

**NIAGARA REGIONAL ATHLETICS TRACK AND FIELD CLUB**

**CONSTITUTION**

INDEX



**ARTICLES**

**PAGE**

I. Name.....2

II. Club mandate.....2

III. Affiliations.....2

IV. Athlete membership.....2-3

    IV.a. Competitive

    IV.b. Non-competitive

    IV.c. Athlete’s responsibility

    IV.d. Rights and privileges

    IV.e. Registration fees

V. Coaches.....3

VI. Executive.....4

VII. Executive Structure.....4

VIII. Executive Responsibilities.....5-10

IX. Finances..... 10

X. Meetings.....10

XI. Elections.....11

XII. Amendments to the constitution.....11

XIII. By-Laws..... 11-13

## **ARTICLE I - NAME**

The organization shall be known as the “NIAGARA REGIONAL ATHLETICS TRACK AND FIELD CLUB”.

## **ARTICLE II - CLUB MANDATE**

The mandate of Niagara Regional Athletics shall be:

- To encourage and foster the development of athletes within the Niagara Region and to provide an organized framework from which to direct the athletes and the sport.
- To introduce athletes to the many aspects and events of athletics by providing training, coaching and competitive opportunities.
- To aid in the physical growth and development of the athletes as individuals.
- To foster respect and responsibility of the athletes towards themselves, their competitors, companions and the sport as a whole.
- To carry out the operations of the Club in the region of Niagara, in the province of Ontario.

## **ARTICLE III - AFFILIATIONS**

Niagara Regional Athletics is an affiliated club of Athletics Ontario, the Ontario Minor Track Association and Athletics Canada.

## **ARTICLE IV - ATHLETE MEMBERSHIP**

### **IV. a. Competitive:**

A competitive athlete is a member in good standing (all required fees are paid and waivers are signed) of Niagara Regional Athletics and is registered with either Athletics Ontario (AO) or Minor Track Association (MTA) in their appropriate age categories. This allows them to compete in Athletics Ontario (AO) and/or Minor Track Association (MTA) sanctioned meets.

### **IV. b. Non-competitive:**

A non-competitive athlete is a member in good standing (see above) with Niagara Regional Athletics and is also registered with Athletics Ontario (AO) or Minor Track Association (MTA) for insurance purposes. Non-competitive athletes usually do not compete in Athletics Ontario

or Minor Track Association sanctioned meets, unless the event allows non-competitive athletes to compete (usually at a premium).

**IV. c. Athlete's Responsibility:**

- Each athlete shall conduct him/herself in a manner that will represent well the club and the sport of Track and Field.
- Each athlete representing the club shall compete in the designated Club uniform, or they may have their Club membership revoked at the discretion of the Board. Athletes not wearing the designated club uniform at national meets will not be reimbursed for event registration fees.

**IV. d. Rights and Privileges:**

- Athletic members may enter or compete in a meet under Club colours or under Club name with permission of a coach.
- No athlete shall compete for the Club unless he/she is a member in good standing.
- Any athlete representing the club at a national meet will have his/her registration fees paid by the club, provided they abide by **Article IV.c.** above.
- Any member with a protest or complaint may submit the same in writing to any Executive member. Such a complaint shall be dealt with either at the next monthly executive meeting or at a special executive meeting for the express purpose of dealing with such complaint. Response to the complaint will be from the secretary of the meeting as directed by the executives.

**IV. e. Registration Fees:**

- Athlete membership fees will be set by the club executive annually or as required. It will be posted on our website.
- All athletes are required to pay membership fees according to price schedule on our website prior to participating in club's activities.
- Niagara Regional Athletics fee, AO fee and MTA fee are non-refundable.

**ARTICLE V - COACHES**

- A developmental program for athletes must be implemented by coaches and receive the attention necessary to make such a program meaningful and rewarding to the athletes and the Club.
- Coaches shall report to the Executive any athlete showing conduct detrimental to good sportsmanship or to the club. Coaches have the authority to temporarily suspend any athlete from all Club privileges until the Executive has considered the matter.
- All Niagara Regional Athletic coaches are required to obtain a current police check and fill out an annual offence declaration.

## **ARTICLE VI - EXECUTIVE**

- The Executive shall have the power and responsibility to carry out all and every recommendation or motion passed at a general meeting.
- The Executive shall have the authority to appoint directors from its membership to fill any vacancy on the Executive until the next general meeting.
- The Executive shall have the authority to supervise the collection of fees and funds of the Club, and authorize the expenditures of monies and purchases of equipment. Any purchase over \$500.00 must be approved by at least 3 people on the Executive.
- The Executive may form temporary committees as deemed necessary for the orderly administration of the club and place the committee chair on the executive for the life of such committee as a non-voting member.
- The Executive shall ensure true accounts to be kept of all sums of monies received and expended by the Club and of all equipment purchased by the Club and disposition of the same.
- As per majority decision of the Board of Directors, honorariums to coaches and to members of the Board of Directors will be reviewed at least once per year, and voted upon.
- All executive board members must have a current police check and must fill out an annual offence declaration.

