



2024  
TRACK AND FIELD HANDBOOK



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## Purpose

This handbook is intended to provide you with information to help you and your athlete have a rewarding and enjoyable experience with the sport of track. If you require any additional information, please contact your coach.

## About Hallmark

We are a non-profit organization that promotes physical activity as a pastime for youth during summer break. We aim to prepare athlete physically to compete at the highest level of track and field in the United States while encouraging them to practice honest competition and to continually use good sportsmanship. Our goal is to instill basic moral values and to introduce athletes to different environments outside the one which they live.

## Cost and Fees

Registration fees for the current year, Will be available on our website, [www.hallmarktrack.com](http://www.hallmarktrack.com). A breakdown of what is included in the fee is also listed on our website. Because our organization is non-profit, our objective is to invest all fees and proceeds right back into our program. Meet entrance fees are not included in registration and will be the sole responsibility of the parents to pay.

## Fundraising

Hallmark is a non-profit organization and must occasionally rely on fundraising activities for financial support. Throughout the season there may be various fundraising activities for the athletes and their families to participate in. All revenue collected under the club's name and federal identification number will go directly to the team account and be used solely for the good of the entire program. The fundraisers will primarily be to raise funds for our post season meets, i.e., Association, Regional, and Nationals.

## Communication

We strive to keep our club members informed on what's going on with the team. To do this, we have various ways to communicate with you: Website, Email, Text Messages, and Social Media. In order to keep in touch, we will have regular updates on our website, [www.hallmarktrack.com](http://www.hallmarktrack.com) and our other communication venues.

Website: We will have regular updates on our website. Please continue to check [www.hallmarktrack.com](http://www.hallmarktrack.com) to receive team information. There is also a Parent Portal on the site with updated information for parents.

Email: Emails will come from [hallmarktrack@gmail.com](mailto:hallmarktrack@gmail.com).

Team Communication: For 2024, we will use the SportsYou app to make sure information is communicated effectively to parents. Once you have registered your child online, you will receive an email with instructions on how to join the Hallmark Track Group through the SportsYou app. You will also be able to join your athlete's individual age group room as well.

Social Media: Please follow Hallmark on all its social media outlets for updates, reminders, photos, videos and latest news.

Facebook: [www.facebook.com/hallmarkyouthassociation](http://www.facebook.com/hallmarkyouthassociation)

Facebook: [www.facebook.com/hallmark.track](http://www.facebook.com/hallmark.track)

Twitter: [www.twitter.com/hallmarktrackfw](http://www.twitter.com/hallmarktrackfw) or @hallmarktrackfw

Instagram: [www.instagram.com/hallmark\\_eagles](http://www.instagram.com/hallmark_eagles) or @hallmark\_eagles

YouTube: Hallmark Track Club

Printed Materials: When necessary, we will distribute important printed material, such as handouts, flyers, etc. at practices. Important information will be available at the concession stands at the beginning and end of each practice. Please check!

**Garbage**

All trash must be picked up after all practices. Failure to keep South Hills HS tidy and picked up jeopardizes our facility use. We ask that everyone please pitch in.

**Pets**

Pets are not allowed to attend Hallmark practices, meets or functions. The only exception is for certified service animals.

**Track Use**

Parents of athletes and recreational joggers/walkers are not allowed to use the track during our practice. Only coaches, athletes and approved volunteers may occupy the field during practice.

**Grievances**

Any complaints or disagreements between parents and volunteers or coaches must be immediately brought to the attention of the club. No abusive language or disrespect will be tolerated. All parents are strongly encourage to try and resolve all conflicts and disputes with coaches and staff with calmness, respect and in a civil manner. In cases where conflicts cannot be amicably resolved, parents have the right to bring issues to the President by filing a grievance in writing within 7 days of incident to [hallmarktrack@gmail.com](mailto:hallmarktrack@gmail.com)

**Attendance**

Parents are to notify coaches if athletes are to miss practice or meets as soon as possible.



## Athlete Pick-Up

Parents are to pick up athletes on time after practices. All 10& under parents must pick their athlete up at the practice gate after practice.

## Language

No profanity or offensive language is allowed anywhere near the field or where children are located.

