

ECLIPSE TRACK & FIELD CLUB INC.

Membership Information

ECLIPSE TRACK & FIELD CLUB INC.

Fundamental Values

Integrity

Loyalty

Commitment

Optimism

Respect

Honesty

Perseverance

Service to Others

Our Mission

The world of athletics is not always an easy one. It is a full-time commitment requiring personal sacrifice and a dedication to preparation and training. The Eclipse Track & Field Club is dedicated to help athletes of any age share in the pursuit of excellence in all aspects of Track and Field. We aim to build the leaders of tomorrow and to help athletes exceed to a new level of success. Our commitment is to provide the best training, knowledge and experience while maintaining our fundamental values of Integrity, Loyalty, Commitment, Optimism, Respect, Honesty, Perseverance and Service to Others.

ECLIPSE TRACK & FIELD CLUB INC.

Vision

Our belief is to bring forward new ideas, thoughts and opportunities that will allow athletes to move forward in a positive way. Our goal is to impress upon athletes the rewards that come with hard work, commitment and perseverance. We believe in a holistic balanced approach to training and education that will create the future stars and leaders of tomorrow.

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Board of Directors

The Eclipse Board of Directors coordinates the management and development of the Eclipse Track & Field Club. Having the opportunity to have a voice in the management and development of the club is as invaluable to the athletes and families such decisions will impact.

There are approximately 4 Board meetings per year, basically one every quarter, plus the Annual General Meeting. In addition to the Board meetings, Directors may be required to attend fundraising events and competitions that the club hosts. Attendance at the Annual General Meeting is mandatory

Currently, we have 5 Director positions:

1. President
2. Vice President
3. Treasurer/Secretary
4. Competitions Officer (Registrar)
5. Athlete/Parent Representative

To be a candidate for nomination, you **MUST** be in good standing with the club. This means that no funds are owed to Eclipse Track & Field Club. All Board members must have a valid Police Check.

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Please complete the attached nomination form and bring it with you to the November 1st, 2019 at the Annual General Meeting.

The Eclipse Track & Field Club always welcomes Parent Volunteers. They are essential to the operations of the club. If you would like to become a Parent Volunteer, please complete the attached Parent Volunteer form and provide it to any board member at any time or else bring it with you to the Annual General Meeting.

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Board of Directors

PRESIDENT

DUTIES:

- Serve as official representative and spokesperson of the Club;
- Chair all Club general meetings and directors' meetings and shall vote only in case of a tie;
- Ensure that Club-sponsored meets and competitions are conducted properly; and
- Assume all duties normal to the office of the President;
- Has signing authority.

DELIVERABLES:

- Create and send agendas for each meeting.

VICE PRESIDENT

DUTIES:

- Act as and for the President in the President's absence;
- Perform such other duties as assigned by the Board of Directors;
- Has signing authority.

TREASURER

- The treasurer is the officer assigned the primary responsibility of overseeing the management and reporting of an organization's finances. The treasurer must leave clear trails for audits, and schedule a yearly audit for the reputation of the organization.

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- The treasurer will ensure the organization complies with all tax laws and regulations.
- The treasurer will protect the organization from theft and fraud.

DUTIES:

- Carry out the responsibilities of a member of the Board of Directors;
- Preparation of the budget and monitor the budget;
- Ensure the Board's financial policies are being followed;
- Prepare any required financial reporting forms
- Oversee all financial transactions;
- Chairs the finance committee, if one exists;
- Has signing authority.

DELIVERABLES:

- Preparation of financial reports for quarterly meetings and AGM.
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SECRETARY

DUTIES:

- Attend and keep records of all meetings of the board and committees of the board;
- Enter in records kept, minutes of all such meetings;
- Give notices to directors, officers, and members of committees;
- Other responsibilities, powers, and duties as the board of directors may specify;
- Has signing authority, except when some other officer or agent has been appointed for that purpose.

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DELIVERABLES:

- Send notices of meetings to directors, officers, and members of committees;
- Keep records of all meetings as minutes;
- Send minutes to directors, officers, and members of committees fourteen (14) days prior to any meeting.

COMPETITIONS OFFICER (REGISTRAR)

DUTIES:

- Register the Club annually, and all members of the Club, with Athletics Ontario (AO);
- Maintain and renew memberships, confidential information, and records of all members of the Club;
- Enter member athletes, and coaches where applicable, into competitions for the Club.

ATHLETE / PARENT REPRESENTATIVE

DUTIES:

- Be the voice of the parent members of the Club by providing a parent and athlete stakeholder perspective;

Bring question, suggestions, and concerns from the parent members of the Club to the Board.

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Membership Terms and Conditions

- MEMBERSHIP FEES: DO NOT include fees for facilities or other venues where Eclipse (the Club) athletes' practice.
- FEES: Must be paid in full by the first day of practice unless other arrangements have been made. Payable via registration on Trackie, etransfer @ info@eclipsetrackandfieldclub.ca, cheques - made out to "Eclipse Track & Field Club, cash or credit card. If paying by cash, please have payment amount and name clearly marked.
- All Membership fees are NON-REFUNDABLE.
- All Athletes must have filled out a registration form and signed all applicable waivers.
- Athletes who have NOT fully paid their membership fees will NOT be entered in any indoor or outdoor provincial or national championships.
- MEDICAL: Injuries/illnesses or allergies not reported to the club coach or team manager prior to meets may result in removal from the club. Each athlete is responsible for her/his own insurance and hospital coverage.
- COMPETITIONS: Athletes must compete in events as entered, wearing a club uniform, unless competing for a provincial, or national team. All travel and accommodations are self-funded. In the event that the Club provides transportation to out-of-town sanctioned provincial or national championships, all travel expenses will be collected from each athlete, prior to departure.

