

CONSTITUTION

1. The name of the Society is "Kajaks Track and Field Club".
2. The objects of the Society are:
 - a) To promote, encourage, and develop the widest participation and the highest proficiency in amateur track and field including road racing, marathon running, and cross country running.
 - b) To arrange and assist in the arrangement of courses of instruction for coaches, athletes, officials, or other interested persons in matters concerning the sport.
 - c) To promote and assist in the promotion of international meets, championships, competitions, demonstrations, and other events in connection with athletics..
3. Upon the dissolution of the Society and after payment of all debts and liabilities, the remaining property of the Society shall be distributed or disposed of to any similar such society or organization registered with B. C. A. Athletics or to any other recognized charitable organization in the Province or elsewhere in Canada.

BY-LAWS OF
KAJAKS TRACK AND FIELD CLUB

Part 1. - Interpretation

- 1.1 In these by-laws, unless the context otherwise requires,
- a) "directors" means the directors of the Society for the time of being;
 - b) "address" of a member means his address as recorded in the register of members.
- 1.2 Words importing the singular include the plural and vice-versa; and words importing the male person include a female person.
- 1.3 Wherever reference is made to any Statute or section thereof, such references shall be deemed to extend and apply to any amendment of the said Statute or section as the case may be.

Part 2. - Membership

- 2.1 The members of the Society are the subscribers of the Constitution and By-Laws and include every other person or club who agrees to become a member, by whatever name called.
- 2.2 There shall be four (4) classes of membership in the Society; namely, honorary membership, active membership, associate membership, and club membership,
- a) the "honourary" membership shall include those persons who have been so designated by the executive of the Society from time to time;
 - b) the "active" membership shall include those members of the Society who are actually training for athletic events and who are actually engaged in competition within the club or elsewhere, and shall consist of Junior Development Members, being those members under 15 years of age as of January 1st in that year of competition, and Senior Members, being those members of an age over 15 years in that particular year;
 - c) the "associate" membership shall include those who become members of the Society with a view to assisting the Club either by financial contribution or with respect to training, administration, or otherwise;
 - d) the "club" membership shall include any member clubs of British Columbia Amateur Athletics, whether incorporated under the Societies Act or not which become members of the Society for the purposes of partaking in the activities of the Society or otherwise associating with the Society in some other manner.
- 2.3 A person may apply to the directors or any coach for membership in the Society and upon acceptance by the directors shall be a member.
- 2.4 Every member shall uphold the Constitution and comply with these By-Laws.

- 2.5 The annual membership dues shall be a sum fixed from time to time by resolution of the directors but honorary members shall not be required to pay any membership fees or dues or subscriptions.
- 2.6 A person shall cease to be a member of the Society,
- a) by notifying the directors in writing to the effect that he desires to withdraw from membership in the Society,
 - b) upon being expelled, or
 - c) upon his failure to pay any membership fees, subscriptions or indebtedness due to the Society and upon the directors causing the name of such member to be removed from the register of members.
- 2.7 The directors shall have the power by a vote of three-fourths of those present to expell or suspend any member whose conduct shall have been determined by the directors to be improper, unbecoming, or likely to danger the interests or the reputation of the Society, or who willfully commits breach of the Constitution or By-Laws of the Society. No member shall be expelled or suspended without being notified of the charge or complaint against him or without having first been given an opportunity to be heard by the directors at a meeting of the said directors called for that purpose.
- 2.8 Any member who resigns, withdraws or is expelled from the Society shall forthwith forfeit all right, claim and interest arising from or associated with membership in the Society.

Part 3. - Meeting of Members

- 3.1 General meetings of the Society shall be held at such time and place in accordance with the Societies Act, as the directors decide.
- 3.2 Every general meeting, other than an annual meeting, shall be called an extraordinary general meeting and may be convened by the directors, whenever they think fit upon notice of the same as to its time and place being given to the members not less than seven (7) days in advance.
- 3.3
- a) Where under the provisions of these By-Laws, notice is required to be given, such notice may be given either personally or by depositing of the same in a post office or public letter box in a post-paid envelope addressed to the member to receive the same.
 - b) The accidental omission to give notice of any meeting to, or the non receipt of any notice by, any of the members entitled to receive notice does not invalidate any proceedings at that meeting.
- 3.4 The annual general meeting shall be held in February in each year at such place and time as may be determined by the Board of Directors.

