



## **1. Membership / Executive**

- 1.1. A member in good standing is a person of good character who is a credit to the OCMC and has paid his or hers dues in full for the current year.
- 1.2.1 Membership is open to those who have filled out a “prospective member” form, have attended 2 regular meetings and obtained three signatures before becoming eligible (1.14).
- 1.2.2 (Supersedes Rule 1.2.1) A “Volunteer Membership” is open to those who have submitted the Membership form, paid membership dues including the \$100 volunteer deposit, signed waivers and agree to obtain three signatures/stamps on the prospective worker card. The three signatures/stamps on the prospective worker card can be obtained throughout the duration of season. Failure to comply with the three signatures/stamps throughout the series events will see the \$100 deposit forfeited. A “Non-Volunteer Membership” is open to those who have submitted the Membership form, and have included a non volunteer charge of \$100 to their membership payment. A worker card will not be provided to these members. A Non-Volunteer Member MUST continue to participate in the mandatory flagging rotation
- 1.3. All of (1.2) is conditional on the prospective member having notified the membership chairperson of the requirements in (1.2) and fulfilling them within an OCMC calendar year (November-November).
- 1.4. Prospective members must be present at a regular meeting in order to be voted in as a full member.
- 1.5. Membership is considered to be the cardholder, spouse or co-habitant and children under the age of 16.
- 1.6. Cardholding members must be a minimum of 16 years of age. Any person over 16 living at home, still being a dependent, pays \$45.00 for club privileges.
- 1.7. Members who have been out of the club for one year or more may rejoin by paying the yearly dues (see rule 1.9).
- 1.8. Enthusiast membership is \$30.00. This membership will give the enthusiast member a newsletter for one year and allow them to attend club functions. Enthusiast members are not entitled to ride in any club events or races, on or off club properties (unless noted otherwise). They are also not entitled to voting privileges. Enthusiast memberships do not count towards your membership years.
- 1.9. All new members must pay full dues, plus initiation up to August 1. After August 1 initiation is paid in full and membership dues are one half of the yearly dues (i.e. a new member joining in either January or May, for example, would pay full dues of \$100.00 plus initiation of \$50.00. A new member joining in August or October, for example, would pay \$50.00 dues and initiation of \$50.00).
- 1.10. Returning members pay full dues up to August 1 and one half of the years maximum dues after

August 1. Fee schedule as follows: If a returning member rejoins in January the dues are \$100.00, in February \$ 110.00, in March \$ 120.00 up until the general meeting prior to the mandatory MX, meeting in April when the dues become \$ 130.00 (the years maximum).

