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Welcome to the VASA Club Management Guide!

We are thrilled to have you embark on this journey of club management with us. Whether you are a seasoned OHV enthusiast or a newcomer to the world of all-terrain vehicles, this guide is designed to provide you with the essential tools and resources needed to effectively lead and organize an OHV club.

Our mission is to foster a community of passionate OHV riders who are dedicated to promoting safety, camaraderie, and responsible riding practices. As you navigate through this guide, you will find valuable insights, best practices, and practical advice on various aspects of club management, including safety guidelines, event planning, membership engagement, and advocacy efforts.

Whether you are organizing thrilling rides through rugged terrain, planning educational workshops on OHV maintenance and safety, or advocating for responsible OHV use in your community, this guide is your go to resource for success.

We encourage you to explore each section thoroughly, adapt the strategies to suit your club's unique needs and goals, and most importantly, have fun along the way. Together, we can create memorable experiences, build lasting friendships, and make a positive impact on the OHV community.

Thank you for your dedication to the VASA club journey. Let's rev up those engines and make every ride an adventure to remember!

Happy trails!



Purpose of the VASA Club Management Guide

1. Promoting Safety

The guide emphasizes the importance of OHV safety and provides essential guidelines and best practices to ensure the wellbeing of club members and the public.

2. Facilitating Organization

It offers practical advice on how to effectively organize and administer a VASA club, including information on membership management, event planning, financial management, and communication strategies.

3. Encouraging Responsible Riding

The guide advocates responsible OHV riding practices, including respect for the environment, adherence to trail etiquette, and compliance with laws and regulations.

4. Building Community

By providing tips for fostering camaraderie and engagement among club members, the guide aims to strengthen the sense of community within the OHV enthusiast network.

5. Supporting Advocacy Efforts

It offers insights into how VASA clubs can advocate for OHV friendly policies, access to riding areas, and the preservation of trails and natural habitats.

6. Empowering Leaders

The guide equips VASA club leaders with the knowledge and resources they need to effectively lead their clubs, manage club activities, and navigate challenges that may arise.

7. Promoting Enjoyment

Ultimately, the guide seeks to enhance the overall experience of OHV enthusiasts by facilitating well organized, safe, and enjoyable riding adventures and events.



Mission Statement

At VASA, our mission is to promote safe and responsible enjoyment of off highway vehicles (OHV) while preserving and protecting the natural environment for future generations. We are dedicated to providing education, advocacy, and community engagement to OHV enthusiasts, landowners, policymakers, and the public.

Mission Rationale

Through our commitment to safety education, training programs, and outreach initiatives, we empower OHV riders with the knowledge and skills to ride responsibly, minimize environmental impact, and adhere to laws and regulations governing OHV use. We believe that responsible OHV recreation can coexist harmoniously with environmental conservation and stewardship.

As advocates for the OHV community, we work collaboratively with government agencies, conservation organizations, and other stakeholders to ensure access to safe and sustainable riding areas, trails, and recreational opportunities. We advocate for policies and practices that balance the needs of OHV riders with the preservation of natural habitats, wildlife habitats, and cultural resources.

At the heart of our mission is a dedication to fostering a sense of stewardship and respect for the natural environment among OHV enthusiasts. We promote responsible land use practices, trail maintenance, and conservation efforts to minimize ecological disturbance and protect sensitive habitats.

Ultimately, our mission is to cultivate a community of responsible OHV riders who share our commitment to safety, environmental stewardship, and ethical conduct. Together, we strive to ensure that OHV recreation remains a positive and sustainable activity that enriches the lives of enthusiasts while preserving the beauty and integrity of our natural landscapes.

This mission guides our organization's efforts and serves as a beacon of our values, principles, and aspirations as we work towards our vision of a safer, more sustainable future for OHV recreation.



Vision Statement

At VASA, our vision is to be the leading advocate and catalyst for responsible OHV recreation and environmental stewardship in Vermont. We envision a future where OHV enthusiasts enjoy unparalleled access to safe, sustainable, and well-maintained riding areas, while working collaboratively to preserve and protect our natural landscapes for generations to come.

As a trusted authority in OHV safety, education, and advocacy, we strive to set the highest standards for responsible riding practices and environmental conservation. Our vision is to create a global community of OHV enthusiasts who share our commitment to ethical conduct, environmental stewardship, and the promotion of positive OHV culture.

We envision a world where OHV recreation is celebrated as a valuable outdoor activity that promotes physical fitness, mental well-being, and connection with nature. Through our efforts, we aim to inspire individuals of all ages and backgrounds to embrace the joy of OHV riding while fostering a sense of responsibility and respect for the environment.

Our vision encompasses the development and maintenance of a network of diverse, accessible, and sustainable OHV riding areas, trails, and recreational facilities that offer opportunities for exploration, adventure, and camaraderie. We envision partnerships with landowners, government agencies, conservation organizations, and local communities to ensure the long-term viability of OHV recreation while safeguarding natural habitats, wildlife corridors, and cultural resources.

Ultimately, our vision is to leave a legacy of responsible OHV recreation and environmental stewardship for future generations to enjoy. We aspire to be a driving force for positive change in the OHV community, advocating for policies, programs, and practices that balance the needs of OHV riders with the preservation of our natural heritage.

This vision statement guides our associations' strategic direction and inspires our collective efforts to create a brighter, more sustainable future for OHV enthusiasts and the environment.



Core Values

1. **Safety:** We prioritize the safety of OHV riders, passengers, and bystanders always. We promote responsible riding practices, safety education, and adherence to safety regulations to minimize accidents, injuries, and fatalities.
2. **Environmental Stewardship:** We are committed to protecting and preserving the natural environment for future generations. We promote responsible land use, conservation practices, and sustainable trail management to minimize ecological impact and protect sensitive habitats.
3. **Respect:** We treat all individuals with respect, dignity, and courtesy, regardless of background, experience, or skill level. We value diversity, inclusivity, and mutual respect within the OHV community and beyond.
4. **Integrity:** We conduct ourselves with honesty, integrity, and transparency in all our interactions and operations. We uphold high ethical standards, honor our commitments, and act with integrity in accordance with laws, regulations, and organizational policies.
5. **Community:** We foster a sense of belonging, camaraderie, and support within the OHV community. We value teamwork, collaboration, and mutual assistance among riders, volunteers, landowners, and stakeholders to promote positive OHV culture and community engagement.
6. **Education:** We believe in the power of education and knowledge to promote responsible OHV recreation and environmental stewardship. We provide access to safety training, skills development programs, and educational resources to empower OHV enthusiasts with the information and skills they need to ride safely and responsibly.
7. **Advocacy:** We advocate for the interests and rights of OHV riders at local, state, and national levels. We engage with policymakers, land managers, and community leaders to promote policies, programs, and initiatives that support access to safe and sustainable riding areas, trails, and recreational opportunities.
8. **Continuous Improvement:** We are committed to continuous learning, innovation, and improvement in all aspects of our organization. We seek feedback, evaluate performance, and strive for excellence in our programs, services, and operations to better serve the needs of the OHV community and achieve our mission and vision.

These core values serve as guiding principles for our organization and shape our decisions, actions, and interactions as we work towards our goals of promoting responsible ATV recreation and environmental stewardship.



Club Responsibility to VASA Board of Directors and VASA Office

Membership Recruitment

OHV clubs may be responsible for recruiting new members to join VASA. This can involve promoting the benefits of membership in the organization and encouraging OHV enthusiasts to get involved.

Representing VASA

OHV clubs often serve as ambassadors for VASA within their local communities. This can involve participating in events, promoting safe and responsible OHV riding practices, advocating for the interests of OHV riders, and representing VASA in a proper way that is free of alcohol (drinking or promotion), drugs, political agendas, religious beliefs, racism, bigotry, etc...

Organizing Events

OHV clubs may organize events such as group rides, trail maintenance days, and safety training sessions on behalf of VASA. These events can help to promote VASA's mission and attract new members.

Trail Maintenance

OHV clubs play a crucial role in maintaining trails. This includes regular maintenance such as clearing debris, repairing erosion, and ensuring trails are safe and accessible for riders. Regular upkeep helps ensure the sustainability of OHV riding areas and promotes safety for riders. OHV Clubs are responsible for their own signage following association approved standards and guidelines.

Communication

The OHV clubs are the main contact for landowners and their members. OHV clubs may serve as a communication channel between the VASA Board of Directors and its landowners and members. This can involve sharing information about upcoming events, VASA updates, and other relevant news with club members. Each club must ensure at least one member attends each monthly Board of Directors meeting via in-person or Zoom.

Landowner Permission

OHV clubs are responsible for obtaining explicit landowner permission forms provided by the VASA Office from current landowners to use their property for OHV trails or riding areas for a maximum of three years. This often involves negotiating agreements with private landowners, government agencies, or other entities that own the land. Once permission is granted, OHV clubs must ensure that the agreement is properly documented.



Collaboration

OHV clubs may collaborate with VASA Office and the VASA Board of Directors on various projects and initiatives. This can involve working together to develop and maintain trails, organize events, and promote safe OHV riding practices.

Fundraising

OHV clubs may assist the VASA Board of Directors in fundraising efforts to support its activities and initiatives. This can include organizing fundraisers, soliciting donations, and seeking out sponsorship opportunities.

Advocacy

OHV clubs may advocate for the interests of OHV riders at the local, state, and national levels. This can involve lobbying policymakers, participating in public hearings, and supporting legislative initiatives that affect OHV access and usage.

Compliance

OHV clubs should ensure that they comply with any rules, regulations, or guidelines set forth by the VASA Board of Directors. This can include adhering to organizational bylaws, reporting requirements, and safety standards.

Overall, the relationship between an OHV club, VASA Office, and the VASA Board of Directors should be one of mutual support and cooperation, with all entities working together to promote the interests of OHV riders and advance the sport of OHV riding.



VASA Office Responsibility to Clubs & Board of Directors

Equal Opportunities

VASA will actively promote and facilitate equal opportunity for all individuals to become members, regardless of factors such as race, gender, ethnicity, age, sexual orientation, disability, or socioeconomic status, while implementing and enforcing non-discrimination policies that prohibit discriminatory practices based on any protected characteristic. This includes ensuring fair treatment in all aspects of membership, participation in events, and access to resources and benefits provided by the organization. VASA will also take proactive measures to address bias, harassment, and other forms of discrimination within the organization. This includes establishing procedures for reporting and addressing complaints, providing support to victims, and taking appropriate disciplinary action against perpetrators.

Trail Access Decal Issuance

The VASA Office is responsible for issuing Trail Access Decals to its members. These passes grant members permission to ride on designated trails and areas managed or sanctioned by the association. Before issuing Trail Access Decals, the VASA Office verifies that individuals have current state issued registrations and coordinate distribution to the members.

