



ATHLETICS NIAGARA

TRACK AND FIELD CLUB

CONSTITUTION

INDEX

ARTICLES	PAGE
I. Name _____	2
II. Club Mandate _____	2
III. Affiliations _____	2
IV. Board of Directors _____	2
V. Board Structure _____	3
VI. Board Responsibilities _____	3
VII. Athlete Membership _____	7
VIII. Coaches _____	8
IX. Finances _____	8
X. Meetings _____	9
XI. Elections _____	9
XII. Amendments to the Constitution _____	9
XIII. By-Laws _____	9

ARTICLE I - NAME

The organization shall be known as the “**ATHLETICS NIAGARA TRACK AND FIELD CLUB**”. (hereinafter “the Club”).

ARTICLE II - CLUB MANDATE

The mandate of the Club 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

The Club is an affiliated club of Athletics Ontario (AO), the Minor Track Association (MTA) and Athletics Canada (AC).

ARTICLE IV - BOARD OF DIRECTORS

The Board of Directors shall have the authority and responsibility to carry out all and every motion passed at a general meeting.

The Board shall have the authority to appoint Directors from its membership to fill any vacancy on the Board until the next general meeting.

The Board shall have the authority to supervise the collection of fees and funds of the Club, and authorize the expenditure of funds and purchase of equipment. Any purchase over \$500.00 shall be pre-approved by a majority of the Board.

The Board may form ad hoc committees which may include non-Board members, as deemed necessary for the orderly administration of the Club and place the committee chair on the Board for the life of such committee as a non-voting member.

The Board 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.

Honorariums to coaches and to members of the Board shall be reviewed at least once per year, and shall require approval of the majority of a properly constituted meeting of the full Board.

All Board members must have a current police check and must fill out an annual offence declaration.

ARTICLE V - BOARD STRUCTURE

The Board 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 (two to four athletes)
12. Member at Large (1)

ARTICLE VI - BOARD 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 intercedes with parents if and when necessary.
- Chairs meetings, prepares agenda, distributes minutes from meetings on a timely basis, promotes Club and assists when necessary with the functions of Club.
- Oversees the other members of the Board in fulfilling their responsibilities.
- Is proactive in recruitment of new members/coaches to ensure both short/long range success of Club.

- May remain as a non-voting member of the Board in an advisory capacity for a period of up to six months to ensure a smooth transition.
- Responsible, in consultation with the A.O. athletic director, for coordinating the number of coaches attending meets.
- Has cheque signing authority for the Club, except for his/her own cheques.
- Manages email account.
- Any other role's responsibilities that may be required.

2. VICE-PRESIDENT

- Assists President.
- Chairs meetings in absence of President.
- Has cheque signing authority and is responsible for issuing cheques, having them signed and given to claimants.
- Attends Board meetings.
- Organizes the Club's Christmas party/Annual General Meeting.
- Has cheque signing authority for the Club except for his/her own cheques.
- Any other role's responsibilities that may be required.

3. TREASURER

- Properly accounts for all funds of the Club and keeps records as may be directed.
- Prepares a full detailed account of receipts and disbursements and presents it to the Board during monthly Board meetings.
- Prepares for submission to the Annual General Meeting a statement of the financial position of the Club.
- Attends Board meetings.
- Attends practice as often as possible for good communication with Registrars.
- Transfer registration funds from Trackie to the Club's bank account as needed.
- Provides all necessary receipts on Club letterhead as requested by members.
- 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.
- Any other role's responsibilities that may be required.

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 the Club.
- Contacts parents of athletes whose fees are in arrears.
- Communicates with Treasurer and Assistant-Registrar on a regular basis.
- Assists Treasurer in handing out forms, receipts, and any other help the Treasurer may require.
- Attends Board meetings.

- Updates athletes & coaches lists as needed and shares it with other Board members and head coaches while maintaining confidentiality.
- Updates Registration Form annually (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 at practices.
- Registers athletes and coaches with M.T.A.
- Updates Club registration options on Trackie throughout the year as needed.
- Any other role's responsibilities that may be required.

