

**New Brunswick
All-Terrain Vehicle
Federation Inc.**

*POLICY AND PROCEDURES
MANUAL*

February 13, 2016

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| ADM-001 | RESERVED FOR FUTURE USE |
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Reserved for Future Use

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ADM-002

BUDGET PREPERATION

I. GENERAL

In accordance with **Article 28.e** of the Bylaws, the Board of Directors shall prepare an annual budget. The purpose of this policy is to establish a timetable for its preparation and presentation to the general membership of the Federation.

II. INITIAL PREPARATION

The General Manager shall prepare an initial budget based on the input provided by the Treasurer.

III. DRAFT PREPARATION

Prior to the Annual Meeting of the Federation, the Board of Directors shall provide input for the preparation of the annual budget.

IV. APPROVAL BY THE BOARD OF DIRECTORS

The Board of Directors shall approve the draft budget prior to its presentation at the Annual Meeting of the Federation.

V. APPROVAL OF THE GENERAL MEMBERSHIP

At the Annual Meeting of the Federation, the draft budget as approved by the Board of Directors, shall be presented and requested to be approved. Any changes approved by the general membership shall be incorporated in the final budget.

VI. FINAL BUDGET

The General Manager shall prepare a Final Budget based on the draft budget and any approved changes. This shall become the primary mechanism by which the Board of Directors conducts the affairs of the Federation.

VII. REVISIONS

The Board of Directors may, during the course of the year, adjust the budget for unforeseen circumstances. Any revisions shall be disclosed to the General membership at the next General Meeting.

VIII. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

ADM-003

PRICING POLICY OF PROMOTIONAL MATERIALS

I. GENERAL

The Federation has available for sale various promotional materials. The intent of this policy is to establish standard markups at which to offer these items for sale. The sale of trail signs is excluded from this policy.

II. SAFETY MATERIALS

Materials that promote safety, including decals and crests shall be sold to clubs at cost. Cost is defined as the total cost to the Federation, including any taxes, freight, handling charges and production costs.

III. MAPS

Trail maps shall be sold to clubs at cost. Cost is defined as the production cost to the Federation, including any taxes, freight and handling charges.

IV. CLOTHING AND PROMOTIONAL MATERIAL

Clothing shall be sold at cost. Cost is defined as the total cost to the Federation, including any taxes, freight and handling charges.

V. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

ADM-004

THIRD PARTY SALE OF SIGNS

I. GENERAL

While the sale of trail signs is generally limited to member clubs, it may be desirable to make them available to other organizations. The intent of this policy is to establish the conditions under which these sales are allowed to occur.

II. MULTI-USE TRAIL SYSTEM

In areas where a multi-use trail system is used for ATV recreation, local trail coalitions will be permitted to purchase signs through the local clubs. The price will be that established for member clubs.

III. SALES TO OTHER PARTIES

Sales to parties, other than those previously mentioned, shall require the approval of the Executive Committee and said sales shall be through a member club.

IV. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

ADM-005

LOTTERY

I. GENERAL

As a means of raising funds for both the Federation and its member clubs, the Federation shall annually conduct a lottery. The purpose of this policy is to establish the procedures under which this lottery is conducted.

II. ISSUE OF TICKET

Lottery tickets shall be issued to clubs by the Federation, by September 1 annually.

III. PRIZES

The General Manager, in conjunction with the Board of Directors shall establish the list of prizes. Manufacturers shall be contacted regarding donations of ATV's and merchandise. Cash prizes shall be derived from the pool of lottery income.

IV. DRAW DATE

The draw for prizes shall be made at a NBATVF recognized public event.

V. LOTTERY LICENSE AND PRINTING OF TICKETS

Once the prize list has been established, the General Manager shall apply to the Province for a lottery license before tickets are printed.

VI. PRICING

The price per ticket shall be \$5.00. The Federation Club selling each ticket will retain \$3.00 per ticket.

VII. RETURN OF TICKETS

Clubs shall return sold tickets to the Federation on a monthly basis. Clubs shall return all remaining tickets (sold and unsold) to the Federation office no later than thirty (30) days before the draw date.

