



POLICY MANUAL

(Updated Oct. 1, 2013)

PRINCE GEORGE TRACK AND FIELD CLUB

2013-2014 OFFICERS

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POLICY MANUAL
PRINCE GEORGE TRACK AND FIELD CLUB
(herein referred to as the "Society")

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Policy #1 - The Society's Purposes and Principles

1. The purposes of the Society as defined by the Constitution are as follows:
 - a. To promote, encourage and develop:
 - i. the widest participation in track and field including road racing and cross country running;
 - ii. the highest proficiency in track and field including road racing and cross country running.
 - b. To arrange and assist in conducting instructional courses for coaches, athletes, officials or other interested persons in matters concerning track and field.
 - c. To promote and assist in promoting major athletic competitions and demonstrations.
2. The Society subscribes and promotes the following principles of True Sport:

GO FOR IT

Rise to the challenge – always strive for excellence
Discover how good you can be.

PLAY FAIR

Play honestly – obey both the letter and spirit of the rules.
Winning is only meaningful when competition is fair.

RESPECT OTHERS

Show respect for everyone involved in creating your sporting experience, both on and off the field.
Win with dignity and lose with grace.

KEEP IT FUN

Find the joy of sport.
Keep a positive attitude both on and off the field.

STAY HEALTHY

Place physical and mental health above all other considerations – avoid unsafe activities.
Respect your body and keep in shape.

INCLUDE EVERYONE

Share sport with others.
Ensure everyone has a place to play.

GIVE BACK

Find ways to show your appreciation for the community that supports your sport and helps make it possible.

Policy #1 - Director's Responsibilities & Conduct

1. The directors are responsible for the overall leadership, direction and management of the Society and may exercise all powers of the Society except those exclusively reserved for members at general meetings.
2. The directors manage the business of the Society through committees established by the directors. These committees shall recommend rules, regulations, policies and procedures to the board of directors for their approval and they act according to the committee's Terms of Reference as approved by the board of directors.
3. The directors generally review and act upon the recommendations of executive committees ensuring they are:
 - a. legally correct;
 - b. consistent with the existing rules, regulations, and procedures of the Society;
 - c. in accordance with the defined objectives; and,
 - d. in the long term best interest of the Society.
4. All directors should be familiar with the responsibilities and duties of directors and officers as described in the Society's bylaws and shall follow them as required.
5. Directors are required to act in a fiduciary capacity for the benefit of the Society as a whole. They should not act out of any parochial interest or for any personal gain. No director should participate in any vote, or influence such vote, that they may have a pecuniary interest in (conflict of interest).
6. The membership list shall be maintained by the Society Registrar.
7. All directors shall be members of BC Athletics (BCA) and the Society shall pay any applicable membership dues.

Policy #2 - Structure and Nature of Committees

1. The PGTF Club operates with a committee structure. Tasks can be delegated to committees and if required the directors have the latitude to create new committees.
2. There are three standing committees (required) under the Society's bylaws which are:
 - a. Finance
 - b. Coaching Committee
 - c. Fixtures (Meets) Committee
3. In addition to these standing committees the directors are empowered to form committees as are required to fulfill the objectives of the society. The President may appoint a nominating committee at the General Meeting immediately preceding the Annual General Meeting to present to a potential slate of directors to be elected or re-elected.

4. Each committee will adhere to a terms of reference as adopted by the board of directors and shall appoint a chair who will be preside at meetings of the committee and will be the primary spokesperson for that committee when reporting to the board of directors. The Terms of Reference for the current committees are as follows:

Policy #3 – Standing Committees Terms of Reference

Finance Committee

1. The Finance Committee shall be made up of not less than two directors one of whom should be the Treasurer unless otherwise delegated.
2. The Finance Committee shall assist the Treasurer with the following:
 - a. recommend to the board of directors an approved annual budget for the Society.
 - b. solicit and consider budget submissions from the Society's Committees;
 - c. develop financial management policies for board consideration that will ensure strong fiscal management of the society's funds;
 - d. preparation of a Finance Committee report including budget for the AGM.
 - e. manage all payroll.
 - f. annually review and make recommendations to the board on a fee schedule for membership rates and various programs.
 - g. work with auditor (if appointed) and other financial representatives and contractors to ensure the highest standards of financial management.
 - h. manage all gaming requirements to ensure compliancy with all regulations.

Coaches Committee

1. The Coaches Committee shall be made up of not less than two directors as well as other volunteers as required and approved by the directors.
2. The Chair of the committee shall be a director and is responsible for reporting to the board of directors and is the primary interface between the board and coaching staff.
3. The Coaching Committee shall:
 - a. establish a reporting structure to ensure proper flow of information between all coaches, directors and parents;
 - b. develop a recruitment and retention program for coaching staff and recommend to the board the appointment of coach(s) prior to the start of outdoor season;
 - c. make sure all coaches are aware of, and sign the coaches code of conduct and where appropriate ensure adult coaches complete a criminal record check;
 - d. Create, maintain and make available to all coaches, a Coaching Manual that sets out duties, responsibilities and expectations of Society Coaches. This Manual shall be reviewed and approved by directors when substantial changes are made.

