

MANITOBA TRACK and FIELD OFFICIALS ASSOCIATION



Oct 14, 2010

TO: MTFOA MEMBERS

FROM: Kathy Pettinger and Jennifer Campbell

Re: Annual General Meeting, November 1st, 2010

This AGM package includes:

- **Agenda**
- **Minutes of the SAGM May 2010**
- **MTFOA Bylaws**
- **MTFOA Award Nomination Forms**
- **2010-2011 Athletics Manitoba Indoor Schedule**

There are three MTFOA executive positions are up for election – BOC, 2nd VP and Secretary. If you wish to let your name stand for one of these positions please contact Jane Edstrom at jane.edstrom@lrsd.net

Hope to see everyone out at our AGM!

MANITOBA TRACK and FIELD OFFICIALS ASSOCIATION

ANNUAL GENERAL MEETING

Monday Nov. 1, 2010

at 7:00 pm

J.H. Bruns Collegiate

250 Lakewood Blvd
(between Femor and Bishop Grandin.)

AGENDA:

1. Welcome
2. Introductions
3. Review and Adoption of Agenda
4. Review and Adoption of AGM or SAGM minutes
5. Business arising from minutes
6. Reports:
 - a. Branch Officials Chair
 - b. 1st VP
 - c. 2nd VP
 - d. Treasurer / Membership
 - e. Officials Coordinator
 - f. Upgrading
 - g. Incentives
 - h. NOC
 - i. Athletics Manitoba
 - j. Canadian Juniors
7. AM indoor schedule
8. New Business
 - a. MTFOA Bylaws discussion [Areas that are bolded]
 - b. other
9. Elections
10. Adjournment

MTFOA Semi Annual General Meeting
Monday May 3, 2010 @ 6:30PM
J H Bruns School

Present:

Kathy Pettinger, Jessie Pettinger, Marilyn Fraser, Aurele Durand, Yvonne Roy, Jim Partaker, Jennifer Campbell, Jane Edstrom, Richard Winton, Wendy Verbong, Lloyd Yarn, David King, Diana Stevens, Ron Rogola

Regrets: Terry Armstrong, Shirley Allan Boudreau Cindy Doroshuk

Meeting called to order at 6:31 pm. Kathy Pettinger welcomed and thanked everyone for attending.

Adoption of Agenda

Jane/Yvonne Carried

Adoption of November 9, 2009 Minutes Semi Annual Meeting

Yvonne/Richard Carried

Minute updates:

- Office moved to 145 Pacific room # 416 R3B 2Z6
- Upgrading has been done
- Aboriginal meet was cancelled due to lack of participants
- 2010 World Master Games - Kamloops: Terry Armstrong went and David King could not attend.

Business Arising from Minutes

There was none.

Reports

BOC Report:

- Memorandum of Understanding between Athletics Manitoba and MTFOA was signed.
- New vests given out this year.
- New honorarium scale for 2010 different meets, they have been sent to the meet directors.

- Six people were sent to Kamloops for the World Masters.
- The mileage pay scale has been changed.
- Please bring your ideas forward for new incentives.
- Recruitment strategy Diana and Rob did a clinic for Boeing, excellent job.
- There were 17 indoor, and 20 outdoor meets
- For 2009 Jennifer Campbell was named to the AC / NOC Officials Wall of Honour. Richard Winton's name was put forward as MTFOA's nomination as NOC Official of the Year.
- Jennifer Campbell did National Clinics in Toronto, and Kamloops
- Two Junior officials have moved up the ranks
- Kathy would like to see athletic "cheat" sheets made up for officials
- Would like to get a card made up for officials to hand out to people who they think are interested in becoming an official
- Would like to see more people mentored

Incentives:

- 2010 vest, 2009 bag.
- Talked about ideas for next umbrella, poncho, if you have any ideas (\$25-\$30 rang) please e-mail them to Jane.
- Jane presented the NOC year pins awards.
 - Jennifer Campbell 25
 - Jane Edstrom 25
 - Bill Martin 25
 - Terry Armstrong 25
 - Lorraine Delorme 30 and 35
 - Marilyn Fraser 35
- The Officials Awards for the year were presented:
 - Keith Beard Award Terry Armstrong,
 - Rollie Matheson Award Junior Joel Stevens
 - Marie Burgess Award Wendy Verbong
 - Official of the Year Marilyn Fraser

NOC report:

NOC spring meeting was held in Winnipeg. The level 5 exam will probably continue every two years. Manitoba was the only province whom didn't complain and we answered it. There is talk of doing one for level 4 and 5. A few people felt that the time frame was very rushed.

