

# A.B.A.T.E. of Oregon, Inc.

## Sanctioning Guidelines

### A. Purpose:

1. These guidelines are established to facilitate the sanctioning of ABATE events; to outline the duties of the ABATE Sanctioning Officer; to ensure a uniform and fair application of sanctioning rules; to ensure compliance with insurance company policies and the laws and rules of the Oregon Liquor Control Commission (OLCC).

### B. Duties of the Sanctioning Officer

1. The Sanctioning Officer shall review the submitted sanctioning form to ensure that the sanctioning form is complete, all pertinent information is included and all appropriate licensing information (liability insurance information, vendor information and certificates as applicable) is included.

2. The Sanctioning Officer shall maintain records of all sanctioning applications and related forms. These records need to be kept in order and readily available. Records shall be maintained for seven (7) years. At the end of the seventh year, these records will be archived by the State Historian.

3. The Sanctioning Officer shall act as the sole contact with the Insurance Company of Record of ABATE.

4. The Sanctioning Officer shall ensure that the requesting Chapter is in good standing with ABATE. A Chapter, not in good standing, shall not qualify to hold a sanctioned Event.

5. The Sanctioning Officer has the right to withhold sanctioning of an event if:

a. The Sanctioning Officer can demonstrate that the Chapter or the Chapters requesting sanctioning of an event have not acted in good faith.

b. There is false, inaccurate or incomplete information on the sanctioning form, promotional materials, licensing certificates or insurance information.

## C. Completion of the Sanctioning Form

1. The sanctioning form will be provided by the Sanctioning Officer, either electronically or by other means available. It is the sole responsibility of the Chapter or Chapters requesting the sanctioning form to complete all of the required information in a legible manner. Forms submitted that are incomplete, illegible, unreadable or not accompanied by the required fees will not be considered for sanctioning.

a. Events that are put on by a coalition of Chapters shall appoint a single individual to act as the "Run Coordinator". This individual will be responsible for completing the sanctioning form, providing the required fees and associated paperwork and act as the "Person of Contact" for the Event.

b. The fully completed sanctioning form, applicable fees along with the proposed advertising flyer/poster must be received by the Sanctioning Officer not later than ninety (90) days prior to the event. The sanctioning form and the advertising materials must arrive to the Sanctioning Officer in a manner that allows the included materials to be published and distributed.

c. The Event flyer (jpeg or pdf format ) should be sent electronically or copied to a CD and delivered to the Sanctioning Officer to facilitate a clear and readable copy. The Sanctioning Officer shall not be responsible for flyers not submitted in this manner.

d. Chapters must provide the final form of the advertisements or the flyers that they will be using to promote their events.

1. Exception: Chapters may change their flyers or advertisements up to ninety (90) days in advance of the Event.

e. Upon approval by the Sanctioning Officer, the advertisement or flyer will be forwarded to the Newsletter Editor, Webmaster, Public Relations Officer and Historian.

#### D. Conflicts in Event Scheduling

1. A scheduling conflict occurs when the proposed overnight camp outs of ABATE Chapters are to occur on the same day or overlap.
2. It shall be the general policy of ABATE to give preference to "Customary Runs". The definition of a "Customary Run" shall be considered to be an Event that has occurred on the same weekend (dates will vary because of the calendar year) for five (5) consecutive years without interruption.
3. If another Chapter requests a date that is usually reserved by a "Customary Run", the Sanctioning Officer will notify the contact person of the Chapter that holds the "Customary Run" to see if a compromise can be reached with the other Chapter. If the Chapters agree to having their camp outs on the same day(s), the Run Coordinators will submit, in writing, the agreement reached to the Sanctioning Officer.
4. Events will be sanctioned in the order that the fees and other required paperwork are received by the Sanctioning Officer. The Sanctioning Officer shall record the date and time that the completed forms are received.

#### E. Appeal Process

1. The Chapter or Chapters which have had sanctioning withheld may appeal the decision of the Sanctioning Officer by filing an appeal in writing to the Board of Directors stating the reasons why they feel the decision is unjust. The Board of Directors may overturn the decision of the Sanctioning Officer by a simple majority vote. A quorum must be present.

#### F. Additional Liability Insurance

1. Any Chapter or coalition of Chapters that hold(s) an Event where the venue or the property owner(s) require more liability insurance than provided by the Insurance Company of Record for ABATE will procure such insurance at their own expense and have the property owner and ABATE listed as additional insured entities.

