

## Athletics Ontario 2018 Club Affiliation Check list

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:

### Club Affiliation

- AO Club Affiliation Form (signed) or Club Affiliation renewal on-line (trackie.me)
- Payment of Club Affiliation fee by cheque or cash to AO Office or on-line (trackie.me)
- Identification and Individual registration of the Club Executive Committee (Officers and Directors, at minimum)
  - o President,
  - o Vice President,
  - o Secretary/ Treasurer
- All Clubs should review and be aware of the AO By-laws, rules, policies, procedures and guidelines which are located on the AO website at: <http://athleticsontario.ca/policies/>. As well, Club Executives shall ensure their respective members and parents are made aware of these documents.

### 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.

### New Membership Policy Requirements

- 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
- Additionally, 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/>.

### Club Coaching Requirements

- Clubs must have, at minimum, the following number of Coaches registered with Athletics Ontario, with a minimum NCCP Certification of Club Coach
  - o Clubs with less than 26 members: 1 (one)
  - o Clubs with 26-99 members: 2 (two)
  - o Clubs with 100+ members: 3 (three). These clubs must also have at least 1 NCCP certified coach for every 35 members.

### Power of Attorney Form (Athletes under 18 years of age)

- 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.

### Individual Members

- Clubs must register each club member with Athletics Ontario in the appropriate category in order to take part in your club training sessions or Athletics Ontario sanctioned events. Clubs are able to register their members using the on line database at: <https://www.trackie.com/members/>
  - o For details, categories and fees, please see 2018 AO Fee Schedule