



## **Club Policies**

*Draft, August 2017*

### **Harassment and Abuse Policy**

Our club respects and refers to the Harassment and Abuse policy set out by Athletics Ontario. Please refer to their policy to gain an understanding of our position on harassment and abuse.

<http://athleticsontario.ca/wp-content/uploads/2017/03/Harassment-Policy-PnP-Final-26Feb17.pdf>

### **Privacy Policy**

Protection of personal information is of the utmost importance to the National Capital Track and Field Club. The majority of athlete and member information is kept electronically and therefore subject to PIPEDA (Personal Information Protection and Electronic Documents Act) requirements. Information about PIPEDA can be found here - <https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/>

Personal information will not be shared for profit, will be stored in a secure manner, and only collected as needed for safety of athletes and proper club operations.

The NCTFC abides by the AO Privacy Policy, and this document can be referenced for further information. <http://athleticsontario.ca/wp-content/uploads/2017/03/Privacy-Policy-Final-26Feb17.pdf>

### **Membership Policy**

Membership includes being associated with the club in the position of executive, volunteer, athlete and coach. The following policy outlines the expectations of each membership group.

#### **Executive/Board of Directors**

Executive members, or club directors, are expected to act in good faith and in the best interest of the club. Executive members who feel that they are in a position of conflict, are no longer able to act in good faith, or no longer able to act in the best interest of the club are encouraged to remove themselves from the club if remedial action is not possible. Executive members are expected to act in accordance with their Code of Conduct.

#### **Athletes**

Athlete members are expected to remain in good standing with the club, and to act in accordance with their Code of Conduct. Athletes who are unable to remain in good financial standing are encouraged to

contact the club administrators to explain their situation and look for financial assistance (with the help of club administration) in order to remain a member of the club.

Athletes are also required to complete the registration form for respective seasons and follow up with any waivers that may be required. Athletes who are not compliant with registration requirements may not be able to participate in club events, including practice sessions and competition, until requirements are met. These policies are in place to ensure fair treatment of all athletes and to ensure a safe training and competition environment.

### **Coaches**

Coaches are volunteer members of the NCTFC, but are subject to additional requirements to retain membership with the club. All coaches must obtain a Police Records Check prior to becoming a member of the club in accordance with AO policies and procedures. Police Records Checks that show prior convictions may result in declined membership to the club in order to protect athletes and other members. Coaches must also complete registration forms and liability waiver as required by the club. Coaches who violate these procedures, or the Coaches' Code of Conduct stand to have their membership revoked if there is no other remedial action or solution possible.