5. ASSISTANT CLUB REGISTRAR & ASSISTANT TREASURER

- Communicates with Treasurer and Registrars on a regular basis.
- Assists Treasurer in handing out forms, receipts, and any other help the Treasurer may require.
- Attends Board meetings.
- Receives ALL funds paid directly to the Club and is responsible for the deposit of same in whichever bank the Board may order.
- Assists Registrars in keeping track of coaches' and assistant coaches' attendance at practice.
- In November, assists 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 Registrar with identifying any new athletes and with all responsibilities of that position.
- Works with Club Registrars to contact parents of athletes whose fees are in arrears.
- Informs President of any new email addresses to be added to the Club's contact list and of any email addresses that need to be deleted.
- Assists Registrars and Treasurer with ongoing registration.
- Any other role's responsibilities that may be required.

6. SECRETARY

- Responsible for recording the minutes of all meetings.
- Sends the meeting minutes to the President within seven days of the meeting.
- Assists President with communications as needed.
- Responsible for updating the Club's corporate status by filing a Form One within the prescribed time period whenever there is a change in Board members.
- Sits on scholarship advisory committee.
- Any other role's responsibilities that may be required.
- Attends Board meetings.

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 Club members with clothing.
- Keeps accurate records of merchandise sales, issues receipts and ensures that payments are made promptly.
- Prepares Clothing Report for monthly Board meetings.
- Attends Board meetings.
- Any other role's responsibilities that may be required.

8. GRANT FUNDING ADMINISTRATOR:

- Responsible for applying for grants from various sources, e.g. Ontario Trillium Foundation.
- Attends Board meetings.
- Any other role's responsibilities that may be required.

9. CLUB LIAISON

- Ensures that the Club functions within the framework of its Constitution, and that any changes to the Constitution are 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.
- Responsible for updating Coaches Handbook as needed.
- Responsible for obtaining and keeping track of police checks/offence declarations from coaches and Board members, and for submitting them as needed to AO and/or MTA.
- In November, works in conjunction with the Assistant-Registrar/Assistant-Treasurer to calculate coaches' and assistant coaches' honorariums, based on their attendance and qualifications, and submits to the Board for approval.
- Chairs scholarship advisory committee.
- Attends Board meetings.
- Any other role's responsibilities that may be required

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

- Responsible for acquiring all necessary equipment as per Article IV.
- Responsible for the continuance and improvement of the coaching in the Club and the training and competitive programs of the athletic members.
- Advises the Board of any action he/she considers necessary to ensure the successful implementation of such programs as adopted.
- In consultation with the President, responsible for coordinating the number of coaches attending meets.

- 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.
- Attends Board meetings.
- Has cheque signing authority for the Club, except for his/her own cheques.
- Any other role's responsibilities that may be required.

11. ATHLETE REPRESENTATIVES (2 to 4)

- Serves as a liaison between the athletes and the Board members.
- Attends Board meetings as non-voting members.
- Receives credit for community hours and a letter of reference from the President for their leadership role.
- Fully understand and respect the confidentiality aspect of all Board meetings discussions.

12. MEMBER AT LARGE (1)

- Any responsibilities that may be required

ARTICLE VII - ATHLETE MEMBERSHIP

a. Competitive: A competitive athlete is a member in good standing with the Club having all required fees paid and waivers signed and is also registered with either AO or MTA in the appropriate age category. This allows them to compete in AO and/or MTA sanctioned meets.

b. Non-competitive: A non-competitive athlete is a member in good standing (see above) with the Club and is also registered with AO or MTA for insurance purposes. Non-competitive athletes usually do not compete in AO or MTA sanctioned meets, unless the event allows non-competitive athletes to compete.

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.

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. Subject to **Article c.**, any athlete repre-

senting the Club at a national meet shall have his/her registration fees paid by the Club. Any member with a protest or complaint may submit the same in writing to any Board member. Complaints shall be dealt with either at the next monthly Board meeting or at a special Board meeting called for the express purpose of dealing with such complaint. Response to the complaint will be from the President of the meeting as directed by the Board.

e. Registration Fees: Athlete membership fees shall be set by the Board annually or as required and shall be posted on the Club's website. All athletes are required to pay membership fees according to the posted fee schedule prior to participating in Club activities. Registration fee, AO fee and MTA fee are all non-refundable.

ARTICLE VIII - COACHES

All coaches shall receive and be bound by the current Coaches Handbook.

