



ATHLETICS CANADA RULES AND BYLAWS

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SCHEDULE 'B'

ATHLETICS CANADA | ATHLÉTISME CANADA

BYLAWS

ARTICLE 1 GENERAL

1.1 These Bylaws relate to the general conduct of the affairs of the Athletics Canada | Athlétisme Canada, a Canadian Corporation.

1.2 The following terms have these meanings in these Bylaws:

1. *Act* – the *Canada Not-for-Profit Corporations Act*, S.C. 2009, c.23, including the Regulations made pursuant to the Act, and any statutes or regulations that may be substituted, as amended from time to time;
2. *Associates* - individuals and organizations who are engaged in activities that are provided, sponsored, supported, sanctioned or recognized by the Corporation or its Members, but who are not Members of the Corporation;
3. *Articles* – the restated articles of continuance of the Corporation;
4. *Athletics* - track and field, road running, race walking, cross-country running, mountain running and para-athletics;
5. *Auditor* – a Public Accountant, as defined in the Act, appointed by the Members by Ordinary Resolution at the annual meeting to audit the books, accounts, and records of the Corporation for a report to the Members at the next annual meeting;
6. *Board* – the Board of Directors of the Corporation;
7. *Corporation* – Athletics Canada | Athlétisme Canada;
8. *Days* – total days irrespective of weekends and holidays;
9. *Director* – an individual elected or appointed to serve on the Board as set out in these Bylaws;
10. *IAAF* - International Association of Athletics Federations, the international governing body for the sport of athletics;
11. *Meetings of Members* – shall include annual meetings, semi-annual meetings and special meetings;
12. *Member* – those organizations meeting the definition of member as set out in these Bylaws;
13. *Officer* – an individual elected or appointed to serve as an Officer of the Corporation pursuant to these Bylaws;
14. *Ordinary Resolution* – a resolution passed by the majority of votes cast on that resolution; and
15. *Special Resolution* – a resolution passed by a majority of not less than two thirds of the votes cast on that resolution.

1.3 The business and affairs of the Corporation will be carried on without the purpose of gain for its Members and any profits or other accretions to the Corporation will be used in promoting its purposes.

1.4 Except as provided in the Act, the Board will have the authority to interpret any provision of these Bylaws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the purposes of the Corporation as set out in the Articles. The Board will consult with the Members prior to making any such interpretation.

1.5 These Bylaws have been drafted in English and the official French text is a translation. In the case of conflicting interpretations, the English version will prevail.

ARTICLE 2 MEMBERS

2.1 The Corporation has one class of Members, which is *Member Branches*. Member Branches are organizations in each province and territory of Canada that are recognized by their respective provincial and territorial governments as the governing body for the sport of athletics within that jurisdiction, and which are registered with the Corporation as a Member.

2.2 Each Member agrees to abide by the Corporation's Articles, Bylaws, policies, procedures, rules and regulations, as may be amended from time to time.

2.3 Each Member will select a delegate to represent that Member at Meetings of Members.

2.4 Membership dues will be determined from time to time by the Members at the annual meeting.

2.5 Membership in the Corporation is terminated when:

1. The Member no longer meets the definition of Members set out in Article 2.1;
2. The Member fails to pay any dues or fees payable within 30 days of the date that the Secretary sends a written demand for payment;
3. The Member resigns from the Corporation by giving written notice to the Secretary in which case the resignation becomes effective on the date specified in the notice, provided that resignation as a Member does not relieve the Member of its obligation to pay any outstanding dues or fees; or
4. The Corporation is liquidated or dissolved under the Act.

ARTICLE 3 ASSOCIATES

3.1 There are four categories of Associates. Associates are not Members of the Corporation. The categories of Associate are:

1. *Club Associate* - a local club offering programs in the sport of athletics, which is duly registered with the Member and with the Corporation, in accordance with such registration requirements and limitations as the Member or the Corporation may prescribe ;
2. *Individual Associate* - an athlete, coach, manager, official, volunteer or other individual who is directly involved in the sport of athletics, and who is duly registered with the Member and with the Corporation, in accordance with such registration requirements and limitations as the Member or the Corporation may prescribe ;
3. *Affiliated Associates* - a nationally registered organization that may be interested in the promotion, assistance, or study of athletics in Canada and who cooperates with the Corporation in the promotion of athletics;
4. *Honorary Life Associates* – individuals who have made an outstanding contribution to the Corporation.

ARTICLE 4 MEETINGS OF MEMBERS

4.1 Meetings of Members will include annual meetings, semi-annual meetings and special meetings. The Corporation will hold Meetings of Members at such date, time and place as determined by the Board. Such

meetings will be conducted according to *Roberts Rules of Order*, current edition.

4.2 The annual meeting will be held within 15 months of the last annual meeting but not later than six months after the end of the Corporation's preceding financial year. The semi-annual meeting will be held approximately six months prior to the annual meeting.

4.3 A special meeting of the Members may be called at any time by the Chair or upon the written request of Members holding not less than five percent of the total Members' votes as would be calculated at the time of the request, using the formula in Article 4.10. The agenda of special meetings will be limited to the subject matter for which the meeting was duly called.

4.4 A Meeting of Members may be held by means of telephone, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, if the Corporation makes available such a communication facility.

4.5 Any Member entitled to vote at a Meeting of Members may participate in the meeting by means of telephone, or an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting. A person so participating in a meeting is deemed to be present at the meeting.

4.6 Notice for a Meeting of Members will include the time and place of a meeting, the proposed agenda, reasonable information to permit Members to make informed decisions, and will be given to each Member by the following means:

1. By mail, courier or personal delivery to each Member entitled to vote at the meeting, at least 30 days before the day on which the meeting is to be held; or
2. By telephone, electronic or other communication facility to each Member entitled to vote at the meeting, at least 21 days before the day on which the meeting is to be held.

4.7 Persons entitled to be present at a meeting of Members are the delegates identified by each Member to exercise the Member's vote, other representatives of the Member that the Member consents to being present, the Directors, the Auditor, the IAAF Liaison, Associates and such other persons who are entitled or required under any provision of the Act to be present at the meeting. Any other person may be admitted only at the invitation of the Chair of the meeting or by Ordinary Resolution of the Members at the Meeting.

4.8 Any Meeting of Members may be adjourned to any time and place as determined by the Members present at the meeting being adjourned, and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice will be required for any adjourned meeting.

4.9 Quorum for a Meeting of Members will be those Members carrying 30 percent of Member votes. If quorum is met at the start of the meeting, but thereafter Members depart the meeting such that quorum is lost, the meeting is nonetheless a valid meeting and may continue.

4.10 For the purpose of electing directors, each Member is entitled to one vote. For all other purposes and on all other Member resolutions at Meetings of Members, each Member will be allocated a number of votes based upon the following formula, where the Member's votes are the sum of Population votes and votes of Associates who are individuals:

Population of Province or Territory

Less than 500,000	1 vote
500,000 to 1,499,999	2 votes
1,500,000 to 2,999,999	3 votes
3,000,000 to 5,999,999	4 votes
6,000,000 or more	5 votes

Where population is based upon published figures from the most recent Statistics Canada federal census.

Number of Associates

Less than 500	1 vote
501 to 1000	2 votes
1001 to 2000	3 votes
2001 to 4000	4 votes
4001 to 6000	5 votes

And 1 further vote for every additional 2000 Associates,

Where the number of Associates is based upon those individuals who are registered with the Member as of December 31 of the year preceding the meeting of Members at which voting is to occur.

4.11 Members will exercise their vote as a block of votes. There will be no proxy voting. Except as otherwise provided in the Act or these Bylaws, an Ordinary Resolution will decide each issue. In the case of a tie, the vote is defeated.

ARTICLE 5 GOVERNANCE

5.1 The Board will consist of a minimum of seven and a maximum of ten Directors, including the Chair, as follows:

- a) A Chair, elected by the Members at the annual meeting to serve a term of four years;
- b) Four to six Directors-at-Large elected by the Members at the annual meeting to serve terms of two years;
- c) Two Athlete Directors, one of each gender, who are a member of and nominated by the group of athletes who are 18 years of age or older and who have been nominated or selected by the Corporation to a National Team in any discipline in the previous four years (calculated from the date of nomination), acting collectively, and elected by the Members at the annual meeting to serve terms of two years; and
- d) One Director who may be appointed by the Board following the annual meeting to serve as a Director until the next annual meeting.

5.2 Any person who is 18 years of age or older, who has the power under law to contract, who has not been declared incapable by a court in Canada or in another country, who does not have the status of bankrupt, who is an Associate of the Corporation or if not an Associate, undertakes to obtain status as an Associate within 10 days of being elected, and who satisfies the requirements of the *Income Tax Act* in relation to the eligibility to serve as a director of a registered charity, may be nominated for election or appointment as a Director.

5.3 Any nomination of an individual for election as a Director must include the written consent of the nominee. Nominations must have the support of at least two Associates (in the case of nominees for Athlete Director), and two Associates and one Member (in the case of nominees for Chair or Director-at-Large). A nomination for election may also be supported by the Governance and Nominating Committee without requiring the support of Associates or Members.

5.4 Nominations must be submitted to the registered office of the Corporation at least 30 days prior to the annual meeting, will be circulated to the Members at least 21 days prior to the annual meeting, and elections will take place at the annual meeting.

5.5 Directors' terms of office will be staggered such that the Chair will be elected at the annual meeting in the year following the Olympic Summer Games, at least two Directors-at-Large will be elected in even-numbered years, and at least two Directors-at-Large will be elected in odd-numbered years. The terms of Athlete Director will also be staggered such that one Athlete Director is elected each year.

5.6 A Director may resign from the Board at any time by presenting his or her notice of resignation to the Board. This resignation will become effective at the time the notice is sent, or at the time specified in the notice, whichever is later.

5.7 The office of any Director will be vacated automatically if the Director:

- a) Fails to maintain the qualifications specified in Article 5.2;
- b) If within ten days of being elected or appointed as a Director, fails to obtain status as an Associate;
- c) For whatever reason fails to maintain status as an Associate;
- d) Is convicted of any criminal offense;
- e) Misses more than two consecutive Board meetings; or
- f) Upon the Director's death.

5.8 A Director may be removed by Ordinary Resolution of the Members at a Meeting of Members, provided the Director has been given written notice of and the opportunity to be heard at such a meeting. If the Director is removed and holds a position as an Officer, the Director will automatically and simultaneously be removed from the position as an Officer.

5.9 Where the position of a Director-at-Large or an Athlete Director becomes vacant for whatever reason, the Board may appoint a qualified individual, who satisfies Article 5.2, to fill the vacancy for the remainder of the vacant position's term. Where the position of the Chair becomes vacant for whatever reason, an election will be held to elect a Chair to fill the vacancy for the remainder of the vacant position's term.

5.10 The Chair or any three Directors may call a meeting of the Board. The Board will hold a minimum of four meetings per year.

5.11 Notice of meetings of the Board will be given to all Directors at least 14 days prior to the scheduled meeting. No notice of a meeting of the Board is required if all Directors waive notice, or if those Directors who are absent consent to the meeting being held in their absence.

5.12 At any meeting of the Board, quorum will be a majority of Directors holding office.

5.13 A meeting of the Board may be held by means of telephone, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, if the Corporation makes available such a communication facility.

5.14 Except as otherwise provided in the Act or these Bylaws, the Board has the powers of the Corporation and may delegate any of its powers, duties and functions. More specifically, the Board will:

- a) Approve the vision, mission, values and strategic direction of the Corporation;
- b) Approve policies and procedures to deliver the programs and services of the Corporation;
- c) Provide continuity for the Corporation by maintaining its financial health;
- d) Engage a Chief Executive Officer to manage and oversee the operations of the Corporation;
- e) Maintain positive relationships with stakeholders; and
- f) Perform any other duties from time to time as may be in the best interests of the Corporation.

5.15 Where the IAAF Council includes a member from Canada, that individual will be recognized by the Corporation as the Liaison between the IAAF and the Corporation, and as such will be entitled to attend all meetings of the Board and of the Members of the Corporation. For further clarity, the IAAF Liaison is neither a Director nor a Member and will not be entitled to vote as a Director or as a Member.

ARTICLE 6 OFFICERS

6.1 The Officers of the Corporation are the Chair, Vice-Chair, Secretary, Treasurer and Chief Executive Officer. The Vice-Chair and Treasurer will be appointed by the Board from among its number. The Board will appoint a Secretary, who need not be a Director.

6.2 The *Chair* will be responsible for the general supervision of the affairs of the Corporation, will preside at meetings of Members and at meetings of the Board, will be responsible for the operation of the Board, will be the official spokesperson of the Corporation, and will perform such other duties as may from time to time be established by the Board.

6.3 The *Vice-Chair* will act for the Chair in his or her absence or inability to act, and will perform such other duties as may from time to time be established by the Board.

6.4 The *Secretary* will have charge of the minute books of the Corporation and the documents and registers required to be maintained under the Act. The Secretary will give, or cause to be given, notices of all meetings of the Members and of the Board, will certify all documents of the Corporation which require certification, and will perform such other duties as may from time to time be established by the Board.

6.5 The *Treasurer* will see that proper accounting records as required by the Act are kept, will cause to be deposited all monies received by the Corporation into the Corporation's bank account, when requested will provide the Board with an account of financial transactions and the financial position of the Corporation, and will perform such other duties as may from time to time be established by the Board.

6.6 The *Chief Executive Officer* will be responsible for the management and supervision of the operations of the Corporation.

ARTICLE 7 COMMITTEES

7.1 The Board may appoint such Committees as it deems necessary for managing the affairs of the Corporation and may appoint members of Committees, may prescribe the duties of Committees, and may delegate to any Committee any of its powers, duties, and functions except where prohibited by the Act or these Bylaws. The Board will establish written terms of reference for all Committees.

7.2 A quorum for any Committee will be the majority of its members.

7.3 When a vacancy occurs on any Committee, the Board may appoint a qualified individual to fill the vacancy for the remainder of the vacant position's term. The Board may remove any member of any Committee.

7.4 The Chair will be an ex-officio and non-voting member of all Committees of the Corporation.

7.5 The Executive Committee will consist of the Chair, Vice-Chair and Treasurer. The Chief Executive Officer will be a member of the Executive Committee but will have no vote. The Executive Committee will have full authority of the Board in urgent situations, and will perform such other duties as the Board may prescribe.

7.6 The Governance and Nominating Committee will consist of a voting member of the Executive Committee, an individual put forward by the Member Branches, and an individual appointed by the Board. The role of the Governance and Nominating Committee will be to assist the Board in planning for its own succession through a nominating, orientation and training process, to advise the Board on the adequacy of governance documents and practices, and will perform such other duties as the Board may prescribe.

ARTICLE 8 CONFLICT OF INTEREST

8.1 In accordance with the Act, a Director, Officer, or member of a Committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Corporation will comply with the Act and the Corporation's Conflict of Interest Policy and will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction; will refrain from influencing the decision on such contract or transaction; and will otherwise comply with the requirements of the Act regarding conflict of interest.

ARTICLE 9 FINANCE

9.1 The fiscal year of the Corporation will be April 1 to March 31, or such other period as the Board may from time to time determine.

9.2 The banking business of the Corporation will be conducted at such financial institution as the Board may designate.

9.3 The Corporation will send to the Members a copy of the annual financial statements at least 21 days before the annual meeting.

9.4 The necessary books and records of the Corporation required by these Bylaws or by applicable law will be necessarily and properly kept. Minutes from meetings of the Board will be available to the Board and to Members, each of whom will receive a copy of such minutes. All other books and records will be available for viewing at the Registered Office of the Corporation in accordance with the Act.

9.5 Any two Officers will have authority to sign for and on behalf of the Corporation all instruments and contracts. The Board may establish different signing authorities for cheques and other banking documents as it deems appropriate. From time to time the Board may, by resolution, appoint a Director or Officer to sign a specific instrument or contract on behalf of the Corporation. Any instruments or contracts so signed will be binding upon the Corporation without any further authorization or formality.

9.6 The Corporation may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.

9.7 The Corporation may invest and may borrow funds upon such terms and conditions as the Board may determine.

9.8 All Directors, Officers who are not employed by the Corporation, and members of Committees will serve as such without remuneration and will not directly or indirectly receive any profit from their positions as such; provided that Directors, Officers or members of Committees may be paid reasonable expenses incurred by them in the performance of their duties.

ARTICLE 10 AMENDMENT OF BYLAWS

10.1 A Special Resolution of the Members is required to make any changes to these Bylaws, and to make any fundamental changes as specified in Section 197 of the Act.

ARTICLE 11 NOTICE

11.1 In these Bylaws, notice will mean written notice which is provided by mail, courier, personal delivery, electronic or other communication facility to the address of record filed with the Corporation of the Director or Member, as the case may be.

11.2 Date of notice will be a) the date on which notice is given by personal delivery, b) one day after the date on which the notice is delivered by telephone, electronic or other communication facility, c) two days after the date that notice is couriered, or d) five days after the date that notice is mailed.

11.3 The accidental omission to give any required notice to any Member, Director, Officer, member of a committee or the Auditor, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the Bylaws, or any error in any notice not affecting its substance will not invalidate any action taken at any meeting to which the notice pertained.