VIII. ANNOUNCEMENT OF WINNERS

Announcement of winners will be made in provincial newspapers and on the Federation website.

February 13, 2016

ADM-005 (CONTINUED)

LOTTERY

IX. PENALTY

For any section of this policy that is not adhered to by a member club, or member of the club, the offending club's Trail Development Fund shall be frozen for the current, then following quarter. In addition, the full cost of unaccounted tickets shall be withdrawn from the club's Development Fund.

X. APPEAL

Any penalty may be appealed to the Board of Directors through the Region Director. All appeals will be dealt with at the next scheduled Board meeting. Appeals must be in writing to the Board of Directors.

XI. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

ADM-006

PURCHASING

I. GENERAL

The purpose of this policy is to establish controls around the initiation and approval of purchases.

II. INITIATION

No short notice purchase shall be initiated that is not within the confines of the Annual Budget, unless specific approval is obtained from the Executive Committee or Board of Directors. Any expenditure of funds outside the approved budget by the Executive shall be communicated to the Board of Directors within 60 days.

III. AUTHORIZATION

The General Manager must authorize all purchases. The General Manager may authorize purchases for specific projects to be administered by designated personnel.

IV. PURCHASE ORDER

An authorized NBATVF Purchase Order that includes a reasonable estimate of costs must support all purchases.

V. COMPETITIVE PRICING

All reasonable means shall be employed to obtain a competitive price for products and services.

For purchases in excess of \$500, the General Manager must have supporting documentation that there has been an attempt to obtain at least **3 quotations** for a product or its equivalent.

VI. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

ADM-007

MEMBERSHIP LIST

I. GENERAL

The objective of this policy is to establish the procedures for the sale, release and distribution of the NBATVF membership lists.

II. DEFINITION

The Membership List is defined as the complete list of members in good standing in the most current year. The Membership list is provided as a CD in either Access or Excel software.

III. FOR SALE - EXTERNAL

The complete NBATVF membership list may not be sold or provided to any non-government group without the express approval of member clubs.

IV. GOVERNMENT REQUESTS

The Executive Committee shall deal with written requests from any level of government on a case-by-case basis.

V. CLUB REQUESTS

Requests from a member club for their membership list are to be forwarded to the office in writing. The General Manager shall release only the member club's member list. There is no cost to member clubs for a copy of their membership list. Lists do not include mailing labels or postage cost.

VI. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

ADM-008

ATTENDANCE AND REIMBURSEMENT AT AGMS

I. GENERAL

In accordance with **Article 13** of the Bylaws, each member-club is authorized to send two delegates to Federation Annual General Meetings. Each delegate and each director shall have one vote.

II. TRAVEL EXPENSE

It is expected that delegates will travel in one vehicle. The club may file an expense claim, for the two delegates and one vehicle, for mileage and any meal expenses, if warranted.

III. ELIGIBILITY TO CLAIM EXPENSES

To claim and be reimbursed expenses delegates must register prior to commencement of the meeting and following adjournment of the meeting.

IV. FILING

Expense claims may be given to the registration desk following adjournment of the meeting, or forwarded by mail or fax within five (5) working days following the meeting. Claims shall be reviewed for accuracy and completeness by the Federation office prior to any reimbursement.

V. MEALS

Delegates will normally be provided lunch at the meeting. This will be controlled through a ticket or similar system. If delegates cancel at the last moment, or do not participate to the AGM, and the meals are already ordered and paid for by the Federation, the club trust fund account at Federation will be charged the cost of the meals.

Should club non-delegates attend the meeting, and provided the Federation office is notified within 30 days prior to the meeting, lunch vouchers may be purchased for these individuals at a cost to be determined by the Federation and forwarded to clubs and Region Directors a minimum of 60 days prior to the meeting. The club(s) must pay for the non-delegate(s) meals 14 days prior to the meeting. If meals are not paid 14 days prior to the meeting for the non-delegates, the club trust fund account will be charged the cost of the meals.

