



## **Athletics Alberta Club Affiliation**

Responsible Executive: AA Board of Directors

Date Issued: December 6, 2019

Date Last Revised: November 3, 2023



## **STATEMENT OF PURPOSE**

TO BECOME AN AFFILIATED CLUB/COUNCIL/SOCIETY IN GOOD STANDING WITH ATHLETICS ALBERTA, AND TO RECEIVE ALL BENEFITS OF AFFILIATION IN THE ASSOCIATION, MINIMUM CRITERIA HAS TO BE MET PRIOR TO THE ASSOCIATION GRANTING AFFILIATION TO THE GROUP REQUESTING

## **REASON FOR THIS POLICY**

To abide by recommendations provided by Athletics Canada, Coaching Association of Canada, and Safe Sport Canada.

## **INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY**

Affiliated clubs and all associated members.

## **EXCLUSIONS**

None.

## **RELATED DOCUMENTS, FORMS AND TOOLS**

Athletics Alberta Membership Types, Trial Membership Definition, Club Transfer Policy and Form, Sample Financial Template, Club Operations Estimator Matrix.

\*All in Forms Appendix (End of Document)

## **WEBSITE**

[www.athleticsalberta.com](http://www.athleticsalberta.com)



## **'A' CLUB RESPONSIBILITIES AND REQUIREMENTS**

Minimum requirements to be met are:

**'A' Club – Affiliation Fee \$1800.00 per annum.**

**\*\*Fee breakdown: \$500.00 affiliation fee non-refundable, \$300.00 directors and operators insurance, and \$1000.00 volunteer commitment fee cheque.**

The cheque is deposited, the funds are held, and the deposit can be carried forward year-over-year if the volunteer requirements are met. If a club does not meet the volunteer requirements, they will be required to pay the volunteer commitment fee again in the upcoming year. A club can opt out of volunteering completely and simply pay the fee annually, however, this is not preferred.

- Minimum of 20 athletes and 2 coaches.
- Recommended ratio: 1 coach per 10 athletes.
- Athletes are eligible to receive Athletics Alberta specific athlete funding if they meet criteria.

### **Insurance requirements**

- All clubs are expected to have Directors and Officers insurance (D&O) in place for their board of directors
- Directors and Officers insurance may be provided by an alternative insurer
- Clubs must provide proof of insurance to [info@athleticsalberta.com](mailto:info@athleticsalberta.com) by April 1<sup>st</sup> each year

### **Coaching requirements**

- All clubs must have at least one (1) lead coach fully certified based on the age of the participants. For example:
  - RJTW Certified for athletes U12
  - Sport Coach Certified for athletes U16
  - Club Coach Certified for athletes aged 16 and older
- All other coaches should be in-training with the goal of being fully trained within a year.
- Certification should take place within a 2-year window following the completion of training.
- A certified coach should be at each training session.
  
- All coaches must take the SAFE SPORT TRAINING module located in the Locker at [www.coach.ca](http://www.coach.ca) under the eLearning tab and in the Multi-Sport dropdown menu. This is a free module.
- All coaches must take the MAKE ETHICAL DECISIONS (MED) module followed by completion of the online evaluation. The MED module is located at [www.albertasport.ca](http://www.albertasport.ca) and the exam is located in the Locker at [www.coach.ca](http://www.coach.ca) under the eLearning tab and in the Multi-Sport dropdown menu. This module costs \$45.



- All coaches must be registered with Athletics Alberta.
- All coaches must complete and submit to Athletics Alberta a Criminal Record Check every two (2) years. This must be done electronically through **Sterling and is auto-prompted on AthleticsReg when required.**
- All coaches must demonstrate that they are keeping up to date with professional development as prescribed by Athletics Canada and Coaches Association of Canada.

### **Club affiliated member requirements**

- All athletes must be registered with Athletics Alberta.
- All administrators and Board members must be registered with Athletics Alberta as associate members. Board of directors must abide by the registered non-profit, not for profit, or charity status as outlined by the Alberta Societies Act.
- Must have an assigned club administrator or manager in a formal administrative or managerial role.
- Members not in good standing in Athletics Alberta will be suspended, and will be unable to train or compete, and will be ineligible for athlete funding.

