

SAINT JOHN TRACK CLUB

ANNUAL GENERAL MEETING MINUTES

THURSDAY 18 JULY 201 | UNB SAINT JOHN CANADA GAMES STADIUM

Welcome and Call to Order 6:45 pm

Attending:

Bill MacMackin [Chair]
Rebecca Lagace
Dave Thomas
Monica Hitchcock
David Jefferson
Cal McDonald
Rachelle McDonald
Marc Landry
Alex Coffin
Sharon Peabody
Victoria LeBlanc
Brian Thorne
Joseph Lagace
Shannon Landry

Regrets:

Luc Cormier
Julia Loparco
Chris Belof

Approval of the Agenda

Motion: Rebecca Lagace
Second: David Jefferson
Motion passed.

Approval of Minutes

Motion: Rachelle McDonald
Second: Cal McDonald
Motion passed.

President's Report

[attached]
Motion to Receive & File: David Jefferson
Second: Monica Hitchcock

SAINT JOHN TRACK CLUB

ANNUAL GENERAL MEETING MINUTES

THURSDAY 18 JULY 201 | UNB SAINT JOHN CANADA GAMES STADIUM

Financial report - Approval of Financial Statement 2018 [presented by Bill in Luc's absence]
[attached]

Notable: No debt, some assets, cash. Consistent with previous years.

Motion: Alex Coffin

Second: David Jefferson

Motion passed.

Strategic Plan update

Information item, no motion.

[attached]

Club Policies and bylaws

Review of

Driver Liability

Risk Management & Screening

Code of Ethics

Information item, no motion.

[attached]

Coaches Report - Chris Belof [telephone]

[attached]

Motion to Receive & File: Rachelle McDonald

Second: Rebecca Lagace

Motion passed.

Youth Development Report - Julia Loparco [delivered by Bill]

Motion to Receive & File: Rebecca Lagace

Second: Sharon Peabody

Motion passed.

Review of ANB Code of Ethical Conduct

Information item, no motion.

[attached]

Elections of 2019 Directors/Officers

Chair / President	Bill MacMackin
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SAINT JOHN TRACK CLUB

ANNUAL GENERAL MEETING MINUTES

THURSDAY 18 JULY 201 | UNB SAINT JOHN CANADA GAMES STADIUM

Vice Chair/ VP	Dave Emerson
Treasurer	Luc Cormier
Director	Dave Thomas
Director – Coach	Sue Ellis
Director	Rachelle McDonald
Director	Marc Landry
Director	Brian Thorne
Director	Dennis Vringer
Director – Athlete	Victoria Leblanc
Director – Master	Dave Jefferson

No additional nominations from the floor.

Motion to Approve: Rebecca Lagace

Second: Monica Hitchcock

Motion passed.

Other business

Discussion of Master's program results reporting.

Action:

a) Rebecca will document the concern and send to Bill

b) Bill will raise with ANB [Stephanie] and is investigating a software solution.

Discussion of recognition/documenting provincial record for Masters.

Action:

a) Bill recommends directing results via email to Stephanie at ANB, who will update records

Next Board Meeting

September 2019, date to be determined in August.

Adjournment **7:14pm**

Motion: Dave Thomas

No second required. Motion passed.



SJTC Annual General Meeting – UNBSJ Canada Games Stadium

6:45 pm – 7:15 pm July 18th, 2019

Agenda

1. Welcome & Call to parents/athletes for input and ideas
2. Call to Order & Approval of the Agenda
3. Review minutes & actions from the 2018 AGM

4. President's report – Club Goals / Mission /Year recap

5. Financial report - Financial Statement 2018

6. Strategic Plan

7. Club Policies and bylaws
 - Important policies to point out
 - i. Drivers
 - ii. Risk Management & Screening
 - iii. Code of Ethics

8. Coaches Report - Chris B
9. Youth Development Report - Julia L

10. Club Board of directors
 - Nominations & Elections of 2019-2020 directors / officers

11. Other business...
12. Future meetings – Board Meetings
13. Adjournment

SAINT JOHN TRACK CLUB

ANNUAL GENERAL MEETING 2018

THURSDAY 14 JUNE 2018 | CANADA GAMES STADIUM, UNB SAINT JOHN

Attendees:

