



# PARENT & ATHLETE HANDBOOK 2025

Proud Member of





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## CLUB OVERVIEW

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**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 may be published and posted to the website or emailed out.
- Email updates are sent as needed; **please supply your correct email contact.**
- Information updates are posted on the club's website: [pgtrackandfield.com](http://pgtrackandfield.com).
- Last minute changes like cancellations are sent via the **REMIND app**. See our website for more info, or text the following codes to (705) 805-2968 after getting the app - Juniors: @9747ch - Seniors: @eaakbd - Rascals: @ke8gg2
- Parent meetings are held at Masich Place Stadium on the first night of each program which usually starts in April.

# PARENT HANDBOOK 2025



## ***PGTF 2024-2025 Board of Directors:***

- President: Bryce Gladdish
- Vice President: Bree Pruden
- Treasurer: Cassandra O'Brien
- Registrar: Nicole Sieben and Natsuko Komine
- Secretary: Gina Layte Liston
- Directors: Elena Thomas (Meets and Equipment Director), Joan Harris (Officials Director), Carla Brooks (Concession Director), Celina Richards, Lisa Day, Carmen DeMenech, Rebecca Harris.

## ***Constitution & Bylaws, and Club Policy Manual***

Posted on our website under “About PGTF” is our Constitution and Policies Page where PDF copies of these documents exist. [Link to website location](#)

**IMPORTANT NOTE:** The Annual General Meeting will be held at Masich Place Stadium April 30th at 6:15pm in the grand stands. Board elections will occur at the AGM, if you would like to be considered for election please reach out to a member of the board at any time. For more details on the procedures of the AGM please refer to the above link to the constitution & bylaws.

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## EVENTS

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Track and Field is comprised of three components: running, jumping, and throwing. Rascal and Junior athletes are exposed to all disciplines while senior athletes tend to narrow their training into particular events. Multi-Event Athletes compete in multiple track and field disciplines as one event held over several days.

### **Running Events** – Sprints, Hurdles, Middle Distance

- Sprints are 60m – 300m (400m races are for those 16 and older).
- Middle distance races are 600m – 3000m (but are age dependant).
- 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.

### **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

### **Multi-Events** – Multiple track and field disciplines held as one event over several days

- Pentathlon = Five events in one day
- Heptathlon = Seven events over 2 days
- Octathlon = Eight events over 2 days
- Decathlon = Ten events over 2 days

## OUR PROGRAMS

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### ***Track Rascals***

- A non-competitive skill development for children six to eight (6-8) years old.
- This programming is focused on fun but also prepares young athletes for the later demands of actual track and field training.

### ***JD / Junior Development Program***

- Progressive skill development and an introduction to competition for children nine to twelve (9-12) years of age.
- This programming includes practicing in each track and field discipline and will give athletes an opportunity to determine what they will want to focus on once they enter the Senior program.

### ***Senior Program***

- Advanced training for athletes thirteen (13) years and older, including Masters (35+).
- While athletes are welcome to specialize in a particular discipline at this time, they can still train across several events, or even compete as a multi-athlete.

### ***JD & Senior Multi Event Program***

- Multi-event track and field events, such as the decathlon and heptathlon, test an athlete's versatility, endurance, and overall athleticism. These events consist of multiple track and field disciplines, requiring athletes to excel in a variety of skills, from sprinting and jumping to throwing and hurdling.
- Success in multi-events demands a well-rounded approach to training, focusing on strength, speed, power, technique and mental preparation. Athletes must balance the demands of each event, optimizing their performance across the board. The unique challenges and rewards of multi-event competition make it a captivating and exciting aspect of track and field.
- PGTF encourages athletes interested in exploring multi-event to reach out to the Coaching Coordinator and/or Multi-Event Coach.

### ***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. It has a heavy focus on speed and strength development through sprinting and track based exercises.

## “TRY IT” EVENTS

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PGTF hosts “Try it” events to allow potential new athletes to experience the training environment of our club before committing to full registration. If you know of anyone who may want to give PGTF a try...please pass this along!

- **Track Rascals and Junior Development Level:**

- Non-registered athletes may attend one (1) session at no cost to try it out.
- After this session, if the athlete wishes to continue, they must fully register.
- The club will also endeavor to host a “Bring a Friend” event to encourage PGTF registered athletes to bring a non registered friend to practice.

- **Seniors and Masters Level:**

- Non-registered athletes may attend two (2) sessions at no cost to try it out.
- After this session, if the athlete wishes to continue, they must fully register.

- **Visiting Athletes (BC Athletics Members):**

- Athletes from other clubs who hold BC Athletics insurance may continue to attend practices after using their “Try It” sessions with a drop-in fee of \$15.00 per session.

- **Registration and Forms:**

- All athletes must complete a Try It Form before attending a session. This form provides the club with essential personal details, emergency contacts, and medical alerts.
- Please contact [PGTFcoaching@gmail.com](mailto:PGTFcoaching@gmail.com) to obtain the form.

## VOLUNTEERS

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The Prince George Track and Field Club takes time and energy to operate and organize. Meets in particular take a significant number of volunteers and without parents stepping up the ability to run a smooth meet is greatly compromised. Please help us so that the experience can be positive for everyone.

### ***Volunteers are needed in the following areas:***

- To help organize, set up and assist with our two local track meets. Please note that training sessions will be held prior to the meets to help teach parents how to assist with various events during the meets. Our meets are;
  - Sub-Zero Track Meet (May 3-4); and
  - Spruce Capital Meet (June 21).
- Assist during track rascals with “potty patrol”,
- Be a member of the PGTF Board of Directors,
  - No experience is necessary, just a willingness to help out and learn.
- 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.



## COACHING STAFF

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**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!

