



Canyon Track Clubs (CTC) Hawks Parent Handbook

Welcome Parents & Athletes!

Welcome to the ALL NEW Canyon Track Clubs Family! We are thankful that you've chosen the CTC Hawks for Track & Field for this 2017 season! We hope you find a home with us.

We are excited to begin fresh and there are some changes to note. Please review this Parent Handbook for all of the important needed to have the best season yet!

Our Philosophy

It is the applied philosophy of the Canyon Track Clubs to ensure our program develops the Character, Mind, Spirit and Body in all of our athletes. Your Child is going to benefit from a strong tradition of dedication, hard work, and uncompromising belief that in every child's need for a positive self-image. We want our kids to have fun and accomplish amazing personal achievements! We teach the basic and advanced skills needed for all Track & Field Events. While doing so, we stress the importance of commitment, that anything worthwhile demands time and devotion Not only will our athletes walk away with confidence and great memories, but also with the knowledge they were able to accomplish their personal best!

Child Welfare

Our Club is sensitive to inappropriate behavior towards children. We perform background checks on all Coaches, Board Members and Volunteers that will have direct contact with your children. All of the information given will be processed and maintained in a confidential and professional manner.

REGISTRATION

Thank you for choosing the NEW Canyon Track Clubs Hawks!
Here's some information regarding Registration.

Please make sure the following forms have been completed and all documents returned to complete your Registration:

- ◇ Registration Form
- ◇ Copy of the Birth Certificate (See Page 9 for more info)
 - ◇ Waiver & Consent Form
 - ◇ Uniform Size Order Form

Forms are available and collected during Walk-In Registration.

You may also visit our website CanyonTrackClubs.org to download these forms then Save and Email directly to us at CanyonTrackClubs@gmail.com

Payment can be in person in Cash, Check (Payable to Canyon Track Clubs)

or via our online payment system at <https://squareup.com/store/canyon-track-clubs>

***Please note there will be a \$5.00 Credit Card Processing Fee for all credit card payments.

You will receive an Confirmation Email letting you know your paperwork has been received and Payment has been processed, this will confirm your Spot on our Team.

As we have ALL NEW uniforms this year, we have different pricing from previous years. This season's Registration Fees provide the Standard Uniform, Ribbons, Season Pictures, Medals and our End of Year Celebration. Compression uniforms are just \$15 additional at time of registration.

ATHLETE REGISTRATION	FEE
1 Athlete ONLY	\$ 180.00
2 Athletes	\$360.00
3 Athletes	\$515.00
Additional Athletes (4+)	\$ 155.00 each additional athlete
1 Athlete ONLY with Compression Uniform	\$ 195.00
2 Athletes with Compression Uniform	\$390.00
3 Athletes with Compression Uniform	\$560.00
Additional Athletes (4+) with Compression Uniform	\$ 170.00 each additional athlete

Below is a Chart to determine your Child's Age Group according to the year in which they were born. Please refer to this chart when completing Registration paperwork.

G for Girl, B for Boy

DIVISION	AGE	YEARS BORN
Gremlins GG or GB	6-8	2011, 2010, 2009
Bantams BG or BB	9-10	2008, 2007
Midgets MG or MB	11-12	2006, 2005
Youth YG or YB	13-14	2004, 2003
Intermediate IG or IB	15-16	2002, 2001

PRACTICES

Once You've received the Confirmation Email, you are all set!
Here's some things to know as we start the season.

Practice Location: Canyon High School Track

Time: 6pm-7:45pm

Days: Monday, Tuesday, Wednesday, Thursday

Practice begins 02.13.17

Arrival & Dismissal

A Parent/Guardian of a Gremlin aged participant is required to remain in attendance at all practices and meets, However we strongly encourage all parents to attend practices as help is always needed on and off the field. Please make sure to check in with your child's coach before leaving.

Important announcements are made within the first 5-10 minutes of practice, so please make sure to be on time and in attendance. For the safety of our athletes we will no longer allow parking past the Field Gate. The Main Parking Lot of Canyon High Football Stadium is free and available to all parents during practices. Please remember, the parking lot can be busy and dark, so avoid having your children dart through the lot and between cars and make sure to drive slow and pay attention for our Participants.

Practice ends promptly at 7:45 each night. Please be courteous to our Volunteer Coaches and Staff by being here before time to pick up your child.

