



ATLANTIC REGION MOTOR SPORTS

REGIONAL HANDBOOK

Revised to March, 2026

Atlantic Region Motor Sport Inc.
PO Box 38067 Burnside
Dartmouth, N.S. B3B 1X2
Canada

Website: www.armsinc.ca
www.tracracing.ca
Facebook: www.facebook.com/ARMSinc
Twitter: www.twitter.com/arms_racing

© 2025 Atlantic Region Motor Sports Inc.
All rights reserved. All material in this document is the property of
Atlantic Region Motor Sports Inc. (ARMS) and may not be reproduced without prior written permission.



Table of Contents

1. Definitions	6
2. ARMS Board of Directors/Support Roles	8
3. ARMS Member Clubs	9
4. ARMS Operational Documents	10
4.1. ARMS By-Laws:	10
4.2. ARMS Regional Handbook:	10
4.3. ARMS Regional Privacy Policy:	10
4.4. ARMS Regional Race GCR and Class Rules:	10
4.5. ARMS Regional SoloSport Rules:	10
4.6. ARMS Regional Rally Rules:	10
4.7. ARMS Regional Karting Rules:	10
4.8. ARMS Regional Insurance Forms:	10
4.9. ARMS Regional Permit Applications:	10
4.10. ARMS Volunteer Non-Disclosure Agreement Form:	10
5. Membership Information	10
5.1. ARMS Member Clubs Annual Dues	10
5.2. ARMS Club Member Levy	11
5.3. Membership Categories for members of Member Clubs	11
5.4. ARMS Membership Reporting	11
6. Region Executive/Board of Directors/Support Personnel Job Descriptions	11
6.1. President	11
6.2. Vice President	12
6.3. Secretary	12
6.4. Treasurer	13
6.5. Executive Past President	13
6.6. Directors of Karting/Race/Rally/SoloSport	13
6.7. Licence Registrar	14
6.8. General Provisions - Elections	14
6.9. Regional Chief Steward (RCS)	16
6.10. Regional Race Committee/Director	16
6.11. Non-Disclosure Agreement	17
7. Duties and Powers	17
7.1. Duties and Request For Action	17
7.2. Chief Steward / Series Chief Steward	18
7.3. Stewards of the Meeting (SOM)	19
7.4. Judges	20



7.5. Chief of Timing and Scoring	21
7.6. Chief / Series Technical and Safety Inspector (Scrutineer)	21
7.7. Chief Registrar	21
7.8. Chief Medical Official	21
7.9. Drivers Observers	21
7.10. Press Officer	22
7.11. Social Media Position	22
8. Sanctioned Events	22
8.1. Authority	22
8.2. Championships	22
8.3. Event Qualification	22
8.4. Permits	22
8.5. Supplementary Regulations	22
8.6. Results	23
9. Competition Licences	24
9.1. Competition Licences	24
9.2. Licences Available	24
9.3. Licence Documentation	25
9.4. Incomplete Application	26
9.5. Expiry Date	26
9.6. Licence Fees	27
9.7. New Licences	28
9.8. Processing Time	28
9.9. Probation Letter as a Licence	28
10. Driver/Event Participant Behaviour and Conduct	28
10.1. Conflict of Interest	28
10.2. Standards of Behaviour	28
10.3. Behaviour Definitions	29
10.4. Alcohol and Narcotics/Drug Use	29
10.5. Social Media, Blogging and Internet Guidelines for Participants	29
10.6. Violations	30
11. Violation of Regulations	30
11.1. Evidence	30
11.2. Additional Breaches of Regulations	30
11.3. Repeated Violations	31
12. Penalties	31
12.1. Penalty Initialization	31
12.2. Hearing	31
12.3. Penalty Application	31



12.4. Reprimand	31
12.5. Monetary Fines	31
12.6. Probation	32
12.7. Suspension	32
12.8. Banning of Competition Privileges	32
12.9. Exclusion	32
12.10. Notice of Penalty	33
12.11. Publication of Penalties	33
12.12. Removal or Completion of a Penalty	33
12.13. Loss of Award	33
12.14. Amendment of Results	33
13. Inquiry	33
14. Protests	34
14.1. The Right of Protest	34
14.2. Time Limits for Protests	34
14.3. Videotape, Digital Video and Digital Still Image Evidence	35
14.4. Protest of a Vehicle	35
14.5. Lodging a Protest	36
14.6. Hearing a Protest	36
14.7. Judgement from a Protest Hearing	37
14.8. Protest Fees	37
14.9. Notice of Decision	37
14.10. Publication of Judgements	37
15. Appeals	38
15.1. Request for Appeal	38
15.2. Grounds for Appeal Requests	38
15.3. Time Limit	38
15.4. Effect of Requesting an Appeal	38
15.5. Required for Submissions	39
15.6. Decision to Grant Appeal	39
15.7. Appeal Proceedings	39
15.8. Conduct After Judgement	40
16. Insurance Requirements	40
16.1. General	41
16.2. Appointment of an Insurance Broker	41
16.3. Event Insurance Requirements	41
17. Other Fees	42
18. Travel Allowance Program	42
Appendix A: Ken Vaughn Memorial Award	44



Appendix B: Les Fraser Award	45
Appendix C: Regional Annual General Meeting Locations	46
Appendix D: Past Regional Discipline Championships:	48
Appendix E: ARMS Code of Conduct	49
Appendix F: Privacy Policy	50



1. Definitions

1. ARMS

Atlantic Region Motor Sports Inc. This is the governing body of motorsports for member clubs in Atlantic Canada.

2. Car

A self-propelled land vehicle running on four wheels, not inline, which shall be in contact with the ground. At least two (2) wheels shall affect the steering and at least two (2) wheels affecting the propulsion.

3. Category

A group of cars, classified according to the provisions of the General Competition Rules.

4. Class

A combination of similar classes of cars.

5. Driver

A person named as the driver of a car in any competition. Also, any person who drives a race car in any competition whether or not properly registered, entered, or named as the driver.

6. Entrant

A person or organization whose entry is accepted for any competition. The signature on an entry form shall be that of an individual ARMS member.

7. Event

7.1. **Non-competition event:** is when an automobile takes part in a scheduled program and which has no competitive nature in that neither times are given or results produced.

7.2. **Competition event:** is an event in which an automobile takes part and which has a competitive nature or is given a competitive nature by the publication of results.

7.3. Competitions are International, National, Regional or Club. Moreover, they may be Restricted or Closed.

7.4. **Restricted Event:** A competition is restricted when the competitors or drivers who take part in the event must comply with particular conditions, for instance, events by invitation come under restricted events.

7.5. **Closed Event:** A competition is called "closed" when it is confined solely to members of a club.

7.6. An event is a single competition with its own results. An event is considered to have begun as from the time scheduled for the beginning of administrative checking and/or scrutineering and shall include practice and the competition itself. It shall end upon the expiry of one or other of the following time limits, whichever is the latter.

7.6.1. Time limit for protests or appeals or the end of any hearings;

7.6.2. End of administrative checking and post-event scrutineering carried out in accordance with GCR's.



8. Force Majeure

A condition or conditions over which the organizers have no control, yet play a part in determining the outcome of a competition.

9. General Competition Rules (GCR's)

Regulations that define the ground rules for competition.

10. Non-Speed Event

An event in which the hazards do not exceed those encountered in legal travel on public roads, and which therefore do not require drivers to hold Competition Licences.

11. Participant

Any person signing the official waiver of liability including all organizers, entrants, drivers, crew, officials, members, workers, and all guests of the above and any ARMS member in attendance is a participant.

12. Sanction

The Documentary Authority, granted by ARMS to organize and hold a competition.

13. Speed Event

Competition in which more than one car is on the course at a time, vehicles are driven at maximum speeds, and a high level of driver and vehicle safety equipment is essential.

14. Supplementary Regulations

Regulations which are consistent with the GCR's and which define the additional ground rules of competition for a specific event.



2. ARMS Board of Directors/Support Roles

Executive Directors	
<u>President</u> Ming-duc Wong president@armsinc.ca	<u>Vice President</u> Debbie Miller vp@armsinc.ca
<u>Treasurer</u> Brian Partridge treasurer@armsinc.ca	<u>Secretary</u> Christine Iverach secretary@armsinc.ca
<u>Licence Registrar</u> Brent O'Connor registrar@armsinc.ca	<u>Executive Past President</u> Dave Hull pastpresident@armsinc.ca
Discipline Directors	
<u>Karting</u> Jeff Martin kart@armsinc.ca	<u>Race</u> Nate Peron race@armsinc.ca
<u>Rally</u> Malcolm Swan performancerally@armsinc.ca	
<u>SoloSport</u> Shawn Gayton autoslalom@armsinc.ca	<u>Performance SoloSport</u> Alex Brunt performancesolo@armsinc.ca
Support Roles	
<u>Regional Chief Steward</u> Daphne Sleight regionchiefsteward@armsinc.ca	<u>Regional Chief Instructor</u> Brian Gay regionchiefinstructor@armsinc.ca
<u>Webmaster</u> Ming-duc Wong webmaster@armsinc.ca	<u>Chief Race Scrutineer</u> James Whitman scrutineer@armsinc.ca



3. ARMS Member Clubs

AFRA Atlantic Formula Racing Association	
AMKA Atlantic Motorsport Karting Association	www.amka.ca/
AMP Atlantic Motorsport Park (Non-Voting)	www.atlanticmotorsportpark.com/
ARRCA Atlantic Region Race Control Association (Non-Voting)	www.facebook.com/groups/ARRCA/?ref=bookmarks
ASCC Atlantic Sports Car Club	www.ascc.ca/
BAC Bluenose Autosport Club	www.bluenoseautosport.ca/
FMC Fredericton Motorsport Club	www.frederictonmotorsportsclub.ca/
MMSC Moncton Motor Sport Club	www.mmsc.ca/
NBSCC New Brunswick Sporting Car Club	www.nbsccl.ca/
VMI Vinland Motorsport Club	www.vinland.ca/



4. ARMS Operational Documents

4.1. ARMS By-Laws:

The By-Laws will be available in pdf format on the ARMS web site at <http://www.armsinc.ca/about-arms/arms-documents/> On special request and for a fee hard copies can be supplied.

4.2. ARMS Regional Handbook:

This Handbook covers most of the information required for the daily operation of ARMS. The Handbook will be available in pdf format on the ARMS web site <http://www.armsinc.ca/about-arms/arms-documents/>. On special request and for a fee hard copies can be supplied.

4.3. ARMS Regional Privacy Policy:

See Appendix F.

4.4. ARMS Regional Race GCR and Class Rules:

Available in pdf format on the ARMS web site at <https://www.armsinc.ca/race/documents/>

4.5. ARMS Regional SoloSport Rules:

Available in pdf format on the ARMS web site at <https://www.armsinc.ca/solosport/documents/>

4.6. ARMS Regional Rally Rules:

Available in pdf format on the ARMS web site at <https://www.armsinc.ca/rally/documents/>

4.7. ARMS Regional Karting Rules:

Available in pdf format on the ARMS web site at <https://www.armsinc.ca/kart/documents/>

4.8. ARMS Regional Insurance Forms:

Available in pdf format on the ARMS web site at <https://www.armsinc.ca/about-arms/arms-documents/>

4.9. ARMS Regional Permit Applications:

Available in pdf format on the ARMS web site at <https://www.armsinc.ca/about-arms/arms-documents/>

4.10. ARMS Volunteer Non-Disclosure Agreement Form:

Available in pdf format on the ARMS web site at <https://www.armsinc.ca/about-arms/arms-documents/>

5. Membership Information

5.1. ARMS Member Clubs Annual Dues

Each Member Club pays annual dues of one hundred seventy-five dollars (\$175.00), which is forwarded to the ARMS Treasurer on or before January 31st of each year.