Safety Education, Training, and Member Support

The VASA Office will provide resources, materials, and possibly training sessions to OHV clubs to help educate their members about safe OHV riding practices, including the proper use of safety gear, trail etiquette, and adherence to local regulations. They will also provide guidance for those who are not proficient with computers.

Trail Maintenance and Development

The VASA Office will assist OHV clubs in identifying suitable trail locations, securing permissions for trail access, and providing guidance on trail maintenance best practices. This might involve organizing volunteer work parties, supplying tools and equipment, or offering financial support for trail development projects.

Advocacy and Representation

The VASA Office and Board of Directors will represent the interests of OHV clubs at the state or regional level, advocating for policies and regulations that support OHV recreation while also protecting the environment and ensuring public safety. This could involve lobbying government agencies, participating in public hearings, or collaborating with other recreational user groups.



Event Coordination

The VASA Office and the Board of Directors may organize or facilitate OHV-related events, such as group rides, safety workshops, or fundraising activities, in collaboration with OHV clubs. This could help clubs attract new members, raise awareness about OHV safety issues, and foster a sense of community among OHV enthusiasts.

Insurance and Liability Coverage

VASA will offer liability insurance coverage to its affiliated OHV clubs, protecting them and their members in the event of accidents or property damage during organized activities. This coverage also extends to landowners who grant permission for OHV trail access.

Communication and Networking

VASA will serve as a central hub for communication and networking among OHV clubs, providing platforms (e.g., newsletters, websites, social media) for sharing information, updates, and best practices. This will help facilitate collaboration, resource sharing, and mutual support among clubs.

Compliance and Risk Management

The VASA Office and the Board of Directors will ensure that its affiliated OHV clubs operate in compliance with relevant laws, regulations, and organizational policies. This might involve providing guidance on risk management strategies, legal requirements for club operations, and procedures for handling incidents or disputes.

Funding

Once you have opened a bank account and received your EIN Number from the IRS, VASA will award your club with \$500.00 start-up money. The startup money can be used for anything the club approves but is generally used for incorporation fees and trail signage.



VASA Board of Directors Responsibility to Clubs and VASA Office

- 1. Strategic Planning:** Developing and implementing long-term strategies and goals for the organization, including membership growth, advocacy efforts, safety initiatives, and event planning.
- 2. Financial Management:** Overseeing the organization's finances, including budgeting, fundraising, and financial reporting. This might involve approving budgets, monitoring expenses, and ensuring compliance with financial regulations.
- 3. Membership Management:** Developing and implementing strategies to attract and retain members, as well as maintaining membership records and communicating with members about events, initiatives, and other relevant information.
- 4. Advocacy and Public Relations:** Representing the organization's interests to government agencies, landowners, and other stakeholders, as well as promoting the organization and its activities to the public through various channels such as social media, websites, and press releases.
- 5. Event Planning and Coordination:** Organizing and overseeing events such as trail rides, races, safety training sessions, annual meeting, and community outreach activities. This might involve securing permits, coordinating with vendors and sponsors, and ensuring compliance with safety regulations.
- 6. Safety and Education:** Developing and implementing safety initiatives and educational programs to promote responsible OHV riding practices, including rider training courses, informational materials, and public awareness campaigns.
- 7. Policy Development and Compliance:** Developing organizational policies and procedures, as well as ensuring compliance with relevant laws, regulations, and industry standards.
- 8. Board Governance:** Ensuring effective governance of the organization, including holding regular board meetings, maintaining board records, and overseeing board elections and appointments.
- 9. Committee Oversight:** Appointing and providing guidance to committees or working groups focused on specific areas such as membership, events, safety, or advocacy.
- 10. Evaluation and Reporting:** Monitoring the organization's performance against its goals and objectives, as well as preparing regular reports for the board and stakeholders.



Code of Ethics

Introduction:

The Vermont ATV Sportsman's Association is committed to promoting safe, responsible, and sustainable OHV riding practices. This Code of Ethics outlines the principles and standards that all members, participants, volunteers, and staff are expected to adhere to while engaging in OHV related activities.

1. Safety First:

- Always prioritize safety in all OHV/Side by Side related activities.
- Wear appropriate safety gear, including helmets, goggles, gloves, and protective clothing.
- Adhere to all local, state, and federal laws and regulations governing OHV/Side by Side use.

2. Environmental Stewardship:

- Respect and protect the environment while riding OHV/ Side by Sides.
- Stay on designated trails and avoid off trail riding, which can damage sensitive ecosystems.
- Avoid disturbing wildlife and natural habitats.

3. Responsible Riding:

- Ride within your skill level and capabilities.
- Respect other riders, hikers, bikers, and users of shared trails.
- Yield to non-motorized trail users and give them ample space.

4. Trail Maintenance and Preservation:

- Participate in trail maintenance and preservation efforts.
- Report any trail hazards, erosion, or environmental damage to the appropriate authorities.

5. Ethical Conduct:

- Treat all individuals with respect, dignity, and courtesy.
- Avoid reckless or aggressive riding behavior that may endanger yourself or others.
- Refrain from using OHVs under the influence of alcohol or drugs.



6. Community Engagement:

- Engage with local communities in a positive and respectful manner.
- Educate others about responsible OHV/Side by Side riding practices and the importance of environmental conservation.

7. Compliance:

- Comply with all rules, policies, and guidelines established by the Vermont ATV Sportsman's Association.
- Cooperate with law enforcement, land managers, and other regulatory agencies.

8. Continuous Improvement:

- Continuously seek opportunities for learning and improvement in OHV/ Side by Side riding skills and safety practices.
- Stay informed about changes in OHV/Side by Side regulations and best practices.

9. Accountability:

- Hold yourself and others accountable for upholding the principles and standards outlined in this Code of Ethics.
- Report any violations of this Code of Ethics to the appropriate authorities within the organization.

10. Promotion of the Code:

- Promote awareness and adherence to this Code of Ethics among all members, participants, volunteers, and stakeholders of the Vermont ATV Sportsman's Association.

Effective Date:

This Code of Ethics shall be effective as of January 1, 2024.



New Club Checklist

- Define Mission and Goals
- Research Legal Requirements (Filing with Vermont Secretary of State, Non-Profit Status)
- Form a Club Board of Directors with Contact Information
- Choose a Name and Logo
- Develop Club Bylaws
- Create a Safety Plan
- Lay Out Trail Networks (Landowner Permission Forms, Current Trail Use (if any), Maps of Proposed Trail and Submit to VASA Trails Coordinator)
- Law Enforcement Plan
- Plan and Schedule Club Activities
- Petition to VASA Board of Directors
- Promote your VASA Club
- Build Relationships
- Maintain Financial Records
- Hold Regular Meetings



What is needed to be a VASA ATV Club

To become an ATV club with VASA, you must file with the Vermont Secretary of State and IRS.

Filing with Vermont Secretary of State and IRS

Please visit the Vermont Secretary at: <https://sos.vermont.gov/corporations/registration/>

1. Forming Your ATV Club as a Legal Entity

- Register with Vermont Secretary of State
 - Choose a Name: Ensure the club's name is unique and not in use. (Stay away from names that have negative connotations, i.e.. Renegades, Mud Riders, etc.)
 - Determine Structure: Your club will typically be a nonprofit, likely a corporation or unincorporated association.
 - Clubs will need a “Registered Agent,” this person can edit their business page as needed.

- File Articles of Incorporation:
 - Name of the organization.
 - Purpose of the organization (e.g., promoting responsible ATV riding).
 - Address and contact information for the club.
 - Names and addresses of the incorporators.

Filing Fee: Pay the required fee when submitting your Articles of Incorporation. This can be done online through the Vermont Secretary of State’s website here:

<https://sos.vermont.gov/corporations/registration/>

- Draft Bylaws
 - Membership Rules: Define eligibility, rights, and obligations of members.
 - Governance: Outline how the club will be managed, including the election of officers, board of directors, and committees.
 - Meetings: Specify when and how meetings will be held. When picking a meeting date choose after the 2nd Monday of the month so information from VASA’s Board of Directors Meeting information is most current.
 - Dues and Finances: Set guidelines for membership dues and financial management.



2. Obtaining 501(c)(7) Non-Profit Status with the IRS

- Requirements for 501(c)(7) Status
 - Primary Purpose: The club must be organized for pleasure, recreation, and other non-profitable purposes. A VASA ATV club would fall under this category.
 - Membership: The club must be primarily supported by membership fees, dues, and assessments.
 - Non-Profit Intent: No part of the club's net earnings may benefit any private individual or shareholder.

- Filing Forms
 - If brand new, Form 1024: Submit IRS Form 1024, "Application for Recognition of Exemption Under Section 501(a)," indicating 501(c)(7) status.
 - If renewing, Form 990: Fill out the postcard that is sent in the mail to remain in good standing with the IRS
 - User Fee: Pay the required fee when submitting Form 1024.
 - Required Documentation:
 - Copy of your Articles of Incorporation.
 - Bylaws.
 - Financial data for past years (if available) or projected budgets.
 - Detailed narrative description of the club's activities.

- Obtain an EIN (Employer Identification Number).
 - Apply for EIN: This number is necessary for tax purposes, even if the club has no employees.

3. Additional Steps

- Register with VASA: Ensure the club is registered with the Vermont ATV Sportsman's Association, adhering to their specific guidelines and membership requirements by signing the Annual Charter Agreement and Code of Ethics forms.
- Annual Reports: File annual reports with the Vermont Secretary of State to maintain your nonprofit status.
- Comply with State and Federal Regulations: Keep up with Vermont's nonprofit laws, IRS requirements, and any specific rules related to 501(c)(7) organizations.

For more information about applying for non-profit status, please visit: www.irs.gov.



Define Mission and Goals

Establishing a clear and effective club structure is essential for the smooth operation and growth of an OHV club. Here is a step-by-step guide to help you establish the foundation of your club's structure:

1. Define Club Objectives

Begin by clearly defining the objectives and mission of your VASA club. What are your club's goals? Is it focused on recreational riding, advocacy, community outreach, or all the above? Establishing clear objectives will guide all future decisions and activities.

2. Formulate Club Bylaws

Develop a set of bylaws that outline the rules and procedures governing your club's operation. Bylaws typically cover areas such as membership criteria, officer roles and responsibilities, meeting schedules, decision-making processes, and dispute resolution mechanisms.

3. Select Club Officers

Identify individuals who are enthusiastic about the club's mission and willing to take on leadership roles. Common officer positions include President, Vice President, Secretary, Treasurer, and Trail master. Ensure that officers understand their roles and responsibilities as outlined in the bylaws.

