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**TERMS OF REFERENCE - DUTIES AND RESPONSIBILITIES**

*(Updated September, 2000 thru 2005)*

**SECTION 1 - PURPOSES OF B. C. ATHLETICS**

1.1 The Purposes of the Association as defined by its Constitution are as follows:

- a) To promote, encourage, and develop:
  - i) the widest participation in Athletics
  - ii) the highest proficiency in Athletics
- b) To arrange and assist in conducting instructional courses for athletes, coaches, officials and other areas of interest to Athletics.
- c) To promote and assist in promoting major Athletics competitions and demonstrations.
- d) To act in conjunction with the International Amateur Athletic Federation and Athletics Canada to regulate all aspects of Athletics.
- e) To develop, select, support, and manage B.C. Athletics teams in National and International competitions.
- f) To assist in the development of B.C. Athletics facilities.

**SECTION 2 - STRUCTURE OF B.C. ATHLETICS**

2.1 The structure of B.C. Athletics consists of the following component parts:

- a) **Individual Members**
  - Athlete Members** – (Junior Development; Juvenile; Junior; Senior; Adult Recreation Runner; Master; BC Games; and Day of Event Members); and
  - Non-Athlete Members** – (Associate; Coach; Official; Training/Social Affiliate; Track Rascal)  
- participate in the sport according to their needs and aspirations; and
- b) **Clubs** - act to deliver and administer the sport in their respective localities and act in co-ordination with each other through the Association to deliver and administer the sport provincially and nationally.
- c) **Four Specific Divisions (Cross Country, Road Running, Race Walking and Track & Field)** - responsible for acting on behalf of the Association's Board of Directors in areas of concern specific to their respective sport interests.
- d) **General Committees** - responsible for acting on behalf of the Board of Directors in areas of concern specific to their respective Divisions and age interests.
- e) **Board of Directors** - responsible for interpreting the Association's Constitution and Bylaws and facilitating the functioning of the Association by defining its Terms of Reference, establishing its Operating Policies, Procedures, Rules and Regulations and administering the operations of the Association accordingly. It carries out its functions through the actions and recommendations of its divisions and committees and as a body is primarily concerned with ensuring the recommendations and actions of its committees are legal, consistent, in harmony with each other, and in the long-term best interests of the Association.
- f) **Professional Staff** - responsible for specific functions which facilitate the efforts of the sport's volunteers.

*(Refer to Appendices for chart showing the structure of B.C. Athletics.)*

**SECTION 3 - BOARD OF DIRECTORS**

- 3.1 The Duties and Responsibilities of the Board of Directors are defined in Parts 5 and 6 of the Bylaws.
- 3.2 The Directors are required to act in a fiduciary capacity for the benefit of the Association as a whole. They should not act out of any parochial interest or for any personal gain.
- 3.3 The Directors are responsible for the overall leadership, direction and management of the Association and may exercise all powers of the Association except those exclusively reserved for members at general meetings.
- 3.4 The Directors manage the business of the Association through divisions and committees established with expertise specific to the responsibilities of those divisions and committees. These divisions and committee recommend rules, regulations, policies and procedures to the Directors for their approval and then act on the basis of the rules, regulations, policies and procedures approved by the Directors.
- 3.5 The Directors generally act on the basis of the recommendations of its divisions and committees after examining the recommendations to ensure they are:
  - a) legally correct;
  - b) consistent with the existing Operating Policies, Procedures, Rules and Regulations of the Association.
  - c) in harmony with all the Rules, Regulations, Policies and Procedures of the Association;

- d) in accordance with the defined objectives;
- e) in the long-term best interests of the Association.

#### **SECTION 4 - CHAIR**

Working with BCA staff, volunteers and individuals under contract to B.C Athletics the Board Chair shall:

- Call, prepare the Agenda for, and preside over all General, Board of Directors and Executive Committee meetings.
- Represent the Association in an official capacity to the public.
- Be responsible for providing guidance and direction to the Directors of the Association.
- Be responsible for the operation of the Annual General Meeting and Discipline Committees and others as may be deemed expedient from time to time.
- Ensure that an Annual Review of the Association's performance and progress is presented at the Annual General Meeting.
- Be one of the signing officers of the Association.
- Sit, without voting privileges, as an ex-officio member on all the Association's committees.