### **Volunteer requirements**

- **Each club member** must provide a minimum 12 volunteer hours per annum.
- Clubs that do not host an annual sanctioned meet must provide the 12 volunteer hours per club member each year at Athletics Alberta sanctioned events. If this commitment is not complied with, sanctions and/or club penalties can result.
- Clubs must verify that each member has completed the minimum 12 hours of sanctioned event volunteering per annum.
- Volunteering may be done at sanctioned meets either locally or provincially.
- Officials affiliated with a club may claim volunteer hours as defined by the volunteer hours definition.
- Clubs that do not meet volunteer requirements will be required to repay the volunteer commitment fee.

### **Officials requirements**

- Must have the ability to develop and mentor officials in conjunction with the officials committee.

### **Meet Organization requirements**

- If the club has 20 members or more, the club must coordinate and/or assist with one sanctioned event every season of activity.
- If the club has less than 20 members, the club must coordinate and/or assist with one sanctioned event every season of activity, usually in conjunction with another club.
- Clubs that do not host or assist in a sanctioned track meet must volunteer a predetermined number of volunteer hours via Athletics Alberta.



## **Administrative requirements**

- Clubs receiving funds from the Athletics Alberta must be willing to provide a financial statement at year end upon request.
- The affiliated Club must be a registered non-profit, not for profit, or charity under the Alberta Societies Act.
- The Club must be in good standing with Athletics Alberta and its local governance.
  
- Clubs that are not in good standing will be suspended. This will also include all affiliated members, who will be unable to train or compete.
- All individuals working with vulnerable sectors or financial management must complete and submit to Athletics Alberta a Criminal Record Check every two (2) years. This must be done electronically through **Sterling and is auto-prompted on AthleticsReg when required.**
- Clubs eligible for athlete funding must have signed athlete club agreements.
- Clubs must have an athlete funding distribution policy.
- Requirements for athlete and coach transfers:
  - All coaches and athletes wishing to transfer from an existing club within season to another must complete the Athletics Alberta Member Transfer Form. In addition,
  - The coach or athlete must be a member in good standing with their club, and
  - The Club must resolve all outstanding debts and issues with the coach or athlete before the Transfer Form is signed.
  - Only when the Transfer Form is completed and signed is a member allowed to train with another coach.
  - An athlete may transfer clubs at the end of the year without the Transfer Form should they be in good standing with their previous club. If there are funds to be transferred the form should be completed.
- Athletes are funding eligible as defined by the governing body.
- Clubs must display approved fee structure publicly.
- When updating to a new fee structure clubs must give a 45-day notification to current members.
- Members are eligible to receive communication or electronic mailouts from Athletics Alberta.

## **Club Governance requirements**

- An affiliated coach cannot serve on the board of directors (governance) of their affiliated club as a voting member.
- A club must have completed bylaws and operational policies consistent with the Societies Act.
- It is recommended that a maximum of two (2) affiliated athletes may serve in an executive role on the board as voting members.
- All board members must be at least 18 years of age or older, including athlete representatives.

## **If a club voluntarily dissolves:**



- The volunteer commitment will be refunded should the club have met volunteer commitments at the time of dissolution.

## **'B' CLUB RESPONSIBILITIES AND REQUIREMENTS**

Minimum requirements to be met are:

### **'B' Club – Affiliation Fee \$1300.00 per annum**

**\*\* Fee breakdown: \$300.00 affiliation fee non-refundable, \$300.00 directors and operators insurance, and \$700.00 volunteer commitment fee cheque.**

The cheque is deposited, the funds are held, and the deposit can be carried forward year-over-year if the volunteer requirements are met. If a club does not meet the volunteer requirements, they will be required to pay the volunteer commitment fee again in the upcoming year. A club can opt out of volunteering completely and simply pay the fee annually, however, this is not preferred.

- Minimum of 10 athletes to Maximum 19 and Minimum 2 coaches.
- Athletes are eligible to receive Athletics Alberta specific athlete funding if they meet criteria.

### **Insurance requirements**

- All clubs are expected to have Directors and Officers insurance (D&O) in place for their board of directors
- Directors and Officers insurance may be provided by an alternative insurer
- Clubs must provide proof of insurance to [info@athleticsalberta.com](mailto:info@athleticsalberta.com) by April 1<sup>st</sup> each year

### **Coaching requirements**

- All clubs must have at least one (1) lead coach fully certified based on the age of the participants. For example:
  - RJTW Certified for athletes U12
  - Sport Coach Certified for athletes U16
  - Club Coach Certified for athletes aged 16 and older
- All other coaches should be in-training with the goal of being fully trained within a year.
- Certification should take place within a 2-year window following the completion of training.
- A certified coach should be at each training session.
- All coaches must take the SAFE SPORT TRAINING module located in the Locker at [www.coach.ca](http://www.coach.ca) under the eLearning tab and in the Multi-Sport dropdown menu. This is a free module.
- All coaches must take the MAKE ETHICAL DECISIONS (MED) module followed by completion of the online evaluation. The MED module is located at [www.albertasport.ca](http://www.albertasport.ca) and the exam is located in the



Locker at [www.coach.ca](http://www.coach.ca) under the eLearning tab and in the Multi-Sport dropdown menu. This module costs \$45.