## **ARTICLE VII - EXECUTIVE STRUCTURE**

The executive structure is as follows:

1. President
2. Vice-President
3. Treasurer
4. Club Registrars
5. Assistant Registrar/Assistant-treasurer
6. Secretary
7. Clothing Representative
8. Grant Funding Administrator

- 9. Club Liaison
- 10. Athletic Director (A.O./MTA)
- 11. Athlete Representatives (one female and one male)
- 12. Member at Large (1)

## **ARTICLE VIII - EXECUTIVE RESPONSIBILITIES**

### **1. PRESIDENT:**

- Represents club: must have a vision of what the club is and what it wants to be.
- Gives guidance to directors and is able to intercede with parents if and when necessary.
- Chairs meetings, prepares agenda, distributes minutes from meetings on a timely basis, promotes club, assists when necessary the functions of club.
- Oversees the other members of the board of directors in fulfilling their responsibilities.
- Is proactive in recruitment of new members/coaches to ensure both short/long range success of club.
- Remains on Board of Directors if needed for up to one year in event of resigning his/her position to ensure a smooth transition.
- Is responsible for coordinating the number of coaches attending meets (in consultation with the A.O. athletic director).
- Has cheque signing authority for the club except for his/her own cheques.
- Manages gmail account.

### **2. VICE-PRESIDENT:**

- Assists President.
- Is in charge of meetings in absence of President.
- Has cheque signing authority and is responsible for issuing cheques, having them signed and given to claimants.
- Assists when necessary all functions of club (including fundraising).
- Is responsible for attending executive board meetings.

- Organizes the club's Christmas party/AGM meeting.
- Sits on scholarship advisory mini-board
- Has cheque signing authority for the club except for his/her own cheques.

### **3. TREASURER:**

- Is appointed by the Executive.
- Properly accounts for all funds of the club and keeps such as may be directed.
- Prepares a full detailed account of receipts and disbursements once a month and presents it to the Executive during monthly board meetings.
- Prepares for submission to the Annual General Meeting a statement of the financial position of the club.
- Does not have cheque signing authority for the club.
- Is responsible for attending executive board meetings.
- Attends practice as often as possible for good communication with registrars.
- Transfer club registration funds from Trackie to the NRA TD bank account as needed.
- Provides all necessary receipts on NRA letterhead as requested by members.
- He/she shall train a new treasurer near the end of his/her term and remain available for consultation and advice (if needed) to ensure a smooth transition.

### **4. CLUB REGISTRARS:**

- Attends practices year round (Mon. & Thurs.), except for scheduled vacation periods.
- Attends practices with all necessary documents to register new athletes.
- During practices, is aware of any new athletes that are not registered with club.
- Contacts parents of athletes who are in arrears with the club.
- Informs club president if unable to attend practices.
- Communicates with club treasurer and assistant-registrar on a regular basis.
- Assists treasurer in handing out forms, receipts, and any other help the treasurer may require.
- Attends Executive board meetings.

- Updates athletes & coaches list as needed and shares it with other board members and head coaches. Confidentiality of information must be respected.
- Updates club registration form yearly (even with online registrations, some athletes may need to register directly at the club under special circumstances).
- Keeps track of coaches and assistant coaches' attendance.
- Registers athletes and coaches with M.T.A.
- Updates club registration options on Trackie throughout the year as needed.

#### **5. ASSISTANT CLUB REGISTRAR & ASSISTANT TREASURER:**

- Communicates with treasurer and club registrars on a regular basis.
- Assists treasurer in handing out forms, receipts, and any other help the treasurer may require.
- Attends executive board meetings.
- Receives ALL monies paid to the club, and is responsible for the deposit of same in whatever bank the Executive may order.
- Assists club registrars in keeping track of coaches and assistant coaches' attendance.
- In November, assists club liaison representative in the calculation of the coaches and assistant coaches honorariums, based on their attendance and qualifications and submits to the board for approval.
- Registers club with A.O. in December of each year.
- Assists club registrar with identifying any new athletes and with all responsibilities of that position.
- Contacts parents of athletes who are in arrears with the club.
- Informs president of any new email addresses to be added to the NRA gmail account. Also, informs president of any emails that need to be deleted from the NRA contacts.
- Takes pictures of new athletes and makes copies for the club registrars.
- Assists club registrars and treasurer with ongoing registration.
- Contacts schools in the Spring regarding payment of high jump mats rental fees at Oakes Park. Ensures that each school using the club's mats pays our fee and signs the waiver prior to their track meet.