#### **SECTION 5 - DIRECTORS**

##### **5.1 VICE CHAIR**

Working with BCA staff, volunteers and individuals under contract to B.C Athletics, the Board Vice Chair shall:

- Assist the Chair in carrying out his/her duties and responsibilities.
- Carry out the duties of the Chair during his/her absence.
- Have the power to perform all of the duties of the Chair.
- Be one of the signing officers of the Association.
- Sit as a member of the Executive Committee.
- To act as Director for membership relations and to liaise with associated organizations

##### **5.2 DIRECTOR FINANCE**

Working with BCA staff, volunteers and individuals under contract to B.C Athletics, the Director Finance shall:

- Be responsible for the Association's funds and securities.
- Ensure the keeping of full and accurate accounts of the Association.
- Oversee the disbursement of funds of the Association.
- Ensure the preparation of a financial statement for the Directors' meetings.
- Perform such other duties as directed by the Directors from time to time.
- Co-ordinate the dealings of the Association with their appointed Auditors.
- Be responsible for the preparation of the Association's annual budget.
- Be one of the signing officers of the Association.
- Sit as a member of the Executive Committee.

##### **5.3 DIRECTOR ADMINISTRATION & PLANNING**

Working with BCA staff, volunteers and individuals under contract to B.C Athletics, the Director of Administration & Planning shall:

- Ensure that minutes of all meetings of the Association and the Board of Directors are kept, that the Association's records are secured, and that all reports as required by the Society Act are produced in a timely manner.
- Be responsible for the development of the Association's human resource needs and operations.
- Oversee the management of the Association's membership program.
- Ensure the compilation of B.C. Athletics statistics and statistical reports.
- Supervise the orderly development, effective operation and, as required, modification of the B.C. Athletics office electronic communications systems and equipment.
- Sit as a member of the Executive Committee.
- Be responsible for the implementation of and report upon the current strategic plan.
- Ensure that there is an orderly and timely development of a successor strategic plan.

##### **5.4 DIRECTOR MARKETING & COMMUNICATIONS**

Working with BCA staff, volunteers and individuals under contract to B.C Athletics, the Director Marketing and Communications shall:

- Be responsible for the development of the Association's marketing strategy, including all aspects of fund

raising, securing of sponsorships, the promotion and marketing of properties, competitions, merchandise, etc.

- Establish and supervise the development of an effective Marketing Committee.
- Assist in the development of a Business Plan for the Association.
- Oversee the Awards and Recognition unit operations.
- Sit as a member of the Executive Committee.
- Ensure the orderly production of the communication vehicles of the Association, including the B.C. Athletics "RECORD", Calendar of Events and any other regular or special mailings.
- Be responsible for an effective public relations function for the Association.

#### **5.5 DIRECTOR PROGRAMS AND TECHNICAL DEVELOPMENT**

Working with BCA staff, volunteers and individuals under contract to B.C. Athletics, the Director of Programs and Technical Development shall:

- Ensure, in co-operation with the appointed Chairpersons, the effective operation of the Road Running, Cross Country and Track & Field Divisions.
- Ensure, through liaison with the appointed Chairpersons, the effective operation of the program delivery committees.
- Establish and maintain close liaison with those members of the BCA staff specifically responsible for program co-ordination and delivery.
- Sit as a member of the Executive Committee
- Ensure, through liaison with the appointed Chairpersons, the continued development of the Coaching and Officials Training Programs of BCA.

#### **5.6 DIRECTOR EVENTS AND PROMOTIONS**

Working with BCA staff, volunteers and individuals under contract to B.C. Athletics, the Director of Events and Programs shall:

- Establish and maintain, through close co-operation with BCA staff members, an effective operational framework for the development of existing and future event properties of BCA.
- Develop in co-operation with the member clubs of BCA, ways and means in which locally-staged events can benefit from the operational framework established for BCA Event Properties.
- Co-ordinate the development of an operational framework for the promotion of both member club and BCA Event Properties.
- Sit as a member of the Executive Committee.

### **SECTION 6 - ZONE DIRECTORS**

Working with BCA staff, volunteers and individuals under contract to B.C. Athletics, the Zone Directors shall:

- Initiate, where necessary, and attend meetings with zone clubs/associations.
- Assist zone clubs/associations to better understand the aims/directions of the Association.
- Prepare Zone Reports for presentation to meetings of the Board.
- Prepare an annual Zone Report for presentation at the Annual General Meeting.
- Carry out other responsibilities as may be required from time to time.