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- **FUNDRAISING:** Each athlete/family is required to support any and all fundraising activities.
- **DRUGS:** The Club supports the IOC ban on performance-enhancing drugs, and all drugs deemed illegal in Canada. Use of any such drugs will result in the athlete's club membership becoming null and void upon conviction for use and/or sale of such drugs.
- There will be no use of alcohol or drugs by any athletes or coaches at any locations where Eclipse has practices or any other events, local or away meets.

- **PHOTO RELEASE:** I understand that any image bearing my likeness may appear in team or individual photos for use on the Club website, online athlete profiles, and promotional materials. Should I wish to have my image removed, I must contact a member of the Club's executive board. I agree that I shall have no claim against the Club or anyone accessing or using these images.

- **WAIVER:** In accepting membership in the Eclipse Track and Field Club, I hereby for myself, my heirs, my executors, and administrators, waive and release all claims and damages I may have against Phoenix Athletics, its agents, successors, representatives, and assignees for any and all injuries and accidents suffered by me, which may arise out of my travelling to, participating in, or returning from any training practice,

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athletic meet, fundraising event, party, or meeting associated with the Club.

- I also agree to follow and adhere to all of the policies and procedures as outlined by our Governing Bodies for Track & Field: Athletics Ontario, Minor Track Association and Athletics Canada. I agree to make myself familiar with these policies.

Athlete Signature: _____

Date: _

Parent/Guardian Name (Please Print): _

Parent/Guardian Signature: _

Date: _____

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(If Athlete is under 18 years of age)

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Athletes

AO FEES

The athlete registration fee with Athletics Ontario is paid by the members for new and renewing athletes. All that is required is for the athlete to have agreed and committed to train and compete with Eclipse Track & Field Club and completed and submitted the Club's Athlete Registration form (included in this package). Registration for AO can be done by the Athlete on Trackie or the Club can do it on behalf of the athletes.

Club Track Suit and Singlet

Athletes are responsible to purchase (1) Club Singlet and (1) Club Track Suit for competition at the expense of the Club. Replacement Singlets will be available at a reduced cost.

Meet Entries

Typically, athletes will compete in one to three (1-3) events at meets. Entries can range from \$10 to \$50 per event, depending on the type of meet. All Meet Fees are the responsibility of the Athlete and must be paid prior to the meets. Those wishing to put a deposit of \$100 for meet fees are encouraged to do so to avoid constant payment for meets.

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No Shows for meets will still be responsible for meet fees as well as subject to a \$20 administration fee. In order to avoid this, positive confirmation by parents/athletes for meet competition will be the only way to enter athletes in meets.

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Membership Feedback

In an effort to continuously evolve our coaching, team success and overall Eclipse experience, the Board and Coaching Staff are asking that you take some time to share your ideas and thoughts with us. In order to provide the best experience for our athletes, it is valuable for us to hear opinions and ideas from the athletes and families.

You may choose to keep your comments anonymous, or let us know who you are. Feel free to reply on paper or electronically. If you wish to speak with us further about any topic mentioned, or any that were not, we encourage you to do so!

1. What athletic and personal goals do you wish to achieve through your involvement with Eclipse Track & Field Club?

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2. What does Eclipse Track & Field Club mean to you?
What should Eclipse Track & Field Club be?

3. Do you feel part of an overall “Eclipse Team”? Are there ways we can improve in this respect?

4. What can we do, individually and as a group, to promote ourselves and showcase who we are?

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5. Are there any special skills or ideas you or someone close to you has which can benefit the club (i.e., relevant areas of expertise, fundraising, supplies, etc.)?

6. What can you do to help the team?

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ATHLETICS ONTARIO - POWER OF ATTORNEY for use in 2019 – TO BE COMPLETED TO PROVIDE ECLIPSE WITH SIGNING AUTHORITY

(The Power of Attorney is used to allow you, the Donor (either athlete or parent/guardian of athlete), to appoint a person or persons to be your attorney and to sign Athletics Ontario entry forms, waivers, etc. on your behalf)

SUBMIT THIS FORM TO YOUR CLUB REGISTRAR

This Power of Attorney is given on the _____(Day) of

_____ (Month), 2019.

_____ (Name) of the

_____ (Town/City) of the

_____ (Municipality)

I appoint a representative of the Eclipse Track & Field Club as my Attorneys, of the town of Bowmanville in the Region of Clarington to be my attorney(s) in accordance with the Powers of Attorney Act and to do on my behalf anything that I can lawfully do by an Attorney.

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This power of attorney is subject to the following conditions and restrictions: This Power of Attorney shall only apply to enable my said attorney(s) to execute such entry forms, waivers and other documents as may be required to permit me to participate in any event sponsored or sanctioned by Athletics Ontario and Minor Track Association during the 2019 calendar year commencing January 01 and ending on December 31 inclusive.

I hereby acknowledge that by signing such entry forms, waivers and other documents that my attorney(s) may WAIVE ANY AND ALL CLAIMS that I, my heirs, executors, administrators, successors and assigns may have against Athletics Ontario and its respective agents, officials, employees, contractors, representatives, successors and assigns with regard to ANY 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 participation in any Athletics Ontario sponsored or sanctioned event in the said 2018 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.

PARENT/GUARDIAN (FOR UNDER AGE ATHLETES - UNDER 18 YEARS OF AGE AS OF JANUARY 1, 2018):

This power of attorney shall only apply to enable my said attorney(s) to execute such entry forms, waivers and other documents as may be required to permit _____

(insert name of athlete) Age _____ (insert age) of whom

I am the _____ (insert either father, mother or legal guardian) to participate in any event sponsored or sanctioned by Athletics Ontario or Minor Track Association during the 2019 calendar year commencing January 01 and ending on December 31 (inclusive).

