



| <b>MEMBERSHIP POLICY</b> |                   |                   |                    |
|--------------------------|-------------------|-------------------|--------------------|
| <b>Reviewed:</b>         | February 26, 2017 | <b>Effective:</b> | March 29, 2017     |
| <b>Next Review:</b>      | March 2020        | <b>Approval:</b>  | Board of Directors |

*The following policies are related to the Membership Policy: AO By-Laws; Athlete Transfer Policy; Member Code of Conduct Policy (All policies); Screening Policy; Anti-Doping Policy; Athletics-Ontario-Power-of-Attorney-Form-2016*

## **1. APPLICATION**

This Policy applies to all AO members and addresses membership requirements, obligations, fees and terms / conditions with Athletics Ontario.

Members of Athletics Ontario (AO), refers to any entity approved for membership as defined in the AO By-Law (person, group of persons organized and associated for the purpose of athletics and registered as a Member of AO), as well as all individuals engaged in activities with AO (including, but not limited to, athletes; coaches; officials; associates; volunteers; team managers; club administrators, coaches or board members; committee members, directors and officers of AO; and employees.

All AO memberships occur on annual basis, January through December, and expire each year on December 31.

## **2. CLUB AFFILIATION/MEMBERSHIP**

### **(a) Registration**

A Club's affiliation/membership must be completed annually and fees paid to Athletics Ontario before:

- individual club members may be registered with the Association;
- a club can exercise its right to vote at the Annual General Meeting of AO; and
- Insurance coverage is provided.

Registration may be done utilizing an on-line registration system (Trackie.me) with login/password details provided to clubs (by the AO Office) and managed by a Club appointed Registrar. This information should be kept secure and confidential.

Club fees are based on the total number of members registered with a club in the previous year.

To register or renew a Club Affiliation with Athletics Ontario, please refer to the Club Affiliation document found at: <http://athleticsontario.ca/registration/>

### **(b) Existing Club Affiliations**

Clubs registered with Athletics Ontario in previous years will have until January 1, 2019 to become an incorporated body within the Province of Ontario, in order to renew affiliation as a Club with Athletics Ontario. In addition, Clubs will have until January 1, 2019 to provide AO with their Club Affiliation application form and the following items:

- Incorporation Documents
- Business Plan (focus/mandate/target market)
- Club By-Laws, Club Policies & Procedures
- Club Code of Conduct for members
- Projected forecasts – financial
- Other Club Operation documents

By January 1, 2019, Clubs must have this information publicly available on their website, or provided to Athletics Ontario for making publicly accessible on its website at: <http://athleticsontario.ca/clubs/>.

(c) New Club Affiliations

As of April 1, 2017, all new Clubs with Athletics Ontario must have a minimum of 5 athletes to be registered with the Association. In addition, new Club must be an incorporated body within the Province of Ontario. New Clubs must provide, along with their Club Affiliation application form the following items:

- Incorporation Documents,
- Business Plan (focus/mandate/target market),
- Club By-Laws, Club Policies & Procedures,
- Club Code of Conduct for members,
- Projected forecasts – financial,
- Other Club Operation documents, and

Clubs must have this information publicly available on their website, or provided to Athletics Ontario for making publicly accessible on its website at: <http://athleticsontario.ca/clubs/>.

(d) Club Exemptions

Clubs owned by the Government of Canada are not required to become an incorporated body within the Province of Ontario.

(e) Club Executive

Club affiliation includes identification of the Club Executive Committee (Officers and Directors) along with their complete address and contact information. A Club's Executive Committee shall include (at a minimum):

- President
- Vice President
- Secretary/ Treasurer

Clubs are to notify the AO Office in writing, if a change to the Club Executive Committee occurs during the year.

In order for a Club's Executive Committee (Officers and Directors) to receive AO insurance coverage and to carry the Club's vote at the Athletics Ontario Annual General Meeting, Club Executive Committee members must be registered individually as members of AO.

All Clubs should review and be aware of the AO By-laws, rules, policies, procedures and guidelines which are located on the AO website. As well, Club Executives shall ensure their respective members and parents are made aware of these documents.

(f) Annual General Meeting

For voting privileges at the AO Annual General Meeting an affiliated club must have a minimum of 5 registered AO members for the year.

