

MANITOBA TRACK AND FIELD OFFICIALS ASSOCIATION

TERMS OF REFERENCE

1. The Committee shall be called the “Manitoba Track and Field Officials Association”

DEFINITIONS

2. In these Terms of Reference and all other Terms of Reference and resolutions of MTFOA, unless the context otherwise requires:

- a. “Branch” means the organization that is duly affiliated in accordance with the Bylaws of the National Association/Provincial Association (Athletics Canada / Athletics Manitoba).
- b. Terms of Reference and all other Terms of Reference of Athletics Manitoba and MTFOA from time to time in force and effort.
- c. “Meeting of members” means an annual general, semi-annual general or special general meeting of members.
- d. “Members” means all persons having a current paid membership fee to Athletics Manitoba in the “Official” Membership Category.
- e. “Membership Year” means September 1st of current year to August 31st of subsequent year as determined by Athletics Manitoba.
- f. “Officers” means the Branch Chair, First Vice Chair, Second Vice Chair, Past Branch Chair, Secretary and Treasurer of MTFOA.

OBJECTIVES

3. The objectives of the MTFOA are to govern the officiating of track and field (Athletics) in Manitoba on behalf of Athletics Manitoba.

In conjunction therewith the MTFOA shall also do the following:

- a. Promote and encourage the widest participation and the highest proficiency amongst its members as track and field officials.
- b. Implement the competition rules and regulations covering all members of Athletics Manitoba in Manitoba who are officials in conjunction with the International Association of Athletic Federations (I.A.A.F.) and ensure fair play and sportsmanship in the conduct of track and field meets for the benefit of the athlete, at all levels of competition.
- c. Arrange or assist in the arrangement of officials at track and field meets.
- d. Promote or assist in the promotion of clinics for officials and any other interested persons.
- e. Approve any MTFOA member chosen to represent the Province of Manitoba or Athletics Canada in any competition either in Canada or abroad as an official at track and field meets.
- f. Promote recruitment of new members as officials.
- g. Represent Official’s members on the Athletics Manitoba Board of Directors
- h. With Athletics Manitoba, be fiscally responsible and take part in an annual audit, if required and be responsible for the submission of documents related to funding and reporting as required by supervising governing bodies.

MEMBERS

4. The number of members of the MTFOA is unlimited but restricted so far as individual members are concerned to holders of a current Official's associate member Card or number issued by Athletics Manitoba. The classes of membership for persons who apply for and are granted an Official's membership in Athletics Manitoba are as follows:
 - a. Persons who are over the age of majority and desire to officiate at track and field meets and assist in the promotion thereof. Such members are to register with the Athletics Manitoba office by paying an annual fee and shall be considered a "Senior Official"
 - b. Persons who are between the ages of twelve (12) and seventeen (17) shall be considered "Junior Officials". When a Junior Official turns eighteen (18) years old, he/she is eligible to take the level three exam and is then upgraded to the rank of Senior Official, as long as a passing grade on the exam has been registered. Junior Officials cannot chief an event until they are eighteen (18) years of age or older and have a level three grade. Junior officials are to act in a supportive role, not in a decisive role.
5. Athletics Manitoba determines the annual dues payable by each MTFOA member for a membership year.
6. Any individual member is considered inactive if he/she has not paid his/her annual membership fee by January 31st in the current calendar year. To become active again a member must pay his/her annual membership fee and may be requested to write upgrading qualification with the rules in effect at that time.
 - (a) Any member who accepts an Athletics Manitoba Official's Membership shall abide by the provisions of the By-laws of Athletics Manitoba and the Terms of Reference of MTFOA.
 - (b) Any violations of the By-laws of Athletics Manitoba, the Terms of Reference of MTFOA and rules and regulations in effect from time to time of Athletics Manitoba and the MTFOA by a member may result in the member's suspension or expulsion in accordance with the grievance procedures hereinafter set forth.

GOVERNING BOARD

7. Subject to paragraph 27 hereof, the property and business of the MTFOA shall be managed by the Governing Board, under the By-Laws of Athletics Manitoba and Terms of Reference MTFOA, elected by the membership and consisting of the following Officers: Chair, First Vice Chair, Second Vice Chair, Secretary and Treasurer, the majority of whom shall constitute a quorum.
8. The Past Chair will hold the position by virtue of the office and shall be a voting member of the Governing Board.
9. The Officers may appoint an officials coordinator, upgrading chair, awards and incentives chair and technical director, all of whom shall be non-voting members of the Governing Board and other committee heads as needed.
10. Meetings of the Governing Board shall be held at least four times a year and may be convened by the Chair or any other two Officers.
11. The Governing Board may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall

perform such duties as shall be prescribed by the Governing Board and Athletics Manitoba at the time of such appointment.

12. Elected Officers of the M.T.F.O.A. shall hold office for a two (2) year term. No person shall hold the same office for more than three (3) consecutive terms.