5.2. ARMS Club Member Levy

ARMS Member Clubs are required to pay a levy per each club member. Rates are periodically set at the ARMS Annual General Meeting. The current per member levy as of January 1, 2025 is \$15.00. Half of the prior year levies are due by March 31 of the next year based on the prior years' membership total as at August 31 with the balance for memberships up to August 31 of each year due by September 30. Levies for member renewals on or after September 1 are due within 30 days. New memberships on or after September 1 are valid for the following year and levies are remitted with that year's memberships.

5.3. Membership Categories for members of Member Clubs

5.3.1. Regular Membership:

Valid for one year from January 1st to December 31st.

5.3.2. One Day membership:

Available and is designed to provide first time competitors the ability to participate in club karting, autoslalom, autocross, navigational rally and rallycross events. A maximum of two One Day Memberships are allowed, then the competitor must join an ARMS member club. The fee for the One Day Membership is up to the club to decide, however the ARMS membership form must be filled out and reported to ARMS with memberships.

5.3.3. Special Event One Day Membership:

The ARMS Executive may approve the use of a Special Event One Day Membership for specific events, for a fee equal to the ARMS Annual membership levy (\$15.00). The ARMS membership form must be filled out and reported to ARMS with Memberships.

5.4. ARMS Membership Reporting

An updated list of members shall be made available to the Licence Registrar at the end of every month including mailing and email address if available. This list shall be for the sole basis of membership verification. Completion and forwarding of the information is the responsibility of the Club to which the member belongs. A Membership form is available on the ARMS web site at www.armsinc.ca in the forms section if a Member Club chooses to use it. Any Membership form needs to state that the Club is affiliated with ARMS.

6. Region Executive/Board of Directors/Support Personnel Job Descriptions

6.1. President

- 6.1.1. The President, if present, shall preside at all meetings of the members and Directors. The President shall sign all documents and instruments which require their signature and perform all duties incidental to the office and shall have such other related powers and duties as may from time to time be assigned to them by the ARMS Executive.
- 6.1.2. The President shall take any necessary and reasonable steps to ensure the productivity of the members of the Executive and through them the members of the Region.
- 6.1.3. It shall be the President's duty to monitor the directors of the Region and channel ideas, suggestions and problems to Directors for action.



- 6.1.4.** The President shall be a member of all Regional committees.
- 6.1.5.** The President, or designate, shall represent ARMS at National committee and advisory meetings and all meetings requiring the involvement of ARMS.

6.2. Vice President

- 6.2.1.** The Vice President shall be vested with all the powers of the President and shall perform all the duties of the latter in the case of disability, absence or refusal to act. The Vice President shall perform other duties as are from time to time assigned by the Executive, and in particular, those enumerated below.
- 6.2.2.** The Vice President shall be responsible for new club development which shall consist of encouragement and assistance to clubs starting in the Region, with the aim of having such clubs become affiliated with ARMS.
- 6.2.3.** The Vice President shall be the official public relations officer for the Region clubs as well as the various news and social media.
- 6.2.4.** The Vice President shall assist rally, race, karting and SoloSport event organizers when requested in obtaining sponsors for Regional status events.
- 6.2.5.** The Vice President shall, through the position as public relations officer for the Region, make known the position of ARMS on safety through participation in Provincial and ASN for Canada safety campaigns.
- 6.2.6.** The Vice President and Secretary shall be responsible for the preparation and publication of the ARMS Handbook. The Handbook shall incorporate all decisions reached at the Annual General Meeting of the previous year and shall be made available to all members by February 1st of the applicable year.
- 6.2.7.** The Vice President shall hold a Calendar Meeting in conjunction with the Discipline Directors immediately following the Annual General Meeting. This meeting will set the competition calendar based on Region status events, National events in the Region, and amalgamation of events to be run by Region Clubs, and for resolving conflicts arising between events within the Region. The maintenance of any publicly viewable competition calendar shall be the responsibility of the Vice President.

6.3. Secretary

- 6.3.1.** The Secretary shall record and publish all minutes of the General, Board of Directors and Executive meetings of the Region, publish agendas for meetings and other documentation as is required.
- 6.3.2.** The Secretary shall conduct such correspondence as is necessary and required, shall maintain files of correspondence and other material relevant and worthy of preservation and shall maintain stocks of stationery for use by authorized persons.
- 6.3.3.** The Secretary shall maintain the Region Membership File and shall produce a mailing list on the date of voting strength enumeration (currently October 1st) and more often during the year as time permits.
- 6.3.4.** The Secretary shall assist the Vice President with the production of the ARMS Handbook (see section 6.2.6).



6.4. Treasurer

- 6.4.1.** The Treasurer, on behalf of ARMS, shall receive funds prescribed for dues, competition fees, advertising and all other sources.
- 6.4.2.** The Treasurer shall make disbursements to meet financial commitments of ARMS.
- 6.4.3.** The Treasurer shall maintain a complete account of records relating to items 6.4.1. and 6.4.2. Itemized financial reports pertaining to accounts receivable and payable shall be recorded.
- 6.4.4.** The treasurer shall sit as a member of the ARMS Race Committee with the responsibility to report and manage the finances so long as ARMS is the organizer.
- 6.4.5.** The treasurer shall complete all necessary regulatory filings. (Including Corporate Registry and Canada Revenue Agency).
- 6.4.6.** The Treasurer shall produce a quarterly (or as required) Financial Report for presentation to the executive and at any Board meetings during the year showing receipts, expenditures, financial balances, Accounts Receivable and Accounts Payable. An Annual Financial Report to give a complete picture of the financial position and results of operations of the Region along with a Budget for the upcoming fiscal year and list of assets shall be prepared and presented for approval during the Annual General Meeting of ARMS.
- 6.4.7.** The financial records of ARMS are subject to a fiscal year-end Financial Engagement by an independent scrutineer if deemed necessary by the Board. The financial engagement may include a compilation of the records into a Financial Statement by a practicing accountant/bookkeeper and a review of other areas as defined by the Executive.
- 6.4.8.** Item 6.4.7. does not preclude a full audit if the members or circumstances so demand.

6.5. Executive Past President

- 6.5.1.** The Executive Past President shall chair the Nominating Committee prior to each Annual General Meeting to aid in the nomination for those positions identified in Section 6.8.
- 6.5.2.** The Executive Past President shall chair the Awards Committee prior to each Annual General Meeting to nominate recipients for any non-competition related awards.
- 6.5.3.** The Executive Past President shall act as trophy custodian for all Region Championship trophies, maintaining them in good repair, ensuring that annual engraving is done, and liaising with the trophy donors.

6.6. Directors of Karting/Race/Rally/SoloSport

6.6.1. There shall be Directors for each Discipline within the region as follows:

Karting Director
Race Director
Rally Director
SoloSport Director
Performance SoloSport Director



- 6.6.2. The directors shall review and approve Permit applications for all Regional level events and issue permits for each event as appropriate.
- 6.6.3. The Directors shall maintain the standings of all competitors in the Region status events for the purpose of determining the winner(s) of each of the annual championships contested in the Region. They shall ensure that these standings be published as often as considered necessary throughout the competition year and sent to the Region Licence Registrar/Statistician.
- 6.6.4. The Directors shall be responsible for preparing a competition calendar based on Region status events in conjunction with the Vice President. (See Section 6.2.7).
- 6.6.5. The Directors shall ensure that any rule changes are brought to the attention of organizers and competitors as soon as possible, and shall convey the feeling of the Region's members to a National Committee (if applicable) on any intended rule changes.
- 6.6.6. The Directors shall be responsible for policy formulation, and may also be directly involved in the organization of events.

6.7. Licence Registrar

- 6.7.1. The Licence Registrar shall receive all applications for, produce, and distribute, all licences issued by ARMS in accordance with the rules and regulations set by the Regional and National offices of the ASN for Canada and in accordance with the directions of the Board of Directors. He shall from time to time forward traffic sheets and funds to Regional Treasurer in accordance with the rules, regulations and directions aforesaid, and keep an accurate ledger of all licences, medical forms, and funds handled. He shall receive event results from all Discipline Directors, prepare and maintain ARMS "year to date" competition results. He shall perform all duties incidental or usually pertaining to his office and shall have such other related powers and duties as may from time to time be assigned to him by the Board of Directors.

6.8. General Provisions - Elections

- 6.8.1. All eleven (11) positions identified above are filled by election at an Annual General Meeting of the Region, and all are for a two-year term. Elections are staggered to provide a measure of continuity as follows:
 - 6.8.1.1. **Odd Numbered Years** President, Secretary, Race Director, SoloSport Director and Rally Director.
 - 6.8.1.2. **Even Numbered Years** Vice President, Treasurer, Licence Registrar, Performance SoloSport Director and Karting Director.
- 6.8.2. In the event that the Secretary and Treasurer are combined in a single office, then the position of Secretary-Treasurer shall be filled by election on even numbered years.
- 6.8.3. Discipline Directors are peer elected at their respective AGM workshops and approved by the ARMS Board.
- 6.8.4. The conduct of elections at an Annual General Meeting of ARMS shall be carried out in accordance with the following Election Procedures:
 - 6.8.4.1. Nominations for Discipline Directors are from the floor.
 - 6.8.4.2. Nominations for Executive positions by nominating committee and from the floor.



- 6.8.4.3.** The nominating committee is composed of 3 members in good standing. It is chaired by the Executive Past President.
- 6.8.4.4.** The nominating committee shall nominate at least 1 person for each position.
- 6.8.4.5.** The nominating committee shall announce the candidates at the AGM. If no candidates are available prior to the meeting, nominations will be accepted from the floor. If no nominations are held, the incumbent remains in office with the election postponed until a later date to be determined..
- 6.8.4.6.** Elections for Discipline Directors are done in the discipline workshop.
- 6.8.4.7.** Elections for Executive positions are done at the AGM.
- 6.8.4.8.** The Chairperson shall appoint a member in good standing to take the role of Election Steward for the duration of the election. The Discipline Director(s) for that Workshop or the Executive positions (President, Vice President, Treasurer, Secretary) for the AGM.
- 6.8.4.9.** In the event ballots are required, 2 Ballot Counters shall be appointed as well.
- 6.8.4.10.** The Chairperson shall pass the chair of the meeting to the Election Steward to run the election(s).
- 6.8.4.11.** Nominations for each position are followed by the election of that position. Elections will follow the order of: President, Vice President, Treasurer, Secretary.
- 6.8.4.12.** The Election Steward will call for nominations from the floor.
- 6.8.4.13.** Once nominations have closed, the election will be held.
- 6.8.4.14.** If there is only one candidate and the candidate is the incumbent, then the incumbent is elected by acclamation.
- 6.8.4.15.** If there is only one candidate and the candidate is not the incumbent, then a ballot vote is required. If the candidate does not win the election, then a nominating committee will be formed and an election will be held at a later date to be announced.
- 6.8.4.16.** Voting is by secret ballot.
- 6.8.4.17.** Paper ballots will be given to all eligible voters.
- 6.8.4.18.** If the voter is attending remotely, they will email/text their vote to the Election Steward who will write their vote on a paper ballot.
- 6.8.4.19.** Once all the ballots have been collected/received, the Ballot Counters will count the ballots with the supervision of the Election Steward.
- 6.8.4.20.** Once the counting has concluded, the Election Steward shall announce the result of the election.
- 6.8.4.21.** In order to win the election, a candidate must receive the majority of the vote in the affirmative (50% + 1).
- 6.8.4.22.** Balloting is repeated until one candidate wins.



6.8.4.23. Candidates must voluntarily withdraw from balloting; they are not automatically dropped.

6.8.4.24. Ballots are to be destroyed immediately after the election has concluded.

6.8.4.25. Once the election has concluded, the Election Steward will return the chair of the meeting to the Chairperson.

6.9. Regional Chief Steward (RCS)

6.9.1. The individual appointed by the ARMS Board of Directors must supervise and administer ARMS policies and standards for designated classes of events. The RCS is responsible for training, observing, and advising the ARMS Stewards and shall assign Stewards for all ARMS Regional Competition events.

6.9.2. The RCS shall be responsible to ensure qualified and competent persons act as Stewards and Observers for ARMS motor sport events and shall ensure that all events requiring Stewards and Observers are attended by these persons. In addition, the RCS will keep all files associated with running of events, including but not limited to the permit, insurance policy, stewards/observers report and all official results.