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ADM-008 (CONTINUED)

ATTENDANCE AND REIMBURSEMENT AT AGMS

VI. ACCOMMODATIONS

Delegates must make motel room reservations (if necessary) at the Federation office when attending to the AGM. Delegates must arrive at AGM on time.

If delegates cancel their motel room, or cannot attend to the AGM, they must inform the Federation office as soon as possible, and within an appropriate time so that the room costs are not incurred by the Federation. If delegates fail to do so, the club trust fund account will be charged the cost of the hotel accommodations.

VII. POLICY REVIEW

This policy shall be reviewed annually or at such time as there is a major increase in travel or associated costs.

February 13, 2016

ADM-009

SOCIAL MEDIA PROTOCOLS

I. GENERAL

The New Brunswick ATV Federation is committed to making the best use of all available technology and innovation to improve the way we do business. This includes using all reasonable and cost-effective means to improve the way we communicate, reach out and interact with the different organizations and to the shareholders we serve. There is a public expectation that members of this Federation will conduct themselves in such a way as to support the objectives of this Federation.

1. "Social media" is the term commonly given to web-based tools which allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests online. As the name implies, social media involves the building of online communities or networks to encourage participation and engagement.
2. These platforms open up many new and exciting opportunities. However, the practical application of such technology by the entire NB ATV Federation is continually developing, and there are many potential issues to consider – both as individual ATV Clubs, and as a Federation.
3. To avoid major mistakes which could result in reputational, legal and ethical issues, and misuse/abuse of a well functioning social media relationship, it is important that we manage any potential risks through a common sense approach and framework, as well as proactively monitor the development of such applications.
4. These guidelines should be read in conjunction with the information provided by the Federation on the use of social media and our Federation's "Code of ethics."

II. OBJECTIVES

1. These guidelines aim to provide the NB ATV Federation executives, directors, employees and individual members, with information concerning the use of, or the development of, any social media application, and to help them get the best out of the tools available whilst maintaining a safe professional environment and protecting themselves, as well as the NB ATV Federation.
2. These guidelines should be read in conjunction with the NB ATV Federation Bylaws, Policies, and our Code of ethics.

III. DEFINITION OF SOCIAL MEDIA

1. For the purposes of these guidelines, social media is a type of interactive online media that allows parties to communicate instantly with each other or to share data in a public forum. This includes e-mail, online social forums such as Facebook, blogs, Twitter, video- and image-sharing websites and similar facilities.
2. Members should be aware that there are many more examples of social media than can be listed here and this is a constantly changing area. Members should follow these guidelines in relation to any social media that they use.

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ADM-009 (CONTINUED)

SOCIAL MEDIA PROTOCOLS

IV. USE OF SOCIAL MEDIA

1. NB ATV Federation members must be aware at all times that, while participating in the sport of ATViing's social media activities, you are in the eyes of the public social media, acting as a representative of the NB ATV Federation.
2. Members should use the same safeguards as they would with any other form of communication about the NB ATV Federation in the public sphere. These safeguards include recognizing who the official spokespersons for the NB ATV Federation are, those being the President, General Manager, or delegate.
3. Any communications that members make through social media must not: be anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:
 - a. Making offensive or derogatory comments relating to gender, race (including nationality), language, disability, sexual orientation, religion or belief, or age or;
 - b. Using social media to bully another individual (such as another member of the Federation) or;
 - c. Posting images that are discriminatory or offensive or links to such content or;
 - d. Bringing the NB ATV Federation into disrepute, for example by;
 - i) Criticizing or arguing with other members, or members of the public or;
 - ii) Making defamatory comments about individuals or other organizations or groups; or
 - iii) Posting images that are inappropriate or links to inappropriate content.

