Responsibilities of CACC Member Clubs

- Member Clubs must be in good standing with B.C. Registry Services.

- Annual Affiliation renewal notification will be sent out by the Secretary by November 30. Fees are due December 31, and should be paid in full no later than January 31. Member Clubs must abide by CACC Regulations and Bylaws.

- Shall submit their yearly schedule of events, as soon as confirmed, and any changes thereafter, to the CACC Secretary.

- Shall submit an annual report providing an overview of the club, a summary of the club's activities for the year, and plans for the upcoming year. This report may be submitted in writing to the CACC secretary, or presented in person at the Fall Meeting

- Shall promote CACC events and programs, such as the stewards program, officials training, CACC website and attendance at CACC meetings

- Shall advise the CACC Secretary of any contact information changes throughout the year.

- Clubs shall ensure all participants and competitors entering the premises for the event have signed a current CACC approved waiver. These waivers are to be obtained from the CACC website.

- Clubs should be aware of GCR 2.9 (Publications) and 5.6 (Notice on Official Documents).

- No Member Club or individual may represent themselves as a spokesperson or authority of CACC or issue any information on behalf of CACC, in any format, without the express written authorization from the Officers of CACC.

- Member Clubs will provide suitable parking and operational space for the exclusive use of the CACC officials.

- The Member Club shall provide the equipment and personnel to adequately provide emergency response to all areas of the course in accordance with the CACC GCR's during all periods of competition.

- The Member Club is responsible to provide the steward (s) with the approved event documentation including; permit, insurance, supplementary regulations, schedule and safety plan.

- **Ensure all event waivers are signed as required by CACC. This includes the Annual Parental Consent Waiver for Minors.**