6.9.3. Driver or Official Review

The RCS is authorized to convene a court to review a driver's or official's conduct, car legality, competition record, and/or other matters. Such a court shall have the power to invoke penalties as specified in Section 11, and may also revoke licences, or may return the driver to school. The driver or official shall have the right to appeal this decision as specified in Section 14.

6.10. Regional Race Committee/Director

6.10.1. The Race Committee Shall:

6.10.1.1. Conduct a forum for club views relative to the development and operation of Road Racing in the Atlantic Region.

6.10.1.2. Be the coordinating body, subordinate to the Race Director for racing activities.

6.10.1.3. Shall be responsible for policy making, and will be directly involved with Race organization.

6.10.2. The Race Committee shall be composed of:

6.10.2.1. The Race Director, who shall be the chairperson.

6.10.2.2. One voting member from each ARMS affiliated club in the Atlantic Region. It shall be the option of the involved clubs to refrain from representation on the Committee if they so desire.

6.10.2.3. ARMS President.

6.10.2.4. ARMS Treasurer.

6.10.2.5. Non-voting appointed members as the Director may deem necessary.

6.10.2.6. Regional Chief Steward



6.10.3. The Race Director Shall:

- 6.10.3.1. Determine with the promoters, organizers, and the Chief Steward the schedule and all other activities to occur during the event, draft the Supplementary Regulations, and see that all Entry Forms are available for the competitors.
- 6.10.3.2. Ensure that insurance conforming to ARMS requirements is procured from an ARMS approved Insurance Provider and that a copy of the Insurance Certificate is presented to the Chief Steward prior to the commencement of the event.
- 6.10.3.3. See that qualified Officials and Workers are appointed and that they are on station.
- 6.10.3.4. Arrange for the use of the course and all necessary facilities.
- 6.10.3.5. Arrange for emergency vehicles and equipment.
- 6.10.3.6. Arrange for receipt and acknowledgement of entries.
- 6.10.3.7. Arrange for proper registration of all entries.
- 6.10.3.8. Arrange for the distribution of Official Results to the SOM, entrants, the organizers and ARMS.
- 6.10.3.9. Obtain the necessary equipment to conduct all post-race and pre-race inspections as required at all ARMS race events.
- 6.10.3.10. Arrange, in conjunction with the Chief race Medical Official, the required equipment and facilities.
- 6.10.3.11. Appoint a qualified person to act in their stead on the day of any race if the Race Director is also a competitor in the event or otherwise not able to attend an event.

6.11. Non-Disclosure Agreement

- 6.11.1. All members of the ARMS Board of Directors are required to acknowledge and complete the ARMS “Volunteer Non-Disclosure Agreement” using the form provided for the purpose. The agreement is presumed to be in full force and effect for the duration of the individual’s term on the ARMS Board of Directors for a maximum of two years, at which point it shall be renewed if necessary.
- 6.11.2. All other persons who may be asked or employed by ARMS to perform functions which require handling of sensitive or confidential ARMS information shall be required to acknowledge and complete the ARMS Non-Disclosure Agreement using the form provided for the purpose. The agreement is presumed to be in full force and effect for the duration of the individual’s term in their role for a maximum of two years, at which point it shall be renewed if necessary.

7. Duties and Powers

7.1. Duties and Request For Action

7.1.1. Plurality of Duties

The same person may hold more than one official position. The Chief Steward, Series Steward and Chairperson of the SOM shall have no plurality of duties.

7.1.2. Separation of Duties

An official shall not perform duties other than those clearly attached to their appointment(s).

7.1.3. Request For Action (RFA)

The Chief Steward may submit to the SOM a Request or Action describing a suspected breach of



the GCR's or the Supplementary Regulations. The Steward of the Meeting shall act on this request in the same manner as they would act on a protest, and shall have the same authority to levy penalties as in a protest.

7.2. Chief Steward / Series Chief Steward

The Chief Steward is the executive responsible for the general conduct of the event in accordance with the GCR's and the Supplementary Regulations. These positions shall have interchangeable powers and duties. The Series Chief Steward shall be substituted for Chief Steward in these rules when a Series Chief Steward is carrying out a Chief Steward's duties.

7.2.1. Execution of the Event

The Chief Steward Shall:

- 7.2.1.1.** Execute the program of competitions and other activities safely by controlling drivers, their cars, the Officials, and workers from the commencement of activities until the time for protests from the last competitors has expired.
- 7.2.1.2.** Ascertain whether Officials are in their posts and report the absence of any of them to the SOM.
- 7.2.1.3.** Collect all reports and other information for the determination of results.
- 7.2.1.4.** Prepare any information required to enable the Chairperson of the SOM to prepare the report.
- 7.2.1.5.** Authorize the change of driver or car.
- 7.2.1.6.** Convey to the SOM any proposal to modify the schedule of competitions.
- 7.2.1.7.** Prevent an ineligible driver from competing.

7.2.2. Maintenance of Order

The Chief Steward Shall:

- 7.2.2.1.** Keep order in conjunction with the authorities who are policing the event and who are responsible for public safety.
- 7.2.2.2.** Exclude from the event any entrant, driver, crew, official, worker, or ARMS member who is in violation of the ARMS Code of Conduct, or any sub article in Sections 9 and 10.
- 7.2.2.3.** Exclude from participation a worker or official who is ineligible for the position to which they are assigned or the Chief Steward determines is incapable of carrying out their duties.
- 7.2.2.4.** Order removal from the premises any person who refuses to obey the order of any responsible official or of a public safety officer.
- 7.2.2.5.** Prohibit from competing any driver or car considered dangerous.
- 7.2.2.6.** Convey to the SOM a report dealing with a violation of regulations by an entrant or driver. This may be accomplished by a Request For Action (Section 7.1.3).

7.2.3. Powers of the Chief Steward

The Chief Steward may:

- 7.2.3.1.** Disqualify an ineligible driver or car.



- 7.2.3.2.** Remove technical inspection stickers.
- 7.2.3.3.** Disallow qualifying times.
- 7.2.3.4.** Direct cars to be impounded at any time during the event.
- 7.2.3.5.** At their discretion and without necessarily receiving a request to do so, order disassembly and inspection of any entered car to ascertain its conformance with the GCR's. If the car is found to be eligible for the competition in which it is entered, ARMS shall stand the expense of the disassembly, inspection and reassembly. If it is not eligible, the entrant shall bear the expense, in addition to whatever penalties the SOM may direct after receiving the Chief Steward's report.
- 7.2.3.6.** Convey to the SOM a report of any breach of the GCR's or Supplementary Regulations. This report may be accompanied by a Request for Action (Section 7.1.3).
- 7.2.3.7.** Receive protests from entrants or drivers and immediately transmit them to the SOM.
- 7.2.3.8.** Impose a fine of up to \$100.00.
- 7.2.3.9.** Prevent an ineligible car from competing.
- 7.2.3.10.** Reprimand.
- 7.2.3.11.** Impose time, lap, or position penalty.

7.3. Stewards of the Meeting (SOM)

The SOM shall be responsible only to ARMS, and they shall have the duty of enforcing compliance with the GCR's and Supplementary Regulations. They shall act primarily in a judicial capacity, and therefore shall not incur any responsibility for the organization or execution of an event.

7.3.1. Chairperson of the Stewards of the Meeting

One member of the SOM shall be appointed Chairperson of the SOM for the event. They shall not be a member of the organizing club at National Events, and should not be for Driver's schools or Regional Events.

7.3.2. Powers of the Stewards of the Meeting

- 7.3.2.1.** Settle any dispute within the administrative functions, or protest arising from an event, subject to the rights of appeal provided by the discipline regulations.
- 7.3.2.2.** Hear and act on Requests for Action from the Chief Steward.
- 7.3.2.3.** Impose any penalty permitted by the discipline regulations and/or the Supplementary Regulations.
- 7.3.2.4.** Appoint substitutes to replace any Steward or Official not able to perform their duties. This power shall be used by the SOM to ensure that there are at least two (2) members of the SOM.
- 7.3.2.5.** Modify the Supplementary Regulations.
- 7.3.2.6.** Modify the schedule.
- 7.3.2.7.** Modify the position of the starting or finishing lines where necessary to ensure the safety of drivers and spectators.
- 7.3.2.8.** Amend the results of a competition:



- A) Based on a correction or error by the Chief of Timing and Scoring.
- B) To consider a time, distance, or lap penalty against a competitor.
- C) To change the sequence of finishing position in case a competitor is disqualified.

7.3.2.9. Postpone a competition for reasons of safety or Force Majeure.

7.3.3. Observers Report

As soon as practical after the conclusion of an event (not less than 10 days), the Chairperson of the SOM shall forward to the ARMS Regional Chief Steward a report to include:

- 7.3.3.1.** Details of all protest(s), including protest fee(s) and actions taken.
- 7.3.3.2.** Penalties imposed – including reprimands and suspensions to be noted in the driver's file.
- 7.3.3.3.** Notice(s) of intention to appeal and appeals, including appeal fee(s).
- 7.3.3.4.** Fine(s) collected.
- 7.3.3.5.** Full and complete details of any accidents.
- 7.3.3.6.** Official results for all competitors.
- 7.3.3.7.** General comments and recommendations of the SOM on the organization and conduct of the event.

7.3.4. Assistant Chief Steward Safety

The Assistant Chief Steward Safety is responsible to the Chief Steward, and shall be responsible:

- 7.3.4.1.** To investigate accidents and forward the originals of all reports including original releases to the Regional Chief Steward.
- 7.3.4.2.** To notify the Region Chief Steward the same day via telephone, of any accident which involves serious injury to a participant or any injury to a spectator.
- 7.3.4.3.** To mail copies of the material sent to the Regional Chief Steward to the offices of ARMS.
- 7.3.4.4.** During the event, to report to the Chief Steward any hazards which require further investigation or action.
- 7.3.4.5.** To perform such duties as are delegated by the Chief Steward.
- 7.3.4.6.** If no Emergency Services Chief is assigned, to supervise Emergency Services personnel and equipment in conjunction with the Chief Medical Official.

7.4. Judges

Judges are optional and may perform one or more of the following:

- 7.4.1.** Starting Judges shall point out to the Chief Steward any false starts immediately after they occur.
- 7.4.2.** Finishing Judges or Judge of Fact shall decide whether a car has touched or passed a given line or shall rule on other facts of the same type provided in the Supplementary Regulations.
- 7.4.3.** A protest shall not be made against the decision of a Judge.
- 7.4.4.** An error by a Judge may be corrected with the approval of the SOM.



7.5. Chief of Timing and Scoring

The Chief of Timing and Scoring shall be responsible for the accurate timing and scoring of the event in accordance with the GCR. Specifically, they shall:

- 7.5.1.** Recruit, train, assign and supervise qualified personnel to time and score the event.
- 7.5.2.** Furnish the Chief Steward, and the SOM any times and results that they may request.
- 7.5.3.** Maintain records of official times and lap charts for all competing cars.
- 7.5.4.** Compile and publish the Official Results of all competitions. Submit copies of completed Official Results to the Race Chairperson for distribution to the SOM, the Organizers, and ARMS. Submit complete Official Results within seven (7) days to the Regional Points Keeper.
- 7.5.5.** At spectator events, work closely with the Press Officer, press and other media, as well as with circuit, radio, and or television announcers, providing qualifying information, results, and other data requested, as quickly as possible.

7.6. Chief / Series Technical and Safety Inspector (Scrutineer)

The Chief Technical and Safety Inspector or Series Technical and Safety Inspector shall ascertain that the cars comply with the GCR, Specification Books, and Supplementary Regulations. Specifically:

- 7.6.1.** Approve cars that comply with all safety regulations.
- 7.6.2.** Conduct inspections of cars at the request of the Chief Steward.
- 7.6.3.** Report to the Chief Steward any cars that do not conform to the requirements of the GCR, or the appropriate Specification Books.