(g) Club Coaching Requirements

- Clubs with less than 26 members must have a minimum of 1 Coach who is currently registered with Athletics Ontario and has a minimum NCCP certification of Club Coach.
- Clubs with 26-99 members must have a minimum of 2 Coaches who are currently registered with Athletics Ontario and have a minimum NCCP certification of Club Coach.
- Clubs with more than 99 members must have a minimum of 3 Coaches who are currently registered with Athletics Ontario and have a minimum NCCP certification of Club Coach. These clubs must also have at least 1 NCCP certified coach for every 35 members.

(h) Power of Attorney Form (Athletes under 18)

Clubs should utilize the Power of Attorney form for those athletes under the age of 18. This form should be completed only by those athletes wishing to appoint a Power of Attorney to a representative in the club. This is a convenience which will relieve many administrators of the task of getting entry form waivers signed every time an athlete enters a meet.

### 3. INDIVIDUAL MEMBERSHIP

All members of AO are required to abide by the Members Code of Conduct, and comply with the AO By-Laws, rules, policies and procedures, as well as, Athletics Canada and IAAF rules and policies, where applicable.

The individual membership fee structure can be found on the Athletics Ontario website at <http://athleticsontario.ca/registration/>.

All Members may register with Athletics Ontario using the Trackie.com registration site.

All Clubs, coaches, associates, directors, officials and volunteers must follow the screening process as outlined in the Screening Policy.

All athletes, coaches, associates, officials (or legal guardian for athletes under 18 years of age) must read and sign the **AO Registration Waiver** and the **Drug Use and Doping Control Policy** during registration.

(a) Athletes

#### 1. Age Classifications

- Bantam – 13 yrs. old or under as of Dec. 31st in the year of competition – U14 & U13
- Midget – 14-15 yrs. old as of Dec. 31st in the year of competition – U16 & U15
- Youth – 16-17 yrs. old as of Dec. 31st in the year of competition – U18 & U17
- Junior – 18-19 yrs. old as of Dec. 31st in the year of competition – U20 & U19
- Senior – 20 yrs. old or over as of Dec. 31st in the year of competition

## 2. **Registration**

Athletes may only register with Athletics Ontario once their Club is registered/renews its registration with the Association and pays applicable club fees. Once the club is registered an athlete can register with Athletics Ontario in either the competitive or non-competitive category using the Trackie.com registration site.

Athletes are required to complete and submit an AO registration form either online (Trackie.com) or hard copy (delivered to the AO Office), along with the appropriate fee payment, as outlined in the Membership Fees posted to the AO website;

Each athlete **MUST** name an AO registered coach (or a foreign coach who is registered with an IAAF Member Federation).

An athlete may become a member of AO for the entire year (which is the most cost effective), or for part of the year. Athletes who register for part of a year may upgrade to full membership at any point during the registration year.

## 3. **Power of Attorney**

A Power of Attorney form should be completed only by those athletes wishing to appoint a Power of Attorney to sign waivers on their behalf. This is a convenience which will relieve many administrators of the task of having Entry Form Waivers signed every time an athlete enters a meet.

## 4. **Club Representation**

Athletes may not represent a club in any sanctioned competition unless that club is affiliated with AO. It is the Club's responsibility to ensure that athletes who enter or are entered in a competition are registered with Athletics Ontario.

## 5. **Athlete Transfer**

Once an Athlete has signed with a Club for a calendar year, the athlete may not transfer to another club during the calendar year but may leave the club (with the Club's permission) and compete for the remainder of the calendar year as a disassociated athlete. Please refer to the AO Athlete Transfer Policy located on the AO website.

### (b) Coaches or Associates

To be a member of Athletics Ontario, a Coach or Associate must:

- complete and submit an AO registration form either online (Trackie.com) or hard copy (delivered to the AO Office), along with the appropriate fee payment, as outlined in the Membership Fees posted to the AO website; and
- submit an ORIGINAL Criminal Background Check, available from local Police Services, in the FIRST YEAR of registration and an Offence Declaration form in each subsequent year to AO;
- apply for a new Criminal Background Check, if membership years are skipped;
- read and sign the Registration Waiver Form and Drug Use and Doping Control Policy at the time of registration.