- All coaches must be registered with Athletics Alberta.
- All coaches must complete and submit to Athletics Alberta a Criminal Record Check every two (2) years. This must be done electronically through **Sterling and is auto-prompted on AthleticsReg when required.**
- All coaches must demonstrate that they are keeping up to date with professional development as prescribed by Athletics Canada and Coaches Association of Canada.

### **Club affiliated member requirements**

- All athletes must be registered with Athletics Alberta.
- All administrators and Board members must be registered with Athletics Alberta as an associate member.
  - Board of directors must abide by the registered non-profit, not for profit, or charity status as outlined by the Alberta Societies Act.
- Must have an assigned club administrator or manager in a formal administrative or managerial role.
- Members not in good standing in Athletics Alberta will be suspended, and they will be unable to train or compete.

### **Volunteer requirements**

- **Each club member** must provide a minimum 12 volunteer hours per annum.
- Clubs that do not host an annual sanctioned meet must provide the 12 volunteer hours per club member each year at Athletics Alberta sanctioned events. If this commitment is not complied with, sanctions and/or club penalties can result.
- Clubs must verify that each member has completed the minimum 12 hours of sanctioned event volunteering per annum.
- Volunteering may be done at sanctioned meets either locally or provincially.
- Officials affiliated with a club may claim volunteer hours as defined by the volunteer hours definition.
- Clubs that do not meet volunteer requirements will be required to repay the volunteer commitment fee.

### **Officials requirements**

- Must have the ability to develop and mentor officials in conjunction with the officials committee.

### **Meet Organization requirements**

- All clubs must coordinate and/or assist with one sanctioned event every season of activity; this may be in conjunction with other clubs.
- Clubs that do not host or assist in a sanctioned track meet must volunteer a predetermined number of hours via Athletics Alberta.



## Administrative requirements

- Clubs must be willing to provide a financial statement at year end upon request.
- The affiliated club must be a registered non-profit, not for profit, or charity under the Alberta Societies Act.
- The club must be in good standing with Athletics Alberta and its local governance.
- Clubs that are not in good standing will be suspended. This will also include all affiliated members, who will be unable to train or compete.
- All individuals working with vulnerable sectors or financial management must complete and submit to Athletics Alberta a Criminal Record Check every two (2) years. This must be done electronically through **Sterling and is auto-prompted on AthleticsReg when required.**
- Clubs eligible for athlete funding must have signed athlete club agreements.
- Clubs must have an athlete funding distribution policy.
- Requirements for athlete and coach transfers:
  - All coaches and athletes wishing to transfer from an existing club within season to another must complete the Athletics Alberta Member Transfer Form. In addition,
  - The coach or athlete must be a member in good standing with their club, and
  - The club must resolve all outstanding debts and issues with the coach or athlete before the Transfer Form is signed.
  - Only when the Transfer Form is completed and signed is a member allowed to train with another coach.
  - An athlete may transfer clubs at the end of the year without the Transfer Form should they be in good standing with their previous club. If there are funds to be transferred the form should be completed.
- Athletes are funding eligible as defined by the governing body.
- Clubs must display approved fee structure publicly.
- When updating to a new fee structure clubs must give a 45-day notification to current members.
- Members are eligible to receive communication or electronic mailouts from Athletics Alberta.

## Club governance requirements

- An affiliated coach cannot serve on the board of directors (governance) of their affiliated club as a voting member.
- A club must have completed bylaws and operational policies consistent with the Societies Act.
- It is recommended that a maximum of two (2) affiliated athletes may serve in an executive role on the board as voting members.
- All board members must be at least 18 years of age or older, including athlete representatives.

## If a club voluntarily dissolves:

- The volunteer commitment will be refunded should the club have met volunteer commitments at the time of dissolution.