### **SECTION 7 - OTHER DIRECTORS**

#### **7.1 THE ATHLETE REPRESENTATIVE**

Working with BCA staff, volunteers and individuals under contract to B.C. Athletics, the Athlete Representative Director shall:

- Initiate, where necessary, and attend athlete meetings at suitable times or occasions.
- Co-ordinate athlete viewpoints, etc., relative to their specific or general concerns.
- Present such input, concerns, suggestions, proposals for change, etc. from athletes to the Board at any regular or special meeting.
- Participate directly or through delegated athletes on appropriate program committees.
- Prepare an annual Athletes report for presentation at the Annual General Meeting.
- Carry out other responsibilities as may be required from time to time.

#### **7.2 THE PAST CHAIR (IMMEDIATE)**

Working with BCA staff, volunteers and individuals under contract to B.C. Athletics, the Past Board Chair shall:

- Assist the Chair and the Vice Chair, as required, in carrying out their duties.

- Provide advice and counsel to the Executive committee and the Board as may be requested or expedient.
- Assist the Board by accepting special responsibilities as may be requested from time to time.
- Have voting privileges at all meetings of the Board during the first year of service as Past Board Chair (except where he/she has resigned from the position of Board Chair or has been removed from office).
- Sit as a member of the Executive Committee with voting privileges during the first year of service as Past Board Chair.

## **SECTION 8 - DIVISIONS**

8.1 According to the Association's Bylaws 5.1 and 6.3, the business of the Association shall be carried on by the Board of Directors who may do so through divisions, which it has the power to create. The members of these divisions and committees may be selected from the membership at large at the discretion of the Board and they are responsible to the Board of Directors. Each division shall have a liaison Director who shall co-ordinate the functioning of the division or committee and on behalf of the division or committee shall report back to the Board for information, ratification, or decision. These divisions shall conform to any rules that may from time to time be imposed on them by the Board.

8.2 More specifically:

- a) The members of the divisions shall be selected annually by the Board on the basis of nominations forwarded by the Divisions' Annual General Meetings and by clubs active in the activities of the respective divisions. In selecting members, the Board shall give consideration to representation on the basis of geography and interest area (e.g. age groups, coaching, officiating, and levels of competition).
- b) Each division and committee shall have a Chairperson whose term shall be for one year. The Chairperson shall be appointed by the Board of Directors in consultation with the members of the respective division/committee. The Chairperson shall be responsible to the Board of Directors for the on-going operation of the division/committee.
- c) The divisions and committees shall be responsible for designing, planning, and recommending programs and policies to the Board of Directors and for implementing such approved programs and policies within the terms of references identified below.
- d) Minutes of each division and committee meeting shall be forwarded to the Board to update it on the progress of the division/committee and for its consideration and ratification of proposed policies, programs, and action plans.
- e) Each division and committee shall prepare a report for the Annual General Meeting.

## **SECTION 8A - CROSS-COUNTRY DIVISION**

8A.1 The Cross Country Division shall be responsible for examining the current status of Cross Country in British Columbia, designing, planning, and recommending programs and policies to the Board of Directors and implementing approved programs and policies to ensure the existence, growth, and development of Cross Country in British Columbia.

8A.2 The Division's responsibility for Cross Country in the province is primarily to ensure a co-ordinated Cross Country program for all age groups (J.D./Juvenile/Junior/Senior/Masters).

8A.3 The Division may establish such committees as it deems required to carry out its objectives, limited only in so far as its committees do not interfere with duties and responsibilities of the Association's general committees.

## **SECTION 8B - ROAD RUNNING DIVISION**

8B.1 The Road Running Division shall be responsible for examining the current status of Road Running in British Columbia, designing, planning, and recommending programs and policies to the Board of Directors and implementing approved programs and policies to ensure the existence, growth, and development of Road Running in British Columbia.

8B.2 The Division's responsibility for Road Running in the province is primarily to ensure a co-ordinated Road Running program for all approved age groups.

8B.3 The Division may establish such committees as it deems required to carry out its objectives, limited only insofar as its committees do not interfere with duties and responsibilities of the Society's general committees.

