

# Baltic Operator Challenge 2017 REGULATIONS

## 1 General Provisions

- 1.1 Baltic Operator Challenge 2017 (hereinafter referred to as: BOC) is individual challenge among industrial machinery Operators of any brand employed by an industrial company registered in the territory of the Baltic States, which comply with the requirements specified in Clause 4.1 of these Regulations and have applied for participation in the Operator challenge.
- 1.2 Operator challenge shall take place in the territory of the Republic of Latvia (hereinafter referred to as – LR) between 6 September and 8 September 2017 (3 days challenge)
  - 1.2.1 Maximum possible number of participants: 60 – 20 participants from each state.
  - 1.2.2 BOC foresees to establish first three places on daily basis
  - 1.2.3 BOC foresees to establish one winner from each state (Grand Prix) (According to clause 8)
- 1.3 BOC shall be organized following the sample of the Caterpillar® Operator's Challenge, in accordance with the basic principles of Caterpillar® Operator's Challenge.
- 1.4 Procedures for BOC shall be provided for by these Regulations.
- 1.5 During BOC, Participants must follow the road traffic regulations applicable in the territory of the Republic of Latvia (except for confined sections), labour safety rules, fire safety rules, as well as the safety rules of the challenge specified in Clause 5 of these Regulations.
- 1.6 BOC *Regulations* shall be drawn up in English. Additional translations shall be provided in Latvian, Lithuanian and Estonian. In case of inaccurate translations, the Regulations in English shall be considered the primary source. *Descriptions of exercises* shall be provided in all three official languages of the Baltic States.
- 1.8 On the day of the challenge, verbal instructions and additional explanations shall be provided for the Participants of the challenge in Russian; if necessary - also in Latvian, Lithuanian, Estonian and English, upon verbal request of a Participant.

## 2 Place and Time of the Rounds of Operator Challenge

- 2.1 Place of the Challenge shall be by the office of the LLC (SIA) Avesco, Ziedu Gravas, Mārupes District, LV-2167.
- 2.2 Challenge shall take place between 6 September and 8 September 2017.

## 3 Regulations and Organization of the Operator Challenge

- 3.1 BOC shall be organized by the LLC (SIA) Avesco (hereinafter referred to as - the Organizer), and course of the BOC shall be provided by the Organizer and an Event agency selected thereby.

3.2 Information on BOC in Lithuania and Estonia shall be provided by Avesco Baltic companies: UAB Avesco (Lithuania), AS Avesco (Estonia).

3.2 Regulations shall be published on the home pages of Avesco group on **10 July 2017**:

- Latvia – [www.avesco-cat.lv](http://www.avesco-cat.lv);
- Estonia – [www.avesco-cat.ee](http://www.avesco-cat.ee);
- Lithuania – [www.avesco-cat.lt](http://www.avesco-cat.lt);

3.3 After the publishing of the Regulations, the Organizers shall be entitled to amend the Regulations not later than until **15 August 2017**. Notification on changes, if any have been made, must be posted on the Organizer's homepage, furthermore, such changes have to be made known to the confirmed Participants of the challenge not later than 5 business days before the beginning of the BOC day concerned.

3.4 Operator challenge shall be hosted by challenge hosts selected and approved by the Organized, and challenge shall be refereed by a board of referees established by the Organizer. Referees of the challenge, hosts of the event and all the other kind of personnel for the provision of the course of challenge shall be selected and approved by the Organizer represented by its Regional Manager.

#### **4 Application Deadlines and Procedures for the Application of a Participant for BOC.**

##### 4.1 Requirements for the Participants.

4.1.1 Industrial machinery Operators of any brand and type representing an industrial company registered in the territory of the Baltic States, at least 18 years of age and holding driver's licence for tractor-type machinery shall be eligible to apply for the Operator challenge.

4.1.2 Current and former employees of the LLC (SIA) Avesco, UAB Avesco and AS Avesco, as well as current and former employees of other Avesco group companies may not apply for the Operator challenge.

##### 4.2 Application deadlines.

4.2.1 Application of Participants for the Operator challenge shall take place after the publishing of the Regulations of the challenge on the homepage of the LLC (SIA) Avesco [www.avesco-cat.lv/lt/ee](http://www.avesco-cat.lv/lt/ee), from **10 July 2017 and shall be open until 15 August**.

4.2.2 Application shall be made **electronically**, and address of the application site shall be published on the homepage of the LLC (SIA) Avesco.