Part 4. - Proceedings at General Meetings

- 4.1 Special business is;
- a) all business at an extraordinary general meeting except the adoption of rules of order, and
 - b) all business that is transacted at an annual general meeting, except;
 - (i) the adoption of rules of order,
 - (ii) the consideration of the financial statements,
 - (iii) the report of the directors, if any,
 - (iv) the appointment of an auditor, if any,
 - (v) the election of directors,
 - (vi) the report of the auditor if required, and
 - (vii) such other business as, under these By-Laws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the directors issued with notice convening the meeting.
- 4.2
- a) No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when ten (10) members are not present.
 - b) If at any time during a general meeting there ceases to be ten (10) members present, any business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated, as the case may be.
 - c) A quorum is ten (10) members present or such greater number as the members may determine at a general meeting.
- 4.3 If within thirty (30) minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the members present shall be a quorum.
- 4.4 Subject to By-Law 4.5 the president of the Society, the vice-president, or in the absence of both, one of the other directors present shall preside as chairman of every general meeting.
- 4.5 If at a general meeting,
- a) there is no president, vice-president, or other director present within fifteen (15) minutes after the time appointed for holding the meeting, or
 - b) the president and all the other directors present are unwilling to act as chairman,
- the members present shall choose someone of their number to be chairman.
- 4.6
- a) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
 - b) When a meeting is adjourned for ten (10) days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
 - c) Except as provided in this By-Law, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.

- 4.7 a) No resolution proposed at a meeting need be seconded and the chairman of any meeting is entitled to move or propose a resolution.
b) In case of an equality of votes the chairman shall not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution shall not pass.
- 4.8 Every member in good standing at a meeting of members, with the exception of Honourary Members, shall be entitled to one (1) vote but those Active Members designated as juniors shall exercise such vote through one of their parents or legal guardians. Membership shall be deemed to be in good standing when all subscriptions, fees and dues payable to the Society by such member have been paid.

Part 5. - Directors and Officers

- 5.1 The affairs of the Society shall be managed by the Directors who may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not by these By-Laws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in general meeting, but subject, nevertheless to the provisions of;
- a) all laws affecting the Society
b) these By-Laws, and
c) any rules, not being inconsistent with these By-Laws, which are made from time to time by the Society in general meeting.
- 5.2 The Directors shall consist of not less than five (5) members consisting of the President, Vice-President, Administrative Coach, Treasurer and Secretary, and such additional members as elected by the Society in general meeting, but the total composition of Directors shall include not less than three Directors each representing the Junior and Senior divisions and at no time will such additional directors exceed ten (10) in number; provided that the members of the Society in general meeting may designate additional members as Honourary Directors with a right to attend directors meetings as the elected directors may determine, and provided further that such Honourary Directors not have any voting rights at any such directors' meetings that they may attend.
- 5.3 a) The Directors shall retire from office at each annual general meeting when their successors shall be elected.
b) Separate elections shall be held for each office to be filled.
c) An election may be by acclamation, otherwise it shall be by ballot.
d) If no successor is elected the person previously elected or appointed continues to hold office until such time as a successor is appointed.
- 5.4 a) The Directors have power at any time and from time to time to appoint any person as a director to fill a casual vacancy in the directors.
b) A director so appointed holds office only until the conclusion of the next following annual general meeting of the Society, but is eligible for re-election at the meeting.
- 5.5 a) If a director resigns his office or otherwise ceases to hold office, the remaining directors shall appoint a person to take the place of the former director.
b) No acts or proceedings of the directors shall be invalid only by reason of there being less than the prescribed number of directors in office.

- 5.6 Any director may be removed from the office of director by resolution passed by a three-quarters (3/4) majority of members present at a meeting of members of the Society duly and properly called at which a quorum of members is present.

Part 6. - Proceedings of Directors

- 6.1 a) The directors may meet together at such place/places as they think fit for the despatch of business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
b) No formal notice of any such meeting shall be necessary if all the members of the executive are present or if those absent have signified their consent to the meeting being held in their absence.
c) The directors may from time to time fix the quorum necessary for the transaction of business and unless so fixed, the quorum shall be not less than three (3) such directors.
d) The President shall be chairman of all meetings of the directors; but if at any meeting the President is not present within 30 minutes after the time appointed for holding the meeting, the Vice-President shall act as chairman, but if neither is present the directors present may choose someone of their number to act as chairman of that meeting.
e) Two or more directors may request, at any time, and the secretary, upon the request of such two directors, shall convene a meeting of the directors.
- 6.2 a) The directors may delegate any, but not all, of their powers to committees consisting of such director or directors as they think fit.
b) A committee so formed in the exercise of the powers so delegated shall conform to any rules that may from time to time be imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.
- 6.3 a) Questions arising at any meeting of the directors and committee of directors shall be decided by a majority of votes.
b) In the case of an equality of votes the chairman shall not have a second or casting vote.
- 6.4 No resolution proposed at a meeting of directors or committee of directors need be seconded and the chairman of a meeting is entitled to move or propose a resolution and to vote on same.