Outdoor schedule:

- Schedule was handed out and discussed
- Encouraged all officials to come out May 12. 25-26.
- MHSAA High Schools Championships will be 3 days - Thursday, Friday and Saturday this year.
- Hershey June 23
- Grand Prix July 24-26 High Profile meets and need key officials at every discipline.
- 2011 and 2012 Junior Nationals are going to be held in Winnipeg. We won the bid.
- 2012 Manitoba Games
- 2011 Canada Games Kamloops
- 2011 and 2012 National Seniors Calgary
- Indoors 2011 Can West
- 2012 CIS

New Business:

- A discussion about the new stadium and what it means for the track.
- It was brought forward that maybe we could get a little tyke's wagon to move the throwing stuff from the building to the area.
- Richard checking into the clear spike gauges.
- We need to make sure our equipment is all in working order for National Juniors in 2011.

Adjournment:

Motion by Ron Rogola to adjourn meeting at 7:45.

Passed.

Submitted by
Marilyn Fraser
Secretary

<p>MANITOBA TRACK AND FIELD OFFICIALS ASSOCIATION General By - Laws</p>

1. The organization shall be called the “Manitoba Track and Field Officials Association” (the MTFOA).

DEFINITIONS:

2. In this By- Law and all other By- Laws 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. By-laws mean this by- law and all other by- Laws of 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 in MTFOA.
- e. “Membership Year” means September 1st of current year to August 31st of subsequent year.
- f. “Officers” means the Branch **Officials** Chair, First Vice Chair, Second Vice Chair, Past Branch **Officials** Chair, Secretary and Treasurer.

OBJECTIVES:

3. The objectives of the MTFOA are to govern the officiating of track and field (Athletics) in 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 Canada 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 active 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. Official must be a member in good standing and meet all AM / MTFOA travel requirements.**
- f. Promote recruitment of new members as officials.
- g. **With Athletics Manitoba, be fiscally responsible and, be responsible for the submission of documents related to funding and reporting as required by**

supervising governing bodies. MTFOA does not get grant funding, AM does all the bookings, purchasing and financial records.

h. With AM, provide a minimum of one level 3 officials per discipline per event, for every sanctioned AM meet. Remove this statement, MTFOA can not guarantee this. Replace with statement:

MTFOA shall provide Athletics Manitoba with officials for all Athletics Manitoba sanctioned meets, upon the request of Athletics Manitoba. MTFOA shall try to provide a minimum of one Level 3 official per discipline per event, for every sanctioned Athletics Manitoba event.

MEMBERS: (Missing #5 – numbering is off)

4. The number of members of the MTFOA is unlimited but restricted so far as individual members are concerned to holders of a current **Athletics Manitoba / Athletics Canada member card or number** as issued by Athletics Manitoba. The classes of membership for persons who apply for and are granted an Official's membership 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 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 can not 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.

c. NOC policy: An official must officiate a minimum of 8 event credits per year to maintain active status. (Add in)

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 up grading qualification **(Change to: will be required to write an exam on the rules in effect at the time and do 8 credits hours before level of official is activated.) with the rules in effect at that time. An official who is returning to 'active' status can not use the 8 event credits for reinstatement for upgrading purposes. Officials acting as evaluators/mentors may count that time as "credits" for the purpose of maintaining "active" status. (NOC policy).**

(a) Any member who accepts an MTFOA membership shall abide by the provisions of the MTFOA.