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I hereby acknowledge that by signing such entry forms, waivers and other documents that my attorney(s) may WAIVE ANY AND ALL

CLAIMS that the said _____
(insert name of athlete) or his/her or my heirs, executors, administrators, successors and assigns may have against Athletics Ontario and its respective agents, officials, employees, contractors, representatives, successors and assigns with regard to ANY demands, damages, costs, expenses, actions and causes of action, whether in law or equity, in respect of death, injury, loss or damage

to the said _____ (insert name of athlete), or to his/her property HOWSOEVER CAUSED arising or to arise by reason of said

_____ 's (insert name of athlete) participation in any Athletics Ontario sponsored or sanctioned event in the said 2018 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.

NOTE: SIGNATURE OF ATHLETE AND/OR PARENT/GUARDIAN VERIFIES THAT YOU HAVE READ AND AGREED TO THE ABOVE.

SIGNATURE OF ATHLETE (If Athlete is 18 or older)

SIGNATURE OF PARENT/GUARDIAN (If Athlete is under age 18)

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We are the witnesses to this Power of Attorney. We have signed this Power of Attorney in the presence of the person whose signature appears above, and in the presence of each other, on the date shown above. Neither one of us is the Attorney, a spouse or partner of the Attorney, a child of the Donor or person whom the Donor has demonstrated a settled intention to treat as a child of the Donor, or is less than eighteen (18) years old. Neither one of us has any reason to believe that the Donor is incapable of giving a Power of Attorney or making decisions in respect of which instructions are contained in this Power of Attorney.

(1st witness's Signature)

(2nd witness's Signature)

(Name of witness – please print)

(Name of witness – please print)

(Street Address)

(Street Address)

(City, Province, Postal Code)

(City, Province, Postal Code)

(Occupation)

(Occupation)

TO BE BINDING, THIS POWER OF ATTORNEY FORM MUST BE FILLED IN CORRECTLY AND ENTIRELY

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ATHLETICS ONTARIO - MEMBER CONDUCT POLICY "CODE OF CONDUCT"

1. Application of this Policy

- A.** This Policy applies to all Members of ATHLETICS ONTARIO, where Members are defined to include coaches, event group leaders, officials, athletes, team managers and team staff, meet and race directors, administrators, athletic trainers, volunteers, staff and contractors of ATHLETICS ONTARIO. This Policy applies to the conduct of Members at any ATHLETICS ONTARIO activities, programs and events and includes conduct of members in activities in any way related to Athletics Ontario and/or its members.
- B.** This policy was approved by ATHLETICS ONTARIO on November 13, 2007 and amended on March 12, 2009. It will be reviewed from time to time and may be amended, deleted or replaced by a resolution of the Board.

2. Expected Standard of Ethical Conduct

- A.** All Members of ATHLETICS ONTARIO must:
 - 1. Not knowingly place themselves in a situation that could give rise to a conflict between personal interests and the interests of ATHLETICS ONTARIO;
 - 2. Comply at all times with the bylaws, policies, rules and regulations of the IAAF, Athletics Canada and ATHLETICS ONTARIO, as adopted and amended from time to time,

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including complying with any contracts or agreements executed with or by ATHLETICS ONTARIO;

3. Participate in a spirit of fair play and honest;
4. Abide by the laws of the jurisdiction of the province or country in which the event is taking place;
5. Refrain from using alcohol and tobacco products during ATHLETICS ONTARIO training sessions or competitive events, consume these products responsibly at social events preceding or following training and competitive session and discourage their use by athletes;
6. Be courteous and respectful to other members of the athletic community;
7. Refrain from the use of profane, insulting or offensive language;
8. Refrain from public criticism of other members of the athletics community;
9. Respect the dignity of others;
10. Display an active support of ATHLETICS ONTARIO;
11. Act in a manner that will bring credit to the Athletics Community and themselves;
12. Abide by the Athletics Canada - Member Conduct Policy - Expected Standard of Ethical Conduct (general) which expects its members to:
 - i) Demonstrate through words and actions the spirit of sportsmanship, sports leadership and ethical conduct;
 - ii) Treat others with respect and refrain from negative or disparaging remarks or conduct;
 - iii) Not knowingly place themselves in a situation that could give rise to a conflict between personal interests and the interests of Athletics Canada;

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- iv) Avoid and reject the non-medical use of drugs or the use of performance-enhancing drugs or methods;
- v) Refrain from using alcohol and tobacco products when involved in Athletics Canada training sessions or competitive events, and consume these products responsibly in association with Athletics Canada social events;
- vi) Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious;
- vii) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature, when submitting to or rejecting this conduct influences decisions which affect the individual, such conduct has the purpose or effect of diminishing performance, or such conduct creates an intimidating, hostile or offensive environment;
- viii) Comply at all times with the bylaws, policies, rules and regulations of Athletics Canada, as adopted and amended from time to time, including complying with any contracts or agreements executed with or by Athletics Canada.

