



MEMBERSHIP POLICY			
Reviewed:	September 8, 2019	Effective:	November 18, 2019
Next Review:	August 2021	Board Approval:	November 6, 2019

1. APPLICATION

This policy applies to all AO-Members and addresses membership requirements, obligations, fees and terms and conditions with Athletics Ontario ("AO").

"AO-Member" means any entity approved for membership in AO in accordance with the AO By-Laws. Such entities approved for membership include: athletes; coaches; officials; Clubs; Associates; and volunteers.

"Associate" means individuals who are approved for membership in AO in accordance with the AO By-Laws and who are directors and/or officers of AO, members of certain committees of the board of AO as required by the board of AO, and/or Club Executives.

"Club" means an entity comprised of a group of AO-Members organized and associated for the purpose of the sport of athletics and registered as an AO-Member.

"Club-Member" means an athlete, coach, official or Club Executive who is a member of a Club and who is registered as an AO-Member.

"Club Executive" means the individuals identified as required in s.3(c) below.

2. GENERAL

There are currently six types of membership in AO: Club; athlete (competitive and non-competitive); coach, official; Associate; and volunteer. Individual applicants should register in respect of each type that applies to them.

AO memberships are seasonal and must be renewed each year.

All AO-Members are required to abide by the various AO-Member Codes of Conduct and comply with the AO By-Laws, rules, policies and procedures, as well as those of Athletics Canada, the IAAF, and World Masters Athletics, where applicable.

All athletes (and parents/guardians of athletes under the age of 18), coaches, officials, Associates, and volunteers must read and sign the following at the time of registration:

- (i) AO Registration Waiver <http://athleticsontario.ca/registration/>;
- (ii) AO-Member Codes of Conduct <https://athleticsontario.ca/about/policies-and-governance/>;
- (iii) AO Drug Use and Doping Control Policy <https://athleticsontario.ca/about/policies-and-governance/>;
- (iv) Canadian Anti-Doping Program <https://athleticsontario.ca/about/policies-and-governance/>;
and



- (v) the Minister approved Concussion Awareness Resources (“Rowan’s Law”)
<https://athleticsontario.ca/safe-sport/>.

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

All entities applying for membership may register with AO using the on-line Trackie registration site.

Any AO-Member who is found to have breached or is in violation of the AO By-Laws, rules, policies, procedures, 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.

The AO By-Laws provide for two classes of AO-Members: voting and non-voting. Directors of AO and Clubs with five or more Club-Members have voting rights as set out in the AO By-Laws. All other AO-Members, including Clubs with fewer than five Club-Members, do not have voting rights.

If there are any questions or if assistance is required in relation to this Membership Policy 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

3. CLUB MEMBERSHIP

(a) Registration

A Club’s membership must be completed annually, and fees paid to AO before:

- individual Club-Members may be registered with AO;
- a Club can exercise its right to vote at the annual general meeting or any special meeting of AO; and
- insurance coverage is provided.

Registration may be done utilizing the on-line Trackie registration site with login/password details provided to Clubs (by the AO office) and managed by a registrar appointed by the Club. This information should be kept secure and confidential.

Club fees are based on the total number of Club-Members registered with the Club in the previous year.

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

(b) General Requirements for Clubs

In addition to the relevant requirements listed in s.2 General above, Clubs registering with AO must meet the following requirements:

- be incorporated organization under the relevant Ontario legislation or obtain an exemption from AO following the procedure set out in s.5 below;
- adopt and make available to their Club-Members and AO a mandate or mission statement (see Appendix A for a sample outline);
- meet the minimum coaching requirements set out in s. 3(d) below; and
- ensure that all Club-Members and all parents of Club-Members who are athletes under the age of 18 are made aware of and agree to abide by all AO By-Laws, rules, policies and procedures.

(c) Club Executives

Clubs must provide the following information to AO and register the information on the on-line Trackie registration site:

- if the Club is incorporated, the names, addresses and contact information (phone number and/or email address) of the Club's directors and officers;
- if the Club has an exemption from being incorporated, the names, addresses and contact information (phone number and/or email address) of the individuals who are responsible for the management and administration of the Club.

Clubs are responsible for the timely updating of the information registered on the on-line Trackie registration site if a change in the Club Executives or their contact information occurs during the year.

In order for Club Executives to receive AO insurance coverage and to carry the Club's vote at the annual general meeting or any special meeting of AO, Club Executives must be registered individually as AO-Members.

(d) Club Coaching Requirements

Clubs with fewer than 26 Club-Members who are athletes must have a minimum of one coach who is an AO-Member and has a minimum NCCP certification of "Club Coach".

Clubs with 26 - 99 Club-Members who are athletes must have a minimum of two coaches who are AO Members and have a minimum NCCP certification of "Club Coach".

Clubs with more than 99 Club-Members who are athletes must have a minimum of three coaches who are AO Members and have a minimum NCCP certification of "Club Coach".

Clubs may apply for an exemption from these requirements concerning minimum numbers of coaches following the procedure set out in s.5 below.

(e) Power of Attorney Form

Clubs should make their Club-Members and the parents/guardians of athletes under the age of 18 aware of the Power of Attorney form. This form should be completed only by those athletes and parents/guardians wishing to appoint a power of attorney to a representative of the Club to sign waivers on their behalf. This is a convenience that will relieve administrators of the task of getting entry form waivers signed every time an athlete enters a meet.