V. SOCIAL MEDIA IN YOUR PERSONAL LIFE

1. The NB ATV Federation recognizes that many members make use of social media in a personal capacity. While they are not acting on behalf of the Federation, members must be aware that they can damage the Federation if they are recognized as being one of our executive, directors, members or employees.
2. Any communications that members make in a personal capacity through social media must not:
 - a. Discuss the Federation's internal workings (such as agreements that it is reaching with partner agencies or its future business plans that have not yet been communicated to the public) or;
 - b. Do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:
 - i) Making offensive or derogatory comments relating to sex, race (including nationality), language, disability, sexual orientation, religion or belief or age or;
 - ii) Use social media to bully another individual or;
 - iii) Post images that are discriminatory or offensive or links to such content or;
 - c. Bring the Federation into disrepute, for example by:
 - i) Criticizing or arguing with members or partners or;
 - ii) Making defamatory comments about individuals or other organizations or groups or;
 - iii) Posting images that are inappropriate or links to inappropriate content, and
3. You must take responsibility for your comments and your information that you publish.

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ADM-009 (CONTINUED)

SOCIAL MEDIA PROTOCOLS

VI. DISCIPLINARY ACTION OVER SOCIAL MEDIA USE

All NB ATV Federation members are required to adhere to these guidelines. Members should be aware that using Social Media in a way that may be deemed as deliberate or inadvertent misuse which could be a breach of these guidelines, may lead to disciplinary action under the NB ATV Federation Bylaws and Policies.

VII. POLICY REVIEW

The fast changing nature of information technology, particularly in relation to electronic communication incorporating aspects such as Social Media, means that these guidelines should be reviewed on an annual basis and at the discretion of the Board of Directors.

February 13, 2016

DIR-001

DIRECTORS' EXPENSES

I. GENERAL

In accordance with **Article 33** of the Bylaws, members of the Board have the right to be reimbursed for reasonable expenses brought on by the fulfillment of their functions. It is the intent of this policy to define reasonable limits for which directors are reimbursed in the performance of approved Federation activities.

II. USE OF OWN VEHICLE

Members of the Board will be reimbursed at a rate to be established by the Board, per kilometer (\$0.45/km), for the use of their own vehicle in the conduct of Federation business. An expense claim, detailing mileage from point of origin to place of business and return, will be submitted to the Federation office.

III. TELEPHONE AND POSTAGE EXPENSES

Members of the Board will be reimbursed for all telephone charges incurred in conducting Federation business. Charges will be reimbursed upon submission of a completed expense report form with supporting documentation (i.e. Telephone bill).

IV. MEALS

For travel within the Province of New Brunswick, members of the Board shall be reimbursed for the cost of meals at a rate to be established by the Board for breakfast (\$15), lunch (\$20) and dinner (\$30). For travel outside the Province of New Brunswick, reimbursement will be based on actual expenses incurred. Under no circumstances will members of the Board be reimbursed for the cost of alcoholic beverages.

V. INCIDENTAL EXPENSES

When travelling outside the Province, members of the Board may be reimbursed for incidental costs such as taxi fares or dry cleaning provided they are not personal in nature. Expenses such as movie rentals shall not be covered. Receipts are required.

VI. ACCOMMODATIONS

Directors shall be reimbursed for the costs of accommodations while attending Board meetings or other approved Federation activities. In the case of Board meetings, it will be the objective to negotiate a preferred rate.

February 13, 2016

DIR-001 (CONTINUED)

DIRECTORS' EXPENSES

VII. ENTERTAINMENT

It may be beneficial, from time to time, for certain individuals associated with ATV recreation to be entertained at the Federation's expense. This is allowed provided it has the approval of the President and is within the limits as established in the annual budget. Receipts are required.

VIII. SUBMISSION OF EXPENSE REPORTS

Members of the Board are expected to maintain complete and accurate records of their expenses. The NBATVF Expense Claim form must be completed and submitted to the Federation office within one month of the costs being incurred.

IX. APPROVAL

The General Manager shall approve all expenses except his/her own. Expenses submitted by the President require the approval of the Executive Committee. A detailed summary of expenses incurred by the President shall be provided to the Board on a minimum of a quarterly basis for ratification.

X. POLICY REVIEW

This policy shall be reviewed annually or at such time as there is a major increase in travel or associated costs.