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B. In addition, all Coaches must:

1. Acknowledge that all coaches have an equal right to desire the success of the athletes they coach – competing within the rules. Observation, recommendations and criticism of coaching practice should be directed to the appropriate person outside the view or hearing of the public;
2. Treat fellow coaches and athletes that are not coached by them with due respect, both in victory and defeat, and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of Athletics and the spirit of such rules;
3. Never solicit, either overtly or covertly, athletes coached by others, to join their squad;
4. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment;
5. Recognize and accept when to refer athletes to other coaches and sport specialists. Allow athletes' goals to take precedence over those of the coach;
6. In the case of minors, communicate and cooperate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development;
7. Be aware of the academic pressures placed on student-athletes and conduct practices and participation in competitions in a manner so as to allow academic success;
8. Seek out and fully cooperate with all individuals and agencies that could play a role in the development of the athletes they coach. This includes working openly with other coaches, using the expertise of sports scientists and

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9. sports physicians, and displaying an active support of Athletics Canada and ATHLETICS ONTARIO;
10. Ensure the safety of the athletes with whom they work;
11. Educate athletes about nutrition, safe and healthy weight loss or gain, and healthy eating behaviours;
12. Share in the responsibility of influencing the performance and conduct of the athletes they coach, while encouraging the independence and self-determination of each athlete by their acceptance of responsibility for their own decisions, conduct and performance;
13. At no time become intimately and/or sexually involved with the athletes they coach as per the laws of Canada and as stated below and as per the ATHLETICS ONTARIO Harassment Policy. This includes requests for sexual favours or threats of reprisal for rejection of such requests. Coaches should refer to Canada's law on Child Sexual Abuse: A Handbook, published by the Department of Justice in 1990. The following is an extract from this handbook dealing with the issue of consent:
 - Sexual activity without consent is always a crime regardless of the age of the individuals.
 - Children under 12 are never considered able to consent to sexual activity.
 - Children 12 or above, but under 14, are deemed unable to consent to sexual acts except under specific circumstances involving sexual activity with their peers.
 - Young person's 14 or above but under 18 are protected from sexual exploitation and their consent is not valid if the person touching them for a sexual purpose is in a position of trust or authority over them or if they are in a relationship of dependency with that person.

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14. Never provide underaged athletes with alcohol;
15. Regularly seek ways of increasing professional development;
16. Exhibit respect for officials and the decisions they make with respect to the competition;
17. Obtain a Police Check in compliance with ATHLETICS ONTARIO rules;
18. Display an active support of Athletics Canada and ATHLETICS ONTARIO.

C. In addition, all Officials must:

1. Conduct all events according to the rules of IAAF/AC/ATHLETICS ONTARIO, as appropriate with the integrity of the sport and the performance of each athlete in mind;
2. Prepare for, conduct and administer duties and responsibilities to provide quality service to the athletics community;
3. Work in a spirit of cooperation with other officials and do not interfere in any way with their duties and responsibilities;
4. Observe OOC/NOC standards of dress;
5. Refrain from using tobacco products within the competition area;
6. Refrain from entering the competition area under the influence of alcohol.

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D. In addition, all Volunteers must:

1. Work in a spirit of cooperation;
2. Act in a manner that will bring credit to the Athletics Community and themselves;
3. Be courteous, cooperative and discreet;
4. Not encourage athletes to consume drugs, alcohol or intoxicants and must not provide these products to underaged athletes.

E. In addition, all ATHLETICS ONTARIO Provincial Team Members – Coaches, Managers, Athletes and Trainers must:

1. Conduct themselves in a positive and supportive manner;
2. Follow the rules of the Organizing Committee of the competition/activity;
3. Join the team, ready, able and willing to take on the responsibilities and duties relative to the position selected to;
4. Work cooperatively with all members of the ATHLETICS ONTARIO Team and also with the personal coaches of the athletes with respect in particular to their pre- competition preparation;
5. Follow the rules set out by the team staff with respect to curfew, quiet times, etc.;
6. If an athlete, join the Team, fit, ready, able and willing to compete in the events selected to unless (in the case of events) otherwise agreed to by the Head Coach in consultation with the Event Coach and the athlete concerned;

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7. Wear, if provided, the ATHLETICS ONTARIO Team Staff uniform/clothing whenever competing or carrying out the duties of a team staff position;
8. Travel in the ATHLETICS ONTARIO Team Travel Uniform if such is provided, or otherwise shall be comfortably and respectably attired for traveling;
9. Meet at the team assembly points on time and attend all team meetings;
10. Not consume alcohol if under age in the jurisdiction of the activity;
11. Refrain from using illegal drugs;
12. Refrain from using tobacco products within the competition area;
13. Refrain from entering the competition or practice area or a team meeting under the influence of alcohol.

F. Disciplinary Sanctions

The following are examples of disciplinary sanctions that may be applied where it is found that an infraction has occurred:

- Verbal and/or written reprimand;
- Require a verbal and/or written apology;
- Service or other voluntary contribution to Athletics Ontario;
- Removal of some or all privileges of membership or employment;
- Suspension from certain events, which may include suspension from the current competition or from future teams or competitions;
- Suspension from certain Athletics Ontario activities such as competing, coaching or officiating for a designated period of time;
- Removal of Athletics Ontario funding;

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- Suspension from all Athletics Ontario activities for a designated period of time;
- Expulsion from membership;
- Publication of the disciplinary sanction.

It is understood that the above are representative penalties only, that they may be modified to fit the circumstances of the infraction, and that they are presented generally in order of severity.

- G.** Appeals: Appeals of decisions rendered under this policy will be dealt with using the Athletics Ontario Appeals Procedure.

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ATHLETICS ONTARIO HARASSMENT POLICY

Note: For convenience, this policy uses the term "complainant" to refer to a person who experiences, or alleges to have experienced, harassment, even though not all persons who experience harassment will make a formal complaint. The term "respondent" refers to the person against whom a complaint is made. AO is used instead of Athletics Ontario for brevity.

1. Policy Statement

AO is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

Harassment is a form of discrimination and is prohibited by the Canadian Charter of Rights and Freedoms and by Human Rights legislation in every province and territory of Canada.

Harassment/discrimination is offensive, degrading and threatening. In its most extreme forms, harassment can be an offence under Canada's Criminal Code.

1.1 AO has adopted this Policy to make it clear that harassment will not be tolerated. Members found to have engaged in conduct constituting harassment/discrimination, may be disciplined and/or suspended to the full extent of this policy and the law.

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1.2 AO is committed to the education of all its members and to providing information to parents/guardians of youth members regarding this policy.

