



PRINCE GEORGE TRACK AND FIELD POLICY MANUAL 2022-2023

March 8, 2022 VERSION

PRINCE GEORGE TRACK AND FIELD CLUB BOARD

2021-2022 OFFICERS

President: Elena Thomas

Secretary: Gina Layte Liston

Registrar: Nicole Sieben

Treasurer: Kristin Thompson

2021-2022 DIRECTORS

Bryce Gladdish

Cassandra O'Brien

Christine Dalgleish

Cindy-Lou Loth

Joanna Loog

Natsuko Komine

HEAD COACHES

Club- Ross Browne

Junior Development- Lauren Matheson

Track Rascals- Lizzie Hillhouse

**PRINCE GEORGE TRACK AND FIELD CLUB
POLICY MANUAL**

(herein referred to as the "Society")

TABLE OF CONTENTS

Policy #1 - The Society's Purposes and Principles.....	4
Policy #1 - Director’s Responsibilities & Conduct.....	5
Policy #2 - Structure and Nature of Committees	5
Policy #3 – Standing Committees Terms of Reference.....	6
Finance Committee	6
Coaches Committee	6
Meets (Fixtures) Committee	7
Policy #4 - Special Committees.....	8
Public Relations Committee	8
Policy Committee.....	8
Awards, Records and Scholarships Committee	8
Officials Committee.....	9
Policy #5 – Athlete’s Conduct and Requirements	10
Policy #6 – Membership Requirements.....	10
Policy #7 - Fiscal Management	10
Policy #8 – Coaching Compensation.....	11
Policy #9 – Travel/Support for Athletes/Coaches/Officials.....	12
Policy #10 – Special Levy’s.....	12
Policy #11 – Communications Protocol	12
Policy #12 – Athlete’s Code of Conduct.....	13
Policy #13 – Coach’s Code of Conduct	13
Policy #14 - Extreme Environmental Conditions Guidelines for Training and Competition..	14
APPENDIX 1 – Standing and Specials Committee Membership	21

Policy #1

The Society's Purposes and Principles

1. The purposes of the Society as defined by the Constitution are as follows:
 - a. To promote, encourage and develop:
 - i. the widest participation in track and field including road racing and crosscountry running; and,
 - ii. the highest proficiency in track and field including road racing and crosscountry running.
 - b. To arrange and assist in conducting instructional courses for coaches, athletes, officials, or other interested persons in matters concerning track and field.
 - c. To promote and assist in promoting major athletic competitions and demonstrations.

2. The Society subscribes and promotes the following principles of True Sport:

GO FOR IT

Rise to the challenge – always strive for excellence

Discover how good you can be.

PLAY FAIR

Play honestly– obey both the letter and spirit of the rules.

Winning is only meaningful when competition is fair.

RESPECT OTHERS

Show respect for everyone involved in creating your sporting experience, both on and off the field.

Win with dignity and lose with grace.

KEEP IT FUN

Find the joy of sport.

Keep a positive attitude both on and off the field.

STAY HEALTHY

Place physical and mental health above all other considerations– avoid unsafe activities.

Respect your body and keep in shape.

INCLUDE EVERYONE

Share sport with others.

Ensure everyone has a place to play.

GIVE BACK

Find ways to show your appreciation for the community that supports your sport and helps make it possible.

Director's Responsibilities & Conduct

1. The directors are responsible for the overall leadership, direction and management of the Society and may exercise all powers of the Society except those exclusively reserved for members at general meetings.
2. The directors manage the business of the Society through committees established by the directors. These committees shall recommend rules, regulations, policies, and procedures to the board of directors for their approval, and they act according to the committee's Terms of Reference as approved by the board of directors.
3. The directors generally review and act upon the recommendations of executive committees ensuring they are:
 - a. legally correct;
 - b. consistent with the existing rules, regulations, and procedures of the Society;
 - c. in accordance with the defined objectives; and,
 - d. in the long-term best interest of the Society.
4. All directors should be familiar with the responsibilities and duties of directors and officers as described in the Society's bylaws and shall follow them as required.
5. Directors are required to act in a fiduciary capacity for the benefit of the Society as a whole. They should not act out of any parochial interest or for any personal gain. No director should participate in any vote, or influence such vote, that they may have a pecuniary interest in (conflict of interest).
6. The membership list shall be maintained by the Society Registrar.
7. All directors shall be members of BC Athletics (BCA) and the Society shall pay any applicable membership dues.