X	Alex Holder	X	Dave Thomas	X	Rachelle McDonald
X	Bill MacMackin	X	Chris Belof	X	Sue Ellis Loparco
X	Dave Jefferson	X	Luc Cormier	R	David Emerson
X	<i>present</i>	R	<i>Regrets</i>		

Also: Rebecca Lagace, Cameron Harris, Brady Graves,

1. CALL TO ORDER

Time: 6:36 PM

By: Bill MacMackin, Chair

2. APPROVAL OF AGENDA

Motion to Approve: Dave Thomas

Seconded: Dave Jefferson

Unanimous. No changes.

3. APPROVAL OF PREVIOUS AGM MINUTES:

Motion to Approve: Dave Thomas

Seconded: Rachelle McDonald

No additional Business Arising.

4. NEW BUSINESS

4.1 Reports

4.1.1 President's Report: Attached - [Bill]

Coaching changes: from Reindl to Belof, and now the upcoming change from Alex Holder to the new incoming candidate. Noted high performance by incumbent Alex Holder , but the role is designed as a high turnover starting position.

Agreement with UNB has been renewed..

New indoor track facility in East Saint John: 95% of tenders have been awarded. 99% of tenders will be completed by June. Construction is slightly ahead of schedule and slightly under budget.

Motion to Receive and File:
Dave Thomas

Seconded: Rachelle McDonald

Unanimous. No changes.

4.1.2 Treasurer's Report: Attached [Luc]

*Balance sheet review comparison of 2017 vs 2018
Year End expected to produce a balanced budget.*

Motion to Receive and File:
Dave Jefferson

Seconded: Rachelle McDonald

Unanimous. No changes.

4.1.3 Policy Update [Bill]

Police checks need to be done by all coaches.

The SJTC does not provide drives/rides; any travel organized by the club needs to be done with professional drivers, no liability coverage otherwise.

Chris travels under UNB/ANB and is employee of the club therefore coverage is included.

Code of Ethics policy update.

Motion to Receive and File:
Rebecca Lagace

Seconded: Luc Cormier

Unanimous.

4.2 ELECTION OF OFFICERS

All standing nominations, all accepted for another term. Chris Belof to investigate Senior or Jr athletes willing to commit to 2-3yrs term.

Motion to Approve:
Rachelle McDonald

Seconded: Dave Jefferson

Unanimous.

4.3 OTHER BUSINESS

*Discussion:: Indoor facility will increase growth in a number of areas.
Events will need for a increased number of volunteers from club parents.
Discussion: Cooperative relationships between FLTC & SJTC regarding
regional development, sharing of resources, and overlap of coaching groups.
Still much to work out, lots of discussion regarding how things could work.
UNB driven club supported.*

Motion: *Info only, not required.* :

5. ADJOURNMENT

Time: 7: 25 pm

Motion By: Rebecca Lagace



Annual General Meeting 2019 Presidents Report – July 2019

Dear SJTC Members,

It is my pleasure to provide this report to you as president of the Saint John Track Club at this Annual meeting. This meeting is part of our process of reporting to our membership, as is our web site and the policies and bylaws area. We encourage you to seek out the SJTC website to find out about the business of the club and all our policies that have been approved by the board.

I want to thank our staff members & volunteer coaches who have worked very hard last year to support and improve our programming over the past year.

We are very proud to have two of the provincial staff based in SJ and affiliated with our club Chris Belof a coach and Julia Loparco as Provincial Coordinator of Inro programs.

Our sport and our club completed a very strong year in 2018 and so far in 2019. W Congratulations to the athletes and coaches involved.

A few key highlights of the year 2018-19:

- NB athletes qualifying for USport Track Champs
- Medals at a number of events including Canadian Indoor and Legion Champs

Actions of the new Board of Directors:

- 4 Board meetings.
- Members of the board and coaching team attended the ANB AGM & SAGM and Athletics Canada Meetings.