1.3 This policy applies to all employees, directors, officers, administrators, volunteers, coaches, athletes, officials, and members of Athletics Ontario. Every member of Athletics Ontario shall avoid and shall discourage others' expressions or displays of prejudice, bigotry, sexual comments or racial slurs. Even the appearance of bigotry or prejudice can damage mutual respect between teams, athletes, management, staff, etc.

1.4 For the purposes of this policy, sport and/or workplace harassment can occur in the following places: a) at sporting events, competitions, and in training sessions; b) at the office;

c) at sport related social functions; d) at the business functions of Athletics Ontario and its member clubs, such as meetings, conferences, training sessions and workshops; e) during sport related travel; f) through any form of communication device/system including but not limited to telephone, email, fax, websites, postal service; g) any formal or informal location where the harassment of a person is a result of their sport related involvement.

1.5 Notwithstanding this policy, every person who experiences harassment has the right to seek assistance from the appropriate levels of government related to provincial and federal law. Each individual has the right to pursue athletics in an atmosphere which promotes equal opportunities and prohibits discriminatory practices.

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2. The Objectives of this Policy are:

2.1 To prevent discrimination and harassment within Athletics Ontario on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, sex, sexual orientation, age, marital status, family status, ability or religious affiliations;

2.2 To alert all members of Athletics Ontario to the fact that harassment is an offence under the law;

2.3 To establish the types of behaviour that shall be considered offensive;

2.4 To establish a mechanism for receiving complaints of harassment and provide a procedure by which Athletics Ontario shall deal with these complaints;

2.5 To establish Athletics Ontario as an organization in which all members, employees and volunteers may reasonably expect to participate free from harassment;

2.6 To provide an environment where members, employees and volunteers contribute to Athletics Ontario's goals in the knowledge that their personal aspirations and dignity will be respected;

2.7 To create an awareness of the nature and types of harassment;

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3. Definitions

3.1 Appeal: The process outlined within this policy which allows the Respondent to have the complaint reviewed.

3.2 Complainant: An employee, athlete, coach, official or other member of Athletics Ontario or participant involved in the activities of Athletics Ontario who believes they have been harassed.

3.3 Disciplinary Committee: A committee of persons as defined in the Athletics Ontario By Laws and Constitution. The Disciplinary Committee decides whether harassment occurred and confirms or rejects the recommendation(s) of the Harassment Officer.

3.4 Harassment: Improper behaviour by any person towards another which a person knows or ought to know would be unwelcome. This behaviour includes comments, conduct or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group, including, but not limited to:

- written or verbal abuse or threats;
- physical assault;
- unwelcome remarks, jokes, innuendos, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.;
- displaying of sexually explicit, racist or other offensive or derogatory material, or sexual, racial, ethnic or religious graffiti;

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- practical jokes which directly or indirectly cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
- hazing or initiation rights;
- leering or other suggestive or obscene gestures;
- intimidation, through the suggestion or offer of a reward or privilege or through threats of retaliation related to speaking out about harassment;
- condescension, paternalism, or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions;
- conduct, comments, gestures or contact of a sexual nature that is likely to cause offence or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement;
- false accusations of harassment motivated by malice or mischief, and meant to cause other harm, is considered harassment;
- sexual harassment, as further defined below.

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3.5 Harassment Officer: An individual designated by Athletics Ontario possessing the appropriate background and training in the implementation of this policy. Harassment Officers should be trained by existing, resigning or outgoing officers.

3.6 Investigation Report: The written record of an investigation, completed by the Harassment Officer(s), including but not limited to, a summary of details, determination of harassment, and recommended disciplinary action if harassment is found.

3.7 Racism: Examples of Racism include but are not limited to:

- interpersonal behaviour such as name calling, derogatory remarks, gestures and physical attack.
- racial bias in AO, club or sport related decisions such as team selection, program access, and participation in activities and decisions related to sport related issued.
- racial bias in administrative decisions, assignments, promotion, holidays, leave, salary increases.
- stereotyping language which universalizes experience and ignores the differences between people and cultures.
- Discriminator language which denotes a stereotyped view of a subject or which has offensive overtones.

3.8 Respondent: The perpetrator of the action(s) which the complainant thinks constitutes harassment.

3.9 Responsible Adult: Where the Complainant or the Respondent is a minor, a parent, guardian, or other adult of the minor's choice,

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who may speak on behalf of the minor Complainant or minor Respondent, as referred to in paragraphs 7.1 and 7.2.

3.10 Sexual Harassment: One or a series of incidents involving unwelcome sexual advances, requests for sexual favours, or other verbal conduct of a sexual nature:

- when such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group;
- when submission to such conduct is made either implicitly or explicitly a condition of employment/sport related activity;
- when submission to or rejection of such conduct is used as a basis for any employment/sport decision (including, but not limited to, matters of promotion, raise in salary, job security, benefits affecting the employee, team selection);
- when such conduct has the purpose or the effect of interfering with a person's work/ sport performance/experience or creating an intimidating, hostile or offensive work/ sport environment.

3.11 Sexual Abuse: Sexual abuse is when a young person is used by an older child, adolescent or adult for his or her own sexual stimulation or gratification.

3.12 For the purposes of this policy, retaliation against an individual for having filed a complaint under this policy, or for having participated in any procedure under this policy, or for having been associated with a person who filed a complaint or participated in any procedure under this policy, will be treated as harassment, and will not be tolerated.

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4. Responsibilities

Members, employees and volunteers of Athletics Ontario are jointly responsible to free their sport/working environment of harassment by:

- taking assertive action should they feel that they are being subjected to harassment.

- fostering an environment free of harassment by attempting to stop incidents of harassment whether there is a complaint or not. Failure to take appropriate corrective action may be interpreted as condoning the prohibited behaviour.