Policy #2

Structure and Nature of Committees

1. The PGTF Club operates with a committee structure. Tasks can be delegated to committees and if required the directors have the latitude to create new committees.
2. There are three standing committees (required) under the Society's bylaws which are:
 - a. Finance
 - b. Coaching Committee
 - c. Fixtures (Meets) Committee
3. In addition to these standing committees the directors are empowered to form committees as are required to fulfill the objectives of the society. The President may appoint a nominating committee at the General Meeting immediately preceding the Annual General Meeting to present to a potential slate of directors to be elected or re-elected.

4. Each committee will adhere to a terms of reference as adopted by the board of directors and shall appoint a chair who will be preside at meetings of the committee and will be the primary spokesperson for that committee when reporting to the board of directors. The Terms of Reference for the current committees are as follows.

Policy #3

Standing Committees Terms of Reference

Finance Committee

1. The Finance Committee shall be made up of not less than two directors one of whom should be the Treasurer unless otherwise delegated.
2. The Finance Committee shall assist the Treasurer with the following:
 - a. recommend to the board of directors an approved annual budget for the Society.
 - b. solicit and consider budget submissions from the Society's Committees;
 - c. develop financial management policies for board consideration that will ensure strong fiscal management of the society's funds;
 - d. preparation of a Finance Committee report including budget for the AGM.
 - e. manage all payroll;
 - f. annually review and make recommendations to the board on a fee schedule for membership rates and various programs;
 - g. work with auditor (if appointed) and other financial representatives and contractors to ensure the highest standards of financial management; and,
 - h. manage all gaming requirements to ensure compliancy with all regulations.

Coaches Committee

1. The Coaches Committee shall be made up of not less than two directors as well as other volunteers as required and approved by the directors.
2. The Chair of the committee shall be a director and is responsible for reporting to the board of directors and is the primary interface between the board and coaching staff.
3. The Coaching Committee shall:
 - a. establish a reporting structure to ensure proper flow of information between all coaches, directors, and parents;
 - b. develop a recruitment and retention program for coaching staff and recommend to the board the appointment of coach(s) prior to the start of outdoor season;
 - c. make sure all coaches are aware of, and sign the coaches code of conduct and where appropriate ensure adult coaches complete a criminal record check;
 - d. Create, maintain, and make available to all coaches, a Coaching Manual that sets out duties, responsibilities, and expectations of Society Coaches. This Manual shall be reviewed and approved by directors when substantial changes are made.
 - e. as early as possible coordinate the annual meet schedule;

- f. ensure coaches are available to attend and assist athletes while they are at out of town meets and communicate this information to athletes/parents attending;
- g. coordinate Society members' entries into competitions;
- h. organize travel arrangements for coaches attending out of town meets as required;
- i. coordinate coaching duties through coaching staff;
- j. be responsible for coordinating training schedules for the Society athletes;
- k. be responsible for the coordination of and presentation of the proposed coach's budget to the board;
- l. annually review the duties, fees and stipend provided to coaches and make recommendations to the board when changes are warranted;
- m. encourage coaches to become certified and attend development camps;
- n. track the development of the society's coaches to ensure continual improvement and standards of certification as outlined within the society's bylaws;
- o. complete an annual inventory of equipment at the conclusion of each outdoor season and advise the executive of needed inventory for the subsequent outdoor season; and,
- p. in conjunction with the coaches, continually review ways to improve coaching and athlete development.

Meets (Fixtures) Committee

1. The committee shall be made up of not less than two directors as well as other volunteers as required and approved by the directors.
1. The committee shall be responsible for coordinating and fulfilling obligations for Society sponsored fixtures (Meets & Events).
2. The intent of this Committee is to assure that the meet is well organized and kept on time.
3. The Committee shall:
 - a. ensure each meet has a designated Meet Manager who oversees assignment of all volunteers and officials to ensure a smooth-running competition and good communication to athletes, managers, officials and volunteers;
 - b. Ensure each meet has a Volunteer Coordinator, Officials Coordinator, Announcer and Technicians as required; and,
 - a. prepares an annual budget for the approval of the Board of Directors.