Our focus for the past year has been

- Working on the new field house project
- Ensuring our staff is on track and supported to get their jobs.
- Attending & hosting many competitions.
- Identifying ways for our programs to strengthen and improve our club.

One change we are proposing this year is the expand our board of directors to the full eleven members allowed by our bylaws. A few parents have indicated an interest in these positions and that will be reported later in the meeting for a vote. Our objective is to expand the voices around the board so that parents have more of a voice for their athlete members.

Thank you again for your hard work in making our sport so successful and congratulations to all of you on such an outstanding year. This success is yours and the direct result of your hard work for many years. Well done & Thank you,

Bill MacMackin, President, Saint John Track Club



2016-2020 Strategic Plan **FOCUS 2019**

SAINT JOHN TRACK CLUB MISSION STATEMENT

SJTC provides leadership, development, and competition to encourage and foster both participation and high performance in Athletics.

2016-2020 STRATEGIC GOALS



2019 PRIORITIES & INITIATIVES

Improve what we offer through program development.	Attract more athletes through improved marketing and communications reach.	Attract and development more Coaches, Official, and Meet Volunteers.
Introduce and trial a 5-7 age group cohort.	Strengthen our proposition by adding detail to our comms and margin to better describe the SJTC experience.	Engage more parents as meet volunteers.
Examine and adjust fee schedules, especially those for our youngest members.	Focused recruiting of top middle school and high school athletes	Establish a development track and incentives for lifelong engagement, from new athlete to coach/official.
Emphasize the positive outcomes of athlete participation in track meets, especially local events.	Promotion of club programs to recreational program athletes in Greater SJ.	Emphasize the positive experience of volunteer participation in track meets, especially local events.
Examine and adjust practice schedules, to consider start times and indoor season start dates.	Redevelop programs to maximize the opportunity of the new Field House.	Host the Regional Coaching Summit and Performance Coach Training, Nov 2019

Saint John Track & Field Club Inc.

Financial Statements

For The Year Ended December 31, 2018

(Unaudited)

Saint John Track & Field Club Inc.

Index to Financial Statements

For The Year Ended December 31, 2018

(Unaudited)

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Independent Practitioner's Review Engagement Report

To the Board of Directors of Saint John Track & Field Club Inc.

We have reviewed the accompanying financial statements of Saint John Track & Field Club Inc. as at December 31, 2018 and the statements of revenue and expenditures and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Directors' Responsibility for the Financial Statements

The directors are responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Saint John Track & Field Club Inc. as at December 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Saint John, NB
April 29, 2019


Chartered Professional Accountants

Saint John Track & Field Club Inc.

Statement of Financial Position as at December 31, 2018

(Unaudited)

<u>Assets</u>	<u>2018</u>	<u>2017</u>
	\$	\$
Current:		
Cash	80,139	71,802
Accounts receivable	-	10,000
Inventory	19,530	19,776
	<u>99,669</u>	<u>101,578</u>
 <u>Liabilities and Net Assets</u>		
Current liabilities:		
Accounts payable	1,800	32,742
Deferred revenue	35,000	21,050
	<u>36,800</u>	<u>53,792</u>
 Net Assets:	<u>62,869</u>	<u>47,786</u>
	<u>99,669</u>	<u>101,578</u>

On behalf of the Board:

_____ Director

Saint John Track & Field Club Inc.

Statement of Operations and Net Assets for the year ended December 31, 2018

(Unaudited)

	<u>2018</u>	<u>2017</u>
	\$	\$
Revenues:		
Contributed support	26,300	24,500
Program revenue	31,569	29,606
UNBSJ Varsity Athletics	71,218	77,701
	<u>129,087</u>	<u>131,807</u>
Expenditures:		
Coaching expense	20,250	20,490
Dues and fees	6,140	9,590
Organizational expenses	2,259	6,657
Prizes and awards	1,092	1,267
Professional fees	2,070	1,725
Rental	2,000	2,001
Telephone	-	592
Travel	1,870	242
UNBSJ - Major program expense	75,747	74,222
Uniforms	2,576	2,979
	<u>114,004</u>	<u>119,765</u>
Excess revenue for the year	15,083	12,042
Net assets, beginning of year	<u>47,786</u>	<u>35,744</u>
Net assets, end of year	<u><u>62,869</u></u>	<u><u>47,786</u></u>

Saint John Track & Field Club Inc.

