

# Saugeen Track & Field Club

## By-Laws

### Membership

1) All Athletes must wear the STFC uniform when competing on behalf of the Club. The Athlete must obtain the basic Club uniform upon registration.

<u>Junior</u>	T-shirt (supplied) and navy shorts
<u>Senior Women</u>	Club singlet or bra top and navy racing briefs
<u>Senior Men</u>	Club singlet and navy racing shorts

2) STFC will pay the OTFA membership fee for all coaching staff.

3) Athletes are responsible for obtaining all information regarding track and field meets for which they wish to attend. This information will be available during regular practice times and will be posted on STFC Talk/Local.

4) Athletes are responsible for informing their coach of their intent to compete in an event prior to the deadline as defined for that event. Once an Athlete is entered (s)he is expected to fulfill that commitment. Failure to do so without sufficient notice or reason will result in a penalty. Athletes will be required to cover the entry fee and are responsible for their share of the cost of accommodation.

5) Athletes who have outside Club functions (e.g. sports' teams, part-time jobs) which may interfere with regular attendance at training session and/or track meets, may not expect to receive programmed coaching. The Coaches shall work to the best of the Athlete's needs and abilities for practices and meets.

6) Requests for cancellation and membership refund must be submitted in writing to the Executive for their consideration and binding decision.

7) Any Athlete or Coach who maintains an affiliation with STFC will be bound by these By-Laws and the Constitution of the Club and shall pay all memberships directly to STFC.

8) An Athlete must have fully paid membership status before they can compete for STFC.

9) New Athletes are welcome to participate in three Club practices before membership fees are due.

10) Illegal drug use and criminal acts (e.g. wilful damage, shoplifting, etc.) will be dealt with in full accordance of the law. The Athlete will be suspended, pending a meeting of the Executive and Coaching staff.

### Coaches, Officials, and Chaperones

1) STFC Coaches are encouraged to become members of the NCCP and obtain at least Level II Certification.

2) Coaches wishing to attend training clinics should apply to the Executive ahead of time to arrange for funding.

3) If adult chaperones are required by the Coaching staff, they will be responsible for assisting with the Coaches' duties as requested by the Coaching staff (e.g. team meetings, curfew checks, results, athlete needs etc.).

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### Executive

- 1) Notice of business must be submitted to the President 48 hours in advance of an Executive meeting for consideration at the meeting.
- 2) The Coaching staff will bring matters to the Executive through their designated representative on the Executive.

### Expenses

- 1) The Coaching staff will enter Athletes for meets based on established criteria (e.g. standards, attendance at practices, etc.).
- 2) For Out-of-Province, meets Coaches must submit a proposed expense plan to the Executive for approval prior to the authorization of an entry.
- 3) STFC will not cover meal expenses.
- 4) No payments will be made for meets or races at significant distances, should a local meet of comparable quality exist.
- 5) The Coaching staff and the Treasurer may authorize transportation expenses that have not received Executive approval due to time constraints.
- 6) A Coach requesting funds for an Athlete must do so to the Executive through the Coaches' representative.
- 7) Application for reimbursement of expenses (on behalf of the Club) by the Executive and Coaches shall be made to the Treasurer.
- 8) Financial support of an STFC Athlete who has qualified to compete as a member of Team Canada Procedure:
  1. On an annual basis, at the December executive meeting, compensation will be considered for any athlete who has competed as a member of Team Canada.
  2. The executive will discuss the merits and needs of each athlete on an individual basis.
  3. The status of the club's travel expense account and the expenses incurred by each athlete but not covered by another organization will be considered before compensating any athlete.

### Transportation

- 1) Transportation to meets will be arranged via bus when numbers/destination warrant. A portion of Club registration fees will be allocated to transportation. If bussing is not provided Athletes are responsible for their own transportation.
- 2) During inclement weather conditions (e.g. winter months) STFC will not travel if weather/road conditions are considered dangerous. Athletes will be kept informed of changes.
- 3) All persons driving Athletes to Club sponsored meets must be at least 18 years of ages and be in possession of a valid G-2 license.
- 4) All persons transporting STFC Athletes to meets are encouraged to have \$2 million of liability insurance.
- 5) Transportation to National Competitions - In cases where transportation costs exceed \$300.00 per Athlete, per competition (fall and winter) or \$450.00 (spring and summer), the Athlete will be responsible

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for the difference. In situations where Athletes arrange their own transportation reimbursement will be made after receipts are submitted to the Executive. To qualify for reimbursement, receipts must be submitted to the Executive within 45 days of the competition.

### Fee Structure

- 1) The Executive will set the fee schedule for all members annually.
- 2) A member may register as an Associate member by paying the required fee, as established annually by the Executive. This membership allows Athletes to compete wearing the STFC uniform, however it does not cover entry fees or transportation costs.
- 3) At the discretion of the Coaches, STFC will pay the running portion for those Athletes interested in competing as Bi- or Tri-Athletes.

### Discipline

**The Executive has established the following Code of Conduct to be observed while on Club trips:**

- 1) The high standard of the Club will be upheld at all times.
- 2) Athletes wishing to perform to the best of their ability will not be disturbed by the not-so-committed.
- 3) If an Athlete fails to uphold Rule # 1 or # 2, (s)he may be scratched from their scheduled events. The Coach will decide when the Athlete may travel with the Club again. If the issue is not resolved, the Athlete may be suspended until such time the Executive and Coaching staff agrees to reinstatement.
- 4) Athletes will be protected from potential dangers, which exist while traveling.
- 5) There will be a brief meeting after arrival at the hotel to update the Athletes and go over any meet/rule changes.
- 6) Athletes will be in their own rooms by 22:30 with lights out at 23:00 unless otherwise indicated.
- 7) Athletes wishing to leave the competition venue, must inform their Coaches first.
- 8) All illegal drugs are prohibited. No Athlete under the age of majority shall consume alcohol.
- 9) Criminal acts (e.g. wilful damage, shoplifting, etc.) will be dealt with in full accordance of the law. Any damages incurred by the Athlete will be the responsibility of that Athlete.
- 10) If an Athlete breaks Rule # 8 or # 9, the parents of the Athlete will be notified. Transportation will be arranged, at the Athlete's expense, to return home. The Athlete will be suspended, pending a meeting of the Executive and Coaching staff.

December 2003