Policy #4 Special Committees

Publicity and Promotions Committee

1. The committee should include at least one director as well as other volunteers as required and approved by the directors.
2. The committee must be chaired by one of the Society directors.
3. The committee shall:
 - a. gather and disseminate athletic information to the media in order to promote the Society and its athletes.
 - b. be responsible for all internal and external communication such as, but not limited to, a quarterly newsletter in order to keep members abreast of society activities.
 - c. Plan, develop and publish all required material(s) necessary to promote the club and membership including a Parent Handbook that outlines policies of the Society.
 - d. develop and implement a promotional plan to assist in educating the Society's members and the public about the Society's past accomplishments and the Society's philosophy;
 - e. honour the exceptional achievements of past members;
 - f. prepare a budget based upon the annual promotional plan; and,
 - g. prepare a committee report for the Annual General.

Policy Committee

1. The Policy Committee should include at least one director as well as other volunteers as required and approved by the directors.
2. The committee shall:
 - a. propose new or revised policies to the board of directors for their consideration;
 - b. provide reports to the board and members as necessary;
 - c. review the policy document at least once a year to ensure it remains up to date and,
 - d. prepare a committee report for the Annual General.
3. Initiation for change or addition of policies may come from coaches, athletes, parents or executive.

Awards, Records and Scholarships Committee

1. This committee should include at least one director as well as other volunteers as required and approved by the directors.
2. The committee shall:
 - a. coordinate the work in maintaining records, best performances and statistics relative to their specific areas;

- b. receive and process all the applications for provincial and national records;
- c. prepare an annual records, best performance and statistics report for publication;
- d. co-ordinate the establishment of a consistent awards philosophy and program for the awards annually presented by the Society and recommend any subsequent revisions to the board of directors;
- e. purchase the awards and co-ordinate the distribution of the awards to recipients;
- f. be responsible for the permanent awards presented annually by the Society;
- g. identify the scholarships available to the Society and each year identify the athletes eligible for the scholarships and supply the scholarship information to them;
- h. provide each athlete eligible with a letter of commendation from his or her coach;
- i. co-ordinate the applications for submission and make recommendations to the directors for award of scholarships; and,
- j. prepare the committee report for the Annual General Meeting.

Officials Committee

1. This committee should include at least one director as well as other volunteers as required and approved by the directors.
2. This committee shall be responsible for coordinating officials required for track and field meets.
3. The Officials Committee shall:
 - a. establish a list of positions for officials for track and field;
 - b. establish a list of officials;
 - c. arrange and assist in conducting instructional courses for officials in matters concerning track and field;
 - d. prepare an annual official's budget for consideration by the executives; and,
 - e. prepare the committee report for the Annual General Meeting.

Policy #5

Membership Requirements

1. The age requirements for any given membership category in the Society will be determined by BCA.
2. Fees for each category shall be set by the Prince George Track and Field Club's board of directors, as they determine from time to time.
3. A membership application shall include:
 - a. Pertinent personal information;
 - b. athlete's code of conduct;
 - c. medical record and release; and,
 - d. photo release
4. A membership card shall be issued to each member each year.

Policy #6

Athlete's Conduct and Requirements

1. A strict code of conduct is provided which must be signed by all athletes and their respective parent or guardian.
2. Athlete's membership fees shall be due and payable by the first of May each year.
3. No athlete may compete for the Prince George Track and Field Club or wear its uniform unless they are a fully paid-up member.

Policy #7

Fiscal Management

1. The board of directors is charged with the responsibility of securing finances to maintain a competitive program.
2. To facilitate an equitable disbursement of funds, on or before the 31st day of March of each year or at least 30 days prior to the AGM, the Treasurer shall present a proposed budget to the board of directors. This will be based on the receipt of a proposed budget from:
 - a. all standing committees; and,
 - b. such others as directed by the Treasurer and board of directors, representing each proposed income and expenditure for the coming fiscal year.
3. The board of directors shall consider the proposed budget and allocate funds having regard to the Society's anticipated revenues and expenditures for the coming fiscal year.
4. Once allocation of funds has been made, the participating group will have unfettered direction as to the expenditure of their funds within the specific direction, policy and reporting procedure as established by the Finance Committee.
5. All items outside of the approved budget must be first approved by the board before incurring the expenditure. A formal motion to pay a certain amount will be made separately, where required, for such item.
6. Per diem allowances shall be made available to personnel on approved Society business.
7. The signing authorities have authority to pay all bills when they become due under the following guidelines:
 - a. recurring expenditures;
 - b. expenses incurred in running an event approved by the board of directors; and,
 - c. expenses of attending various meets.
8. The Scholarship funds shall be maintained separately from the Society's regular account.
9. In the case of known financial hardship, the board of directors of the Society may make special provisions to cover athlete membership fees or other costs based on the specifics of each individual case. All discussion of such issues shall remain confidential, and no notes shall be kept on public file.