**6. SECRETARY:**

- Is responsible for recording the minutes of all meetings.
- Sends the meeting minutes to the board president (through e-mail) in an appropriate time frame. (Within seven days of held meeting date).
- Assists president with communications as needed.
- Is responsible for getting club incorporated each time there are changes to board members (after each elections).
- Sits on NRA scholarship mini-board.

**7. CLOTHING REPRESENTATIVE:**

- Acquires contacts for clothing suppliers.
- Serves as a contact for the online clothing store.
- Orders, sizes and distributes singlets and coaches' clothing.
- Maintains clothing inventory and storage of inventory for the club.
- Attends club functions to sell and supply members of the club with clothing.
- Keeps accurate records of merchandise sales (including issuing receipts) and ensures that payments are made promptly.
- Prepares clothing report for monthly board meetings.
- Attends executive board meetings.

**8. GRANT FUNDING ADMINISTRATOR:**

- Is responsible for applying for grants from various sources, e.g. Ontario Trillium Foundation
- Is responsible for attending executive board meetings.

**9. CLUB LIAISON:**

- Ensures that the club functions within the framework of the club's Constitution, and that any changes to the constitution is updated and recorded in a prompt time frame.
- Ensures that the club operates within the rules of A.O., M.T.A., and local organizations, and has direct responsibility for liaison with these organizations.
- Is responsible for updating coaches handbook as needed.



- Is responsible for obtaining and keeping track of police checks/offence declarations from coaches and board members, and for submitting them as needed to Athletics Ontario and/or Minor Track Association.
- In November, aided by the assistant-registrar/assistant-treasurer, calculates coaches and assistant coaches honorariums, based on their attendance and qualifications and submits to the board for approval.
- Chairs mini-board on NRA scholarship award.
- Is responsible for attending executive board meetings.

**10. ATHLETIC DIRECTOR (A.O & M.T.A.):**

- Is responsible for acquiring all necessary equipment as per Article VI.
- Is responsible for the continuance and improvement of the coaching in the club and the training and competitive programs of the athletic members.
- Advises the Executive of any action they consider necessary to ensure the successful implementation of such programs as adopted.
- Is responsible for coordinating the number of coaches attending meets (in consultation with the president).
- Is responsible for the recruitment of assistants and/or special event coaches as required. Such responsibility includes the control, supervision, and guidance of all coaches brought into the club.
- He/she must be able to effectively communicate with athletes, parents, board members and all club coaches.
- Is responsible for attending executive board meetings.
- Has cheque signing authority for the club except for his/her own cheques.

**11. ATHLETE REPRESENTATIVE (2):**

- Serves as a liaison between the athletes and the board members.
- Attends board meetings as a non-voting member.
- Receives credit for community hours and a letter of reference from the president for his/her leadership role.
- Fully understands and respects the confidentiality aspect of all board meetings discussions.

## **12. MEMBER AT LARGE (1)**

- Maintains website for club.

## **ARTICLE IX - FINANCES**

- There will only be one Niagara Regional Athletics account at one bank, unless it is a special events account which has been approved by a majority of board members.
- All signing privileges are to be carried out by the President, Vice-President and Athletic Director for that account (2 out of 3 must sign the cheques).
- Any Niagara Regional Athletic member who secures a donation or sponsorship can use that money towards payment of their registration fees.
- Head coaches and the club registrar will receive a 100% discount for up to 4 children. All other board members will receive a 50% discount. Coaching Assistants may also receive a 50% discount, depending on attendance, as outlined in the coaches' handbook.
- Any honorariums must be approved by the board.

## **ARTICLE X - MEETINGS**

- There will be one general meeting once per year in November.
- A special general meeting may be called by the executive or must be called when a written petition by 25% of the membership sets forth the reasons for calling such a meeting.
- A majority of the accredited membership of Niagara Regional Athletics and a majority of the members of the executive, or of a committee shall constitute a quorum at any meeting of such bodies.
- Executive board meetings will be held once per month.

## **ARTICLE XI - ELECTIONS**

- The president and two other members that the president selects shall constitute a Nominations Committee. This Committee shall recommend to the members the names of members best qualified to hold any positions in the Executive committee.
- Nominations can be made by members in writing 8 days before the General Annual Meeting by someone nominating them for a particular position.

- The election of members may be by show of hands or secret ballot.
- Elections for Board of Directors to be held every 2 years.

## **ARTICLE XII - AMENDMENTS TO THE CONSTITUTION**

- This Constitution can only be amended by a simple majority of votes by the Board of Directors.