Part 7. - Duties, Powers and Responsibilities of Officers

- 7.1 a) The property and business of the Society shall be managed by the Directors.
b) The directors shall appoint annually from their number, after election of the directors; a President, Secretary and a Treasurer, or in lieu of a Secretary and treasurer, a Secretary-Treasurer and such other officers as the Board may in its discretion from time to time decide upon, who shall each hold office until his successor is appointed or until his resignation or termination of appointment and who shall carry on the business of the Society as an executive committee between the meetings of the directors in accordance with the policies and directives established by the directors. One person may hold two or more offices, except those of President and Secretary-Treasurer.
c) Officers are appointed at the discretion of the directors and the appointment of any officer may be terminated by simple majority of the directors. Officers of the Society shall have such authority and perform such duties as are provided in these By-Laws or as may be prescribed from time to time by the Board of Directors.

- d) Meetings of the directors shall be held at least two (2) times a year.
- e) The President shall preside at all meetings of the Society and of the directors.
- f) The President is the chief executive officer of the Society and shall supervise the other officers in the execution of their duties.

7.2 The Vice-President shall carry out the duties of the President during his absence.

7.3 The Secretary shall

- a) conduct the correspondence of the Society.
- b) issue notice of meetings of the Society and directors,
- c) have custody of all records and documents of the Society, except those required to be kept by the Treasurer,
- d) keep minutes of all meetings of the Society and directors,
- e) have custody of the common seal of the Society,
- f) maintain the register of members, and
- g) keep the books containing the minutes of all meetings of the Society and directors and all other records, documents, books, accounts and files of the Society except those required to be kept by the Treasurer, and the same shall be open and available for inspection at all reasonable times by all members and directors of the Society.

7.4 The Treasurer shall

- a) keep such financial records, including books of account, as are necessary to comply with the Societies Act.
- b) render financial statements to the directors, members and others when required, and
- c) keep such financial records, including the books of account, open and available for inspection at all reasonable times by all members and directors of the Society.

7.5 a) The offices of secretary and treasurer may be held by one person who shall be known as the Secretary-Treasurer.

- b) When a Secretary-Treasurer holds office the total number of directors shall not be less than five (5) or such greater number as may have been determined pursuant to By-Laws 5.2 and 5.3.

7.6 In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at that meeting.

7.7 a) The directors shall have power to authorize expenditures on behalf of the Society from time to time and may delegate by resolution to an officer or director of the Society the right to employ and pay honouraria. The directors shall have the power to make expenditures for the purpose of furthering the objectives of the Society.

- b) The directors shall take such steps as they may deem requisite to enable the Society to receive donations and benefits for the purpose of furthering the objects of the Society.
- c) The directors may appoint such agents and engage such employees as they shall deem necessary from time to time and such persons shall have authority and shall perform such duties as shall be prescribed by such executive or shall be prescribed by the directors at the time of such appointment.

Part 8. - Committees

- 8.1 a) Standing committees shall be Annual Awards Banquet, Awards, Records, Statistics, Communications, Public Relations, Fund-raising and Equipment.
b) Additional committees may be created by the directors if deemed necessary.
- 8.2 All standing committees shall be appointed by the President with the approval of the directors upon election of the same.
- 8.3 Special committees shall be appointed by the President.
- 8.4 The President shall be an official of any committee except the committee on nominations.

Part 9. - Borrowing

- 9.1 In order to carry out the purpose of the Society, the directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in such manner as they decide and in particular but without limiting the generality of the foregoing, by the issue of debenture.
- 9.2 No debenture shall be issued without the sanction of an extraordinary resolution.
- 9.3 The members may restrict the borrowing powers of the directors provided that any restriction so imposed shall expire at the next annual general meeting.