7.7. Chief Registrar

The Chief Registrar shall be responsible for accepting, certifying, and processing all entries and credentials for drivers, crew, Officials, and the posting of all required signs / placards in the registration area.

7.8. Chief Medical Official

The Chief Medical Official shall be responsible, in conjunction with the Race Chairperson and Assistant Chief Steward, Safety or Emergency Services Chief, for staffing and equipping the medical organization.

7.9. Drivers Observers

The Observers shall occupy posts along the course assigned to them by the Chief Steward, or by the Chief Observer if one is nominated. As soon as a competition is started, each Observer shall be under the orders of the Chief Steward, to whom they shall report all incidents which occur on the section of the course for which they are responsible. At the conclusion of each competition, Observers shall give the Chief Steward a written report of all incidents or accidents witnessed by them.



7.10. Press Officer

The Press Officer advises the Officials on press information and acts as liaison with the promoter's press director, if any. Officials and Stewards shall cooperate with the Press Officer in carrying out the responsibility to apprise the press on matters of public interest.

7.11. Social Media Position

This position is appointed by the ARMS board and is a volunteer, non-voting position. They shall update the ARMS social media accounts (Facebook, twitter, Instagram, etc.) as instructed by any ARMS Executive Member, and ARMS Director, or an ARMS Club Executive member to promote regional motorsport.

Social Media updates/posts may include: upcoming events, status updates during events, and results from events; outreach for volunteers for events; updates on members involvement/participation at National events to promote camaraderie & support amongst ARMS members.

8. Sanctioned Events

8.1. Authority

These rules are established for use in the Atlantic Region, concurrent with and supplementary to the General Competition Rules and the discipline (Kart, Race, Rally, SoloSport) regulations.

8.2. Championships

8.2.1. The regional championships that will be contested annually are defined in the regional discipline (Kart, Race, Rally, SoloSport) regulations.

8.2.2. Championship points shall be awarded to competitors who are members of an ARMS member club and who are holders of the appropriate competition licence.

8.3. Event Qualification

8.3.1. Regional status for events will be awarded at the Annual General Meeting of the Region for the year immediately preceding the events.

8.3.2. The discipline director may add or remove an event with regional status provided the director has the support of the Regional Discipline Committee and sufficient time to issue notification of the change.

8.4. Permits

8.4.1. Permit applications shall be sent along with a copy of the Supplementary Regulations to the appropriate director at least 30 days prior to a Regional event. CARS sanctioned events will follow the procedure outlined by CARS in the General Competition Rules and National Rally Regulations Section 4.1 - Necessary Permission and Approval.

8.4.2. Performance bonds are not applicable at the present time.

8.5. Supplementary Regulations

8.5.1. The Supplementary regulations shall establish for the competitors and officials the specific conditions for an event. The ARMS Discipline Directors must approve all regulations different



than those of the GCR's prior to Event Sanction is issued. They shall contain the following information:

- 8.5.1.1.** The names, location, dates, nature and classification of the event.
- 8.5.1.2.** The name(s) and address(es) of the organizer(s).
- 8.5.1.3.** A complete description of the proposed event, including the length of individual competitions, and the classes of cars eligible.
- 8.5.1.4.** Schedules and locations of activities, inspections, meetings and competitions.
- 8.5.1.5.** The name and address of the registrar or other persons to whom the entry is to be sent, opening date and closing date for receipt of entries, when entries will be accepted, and amount of entry fee.
- 8.5.1.6.** The name of the Chief Steward and assistant Stewards of the Event.
- 8.5.1.7.** The name of the Chief of Timing and Scoring.
- 8.5.1.8.** The manner of determining results and awarding trophies and prizes.
- 8.5.1.9.** The name of the Chief Technical Inspector.
- 8.5.1.10.** Hours during the event when official scales (if applicable) shall be available for competitors to check the weight of their cars.
- 8.5.1.11.** All other information necessary for the proper conduct of the event, not already included in the GCR's.

8.5.2. For Regional Events, Supplementary Regulations must be posted on the ARMS web site at least thirty (30) days prior to the regional event. The Supplementary Regulations must include telephone/ email contact information of the organizer(s).

8.5.3. Notices of any change or cancellation of a Regional or National status event shall be sent by acknowledged email to each Regional Club President and the appropriate director no later than ten (10) days prior to the listed date of the event.

8.5.4. While clubs are encouraged to send the Supplementary Regulations to prospective competitors, it remains the responsibility of the competitor to obtain them.

8.5.5. Any event involving speed shall have stated in its Supplementary Regulations that all persons shall proceed on the premises at their own risk.

8.6. Results

8.6.1. The event Organizer shall send the results of regional events to the appropriate Discipline Director within 14 days of the event.

8.6.2. The Discipline Director shall post the results of Regional Events on the ARMS web site within 15 days of the event.

8.6.3. Results shall include the names the Organizer(s) and Steward(s) of the event.



9. Competition Licences

9.1. Competition Licences

Competition Licences are required for acceptance of a competitor in all types of ARMS sanctioned events. This applies to all Karting, Race, Rally and SoloSport events.

9.2. Licences Available

- 9.2.1. Basic Licence:** Club membership – is applicable for entry into club karting events, AutoSlalom events, Auto Cross events, Navigational rallies and Rally Cross events.
- 9.2.2. One Day Basic Licence:** Available and is designed to provide first time competitors the ability to participate. A maximum of two One Day Basic Licences are allowed, then the competitor must join an ARMS member club. (See 5.3.2)
- 9.2.3. Lapping Licence:** The minimum required for entry into a Lapping event.
- 9.2.4. Time Attack Licence:** The minimum required for entry into a Time Attack event. It also enables the holder to enter Lapping events.
- 9.2.5. Regional Road Race Licence:** The minimum required to enter ARMS Sanctioned Road Races. It also enables the holder to enter Time Attack and Lapping events.
- 9.2.6. Regional Road Race Novice Licence:** Receives after graduating from the ARMS Regional Road Race School. This Licence status will continue to be in effect until the school graduate has completed 3 race days at which time they may apply to upgrade for a Regional Road Race Licence. This Licence enables the holder to enter ARMS Sanctioned Road Races until they are upgraded to a Regional Road Race Licence. It also enables the holder to enter Time Attack and lapping events.
- 9.2.7. Regional Road Race Junior Licence:** Applicants who are 15 years of age shall meet the following requirements:
- Have achieved their fifteenth birthday - no exceptions.
 - Produce a valid karting licence issued by ARMS or an ARMS-affiliated kart club.
 - Proof of competing in at least two full seasons of ARMS or prior ASN-sanctioned kart racing.
 - Have successfully completed an ARMS-recognized Race driving school.
 - Have passed the normal ARMS medical examination for a first-time applicant.

If successful, applicants may be issued a Junior Regional Race Licence which makes them eligible to compete in closed wheel cars under 2000cc displacement which are naturally aspirated.

Cars driven by junior drivers shall be identified by a rearward facing sign 20 cm (8 in) in diameter with a white "J" on a red background. The sign shall be clearly visible to following vehicles

- 9.2.8. Special Event One Day Regional Road Race Licence:** A Special Event one-day Regional Road Race Licence may be made available for specific events only upon the approval of the ARMS Executive and the Race Director. If approved for an event, the availability of the Licence and the



conditions for awarding such a licence shall be stipulated in the Supplementary Regulations for the event. All the documentation normally required for a regular Regional Road Race Licence application is required for the Special Event One Day Regional Road Race Licence application. The licence fee shall be as listed in Sub-Section 9.6.

9.2.9. Regional Rally Sprint Licence: N/A at this time.

9.2.10. Regional Performance Rally Licence: Regional Performance Rally Licences are available through Canadian Association of Rally Sport (CARS), and the Performance Rally Director.

9.2.11. Regional Karting Licence: The minimum required to compete for the Regional Karting Championships.

9.2.12. Instructor Licence: The minimum required to serve as an Official Instructor at an ARMS sanctioned driving school.

9.2.12.1. The Instructor Licence will be issued only to qualified applicants who have demonstrated the necessary level of experience and competency to perform the duties of an Official Instructor in the appropriate discipline, and who have completed all required training and familiarization to the satisfaction of the ARMS Chief Instructor.

9.2.12.2. All Instructor Licence applications and renewals require the approval of the ARMS Chief Instructor.

9.2.12.3. The Instructor Licence may carry an endorsement as being qualified for Lapping, Time Attack, and/or Race disciplines. Refer to CARS regulations for Rally-related licencing.

9.2.12.4. Each Instructor Licence holder may act as an Official Instructor only at schools in disciplines for which they have a valid endorsement.

9.2.12.5. Each Instructor Licence holder must be a member in good standing of an ARMS affiliated Club.

9.2.12.6. Fees to issue or reissue Instructor Licences shall be as listed in Sub-Section 9.6.

9.3. Licence Documentation

Competition Licences are available from the Regional Licence Registrar to all individuals who are properly registered members of an ARMS affiliated club and who have submitted the necessary documentation in accordance with the following schedule:

9.3.1. Completed licence application/waiver signed and witnessed.

9.3.2. Proof of ARMS club membership (copy of currently valid membership card).

9.3.3. Completed medical exam form

https://www.armsinc.ca/wp-content/uploads/2020/06/ARMS_Medical_Form_20200629.pdf

9.3.3.1. In addition, a Medical History Form must be completed when applying for a Race Licence. This form is for use by the Race Day - AMP Medical Staff.

9.3.4. Full payment of Licence fee, including applicable surcharge.



9.4. Incomplete Application

If the application for licence, or licence renewal is not complete, or if the above referenced documentation is not provided, the application will be delayed and may be returned by the regional Licence Registrar.

9.5. Expiry Date

Competition Licences and other licences expire on December 31st of each year.



9.6. Licence Fees

<u>Category</u>	<u>Fee</u>
Basic	Included with Club membership
SoloSport – Lapping	\$20.00 – Licence \$40.00 – AMP Support Fee ===== \$60.00 – Total
SoloSport – Time Attack	\$30.00 – Licence \$40.00 – AMP Support Fee ===== \$70.00 – Total
Regional Road Racing	\$80.00 – Licence \$10.00 – Car Number \$40.00 – AMP Support Fee \$10.00 – Gate Fee ===== \$140.00 – Total
Regional Road Racing – Novice & Junior	\$80.00 – Licence \$10.00 – Car Number \$40.00 – AMP Support Fee \$10.00 – Gate Fee ===== \$140.00 – Total
Special Event One Day Regional Road Race Licence (<i>only available if specified in the event Supplementary Regulations</i>)	\$20.00 – Licence \$40.00 – AMP Support Fee ===== \$60.00 – Total
Regional Rally – Performance	issued by: Canadian Association of Rally Sport Box 300, Turner Valley, AB, T0L 2A0 office@carsrally.ca
Kart Race Licence	\$0.00 - Licence \$10.00 - Printing charge only (<i>Normally not required for ARMS Regional Kart Races. This fee is only for cases where a physical copy has been requested.</i>)
Non-School Race Licence Fee (<i>for the first-time issue of a Novice Race Licence based on completion of an approved race driving school not organized by ARMS</i>)	\$370.00 (includes licence, car number, AMP Support fee, & Gate Fee)
Instructor Licence (Lapping, Time Attack, and/or Race)	\$0.00 (<i>issued to qualified applicants only</i>)



9.7. New Licences

New Licences may not be issued seventy-two (72) hours prior to any competition event. The Licence Registrar may issue a temporary renewal licence during this period for an additional fee of twenty-five dollars (\$25.00).

9.8. Processing Time

The normal processing time for the issue of a licence is approximately fifteen (15) days from receipt of the application at the Regional Office.

9.9. Probation Letter as a Licence

9.9.1. When probation is given as a penalty, the Chairperson of the SOM, shall issue a Probation Letter to the competitor. The Chairperson of the SOM shall confiscate the competition licence and enclose the licence and a copy of the Probation Letter with the Observer's Report.

9.9.2. The competitor shall use the Probation Letter as a licence until the terms of the probation have been met completely.

