



**Memorandum of Understanding Between  
Athletics New Brunswick and  
The Royal Canadian Legion – NB Command  
Concerning the Legion Track & Field Program**



This document has been completed to better outline the roles that both Athletics New Brunswick (ANB) and The Royal Canadian Legion, New Brunswick Command (Legion) play in support of the Legion track & field program in New Brunswick and to set clear expectations around those roles. This document can be reviewed or updated annually and the parties agree to formally advise each other of any aspect that requires a change prior to April 1<sup>st</sup> of each year.

**Team Selection, Standards & Declaration Forms**

- The standards will be calculated annually by the Legion Committee. ANB will provide assistance with the standards when requested to do so.
- All required athlete forms will be developed by the Legion Committee.
- ANB will provide assistance with translating the standards and forms from English to French.
- The standards and forms will be provided by the Legion Committee to ANB by April 1<sup>st</sup> for publishing on their website.
- Team selection is the responsibility of the Legion Committee.
- The athlete team fee will be set annually by the Legion. At the discretion of the Legion, this fee may be collected by ANB and then turned over in its entirety to the Legion.

**Selection Meet**

- The meet will be known as the “NB Legion Provincial Championships”.
- The date and location of the meet will be set in the fall of each year for the next summer and be suitable to ANB and the Legion Committee Chair.
- ANB is responsible for the organization of the competition including managing the meet, organizing the venue, obtaining officials and all other normal responsibilities of an ANB competition.
- The event schedule for the competition is to be prepared by ANB staff and must be suitable to ANB and the Legion Committee Chair.
- Meet registration fees will be collected by ANB and any resulting meet deficit or surplus belongs entirely to ANB.

**Uniforms**

- The team uniform will be chosen by the Legion.
- ANB may be asked to provide competition singlets for the team and when possible will do so at cost.

**Coach Selection**

- Notice of opportunities for coach positions along with the criteria will be provided to the ANB membership no later than March 1 annually and be open until April 1 (one month later).
- The selection criteria will be prepared by ANB consistent with any expectations by the Legion program nationally.
- Any qualified ANB registered coach in good standing may apply for the positions.

- One position may be made available for a developing coach who must have the NCCP Sport Coach (level 1) certification in order to be selected.
- Following the application period ANB will compile the list of coaches who applied. This information will be provided to a committee consisting of two ANB board members and two Legion committee members who will make the final selections. These selections will then be provided to the ANB board for formal approval.
- In order to avoid a possible or perceived conflict, ANB Board and Legion committee members who have applied to be a Legion coach will be excluded from the selection committee.
- If possible, ANB board and Legion committee members who belong to the same athletics club as a Legion coach applicant will not be part of the selection committee.

**Cost Sharing**

- The Legion will pay the following costs –
  - For the athletes –
    - Team uniform;
    - Bus or airline travel to Nationals; and
    - Accommodations and meals at Nationals.
  - For the chaperones –
    - Team uniform;
    - Bus or airline travel to Nationals;
    - Accommodations and meals at Nationals; and
  - For the coaches –
    - Team uniform.
- ANB will pay the following costs for the coaches upon receipt of an invoice from the Legion –
  - Bus or airline travel to Nationals;
  - Accommodations and meals at Nationals.

This memorandum outlines the roles and responsibilities as agreed to by the parties as of the date signed. If either of the parties wishes to make changes to this they agree to formally advise the other of a need for the change prior to April 1<sup>st</sup> of each year.

*Marc Lalonde*

\_\_\_\_\_ Date: December 7, 2016

Marc Lalonde - President  
Athletics New Brunswick

\_\_\_\_\_ Date: \_\_\_\_\_

Harold Harper - President  
The Royal Canadian Legion  
New Brunswick Command