

Calgary Olympic Track Club

MEMBER HANDBOOK

The Calgary Olympic Track Club was founded in 2002 for a handful of athletes who loved to run but had no convenient access to the established clubs in Calgary. From the beginning, the focus was on very intense, high quality training, which led to immediate success in competition. The club now accepts athletes of all ages and abilities who are highly motivated, committed to the sport, and willing to work hard to reach their full athletic potential.

As a COTC athlete you will receive the following benefits:

- Training by NCCP qualified coaches
- Training privileges at Glenmore Athletic Park and Talisman Centre
- Individualized training programs based on the pursuit of excellence
- Free entry to club-approved track & field meets
- Access to Athletics Alberta Development Program funding

Depending on the club's financial health, you *may* also receive:

- Subsidized accommodations and/or travel expenses to out-of-town meets
- Participation in warm-weather training camps for highly motivated athletes

In return you will be asked to:

- Participate in our main fundraising casino
- Officiate or volunteer at local track meets
- Support the club's objectives and policies
- Demonstrate the club's core values

The club has prepared this handbook to help you understand COTC philosophy as well as the benefits and obligations of membership.

For more details, including upcoming events, photos, coaches' biographies, registration information, and links to the greater athletic community, check out our website at www.calgaryolympictrack.com

I. Club Objectives

1. To promote, foster and develop Athletics in the Calgary region
2. To promote personal development through Athletics
3. To encourage good sportsmanship
4. To provide competition at an appropriate level for all Club members
5. To strive for continuing improvement in the skills and knowledge of coaches, officials and administrators

II. Membership

The COTC membership year runs from mid-September until either early July or early August, depending on the athlete's age category and level of development. The best times to join the club are either at the beginning of the membership year in September, or the beginning of the outdoor season in April. However, athletes who can demonstrate a high level of fitness will be accepted throughout the year. Contact one of the club [Coaches](#) to arrange a try-out.

Since our registration fees are non-refundable, parents and athletes should be very familiar with the [COTC Code of Conduct](#), [Volunteer Policy](#), and [Training Times and Locations](#) before registering with the club.

See our website for information on the registration process and fees. We look forward to working with you to achieve success!

Athletes Leaving the Club

- Fees are non-refundable
- As per Athletics Alberta (AA), all athletes wishing to be transferred to another track club will need to have all their financial requirements in order. The AA Club Transfer Release form must be filled in by the athlete, the releasing club and the new club.
www.athleticsalberta.com/sites/default/files/content_files/pdfs/Membership/2011/ClubTransfer.pdf
- Athletes leaving the club and / or retiring from competition, please contact us.

III. Board of Directors

A Board of Directors, elected at the Annual General Meeting, oversees the activities of the club. A request is sent to parents in the fall asking for volunteers to fill vacant positions and outlining the roles and responsibilities for each position. See our Website for our current Board Members.

IV. Coaching Staff

COTC coaches must pass an annual security clearance as required by Athletics Alberta and have taken or are registered for National Coaching Certification Program (NCCP). COTC coaches are appointed by a favourable vote passed at a Board meeting. Please visit our website to see our current Coaching Staff.

V. Member Benefits

Meet Selection:

COTC athletes compete in a variety of indoor, outdoor and cross-country meets. In consultation with athletes, the club's coaches select appropriate meets based on training commitment, past performance, competition standards and the athlete's training program. The Board is responsible for approving all travel.

Meet Expenses:

Members in good standing usually receive free entry and subsidized accommodations at approved events within Alberta. High Performance athletes who meet qualification standards may also be subsidized for attendance at national or international events. Athletes are usually responsible for their own travel expenses, meals, spending money, and extra room charges (e.g., movie rentals, room service, phone calls, cleaning charges etc.).

Air Travel:

Airfares to training camps and championship meets are usually subsidized.

Supervision:

A Coach and/or Chaperone will accompany all athletes under the age of 18 to out-of-town competitions. These athletes must have the approval of their parent/guardian; this approval is required in writing for travel outside of Canada.

Uniforms:

Club colors are red and black. The club will supply a uniform to each athlete, which they are required to wear at all competitions. All other equipment (e.g., shoes, spikes, special medical appliances) is the athlete's responsibility.

VI. Member Obligations

Certain obligations come along with the privileges of membership. This means volunteering occasionally at track meets and supporting the club's fundraising efforts by working a casino about once every 18 months. The revenue from our casino allows the club to pay for outdoor and indoor training facilities, purchase uniforms, pay office expenses, and subsidize travel costs.

Casino:

When you register, you are committing to working our casino. If you fail to do so, you will forfeit your volunteer deposit (see below) and your membership will be considered as "not in good standing".

Please note that casino workers must be at least 18 years old. Under-age athletes must arrange for a representative to work for them.

Track Meets:

The meet volunteer commitment consists of one or two volunteer shifts per family per season. A shift is a full-day commitment (usually 9:00 am until 4:30 pm), which can sometimes be split into two half shifts. In addition to ensuring athletes have the opportunity to compete, this volunteer work is fun and a good chance to see Alberta's top athletes in action.

Athletics Alberta offers officiating clinics from time to time for anyone interested in this aspect of the sport.

Volunteer Commitment Deposit:

All COTC athletes are required to pay a Volunteer Commitment Deposit as a guarantee they will fulfill their volunteer duties. The deposit (cheque) amount is \$200, undated and will be destroyed when all volunteer commitments for the year have been met. If a commitment is missed, the cheque will be cashed and another deposit required, to cover upcoming obligations for the year.

Athlete Behavior:

Athletes training and attending competitions must remember that they represent the Calgary Olympic Track Club and behave accordingly. This means they must respect all rules set by coaches and outlined in the COTC Code of Conduct document. Athletes will be personally responsible for any damage they cause.

Banned Substances:

As stated in the policies of Athletics Canada and Athletics Alberta, the use of banned substances or methods, in contravention of the rules of the IAAF, is strictly prohibited. Athletes found to have contravened this regulation will be immediately expelled from the Club by the procedure outlined in the by-laws.

VII. Injuries and return to training after injury

The COTC Emergency Action Plan (EAP) will help ensure that the best care will be provided in the event of an injury while training or competing. Coaches are available to provide alternative training programs for injured athletes to facilitate a prompt return to full training and fitness maintenance. Depending on the type of injury, a doctor or therapist's note may be necessary to ensure normal training can be resumed.

VIII. Training Camps

Club coaches offer the most dedicated athletes the opportunity to participate in warm weather training camps. The club usually subsidizes the cost of the training camps. Athletes are selected to attend these camps based on commitment, maturity, training needs and the athlete's training program.

IX. What's On Your Mind?

The Calgary Olympic Track Club wants to support your development as an athlete. Please feel free to talk to your coach or any member of the board if you have questions, comments, or problems you would like to resolve.

Members or parents are welcome to address concerns at board meetings. Visit our Website for the time and place of the meetings and have the Club Secretary place your concern as an item on the Agenda.