9.9.3. Upon completion of the terms of probation, the competitor shall send the completed Probation Letter to the ARMS office via personal delivery or registered mail for the return of the licence.

10. Driver/Event Participant Behaviour and Conduct

10.1. Conflict of Interest

10.1.1. The Chief Steward, Series Chief Steward, Assistant Chief Stewards, and the SOM shall have no financial, employment, business interest, or significant personal relationship with the organiser or sponsor of an event. Membership or holding an office in another Canadian Motorsports Region shall not be deemed to be a conflict of interest in the absence of other evidence.

10.1.2. It is recommended that a Steward not operate a session in which a family member, co-worker, or any person with whom there is a significant business, financial, or personal relationship is an entrant or a driver.

10.1.3. A Steward of the Meeting shall not be involved in a hearing involving a family member, co-worker, or any person with whom there is a significant business, financial, or personal relationship.

10.2. Standards of Behaviour

10.2.1. Every Official shall conduct himself according to the highest standard of behaviour. Failure to do so may result in loss of official appointment for the event, or other penalty as determined by the SOM.

10.2.2. Competitors shall conduct themselves according to the highest standard of behaviour. Failure to do so may result in Disqualification for the event, or other penalty as determined by the SOM.



10.3. Behaviour Definitions

10.3.1. Reckless Behaviour

The performance, or omission, of an act which creates an obvious and serious risk to oneself or others without due consideration of the consequences.

10.3.2. Dangerous Behaviour

The performance, or omission, of an act, which creates an obvious and serious risk to oneself or others with deliberate disregard of the consequences.

10.3.3. Reckless Driving

Driving in a manner which creates an obvious and serious risk to oneself or others without due consideration of the consequences.

10.3.4. Dangerous Driving

Driving in a manner which creates an obvious and serious risk to oneself or others without due consideration of the consequences.

10.3.5. Unsportsmanlike Conduct

The act of not being fair, respectful, and polite toward other drivers, participants, volunteers, officials and spectators when participating in ARMS sanctioned events.

10.4. Alcohol and Narcotics/Drug Use

10.4.1. Alcoholic Beverages

Participants (driver, entrant, crew, official) at an event shall not consume alcoholic beverages or legalised recreational drugs until after the conclusion of the event as determined by the event schedule. Any action taken, or penalty applied by an Event Official in this regard is not subject to appeal.

10.4.2. Narcotics and Drugs

The use of any narcotic or illegal substance as defined by law, or the improper use or impairment by use of legal substances or prescription drugs by any participant is prohibited. Event Officials may prohibit participation if use of these items or impairment is suspected. Such action is not subject to appeal.

10.4.3. Submission to Testing

ARMS reserves the right to require any participant to submit to and complete; breath, blood, urine, or other such tests designed to determine the presence of alcohol, drugs, or any other substances leading to impairment. The cost of such testing will be borne by the participant and is not subject to appeal.

10.5. Social Media, Blogging and Internet Guidelines for Participants

10.5.1. It is acceptable for a participant to do a personal posting, blog or tweet. However, any such postings, blogs or tweets should be in a first-person, diary-type format and should not be in the role of a journalist - i.e. they must not report on competition or comment on the activities of other participants or accredited persons, or disclose any information which is confidential or



private in relation to any other person or organisation. A tweet is regarded in this respect as a short blog and the same guidelines are in effect, again, in first-person, diary-type format.

10.5.2. Postings, blogs and tweets should always conform to the highest standards of behaviour and sportsmanship, be dignified and in good taste, and not contain vulgar or obscene words or images.

10.5.3. When participants choose to go public with any comments, opinions and any other material in any way, including on a posting, blog or tweet on any social media platforms or on any websites, they are solely responsible. Participants post their opinions and any other materials at their own risk and they should make it clear that the views expressed are their own.

10.6. Violations

10.6.1. Violation of these guidelines may result in penalties being applied including fines, reprimands, suspensions or exclusions.

11. Violation of Regulations

11.1. Evidence

The Officials may acquire evidence of any kind as they see fit in the adjudication of real or alleged rule infractions, inquiries, protests, appeals or for any other purpose as it relates to the enforcement of these Regulations.

11.2. Additional Breaches of Regulations

In addition to any other offences, the following offences shall be deemed to be a breach of these Regulations:

11.2.1. Bribery or attempt to bribe anyone connected with the competition, and the acceptance of or offer to accept a bribe.

11.2.2. Any action having as its objective participation in the competition of a person or vehicle known to be ineligible.

11.2.3. Any fraudulent proceeding or act prejudicial to the interests of ARMS or of motorsport in general.

11.2.4. Reckless or dangerous driving, either on course or in the pit or the paddock area.

11.2.5. Failure to obey a direction or order of an Official.

11.2.6. Refusing to cooperate with, interfering with or obstructing the action of an official.

11.2.7. Unsportsmanlike conduct.

11.2.8. Driving infractions as defined in any ARMS Regulations.

11.2.9. Failure or refusal to meet your financial obligations with ARMS or a member club.



11.3. Repeated Violations

11.3.1. Repeated breaches of these Regulations are subject to an increase in severity of the penalty imposed for each subsequent occurrence.

11.3.2. In cases of incidents that involve multiple violations, consecutive penalties may be imposed.

11.3.3. Combinations of penalties may be assessed.

12. Penalties

12.1. Penalty Initialization

12.1.1. The Steward(s) and/or the Clerk of the Course/Race Director may issue penalties during an event. ARMS may issue penalties after the conclusion of an event. The nature and condition of a penalty after an event is determined by ARMS.

12.1.2. Any organizer, entrant, driver, crew member, official, worker, guest of those individuals, or members of ARMS may be penalized.

12.2. Hearing

No penalty shall be imposed by the SOM except after a hearing that follows the procedures set out in 14.6. - Hearing Protests, whether the matter is brought to the attention of the SOM by Protest or by a Chief Steward's request for action (see Section 7.1.3 – Request for action).

12.3. Penalty Application

12.3.1. This document covers types of penalties that may be applied to any entrant, participant, official or others as mentioned in Section 12.1.2. These penalties listed herein are applicable to all types of ARMS Events. Each discipline (Kart/Race/Rally/SoloSport) will have additional penalties within the discipline regulations that are specific to the nature of each discipline.

The penalties listed herein may be applied upon a violation of the following:

12.3.1.1. The ARMS Code of Conduct.

12.3.1.2. Section 10.4 (Alcohol and Narcotics/Drug Use) and 10.5 (Social Media, Blogging and Internet Guidelines for Participants).

12.3.1.3. Section 11.3 (repeated Violations).

12.4. Reprimand

A reprimand may be imposed by the SOM. A reprimand against an ARMS licenced entrant or driver shall be noted in the entrants or driver's licence file, as shall be any or all other penalties.

12.5. Monetary Fines

Fines from \$1.00 to \$500.00 may be imposed. Fines imposed must be paid immediately or within the time period specified when the fine is issued up to a maximum of 72 hours after notification of the competitor. Any delay in making payment will entail suspension of competition privileges equal to the period during which a fine remains unpaid. All fines shall be remitted to ARMS.



12.5.1. Failure to honour a cheque payable to ARMS will result in suspension of the entrant's or driver's competition privileges until full payment of the fine and any applicable bank charges has been paid.

12.6. Probation

Probation may be imposed by the Steward(s) and/or the Clerk of the Course with conditions applied as part of a driver's continued participation, or result from a Disciplinary Action or Appeal Proceedings.

ARMS will record any probation in a driver's file. Failure to comply with the terms of probation shall be reason for further penalties. ARMS may review any probation before its expiration.

12.7. Suspension

A sentence of suspension may be imposed by ARMS. A notice of suspension should be sent to the recipient by a registered delivery method within 72 hours of being imposed. A sentence of suspension that has been imposed by ARMS will be applied to all ARMS motorsport disciplines.

A sentence of suspension that has been imposed by ARMS shall only apply within ARMS. If ARMS determines the sentence of suspension to be recognized by other Canadian Motorsport Regions a formal written request will be submitted to the other Canadian Motorsport Region where the suspension is to be recognized.

12.7.1. Withdraw of Licence

When a sentence of suspension is levied against a driver, the driver's competition licence must be immediately surrendered to ARMS. Delay in surrendering a licence as directed shall automatically result in the extension of the suspension by a period double the period of the delay.

12.8. Banning of Competition Privileges

Any driver who is banned from competition for a period of time during the current competition year shall immediately surrender their competition licence as per Section 12.7.1. A notice of banning of competition privileges should be sent to the recipient by a registered delivery method within 72 hours of being imposed.

A sentence of banning of competition privileges that has been imposed by ARMS will be applied to all ARMS motorsport disciplines.

A sentence of banning of competition privileges that has been imposed by ARMS shall only apply within ARMS.

If ARMS determines the sentence of banning from competition privileges to be recognized by other Canadian Motorsport Region, a formal written request will be submitted to the Canadian Motorsport Region where the suspension is to be recognized.

12.9. Exclusion

A sentence of exclusion may be imposed by ARMS. A sentence of exclusion shall entail the permanent loss for the person excluded of any right to take part in any capacity whatsoever in any competition.

12.9.1. Expulsion

Expulsion from ARMS may be imposed as provided by the ARMS By-Laws.



12.10. Notice of Penalty

The Notice of Penalty must refer to the specification/regulation in the ARMS Regulations, ARMS Road Race GCR, Series Regulations or any Event Supplemental Regulations in force for the event that resulted in the exclusion. It must be signed by the Steward(s) and/or the Clerk of the Course and/or the Technical Delegate. One copy must be presented to the Driver of Record and one copy must be kept by the Steward(s) and/or the Clerk of the Course and/or the Technical Delegate. A copy of the Notice of Penalty Form must be attached to the Steward(s) and/or the Clerk of the Course's Event Report if one is written.

12.11. Publication of Penalties

ARMS reserves the right to publicize a notice that it has penalized any person or organization and to state the reasons therefore. The persons or body referred to in the notice shall have no right of action against ARMS, or its officials, or against any person publishing or printing such notice, and may incur further penalties if such action is taken.

12.12. Removal or Completion of a Penalty

ARMS may remove a penalty, and/or upon completion of a penalty, will notify the person incurring the penalty that penalty has been rescinded or that the penalty has been served.

12.13. Loss of Award

Any entrant or driver who is disqualified in any competition shall automatically forfeit all rights to awards in that competition.

12.14. Amendment of Results

When an entrant or driver is disqualified, the SOM shall advance the subsequent competitors in the finishing order and advise the Chief of Timing and Scoring of any consequent amendment to the results.

13. Inquiry

- 13.1. Drivers, or their parent/guardian if the driver is under the age of majority in the province of jurisdiction, may make a verbal Inquiry of the Steward(s) and/or the Clerk of the Course of the event within fifteen (15) minutes of the completion of the heat, race, post-race technical inspection or announcement and/or posting of official results in question, to ensure that facts are known and there is a need to protest, prior to submitting a Protest Form.
- 13.2. At any Inquiry about an on-track incident, the driver must be present. If the driver is under the age of majority in the province of jurisdiction, and the parent/guardian is making the Inquiry, the driver must accompany them. In all situations, the track session must be over before an Inquiry can be made.
- 13.3. An Inquiry regarding on-track activity should be detailed in writing. A brief description to be provided including the competition number of other vehicle(s) involved, lap number, time and the reason for the Inquiry. Incomplete inquiries will not be considered. The driver or their parent/guardian to submit the Inquiry to the Steward(s) or Clerk of the Course within fifteen (15) minutes of the end of the session in which an incident is alleged to have occurred or penalty was issued.
- 13.4. The Steward(s) and/or the Clerk of the Course may initiate an investigation resulting from an Inquiry. Interviews of participants or witnesses may be conducted. All evidence available including videotape, digital video and digital still images may be examined prior to accepting or



denying to accept a protest. As a result of the investigation, penalties may be applied if a protest is accepted or not, or if a hearing is held or not.

