



PARENT & ATHLETE HANDBOOK 2024-2025



Proud Member of



PARENT HANDBOOK 2024-25



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CLUB OVERVIEW

The **Prince George Track & Field Club** is a youth-oriented sports club dedicated to the success and wellness of youth in Prince George and the region through athletics. Our club has a long and proud history of serving the community. First established in 1973, the club has laid the foundation for thousands of young children to learn life skills and build a healthy mind and body. The club believes that success lies not just in the numbers of medals won but in each athlete's improvement over time. Success includes learning how to work within a club atmosphere, in supporting all members in reaching their potential and respecting all those involved in the sport.

Useful information on the club:

- The club is a community based non-for-profit organization (society) registered under the BC Societies Act and is governed by a volunteer Board of Directors.
- The society's constitution and bylaws as well as our policies are available on the club's website (downloadable pdf) or upon request.
- The club is a long-standing member of BC Athletics and Athletics Canada.

How we communicate with you:

- In person as much as possible.
- Newsletters are published at least once per month and posted to the website.
- Email bulletins are sent as needed; **please supply us with your correct email contact.**
- Information updates are posted on the club's website: pgtrackandfield.com.
- Last minute changes or reminders are sent via *REMIND* app. Please sign up by following instructions on the club web page.
- Parent meetings are held at Masich Place Stadium on the first night of each program which usually starts in April.

PGTF 2023-2024 Board of Directors:

- President: Elena Thomas
- Vice President: Bryce Gladdish
- Treasurer: needed
- Registrar: Nicole Sieben
- Secretary: Gina Layte Liston
- Directors at Large: Christine Dalglish, Rebecca Harris, Cassandra O'Brien, Joan Harris, Natsuko Komine, Carla Brooke, Bree Pruden

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Policies

[Prince George Track and Field- Constitution and Bylaw](#)

[Prince George Track and Field Policy Manual](#)

IMPORTANT NOTE: The Annual General Meeting will be held at Masich Place Stadium on **Wednesday May 22, 2024 at 6pm**. For more details on the procedures of the AGM please refer to the following link [PGTF Bylaws and constitution-2018 update](#)

EVENTS

Track and Field is comprised of three components: running, jumping, and throwing.

Running Events – Sprints, Hurdles, Middle Distance

- Sprints are 60m – 300m (400m races are for those 16 and older).
 - Middle distance races are 600m – 2000m.
 - Hurdles can be sprint or distance events. Relays can be sprint or medley races.
-

Jumping Events – Long, Triple, High, Pole Vault

- Long jump is a running jump into a sand pit.
 - Triple jump involves a hop, step, and a jump into the sand pit.
 - High jump involves jumping over a bar onto a mat.
 - Pole vault requires using a long pole to launch oneself over a high bar.
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Throwing Events – Shot Put, Discus, Javelin, Hammer, weight throw (masters only)

- Shot put involves putting a metal ball.
 - Discus involves throwing a disc.
 - Javelin involves throwing a spear-like implement.
 - Hammer involves throwing a metal ball that is attached by a wire to a handle.
 - Weight throw involves throwing a very heavy weight on a short chain
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OUR PROGRAMS

Track Rascals

- A non-competitive skill development for children six to eight (6-8) years old.

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Junior Development Program

- Progressive skill development and an introduction to competition for children nine to twelve (9-12) years of age.

Senior Program

- Advanced programs for athletes thirteen (13) years and older, including Masters (35+).

Indoor Track Training

- Our indoor conditioning program runs from January to March each year at the Northern Sports Centre at UNBC. It is open to competitive and non-competitive athletes from ages thirteen (13) and up.

VOLUNTEERS

The Prince George Track and Field Club takes time and energy to operate and organize. With this in mind, each family is required to volunteer ten (10) hours per athlete.

Volunteers are needed in the following areas:

- To help organize, set up and assist with the Sub-Zero Track Meet (April/May) and the Spruce Capital Meet (June);
- Be a member of the PGTF Board of Directors;
- To help with fundraising projects throughout the season; and,
- Various activities related to maintaining the facility and Club equipment in good repair.

Please look for emails throughout the season for volunteer sign ups.

All volunteer hours are recorded and submitted to BC Gaming. Each volunteer hour is entered into a draw to win a PGTF membership for the next season.

