day hook fees.
- Receive sponsorship funds and provide receipts for such.
- Volunteer, appointed by the OTTPA Executive for a one-year term, or such other term as the OTTPA Executive, in their sole discretion, determines

1.10 Web Administrator Responsibility

- Manage and Maintain club website and Facebook account in a professional manner, duties include but are not limited to.
 1. Upload information provided by the secretary.
 2. Upload information provided by president 1st & 2nd Vice president or past president.
 3. Update points as received.
 4. Updating results as received
 5. Add and update pictures, keeping website content current.
 6. Update season end standings and points champions pictures
- Manage info@ottpa.ca email address, replying to email inquiries.
- Forward emails to appropriate party
- All posts must uphold the best interest of the club.

- Volunteer, appointed by the OTTPA Executive for a one year term, or such other term as the OTTPA Executive, in their sole discretion, determines

1.11 Track Official Responsibility

- Communication: Pre-event duties
 - A) To be organized & arranged ahead of event date.
 - Pick track crew as required – Competent and dependable people for the crew. Including flagmen, stagers, hookers, un-hookers, registration and scale person
 - To contact Promotor to ensure that all necessary preparations have been made and that all required equipment will be available.
 - B) Day event.
 - Organize track area layout – Traffic flow, scale placement, staging.
 - Set up track boundary lines, fire extinguishers, markers, flags, etc.
 - Advise on track prep, water, grading etc.
- Equipment and clothing:
 - A) Clean and organize equipment and track official shirts.
 - B) Checklist of equipment- ensure the bin includes all pieces needed.
 - Radios
 - Clean shirts
 - Flags
 - Distance markers
 - Registration Paperwork (if required)
 - Distance or speed sign (if required)
 - Fire extinguishers
- Oversee track equipment.
 - A) Ensure operators are competent and safe.
- Oversee Safety and Tech:
 - A) Ensure tech is being completed.
 - B) Tech locals as required.
 - C) Attend to any class issues.

- Trackside duties:
 - A) Facilitate a driver's meeting ahead of start time.
 - B) Sled inspection done and paperwork filled out.
 - C) Enforce Rule book.
 - D) Pay track help and forward payment sheet to track official committee.

- Volunteer, appointed by the OTTPA Executive for a one-year term, or such other term as the OTTPA Executive, in their sole discretion, determines.

2 Rules Committee Responsibility

- Standing committee, appointed annually by the board.
- To meet as directed by the Board.
- To review all bylaws and rules of the Corporation
- To draft and present to the Board, recommended changes to the bylaws or rules as necessary.

3 Track Official Committee Responsibility

- Standing committee, appointed annually by the board.
- The track official committee will consist of, The president, one of the following 1st or 2nd vice President or past president plus two other members of the board.
- Hire track officials.
- Train track officials
- Oversee major issues or decisions.
- Handle appeal process
- Hold yearly track official meeting.
- Manage track official consumables (refill fire extinguishers, flags, shirts etc.)
- Scheduling of trailers and track officials

4 Banquet Committee Responsibility

- Shall be appointed annually by the board.
- Present a budget to the board.
- All expenditures must either be included in the budget or have received prior authorization from the Board.
- Design and order tickets

- Locate and book a venue including meal, bar, license etc.
- Organize a DJ & MC
- Organize decorations, auction and door prizes.
- Organize awards including plaques, jackets, t-shirts and trophies.
- Provide a review to the board after banquet.

5 Sponsorship & Advertising Committee Responsibility

- Shall be appointed annually by the board.
- Meeting with and soliciting sponsors.
- Communicating with sponsors
- Preparing and distributing sponsorship information
- Determining sponsorship levels

6 Demo hooks

OTTPA offers promoters the opportunity to showcase a class that has not previously been offered at that venue or isn't at the venue that year. It also allows promoters to feature a local truck or tractor that doesn't fit within the regular classes, but which meets with all safety requirements. The purpose of this is to encourage the possibility of booking that class for the following season. The following rules apply to demo hooks.

