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F5J Canada

Règlements internes

Internal affairs

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Revision History

Paragraph	Date	Description	Changes incorporated by
-	2017-01-19	Initial document	F. Gagné
2.2	2017-03-08	No fees for the Winter Tour competitions	F. Gagné

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Une version **française** est aussi disponible.

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1 Executive Tasks

In conformance with F5J Canada bylaws paragraph 5.2.2, the board defines the following tasks for its officers and executives :

President

- a. The president shall be the executive officer of the league, appoints committees, and call special meetings as may be deemed necessary;
- b. The president is the spokesperson for F5J Canada.

Vice-president / Contest Coordinator

- a. In the absence of the president, the vice-president will perform the duties of the president;
- b. Develop a draft competition schedule for the upcoming Tours with the competition directors (CD) and clubs;
- c. Help to resolve schedule conflicts.

Secretary-treasurer

- a. As secretary shall keep permanent record of the minutes of the meetings, maintain membership list, and be responsible for all correspondence and legal notices;
- b. The secretary shall maintain the constitution and by-laws;
- c. The secretary will post minutes of the AGM meetings to the F5J Canada web site and any other significant documents;
- d. As treasurer collect fees and maintain records of the league financial transactions, disburse monies in payment of obligations as provided by the board of directors;
- e. Maintain F5J Canada bank and PayPal accounts;
- f. Prepare financial status reports for the AGM.

Scorekeeper

- a. Coordinate with contest directors or scorekeepers to receive contest results in a timely manner;
- b. Review contest results for correctness and consistency with F5J Canada rules;
- c. Publish results on F5J Canada web site and its diverse electronic platforms;
- d. Calculate and publish the various standings;
- e. Enforce all F5J Canada scoring rules;
- f. Support clubs in the use of scoring tools;
- g. Maintain records of past seasons.

Webmaster

- a. Maintain the F5J Canada web site.

eCommerce coordinator

- a. Coordinates the ecommerce : purchases, sales, inventory, shipping

Publicist

- a. Acts as community manager on the various electronic social platforms such as Facebook, YouTube, etc.
- b. Takes photos and videos of events on the calendar for use on social media sites;
- c. Collects photos and videos taken by other people, and with their permission post those items to social media sites;
- d. General promotion of F5J Canada through other electronic media.

2 Dues and Fees

2.1 Dues

F5J Canada does not collect dues from individuals to become a member.

2.2 Levy

- a. A fee of 1.00 \$ per day of competition and per pilot shall be remitted to F5J Canada by the contest director within 14 days following the event;
- b. No fee is charged for novice and junior pilots if the club does not collect entry fees for those pilots;
- c. No fee is charged for the competitions of the Winter Tour;
- d. Owed fees must be paid before a contest will be given consideration to be placed on the following year's schedule.

Pilots who flew at least one round in a competition become members of F5J Canada for the current year.

3 Awards

- a. To promote participation in sailplane competitions, F5J Canada will publish current standing list on its web site, allowing pilots to track their performance.
- b. Immediately after the respective end of the Summer Tour and Winter Tour, 20% of the pilots at the top of the standings, up to 10 pilots, will be rewarded.