## 'C' CLUB RESPONSIBILITIES AND REQUIREMENTS

Minimum requirements to be met are:

### 'C' Club (First-year clubs) – Affiliation Fee \$150.00 per annum

- No athlete minimum.
- A first-year club must be working towards A or B Club status. A club may only be a first-year club once.
- Athletes are eligible to receive Athletics Alberta specific athlete funding if they meet criteria.

### Insurance requirements

- All clubs are expected to have Directors and Officers insurance (D&O) in place for their board of directors
- Directors and Officers insurance may be provided by an alternative insurer
- Clubs must provide proof of insurance to [info@athleticsalberta.com](mailto:info@athleticsalberta.com) by April 1<sup>st</sup> each year

### Coaching requirements

- All clubs must have at least one (1) lead coach fully certified based on the age of the participants. For example:
  - RJTW Certified for athletes U12
  - Sport Coach Certified for athletes U16
  - Club Coach Certified for athletes aged 16 and older
- All other coaches should be in-training with the goal of being fully trained within a year.
- Certification should take place within a 2-year window following the completion of training.
- A certified coach should be at each training session.
- All coaches must take the SAFE SPORT TRAINING module located in the Locker at [www.coach.ca](http://www.coach.ca) under the eLearning tab and in the Multi-Sport dropdown menu. This is a free module.
- All coaches must take the MAKE ETHICAL DECISIONS (MED) module followed by completion of the online evaluation. The MED module is located at [www.albertasport.ca](http://www.albertasport.ca) and the exam is located in the Locker at [www.coach.ca](http://www.coach.ca) under the eLearning tab and in the Multi-Sport dropdown menu. This module costs \$45.
- All coaches must be registered with Athletics Alberta.
- All coaches must complete and submit to Athletics Alberta a Criminal Record Check every two (2) years. This must be done electronically through Sterling and is auto-prompted on AthleticsReg when required.
- All coaches must demonstrate that they are keeping up to date with professional



development as prescribed by Athletics Canada and Coaches Association of Canada.

### **Club affiliated member requirements**

- Must identify an administrator or point of contact (manager).
- Members not in good standing with Athletics Alberta will be suspended, and they will be unable to train or compete.

### **Volunteer requirements**

- **Each club member** must provide a minimum 12 volunteer hours per annum.
- Must provide a minimum number of volunteer hours per year as directed by Athletics Alberta.
  - If this commitment is not met, sanctions and club penalties can result.
- Volunteering may be done at sanctioned meets either locally or provincially.

### **Officials requirements**

- Must have the ability to develop and mentor officials in conjunction with the officials committee.

### **Administrative requirements**

- The club must be in good standing with Athletics Alberta and its local governance.
- Clubs that are not in good standing will be suspended. This will also include all affiliated members, who will be unable to train or compete.
- All individuals working with vulnerable sectors or financial management must complete and submit to Athletics Alberta a Criminal Record Check every two (2) years. This must be done electronically through **Sterling and is auto-prompted on AthleticsReg when required.**
- Athletes are not funding eligible as defined by the governing body.
- Clubs must display approved fee structure publicly.
- When updating to a new fee structure clubs must give a 45-day notification to current members.
- Members are eligible to receive communication or electronic mailouts from Athletics Alberta.

## **'ROAD' CLUB RESPONSIBILITIES AND REQUIREMENTS**

Minimum requirements to be met are:

### **'ROAD' Club – Affiliation Fee \$150.00 per annum**

- Minimum of 5 athletes and 1 coach.

### **Coaching requirements**



- All clubs must have one (1) lead coach working towards certification in Club Coach Endurance.
- All other Coaches should be In-Training with the goal of being fully Trained within a year.
- Certification should take place within a 2-year window following the completion of Training.
- All coaches must take the SAFE SPORT TRAINING module located in the Locker at [www.coach.ca](http://www.coach.ca) under the eLearning tab and in the Multi-Sport dropdown menu. This is a free module.
- All coaches must take the MAKE ETHICAL DECISIONS (MED) module followed by completion of the online evaluation. The MED module is located at [www.albertasport.ca](http://www.albertasport.ca) and the exam is located in the Locker at [www.coach.ca](http://www.coach.ca) under the eLearning tab and in the Multi-Sport dropdown menu. This module costs \$45.
  
- All coaches must complete and submit to Athletics Alberta their security clearance/vulnerable sectors background check every two (2) years.
- All coaches must be registered with Athletics Alberta.
- All coaches must demonstrate that they are keeping up to date with professional development as prescribed by Athletics Canada and Coaches Association of Canada.