February 13, 2016

DIR-002

REGION MEETINGS

I. GENERAL

In accordance with **Article 36.1** of the Bylaws, Directors of the Federation shall hold at least two meetings of the Clubs in their Region per year. The purpose of these meetings is to facilitate communications between the Board and the member clubs. It is the intent of this policy to provide guidance for the conduct of these meetings.

II. NOTICE OF MEETING

Directors shall provide adequate notice for Region meetings. Where necessary, the General Manager may be requested to give such notice, within a reasonable time frame. The Director-at-Large shall be notified of all Region meetings and may attend as a Federation representative.

III. CHAIRPERSON OF THE MEETING

The first order of business for these meetings shall be to appoint a Chairperson for the meeting. The Chairperson of the meeting does not necessarily have to be a Director.

IV. REPRESENTATION

Clubs within the Region will be entitled to the same number of delegates as they were at the previous General Meeting of the Federation in accordance with **Article 13** of the Bylaws.

V. MINUTES

It is the responsibility of the Region Directors to ensure that an accurate record of the proceedings is made. A copy of written minutes shall be circulated to the clubs in the Region within 30 days. In addition, a copy of these minutes shall be forwarded to the Federation office for filing. The minutes must clearly reflect a record of decisions and the names of any newly elected or re-elected Directors.

VI. EXPRESSION OF CONCERNS

The Directors shall bring to the Board of Directors as a whole, matters of concern as expressed at Region meetings.

VII. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

DIR-003

DIRECTORS' CODE OF CONDUCT

I. GENERAL

In accordance with **Article 30.1** of the Bylaws, a minimum of three Board meetings must be held each year. The purpose of this policy is to establish behaviors that will allow for efficient meetings and encourage each member to comfortably participate.

II. RESPONSIBILITY OF DIRECTORS

Directors are expected to arrive at meetings on time and fully prepared. They shall treat their fellow Board members with respect, and shall honor the authority of the Chair. Items of a confidential nature are not to be discussed outside the meetings.

Board members are to represent the interests of the general ATV community and not bias their views to a personal interest or objective. If a conflict of interest arises, the Board member is expected to fully disclose the nature of the conflict and not participate in proceedings dealing with the matter.

III. RESPONSIBILITY OF THE MEETING CHAIRPERSON

The Chair of Board meetings, normally the President, is expected to prepare an agenda and circulate it in advance of the meeting. The Chair shall encourage the participation of all attendees and maintain order at all times.

IV. ALCOHOL AND SMOKING

Board meetings will be conducted in a smoke free and alcohol free environment. There will be regular breaks.

V. LOCATION OF MEETINGS

The location of meetings will normally be in the Fredericton area, except for meetings prior to the AGM. It is desirable that meetings are held in a pleasant and relaxed atmosphere.

VI. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

DIR-004

DELEGATES TO EVENTS

I. GENERAL

The Federation believes that it is in the interest of the New Brunswick ATV community to be represented at conventions and trade shows with a direct connection to ATV recreation.

II. ATTENDANCE AT TRADE SHOWS AND CONVENTIONS

Attendance at trade shows shall be at the discretion of the Executive Committee provided that related costs fall within the allowances made in the Annual Budget. Should the costs be in excess of the approved budget, approval shall be sought from the Board at a normally scheduled Board meeting if time permits, or by any electronic means. Approval shall be sought in the form of a motion. The Federation office shall retain a written record of the motion and results on file, and present as an addendum to the budget review at the next Board meeting.

III. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

DIR-005

SPOKESPERSON

I. GENERAL

The objective of this policy is to identify those individuals who are to act or speak on behalf of the Federation.

II. PRESIDENT

The President or General Manager may speak on behalf of the Federation at any time during their term. They shall be the only spokespersons unless they designate this responsibility for a specific event or item.

III. DIRECTORS

Directors shall refer all media requests for interview/comment to the Federation office. If Directors do make comments, they must clearly state they are speaking as individuals, and not as Directors of the Federation. Any comments so offered must not be in conflict with agreed/approved decisions made by the Board.