4. Recruit Members

Begin recruiting members who share a passion for OHV riding and are aligned with the club's mission and objectives. Utilize social media, community events, and word of mouth to attract new members. Offer incentives such as group rides, educational workshops, or discounts on merchandise to entice potential members to join.

5. Hold Regular Meetings

Schedule regular club meetings to keep members informed, engaged, and involved in decision making processes. Meetings provide an opportunity to discuss upcoming events, address club issues, share information from Board or Directors meetings, and solicit feedback from members.

6. Establish Communication Channels



Set up communication channels such as email lists, social media groups, and online forums to facilitate ongoing communication among club members. Regularly update members on club activities, events, and important announcements.

7. Develop a Budget

Create a budget outlining projected income and expenses for the club's operations and activities. Determine sources of revenue such as membership dues, event fees, sponsorships, and merchandise sales. Allocate funds for essential expenses such as insurance, permits, and equipment maintenance.

8. Promote Inclusivity and Diversity

Foster an inclusive and diverse club environment that welcomes riders of all ages, backgrounds, and skill levels. Encourage participation from women, youth, and minority groups within the OHV community.

9. Attendance at Board of Directors Meeting

The Board of Directors meetings are where crucial decisions regarding the company's direction, strategies, financial matters, and major initiatives are made. Active participation ensures that all perspectives are considered before decisions are finalized. The VASA Board of Directors Meeting is on the 2nd Monday of each month.



Club Roles and Responsibilities

Establishing clear roles and responsibilities within your OHV club ensures smooth operation, effective communication, and shared accountability among club members. Here is a breakdown of key roles and their associated responsibilities:

1. President:

- Provides overall leadership and direction to the club.
- Presides over club meetings and ensures that club objectives are met.
- Represents the club in external communications and interactions.
- Works closely with other officers to coordinate club activities.
- May serve as the primary liaison with VASA Office and/or VASA Executive Board.

2. Vice President:

- Assists the President in fulfilling their duties and responsibilities.
- Assumes the duties of the President in their absence.
- Oversees specific projects or committees as assigned by the President.
- Provides support and guidance to other club officers as needed.
- Helps foster a positive and inclusive club environment.

3. Secretary:

- Maintains accurate records of club meetings, including minutes, attendance, and action items.
- Manages club correspondence, communications, and official documents.
- Manages club membership records and ensures that membership information is up to date.
- Assists with event planning, promotion, and coordination.
- Helps facilitate communication between club members and leadership.

4. Treasurer:

- Manages the club's finances, including budgeting, accounting, and financial reporting.
- Collects membership dues, event fees, and other sources of revenue.
- Pays club expenses, maintains financial records, and reconciles accounts.

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- Prepares regular financial reports for club leadership and members.
- Works with the President and other officers to develop financial strategies and goals.

5. Trail Master

- **Trail Maintenance:** Organizing and leading trail maintenance activities such as clearing debris, repairing erosion, and maintaining signage to ensure trails are safe and accessible with the help and/or guidance of the VASA Trails Coordinator.
- **Trail Development:** Identifying opportunities for new trail development, working with landowners and authorities to secure permissions, and coordinating the construction of new trails.
- **Safety Management:** Implementing safety protocols and guidelines for trail users, such as speed limits, directional signage, and hazard warnings.
- **Trail Mapping and Marking:** Installing trail markers and signage and updating trail maps as needed to help riders navigate the trail system with the help and/or guidance of the VASA Trails Coordinator.
- **Environmental Stewardship:** Educating OHV riders about responsible riding practices to minimize environmental impact and coordinating conservation efforts to protect natural habitats along the trails.
- **Liaison with Authorities:** Serving as a liaison between the OHV club or VASA and relevant authorities, such as land management agencies or local governments, to ensure compliance with regulations and maintain positive relationships.

6. General Members:

- Actively participate in club activities, events, and meetings.
- Adhere to club bylaws, rules, and safety guidelines.
- Support club initiatives, projects, and fundraising efforts.
- Contribute ideas, feedback, and suggestions for improving the club.
- Help promote a positive and inclusive club culture.



Leadership Team Formation

Forming a strong leadership team is crucial for the success and sustainability of your VASA club. A well-balanced leadership team brings together individuals with diverse skills, experiences, and perspectives to effectively manage club operations, coordinate activities, and help achieve VASA goals. Here is a step-by-step guide to forming your club's leadership team:

1. Identify Leadership Positions:

- Start by identifying the key leadership positions needed to manage your OHV club effectively. Common positions may include President, Vice President, Secretary, Treasurer, Ride Coordinator, Safety Officer, Event Coordinator, and Committee Chairs for specific focus areas (e.g., trail maintenance, membership outreach).

2. Assess Skills and Experience:

- Evaluate the skills, experiences, and strengths of potential leaders within your club. Consider factors such as organizational abilities, communication skills, event planning expertise, financial acumen, OHV riding experience, and dedication to the club's mission.

3. Solicit Nominations:

- Encourage club members to nominate themselves or others for leadership positions. Create a nomination process that allows members to submit nominations either anonymously or openly, depending on the club's preferences.

4. Conduct Elections (if applicable):

- If your club operates through democratic processes, conduct elections to select leaders for each position. Establish clear election procedures, including nomination deadlines, candidate statements, and voting methods. Ensure transparency and fairness throughout the election process.

5. Appoint Leadership Positions (if preferred):

- Alternatively, the club's existing leadership or founding members may appoint individuals to leadership positions based on their qualifications, experiences, and commitment to the club's mission. Consider conducting interviews or discussions with potential candidates to assess their suitability for leadership roles.



6. Promote Diversity and Inclusion:

- Strive to create a leadership team that reflects the diversity of your club's membership in terms of backgrounds, perspectives, and experiences. Embrace diversity and inclusion as strengths that contribute to the richness and creativity of your club's leadership.

7. Clarify Roles and Responsibilities:

- Clearly define the roles, responsibilities, and expectations for each leadership position within the club. Develop position descriptions or job profiles that outline the specific duties, authority, and accountability of each leader. Ensure alignment with the club's bylaws and organizational goals.

8. Provide Training and Support:

- Offer training, orientation, or mentorship to new leaders to help them understand their roles and responsibilities effectively. Provide resources, guidance, and support to assist leaders in performing their duties and navigating challenges that may arise.

9. Encourage Collaboration and Communication:

- Foster a collaborative and communicative environment among club leaders, encouraging open dialogue, idea sharing, and problem solving. Establish regular leadership meetings or check-ins to discuss club priorities, progress, and upcoming initiatives.

10. Evaluate and Adjust as Needed:

- Regularly evaluate the performance and effectiveness of your club's leadership team, soliciting feedback from club members and stakeholders. Identify areas for improvement and adjust leadership roles, structures, or processes as needed to better serve the club's mission and objectives.

11. VASA Office

The VASA Office can offer support in all areas of Leadership Team Formation.



Meeting Guidelines

- 1. Set Clear Objectives:** Define the purpose of each meeting. Whether it's planning events, discussing membership issues, or making decisions, having clear objectives helps keep discussions focused. When picking a meeting date choose after the 2nd Monday of the month so information from VASA's Board of Directors Meeting information is most current.
- 2. Create an Agenda:** Develop a detailed agenda outlining the topics to be discussed and the time allocated to each. Share the agenda with all members prior to the meeting so they can come prepared.
- 3. Designate a Facilitator:** Assign someone to lead the meeting. The facilitator is responsible for keeping the discussion on track, managing time, and ensuring that everyone has an opportunity to participate.
- 4. Start and End on Time:** Begin the meeting promptly and end on time to respect everyone's schedules. This demonstrates professionalism and helps maintain engagement throughout the session.
- 5. Encourage Participation:** Create an inclusive environment where all members feel comfortable sharing their ideas and opinions. Encourage active participation from everyone present.
- 6. Follow Parliamentary Procedure:** If your club follows parliamentary procedure or Robert's Rules of Order, ensure that the facilitator is familiar with the rules and can enforce them when necessary.
- 7. Stay Focused:** Keep discussions focused on the agenda items to avoid veering off-topic. If new issues arise, note them for future meetings but try to address them efficiently to maintain momentum.
- 8. Manage Speaking Time:** Prevent any one person from dominating the discussion by setting time limits for each agenda item and encouraging brevity in contributions.
- 9. Encourage Constructive Debate:** Welcome differing viewpoints and encourage healthy debate, but ensure discussions remain respectful and constructive.
- 10. Document Decisions and Action Items:** Record key decisions and action items during the meeting. Assign responsibilities and deadlines for follow-up to ensure accountability.
- 11. Review and Reflect:** At the end of the meeting, briefly review key decisions and action items. Allow for feedback on the meeting process to continuously improve future meetings.
- 12. Send Meeting Minutes:** Distribute meeting minutes to all members promptly after the meeting. Minutes should include a summary of discussions, decisions made, and action items assigned.



Event Planning and Execution

1. Define Event Objectives:

- Determine the purpose and goals of the event. Whether it's a social gathering, fundraising event, cultural celebration, or community service project, clearly define what you aim to achieve.

2. Establish a Planning Committee:

- Form a dedicated team responsible for planning and executing the event. Assign roles and responsibilities based on individual strengths and interests.

3. Budgeting:

- Create a detailed budget outlining all expenses and potential sources of revenue. Consider costs for venue rental, catering, decorations, entertainment, marketing materials, permits, and any other relevant expenses.

4. Choose a Date and Venue:

- Select a suitable date and time for the event, considering the availability of key stakeholders and potential attendees. Secure a venue that aligns with the event's theme, size, and logistical requirements.

5. Develop a Timeline:

- Create a timeline that outlines all tasks leading up to the event, including deadlines for securing vendors, promoting the event, and finalizing coordination. Set milestones to track progress and ensure everything stays on schedule.

6. Plan Event Logistics:

- Coordinate logistics such as event layout, seating arrangements, audiovisual equipment, parking, transportation, and accessibility accommodations. Pay attention to details that contribute to a seamless attendee experience. Contact the VASA Office if you have requests to have Office Staff attend the event.

7. Organize Programming and Activities:

- Design an engaging program or agenda for the event, including any scheduled performances, presentations, workshops, or interactive activities. Ensure that the program aligns with the event's objectives and appeals to the target audience.

8. Secure Vendors and Suppliers

- Research and secure vendors and suppliers for services such as catering, entertainment, rentals, and decorations. Negotiate contracts and agreements to ensure favorable terms and conditions.