- 1.11. A non-OCMC member may participate in any OCMC events. All riders and racers wishing to participate must be an OCMC member in good standing or purchase a day-pass at the cost of double the race fees. Each non-member may only purchase three day passes per racing season.
- 1.12. Life Membership Criteria: Eighteen consecutive years as a cardholder will entitle one to life membership. At this time a certificate or Pin will be presented to the life member. Life members will not pay yearly membership dues but are still required to pay per event they wish to enter (unless hosting said event). Life members must sign a membership and waiver form each year to inform the executive that they wish to continue their "active life membership" status. Failure to sign yearly waivers may result in membership status becoming "in-active". The number of life members will not be based on total membership. CMA, OO, OFTR or other interclub membership has no influence on life membership. Life membership will not be based on service rendered.
- 1.13. Recognition pins will be given to club members at the 10 and 15 year consecutive marks.
- 1.14. All members who are in good standing will receive a worker card. For every 3 hours worked (either a Monday MX work night or a cross country/enduro), the member shall obtain a signature from the event chairperson or an executive member in attendance. Once the member has obtained 3 signatures (and submitted their work card), he or she is entitled to one free single ride at a non-sanctioned OCMC event. Please note: Only 1 signature/membership/event.
- 1.15. Members who chair an OCMC organized event are not required to pay an entry fee for that event. If they do not ride in their event, and elect to work it, then they shall receive a pass which will enable them to ride another event at no charge. This includes but is not limited to the following: MX marshal, referees, event chairperson.
- 1.16. At the first general meeting of the fiscal year, the newly elected executive will suggest to the membership, the cost of the membership renewal for the upcoming year. This will be voted upon by the membership at a regular meeting.
- 1.17. The elected executive shall be exempt from paying membership fees during their term in office.
- 1.18. Votes for executive members shall be restricted to one vote per cardholder (membership).
- 1.19. No proxy votes will be accepted.
- 1.20. Nominations for the next year's executive will be open two meetings prior to the last meeting of the fiscal year (last 2 meetings in October) and will close at the end of the last meeting in October; no further nominations will be added on election night. The new executive will be voted upon at the last meeting of the fiscal year (first meeting in November) using separate prepared ballots for each position listing all standing candidates. Nominees may decline at either nomination meeting, nominees must be present at the 2nd nomination meeting to stand for election or must send a representative to indicate their intention to do so. Absence will be interpreted as declining the nomination. Members may stand for as many positions as they are eligible for, if they are elected to a higher position their name is dropped from all other position lists. Positions will be voted on in this order: President (who has previously served on the executive), Vice President, Treasurer, Competition, Membership, Secretary, Quartermaster and Director. At the discretion of the executive members any position may be deemed a shared position.
- 1.21. At least one position of Director on the OCMC executive will be reserved for those members who have not served on the executive before. The 2nd position shall be open to ALL members of the OCMC. Further, one director shall be appointed by the incoming executive at the first executive meeting.
- 1.22. Competition in OCMC events (non Interclub) shall be restricted to members as described under "membership" unless otherwise agreed to by the membership body.
- 1.23. It shall be the sole responsibility of the elected competition chairperson to administrate the club activities pertaining to competition events.
- 1.24. Each event must have a chairperson whose responsibility includes the scheduling and

administration involved in the promotion of an event. Furthermore, the executive shall reserve the right to sanction or Veto any or all activities of the event chairperson.

- 1.25. As required, when riding club events all participants must display their membership number clearly on the front and both side of their motorcycle only, in order to be scored and accumulate points. For club motocross events the same number must be displayed on all three number plates.
- 1.26. A regular meeting shall be held on the first Wednesday of every month with the exception of April/May (for membership sign up and mandatory meeting) and October (for elections). Dates for these months will be posted to the members in advance.
- 1.27. Where exceptions to rule 1.26 are necessary, OCMC members will be notified in the club newsletter.
- 1.28. Executive meetings will be held as often as deemed necessary by the current executive.
- 1.29. OCMC rules may be revised on an annual basis, the revisions must be attached to the news letter and posted on the web-site for review and comment. OCMC rules may be added, deleted or amended by a majority vote of attending members in good standing throughout the course of the year at a general meeting. The process will be carried out according to Parliamentary procedure where by the motion from the floor shall be discussed and voted upon at the subsequent meeting.
- 1.30. When an OCMC member works a specific Interclub event on the day prior to the event or the day of the event, the member and all those covered under the members family membership will be admitted free for that specific event.
- 1.31. The OCMC is a voluntary club, it is mandatory that each member flags their assigned event(s). A flagging list will be created in alphabetical order, the names will be posted in advance indicating who is required to flag that particular event. Flagging is restricted to persons 16 years of age and older.
- 1.32. Any expenses for OCMC activities exceeding \$200.00 must have prior approval from a minimum of two (non-related) executive members. Consultation with the OCMC treasurer is recommended.
- 1.33. The OCMC shall be represented at all CMA/OO/OFTR and Interclub regional meetings, the OCMC executive shall make known the results of the regional meeting at the next regular OCMC general meeting.
- 1.34. Any reference to the OCMC shall not be used in any publication without express permission of the majority of the presiding executive.
- 1.35. No member should earn money for the OCMC with intent of putting it towards membership fees. All money earned shall go directly to the OCMC.