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COACHING STAFF

IMPORTANT NOTE: Coaches at the PGTF Club are from the community, each with varying levels of coaching qualifications. They are committed to doing their best and to giving their time. Please treat them with respect!

HEAD COACH: **Coach Co-ordinator and Coach Committee**

This season the club will be without a Club Head Coach. We are implementing a new Coach Co-ordinator in conjunction with a coach committee. Together they will be responsible for ensuring all coach training and mentoring. The team will support head and senior coaches with plan implementation, athlete and parent communication as well as aiding with paperwork and payroll.

SPRINT COACH AND JD HEAD COACH: **LAUREN MATHESON**



Lauren has been a member with the track and field club since 2008, spending nine (9) years as an athlete, and a junior development coach since 2012. As a junior development athlete, Lauren was ranked 5th place for the BC Athletics All Time Top Ten Performances in the 11-year-old girls 60m dash category. As a Senior athlete, Lauren achieved a number of impressive accomplishments where she broke records representing PGTF. As a coach, Lauren attended the 2018 BC Summer Games as one of the assistant coaches for Cariboo-Northeast (Zone 8). Currently, Lauren is a CERTIFIED Club Coach trained in Sprints/Hurdles, Endurance, and Jumps. She won Junior Development Coach of the year award in 2022.

MIDDLE DISTANCE COACH: **BROOKLYN STAUFFER**



My name is Brooklyn and I have been in track since 2010. This is my 7th year coaching, and my favourite event is the 200m and 400m! When I am not at the track you can find me with friends, out for a run, or working at the YMCA.

My favourite thing about coaching is watching the athletes succeed and have fun, as well as getting to know so many awesome kids each year.

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THROWS COACH: **CASSAUNdra O'BRIEN**



Cassaundra has been with PGTF for the past ten (10) plus years as a coach, athlete and a member of the board. She grew up in Quesnel where she was a track and field athlete, specializing in the throws, for Correlieu Secondary School under Pat Marsh. Her favourite throws are the hammer and discus throws. Cassaundra is trained in sport coach and club coach and has taken training in wheelchair athletics with specific attention to seated throws.

I love track and field and believe in its ability to make any individual stronger as an athlete and a person.

POLE VAULTING COACH: **QUINN MATTHEWS**

JUMP COACH: TBA

HURDLE COACH: SOPHIA MAHMOUD

TRACK RASCAL HEAD COACH: SYLVIA MASICH

JUNIOR AND TRACK RASCAL COACHES: The PGTF senior athletes mentor the volunteer coaches assisting with the Junior Development and Track Rascal Programs. The Club hires a Track Rascal Head Coach each season plus numerous junior coaches. Athletes can volunteer as coaches starting in the year that they turn thirteen (13) years old.

PRACTICE SCHEDULE

Parents and athletes will be advised of any changes and updates through the club's website. A [calendar](#) of the practice schedule is available on the club's website.

Senior Practice

- Spring (April– July) 3 x per week
 - Tuesday and Thursday 6:00 – 8:00 pm
 - Saturday 9:00 – 11:00 am (no Sat. practices on Meet weekends – see schedule)
 - Held rain or shine at Masich Place Stadium

Junior Development (JD) Practice

- Spring (April– July) 3 x per week
 - Monday and Wednesday 6:00 – 7:30 pm

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- Saturday 11:00 - 12:30pm (no Sat. practices on Meet weekends – see schedule)
- Held rain or shine at Masich Place Stadium

Track Rascals Practice

- Spring Session (April–June)
 - Mondays **OR** Wednesdays 6:00 – 7:00 pm
- Summer Session (July)
 - Mondays **AND** Wednesdays 6:00 – 7:00 pm

Masters Practice: additional

- Summer Session (July–August) Practice 2x per week
 - Tuesdays and Thursdays 6:00 - 7:30pm

CLOTHING

WHAT TO WEAR FOR PRACTICE

- **Appropriate training gear for all practices based on weather conditions** including shorts, sweatpants, t-shirts, sweatshirts/hoodies, rain jackets, a fleece or puff jacket, light gloves, etc.
- **Layers are very important** as weather can change quickly in the spring or when the sun goes down.
- **Water bottle** is the best accessory. There are water filling stations at the stadium.
- **Club apparel may be available** to order at the start of the outdoor season.
- If you have any questions, please ask a coach.