9. Promote the Event:

- Develop a comprehensive marketing and promotion strategy to generate excitement and attract attendees. Utilize various channels such as social media, email newsletters, flyers, posters, press releases, and word of mouth referrals. Coordinate with the VASA Office for additional social media shares.

10. Coordinate Volunteers:

- Recruit and train volunteers to assist with various tasks before, during, and after the event. Clearly communicate roles, responsibilities, and expectations to ensure smooth coordination on the day of the event.

11. Execute the Event:

- On the day of the event, ensure that all preparations are in place according to the established timeline. Coordinate with vendors, volunteers, and staff to oversee setup, registration, program execution, and any other logistical requirements.

12. Monitor and Adapt:

- Monitor the event as it unfolds, addressing any issues or challenges that may arise promptly. Stay flexible and be prepared to adapt to unforeseen circumstances to ensure a successful outcome.

13. Gather Feedback:

- After the event, solicit feedback from attendees, volunteers, and stakeholders to evaluate the event's success and identify areas for improvement. Use this feedback to inform future event planning efforts.

14. VASA Office

The VASA Office can provide general support for the event by contacting us at VASA HQ.



Communication Strategies

1. Establish Clear Channels:

- Identify the primary communication channels for reaching club members, such as email newsletters, social media platforms, website announcements, and in person meetings. Ensure that information is consistently communicated through these channels.

2. Develop a Communication Plan:

- Create a comprehensive communication plan that outlines the types of information to be shared, frequency of communication, target audience, and responsible parties for managing each channel. This plan should align with the club's objectives and priorities.

3. Regular Updates and Announcements:

- Provide regular updates and announcements to keep members informed about upcoming events, club activities, important deadlines, and relevant news. Use a variety of communication channels to reach a broader audience and increase visibility.

4. Utilize Technology:

- Leverage technology tools and platforms to streamline communication processes and enhance engagement. Consider using email marketing software, social media management tools, and messaging apps to facilitate communication and interaction among members.

5. Interactive Communication:

- Foster two-way communication by encouraging members to share their thoughts, ideas, and feedback. Create opportunities for open dialogue through surveys, polls, forums, and discussion groups where members can actively participate and contribute.

6. Personalized Messaging:

- Tailor communication messages to specific audience segments based on their interests, preferences, and engagement levels. Personalized messaging helps increase relevance and resonance, leading to higher levels of engagement.

7. Highlight Member Achievements:

- Recognize and celebrate member achievements, milestones, and contributions through club newsletters, social media shoutouts, and website spotlights. Acknowledging member accomplishments fosters a sense of belonging and encourages continued participation.



8. Cultivate Community Spirit:

- Cultivate a sense of community by sharing stories, testimonials, and photos that showcase the club's activities, events, and impact. Encourage members to share their experiences and connect with one another on a personal level.

9. Provide Clear Contact Information:

- Ensure that contact information for club leaders, officers, and relevant committee members is easily accessible to all members. Encourage members to reach out with questions, concerns, or suggestions, and respond promptly to inquiries.

10. Communicate Transparently:

- Practice transparency in communication by openly sharing information about club decisions, policies, and governance processes. Building trust through transparent communication strengthens member relationships and fosters a sense of accountability.

11. Evaluate and Adjust:

- Regularly evaluate the effectiveness of communication strategies and tactics by tracking key performance metrics such as open rates, click through rates, engagement levels, and member feedback. Use these insights to refine and adjust communication approaches as needed.

12. Training and Education:

- Provide training and resources to club leaders, officers, and volunteers on effective communication practices. Equip them with the skills and tools necessary to communicate efficiently, empathetically, and inclusively.



OHV Safety Guidelines

1. Rider Education and Training:

- Require all OHV riders to complete a certified OHV safety course between the ages of 12- 18 before operating a vehicle. Offer educational resources and training sessions to familiarize members with safe riding practices, vehicle operation, and local regulations.

2. Use of Safety Gear:

- Mandate the use of appropriate safety gear for all OHV riders, including helmets, goggles, gloves, long sleeves, long pants, and over the ankle boots. Ensure that safety gear is properly fitted and in good condition. Traditional OHV riders are required to wear DOT approved helmets, and Side by Side riders are not required to wear DOT approved helmets but must wear a helmet that has a secure chin strap.

3. Vehicle Inspection and Maintenance

- Implement regular vehicle inspection and maintenance procedures to ensure that OHV are in safe and working condition. Check for signs of wear and tear, fluid leaks, brake functionality, tire pressure, and other mechanical issues before each ride.

4. Ride Within Skill Level and Terrain:

- Encourage OHV riders to operate vehicles within their skill level and only on suitable terrain. Avoid steep slopes, uneven terrain, water crossings, and other hazardous conditions that may increase the risk of accidents.

5. Follow Local Regulations:

- Familiarize members with local OHV laws, regulations, and trail rules governing vehicle operation, speed limits, age restrictions, registration requirements, and designated riding areas. Ensure compliance with all applicable laws and regulations.

6. Ride in Groups and Stay Connected:

- Encourage OHV riders to travel in groups and always inform others of their intended route and estimated return time. Use communication devices such as two-way radios or cell phones to stay connected and coordinate in case of emergencies.

7. Avoid Alcohol and Drugs:

- Prohibit the consumption of alcohol and drugs before or during OHV rides. Impaired judgment and reaction times significantly increase the risk of accidents and injuries.

8. Respect for Wildlife and the Environment:

- Emphasize the importance of respecting wildlife, vegetation, and natural habitats while riding OHV. Stay on designated trails, avoid disturbing wildlife, and minimizing environmental impact by practicing Leave No Trace principles.

9. Be Prepared for Emergencies:

- Equip OHV riders with emergency supplies such as first aid kits, survival gear, maps, GPS devices, and communication devices. Provide training in basic first aid and emergency response procedures.

10. Monitor Weather Conditions:

- Monitor weather forecasts and avoid riding in inclement weather conditions such as heavy rain, snow, or extreme heat. Be prepared to adjust plans or postpone rides if weather conditions pose a safety risk.

11. Supervise Youth Riders:

- Ensure that youth OHV riders receive appropriate supervision and guidance from experienced adults. Enforce age-appropriate restrictions, safety measures, and parental consent requirements for underage riders.

12. Encourage Responsible Behavior:

- Promote responsible OHV riding behavior by discouraging reckless driving, speeding, stunt riding, or aggressive maneuvers. Emphasize the importance of mutual respect, courtesy, and consideration for other riders and trail users.



First Aid and Emergency Preparedness

1. Conduct Risk Assessment:

- Begin by conducting a thorough risk assessment of club activities, events, and facilities to identify potential hazards and emergency scenarios. Consider factors such as the nature of activities, participant demographics, location, and environmental conditions.

2. Establish Emergency Response Team:

- Designate and train a team of individuals responsible for responding to emergencies and administering first aid. Ensure that team members are trained in CPR (Cardiopulmonary Resuscitation) and basic first aid techniques.

3. Create Emergency Action Plan (EAP):

- Develop a comprehensive Emergency Action Plan (EAP) outlining protocols for responding to various emergencies, including medical emergencies, accidents, natural disasters, and other critical incidents. Clearly define roles, responsibilities, and communication procedures.

4. Provide First Aid Training:

- Offer first aid and CPR training to club members, staff, and volunteers to equip them with the knowledge and skills needed to respond effectively in emergency situations. Consider partnering with certified trainers or organizations to conduct training sessions.

5. Maintain First Aid Kits:

- Ensure that first aid kits are readily available and adequately stocked with essential supplies, including bandages, gauze, adhesive tape, antiseptic wipes, gloves, scissors, tweezers, and emergency medications. Regularly inspect and replenish supplies as needed.

6. Install Emergency Signage:

- Install clear and visible signage indicating the location of first aid stations, emergency exits, evacuation routes, and other safety related information throughout club trails and event venues.

7. Educate Members on Emergency Procedures:

- Educate club members on emergency procedures, including how to recognize warning signs, whom to contact in case of emergency, and how to initiate emergency response protocols. Conduct regular drills and simulations to practice emergency scenarios.

8. Establish Communication Protocols:

- Establish communication protocols for disseminating emergency alerts and instructions to club members, staff, and volunteers. Utilize multiple communication channels such as PA systems, mobile apps, text alerts, and two-way radios for effective communication.



9. Coordinate with Local Authorities:

- Establish partnerships and communication channels with local emergency services, including police, fire departments, and medical responders. Provide them with relevant information about club activities and event schedules to facilitate timely response to emergencies.

10. Implement Incident Reporting Procedures:

- Develop procedures for documenting and reporting incidents, injuries, and near-misses that occur during club activities or events. Maintain accurate records of incidents for analysis, review, and improvement of safety protocols.

11. Review and Update Policies Regularly:

- Periodically review and update first aid and emergency preparedness policies, procedures, and training materials to reflect changes in club activities, regulations, or best practices. Solicit feedback from members and stakeholders to continuously improve safety measures.

12. Foster a Culture of Safety:

- Promote a culture of safety and accountability within the VASA club by prioritizing safety in all activities, encouraging open communication about safety concerns, and recognizing individuals who demonstrate exemplary safety practices.



Understanding OHV Safety Guidelines

1. Research Local Laws and Regulations:

- Begin by researching and familiarizing yourself with OHV laws and regulations at the local, state/provincial, and federal levels. Laws regarding OHV operation, registration, licensing, age restrictions, equipment requirements, and trail use may vary depending on area.

2. Identify Regulatory Agencies:

- Identify the government agencies responsible for regulating OHV use in your area. This may include departments of natural resources, parks and recreation, motor vehicles, or law enforcement agencies.

3. Understand OHV Classification:

- Understand the classification of OHV and the specific regulations that apply to each type. OHV may be categorized based on engine size, weight, intended use, or other factors, and regulations may vary accordingly.

4. Know OHV Registration Requirements:

- Determine whether OHV in your area is required to be registered and licensed for operation. Familiarize yourself with the process and requirements for OHV registration, including registration fees, documentation, and renewal procedures.

5. Learn about Age Restrictions:

- Understand age restrictions for OHV operation, including minimum age requirements for riders. Some areas may have specific age requirements for operating OHV unsupervised or operating certain types of OHV.

6. Adhere to Equipment Requirements:

- Familiarize yourself with equipment requirements for OHV, including mandatory safety features such as headlights, taillights, brakes, mufflers, and reflective devices. Ensure that all OHV used by the club comply with these requirements.

7. Respect Trail and Land Use Regulations:

- Understand trail and land use regulations governing OHV access to public lands, trails, and recreational areas. Familiarize yourself with designated OHV trails, permitted riding areas, seasonal closures, and any restrictions or limitations on OHV use.