## **SECTION 8C - TRACK AND FIELD DIVISION**

8C.1 The Track and Field Division shall be responsible for examining the current status of Track and Field in British Columbia, designing, planning, and recommending programs and policies to the Board of Directors and

implementing approved programs and policies to ensure the existence, growth, and development of Track and Field in British Columbia.

8C.2 The Division's responsibility for Track and Field in the province is primarily to ensure a co-ordinated Track and Field program for all age groups (J.D./Juvenile/Junior/Senior/Masters).

8C.3 The Division may establish such committees as it deems required to carry out its objectives, limited only insofar as its committees do not interfere with duties and responsibilities of the Society's general committees.

#### **SECTION 8D – RACE WALKING DIVISION**

8D.1 The Race Waling Division shall be responsible for examining the current status of Race Walking in British Columbia, designing, planning and recommending programs and policies to the Board of Directors and implementing approved programs and policies to ensure the existence, growth, and development of Race Walking in British Columbia.

8D.2 The Division's responsibility for Race Walking in the province is primarily to ensure a co-ordinated Race Walk program for all age groups (J.D./Juvenile/Junior/Senior/Masters).

8D.3 The Division may establish such committees as it deems required to carry out its objectives, limited only insofar as its committees do not interfere with duties and responsibilities of the Society's general committees

#### **SECTION 9 - COMMITTEES**

9.1 Committees shall operate under the same proposals as for Divisions as spelled out in 8.1 and 8.2.

#### **SECTION 9A -SENIOR, JUNIOR, JUVENILE TRACK & FIELD COMMITTEE**

9A.1 Committee to be made up of 2 representatives from each of the recognized event groups within the Track & Field program of BC Athletics and Director or designate responsible for programs.

9A.2 The recognized event groups are: Sprints, Hurdles, Middle Distance (800-500 metres), Distance (10,000 metres - marathon), Throws, Jumps, Combined Events, Walks.

9A.3 The length of term for anyone appointed to the committee shall be 4 years (to coincide with recognized quadrennials within athletics) except for the first year when there shall be 2 and 4 year terms. There shall be no limits to the number of terms any one individual may serve on this committee. Any replacement committee member's term shall be for the balance of the term of the member being replaced.

9A.4 The event group representatives shall be selected from within the event group coaches (identified through their BCA membership registration and event(s) they identify as coaching) and other interested members. These selections to be done at the event group meeting or meetings held at least once per year (recommended that they be held at the time of provincial Track & Field Championships and advertised accordingly in the event package).

9A.5 That the responsibilities of this committee be formalized as:

- setting of selection standards for BC teams in Track & Field competitions  
these would include but may not be limited to: Canadian Legion Camp, Canadian Junior Track & Field Championships, Canadian Senior Track & Field Championships, Canadian Combined Events Championships or Regional Team Events, Multi-Sport Games teams that require BC Teams in Athletics and include at present the Western Canada Games and the Canada Summer Games.
- selecting the athletes for the teams as noted
- selecting the coaching staff for the teams as selected
- selecting athletes for the following annual awards:
  - a) BC Athlete Assistance
  - b) other athlete assistance/scholarship programs that are either the responsibility of BC Athletics or BC Athletics has been given authority and responsibility for
  - c) BC Athletic Annual Awards for Excellence in Athletics (juvenile, junior, senior men and women).  
The committee in the case of these awards is responsible, under the term selection, for the review of all nominations, short listing of nominations and the circulation of these to the head coaches of the BCA member clubs for their vote in each age category.
- Providing of leadership and programs for the identification and development of athletes in athletics, with the involvement of other BC Athletics committees that may have responsibility for specific interest or age groups within the Association.
- Selecting BC Athletics Championship hosts, date sites for Track & Field in the junior and senior age groups. Liaison with both the BCA Junior Development and Masters committees as required with respect to the finalizing of dates, sites and hosts for these championships.
- Providing input and recommendations on athletes and coaches for awards that BC Athletics can make nominations for (i.e. Sport BC Annual Awards, Premier's Awards, etc.)