- e. as early as possible coordinate the annual meet schedule;
- f. ensure coaches are available to attend and assist athletes while they are at out of town meets and communicate this information to athletes/parents attending;
- g. coordinate Society members' entries into competitions;
- h. organize travel arrangements for coaches attending out of town meets as required;
- i. coordinate coaching duties through coaching staff;
- j. be responsible for coordinating training schedules for the Society athletes;
- k. be responsible for the coordination of and presentation of the proposed coaches budget to the board;
- l. annually review the duties, fees and stipend provided to coaches and make recommendations to the board when changes are warranted;
- m. encourage coaches to become certified and attend development camps;
- n. track the development of the society's coaches to ensure continual improvement and standards of certification as outlined within the society's bylaws;
- o. complete an annual inventory of equipment at the conclusion of each outdoor season and advise the executive of needed inventory for the subsequent outdoor season.
- p. in conjunction with the coaches, continually review ways to improve coaching and athlete development.

Meets (Fixtures) Committee

1. The committee shall be made up of not less than two directors as well as other volunteers as required and approved by the directors.
1. The committee shall be responsible for coordinating and fulfilling obligations for Society sponsored fixtures (Meets & Events).
2. The intent of this Committee is to assure that the meet is well organized and kept on time.
3. The Committee shall:
 - a. ensure each meet has a designated Meet Manager who oversees assignment of all volunteers and officials to ensure a smooth running competition and good communication to athletes, managers, officials and volunteers.
 - b. Ensure each meet has a Volunteer Coordinator, Officials Coordinator, Announcer and Technicians as required.
 - a. prepare an annual budget for the approval of the Board of Directors.

Policy #4 - Special Committees

Publicity and Promotions Committee

1. The committee should include at least one director as well as other volunteers as required and approved by the directors.
2. The committee must be chaired by one of the Society directors.
3. The committee shall:
 - a. gather and disseminate athletic information to the media in order to promote the Society and its athletes.
 - b. be responsible for all internal and external communication such as, but not limited to, a quarterly newsletter in order to keep members abreast of society activities.
 - c. Plan, develop and publish all required material(s) necessary to promote the club and membership including a Parent Handbook that outlines policies of the Society.
 - d. develop and implement a promotional plan to assist in educating the Society's members and the public about the Society's past accomplishments and the Society's philosophy;
 - e. honour the exceptional achievements of past members;
 - f. prepare a budget based upon the annual promotional plan;
 - g. prepare a committee report for the Annual General.

Policy Committee

1. The Policy Committee should include at least one director as well as other volunteers as required and approved by the directors.
2. The committee shall:
 - a. propose new or revised policies to the board of directors for their consideration.
 - b. provide reports to the board and members as necessary.
 - c. review the policy document at least once a year to ensure it remains up to date.
 - d. prepare a committee report for the Annual General.
3. Initiation for change or addition of policies may come from coaches, athletes, parents or executive.

Awards, Records and Scholarships Committee

1. This committee should include at least one director as well as other volunteers as required and approved by the directors.
2. The committee shall:
 - a. coordinate the work in maintaining records, best performances and statistics relative to their specific areas;
 - b. receive and process all the applications for provincial and national records;
 - c. prepare an annual records, best performance and statistics report for publication;

- d. co-ordinate the establishment of a consistent awards philosophy and program for the awards annually presented by the Society and recommend any subsequent revisions to the board of directors;
- e. purchase the awards and co-ordinate the distribution of the awards to recipients;
- f. be responsible for the permanent awards presented annually by the Society;
- g. identify the scholarships available to the Society and each year identify the athletes eligible for the scholarships and supply the scholarship information to them;
- h. provide each athlete eligible with a letter of commendation from his or her coach;
- i. co-ordinate the applications for submission and make recommendations to the directors for award of scholarships;
- j. prepare the committee report for the Annual General Meeting.

Officials Committee

1. This committee should include at least one director as well as other volunteers as required and approved by the directors.
2. This committee shall be responsible for coordinating officials required for track and field meets.
3. The Officials Committee shall:
 - a. establish a list of positions for officials for track and field;
 - b. establish a list of officials;
 - c. arrange and assist in conducting instructional courses for officials in matters concerning track and field;
 - d. prepare an annual officials budget for consideration by the executives;
 - e. prepare the committee report for the Annual General Meeting.