## Club Travel

Curfew will be set by the head coach and chaperones for each day of a respective competition. Athletes may socialize in designated, approved, chaperoned areas. There are to be **ASBOLUTELY NO** boys in girls' rooms and **NO** girls in boys' rooms. Athletes are to remain in the confines of the hotel, or competition areas unless accompanied by a chaperone or authorized by the respective chaperone(s) to leave.

Parents, if you choose to have your child stay with you during out of town meets, it will be your responsibility to get the child to the track meets on time.

## Run Offs

12 & Under age group relays are determined by run-offs.

- Two run-offs will be scheduled each season (April & June)
- The top 4 will run on the GOLD (A) team, the 2nd 4 will run on the BLACK (B), and so on.
- After the run off, an athlete may challenge for a spot on a relay.
- An athlete may ask the coach for a challenge.
- The challenge is to the 4th fastest runner on the relay.
- At the coaches discretion, the 3rd fastest may be added to the run-off.
- Notification of the challenge must be given at least 2 practices before.
- The challenge must be witnessed and confirmed by the President, Senior Boys Coach or Senior Girls Coach
- The Challenger must finish 2 steps ahead of the athlete currently on the relay.

## Relays

All relays in any age group are ONE team, no matter how many relays they are broken into (i.e. A, B, C, etc.)

At qualifying meets, in the event that something happens with a relay team, the best relay will run in the finals. (Ex: if the 'A' relay gets disqualified and the 'B' relay makes it, then the 'A' relay will run in the finals.

**\*\*Final relay decisions will be made at the discretion of the head coach of the age group\*\***



# GENERAL INFORMATION

## Competitions

Races or competition information will be provided prior to each meet. This may be paper form, email or text. Coaches will have the event sheet available every Thursday at practice at the registration window. Please be sure to go and check the paperwork.

Hallmark Track Club coaches determine what events the athlete will participate in for each meet. The parent may discuss this with the coaches prior to entry, but the coaches make the final determination. Some event assignments may change based on who from the team actually shows up to the track meet to compete in that age group. Hallmark Track Club parents and athletes are responsible for knowing the athlete's meet events and times. If an athlete will not be competing at a practice or track meet, this must be communicated to the coach as early as possible.

## Age Divisions

Athletes will train and compete according to their gender and age. Age groups or divisions (shown below) are based upon athlete's date of birth. Age divisions are determined by the age of the athlete on December 31st of the current year. Each age group team competes against the same age group teams from opposing clubs. Boys and girls compete individually. Most preliminary meets will have multiple heats for each age group in each event. The top 3 out of all of the heats of a particular event will receive awards on the awards stand.

**Age Divisions: 8 & under, 9/10, 11/12, 13/14, 15/16, 17/18**

## Track Meets

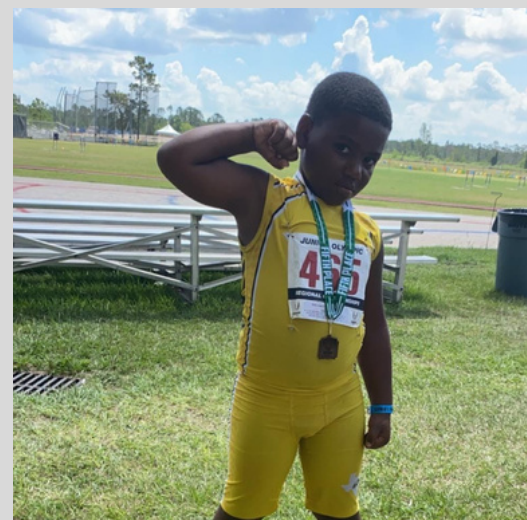
Meets can be very chaotic as there are usually several hundred people attending. The club is not responsible for the athlete entering or leaving the facility. The parent is responsible for their athlete. All athletes should wear their Hallmark Track Club t-shirt and uniform and arrive in time to get prepared physically and mentally for the race or field event.

Parents and athletes should check their event time prior to the race and arrive at the race at least one hour prior to the scheduled event times. For the preliminary meets, they will most likely be on a rolling schedule, so be prepared and arrive at the time your coach says. Hallmark Track Club will have a designated area for the athletes to stay during the meet. Upon arrival, athletes need to check in with the team at the designated area and sit with the team during the meet. The coach should not have to go look for an athlete. Do not leave trash in the areas you stay in.

