

All Terrain Vehicle Association of Manitoba (ATVMB) Club Start Up Kit

What does ATVMB do for you?

ATVMB provides the ATV enthusiast with a voice. When ATVMB meets with government they are representing your interests and concerns.

An ATVMB Club is entitled to trail insurance under the ATVMB umbrella insurance policy. Liability trail insurance provides protection for landowners and clubs with authorized ATV trails.

ATVMB Clubs also receive a discounted rate on Directors and Officers liability insurance, which protects the Clubs board of directors as they carry out their duties on behalf of the Club.

Members of ATVMB affiliated clubs are also entitled to a discount on insurance through the Oasis "Got Toys?" program when insuring an ATV, snowmobile, boat, etc.

Starting an ATV club:

Starting a new ATV Club requires enthusiasm and dedication by a group of motivated individuals who are committed to preserving the sport of ATVing in Manitoba. The founders of the Club will be required to be organized and complete all necessary paperwork.

How many people are required to start a club?

It is beneficial to start with at least 10 interested individuals, as there are a number of tasks to be completed and "many hands make light work".

How to get started:

Once a core group of interested individuals has been determined, an information meeting should be held. In many cases the local school, fire department, town hall or community centre will provide meeting space free of charge to non-profit groups.

At this first meeting the specific objectives of the club should be discussed and it is important that all participants are given the opportunity to have input. A date for the first public meeting should be set and a location for the meeting determined. The method of communication needs to be determined regarding notifying potential club members, e.g., word of mouth, phone calls, email, newspapers, mailings, website, etc.

How should the first meeting be conducted?

Meetings are a method of communication, decision-making and follow up on any decisions made. Meetings can be ineffective and a waste of the time if general meeting etiquette is not followed. Two components of a successful, effective meeting are:

1. Notice of Meeting - all officers/members should be given at least 7 days advance notice of a meeting, which should include the location and time of the meeting, the purpose of the meeting, an agenda and any relevant materials required to deal with the agenda items (previous meeting minutes, reports).
2. Recording of Minutes - without proper recording of what takes place at a meeting, many important issues will be lost and decisions not acted upon. Minutes should contain the date, time and place of the meeting, the purpose of the meeting, those in attendance, a record of all motions, recommendations made, and a synopsis of discussion. The proper recording of minutes is essential and will ensure that the membership is well informed.

Formation of the Board of Directors:

1. Appoint someone to act as the chairperson for the first meeting. It is the responsibility of the Chair to ensure that the meeting follows the agenda and is conducted in an orderly manner.
2. Discuss the executive positions of the Club. It is recommended that an election take place for the positions of President, Vice President, Secretary and Treasurer. The organization may consider additional director positions as needed.
3. It is recommended that the terms of office of the above noted positions be staggered to ensure that not all positions are up for re-election within the same year.
4. The Chair will ask for nominations from those in attendance and a separate vote for each position will be conducted. It is not necessary to elect the entire Board of Directors at the initial meeting, and it is advisable to wait until a second meeting to elect the directors, gathering names of interested individuals who were unable to attend the first meeting.

As the Club progresses, it may be necessary to form committees to assist the Board of Directors with various Club projects. These may include:

- Publicity Team – selects a name for your club and publicizes meetings and events.
- Membership Team – establish dues structure, recruitment and affiliations.
- Policy Team – drafts bylaws, the mission and goals of the club.

Depending on the focus of the club and the number of members, the club may want to develop two focus groups, as follows:

- Trail Team – identifies and establishes trail opportunities for the club.
- Activity Team – organizes riding and social activities for the club

Club Name:

The name of the club should reflect the spirit of your organization and the geographical area. Names that may be offensive should be avoided, i.e. “Mud Slingers”. It is also recommended that ATV brand names be avoided as this could impede membership growth. The club name must not be a name that has been or is being used by another organization. The name of your club must be registered with the Manitoba Companies Office, <https://direct.gov.mb.ca/coohtml/html/internet/en/coo.html>

Meeting Frequency:

It is recommended that the club meets at least once per month, however, some clubs choose to meet more frequently. Consideration should be given to member burnout when determining how frequently the club will meet. Many clubs will host club dinners, which provide a social opportunity and have proven to strengthen commitment and maintain interest. Meetings may be suspended or reduced during the winter months.

Monthly meetings should deal with the business of the organization, e.g. acceptance of the previous meeting minutes, a reporting of the financial position of the organization, etc. Other topics for discussion could include club sponsored activities such as rides, cookouts, community projects, and development of a trail system.

There are many resources available on the Internet related to conducting effective meetings.

It is also good practice to host an Annual General Meeting to which all club members are invited. The AGM provides members with the opportunity to review the financial statements of their club, participate in the election of officers, approve the by-laws of the organization, and receive an update of board activities conducted on their behalf over the past year. A date should be chosen for the AGM and members should be provided with a minimum of 30 days notice.

Membership Dues:

When determining the membership dues structure, consideration should be given to the size of the group and the extent of activity. It is very important that the club be affiliated with the provincial ATV Association, the All Terrain Vehicle Association of Manitoba (ATVMB) to ensure representation at the provincial and national levels. ATVMB charges a nominal club membership fee and a fee for insurance covered, which should also be considered when determining the membership dues structure.

Finances

Keeping track of the club finances is critical to the ongoing success of the organization and any programs that the club chooses to run. Areas that will need to be addressed include:

- Determine sources of income (membership fees, grants, sponsorship, fund raising, etc.)
- Determine expenses (facilities, equipment, etc.)
- Developing a bookkeeping system
- Developing financial policies
- Determine who will have signing authority. This is very important and it is recommended that non-profit organizations have a requirement of two signatures on all cheques written.
- Preparing financial reports that are presented to the board of directors at least quarterly. This task is the responsibility of the Treasurer.