8. Comply with Environmental Regulations:

- Adhere to environmental regulations related to OHV use, such as restrictions on riding in sensitive habitats, protected areas, or areas with endangered species. Avoid actions that may damage natural resources or contribute to environmental degradation.



9. Educate Club Members:

- Educate club members about OHV laws and regulations to ensure compliance and promote responsible riding practices. Provide training, informational resources, and guidance on legal requirements and best practices for OHV operation.

10. Stay Informed of Updates and Changes:

- Stay informed of any updates, changes, or amendments to OHV laws and regulations that may impact club activities. Monitor official government websites, newsletters, and announcements for updates from regulatory agencies.

11. Partner with Local Authorities:

- Establish positive relationships and open communication channels with local law enforcement agencies, land managers, and regulatory authorities responsible for OHV oversight. Collaborate with these entities to promote safe and legal OHV use within the community.

12. Lead by Example:

- Lead by example and demonstrate a commitment to responsible OHV riding practices and compliance with laws and regulations. Encourage club members to be ambassadors for safe and legal OHV use in the community.



Understanding Insurance Requirements

1. Understand Coverage Offerings:

- Familiarize yourself with the insurance coverage provided by VASA. This may include general liability insurance, directors and officers (D&O) liability insurance, property insurance, event insurance, or other types of coverage.

2. Review of Policy Terms and Conditions:

- Thoroughly review the terms, conditions, and limitations of the insurance policy provided by VASA. Understand the scope of coverage, coverage limits, exclusions, and any requirements or obligations that clubs must fulfill to maintain coverage.

3. Assess Coverage Adequacy:

- Evaluate whether the insurance coverage provided by VASA adequately addresses the specific risks and liabilities faced by your club. Consider factors such as club activities, events, membership size, and the value of club assets.

4. Verify Compliance Requirements:

- Ensure that your club complies with any requirements or conditions outlined by VASA for maintaining insurance coverage. This may include adhering to club bylaws, reporting requirements, safety protocols, or other stipulations.

5. Communicate Insurance Information:

- Communicate relevant insurance information and coverage details to club members, volunteers, staff, and participants. Make sure everyone understands the extent of coverage provided and their responsibilities in the event of an incident.

6. Coordinate with Vasa HQ:

- Maintain open communication with VASA regarding insurance related matters. Seek clarification or assistance from VASA as needed, especially when addressing questions, claims, or updates related to insurance coverage.

7. Supplement Coverage if Necessary:

- If the insurance provided by VASA is insufficient to meet your club's needs, consider supplementing coverage with additional insurance policies purchased independently. Consult with insurance brokers or providers to explore options for additional coverage.



8. Stay Informed of Updates:

- Stay informed of any updates, changes, or amendments to the insurance coverage provided by VASA. Monitor communications from VASA, review policy documents, and seek clarification on any changes that may affect your club.

9. Advocate for Club Interests:

- Advocate for the best interests of your club regarding insurance coverage provided by VASA. Provide feedback, suggestions, or concerns to VASA regarding coverage adequacy, policy terms, or areas for improvement.

10. Utilize Risk Management Resources:

- Take advantage of any risk management resources or support services offered by VASA to help mitigate risks and minimize potential liabilities. This may include safety guidelines, training programs, or risk assessment tools.



Trail Advocacy and Environmental Stewardship: Advocacy Initiatives

1. Identify Priority Trails:

- Identify priority trails and outdoor recreation areas in need of advocacy and protection. Consider factors such as trail usage, ecological significance, accessibility, maintenance needs, and potential threats to trail access.

2. Build Partnerships:

- Forge partnerships with local government agencies, landowners, conservation organizations, outdoor recreation groups, and other stakeholders involved in trail management and environmental conservation. Collaborate on advocacy efforts, trail maintenance projects, and stewardship initiatives.

3. Advocate for Trail Access:

- Advocate for the preservation, enhancement, and expansion of trail networks to ensure continued access for hiking, biking, skiing, and other recreational activities. Engage with policymakers, elected officials, and decision makers to advocate for trail friendly policies, funding support, and trail development initiatives.

4. Educate and Engage the Community:

- Educate club members, volunteers, and the broader community about the importance of trails, outdoor recreation, and environmental stewardship. Host educational events, workshops, and public forums to raise awareness, share information, and mobilize support for trail advocacy efforts.

5. Organize Trail Clean Up Events:

- Organize volunteer led trail clean up events and stewardship projects to maintain and improve trail conditions, remove litter, control invasive species, and restore natural habitats. Partner with local organizations, schools, businesses, and community groups to maximize participation and impact.

6. Support Trail Maintenance:

- Support ongoing trail maintenance efforts by providing volunteer labor, equipment, and financial resources. Work with landowners and trail stewards to identify maintenance needs, prioritize projects, and coordinate volunteer workdays.

7. Promote Responsible Trail Use:

- Promote responsible trail use practices among club members and trail users, including Leave No Trace principles, trail etiquette, wildlife conservation, and minimizing environmental impact. Provide educational materials, signage, and outreach campaigns to encourage responsible behavior.



8. Advocate for Environmental Conservation:

- Advocate for policies and initiatives that protect and conserve natural resources, wildlife habitats, and ecosystems in areas surrounding trails. Support efforts to preserve green spaces, wildlife corridors, and natural areas for future generations to enjoy.

9. Monitor and Report Trail Conditions:

- Establish a system for monitoring and reporting trail conditions, including trail damage, erosion, safety hazards, and environmental concerns. Encourage club members and trail users to report issues promptly to relevant authorities for timely resolution.

10. Participate in Public Planning Processes:

- Participate in public planning processes, such as trail master planning, land use planning, and environmental impact assessments. Advocate for the inclusion of trails, outdoor recreation opportunities, and environmental conservation priorities in planning and decision-making processes.

11. Celebrate Successes and Share Stories:

- Celebrate successes and milestones achieved through trail advocacy and environmental stewardship efforts. Share success stories, volunteer achievements, and positive outcomes with club members, the community, and stakeholders to inspire continued engagement and support.

12. Lobbyist

- VASA works with a lobbyist and any matters that need clarification or that meet the need to be addressed with the legislative, go through that person.

13. Testimony

- A club and/or a member may be called upon for committee testimony. The VASA Office will support and help prepare when necessary.



Trail Advocacy and Environmental Stewardship: Maintaining Trails

1. Conduct Regular Inspections:

- Establish a schedule for regular trail inspections to assess trail conditions, identify maintenance needs, and address any safety hazards or environmental concerns promptly.

2. Prioritize Safety:

- Prioritize safety when conducting trail maintenance activities. Address hazards such as fallen trees, loose rocks, erosion, and unstable trail surfaces to minimize the risk of accidents or injuries.

3. Practice Sustainable Trail Design:

- Design and maintain trails using sustainable practices that minimize erosion, protect natural habitats, and preserve the integrity of the surrounding ecosystem. Implement features such as water bars, drainage structures, and trail surfacing materials to reduce erosion and trail degradation.

4. Clear Vegetation and Obstacles:

- Clear vegetation, fallen trees, branches, and other obstacles from trails to ensure clear passage for trail users. Trim back overhanging branches and brush to maintain trail width and visibility.

5. Manage Drainage:

- Manage water drainage effectively to prevent erosion and maintain trail stability. Install water bars, check dams, and culverts to redirect water away from trails and minimize soil erosion.

6. Address Erosion:

- Implement erosion control measures such as retaining walls, erosion mats, and revegetation to stabilize trail surfaces and prevent soil erosion. Pay particular attention to areas prone to erosion, such as steep slopes and stream crossings.

7. Trail Tread:

- Repair and maintain the trail tread to ensure a stable and durable walking surface. Fill in ruts, level uneven surfaces, and reinforce degraded sections of the trail to improve usability and reduce erosion.

8. Install Signage and Trail Markers:

- Install clear signage, trail markers, and wayfinding signage to help users navigate trails safely and minimize the risk of getting lost. Ensure that signage is visible, durable, and placed at key decision points along the trail.

9. Control Invasive Species:

- Monitor trails for invasive plant species and implement control measures to prevent their spread. Remove invasive plants manually or with the help of volunteers and implement strategies such as mulching or herbicide application where appropriate.

10. Involve Volunteers:

- Engage volunteers in trail maintenance activities to leverage resources, build community stewardship, and foster a sense of ownership over trails. Organize volunteer workdays, training sessions, and recognition programs to encourage participation and collaboration.

11. Collaborate with Landowners:

- Collaborate with landowners, park rangers, and trail stewards to coordinate trail maintenance efforts and ensure alignment with land management goals and regulations. Seek permission and guidance from landowners before undertaking significant maintenance projects.

12. Educate Trail Users:

- Educate trail users about the importance of responsible trail use and environmental stewardship. Provide information on Leave No Trace principles, trail etiquette, and best practices for minimizing environmental impact while enjoying outdoor recreation.

13. Tread Lightly/ Leave No Trace Principles

VASA follows the Tread Lightly and Leave No Trace Principles. Tread Lightly meaning, “Proceed with caution, delicacy, or discretion.” “And Leave No Trace implies that you left the trail as the same or better than when you got there. Do NOT go off trail, do not throw your trash on the ground, do not dig trenches, and avoid transporting or introducing non native species to the area. Always observe wildlife from a distance, do not follow or approach, and please NEVER feed animals.

Financial Management: Budgeting and Fundraising

1. Develop a Budget:

- Create a detailed budget outlining projected income and expenses for the club's operations, activities, and projects. Allocate funds for essential expenses such as equipment maintenance, event planning, facility rental, and administrative costs.

2. Identify Revenue Sources:

- Identify diverse revenue sources to support the club's financial needs. These may include membership dues, event registration fees, merchandise sales, sponsorships, donations, grants, and fundraising activities.

3. Set Financial Goals:

- Set financial goals and objectives aligned with the club's mission, strategic priorities, and operational needs. Establish measurable targets for revenue generation, expense management, reserve funds, and financial sustainability.

4. Monitor Cash Flow:

- Monitor cash flow regularly to track incoming revenue and outgoing expenses. Maintain sufficient cash reserves to cover operational costs, unexpected expenses, and seasonal fluctuations in revenue.

5. Establish Financial Policies:

- Establish clear financial policies and procedures governing budgeting, spending, reimbursement, and financial reporting. Ensure transparency, accountability, and compliance with legal and regulatory requirements.

6. Control Expenses:

- Control expenses by prioritizing spending on essential items and avoiding unnecessary expenditures. Negotiate discounts, seek competitive bids for services, and explore cost-saving opportunities to maximize financial efficiency.

7. Diversify Revenue Streams:

- Diversify revenue streams to reduce reliance on any single source of income. Explore opportunities to generate revenue through partnerships, fundraising events, and revenue generating programs or services.