4.1 The Athletics Ontario Board of Directors is responsible for the implementation of this policy.

4.2 The Athletics Ontario Board of Directors will identify and designate one or more Harassment Officer(s) and access the identified Harassment Officer(s) as necessary.

4.3 Athletics Ontario will act quickly on any complaint of harassment with the goal of resolving the situation fairly and of preventing future occurrences, including determining and enforcing appropriate discipline, if required.

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Athletics Ontario recognizes that its members may be subjected to harassment by individuals who conduct business with the association. In these circumstances, Athletics Ontario acknowledges its responsibility to do all it can within its authority to support and assist any person subject to such harassment.

Notwithstanding the existence of this policy, every person continues to have the right to seek assistance from the Ontario Human Rights Commission or other avenues.

4.4 Harassment Officers

Athletics Ontario shall appoint at least one person who may be – but is not required to be – members of the sport organization, to serve as a Harassment Officer under this policy. If more than one officer is appointed, Athletics Ontario shall try to ensure a gender balance.

The role of the Harassment Officers is to serve in a neutral, unbiased capacity to receive complaints, assist in an informal resolution of complaints and investigate formal written complaints. In carrying out their duties under this policy, Harassment Officers shall be directly responsible to the Athletics Ontario Chair.

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Athletics Ontario shall ensure that Harassment Officers receive appropriate support and training as required to carry out their responsibilities under this policy.

5. Confidentiality

Athletics Ontario understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. Athletics Ontario recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

Athletics Ontario and its representatives shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process.

All records of complaints, including contents of meetings, interviews, results of investigations and other relevant material will be kept confidential by Athletics Ontario except where disclosure is required by a disciplinary or other remedial process or where required to disclose by statute.

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5.1 In all reported instances, a prompt, thorough, fair investigation will take place giving careful consideration to protect the rights and dignity of all people involved.

5.2 The regular procedures associated with privacy and confidentiality will be observed at all times, including the sealing of all documents upon the conclusion of the investigation.

6. Complaint Procedure

6.1 The Complainant is encouraged to make it known to the Respondent that the behaviour is unwelcome, offensive, and/or contrary to this policy.

6.2 If confronting the Respondent is not possible, or if after confronting the Respondent the conduct continues, the Complainant should seek the advice of an AO Harassment Officer. A preliminary written report should be prepared each time the Harassment Officer is initially consulted. A Harassment Officer may conduct an initial consultation and offer advice to a Complainant in a one-on-one context prior to the receipt of a written complaint.

6.3 Upon receiving the complaint, the Harassment Officer shall obtain from the Complainant a statement in writing outlining the details of the incident(s) and the names of any witnesses. The statement should be dated and signed by the Complainant.

6.4 A meeting should be held between the Harassment Officer and the Complainant, to inform the Complainant of:

- the options of pursuing an informal resolution of the complaint;

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- the right to make a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
- the availability of counseling and other resources;
- the confidentiality provisions of this policy;
- the right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
- other avenues of recourse, including the right to file a complaint with the Ontario Human Rights Commission or, where appropriate, to contact the police where the conduct may be an offense pursuant to the Criminal Code.

6.5 Following the initial meeting between the Complainant and the Harassment Officer(s), any of the following steps may be taken;

- If the Complainant and the Harassment Officer agree that the conduct does not constitute harassment, the Harassment Officer will take no further action but a written record of the mutual resolution will be recorded and kept on file.
- If the Complainant wishes to proceed with a complaint investigation, the Harassment Officer will proceed with the investigation.
- If the Harassment Officer believes that the alleged behaviour constitutes harassment but the Complainant does not wish to proceed with a complaint investigation, the following steps may be taken:

A. If the Complainant wishes to pursue an informal resolution of the complaint, the Harassment Officer will meet with the Respondent with a view to obtaining an apology and an assurance that the offensive conduct will not be repeated;

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B. If the Complainant does not wish to pursue an informal resolution of the complaint, the Harassment Officers may, nevertheless, take either of the following steps:

- i. The Harassment Officer may meet with the Respondent with a view to obtaining an assurance that the offensive conduct will not be repeated. In the case of a meeting pursuant to this clause, the Harassment Officer will make every reasonable effort to protect the identity of the Complainant.
- ii. If the Harassment Officer is satisfied that the complaint has been resolved through this informal process, the Harassment Officer(s) will take no further action on the complaint.
- iii. If the Harassment Officer is not satisfied that the complaint has been resolved through this informal process, then the Harassment Officer(s) may refer the matter to the Board of Directors.

6.6 Investigation by the Harassment Officer: The Harassment Officer will: a) review and clarify the Complainant's written complaint; b) give a written copy of the Investigation Report to the Respondent and the Complainant.

6.7 Where the Harassment Officer gives a copy of the written complaint to the Respondent, the Harassment Officer will include with the written complaint a copy of this policy and a notice that the Respondent has the right to be represented by any person of choice at any stage of the process when the Respondent is required or entitled to be present.

6.8 The Respondent will be requested to provide a written response to the Harassment Officer within ten (10) days of receiving the

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written complaint. If there are special circumstances, the Harassment Officer may extend the time for response.

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- a) a determination as to whether the acts in question constitute harassment as defined in this policy;
- b) if the act(s) constitute harassment, a recommended disciplinary action against the Respondent.

6.9 The Harassment Officers will receive and clarify, if necessary, the response from the Respondent.

6.10 Within sixty (60) days of receiving the initial written complaint, the Harassment Officer shall investigate and prepare a written Investigation Report.