13. Three (3) of the elected officers, namely, Chair, Secretary and Second Vice Chair shall be elected in even number years and the other two (2), namely, Treasurer and First Vice Chair shall be elected in the odd number years,

14. The Governing Board will report to Athletics Manitoba by appointing an officer or member at large to be a representative on the Athletics Manitoba Board of Directors.

15. The President of Athletics Manitoba or their appointed representative is an ex-officio (non-voting) member of the Governing Board.

DUTIES OF OFFICERS

14.(a) JOB DESCRIPTION: BRANCH CHAIR

- Spokesperson for MTFOA
- Chairperson at MTFOA meetings
- Prepare agenda for all MTFOA meetings
- Maintains order during meetings
- One of multiple signing authorities for all cheques issued by MTFOA
- Attend or be represented at Athletics Manitoba monthly board meetings
- Responsible for the general leadership of MTFOA
- Manage and supervise MTFOA affairs and operations
- Ensure that the Governing Board members pursue steps to attain goals set in their areas of responsibility
- Represent MTFOA or appoint representative in any activity with which the MTFOA is associated
- Shall have the ability to appoint individual(s) to committee and/or position as deemed necessary after consultation with Governing Board
- Shall be an ex-officio on all MTFOA committees
- Participate in advocacy issues and promote the importance and need for MTFOA
- Represent MTFOA at any NOC meetings requiring official Branch representation
- Provide strategic leadership and develop association policies; identify goals / outcomes for MTFOA
- Submit all required documentation to Athletics Manitoba, as requested.

(b) JOB DESCRIPTION: PAST BRANCH CHAIR

- Shall assist the Branch Chair and Governing Board
- Participate in advocacy issues and promote the importance and need for MTFOA
- Shall be the Nomination Chair for MTFOA officers and board position(s)

(c) JOB DESCRIPTION: FIRST VICE (PRESIDENT) CHAIR

- Assume all duties of the Branch Chair (meetings, attend meetings) in the event the Branch Chair is not able to fulfill these duties
- Attend Fixture meetings that establish Indoor and Outdoor Athletic Manitoba schedules
- Shall be the Award Nomination Chair for MTFOA awards (Official of the Year,

Marie Burgess Spirit Award, and Rollie Mathieson)

- Oversee and guide all written and signed grievance documentation
- Shall be responsible for leading recruitment efforts
- Shall be the recruitment committee chair
- Signing authority on all checks for MTFOA

(d) JOB DESCRIPTION: SECOND VICE (PRESIDENT) CHAIR

- Oversee the Terms of References of the MTFOA
- Maintain and update as necessary the MTFOA terms of reference, of the MTFOA
- Oversee the junior officials program

(e) JOB DESCRIPTION: SECRETARY

- Record minutes of each MTFOA meeting
- Type and distribute minutes to MTFOA Board/membership
- Maintain all minutes in an up to date manner
- Ensure that minutes be done in a timely manner
- Can be asked to assist Branch Chair with correspondence
- Any other duties as requested by Branch Chair

(f) JOB DESCRIPTION: TREASURER / MEMBERSHIP

- Responsible for all bank activities of the MTFOA
- Keep full and accurate account of all receipts and disbursements of the MTFOA in proper books of account
- Print a financial statement for each MTFOA Governing Board and Annual and Semi-Annual meeting
- Ensure that all disbursements to be made by MTFOA are paid by cheque and signed by authorized MTFOA signers
- Receive and deposit all monies in the name and to the credit of MTFOA in a chartered bank or Manitoba credit union
- Shall be one of the signing authorities
- Shall coordinate receipt of mileage claims and their payment
- Be responsible for membership records
 - Accept membership applications from MTFOA members and new recruits and pass fees and records to Athletics Manitoba.
 - Record the members in the database and record necessary membership information
 - Report MTFOA membership lists to Athletics Manitoba; up date this list as paid Membership applications come in
 - Have Athletics Manitoba send membership cards or numbers to MTFOA members

15. APPOINTED POSITIONS:

(a) Upgrading Chair:

- Maintain and upgrade MTFOA officials files
- Cross reference MTFOA official's card with MTFOA Officials Coordinator's attendance lists for indoor and outdoor meets
- Record upgrading application against NOC Upgrading Criteria
- Make sure all required documentation is complete for recommendation for upgrade

