Comox Valley Cougars Track & Field Club Policies and Bylaws

Revised 2025-10-23

Club Programs & Fees for Athletes

Club programs and fees will be reviewed each year at the annual general meeting (AGM). Confirmation of available programs, and fees, will be added to our Annual Program Guide for the upcoming membership year and posted to our club website, comoxcougars.org.

Program details that will be discussed each year include:

- Programs offered & associated fees
    - Junior Development (9-13 years)
    - Athlete Development (14+ years)
    - U23 / Post Secondary (18-23 years)
    - Masters (35+ years)
    - Dual Club
- Registration dates (open / close)
- Season dates
- Training dates/times
- Competition opportunities
    - Home meets
    - VIAA Island Series away meets
    - Regional / Zone Championships
    - Provincial / National Championships
    - Provincial / National Games
- Coverage/reimbursement for provincial and national meet entry fees
- Coverage / reimbursement for regional, provincial and national team fees

All club athletes are required to purchase a BC Athletics (BCA) annual membership to participate with the Comox Valley Cougars Track & Field Club.

All club fees and BCA membership fees must be paid in full at time of registration.

All members, regardless of age, will be required to provide an emergency contact, including full name, email address and phone number when registering. Members under the age of majority will also be required to provide parent/guardian contact information, including full name, email and phone number.
The emergency contact can be a parent/guardian, relative, or family friend. If only one parent/guardian is listed, the emergency contact must be different. If two parents/guardians are listed, one of them can also be listed as the emergency contact.

2nd Club Claim for Athletes & Coaches

Athletes

Athletes that are actively registered with another BC Athletics sanctioned track & field club that would like to train with the Comox Valley Cougars Track & Field club, must complete the 2nd club claim form, available on the BC Athletics website.

Club fees for 2nd club claim athletes will be determined at the annual general meeting, and will be added to our Annual Program Guide for the upcoming membership year.

2nd club claim athletes must hold a valid BC Athletics annual membership with their primary club to join the Comox Valley Cougars Track & Field Club as a 2nd club claim athlete.

2nd club claim athletes compete under their primary club. The Comox Valley Cougars Track & Field club offers training only for 2nd club claim athletes.

Coaches

Coaches that are actively registered with another track & field club that would like to volunteer as a coach with the Comox Valley Cougars Track & Field club must contact the club registrar, and BC Athletics, to determine the process to join the Comox Valley Cougars as a 2nd club claim coach.

Cancellations & Refunds

Club fees are **100% non-refundable** after the club registration deadline has closed.

Partial refunds **may** be issued if the athlete, or parent/guardian when applicable, has provided written notice of the cancellation request to the club registrar, prior to the club registration deadline.

Refunds, if approved, will be issued at 50% of the original club program fee paid, less a $25 administrative fee.

When the club registrar has received written notice of the cancellation, a request will be sent to BC Athletics to move the athlete from the Comox Valley Cougars Track & Field Club to Unattached
Note - cancellation of the club program does not cancel the BC Athletics membership, which will remain active as per BCA policies.

When the club has received confirmation from BC Athletics that the athlete has been moved to Unattached:

- The athlete will be removed from the club's roster
- The athlete, associated parents/guardians and emergency contacts, will be removed from the club's email contact list
- The athlete will be removed from the club's TeamSnap account
- The athlete will not be permitted to attend practices and training opportunities with the Comox Valley Cougars Track & Field Club after the cancellation has been processed

The BC Athletics fees are subject to the policies of BCA respectively. Members are subject to BC Athletics policies as per the agreements, acknowledgements, and waivers signed at time of registration.
The club is not responsible to reimburse any part, or whole, of the BCA fees paid by the member at time of registration.

Volunteers

All families with athletes registered with the Comox Valley Cougars Track & Field Club are required to provide a set number of mandatory volunteer hours each season.