IV. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

DIR-006

DISCIPLINE/TERMINATION OF DIRECTOR

I. GENERAL

Article 36 of the Bylaws provides details the mandate of Directors, including cause for termination of office. This directive seeks to provide the process for the Board and clubs to follow should it be necessary to discipline a Director or terminate a Director's position. This is an action of last recourse. This Directive will provide the process to follow for each of the causes for removal of a Director contained in Article 36.3 of the Bylaws.

II. DIRECTOR RELIEVED BY CLUBS

If it is deemed that a Director is not fulfilling their mandate/ responsibilities, clubs, at a Region Meeting, must, by a 2/3 majority, vote for removal. If this condition is met, the Director, if present, must be notified within 48 hours of their dismissal and must be provided justification for doing so. Within seven working days, the Federation office must be notified in writing of the decision of the Region meeting. This shall include the motion presented, mover, seconder and distribution of votes. In accordance with Article 36.5 the Board shall ratify the vote taken at the regional meeting.

III. DIRECTOR RELIEVED BY THE BOARD

If the Director misses more than two Board meetings without cause, or it is deemed by the Board that the Director is not fulfilling their mandate and code of conduct, the Board, by 2/3 majority may relieve a Director of their position at a Special Meeting convened solely for that purpose. Prior to such action being taken, both the Director and the affected clubs shall be notified by mail or email of the proposed action to be taken by the Board. The clubs and the Director will have 30 working days to provide a response to the proposed action. At the Special meeting, the Board shall consider all facts made available, and shall give the Director a reasonable time to address the Board. The Board will then vote in-camera, and will immediately inform the Director of the results. Clubs will be notified of the decision within 5 working days. The other Director(s) from that Region will ensure all clubs are represented and will schedule a Region Meeting as soon as possible to elect a new Director to complete the term of the outgoing Director.

IV. VOLUNTARY VACATING OF POSITION

If a Director resigns before the completion of their term, they must notify the Federation office and the affected clubs in writing. The Federation office will ensure other Directors in that Region are notified, and will assist the region is convening a Region Meeting as soon as possible to elect a new Region Director.

February 13, 2016

DIR-006 (CONTINUED)

DISCIPLINE/TERMINATION OF DIRECTOR

V. DISCIPLINARY MEASURES AGAINST DIRECTORS

If it is deemed by the Board that a Director has been deficient in fulfilling their mandate, duties or code of conduct, but not sufficient to warrant removal, the Board may take disciplinary or administrative action. This shall be done at a Special Meeting where all facts are presented. The reason for consideration of potential action must be made available to the Board at that time. If, by 2/3 majority vote, action is warranted, the decision shall be communicated to the affected Director immediately and a record of decisions shall be placed on file.

VI. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

JAM-001

FEDERATION SPONSORED EVENT

I. GENERAL

As a means of promoting ATV recreation in New Brunswick, the Federation will sponsor an event, up to \$6,000.00 to the host. Receipts are required for claimed expenses incurred by the clubs.

II. SELECTION COMMITTEE

The role of this committee will be to evaluate applications and make a recommendation to the Board. Any member of the Selection Committee will be expected to declare conflict of interest should the club of which, they are a member, apply.

III. DATE OF THE EVENT

- New Brunswick Day Weekend.

IV. CRITERIA

A list of criteria will be used for evaluations. The criteria will form the basis of a club's application. All submissions, which have been fully completed and include detailed information on the following criteria, will be reviewed. The submission must include the following criteria in order to be complete.

1. Name of Host Include complete mailing address, telephone number, fax number and email address.
2. Chairperson The name, mailing address and telephone numbers of the person who will be chairing the committee
3. Location The geographical location of the host city, ease of access to get there, travel time to arrive, potential tourists traveling to this location.
4. Description General description of the event.
5. Expectation What is the expected exposure for the Federation
6. Map A map detailing all accommodations and access by ATV, access by ATV to all events and proposed trail runs.
7. Parking Adequate parking facilities at the event.
8. Trail Conditions What trail conditions usually are like in the area. Are they managed trails, signage, etc.
9. Accommodations The total number of rooms and camping facilities and the proximity to where the event will be held.
10. Accessibility The ease of access to motels, campgrounds, service stations, dealers, eating establishments and festival activities by ATV.