Official Club Registration:

All ATVMB affiliated clubs must be incorporated if they wish to access grant money that becomes available through the provincial federation from time to time. In addition to the ability to access grant funding, other benefits of incorporation are as follows:

- Limiting the liability of individual members from various debts and obligations for which the organization may become responsible.
- Giving the organization permanency even though the members may change.
- Incorporation structures the affairs and activities of the organization.
- Funders often require that the organization be incorporated in order to be eligible for funding.

Information on incorporation can be found on the following websites:

<http://www.companiesoffice.gov.mb.ca/>

The All Terrain Vehicle Association of Manitoba Club Structure

Club Membership Fee Structure:

- 1st year clubs pay \$150 for ATVMB membership (base fee equivalent to 10 members required to start a club at \$15/member)
- 2nd year and older clubs pay \$250 flat rate
- All ATVMB Clubs must possess Directors and Officers insurance and fees for this coverage are based on insurer rates (contact ATVMB for current rate).

TOP TIPS for Starting/Managing a Club:

- Spread the workload. Members will be more committed if their talents are utilized and it will reduce stress on the core organizing committee.
- Hold regular, interesting meetings that follow the mission of the organization and produce sound decisions. Productive meetings result in keeping clubs alive and vibrant.
- Develop a club roster of members' and volunteers' names, addresses, occupations and other relevant information.
- Utilize the talents and experience of the members, e.g. a member who is an accountant or bookkeeper may be interested in serving as the Treasurer for the organization.
- Plan for the future, keeping accurate records of all club meetings/activities. These records provide a valuable resource as your club evolves.
- Establish a permanent, dedicated mailing address that will be used for all club correspondence, pamphlets and posters.
- If possible, build a website for the organization. This is a great communication tool for members and non-members alike.
- Develop an orientation process and job descriptions for all volunteer positions.
- Acknowledge your volunteers! A simple thank you letter at the end of the season or after an event lets them know their efforts were recognized and appreciated.



All Terrain Vehicle Association of Manitoba (ATVMB)

Club Application Form

The All Terrain Vehicle Association of Manitoba (ATVMB) – through education, training and collaboration – strives to:

- Promote and encourage the safe and responsible use of ATVs
- Promote environmentally conscious ATV use
- Represent the interests of the ATV community in Manitoba
- Develop a viable trail system

Full membership will be granted to accredited clubs with 10 or more members who support and promote the work of the All Terrain Vehicle Association of Manitoba. An accredited club should be incorporated and have bylaws in place.

All affiliated ATVMB Clubs must abide by the ATVMB by-laws as well as the ATVMB Code of Conduct.

All individual members of an accredited club will be considered full members of ATVMB.

All Terrain Vehicle Association of Manitoba Inc.“
The Voice of the Responsible ATV Rider in Manitoba”

ATV Manitoba Club Member Application Form

Please provide the following information:

ATV Club Name			
Main Contact			
Address			
City		Province	
Postal Code		Phone Number	
E-mail			
Website			
President		Email	
Vice-President		Email	
Secretary		Email	
Treasurer		Email	
Other:			
Current # of Club Members (incl. Exec & Directors)			
May we refer possible members to your club?			
If so, what is your membership fee?			
What year was your club formed?			
Please email your club logo to info@atvmb.ca as it will be posted on the www.atvmb.ca website along with your contact info.			
Questions / Comments:			

Thank-you for your interest in joining ATVMB
ATVMB will be in contact once the application has been reviewed.

Please email your completed form to:
jfunk@atvmb.ca

The All Terrain Vehicle Association of Manitoba
PO Box 40110, RPO Lagimodiere, Winnipeg Manitoba, R2C 4P3



Code of Conduct

Upon membership into the All Terrain Vehicle Association of Manitoba (ATVMB) and as a member in good standing, member clubs and members of said club will abide by the following code of conduct:

ATVMB Members shall conduct all club business in a professional manner as well as maintain the highest standards of ethical conduct.

ATVMB Members will obey all federal, provincial and municipal laws regulating the operation of ATVs.

ATVMB Members will ensure that all necessary permits are obtained for Club events.

ATVMB Members shall, at all times, refrain from making any statement or conducting themselves in any manner which may bring discredit to the Association or other members of the Association.

ATVMB Members shall hold confidential any privileged information entrusted or made known and shall not disclose this information, without permission, to any third party except as required by law.

ATVMB Members will support responsible, environmentally conscious conduct and will make every effort to influence other ATV owners to do the same.

ATVMB Members will, at all times, respect the property and rights of anyone they may have contact with while being actively involved in their sport.

ATVMB Members will make every effort to provide support when encountering someone in distress and will provide assistance in emergency situations.

ATVMB Members will respect the rights of other trail users and yield right of way to non-motorized trail activity.

ATVMB Members will respect wildlife as well as protected or sensitive areas that may be encountered.

ATVMB Members will strive to use areas that are open to ATV use and will not travel where prohibited.

ATVMB Members will be environmentally conscious, will not litter and will take out anything that is brought in.

ATVMB Members will obtain the appropriate training, education and information related to the safe operation of their vehicle.

Members of the All Terrain Vehicle Association of Manitoba found to be in violation of the above code of conduct will risk the possibility of having their membership and privileges suspended or revoked at the discretion of the Association Executive.

This Code of Conduct binds not only Club Executive but also binds all members/staff of an accredited ATVMB Club.

Signature

Club

Date