10. Membership fees shall be charged each calendar year as follows:
 - a. BCA fee is required; and,
 - b. Prince George Track and Field Club fees as established by the directors.
11. The Concession Coordinator will be provided with cash purposes of running the concession stand. The Concession Coordinator shall pay all bills incurred and return any profits and cash initially provided to the general account.
 - a. The cash to be provided shall be determined by the board of directors depending on the special needs of an event.
12. Social functions may be included in general Society activities. Such costs shall be borne by the Society as determined by the board of directors.

Policy #8

Coaching Compensation

1. Coaches may receive an honorarium if so determined by the board of directors upon recommendation from the Coaching Committee.
2. Remuneration (pay scale) for coaching, as determined by the board of directors upon recommendation from the Coaching Committee will be set prior to the start of the outdoor season.
3. Coaching compensation only applies to those coaches who are in school or are pursuing their athletic development.
4. The Society will cover all costs associated with apparel for all coaches.

Policy #9

Travel/Support for Athletes/Coaches/Officials

1. The Travel/Support policy is intended to provide guidelines for the provision of financial assistance to Society (Club) members. Funding is subject to the availability of funds and reimbursement is based on provision of original receipts. The board of directors reserves the right to adjust from time to time the maximum rates paid for accommodation and other expenses. Society funding for accommodation is defined as the nights or nights required prior, during and after competition.
2. Club athletes attending out of town meets other than those identified in the club's annual schedule are required to register for such meets on their own and cover all costs associated with such registration.
3. Club athletes selected to represent Team BC will have their Team BC Fee covered by the PGTF club. (As noted by BC Athletics, this amount is \$250 for the first out of province BC Team Competition and \$100 for the first In-Province BC Team Competition. A lesser amount is required for the "second" BC Team competition within the calendar year.)
4. Club athletes selected to represent Team BC at a National Championship, Multi-Sport Games and/or National Selection Competitions will be eligible for a reimbursement by the PGTF club up to a maximum of \$250 for personal expenses (meals and accommodations) not covered by BC Athletics or other funding body.

5. Club athletes making a national qualifying standard and choosing to enter in an open category at a national or international meet will be eligible to a grant of not more than \$100 for personal expenses (entry fee, meals and accommodations) not covered by other funding bodies.
6. When requested and possible, the club will provide promotional support for fund-raising efforts undertaken by athletes seeking financial support to attend a competition.
7. The Coaching Committee will be responsible for the selection and authorization of coach(s) attending meets and will recommend any changes to the per diem rate for ~~appo~~ by the board of directors.
8. All Coaches will receive reimbursement for all bonafide expenses incurred while engaged in pre-approved Society duties and activities according to the reimbursement schedule that is reviewed and approved by the board on an annual basis.

Policy #10 Special Levy's

1. The board of directors may levy athletes a nominal fee to help defer overall expenditures in attending a specific competition including the costs associated with coaches attending meets.
2. Such levies must be stated prior to the athlete's commitment to attend a meet and such levies must be agreed upon prior to approval of attendance at such meets by Coach(s).

Policy #11 Communications Protocol

1. The President of the Society is responsible for all public communications and is the primary spokesperson on all matters related to the Society.
2. The board of directors can delegate or direct directors to issue specific communications as required through the normal course of business.
3. It is the duty of each Society officer to clearly indicate his or her position in the Society when signing any communication. A copy of all correspondence shall be filed with the secretary of the Society.