- Providing input and recommendations in the development of the annual BC Athletics budget and putting forward recommendations with respect to the priorities of expenditures in the program areas that are defined as the responsibility of this committee.
- Providing recommendations with respect to the events and technical specifications for those events in, but not limited to, the age groups of Juvenile, Junior and Senior Track & Field. This implies that in addition to the Juvenile, Junior, Senior age groups, this committee shall provide input and recommendations to both the Junior Development and Masters committees.
- Providing input on technical matters and events as requested or provided for through Athletics Canada, the IAAF for any other committees, agencies that involve themselves with the sport of Athletics.
- Other duties as requested by the Board of Directors or pertain to Track & Field in the Juvenile, Junior, Senior age group and not specifically identified herein. (*Resolution 17.4, 1996 AGM*)

#### **SECTION 9B - JUNIOR DEVELOPMENT COMMITTEE**

- 9B.1 The Junior Development Committee shall be responsible for examining the current status of Athletics for Competitive and Recreational Members less than 16 years of age in British Columbia, designing, planning and recommending programs and policies to the Board of Directors and implementing approved programs and policies to ensure the existence, growth, and development of Athletics in British Columbia.
- 9B.2 Representatives from the Cross Country, Road Running and Track and Field Divisions may sit as ex-officio members of the Junior Development Committee to ensure the Athletics programs for members under 16 years of age co-ordinate effectively with the Athletics programs for members 16 years of age and older.
- 9B.3 The Junior Development Committee may establish such sub-committees as it deems required to carry out its objectives, limited only insofar as its sub-committees do not interfere with duties and responsibilities of the Association's general committees.

#### **SECTION 9C - MASTERS COMMITTEE**

- 9C.1 The Masters Committee shall be responsible for examining the current status of Athletics for men and women members 40 years of age and over in British Columbia, designing, planning and recommending programs and policies to the Board of Directors and implementing approved programs and policies to ensure the existence, growth, and development of Athletics for members 40 years of age and over in British Columbia.
- 9C.2 The Committee may establish such sub-committees as it deems required to carry out its objectives, limited only insofar as its sub-committees do not interfere with duties and responsibilities of the Association's general committees.

#### **SECTION 9D - ANNUAL GENERAL MEETING COMMITTEE**

- 9D.1 The Annual General Meeting Committee shall recommend to the Board of Directors a plan of action relative to the Annual General Meeting and Annual Awards Banquet and shall then implement the approved plan.
- 9D.2 More specifically, the Annual General Meeting Committee shall:
- a) arrange all facilities associated with the Annual General Meeting;
  - b) investigate, supervise, co-ordinate and implement plans for the Annual Awards Banquet and ticket sales;
  - c) in consultation with the Directors, Awards and Public Relations Committees invite guests and Award Nominees to the banquet;
  - d) prepare a budget and collect all monies for the banquet and Annual General Meeting and remit the same to the Treasurer;

#### **SECTION 9E - ATHLETICS CANADA COMMITTEE**

- 9E.1 The Athletics Canada Committee shall consist of a BCA designated Director, the Executive Committee, and the various representatives of the Association who sit in Athletics Canada Committees (Competitions Committee, National Program Committee, College of Coaches Committee, National Officials Committee, Run Canada Committee).
- 9E.2 The Committee shall:
- a) recommend to the Board of Directors a Branch position relative to Athletics Canada and its programs and policies;
  - b) represent the Society according to the approved position and in consultation with the Association's Committees to Athletics Canada meetings;
  - c) Recommend to the Board a name for nomination to the Athletics Canada Board of Directors.

#### **SECTION 9F - AWARDS COMMITTEE**

9F.1 The Awards Committee shall:

- a) co-ordinate the establishment of a consistent awards philosophy and program for the awards annually presented by the Association and recommend such a philosophy and program and any subsequent revisions to the Board of Directors;
- b) implement the approved philosophy and program;
- c) plan an annual awards budget, purchase the awards, and co-ordinate the distribution of the awards to recipients;
- d) be responsible for the permanent awards presented annually by the Society;

#### **SECTION 9G - B.C. SUMMER GAMES COMMITTEE**

9G.1 The B.C. Summer Games Committee shall liaise with the B.C. Summer Games Advisor for Track and Field and the host organizing committee to ensure the rules of the Association are followed and the best interests of the sport are ensured.

#### **SECTION 9H - COACHING DEVELOPMENT COMMITTEE**

9H.1 The Coaching Development Committee shall be responsible for recommending to the Board of Directors and implementing an approved plan for the recruitment and development of coaches for all areas of Athletics.