ARTICLE 12 INDEMNIFICATION

12.1 The Corporation will indemnify and hold harmless out of the funds of the Corporation each Director and Officer, his or her heirs, executors and administrators from and against any and all claims, demands, actions or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Director or Officer, but will not indemnify a Director or Officer or any other person for acts of fraud, dishonesty, or bad faith.

ARTICLE 13 ADOPTION OF THESE BYLAWS

13.1 These Bylaws were ratified by a Special Resolution of the Members of the Corporation at a Meeting of Members duly called and held on May 24, 2014.

13.2 In ratifying these Bylaws, the Members of the Corporation repeal all prior Bylaws of the Corporation provided that such repeal does not impair the validity of any action done pursuant to the repealed Bylaws.

ARTICLE 14 TRANSITION PROVISIONS

14.1 The Directors holding office at the time the Corporation receives the Certificate of Continuance from Corporations Canada will continue in office, and the provisions of these Bylaws as they apply to election of Directors will take effect at the annual meeting in 2015.

PREAMBLE

Note: All references in the Rules to the masculine gender shall apply to all genders and all references to the singular shall also include references to the plural.

ATHLETICS CANADA COMPETITION RULES (001-110)

SECTION 1

- 001** Unless otherwise specifically amended by any rule addressed in the Athletics Canada (AC) Rule Book, all rules published, or currently amended, by the International Association of Athletics Federations (IAAF), or (where relevant) the International Paralympic Committee (IPC), or (where relevant) World Masters Athletics (WMA) shall be the rules which govern the conduct of athletes, coaches, officials and administrators, as well as athletics competitions, in Canada.
- 002** Spare
- 003** Where necessary, the conduct of competitions and any other matters not directly governed by rules as defined in Rule 1 shall be addressed in the technical package of the relevant competition.

ELIGIBILITY FOR CANADIAN AND INTERNATIONAL COMPETITIONS

- 004** Only the following persons are eligible to participate in Competitions sanctioned by IAAF, Athletics Canada or by a Member Branch of Athletics Canada:
- a. Canadians, including Permanent Residents, who are Associates of Athletics Canada, or residents who are Associates of Athletics Canada.
 - b. For international competition, only Canadians holding Canadian Citizenship are eligible for selection to Canadian teams.
 - c. Any other foreign athlete who is a member in good standing of his National Federation is otherwise eligible to compete under IAAF rules.
- 005** Associates of Athletics Canada must be persons who are eligible under IAAF rules.
- 006** In Canada, an eligible athlete is one who abides by the rules of Athletics Canada.
- 007** A person shall be deemed to be ineligible to be a competitor in Competitions under Athletics Canada and IAAF rules if he:
- a. Has taken part in any Athletics Competition (including road races, cross-country races or race walk Competitions) in which any of the competitors in any Events were, to his knowledge, ineligible to compete under Athletics Canada or IAAF rules, or which takes place in the Country or Territory of a suspended Member. This does not apply to any athletics competition which is restricted to the Masters age group (35 years and over)
 - b. Has taken part in any Competition which is not sanctioned, recognized or certified by Athletics Canada or the National Governing Body of the country in which the Competition is held.

- c. Is, and for so long as he remains, under suspension from Competition by Athletics Canada or IAAF.
- d. Who contravenes the Anti-Doping Rules.
- e. While competing, displays on his person any advertising material other than the accepted name of his club or organization, or takes on to any arena or course any form of advertising material. This rule shall apply to the clothing and travelling bags, but does not apply to articles not clearly visible, nor to competitors' number cards, provided that **IAAF Rule 8** is complied with.

NOTE: The restrictions in **Rule 007** do not apply to joggers or entrants in 'mass' road races.

008 If any objection is taken to the status of any athlete competing under Athletics Canada rules, such objection shall be referred to the jury, or if no jury has been appointed, to the appropriate referee. If the matter cannot be settled satisfactorily prior to the Competition, the athlete shall be allowed to compete 'under protest' and the matter referred to the executive of the body sanctioning the Competition.

COMPETITIONS

009 An International Athletics Competition is defined in IAAF Rule 1.

010 All International Competitions, or any Competition in which any Athletics Canada Associate takes part, must be sanctioned by the IAAF or by its Area Associations, or by a member federation of the IAAF (including, but not limited to, Athletics Canada and/or its Member Branches).

011 In order to participate in competition in Canada, an athlete must be a registered member of an IAAF member federation.

012 Spare

013 Any athlete participating in any foreign country (other than in an International Competition as defined in **Rule 009**) shall, in respect to that Competition, be subject to the Athletics rules of that country.

014 Spare

015 Spare

CITIZENSHIP, RESIDENCE, AND OTHER REQUIREMENTS FOR INTERNATIONAL MEETS

016 In Olympic Games and World Championships and in Continental, Regional or Area Championships or Games (except as specified in **Rule 017**), Canada shall be represented only by Citizens as specified in the IAAF rules currently in effect.

017 In the Commonwealth Games: Athlete eligibility is defined under Article 25 of the Commonwealth Games Federation's constitution.

018 For other International Competitions in which teams represent Canada, the eligibility of athletes shall be by mutual agreement between competing countries.

- 019** To be eligible for Athletics Canada National Teams selection, an athlete must:
- a. Be a current Athletics Canada Associate and hold a Branch competitive membership at the time the team selection criteria standard is achieved and at the time of the International Competition
 - b. Be a Canadian Citizen and satisfy Athletics Canada Rule 016 where applicable.

020 When representing Canada in international competition(s), athletes must wear the official team uniform.

EXPENSES AND ASSISTANCE

021

- a. The Athlete Reserve Fund (ARF) was originally established in accordance with the Canadian *Income Tax Act*, Section 143.1, relating to athlete trusts and to comply with the appropriate **IAAF Rule** in effect at the time.
- b. **IAAF Rule 6** no longer requires athletes' prize monies, etc., to be controlled and administered by Athletics Canada, but residual funds will continue to be held in an account separate and distinct from its general funds under the existing trust agreement, and no further contributions will be accepted to that Fund.
- c. Payment of the residue of the Athlete Reserve Fund (ARF) to its members, or their personal representative, is permitted only upon written notice of voluntary retirement, retirement resulting from illness or injury, or death prior to retirement.

022-025 Spare

ASSOCIATE/ATHLETIC MEMBERS

026 All persons elected or appointed to Member Branch or Athletics Canada Executives, Boards of Directors, or Committees, all coaches, trainers, managers, and members of the Executive of Athletics Clubs, and all officials at Competitions sanctioned by Athletics Canada or by a Member Branch of Athletics Canada, shall be Associates of Athletics Canada as defined in Article 3 of the Bylaws.

027 Applications to become Associates of Athletics Canada shall be made to the Member Branch to which the person's club is affiliated. Individuals not attached to a club shall apply to the Member Branch in whose territory they reside.

028 The term of affiliation for Associates of Athletics Canada shall run from 01 January to 31 December, except that for members joining after 31 August in a year, the term of membership may extend to 31 December of the following year for those individuals who are:

- a. New Associates of Athletics Canada by virtue of their being members of a Branch
- b. Renewing Associates who were not Associates by virtue of being members of the same Athletics Canada Member Branch in the preceding membership year.

029 Associate fees shall be established by the Member Branches.

- 030** Athletic members of Athletics Canada may not participate in open Competitions or take part in exhibitions in Canada which are not sanctioned or recognized by Athletics Canada or by a Member Branch of Athletics Canada.
- 031** The following Competitions are not considered open Competitions:
- a. Competitions confined to members of one club
 - b. Competitions promoted by and confined to members of the Canadian Armed Forces, or law enforcement agencies, or firefighters
 - c. Scholastic and interscholastic Competitions authorized by school, college, or university athletic associations
 - d. Masters Competitions (where athletes have reached their 35th birthdays for stadia events and their 35th birthdays for non-stadia events) as of the first day of competition
 - e. Mass participation events not involving Athletics Canada registered or invited foreign athletes.
- 032** Associates of Athletics Canada may not compete in open Competitions or take part in exhibitions outside Canada unless these are sanctioned by a Governing Body of Athletics of that country.
- 033** Spare
- 034**
- a. Associates of Athletics Canada are expected to conduct themselves in a manner that will not bring the good name of the Association or other Associates into disrepute.
 - b. Any arrangement or agreement between two or more Associates of the Association, or between Associates of the Association and third parties, which can have the effect of lessening the competitive effort put forward by any competitor(s) shall be deemed to bring the good name of the Association into disrepute.
- 035** Consent will not be granted to any athlete to use an athlete's representative, and no athlete's representative shall be authorized, unless a written contract exists between the athlete and his representative, which contains the minimum terms set out in the IAAF Regulations concerning Federation/Athletes Representatives.

CLUB MEMBERS

- 036** Athletics clubs shall affiliate with the Member Branch of Athletics Canada within whose territory the headquarters of the club lies. Subject to the Rules and By-Laws of Athletics Canada, the Member Branches have the responsibility for and jurisdiction over, Athletics clubs within their territory.
- 037** Transfer of athletes between two clubs affiliated to the same Member Branch of Athletics Canada shall be governed by the rules of that Member Branch.

038 An athlete who wishes, due to a change of residence, to transfer to a club affiliated to a different Member Branch shall be free to do so immediately.

039 The term of membership for club affiliation to a Member Branch of Athletics Canada shall run from 01 January to 31 December, except that for clubs joining after 31 August in a year, the term of membership may extend to 31 December of the following year.

040-045 Spare

BRANCH MEMBERS

046 Member Branches shall make rules and regulations governing the conduct of Athletics within their territories, but such rules and regulations shall not be in conflict with, or contravene, the sense and spirit of Athletics Canada rules.

Without prejudice to the generality of the preceding paragraph, each Member Branch shall:

- a. Set and collect membership registration fees for Associate memberships (see Athletics Canada **Rules 026, 029**)
- b. Make rules governing clubs affiliated with the Member Branch; in particular, each Member Branch shall set Club affiliation fees, and establish rules regarding the transfer of athletes between two Clubs affiliated with the Member Branch (see Athletics Canada **Rule 037**)
- c. Set sanction fees for all Competitions, other than National or International Competitions, held within its territory.

047 Each Member Branch shall use the Athletics Canada registration system to:

- a. Receive applications for Club, athletic or associate membership of the Member Branch and ensure that candidates for Athletics Canada Associate membership are qualified in accordance with Athletics Canada **Rules 004-007** to compete under Athletics Canada rules.
- b. Coordinate with Athletics Canada to assign Branch membership numbers to all Associates.

048 Organizing committees of events held within Member Branch territories shall be responsible for ensuring that all athletes competing in Competitions under their sanction are qualified in accordance with Athletics Canada **Rule 004**, and that all Member Branch and Club officers and officials and coaches are Associates of Athletics Canada in accordance with Athletics Canada **Rule 026**.

049 Member Branches shall be responsible for the conduct of all Competitions held under their sanction. Member Branches have special responsibilities for the conduct of National and International Competitions held within their territory. All Competitions held under the sanction of a Member Branch shall be conducted under the rules of Athletics Canada and the sanctioning Member Branch.

- 050** Organizing committees of National or International competitions taking place within a Member Branch geographic area must submit their sanction application to that Branch for review prior to forwarding it to Athletics Canada.
- 051** Member Branches may be represented by relay teams in National Championships (see **Rule 081**).
- 052** Each Member Branch shall inform the Athletics Canada National Office by the deadline indicated:
- a. Within two (2) weeks following its Annual Meeting, a list of the names and contact details of the Executive and the Directors of the Member Branch elected at the Annual Meeting, and a copy of the Annual Report of the Member Branch, which shall include a financial statement.
 - b. By 31 December, a report of the number of Clubs affiliated, and a breakdown of individual membership as follows:

Associates:

- i) Male athletic members, Senior (age 20 and over in the year of competition, not registered as Masters athletes)
 - ii) Male athletic members, Junior (age 18 and 19 in the year of competition)
 - iii) Male athletic members, Youth (age 16 and 17 in the year of competition)
 - iv) Male athletic member, Masters
 - v) Female athletic members, Senior (age 20 and over in the year of competition, not registered as Masters athletes)
 - vi) Female athletic members, Junior (age 18 and 19 in the year of competition)
 - vii) Female athletic members, Youth (age 16 and 17 in the year of competition)
 - viii) Female athletic members, Masters
 - ix) Officials
 - x) Coaches
 - xi) Others
- c. By 15 March, any proposed changes to the rules of Athletics Canada or to those of the IAAF.
 - d. By January 16 of the year following the year under consideration, nominees for the various national Athletics Awards (see Athletics Canada **Rules 241-262**).
 - e. Forty-five (45) days prior to the Annual General Meeting, any nominations for the Director(s)-at-Large positions due for election to the Board of Directors of Athletics Canada.
 - f. The names and contact details of delegates who will be attending the Annual General Meeting 7 days prior to the event.
- 053** Member Branches shall pay to Athletics Canada an annual fee, as set by the Board of Directors and approved by a General Meeting of Athletics Canada, to be paid in equal monthly installments. Where a General Meeting approves the raising of additional monies from the Member Branches, the total amount of such additional payments, the formula for dividing the amount between Member Branches of Athletics Canada, and the dates on which the installments are due, shall be confirmed by a General Meeting of Athletics Canada.

NOTE: Population in this rule shall be based on Statistics Canada figures.

- 054** Spare
- 055** Member Branches are responsible for the initial investigation into alleged violations of the By-Laws, rules or regulations of Athletics Canada or of the Member Branch.
- 056** Member Branches, and Athletics Canada, agree to reciprocal recognition of any disciplinary sanction imposed on a member or Associate, (as defined in Athletics Canada Bylaws 2 and 3) subject to any successful appeal of the sanction.
- 057** The organizing committees of all National and International Competitions are responsible for the distribution of complete results within twenty four (24) hours of the Competition.
- 058** The Member Branch shall ensure that record application forms are completed whenever a Canadian record is broken or tied in a competition for which it granted a Sanction, except for Competitions listed in Athletics Canada **Rule 184**, and shall forward such forms to Athletics Canada as soon as possible, and no later than thirty (30) days after the meet (see Athletics Canada **Rules 182-183**). (Record Application forms shall be placed on line by Athletics Canada for download by the branches.)
- 059** Member Branches shall sign an agreement with Athletics Canada and the organizing committees of National or International Competitions held within their territory defining the responsibilities of each party.
- 060** Spare
- 061-065** Spare
- 066** Spare
- 067** The Jury of Appeal for National and International meets in Canada under Athletics Canada's control shall be nominated by Athletics Canada in consultation with the host organizing committee and the Officials' Coordinator of that event. Where possible, the Jury of Appeal shall include at least one current or former International Technical Official.
- 068** Spare
- 069** Spare
- 070** A financial statement and a full report of the Competition submitted by the Organizing Committee and confirmed by the host Member Branch shall be forwarded by the Member Branch to the Athletics Canada National Office within sixty (60) days of any National or International Competition held in Canada.
- 071** If within ninety (90) days prior to the date of a National or International Competition, the local organizing committee advises Athletics Canada of its inability to hold the Competition, that organizing committee, at the discretion of the Board of Directors of Athletics Canada, may not be awarded any further National or International Competition for a period of two (2) years.

- 072** The local organizing committee shall be responsible for any sanction fees for National or International Competitions as set by the branch member. Athletics Canada will not sanction any other National/International Competition which would conflict with a previously scheduled nationally sanctioned Competition.
- 073** The local organizing committee shall ensure that authorized Athletics Canada Championship medals are awarded at all National Championships.
- 074-080** Spare.