## **2. MX Marshal/Referees**

- 2.1. The MX Marshal will be appointed by the President prior to the start of each seasons racing. The MX Marshal will serve in this role for the duration of the MX season.
- 2.2. The MX Marshal will be responsible for enforcing all club rules in regards to competition during racing. The MX Marshal will identify infractions to the competition director along with the decided penalties. Where possible all infractions will be enforced as per the written rule. Where deemed reasonable the MX Marshal will use his/her discretion to handle incidents not specifically identified in the club rules.
- 2.3. The MX Marshal will have up to (3) referees assigned to work with and assist in monitoring the activities during each race night. The referees will report any infractions to the MX Marshal who will then act accordingly. At no point will a referee directly interface with a rider deemed to have committed an infraction.

- 2.4. The referees (up to 3) will be appointed by the president (in consultation with the MX Marshal) and will serve for the entire racing season. The duration of the term may be altered at the discretion of the president or MX Marshal.

### **3. Competition: Covers MX, Cross Country & Enduro Unless Under in a Separate Section**

- 3.1. General rules are listed below and shall be used in conjunction with rules supplied by either Off Road Ontario for Cross Country events or CMA for motocross where applicable.
- 3.2. All pets must be on a leash at all times.
- 3.3. MX Big Track Classes: Expert, Intermediate, Novice A, Novice B, Plus 30, Plus 40, Plus 50, Sportsman, Youth 7-11 A and B (B only if numbers permit), Youth 12-16 A and B (B only if numbers permit), Ladies A, Ladies B and Heritage class (big wheel only), must be 25 years old from current calendar year.
- 3.4. MX Small Track Classes: Pee Wee Beginner A (This is a beginner class, no performance/race ready type bikes will be permitted), Pee Wee Beginner B, (This is a beginner class, no performance/race ready type bikes will be permitted), Pee Wee Intermediate A, Pee Wee Intermediate B, Pee Wee Expert, Girls A, Girls B, Junior Sport, Junior Beginner, Junior Intermediate, Junior Expert.
- 3.5. Cross Country Classes: Expert, Intermediate, Novice A, Novice B, Plus 30, Vet expert (38 and older), Plus 40, Plus 50, Ladies A, Ladies B, Youth A minimum 65 cc to 105 cc maximum for 2 stroke, 150 cc maximum for 4 stroke with 19" front wheel (max), Youth B up to 85 cc up to 17" front wheel (max), Pee wee 50 cc 2 stroke or 4 stroke, maximum 80 cc 2 stroke trail bike or 100 cc 4 stroke 14" front wheel (max).
- 3.6. Move up points are applied to all progressive motocross classes on both the big and small bike tracks. Riders cannot be forced to move from one class to another thru accumulation of move up points if they are not comfortable for safety reasons.
- 3.7. All qualitative assessments required for move ups will be at the discretion of the competition director and/or his/her designate. In these circumstances their decision is final and binding. An example of qualitative assessments would be riders moving from one class to another, riders deemed to be sandbagging, riders in a class deemed to be over capacity due to safety concerns may be advanced to the next class, and of course new motocross riders/members.
- 3.8. Move up points will be assigned based on the **overall** position of the day as follows: 1st – 4 points, 2nd – 3, 3rd – 2, 4th – 1.
- 3.9. Once you have earned 25 move up points (as/3.7), you must move up.
- 3.10. At the end of each major series and in preparation for the next season move ups will be done. Move up points will be carried over between series and from year to year. Move up points will be zeroed for those who have been moved up.
- 3.11. You cannot move up a class with out earning the required move up points.
- 3.12. You cannot move down a class.
- 3.13. Points for Club events- The breakdown will be as follows: 1st place- 25pts; 2nd place. 22 pts; 3rd place- 20pts; 4th place- 18pts; 5th place-16pts;6th place-15pts 7th place- 14pts; 8th place 13pts; 9th place- 12pts; 10th place- 11pts; 11th place- 10pts; 12th place- 9pts; 13th place- 8pts; 14th place- 7pts; 15th place- 6pts; 16th place- 5pts; 17th place- 4pts; 18th place- 3pts; 19th place- 2pts; 20th through last place- 1 pt. These points will be awarded per moto/heat. Anyone who starts a moto and "DNF's" shall be credited with last place points. Last place is defined as one point, unless

more than 15riders. Overall points for the event will be credited towards the high point awards. They will be credited as 25,22, 20,18,16,15,14,13,12,11,10,9,8,7,6,5,4,3,2,1.