Policy #5 – Membership Requirements

1. The age requirements for any given membership category in the Society will be determined by BCA.
2. Fees for each category shall be set by the Prince George Track and Field Club's board of directors, as they determine from time to time.
3. A membership application shall include:
 - a. Pertinent personal information;
 - b. athlete's code of conduct;
 - c. medical record and release;
 - d. photo release
4. A membership card shall be issued to each member each year.

Policy #6 – Athlete’s Conduct and Requirements

1. A strict code of conduct is provided which must be signed by all athletes and their respective parent or guardian.
2. Athlete's membership fees shall be due and payable by the first of May each year.
3. No athlete may compete for the Prince George Track and Field Club or wear its uniform unless they are a fully paid up member.

Policy #7 - Fiscal Management

1. The board of directors is charged with the responsibility of securing finances to maintain a competitive program.
2. To facilitate an equitable disbursement of funds, on or before the 31st day of March of each year or at least 30 days prior to the AGM, the Treasurer shall present a proposed budget to the board of directors. This will be based on the receipt of a proposed budget from:
 - a. all standing committees;
 - b. such others as directed by the Treasurer and board of directors, representing each proposed income and expenditure for the coming fiscal year.
3. The board of directors shall consider the proposed budget and allocate funds having regard to the Society's anticipated revenues and expenditures for the coming fiscal year.
4. Once allocation of funds has been made, the participating group will have unfettered direction as to the expenditure of their funds within the specific direction, policy and reporting procedure as established by the Finance Committee.
5. All items outside of the approved budget must be first approved by the board before incurring the expenditure. A formal motion to pay a certain amount will be made separately, where required, for such item.
6. Per diem allowances shall be made available to personnel on approved Society business.
7. The signing authorities have authority to pay all bills when they become due under the following guidelines:
 - a. recurring expenditures;
 - b. expenses incurred in running an event approved by the board of directors;
 - c. expenses of attending various meets.
8. The Scholarship funds shall be maintained separately from the Society's regular account.
9. In the case of known financial hardship, the board of directors of the Society may make special provisions to cover athlete membership fees or other costs based on the specifics of each individual case. All discussion of such issues shall remain confidential and no notes shall be kept on public file.

10. Membership fees shall be charged each calendar year as follows:
 - a. BCA fee is required; and,
 - b. Prince George Track and Field Club fees as established by the directors.
11. The Concession Coordinator will be provided with cash purposes of running the concession stand. The Concession Coordinator shall pay all bills incurred and return any profits and cash initially provided to the general account.
 - a. The cash to be provided shall be determined by the board of directors depending on the special needs of an event.
12. Social functions may be included in general Society activities. Such costs shall be borne by the Society as determined by the board of directors.

Policy #8 – Coaching Compensation

1. Coaches may receive an honorarium if so determined by the board of directors upon recommendation from the Coaching Committee.
2. Remuneration (pay scale) for coaching, as determined by the board of directors upon recommendation from the Coaching Committee will be set prior to the start of the outdoor season.
3. Coaching compensation only applies to those coaches who are in school or are pursuing their athletic development.
4. The Society will cover all costs associated with apparel for all coaches.

Policy #9 – Travel/Support for Athletes/Coaches/Officials

1. The Travel/Support policy is intended to provide guidelines for the provision of financial assistance to Society (Club) members. Funding is subject to the availability of funds and reimbursement is based on provision of original receipts. The board of directors reserves the right to adjust from time to time the maximum rates paid for accommodation and other expenses. Society funding for accommodation is defined as the nights or nights required prior, during and after competition.
2. Club athletes attending out of town meets other than those identified in the club's annual schedule are required to register for such meets on their own and cover all costs associated with such registration.
3. Club athletes selected to represent Team BC will have their Team BC Fee covered by the PGTF club. (As noted by BC Athletics, this amount is \$250 for the first out of province BC Team Competition and \$100 for the first In-Province BC Team Competition. A lesser amount is required for the "second" BC Team competition within the calendar year.)

4. Club athletes selected to represent Team BC at a National Championship, Multi Sport Games and/or National Selection Competitions will be eligible for a reimbursement by the PGTF club up to a maximum of \$250 for personal expenses (meals and accommodations) not covered by BC Athletics or other funding body.
5. Club athletes making a national qualifying standard and choosing to enter in an open category at a national or international meet will be eligible to a grant of not more than \$100 for personal expenses (entry fee, meals and accommodations) not covered by other funding bodies.
6. When requested and possible, the club will provide promotional support for fund-raising efforts undertaken by athletes seeking financial support to attend a competition.
7. The Coaching Committee will be responsible for the selection and authorization of coach(s) attending meets and will recommend any changes to the per diem rate for approval by the board of directors.
8. All Coaches will receive reimbursement for all bonafide expenses incurred while engaged in pre-approved Society duties and activities according to the reimbursement schedule that is reviewed and approved by the board on an annual basis.