NATIONAL CHAMPIONSHIPS

- 081** In National Championships, relay teams may represent a club, a Member Branch, or a region. An athlete may represent his club in one Relay Event and a combined team in another Relay Event, provided he does not compete twice in the same Relay Event.
- 082** All National Championships shall be conducted using metric distances for all track and off track Events.
- 083** Spare
- 084** Fully Automatic Timing shall be used at all National Athletics Championships identified in Athletics Canada Rules 151-156 and 159-164 and at all International Athletics Competitions in Canada.
- 085** Technical officials at National Championships are not permitted to act as team staff.
- 086**
- a. The following athletes are eligible to compete for National Championships and/or Trials:
- i) Canadian Citizens who are Athletics Canada Associates and in the case of athletes who have dual Citizenship with another country, have not competed for the National Championships of that country during the current competitive season.
 - ii)
 - a) Canadian Permanent Residents who are Athletics Canada Associates and full-time residents of Canada;
 - b) Non-Canadian residents who are claiming refugee status, and foreign athletes who are temporary residents of Canada due to business, study or family reasons, providing that they are Athletics Canada Associates and have been resident in Canada for at least six months prior to the date of the Championships, and are in compliance with the relevant IAAF Rule;
 - c) Foreign athletes who have been invited and, at the discretion of the National Team Manager, have had their applications accepted, subject to the following conditions:
 - iii) Athletes listed under ii) above will be allowed to compete at the Athletics Canada Championships identified under Rules 151-156 and 159-164, subject to the following conditions:

- a) In track events run in lanes (100m – 800m, sprint hurdles and 400m hurdles), said athletes may not advance to the final, however they may advance to the B final if one is contested. In situations whereby no athletes with Canadian Citizenship are being displaced from the final (i.e. in the case of a straight final), non-Canadian citizens may compete in the final, but shall not receive preferential lane selection;
 - b) In events not run in lanes in their entirety, it will be a race-by-race decision as to whether said athlete(s) will be able to compete in the final. Final decision will be at the discretion of the Athletics Canada Director, National Programs, or a designated individual;
 - c) In the case of field events where there are fewer than twelve (12) competitors advancing to final, non-Canadian athletes may compete at the discretion of Athletics Canada in conjunction with the Meet Director. Up to 2 non-Canadian athletes may advance to the final three rounds (throws and horizontal jumps), making the field size no larger than 10 athletes. Final approval must be given by Athletics Canada.
- b. Only Canadian Citizens are eligible to be declared Canadian Champions and receive a medal, award, or financial recognition.
 - c. Only Canadian Citizens, Canadian Permanent Residents and non-Canadian Residents seeking refugee status, are eligible to appear in the Athletics Canada official rankings.
 - d. Published results, both individual and team results, at all National Championships shall contain the names of all competing athletes, with suitable annotations to indicate those not eligible to receive individual Canadian Championship medals.
 - e. Athletes may compete a maximum of one age category up at Athletics Canada National Championships. For example, Youth aged athletes may move up and compete in National Junior Championships and Junior aged athletes may move up and compete in National Championships.

087 The following Entry Procedures to National Championships will apply to athletes who meet the criteria set out in Athletics Canada **Rule 086**:

- a. National Championships - Qualifier Section
 - i) Athletics Canada Associates who have competed at a designated Provincial/Territorial Branch Qualifying competition
 - ii) If there is no such Provincial/Territorial Branch Qualifying competition, the Branch may select athletes at their discretion
- b. National Championships – Championships Section
 - i) Athletics Canada Associates who have met the automatic qualifying standard
 - ii) Athletics Canada Associates who have advanced and qualified through the Qualifier Section

- iii) Para events are open to all Associates provided they are classified at the time of entry. Wherever possible, classes will be combined to create the most competitive environment for athletes. Para-athletes in ambulatory events will be integrated into the qualifier sections of the event unless there are sufficient entries for a standalone section.
- c. .National Junior Championships:
- i) Athletics Canada Associates, 19 years and younger in the year of competition, who have achieved the automatic qualifying standards;
 - ii) Athletics Canada Associates, 19 years and younger in the year of competition, who have advanced through the qualifier section

NOTE: Rule 087 shall apply to the acceptance of entries with the *proviso* that any athlete whose entry in National Championships or Trials are rejected for any reason may appeal to Athletics Canada whose decision shall be final.

088 The affiliation (Club/Sponsor, Branch) of all athletes competing in National Championships shall also be identified.

089 Spare

General

090 In some international competitions, competitions arranged between Member Branches or between Clubs, and “All Comers” competitions, the number of trials in jumping and throwing events may be reduced if mutually agreed to prior to the start of the competition.

091 Track events “timed sections” should be based on the latest known performances of the competitors, with each section composed of athletes with approximately equal ability. The section containing the fastest competitors shall be run last. All heats and qualifying rounds must have at least three competitors.

092

- a. Where starting blocks are required in track events up to 400m, an athlete may only use his/her own personal equipment if they have been approved by the Technical Manager prior to the event.

093 In races for wheelchair athletes, where the Starter requires the racers to reset their positions, the command shall be ‘Wheel back/Redressez-vous’ or ‘Sit Up/Reculez’ instead of ‘Stand Up’.

094 Where a protest is filed in any Canadian competition, it must be accompanied by an ‘appeal deposit’ of fifty dollars (\$50.00) in Canadian funds.

095 For throwing and horizontal jumps events at National Championships (Youth-Junior-Senior) an electronic device, e.g. laptop computer, will be mandatory for ranking of athletes.

096 Junior and Youth Race Walking events in Canada shall make use of the Pit Lane in accordance with IAAF Rules with time penalties for a third Red Card being as follows:

Races of 5000m to 10,000m – 60 seconds

Races of 5000m and less – 30 seconds

Races beyond 10,000m shall not use the Pit Lane

This Rule applies to indoor, outdoor track, and road events (including National Championships as specified under Athletics Canada Rules 151-168).

097-110 Spare

ATHLETICS CANADA ORGANIZATIONAL STRUCTURE RULES

SECTION II

ATHLETICS CANADA COMMITTEE STRUCTURE

Committees fulfill an important function by providing sound and timely advice to the Board and the CEO on key areas of governance, stewardship, and strategy. Committees also provide a means for individuals to contribute directly to the organization and to the sport, and can serve to prepare individuals for greater responsibilities.

Types of Committees

AC's Committee structure is consolidated into four categories:

- 1) Board Committees
- 2) Operational Committees
- 3) Partner Sessions
- 4) Independent Committees

111 Committee Guidelines

Committees will operate under the following general guidelines:

1. Committees will operate in a transparent and open manner
2. Committees will report, make recommendations, and be accountable to the Board
3. The Board will use Committees as a primary medium to communicate and engage directly with Members and stakeholders
4. Committees will have Terms of Reference approved by the Board
5. On an annual basis, the Board will review each Committee's terms of reference, and will identify expected outcomes. This review will ensure that each Committee is meeting its objectives, continues to be relevant, and is following its Terms of Reference
6. The Chair of each Board Committee will be appointed by the Board. The CEO (or designate) will be the Chair of each Operational Committee. Committee Chairs of Board Committees will serve terms of two years, with the exception of the Chair of the Governance & Nominating Committee who will serve a term of one year
7. The Chair of each Committee is a voting member of that Committee, unless otherwise indicated in a Committee's Terms of Reference
8. Committees will be composed as described in each Committee's Terms of Reference
9. Non-staff members of all Committees will serve terms of two years, unless otherwise indicated in a Committee's Terms of Reference
10. Quorum for all Committees will be a majority of the voting members, unless otherwise indicated in a Committee's Terms of Reference
11. Committee membership is "competency" based
12. Committees may invite guests or outside experts to attend Committee meetings. These individuals will not have a vote at Committee meetings
13. Committees will not exercise authority over employees and may not delegate tasks to any employees unless the CEO has specifically agreed to such delegations
14. Unless explicitly empowered by the Board, Committees cannot make binding decisions or speak for the Board or the CEO
15. The work of Committees must not conflict with the responsibilities of staff

16. The Board and the CEO (with the approval of the Board) each have authority to establish ad hoc working groups for any purpose, putting such conditions, restrictions, or limitations on the mandate of such working groups and their composition and terms of reference, as they deem appropriate. Ad hoc working groups will usually be established for specific and time-limited tasks.

112 Board Committees

Board Committees are advisory to the Board and assist the Board in fulfilling its fiduciary responsibilities. Each Board Committee has a Terms of Reference and a composition as determined or approved by the Board. Board Committees are chaired by a Director or designate, and report to the Board at meetings of the Members.

Board Committees include:

- **Athletes Council** – Provides a forum for national team athletes to identify issues, recommend solutions, and generally express their needs and concerns to the Board. Members of the Council are recommended by the Athlete Directors and approved by the Board.
- **Finance** – Assists the Board in fulfilling its oversight responsibilities related to corporate auditing and reporting, financial policies and strategies, and financial risk management.
- **Human Resources** – Leads the recruitment, hiring, compensation and performance management of the CEO. This Committee will also review succession plans for the CEO, including development plans for senior staff. This Committee is available to support the CEO in all human resources matters, including human resources policies and processes.
- **Governance & Nominating** – Monitors and proposes changes to AC's governance processes and By-Laws and to ensure that the Board is composed of qualified and skilled individuals who will provide effective governance leadership.
- **Rules** – Receives and reviews proposed rule changes and advises the Board on amendments to rules.
- **Strategic Planning** – In consultation with Partner Sessions, this Committee proposes AC's overall strategic plan to the Board, leads the ongoing review of the plan, and provides input to the CEO on annual operating plans.

113 Operational Committees

Operational Committees link to the various functions of AC operations and make operational decisions. Each Operational Committee has a Terms of Reference, approved by the Board, and a composition as determined by the CEO and staff. Operational Committees are chaired by the CEO (or designate). Operational Committees deal primarily with technical matters that link directly to strategic goals and objectives. In consultation with the Board and the CEO, Operational Committees will typically be assigned a staff resource to ensure alignment with AC's strategic and operational plans. Operational Committee reports are submitted semi-annually as part of the CEO's report at in-person Board meetings.

Operational Committees include:

- **National Team** – to design, deliver, implement and evaluate National Team Policies to fulfill AC's high performance goals and objectives.
- **Officials** – to design, coordinate, and evaluate programs to develop and improve the performance of athletics officials.
- **Awards** – to recommend recipients for annual trophies and develop, coordinate and evaluate other recognition programs.

114 Partner Sessions

Partner Sessions provide guidance, advice and recommendations to the Board and/or staff. Partner Sessions are meetings, typically held at meetings of the Members or other athletics conferences, which are attended by interested stakeholders. Partner Sessions reports are submitted semi-annually as part of the CEO's report at in-person Board meetings.

Partner Sessions include:

- **Grassroots** – to review, recommend and evaluate programs to encourage participation, ensuring consistency with the strategic plan. This is typically a full day meeting with Member representatives (potentially in conjunction with a Semi-Annual Meeting).
- **Coaching** – to review, recommend and evaluate programs for coach recruitment, training and certification in athletics. This is typically a full day meeting with Member representatives (potentially in conjunction with the Annual Meeting or Coaches Conference).
- **Road Running** - to review, recommend and evaluate road running policies and programs which will guide the development of road running within the framework of the strategic plan. This is typically a full day meeting with Member representatives held in conjunction with the annual Road Running Summit.
- **Competition** - to review, recommend and evaluate events, hosting, quadrennial calendar and format in athletics. This is typically structured as a full day meeting with Member representatives, known as the Competition Congress.

The CEO may establish working groups in preparation for these sessions to ensure relevant and topical discussion and the ability to make timely decisions.

115 Independent Committees

Independent Committees have prescribed mandates to make binding decisions. They operate independently of Board, staff, and other committees of AC. Their work may be supported by external and independent consultants.

Independent Committees include:

- **Discipline** – this committee is organized to handle discipline issues on an as-needed basis. Administration of this committee is contracted to the Sport Law & Strategy Group and AC maintains a list of neutral third-party adjudicators who can make decisions under AC's policies for discipline.
- **Appeals** – this committee is organized to handle appeals on an as-needed basis. Administration of this committee is contracted to the Sport Law & Strategy Group and AC maintains a list of neutral third-party adjudicators who can make decisions under AC's policies for appeals.
- **Branch Council** – The Council nominates Member representatives for Operational Committees and takes an active involvement in Partner Sessions to shape the direction of the organization. The Council has regular engagement with staff via monthly conference calls, may nominate Directors, and has a presence at meetings of the Members.

Instead of Terms of Reference for Discipline and for Appeals, these two bodies are created by stand-alone policies - Discipline and Complaints Policy and Appeals Policy – which describe the appointment of committee members (Panel members) on a case-by-case basis.

116 Discontinued Committees

Discontinued Committees include:

- **International** – this role is now performed by the CEO, senior staff, the IAAF representative, and the Board Chair.
- **Masters** – this function was transferred to the Canadian Masters Athletic Association through a negotiated partnership.
- **Para** – these activities are fully integrated into AC programs.
- **Athlete Development** – the work of this committee is adequately covered by Operational Committees (National Team) and Partner Sessions (Grassroots and Coaching).
- **Competitions Committee** – This committee’s functions are handled by Member representatives and staff at the Competition Partner Session.
- **Run Canada Committee** – This committee’s functions are handled by Member representatives and staff at the Road Running Partner Session.

117 Board Committee - Governance & Nominating - Terms of Reference

117.01 Mandate

The purpose of the Governance and Nominating Committee is to oversee matters of governance including formulating and recommending governance principles and policies, assisting in the development of appropriate documentation, and enhancing the quality of nominees to the Board of Directors and to committees.

117.02 Key Duties

The Committee will, under the authority delegated to it by the Board, be responsible for overseeing all governance matters of Athletics Canada (AC), including:

- **Governance:** recommending improvements to AC governance practices
- **Documentation:** recommending changes to and developing governance documentation, including keeping the Articles of Continuance, Bylaws and Policies separate and apart from the technical rules of the organization which are governed by the Rules Committee
- **Nominating:** making recommendations about Board composition, including the size of the Board; assisting in defining and assessing qualifications of Directors; identifying potential candidates for the Board; developing assessment tools to aid in the review of Board performance; and ensuring the integrity of the nomination process
- **Succession Planning:** serving in an advisory capacity to the Board Chair on matters of succession planning, and recommending appointments to internal and external committees
- **Orientation and Training:** reviewing and recommending appropriate orientation, training, and continuing education programs for Directors

More specifically, the Committee will perform the following key duties:

- Seek, identify and recruit qualified persons to stand for election as Directors. In addition to seeking candidates through the usual networking channels within the athletics community and the Members, the Committee may issue an open call for nominations through national promotional efforts including, but not limited to, press releases, the e-news service of SIRC (Sport Information Resource Centre), the AC website, other online services where suitable, and advertisements in national newspapers where appropriate.
- Ensure that candidates for election meet the qualifications to serve as a Director (**Appendix A**) with particular regard to the specific and desired competencies required on the Board as a whole in soliciting nominations.
- Communicate directly with each candidate to discuss the roles, responsibilities and expectations of a Director.
- Review Candidate Qualification Forms (**Appendix B**)
- Promote diversity of the Board in regards to gender, region, age, language, ethnicity, professional backgrounds and personal experiences.
- Oversee all aspects of the election procedures leading up to and at the Annual Meeting, including identifying and enforcing specific timelines and any other administrative requirements.
- As a by-product of the nominations process, identify individuals who may be strong candidates for positions on AC committees, and relay this information to the appropriate persons within AC.
- Where appropriate, identify individuals for future nomination as Directors and maintain this information for use by future Governance & Nominating Committees.
- Carry out these duties in a manner that encourages a long-term view of AC's leadership needs, as well as Board succession planning.
- Such additional duties as may be delegated to the Committee by the Board.

117.03 Authority

The Committee will exercise its authority as set out in this Terms of Reference, and will do so with the full support of the Board, management, and staff.

Article 5.1 of the AC Bylaws describes the composition of the Board.

Article 5.2 describes the minimum qualifications to serve as a Director. All nominees must satisfy any further requirements as set out in **Appendix A**, and must complete a Candidate Qualification Form (**Appendix B**). A nominee for Athlete Director must have been a member of an AC National Team within the previous four years.

Article 5.3 sets out the support that is required of a nomination. Nominations may be supported by the Committee, or may be supported by the required threshold of members or associates outside of the process of the Committee.

Article 5.4 sets out the timelines that will apply to nominations. Notably, nominations will be finalized 30 days prior to the Annual Meeting and will be circulated to members not less than 21 days prior to the Annual Meeting.

The Committee will have the authority to resolve any dispute in relation to timelines or the election process.

117.04 Composition

The composition of the Committee will be:

- One current Director who is not seeking re-election
- One appointee from the Branch Council who is not seeking election (typically the Chair of the Branch Council)
- Chief Executive Officer
- Athlete Representative (as designated by the Athlete Directors)
- Board Chair (ex-officio)
- Executive Assistant (ex-officio, support)

The Committee will designate a Chair from among its members.

Non-staff members of the Committee will serve a term of one year, which may be renewed to a maximum of three consecutive terms. No non-staff member of the Committee may serve more than three terms.

117.05 Meetings

The Committee will meet by telephone or in person, as required, with meetings held at the call of the Chair.

117.06 Resources

The Committee will receive the necessary financial and administrative resources from AC to fulfill its mandate.

117.07 Reporting

The Chair will provide status reports to the Board at every meeting of the Board, and will report to the Members at the Annual Meeting.

117.08 Review

These Terms of Reference were approved by the Board on May 21, 2015. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

QUALIFICATIONS AND CORE COMPETENCIES OF ELECTED DIRECTORS

Directors of Athletics Canada commit themselves to ethical and lawful conduct, including the proper use of authority. Directors must be free of conflicts of interest, and act in the best interests of Athletics Canada at all times.

Directors will be recruited based upon their demonstrated ability to contribute significantly to the leadership of Athletics Canada and fulfill their fiduciary responsibilities. Ideally, the core competencies that will be reflected in the Board as a whole are:

- Background and knowledge as an athlete, coach, official, administrator or volunteer leader in athletics or in other sporting disciplines;
- Knowledge of strategic and business planning;
- Human resources management expertise;
- Legal and risk management expertise;
- Business and corporate experience, including expertise in revenue development or marketing, project management and financial management; and
- Demonstrated leadership skills in the non-profit sector or other endeavours.

All candidates for election as a Director will complete and submit a Candidate Qualification Form (**Appendix B**).

Upon election, a Director must comply with all applicable codes of conduct and policies including conflict of interest and screening.