ATHLETE UNIFORM

Athletes are required to wear a Prince George Track and Field (PGTF) Club gear to **ALL** track and field meets, both in Prince George and out of town. The PGTF uniform consists of a competition singlet or club technical t-shirt. The price of uniform singlet and club apparel are not included in annual club fees.

For the **Track Rascal** age group, Track Rascals participate in a fun meet at the end of the season in June. Track Rascals can wear whatever colour of t-shirt they wish!

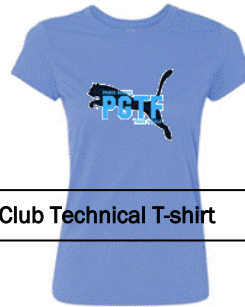
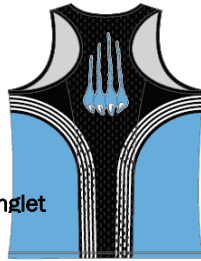
For **in-house track meets**, **Junior (9-12 years)** and **Senior athletes (13+ years)** wear Prince George Track and Field (PGTF) garments which can include the light blue club full size club logo technical t-shirt or the competition singlet.

At **other club track meets**, athletes must wear PGTF home colours- like the competition singlet or the light blue club technical t-shirt with full size club logo (navy blue Prince George Track and Field and the white cat).

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Competition Singlet



Club Technical T-shirt

Optional Club swag is available online to order.

Contact a member of the Club's Board regarding any uniform issues.

ATHLETE SHOES AND SPIKES

Proper shoes are crucial for your training. Each person has a different type of foot strike when they run and/or walk, so shoe selection should be carefully investigated. Spiked runners are not required for training, although older athletes occasionally train in spikes. Spikes are recommended for competition, especially for athletes eleven (11) years of age and older. Please consult your coach for information regarding the purchase of spikes and the different types available. The club also keeps a variety of shoes at the stadium. Please ask a coach or director to help with borrowing these for the season.

CLUB AWARDS

The Club hosts an **Awards Night** in August/September at Masich Place Stadium following the conclusion of the outdoor season. The club uses this opportunity to recognize the coaches, volunteers, and outstanding athletes. In particular, we recognize:

- **Junior Development Crest Winners** – See the BC Athletics website for details on the Junior Development Crest program for athletes aged nine to fourteen (9-13).
- **Club Awards** for male and female athletes in each age category, based on performance and sportsmanship. (Junior (9-12), U16 (13-15), Senior (16+).

BC Athletics also provide Awards of Excellence, based on meeting certain athletic standards. For more information on Award Standards for Athletes 15+, check out: [BC Athletic Annual Awards](#)
Award Standards for Athletes aged nine to fourteen (9-14) years old go to [BC Athletics Junior Development Manual](#).

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COMPETITIVE MEETS

Competition at any of the meets is optional. Getting to and from meets is the responsibility of the parents/athlete. **Training Only memberships DO NOT ALLOW** participation in any meets. Please be aware that this membership cannot be changed once the season has started.

Should your child wish to compete, please be aware of the following:

- **As your child matures and develops, discuss with your athlete competition goals early in the season and advise the Coaching staff** of your thoughts. Check out all available meets [here](#). (club website)
- **Attend Practice.** Being prepared for competition will lead to good, injury-free results.
- **Parents & athletes are responsible for registering online for meets. THIS MUST BE DONE IN ADVANCE OF THE REGISTRATION DEADLINES.**