As Sucrose helps with muscle recovery, our athletes receive Jelly Beans or Jolly Ranchers (for those with Dental Appliances) after each Practice. A donation of one 12 ounce bag per family would be much appreciated.

What to Wear and Bring to Practice

- ◇ Athletes should wear shorts-no jeans- and a loose t-shirt. Make sure they have their warm-ups (sweat shirt and sweatpants) at all practices and meets. LABEL ALL CLOTHING!!!
- ◇ Water is extremely important to our Athletes stamina and health. Please make sure to bring a Large Water Bottle (at least 20 ounces) to all Practices and Meets.
- ◇ A good pair of Running Shoes is imperative. Cross-Trainers, Basketball or Mid/High Tops are not allowed as they may cause injury. Athletes arriving with inappropriate attire, including shoes will be asked to "sit-out" of practice. See Page 9 for information on our partnership with Runner's Lane.

Inappropriate behavior of any type will not be tolerated under any circumstances.

Physical and/or verbal abuse will not be tolerated under any circumstances.

All Athletes are expected to be in the designated meeting areas under the supervision of a Coach when not participating in an Event or a Workout. No one is to participate in any separate or unofficial Workout on our Facilities during practice times without the express permission of Canyon Track Clubs.

We encourage parents to stay and walk or jog on the outside of the fenced Track Area.

TRACK MEETS

Track Meets are held on Saturdays and typically start promptly at 8:30am.
Our 2017 Meet Schedule will be announced during the first week of practice.

All athletes should arrive 30 minutes prior to the first event to check in with their
Age Group Coaches and receive their Tags.

Tags must be worn on the Uniform Top for ALL Events.

You may not compete in an Event without an Official Tag.

Meet Day Uniform

All competing Athletes must wear a CURRENT Canyon Track Clubs CTC Hawks uniform.
Uniforms will be handed out the first week of practice. Black, Green or White under clothing can
be worn under the uniform if desired. Shirts must be tucked in during competition.

Unacceptable Attire during Competition include:

- ◇ Hats, Scarves, Do-rags, or Bandannas
- ◇ Sweats or Warm-ups
- ◇ Jewelry (with the exception of a runners watch)

Meet Procedures

Because meets run at different speeds, depending on the size and organization of the Home Club,
it is impossible to state a definite time schedule.

Running Events and Field Events are concurrent with each other.

- ◇ Name tags will be given to each athlete by their Age Group Coach or the Age Group Helpers
between 8:00am-8:30am on the day of the meet. These tags are to be worn for all events.
Athletes checking into a Running Event without tags will not be allowed to run.
 - ◇ Gremlins are allowed a maximum of 3 Events.
- ◇ Bantams, Midgets and Youth are allowed to compete in a maximum of 4 Events: 3 individual Events
(including Field) and 1 Relay –or– 2 individual Events (including Field) and 2 Relay. If an athlete has
participated in more than your Age Group Maximum, the athlete will be disqualified from ALL
Events they participated in. This includes Relay Teams, the entire team will be disqualified.
 - ◇ Intermediate Age Group may participate in any 4 Events.
- ◇ 30 minutes prior to your event, athletes report to your Age Group Coach for warm-up instructions.
- ◇ Running Events take precedence over Field Events. Check in at your Field Event, then check out of this
Event when you hear the 2nd call for your Running Event and proceed to the Staging Area.
You may return to your Field Event immediately after finishing your race.
 - ◇ Listen carefully for the announcer's call of Races.
You must be at Staging immediately after the 2nd call is announced.
 - ◇ It is the responsibility of the Athlete to find their events.
 - ◇ Gremlins and Bantams will receive Ribbons for all participating Athletes.
Midget, Youth and Intermediate Age Groups, Ribbons will not be awarded to all participating Athletes.
The top overall 8 Athletes from the Age Group for any given Event will receive Ribbons,

Standard Saturday Meet Schedule

Track Events will begin at 8:30am. The order of competition will be as follows:

Running Events

(Times are approximate)

TIME	EVENT	AGE GROUP
8:30AM	3000 Meter Run	Midgets through Intermediates
9:00 AM	100/80 Meter Run	Intermediates through Midgets
9:30 AM	4x100 Meter Relay	Gremlins through Intermediates
10:30 AM	1500 Meter Run	Gremlins through Intermediates
11:30 AM	400 Meter Dash	Gremlins through Intermediates
12:30PM	100 Meter Dash	Gremlins through Intermediates
1:30 PM	800 Meter Run	Gremlins through Intermediates
2:00 PM	200 Meter Run	Gremlins through Intermediates
2:30 PM	4x400 Meter Relay	Bantams through Intermediates

Field Events

(Always verify start times and schedules before Meet)

FIELD EVENT	AGE GROUP
High Jump	Bantams, Midgets, Youth, Intermediate
Long Jump	Gremlins, Bantams, Midgets, Youth, Intermediate
Shot Put	Bantams, Midgets, Youth, Intermediate

Spikes

Spike Shoes are racing flats with sharp metal Spikes. They are built for speed and do not have good cushioning properties. Injuries can result with the wearing the spikes on a daily basis.