February 13, 2016

JAM-001 (SUITE)

FEDERATION SPONSORED EVENT

IV. CRITERIA (CONTINUED)

Other relevant (optional) information, but not necessary for consideration

1. Services ATV dealers, service stations, restaurants, shopping centers, etc.
 2. Activities An agenda highlighting activities scheduled for the event.
-

V. APPLICATIONS

Clubs applying to have their event considered for sponsorship by the Federation must submit their application by mid-June for the following year.

VI. FINAL SELECTION

The Board of Directors shall make the final selections.

VII. EXPECTATIONS

Hosting clubs will include Federation promotion in their event advertizing by naming the Federation as a major sponsor and using the Federation Logo in all promotions.

VIII. FEDERATION RESPONSIBILITIES

The Federation will promote the events in the following manner:

1. Website
 2. Newsletters
 3. Emails to all members
 4. Press Releases
 5. Attend the event with the Truck and Trailer
-

IX. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

CLB-001

FINANCIAL REPORTING BY CLUBS

I. GENERAL

In order to develop a database of trail maintenance costs, the Federation requires clubs to submit semi-annually a financial report. The purpose of this policy is to standardize the information that is reported.

II. DEADLINES

Clubs are expected to submit their reports before **March 15** and **September 15** of each year.

III. REQUIREMENTS

Clubs are required to submit information on the NBATVF Annual Financial Report form to attest to the accuracy and completeness of the information.

IV. PENALTY

For any section of this policy that is not adhered to by a member club, the club's Trail Disbursement Funds shall be frozen immediately by the General Manager, who will inform the Board of Directors by the most expedient means possible. The Board, at their next meeting and at their discretion, may reinstate all or a portion of the frozen funds in question.

V. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

CLB-002

NEW CLUB APPLICATIONS

I. GENERAL

In accordance with **Article 28.c** of the Bylaws, the Board may accept additional clubs as members of the Federation. The purpose of this policy is to establish and standardize the process by which new clubs are admitted.

II. APPLICATION PROCEDURE

Clubs requesting status, as members of the Federation, must complete the NBATVF Membership Application form and submit it to the Federation office.

The General Manager shall then forward a copy of the application to the appropriate Region Directors. The Region Directors shall request the bordering clubs to prepare a written impact statement regarding the application.

The Region Directors shall then be expected to make a recommendation at the next Board of Directors meeting. Final approval of new club applications rests with the Board of Directors.

III. PROBATION PERIOD

There shall be a probationary period of **1 year** for new clubs accepted as Federation members. If, at the end of **1 year**, the Board is satisfied with the performance of the club, permanent membership status shall be granted.

IV. FREQUENCY OF APPLICATION

Should a club be refused membership in the Federation, the Board, for a minimum of 12 months will not consider additional applications from that club.

V. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

CLB-003

DISCIPLINE/ACTION AGAINST NON-COMPLYING CLUBS

I. GENERAL

Articles 6 and 10 of the Bylaws provide details on the responsibilities of member clubs and cause for loss of membership respectively. This directive seeks to provide the process for the Board and clubs to follow should it be necessary to take disciplinary action, up to and including termination of a club's membership in the Federation. This is an action of last recourse. Reasonable attempts will be made by the federation office to resolve any issues, but will not accept recurring issues, e.g., repeated late submission of reports, membership fees, etc.

II. INITIAL NOTIFICATION

If it is determined there is cause for termination of a club's membership for non-compliance, or any other justifiable reason, the Federation office must advise the Executive and the affected Region Director(s) in a timely manner, providing reasons for such action. The Executive, in consultation with the Region Director(s), shall determine if such action is warranted. If it is warranted, the Director, within five working days, shall notify the affected club they are being considered for termination of their Federation membership, giving detailed reasons. The Federation will also immediately freeze the clubs Trust Fund account.