14. Protests

14.1. The Right of Protest

The right to protest lies solely with drivers who may consider themselves aggrieved by any decision, act or omission of a promoter, organizer, official, entrant, driver, or other person connected with any competition in which they are taking part, except that there shall be no right to protest refusal of an entry, nor where otherwise expressly prohibited by these Regulations. The onus is always on the driver, as the protestor, to establish the exact terms of the protest. The right to protest shall be predicated only on a protest being well founded. The Steward(s) shall review submitted protests and deem them well founded or not.

14.1.1. A well-founded protest is defined as being reasonable, logical, based on relevant facts and supported by relevant evidence.

14.1.2. A fact is defined as something that can be proven, and evidence is defined as that which supports fact, logic or reason.

14.1.3. Protests that are deficient in reason, logic, facts or evidence may be deemed as not well founded, and may be denied by the Steward(s) and the protest fee may be retained.

14.1.4. Hearsay, conjecture and unsupported opinion may be considered vexatious.

14.1.5. Vexatious is defined as of little or no significance or importance, annoying, disturbing.

14.1.6. Protests that are deemed not well founded, may also be vexatious and may be denied. In such instances the protest fee shall be retained, and further penalties may be applied.

14.1.7. Participants involved in a dispute or protest shall remain at the event for the protest period, and for any reasonable period of time beyond as may be requested by the Steward(s).

14.1.8. Competitors who do not comply or cannot be easily contacted, are subject to judicial proceedings and penalties being applied in their absence. In such cases where penalties are applied, the possibility of appeal is forfeited. Any penalty applied shall remain in force.

14.1.9. Nothing in this Regulation shall affect or prejudice the right and duty of any official to take such action as deemed proper in any circumstance, regardless of whether a protest has been lodged.

14.1.10. It is the protestor's responsibility to understand and comply with these Protest procedures, and no claim for misunderstanding of any kind will be accepted.

14.2. Time Limits for Protests

The Steward(s) may extend a time limit but only for reasons of Force Majeure. Otherwise, for a protest to be considered it must be lodged with the Stewards in accordance with the following time schedule:



14.2.1. Protesting the Eligibility of a Vehicle

When the alleged ineligibility of a vehicle, or a component of a vehicle is apparent, within 30 minutes after the end of the track session in which the alleged infraction is observed.

When the alleged ineligibility is not apparent, but it is alleged that the vehicle is performing in a manner which suggests that it is ineligible, within 30 minutes after the end of the track session in which the infraction is alleged to have occurred.

14.2.2. Protesting Results

A protest concerning the results of an event, within 30 minutes of the posting of the results of the session.

14.3. Videotape, Digital Video and Digital Still Image Evidence

If a competitor wishes to submit videotape, digital video or digital still images of an incident in support of a protest, it shall be surrendered in its original, unedited format to the Steward(s), within 30 minutes of the end of the session in which an incident is alleged to have occurred.

If a competitor wishes to submit videotape, digital video or digital still images of an incident in defense of a protest, it shall be surrendered in its original, unedited format to the Steward(s), within 30 minutes of the notification of the protest to the competitor.

Competitors submitting videotape, digital video or digital still images shall provide at the same time the means to view the videotape, digital video or digital still images or the videotape, digital video or digital still images shall not be allowed as evidence.

The Steward(s) reserve the right to preview videotape, digital video or digital still images and decide on its acceptance as evidence. This decision shall be final and binding on all parties for the purposes of a protest.

Should a videotape, digital video or digital still images be considered as valid evidence the competitor and/or entrant involved shall be allowed to view the videotape, digital video or digital still images only in the presence of the Steward(s) or a designate.

Once a videotape, digital video or digital still images has been submitted as evidence it shall be impounded, whether accepted as evidence or not, until the time limit for giving Notice of Intention to Appeal has passed and such notice has not been given.

In the event that a Notice of Intention to Appeal is given, the videotape, digital video or digital still images or a copy of the original created by a method approved by ARMS will be held by ARMS until the appeal hearing is conducted.

14.4. Protest of a Vehicle

Only drivers, or their parent/guardian if the driver is under the age of majority in the province of jurisdiction, entered in an event in the same class may protest the eligibility of another vehicle. A protest can only be submitted by an individual, and cannot be collective.

In such cases the protestor shall clearly state the exact Regulation(s) alleged to have been violated, and shall additionally stipulate the component(s) that are to be inspected. Components are defined as and include engine, chassis, tires, bodywork. Such Inspections shall be performed under the supervision of



the Technical Delegate. If a decision based on the inspection gives rise to an appeal by either party to the protest, protest fee shall be retained until a final decision is made.

If the vehicle is found to be in conformity, the protestor will forfeit the protest fee to ARMS.

Failure of the entrant and/or driver of a protested vehicle to allow inspection under the terms of this Regulation shall result in immediate exclusion and other penalties applied.

A protest under this Regulation may be reduced in scope by the protestor, but not added to, at the time the fee is paid. Once the fee is paid, the stipulated inspections must be completed, except if entirely or partially withdrawn by the protestor before the inspection begins.

If a protest under this Regulation is withdrawn completely by the protestor prior to the commencement of the inspection, the Steward(s) shall return the protest fee to the protestor less \$50.00.

14.5. Lodging a Protest

The protest must be submitted on an approved Protest Form (or facsimile) provided by the organizer of the event. The Steward(s) or the Clerk of the Course will be provided with copies of the approved Protest Form for distribution by the event organizer.

All protests must be addressed to the SOM.

Every protest shall be made in writing, and;

14.5.1. Specifying which part(s) of these Regulations, Club Regulations, Series Regulations or Event Supplementary Regulations considered to have been violated and by whom.

14.5.2. Providing names of witnesses, if any.

14.5.3. Providing videotape, digital video or digital still image evidence if involved.

14.5.4. Signed by the driver or their parent/guardian if the driver is under the age of majority in the province of jurisdiction making the protest.

14.5.5. Accompanied by the required protest fee payable to ARMS.

14.5.6. Delivered to the Clerk of the Course/Race Director or the Steward(s) within the time limit specified within these Regulations.

14.6. Hearing a Protest

The Steward(s) shall hear all protests. The Steward(s) can form a Protest Board to hear protests. All parties concerned shall be given notice of the time and location of the hearing.

The Steward(s) shall determine if the protest was submitted in full accordance with these Regulations. Failure of the protestor to comply with all of these conditions shall result in the return of the protest without hearing and the retention of the protest fee by ARMS.

The onus is always on the protestor to properly present a protest, and no claim based on lack of knowledge of these or Club or Series or Event Supplementary Regulations shall be allowed.

The driver and their parent/guardian if the driver is under the age of majority in the province of jurisdiction submitting the Protest must attend the Protest Hearing.



Protestors at a hearing shall themselves (or with the assistance of a designated translator if language difficulties exist) state their case in person and are entitled to call witnesses and shall be responsible for the prompt availability of any witnesses called. Should a protestor designate a translator for purposes of stating or arguing a protest, the words of the translator shall be deemed to be those of the protestor.

In the absence, or undue delay in attendance, of any party to a protest, judgement may proceed by default.

Every effort must be made to handle protests at the event where witnesses can present evidence pertaining to the protests.

14.7. Judgement from a Protest Hearing

All parties concerned shall be bound by the decision given, subject only to the Appeal Proceedings as provided in these Regulations.

14.8. Protest Fees

The fee for a Protest is \$100.00 which must be submitted at the time of submitting the Protest.

In all cases a minimum of \$25.00 of a protest fee will be retained by ARMS.

If a protest is upheld the balance will be returned.

If the protest is deemed to be not well founded, the entire fee will be retained by ARMS.

If the protest is deemed vexatious, the protestor shall be deemed guilty of a breach of these Regulations, shall forfeit the protest fee, and may be further penalized for this breach.

14.9. Notice of Decision

When a decision is made on a protest the person submitting the protest will be given a written explanation of the decision by the Steward(s) and/or the Clerk of the Course and/or the Technical Delegate if the protest is resolved at the event. If the protest cannot be resolved at the event it may be forwarded by the Steward(s) to the sanctioning body, affiliated club or organization having immediate jurisdiction for resolution. The status of the protest or the decision will be explained in the Steward(s) and/or the Clerk of the Course's Event Report.

A copy of the explanation must be attached to the Steward(s) and/or the Clerk of the Course's Event Report if one is prepared.

Every effort must be made to resolve the protest before the competitor leaves where the event is being held. If this is not possible, the competitor will be informed by the best available method including mail, courier, fax or email by the sanctioning body, affiliated club or organization having immediate jurisdiction not more than 72 hours after completion of the event of the status of the protest and how and when the protest is expected to be resolved.

Late or non-receipt of a Notice of Decision form does not affect the validity of the decision.

14.10. Publication of Judgements

ARMS shall have the right to publish or cause to be published a judgement of a protest and to state the names of all parties involved. The persons or bodies referred to in such a notice shall have no right of action against the ARMS or against anyone printing or publishing said notice.



15. Appeals

15.1. Request for Appeal

Except where excluded in these Regulations, a driver or their parent/guardian if the driver is under the age of majority in the province of jurisdiction may submit a Request for Appeal of a decision that was rendered by an Official in the form of a written letter.

The fee for a Request for Appeal is \$200.00 which must be submitted at the time of filing a Request for Appeal.

In all cases a minimum of \$50.00 of the Appeal fee will be retained by ARMS. If a decision is in favour of the appellant or the Request For Appeal is not allowed, the balance will be returned to the appellant.

A Request For Appeal does not mean the Appeal will be allowed automatically.

Appeal proceedings of ARMS are designed to expedite sporting disputes in a timely and efficient manner and do not necessarily follow practices or formalities normally associated with those of the legal profession.

It is the appellant's responsibility to understand and comply with these Appeal procedures, and no claim for misunderstanding of any kind will be accepted.

15.2. Grounds for Appeal Requests

The grounds for a Request for An Appeal are any of the following allegations;

15.2.1. The Race Official has dealt with the case using improper procedures.

15.2.2. New substantial evidence and/or expert testimony relating to the case that could not have been readily available at the time of the application of the original decision by the Race Official.

An Appeal will not be granted for a repeat presentation of the original protest.

15.3. Time Limit

The Appeal process may not begin until 24 hours after the completion of the event, or 24 hours after the Notice of Penalty is received by the competitor. Upon notification of exclusion, suspension, termination or penalty, an individual shall have the opportunity to request Appeal proceedings, providing such a request is made in writing within 5 days of the notification date of exclusion, disqualification, suspension, termination or penalty.

A Request For An Appeal letter, signed by the appellant, must be submitted in an absolutely clear and legible form otherwise it may be denied without further action.

A Request For An Appeal may be withdrawn with the agreement of ARMS. If the appeal is withdrawn a minimum of \$50.00 of the appeal fee will be retained by ARMS.

15.4. Effect of Requesting an Appeal

Notice of Request for An Appeal shall not affect the validity of enforcement of any decision, penalty or sentence appealed against.

The Steward(s), if notified of intention to submit a Request for An Appeal, may permit a competitor to continue to participate in a competition if the matter arises during an event.



This decision itself cannot be appealed. The Steward(s) may require that awards which may be affected by the outcome of the appeal to be withheld pending the outcome of a Request for An Appeal.

15.5. Required for Submissions

A Request for An Appeal shall only be submitted in person, by mail, courier, fax or email. It is the responsibility of the person submitting the Request for Appeal to confirm that it has been received by ARMS within the time limit.

A Request for An Appeal must contain sufficient information to allow ARMS to determine how a dispute will be managed, and whether or not formal Appeal Proceedings will take place. Failure of the appellant to provide sufficient information will result in the rejection of the appeal without a hearing and forfeiture of the appeal fee.

A Request for An Appeal shall specify in full;

15.5.1. The grounds for claiming that an Official acted improperly, clearly indicating which part(s) of any Regulations are considered to have been enforced in a manner that was not fair or equitable to the appellant.

15.5.2. The grounds for claiming that an Official acted improperly, clearly indicating which part(s) of any Regulations are considered to have been enforced in a manner that was not fair or equitable to the appellant.

15.5.3. A list of witnesses, and their telephone numbers, that the appellant may wish to call, a description of their involvement in the incident in question, and the general nature of their testimony.