Part 10. - Auditor

- 10.1 This part applies only in the event that the Society is required or has decided by resolution to have an auditor.
- 10.2 The first auditor shall be appointed by the directors who shall also fill all casual vacancies occurring in the office of the auditor.
- 10.3 At each annual general meeting the Society shall appoint an auditor to hold office until he is re-elected or his successor is elected at the next annual general meeting.
- 10.4 The auditor and members of the Society shall have a right of access at all times to all records, documents, books, accounts and files of the Society and shall be entitled to require from the directors such information and explanation as may be necessary for the purpose of the duties of the auditor, if an auditor has been appointed.
- 10.5 All auditors shall be informed forthwith in writing of appointment or removal.
- 10.6 No director and no employee of the Society shall be auditor.
- 10.7 The auditor has the right to attend general meetings.

Part 11. - Seal

- 11.1 The directors may provide a common seal for the Society and they shall have power from time to time to destroy it and substitute a new seal in place of the seal destroyed.
- 11.2 The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the person prescribed in the resolution, or if no persons are prescribed, in the presence of the president and secretary or president and secretary-treasurer.

Part 12. - Constitution and By-Laws

- 12.1 Upon being admitted to membership, each member shall be entitled to, and the Society shall give him, without charge, a true copy of the constitution and the by-laws of the Society.
- 12.2 The Constitution and By-Laws of this Society shall not be repealed or added to except by an extraordinary resolution of a two-thirds (2/3) majority vote passed at a General meeting.

POLICY. MANUAL

Part A. - General Administration: Duties and Responsibilities

Section 1. - The Society's Purpose

- 1.1 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, marathon running, and cross country running.
 - (ii) the highest proficiency in track and field including road racing, marathon running, 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.

Section 2. - The Structure of Kajaks

- 2.1 The structure of the Kajaks Track and Field Club consists of the following membership categories:
- a) Junior Development
 - b) Juvenile
 - c) Junior
 - d) Senior
 - e) Masters
 - f) Officials
 - g) Associates
 - h) Coaches
- 2.2 An individual may register as a competitive or recreational member in all categories except Junior Development. The Junior Development program is designed so as to introduce athletes to friendly competition and therefore would not serve a purpose if their were a recreational category.

Section 3. - Board of Directors

- 3.1 The duties and responsibilities of the Society's Board of Directors are defined in Parts 5 and 6 of the Society's By-Laws.
- 3.2 The 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.
- 3.3 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.

- 3.4 The directors manage the business of the Society through committees established with expertise specific to the responsibilities of those committees. These committees recommend rules regulations, policies, and procedures to the directors for their approval and then act on the basis of the rules, regulations, policies, and procedures approved by the directors.
- 3.5 The directors generally act on the basis of the recommendations of its committees after examining the recommendations to ensure they are:
- a) legally correct;
 - b) consistent with the existing rules, regulations, policies, and procedures of the Society;
 - c) in harmony with all the rules, regulations, policies, and procedures of the Society;
 - d) in accordance with the defined objectives;
 - e) in the long-term best interest of the Society.

Section 4. - The President

- 4.1 According to the Society's By-Law 7.1 (5 & 6), the President:
- a) shall preside at all meetings of the Society and of the directors;
 - b) is the chief executive officer of the Society;
 - c) shall supervise the other officers in the execution of their duties.
- 4.2 More specifically, the President:
- a) shall represent the Society in an official capacity to the public;
 - b) shall prepare agenda, call, and preside over all general, board of directors, and executive committee meetings;
 - c) shall be responsible for the general management of the Society according to its Constitution, By-Laws, defined Policies, and Rules and Regulations;
 - d) is responsible for ensuring the officers of the Society perform their duties in accordance with the Society's Constitution, By-Laws, defined Policies, and Rules and Regulations;
 - e) shall be one of the signing officers of the Society;
 - f) may sit, with no vote, as an ex officio member of all the Society's committees.

Section 5. - The Vice-President

- 5.1 According to the Society's By-Law 7.2, the Vice President carries out the duties of the President during his absence.
- 5.2 More specifically, the Vice-President shall:
- a) assist the President in carrying out his responsibilities;
 - b) in the absence of the President have the power to perform all the duties of the President.

Section 6. - The Secretary

- 6.1 According to the Society's By-Law 7.3, the Secretary shall:
- a) be responsible for correspondence and perform other duties as directed by the directors;
 - b) keep the records of the Society's activities except those to be kept by the treasurer;
 - c) keep minutes of the meetings of the Society and the directors;
 - d) prepare and present reports on the directors activities to the annual general meeting and keep custody of the Society's seal;
 - e) be responsible for maintaining the register of members.