- 3.14. The high point award will be presented at the annual awards banquet. Awards will be given for all types of events providing there were two or more events of that particular type of competition held. High points will be awarded to Mighty Mini (highest points of any class on small track MX plus, peewee A cross country), Youth 7-11 A or 12-16 A plus cross country, Youth A, Ladies A and big wheel intermediate or expert rider with highest combined points.
- 3.15. The number one plate will be kept for the rider accumulating the most points in OCMC events in the preceding year. The riders' regular OCMC number (the number issued to the rider during the previous year) will be held while the rider holds the number one plate.
- 3.16. Youth class riders will be a maximum of 16 years of age as of January 1st of the current year and shall ride a maximum of 105 cc two stroke or 150cc four stroke maximum front wheel size of 19" (except cross country, youth B max 85 cc 2 stoke and 17" front tire size).
- 3.17. Big Wheel progressive classes consist of large wheel bikes and are designated Novice A, Novice B and Intermediate.
- 3.18. Youth and Ladies classes shall be run separate from other classes in speed events.
- 3.19. Youth or lady riders may ride with big wheel classes with special permission from competition director. Veterans will consist of 3 classes. One being plus 30, the other being plus 40 and the final being plus 50 as of January 1st of the current year.
- 3.20. The OCMC Novice, Youth and Ladies MX classes shall be split into A and B when rider numbers permit. Rider classification will be based on rider skill as determined by the OCMC Competition director.
- 3.21. At the OCMC club enduro riders may ride in their CMA/OO/CMRC ranked classes (with the exception of pro). OCMC sportsman and veteran classes will also be run.
- 3.22. Under age riders will not be permitted to ride the OCMC enduro or trail rides where a drivers license is required.
- 3.23. Sportsman Class Motocross is to remain a non points class. Any rider who rides in a "points" class is ineligible to enter the sportsman class at the next meet. No small wheeled motorcycles. Start handicaps are at the discretion of the organizer/chairperson. A non points class will not take precedence over a points class.
- 3.24. In the event of a points tie at the end of a racing series, the win will go to the competitor with the most number of 1st, 2nd, or 3rd place finishes and so on.
- 3.25. Results will be deemed official and final 4 weeks after the event has taken place. No discussion of alteration will be entertained after 4 weeks.
- 3.26. Competitors must wear approved riding equipment in good condition including but not limited to: Full sleeve motocross jersey, motocross type protective pants, motocross boots, goggles, gloves & helmets must be certified by at least one of the following standards: JIS T 8133:2007, Snell M2010
- 3.27. Competition tires may be used but chains and cleats are prohibited. The use of paddle, scoop or continuous radial rib tires is prohibited.
- 3.28. When a starting gate is used, the front wheel must be within 50 cm of the gate when the 5 second signal is given. Failure to comply may result in a false start penalty at referee's discretion.

- 3.29. In conjunction with 3.28, bikes must be perpendicular to the gate.
- 3.30. If in the referee's opinion it is necessary to stop an event after at least 50% of the total time has been covered, the race may be considered complete.
- 3.31. You may appeal any disciplinary decision by presenting your appeal (with advance notice) at the next regular OCMC meeting.