9H.2 More specifically the Committee shall:

- a) annually prepare a plan for implementation for coaching recruitment and development;
- b) annually prepare a budget based upon their annual plan;
- c) implement the plan in co-operation with the President/CEO;

#### **SECTION 9I - COMMUNICATIONS COMMITTEE**

9I.1 The Communications Committee shall be responsible for recommending to the Board of Directors and for implementing an approved series of Association publications.

9I.2 More specifically the Committee shall be responsible for:

- a) planning an annual publication schedule;
- b) preparing a budget based upon the annual publication schedule;
- c) co-ordinating the production and distribution of the publications.

#### **SECTION 9J - DISCIPLINE COMMITTEE**

9J.1 The Discipline Committee shall:

- a) receive all claims of infringement of the Association's Constitution, Bylaws, Terms of Reference, Operating Policies, Procedures, Rules and Regulations;
- b) hold hearings to determine the worthiness of the claims;
- c) decide what actions by the Association are appropriate, and forward to the Board of Directors their findings and decisions.

#### **SECTION 9K - FACILITIES AND EQUIPMENT COMMITTEE**

9K.1 The Facilities and Equipment Committee shall:

- a) recommend to the Board of Directors
- b) implement an approved policy for the purchase, maintenance, and use of the Association's facilities and equipment;
- c) maintain an inventory of the Association's equipment and the province's facilities of an appropriate standard for use by the Association's members;
- d) assist Association members and other agencies/individuals in the development and upgrading of Athletics facilities throughout B.C.;

#### **SECTION 9L - FINANCE COMMITTEE**

9L.1 The Finance Committee shall:

- a) assist the Treasurer in his duties and shall recommend to the Board of Directors and administer an approved annual budget for the Association.
- b) solicit and consider budget submissions from the Association's Divisions and Committees;
- c) prepare the annual Application for Funding Assistance to the Recreation and Sport Division.

### **SECTION 9M - FIXTURES COMMITTEE**

9M.1 The Fixtures Committee shall:

- a) co-ordinate the competitive schedule planning of the Association's three Divisions to ensure a complementary competitive Athletics schedule for the Association. The Divisions are responsible for developing their fixtures schedules, which are then forwarded to this Committee to achieve the above defined objective.
- b) prepare the Annual Fixtures Calendar for publication by the Communications Committee.
- c) ensure that the Fixtures Calendar shall contain as complete a list as possible of Cross Country, Road Running, Track and Field and special events, regardless of whether these events are hosted by B.C. Athletics affiliated clubs or non-affiliated clubs and organizations. B.C. Athletics and B.C. Athletics club hosted, approved, sanctioned, or accredited events are to be highlighted in some way. (*Resolution 16 - 1985 AGM*)

### **SECTION 9N - HERITAGE COMMITTEE**

9N.1 The Heritage Committee shall:

- a) develop and maintain a contact list of previous members of the Society;
- b) propose to the Board of Directors programs to develop a closer association between the Association and its previous members, to educate the Association's members and the public about the Association's past accomplishments, and to honour the exceptional achievements of past members;
- c) recommend to the Board of Directors nominees for the B.C. Sports Hall of Fame and the B.C. Athletics Hall of Fame.

### **SECTION 9O - INSURANCE COMMITTEE**

9O.1 The Insurance Committee shall be responsible for insuring the Society, its members and equipment.

### **SECTION 9P - LEGISLATIVE COMMITTEE**

9P.1 The Legislative Committee shall be responsible for the maintenance, amendment and application of the Society's Constitution, Bylaws, Terms of Reference, Operating Policies, Procedures, Rules and Regulations.

9P.2 More specifically, the Committee shall:

- a) keep an updated copy of the Society's Constitution, Bylaws, Terms of Reference, Operating Policies, Procedures, Rules and Regulations (Association Manual);
- b) advise the Board of Directors on all recommendations for amendments to the Society's Constitution, Bylaws and Terms of Reference;
- c) receive and consider requests for interpretation of the Constitution, Bylaws, Terms of Reference, Operating Policies, Procedures, Rules and Regulations, and render an opinion on such;
- d) co-ordinate with the Communications Committee the preparation of the Association's Manual revisions;
- e) receive all proposed resolutions to be presented at the Annual General Meeting, prepare the same in proper form, and send them to the Secretary for publication and distribution;
- f) examine applications for membership and report accordingly to the Board of Directors.