Section 7. - The Treasurer

- 7.1 According to the Society's By-Laws 7.4, the Treasurer shall:
- a) have custody of the Society's funds and securities;
 - b) keep full and accurate accounts of receipts and disbursements of the Society and shall deposit all monies and other valuable effects in the name of and to the credit of the Society in such depositories as designated by the directors from time to time;
 - c) disburse the funds of the Society as ordered by the directors;
 - d) present a financial statement to the directors at their regular meetings;
 - e) perform such other duties as directed by the directors from time to time;
 - f) co-ordinate the dealings of the Society with the auditor.
- 7.2 The treasurer shall be responsible for the preparation of the Society's annual budget.

Section 8. - Annual Awards Banquet Committee

- 8.1 The Annual Awards Banquet Committee shall recommend to the Board of Directors a plan of action relative to the Annual Awards Banquet and shall then implement the approved plan.
- 8.2 More specifically, the Annual Awards Banquet committee shall:
- a) arrange facilities associated with the Annual awards Banquet;
 - b) investigate, supervise, co-ordinate, and implement plans for the annual Society Awards Banquet and ticket sales;
 - c) in consultation with the Directors, Awards, and Communications and Public Relations Committees invite guests and award nominees to the banquet;
 - d) prepare a budget and collect all monies for the banquet and remit the same to the treasurer;
 - e) prepare the committee report for the Annual General Meeting.

Section 9. - Awards, Records, and Statistics Committee

9.1 The Awards, Records, and Statistics Committee shall:

- a) co-ordinate the work of the Managers Committee 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 by the Communications and Public Relations Committee;
- d) co-ordinate the establishment of a consistent awards philosophy and program for the awards annually presented by the Society and recommend such a philosophy and program and any subsequent revisions to the Board of Directors;
- e) implement the approved philosophy and program;
- f) plan an annual awards banquet, purchase the awards, and co-ordinate the distribution of the awards to recipients;
- g) be responsible for the permanent awards presented annually by the Society;
- h) prepare the committee report for the Annual General Meeting.

Section 10. - Communications and Public Relations Committee

10.1 The Communications and Public Relations Committee shall:

- a) be responsible for the gathering and dissemination of athletics information;
- b) be responsible for the definition and promotion of the Society's image to its members and the public;
- c) plan an annual publication schedule;
- d) prepare a budget based upon the annual publication schedule;
- e) prepare a committee report for the annual general Meeting.

Section 11. - Equipment Committee

- 11.1 The Equipment Committee shall recommend to the Board of Directors and implement an approved policy for the purchase, maintenance, and use of the Society's equipment.
- 11.2 The Committee shall maintain an inventory of the Society's equipment.
- 11.3 The Committee shall be responsible for the sale of uniforms and other associated items to Society members.
- 11.4 The Committee shall prepare a report for the Annual General Meeting.

Section 12. - Finance Committee

- 12.1 The Finance Committee shall assist the Treasurer in his/her duties and shall recommend to the Board of Directors and administer an approved annual budget for the Society.
- 12.2 The Committee shall also:
 - a) solicit and consider budget submissions from the Society's Committees,
 - b) prepare a committee report for the Annual General Meeting.

Section 13. - Fixtures Committee

- 13.1 The Fixtures Committee shall be responsible for coordinating and fulfilling obligations for Club sponsored fixtures.
- 13.2 The Committee prepares the annual fixtures calendar for publication by the Communications and Public Relations Committee.
- 13.3 The Committee prepares a committee report for the annual General Meeting.

Section 14. - Fund Raising committee

- 14.1 The Fund Raising Committee is responsible for proposing to the Board of Directors plans to raise funds for general revenue and for implementing such approved plans.
- 14.2 The Committee shall:
 - a) prepare an annual fund raising plan and budget;
 - b) implement its plans in cooperation with the Society's members;
 - c) prepare a committee report for the annual general meeting.

Section 15. - Heritage Committee

- 15.1 The Heritage Committee shall:
 - a) develop and maintain a contact list of previous members of the Society;
 - b) propose to the Board of Directors programs to develop a closer association between the Society and its previous members;
 - c) educate the Society's members and the public about the Society's past accomplishments; and
 - d) honour the exceptional achievements of past members.