Athletes, or parents/guardians when applicable, will be required to sign the volunteer consent form at time of registration, agreeing to meet the minimum volunteer requirements for the season.
Failure to meet the volunteer requirements agreed to at time of registration may result in the athlete not being permitted to compete in registered meets/events.
There are no refunds or credits on club fees or meet entry fees for missed events due to volunteer hours not being met.

Events may be delayed or cancelled if there are not enough volunteers to assist with the event. There are no refunds or credits on club fees or meet entry fees for delayed or cancelled events due to a lack of volunteers.

VIAA Island Series Home Meets

Families are required to volunteer a minimum of four (4) hours at each of the club's home meets, the Ice Breaker (April) and the Solstice (June). The four (4) volunteer hours can be done in a single day by a single family member, or split over multiple days of the event, or between multiple family members of the athlete.

VIAA Island Series Away Meets

Families are required to volunteer a minimum of two (2) hours at each of the VIAA Island Series away meets their athlete attends. The two (2) hours can be done in a single day by a single family member, or split over multiple days of the event, or between multiple family members of the athlete.
The VIAA Island Series away meets will be confirmed at the VIAA fall and/or spring meeting and communicated to club members.

BC Athletics Memberships & Fees

All club members, including athletes, coaches, officials, and board members, must hold a valid BC Athletics membership.

BC Athletics coaches, officials and associate memberships require the individual to complete the online SafeSport training course and have a valid criminal records check on file with BC Athletics.
Your membership with BC Athletics and the club will be considered **pending** until these requirements have been met.

Coach, Official and Associate Club Membership Requirements

There are no club fees for coaches, officials or associates, unless those members also register themselves, and/or their children, as athletes with the club, in which case athlete club fees will apply as per the annual program guide for that membership year.

Coach Requirements:

- Coaches must hold a valid, fully issued, BC Athletics coach membership
    - Requires completion of the SafeSport online course and a valid up-to-date criminal records check

- Coaches must commit to coaching a minimum of 1 day per week for the duration of the regular season (March - June)

- Coaches must confirm their availability from the end of the regular season through to the provincial and national championships (July - August)

- Coaches must confirm their availability for off-season training (e.g. fall/winter)

- Coaches must confirm the club program(s) they will coach for the season

- Coaches must commit to coaching/assisting with the club's home meets, the Ice Breaker (April) and Solstice (June)

The club will cover or reimburse the following fees for a coach:

- BC Athletics coach membership fee
    - Proof of fully issued membership and payment is required for reimbursement
    - Reimbursement / coverage will **not** be issued for pending membership
    - Confirmation for how the BCA membership fee will be paid will be determined at the annual general meeting and included in the Annual Program Guide for the season. The BCA fee may be paid:
        - By the member at time of registration, then reimbursed by the club
        - By the club directly to BC Athletics, where the member does not need to pay the BCA fee at time of registration

- Level 1 & 2 coach certification training courses
    - Proof of purchase and completion of the course is required for reimbursement
    - Note, cost for travel and accommodation to complete the course(s) is **not** covered by the club

- For level 3 certification reimbursement a request must be submitted to the board for review

Official Requirements:

- Officials must hold a valid, fully issued, BC Athletics officials membership
    - Requires completion of the SafeSport online course and a valid up-to-date criminal records check

- Officials must agree to officiate all days of our home meets, the Ice Breaker (April) and Solstice / Island JD championships (June)

- Officials may choose to officiate additional away meets. These meets are at the discretion of the official and all expenses incurred with attending these meets is the responsibility of the official

The club will cover or reimburse the following fees for an official:

- BC Athletics officials membership fee*
    - Proof of fully issued membership and payment is required for reimbursement
    - Reimbursement will **not** be issued for pending memberships
        - *note, the club will not reimburse optional BC Athletics membership fees which an individual chooses to pay, including, but not limited to, the BC Athletics officials membership fee
    - Confirmation for how the BCA fees will be paid will be determined at the annual general meeting and included in the Annual Program Guide for the season. The BCA fee may be paid:
        - By the member at time of registration, then reimbursed by the club
        - By the club directly to BC Athletics, where the member does not need to pay the BCA at time of registration
- Level 1 & 2 officials certification training courses
    - Proof of purchase and competition of the course is required for reimbursement
    - Note, cost for travel and accommodation to complete the course(s) is **not** covered by the club