8. Implement Fundraising Campaigns:

- Plan and execute fundraising campaigns to solicit donations, sponsorships, and contributions from club members, supporters, and the community. Develop compelling fundraising appeals, leverage social media platforms, and utilize online fundraising tools to reach a broader audience.



9. Cultivate Donor Relationships:

- Cultivate relationships with donors, sponsors, and supporters by expressing gratitude, providing updates on club activities, and demonstrating the impact of their contributions. Foster long-term partnerships and engagement with donors through personalized communication and stewardship efforts.

10. Host Fundraising Events:

- Organize fundraising events such as auctions, galas, charity races, or themed parties to raise funds and engage supporters. Collaborate with local businesses, sponsors, and community partners to maximize event participation and fundraising success.

12. Evaluate and Adjust:

- Regularly evaluate the effectiveness of budgeting and fundraising strategies based on financial performance, fundraising outcomes, and achievement of financial goals. Adjust strategies as needed to optimize revenue generation and financial sustainability.

13. Non-Profit Status

Obtain and maintain Non-Profit Status for your VASA Club. This includes but is not limited to IRS, State Government, Tax Files, Bank Accounts, and merchants (if applicable).



Financial Management: Financial Record Keeping

1. Establish a Financial System:

- Establish a comprehensive financial system to manage and track income, expenses, assets, liabilities, and transactions. Choose accounting software or tools that are suitable for the club's size, complexity, and budget.

2. Designate a Treasurer:

- Appoint a qualified treasurer responsible for overseeing financial record keeping, budget management, financial reporting, and compliance with accounting standards. Ensure that the treasurer has the necessary skills, knowledge, and access to financial information.

3. Create Chart of Accounts:

- Develop a chart of accounts tailored to the club's financial structure and reporting needs. Organize accounts into categories such as income, expenses, assets, liabilities, and equity to facilitate accurate recording and reporting of financial transactions.

4. Record Transactions Timely:

- Record financial transactions promptly and accurately in the club's accounting system. Maintain detailed records of income sources, expense categories, transaction dates, amounts, and descriptions to ensure completeness and accuracy.

5. Reconcile Bank Statements:

- Reconcile bank statements regularly to ensure that bank balances match the club's accounting records. Verify deposits, withdrawals, and other transactions, and investigate and resolve any discrepancies or errors promptly.

6. Track Membership Dues:

- Track membership dues, fees, and payments received from club members. Maintain up-to-date membership records, issue membership invoices or receipts, and reconcile membership dues with financial records regularly.

7. Document Expenses:

- Document all expenses incurred by the club, including receipts, invoices, bills, and payment records. Categorize expenses accurately and allocate them to the appropriate budget categories for reporting and analysis.

8. Maintain Asset Register:

- Maintain an asset register documenting club owned assets, equipment, and property. Record acquisition costs, depreciation, disposal, and any changes in asset status to track asset value and depreciation over time.



9. Prepare Financial Reports:

- Prepare regular financial reports summarizing the club's financial performance, including income statements, balance sheets, cash flow statements, and budget vs. actual reports. Distribute financial reports to club officers, members, and stakeholders for transparency and accountability.

10. Conduct Internal Audits:

- Conduct internal audits of financial records periodically to ensure compliance with accounting principles, internal controls, and regulatory requirements. Verify the accuracy and integrity of financial data and address any discrepancies or irregularities identified.

11. Retain Financial Documents:

- Retain financial documents, records, and supporting documentation in accordance with legal and regulatory requirements. Store financial records securely, both electronically and in hard copy, and establish protocols for document retention and disposal.

12. Seek Professional Guidance:

- Seek professional guidance from accountants, financial advisors, or nonprofit experts to ensure compliance with accounting standards, tax regulations, and reporting requirements. Consult with professionals for guidance on complex financial transactions, reporting issues, or strategic financial planning.



Marketing and Promotion: Branding Strategy

1. Define Your Brand Identity:

- Define your club's brand identity, including its mission, values, goals, and unique selling propositions. Identify what sets your club apart from others and how you want to be perceived by your target audience.

2. Create a Distinctive Logo and Visual Identity:

- Design a distinctive logo and visual identity that reflects your club's personality, values, and activities. Choose colors, fonts, and imagery that resonate with your target audience and convey the essence of your club.

3. Develop Consistent Branding Guidelines:

- Develop comprehensive branding guidelines outlining the usage of your logo, colors, fonts, imagery, and messaging across all marketing channels and materials. Ensure consistency in branding to reinforce brand recognition and credibility.

4. Establish a Strong Online Presence:

- Establish a strong online presence through a website, social media profiles, and online directories. Optimize your online platforms with consistent branding elements and engaging content to attract and engage your target audience.

5. Engage in Community Outreach:

- Engage in community outreach activities to raise awareness of your club and its mission. Participate in local events, sponsor community initiatives, and collaborate with other organizations to increase visibility and reach new audiences.

6. Tell Compelling Stories:

- Tell compelling stories about your club's history, achievements, members, and impact on the community. Use storytelling to connect with your audience emotionally and inspire them to become part of your club's story.

7. Leverage Social Media Marketing:

- Leverage social media platforms such as Facebook, Instagram, Twitter, and LinkedIn to promote your club and engage with your audience. Share engaging content, interact with followers, and use targeted advertising to reach potential members.

8. Host Promotional Events and Activities:

- Host promotional events, workshops, clinics, or open houses to showcase your club's offerings and attract new members. Offer special promotions, discounts, or incentives to encourage participation and membership sign-ups.



9. Cultivate Brand Ambassadors:

- Cultivate brand ambassadors among your club members, volunteers, sponsors, and supporters who can advocate for your club and promote its brand within their networks. Encourage them to share their positive experiences and testimonials to attract new members.

10. Collaborate with Influencers and Partners:

- Collaborate with influencers, bloggers, local businesses, and industry partners who align with your club's values and target audience. Partnering with influencers and brands can help expand your reach and credibility in the community.

11. Solicit Feedback and Refine Strategies:

- Solicit feedback from members, participants, and stakeholders to evaluate the effectiveness of your branding strategies. Monitor key performance indicators, track engagement metrics, and refine your strategies based on insights and feedback received.

12. Monitor and Protect Your Brand Reputation:

- Monitor online conversations and reviews about your club to manage your brand reputation effectively. Respond promptly to inquiries, address concerns, and maintain a positive and professional online presence to safeguard your brand's reputation.



Marketing and Promotion: Online Presence

1. Professional Website:

- Develop a professional website that serves as the central hub for information about the club. Include essential details such as club mission, history, membership information, events calendar, news updates, and contact information. Ensure the website is mobile friendly, user friendly, and optimized for search engines (SEO).

2. Engaging Social Media Profiles:

- Create active profiles on major social media platforms such as Facebook, Instagram, Twitter, and LinkedIn. Share engaging content, including photos, videos, event updates, member spotlights, and relevant news. Interact with followers, respond to comments, and use hashtags to increase visibility.

3. Email Newsletter:

- Launch an email newsletter to communicate regularly with members and subscribers. Share club news, event announcements, training tips, and other relevant information. Personalize content based on member interests and preferences to increase engagement.

4. Blogging and Content Creation:

- Start a club blog or publish articles on your website to share stories, insights, training tips, and other valuable content related to outdoor recreation, fitness, and wellness. Highlight member achievements, trail updates, event recaps, and educational resources.

5. Online Event Promotion:

- Promote club events, races, clinics, and workshops through online channels. Create event pages on your website and social media platforms with detailed information, registration links, and engaging visuals. Use targeted advertising on social media to reach potential participants.

6. Video Content Creation:

- Incorporate video content into your online presence to engage audiences and convey your club's personality and activities effectively. Create videos showcasing trail adventures, training sessions, event highlights, member testimonials, and instructional content.

7. Online Forums and Communities:

- Participate in online forums, community groups, and discussion boards related to outdoor recreation, skiing, biking, and fitness. Share valuable insights, answer questions, and promote club activities while building relationships with like-minded enthusiasts.



8. Local Directories and Listings:

- Ensure your club is listed on relevant local directories, community websites, and outdoor recreation platforms. Optimize your listings with accurate contact information, descriptions, and images to improve visibility and attract potential members.

9. Online Advertising Campaigns:

- Consider running online advertising campaigns to reach target audiences interested in outdoor activities and fitness. Utilize pay per click (PPC) advertising on platforms such as Google Ads and social media advertising on platforms like Facebook Ads and Instagram Ads to promote club membership, events, and programs.

10. Online Registration and Payment:

- Simplify the registration process for club events, and programs by offering online registration and payment options. Implement user friendly registration forms, secure payment processing, and automated confirmation emails to streamline the process and increase participation.

11. Monitor and Analyze Performance:

- Monitor the performance of your online presence using analytics tools provided by website platforms and social media channels. Track key metrics such as website traffic, engagement rates, click through rates, and conversion rates to measure the effectiveness of your online marketing efforts.

12. Adapt and Evolve:

- Continuously adapt and evolve your online presence based on audience feedback, changing trends, and emerging technologies. Experiment with added content formats, platforms, and strategies to stay relevant and maximize your reach and impact online.

13. Social Media Guideline

- Always be respectful with your posts. Do not fuel the fire to negativity. If you have any questions or concerns about your posts, please talk to club leadership.

Marketing and Promotion: Promotional Events

1. Define Objectives:

- Clarify the objectives of your promotional event. Whether it is to increase membership, raise awareness, highlight club activities, or generate revenue, having clear goals will guide your planning process.

2. Identify Target Audience:

- Identify the target audience for your promotional event. Consider demographics, interests, and geographic location to tailor your event to appeal to your desired audience.

3. Choose Event Format:

- Select an event format that aligns with your objectives and target audience. Options include open houses, clinics, workshops, races, social gatherings, fundraisers, and themed events.

4. Set Date and Venue:

- Choose a date and venue that accommodates the needs and preferences of your target audience. Consider factors such as accessibility, capacity, amenities, and available resources when selecting the venue.

5. Plan Event Program:

- Develop a detailed program for your promotional event, including activities, presentations, demonstrations, and entertainment. Ensure the program is engaging, informative, and relevant to your audience's interests.

6. Promote Event:

- Promote your event through various channels to reach your target audience. Utilize email marketing, social media, website announcements, flyers, posters, local media, and word of mouth referrals to spread the word.

7. Offer Incentives:

- Offer incentives to encourage attendance and participation in your promotional event. This could include discounts on memberships, free trials, giveaways, raffle prizes, or exclusive access to club resources or services.