Section 16. - Executive Director

- 16.1 The Executive Director shall call regular meetings of the coaches and instructors to the end that, all business relating to athletic performance of Club members be expediently dealt with. The Executive Director shall ensure that the Board of Directors be informed of decisions reached and of requests where Board input is necessary prior to execution.
- 16.2 The appointment of Executive Director is for a one (1) year term. The position may be renewed.
- 16.3 The Executive Director shall:
- a) act as the Club contact person;
 - b) be the Club's contact with Leisure Services;
 - c) disseminate meet information to the appropriate coaches;
 - d) coordinate Club members' entries into competitions (with assistance from the J. D. coordinator for the J. D. section of the club);
 - e) coordinate the selection of athletes to Club teams;
 - f) organize travel arrangements (with assistance from the J. D. coordinator for the J. D. section of the club);
 - g) coordinate coaching duties through the coaching staff;
 - h) assist the meet directors of Club-hosted events;
 - i) coordinate the organization of facilities and equipment (working in conjunction with the Board member responsible for facilities and equipment.
- 16.4 The Executive Director is responsible for the coordination of, and presentation of the Proposed Coaches Competitive Budget.
- 16.5 The duties and stipend shall be reviewed from time to time, at least annually prior to the date of the Annual General Meeting.

Part B. - Coaching: Duties and Responsibilities

- 1.1 The quality of coaching will be of top standard so that all registered athletes shall have the opportunity of advancement in the sport. The Club will fund coaching development.
- 1.2 The Club coaching staff, where possible, under the direction of the Executive Director, will organize and run clinics of value to athletes, coaches, officials, and parents. Clinics will be part of the annual Club plan.
- 1.3
 - a) A Kajaks Coach will be defined as a person who has demonstrated a minimum of two (2) years successful coaching and has completed B. C. A. A. Level 1 coaching certification or the equivalent, and is recommended and approved by a unanimous decision in a formal meeting of the coaching staff where a minimum of 70% of coaches in good standing are present. An up-to-date directory shall be kept by the Executive Director and Secretary of the Club of all Kajaks Coaches. The directory shall be reviewed at least annually to eliminate persons no longer involved in Club coaching.
 - b) An Instructor shall be defined as a person interested in serving as a coach and who has at least a B. C. A. A. Level 1 coaching certificate, or equivalent, as determined by the Executive Director, and has less than two (2) years of coaching experience. An Instructor should be approved by the coaching staff prior to commencing duties. The Executive Director may appoint a person as an Instructor in appropriate circumstances.
 - c) An Assistant is a person wanting to work towards an appointment as "Instructor" or "Coach" but has no acceptable qualifications as is outlined in 1.3 a) or 1.3 b) above. An Assistant shall always work under the supervision of a coach.
 - d) The Junior Development Administrative Coach oversees the Junior Development program within the Club. The J. D. Administrative Coach reports to the Executive Director. The Coaching Staff Council shall, each year, appoint one of its members to this position.
- 1.4
 - a) The Coaching Staff Council shall be made up of all Club coaches and Club instructors. Club instructors will not be entitled to vote on matters affecting the appointment of Executive Director or Junior Development Administrative coach.
 - b) The Coaching Staff shall be the final authority regarding decisions related to:
 - (i) Meet entry standards and/or team selection
 - (ii) Competitive Programs
 - c) The Coaching Staff is responsible for ensuring that all Meet Entry deadlines are met. All entries should be processed by:
 - (i) The Executive Director
 - (ii) The Junior Development Administrative Coach
 - (iii) A person appointed specifically to process the entries for any particular competition.

- 1.5 Late entries are to be discouraged. Where an athlete is responsible for:
- a) late entry or
 - b) failing to participate without justifiable excuss,
- the athlete shall be required to pay:
- a) the late portion
 - b) the entire fee, as appropriate.
- 1.6 The Coaching Staff shall determine each year's competitive program having regard to the following factors:
- a) Does the competition advance the competitive requirements of the athlete and the club?
 - b) Is the event sanctioned?
 - c) What is the cost?

Part C. - Athletes

- 1.1 A strict code of conduct is provided for, and must be signed by all athletes.
- 1.2 Athletes assigned to a coach may not transfer to another coach without both coaches agreeing that it is in the best interest of the athlete.
- 1.3 a) Athletes membership fees shall be due and payable by the 1st of January each year. No athlete may compete for Kajaks or in a Kajaks uniform unless they are a fully paid up member.
- b) In the case of known financial hardship, the the Executive Director and President of the Club may make special provisions to cover each individual case. No notes will be kept on file.
- c)The following pro rata membership fee shall be charged after August 31st of each calendar year towards the current Club fee:
- i) B. C. A. A. fee is required; and
 - ii) September 1st - December 31st, 40% of membership fee is required.