#### **4. OCMC Club Enduro:**

- 4.1. Off Road Ontario rules apply except for timekeeping.
- 4.2. Start of event 3-4 riders on a minute.
- 4.3. Free area in between race sections.
- 4.4. Starts of checks are: check in on any minute, must start on a whole minute.
- 4.5. Check outs are timed to the second.
- 4.6. No hour out's, but check's are closed 1/2 hr after the last rider is expected to arrive based on the unofficial average speed time of the event or when the sweepers advise the check people that there are no other riders are expected.
- 4.7. Riders are to start on there row but can ride with there buddy or family and can show up to checks early or late and will not be penalized with the exception that the check is still open or if they arrive too early.
- 4.8. At gas there will be flip cards with key time to restart riders to allow check crews to be in place.
- 4.9. Rider's must add there own scorecard and post on scoring board.

#### **5. Cross Country Rules ( As/Off Road Ontario):**

##### **5.1. Race Procedure**

- 5.2. All large wheel events shall run a designated time of not less than 2 hours. No event should run longer than 2 hours and 45 minutes. The event referee may decide to call the event prior to the full duration in the event of inclement weather which at their discretion threatens the safety of the participants, property or any other person.
- 5.3. The event shall be deemed official if half of the original duration is completed.
- 5.4. Track re-routing may also be deemed necessary from time to time at the referee's discretion to ensure participant safety, progress of the race and fairness to participants shall be considerations in so doing.
- 5.5. All Championship Cross Country tracks must be a minimum of six (6) km long as initially laid out at the start of the event. A longer course is more desirable.
- 5.6. **Course Marking:** The official route, which must not be left for any reason whatsoever, will be indicated by brightly coloured arrows and plastic tape/ribbon where needed.
- 5.7. **Arrows: Orange arrows** - Main course **Pink arrows** - Pro/Expert class options. **Green arrows** - Vintage, Ladies, and Beginner class options. **Corner Warning Arrows**- Arrow pointing down on a 45 degree angle in the direction of the turn. Corner warning arrows are placed approximately 0.1km before the turn. **Caution Arrows**- Arrow or arrows pointing straight down. **"W" Arrows** – Used to signal the riders that he/she made a wrong turn or missed a turn.
- 5.8. Event organizers who deviate from the official route marking scheme will fully explain the methods of route marking and colours used during the riders meetings.

- 5.9. **Additional Markings:** In those cases where the riders must follow a very definite route (i.e. on grassland, rough terrain, footpaths, etc), the organizers must indicate these passages precisely and very clearly by two rows of posts joined by a tape or double arrows on both sides of the trail. It is recommended that any course splits for the different classes be live and staffed at all times to ensure riders take the correct course.
- 5.10. **Morning Races:** The first rider to cross the scoring area at or after the 2 hour mark will receive the checkered flag and his exact finishing time (to the nearest second) shall be recorded. All subsequent riders shall be given the checkered flag and their exact finish times be recorded. Finish order will determined by laps completed and time to finish. Overall scoring (as well as class scoring) shall be based on total elapsed time (from time of start to time of finish) and total laps completed. It therefore may be possible that the first rider to receive the checkered flag may not be the overall winner.
- 5.11. **Afternoon Races:** The first rider to cross the scoring area at or after the 2 hour mark will receive the checkered flag and his exact finishing time (to the nearest second) shall be recorded. All subsequent riders shall be given the checkered flag and their exact finish times be recorded. Finish order will determined by laps completed and time to finish. Overall scoring (as well as class scoring) shall be based on total elapsed time (from time of start to time of finish) and total laps completed. It therefore may be possible that the first rider to receive the checkered flag may not be the overall winner. **Note:** It is recommended that the referee give the riders as much information as possible regarding the length of the race using flags and pit boards, (Half way, 2 laps to go, etc.), so that they can plan their gas stop strategy.
- 5.12. **Finisher:** A rider who finishes a minimum of one complete lap will be considered a finisher.
- 5.13. A rider must finish in the top 20 of his/her class to receive championship points. Riders who are DNF or disqualified will not receive points.
- 5.14. **Start Procedure:**
- 5.15. Starting procedures will be explained at Riders Meeting.
- 5.16. Riders, pit crew members, machines and equipment are not permitted on the starting line until authorized by the race official.
- 5.17. Each wave will start at exactly one minute intervals.
- 5.18. The afternoon race start order will be Pro, Expert, Vet Experts and Intermediate.
- 5.19. The Morning race start order will be Veteran, Novice, Super Veteran, Masters, Ladies, Beginner and then any optional classes that the event organizer wishes to run will follow.
- 5.20. Complete classes should be combined to start fewer waves if number of entries allow.
- 5.21. Riders shall line up on their assigned starting row on a first come basis when directed by the race official.
- 5.22. No practice runs or practice starts.
- 5.23. All starts are dead engine with the rider on the motorcycle. The blue flag will signal all riders to turn off their engines.
- 5.24. A "10 Seconds" signal will be given before the green flag is thrown. At the "10 Seconds" signal, all crew members must clear the start area and exit behind the next row to start.
- 5.25. All flags and signals will be explained by the referee or designate at the riders meeting. 5.26.