CANDIDATE QUALIFICATION FORM

This form is to be completed by any person nominated for election as a Director. To be eligible for nomination, a person must:

- Be of legal age and a resident of Canada
- Fulfill the requirements of the *Canada Not-for-profit Corporations Act*
- Fulfill the requirements of the *Canada Income Tax Act* as they relate to directors of registered charities
- Have the endorsement of the Governance and Nominating Committee or the endorsement of the required threshold of Members and/or associates, as stated in the Bylaws
- Be an Associate of Athletics Canada, or undertake to become an Associate within 10 days of being elected
- Be a member of a National Team in the previous four years, if seeking election as an Athlete Director

Name of Candidate: _____
 Address: _____

 Phone Number(s): _____
 Email Address: _____

Using a separate sheet, please provide the following information:

1. A brief summary of your experience within the sport community at the local, provincial, national or international level.
2. A brief summary of any previous experience with Athletics Canada.
3. A brief summary of your experience with other voluntary or community organizations.
4. Additional skills or competencies that would contribute to the effective leadership and governance of Athletics Canada.

 Signature Date

Candidate Endorsement

The candidate is hereby endorsed by:

_____ Name of Associate	_____ Signature
_____ Name of Associate	_____ Signature
_____	_____

Authorized representative of a Member Branch

Signature

OR

Chair of Nominating Committee

Signature

120.01 Mandate

The purpose of the Athlete's Council is to advise the Board through the Athlete Directors on matters related to AC national team athletes.

120.02 Key Duties

The Council will address and consider all matters relating to AC athletes and will specifically:

- Provide feedback and input on the Sport Canada Athlete Agreement to the appropriate Athletics Canada staff member
- Recommend to the Athlete Directors, athletes who will represent the Athletes Council on other AC Committees and Partner Sessions (these appointees do not need to be members of the Council) who will report back to the Council
- Review and provide feedback to draft national team selection and carding criteria
- Expect to participate in a timely manner in the decision-making of AC by providing an athlete perspective
- Ensure that Athlete Directors attend all meetings of the Board, and report to and from the Council at meetings of the members
- Connect with other Committees to discuss any implications of those Committees' proposals on athletes
- Perform such additional duties as may be asked of the Council by the Board.

120.03 Authority

The Council will exercise its authority as set out in this Terms of Reference, and will do so independently, with the full support of the Board, management, and staff.

120.04 Composition

The Council will be composed of the two Athlete Directors who will be the Co-Chairs of the Council. The Athlete Directors will appoint to the Council between six and twelve athletes who bring diverse perspectives, experience, and knowledge of athletics in Canada. The Council may also request an AC staff member to attend Council meetings in a non-voting (ex-officio) administrative capacity.

In composing the Council, the Athlete Directors will consider, but are not bound by, the following criteria:

- Representation of each event group (including Para event groups that do not have an able-bodied equivalent);
- A blend of active and recently-retired athletes;
- Gender diversity;
- Regional representation; and
- Individual knowledge of the functional areas of athletics in Canada, including finance, governance, sport science, etc.

The Council may invite other individuals, and AC staff members (with approval of the CEO), to participate in Council meetings as necessary. These individuals are not permitted to vote.

120.05 Meetings

The Council will meet by telephone or in person, as required, with meetings held at the call of the Chair.

120.06 Resources

The Council will receive the necessary financial and administrative resources from AC to fulfill its mandate.

120.07 Reporting

The Chair will provide status reports to the Board at every meeting of the Board, and will report to the Members at the Annual Meeting.

120.08 Review

These Terms of Reference were approved by the Board on May 21, 2015. The Board will review these Terms of Reference on a regular basis, with input from the Council as required.

121.01 Mandate

The purpose of the Finance Committee is to assist the Board in fulfilling its oversight responsibilities related to corporate auditing and reporting, financial policies and strategies, and financial risk management.

121.02 Key Duties

The Committee will, under the authority delegated to it by the Board, be responsible for the oversight of all financial matters of Athletics Canada (AC), and will specifically:

- Advise the Board on AC's compliance with legal and regulatory requirements
- Keep all necessary books and records that are required by AC's Bylaws or by applicable law
- Determine the adequacy of AC's internal financial controls and procedures for financial reporting to the Board, members, and funding agencies
- Develop and oversee the implementation of policies to safeguard AC's assets and revenue streams
- Review and approve the scope of the annual audit and audit fees to be paid, and recommend annually to AC members the appointment of the auditor
- Ensure that any problems, issues or concerns raised by the auditor are promptly and satisfactorily addressed by the Board, management and staff
- As required, receive reports and advise the Board on any material government investigation, litigation, contractual dispute or legal matter
- Connect with other Committees to discuss any financial implications of those Committees' proposals
- Advise the Board on AC's risk management and insurance policies and programs
- Work with management and staff to review, monitor and evaluate budgets, and recommend annual budgets to the Board for approval
- On an ongoing basis, provide expertise to enhance the quality of Board discussion on financial matters and facilitate effective Board decision-making in this area
- As necessary, propose finance-related policies to the Board
- Conduct financial investigations and retain, at AC's expense, the services of outside resources including legal counsel or other experts
- Perform such additional duties as may be delegated to the Committee by the Board

121.03 Authority

The Committee will exercise its authority as set out in this Terms of Reference, and will do so with the full support of the Board, management, and staff.

121.04 Composition

The composition of the Committee will be:

- Treasurer (Chair)
- Chief Executive Officer
- Individuals appointed by the Board (up to three)
- Athlete Representative (as designated by the Athlete Directors)
- Director, Finance (ex-officio, support)
- Chair of the Board (ex-officio)

Individuals appointed by the Board and by the Athlete Directors should have experience with financial matters. An accounting designation (CA, CMA, CGA) is considered an asset.

The Committee may invite other individuals to participate in Committee meetings as necessary. These individuals are not permitted to vote.

121.05 Meetings

The Committee will meet by telephone or in person, as required, with meetings held at the call of the Chair.

121.06 Resources

The Committee will receive the necessary financial and administrative resources from AC to fulfill its mandate.

121.07 Reporting

The Chair will provide status reports to the Board at every meeting of the Board, and will report to the Members at the Annual Meeting.

121.08 Review

These Terms of Reference were approved by the Board on May 21, 2015. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

122.01 Mandate

The purpose of the Human Resources Committee is to assist the Board in fulfilling its oversight responsibilities related to human resources policies and Chief Executive Officer succession. The Committee will also report to the Board on the performance of the Chief Executive Officer.

122.02 Key Duties

The Committee will, under the authority delegated to it by the Board, be responsible for overseeing all human resources matters of Athletics Canada (AC), and will specifically:

- Advise the Board on corporate policies relating to all aspects of human resources management including staffing structure, compensation ranges, benefits programs, bonus and incentive schemes, performance appraisals, and related personnel policies
- Review the performance of the Chief Executive Officer on an annual and as-needed basis and make recommendations to the Board on matters relating to Chief Executive Officer performance including hiring, compensation, discipline, and termination
- Advise the Board and the CEO on policies for staff recruitment, hiring, retention, development and succession
- If requested, advise the Chief Executive Officer on any employment-related matter pertaining to AC staff
- As required, receive reports from and advise the Chief Executive Officer and/or the Board on any employment-related dispute or litigation
- Connect with other Committees to discuss any human resources implications of those Committees' proposals
- Develop a succession plan for the Chief Executive Officer and other identified staff positions
- On an ongoing basis provide expertise to enhance the quality of Board discussion on human resources matters, and facilitate effective Board decision-making in these areas
- As necessary, propose human resources-related policies and updates to the Board
- Such additional duties as may be delegated from time to time to the Committee by the Board

122.03 Authority

The Committee will exercise its authority as set out in this Terms of Reference, and will do so with the full support of the Board, management, and staff.

122.04 Composition

The composition of the Committee will be:

-
- Chief Executive Officer
- Individuals appointed by the Board (up to four)
- Athlete Representative (as designated by the Athlete Directors)
- Director, Finance (ex-officio, support)
- Chair of the Board (ex-officio)

One of the individuals appointed by the Board will be appointed as the Chair of the Committee.

Individuals appointed by the Board and by the Athlete Directors should have experience with personnel management and human resources.

The Committee may invite other individuals to participate in Committee meetings as necessary. These individuals are not permitted to vote.

122.05 Meetings

The Committee will meet by telephone or in person, as required, with meetings held at the call of the Chair.

Parts of meetings during which compensation and performance reviews are discussed for staff who are sitting as members of the Committee will be held ‘in camera’ and such affected staff will be asked to leave the applicable parts of the meeting.

122.06 Resources

The Committee will receive the necessary financial and administrative resources from AC to fulfill its mandate.

122.07 Reporting

The Chair will provide status reports to the Board at every meeting of the Board, and will report to the Members at the Annual Meeting.

122.08 Review

These Terms of Reference were approved by the Board on May 21, 2015. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

123.01 Mandate

The purpose of the Rules Committee is to receive and review proposed rule changes and advise the Board on amendments to rules.

123.02 Key Duties

The Committee will, under the authority delegated to it by the Board, be responsible for the oversight of all issues with respect to the rules of Athletics Canada (AC), and will specifically:

- Review AC's rules; including the Competition Rules, Championship Events Rules, and Records Rules
- Identify deficiencies in the current Rules and recommend changes or updates to the Board
- Receive changes or updates to the Rules as submitted by members and individuals, and include appropriate changes or updates in its recommendation to the Board
- Study implications of proposed Rules changes sent to the Committee by the Board
- Advise the Board, and the members if necessary, on the technical implications of proposed Rules changes
- Connect with other Committees to discuss any Rules implications of those Committees' proposals
- Coordinate the production of an updated publication of all Rules
- Perform such additional duties as may be delegated to the Committee by the Board.

123.03 Authority

The Committee will exercise its authority as set out in this Terms of Reference, and will do so with the full support of the Board, management, and staff.

123.04 Composition

The composition of the Committee will be:

- Individuals appointed by the Board (up to seven)
- Athlete Representative (as designated by the Athlete Directors)
- Executive Assistant (ex-officio, support)
- Chair of the Board (ex-officio)

One of the individuals appointed by the Board will be appointed as the Chair of the Committee.

Individuals appointed by the Board and by the Athlete Directors should have experience with multiple levels and disciplines of athletics.

The Committee may invite other individuals to participate in Committee meetings as necessary. These individuals are not permitted to vote.

123.05 Meetings

The Committee will meet by telephone or in person, as required, with meetings held at the call of the Chair.

123.06 Resources

The Committee will receive the necessary financial and administrative resources from AC to fulfill its mandate.

123.07 Reporting

The Chair will provide status reports to the Board at every meeting of the Board, and will report to the Members at the Annual Meeting.

123.08 Review

These Terms of Reference were approved by the Board on May 21, 2015. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

124.01 Mandate

The purpose of the Strategic Planning Committee is to propose, in consultation with Partner Sessions, the overall strategic plan for Athletics Canada to the Board, to lead the ongoing review of the plan, and to provide input to the CEO on annual operating plans.

124.02 Key Duties

The Committee will, under the authority delegated to it by the Board, be responsible for the oversight of strategic planning for Athletics Canada (AC), and will specifically:

- Develop a planning, monitoring, and evaluation cycle for AC's Strategic Plan
- Coordinate the development of the Strategic Plan and engage members and other stakeholders as necessary to determine AC's overall strategic direction
- Connect with other Committees to discuss any strategic planning implications of those Committees' proposals
- With the CEO, review and make suggestions on AC's annual operating plan
- Perform such additional duties as may be delegated to the Committee by the Board.

124.03 Authority

The Committee will exercise its authority as set out in this Terms of Reference, and will do so with the full support of the Board, management, and staff.

124.04 Composition

The composition of the Committee will be:

- Individuals appointed by the Board (up to five)
- Chief Executive Officer
- Athlete Representative (as designated by the Athlete Directors)
- Branch Representative (as designated by Branch Council)
- Executive Assistant (ex-officio, support)
- Chair of the Board (ex-officio)

One of the individuals appointed by the Board will be appointed as the Chair of the Committee.

Individuals appointed by the Board and by the Athlete Directors should have experience with long-term and short-term strategic planning initiatives.

The Committee may invite other individuals to participate in Committee meetings as necessary. These individuals are not permitted to vote.

124.05 Meetings

The Committee will meet by telephone or in person, as required, with meetings held at the call of the Chair.

124.06 Resources

The Committee will receive the necessary financial and administrative resources from AC to fulfill its mandate.

124.07 Reporting

The Chair will provide status reports to the Board at every meeting of the Board, and will report to the Members at the Annual Meeting.

124.08 Review

These Terms of Reference were approved by the Board on May 21, 2015. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

125.01 Mandate

The purpose of the Awards Committee is to identify criteria for Athletics Canada awards and criteria for eligibility for the Athletics Canada Hall of Fame. The Committee will solicit and evaluate nominations for awards and the Hall of Fame and determine award winners and inductees.

125.02 Key Duties

The Committee will, under the authority delegated to it by Athletics Canada (AC) staff, be responsible for overseeing all awards matters and will specifically:

- Identify criteria for AC awards
- Determine awards for athletes, officials, builders, and lifetime achievement
- Receive and review nominations for AC's awards and recommend recipients
- Based on published criteria, submit nominations for AC athletes, officials, builders, and other individuals to other organizations (such as the Canadian Olympic Committee's Hall of Fame) for their awards
- Determine eligibility for the AC Hall of Fame
- Solicit, receive and evaluate nominations for the AC Hall of Fame
- Perform such additional duties as may be delegated to the Committee by AC staff

125.03 Authority

The Committee will exercise its authority as set out in this Terms of Reference, and will do so with the full support of the Board, management, and staff.

125.04 Composition

The composition of the Committee will be:

- Chief Executive Officer (Chair)
- Director, Public Relations and Corporate Services
- Individuals appointed by the Board (up to five)
- Branch Representative (as designated by the Branch Council)
- Athlete Representative (as designated by the Athlete Directors)
- Coordinator, Marketing and Events (ex-officio, support)

The Committee may invite other individuals and/or members of the Board of Directors to participate in Committee meetings as necessary. These individuals are not permitted to vote.

125.05 Awards Procedures

Each AC award will have its own criteria and eligibility as determined by the Committee.

125.06 Hall of Fame Procedures*Eligibility*

Athletes/teams, coaches, and builders (officials, administrators, and volunteers) who have shown outstanding excellence in the sport of Athletics are eligible for induction into the Hall of Fame. Nominees must have held Canadian citizenship or Canadian residency at some point in their careers. Deceased athletes, coaches, and builders are eligible for induction in the 'In Memoriam' category.

In general, nominees must have made a significant contribution to the growth and development of the sport and demonstrated their dedication to the highest ideals of competition. Specifically:

- Athlete nominees must have achieved significant success in international competition. Athletes may be nominated as individuals or as members of a relay team. Athletes must be retired from international competition for a minimum of three years at the time of their nomination.
- Coach nominees must have achieved significant success in international or national competition over a sustained period. Coaches may be active or inactive at the time of their nomination.
- Builder nominees must have made a significant contribution to the development of the sport over a sustained period. Builders may be active or inactive at the time of their nomination.
- In Memoriam nominees may be former athletes, coaches, or builders. In Memoriam nominees must be deceased.

Nomination

The Committee will actively seek nominations, and will accept nominations from a Club Associate, Individual Associate, or Affiliated Associate. Groups may submit nominations in any category.

Nominations should describe the following:

- The significance and scope of the nominee's achievements
- The nominee's dedication to the sport
- The consistency of the nominee's contribution to the sport of athletics
- The personal qualities of the nominee – demonstrated on and off the field - that reflect the values of Athletics Canada

The nomination package should be limited to three pages of documentation. Following the receipt of nominations, the Committee may solicit additional nominations in the event that there are no nominations for a particular category, none of the nominees meet the general guidelines for induction, or special circumstances exist whereby an individual should be considered even if he or she was not nominated.

Nominees are eligible for induction for a three-year period after being nominated. If the nominee is not inducted in the three-year period, they may be nominated again for induction after four years have passed.

Selection

The Committee will evaluate nominations on the basis of the four criteria outlined above, as well as the Committee's discretion. The Committee will vote on the induction of each nominee and a 2/3rd majority vote indicates the Committee's approval for that nominee.

Annually, a maximum of five Athlete nominees, one Coach nominee, one Builder nominee, and three individuals in the 'In Memoriam' category will be inducted into the Hall of Fame.

125.07 Meetings

The Committee will meet by telephone or in person, as required, with meetings held at the call of the Chair.

125.08 Resources

The Committee will receive the necessary financial and administrative resources from AC to fulfill its mandate.

125.09 Reporting

The Chair will provide status reports to the Board semi-annually at a meeting of the Board, and will report to the Members at the Annual Meeting.

125.10 Review

These Terms of Reference were approved by the Board on May 21, 2015. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

126.01 Mandate

The purpose of the National Team Committee is to design, deliver, implement and evaluate National Team Policies to fulfill Athletics Canada's high performance goals and objectives, in a transparent and accountable manner.