Policy #10 – Special Levy’s

1. The board of directors may levy athletes a nominal fee to help defer overall expenditures in attending a specific competition including the costs associated with coaches attending meets.
2. Such levies must be stated prior to the athlete’s commitment to attend a meet and such levies must be agreed upon prior to approval of attendance at such meets by Coach(s).

Policy #11 – Communications Protocol

1. The President of the Society is responsible for all public communications and is the primary spokesperson on all matters related to the Society.
2. The board of directors can delegate or direct directors to issue specific communications as required through the normal course of business.
3. It is the duty of each Society officer to clearly indicate his or her position in the Society when signing any communication. A copy of all correspondence shall be filed with the secretary of the Society.

Policy #12 – Athlete’s Code of Conduct

1. Athletes will be required to follow certain rules of conduct while representing the club. These rules apply basically to the athletes, but some are applicable to coaches, managers, trainers, chaperons and anyone else who takes advantage of the team travel and/or accommodation.
2. The rules are set out to deal with the following situations:
 - a. Where behavior might interfere with the performance of another athlete or the performance of the team as a whole.
 - b. Where the athlete might interfere with his own performance.
 - c. Where a member of the club might bring discredit to the Prince George Track and Field Club.
3. The athlete must respect the standard rules of acceptable behavior as well as the rules of competition laid down for any particular meet.
4. Treat ALL athletes, coaches and officials with due respect, both in victory and defeat including thanking other athletes and officials at the conclusion of an event.
5. The athlete should always compete in the team uniform. Additional singlets shall be included in the meet bag so they can be used on those occasions where an athlete forgets to bring his/her singlet.
6. Athletes must accept the decisions of the coaches and managers.
7. Athletes must be prepared to pay for their own meals while away from home.
8. Athletes must abide by the rules of conduct set down by the Prince George Track and Field Club from time of departure to the time of returning home.
9. Any serious breach of these rules will mean that the athlete will be sent home at the expense of his or her parents or guardian.
10. The board of directors has the right to consider any consequence in dealing with an athlete who has violated the athlete code of conduct up to and including ejection as a member of the club. In reviewing an alleged breach of the code of conduct the athlete in question (or parent) will have the chance to hear and respond to the allegations prior to the executive determining a course of action.

Policy #15 – Coach’s Code of Conduct

1. Coaches have a responsibility to:
 - a. Place a high priority on creating an inclusive environment for athletes of all abilities and skill levels.
 - b. Treat everyone fairly regardless of gender, place of origin, color, sexual orientation, religion, or economic status.
2. Treat ALL coaches, athletes and officials with due respect, both in victory and defeat.
3. Recognize and accept when to refer athletes to other coaches and sport specialists. Allow athletes’ goals to take precedence over those of the coach.
4. Comments or constructive criticism should always be directed at the performance rather than the athlete.
5. Refrain from the use of profane, insulting, harassing or otherwise offensive language while in the conduct of your coaching duties.
6. Consistently display high personal standards and project a favorable image of Athletics, Coaching and the PGTF Club.
7. Coaches must:
 - a. Ensure the safety of the athletes with whom they work.
 - b. At no time become intimately and/or sexually involved with the athletes they coach.
 - c. Abstain from the use of tobacco products while in the presence of athletes and discourage their use.
8. BC Athletics (and the PGTF Club) has a “zero tolerance” policy with respect of the consumption of alcohol and non-prescription drugs by any athlete, coach or team staff while involved in a competition setting or BC Team Members room.
9. Abuse of alcoholic beverages, intoxication or drug abuse will result in immediate dismissal as well as disciplinary measures determined by the BC Athletics Discipline Panel and Board of Directors.
10. Never advocate or condone the use of drugs or other banned performance enhancing substances, classes or methods.
11. Refrain from public criticism of fellow coaches, athletes and club members especially when speaking to the media or recruiting athletes.
12. The board of directors has the right to consider any consequence in dealing with a Coach or Manager who has violated the code of conduct up to and including ejection as a member of the club. In reviewing an alleged breach of the code of conduct the coach in question will have the chance to hear and respond to the allegations prior to the executive determining a course of action.

APPENDIX - Committee Membership

Finance Committee

- Rose Jansen (Director, Treasurer)
- Brian Martinson (President)

Meet Committee

- Brian Martinson (President)

Coaching Committee Members

- Brian Martinson (Director)
- Dan Rogers (Director)
- John Towers (Director)
- Mike Jansen (Parent)

Publicity Committee Members

- Dan Rogers (Director)
- Bonnie Mercedes (Director)
- Shannon Schinkel (Parent)

Awards, Records and Scholarships Committee

- Barry Nakahara (Director)

Officials Committee