Club Constitution

CBS Athletics Club



# Club Identity

## The Club is officially known as *the CBS Athletics Club Incorporated,* herein referred to as the “Club”.

## The official club logo is as pictured below and shall be displayed on all team garments. Alternative logos may be utilized for teams or apparel following approval by the Executive Committee.

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## The official colours of the club are green, black, and white.

# Club Objectives

## To provide as many athletes as possible with programs for entry- and advanced-level skill development at a level appropriate for their skill level.

## To provide programs and structure that allows for lifelong participation in sport, whether it is as volunteers, builders, coaches, players, officials, or in any other capacity.

## To promote sportsmanship and respect for sport, officials, teammates and opponents with the intent to encourage participants to embrace sport as a healthy choice for life.

# Definitions

Coach – Refers to the Head Coach for each respective Team as appointed by the Executive Committee.

Coaching Staff – Shall consist of the Head Coach, Assistant Coach(s) and Manager for each Team as confirmed by the Executive Committee.

Member – refers to both youth and adult members as defined in the constitution below.

Team – generally refers to High-Performance teams competing at Provincial and National championships.

Director – a member of the Club Executive Committee

In Good Standing – a member of the club that has paid the club membership and is not part of a disciplinary proceeding or in violation of the Club Code of Conduct.

# Executive Committee Structure

## The Roles and Responsibilities of members of the Executive Committee shall be determined by resolution from time to time as deemed necessary by the Committee.

## Roles and Responsibilities are attached hereto in Schedule A.

## The Executive Committee shall consist of the following positions (one person may only hold one position). The Executive Committee positions may also be referred to as “Directors":

* President
* Club Secretary / Registrar
* Treasurer
* Program Director
* Adult Program Director
* High-Performance Program Director
* Marketing / Public Relations Director

## As deemed necessary by the Executive Committee, committee chairs may be appointed from time to time to assist with program execution. Appointed positions shall include but are not limited to:

* Coach Development Chair
* Summer Program Coordinator

Committee chairs are non-voting members of the association. An Executive Committee member may hold a committee chair position in addition to their responsibilities as a Club Director.

## Committee appointments shall be made at any regularly scheduled Executive Committee meeting.

## Expressions of Interest for Committee Appointed positions shall be publicly advertised and open for 30-calendar days minimum. Nominations and expressions of interest may be made in person at the AGM or in writing prior to the AGM.

## Agenda items for new appointments shall be distributed to Executive Committee members a minimum of 30-calendar days prior to the scheduled meeting.

# Sub-Committees

* 1. All club executive members are authorized to strike their own committee as deemed necessary to support program execution.

## All members of Sub-Committees shall be considered members of the Club paid-in-full.

# Code of Conduct

## The Executive shall hold dear and enforce the applicable codes of ethics as amended from time to time in Schedule B attached hereto

# Indemnification

## Executive Members or other servants of the Club, and their estates and effects, shall be indemnified and saved harmless at all times by the Club against all costs, losses, and expenses incurred by them respectively in or about the discharge of their respective duties, except such as that happens from their own respective willful neglect or default.

## Director and Officer Liability insurance shall be carried by the Club, or otherwise insured through affiliation with Provincial or Federal Sports Organizations.

# Executive Committee Elections and Terms

## A secret ballot election will be held to appoint members of the Executive Committee. Elections will be conducted by a Chairperson and two (2) scrutineers appointed by the Executive Committee from members present at the AGM.

### Executive committee positions are filled for 2-year terms. There is no limit on the number of terms an individual person can hold a Director position.

* + 1. The President, Secretary/Registrar , and Adult Program Director incumbents are automatically retired in odd-number years.
    2. The Treasurer, Marketing / Public Relations Director, High Performance Director and Youth Program Director incumbents are automatically retired in even-number years.
  1. Youth Members in good standing may appoint one parent or guardian to attend the AGM to proxy vote on matters. No other proxy voting is permitted.
  2. The Executive Committee may renumerate individuals or companies as it shall deem necessary for providing services to the Club.