Policy #12

Athlete's Code of Conduct

1. Athletes will be required to follow certain rules of conduct while representing the club. These rules apply basically to the athletes, but some are applicable to coaches, managers, trainers, chaperons and anyone else who takes advantage of the team travel and/or accommodation.
2. The rules are set out to deal with the following situations:
 - a. Where behavior might interfere with the performance of another athlete or the performance of the team as a whole;
 - b. Where the athlete might interfere with his own performance; and,
 - c. Where a member of the club might bring discredit to the Prince George Track and Field Club.
3. The athlete must respect the standard rules of acceptable behavior as well as the rules of competition laid down for any particular meet.
4. Treat ALL athletes, coaches and officials with due respect, both in victory and defeat including thanking other athletes and officials at the conclusion of an event.
5. The athlete should always compete in the team uniform. Additional singlets shall be included in the meet bag so they can be used on those occasions where an athlete forgets to bring his/her singlet.
6. Athletes must accept the decisions of the coaches and managers.
7. Athletes must be prepared to pay for their own meals while away from home.
8. Athletes must abide by the rules of conduct set down by the Prince George Track and Field Club from time of departure to the time of returning home.
9. Any serious breach of these rules will mean that the athlete will be sent home at the expense of his or her parents or guardian.
10. The board of directors has the right to consider any consequence in dealing with an athlete who has violated the athlete code of conduct up to and including ejection as a member of the club. In reviewing an alleged breach of the code of conduct the athlete in question (or parent) will have the chance to hear and respond to the allegations prior to the executive determining a course of action.

Policy #13

Coach's Code of Conduct

1. Coaches have a responsibility to:
 - a. Place a high priority on creating an inclusive environment for athletes of all abilities and skill levels.
 - b. Treat everyone fairly regardless of gender, place of origin, color, sexual orientation, religion, or economic status.
2. Treat ALL coaches, athletes and officials with due respect, both in victory and defeat.
3. Recognize and accept when to refer athletes to other coaches and sport specialists. Allow athletes' goals to take precedence over those of the coach.

4. Comments or constructive criticism should always be directed at the performance rather than the athlete.
5. Refrain from the use of profane, insulting, harassing or otherwise offensive language while in the conduct of your coaching duties.
6. Consistently display high personal standards and project a favorable image of Athletics, Coaching and the PGTF Club.
7. Coaches must:
 - a. Ensure the safety of the athletes with whom they work.
 - b. At no time become intimately and/or sexually involved with the athletes they coach.
 - c. Abstain from the use of tobacco products while in the presence of athletes and discourage their use.
8. BC Athletics (and the PGTF Club) has a “zero tolerance“ policy with respect of the consumption of alcohol and non-prescription drugs by any athlete, coach or team staff while involved in a competition setting or BC Team Members room.
9. Abuse of alcoholic beverages, intoxication or drug abuse will result in immediate dismissal as well as disciplinary measures determined by the BC Athletics Discipline Panel and Board of Directors.
10. Never advocate or condone the use of drugs or other banned performance enhancing substances, classes or methods.
11. Refrain from public criticism of fellow coaches, athletes and club members especially when speaking to the media or recruiting athletes.
12. The board of directors has the right to consider any consequence in dealing with a Coach or Manager who has violated the code of conduct up to and including ejection as a member of the club. In reviewing an alleged breach of the code of conduct the coach in question will have the chance to hear and respond to the allegations prior to the executive determining a course of action.

Policy #14

PGTF Extreme Environmental Conditions Guidelines for Training and Competition

(As adapted from BC Athletics Guidelines)

This guideline has been created to assist Meet Directors, Technical Officials, Coaches and Club Directors to make a suitable choice when the Field of Play is affected by extreme environmental conditions, such as ***poor air quality, heat, or thunder and lightning.***

SECTION 1: AIR QUALITY

AIR QUALITY HEALTH INDEX Overview

The Air Quality Health Index (AQHI) is normalized across Canada and gives a number from 1 to 10+ to demonstrate the degree of wellbeing hazard related with nearby air quality. Infrequently, when the measure of air contamination is unusually high, the number may surpass 10. The AQHI provides a local air quality current value as well as a local air quality maximum forecast for today, tonight, and tomorrow and provides associated health advice. For Prince George use link:

https://weather.gc.ca/airquality/pages/bcaq-009_e.html

The index has been created as a continuum: the higher the number, the more significant the danger and need to take safeguards. The index depicts the degree of health risk related with this number as 'low', 'moderate', 'high' or 'very high', and proposes steps that can be undertaken to decrease exposure.