## G. Permissible Activities

1. Unless expressly prohibited in the Sanctioning Guidelines, Chapters may conduct their Event in any way that the Chapter deems to their advantage.
2. No ABATE Chapter may hold any Event where the Chapter, as an entity of ABATE, directly provides alcoholic beverages for sale or for free.
3. No ABATE Chapter will hold any event where there is a contest involving:
  - a. Speed competition or contest.
  - b. An acceleration contest.
  - c. An exhibition of speed or acceleration.
  - d. The making of a speed record.
4. Contests that are timed and/or depend solely upon skill are allowed.

## H. Violation of Sanctioning Guidelines

1. Any violation of the Sanctioning Guidelines may result in the denial of sanctioning of the Event in the future or other sanctions as deemed necessary upon investigation and the finding of fact by the Executive Board. (Ref. ABATE Bylaws Article XI)
  - a. The findings by the Executive Board will be submitted to the Board of Directors for final approval.
2. A Member or Members, a Chapter or Chapters, may appeal any action taken by the Executive Board by filing an appeal with the Board of Directors.
  - a. The appeal must be filed within thirty (30) days of the actions taken by the Executive Board.
3. The Board of Directors upon receiving an appeal from a Member(s) or Chapter(s) shall schedule a hearing within thirty (30) days of the date of the appeal to review the Executive Board's investigation and findings. And shall consider evidence presented by the Member(s) or Chapter(s) Representative(s) of the affected Chapter(s).
  - a. A majority vote from the Board of Directors, with a quorum present, is required.
4. The Board of Directors shall provide written notice to the Chapter(s) involved regarding the outcome of the appeal within ten (10) business days of the hearing.

## I. Policy on Alcohol

1. The policy of ABATE regarding the selling or furnishing of alcoholic beverages is that no Chapter shall act as a vendor of alcoholic beverages nor shall they purchase, as a Chapter, out of Chapter funds, alcoholic beverages to be sold or given away at a sanctioned Event.

2. Outside vendors of alcoholic beverages are required to be properly licensed with the OLCC and have current liability insurance. All servers of alcoholic beverages must have a valid OLCC "service permit" and must adhere to the OLCC laws and the Oregon Revised Statutes regarding the serving of alcoholic beverages.

a. Any violation of this policy by a vendor shall result in the vendor's privileges to attend a sanctioned ABATE Event to be revoked immediately. The vendor, the vendor's employees and the properties of the vendor shall be escorted from the premises on which the Event is being held.

b. Any violation of the policy by a Chapter or Chapters may result in the denial of sanctioning the Event in the future or other sanctions as deemed necessary upon investigation and the finding of fact by the Board of Directors.

## J. Vendors

1. Vendors, of any nature, attending a sanctioned ABATE Event must comply with all licensing and insurance requirements set forth by ABATE and the government agency(ies) having jurisdiction over the Event.

2. Food vendors must have current food handlers certificates issued by the State of Oregon.

3. Alcoholic beverage vendors must provide a current copy of their certificate of insurance and all servers must be in compliance with the OLCC laws and rules.

4. All vendors must comply with city and county ordinances concerning business licensing, food handler certificates and health department inspections and licensing.

K. Mass Gathering Permits

1. It is the responsibility of the requesting Chapter(s) to ensure that any permits required by the governmental agency having jurisdiction over the venue of the ABATE Event, are obtained.
2. The Run Coordinator for the Event shall ensure that all actions that occur during the Event meet the conditions set forth by the governing agency.
3. If a permit for a mass gathering is required it shall be obtained and submitted with the sanctioning form not later than ninety (90) days prior to the Event.

L. Sanitation

1. It is the responsibility of the Event organizers to ensure that adequate sanitation facilities are provided for the vendors and attendees of the Event.

M. Amendment to the Sanctioning Guidelines

1. These sanctioning guidelines may be amended by the Board of Directors by a majority of directors present, if a quorum is present. (Ref. ABATE Bylaws - Article VII )
  - a. Notice of proposed changes to the Sanctioning Guidelines must appear in the State Newsletter before being voted on by the Board of Directors.
  - b. The proposed changes must be brought back to the Chapters for discussion and approval.

(revised 09/30/06)

(revised 02/16/07)

(revised 04/21/07)

(revised 05/03/07)