**COACH COORDINATOR: BREE PRUDEN**

**COACH COMMITTEE: BRYCE GLADDISH, CASSAUNDR A O'BRIEN**

In the absence of a general Club Head Coach the board created a Coach Coordinator position and a Coach Committee. Together they will be responsible for general oversight of the coaching staff, 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.

### **JUNIOR AND TRACK RASCAL COACHES:**

Experienced PGTF athletes are utilized for coaching positions in our Junior Development and Track Rascal programs with each program being led by its own head coach. Junior and Track Rascal coaches teach athletes in every track and field discipline. The first year of coaching is a volunteer role while they gain experience, receive mentorship, and complete coaching courses. The Club hires numerous junior coaches each year and athletes can volunteer as coaches starting in the year that they turn thirteen (13) years old.

### **SENIOR COACHES:**

Our senior group has head coaches dedicated to their own disciplines including sprints, distance, jumping (including pole vault), and multi event. Senior coaching is supplemented with additional coaches that play a key role as assistant or float coach between the groups.

## OUTDOOR PRACTICE SCHEDULE

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Parents and athletes will be advised of any changes and updates through the club's website, or through the **REMIND** app if it is a last minute change. Please note that lightning or track flooding can cancel practice, and children will need to be picked up. A [calendar](#) of the practice schedule is available on the club's website.

### ***Senior & Masters Practice***

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

### ***Junior Development (JD) Practice***

- Spring/Summer (April– July ) 3 x per week
  - o Monday and Wednesday 6:00 – 7:30 pm
  - o Saturday 11:00 - 12:30pm (no Sat. practices in July or on Meet weekends)
  - o Held rain or shine at Masich Place Stadium

### ***Track Rascals Practice***

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

## CLOTHING

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### WHAT TO WEAR FOR PRACTICE

- **Appropriate training gear for 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 Prince George Track and Field (PGTF) approved garments to **ALL** track and field meets, both in Prince George and out of town. Aside from garments specifically approved by the coaching committee, the standard / approved PGTF uniform consists of the competition singlet or club technical t-shirt ordered through PGTF (see images below). The price of uniform singlet and club apparel are not included in annual club fees. Ordering is done through group orders on a web based store.

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

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

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



Previous Edition Comp. Singlet



2025 Competition Singlet



Technical Tee

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

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## **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**

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The Club hosts an **Awards Night** in September following the conclusion of the outdoor season. Information / further details will be shared at the end of summer. 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 provides 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](#).

## COMPETITIVE MEETS

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Competition at any of the meets is optional. Getting to and from meets is the responsibility of the parents/athlete unless a club organized team trip is announced by the board.

**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](#) (bc athletics 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.**
- **The club promotes specific meets** based on historically positive experiences reported by athletes and families but there are many wonderful meets out there and athletes are welcome to register for any meets they are eligible for.

### ***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.

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- **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.
- **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 / Coach Support***

In order to keep club membership costs reasonable, the club cannot send a coach to every meet but we will endeavor to support the sponsorship of a coach (or coaches in some instances) to attend any **club championship meets** when **at least five athletes** are attending. 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. Often the Club will put out sign up sheets to help coaches and athletes know who and how many are attending each meet. **Think about travel plans ahead of time and book accommodations early.** The registration cost for meets is usually very reasonable, but they often take place during peak tourism weekends where hotel costs are inflated.

## ***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](http://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](mailto:princegeorgetrackandfield@gmail.com)

## MEET & SPECIAL EVENT SCHEDULE

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There are many meets across BC and Canada, and some athletes even elect to compete out of country. See BC Athletics, and Athletics Canada websites for other meets. The following are meets that the club promotes as great opportunities to compete at.

### **May 3-4 PGTF Sub-Zero Meet, Masich Place Stadium, Prince George**

- Our first and biggest meet of the season. This two day meet attracts out of town athletes and offers athletes a chance to get some early season competition experience.

### **May 14-15 High School Zones, Masich Place Stadium, Prince George**

- This is held at Masich stadium but is not a PGTF meet, it is run by BC School Sports and is a qualifier for their provincial championships.

### **June 5-7 BC High School Championships, Nanaimo**

- The BC School sports provincial championship. Requires qualification from the local high school zone meet.

### **June 21 PGTF Spruce Capital Meet, Masich Place Stadium, Prince George**

- Our single day meet that helps athletes prepare for club championships or serves as a great final competition for those not going to out of town meets.

### **July 7-9 - “Jamboree” BC Athletics T&F Championships (14+), Nanaimo**

- The premier BC Athletics provincial championships for all athletes aged 14+.

### **July 15-16 - “JD’s” BC Athletics Junior Development Champs (9-13 yrs.), Delta**

- The premier BC Athletics provincial championships for all athletes aged 9-13 years old (regardless of whether they train in our seniors program).

### **July 27-30 - “Bell” Athletics Canada Canadian T&F Championships (U20+)**

- The premier National championships for all athletes aged 18 and over.

### **Aug 11-13 - “Legions” Canadian Youth National Championships (u16+u18) Quebec**

- The premier BC Athletics provincial championships for all athletes aged 14-17.

### **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**

*\*Note - Ages for club meets are the age athlete’s will be at year end, not their age on the date of the meet.*



## CODE OF CONDUCT

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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.

**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.*

## ***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 that 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.*

# PARENT HANDBOOK 2025



## THE AL RIVAS/ANGIE KOHUT MEMORIAL SCHOLARSHIP

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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 athlete 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:

- 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](mailto:princegeorgetrackandfield@gmail.com)

## FOR MORE INFORMATION

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### **PG Track & Field Club**

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

Email: [princegeorgetrackandfield@gmail.com](mailto:princegeorgetrackandfield@gmail.com)

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