126.02 Key Duties

The Committee will, under the authority delegated to it by the Athletics Canada (AC) Board, be responsible for overseeing all National Team matters and will specifically:

- Evaluate national team policies
- Develop, recommend, and implement athlete and coach selection criteria
- Develop Athlete Assistance Program criteria and make recommendations
- Perform such additional duties as may be delegated to the Committee by the Board

126.03 Authority

The Committee will exercise its authority as set out in this Terms of Reference, and will do so with the full support of the Board, management, and staff.

126.04 Composition

The composition of the Committee will be:

- Chief Technical Officer/Head Coach (Chair)
- Chief Executive Officer
- Athletics Canada Technical Staff (one, appointed by the Head Coach)
- National Team Coaches (two, appointed by the Head Coach)
- Branch Representatives (two, as designated by Branch Council)
- Athlete Representative (up to two, as designated by the Athlete Directors)
- Athletics Canada staff (ex-officio, support, appointed by the CEO)

There are no term limits for members of the Committee.

The Chair may invite other individuals, including technical experts, to participate in Committee meetings as necessary. These individuals are not permitted to vote, and must absent themselves while vote(s) are in progress. Individual experts are limited to providing technical advice, and are not to comment on particular athletes or coaches.

126.05 Meetings

The Committee will meet by telephone or in person, as required, with meetings held at the call of the Chair.

Given the nature of the work of this Committee, members must be particularly mindful of actual or perceived conflicts of interest. When a conflict of interest is declared:

- The member may speak only to the principle(s) underlying a decision, not to the particulars, and
- The member must be replaced by a person without a conflict of interest from a standby list appointed from that member's constituency.

A quorum for the Committee is five voting members, which must include at least one National Team Coach, at least one Athlete Representative, and at least one Branch Representative.

126.06 Resources

The Committee will receive the necessary financial and administrative resources from AC to fulfill its mandate.

126.07 Reporting

The Chair will provide status reports to the Board semi-annually at a meeting of the Board, and will report to the Members at the Annual Meeting.

126.08 Review

These Terms of Reference were approved by the Board on May 21, 2015. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

127.01 Mandate

The purpose of the Officials Committee is to design, coordinate, and evaluate programs to develop and improve the performance of athletics officials.

127.02 Key Duties

The Committee will, under the authority delegated to it by Athletics Canada (AC) staff, be responsible for overseeing all officials matters and will specifically:

- Assess the needs of AC officials and develop strategies to meet those needs
- Provide formal and informal educational training opportunities
- Review, evaluate and monitor existing officials programs
- Assist with identifying and recruiting new officials
- Develop and maintain an incentives system for officials
- Ensure adequate numbers of quality officials to meet AC's needs
- Determine, recommend, and monitor certification criteria
- Promote and support AC officials interested in officiating international events
- Perform such additional duties as may be delegated to the Committee by AC Board

127.03 Authority

The Committee will exercise its authority as set out in this Terms of Reference, and will do so with the full support of the Board, management, and staff.

127.04 Composition

The composition of the Committee will be:

- Chief Executive Officer or designate (Chair)
- Technical Director
- Active Officials (up to three, appointed by the CEO)
- Branch Representatives (up to three, as designated by Branch Council)
- Athlete Representative (as designated by the Athlete Directors)
- Athletics Canada staff (ex-officio, support, appointed by the CEO)

There are no term limits for members of the Committee.

The Committee may invite other individuals and/or members of the Board of Directors to participate in Committee meetings as necessary. These individuals are not permitted to vote.

127.05 Meetings

The Committee will meet by telephone or in person, as required, with meetings held at the call of the Chair.

127.06 Resources

The Committee will receive the necessary financial and administrative resources from AC to fulfill its mandate.

0127.07 Reporting

The Chair will provide status reports to the Board semi-annually at a meeting of the Board, and will report to the Members at the Annual Meeting.

127.08 Review

These Terms of Reference were approved by the Board on May 21, 2015. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

128.01 Mandate

The Branch Council is an Independent Committee of Athletics Canada (AC). The Council is responsible for maintaining effective communication between and among Members and AC, and for advising the Board and AC committees on matters of importance most notably to the development of the sport of athletics at the local and provincial level.

128.02 Key Duties

The Council will perform the following key duties:

- Appoint one individual of its choosing to the Governance & Nominating Committee, typically the Chair of the Council
- Identify suitable candidates for various committees for appointment by the Board
- Elect representatives to serve on committees, as required
- Review recommendations from Operating Committees and advise the Board and staff on operational implications at the local and provincial level
- Provide input on technical matters, including policies, rules and regulations proposed by staff or committees
- Exchange information and best practices, relay information from the Board or committees, and collaborate on inter-provincial matters
- Provide organized input into plans, policies and programs and, in particular, engage fully in the development of strategic plans in accordance with AC's process and timetable
- Assist with the coordination and implementation of plans, programs and policies within Members.
- Identify Member, club or other stakeholder issues that should be brought to the attention of the Board, committees or staff
- Carry out such additional duties as may be agreed to by the Board and the Council from time to time
- Regularly connect with Members to ensure Member views are being accurately represented

128.03 Authority

- The Council is an advisory body and its decisions and recommendations are not binding upon any Member or upon AC
- The Council has authority to carry out its own initiatives to advance its mandate of improving communication and information exchange among Members, provided these initiatives incur no extra expense to AC without prior approval of the Board
- When making decisions and recommendations, the Council will make every effort to do so by way of consensus. In the event a formal vote is required, all Members present in the meeting, either in-person or via teleconference or other electronic means, have one equal vote

128.04 Composition

- The Council will be composed of up to two representatives appointed by each Member. Each Member will have the discretion to determine the method of appointment of its representative, and the term to be served. A Member may change or remove its representative from the Council at any time. Each Member will notify the Chair of the Council and AC in writing of the appointment of its representative and of any change of representative
- Representatives to be appointed to the Council must:
 - Be in an employment or volunteer role within their Member;
 - Not be in an employment or Director role with AC;
 - Know AC and Member governance and policy issues;
 - Respond to requests for written input; and
 - Participate in Council meetings.

- The Council will be chaired by a non-staff representative on the Council who will be appointed to be the Chair for a maximum of two years by the members of the Council at the end of the Branch Council Meeting of the Annual Meeting.

128.05 Meeting

At its meetings, the Council may authorize the attendance of staff support from Members. The Council will meet at least twice per year in person, and may meet more frequently by means of telephone conference. Meetings will be at the call of the Chair, who will ensure that a meeting is held in the three-week period before an in-person Board meeting so that the Chair may provide input to the Board on Council activities and issues. When possible, the in-person Council meeting will be held at a time that allows the in-person participation of AC Directors and senior staff subject to availability.

128.06 Resources

- Members of the Council are responsible for covering their own costs of participation, though in-person meetings of the Council will typically be held concurrent with in-person meetings of AC
- The Council is not allocated a formal annual budget by the Board, though AC will cover its portion of costs for those initiatives mutually agreed to between the Council and AC
- The cost of direct administrative support from AC staff and travel arrangements for any meetings will be arranged exclusively by AC staff in accordance with AC policy

128.07 Reporting

The Council will maintain minutes of its meetings and will submit its minutes to the Board and the National Office on a timely basis. The Council will report to the Members, in writing, after each meeting of the Members.

128.08 Review

These Terms of Reference were approved by the Council and the Board on May 21, 2015. Both parties will review these Terms of Reference on a regular basis, with input from other stakeholders as required, and may submit proposed changes for approval by the other party, provided any changes remain consistent with the mandate and powers of the Council.

129.01 Definitions

1. The following terms have these meanings in this Code:
 - a) “*Individuals*” – Individuals employed by, or engaged in activities with, Athletics Canada including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and Directors and Officers of Athletics Canada
 - b) “*Workplace*” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, Athletics Canada’s office, work-related social functions, work assignments outside Athletics Canada’s offices, work-related travel, and work-related conferences or training sessions

129.02 Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within Athletics Canada’s programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with Athletics Canada’s core values of physical and emotional health and fitness, individual excellence and personal growth, individual development beyond sport, inclusiveness, and integrity. Athletics Canada supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

129.03 Application of this Code

3. This Code applies to Individuals’ conduct during Athletics Canada’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Athletics Canada’s activities, Athletics Canada’s office environment, and any meetings.
4. An Individual who violates this Code may be subject to sanctions pursuant to Athletics Canada’s *Discipline and Complaints Policy*. In addition to facing possible sanction pursuant to Athletics Canada’s *Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the particular competition.
5. An employee of Athletics Canada found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, customer, supplier, client or other third party during business hours, or at any Athletics Canada event, will be subject to appropriate disciplinary action subject to the terms of Athletics Canada’s policies on human resources as well as the employee’s Employment Agreement (if applicable)
6. This Code also applies to Individuals’ conduct outside of Athletics Canada’s business, activities, and events when such conduct adversely affects relationships within Athletics Canada (and its work and sport environment) and is detrimental to the image and reputation of Athletics Canada. Such applicability will be determined by Athletics Canada at its sole discretion.

129.04 Responsibilities

7. Individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of Athletics Canada members and other individuals by:
 - i. Demonstrating respect to individuals, in accordance with Canadian Human Rights legislation

- ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Consistently treating individuals fairly and reasonably
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- b) 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. Types of behaviour that constitute harassment include, but are not limited to:
- i. Written or verbal abuse, threats, or outbursts
 - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts
 - iii. Leering or other suggestive or obscene gestures
 - iv. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - v. Practical jokes which endanger a person's safety, or negatively affect performance
 - vi. Any form of hazing where hazing is defined as *“Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability.”*
 - vii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - viii. Persistent sexual flirtations, advances, requests, or invitations
 - ix. Physical or sexual assault
 - x. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
 - xi. Retaliation or threats of retaliation against an individual who reports harassment to Athletics Canada
- c) Refrain from any behaviour that constitutes **workplace harassment**, where workplace harassment is defined as vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome. Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment include, but are not limited to:
- i. Bullying
 - ii. Repeated offensive or intimidating phone calls or emails
 - iii. Inappropriate sexual touching, advances, suggestions or requests
 - iv. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
 - v. Psychological abuse
 - vi. Personal harassment
 - vii. Discrimination
 - viii. Intimidating words or conduct (offensive jokes or innuendos)

- ix. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning
- d) Refrain from any behaviour that constitutes **workplace violence**, where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Types of behaviour that constitute workplace harassment include, but are not limited to:
 - i. Verbal threats to attack a worker
 - ii. Sending to or leaving threatening notes or emails for a worker
 - iii. Making threatening physical gestures to a worker
 - iv. Wielding a weapon in a workplace
 - v. Hitting, pinching or unwanted touching of a worker which is not accidental
 - vi. Throwing an object at a worker
 - vii. Blocking normal movement or physical interference of a worker, with or without the use of equipment
 - viii. Sexual violence against a worker
 - ix. Any attempt to engage in the type of conduct outlined above
- e) Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
 - i. Sexist jokes
 - ii. Display of sexually offensive material
 - iii. Sexually degrading words used to describe a person
 - iv. Inquiries or comments about a person's sex life
 - v. Persistent unwelcome sexual flirtations, advances, or propositions
 - vi. Persistent unwanted contact
- f) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, Athletics Canada adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to Athletics Canada's *Discipline and Complaints Policy*. Athletics Canada will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Athletics Canada or any other sport organization
- g) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- h) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- i) Refrain from consuming tobacco products, or recreational drugs while participating in Athletics Canada programs, activities, competitions, or events
- j) In the case of adults, avoid consuming alcohol in competitions and situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with Athletics Canada's events
- k) Respect the property of others and not wilfully cause damage
- l) Promote the sport in the most constructive and positive manner possible
- m) Adhere to all federal, provincial, municipal and host country laws

- n) Comply, at all times, with Athletics Canada's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

129.05 Board/Committee Members and Staff

- 8. In addition to section 7 (above), Athletics Canada's Directors, Committee Members, and Staff will have additional responsibilities to:
 - a) Function primarily as a member of the board and/or committee(s) of Athletics Canada; not as a member of any other particular category of participant in Athletics Canada activity
 - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of Athletics Canada's business and the maintenance of Individuals' confidence
 - c) Ensure that Athletics Canada's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
 - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of Athletics Canada
 - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
 - f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
 - g) Keep informed about Athletics Canada's activities, the provincial sport community, and general trends in the sectors in which they operate
 - h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which Athletics Canada is incorporated
 - i) Respect the confidentiality appropriate to issues of a sensitive nature
 - j) Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
 - k) Respect the decisions of the majority and resign if unable to do so
 - l) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
 - m) Have a thorough knowledge and understanding of all Athletics Canada governance documents
 - n) Conform to the bylaws and policies approved by Athletics Canada, in particular this *Code of Conduct and Ethics*

129.06 Coaches

- 9. In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
 - a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
 - b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
 - c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
 - d) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
 - e) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete

- f) Consider the academic pressures applicable to student-athletes and conduct training and events in a manner that supports academic success
- g) Act in the best interest of the athlete's development as a whole person
- h) Respect other coaches
- i) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by Athletics Canada's policies on screening
- j) Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- k) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- l) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- m) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- n) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- o) Dress professionally, neatly, and inoffensively
- p) Use inoffensive language, taking into account the audience being addressed

129.07 Athletes

10. In addition to section 7 (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program
- b) Participate and appear on-time, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
- c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- d) Adhere to Athletics Canada's rules and requirements regarding clothing and equipment
- e) Never ridicule a participant for a poor performance or practice
- f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
- g) Dress to represent the sport and themselves well and with professionalism
- h) Act in accordance with Athletics Canada's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

129.08 Officials

11. In addition to section 7 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes
- b) Work within the boundaries of their position's description while supporting the work of other officials
- c) Act as an ambassador of Athletics Canada by agreeing to enforce and abide by national and provincial rules and regulations
- d) Take ownership of actions and decisions made while officiating
- e) Respect the rights, dignity, and worth of all individuals

- f) Not publicly criticize other officials or any club or association
- g) Assist with the development of less-experienced referees and minor officials
- h) Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of Athletics Canada, athletes, coaches, other officials, and parents
- i) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- j) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
- k) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time
- l) When writing reports, set out the true facts and not attempt to justify any decisions
- m) Dress in proper attire for officiating

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140 Commissioner’s Office – Terms of Reference

140.01 Purpose

Athletics Canada’s Commissioner’s Office was established to make informed decisions in four areas of Athletics Canada operations – carding, selection, eligibility, and discipline. Athletics Canada’s Board of Directors vests the Commissioner’s Office to be the autonomous authority in these areas and to resolve disputes within Athletics Canada efficiently, effectively, and fairly.

140.02 Authority

Athletics Canada’s Board of Directors hires individuals to fill the Commissioner’s Office and reviews the progress of the Commissioner’s Office at the end of every year-long term. The Board cedes complete and autonomous decision-making authority to the Commissioner’s Office during the length of the term and the Commissioner’s Office does not report to the Board of the Directors or to Athletics Canada staff.

140.03 Description

The Commissioner’s Office consists of two individuals who are retained by Athletics Canada. Each individual must enter into an agreement with Athletics Canada that contains the following items:

- Compensation (per diem)
- Annual Review (guided by the criteria listed in the Review section below)
- Termination conditions
- Confidentiality
- Other terms common to arbitrator agreements

Between the two individuals occupying the Commissioner’s Office, one individual will be the Acting Commissioner. Generally, the same individual will always be the Acting Commissioner (which is reflected in that individual’s agreement) but this individual should rely on the other individual in instances of:

- Complex cases (wherein the two individuals occupying the Commissioner’s Office should discuss the case)
- Conflicts of Interest (wherein the Acting Commissioner should defer the Acting Commissioner title to the other, non-conflicted individual)
- Language (wherein at least one of the individuals should be fluent in French and a case to be discussed in French should be handled by the French-speaking individual)
- Multiple ongoing cases (wherein each individual would be the Acting Commissioner for a respective case)

- Unavailability (wherein the available individual would be the Acting Commissioner)

140.04 Appointment

Athletics Canada's Board of Directors shall consider the following qualifications and skills (among others) when retaining individuals for the Commissioner's Office:

- Language fluency (multiple languages are an asset)
- Adjudication Dispute resolution experience
- Understanding of the Canadian sport system
- Reasonable perception of neutrality in disputes involving Athletics Canada
- Comfort in complex situations, ability to consider multiple perspectives and contexts, strong decision making record (in sport or other areas), respected by peers, strong ability to communicate for understanding by laypersons, appreciation of timely decision-making

Individuals are appointed to the Commissioner's Office for a one-year term that may be renewed, following a review, at the discretion of Athletics Canada's Board of Directors.

140.05 Scope

The Commissioner's Office is responsible for hearing the following:

- Athlete appeals of **carding** decisions
- Athlete appeals of **selection** decisions
- Athlete appeals of **eligibility** decisions
- **Complaints** of violations of Athletics Canada's *Code of Conduct and Ethics*

The Commissioner's Office may not involve itself in bylaws amendments or decisions made by the Members of Athletics Canada at meetings of the Members.