Part D. - Membership

- 1.1 The age requirements for any give membership category will be determined by B. C. A. A.
- 1.2 Fees for each category shall be set by the Board of Directors, as they determine, from time to time.
- 1.3 A membership application shall include:
- a) a uniform description,
 - b) athlete's code of conduct,
 - c) medical record and release.
- 1.4 A membership card shall be issued to each member each year.

Part E. - Fiscal Management

- 1.1 Fund Raising - The Board of Directors is charged with the responsibility of securing finances to maintain a competitive program.
- 2.1 To facilitate an equitable disbursement of funds, on or before the 15th of November of each year, the Board of Directors shall receive a proposed budget from:
 - a) coaching staff,
 - b) equipment manager,
 - c) concession manager,
 - d) Club administration, and
 - e) such others as directed by the Board of Directorsrepresenting each group's proposed income and expenditures for the coming fiscal year.
- 2.2 The Board of Directors shall consider each group's proposed budget and allocate funds to each group having regard to the Club's anticipated revenues and expenditures for the coming fiscal year.
- 2.3 Once allocation of funds has been made, the participating group will have unfettered direction as to the expenditure of their funds.
- 3.1 Coaching staff shall receive:
 - a) an honorarium as determined by the Board of Directors from time to time,
 - b) reimbursement for all bonafide expenses incurred while engaged in club duties and activities,
 - c) Club apparel, and
 - d) Club and B. C. A. A. membership dues as determined by the Board of Directors.
- 3.2 Per Diem allowances shall be made available to all approved personnel on approved club business.
- 4.1 The signing authorities have authority to pay all bills when they become due under the following guidelines:
 - a) Recurring expenditures (e.g. postage, copying).
 - b) Expenses incurred in running an event approved by the Board of Directors.
 - c) Expenses of attending various meets.
- 4.2 All capital items such as equipment must be approved prior to purchase by the Board of Directors.
- 4.3 All items outside of the approved budget must be first approved by the Board before incurrence of the expense. A formal motion to pay a certain amount will be made seperately, where required, for such items.

- 5.1 In the event of the winding up or dissolution of the Society, all of the funds and assets of the Society remaining after the payment or satisfaction of all costs, charges, expenses, debts, and liabilities of the Society, including the remuneration (if any) of a liquidator, and after payment of employees of the Society of any arrears of salaries or wages, and after the payment of any debts of the Society, shall be given, transferred and distributed to such organizations that are registered charities pursuant to the provisions of the Income Tax Act that shall be designated by the members of the Society at the time of the winding up or dissolution of the Society, and if affected cannot be given to the afore-said provisions, such funds shall be given, transferred and distributed to such organizations that are determined by the members of the Society to be registered charities pursuant to the provisions of the Income Tax Act which have purposes similar to those of the Society.

Part F. - Scholarship

- 1.1 Scholarship funds shall be maintained separately from the Club's regular account.
- 1.2 A Scholarship Committee shall be set up to accept applications, determine deadlines, and assess qualification for scholarship funds.

Part G. - Travel and Support

The Travel / Support Policy is intended to provide guidelines for the provision of financial assistance to club members. The funding for all programs is subject to the availability of funds. The Board of Directors has authority in the determination of club funding and reserves the right to adjust from time to time the maximum rates paid for accommodation. Club funding for accommodation is defined as the night prior to a competition and total funding will not exceed 5 nights.

Athletes Attending a National / Regional Championship Meet

- 1.1 **Athletes Making Provincial Funding Standards** and having their transportation expense funded under B. C. Athletics policy will receive:
- a) financial assistance from the club for their accommodation to a maximum rate of \$25. per day based on three sharing.

(National carded athletes will receive support for accommodation at the same rate as athletes making Provincial Funding Standards.)

- 1.2 **Athletes Making National Entry Standards But Not Provincial Funding Standards** will:
- a) have a portion of their transportation expense paid by the club.
 - b) receive financial assistance for accommodation to a maximum rate of \$10. per day based on three sharing.