4.2.3 Participant shall send documents confirming his/her status electronically **upon the organizer's request** to the following e-mail address: [marketings@avesco-cat.lv](mailto:marketings@avesco-cat.lv)

4.2.4 Upon filling in of an application form, Participant shall be responsible for the provision of true information and accept the terms and requirements developed within these Regulations.

##### 4.3 Procedures for the application of a Participant and participation fee.

4.3.1 Application of a Participant shall mean submission of all the information specified in Clause 4.4 of these Regulations to the Organizer according to the procedures and within the time limit set out in Clause 4.2 of these Regulations.

4.3.2 Participation fee for the challenge shall be EUR 30.00 (excluding VAT) per each approved participant. The Organizer's commission shall send an invoice to the approved Participants after

examination of applications. Participation fee must be transferred to the account specified in the Organizer's invoice until 31 August 2017.

4.3.3 Participation fee may be transferred either by the Operator or by the company delegating the Operator.

4.3.4 Participation fee shall be single.

4.3.5 The Organizer shall not cover and reimburse any expenses occurred to the company, Participant or other company's representatives in relation to delivery of the application documents to the Organizer's office or in relation to the participation of the Participant and/or other representatives of the company in the challenge or arrival to/departure from the challenge.

4.3.6 Each company or branch shall be entitled to apply for participation in the challenge maximum 2 (two) participants.

4.3.7 Upon filling in of the electronic application form, the Participant shall indicate the desired date of participation in the challenge. Date of participation shall be approved by the Organizer, and, in case of necessity for the purpose of provision of BOC substance - to provide challenge among representatives of three states, the Organizer shall be entitled to change the date specified by the Participant upon and agreement therewith.

4.3.8 If any of the participants applied by the company and approved by the Organizer's commission shall not be able to arrive to the challenge, the company shall be obliged to notify the Organizer immediately. Participation fee paid for the Operator shall not be returned. In such a situation, if the company shall be able to send to the challenge some other Operator instead of the approved Participant, the Organizer's commission shall examine an opportunity to allow other Operator for participation, if:

- The Operator concerned also complies with all the requirements specified in Clause 4.1;
- The Operator concerned will also participate the respective company in the challenge;
- Re-registration will not delay beginning or course of the challenge.

#### 4.4 Documents to be sent by a Participant upon request

4.4.1 Legible copy of the certificate of registration of the company represented by the Participant;

4.4.2 Legible copy of the driver's licence for tractor-type machinery of the Operator pretending for the participation in the challenge;

#### 4.5 Procedures for the examination of documents and division of participants by semi-finals.

4.5.1 Between 16 and 18 August, the Organizer shall examine the submitted applications and contact every Participant to clarify date of participation of the respective Participant.

#### 4.6 Sending of invitations and refusals.

4.6.1 The Organizer shall send invitation to the challenge to the companies, the application of Participants of which shall comply with the requirements specified in Clause 4.4 of these Regulations. The Participant applied by the company shall be sent challenge plan along with the invitation.

4.6.2 The Organizer shall send refusal to the companies, the application of Participants of which shall not comply with the requirements specified in Clause 4.4 of these Regulations.

4.6.3 Invitations to participate in the challenge or refusals shall be sent to the companies and operators to the indicated e-mail address after 22 August 2017.

## **5 Safety Rules During the Challenge**

### 5.1 Participants shall be prohibited:

- 5.1.1 To participate in the challenge under influence of intoxicating substances;
- 5.1.2 To smoke inside the cabins of machinery and in the proximity thereof, as well as in the entire confined territory of the performance of exercises and tests of machinery;
- 5.1.3 To use mobile phone inside the cabins of machinery, in direct proximity of the challenge machinery, during the performance of exercises and tests of machinery;
- 5.1.4 To stay in the confined territories of the tests of machinery and performance of exercises (track) without call of the referees;
- 5.1.5 To start engine of machinery, commence movement or other actions without permission of the referees;
- 5.1.6 To leave the track and the confined territories thereof during performance of exercise;
- 5.1.7 To stay at the referee table and in the referee tent, except for the moments of registration of result in the participant's individual start sheet and transfer of the sheet upon completion of the challenge;
- 5.1.8 To violate rules for technical use of machine;
- 5.1.9 To ignore the instructions given by the referees.

5.2 For the ignorance of the safety rules specified in Clause 5.1 the Participant may be imposed penalties at the discretion of the referees, or the Participant may be disqualified.