Associates Requirements:

- Club associates must hold a valid, fully issued, BC Athletics associate membership
    - Requires completion of the SafeSport online course and a valid up-to-date criminal records check

- Club associates must volunteer, and be voted onto the board for one of the positions listed below
    - Club President
    - Club Treasurer
    - Club Registrar / Secretary
    - Head Coach / Coach Coordinator
    - Team Manager
    - Meet Director
    - Meet Manager

The club will cover / reimburse the following fees for an associate:

- BC Athletics associate membership fee

    - Proof of fully issued membership and payment is required for reimbursement
    - Reimbursement will **not** be issued for pending memberships
- Confirmation for how the BCA fees will be paid will be determined at the annual general meeting and included in the Annual Program Guide for the season. The BCA fee may be paid:
    - By the member at time of registration, then reimbursed by the club
    - By the club directly to BC Athletics, where the member does not need to pay the BCA fee at time of registration

Discounts for Club Coaches, Officials and Board Members

Club coaches, officials and board members will receive a discount on athlete club fees for themselves and their children, provided they have met all applicable requirements and their coach, official, and/or associate membership(s) is fully issued by BC Athletics.

Note - all board members must hold an associate membership with BC Athletics and have been voted into a board position at the annual general meeting.

Coaches, officials and board members with pending memberships will **not** receive discounts on club fees for themselves or their children.

If a coach, official, or board member registers themselves and/or their children as club athletes prior to their coach, official, or associate membership being fully issued, full club fees will apply at time of registration.

The coach, official, or board member may submit a request to the board for reimbursement of the applicable discount on the athlete membership purchased for themselves and/or their children when their membership was in pending status, once their BCA membership has been fully issued.

To receive the reimbursement the member must:

- Have a valid, fully issued coach, official or associate membership with BC Athletics
- Submit the official registration receipt, including the invoice number, date, name of member(s) and amount paid, to the club registrar

Club fee discounts for coaches, officials and board members who register themselves and / or their children as athletes with the club will be discussed at the annual general meeting and voted on. Confirmed discount amounts will be added to our Annual Program Guide for the upcoming membership year.

Coach Expenses

VIAA Island Series Meets

- Accommodation costs for the four (4) away Island Series meets **may** be covered by the club if the following conditions are met:
    - The coach is travelling to the meet in a coach capacity (e.g. they are available to coach all athletes in their specified discipline for the duration of the meet)
    - The coach is not competing in the meet as an athlete
    - The coach does not have a child or children competing in the meet as an athlete(s)
    - The coach is not travelling to the host town/city for personal reasons
    - The coach has submitted to the board in writing, a minimum of seven (7) days prior to the meet a request for accommodation
- Gas costs to travel to and from the four (4) away Island Series Meets **may** be covered by the club if the following conditions are met:
    - The coach is travelling to the meet in a coach capacity (e.g. they are available to coach all athletes in their specified discipline for the duration of the meet)
    - The coach is not competing in the meet as an athlete
    - The coach does not have a child or children competing in the meet as an athlete(s)
    - The coach is not travelling to the host town/city for personal reasons
    - The coach has submitted to the board in writing, a minimum of seven (7) days prior to the meet a request for gas expense coverage

Off-Island non-championship meets

- The club will **not** cover any expenses for off-island non-championship meets, including, but not limited to travel and accommodation costs
- Athletes wanting their coach(es) to attend an off-island non-championship meet are responsible to cover the cost of travel to and from the meet and accommodation costs, if applicable, for themselves and their coach(es).