# Annual General Meeting (AGM)

* 1. The Annual General Meeting of the Club shall take place annually in the month of June.
  2. Notice of the AGM shall be posted on the Club website and social media channels and an email notification made to all members in good standing a minimum of 14 days in advance.
  3. A quorum shall be called once all members of the Executive Committee and a minimum of seven (7) Members of the Club are present.
  4. The Order of Business for the AGM shall be as follows:
  + Call to Order
  + Approval of Agenda
  + Approval of Minutes from Previous AGM
  + Executive Committee Director Reports
  + Amendments ot the Constitution and Bylaws
  + New Business
  + Election of Officers
  + Appointment of External Auditor
  + Scheduling of Next AGM
  + Adjournment

# Meetings of the Executive Committee

## Meetings shall be held on a monthly basis to be decided by the members of the current executive. Quorum shall be considered four (four) Executive Committee members.

## The Order of Business shall be as follows:

* Approval of Agenda
* Approval of Minutes from Previous Meeting
* Elections, Interim Appointments, Committee Appointments
* Executive Member Reports
* New Business
* Next Meeting
* Adjournment

# Membership and Dues

## There are two types of membership:

### Regular Member, who is a member who has reached the age of majority for the province of Newfoundland and Labrador.

### Youth Member, who has not yet reached the age of majority for the province of Newfoundland and Labrador.

## Regular and youth members who do not participate as athletes but do participate in any other capacity will pay an associate membership fee. The associate member fee will be determined by the Club Committee.

## Youth members automatically become regular members upon reaching the age of majority.

## All members must be paid in full prior to attending training, exhibitions, tournaments, fundraisers, and other Team or Club functions.

### Athletes may tryout for a Team without being a paid-in-full Club member, in which case participants in tryouts must have signed the injury waiver and paid the tryout fee prior to participating in the tryout.

# Discipline and Termination of Membership

## Grounds for termination of membership by the executive include:

### Violation of the Club Code of Conduct or the Code of Conduct or Ethics policies of the Provincial and National Sports Organizations.

### Intentional damage to equipment.

### Disqualification by an official from games or tournaments due to rude or aggressive conduct.

### Other actions that, in the opinion of the executive, require the Club to distance itself from the member.

12.1.5 Discipline actions up to and including termination of membership shall be by majority vote of the Executive Committee.

# Teams

## The Team Name is the responsibility of the Team to determine.

## Team composition shall be in accordance with the latest requirements of their respective Provincial and National Sports Organization.

13.3 Each Team shall appoint a Manager for the Team. Manager responsibilities are included in Schedule C.

13.4 Teams shall develop an Emergency Action Plan, shall inspect equipment and facilities prior to use, and shall have at least one person trained in emergency first-aid.

13.5 Teams will be provided a first aid kit at the beginning of the season which is expected to be present at all team functions (e.g., practices, tournaments, team-building events, fundraising. During the season if supplies are in need of replenishment the Coaching Staff shall make contact with an Executive Committee Member for replenishment of the kit.

13.6 Attending tournaments is the decision of each individual Team.

13.7 Funding for attending tournaments is the responsibility of the Team.

13.8 Each Team shall report earnings from fundraisers to the Club Treasurer. This is required to ensure lawful and accurate financial reporting to Government agencies.

13.9 When holding lotteries for raising funds, the Team shall coordinate lottery licenses through the Club Treasurer and/or Club Secretary.

* 1. All players must wear the assigned uniform at exhibitions and tournament play. Teams must also wear Club provided attire for external events such as fundraising events.

13.11 All teams must run tryouts on an annual basis in accordance with the Provincial Sports Organization club policies.

13.12 Coaches shall apply to the Executive to call-up players. Player call-ups are permitted on the condition that:

It is an emergency situation.

The Coach is keeping the called-up players’ best interest in mind.

# Coaches

## A Coach may be a member of the Executive, but must declare a conflict of interest should it arise.

### Coaches on the Executive Committee shall abstain from any vote on or decision when there is a conflict of interest.

## All coaches shall submit to the Club Executive a certificate of conduct. When coaches are working with youth members, a vulnerable persons sector check is also required. The Club will provide the Coach with a letter to demonstrate that the checks are for volunteering purposes.