(b) Any violations of the By-laws, rules and regulations in effect from time to time of 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 25 hereof, the property and business of the MTFOA shall be managed by the Governing Board, 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. **(Does MTFOA need this position?)**

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 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. **Remove this line as Athletics Canada has removed it**

from their constitution. AC felt that restricting the years limited people who really were committed to Athletics and had a passion for working hard for the sport.

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.

DUTIES OF OFFICERS:

14. (A) JOB DESCRIPTION: BRANCH OFFICIALS 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 bi-monthly board meetings
- Responsible for the general leadership of MTFOA
- Manage and supervise MTFOA affairs and operations
- Ensure that the Executive Committee and 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

(b) JOB DESCRIPTION: PAST BRANCH OFFICIALS 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)
- **Can be one of the** signing authority on all checks for MTFOA

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

- Assume all duties of the Branch **Officials** Chair (meetings, attend meetings) in the event the Branch **Officials** 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, Rollie Mathieson **Junior Official Award and Keith Beard Award**)
- Oversee and guide all written and signed grievance documentation
- Shall be responsible for leading recruitment efforts
- Shall be the recruitment committee chair
- **Can be one of the** signing authority on all checks for MTFOA.

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

- Oversee the By-Laws of the MTFOA
 - Maintain and update as necessary the MTFOA by-laws.
 - Oversee the **Junior Officials** program.
- ADD: Can be one of the** Signing authority on all checks for MTFOA.

(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 **Officials** Chair with correspondence
- Any other duties as requested by Branch **Officials** 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 & Semi-Annual meetings**
- 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.
 - Record the members in the database and record necessary membership information
 - Provide updated MTFOA membership lists to Athletics Manitoba; and pay Athletics Manitoba the required fee as per Athletics Canada agreement.
 - Ensure that Athletics Manitoba sends membership numbers to the MTFOA Membership Chair.

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 **Document and Forms**
- Make sure all required documentation is complete for recommendation for upgrade
- Recommend upgrade official candidates to MTFOA Branch **Officials** Chair
- Make sure all applications for upgrade have Branch **Officials** Chair signature
- Advise all MTFOA officials of their current status by way of electronic mail and/or regular post mail, whichever 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 **MTFOA** phonier for events
- Obtain MTFOA current membership list of phonier numbers/e-mail addresses from **(delete: MTFOA Membership Chair) (Add: Athletics Manitoba Communication and Membership Coordinator)**
- Ensure all contact information on MTFOA members is current and correct
- Ensure awareness of all MTFOA officials' qualifications and disciplines
- Organize **MTFOA** phoniers to request MTFOA officials for upcoming meets (by meet or by month). Contact **MTFOA** phoniers at least 2 weeks prior to meet. Inform general membership of proper protocol to let **their MTFOA phoniers and 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 MTFOA phoniers 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 and notify Athletics Manitoba representative 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

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 **Officials** Chair and at least two board members and be chaired by the Past Branch **Officials** Chair.

(b) **Travel:** The Travel Committee shall select MTFOA officials for travel to out of province meets. This committee will follow NOC/MTFOA travel policies/guidelines when selecting MTFOA officials. This committee will be composed of the Branch **Officials** Chair, Past Branch **Officials** Chair, Officials Coordinator, First Vice Chair and Upgrading Chair and be chaired by the Branch **Officials** Chair.

(c) **Awards:** The Awards Committee shall communicate with the MTFOA membership, seeking nominations for Official of the Year, Marie Burgess Spirit Award, **Rollie Mathieson Award and Keith Beard 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 **active** 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 by-laws.

21. Any amendments to these Terms of Reference shall require an 80% vote of members present at the meeting in favour of the amendment, providing quorum is attained.

22. All meetings of the MTFOA shall follow "Roberts Rules of Order".

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.

Any person or member (the "Grievor") who wishes to commence a Grievance Procedure must deliver to the **President Remove the word President and replace with Branch Officials Chair** of the MTFOA 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.

