

ATHLETICS NEW BRUNSWICK

POLICY STATEMENT 3.1: GUIDELINES AND STANDARDS FOR HOSTING PROVINCIAL AND/OR REGIONAL CHAMPIONSHIPS

A) ANB Technical Director:

- 1) One week prior to the competition shall provide the Meet director with the following:
 - a) a current ANB membership list to be used during registration
 - b) a list of current records for all events to be used when preparing event forms.
 - c) proper records forms to be used for provincial records.
- 2) Following the Meet shall receive from the Meet Director the meet reports, results, and new records forms for appropriate distribution.

B) ANB Sport Development (Sub: Competitions) Committee:

- 1) Shall, through the Technical Director, have sent out a copy of the ANB Hosting Policy to all registered clubs and to the members of the Officials Committee.
- 2) Shall approve the date(s) for the major competition(s).
- 3) Shall appoint a member of the committee to oversee the competition and ensure adherence to this policy.
- 4) Shall approve the entry fees set for the competition.
- 5) Shall approve the schedule of events prior to the meet.

C) Accountability:

The **Competitions Sub-Committee Representative** is responsible for:

- 1) Ensuring that all policies are followed.
- 2) Interceding when a breach in policy is noted by informing the Meet Director who becomes responsible for correcting the situation.
- 3) Reporting all uncorrected breaches in policy to the ANB President who, in turn, shall report to the Board of Directors for appropriate action.

The **Meet Director** is responsible for:

- 1) Becoming familiar with the ANB Hosting Policies as outlined in this document.
- 2) Carrying out the policies as stated herein.
- 3) Contacting the Competitions Sub-Committee Chair to determine who will be the representative of the Competitions Sub-Committee.
- 4) Consulting with the assigned Representative when difficulties are encountered.

Clubs are responsible for:

- 1) Ensuring that their coaches and athletes are aware of the contents of this policy.

Coaches are responsible for:

- 1) Ensuring that their athletes adhere to the clauses of this policy which directly affect the athletes.
- 2) Communicating any difficulties or concerns which they or their athletes have **with the Meet Director** who shall work out any problems with the appropriate official(s).

The **Athlete** is responsible for:

- 1) Ensuring that he/she is wearing the proper, assigned ANB number during the competition. Athletes cannot compete without this pin number.
- 2) Communicating any problems or concerns he/she is encountering **with their coach** who will relay the concern to the Meet Director for solving.

D) Standards:

The following standards shall apply to all provincial and regional championships held the jurisdiction of Athletics New Brunswick:

1) Technical Package:

- a) Shall be available to the membership (and other Branches) at least 4 weeks prior to the competition.
- b) Shall include only ANB approved events as per PS 10.0.
- c) Shall clearly state that the competition is open to current members of ANB and other Branches. Appropriate Day Fees MUST be charged to limited and non-members.
- d) Must include an ANB approved entry form.

2) Registration:

- a) Must confirm whether the registering athlete is/is not a current ANB member. If the athlete is not, it must direct him/her to the ANB registration desk to purchase a full or day membership.
- b) Shall provide a separate ANB registration desk for athletes wishing to purchase a current (full) or day membership.
- c) Must make competition pin numbers available for:
 - 1) New registrants (permanent or temporary)
 - 2) Day members (temporary)
 - 3) Current members who:
 - i) forgot permanent number (temporary - fee charged)
 - ii) lost permanent number (temporary or permanent - fee charged)
- d) Must maintain a separate list of all athletes purchasing day memberships. List to include name, age group, year of birth, community or provincial region, and fee paid for each athlete listed. The list is to be submitted to the ANB Registrar within one week following the competition.

3) Officials:

- a) All officials engaged must be qualified in the events which they are to officiate.
- b) Each official attending, in part, for the purpose of earning up-grading credits shall be required to apply to his/her Regional Office for funding.
- c) Expenses for other officials travelling more than 75km shall be paid from the Official's Fee portion of the registration fee or from the championship revenues where no separate Official's fee has been charged.
- d) Expenses covered shall include overnight accommodation (when required), a meal daily (may be provided), and, whenever possible, some funding for mileage.

4) Records:

- a) Two formal copies of the meet results must be sent to the ANB Technical Director within one week following the competition. One copy shall be forwarded to the A.N.B. Statistician for records purposes.
- b) A copy of results must be sent immediately directly, or via the ANB Technical Director, to the major provincial daily newspapers.

5) Reports/Money:

- a) Following the meet a Meet report shall be filed by the Meet Director with the ANB Technical Director and include:
 - 1) general comments on organization and delivery
 - 2) recommendations for consideration
- b) All monies collected for membership fees of whatever type must be forwarded to the ANB Registrar within one week following the competition.
- c) Where possible, all meet expenses shall be paid by ANB directly, with all proceeds from registration being turned over to the ANB Treasurer.

6) Awards:

- a) Every effort will be made to present the award to the athlete on the day of competition.
- b) Whenever possible, the Host Organizers shall use the awards provided by ANB.
- c) If other awards are deemed appropriate, approval for different awards must be obtained from the Executive Committee or Technical Director.
- d) Provision for other awards must be included in a proposed budget in order to ensure cost-effectiveness of the competition.

Revised, BoD, 1999/06/06