## **6 Machinery of Challenge and Descriptions of Exercises**

- 6.1 Participants of the challenge shall perform three exercises - one exercise with each unit of machinery. The Organizer shall reserve rights not to disclose selection of models of the unit of machinery before commencement of the Challenge.
- 6.2 If, during the challenge, unavoidable technical problems hindering further use of the respective unit of machinery therein shall occur to any unit of machinery, results in the respective exercise of all Participants of the respective semi-final shall be annulled, and all Participants of the semi-final shall perform substitute exercise.
- 6.3 Descriptions of the exercises of the challenge shall be handed out to the Participants of the challenge upon registration on the day of the respective rounds together with the individual Start sheet.

## **7 Course of the Challenge, Registration of Participants and Participation Rules**

### 7.1 Course of the Challenge.

- 7.1.1 Each participant shall participate individually, regardless of whether he/she is the only representative of his/her company or several Operators of the company participates in the challenge.

## 7.2 Registration of Participants.

### 7.2.1 Upon arrival to the challenge, every Participant:

- Must have the invitation to participate in the challenge in the respective round thereof;
- Must have a valid driver's licence for tractor-type machinery in the name of the Participant;
- Must be dressed in working clothes – trousers and tight, closed footwear is a mandatory requirement in the challenge!

### 7.2.2 Upon arrival to the challenge, every Participant shall be obliged to register in the information stand. Upon registration, every Participant shall be handed out the following items:

- Vest with the Participant's number (in the sequence of registration) – the Participant shall be obliged to wear it on the day of the challenge, from the moment of registration until the moment of the announcement of results;
- Bracelet with the Participant's number (in the sequence of registration) – the Participant shall be obliged to wear it on the day of the challenge, from the moment of registration until the moment of the announcement of results;
- Participant's individual Start page and descriptions of exercises of the challenge;
- Cat® baseball cap - the Participant's identification sign – the Participant shall be obliged to wear it on the day of the challenge, from the moment of registration until the moment of the announcement of results.

### 7.2.3 Upon signing in the Participants' registration journal, the Participant shall confirm by his/her signature that:

- He/she undertakes to follow the instructions and orders of referees during the challenge;
- He/she undertakes to follow the labour safety rules and fire safety rules;
- He/she is not (and will not be until the announcement of the challenge results) under influence of alcohol or other intoxicating substances. Referees shall be entitled to inspect a Participant's condition at any time and, upon finding of violation of this provision, Participant shall be disqualified immediately.

## 7.3 Participation Rules.

### 7.1.3 Documents for the registration of results.

7.3.1.1 During the challenge, the main document of a Participant shall be individual Start page – before performance of each exercise, a Participant shall submit his/her Start page to the referee and receives it back as soon as the exercise is complete. Referees shall register Participant's result and penalties within each exercise in the Start page. In parallel with the registration of results in the individual Start page of a Participant, referees of each exercise shall register each Participant's result also in the referee's minutes.

7.3.1.2 Participant shall not be entitled to make any arbitrary entries and corrections in his/her individual start page. Remarks in the individual start page may be made by the referees of the challenge only. Remarks in the individual start regarding performance of exercise and gained

penalties shall be made by the referees of exercise during the performance thereof, and, after completion of the exercise, they shall register identical remarks in the referee's minutes in the presence of the Participant.

7.3.1.3 If, during the summarization of results, chief referee shall find any corrections in an individual start page, the respective start page shall be compared to the referee's minutes, and, in case of difference of corrections, result registered in the referee's minutes shall be considered the correct one.

7.3.1.4 After summarization and announcement of results, every Participant shall have an opportunity to receive back his/her individual start page and retain in his/her ownership.

### 7.2.3 General provisions for the performance of exercises.

7.3.2.1 When handling with any of the units of machinery involved in the challenge, Participants shall be categorically prohibited to adjust, turn on, turn off modes and switches, which are not being used for the performance of exercise or have not been specified in the description of exercise, without permission and presence of a referee during the challenge. Descriptions of exercise shall be handled to the approved Participants before the challenge, and posted by the units of machinery involved in the challenge during the challenge.

7.3.2.2 Upon wish of a Participant, referee of each exercise shall repeatedly explain to the Participant substance of the exercise, procedure of performance thereof before the performance of exercise, as well as remind the activities subject to penalty in the particular exercise. Participant shall be entitled to ask questions to the referee before the performance of exercise. As soon as the Participant has commenced performance of exercise, as well as in the entire course of performance of exercise (from start to finish), the referee shall provide no explanations, and no discussions between the Participant and the referee shall be allowed.