- Must pay a day hook fee (to be covered under OTTPA insurance)
- Must follow OTTPA general rules.
- Demo hooks must be booked on contracts.
- OTTPA reserves the right to refuse a demo hook at any event.

7 Booking Local classes.

- Promotor chooses all weight classes. OTTPA reserves the right to decline any class at their discretion,
- If a distance radius is used or pullers in a local class are to be limited in numbers, it must be listed on the contract.
- OTTPA recommends a speed limit for local tractor classes, speed limit to be set at 12 MPH.
- To have a speed limit class you must book it as such on the promoters contract.

8 Fire Extinguisher Policy

- Promoter is required to provide 3 20lb Class ABC Fire Extinguishers for use at the track.
- In addition to the fire extinguishers provided by the Promotor, OTTPA will ensure that 1 alcohol fire extinguisher is available at the track if any classes in the pull use alcohol for a fuel.
- Extinguishing any fire is of paramount importance to the OTTPA. As such the track crew will use whatever fire extinguisher is available and expedient to extinguish the fire. It is acknowledged that an ABC fire extinguisher may cause damage to the pulling vehicle. If a puller does not want an ABC extinguisher used to put out a fire on their pulling vehicle, it is their sole responsibility to provide a suitable fire extinguisher at the start of the pull for the use of the track crew, if necessary. If the puller does not do so, then the track crew will use whatever type of extinguisher they feel will best extinguish any fire

9 Use of photos or other copyrighted materials

- Any photograph or any other material submitted by any OTTPA member or any other person for inclusion on ANY printed or electronic medium maintained by the OTTPA MUST be free and clear of any copyright. Any photo submitted with a watermark will be refused, and if located on any electronic medium will be immediately removed. If any party approaches the OTTPA advising that any photo or other material on printed or electronic medium of the OTTPA is copyrighted, the person or entity that submitted the offending photo or other material will deal with the holder of the copyright and will indemnify the OTTPA and hold it harmless from any claims for damages related to breach of contract.

10 Unsportsmanlike Conduct definition

- Any action by a competitor or team (pit crew) that would be considered as detrimental to the sport, during the course of competition or any club business.
- Behavior defined but not limited to the following examples.
 - Abusive language directed at a competitor or OTTPA staff
- -Fighting or aggressive behavior

11 Outside Contractor Requirements

- Outside contractors and/or promoters will be required to provide OTTPA with copies of Insurance and required documents for pulling promotions
- OTTPA will maintain the right to request any, or all documents related to the production of an event.

12 Protest Procedure

- All protest forms must be received by the OTTPA Secretary, President, First or Second Vice President or immediate Past President in person, by courier or by electronic transmission no later than 48 hours of the issue occurring.
- No protests will be considered if received after that time.
- Protest fee must be filed within timelines, for protest to be considered.

Track Official Decision Appeal Form

NOTICE OF PROTEST OF TRACK OFFICIALS' DECISION

NAME OF PERSON FILING PROTEST: _____

CONTACT INFORMATION (including email and telephone): _____

DATE OF EVENT AT WHICH ISSUE BEING PROTESTED OCCURRED: _____

ISSUE BEING PROTESTED: _____

GROUNDS FOR PROTEST: _____

\$100 Protest fee filed with PROTEST? **Y / N**

DATE PROTEST FEE RECEIVED: _____

(Please note: The Board of Directors will not consider any protest unless \$100 fee is received by the OTTPA. If the fee is not received by the Board of Directors within 15 days of the date of the date of the event at which the issue arose, then the protest will be dismissed as abandoned. If the Protest is successful, the \$100 fee will be returned to the Protestor. If the Protest is denied, the fee will be forfeit to the OTTPA. Fee must be paid by cash or certified cheque.)

 Signature of Protestor

 DATE

RESULT OF PROTEST: SUCCESSFULL / DENIED

REASONS:

All protest forms must be received by the OTTPA secretary, President, First or Second Vice President or immediate Past President in person, by courier or by electronic transmission no later than 48 hours of the issue occurring. No protests will be considered if received after that time. Protest fee must be filed within timelines, for protest to be considered.