The following table provides the health messages for 'at risk' individuals and the general public for each of the AQHI Health Risk Categories (provided by The Government of Canada, Environment and Natural Resources)

Health Risk	Air Quality Health Index	Health Messages for At-Risk Population *	Health messages for General Population
Low	1-3	Enjoy your usual outdoor activities.	Ideal air quality for outdoor activities
Moderate	4-6	Consider reducing or rescheduling hard activities outdoors if you are experiencing symptoms.	No need to change usual outdoor activities unless you experience symptoms such as coughing and throat irritation.
High	7-10	Reduce or reschedule hard activities outdoors. Children and the elderly should also take it easy.	Consider reducing or rescheduling hard activities outdoors if you experience symptoms such as coughing and throat irritation.
Very high	Above 10	Avoid hard activities outdoors. Children and the elderly should also avoid outdoor physical exertion.	Reduce or reschedule hard activities outdoors, especially if you experience symptoms such as coughing and throat irritation.

* People with heart or breathing problems are at greater risk. Follow your doctor's usual advice about exercising and managing your condition.

PARTICULATE MATTER ADVISORY

Particulates are the primary concern in forest fire smoke. The size of the particles we inhale influences their capability to affect our wellbeing.

The AQHI computation utilizes coarse particles in the scope of 2.5-10 microns in diameter. **Fine particles, with measurements under 2.5 microns (PM2.5) are regularly connected to negative wellbeing effects.** Particles in this size range are slow to clear from the lungs when they are inhaled. At this size range, smoke particles proficiently dissipate light and make it hard to see.

The US Environmental Protection agency (EPA) and the National Oceanic and Atmospheric Administration (NOAA) have created an Air Quality Index (AQI) and visibility scale that incorporates the concentration of fine particulate matter (PM2.5). Prince George has several PM2.5 monitoring stations set up throughout the city and can be accessed through the IQAIR website at this link: <https://www.iqair.com/ca/air-quality-map?lat=53.9147&lng=-122.7419&zoomLevel=10&placeId=49Bbr6rsprRNiYs2D>

The following table provides a summary of AQI and visibility levels for monitoring health risks of air quality.

AQI Category	Index Values	($\mu\text{g}/\text{m}^3$, 24-hour average)	Visibility in KM
Good	0 - 50	0.0 - 12.0	no visible haze
Moderate	51 - 100	12.1 - 35.4	>15 km
Unhealthy for Sensitive Groups	101-150	35.5 - 55.4	5 - 14km
Unhealthy	151-200	55.5 - 150.4	2.5 - 4km
Very Unhealthy	201-300	150.5 - 250.4	1.5 - 2km
Hazardous	301-400	250.5 - 350.4	< 1.0km
	401-500	350.5 - 500	

LOW VISIBILITY

- Low visibility is generally caused by fog/mist, smoke, or darkness.
- Track & field practice or running and throwing events should not start until the entire field of play is visible; be that the track, the field, or runway and landing zone.

By combining all the previous information dealing with air quality and its characteristics, Prince George Track and Field Club created a summary chart to be used by Meet Directors, Technical Officials, Coaches and Club Directors to make an appropriate and consistent decision regarding practice/event postponement or cancellation.

Air quality summary table indicating the appropriate message and actions to be taken by the club based on the air quality category.

Air Quality Index	Visibility in KM	Message	Actions for Practices	Actions for Events
Good (0-50) AQHI 1-3	15 km and up	Ideal air quality for outdoor activities	Ideal conditions for practice	Ideal conditions for an event
Moderate / Unhealthy for Sensitive Groups (51-150) AQHI 4 - 6	5 - 14km	Be aware of health effects of smoke & particulates and related symptoms; especially sensitive group	Club message of warning, especially to those in sensitive group; coaches to monitor athletes for symptoms	Participant message warning of health effects of smoke/particulates and related symptoms; notify first aid attendant
Unhealthy (151-200) AQHI 7 - 8	2.5 - 4km	Reduce or re-schedule strenuous activities, especially if you experience symptoms	Club message recommending those in sensitive group not attend practice; practice activities to be "light and low"	Consider reduction of length of events and / or cancellation of junior events; provide warning to competitors with respiratory issues; notify first aid attendant

Very Unhealthy (201-300) AQHI 9 - 10	1.5 - 2km	Avoid prolonged strenuous activities and stay indoors, especially young and elderly	Club message to all participants that practice is cancelled	Consider reduction in length of events; cancel or postpone event; cancel Junior Events
HAZARDOUS (301-500) AQHI 10+	< 1.0km	Avoid all strenuous activities and stay indoors	Club message to all participants that practice is cancelled	Cancel all events and outdoor training

SECTION 2: HEAT CONSIDERATIONS

EXTREME HEAT TEMPERATURES

The heat index is a scale that combines air temperature and relative humidity, in shaded areas, to suggest a human-perceived equivalent temperature. It is important to monitor both temperature and relative humidity to ensure safety for participants. In extreme temperatures, it is important to have a first aid attendant on site who is familiar with the signs and symptoms of heat exhaustion or heat stroke.