### **SECTION 9Q - MANAGERS COMMITTEE**

9Q.1 The Managers Committee shall manage the Association's teams to national and international competitions.

The specific duties of the managers are further defined in the Association's Managers Handbook. (Copy of Handbook available from the B.C.A. Office.)

### **SECTION 9R - MARKETING COMMITTEE**

9R.1 The Marketing Committee shall recommend to the Board of Directors plans for marketing the Association, shall implement approved plans and set time lines for the implementation.

9R.2 The Marketing Committee shall propose to the Board of Directors fund raising plans to raise funds for general revenue and the B.C. Athletics Endowment Trust, implement approved plans and set time lines for the implementation.

9R.2 The Committee shall prepare an annual budget.

9R.3 The Marketing Committee Chairperson shall work with the Association's Member Clubs, High Performance Units and Centres and the Board of Directors. (*Resolution 15.26 - 1987 AGM*)

## **SECTION 9S – BRANCH OFFICIALS COMMITTEE (BOC)**

*(Amended Nov '03)*

BC Athletics Technical Officials are a highly respected body, enjoying both National and International recognition.

Mission Statement (Branch Officials Committee)

It is the responsibility of the BCA Branch Officials Committee and its members to ensure that all Athletics competitions are conducted in a fair, equitable and safe manner in accordance with rules set by the IAAF. The Committee shares the responsibility with the clubs to take a leading role in officials' recruitment and training, and advises the Provincial Sport Organization on policies and technical standards for competition.

9S.1 The Branch Officials Committee (BOC) shall:

- a) Provide assistance to member Clubs and to the Association in recruiting, training, and retaining officials.
- b) Provide assistance to organizing committees of sanctioned events; advising on recruitment of technical officials and allocation of duties.
- c) Develop and present educational (training) programs for certification.
- d) Coordinate certification of officials within the Province, in cooperation with the National Officials Committee.
- e) Maintain a list of the Association's officials with specification of certifications.

## **SECTION 9T - PLANNING COMMITTEE**

9T.1 The Planning Committee, under the direction of the Chair, shall:

- a) be responsible for recommending to the Board of Directors an Annual Work Plan and a Quadrennial Strategic Plan for the Association;
- b) host a series of annual planning conferences, as required, and upon receiving the draft budget shall prepare the Annual Work Plan;
- c) co-ordinate the development of the Quadrennial Strategic Plan to correspond with the four years leading to each Olympic Games.

## **SECTION 9U - PUBLIC RELATIONS COMMITTEE**

9U.1 The Public Relations Committee shall

- a) be responsible for the gathering and dissemination of athletics information to the media;
- b) be responsible for the definition and promotion of the Society's image to its members and the public.

## **SECTION 9V - RECORDS AND STATISTICS COMMITTEE**

9V.1 The Records and Statistics Committee shall:

- a) co-ordinate the work of the Association's Divisions in maintaining records, best performances, and statistics relative to their specific areas;
- b) receive and process all applications for provincial and national records;
- c) prepare an annual records, best performances, and statistics report for publication by the Communications Committee.

## **SECTION 9W - SELECTION COMMITTEE**

9W.1 The Selection Committee shall:

- a) be responsible for the selection of Association Members for all B.C. Teams for out-of-province travel support, and for Athlete Assistance.
- b) define the criteria for selection and the process by which selection shall be made;
- c) publicize its criteria, the selection process, and the selections made in the "B.C. Athletics RECORD" or these duties may be carried out as part of the duties of the Senior/Junior/Juvenile Committee, Cross Country Committee or Road Running Committee.

## **SECTION 10 - B.C. ATHLETICS STAFF**

10.1 As a general policy, the role of the staff of the Association shall be to serve as facilitators for volunteer efforts of the Association's members. The volunteer members of the Association are primarily responsible for the successful operation of the Association.

10.2 Some areas of the Association's endeavours are of such a critical nature requiring a time and expertise commitment which demands professional assistance. Such areas shall be deemed appropriate to be assigned to Association staff (full or part-time).

10.3 The Association's staff may consist of:

- a) President/C.E.O.
- b) Technical Manager Road & Cross Country Running
- c) Manager Registration & Membership Services
- d) Manager Finance & Administration
- e) Technical Manager Track & Field & Director Power/Speed

*(Refer to Appendices for detailed job descriptions.)*