## **Numbers and Scoring:**

5.27. The top 10 competitors in the pro class of the Cross Country championship of the previous year will be allowed to display their earned number on their motorcycles during all Cross Country competition.

5.28. Pro Riders will display a red number plate with white numbers. Only those riders earning Championship numbers may display a top ten number.

5.29. It is the responsibility of the promoter to score riders properly. It is the rider's responsibility to display the proper number plate with legible numbers.

5.30. Where electronic scoring is employed, the rider must ensure that they have secured their transponder to their bike or equipment in the proper location and method, and that they have had it scanned at sign in and that it is in working order.

### **5.31. Refueling Area (Pit Lane):**

5.32. Riders will only refuel in the designated refueling area which will be located after the scoring/finish line area.

5.33. The organizer will provide a minimum of two 3A10BC rated fire extinguishers for the refueling area and ensure that volunteers and pit crews know the location of the extinguishers. Volunteers\course marshals assigned to the refueling area will ensure that they are familiar with the operation of the extinguishers.

5.34. Smoking is prohibited in the refueling area.

5.35. Riders are not to be at race speeds while entering and exiting the pit lane. Violation and subsequent penalties are at the discretion of the referee.

5.36. Motors are to be shut off while refueling.

## **6. Sound Policy:**

6.1. Each bike is required to be sound tested at the start of every new season and be no louder than 96 db, testing will be conducted as/SAE J1287 Stationary Sound Test Procedures as set out in the sound test manual. This includes the Heritage Class bikes.

6.2. Each rider will be issued a sound testing card which indicates the date the bike was tested. Each bike will be issued a sound test sticker for that current year which the sound testing director will apply on your bike, typically on the front number plate. Replacement stickers will be issued at the discretion of the sound testing director with proof of previous testing by showing your sound test card.

6.3. New members who join during the race season must make testing arrangements with the sound testing director in advance. Testing is required before you can enter an event.

6.4. If you modify your exhaust or purchase a new bike part way through the season you must make testing arrangements with the sound testing director in advance of your next event.

6.5. Exhaust systems and plugs must be securely attached to the frame of the motorcycle. If an exhaust system or plug becomes dislodged during an event, the rider could be black flagged by the MX Marshall and required to leave the track immediately. Proper repairs must be carried out prior to the motorcycle returning to that event.

6.6. All exhaust plugs which are installed on the exterior of the exhaust must be tethered in a suitable means so as to contain the plug to the bike if it becomes dislodged.

6.7. Should any person attending an OCMC event ride or attempt to ride at any time without the required exhaust plug or a 96 dB (A) (or less) tested exhaust will receive an automatic 3 race suspension.

## **7. Ice Racing**

7.1. All participants and volunteers must sign a waiver form and must attend the mandatory riders meeting prior to participating in the event.