III. BOARD/STAFF ACTION

In accordance with **Article 28(c)** of the Bylaws, at the next Board meeting, either scheduled or by teleconference, the Board shall consider the facts concerning the non-complying club. Should it be determined by simple majority that the club is non-compliant, the General Manager shall, within 7 working days of the Board meeting, notify the affected club by letter, a copy of which shall be kept on file and cc'ed to the Region Director(s). The Region Director may also verbally advise the club as soon as possible.

IV. CLUB ACTION

Once the club has received the letter of termination, it may appeal, in writing, to the Federation, through the Region Director, within 30 working days. Additionally, the club will detail what action it has taken or will take to rectify the situation and how it will ensure there will be no further recurrences. In the interests of speed and consideration by the Board, it is ideal if this correspondence could be sent electronically.

February 13, 2016

CLB-003 (CONTINUED)

DISCIPLINE/ACTION AGAINST NONCOMPLYING CLUBS

V. FOLLOW-ON BOARD/STAFF ACTION

The Board will give careful consideration to any appeal by an affected club. If it is a first occurrence, and the club has clearly detailed how it will correct the issue in question, the Board may cancel the termination of membership and release Trust Fund allocations. The Board, through the Federation office, will notify, in writing, their decision. It will include the statement that should the same incident happen again, there will be no recourse for appeal, unless there are extenuating circumstances.

VI. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

CLB-004

MINIMUM REQUIREMENTS FOR A CLUB TO BE IN GOOD STANDING

I. GENERAL

The minimum requirements for a Member club to be in good standing should include:

1. Club Incorporation;
 2. Creation of a set of club Bylaws in accordance with “Robert’s Rules”;
 3. AGM attendance is mandatory unless excused by the President;
 4. Regional meeting attendance is mandatory unless excused by a Regional Director;
 5. Must hold at least one (1) local meeting per year that is open to all of your club members;
 6. Must have a minimum of twenty-five (25) members.
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II. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

TRL-001

ACTION AGAINST NON-COMPLYING CLUBS

I. GENERAL

The purpose of this policy is to define the source of Trail Development Funds and identify the qualification requirements necessary for member clubs to meet in order to qualify for Trail Development Funds.

II. SOURCE OF FUNDS

The primary source of funds will be from a registration rebate received from the New Brunswick Department of Transportation in the amount of TWENTY FIVE (\$25.00) for every All Terrain Cycle (3 wheel ATC) AND All Terrain Vehicle (4 Wheel ATV) registered each year in the Province.

We should lobby to include Yamaha Rhino's, RVL, Kubota and Kawasaki Mules.

III. DISBURSEMENT OF FUNDS

Disbursement of Trust Fund monies shall be based on a formula approved by the Board of Directors. Clubs shall be provided a record of the funds they may access for authorized expenditures.

IV. FUND REIMBURSEMENT PROCEDURE

Clubs shall submit claims for reimbursement, using the authorized claim form, to their Region Director for initial approval. All receipts being claimed must be attached. (Clubs will be expected to keep copies of receipts) Within 14 days, the Director will forward any discrepancies to the club for resolution. The Region-approved claim will then be forwarded by the Director to the Federation office for final review and reimbursement to the club.

V. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

February 13, 2016

TRL-002

REGION FUNDS

I. GENERAL

The purpose of this policy is to manage and to distribute regional funds.

II. SOURCE OF FUNDING

Funds from the trust fund account. Region formula 36%

III. CATEGORY OF FUNDING

Development and maintenance of managed trails, equipment, infrastructure, signage, safety initiatives, and environment.

IV. FUNDING APPROVAL

A club or clubs must provide a detailed written submission to the Regional Directors, and then the region directors forward the submission to all clubs of that region and the Board of Directors. The Proposal requires Fifty one percent (51%) of the regional distribution of funding. The region Director contacts and provides a detailed written submission with receipts to the Federation for distributing of funds to the club or clubs of the region.

V. APPEALS

If the Region denies the request for funding, the submission can be appealed to the Board of Directors in writing. The Board's ruling will be final and binding on all parties at the next BOD meeting.

VI. POLICY REVIEW

The policy shall be reviewed annually and revised at the discretion of the Board of Directors.