They are optional and can only be used by Bantams, Midgets, Youth and Intermediate during Meets and Practices with Head Coach approval.

Due to safety concerns, Gremlins are not allowed to wear spike shoes.

Spikes should only be worn when it is time to compete and should be removed at the completion of the Event. Spike shoes should be carried to Staging and put on once you are staged and seated.

They should not be worn on hard surfaces as it wears down the spike and can cause you to slip.

- ◇ 1/4" Pyramid Spikes for our Home Track (Canyon HS)
- ◇ 3/16" Needle Spikes for all other Tartan Tracks and Runways
 - ◇ 3/8" Spikes are need for Dirt Tracks

To ensure you purchase the correct size for the particular Event Location, Spikes will be available for purchase at practice for \$2.00/bag.

On Meet days, Loaner Spikes Shoes are available at no cost. However, you will need to purchase spikes to use, if they are not the appropriate size for the Event Location's track.

TRACK MEET ETIQUETTE

for Athletes, Family & Friends

- ◇ The entire track and field area are for the exclusive use of the athletes.
- ◇ All non-enrolled children need to be under the supervision of an adult.
- ◇ Show respect to all Coaches and Volunteers.
- ◇ To avoid event interference, always look both ways before crossing the track and runways
- ◇ Never cross through the approach area or runways of field events.
- ◇ Never "Bad Mouth, taunt, or berate others, Throwing of a baton is not allowed.
- ◇ If an athlete signs up to be part of a relay team, make sure to be in attendance as the other 3 athletes are counting on you.
- ◇ Interference runner is cause for disqualification.
- ◇ Stay in your lane after your race, until the Lane Judge has taken your Race Tag.
- ◇ Never interfere with an official.
- ◇ Do not pace (run alongside) any runner during a race as this will result in a disqualification of the runner being paced.
- ◇ Do not call split times out to any runner.
- ◇ Clean up after yourself. If you brought it or bought it, please dispose of it.
- ◇ We will not tolerate any arguments or heated discussions during practices or at Meets. We are all human, errors can and will occur. Disputes will be discussed in an appropriate manner. If an issue arises, please first discuss with your Age Group Coach as they are the only ones allowed in the tent to meet with officials to discuss the issue. They will inform you of the next course of action.

Canyon Track Clubs CTC Hawks has a stellar reputation for our behavior during Conference Meets.
Thank you for helping us maintain this respectable view of our organization.

Parent Participation & Volunteering

For the 2017 season we have implemented a Volunteer Guarantee Deposit of \$50 due at time of registration. This deposit helps to ensure FULL VOLUNTEER PARTICIPATION to fill all positions required for a successful Meet and for the overall season to run smoothly. Canyon Track Clubs require only 4 hours of volunteering per family for this deposit to be fully refunded. Volunteer positions include Organization and Meet Support.

The Volunteer Coordinator will monitor and announce available Volunteer jobs and manage their visibility throughout the season to ensure you have the best opportunity to help in positions that meet everyone's schedule. Canyon Track Clubs allow for an older sibling(15+) or an adult family member to volunteer for the family as well. All volunteers will need to check in with the volunteer coordinator at the beginning and end of your time so that you may be credited.

Experience and/or knowledge is not needed in any of our Volunteer Positions.

Tips: Signing up for a station at 1 meet, will be 2 hour shifts per station, so signing up for 2 different stations in one meet will cover your Volunteer requirements for the season. Ongoing positions like Coach, Assistant Coach, and Ribbon Writer span the entire season and being assigned these jobs will cover your requirement for the entire season automatically.

Below are everyday Volunteer Positions with our Coaching Team. Whether you can be there for all practices or once a week, your help is welcomed!