140.06 Procedures - General

The following general procedures will apply to all dispute resolution procedures undertaken by the Commissioner's Office:

1. The Commissioner's Office has the discretion to assist the parties with procedural issues without becoming an advocate for either party.
2. The Commissioner's Office will determine all deadlines, at all times respectful of the urgency of the situation, particularly in relation to carding and selection appeals. Deadlines may be changed at the discretion of the Commissioner's Office, with notice to all parties.
3. In cases where either party is a group or organization (such as Athletics Canada), the group or organization will name an individual to be the contact person during the dispute.
4. Each party is permitted to have a representative (counsel or other individual) represent the party during the dispute.
5. Additionally, a party who is a minor has the right to have a parent or guardian act for the party and/or attend an in-person or conference call hearing.
6. When an in-person hearing or conference call hearing is held, and Athletics Canada is not one of the parties, Athletics Canada is permitted to have an observer attend the hearing.
7. All documents and arguments submitted during a dispute resolution procedure are considered to be confidential and may not be communicated to groups or individuals not involved in the dispute.
8. When the Commissioner's Office issues a decision, the reasons for the decision will be communicated in writing to all parties and submitted to Athletics Canada for retention and/or distribution (if necessary or required by the content of the decision). In cases where time is essential, the Commissioner's Office may issue a verbal decision with written reasons to follow at a later date.

9. The Commissioner's Office shall retain a record of all written decisions made for the purpose of developing jurisprudence.

140.07 Procedures – Carding, Selection, Eligibility

The Commissioner's Office is empowered to resolve appeals of carding, selection, and eligibility decisions in any manner. However, to ensure procedural fairness in the resolution of the appeal, the Commissioner's Office must be guided by the following procedures:

1. Appeals of carding, selection, and eligibility decisions must contain:
 - a) date the decision was made;
 - b) content of the decision;
 - c) identity and contact information of the Appellant;
 - d) identity of any affected parties if the decision were to be changed (if known);
 - e) a description of the decision;
 - f) the Appellant's reasons why the decision made was improper or incorrect; and
 - g) the requested remedy or solution.
2. Upon receiving the appeal, the Commissioner's Office must determine if it was submitted within a reasonable timeframe following the date of the decision, or if a reasonable explanation has been provided for granting an extension. Reasonable timeframes include:
 - a) For carding appeals – 14 days
 - b) For selection appeals – 7 days
 - c) For eligibility appeals – 7 days
3. If the Commissioner's Office decides that the appeal has not been submitted within a reasonable timeframe, or if a reasonable explanation for requesting an extension has not been provided, then the appeal is dismissed.
4. Upon receiving the appeal, the Commissioner's Office may determine that the appeal is frivolous or vexatious, outside of the jurisdiction of the Commissioner's Office, or that the Appellant's reasoning is incomplete or inaccurate. Such appeals will be dismissed unless the Commissioner's Office permits the complaint to be resubmitted with more complete or accurate reasoning.
5. The Respondent will be provided with the content of the appeal and instructed to submit a response to the Commissioner's Office.
6. By communicating with each of the parties (the Appellant and the Respondent), the Commissioner's Office will first determine if it is possible to reach a resolution to the dispute by mediation. If so determined, the Commissioner's Office will refer the mediation process to a resolution facilitator of the Sport Dispute Resolution Centre of Canada (SDRCC).
7. If mediation fails or is not possible, the Commissioner's Office must liaise with Athletics Canada staff to determine which (if any) parties or athletes may be affected by the appeal. Affected parties will be provided with the appeal and the response and will be offered the opportunity to submit a response that will be shared with the other parties.
8. The Appellant will be provided with the Respondent's response and will be permitted to submit a short rebuttal document to the Commissioner's Office. The rebuttal document will be provided to the other parties.
9. The Commissioner's Office, in consultation with the parties, will determine if an in-person hearing, a conference call hearing, or a hearing on documentary evidence alone is the most effective method to share and consider the evidence relating to the appeal.
10. If an in-person hearing or conference call hearing is necessary, the parties (along with any affected athletes, and other interested individuals identified by the Commissioner's Office) will be invited to participate alongside a representative or counsel (if desired). The hearing will take a form specified by the Commissioner's Office wherein the parties and/or the Commissioner's Office may ask questions about the evidence submitted by any party.
11. Following the hearing (if held) or the conclusion of the documentary submissions, the Commissioner's Office will issue a written decision with reasons. The written decision will:

- i. Reject the appeal and confirm the decision being appealed;
 - ii. Uphold the appeal and refer the matter back to the initial decision-maker for a new decision;
 - iii. Uphold the appeal and vary the decision, but only where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reason of lack of clear procedure, lack of time, or lack of neutrality; or
 - iv. Determine whether costs of the appeal, excluding legal fees and legal disbursements of any parties, will be assessed against any party. In assessing costs, the Commissioner's Office will take into account the outcome of the appeal, the conduct of the parties, and the parties' respective financial resources.
12. The Commissioner's Office's written decision, with reasons, will be distributed to all parties. The decision will be considered a matter of public record (unless decided otherwise by the Commissioner's Office).

140.08 Procedures – Complaints

The Commissioner's Office is empowered to receive complaints of violations of Athletics Canada's *Code of Conduct and Ethics* and to resolve such complaints. However, to ensure procedural fairness in the resolution of the complaint, the Commissioner's Office must be guided by the following procedure:

1. Complaints must contain:
 - a) date of the incident;
 - b) identity and contact information of the Complainant (when an organization, such as Athletics Canada, acts as the Complainant an individual must be identified to represent the organization);
 - c) identity of the individual(s) who violated the *Code of Conduct and Ethics*;
 - d) description of the incident;
 - e) the sections of the *Code of Conduct and Ethics* that were allegedly violated; and
 - f) the requested remedy or solution.
2. Upon receiving the complaint, the Commissioner's Office must determine if it was submitted within 14 days of when the Complainant knew or ought to have known about the incident that caused the complaint. The Commissioner's Office may grant an extension to this timeline if a reasonable explanation has been provided for granting an extension. If the Commissioner's Office decides that the complaint has not been submitted within a reasonable timeframe then it may be dismissed.
3. Upon receiving the complaint, the Commissioner's Office may determine that the complaint is frivolous or vexatious, outside of the jurisdiction of the Commissioner's Office, or that the description of the incident is insufficient. Such complaints will be dismissed unless the Commissioner's Office permits the complaint to be resubmitted with more complete or accurate reasoning.
4. By communicating with each of the parties (the Appellant and the Respondent), the Commissioner's Office will first determine if it is possible to reach a resolution to the dispute by mediation. If so determined, the Commissioner's Office will refer the mediation process to a resolution facilitator of the Sport Dispute Resolution Centre of Canada (SDRCC).
5. During the complaint procedure, the Commissioner's Office may decide that the alleged incident is of such seriousness as to warrant suspension of an individual pending completion of any criminal process, or of the complaint procedure and the release of a decision by the Commissioner's Office.
6. If mediation fails or is not possible, the Commissioner's Office will determine if the alleged violation is a minor infraction or a major infraction.
7. Minor infractions are defined as:
 - a) Disrespectful, abusive, racist, or sexist comments or behaviour
 - b) Disrespectful conduct

- c) Conduct contrary to the values of Athletics Canada
 - d) Neglecting attendance at Athletics Canada events and activities for which attendance is expected or required
 - e) Non-compliance with Athletics Canada's policies, procedures, rules, or regulations
 - f) Minor violations of Athletics Canada's *Code of Conduct and Ethics*, at the discretion of the Commissioner's Office
8. If the alleged violation is determined to be a minor infraction, the Commissioner's Office will refer the complaint to be handled by an appropriate person who has authority over both the situation and the individual(s) involved. The person in authority can be, but is not restricted to being, staff, officials, coaches, judges, organizers, or Athletics Canada decision-makers. The person in authority must report any sanction or discipline (if applied) back to the Commissioner's Office for retention or distribution as necessary.
9. Major infractions are defined as:
- a) Repeated minor infractions
 - b) Any incident of hazing
 - c) Incidents of physical abuse
 - d) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
 - e) Pranks, jokes, or other activities that endanger the safety of others
 - f) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
 - g) Conduct that intentionally damages Athletics Canada's image, credibility, or reputation
 - h) Consistent disregard for Athletics Canada's bylaws, policies, rules, and regulations
 - i) Major or repeated violations of Athletics Canada's *Code of Conduct and Ethics*, at the discretion of the Commissioner's Office
 - j) Intentionally damaging Athletics Canada property or improperly handling Athletics Canada monies
 - k) Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
 - l) A conviction for any *Criminal Code* offense
 - m) Any possession or use of banned performance enhancing drugs or methods
10. In cases where the Commissioner's Office has determined that a major infraction has allegedly occurred, the Respondent will be provided with the content of the complaint and instructed to submit a response to the content to the Commissioner's Office
11. The Complainant will be provided with the Respondent's response and be permitted to submit a rebuttal document to the Commissioner's Office. The rebuttal document will be provided to the Respondent
12. The Commissioner's Office will determine if an in-person hearing or conference call hearing is necessary to hear and consider the evidence in the complaint, or if the complaint can be addressed based on the submitted documents
13. If an in-person hearing or conference call hearing is necessary, the parties (along with any interested individuals or witnesses identified by the Commissioner's Office) will be invited to participate alongside a representative or counsel (if desired). The hearing will take a form specified by the Commissioner's Office wherein the parties and/or the Commissioner's Office may ask questions about the content of the evidence submitted

Following the hearing (if held) or the conclusion of the documentary submissions, the Commissioner's Office will issue a written decision resolving the complaint. If a sanction is to be applied, the sanction will correspond with the severity of the offence committed, the age of the offender, the offender's remorse, and any corrective action the offender has already taken. The Commissioner's Office may apply the following disciplinary sanctions, singularly or in combination:

- a) Verbal or written reprimand from Athletics Canada to the Respondent

- b) Verbal or written apology from the Respondent to the Complainant
 - c) Expulsion from Athletics Canada
 - d) Removal of certain privileges accorded to members or associates
 - e) Suspension from relevant teams, events, and/or activities
 - f) Suspension from all Athletics Canada's activities for a designated period of time
 - g) Payment of the cost of repairs for property damage
 - h) Suspension of funding from Athletics Canada or from other sources
 - i) Any other sanction considered to be reasonable
14. Unless the Commissioner's Office decides otherwise, any disciplinary sanctions will begin immediately and may be applied retroactively. Failure to comply with a sanction as determined by the Commissioner's Office will result in automatic suspension from any provincial branch until such time as compliance occurs.
15. The Commissioner's Office's written decision, with reasons, will be distributed to all parties. The decision will be considered a matter of public record (unless decided otherwise by the Commissioner's Office).

140.09 Criminal Code Convictions

If the Commissioner's Office becomes aware, via a submitted complaint or by other means, of an individual associated with Athletics Canada being convicted of any of the following Criminal Code offenses, the individual will be expelled from Athletics Canada, expelled from the applicable provincial branch, and/or removed from competitions, programs, activities, and events at the sole discretion of the Commissioner's Office:

- Any child pornography offences
- Any sexual offences
- Any offence of physical or psychological violence
- Any offence of assault
- Any offence involving trafficking of illegal drugs

140.10 Appeals of Decisions by the Commissioner's Office

Decisions of the Commissioner's Office may be appealed. The Appellant party has the following options for appeal:

- Coordinating with the Commissioner's Office and the other party to reach a mediated settlement (the Commissioner's Office and the other party must agree to this option and to be bound by the mediated settlement agreement)
- If a mediated settlement cannot be reached, or the parties do not agree to submit to mediation, a party may seek a review of the Commissioner's Office's decision pursuant to the rules of the SDRCC

140.11 Reporting

The Commissioner's Office will submit written decisions, with reasons, to Athletics Canada's Board of Directors with instructions to post the decisions on a section of Athletics Canada's website.

140.12 Review

This Terms of Reference were approved by the Board on July 25, 2015. The Board, along with the Athlete Representatives to the Board, will review the Terms of Reference and the performance of the Commissioner's Office on an annual basis, with input from the Commissioner's Office as required. The review will consider the following questions, among others that may be relevant:

- Are the two individuals who occupy the Commissioner's Office working effectively together?

- Is the Commissioner’s Office accepting or rejecting appeals or complaints only in accordance with this Terms of Reference?
- Is the Commissioner’s Office managed effectively?
- Has the Commissioner’s Office been successful in establishing effective practices of decision making; including timeliness, lack of bias, preparedness of the Commissioner’s Office and of the parties, procedurally fair hearings, and transparency?
- Were decisions communicated effectively, in a timely manner, and in a way that they were understood by all parties?
- Have the parties perceived the process to be fair?
- Are the parties satisfied that they “told their story”?

140.13 Appeal Decision

- a. Within 14 days of concluding the appeal, the Commissioner’s Office will issue its written decision, with reasons.
- b. In making its decision, the Commissioner’s Office will have no greater authority than that of the original decision-maker. The Commissioner’s Office may decide:
 1. To reject the appeal and confirm the decision being appealed; or
 2. To uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or
 3. To uphold the appeal and vary the decision but only where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reason of lack of clear procedure, lack of time, or lack of neutrality; and
 4. To determine whether costs of the appeal, excluding legal fees and legal disbursements of any of the parties, will be assessed against any party. In assessing costs, the Commissioner’s Office will take into account the outcome of the appeal, the conduct of the parties and their respective financial resources.
- c. The decision will be considered a matter of public record. A copy of the decision will be provided to each of the parties and to the Commissioner’s Office.
- d. In extraordinary circumstances, the Commissioner’s Office may issue a verbal decision or a summary written decision, with reasons to follow, provided the written decision with reasons is rendered within the timelines specified in section 08.
- e. The Appeal Process is confidential involving only the parties and the Commissioner’s Office. Once initiated and until a written decision is released, none of the parties or the Commissioner’s Office will disclose confidential information relating to the appeal to any person not involved in the proceedings.

140.14 Timelines

If the circumstances of the dispute are such that this rule will not allow a timely appeal, or if the circumstances of the disputes are such the appeal cannot be concluded within the timelines dictated in this rule, the Commissioner’s Office may direct that these timelines be revised.

140.15 Location

The appeal will take place in the location determined by the Commissioner's Office, unless the Commissioner's Office decides the appeal is to be held by way of telephone conference, or unless, at the specific request of a party, a different location is mandated by the Commissioner's Office as a preliminary matter.

140.16 Final and Binding Decision

The decision of the Commissioner's Office will be final and binding upon the parties and upon all members of Athletics Canada, subject to the right of any party to seek a review of the decision pursuant to the rules of the Sport Dispute Resolution Centre of Canada (SDRCC) as amended from time to time, and subject to these limitations:

- a. The 'law' to be considered by the SDRCC tribunal is the internal rules, policies and selection criteria of Athletes Canada;
- b. The 'facts' to be considered by the SDRCC tribunal are the facts relevant to the case under appeal;
- c. If the SDRCC tribunal determines that Athletics Canada has made a decision in error, the role of the SDRCC tribunal is to identify that error and send the matter back to Athletics Canada to make the decision free from error, unless this is not possible or practical;
- d. The parties will execute an arbitration agreement that will confirm the jurisdiction of the SDRCC tribunal to decide the matter, specify the precise decision under appeal, specify the issues in dispute and specify other matters the parties agree will be binding on themselves and the SDRCC tribunal.

PROCEDURE FOR AMENDMENT OF RULES

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142 Changes to the Athletics Canada or IAAF rules proposed by the Rules Committee or a Member shall be considered at a Meeting (AGM, SAGM, or Special Meeting) of the Members, normally according to the following procedures:

- a. The proposed changes shall be sent to the Athletics Canada National Office at the earliest possible date prior to the applicable Meeting;
- b. The proposed changes shall be made available to the Rules Committee and relevant Athletics Canada Committees at least sixty (60) days prior to the Meeting;
- c. The Rules Committee shall consider the recommendation of the Directors in its assessment of the viability or desirability of the proposed rule changes.;
- d. The Rules Committee shall report to the Members thirty (30) days prior to the Meeting, at which the changes may be accepted, amended, and / or rejected.

In exceptional circumstances, a simple majority of Members' votes present may waive the period of the notice stated above.

143 Where a matter arises after the normal deadline for submission of proposed changes to the Athletics Canada or IAAF rules, and it is considered urgent to examine a proposed rule change at the next Meeting, the proposer may request that the change be considered exceptionally as an Urgent Matter. In such a case, the procedure shall be the following:

- a. The proposed changes shall be sent to Athletics Canada's National Office at the earliest possible date prior to the applicable Meeting, provided that such proposed changes shall be made available to the Board of Directors at the opening of the Board of Directors meeting held immediately prior to the applicable Meeting.
- b. If possible, the proposals shall be distributed to Members, and Directors, the Chairs of relevant Committees with the other materials for the applicable Meeting.
- c. At or prior to the applicable Meeting, the Rules Committee shall meet to consider the request for treatment as an Urgent Matter. By a majority, the committee can accept the change as an Urgent Matter. Proposals not receiving a majority shall be treated in the normal manner, as outlined elsewhere in Athletics Canada Rules. Proposals accepted as urgent shall be discussed by the Rules Committee whose recommendations shall be included in a report to the applicable Meeting, where they will be accepted, amended and/or rejected.