Children are more susceptible to dehydration and heat exhaustion, so it is important to encourage regular water breaks in shaded areas when the heat index rises above 27°C and 40% humidity.

Table for calculating the HEAT INDEX using temperature and humidity (researchgate.net)

Relative Humidity %	Air temperature °C										
	21	24	27	29	32	35	38	41	43	46	49
0	18	21	23	26	28	31	33	35	37	39	42
10	18	21	24	27	29	32	35	38	41	44	47
20	19	22	25	28	31	34	37	41	44	49	54
30	19	23	26	29	32	36	40	45	51	57	64
40	20	23	26	30	34	38	43	51	58	66	
50	21	24	27	31	36	42	49	57	66		
60	21	24	28	32	38	46	56	65			
70	21	25	29	34	41	51	62				
80	22	26	30	36	45	58					
90	22	26	31	39	50						
100	22	27	33	42							

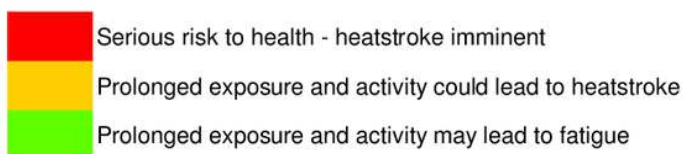


Table summarizing PGTF actions during high temperatures. Heat index is calculated using weather data, temperature and humidity, (https://weather.gc.ca/city/pages/bc-79_metric_e.html) and the above table or heat index calculator (<https://www.calculator.net/heat-index-calculator.html>)

Heat Index	Possible Symptoms	Practice Guidelines	Event Guidelines
Less than 27		Unlimited activity with standard rest and water breaks every 30 minutes throughout the duration of the activity. For prolonged activity, encourage time in the shade when possible.	Unlimited activity with standard rest and water breaks every 30 minutes throughout the duration of the activity. For prolonged activity, encourage time in the shade when possible.
27-31 (CAUTION)	Fatigue possible with prolonged exposure and activity.	Closely monitor new or un-conditioned athletes during extreme exertion. Schedule mandatory rest and water breaks every 25 minutes. Have cold water accessible to all participants and areas of shade provided throughout the facility.	Have cold water accessible to all participants and areas of shade provided throughout the facility. Schedule longer endurance events either in the early morning and late evening. Keep first aid informed about conditions.
32-40 (EXTREME CAUTION)	Heat cramps and heat exhaustion are possible with fatigue, dizziness, sweating, thirst, muscle cramps. Prolonged exposure could result in heat stroke.	Monitor participants for signs of heat exhaustion or heat stroke. New or unconditioned athletes should not practice or compete. Well-conditioned athletes should have more frequent rest and hydration, scheduled every 20 minutes. Have cold water accessible to all participants and areas of shade provided throughout the facility. RASCAL AND JUNIOR PRACTICES CANCELLED AT 35+ HEAT INDEX.	Have cold water accessible to all participants and areas of shade provided throughout the facility. Officials should have access to shaded areas and should work shorter officiating shifts. Schedule longer endurance events either in the early morning and late evening. Keep first aid informed about conditions.
41-54 (DANGER)	Heat cramps and heat exhaustion are likely. Continued activity will lead to heat stroke with: high body temperature (40+* C), altered mental state or behavior, alteration in sweating, nausea and vomiting, flushed skin, rapid breathing, racing heart rate, headache.	ALL PRACTICES CANCELLED.	Proceed with extreme caution. Competition blocks should be kept short with frequent rest and water breaks, scheduled every 15 minutes. Have cold water accessible to all participants and areas of shade provided throughout the facility. Consider having cold tubs available. Officials should have access to shaded areas when officiating and should work shorter shifts to avoid prolonged exposure to the heat. Schedule longer endurance events either in the early morning and late evening.
Over 54 (EXTREME DANGER)	SUSPEND ALL TRAINING AND COMPETITION		

ARTIFICIAL TURF TEMPERATURES

It is known that the fill material in the centre field of the stadium absorbs heat more readily than the surrounding track. Caution needs to be taken when air temperatures are high. Facilitators of Masich Place Stadium have a temperature gun so that turf temperatures can be requested before practice.