### **Club affiliated member requirements**

- All athletes must be registered with Athletics Alberta.
- Must have all administrators and Board members registered with Athletics Alberta as an associate member.
- Board of directors must follow the registered non-profit, not for profit, or charity status as outlined by the Alberta Societies Act.
- Members not in good standing with Athletics Alberta will be suspended, and they will be unable to train or compete.

### **Volunteer requirements**

- Volunteering at sanctioned events both locally and provincially.

### **Officials requirements**

- Must have the ability to develop and mentor officials in conjunction with the officials committee

### **Administrative requirements**

- Clubs receiving funds from the Athletics Alberta must be willing to provide a financial statement at year end upon request.
- The affiliated club must be a registered non-profit, not for profit, or charity under the Alberta Societies Act
- The club must be in good standing with Athletics Alberta and its local governance.
- Clubs that are not in good standing will be suspended. This will also include all affiliated members, who will be unable to train or compete.



- All individuals working with vulnerable sectors or financial management must complete and submit to Athletics Alberta a background security screening every two (2) years.
- Clubs eligible for athlete funding must have signed athlete club agreements.
- Clubs must have an athlete funding distribution policy.
- Requirements for athlete and coach transfers:
  - All coaches and athletes wishing to transfer from an existing club within season to another must complete the Athletics Alberta Member Transfer Form. In addition,
  - The coach or athlete must be a member in good standing with their club, and
  - The club must resolve all outstanding debts and issues with the coach or athlete before the Transfer Form is signed.
  - Only when the Transfer Form is completed and signed is a member allowed to train with another coach.
  - An athlete may transfer clubs at the end of the year without the Transfer Form should they be in good standing with their previous club. If there are funds to be transferred the form should be completed.
- Athletes are funding eligible as defined by the governing body, in road events (e.g. marathon).
- Clubs must display approved fee structure publicly.
- When updating to a new fee structure clubs must give a 45-day notification to current members.
- Members are eligible to receive communication or electronic mailouts from Athletics Alberta.

### **Club Governance requirements**

- An affiliated coach cannot serve on the board of directors (governance) of their affiliated club as a voting member.
- An affiliate must have completed bylaws and operational policies.

### **ATHLETIC COUNCIL OR UNIFIED TRACK AND FIELD SOCIETY RESPONSIBILITIES AND REQUIREMENTS**

Athletic Councils or Unified Track and Field Societies are club based affiliation eligible only, and individual memberships by persons are ineligible. **Programming developed MUST be delivered through member clubs as the track councils are not insured.**

Minimum requirements to be met are:

#### **Councils – No Affiliation Fee**

#### **Member requirements**

- Athletics Alberta formally recognizes 5 territories:
  - Calgary
  - Edmonton
  - South



- Northeast
- Northwest
- Local governance must have a minimum number of **four (4)** 'A Clubs' to be recognized.
- All administrators and Board members must be registered with Athletics Alberta as associate members.
- All members must be affiliated with Athletics Alberta.

### **Administrative requirements**

- The Association must be willing to provide a financial statement at year end to Athletics Alberta upon request.
- Must be a registered non-profit, not for profit, or charity under the Alberta Societies Act.
- Must be in good standing with Athletics Alberta.
- All individuals working with vulnerable sectors or financial management must complete and submit to Athletics Alberta a background security screening every two (2) years.

### **Club Governance requirements**

- An Association must have completed bylaws, and operational policies.
- Board of directors must follow the registered non-profit, not for profit, or charity status as outlined in the Alberta Societies Act.

### **Officials Mentorship requirements**

- An Association must provide officials with mentorship opportunities in conjunction with the officials committee.

### **Volunteer Governance requirements**

- To organize and support Athletics Alberta volunteer requirements.

## **ATHLETICS ALBERTA MEMBERSHIP TYPES**

### **Individual Age Affiliation**

Athletes joining a track and field club are required to register individually with Athletics Alberta. Membership fees are based on age category according to the current Athletics Alberta registration form.