Assistant Age Group Coach (no experience required)

Assisting in running Practice
Assisting in the direction of Age Group Athletes at Meets

Age Group Helpers

Assist age group coach with Phone Calls, Tag Distribution, Attendance, etc.
Organize and distribute Weekly Ribbons to athletes
Keep track of Weekly PRs for Age Group

Specialty Coaches

These positions are very important and help our Club tremendously. Although some knowledge is needed, you do not need to be an expert.

Sprint Coach
Hurdle Coach
Distance (assist Head Coach)
High Jump Coach
Long Jump Coach
Shot Put Coach

Please see the Next Page for a full list of Volunteer Opportunities

Track Meet Support Volunteer Positions

The following are positions required to run a meet.

In order that one volunteer is not stuck in one area all day, we require numerous volunteers. No experience is needed, and most positions can be easily taught before the event takes place.

Go to CanyonTrackClubs.org to sign up for your shift right away!

Set up Crew—the day begins at 6:30am

Responsibilities include setting up tents, staging area, timing, get pits and equipment ready for Field Events

Starter (This position takes training and/or experience)

We need one head starter and at least one starter in training.

Responsible for starting the majority of races with a starter's/blank gun

Announcer

Responsible for making announcements and calls for events using a PA system

We need at least 3 announcers per meet

Timing (Training Available)

Responsible for timer, operation of timer and subsequent results.

We need one head timer, one back-up timer, and one timer in training.

Data Input (Training Available)

Responsible for the data entry of race and field event results.

***Watch the finish up close and personal and be the 1st to know official results.

4 volunteers per meet, 2 volunteers for relief, and 2 volunteers in training.

Stagers

Organize athletes for upcoming race(s) – gives lane assignment.

Keep the meet running in a timely manner.

Minimum of 3 people plus 3 assistants.

Long Jump

Line up athletes, record, mark, and rake. Instructions and record sheets available at event.

4 volunteers per pit needed every 2 hours throughout the meet.

High Jump or Shot Put (Training Available-Some experience of event is needed)

Run and record each event.

3 volunteers per pit needed every 2 hours throughout the meet.

Relay Zone Judges

Judge Zone Fouls

4 volunteers needed for 4 x 100 relay race

Hurdle Crew

Set up and take down hurdles prior to and after completion of races

6 - 10 volunteers needed

Tear Down Crew (A great job for those adults who have kids participating at the end of the day)

Pack up supplies, equipment, tents, etc., at the completion of the meet.

Team Photographers

We need 2 photographers for 2 hour shifts during Meet Days.

As ALL Children should be highlighted, they must capture all CTC Athletes in Running and Field Events.

Supporting Canyon Track Clubs

FUNDRAISING

To help combat the rising cost for our program each year, in the early part of the season Canyon Track Clubs holds 1 MAJOR Fundraiser. Funds raised through this event, from your participation and funds donated from Friends & Family enable us to keep registration affordable for all of our families.

With every generous donation, we are able to maintain a quality program with state of the art equipment. Each Athlete will be asked to raise a minimum of \$40.00. If for some reason you are unable to be apart of this event, opt-out (tax-deductible) donation of \$40.00 may be accepted.

DONATIONS

CTC Hawks is always in need of Corporate Sponsor Donations.

If you own a business or know a business owner interested in donating to a Youth non-profit organization, please email us at CanyonTrackClubs@gmail.com.

Business Donations of \$250.00 or more (including items like Medical Supplies for Meet Days) would be appreciated. Remember, this is a tax-deductible donation and as an added benefit, you will be featured as a sponsor on our Website, CanyonTrackClubs.org as well as all of our Social Media Channels.

Federal Tax ID Letter will provided upon confirmation of donation.



Runner's Lane is our 2017 MAJOR Sponsor!

In need of quality shoes this season? Go see Flo at Runner's Lane!

22959 Soledad Canyon Rd. Santa Clarita

661.260.3368

OUR WEBSITE

Visit CanyonTrackClubs.org for weekly updates, times and to sign-up for Volunteer Positions.

SOCIAL MEDIA

Facebook: www.Facebook.com/CanyonTrackClubs

Instagram: www.Instagram.com/CTCHawks

Twitter: www.Twitter.com/ctchawks

CONFERENCE INFORMATION

Canyon Track Clubs is a Member of the Southern California Youth Track & Field Conference.
Visit SCYTFC.org for more information.

Need to Order a Birth Certificate?

Visit <http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CertifiedCopiesofBirthDeathRecords.aspx>
for more information.