High School meets

Although coaching for high school meets is the responsibility of the individual schools, the Comox Valley Cougars Track & Field club recognizes that not all of the local high schools have track & field coaches.

- The club will **not** cover any expense for the North Island high school championships, including, but not limited to travel to/from the meet and accommodation.

- The club **will** cover gas expenses for up to two (2) vehicles to travel to and from the Island High School Championships, up to a maximum of $100.

- The club will **not** cover accommodation costs for the Island High School Championships.
  If coaches anticipate needing accommodation for this meet it is their responsibility to communicate and discuss options with the school ahead of time.

- The club **will** cover gas and ferry expenses for up to two (2) vehicles to travel to and from the BC High School Championships, up to a maximum of $200.

- The club will **not** cover accommodation costs for the BC High School Provincial Championships.
  If coaches anticipate needing accommodation for this meet it is their responsibility to communicate and discuss options with the school ahead of time.

Provincial Championship meets

Provincial championship meets include:

- BC Provincial Junior Development Championships (JD9-JD13)
- BC Provincial Championship Jamboree (U16-Senior)

Expenses for these meets will vary greatly each year depending on location.

- A meeting, open to club coaches and active board members, will be scheduled between May and June of the competition season to determine the budget and how we can best support our club athletes and coaches within reason.

- No expenses for provincial championships will be covered unless approved by the board ahead of time.

- Receipts must be provided to the club treasurer for all pre-approved expenses to be covered.

National Championships & Summer Games

- Athletes will be travelling to these meets as either part of a provincial/regional team, with designated coaches, or independently on their own or with family.

- The club will **not** cover any expenses, including, but not limited to, travel to and from the meet, and/or accommodation.

- Athletes wanting their coach(es) to attend a national championship or summer games meet are responsible to cover the cost of travel to and from the meet and accommodation costs, if applicable, for themselves and their coach(es)

Officials Expenses

Travel & Accommodation Costs

- The club will **not** cover travel or accommodation costs for meets which the official attends.

- It is the responsibility of the official to confirm with BC Athletics, Athletics Canada, and the associated host club, what expense are covered, either directly, or through reimbursement requests, and which expenses are the responsibility of the official

Associate (board member) Expenses

The club will **not** cover any travel and/or accommodation costs for an associate (board member) to attend any track & field meets, including, but not limited to local, regional, provincial, or national meets / games.

Board of Directors & Club Volunteer Positions

Board of directors are nominated and voted on during the club's annual general meeting.
Board members are responsible for managing the governance and operation of the club. All board member positions are unpaid positions with the club.

Board members hold one vote per individual which can be used to:

- Vote on matters pertaining to the governance of the club
- Vote on matters pertaining to the operation of the club
- Vote to elect new / returning board members
- Vote to elect new / returning volunteer members

Volunteer members are nominated by any active club member (voting and non-voting members) and voted on by the board of directors during the club's annual general meeting. Volunteer members may also be elected during the course of the club season for that season as needed.
Volunteer members do not hold voting authority on matters pertaining to the governance or operation of the club. All volunteer positions are unpaid positions with the club.

Board of Director Positions

Club President

- Responsible for:
    - Filing annual report with BC Society Registry
    - Chair annual general meeting
    - Advance / participate in community projects (CVRD, Rotary etc.)
    - Interface with facility stakeholders (SD71, CVRD)

Club Treasurer

- Responsible for:
    - Developing the annual budget
    - Being a signing authority on behalf of the club
    - Receiving all funds for the club
    - Disbursing funds authorized by the executive or members
    - Maintaining an accurate record of all expenditures of the club - Enters all activity into accounting software or spreadsheet
    - Performing bank reconciliations as needed
    - Providing financial report for presentation to the board
    - Safely keep all financial records for the club