144 Changes to the Athletics Canada Rules shall take effect at the close of the applicable Meeting at which they received approval, unless otherwise stipulated by the meeting.

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PROCEDURE FOR TABLING REPORTS

146 If proposed amendments to the IAAF rules receive approval at the applicable Meeting, copies (with supporting arguments) shall be sent by the chair of the Athletics Canada Rules Committee to Athletics Canada for forwarding to the IAAF, with a copy to any Canadian member of the IAAF Technical Committee.

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ATHLETICS CANADA CHAMPIONSHIP EVENTS RULES (151-170)

SECTION III

OUTDOOR TRACK AND FIELD CHAMPIONSHIPS

151 Men's Athletics Championships

<i>Track</i>	100m, 200m, 400m, 800m, 1500m, 5000m, 10,000m 110m Hurdles, 400m Hurdles, 3,000m Steeplechase, 4x100m, 4x400m
<i>Race Walking</i>	10,000m or 10km Race Walk; or 20,000m or 20km Race Walk
<i>Jumps</i>	High Jump, Long Jump, Triple Jump, Pole Vault
<i>Throws</i>	Shot, Discus, Javelin, Hammer
<i>Combined Events</i>	Decathlon
<i>Para Events</i>	To be determined annually by Athletics Canada

152 Junior Men's Athletics Championships

<i>Track</i>	100m, 200m, 400m, 800m, 1500m, 5000m, 10,000m, 110m Hurdles 400m Hurdles 3,000m Steeplechase, , 4x100m, 4x400m
<i>Race Walking</i>	10,000m or 10km Race Walk
<i>Jumps</i>	High Jump, Long Jump, Triple Jump, Pole Vault
<i>Throws</i>	Shot, Discus, Javelin, Hammer
<i>Combined Events</i>	Decathlon

153 Youth Boys' Athletics Championships

<i>Track</i>	100m, 200m, 400m, 800m, 1500m, 3000m, 110m Hurdles 400m Hurdles, 2000m Steeplechase, 4x100m, 4x400m
<i>Race Walking</i>	5,000m Race Walk or 10,000m Race Walk
<i>Jumps</i>	High Jump, Long Jump, Triple Jump, Pole Vault
<i>Throws</i>	Shot, Discus, Javelin, Hammer
<i>Combined Events</i>	Decathlon

154 Women's Athletics Championships

<i>Track</i>	100m, 200m, 400m, 800m, 1500m, 5000m, 10,000m, 100m Hurdles, 400m Hurdles, 3000m Steeplechase, 4x100m, 4x400m
<i>Race Walking</i>	10,000m or 10km Race Walk; or 20,000m or 20km Race Walk
<i>Jumps</i>	High Jump, Long Jump, Triple Jump, Pole Vault
<i>Throws</i>	Shot, Discus, Javelin, Hammer
<i>Combined Events</i>	Heptathlon
<i>Para Events</i>	To be determined annually by Athletics Canada

155 Junior Women's Athletics Championships

<i>Track</i>	100m, 200m, 400m, 800m, 1500m, 3000m, 5000m, 100m Hurdles 400m Hurdles, 3000m Steeplechase, 4x100m, 4x400m
<i>Race Walking</i>	10,000m or 10km Race Walk

<i>Jumps</i>	High Jump, Long Jump, Triple Jump, Pole Vault
<i>Throws</i>	Shot, Discus, Javelin, Hammer
<i>Combined Events</i>	Heptathlon

156 Youth Girls' Athletics Championships

<i>Track</i>	100m, 200m, 400m, 800m, 1500m, 3000m, 100m Hurdles, 400m Hurdles, 2000m Steeplechase, 4x100m, 4x400m
<i>Race Walking</i>	5000m Race Walk
<i>Jumps</i>	High Jump, Long Jump, Triple Jump, Pole Vault
<i>Throws</i>	Shot, Discus, Javelin, Hammer
<i>Combined Events</i>	Heptathlon

157 For all National Championships hurdle heights and throwing implement specifications will follow the IAAF Rules currently in effect.

CROSS-COUNTRY CHAMPIONSHIPS

158

Men	8000m to 12,000m
Junior Men	5000m to 8,000m
Women	6000m to 10,000m
Junior Women	4000m to 6000m
Youth Girls	3000m to 4000m
Youth Boys	4000m to 6000m

INDOOR TRACK AND FIELD CHAMPIONSHIPS

159 Men's Indoor Championships

<i>Track</i>	60m, 200m, 400m, 800m, 1500m, 3000m 60m Hurdles
<i>Race Walking</i>	5000m Race Walk or 3000m Race Walk
<i>Jumps</i>	High Jump, Long Jump, Triple Jump, Pole Vault
<i>Throws</i>	Shot, Weight Throw (15.88kg)
<i>Combined Events</i>	Heptathlon

160 Women's Indoor Championships

<i>Track</i>	60m, 200m, 400m, 800m, 1500m, 3000m 60m Hurdles
<i>Race Walking</i>	3000m Race Walk or 5000m Race Walk
<i>Jumps</i>	High Jump, Long Jump, Triple Jump, Pole Vault
<i>Throws</i>	Shot, Weight Throw (9.08kg)
<i>Combined Events</i>	Pentathlon

161 Junior Men's Indoor Championships

<i>Track</i>	60m, 200m, 400m, 800m, 1500m, 3000m, 60m Hurdles
<i>Race Walking</i>	3000m Race Walk
<i>Jumps</i>	High Jump, Pole Vault, Long Jump, Triple Jump
<i>Throws</i>	Shot Put, Weight Throw (11.34kg)
<i>Combined Events</i>	Heptathlon

162 Junior Women's Indoor Championships

<i>Track</i>	60m, 200m, 400m, 800m, 1500m, 3000m, 60m Hurdles
<i>Race Walking</i>	3000m Race Walk
<i>Jumps</i>	High Jump, Pole Vault, Long Jump, Triple Jump
<i>Throws</i>	Shot Put, Weight Throw (9.08kg)
<i>Combined Events</i>	Pentathlon

163 Youth Boys' Indoor Championships

<i>Track</i>	60m, 200m, 400m, , 800m, 1500m, 3000m, 60m Hurdles
<i>Race Walking</i>	3000m Race Walk
<i>Jumps</i>	High Jump, Long Jump, Triple Jump, Pole Vault
<i>Throws</i>	Shot Put, Weight Throw (9.08kg)
<i>Combined Events</i>	Pentathlon

164 Youth Girls' Indoor Championships

<i>Track</i>	60m, 200m, 400m, , 800m, 1500m, 3000m, 60m Hurdles
<i>Race Walking</i>	3000m Race Walk
<i>Jumps</i>	High Jump, Long Jump, Triple Jump, Pole Vault
<i>Throws</i>	Shot Put, Weight Throw (7.26 kg)
<i>Combined Events</i>	Pentathlon

165 Road Running Championships

Men: 5km 10km, Half Marathon, Marathon
Women: 5km, 10km, Half Marathon, Marathon

166 Spare

167 Other Events

Any other event approved from time to time by the membership at an Annual General Meeting on or before December 15th, of the year prior to the event, may be held separately from the National Championships.

168 In the event of extenuating circumstances Athletics Canada, through its Technical Delegate, reserves the right to make appropriate modification to the composition of the National Championship event structure and/or schedule.

169-170 Spare

ATHLETICS CANADA RECORDS RULES (171-240)

SECTION IV

ELIGIBILITY FOR CANADIAN RECORDS

- 171** Canadian records are maintained in two categories: National and all-comers; and in two divisions, indoor and outdoor. Para records shall be kept for each category, and division.
- 172** Canadian records may be claimed by citizens of Canada, irrespective of the country within which the performance was made.
- 173** Canadian all-comers records may be claimed by citizens of any country, competing in Canada.
- 174** Canadian records are maintained in the following age groups, as per IAAF and IPC Rules:
- a. Men
 - b. Under 23 Men (Under 23 in the year of competition)
 - c. Junior Men (Under 20 in the year of competition)
 - d. Youth Boys (Under 18 in the year of completion)
 - e. Women
 - f. Under-23
Women (Under 23 in the year of competition)
 - g. Junior Women (Under 20 in the year of competition)
 - h. Youth Girls (Under 18 in the year of competition)
- 175** Record applications shall only be accepted for Events listed in Rules 217, 223 and 231.
- 176** An athlete may claim a record in his own age class and in all higher age classes irrespective of the age class of the event in which the performance was made as per IAAF Rules.
- 177** For all competitions held completely in the stadium, mixed events between male and female participants shall not normally be permitted. However, mixed stadium competitions in Field Events and in races 5000m or longer may be permitted in all competitions.
- 178** Canadian records for relay events shall be kept in two distinct sections, one for club teams, the other for teams whose members do not all belong to one club (*e.g.* teams representing Member Branches, regions of Canada, Canada, *etc.*).
- 179** All athletes who establish Canadian Records in a bona fide competition must be available for doping control for testing, if selected. In the event there is no provision for doping control, or if the athlete was not selected for testing, the athlete must inform Athletics Canada immediately that a record has been set. It is then the responsibility of Athletics Canada to determine if target testing will occur.

- 180** In Field Events, a record-breaking performance will be accepted upon re-certification of the equipment/implements used during the competition. Re-certification must be done at the end of the competition by a qualified Technical Manager.

APPLICATION FOR A CANADIAN RECORD

- 181** a. Except as provided for in Athletics Canada **Rule 184**, whenever a Canadian record is to be claimed, the meet director and/or the athlete or his representative shall be responsible for ensuring that the official Athletics Canada Record Form (see Appendices B and C) is completed and forwarded to Athletics Canada, and to the Member Branch Office in whose territory the meet was conducted, and to the Member Branch Office of which the athlete is an Associate.
- b. A record-breaking performance shall be considered pending until such time as all necessary information has been received by the Athletics Canada National Office and has been ratified by the Athletics Canada Board of Directors. This ratification will normally take place at the next meeting of the Athletics Canada Board of Directors after the Athletics Canada National Office has verified and approved the performance.
- c. An athlete claiming a Canadian record must, at the time the performance is achieved, be an Associate of Athletics Canada. This stipulation does not apply for non-Canadians claiming all-comers records.
- d. An athlete claiming a Canadian all-comers record must, at the time the performance is achieved, be an Associate of Athletics Canada, or hold a current membership of an IAAF member federation.
- 182** Record forms shall be forwarded Athletics Canada as soon as possible and normally within thirty (30) days.
- 183** Record forms received by the National Office more than thirty (30) days after the performance was made shall not be considered unless accompanied by a fee of \$50.00 for each such late record form.
- 184** By exception, record forms shall *not* be required for Canadian records made in the following circumstances:
- a. At National Championships or International Athletics Competitions held in Canada (as defined in Athletics Canada **Rule 010**);
 - b. At Olympic, Paralympic, Pan American Games, Pan American Junior Championships, Para Pan American, Commonwealth or World Student Games, or at other World, Continental, Regional, Area or Group Championships or Games, and all IAAF Grand Prix Competitions [see **IAAF Rules**], and all other Athletics Canada National Team Competitions, provided always that:
 - i) If the record claimed is an Under-23, Junior, or Youth record, evidence of the athlete's date of birth must be supplied according to Athletics Canada **Rule 201**;

- ii) In track events, record forms shall be required in all cases when the record was achieved by a competitor placing fourth or lower in a race, unless fully automatic timing was in operation.
- iii) A copy of the official results of the competition is sent by the athlete, his coach, *or* the team manager, to (and received by) Athletics Canada.

185 Canadian record forms shall always be completed when World or Commonwealth records are also to be claimed and, in the case of World records, IAAF Application of a World Record (Appendix D) must also be completed.

186 Athletics Canada shall provide a report of verified claims for National Records to the Board of Directors for ratification at its next regular scheduled meeting.

187-190 Spare

GENERAL CONDITIONS - CANADIAN RECORDS

191 The record be made in a bona fide competition which has been duly sanctioned, arranged, advertised and authorised before the day of the event and which has been conducted under Athletics Canada Rules.

192 All record-breaking performances must be verified by a qualified Referee or three qualified Event Officials.

193 No record breaking performance will be accepted if it is determined that the claimant has received illegal assistance as outlined in IAAF Rules.

194 A race must be stated and conducted over one distance only, and all competitors shall compete at that distance. Claims may be submitted for any number of records accomplished by the same athlete in that race, (*i.e.* distance covered over a given time, race over fixed distance).

It is not permissible for an athlete to be credited with a record at a shorter distance if he did not finish the race over the full distance for which the race had been fixed.

195 In Field Events, an athlete with a disability may be considered as a *bona fide* competitor.

196 Track records must either be timed by three official timekeepers, or by an approved fully automatic timing device, or by a Transponder System as defined in IAAF Rules. . For races up to and including 800m, only performances timed by an approved fully automatic timing device shall be accepted. Times shall be recorded as outlined in IAAF Rules. Road records must be timed in accordance with IAAF Rules and must be held on courses eligible for records in accordance with IAAF Rules.

197 Unless specified elsewhere in the Athletics Canada Rules, all conditions identified under IAAF Rules for ratification of a World Record must be met for ratification of a Canadian Record.

198 In a race in lanes, no record will be accepted where the runner has run on or inside the inner curved border of the lane.

199 Spare

- 200** Records made in heats or qualifying competitions, in deciding ties, and in individual events in Combined Events competitions, will be accepted.
- 201** Application for records in Under-23, Junior (Under 20) or Youth (Under 18) events must carry the day, month, and year of birth of the applicant, which at the time of a first application for a record must be supported by a copy of a birth certificate, passport or similar official document which confirms his date of birth.
- 202** Every athlete who equals or betters an existing record, even if such record is broken before it is officially accepted, shall be credited with such a record, and the mark recorded in the official report by Athletics Canada to the Board of Directors.
- 203-210** Spare

ADDITIONAL CONDITIONS - OUTDOOR RECORDS

- 211** The record must have been accomplished out-of-doors in a facility where the event area conforms to IAAF specifications as outlined in the IAAF Rules.
- 212** Spare
- 213** Spare
- 214** Spare
- 215** Spare
- 216** Weight Throw
- a. In making a throw, the competitor may choose to assume any starting position and shall use both hands, holding the weight exclusively by the handle and release from both hands
 - b. In all other respects, the rules for the Hammer Throw shall govern.
 - c. Construction – The weight shall consist of three parts: a head, a handle and a connection assembly which may contain a harness.
 - 1) Head – the head shall be a solid sphere or a spherical bladder. The solid sphere shall be made of a metal not softer than brass, or of a shell of such metal or plastic filled with lead or other material, which will not deform on impact. If a filling is used, it must be inserted in such a manner that it is immovable and that the center of gravity shall be not more than 9mm from the center of the sphere. The maximum diameter of a sphere with a shell of plastic shall be no more than 15mm larger in diameter than the corresponding all metal implement and may only be used for indoor competitions. Where indoor facilities dictate and for weights lighter than 56 lbs., a spherical bladder head may be used. The spherical bladder shall be made of a synthetic material which will return to its shape after impact. The bladder shall be filled with lead shot or other suitable material. The bladder shall be surrounded by a harness and have no maximum diameter requirement.

- 2) Handle – the handle shall be made of round steel rod not to exceed 12.7mm in diameter, bent in a triangular shape so that no side exceeds 190mm nor is smaller than 100mm, inside measurement. A handle with no permanent connection point shall have two sides of equal length and the third side of less than or equal length. When the overall length of the implement is measured, the equal and longest sides must form the vertical sides of a triangle. The handle must be rigid and not show evidence of elasticity or malformation upon being thrown.
- 3) Connection – the handle shall be connected either directly to the head or to a harness. The direct connection shall be by means of no more than two steel links (loops), whose diameters shall not exceed 9.5mm. The handle shall be connected to the steel links by a loop; a swivel may not be used. The head may be connected to the links by means of a swivel that may be either plain or with ball bearings for the solid sphere implement. For the plastic filled implement, a swivel is allowed between the ball and the handle. The connection to a harness for the bladder type implement shall be by means of no more than two steel links (loops), whose diameter shall not exceed 9.5mm and a swivel may be placed between the two links. The harness shall have a minimum of four straps, sewn together to form a sling. Netting of any kind shall not be used to form the harness. The harness must not show evidence of elasticity or malformation upon being thrown.
- d. Length – the overall length of the complete implement, from the bottom surface of the head to the inside surface of the handle (grip), shall not exceed 40.64cm at any time.

e. For record purposes, the following weights shall apply:

Men and Under-23 Men:	15.88kg
Junior Men:	11.34kg
Youth Boys:	9.08kg
Women, Under-23, and Junior Women	9.08kg
Youth Girls	7.26kg

f. Weight specifications shall be as follows: (Weight, Minimum Diameter, Maximum Diameter)

	25.400kg	
15.880kg	145mm	165mm
11.34kg	130mm	150mm
9.080kg	120mm	140mm
7.260kg	110mm	130mm
5.450kg	100mm	120mm

Note: Weights for other than those specified in clause e above are given for when Masters age classes are involved.

g. The outdoor weight may be used either indoors or outdoors depending on the landing surface. The Indoor weight may only be used indoors. Both types of weights shall not be used in the same competition.