6.11 All investigations stemming from this complaint shall follow the principles of natural justice, which states that:

- everyone has the right to a fair hearing in the course of determining whether an infraction has been committed;
- the issues should be clearly and concisely stated so that the accused is aware of the essentials of the complaint;
- the accused has a right to have a representative present his or her case;
- relevant information must be available to all parties;
- the accused has the right to call and cross-examine witnesses;
- the accused has the right to a written decision following the judgment;
- the accused has the right to appeal a decision (if there are grounds);
- the Harassment Officer(s) have a duty to listen fairly to both sides and to reach a decision unaffected by bias.

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6.12 The Investigation Report from the Harassment Officer(s) should contain:

c) a summary of the relevant facts;

6.13 When recommending disciplinary action to be taken, the Harassment Officer(s) shall consider factors such as:

- the nature of the harassment;
- whether the harassment involved any physical contact;
- if the harassment was an isolated incident or part of an ongoing pattern;
- the nature of the relationship between the Complainant and the Respondent;
- the age of the Complainant and/or Respondent;
- whether the Respondent had been involved in previous harassment incidents;
- whether the Respondent retaliated against the Complainant
- any changes of Harassment Officer(s) and/or persons completing the investigation.

6.14 On completion of the report, the Harassment Officers shall forward a copy of the Investigation Report to the Complainant, the Respondent, and the Athletics Ontario Disciplinary Committee.

6.15 The Disciplinary Committee shall receive the Investigation Report as prepared by the Harassment Officers.

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6.16 If the Investigation Report determines that Respondent has engaged in conduct constituting harassment, the Disciplinary Committee shall order such disciplinary action to be taken against the Respondent as it determines to be appropriate under the circumstances. Said disciplinary action may include, but is not limited to:

- a verbal apology witnessed by a member of the Disciplinary Committee;
- a written apology;
- a letter of reprimand from Athletics Ontario;
- referral to counseling;
- removal of certain privileges of membership or employment;
- demotion or pay cut;
- temporary suspension with or without pay;
- termination of employment or contract;
- expulsion from membership;
- a combination of actions outlined.

6.18 The Disciplinary Committee shall, not more than 10 days after it makes its decision, send a notice of the decision to the Complainant and the Respondent.

APPEALS

6.19 A Complainant or Respondent who is dissatisfied with the decision of the Athletics Ontario Disciplinary Committee may;

- Send a letter (registered preferred) which must be sent and received by the Athletics Ontario Chairperson within 14 days to notify the Chairperson of this fact. Having received this letter within the proper time period, the Chairperson will

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consider an appeal hearing after consulting with the Chairperson of the Disciplinary Committee only. This Appeal Committee will consist of no more than 3 neutral people, none of whom should have been on the original Disciplinary Committee. This meeting should take place within 30 days of receipt of the "Appeal Letter".

Once this Appeal Committee has met and deliberated, its findings will be conveyed to the President of AO who will confer with the Athletics Ontario Executive and convey the decision of the Appeal Committee in writing to both parties ("Plaintiff" and "Defendant").

The decision from the Athletics Ontario Appeal Committee is binding unless either party wishes to appeal to Athletics Canada under Rule 183 of the Athletics Canada Rules.

The Notice of Appeal and Request for Hearing shall be in writing and shall set out the grounds for appeal.

ASSOCIATED COSTS

6.20 Athletics Ontario will cover any costs for meetings, reporting, and information gathering that pertain to complaints, and dealing with complaints, as outlined in the Policy as they relate to the responsibilities of Athletics Ontario.

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7. MINORS

7.1 If the Complainant is a minor, the complaint may be brought forward by a Responsible Adult. The Responsible Adult will have the right to act on behalf of the Complainant throughout the complaint process, including:

- making a complaint;
- receiving all notices on behalf of the Complainant;
- being present at all dealings with the Complainant.

7.2 If the Respondent is a minor, the following shall apply:

- If the Harassment Officer(s) are attempting an informal resolution of a complaint, the Harassment Officer(s) may speak to the Respondent directly concerning the complaint provided that, prior to speaking to the Respondent, the Harassment Officer(s) inform the Respondent that he/she may have a Responsible Adult present during the meeting.

- If the complaint is referred to the Harassment Officer(s) for investigation:

- a. a copy of the written complaint shall be forwarded to a parent or guardian of the Respondent if such person is known;

- b. the Respondent shall be advised that he/she has the right to be represented by a Responsible Adult;

- i. The Respondent's designated Responsible Adult will have the right to act on behalf of the

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Respondent throughout the investigation process, including: responding to a written complaint, receiving all notices on behalf of the Respondent, and being present at all dealings with the Respondent.

Note: This section of the policy only relates to the harassment of AO members who are minors by another AO member. The legal requirements to report suspected child abuse remain as well.

Physical Abuse of Children and Touching in a Sexual Manner

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

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Neglect

Neglect is chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. An example of this may be when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe, no-one intervenes when team members are persistently harassing another athlete, or road trips are not properly supervised.

DUTY TO REPORT

Abuse and neglect are community problems requiring urgent attention. Athletics Ontario is committed to help reduce and prevent the abuse and neglect of participants. Athletics Ontario realizes that persons working closely with children and youth have a special awareness of abusive situations. Therefore these people have a particular reporting responsibility to ensure the safety of Canada's young people by knowing their provincial protection acts and following through as required.

Ontario has mandatory reporting laws regarding the abuse and neglect of children and youth. Consequently, it is the policy of Athletics Ontario that any personnel (part-time and full-time staff, volunteer, participant, team official, parent, guardian) who has reasonable grounds to suspect that a participant is or may be suffering or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. Across Canada a person is considered a child up to the age of 16 to 19 years depending on provincial legislation.

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Those involved with Athletics Ontario in providing training and competitive opportunities for participants understand and agree that abuse or neglect, as defined above, may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report an offence may result in charges and fines under the law.