7.3.2.3 Upon completion of the particular exercise, referee of exercise shall register in the Participant's individual start page the time of performance of exercise and received penalties (if any) and place a CAT stamp confirming completion of exercise.

7.3.2.4 Participant of challenge shall be entitled not to perform any of the indicated challenge exercises at all - thus, the Participant shall refuse from opportunity to gain points for the respective exercise, however, such activity shall not be subject to penalty points.

7.3.2.5 It shall be considered the Participant has completed challenge, if he/she has submitted his/her individual start page to the chief referee for the summarization of results and signed in the registration journal in the registration tent. Individual start page must be transferred also in case, if the Participant has opted not to perform any of the exercises. (Individual start page must be transferred, when the Participant has either performed all exercises of the respective round of challenge or if he/she has performed part thereof and wants to finish the challenge.)

7.3.2.6 Deadline for the transfer of the individual start pages shall be the end of the day of challenge (according to the mark in the plan). No start pages shall be accepted after the time marked in the challenge plan. If any of the Participants has failed to transfer his/her individual start page within the set time limit, it shall be treated as his/her voluntary disqualification.

## **8 Assessment**

8.1 Winners of 1st - 3rd place of each day shall be established in BOC.

8.2 Main winners of BOC (Grand Prix) shall be National Winner of each of the Baltic States, and such a winner shall be established among the operators of the represented member state. The Participant with the highest total number of points in the overall assessment among the Participants of his/her state shall be announced the winner of the respective Member State.

National Winners of the challenge shall be announced on the last day of BOC, when results of all participants are summarized.

8.3 Results shall be summarized by the referees of the challenge under the leadership of the chief referee after completion of each round of the challenge.

8.4 If there shall be two Participants with equal number of points and establishment of the first three prized places of the challenge shall be impossible (1st – 3rd place), the Participants must perform additional exercise or exercise up to the moment, when the winner is clear.

## 9 Distribution of Awards

### 9.1 Winner of the day.

9.1.1 Every Participant of the challenge of the day, registered for the day of the challenge, shall receive the following items:

- Individual souvenir from CATSHOP as gratitude for the participation in the challenge;
- Certificate for the participation in BOC 2017.

9.1.2 Winners of 1st - 3rd place of each day shall receive the following items:

- Individual personal award;
- Award for the represented company;
- Diploma for the respective place, BOC 2017 cup.

### 9.1.3 Winner of each state:

- Shall be presented the Grand Prix – **voucher for 2 (two) persons to Caterpillar® MDLC in Malaga, Spain, in 2017, in the time established by the Organizer.** Expenses related to the travel of the winner of BOC 2017 and one accompanying person freely chosen thereby to Caterpillar® MDLC (airline tickets Riga-Malaga-Riga, travel and subsistence expenses in Malaga) shall be covered by the Organizer of BOC 2017.
- **Additional award to his/her company** – voucher for 1 (one) persona to Caterpillar® MDLC in Malaga, Spain, in 2017, in the time established by the Organizer. All expenses related to the travel of the head of the company represented by the winner of BOC 2017 to Caterpillar® MDLC (airline tickets Riga-Malaga-Riga, travel and subsistence expenses in Malaga) shall be covered by the Organizer of BOC 2017.

9.2.6 If the National Winner of the Operators shall refuse from the award specified in Clause 9.1.3 due to any reasons, the award shall be assigned to the Participant with the second highest number of points in the overall national assessment.

## 10 Final Provisions, Protests and Appeals

10.1 During BOC, Participants of the challenge must follow the provisions specified in Clauses 1.5 and 5 of these Regulations, as well as any other verbal or written instructions given by the Organizer or the board of referees.

10.2 During BOC, visitors of the challenge must follow any instructions given by the Organizer or referees or hosts of the challenge approved by the Organizer. Visitors shall be categorically prohibited to stay in the confined zones of the tests of machinery and performance of exercises

(tracks) without special call, as well as to hinder course of the challenge or work of referees of the challenge by their behaviour.

10.3 Protests regarding disagreements arisen between the Participant and the referees during the challenge, should be submitted to the Organizer if writing in the registration stand before the end of the day of the challenge (the moment of announcement of winners). Verbal protests shall not be taken into account. The Organizer shall examine written protests regarding the work of the referees in a closed sitting.

10.4 Results of the challenge may be questioned within 3 business days after the distribution of awards by submitting a written appeal/protest to the Organizer. Verbal protests shall not be taken into account.

Board of referees approved by the Organizer shall examine the protests regarding results of the challenge and reply to the Participant in writing within 14 days from the date of reception of a written protest.