## **ARTICLE XIII - BY-LAWS**

**XIII. 1. Transportation Policy** – It is the parents’ responsibility to arrange transportation for their children to/from practices and meets. In the event that an athlete gets a ride to/from a practice or meet with a parent of another athlete or from a coach, Niagara Regional Athletics holds no liability in the event of injuries caused by a traffic accident.

**XIII. 2. Financial aid** – There are times when athletes may need financial assistance to continue to train & compete, due to hardship situations. The Niagara Regional Athletics executive has the right to decide on these special and unique cases on a needs basis. The need may warrant a special fundraiser, applying for funding from outside agencies, using monies available from the athletes’ assistance account, or a combination of the above.

**XIII. 3. Board of Reference** – In the event of a dispute and/or matter that involves any Niagara Regional Athletics member, a panel of one 18+ year old athlete, one executive member, one parent and one coach will meet to hear the matter and decide the outcome. The president will make the final decision only if there is a tie. Any matter brought to the panel must be done in writing within 3 to 5 days of the incident. Cooling-off period: any member of the Niagara Regional Athletics with a conflict with another member of the Niagara Regional Athletics is to wait 24 hours to cool off before discussing the matter with the person directly. After discussing it directly, if the matter is not resolved, then the person can go to the Board of reference. If a sanction is deemed necessary, the panel can warn, give a consequence, suspend or expel any Niagara Regional Athletics member depending on the severity of the incident. An incident report will be submitted to the President.

**XIII. 4. Recruiting or Tampering** – In the event that any club coach is recruiting or tampering with an athlete to leave or join any club, that club coach will be referred to the appropriate track and field association.

**XIII. 5. Changing and/or adding a motion** – Any member of the Niagara Regional Athletics wishing to change something in the constitution or anywhere else in the Niagara Regional Athletics is asked to submit a motion at any executive meeting where it will be discussed and voted on by the executive. The motion should contain the addition or change clearly and it is recommended you are there to present the motion. Motions will be heard at the start of an executive meeting along with the person who seconds the motion.

**XIII. 6. Theft and personal property-** The Niagara Regional Athletics is not responsible for lost, stolen or damaged articles, or for the reimbursement of the same. Devices such as cash, electronic devices and athletic wear are the sole responsibility of the athletes.

**XIII. 7. Inappropriate behaviour/Ejections from meets** – In the event of any member or parent(s) being ejected from a practice or a meet, or behaving in a manner that conflicts with our club's mandate (see Article II), the Niagara Regional Athletics has the right to review the case at an executive meeting to decide on any future consequences deemed necessary by the board.

**XIII. 8. Physical and verbal bullying/abuse/confrontations** – The Niagara Regional Athletics does not support nor promote any harassment in the form of physical, verbal, or sexual abuse. Any member or parent harassing another member will be dealt with appropriately.

**XIII. 9. Gender equity-** The Niagara Regional Athletics supports gender equity and does its best to allow both males and females the opportunity to be involved in athletics. There are times, due to registration numbers, that the ratio will not reflect the equity between males and females in club numbers.

**XIII. 10. Honorary Member-** An honorary life membership may be conferred upon any individual at any meeting of the Club. This member can be heard at general meetings of the Niagara Regional Athletics. However, he/she shall have no voting privileges. This member can be a previous Niagara Regional Athletics member or volunteer.

**XIII. 11. Impeachment-** Any member of the club who commits an act negatively affecting the interest of the club and its members may be given notice of impeachment. The impeached individual shall have the right to defend his/her actions at a presentation to the executive. The executive will be required to vote on this matter and a 2/3 majority against the individual will result in the removal of the impeached individual from the club and the loss of any privileges associated with the club. There must be quorum for this to occur.

**XIII. 12. Incorporation Policy for the club:** Incorporation for the club will be renewed each election term if there are changes to the board.

**XIII. 13. Vendor policy:** Before purchasing anything over \$500.00 with Niagara Regional Athletics monies, there shall be three quotes for a possible service or purchase submitted to the executive or president and treasurer. The vendor should be chosen on the basis of quality and price. This does not include donations from an executive member or club member.

**XIII. 14. Assistant coaches** – The club will pay the A.O. or M.T.A. fee for insurance coverage for any coach or assistant coach.

**XIII. 15. The capping of athletes in the club-** The executive, in consultation with the head coaches, will review this issue each registration session (indoor season) to ensure that athletes can train indoors safely, and that there will be enough coaches/supervision to accommodate all athletes.

**XIII. 16. Former athletes** – Former Niagara Regional Athletics athletes who may return for a few practices during college or university breaks may do so free of charge, provided they sign a waiver.