The following table is a guideline for activities on the infield when the turf temperatures are high.

Turf Temperature (*C)	Practice Guidelines
45-54	Stand up activities only for Rascals; all activities for juniors and seniors
55-64	No Rascals activities on the turf; stand up warm up only for juniors and seniors
>65	No training on the turf

SECTION 3: INCLEMENT WEATHER

THUNDER & LIGHTNING

It is important to plan for a safe lightning shelter and evacuation method when thunder and lightning is a possibility. A safe area for thunder and lightning includes metal vehicles with windows closed and buildings. During an event of lightning, avoid outdoor metals such as flagpoles, fences, gates, light poles, metal bleachers, etc. At Masich Place Stadium the safest shelter is the change rooms in the grandstand.

- Suspend training and competition immediately and direct participants to a safe spot to avoid lightning.
- If there has been lightning, wait at least 30 minutes from the last strike of lightning before resuming outdoor activities.
- If lightning continues for more than 30 minutes, coaches will use the emergency contact list to ask parents to pick up athletes.

HAIL

- Spring and summer storms often result in hail.
- At the first sign of hail larger than a pea, coaches will halt practice and have athletes shelter in the grandstands until hail is over.
- If hail continues longer than 30 minutes, coaches will use the emergency contact list to ask parents to pick up athletes.

RAIN

- Practice is rarely cancelled due to rain.
- If rain is heavy and prolonged resulting in pooling on the rack surface, practice/events will be cancelled or postponed for safety reasons.
- Coaches will use the emergency contact list to ask parents to pick up athletes if practice is already underway.

SNOW

- If snow is heavy and prolonged resulting in accumulation on the track surface, practice/events will be cancelled or postponed for safety reasons.
- The city of Prince George has the ultimate say in closing the facility in snowy conditions. If they communicate that the stadium will be closed, the club will relay that information to the membership.

OUTDOOR COLD TEMPERATURES

Athletes should always come to the stadium prepared for any weather! Cooler spring weather requires dressing in layers as the temperature drops throughout practice. The following table will help determine the club's expectations and actions during times of cold weather. All temperatures include windchill readings and would be read at the beginning of practice (temperatures will always get colder as practice progresses). Again, the city of Prince George will have a policy regarding use of the track at low temperatures which will need to be adhered to by the membership.

Table summarizing PGTF actions during outdoor low temperatures.

Temperature (*C)	Practice Guidelines	Event Guidelines
10 -15	Clothing layers (pants and jackets) recommended for all athletes	Clothing layers (pants and jackets) recommended for all athletes
5-10	Clothing layers mandatory; consider cancelling Rascals depending on activities	Clothing layers mandatory; endurance events should be held mid-day at peak of temperatures
0-5	Clothing layers mandatory including hats and gloves; Rascals cancelled; consider cancelling Juniors depending on activities; careful consideration of throwing training	Clothing layers mandatory including hats and gloves; endurance and throwing events held mid-day at peak of temperatures
<0	Suspend all training	Suspend all competition

REFERENCES

http://lightningsafety.com/nlsi_pls/ncaa.html

<http://www.phsa.ca/search?k=smoke>

[Heat Guidelines.pdf \(nchsaa.org\)](#)

<https://www.calculator.net/heat-index-calculator.html>

[extreme-heat-brochure-its-way-too-hot-en.pdf](#)

<https://www.mayoclinic.org>

<https://www.safehealthyplayingfields.org/heat-levels-synthetic-turf>

https://www.epa.gov/sites/default/files/2016-04/documents/2012_aqi_factsheet.pdf

<https://www.researchgate.net/>

APPENDIX

Committee Membership 2021-2022

Standing Committees

Finance Committee

Coaching Committee

Meets (Fixtures) Committee

Special Committees

Awards, Records and Scholarships Committee

Publicity and Promotions Committee

Policy Committee

Officials Committee