## All coaches are required to provide to the Club Executive their NCCP number within 1 (one) month of their agreeing to coach a Team.

### All Head coaches must meet the Provincial Sports Organizations coaching certification requirements for the level required for to compete in Provincial and National events at the age level for that Team. Coaches working toward certification and expected to meet certification requirements prior to Provincial or National competitions will be considered for appointment by the Executive Committee.

### All Assistant coaches must meet or be working towards the minimum certification standard required for compete in Provincial and National events.

14.3.3 Financial Assistance for Coaches and Assistant Coaches will be provided by the Club to complete required certifications and training. Financial Assistance for coaching development shall be approved by the Executive Committee prior to Coaching Staff attending the required training. Any training completed by the Coaching Staff prior to Executive Committee approval is not subject to reimbursement.

14.4 All coaches shall implement an Emergency Action Polan and carry player and medical information sheets during travel, exhibitions, and tournaments.

14.5 A Member can become a Coach by volunteering to coach a Team.

14.5.1 All Coaches must be approved by a majority vote of the Executive Committee.

# Players

## All players must register within their appropriate age category. If there is no team in their age category, a player may move up with permission from the Executive Committee. A player may also play at a higher age category if determined by the Coaching Staff that this is appropriate for the skill development of the player. Players playing at a a higher age category shall be approved by the Executive Committee.

## All players shall abide by the Club Code of Conduct.

## Players shall keep their commitments as agreed with their Coach. Players who have been determined to not be meeting their commitments as determined by the Coaching Staff may be removed form the team upon approval from the Executive Committee.

# Parents

## Parents are expected to provide and coordinate punctual transportation to and from their Team and Club commitments.

## Parents shall abide by the Club Code of Conduct.

# Registration as Not-for-profit

## The Club shall be registered as a not-for-profit corporation as required by the Province of Newfoundland and Labrador.

## The Club President shall be listed on the incorporation documents as a Director.

## In order to fulfill the requirements of a minimum of three directors. The President, the Secretary/Registrar, and the Treasurer shall be listed as Directors.

# Financial Management

## The executive shall set member fees on an annual basis.

* + 1. The Club Fee Schedule and revisions shall be adopted at any regular meeting of the executive.

## Coaches shall propose tryout fees for their team or teams they are responsible for. Tryout fee amounts shall be approved by the Executive Committee.

## All club and team expenses shall be paid by Club cheque bearing the signatures of two authorized signing officers of the Club. Sales receipts must be retained.

## Refunds to members will be considered by the Executive Committee, on a prorated basis, in the event of injury or medical diagnosis that inhibit the ability to continue to carry out their role. Refunds for other exceptional circumstances will be considered based on the facts and approved by the Executive Committee by majority vote.

## Members who remove themselves from a Team or the Club will not receive a refund.

## Members shall not claim expenses for Club purchases unless prior approval has been obtained by the Executive Committee by majority vote.

## A financial report will be made by the Treasurer at each executive meeting.

## An audited financial report will be made at each AGM.

# Banking and Execution of Documents

## The banking business of the Club shall be carried out at a financial institution as resolved by the Executive Committee.

## The Executive Committee shall designate three persons to have the authority to transact debits of the Club’s financial accounts via cheque, two of whom must apply their signature to the cheque.

## An audit of accounts must be performed every year prior to the Annual General Meeting.

## The Treasurer shall recommend, via motion during the Annual General Meeting, an external auditor.

# Fiscal Year

## The fiscal year of the Club shall end on or before the middle of June of each year.

# Dissolution

## In the event of dissolution of the Club, and after payment of any outstanding debts and liabilities, its remaining property shall be distributed by the Executive Committee to schools within Conception Bay South and surrounding areas in order of first come first served, then other non-profit sports clubs on the basis of first come first served, and then to the Provincial Sports Organization.

## If the Committee is unable to distribute or dispose of property in the manner above, it may dispose of the property by any means necessary at its discretion.