### **Registration categories are:**

- **U10** - 9 years of age or under as of Dec.31st in the year of competition
- **U12** - 11 years or under as of Dec.31st in the year of competition
- **U14** - 13 years or under as of Dec.31st at in the year of competition
- **U16** - 15 years a under as of Dec. 31st in the year of competition
- **U18** - 17 year or under as of Dec.31 at in the year of competition



- **U20** - 19 years or under as of Dec.31st in the year of competition
- **OPEN** - 20 years or over as of Dec.31st at in the year of competition
- **MASTERS** - 35 years or over as of Dec.31st in the year of competition
- **UNATTACHED ATHLETE(UNAB)** - any age defined as not affiliated with a club
- **ROAD RUNNER** - any age, does not require affiliation with a club, does not allow competition in track and field meets
- **PARA** - Para-athletics athlete as defined by Athletics Canada
- **TRIAL** – any age, does require club affiliation, non-competitive only

## The types of Athletics Memberships:

### Competitive Membership

- Annual membership - allows athletes to compete at all track and field meets, road running, and cross country throughout the year including championships.
- Seasonal
- Road Running
- Cross-Country

### Non-Competitive Membership

- Trial
- Associate
- Coach
- Official
- Race/Event Director
- Recreational Membership (U12)

## TRIAL MEMBERSHIP DEFINITION

### Restrictions, rules, and regulations:

- Trial Memberships are not permitted for competition whether sanctioned or unsanctioned by Athletics Alberta.
- All Trial memberships must be reported to Athletics Canada before the participant starts with the club. This must be done via online registration through "[AthleticsReg](#)".
- Trial membership is only valid for club training activities for 14 consecutive days.
- Trial memberships are for clubs only. Unattached members cannot use trial memberships.
- An individual can be permitted a Trial membership only once, unless said individual has NOT been an AA member for more than 2 years.
- Alberta Team members are not eligible for Trial Memberships.
- Track Councils and affiliate organizing committees are not eligible for Trial Memberships.
- Trial Memberships are not valid outside the province of Alberta



## CLUB IN GOOD STANDING DEFINITION

Clubs registered under Athletics Alberta are deemed to be “in good standing” regarding both fiscal accountability and good governance.

1. Affiliate member organizations and its members must adhere to Athletics Alberta’s Code of Conduct.
2. Clubs must host an annual AGM within 3 months of the fiscal year end.
3. Clubs must present financial statements at their AGM.
4. Clubs must approve operating budgets and financial statements at their AGM.
5. Clubs must adhere to the Athletics Alberta Club Policy specific to their type of club.
6. Clubs must be a registered society and submit supporting documentation annually.
7. Clubs must have and maintain good governance. There must be an approved set of Bylaws and policies in place, and there must be an elected Board of Directors.
8. Clubs must provide Athletics Alberta an up-to-date list of their Board of Directors with contact information.

## CLUB TERMINATION DEFINITION

A club can be terminated or suspended at any time for not adhering to the club policy, its requirements, definitions, and or financial delinquency as defined by Athletics Alberta. Athletics Alberta is not responsible for any debt incurred by said club.

## FINANCIAL DELINQUENCY DEFINITION

A club can be deemed financially delinquent if:

1. A request to review financial records from Athletics Alberta is denied or avoided.
2. An affiliate club fails to pay dues owed to its governing societies or councils.

## VOLUNTEER REQUIREMENT DEFINITION

Members are required to volunteer at local and provincial sanctioned events for contributions under Athletics Alberta and accountability.

1. Affiliate member organizations must provide the minimum required number of volunteer hours as determined by the membership numbers of each club.
  - a. **Club members** are required to fulfill **12 hours** per year at sanctioned Track and Field meets.
2. A club may use officials volunteer hours associated to their club as part of their total club requirement per annum.
3. A club member can have others volunteer on their behalf to accumulate hours, but this must be agreed upon and documented prior to volunteering.
4. Clubs can transfer volunteer commitment to other clubs. Doing so will forfeit their refundable volunteer



fee directly to Athletics Alberta. The club fulfilling the commitment will receive said fee after total hours needed to commit are completed. If total hours are unable to be completed, Athletics Alberta will provide alternative options for said club. If the alternatives are not agreeable, then the remainder of the fee will be forfeited to Athletics Alberta for coach and officials' development.

5. Affiliate member organizations and its members must adhere to Athletics Alberta's Code of Conduct.
6. Clubs who choose to forfeit their volunteer deposits can do so willingly at any time of the calendar year, but notification must be sent to Athletics Alberta in writing dated and signed by the President and Treasurer of the club.

### **VOLUNTEER COMMITMENT DEPOSIT DEFINITION**

Affiliated clubs are required to pay their volunteer deposit upon sign up or renewal if they do not meet volunteer requirements in the previous year.

