

# Appalachian Region-PCA Event Participant Policy

BOD Approval 15 October 2019

## Definitions

Member – a person in good standing with respect to PCA and Appalachian Region membership.

Event – an activity planned, coordinated and executed by PCA members; an ‘Event’ includes participant registration, a registration fee and a calendar of Event ‘Activities’.

Activity – a specific function with an associated date/time; a collection of ‘Activities’ constitute an ‘Event’. An Activity is one of three designated types:

- ‘Paid Activity’ – a function for which a fee is collected in addition to registration fee (if any; e.g. optional meals, AA boat tour)
- ‘Event Activity’ – a function for which no additional fee is collected and for which any cost is paid by registration fee (e.g. technical quiz, gimmick rally, Event concours or Event included meals)
- ‘Unrestricted Activity’ – a function without fee for which the general public may attend and/or participate (e.g. attending ‘peoples choice’ concours)

Event Director – person in charge of planning, overall coordination and conducting of an Event; leader of event committee(s).

BOD – Appalachian Region-PCA Board of Directors (President, Vice President, Secretary, Treasurer, Past President)

Region – Appalachian Region - PCA

Registrant – a person who has duly registered (whether within registration time constraints or late registration) and has paid the registration fee (if applicable) and any chosen Paid Activity fees.

Participant – a person who did not complete the registration process but paid a Paid Activity fee in order to participate in Paid Activity.

Non-Participant – a person who attends any Paid/Event Activity without registering or paying the Paid Activity fee.

## Policy

1. The Event Director has sole discretion of allowing additional Participants (outside of the registration process), subject to BOD oversight.
  - a. Payment of Paid Activity fee(s) to the Appalachian Region (or one of its BOD/Officers or the Event Director) is to be made prior to Paid Activity participation.
  - b. Event Director has sole discretion of reducing Activity fee(s) up to 50% for minor children Participant(s) when accompanied by Member parent/guardian Participant(s) (e.g. meals), provided that a corresponding reduction in cost is available for Region

Member children; reduced fee(s) must cover Region cost. No other reduced Paid Activity fee(s) will be allowed.

- c. Participant is required to fulfill all documentation requirements required of Registrants with respect to the Paid Activity (e.g. waiver signature).
  - d. Member(s) denied participation, for any reason other than non-payment/past due balance, may be appealed to the BOD present prior to Paid Activity: a majority of BOD present must concur to override Event Director's ruling.
2. Participants are specifically excluded from participating in other Event Activities.
  3. Non-Participants are excluded from all Paid and Event Activities and may only participate in Unrestricted Activities.
  4. Event Director is responsible for implementing measures to necessarily exclude Non-participants from any Paid/Event Activity (e.g. Event name badge with any Paid Activity icon; name badge itself vouches for Event Activities).
  5. Event Director, event committee members and BOD are responsible for ensuring Non-participants are not allowed to participate in any Paid/Event Activity.
  6. Any Member or Non-Participant participating in a Paid Activity without paying Paid Activity fee will be billed for the balance owed by the Appalachian Region Treasurer as soon as practical.
    - a. One 30-day past-due notice will be sent by the Treasurer for non-payment of balance due.
    - b. Non-payment will result in the suspension of the Member or Non-Participant from future participation in an Event, Paid Activity and/or Event Activity until the balance is paid.
    - c. If the Member or Non-Participant is not the primary Member, the primary Member will also be notified of any 30-day past-due balance and will be provided a copy of this policy by the BOD from the seat of Appalachian Region President. The primary Member is responsible for any past-due amount.
  7. Any Member or Non-Participant participating in an Event Activity without registering will be asked to leave Activity premises by any two Members named in item 5 above. Any input by such person (e.g. concurs vote, tech quiz, etc.) will be disallowed.
    - a. Great care and discretion should be used approaching said Member or Non-Participant.
    - b. If Region incurs any expense as a result of such Non-Participant action(s), Non-Participant and/or Member shall be billed a fee, up to and including the full Registration amount, as determined by Event Director and BOD.
      - i. Billing will be done in accordance with item 6 above.
      - ii. Member may appeal billing to the BOD by notification in writing and appearing before the BOD in closed session.