8.0 Coach/Athlete Sexual Relationships:

Athletics Ontario takes the view that intimate sexual relationships between coaches (and other persons in positions of power) and adult athletes, except married or common-law relationships, while not against the law, can have harmful effects on the athlete involved, or on other athletes and coaches and on the public image of Athletics Ontario. Athletics Ontario, therefore, takes the position that such relationships are not acceptable.

Should a sexual relationship develop between a coach, trainer, manager or person in a similar positions of power and an athlete, Athletics Ontario will investigate and take action which could include re-assignment, the removal of the coach-athlete relationship, or if this is not possible, a request for resignation.

9. Review and Approval

9.1 This policy was approved by Ontario Track and Field Association Board of Directors November 6, 1998 and adopted by the membership at the Annual General Meeting of November 7, 1999.

9.2 This policy should be reviewed by Athletics Ontario Discipline Committee and senior staff from time to time to ensure it remains current.

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ATHLETE TRANSFER POLICY

Amended: September 1, 2015

Athletics Ontario believes that all athlete transfers, whether done during a calendar/ membership year or at the beginning of a new calendar year, should be done with full knowledge and disclosure to all coaches and clubs involved.

An Athletics Ontario coach, club official, athlete, parent of an athlete, or any other agent acting on behalf of an AO club (herein called Club/Coach) is NOT PERMITTED to contact another Athletics Ontario athlete for the purpose of recruiting or the discussion of membership status at any time during a calendar/membership year while said AO athlete is currently registered with another Athletics Ontario Club or Coach.

If a Club/Coach, other than the Club/Coach of record of an AO athlete, is approached by an AO athlete for the purpose of transferring to another AO Club/Coach, the "new" Club/Coach MUST communicate the details of the contact to the Athletics Ontario Club/Coach of record of said athlete or to Athletics Ontario. Failure to do so will be considered a breach of the AO Code of Conduct.

POLICY

1. Mid-Year Transfers
 - A. All athletes who wish to transfer from one Club/Coach to another Club/Coach during a calendar/membership year MUST notify AO using the application form in the appendix of this policy. Failure to comply with this notification step may result in sanctions including but not limited to those listed in the AO Code of Conduct, up to and including termination of membership in AO, and may be imposed against said athlete

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and/or the “new” Club/Coach. Once the AO Application for Transfer has been completed, and confirmation from AO received, the athlete may train with the “new” Club/Coach as appropriate. Both the “former” and “new” Clubs/Coaches MUST be involved in the completion of the Application for Transfer and acknowledge notification of the transfer. If all parties agree (including the athlete, the “former” Club/Coach and the “new” Club/ Coach) the athlete may represent the new club immediately. If either party does not agree, the athlete may continue to compete for and represent the “former” club; otherwise the athlete MUST compete as “Disassociated” for the remainder of the calendar/membership year.

- B.** In situations where an athlete indicates that a club has registered him or her as a member of the club without the athlete’s consent, the club must produce a club membership form which has been signed by the athlete (or guardian) in order to have the athlete represent that club. If no form is available, the athlete may transfer to, and represent, another club.
- C.** If an athlete is registered as an “Indoor Member” and that membership expires, the athlete may transfer to and represent a new club for the rest of the year.
- D.** An athlete may leave a club and compete as “Unattached” at any point in a membership year without signatures from either of the clubs. Athletes doing so must pay an additional membership fee to Athletics Ontario to move to the “Unattached” membership category.

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2. End of Year Transfers

- A. All athletes may transfer to any Athletics Ontario member Club/Coach at the beginning of any calendar/membership year without restriction. If an athlete wishes to move to another club at the beginning of a new membership year, no communication with AO is required. However, AO strongly recommends that said athlete communicate with his/her previous club regarding their intentions.

3. Unattached Athletes

- A. Athletes registered in the “Unattached” membership category may transfer their membership status to an Athletics Ontario club at any time in any given year. Said athletes are required to notify AO regarding their intent to transfer their membership to a new Club/Coach by completion of the “Athletics Ontario Application for Transfer” in the appendix attached to this policy and receive confirmation, before they compete for the new Club/Coach. The difference in registration fees between the fee paid for an Unattached Athlete membership and that of the new membership category will NOT be reimbursed by AO.

Notes:

- I. Athletes may transfer from one club to another club ONLY ONCE during any given membership year.
- II. If funds and/or property are owed to the former Club/Coach by an athlete, such reimbursements, and/or return of property MUST be completed. If these funds and/or property are not returned, the “previous” Club/Coach may file an appeal to AO, and if substantiated by AO, sanctions including but not limited to those listed in the AO Code of Conduct, up to and including termination of membership in AO, may be imposed against said athlete. Once all outstanding funds are paid and

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property returned, the sanctioned athlete may be reinstated upon written appeal to AO.

- ///. All Applications for Transfer must be sent to the Athletics Ontario office for review and acceptance. Transfers are NOT complete until the paperwork has been received and confirmed by the Athletics Ontario office, and athletes may NOT compete for the new club as “Disassociated” athletes until the transfer has been finalized.

COACHES AND RECRUITING

The Athletics Ontario position is that recruiting of an athlete while the athlete is training with and/or competing for another Club/Coach is unethical and NOT PERMITTED. An Athletics Ontario coach, club official, athlete, parent of an athlete, or any other agent acting on behalf of an AO club (herein called Club/Coach) is NOT PERMITTED to contact another Athletics Ontario athlete, for the purpose of recruiting or the discussion of membership status, at any time during a calendar/membership year, while said AO athlete is currently registered with another Athletics Ontario Club or Coach.

If Club/Coach is involved in such prohibited activity, and if such activity is substantiated to the satisfaction of AO, sanctions including, but not limited to those listed in accordance with the AO Code of Conduct, up to and including termination of membership in AO, may be imposed against any and/or all individuals involved.