Athletes Attending Other than National / Regional Championships and Not Receiving Provincial Assistance

- 2.1 Where financial assistance is not provided by B. C. Athletics the club will:
- a) pay a portion of the transportation expense.
 - b) pay for accommodation to a maximum of \$25. per day based on three sharing.

Coaches and Managers

- 3.1 Coaches and Managers will receive:
- a) the same assistance as the group of athletes that they are traveling with.
 - b) a per diem allowance to cover out of pocket expenses, the amount not to exceed \$30. per day. The Executive Director will be responsible for the selection of coaches and managers and will set the rate of per diem for each competition in consultation with the club executive.

Entry Fees

- 4.1 All entry fees to a maximum of 6 events during a 2 day meet and 4 events during a 1 day meet will be paid by the club subject to the following conditions:
- 3 or less events - minimum 1 discipline
 - 4 events - minimum 2 disciplines
 - 5 or 6 events - minimum 3 disciplines
- 4.2 Junior Development athletes are encouraged to participate in all disciplines.
- 5.1 The Kajaks Masters division shall receive support for their running events as follows:
- a) The Club will offer financial assistance for two (2) relay events each year through consultation between Masters committee chairperson and the Board of Directors. The two events will be identified as part of the budgeting process.
 - b) where the individual is registered with B. C. Athletics as a full competitive member and is attending a national or international championship, the Club will offer financial assistance for transportation and accommodation through consultation between the Masters committee chairperson and the Board of Directors. Any such events will be identified as part of the budgeting process.
- 5.2 The Kajaks Masters division, in consideration of the above support program, will be responsible for the organization and operation of three (3) races during the year. The races are identified as;
- (i) Kajaks Grand Prix Road Race - in February
 - (ii) O'Hares St. Patrick's Day Fun Run
 - (iii) Kajaks 50K Road Relay - in the fall
- 5.2 The Kajaks Masters will also be expected to offer their support at the B. C. Elementary Championships and at the Canada Day Fun Run.
- 5.3 The Kajaks Masters Division chairperson in consultation with the the Board may from time to time make amendments as to the race events that the Masters will organize and operate.

Part H. - Miscellaneous

- 1.1 Club stationery shall be made available to all Club officers. It is the duty of each Club officer to clearly indicate his or her position in the club when signing any communication. A copy of all correspondence shall be filed with the Secretary of the Club.
- 1.2 All Directors shall be members of B. C. A. A. The Club shall pay any applicable membership dues to a maximum as representing an associate membership fee.

- 1.3 The membership list shall be maintained by the Club Registrar and distributed to the coaching staff as requested.
- 1.4 The Board of Directors may levy athletes a nominal fee to help defer overall expenditures in attending a specific competition. Such levies must be stated prior to the athletes commitment to attend a meet.
- 2.1 The Concession Coordinator will be provided with a cash float for purposes of running the concession stand. The coordinator shall pay all bills incurred and monthly return any profits to the general account leaving only the normal cash float.
- 2.2 The cash float shall be determined by the Board of Directors depending on the special needs of an event.
- 3.1 Policies may be added to the current list at any time subject to the approval of the board of Directors.
- 3.2 Initiation for change, review or addition of policies may come from the Coaching Council or the Board of Directors.
- 4.1 A new member package shall be available, to include: uniform description and availability, a current annual, policy statements, code of conduct and pertinent membership forms.
- 5.1 Equipment of the Club shall be made available to Kajaks athletes at the discretion of the coaches. Schools in the Richmond municipality may use equipment for official meets provided a club representative is able to check the inventory before and after the event.
- 6.1 The Manager(s) and Chaperone(s) shall assume all responsibility for behavior and conduct at track meets. A coach or his designated representative shall be available at each club entered competition for the full duration of the meet while club athletes are competing.
- 7.1 Social functions may be included in general club activities. The President may host two (2) functions per year to coincide with the completion of the B. C. Elementary Championships and the Annual Awards Dinner. Such costs shall be borne by the Club.
- 8.1 The Secretary shall receive a nominal honoraria of \$250.00 subject to the club's financial position.
- 9.1 When the Club is involved with other agencies in consulting or organization of a fun run or similar event, there will be a minimum charge of \$1.00 per entry for club services.
- 10.1 The Timing Device (Chronomix-Compusport) may be rented to other agencies at a fee to be decided by the President and Equipment Coordinator depending on the time used, necessity for an operator and the purpose of the renting group.
- 10.2 The device may, under special circumstances, be provided free of charge.