4. INDIVIDUAL MEMBERSHIP

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

(a) Athletes

1. **Age Classifications**

U8 - Under 8 years old, as of Dec. 31 in the year of competition
U10 - Under 10 years old as of Dec. 31 in the year of competition
U12 - Under 12 years old as of Dec. 31 in the year of competition
U14 - Under 14 years old as of Dec. 31 in the year of competition
U16 - Under 16 years old as of Dec. 31 in the year of competition
U18 - Under 18 years old as of Dec. 31 in the year of competition
U20 - Under 20 years old as of Dec. 31 in the year of competition
Open - 20 years old or over as of Dec. 31 in the year of competition
Masters - 30+ years old on the day of registration

2. **Registration**

Athletes may only register with AO once their Club is registered/renews its registration with AO and pays applicable club fees. Once the Club is registered, an athlete may register with AO in either the “competitive” or “non-competitive” category.

Athletes are required to complete and submit an AO registration form either online (Trackie) 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.

3. **Power of Attorney**

A Power of Attorney form should be completed only by those athletes and parents/guardians of athletes under the age of 18 wishing to appoint a power of attorney to a representative of the Club to sign waivers on their behalf. This is a convenience that will relieve administrators of the task of getting entry form waivers signed every time an athlete enters a meet.

<https://athleticsontario.ca/wp-content/uploads/2018/11/Athletics-Ontario-Power-of-Attorney-Form-2019.pdf>

4. **Club Representation**

Athletes may not represent a club in any AO-sanctioned competition unless that club is an AO-Member. It is the Club’s responsibility to ensure that athletes who enter or are entered in a competition are registered with AO.



5. Athlete Transfer

AO believes that all athlete transfers, whether done during a calendar year or at the beginning of a calendar year, should be done with the full knowledge and disclosure to all coaches and Clubs involved. Please refer to the AO Athlete Transfer Policy on the AO website for full details.

<https://athleticsontario.ca/wp-content/uploads/2019/02/AO-Athlete-Transfer-Policy-4February2019-1.pdf>

(b) Coaches, Officials and Associates

In addition to the relevant requirements listed in s.2 General above, to be an AO-Member, a coach, official or associate must:

- (vi) complete and submit an AO registration form either online (Trackie) 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
- (vii) submit an original Criminal Background Check, available from local Police Services, or complete the AO online background check available at <https://www.trackiereg.com/ao-screening> in each year of registration.

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

(c) Coaches

To be an AO-Member, a coach must also:

- (i) successful completion of the Respect Group's "Respect in Sport for Activity Leaders" on-line module; and
- (ii) Club Coach and Performance coaches must successfully complete the NCCP's "Make Ethical Decisions" module on-line or in person.

5. EXEMPTION PROCEDURE

Where this Membership Policy offers an exemption from certain stated conditions and/or requirements, the following steps shall be taken:

1. A person with the authority to act on behalf of the Club will present to AO, in writing, an express request to be exempted from part of the Membership Policy requirements.
2. The request will be marked clearly as an Application for Exemption and will include a statement of the area of this Membership Policy for which the exemption is requested, including the section and sub-section number.
3. The Application will include all information necessary to identify the Club and the individual acting on behalf of the Club, including contact information.



4. The Application will state all reasons relevant to the matter and explain in specific terms why the Club should be granted an exemption from the stated portion of this Membership Policy.
5. In the event that AO accepts the Application, the Club will be notified of their exemption from the stated portion of this Membership Policy, with the notification being provided by way of the contact information provided in the Application.
6. In the event that AO requires further information, a request will be sent to the Club by way of the contact information provided in the Application.
7. In the event that AO denies the Application, the Club will be notified in writing by way of the contact information provided in the Application.
8. AO will respond to an Application within 15 days of receipt of the Application.
9. All decisions made by AO regarding an Application for Exemption under this Membership Policy will be final and binding, with no rights of appeal.

Appendix A: Sample Mandate or Mission Statements

Athletics Ontario's organizational mission is to: **promote the sport of Athletics in the province of Ontario and contribute to the health and wellness of all participants through long-term athlete-centered development.**

Athletics Canada's Mission: Through collective leadership we drive growth in participation; enable improved athletic performance; and provide a positive experience for all in athletics.

Appendix B: Incorporating

Resources:

<https://www.ontario.ca/page/incorporate-not-profit>

Not-For-Profit Incorporators Handbook:

Link: http://www.attorneygeneral.jus.gov.on.ca/english/family/pgt/nfpinc/Not_for_Profit_Incorporators_Handbook_EN.html



MEMBERSHIP POLICY EXEMPTION REQUEST FORM

Date submitted: _____

Name of Individual Submitting Application: _____

Role within Club: _____

Do you have authority to act on behalf of the club? YES / NO (circle one)

Contact Email: _____

Primary Phone #: _____

Secondary Phone #: _____

Club: _____

Identify the area of this Membership Policy for which the exemption is requested, including the section and sub-section number.

State all reasons relevant to the matter and explain in specific terms why the Club should be granted an exemption from the stated portion of this Membership Policy