7.2. All bikes MUST pass tech inspection. If your kill switch is not operational you will not be allowed to participate.

7.3. New riders to ice racing are required to wear a fluorescent coloured safety vest.

7.4. No one except riders officially entered in the event can ride or practice on any portion of the course on the day of the event.

7.5. No riders shall be refueling a machine at any other location than in pit row.

7.6. No dumping of any fuels, antifreeze or oils of any type on the ice.

7.7. No alcohol or drugs will be permitted at the event.

7.8. 1/4" double flat, slotted head screw with a maximum height of .300" as measured from the top of the tire knobby. NO CHISEL HEAD SCREWS WILL BE ALLOWED.

7.9. All bikes must have a front guard installed.

7.10. All bikes must have a tether cord kill switch.

7.11. Both front and rear brakes must be in working condition.

7.12. Helmets must be worn at all times.

7.13. Leather boots must be worn at all times.

7.14. It is recommended that you also have the following: Elbow pads, knee pads, handlebar muffs and balaclava.

7.15. Eye protection such as goggles or face shields must be worn at all times including practice.

7.16. Riders must use first gear only in pit row.

7.17. Snow plows have the right of way. Plows will plow from the race line outwards and then inwards or visa versa.

7.18. There will be no passing another rider within 50' of a snow removal vehicle. Doing so will result in automatic disqualification from the event.

7.19. When a faster rider is trying to pass, hold your line, don't race with them and let them pass.

7.20. If for some reason you have to slow down or to exit the track, raise your left arm and do so in a safe manor.

7.21. Be sure to re-enter the track in the proper direction in a safe manor.

7.22. The referee/track Marshall has the right to remove any rider or team from the event if their machine is lacking in traction and control causing a safety concern to other riders, teams and spectators.

7.23. If in the referee's opinion it is necessary to stop an event after at least 50% of the total time has been covered, the race may be considered complete.

7.24. The referee/track Marshall has the right to remove any rider or team who rides in such a way as to endanger officials, other riders or public.

## **8. OCMC Financial Policy**

- 8.1.1. The OCMC generates revenue throughout the year from event entries, membership sales and 50/50 draws. This financial policy has been created to ensure that OCMC revenues are handled appropriately with regards to all aspects of OCMC finances including revenue, banking practices and expense/bill payments.
- 8.1.2. Membership and event sign in forms must be created in a format that ensures that the appropriate waiver has been signed by each participant as well as a clear record of what each family or individual rider has paid. This will provide a clear account for event reconciling as well as the OCMC tax/HST obligations. Sign in forms must be submitted along with funds generated and are to be kept as a permanent record of revenue received.
- 8.1.3. Revenue collected at events or membership sales is to be counted by 2 non-related members of the executive and verified by signatures on the OCMC large white event envelope provided. This must be completed immediately on the day of the event.
- 8.1.4. Bank deposits are to be made immediately following each event or meeting where revenue is generated. Banking arrangements must be organized to ensure that funds can be deposited via direct deposit ATM or night drop box.
- 8.1.5. One deposit only access card is to be held by the OCMC treasurer. The president is provided with an online access code (view only) to monitor bank activity.
- 8.1.6. Invoices from suppliers are to be forwarded to the treasurer and immediately paid. The president shall be provided copies of invoices, email is the preferred method. Following OCMC elections the treasurer must notify all suppliers of the correct club contacts in which to submit their invoices.
- 8.1.7. All expenses incurred by members need a receipt. If no receipt is available then a written note must be provided with expense details and authorized by president and treasurer. Reimbursements for expenses are paid by cheque only.
- 8.1.8. At mid season the president must appoint 2 members to review/audit the clubs financial statements.
- 8.1.9. The OCMC accounting and bookkeeping is to be completed using recognized computer software designed for a limited corporation.
- 8.2. The official OCMC year end is November 30.
  - 8.2.1. The last meeting of the fiscal year (election night) will also be considered as the clubs annual general meeting ( AGM ) where the club will present it's financial results for the members review. All members will be notified of the date.