Statement of Cash Flows for the year ended December 31, 2018

(Unaudited)

	<u>2018</u>	<u>2017</u>
	\$	\$
Cash flow from operating activities:		
Excess revenue for the year	15,083	12,042
Changes in non-cash working capital:		
Accounts receivable	10,000	(10,000)
Inventory	246	(5,851)
Accounts payable	(30,942)	2,736
Deferred revenue	13,950	(4,410)
	<u>8,337</u>	<u>(5,483)</u>
Increase (decrease) in cash during the year		
Cash, beginning of year	<u>71,802</u>	<u>77,285</u>
Cash, end of year	<u><u>80,139</u></u>	<u><u>71,802</u></u>

Saint John Track & Field Club Inc.

Notes to Financial Statements for the year ended December 31, 2018

(Unaudited)

1. Nature of operations:

The club was founded in the 1970's and is a not-for-profit organization for young Saint John athletes, providing programs, coaching and the opportunity to compete locally, regionally and nationally. The club incorporated in January, 2014.

2. Significant accounting policies:

Accounting policies for not-for-profit organizations:

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) and include the following significant policies:

Cash and cash equivalents:

Cash is defined as cash on hand, cash on deposit, and short-term deposits with maturity dates of less than 90 days, net of cheques issued and outstanding at the reporting date.

Inventory:

Inventory is valued at the lower of cost and net realizable value. Cost is determined using the average cost method.

Income taxes:

The club is a not-for-profit organization within the meaning of the Income Tax Act (Canada), and as such is exempt from income taxes.

Revenue recognition:

Donations and other revenues are recognized as received. Membership fees are recognized as revenue when collected.

Use of estimates:

The preparation of the financial statements in conformity with ASNPO requires management to make estimates that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities as at the date of the financial statements, as well as reported amounts of revenues and expenses during the reporting period. These estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in the future could be significant.

3. Financial risks and concentration of risk:

Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The accounts receivable are due from one organization, UNBSJ. There has been no change to the risk exposures from 2017.

Saint John Track & Field Club Inc.

Notes to Financial Statements for the year ended December 31, 2018

(Unaudited)

3. Financial risks and concentration of risk (continued):

Liquidity risk:

Liquidity risk is the risk that the organization will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The organizations exposure to liquidity risk is dependent on the collection of accounts receivable, purchasing commitments and obligations or raising of funds to meet commitments and sustain operations. Cash flow from operations provides all of the organizations cash requirements. Management is of the opinion the liquidity risk is not a significant risk and there has been no change to the risk exposures from 2017.

Board Report July 18th, 2019
Christopher Belof
High Performance Coach



Coaching Education:

- Performance Coach in Conjunction with the Atlantic Athletics Summit (SJ)
- Performance Coach November 15-17th 2019 – new facility – in SJ – need 5 coaches per event group to host
- Provincial Evaluations – as needed – PC requires Club coach evaluated/certified

ANB:

- Part of the Provincial team committee – CSG – event coach call closed July 15th – Bill and Julia to make selections
- AC TF Champs in Montreal July 25-28th
- Legion Nationals in Sydney August 9-11

Performance:

- Legion Plan -
- National Jr/Sr 5-10 - athletes from UNB training group -
- Outdoor meet schedule – travel and home competitions
- SJTC/UNB indoor plan for 2019 – Dates are set for facility Jan 30/Feb 1 - University competition
 - I would like SJTC/UNB to generate money on these events – less sharing with ANB where possible. RJTW events mixed into the indoor events? **See below**
- UNB group summer ending shortly – UNB CC already started.