1. All deposits are cashed and held by Athletics Alberta.
2. Funds are carried over year-to-year provided a club meets volunteer requirements each year.
3. A club can opt out of volunteering completely and simply pay the fee annually, however, this is not preferred.

### **CLUB TRANSFER DEFINITION**

Transferring clubs and/or releasing of athlete:

**At any time**, coaches and/or athletes wishing to change clubs, or membership affiliation they must complete the Athletics Alberta Club Transfer Release Form.

### **Release or Transfer Policy**

The following are the policies and procedures for members who transfer clubs:

1. The "Request for Release Form" must be completed and returned to the Athletics Alberta office before a member will be acknowledged as transferred.
2. If both signatures are included, transfer will become effective immediately. Please note that the signatures must be of the club officers registered with Athletics Alberta. These club officers must either have their club's Executive's approval of this transfer or have the club's power vested in them to sign such a form.
3. If only the second club's signature is received, the member must continue to compete for the club of first registration until the request is investigated by Athletics Alberta.
4. A member can only transfer to a club registered with Athletics Alberta. If the club is not registered, then the member will be listed as unattached when the club of first registration gives its approval of transfer.





5. Outstanding Funds owed **to or by** the member of the first club registration must be resolved by the member and the two clubs before a transfer will be accepted.
6. Athletics Alberta can only help clubs with outstanding funds in the following manner.
  - a. **Association funding such as AADP or development funding.**
7. If a member transfers clubs and the club of first registration has already received association funding for this member, the club may keep that funding or a portion thereof, to cover the member's outstanding funds owed, provided:
  - a. The funds are only withheld for eligible expenses as outlined in the applicable funding program's policy.
  - b. The details of the amount withheld are communicated to the second club as per the attached form.
  - c. The remainder of the association funding is sent to Athletics Alberta to be forwarded to the second club once proper documentation (letter of direction) has been received.

For more information, please contact the Athletics Alberta Office at:

**Ph: (780) 427-8792**

**Email: [info@athleticsalberta.com](mailto:info@athleticsalberta.com)**

**Forms Appendix (see following pages)**



### Track & Field, Cross Country, Road Running

11759 Great Road, Edmonton, AB T5M 3K8  
Ph: (780) 427-8792 - Fax: (780) 427-8899  
Email: info@athleticsalberta.com - Website: [www.athleticsalberta.com](http://www.athleticsalberta.com)

### Club Transfer Release Form

## Section 1

This section is to be completed by the member wishing to be released/ transferred

I, \_\_\_\_\_ currently a member of \_\_\_\_\_  
(Member name) (Name of current club affiliated with)

desire to transfer my club membership for the balance of the club membership year to:

\_\_\_\_\_  
(Name of new club) AA #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Prov. Postal Code

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
DD/MM/YYYY

## Section 2

This section is to be completed by the releasing club

I, \_\_\_\_\_ acting in the capacity of: \_\_\_\_\_  
(Name of releasing club executive member) (Position held in releasing club)

With \_\_\_\_\_ do hereby consent to the transfer request made.  
(Name of releasing club)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
DD/MM/YYYY

The above does  / does not  have outstanding funds with our club.

Outstanding funds: 1. \_\_\_\_\_ other \_\_\_\_\_

Please check the appropriate box

This amount \$\_\_\_\_\_ will be kept from the following Association Funding the club has already received, to cover outstanding funds owed by the athlete as outlined above (within applicable guidelines).

AADP Funding  Championship Travel Funding  High Performance Training Camp Funding

- The remainder of the Association Funds \$\_\_\_\_\_ will be forwarded to Athletics Alberta to distribute to the second club.

Please forward this amount \$\_\_\_\_\_ to the club from the following Association Funding Programs owed to the athlete in order to cover his/her outstanding funds.