Athlete & Parent Expectations at Meets

- **All PGTF JD and Senior athletes must compete in a club singlet or athletic shirt.** These will be available for purchase at the beginning of the season.
- **Ensure that you have read the technical package** for the meet (posted on the hosting club's website or registration web page) and are aware of the final schedule of events and any special notes. Sometimes hosting clubs will send last minute emails regarding changes but always check early the morning of the first events.
- **Be at the track at least 1 hour before your first event.** This allows time to pick up your competition number (from registration table or club rep) and for a proper warm up and marshalling. Events can be started 30 minutes early without warning.
- **Dress appropriately for the weather** (which can change quickly). Ensure that you have warm-up clothes, plenty of drinking water and healthy snacks.
- **If you need help (warm up, marshalling, finding a mark, etc.) – please ask.** PGTF Club Coaches and experienced parents are at the meet to support all PGTF athletes. If you have any questions, please just ask.
- **If you have overlapping events – let the officials at both events know (check in with each)** and let a PGTF Coach know. This can usually be sorted out. **Track** (running events) events take precedence over **field** (jumping and throwing) events.
- **All PGTF athletes must treat fellow athletes, coaches, and officials with respect.** Good sportsmanship is expected. Please congratulate your rivals and thank officials after your event.
- **If an athlete is not able to compete in an event** for which they are registered, ensure that the athlete lets a Club Coach and event official know, so that the athlete can be scratched. This can sometimes be done online at the registration website prior to the start of the meet.
- **Coaching from the “sidelines” is not allowed** and may result in the disqualification of the athlete. If any incidence occurs, please bring it to the attention of a Coach ASAP.

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- **Parents are not to question officials.** This is the responsibility of the coaches. Remember that officials are volunteers, and it takes many volunteers to host a meet.
- **Be aware of restricted areas at the meet.** Usually, the infield, marshalling tent and the finish line area.
- **Please support all your teammates.** Although athletes compete in individual events–remember you are part of the PGTF Team.
- **Most importantly – HAVE FUN!!** All athletes should compete because they want to and should enjoy the challenge.

Out of Town Meets

In order to manage the costs associated with Coaches attending an out-of-town meet, an extra levy may be applied to those competitive athletes attending to help defray the cost of some of these expenses. This levy will vary depending on the number of coaches/athletes attending and the costs to attend a particular meet. The levy will NOT exceed \$30 per meet. **Think about your athlete's travel plans early and book accommodations early.** Often the Club will put out sign up sheets to help coaches and athletes know who and how many are attending each meet.

What to expect at an out-of-town meet:

- **Be at the track at least 1 hour before your first event.** This allows time to pick up your competition number (from PGTF Club rep) and for a proper warm up and marshalling. Events can be started 30 minutes early without warning.
- **The Club usually has a section in the stands or at field level identified by the PGTF banner.** That is where you will find the Meet Information and where you will get the bib number for your athlete (usually held by an attending club director or coach).
- **Track events take priority over field events.** An athlete with two events at the same time must check into both and complete their run first & then return to the field (jumping and throwing) event.
- **Remember to bring** Singlet, shorts, running shoes and/or spikes and tools (wrench, pliers, extra spikes, etc.), sweats/jacket (to be worn while warming up and right after competition to keep muscles warm), sunscreen, blanket and/or chair (some venues don't have bleachers), umbrella, water bottle, cooler with healthy snacks/lunch.
- **Respect all volunteers!** It can take over 100 officials and volunteers to run a track meet.
- **Ribbons/medals should be picked up at the meet**– any awards not picked up may or may not be available later.
- **Results are usually posted online by the host club.** PGTF posts highlights of athlete's performances at meets after the event on the club's website: www.pgtrackandfield.ca
- **Remember to cheer on your teammates!!**
- **Take lots of pictures and share them with the club.** Send them to princegeorgetrackandfield@gmail.com

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MEET & SPECIAL EVENT SCHEDULE 2024

- May 4 & 5 – Sub-Zero Meet, Masich Place Stadium, Prince George
- May 17- 18 - NCD High School, Masich Place Stadium, Prince George
- June 8-10 - BC High School Championships, Langley
- June 17 - Spruce Capital Meet, Masich Place Stadium, Prince George
- June 30 -July 2 - Jack Brow Invitational and BC Masters Championships, Kelowna
- July 7-9 - BC Track & Field Championships Jamboree (14+), Nanaimo
- July 15-16 - BC Jr. Development (9-13 yrs.), Delta
- July 27-30 – Athletics Canada Canadian Track and Field Championships (U20+)
- Aug 11-13 - Canadian Legion Youth National Championships, Quebec
- Aug 11-13 – Canadian Masters Track and Field Championships, Langley
- Aug 19 – Cory Holly Throws Classic (U14-Masters), Vernon
- Sept 9-10 – Greyhounds Multi Event Meet (Masters), Surrey

CODE OF CONDUCT

The actions of all those associated with PGTF are a reflection of themselves, their club and their community. As such a Code of Conduct has been developed for our athletes, parents and for our Coaches.