All athletes need to warm up with their teammates. Athletes and parents need to pay attention during the meets to all loudspeaker announcements as they direct the course of events. It is the athlete's responsibility to check with their coach and get to their event. 10 & under coaches will assist younger athletes to their reporting locations. When checking in, the athlete should be race ready. Once checked in, the athlete should not leave the check in area.

Track meets can take several hours to complete. In order for you to be comfortable, please be prepared to bring the following:

- portable chairs/seat cushions
- snacks
- non-carbonated drinks and cooler
- sunscreen/hat
- pop up tents/umbrella
- extra clothing/towel



# GENERAL INFORMATION

## Equipment/Uniforms

### Running Shoes

Each athlete must provide his or her own running shoes. The shoe you select should be specifically designed for running (i.e. no aerobic, multi-purpose, flip flops, or basketball shoes)

### Track Spikes

Shoes should be treated with extra care. Spikes are only worn for that part of practice that requires them, then removed. A non-spiked shoe must be worn to and from practice. Do not walk around in the spikes, especially on the concrete.

### Identify Your Equipment

Please label every item with your athlete's name. Spikes should be labeled on the outside heel cup since many others will have the same type. At track meets, athletes should go to the heating area race ready. Leave all other items in the stands with parents/team.

All uniforms remain the property of the athletes. Lost, stolen or damaged uniforms must be replaced by parents and are not the responsibility of the track club.

What Not to Wear to Practice: jeans or clothing displaying inappropriate messages, "spaghetti straps", half tops/midriiffs, jewelry, flip flops, or electronic devices.

What to Wear to Practice: Shorts/pants, top (tank top/t-shirt, long sleeve shirt), running shoes. Dress according to the weather.

## Nutrition

The night before a meet, your athlete should eat a low fat, high carbohydrate meal, such as pasta, salad and fruit. Athletes should receive 8-10 hours of sleep.

The day of the meet, athletes should eat a nutritious breakfast, including fruit, bread, cereal, water and juice. Little or no meat is best. During the meet, do not eat unhealthy meals from the concession stands. This includes burgers of any kind, hot dogs, nachos, ice-cream, candy, carbonated drinks, milk and heavy, greasy foods as they are hard to digest. Fruit juice, water, diluted Gatorade, and light foods are recommended for consumption during the meet.

## Post Competition

Athletes should do their cool-down runs after race events.



## Parent Code of Conduct

As a parent/guardian of a youth athlete, we expect the following from you:

- Arrive early or on time for all scheduled practices and meets. Relay races are early on the track event schedule and require all participating athletes, so it is important to arrive on time.
- Encourage good sportsmanship by demonstrating positive support for all athletes, coaches, and officials at every practice and meet. Show good sportsmanship towards coaches, officials, and staff.
- Place the emotional and physical well-being of your child ahead of your personal desire to win.
- Support coaches and officials working with your child in order to encourage a positive enjoyable experience for all. Slandering or bad mouthing coaches and volunteers will not be tolerated.
- Refrain from any profanity or show of violence near children.
- Refrain from coaching or instructing athletes during practice sessions
- Communicate in a civil and respectable manner with coaches and staff. Coaches are not to be approached by parents in an attempt to coerce or lobby for what events their child will participate in as this is strictly a coaching decision and all parents are expected to respect these decisions. Parents may inquire or confer, but under no circumstances will parent lobbying/bullying be tolerated. Resolve conflicts amicably and in private away from children.
- Parents should not engage the coaching staff during practices to answer questions, critique coaching skill or carry on conversation.
- Notify coach of any medical conditions and supply all pertinent medical devices such as asthma inhalers, allergy response kits, etc.

## Athlete Code of Conduct

Being a member of Hallmark Track Club means more than just learning about and competing as a track and field athlete. As an athlete, both on and off the track, you are a representative of Hallmark and are expected to act accordingly.