- Recommend upgrade official candidates to MTFOA Branch Chair
 - Make sure all applications for upgrade have Branch Chair signature
 - Advise all MTFOA officials of their current status by way of electronic mail and/or regular post mail, which ever is identified as the most convenient by said official
 - Publish a list of MTFOA officials' disciplines for MTFOA Governing Board
 - Do upgrading sessions with upgrading committee members
- (b) Officials Coordinator:
- Obtain indoor/outdoor fixture list from Athletics Manitoba
 - Canvasses general membership to volunteer as "phoners" for events • Obtain MTFOA current membership list of phoner numbers/e-mail addresses from MTFOA Membership Chair/Athletics Manitoba
 - Ensure all contact information on MTFOA members is current and correct
 - Ensure awareness of all MTFOA officials' qualifications and disciplines
 - Organize phoners to request MTFOA officials for upcoming meets (by meet or by month). Contact phoners at least 2 weeks prior to meet. Inform general membership of proper protocol to let phoners or officials' coordinator know if they can or can not work a meet.
 - Contact all MTFOA officials if not heard from within 10 days prior to start of meet
 - Follow up with phoners to find out number of officials available to work meet
 - May have to make direct contact with certain disciplines as required
 - Assign MTFOA officials to duties/positions 72 hours prior to start of meet and ensure they are aware of their positions
 - Post sign in sheet for each session
 - Make sure Upgrading Chair gets a copy of the attendance for each meet
 - Let Athletics Manitoba / Sponsor of Sanctioned Meet know the number of MTFOA officials attending the meet 48 hours prior to start of meet. List of MTFOA officials to work meet could be posted on Athletics Manitoba website

16. COMMITTEES:

- (a) Nominating: The Nominating Committee shall communicate with MTFOA membership, requesting officials who would be willing to let their name stand for an election to the MTFOA Governing Board. This committee will be composed of the Past Branch Chair and at least two board members and be chaired by the Past Branch Chair.
- (b) Travel: The Travel Committee shall select MTFOA officials for travel to out of province meets. This committee will follow NOC/Athletics Manitoba/MTFOA travel policies/guidelines when selecting MTFOA officials. This committee will be composed of the Branch Chair, Past Branch Chair, Officials Coordinator, First Vice Chair and Upgrading Chair and be chaired by the Branch Chair.
- (c) Awards: The Awards Committee shall communicate with the MTFOA membership, seeking nominations for Official of the Year, Marie Burgess Spirit Award and the Rollie Mathison Award. This committee will be composed of the MTFOA Governing Board and be chaired by the First Vice Chair.
- (d) Recruitment: The Recruitment Committee shall brainstorm various ways to seek new members and to retain current members. This committee will be composed of the First Vice Chair, Treasurer and two other board members and be chaired by First Vice Chair.

MEETINGS

17. The Annual and Semi-Annual meetings of the members of MTFOA shall be held in the Winnipeg area or elsewhere in Manitoba in the fall and spring of each year respectively.
18. Written notice of the Annual and Semi-Annual Meetings shall be sent to all members at least two (2) weeks prior to said date of meetings. Ten members present in person at the meeting shall constitute a quorum.
19. Each member shall be entitled to one (1) vote.
20. At all meetings of members every question shall be determined by a majority vote unless otherwise specifically provided for in these Terms of Reference.
21. Any amendments to these Terms of Reference shall require an 80% vote of members present at the meeting in favour of the amendment.
22. All meetings of the MTFOA shall follow "Roberts Rules of Order". (should have proper documentation)

FISCAL YEAR

23. The Fiscal Year of the MTFOA shall end on the 31st day of August.

SIGNING AUTHORITY

24. The Governing Board shall designate from amongst the Officers two (2) or more Officers who shall have signing authority for all financial transactions. All such transactions shall require two signatures.

GRIEVANCE PROCEDURE

25. The MTFOA grievance procedure is open to any person or member who objects to a decision of the Governing Board of MTFOA or the actions of a member of MTFOA during an athletics event.
The MTFOA prefers that whenever problems arise the parties involved try to resolve their differences or concerns between themselves before implementing the Grievance Procedure.
26. Any person or member (the "Grievor") who wishes to commence a Grievance Procedure must deliver to the Grievance Chair a written notice outlining the nature of the grievance, detailing all of the facts surrounding the grievance, identify all persons involved and sign and date the Grievance Notice.
27. The Grievance Chair shall then choose 1 non-voting member of the Governing Board and one other member who is not on the Governing Board and who is not named in the grievance to form the Initial Review Panel (the "IRP"). The IRP shall review the Grievance Notice and conduct such other investigations as it considers appropriate. Within sixty (60) days after the Grievance Chair receives the Grievance Notice the IRP shall render its decision in writing and deliver it to the Grievor, with a copy to the Branch Chair.
28. The Grievor can, within thirty (30) days after receipt of the IRP decision, appeal that decision by a written Notice of Appeal signed by the Grievor, to the Governing Board of the MTFOA. The Governing Board, excluding the IRP members, will hold a meeting within sixty (60) days after receipt of the notice of appeal to hear the Grievor's case and also consider such other evidence as the Governing Board considers appropriate. Within

sixty (60) days after the conclusion of the Appeal hearing the Governing Board will render its decision in writing and deliver it to the Grievor.

29. If the Grievor objects to the decision of the Governing Board he/she can, within thirty (30) days after receipt of the decision, appeal the decision to the President of Athletics Manitoba who can conduct such hearing as he/she considers appropriate. There is no further appeal from the decision of the President of Athletics Manitoba

30. The decision of the President of Athletics Manitoba, or IRP, or the Governing Board, if no appeal is filed within the required time, is final and binding.

These terms of reference shall be enforced as of the _____ day of the
_____ month in the year _____.

Signed by:

Branch Chair

Secretary