**Note:** Applicants with past criminal records may be denied membership.

(c) Technical Officials

To be a member of Athletics Ontario an Official must:

- complete and submit an AO registration form either online (Trackie.com) or hard copy (delivered to the AO Office), along with the appropriate fee payment, as outlined in the Membership Fees posted to the AO website; and
- submit an ORIGINAL Criminal Background Check, available from local Police Services, in the FIRST YEAR of registration and an Offence Declaration form in each subsequent year to AO;
- apply for a new Criminal Background Check, if membership years are skipped;
- read and sign the Registration Waiver Form and Drug Use and Doping Control Policy at the time of registration.

**Note:** Applicants with past criminal records may be denied membership.

#### 4. PROCEDURES

All Members may register with Athletics Ontario using the Trackie.com registration site.

Clubs should utilize the Power of Attorney form for those athletes under the age of 18. This form should be completed only by those athletes wishing to appoint a Power of Attorney to a representative in the club. This is a convenience which will relieve many administrators of the task of getting entry form waivers signed every time an athlete enters a meet.

If there are questions or assistance required in relation to any of the Membership Policies, Procedures, or any other AO policy, please contact the AO Office at:

Athletics Ontario  
3701 Danforth Avenue, Scarborough, ON M1N 2G2  
Tel: 647-352-7211  
Email: [office@athleticsontario.ca](mailto:office@athleticsontario.ca)

#### 5. NON COMPLIANCE

If a Club or individual member receives affiliation/membership with Athletics Ontario, the Member shall abide by the AO By-Laws, Rules, Policies and Procedures of Athletics Ontario and, where applicable, those of Athletics Canada and the IAAF.

Any Member Club or individual who is found to have breached or is in violation of the AO By-laws, rules and regulations, policies, contracts or agreements, which may arise during the course of AO business, activities, and events including, but not limited to, competitions, practices, training camps, travel associated with AO activities, and any meetings will be subject to disciplinary action which may result in suspension or termination of membership, in extreme cases.

## **Appendix A**

### **ATHLETICS ONTARIO REGISTRATION WAIVER**

*All athletes, coaches, associates, officials (or legal guardian for athletes under 18 years of age) must sign the following waiver:*

In consideration of the acceptance of my application for registration as a member of Athletics Ontario for the calendar year, I, for myself, my heirs, executors, administrators, successors and assigns HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE Athletics Ontario and its respective agents, officials, employees, contractors, representatives, successors and assigns of and from all claims, demands, damages, costs, expenses, actions and causes of action, whether in law or equity, in respect of death, injury, loss or damage to my person or property HOWSOEVER CAUSED, arising or to arise by reason of my registration as a member of Athletics Ontario, or my participation in any Athletics Ontario sponsored and/or sanctioned event in the calendar year, whether prior to, during or subsequent to any such event AND NOTWITHSTANDING that same may have been contributed to or occasioned by the NEGLIGENCE of any of the aforesaid. IF THIS WAIVER IS ALTERED YOUR REGISTRATION WILL BE REJECTED.

Note:

\*This form must be signed by both the applicant and, if the athlete is under the age of 18, a parent or legal guardian.

\*\*Upon acceptance as a member of Athletics Canada, Ontario Branch (Athletics Ontario), the applicant agrees to abide by the rules, policies, procedures and Code of Conduct of Athletics Ontario and Athletics Canada.

The waiver form can be found on the appropriate Athletics Ontario Membership forms found on the website at: <http://athleticsontario.ca/registration/> .

## **Appendix B**

### **DRUG USE AND DOPING CONTROL POLICY**

*All athletes, coaches, associates, officials (or legal guardian for athletes under 18 years of age) must sign the following Drug Use and Doping Control Policy:*

In consideration of being a member of Athletics Ontario and my subsequent participation in all Athletics Ontario programs, I agree to adhere to and support the AO Drug Use and Doping Control Policy. I acknowledge that I have read and understand the AO Drug Use and Doping Control Policy. More specifically, I agree to support, uphold and abide by the AO Position Statement included in the AO Drug Use and Doping Control Policy.

The Drug Use and Doping Control Policy (as per AC and IAAF rules) can be found on the AO website at: <http://athleticsontario.ca/policies/> .