217 Outdoor Events for which Canadian Records are kept as per IAAF and IPC Rules.

Note: Fully automatic Timed performances (FAT) Hand Timed performances (HT)

Men

a. *Track Events*

FAT only:

100m, 200m, 400m, 800m

110m Hurdles, 400m Hurdles

FAT or HT:

1000m, 1500m, 1 mile, 2000m, 3000m, 5000m

10,000m, 20,000m, 25,000m, 30,000m, 1 hour

3000m Steeplechase

3000m Race Walk, 5000m Race Walk

10,000m Race Walk, 20,000m Race Walk

30,000m Race Walk, 50,000m Race Walk

2 hours Race Walk

4x200m Relay, 4x400m Relay, 4x800m Relay

4x1500m Relay, Distance Medley Relay

Field Events

High Jump, Long Jump, Triple Jump, Pole Vault

Shot, Discus, Javelin, Hammer

Combined Events

Decathlon, Pentathlon

b. Under-23 Men:

Events as indicated for Men

c. Junior Men

Track Events:

FAT only:

100m, 200m, 400m, 800m

110m Hurdles, 400m Hurdles

4x100m Relay

FAT or HT:

1000m, 1500m, 1 mile, 2000m, 3000m, 5000m

10,000m,

2000m Steeplechase, 3000m Steeplechase

3000m Race Walk, 5000m Race Walk, 10,000m Race Walk

4x200m Relay, 4x400m Relay, 4x800m Relay

Field Events:

High Jump, Long Jump, Triple Jump, Pole Vault

Shot, Discus, Javelin, Hammer

Combined Events:
Decathlon, Pentathlon

d. Youth Boys

Track Events:

FAT only:

100m, 200m, 400m, 800m
110m Hurdles, 300m Hurdles, 400m Hurdles
4x100m Relay, Medley Relay

FAT or HT:

1000m, 1500m, 1 mile, 2000m, 3000m
2000m Steeplechase
3000m Race Walk, 5000m Race Walk
10,000m Race Walk

Field Events:

High Jump, Long Jump, Triple Jump, Pole Vault
Shot, Discus, Javelin, Hammer

Combined Events:

Octathlon, Decathlon

e. Women

Track Events:

FAT only:

100m, 200m, 400m, 800m
100m Hurdles, 400m Hurdles
4x100 Relay

FAT or HT:

1000m, 1500m, 1 mile, 2000m, 3000m, 5000m
10,000m, 20,000m, 25,000m, 30,000m, 1 hour
3000m Steeplechase
3000m Race Walk, 5000m Race Walk
10,000m Race Walk, 20,000m Race Walk
30,000m Race Walk, 50,000m Race Walk
2 hours Race Walk
4x200m Relay, 4x400m Relay, 4x800m Relay
4x1500m Relay, Distance Medley Relay

Field Events:

High Jump, Long Jump, Triple Jump, Pole Vault
Shot, Discus, Javelin, Hammer

Combined Events:

Decathlon, Heptathlon

- f. Under-23 Women
Events as indicated for Women
- g. Junior Women
Track Events:
FAT only:
100m, 200m, 400m, 800m
100m Hurdles, 400m Hurdles
4x100m Relay
- FAT or HT:
1000m, 1500m, 1 mile, 2000m, 3000m, 5000m
10,000m, 2000m
Steeplechase, 3000m Steeplechase
- 3000m Race Walk, 5000m Race Walk,
10,000m Race Walk
4x200m Relay, 4x400m Relay, 4x800 Relay
- Field Events:*
High Jump, Long Jump, Triple Jump, Pole Vault
Shot, Discus, Javelin, Hammer
- Combined Events:*
Decathlon, Heptathlon
- h. Youth Girls
- Track Events:*
FAT only:
100m, 200m, 400m, 800m
100m Hurdles, 300m Hurdles, 400m Hurdles
4x100m Relay, Medley Relay
- FT or HT:
1000m, 1500m, 1 mile, 2000m, 3000m
2000m Steeplechase
3000m Race Walk, 5000m Race Walk
10,000m Race Walk
- Field Events:*
High Jump, Long Jump, Triple Jump, Pole Vault
Shot, Discus, Javelin, Hammer
- Combined Events:*
Heptathlon

- 219** With the exception of the Weight Throw (see Rule 216), any event for which a records is claimed must have been conducted in accordance with IAAF rules. In competitions that permit variances from IAAF rules (e.g. school competitions), the Event regulations must have complied with IAAF rules (e.g., false start).
- 220 Spare

ADDITIONAL CONDITIONS - INDOOR RECORDS

- 221** Applications submitted for indoor track records shall be accompanied by a surveyor's certificate of the track, and a statement of lap size and surface.
- 222** Performances established on tracks whose lap size exceeds 220 yards shall not be recognized as indoor records.
- 223** Indoor Events for which Canadian records are kept:

Note: Fully automatic Timed performances (FAT) Hand Timed performances (HT)

- a. Men
Under-23 Men
Junior Men

Track Events:

FAT only:
50m, 60m, 200m, 300m, 400m, 600m, 800m
50m Hurdles, 60m Hurdles

FAT or HT:
1000m, 1500m, 1 mile, 3000m, 5000m
3000m Race Walk, 5000m Race Walk
4x200m Relay, 4x400m Relay, 4x800m Relay

Field Events:

High Jump, Long Jump, Triple Jump, Pole Vault
Shot, Weight Throw (15.88kg Senior Men) / 11.34kg (Junior Men)

Combined Events:

Heptathlon, Pentathlon

- b. Youth Boys

Track Events:

FAT only:
50m, 60m, 200m, 300m, 400m, 600m, 800m
50m Hurdles, 60m Hurdles

FAT or HT:
1000m, 1500m, 1 mile, 3000m
3000m Race Walk, 5000m Race Walk
4x200m Relay, 4x400m Relay, 4x800m Relay

Field Events:
High Jump, Long Jump, Triple Jump, Pole Vault
Shot, Weight Throws (9.08kg)

Combined Events:
Pentathlon

c - Women
Under-23 Women
Junior Women

Track Events:
FAT only:
50m, 60m, 200m, 300m, 400m, 600m, 800m
50m Hurdles, 60m Hurdles

FAT or HT:
1000m, 1500m, 1 mile, 3000m, 5000m
3000m Race Walk, 5000m Race Walk
4x200m Relay, 4x400m Relay, 4x800m Relay

Field Events:
High Jump, Long Jump, Triple Jump, Pole Vault
Shot, Weight Throw (9.08kg)

Combined Events:
Pentathlon

d. Youth Girls

Track Events:
FAT only:
50m, 60m, 200m, 300m, 400m, 600m, 800m
50m Hurdles, 60m Hurdles

FAT or HT:
1000m, 1500m 1 mile, 3000m
3000m Race Walk, 5000m Race Walk
4x200m Relay, 4x400m Relay, 4x800m Relay

Field Events:
High Jump, Long Jump, Triple Jump, Pole Vault
Shot, Weight Throw (9.08kg)

Combined Events:
Pentathlon

224-230 Spares

ADDITIONAL CONDITIONS – ROAD RECORDS

231 Canadian Records will be kept for the following events on the road:

Running: Junior Men and Women: 5km, 8km, 10km
Men, Women, Under-23 Men, and Under-23 Women: 5km, 8km, 10km, 15km,
20km Half Marathon, 25km, 30km
Marathon 100km, Road Relay (Ekiden)

Race Walking: Junior Men and Women: 5km, 10km, 20km
Men, Under-23 Men, Women, and Under-23 Women: 5km, 10km, 20km,
30km, 50km

232 Claims for Canadian Records in both road running and road walking events will only be accepted if the general conditions in IAAF Rules are met.

- a. Road records can be set in mixed competition.

233-239 Spares

CANADIAN RANKINGS

240 A Canadian Ranking System will monitor all events in which records may be set, together with Additional recognized events at the discretion of the Athletics Canada National Office.

- a. All meets sanctioned by Member Branches, Athletics Canada, the IAAF, or are internationally recognized meets, will be eligible for inclusion in the Ranking System.
- b. Submission of a result from a Branch, athlete, coach or other source must occur whenever possible within 10 (ten) days of the conclusion of the meet. All National Championships and National Team events are excluded from this requirement.

ATHLETICS CANADA TROPHIES AND AWARDS RULES (241-270)

SECTION V

- 241** Trophies are awarded annually by Athletics Canada as listed under rules 251-270 and comprise the Jack W. Davies Trophy, the F.N.A. Rowell Trophy, the Dr. Fred Tees Memorial Trophy, the Cal D. Bricker Memorial Trophy, the Fred Begley Memorial Trophy, the Phil Edwards Memorial Trophy, the Lyle Sanderson Outstanding Combined Events Athlete Award, the Outstanding Para-Athlete – Wheelchair Award, the Outstanding Para-Athlete – Ambulatory Award, the Eric E. Coy Trophy, the Myrtle Cook Trophy, the Dr. Doug Clement Coach of the Year Award, the Jane and Gerry Swan Development Coach of the Year Award and the Official of the Year Award.

AWARD	DESCRIPTION
Jack W. Davies Trophy	Outstanding Athlete of the Year
Cal D. Bricker Memorial Trophy	Outstanding Performance of the Year
Phil A. Edwards Memorial Trophy	Athlete of the Year in Track events
F.N.A. Rowell Trophy	Athlete of the Year in Field events
Dr. Fred Tees Memorial Trophy	Top Canadian University Athlete of the Year
Fred Begley Memorial Trophy	Top off-track Athlete of the Year
Lyle Sanderson Award	Top athlete in combined events
Eric E. Coy Trophy	Junior Athlete of the Year
Myrtle Cook Trophy	Youth Athlete of the Year
Para-Athlete of the Year – Wheelchair Award	Outstanding Para-Athlete in Wheelchair events
Para-Athlete of the Year – Ambulatory Award	Outstanding Para-Athlete in Ambulatory events
Dr. Doug Clement Award	Coach of the Year
Jane and Gerry Swan Award	Development Coach of the Year
Official of the Year Award	Outstanding contributing to officiating

- 242** The period for consideration of performances in deciding the award of any Athletics Trophy shall be from January 1st until December 31st.

- 243** Nominations for National Athletics Trophies (other than for the Official of the Year Award) shall be made by any Member or Associate of the Association and submitted to the Athletics Canada National Office no later than January 16th of the year following the year under consideration (see **Rule 052 d**)

Nominees must have been Associates of Athletics Canada in good standing, and must have been Canadian citizens or Permanent Residents, during the period under consideration.

- 244** Nominations for the Official of the Year Award may be submitted by the National and Member Branch Officials Committees and submitted to the National Office, no later than January 16th.

Nominations must be accompanied by a citation setting out the qualifications of the nominee.

- 245** The decision on the award winners shall be made by the Awards Committee.

- 246** Rules governing the conditions applying to the award of Trophies shall be amended by the Awards Committee, and conditions applying to the award of any new athletics trophy shall be incorporated in the rules, after approval of the rule change at the Annual General Meeting of Athletics Canada.
- 247** The donor or trustees of any National Athletics Trophy may withdraw the trophy at any time if it becomes dormant.
- 248 - 250** Spare

NATIONALLY PRESENTED AWARDS

THE JACK W. DAVIES TROPHY

- 251** The following conditions shall apply to the award of the Jack W. Davies Trophy:
- a. The trophy shall be awarded annually to the outstanding Canadian eligible athlete in any discipline of Athletics;
 - b. Selection shall not depend upon athletic achievement solely, but character shall be taken into consideration.

THE F.N.A. ROWELL TROPHY

- 252** The following conditions shall apply to the award of the F.N.A. Rowell Trophy:
- a. The trophy shall be awarded annually to the outstanding athlete of the year in field events (Pole Vaulting, Jumping, or Throwing Events).

THE DR. FRED TEES MEMORIAL TROPHY

- 253** The following conditions shall apply to the award of the Dr. Fred Tees Memorial Trophy:
- a. The trophy shall be awarded annually to the most outstanding Canadian Athletics athlete enrolled in a Canadian post-secondary institution as a full-time student for the complete academic year which falls within the period of 01 September to 31 August;
 - b. Performances throughout the year period shall be taken into consideration. While not limited to those achieved in intercollegiate competition, the successful athlete must have taken part in official University competition(s) (including FISU competitions).

THE CAL D. BRICKER MEMORIAL TROPHY

- 254** The following conditions shall apply to the award of the Cal D. Bricker Memorial Trophy:

- a. The trophy shall be awarded annually to the Canadian athlete recording the single outstanding performance of the year in any event in the sport of Athletics.

THE FRED BEGLEY MEMORIAL TROPHY

255 The following conditions shall apply to the award of the Fred Begley Memorial Trophy:

- a. The trophy shall be awarded annually to the outstanding Canadian athlete in road racing (running or wheelchair), cross country running and off-track race walking events.

THE PHIL A. EDWARDS MEMORIAL TROPHY

256 The following conditions shall apply:

- a. The trophy shall be awarded annually to the outstanding Canadian athlete in track events.

257 THE LYLE SANDERSON AWARD

The following conditions shall apply:

- a. The award shall be given to the outstanding Canadian athlete in a Combined Events competition.

258 THE OUTSTANDING PARA-ATHLETE OF THE YEAR – WHEELCHAIR AWARD

The following conditions shall apply:

- a. The award shall be given to the outstanding Canadian athlete in any wheelchair para athletics competition.

259 THE OUTSTANDING PARA-ATHLETE OF THE YEAR – AMBULATORY AWARD

The following conditions shall apply:

- a. The award shall be given to the outstanding Canadian athlete in any ambulatory para athletics competition.

260 THE ERIC E. COY TROPHY

The following conditions shall apply:

- a. The award shall be given to the outstanding Canadian Junior athlete in any discipline of Athletics.

THE MYRTLE COOK TROPHY

261 The following conditions shall apply to the award of the Myrtle Cook Trophy:

- a. The trophy shall be awarded annually to the outstanding Youth athlete in any discipline of Athletics.

262 THE DR. DOUG CLEMENT AWARD

The following conditions shall apply:

- a. The award shall be given to the coach who has demonstrated outstanding contributions to the high performance achievements of international level athletes.

263 THE JANE AND GERRY SWAN AWARD

The following conditions shall apply:

- a. The award shall be given to the coach at any level of domestic competition who has demonstrated outstanding contributions to the development of his/her athletes.

OTHER AWARDS

THE OFFICIAL OF THE YEAR AWARD

264 The following conditions shall apply:

- a. The Official of the Year may be selected from any level;
- b. Any person who has made an outstanding contribution to Athletics in the previous calendar year shall be eligible to be nominated (**Note** - the contribution does not have to be at the national level).
- c. All nominations for the Official of the Year Award must be submitted by the Branch Officials Chairs to the Awards Committee who will consult the National Officials Committee in determining the winner.

265 Athletics Canada has the right to submit nominations from within the Association membership for any other sports awards.

266-270 Spare

ATHLETICS CANADA ANTI-DOPING RULES (271-274)

SECTION VI

Preamble

Following the establishment of the mandate for and the policies announced by the new World Anti-Doping Agency (WADA), the Canadian Centre for Ethics in Sport (CCES) adopted new standards for the Canadian Anti-Doping Program (CADP), which was already considered to be one of the most thorough and comprehensive doping control programs in the world.

By operating on the basis of a collective agreement with various sports, its policies provide for a truly independent, transparent and cost-effective anti-doping system. It also provides for procedural fairness and the protection of athletes' rights throughout the process.

The CADP serves as a shield against legal challenges to individual National Sport Organizations (NSO), such as Athletics Canada.

In addition, all testing services, laboratory analysis, results management and the administration of procedural fairness are all paid for by the Federal Government and the Canadian Centre for Ethics in Sport.

271 Athletics Canada adopts, as its anti-doping policy and regulations, the Canadian Anti-Doping Program ("the CADP"), as proclaimed by the Canadian Centre for Ethics in Sport on June 1, 2004, and as may be amended from time to time.

272 In addition, for athletes testing positive under the CADP and for athletes applying for a reduction in suspension from 4 years to 2 years as provided under the CADP, the following conditions shall be required:

- a. A personal letter shall be prepared and delivered by the athlete confirming his/her commitment to drug-free sport, and shall be accompanied by 3 character references, verifying the sincerity and validity of the applicant for reinstatement;
- b. The athlete must commit to a minimum of 25 hours of community service during the period of suspension or within the first year of reinstatement. The athlete must provide a written report quantifying the hours expended and specifying the initiatives undertaken. The report must be validated by the recipient(s) of the service, who must be pre-approved by Athletics Canada, with such approval of the proposed recipient(s) not to be unreasonably withheld;
- c. The athlete will pay to Athletics Canada the sum of \$500.00 as a compliance bond with the assurance that he/she will not test positive in the future. The \$500.00 will be returned to the athlete upon retirement from the sport and verification of the completion of the community service requirement. If the athlete does not complete the community service requirement and/or tests positive, the \$500.00 will be forfeit. The athlete will not receive interest on the \$500.00 during the period it is held by Athletics Canada.

273 Spare

274 Spare