# Interpretation of Constitution and Rules

## The Executive Committee shall be the sole authority for the Interpretation of this Club Constitution and any Schedules attached hereto, or any guidance documents developed at the Executive’s direction for the purpose of Club administration.

## The decision of the Executive Committee upon any question of interpretation, or upon any matter affecting the Club, shall be final and binding on the members, and shall not under any circumstances be subject to appeal to any Court of Law.

# Schedule A – Roles and Responsibilities

**President**

* + Accountable for the overall affairs of the Club as mandated by the Constitution Policies and Procedures, acting as the Chair of the Executive Committee for all meetings including the AGM.
* Responsible for conflict and dispute resolution between Coaching Staff, Parents, and Players.
* Oversees all programs and events coordinated by the Club.
* Responsible represent the Club in all external matters and for external communications and liaison with support from the Marketing / Public Relations Manager.
* Acts as the Club’s representative for external meetings and all matters associated with Provincial or National sporting bodies.
* Responsible for general operations of the Club including obtaining facility time for programs
* Oversees the Coaching Development Chair including NCCP and Provincial / National certification requirements.

**Secretary / Registrar**

* Responsible for meeting minutes for all Executive Committee Meetings and the Annual General Meeting. Meeting minutes shall be distributed a minimum of 7 days prior to the next scheduled meeting.
* Acts as the Chair of the Executive Committee in the event of the President’s absence.
* Supports the Program Coordinator with registration for programs, including recording fee payment, waiver receipt and accurate registration information.
* Maintains list of members in good standing
* Responsible for supporting the ordering, receipt and distribution of uniforms, apparel and equipment to support Club operations.
* Responsible for all equipment associated with the Club, including semi-annual inventory and replacement of damaged or worn equipment.

**Treasurer**

* Maintains accurate financial records for the Club, including all programs.
* Supports Program directors and Coordinators with collection of fees, reminders and ensures communication to all coordinators and Coaching Staff.
* Supports Teams with fundraising activities including obtaining lottery licenses when required.
* Arranges for annual audit of financial statements.
* Responsible for all payroll and accounts payable
* Responsible for maintaining all records as required by the auditing authority.
* Support Teams and Managers with accounting and support for team finances.

**Youth Program Director**

* Responsible to oversee all youth skill development programs and leagues including coaching staff nd officials where required.
* Work with the Executive Committee to design and develop programs and determine program costs.
* Direct oversight of the Summer Program Coordinator, outdoor facility access and programs.
* Works with the High-Performance Development Director and Adult Program Director to manage facility time for the overall benefit of the Club, ensuring all available time is filled appropriately
* Develops programs that cater to all skill levels from introductory to advanced, recreational and competitive.

**Adult Program Director**

* Responsible to oversee all adult competitive and recreational leagues including team / player registration and officials where required.
* Work with the Executive Committee to design and develop programs and determine appropriate program costs.
* Works with the Youth Program and High-Performance Directors s to manage facility time for the overall benefit of the Club, ensuring all available time is filled appropriately

**High-Performance Development Director**

* Responsible to oversee all aspects of the high-performance teams from coaching selections recommendations to team selection, tournament dentification and national championship competition.
* Responsible to evaluate and make recommendation to the Executive Committee for coaching selection for High-Performance (a.k.a Club) teams.
* Responsible to work with Club team Head Coaches to identify and support Team Managers
* Works with the Secretary / Registrar and Club Team Managers to order, receive and distribute uniforms and equipment for Club Teams.
* Working with the President identifies coaches that require additional training and certification, and supports overall coach development.
* Works with the Program Coordinator to ensure effective use of facility time.
* Supports coaching staff in development of practices, and athlete skill development.

**Marketing / Public Relations Director**

* Oversee all social media platforms on behalf of the Executive Committee, including monitoring and responding to questions and inquiries.
* Support the Executive Committee with development, design and posting of social media and marketing materials.
* Oversee all Club media relations activities including team and athlete photographs.

# Schedule B - List of Codes of Ethics and Their Respective Sport

Volleyball: Volleyball Canada Code of Conduct and Ethics