Positive Experience:

- **Outdoor practices – great job by ALL!**
- **Outdoors Meets – Thank you and Great job!**
 - **Its outstanding to host the number of meets we do at the level we do! Volunteer and official are outstanding, youth through senior competitions needs to improve but will over time.**
- Summer staff – 2020 – would like to add a specific SJTC seed grants x 2

Discussion Point:

- SJTC/UNB HP funding model – can we revisit this for the coming 2019 -2020 year – maybe a sub committee?
- 2019 – 2020 - Meet revenue/expenses Indoors & Outdoors – meet organizing committee to work with Julia?
- 2020 outdoor competitions for senior athletes – ECG? June Ontario series? April/May - Warm weather Competition Camp
- UNB Training group – will have more athletes working with SJTC club coaches & training groups where abilities are applicable
- Practice time – UNB/Fredericton distance athletes sharing time - PV group sharing time winter & summer? Cost sharing? Club Merger?
- Club Logo UPDATE – UNB Merger?
- UNB fundraising Camps, spring? Winter? Summer? Are these worth having if so when?

AGM Report July 18th, 2019

Julia Loparco, Director of RJTW & Intro Programs



Events & Outreach:

- *Spring/Summer RJTW programs with SJTC*
- *New Tiny Tots program*
- *SJTC Twilights 1,2 & 3*
- *Co-meet director for East Coast Games/RJTW Provincials*
- *Atlantic Champs/RJTW Atlantics*
- *ANB youth programs coordination (12 Challenges, RJTW Series, In-Service days, Drop-in clinics)*

Coaching:

- *SJTC Outdoor- Saint John*
RJTW: 46 (April, May & early June numbers are fairly consistent, later June & July numbers drop significantly due to vacation, other sports, weather, etc).
Tiny Tots: 18 (consistent for the whole 6-week program)
- *Para: Jacob Leblanc – Moncton (off to World Juniors end of July)*
- *Jillian Throws*

General:

- *Hiring of all ANB summer staff*
- *Management of Saint John/Fredericton/Bathurst staff throughout summer*

Positive Experiences/Feedback:

- *Tiny Tots program was a success, a lot of positive feedback from parents about the organization of the program compared to other programs for that age group. Lots of interest in a winter session. Something to note if we decide to do a winter session would be finding a helper(s) for the group.*
- *Chris did a great job 'recruiting' kids from all over the South-West region (both in middle school & high school) by identifying them and promoting SJTC and other opportunities for them in track & field. Many have since attended practice- Great job Chris!*
- *Volunteers/Officials/Coaches and parents often have positive remarks about the organization of meets run in Saint John- Great job to Bill & all!*
- *A new group of officials trained at 2 clinics in SJ this summer- Awesome!*

Upcoming:

- *Junior Olympics Day with City of Saint John Playground programs (August 13th)*
- *Fall XC season (Youth Cross Country Series & Other meets)*
- *Field house opening (moving outdoor equipment over) & many meets to come*
- *Atlantic XC Champs Meet Director (Fredericton)*
- *AUS XC Champs Meet Director w/Chris (Fredericton)*
- *Final reports due to Service Canada for all summer students*

Saint John Track & Field Club Inc.

POLICY STATEMENT 2.0: SJTC Volunteer / Coach Screening Policy

- 2.1 **Assessment of Risk:** The Board of Directors is responsible for assessment of risk related to all positions of the Club looking at the possibilities of loss or injury that might arise in programs, activities and services and taking steps to stop, minimize, prevent or eliminate them all together. This includes the Club's obligation to take all reasonable measures to care for and protect their participants from harm. The Board has established the need to screen an applicant as dictated by the nature of the position and its inherent level of risk. When determining risk consider such factors as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship.
- 2.2 **First Aid Training:** The Board will provide first aid training to any interested volunteer, official or coach and requires that at least one coach/volunteer trained as a first responder be on site at Club practices.
- 2.3 **Facility Emergency Action Plan:** The Club will prepare an emergency action plan for each training venue which will be reviewed at the annual Board/staff orientation sessions as well as being provided to coaches.
- 2.4 **Return to training / competition after injury:** Athletes who have sustained an injury will only return to training and competition when they are healed and healthy in the opinion of their coach in consultation with the athlete and/or parents (if under age 18) and medical officials. A coach may have the right to receive written confirmation from medical officials on the status of the injury/health issue in making the decision to allow the athlete to return.
- 2.5 **Screening Measures:** The various positions in the Club have been ranked according to the level of risk associated with that position and the appropriate screening measures have been assigned to each level of risk.