- Use only appropriate language around the club events
- Refrain from fighting.
- Show good sportsmanship and respect towards coaches, opponents, teammates, and staff.
- Arrive early or on time for all scheduled practices and meets. Athletes arriving late will miss warm ups and coaches will not wait or repeat drills. Arrive at practice ready to listen, learn and work hard.
- Notify your coach, parent or guardian before leaving the practice track facility or the track meet for any reason.
- Report all injuries to your coach immediately.
- Ask questions during instructional periods if needed, however, out of respect for the coaching staff and your fellow teammates, do not use practice time for social conversations.

**Coach/Staff Code of Conduct**

- Conduct themselves in a professional manner.
- Provide a safe environment for children.
- No profanity or show of violence near children.
- Show good sportsmanship and respect towards parents, officials, staff and opponents.
- Communicate in a civil and respectable manner with parents, participants and their families.
- Serve as primary contact for their athletes and parents. Will give out email and phone numbers to all parents.
- Communicate any information to parents in a proper, accurate and timely manner.
- Adequately address/report all concerns, questions or issues brought by parents.
- Report any suspicion of child abuse/neglect to authorities (obligated by law)



# RELEASE OF LIABILITY

I know that running or participating in club events are potentially hazardous activities. I understand that I should not enter or participate in club events unless I am medically able and properly trained. I agree to abide by any decision of a race official relative to any aspect of my participation in club events, including the right of any official to deny or suspend my participation for any reason whatsoever. I assume all risks associated with participating in these events, including but not limited to: falls, contact with other participants, the effects of the weather, including high heat and/or humidity, traffic, and the conditions of the road, all such risks being known and appreciated by me.

Having read and understanding this waiver, furthermore, knowing these facts and in consideration of you accepting my application for membership, I, for myself and anyone entitled to act on my behalf, waive, release, absolve, indemnify and hold harmless, HALLMARK TRACK CLUB, any and all members, officers, directors, coaches, agents, representatives, sponsors, successors, organizers and supervisors, from all claims or liabilities of any kind arising out of participation in club events, even though liability may ride out of negligence or carelessness on the part of the persons names in this waiver. I grant permission to all of the foregoing to use any photographs, motion picture recordings or any other record of these events for any legitimate purpose.

I do hereby consent to participation in USATF track and field seasons for 2024. I am hereby informed that all registered participants are covered by an insurance policy in case of accident or medical emergency while participating in an activity sponsored by USA TRACK AND FIELD ASSOCIATION.

I further understand that in case of medical emergency, my own personal medical plan will be used prior to the insurance provided through USA TRACK AND FIELD ASSOCIATION. If I do not have a personal plan, the above insurance will take effect immediately. Also, in case of an emergency, I authorize HALLMARK TRACK CLUB or its representative to have my child treated at the nearest medical facility in my absence.

MY SON/DAUGHTER, AN ATHLETE PARTICIPATING WITH HALLMARK TRACK CLUB, AND I, THE PARENT/LEGAL GUARDIAN(S), UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS. I ALSO CERTIFY THAT ALL INFORMATION PROVIDED IS TRUE AND CURRENT.

**PARENT SIGNATURE** \_\_\_\_\_

**DATE**

**ATHLETE SIGNATURE** \_\_\_\_\_

**DATE**

# ACKNOWLEDGEMENT

I have received and read the Hallmark Track Club member handbook. I understand the rules and regulations contained within and will comply with them. Non-compliance may subject the athlete to dismissal from the club without refund.

Additional acknowledgement:

- If my child qualifies for and accepts participation in a post season competitive meet, I am obligated to ensure my child's participation. Out-of-town travel will result in additional costs not paid for by Hallmark Track Club, Inc.
- My child has sufficient medical insurance coverage.
- All membership fees are the responsibility of the parent/s or legal guardian/s of the registered athlete. \_\_\_\_\_ (Initials)
- There are no refunds for any reason after registration. \_\_\_\_\_ (Initials)
- All birth certificates must be received before the first track meet of each season. If Hallmark Track Club, Inc. does not have my child's birth certificate by this date my child will not be allowed to participate in any Hallmark Track Club meets or competitions.

Athlete name (printed) \_\_\_\_\_

Athlete signature \_\_\_\_\_

Parent name (printed) \_\_\_\_\_

Parent signature \_\_\_\_\_