8. Provide Engaging Activities:

- Provide a variety of engaging activities and experiences at your promotional event to attract and retain attendees. Offer interactive demonstrations, hands on workshops, guided tours, fitness challenges, or live entertainment.



9. Create Branded Materials:

- Create branded materials such as banners, signage, posters, brochures, and promotional merchandise to enhance visibility and reinforce your club's identity and messaging during the event.

10. Capture Contact Information:

- Capture contact information from attendees to follow up after the event. Use sign-up sheets, registration forms, or digital tools to collect names, email addresses, and phone numbers for future communication and outreach.

11. Encourage Networking:

- Facilitate opportunities for networking and socializing among attendees during the event. Provide designated spaces for mingling, conversation, and relationship building to foster a sense of community and belonging.

12. Measure Success:

- Measure the success of your promotional event by evaluating attendance numbers, engagement levels, feedback from attendees, and achievement of your objectives. Use this data to identify areas of improvement and inform future event planning efforts.



Resources and Tools: Meeting Agenda Template

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location or Virtual Meeting Link]

Agenda:

1. Welcome and Introductions

- Roll call of attendees
- Introduction of any guests or new members

2. Approval of Previous Meeting Minutes

- Review and approval of minutes from the last meeting
- Overview of club activities and achievements since the last meeting
- Highlights of upcoming events and initiatives

3. Treasurer's Report

- Financial update, including income, expenses, and budget status
- Review of any outstanding payments, dues, or invoices

4. Committee Reports

- Updates from any standing committees or working groups
- Progress on specific projects, events, or initiatives

5. Membership Update

- Membership numbers and trends
- Strategies for member retention and recruitment

6. Old Business

- Discussion and updates on any previously unresolved issues or action items



7. New Business

- Discussion of any new topics, proposals, or concerns raised by members
- Decision making on any new initiatives or resolutions

8. Announcements

- Any important announcements or reminders for members
- Upcoming deadlines or events

9. Next Meeting Date and Agenda Items

- Confirmation of the date, time, and location of the next meeting
- Solicitation of agenda items for the next meeting

10. Adjournment

- Formal closure of the meeting

Note: Please review the attached documents and materials before the meeting for discussion.



Resources and Tools: Meeting Minutes Template

Vasa Club Management Meeting Minutes

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location or Virtual Meeting Link]

Attendees:

- [List of attendees]

Absent

- [List of absent members]

1. Call to Order:

- The meeting was called to order at [insert time] by [insert name].

2. Approval of Previous Meeting Minutes:

- The minutes from the previous meeting held on [insert date] were reviewed and approved as amended/unamended.

3. President's Report:

- [President's name] provided an overview of club activities and achievements since the last meeting.
- Highlights included [brief summary of key points].

4. Treasurer's Report:

- [Treasurer's name] presented the financial update, including income, expenses, and budget status.
- [Any specific financial highlights or concerns discussed].

5. Committee Reports:

- [Name of Committee 1] • [Brief summary of updates or progress].
- [Name of Committee 2] • [Brief summary of updates or progress].
- [Any additional committee reports].



6. Membership Update:

- [Membership coordinator's name] provided an update on membership numbers and trends.
- Discussion on strategies for member retention and recruitment.

7. Old Business:

- [Brief description of old business item 1].
- [Brief description of old business item 2].
- [Any additional old business discussed].

8. New Business:

- [Brief description of new business item 1].
- [Brief description of new business item 2].
- [Any additional new business discussed].

9. Announcements:

- [List of announcements or reminders for members].
- [Any upcoming deadlines or events].

10. Next Meeting Date and Agenda Items:

- The next meeting is scheduled for [insert date] at [insert time].
- Agenda items for the next meeting include [list of agenda items].

11. Adjournment:

- The meeting was adjourned at [insert time] by [insert name].

Action Items:

- [List of action items assigned during the meeting, along with responsible parties and deadlines].

Attachments:

- [List any documents or materials attached to the minutes].

Resources and Tools: Event Planning Checklist Template

1. Initial Planning:

- Define the event objectives and goals.
- Determine the event date, time, and location.
- Create a budget for the event.
- Establish an organizing committee and assign roles and responsibilities.

2. Logistics:

- Secure the event venue and obtain any necessary permits or permissions.
- Arrange for equipment, furniture, and supplies needed for the event.
- Coordinate catering, if applicable.
- Arrange for transportation and parking for attendees.
- Ensure accessibility for all participants.

3. Promotion and Marketing:

- Develop a marketing plan to promote the event.
- Create promotional materials such as flyers, posters, and digital graphics.
- Utilize social media, email newsletters, and website announcements to promote the event.
- Reach out to local media outlets for event coverage or promotion.

4. Registration and Ticketing:

- Set up online registration and ticketing systems, if applicable.
- Monitor registrations and ticket sales.
- Send confirmation emails and event reminders to registered attendees.

5. Programming and Activities:

- Plan the event program and schedule of activities.
- Coordinate speakers, presenters, or entertainment.
- Organize workshops, demonstrations, or interactive sessions.
- Prepare any materials or resources needed for activities.



6. Volunteer Coordination:

- Recruit and train volunteers to assist with event setup, registration, and other tasks.
- Assign roles and responsibilities to volunteers.
- Provide volunteers with necessary instructions and materials.

7. Sponsorship and Partnerships:

- Seek sponsorships or partnerships to support the event financially or logistically.
- Identify potential sponsors and partners aligned with the event's objectives and target audience.
- Negotiate sponsorship packages and benefits.

8. Communication and Engagement:

- Communicate event details and updates to participants, volunteers, sponsors, and partners.
- Respond to inquiries and provide assistance to attendees.
- Encourage engagement and interaction before, during, and after the event through social media and other channels.

9. Safety and Security:

- Develop a safety plan for the event, including emergency procedures and protocols.
- Ensure compliance with health and safety regulations.
- Provide first aid supplies and access to medical assistance if needed.
- Implement security measures as necessary.

10. Evaluation and Follow Up:

- Collect feedback from participants, volunteers, sponsors, and partners after the event.
- Evaluate the success of the event based on attendance, feedback, and achievement of objectives.
- Thank participants, volunteers, sponsors, and partners for their contributions.
- Conduct a post event debriefing with the organizing committee to review lessons learned and identify areas for improvement.



11. Documentation and Reporting:

- Document event proceedings, including photos, videos, and attendee testimonials.
- Prepare a post event report summarizing key highlights, outcomes, and recommendations for future events.
- Share event outcomes and success stories with stakeholders, sponsors, and the broader community.



Resources and Tools: Sample Waiver Form

[VASA Club] Waiver Form

Event Name: [Insert Event Name]

Date: [Insert Event Date]

I, [Participant's Full Name], hereby acknowledge and agree to the following terms and conditions in consideration of being allowed to participate in the [insert event name] organized by Vasa Club ("the Club"):

1. Assumption of Risk:

- I understand that participation in outdoor activities, including but not limited to skiing, biking, hiking, and other recreational activities, involves inherent risks and hazards. These risks may include, but are not limited to, falls, collisions, equipment failure, adverse weather conditions, and unforeseen obstacles or hazards.

2. Release of Liability:

- I hereby release, waive, and discharge the Club, its officers, directors, employees, volunteers, agents, sponsors, and affiliates from any and all claims, liabilities, damages, or injuries arising out of or related to my participation in the event, including but not limited to personal injury, property damage, or wrongful death.

3. Indemnification:

- I agree to indemnify and hold harmless the Club, its officers, directors, employees, volunteers, agents, sponsors, and affiliates from any claims, liabilities, damages, or expenses, including attorney fees, arising out of or related to my participation in the event.

4. Medical Treatment Authorization:

- In the event of an emergency, I authorize the Club and its representatives to obtain medical treatment for me, including transportation to a medical facility, if deemed necessary. I understand that I am responsible for any medical expenses incurred as a result of such treatment.



5. Compliance with Rules and Regulations:

- I agree to comply with all rules, regulations, instructions, and guidelines provided by the Club and its representatives before, during, and after the event. I understand that failure to comply may result in my removal from the event.

6. Photography and Publicity:

- I consent to the use of my name, likeness, voice, and image in photographs, videos, and other media captured during the event for promotional and publicity purposes by the Club and its affiliates.

7. Acknowledgment of Understanding:

- I acknowledge that I have read and fully understand the terms of this waiver form. I voluntarily agree to its terms and conditions and understand that by signing this waiver, I am waiving certain legal rights.

Participant's Signature: _____

Date: _____

Parent/Guardian Signature (if participant is under 18 years old): _____

Date: _____

Please note that this is a sample waiver form and should be customized to meet the specific needs and requirements of your club events. It is recommended to seek legal advice to ensure compliance with applicable laws and regulations. Additionally, participants should be provided with ample time to review and sign the waiver form before participating in the event.



Conclusion: Contact Information for VASA

At VASA, we understand that clear communication and accessibility are vital for addressing clubs needs and concerns effectively. Our management team is here to support you with any questions, issues, or inquiries you may have regarding employment matters, benefits, policies, or workplace concerns. Below is the contact information for our management team:

Contact Information:

Name: Dani Luce
Title: Executive Director
Email: toconnor@vtvasa.org
Phone: 802-477-5075 ext 104

Name: Ethan Hill
Title: Trails Coordinator
Email: ehill@vtvasa.org
Phone: 802-477-5075 ext 103

Name: Jeremy Sneed
Title: Business Manager(Billing/Finance)
Email: office@vtvasa.org
Phone: 802-477-5075 ext. 102

Name: Doug Stone
Title: VASA President
Email: 802sugarshack@gmail.com
Phone: 802-272-9287

Name: Frank Stanley
Title: Government Affairs/ Lobbyist
E-mail: fjstanley@outlook.com

Office Address:
VT ATV Sportsman's Association Inc., (VASA)
14 Don Camp Drive
Barre, VT 05641

Office Hours:
Monday- Friday: 8:00am- 4:00pm
Saturday- Sunday: Closed

Please feel free to reach out to the management team during office hours via email or phone for assistance with any matters. We are here to help and are committed to providing you with the support and resources you need to thrive in your role at VASA.

Thank you for being a valued member of the VASA team.

This contact information is subject to change, and any updates will be communicated to clubs accordingly.



VASA By-Laws

Ratified 7/11/22

Article I: Name and Objectives

Section 1: Name

The Name of this nonprofit corporation, hereinafter, called the Association, shall be the Vermont ATV Sportsman's Association, Inc., (VASA).