Risk Level	Screening Measure
High Risk Positions: Camp Leaders and Staff High Performance Coaches Summer Staff	Application Form (with references) Interview by Selection Committee/Board Members References Checked Police Records Check (updated every 3 years)
Medium Risk Positions: Coaches, Instructors or Volunteers working with athletes under ages 15	Police Records Check (updated every 3 years) ANB Application (references if requested by the Board)
Low Risk Positions: Board members Event Officials and Volunteers	None

- 2.6 **Boundaries / Limitations:** It is the Club's policy that all volunteers and coaches shall abide by the following standards.
- Shall never be alone with a player especially under the age of 15.
 - Shall not be responsible for transportation to/from practices/games/tournaments.
 - Shall be a role model; no drugs, alcohol, smoking or abusive language at practices, games, or tournaments.
 - Shall adhere to ANB and Club policies.
 - Shall embrace Club values, principles, and policies as per Club Constitution.
 - Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play).

Adopted, BoD; March 20, 2014

Saint John Track & Field Club Inc.

POLICY STATEMENT 3.0: Driver Policy

- 3.1 Saint John Track & Field Club Inc. (the “Club”) is not responsible for, and does not coordinate, travel to or from events, competitions or practices.
- 3.2 In the event that a coach or volunteer of the Club, or a parent or any other person, transports a Club athlete or other person to or from an event, competition or practice, they do so on their own behalf only, and not for or on behalf of the Club.
- 3.3 Without limiting the foregoing, the Club does not screen parents, volunteers, coaches or any other person for their driving record or vehicle safety and advises members / parents that they are responsible to make these and any other evaluations themselves.
- 3.4 The Club assumes no liability and does not accept responsibility for any injuries or damages sustained when travelling by Club members, coaches, volunteers or any other person. In all instances the owner/operator takes responsibility for the risks.
- 3.5 Without assuming any liability on behalf of the Club, it is suggested that members, parents, volunteers, coaches or other persons providing or receiving drives to or from any athlete, coach, volunteer or other person consider the following:
 - a) Satisfy yourself on the suitability of the person driving to be a good safe driver properly licensed in the province.
 - b) Ensure the vehicle is safe to your satisfaction and suitable for the trip.
 - c) If you are the driver remember, it is always your responsibility and all passengers of a vehicle to be aware of potentially hazardous situations while driving.
 - d) If traveling in the U.S.A., members should arrange for appropriate medical coverage.
 - e) The Club discourages the use of 15 passenger vans.
 - f) Drivers must ensure they have adequate liability insurance; the Club will not accept responsibility for any injuries or damages sustained.

Adopted, BoD; March 20, 2014

Saint John Track & Field Club Inc.

POLICY STATEMENT 7.0: Member Conduct Policy “Code of Ethical Conduct”

7.1 Application of this Policy:

- a) This Policy applies to all Members of Saint John Track & Field Club, where Members are defined to include coaches, event group leaders, officials, athletes, meet and race directors, administrators, athletic trainers, volunteers, staff and contractors of Saint John Track & Field Club. This Policy applies to the conduct of Members at any Saint John Track & Field Club activities, programs and events and includes conduct of members in activities in any way related to Saint John Track & Field Club and/or its members.