The Request for An Appeal shall bear the signature of the appellant or an authorized representative of the appellant accompanied by a letter authorizing the representative to act on behalf of the appellant and shall include the address to which communications should be sent with a telephone number, and a fax number if available.

ARMS reserves the right to preview any videotape, digital video or digital still images submitted and decide on its acceptance as evidence. This decision shall be final.

15.6. Decision to Grant Appeal

ARMS will decide if a Request for An Appeal is well founded.

Should an appeal not be granted; the appeal fee will be returned less the \$50.00 administration fee.

ARMS reserves the right to settle any dispute that may be referred to in a Request for An Appeal without submitting the case to Appeal Proceedings.

Should ARMS deem that a Request for An Appeal is vexatious in nature the entire appeal fee will be forfeited and further penalties may be applied.

15.7. Appeal Proceedings

An Appeal may be handled administratively by ARMS without a formal hearing.



When a formal hearing is deemed necessary by ARMS, an Appeal Chairperson will be appointed by ARMS. The Appeal Chairperson will attempt to convene and hear an appeal no later than 1 week after the decision to grant an appeal hearing.

Notice to the appellant indicating the time and place for the hearing will be given. It is incumbent upon the appellant to assemble any witnesses at the appointed place and time.

The driver and their parent/guardian if the driver is under the age of majority in the province of jurisdiction who submitted the Request for Appeal must attend the Appeal Hearing.

At a formal Appeal Hearing the appellant may present evidence and may call witnesses. The appellant may have counsel present with the permission of the Appeal Chairperson but must always present their case personally. The Appeal Chairperson may hear evidence and witnesses in any manner deemed by the Chairperson to be appropriate, relevant or necessary.

15.7.1. Provision for Expedited Appeal

ARMS alone may arrange at its discretion the alteration of the appeal process so as to provide an Expedited Appeal.

An Expedited Appeal may be dealt with by ARMS immediately after a decision of a Race Official has been given, and a Notice of Intention to submit a Request for An Appeal has been submitted by the appellant.

The results of such an Expedited Appeal shall be final and binding on all parties.

15.7.2. Jurisdiction of Appeal Proceedings

Appointees to Appeal Proceedings shall not participate or sit in judgment if they have taken part as competitors, officials, organizers, promoters or sponsors in the competition which involves the subject of the appeal, or who have been directly involved in the matter under consideration.

15.7.3. Judgement of Appeal Proceedings

After considering the material deemed relevant to reach a decision, an Appeal Chairperson shall prepare a written judgment. An existing penalty may be nullified, mitigated, affirmed, increased, or a different penalty imposed. A competition cannot be rerun nor an event schedule revised.

15.7.4. Appeal Judgement is Final

Appeal judgments constitute the final court of appeal to settle any dispute arising out of or in connection with a Club or Series competition and no further action may be taken by the appellant.

15.8. Conduct After Judgement

Any participant who, subsequent to an Appeal judgment, discredits or attempts to discredit the judgment shall be subject to disciplinary action.

16. Insurance Requirements

The following will govern the insurance requirements for the activities of ARMS and ARMS Member Clubs.



16.1. General

- 16.1.1.** All events and activities organized by or on behalf of ARMS or ARMS Member Clubs shall have Public Liability and Participant Accident Insurance coverage in place and covering the full duration of the event or activity.
- 16.1.2.** ARMS and ARMS Member Clubs shall also carry annual Directors and Officers Legal Liability Insurance covering the operations of their Club.
- 16.1.3.** The detailed requirements of Liability, Participant Accident Insurance and Directors and Officers Legal Liability Insurance coverage will be determined by the Regional Executive through feedback from Member Clubs; by reviewing prior years' coverages, and in consultation and negotiation with Brokers and Insurers offering appropriate coverages. Requirements will be determined annually and approved by the Board of Directors.

16.2. Appointment of an Insurance Broker

- 16.2.1.** At least once each calendar year, the recommendation of the Board of Directors shall be presented for discussion and approval by the ARMS Member Clubs at a Special General Meeting of ARMS held in accordance with By-Law 14. At least one such Special General Meeting for this purpose shall be held each calendar year. In lieu of a Special General Meeting, this business may be conducted at an Annual General Meeting per By-Law 13.
- 16.2.2.** Based on the recommendations presented, and as approved by the member clubs, ARMS shall appoint an "Approved Insurance Broker". The appointment shall include an approved package of insurance products and rate structure for each year.
- 16.2.3.** More than one broker/provider may be appointed at any one period as the circumstances require.

16.3. Event Insurance Requirements

- 16.3.1.** All competition, social and other events organized by ARMS Member Clubs must be insured for Public Liability and Participant Accident Insurance as mandated.
- 16.3.2.** The Organizer of each event shall ensure that appropriate insurance coverages as mandated in 16.1.3. is obtained and in full force prior to the commencement of any event.
- 16.3.3.** The Organizer shall obtain a Certificate of Insurance acceptable to ARMS indicating that all Insurance requirements have been met. Each certificate shall name ARMS as an additional insured. A copy of the certificate shall be provided to ARMS in advance of the event and shall be posted and be available for inspection by participants at the event.
- 16.3.4.** If for any reason a valid insurance certificate is not available prior to the advertised date of the event or coverage expires prior to the end of the event or activity, the event or activity shall not proceed.



17. Other Fees

17.1. The following table lists various administrative and other fees that may be applicable and may not be identified elsewhere in this Handbook. Payment of the appropriate fee shall be made to Atlantic Region Motor Sports Inc. (ARMS).

Description	Fee
1. Vehicle Import Letter	\$100.00 / Letter

18. Travel Allowance Program

18.1. ARMS recognizes and supports the efforts of ARMS members to participate in competition events held outside the boundaries of the Atlantic Region, particularly for National or International status events. ARMS will budget an amount of money each year to be used to help support the costs of travel for ARMS members who compete in such events. The budgeted funds for the Travel Allowance Program will be awarded on the following basis.

18.1.1. Qualifying competition events include National and/or International Status competitions in Autoslalom, Time Attack, Race, Karting, Navigational Rally, and Performance Rally.

18.1.2. For National status events held within New Brunswick, Prince Edward Island, or Nova Scotia, the ARMS Travel Allowance will be made available to eligible entrants that are resident in Newfoundland and Labrador.

18.1.3. For ARMS Championship events which are held outside the borders of the four Atlantic Region provinces, the ARMS Travel Allowance will be available to eligible entrants.

18.1.4. The recipient of the Travel Allowance funds shall be a member in good standing of an ARMS affiliated Club during the time period of the competition event in question, and shall hold a valid ARMS competition licence in the relevant discipline.

18.1.5. The distribution of the Travel Allowance funds shall be based on written applications submitted by or on behalf of the eligible entrant and received by ARMS prior to September 30th each year. Applications shall be submitted in writing to the appropriate ARMS Discipline Director, and shall include appropriate details to substantiate and verify the claim. Include where possible a copy of the official results of the event showing the ARMS member’s results.

18.1.6. The ARMS Board of Directors shall review the eligibility of each applicant and determine the amount awarded to each approved applicant. In determining the amount of any award under the Travel Allowance Program, the BoD will consider factors including the available budgeted amount for all Travel Awards, the number of valid applications, the type and status of the event, and other factors as it deems appropriate. The maximum award shall be \$200 per approved entrant. All applications may not necessarily be accepted, and all of the



budgeted funds may not necessarily be awarded. The decision of the ARMS Board of Directors shall be final.



Appendix A: Ken Vaughn Memorial Award

Established 1987

The Ken Vaughn Memorial Award is presented to an ARMS member who over the years has made an outstanding volunteer contribution to the betterment of ARMS. This could be as an organizer, a competitor, an official, a volunteer or all of them in all aspects of ARMS.

For those who did not know Kenny he was all of those. You would see him at many events put on by CASC-AR, at the time, either in the car as a competitor or organizing or helping the organizer. Sadly, Kenny passed away due to cancer at a young age, in 1985, leaving a wife and two infant daughters.

Past Recipients

1987	Clarke Paynter	2006	George Sheppard
1988	Ken Clatteneburg	2007	Dave Charters
1989	Jack Canfield	2008	Dave Hull
1990	Walter Tennant	2009	Joanne Wilson & Paul McDonnell & Family
1991	Debbie Clark	2010	Mike McCrea
1992	The Johnson's (Ronald Sr, son's Peter, Raymond, Ronald)	2011	Charlotte Partridge
1993	John Doherty	2012	Ian Pearce
1994	Nancy & Arnold Hoar	2013	Harold Merklinger
1995	Wayne Schnare	2014	Graham McCrea
1996	Don Mahar	2015	Stacy Chapman
1997	Gary Marks	2016	Andy Hill
1998	Robert Guthrie	2017	Jeff Martin
1999	Stewart O'Connor	2018	Ming Wong
2000	James Partridge	2019	Brian Partridge
2001	Tim Chesnutt	2020	<i>Not Awarded</i>
2002	Darrell Tower	2021	<i>Not Awarded</i>
2003	Kay Wilson	2022	Alan Gray
2004	Derek Lugar	2023	Barb Coleman
2005	Ralph Brooks	2024	Daphne Sleigh



Appendix B: Les Fraser Award

The Les Fraser Trophy is awarded annually to the ARMS racing participant who best displays the attitude of 'sportsmanship' that Les himself embodied. It may be awarded to a racer, official, marshal, crew member, or other volunteer. The trophy was donated jointly by two of Les' racing friends, Dave Charters and Bob Guthrie, and has been awarded every year since 2008.

Les first got involved in rallying in the late 1960s and early 1970s and did some auto slalom at that time. But he was not able to pursue his passion for racing until he retired in 2002. He took on three part-time jobs so he could afford to race. Les did the race school in 2004 and started racing in a red Honda CRX (# 90) in September that year. His racing career was not long – only four seasons, cut short by his battle with cancer, which claimed his life in June 2008. But in that short time he left his mark, not as the fastest driver, but as the one who seemed to take the most sheer pleasure out of being on the track, competing with his friends, even at the back of the pack. In the paddock Les exuded friendship, courtesy, a willingness to help, and a sense of fun. It was a pleasure to be around him.

All the recipients since have displayed those qualities. So, the Les Fraser Trophy is more than just an award to a deserving person. It is a reminder of what our racing community should be all about and what all of us should strive to be.