ADD: The Branch Officials Chair will call a MTFOA executive meeting to review the Grievance Notice and conduct such other investigations as it considers appropriate. The Branch Officials Chair will consult the NOC Chair and executive members for direction and advice.

If the issue can not be resolved then a Grievance panel will be formed (further called the IRP). The Panel will be comprised of three individuals who will have no significant relationship with the affected parties, will have had no involvement with the decision being appealed, and will be free from any other actual or perceived bias or conflict.

The Official may designate one of the Panel members to serve as chairperson of the Panel. In the event the Official does not designate a Chairperson, the members of the Panel will select from themselves a Chairperson.

The IRP shall review the Grievance Notice and conduct such other investigations as it considers appropriate.

Within sixty (60) days after the Grievance Panel receives the Grievance Notice the IRP shall render its decision in writing and deliver it to the Grievor, with a copy to the Branch **Officials** Chair. The decision is final and binding.

These by-laws shall be enforced as of the _____ day of
the _____ month in the year _____.

Signed by: BOC: _____

Secretary: _____

MTFOA

MANITOBA TRACK & FIELD OFFICIALS ASSOCIATION AWARD NOMINATION FORM

Deadline: Monday Nov. 1, 2010

- OFFICIAL OF THE YEAR 2009-2010
- MARIE BURGESS AWARD
- ROLLIE MATHIESON AWARD- Junior Official
- KEITH BEARD AWARD - Hours of Service

Please check (✓) which award you are nominating an MTFOA official for.

Name of Nominee:

Discipline: _____

Years of service: _____

Contributions for Current Year:

Previous Contributions:

Reasons for Nominating This Official:

Print Name of Nominator: _____

Date: _____

Please bring your completed form to the MTFOA AGM on Monday Nov. 1, 2010 or email your nomination to Jennifer Campbell je_camp@shaw.ca:

MTFOA AWARDS NOMINATION INFORMATION

AWARDS

Official of the Year: - Awarded to an official for outstanding work during the past indoor and outdoor season

Marie Burgess Spirit Award: - Awarded to a Level 1 or 2 official who shows enthusiasm and great promise as an up and coming official.

Rollie Mathieson Award: - Awarded to a Junior Official who has demonstrated potential and enthusiasm during the past indoor and outdoor season.

Keith Beard Award: - Awarded to an official for his/her outstanding hours of officiating during the past indoor and outdoor season.

SELECTION CRITERIA

PARTICIPATION:

- Punctual
- team player
- assists with set up and take down

COMMUNICATION:

- good rapport with fellow officials and athletes
- good verbal and non verbal skills
- handles pressure of the job

PERSONAL DEVELOPMENT:

- proper NOC uniform is worn
- positive attitude
- self confident
- responds to constructive criticism, suggestions, comments
- sense of humor
- respectful
- commitment as an official to upgrade
- number of meets official has worked during the year

TECHNICAL KNOWLEDGE & SKILLS:

- knows the rules & regulations
- flexible & can adapt

2011 Athletics Manitoba

Fall/Winter Schedule

Track & Field

Saturday, December 4	Flying M Frolics	U of M
Friday, December 10	Grand Prix #1 (Last Chance)	U of M
Saturday, December 11	Grant Prix #2 (Last Chance)	U of M
Wednesday, January 12	Grand Prix #3	U of M
Friday, January 21	Grand Prix #4	U of M
Saturday, January 22	Grand Prix #5	U of M
Wednesday, February 2	Bison Elementary Relays	U of M
Friday, February 4	Bison Classic	U of M
Saturday, February 5	Bison Classic	U of M
Wednesday, February 16	Grand Prix #6	U of M
Friday, February 25	Can West	U of M
Saturday, February 26	Can West	U of M
Tuesday, March 1	Boeing Elementary Relays	U of M
Friday, March 4	Boeing Classic	U of M
Saturday, March 5	Boeing Classic	U of M
Wednesday, March 16	Athletics Manitoba Elementary Relays	U of M
Saturday, March 19	High School Championships	U of M
Saturday, April 9	Special O	U of M