7.2 Expected Standard of Ethical Conduct:

- a) All Members of Saint John Track & Field Club must:
 - i. Not knowingly place themselves in a situation that could give rise to a conflict between personal interests and the interests of Saint John Track & Field Club.
 - ii. Comply at all times with the bylaws, policies, rules and regulations of the IAAF, Athletics Canada and Saint John Track & Field Club, as adopted and amended from time to time, including complying with any contracts or agreements executed with or by Saint John Track & Field Club.
 - iii. Participate in a spirit of fair play and honesty.
 - iv. Abide by the laws of the jurisdiction of the province or country in which the event is taking place.
 - v. Refrain from using alcohol and tobacco products during Saint John Track & Field Club training sessions or competitive events, consume these products at social events preceding or following training and competitive sessions and discourage their use by athletes.
 - vi. Be courteous and respectful to other members of the athletic community.
 - vii. Refrain from the use of profane, insulting or offensive language.
 - viii. Refrain from public criticism of other members of the athletics community.
 - ix. Respect the dignity of others.
 - x. Display an active support of Saint John Track & Field Club.
 - xi. Act in a manner that will bring credit to the Athletics Community and themselves. Abide by the Athletics Canada & Athletics New Brunswick Member Conduct Policy Expected Standard of Ethical Conduct (general) which expects its members to:
 1. Demonstrate through words and actions the spirit of sportsmanship, sports leadership and ethical conduct.
 2. Treat others with respect and refrain from negative or disparaging remarks or conduct.
 3. Not knowingly place themselves in a situation that could give rise to a conflict between personal interests and the interests of Athletics New Brunswick & Athletics Canada.
 4. Avoid and reject the non-medical use of drugs or the use of performance-enhancing drugs or methods.
 5. 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.
 6. 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.
 7. 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.

8. 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.

b) In addition, all Coaches must:

- i. 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.
- ii. 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.
- iii. Never solicit, either overtly or covertly, athletes coached by others, to join their squad.
- iv. 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.
- v. Recognize and accept when to refer athletes to other coaches and sport specialists. Allow athletes' goals to take precedence over those of the coach.
- vi. 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.
- vii. 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.
- viii. Seek out and fully co-operate 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 sports physicians, and displaying an active support of Athletics Canada and Saint John Track & Field Club.
- ix. Ensure the safety of the athletes with whom they work.
- x. Educate athletes about nutrition, safe and healthy weight loss or gain, and healthy eating behaviors.
- xi. 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.
- xii. 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 Saint John Track & Field Club 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:
 1. Sexual activity without consent is always a crime regardless of the age of the individuals.
 2. Children under 12 are never considered able to consent to sexual activity.
 3. 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.
 4. Young person 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.
- xiii. Never provide under-aged athletes with alcohol.
- xiv. Regularly seek ways of increasing professional development.
- xv. Exhibit respect for officials and the decisions they make with respect to the competition.
- xvi. Obtain a Police Check in compliance with Saint John Track & Field Club rules.
- xvii. Display an active support of Athletics Canada and Saint John Track & Field Club.

- c) In addition, all Officials must:
 - i. Conduct all events according to the rules of IAAF/AC/ANB/Saint John Track & Field Club, as appropriate with the integrity of the sport and the performance of each athlete in mind.
 - ii. Prepare for, conduct and administer duties and responsibilities to provide quality service to the athletics community.
 - iii. Work in a spirit of cooperation with other officials and do not interfere in any way with their duties and responsibilities.
 - iv. Observe OOC/NOC standards of dress.
 - v. Refrain from using tobacco products within the competition area.
 - vi. Refrain from entering the competition area under the influence of alcohol.
- d) In addition, all Volunteers must:
 - i. Work in a spirit of cooperation.
 - ii. Act in a manner that will bring credit to the Athletics Community and themselves.
 - iii. Be courteous, cooperative and discreet.
 - iv. Not encourage athletes to consume drug, alcohol or intoxicants and must not provide these products to under-aged athletes.
- e) Complaints:
 - i. Complaints related to violations of the ethical code of conduct will be dealt with as per the process defined in SJTC Policy 11.0.
- f) Appeals:
 - i. Appeals of Decisions rendered under this policy will be dealt with using the Saint John Track & Field Club Appeals Procedure as outlined in SJTC policy 12.0.

Adopted, BoD; March 20, 2014

SJTC Board 2019

Role	2019
Chair / President	Bill MacMackin
Vice Chair/ VP	Dave Emerson
Treasurer	Luc Cormier
Director	Dave Thomas
Director – Coach	Sue Ellis
Director	Rachelle McDonald
Director	Marc Landry
Director	Brian Thorne
Director	Terry Lee Vringer
Director – Athlete	Victoria Leblanc
Director – Master	Dave Jefferson