Athlete Code of Conduct

As an athlete and member of the Prince George Track and Field Club you shall:

Treat Everyone with Respect

- Treat fellow athletes, coaches, event organizers and spectators with respect.
- No "put-down" statements or behavior about any athlete or coach will be tolerated.
- Respect and accept with dignity the decisions of the official.
- Be generous in winning and graceful in losing.

Exercise Self Control at all times

- There will be zero tolerance for drugs or alcohol
- Refrain from the use of foul or profane language

Attend Practice

- Athletes are expected to attend all practices. If they are unable to attend, they should contact their coach at least one hour prior.

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AS PARENTS we can help our children/athletes achieve this Code of Conduct by modeling good sportsmanship by:

Treat Everyone with Respect

- Cheer in a positive manner for all competitors
- Respect the decisions of the officials and don't interfere with the competition
- Be courteous & respectful to fans, competitors, coaches, event organizers & officials.

Exercise Self-Control at all times

- Respect the rules and regulations of the facility – refrain from the use of foul language.
- Refrain from the use of physical force of any kind.

What to do if you have any concerns

- Contact one of the Board Members to discuss your concerns.

If at any time these conditions are compromised the club has the right to suspend your child or ask your child to leave the club without a refund.

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Coach Code of Conduct

Coaches Have A Responsibility To:

- Place a high priority on creating an inclusive environment for athletes of all abilities and skill levels.
- Treat everyone fairly regardless of gender, place of origin, color, sexual orientation, religion, or economic status.
- Treat ALL coaches, athletes and officials with due respect, both in victory and defeat.
- Recognize and accept when to refer athletes to other coaches and sport specialists. Allow athletes' goals to take precedence over those of the coach.
- Ensure that comments or constructive criticism is directed at the performance rather than the athlete.
- Refrain from the use of profane, insulting, harassing or otherwise offensive language while in the conduct of your coaching duties.
- Consistently display high personal standards and project a favorable image of Athletics, Coaching and the PGTF Club.

Coaches Must:

- Ensure the safety of the athletes with whom they work.
- At no time become intimately and/or sexually involved with the athletes they coach.
- Abstain from use of tobacco products while in the presence of athletes and discourage their use.
- Refrain from the use of alcohol and drugs while involved in a competition setting or a BCA members room. 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.

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.

- Never advocate or condone the use of drugs or other banned performance enhancing substances, classes, or methods.
- Never provide underage athletes with alcohol. (Do we need this one as there are laws against this? Is it restating the obvious?)
- Refrain from public criticism of fellow coaches, athletes and club members especially when speaking to the media or recruiting athletes.

Any conduct or action the violates club policy or policy established by BC athletics or existing laws of British Columbia and Canada will result in immediate suspension as coach and removal as a member of the club (society) as authorized under current bylaws of the society.

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THE AL RIVAS/ANGIE KOHUT MEMORIAL SCHOLARSHIP

Each year, PGTF provides scholarship funds to deserving club members who graduate from School District #57 and from neighbouring districts. This award is in tribute to, and remembrance of, Alriguez Sebastian Rivas and Angie Kohut. Both were long-standing members of the Prince George Track and Field Club, who tragically passed away as young adults several years ago.

Applicants must meet following criteria:

- Active member of the Prince George Track and Field Club;
- Graduating from SD #57 or a neighbouring school district in the year of application; and,
- Intend to pursue track and field related activities at a post-secondary institution or other Track and Field Organization **and /or** attend Post-Secondary Academic Programming.

Recipients are considered based on athletic excellence, academic standing, citizenship, leadership and/or previous service to the sport as an athlete, coach, or official. Confirmation of post-secondary acceptance is required before receiving the scholarship.

This award may be presented to more than one athlete (student) depending on available funds.

To apply please provide the following information prior to the deadline of July 31, 2022:

- A copy of your grade 12 transcript
- A brief summary of your athletic background/history with the club and
- An outline of your plans for your education and athletic future

Send all correspondence to:

PG Track and Field Scholarship Committee, Prince George Track and Field Club
Email: princegeorgetrackandfield@gmail.com

FOR MORE INFORMATION

PG Track & Field Club

Website: <https://www.pgtrackandfield.ca>

Email: princegeorgetrackandfield@gmail.com

Facebook: <https://www.facebook.com/groups/PGTF>