Past Recipients:

2009 - Les Fraser
2010 - David Charters
2011- Derek Lugar
2012 - Paul Susnis
2013 - Mike McCrea
2014 - Brian Bent
2015 - Trevor Gray
2016 - Paul Susnis
2017 - Leigh Pettipas
2018 - Joel Nelson
2019 - Tim MacNeil
2020 - Derek Lugar
2021 - Mike Guy
2022 - Paul McDonnell
2023 - Paul Gray
2024 - Brian Gay



Appendix C: Regional Annual General Meeting Locations

1988	Holiday Inn, Sydney	Circuit Cape Breton
1989	Keddys Inn & Convention Center, Halifax	ASCC
1990	Magnetic Hill Wandlyn, Moncton	MMSC
1991	Ramada Inn, Dartmouth	ASCC
1992	Holiday Inn, Dartmouth	BAC
1993	Holiday Inn Magnetic Hill, Moncton	MMSC
1994	Best Western Glengary, Truro	ASCC
1995	Moncton CY's Steak House, Moncton	MMSC
1996	White Point Beach Resort, White Point NS	BAC
1997	Old Orchard Inn, Kentville	BAC
1998	Hilton, Saint John	NBSCC
1999	Wandlyn Inn, Amherst	ASCC
2000	Crystal Palace, Moncton	MMSC
2001	White Point Beach	BAC
2002	Hilton, Saint John	NBSCC
2003	Park Place Ramada, Halifax	ASCC
2004	Crystal Palace, Moncton	MMSC
2005	Rodd Motor Inn, Charlottetown	IKC
2006	Weston, Halifax	BAC
2007	Fredericton Motor Inn	FMC
2008	Future Inn, Moncton	MMSC
2009	Linkletter Hotel, Summerside	CKRA
2010	Quality Inn & Suites Bayers Lake, Halifax	ASCC
2011	Holiday Inn, Truro	BAC
2012	Crystal Palace, Moncton	MMSC
2013	Weston, Halifax	BAC
2014	Holiday Inn & Suites, Magnetic Hill, Moncton	MMSC
2015	Quality Inn & Suites Bayers Lake, Halifax	ASCC
2016	Hampton Inn & Suites, Truro	ARMS
2017	Hampton Inn & Suites, Truro	ARRCA
2018	Hampton Inn & Suites, Truro	BAC
2019	Hampton Inn & Suites, Truro	FMC
2020	Hampton Inn & Suites, Truro & online via Google Meet	ASCC
2021	Millbrook Cultural Center, Truro & online via Google Meet	ASCC
2022	Four Points by Marriott, Moncton, NB & Online	MMSC
2023	Hampton Inn & Suites, Moncton, NB & Online	MMSC
2024	Tower Hotel Bayers Lake, Halifax, NS	AMKA



Appendix D: Past Regional Discipline Championships:

Hill Climb

Year	Name (Club)	# of Championships
1968	Frank McCarthy (ASCC)	1
1969	Dave Fram (ASCC)	1
1970	Larry Brown (UNBSCC), Ron Locke (ASCC)	1
1971	Ron Steeves (MMSC)	1
1972	John Jamieson (MMSC)	1
1973	Bob Jonah (MMSC)	1
1974	George Sheppard (ASCC)	4
1975	George Sheppard (ASCC)	4
1976	George Sheppard (ASCC)	4
1980	George Sheppard (ASCC)	4

Appendix E: ARMS Code of Conduct

ARMS clubs, members and participants in ARMS sanctioned events shall conduct themselves according to the highest standards of behaviour and sportsmanship and in a manner that shall not be prejudicial to the interests and the reputation of ARMS or its Clubs or of motorsport generally. Failure to do so shall be considered a breach of the ARMS GCRs and may result in penalties being applied.

The following statements further define the beliefs, expectations, ideals and principles of individual conduct that ARMS believe should be exemplified:

1. Participants in ARMS sanctioned activities shall be bound by this Code of Conduct;
2. Participants in ARMS sanctioned activities shall accept that motorsports can be dangerous and entails inherent risks;
3. Participants in ARMS sanctioned activities shall be treated with consideration and respect, and shall treat fellow participants with the same consideration and respect;
4. Participants in ARMS sanctioned activities shall endeavour to portray a positive image of motorsports through their exemplary driving habits;
5. Participants in ARMS sanctioned events shall not knowingly place themselves or others in a position of undue risk. Consideration of safety shall be placed before competitive goals;
6. ARMS members shall strive to set exemplary standards of behaviour as they are all ambassadors for motorsports;
7. ARMS members shall pledge to demonstrate with their actions care and concern for the environment.

Appendix F: Privacy Policy



Privacy Policy

Atlantic Region Motor Sport Inc.
PO Box 38067 Burnside
Dartmouth, N.S.
Canada
B3B 1X2

Website: www.armsinc.ca
www.tracracing.ca
Facebook: www.facebook.com/ARMSinc
Twitter: www.twitter.com/arms_racing

February 28, 2018

© 2018-2024 All material in this document is strictly the copyright of Atlantic Region Motor Sports Inc. (ARMS), and may not be reproduced without prior written permission.



PRIVACY POLICY:

Atlantic Region Motor Sports Inc. (ARMS) respects and protects the privacy of personal information provided to it in the course of its provision or sanctioning of amateur automobile sport activities and services. Personal information is information that is collected from and provided to ARMS or its member clubs by an individual as part of the normal operation of its services and in accordance with applicable provincial and federal legislative requirements.

ARMS do not provide an individual's personal information to third parties for marketing or other purposes without the individual's express consent, although ARMS may use the information for its own business purposes, including promotional or marketing activities, and may share it on request with its member clubs for similar purposes. By registering with ARMS or one of its member clubs, or by subscribing to any of its services or activities including those on the web site, you expressly consent to our use and disclosure of your personal information in accordance with this Privacy Policy and the included Privacy Statement. The following privacy statement is an overview of how we collect and use your personal information. If you have questions please contact ARMS by email at president@armsinc.ca.

PRIVACY STATEMENT:

The primary purpose for which ARMS may collect personal information of individuals is to provide a safe, efficient and effective operation in the ordinary course of its business and in its provision of services to interested individuals. Only information consistent with these purposes is requested and collected, and may be retained and used for such purposes. The ARMS web-site can be accessed and browsed without the provision of personal information, but use of specific areas of the site may require an individual to provide contact and identity information, which can then be maintained, stored and used for purposes consistent with ARMS's business and operations. Information requested may include personal information that is not required, in which case the individual has the option to refuse to provide or disclose the information. Where information is required in order for the individual to access or use services of the business, or to participate in its lawful activities, the individual can choose to not provide the required information by choosing not to use the service or feature, or to not participate in the activity.

Where access or use of ARMS's services requires and elicits the provision of financial information of an individual, that information, including banking or credit card information, can be used to verify the accuracy of the personal information provided, as well as to bill the individual for services provided or for participation in activities of the organization. Information of individual users of the ARMS web site or email services may be automatically tracked and used for information and research purposes to determine user demographics, interests and behaviour, to assist ARMS to better ascertain, understand and service its community of interest. This information may include the URL from which the ARMS site is accessed, the URL next visited, and the individual's computer browser information and IP address. ARMS may use data collection devices known as 'cookies' on its site to track web page access, use, and promotional effectiveness, and to provide services more efficiently. Cookies are small files placed on a user's hard drive that assist in the provision of services, some of which may be accessible only by means of a cookie, and they may be used to assist ARMS to provide information targeted to specific user demographics or interests. ARMS cannot control cookies placed on a web page on the ARMS web site by



a third-party user. If you view such a page you may encounter cookies or other similar devices not created or controlled by ARMS. Personal correspondence or messages posted to the ARMS website, bulletin boards or emails will be collected and may be used by ARMS in accordance with its privacy policy. Personal information about an individual forwarded or sent to ARMS by a third party may also be collected and used, and may be retained and stored by ARMS for future use. Additional uses for such information may include use to resolve or address disputes, provide support and troubleshoot problems.

COLLECTION AND USE OF PERSONAL INFORMATION:

ARMS reserve the right to collect and use personal information to facilitate services requested by an individual. ARMS also reserve the right to use, disclose and publish personal information, excluding contact or financial information, of any individual for purposes of recording and reporting of events and activities, including but not limited to the recording and publication of event standings and results, and the recording and publication of event participation of any sort, as an entrant, official or worker. Personal information provided and collected in accordance with applicable laws and ARMS's privacy policy, including information about current or past activities of an individual, may be used to: bill or collect an account or credit card debt; help promote safe usage; measure/monitor use of and interest in ARMS's services and activities; promote online and offline offers, products, services, updates, activities and member club information, services and activities; to protect ARMS against error, fraud and criminal or unacceptable activity and conduct; to enforce a User agreement where applicable; to further the lawful business and operations of ARMS in accordance with its products and services; and to identify users using multiple user identifications or aliases. Other uses may apply as disclosed or described at the time of collection of the personal information. Use of ARMS services or products constitutes express agreement by the individual to the uses and disclosure of personal information as set out in the ARMS Privacy Policy, Privacy Statement and in accordance with any express consent or applicable User Agreement. An individual may opt out, in writing, from the receipt of certain communications, but other uses of personal information as set out will continue to apply.

COLLECTION, USE AND DISCLOSURE OF MEDICAL INFORMATION:

Medical information provided to ARMS by an individual will be collected only for the express purpose for which it is collected, and will be used and disclosed only in accordance with that use. For instance, medical information provided and collected for purposes of establishing eligibility to be licenced to participate in an ARMS sanctioned event or activity will be retained and stored in a confidential manner, and shall be disclosed only as required to a physician chosen by ARMS for the express purpose of establishing the eligibility of the individual for licensing. Medical information that is provided by an individual voluntarily for any other purpose shall be maintained and stored in a confidential manner, with access and disclosure restricted to a health care practitioner or practitioners for purposes consistent with the reasons and terms provided to the individual at the time of voluntary disclosure. Medical information of an individual for any purpose other than licensing may be returned to the individual on request, and no record shall be retained by ARMS for any purpose.



DISCLOSURE OF INFORMATION:

Personal information of an individual will not be sold or rented to a third party or disclosed except in accordance with the ARMS Privacy Policy and Privacy Statement. Personal Information may be shared with ARMS member clubs for purposes consistent with ARMS's own use and disclosure rules. Aggregate and non-identifiable information may be provided to third parties in furtherance of ARMS's business goals and interests, including to advertisers, media and third-party promoters or research services. However, ARMS will use, disclose and may publish personal information, but not personal contact information, with respect to event standings and results, event participation as a participant, organizer or as an official, including photo- or digital-imaging, however generated. Except as may be required by law, personal information such as name, email address, password and financial information will not be disclosed to third parties without the individual's explicit consent. ARMS will cooperate at all times with law enforcement inquiries and other agencies in accordance with applicable legislation and/or as may be legally required in the course of investigation, enforcement or prosecution.

THIRD PARTY/EXTERNAL SERVICE PROVIDERS:

Use of information provided by an individual to external or third-party providers, whether accessed through or as a result of the use of ARMS services or activities, are governed by the privacy policy and practices of that provider, and are not the responsibility of ARMS. Please review directly to the service provider for applicable information and specification of their intended uses.

PROHIBITED USE OF INFORMATION OF ARMS AND ITS USERS:

ARMS expressly prohibit any User or Third Party from the use or disclosure of personal information of ARMS, its member clubs or other users of ARMS services. Therefore, no individual or organization is licenced or permitted to add a ARMS user or member club to its email, mail or other access list without the individual or member club's express consent to do so.

LIABILITY FOR SUPPLIED INFORMATION:

ARMS expressly denies any responsibility or liability for personal information provided by or on behalf of an individual to a third party. Any individual accessing or using ARMS's services is reminded that the responsibility to protect an individual's password remains the sole responsibility of the individual.

SECURITY OF STORED INFORMATION:

ARMS uses procedural and technical safeguards to store and protect personal information against loss, theft, conversion, unauthorized access and disclosure, both from within and from outside of ARMS. Privacy is further protected by use of firewalls and encryption. However, despite security and safeguards, users are reminded that security on the internet cannot be assured.



PERSONAL INFORMATION ACCESS, CHANGE AND DELETION:

An individual will at all times during the ordinary course of ARMS's business day have access to their personal information that is in the possession of ARMS except where or unless the information is legally privileged and therefore not legally subject to access or disclosure.

Personal information provided should be promptly updated for accuracy and use purposes. Membership information, including user profiles and contact information, can be accessed, reviewed and changed at any time by reference to the Members Only section of the ARMS web site. On written request by the individual, directly to ARMS, will deactivate the individual's account and delete the contact information from the database. However, ARMS will retain in its files some personal information to prevent fraud or to address its stated business purposes, including but not limited to: prevent fraud, maintain business and financial records, collect fees owed, resolve disputes, assist with investigations, enforcement and compliance with legal requirements. Such information shall be retained and stored, accessible only to select ARMS personnel. However, ARMS reserve the right to retain personal information used, published or otherwise recorded, including photo- or digital-imaging, however generated, with respect to participation in sporting events or activities, including but not limited to: event results, promotion, and status in an event as an official or participant.

AMENDMENTS TO THE POLICY:

ARMS reserves the right to amend its Privacy Policy and the Privacy Statement at any time by posting the amended terms on the web site. Once posted, all amendments are effective 30 calendar days after the initial posting date.

ACCOUNTABILITY:

ARMS can be contacted at any time via Email with questions of concerns related to its Privacy Policy and the Privacy Statement. Responsibilities as Privacy Officer will be fulfilled by the Secretary of the ARMS Regional Executive secretary@armsinc.ca.