Club Registrar / Secretary

- Responsible for:
    - Managing AthleticsReg team account
        - Complete BCA club renewal application each year
        - Set up the club's online registration portal
        - Track membership numbers
    - Creating our home meets in Trackie's online registration portal
        - Work with the meet director and competition secretary to confirm events offered and age groups for each
    - Sending out emails to all club members for upcoming island series meets, provincial and national meets including BC summer games

- Managing team member numbers
- Taking meeting minutes at our AGM and other club meetings throughout the year

Head Coach / Coach Coordinator

- Responsible for:
  - Developing weekly/seasonal practice schedule
  - Coordinating with event coaches regarding weekly/seasonal availability
  - Coordinating TeamSnap updates (with help from Registrar)

Team Manager

- Responsible for:
  - Organizing and managing the competition singlet order
  - Organizing and managing club merchandise orders
    - Coach jackets and hoodies
    - Athlete training apparel
  - Managing and updating the comoxcougars.org website
  - Managing and updating the club's Facebook and Instagram accounts
  - Contacting local news outlets (print/radio/digital) about club events and athlete updates (i.e. athletes going to BC high school provincials, athletes attending BC provincials and national championships)

Meet Director

- Responsible for:
  - Sanctioning
  - Officials booking
  - Race marshaling staff
  - Event venue officials support volunteers
  - Hurdle crew
  - Meet schedule
  - Meet technical information package
  - Event venue technical details…
    - Measuring tapes
    - Throws officiating scales
    - Throwing implements

        - Jumps equipment & landing areas
        - Finish line / photo finish
        - Track maintenance/repairs
        - Infield prep
        - Throwing sector prep
    - Safety plan
    - Spectator & participant code of conduct
    - Results computers & staffing needs
    - Awards

Meet Manager

- Responsible for:
    - Site infrastructure
        - Finish line technical room tent
        - Event venue shelters (tents)
        - Event venue tables and chairs
        - Concession tents, tables, chairs
        - Event venue water stations
        - Event sanitation (outhouses & washrooms)
        - Event venue garbage and recycling, including concession (cans and bags)
        - MC equipment (speakers, microphone etc.)
        - Spectator barricades
        - Spectator seating
        - Infield Discus #2 fencing
        - Power & back-up needs
        - Signage for meet (e.g. schedules, registration & information, awards, events {i.e. discus #2}, equipment weigh-in etc.)
    - First Aid for home meets
    - Security for home meets

Volunteer Positions

Club Coach

- Responsible for:
    - Coaching club athletes in the coaches respective field of expertise

Club Official

- Responsible for:
    - Officiating our two home meets, as well as additional meets at the discretion of the individual official and their availability.

Concession Manager

- Responsible for:
    - Planning concession for our club's home meets (Ice Breaker - April and Solstice - June)
    - Planning staffing needs and communicating those needs to the volunteer coordinator
    - Organizing equipment needs for the concession
    - Working with the meet manager to ensure equipment is available (e.g. tents, tables, chairs, extension cords, water hose etc.)
    - Planning concession menu
    - Purchasing food, drinks and equipment needed
    - Inventory food, drinks and equipment before and after the meet
    - Work with the club treasurer for finances for the concession
    - Planning a concession team for each of the home meets (number of volunteers needed, time frame for volunteers)
    - Running site setup and site tear down for the concession

Volunteer Coordinator

- Responsible for:
    - Creating and managing the volunteer sign-up for our home meets and away VIAA Island Series Meets
    - Attending the home and away VIAA Island Series Meets
    - Working with the club registrar and team manager to communicate the volunteer sign-up to the club members (e.g. providing the link to these individuals to add to the website, and social media pages, as well as be included in the meet information email sent out)
    - Managing volunteer check-in at all home and away VIAA Island Series Meets to ensure all applicable spots are filled
    - This position may be filled in any of the following manners
        - One individual committing to all home and away VIAA Island Series Meets
        - One individual committing to all home meets and another individual committing to all away VIAA Island Series Meets
        - Multiple individuals, each committing to a single meet, home and away VIAA Island Series Meets