AADP Funding  Championship Travel Funding  High Performance Training Camp Funding

## Section 3

This section is to be completed by the new club

I, \_\_\_\_\_ acting in capacity of \_\_\_\_\_  
(Name of new club executive member) (Position in Club)

with \_\_\_\_\_ agree to accept the above named athlete when Athletics Alberta  
(Name of new club)

clearance is given and do acknowledge and accept the funding distribution as outline above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
DD/MM/YYYY





The following are the policies and procedures for athletes who transfer clubs:

1. The "Request for Release Form" must be completed and returned to the Athletics Alberta office before an athlete will be acknowledged as transferred.
2. If both signatures are included, transfer will become effective immediately. Please note that the signatures must be of the club officers registered with Athletics Alberta. These club officers must either have their club's Executive's approval of this transfer or have the club's power vested in them to sign such a form.
3. If only the second club's signature is received, the athlete must continue to compete for the club of first registration until the request is investigated by Athletics Alberta.
4. An athlete can only transfer to a club registered with Athletics Alberta. If the club is not registered, then the athlete will be listed as unattached when the club of first registration gives its approval of transfer.
5. Outstanding Funds owed by the athlete to the club of first registration must be resolved by the athlete and the two clubs before transfer will be accepted.
6. Athletics Alberta can only help clubs with outstanding funds in the following manner.
  - a. Association Funding such as AADP, Championship Travel, High Performance Funding can be distributed between the two clubs if both clubs come to an agreement on the distribution.
7. If an athlete transfers clubs and the club of first registration has already received Association Funding for this athlete, the club may keep that funding or a portion thereof, to cover the athlete's Outstanding Funds owed, provided:
  - a. The funds are only withheld for eligible expenses as outlined in the applicable Funding Program's Policy.
  - b. The details of the amount withheld are communicated to the second club as per the attached form.
  - c. The remainder of the Association Funding is sent to Athletics Alberta to be forwarded to the second club once proper documentation (AADP) has been received.

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For more information, please contact the Athletics Alberta Office at

Athletics Alberta  
Percy Page Centre  
11759 Groat Road  
Edmonton, AB  
T5M 3K6  
Ph: (780) 427-8792  
Fax: (780) 427-8899

Email: [info@athleticsalberta.com](mailto:info@athleticsalberta.com)



**Sample Club Expense Matrix** \*Based on estimated costs of a 10-month program

Items/ Cost	Number of Athletes			
	1	5	10	20
Club Singlet	\$40.00	\$200.00	\$400.00	\$800.00
Track Facility Fees (Indoor)	\$500.00	\$2,500.00	\$5,000.00	\$10,000.00
Track Facility Fees (Outdoor)	\$100.00	\$500.00	\$1,000.00	\$2,000.00
Weight Room Fees	\$50.00	\$250.00	\$500.00	\$1,000.00
Coaching Fees (\$100.00/month)	\$1000.00	\$5,000.00	\$10,000.00	\$20,000.00
Equipment Fees	\$50.00	\$250.00	\$500.00	\$1,000.00
Administration Fees	\$250.00	\$1,250.00	\$2,500.00	\$5,000.00
Coach Education and PD	\$150.00	\$750.00	\$1,500.00	\$3,000.00
Travel Expense	\$100.00	\$500.00	\$1,000.00	\$2,000.00
<b>Total Club Fees to Collect</b>	<b>\$2,240.00</b>	<b>\$11,200.00</b>	<b>\$22,400.00</b>	<b>\$44,800.00</b>
<b>Additional Costs (add to the above costs, or charge separately)</b>				
+Track Meets (Local)	+\$250.00	+\$1,250.00	+\$2,500.00	+\$5,000.00
+Track Meets (National)	+\$500.00	+\$2,500.00	+\$5,000.00	+\$10,000.00
+Misc	+\$200.00	+\$1,000.00	+\$2,000.00	+\$4,000.00
<b>+Alt. Total</b>	<b>+\$950.00</b>	<b>+\$4,750.00</b>	<b>+\$9,500.00</b>	<b>+\$19,000.00</b>



**Best Club in the World  
Sample Financial Statements  
For the period ending August 30th, 20XX**

**Statement of Operations and Cash Balances**

**Revenues**

Athlete fees	\$ XXXX
Casinos and bingos (if any)	\$ XXXX
Grants (if any)	\$ XXXX
Other (provide note disclosure of details)	\$ XXXX
<b>Total Revenues</b>	<b>\$ XXXX</b>

**Expenses**

Athlete costs (entry fees, travel and accommodation, uniforms)	\$ XXXX
Fees or stipends paid to coaches	\$ XXXX
Coach travel costs	\$ XXXX
Facility fees	\$ XXXX
Miscellaneous (provide note disclosure of details)	\$ XXXX
<b>Total Expenses</b>	<b>\$ XXXX</b>

**Excess (Deficiency) of revenue over expenses** \$ XXXX

**Cash, beginning of year** \$ XXXX

**Cash, end of year** \$ XXXX

Clubs with assets in addition to cash would need to use a slightly modified format.