Section 2: Objectives

The Corporation is organized exclusively for charitable and educational purposes including, for such purposes, the following:

- A.) The marking of distributions to organizations that qualify as Section 501c3 of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- B.) To foster a close relationship with, appreciation for, and recognition of the landowner's of the State of Vermont.
- C.) To develop and maintain a statewide network of ATV trails.
- D.) To teach and encourage the safe, courteous, lawful and responsible use of ATVs.
- E.) To actively seek and support the preservation and protection of our natural environment.
- F.) To promote the development of recreational areas for the use of ATVs within the state.
- G.) To render public service in case of emergency or disaster.

Section 3: Definition

"All terrain vehicle" or "ATV" means any nonhighway recreational vehicle, except snowmobiles, having no less than two low pressure tires (10 pounds per square inch, or less), not wider than 64 inches with two-wheel ATVs having permanent, fulltime power to both wheels, and having a dry weight of less than 2500 pounds, when used for cross-country travel on trails or on any one of the following or a combination thereof: land, water, snow, ice, marsh swampland, and natural terrain. An ATV on a public highway shall be considered a motor vehicle, as defined in section 4 of this title, only for the purposes of those offenses listed in subdivisions 2502(A)(1)(H), (N), (R), (U), (Y), (FF), (GG), (II), and (AAA); (2)(A) and (B); (3)(A), (B), (C), and (D); (4)(A) and (B) and (5) of this title and as provided in section 1201 of this title. An ATV shall not include an electric personal assistive mobility device.



Article II: Membership

Section 1: Composition:

Any person who has an interest in all-terrain vehicle recreation may become a member of VASA.

Section 2: Minimum Number:

Should the total membership drop to fewer than 50 members, this organization shall cease to exist.

Upon dissolution any and all assets, monetary and otherwise, shall be donated to one or more charitable organizations of the membership's and/or Board of Director's choice. (See Article XI).

Section 3: Fee and Terms of Membership/TAD

The fee for membership/TAD in the organization shall be set annually by the membership at the Annual Meeting for the following membership year. The term of membership shall be from January 1st to the following December 31st. Club fees shall be reviewed annually by the BoD at the November regular meeting.

Article III: Officers

Section 1: Officers

The Officers of the organization shall be the President, Vice President, Secretary, Treasurer and Board Member At Large.

Section 2: Terms of Office

The Officers shall be elected at the Annual Meeting as set forth in Article III, Section 3(C) for two year, overlapping terms and shall serve in that capacity until such time as they are removed from office (See Article III, section 4(F), or a successor has been duly elected. The Board Member at Large serves only a single year term of office.

No affiliated club shall have more than two of its members serving as Officers at the same time. The Board of Directors may make exceptions to this rule on a casebycase basis.

Section 3: Method of Election

- A.) A nominating committee shall be appointed by the President for the purpose of recommending a candidate for each office to be filled after having acquainted the nominees with the responsibilities of the office and securing their willingness to serve.
- B.) Additional nominations may be made from the floor.
- C.) The President and Secretary shall be elected on the odd years and the Vice President and Treasurer shall be elected on the even years, thereby providing for overlapping terms. Board Member At Large is elected each year. Officers may serve multiple consecutive terms, except the Board Member At Large may serve multiple terms, but not consecutively.

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- D.) The Officers who have been elected at the Annual Meeting shall assume office promptly at the end of the Annual Meeting.
- E.) Vacancies occurring in any of the offices due to illness, death or other incapacity to comply with assumed duties shall be filled by the Board of Directors, except in case of the President, when the Vice President shall succeed to Chair, as noted in Article III, Section 4(B). Such Officers shall serve only until the next regular election.

Section 4: Duties and Responsibilities:

- A.) The President shall be the Chief Executive Officer of the organization. He/she shall be the Chair and shall preside at all meetings of the organization including those of the Board of Directors. The President shall appoint the members of all committees. He/she shall sign all documents requiring an official signature and shall perform all other duties incidental to the office.
- B.) The Vice President shall perform the duties of the President in the absence or incapacity of the President. The Vice President shall automatically become President of the organization upon the resignation or death of the President. The Vice President will serve as Chair of the Trails Committee.
- C.) The Secretary shall keep an accurate record of the activities of the organization. He/she is responsible for recording minutes of the Board of Directors and casting final vote in the event of any election.
- D.) The Treasurer shall keep an accurate record of all monies allocated to the organization shall supervise the disbursement of the funds subject to the direction and approval of the Board of Directors and shall serve as the Chair of the Finance Committee.
- E.) The Board Member At Large shall serve as special liaison between the Board and the Executive Board. The Board Member at Large will Chair the Nominating Committee.
- F.) No Officer of VASA shall hold more than one office concurrently within VASA at the state level, be it paid or volunteer during the elected term.
- G.) Removal from Office: Any Officer elected or appointed may be removed by the Board of Directors, whenever, in its judgement, the best interests of the Association would be served.
- H.) Absent Officers: Any Officer who misses three consecutive regular meetings without just cause shall be deemed removed and that office shall be declared vacant.

Section 5: Executive Board:

The Executive Board shall consist of the four (4) elected Officers and one Board of Director at Large.

- A.) The responsibilities of the Executive Board are to provide management, direction and oversight in all matters regarding the administration of VASA, including but not limited to personnel decisions and employment and compensation of the Executive Director. They are responsible to communicate to the Board of Directors and see their approval in matters that the majority of the Executive Board feels is of significant consequence, and it is in the best interest of VASA to delay decision making until the



next Board of Directors meeting.

- B.) The Executive Board will meet as often as deemed necessary, to include conference call set up if needed.
- C.) The Executive Board can make decisions on the day to day operations of VASA without prior approval of the Board of Directors, as long as the Executive Board is acting on the best interest of VASA.

Article IV: Board of Directors

Section 1: Composition

The Board of Directors shall be composed of the Executive Board, a representative and an alternate representative from each individual club who has been selected by that club.

Section 2: Functions

The function of the Board of Directors shall be:

- A.) To perform the essential organization activities that must be acted upon for the good of the clubs between meetings of the membership.
- B.) To formulate and recommend programs and activities to the members of the organization for their consideration and approval.
- C.) To identify and help formulate other Committees necessary to further the purposes and functions of the organization.
- D.) To carry on such other business as may be delegated to it by the organization's membership.

Article V: Fiscal Year

The fiscal year of the organization shall be from July 1 to June 30, inclusive.

Article VI: Meetings

Section 1: Board of Directors Meetings

Monthly meetings of the Board of Directors shall be held on the second Monday of each month at 6:00 pm at the VASA HQ building.

- A.) The regular monthly meetings of the Board of Directors shall be to conduct the monthly business of the organization as outlined in Article IV. More specifically, the monthly meetings shall be for the following:
 - 1.) To approve, reject, amend or refer back to the Committees for further study of reports from special or standing Committees.
 - 2.) To introduce new ideas with requests for the President to appoint Committees to make further studies and report back their recommendations to the organization.

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- 3.) To evaluate reports of completed activities, projects or programs and make suggestions for improvement.
- 4.) To provide members with information concerning programs helpful to them in their efforts to address needs.
- B.) Written notice shall be sent by email to all members of the Board of Directors in advance of all meetings, giving the date, time and place of the meeting. Exception: Amendment of the Bylaws shall require a 30 day notice.
- C.) Unapproved meeting minutes, the agenda, Treasurer's, Executive Director's, Trails and Lobbyist/Consultant reports will be distributed by email to all Board members and one alternate one week prior to each meeting to be reviewed before the meeting.
- D.) A minimum of 51% of the eligible Board of Directors must be present at regular or special meetings to constitute a quorum for the transaction of business.
- E.) One Board member per club in attendance shall be entitled to one vote per ballot. The Officers shall not vote with the exception of the President, who will break any ties.
- F.) Absent Board members: Any local club whose duly recognized representative to the Board of Directors has been absent for three or more consecutive regular monthly meetings will be notified that their club is not being represented at those meeting.

Section 2: Annual Meetings

- A.) An annual meeting of the membership shall be held each year at the central location in the State. The specific date and location shall be determined by the Board of Directors.
- B.) Each VASA member, in good standing as the previous December 31, shall be entitled to one vote per ballot. Multiple memberships do not allow for multiple votes.
- C.) Proxy voting will not be allowed.

Article VII: Committees

The President shall appoint Committees as deemed necessary by the Board of Directors. The members of all Standing Committees shall serve for a period of one year, such period to be concurrent with the fiscal year of the organization. Ad hoc Committee members shall serve in accordance with the charge to that Committee.

Article VIII: Registration and Membership

Section 1: State Registration:

All ATVs that are ridden on any VASA trail or ridden by participants in any VASA or local VASA club sponsored events must be registered with the State of Vermont, or with another State or Province.



Section 2: Trail Access Decals:

In addition to valid state registration, all ATVs that are ridden on any VASA trail or ridden by participants in any VASA or local VASA club sponsored events shall display a valid Trail Access Decal on the front and rear of the vehicle.

Article IX: Rules and Regulations

Section 1: Helmets:

Helmets are required to ride all VASA trails and participate in all VASA events. This includes all drivers and passengers for both traditional ATV's and UTVs.

Section 2: Landowner Agreements:

Any and all Club originated Landowner Agreements beyond the VASA Landowner Permission Form must be approved by the Executive Board.

Section 3: Member Privileges Revocation:

Any member involved in any violations of any sort, against any club, landowner, land manager or VASA, or whom receives one or more written warnings from the Board of Directors can have their membership and Trail Access Decal revoked via a majority vote at the Board of Directors for a time period decided at the Board of Directors. Petition for reinstatement can be considered at the discretion of the Board of Directors.

Section 4: Clubs:

All VASA affiliated clubs must abide by the rules of our agreement with the State of Vermont (Agency of Natural Resources) grant program. Clubs will not receive State funds until all requirements have been met.

Section 5: Commercial Trail Access Decals:

All commercial endeavors must adhere to the Commercial Use Policy implemented by the Board of Directors.

Article X: Bylaws

Section 1: Amendments

These Bylaws may be amended by the Board of Directors for the purpose of conducting the business of VASA.

- A.) All proposed changes to these Bylaws must be presented to the Board of Directors in writing no less than thirty days before the requested change is to be voted upon. Bylaw amendments must be approved by no less than 60% of the Board of Directors in attendance at a regular or special meeting at which a quorum exists for the transaction of business.



B.) Amended Bylaws must be made available to all members in writing and posted on the VASA website.

Section 2: Appeals:

Appeals to the newly adopted amendments to the Bylaws must be presented to the Board of Directors in writing at least thirty days prior to the next monthly Board of Directors meeting to be considered for review at that meeting.

Article XI: Liquidation

Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501c3 of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the Federal government, or to a State or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the country in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

President

Vice President

Treasurer

Secretary

BOD Member at Large

Date