A developmental program for athletes shall be designed and implemented by coaches. Such program must be meaningful and rewarding to the athletes and the Club.

Coaches shall report to the Board any athlete showing unsportsmanlike behaviour or conduct detrimental to the Club or its reputation.

All coaches are required to obtain a current police check and fill out an annual offence declaration.

ARTICLE IX - FINANCES

There shall be only one Club 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 and two signatures are required on all cheques.

Any athlete who secures a donation or sponsorship may use that money towards payment of their registration fees.

Head coaches and the Registrar shall receive a 100% discount on registration fees for up to 4 children. All other Board members shall 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 pre-approved by the Board.

ARTICLE X - MEETINGS

An Annual General Meeting shall be held each November. Parents, athletes and Board members shall be notified of the date and location within eight days of the meeting date.

A special general meeting may be called by the Board 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 Club's accredited membership and a majority of the members of the Board, or of a committee shall constitute a quorum at any meeting of such bodies.

Board meetings will be held once per month.

ARTICLE XI - ELECTIONS

Elections for Board shall be held every two years.

Nominations can be made by members, in writing, eight days before the Annual General Meeting by someone nominating them for a particular position.

The President and two other members of the Board 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 open positions on the Board.

The election of members may be by show of hands or secret ballot.

ARTICLE XII - AMENDMENTS TO THE CONSTITUTION

This Constitution shall only be amended by a simple majority of votes by the Board.

ARTICLE XIII - BY-LAWS

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, the Club holds no liability in the event of injuries caused by a traffic accident.

2. Financial Aid - There are times when athletes may need financial assistance to continue to train & compete, due to hardship situations. The Board has the authority to decide on these special and unique cases on a needs basis.

3. Board of Reference - In the event of a dispute and/or matter that involves any Club member, a panel of one Athlete Representative, one member of the Board who is not the President, 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 5 days of the incident. Cooling-off period: any Club member who has a conflict with another member 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 Club member depending on the severity of the incident. An incident report will be submitted to the President. The decision of the Board of Reference shall be final.

4. Recruiting or Tampering - In the event that any Club coach recruits, attempts to recruit or tampers with an athlete to leave the Club or to join any other track and field club, that coach will be reported to the appropriate track and field association.

5. Changing and/or adding a motion - Any member of the Club wishing to change something in the Constitution is asked to submit a motion at any Board meeting where it will be discussed and voted on by the Board. The motion should contain the addition or change clearly and it is recommended that the member bringing the motion attend to present the motion. Motions will be heard at the start of a Board meeting

6. Theft and personal property - The Club is not responsible for lost, stolen or damaged articles, or for the reimbursement of the same. Personal property such as cash, electronic devices and athletic wear is the sole responsibility of the owner.

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 the Club's mandate (see Article II), the Club has the right to review the case at a Board meeting to decide on any future consequences.

8. Physical and verbal bullying/abuse/confrontations - The Club does not support, condone or promote any harassment in the form of physical, verbal, or sexual abuse. Any member, coach or parent harassing another member will be dealt with according to guidelines set by Athletics Ontario.

9. Gender equity - The Club 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 may not reflect equity between males and females in Club numbers.

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 Club. How-

ever, honorary members shall have no voting privileges. This member can be a Club member or volunteer.

11. Impeachment - Any member of the Club who commits an act negatively affecting the interest or reputation 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 Board. The Board will be required to vote on this matter and a 2/3 majority vote against the individual will result in the removal of the impeached individual from the Club and the loss of any privileges associated with membership. There must be quorum for this to occur.

12. Incorporation Policy for the Club: A Notice of Change (Form 1) shall be filed within the prescribed time period after any change or change to the information previously filed including the composition of the Board.

13. Vendor policy: Before purchasing anything over \$500.00 with Club monies, there shall be two quotes for a possible service or purchase submitted to the Board for approval. The vendor should be chosen on the basis of quality and price. This does not apply to donations from a Board member or Club member.

14. Assistant coaches - The Club shall pay the A.O. or M.T.A. fee for insurance coverage for any coach or assistant coach.

15. The capping of athletes in the Club - The Board, 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.

16. Former athletes - Former Club athletes who may return for a few practices during college or university breaks may do so free of charge provided they sign a waiver.