



HANDBOOK

Athletes and Parents,

Welcome to PMTC! We have developed this handbook as an introduction to understanding the programs we offer, how our organization operates, and how to navigate the world of track and field.

We are a USATF (United States of America Track & Field) and AAU (Amateur Athletic Union) registered club, focusing mainly on youth ages 5 to 18. However, our program is for everyone, including Open and Masters Divisions. We also provide private training for people who just want to keep fit, lose weight, or student athletes who are looking to supplement their high school program.

At PMTC we empower our athletes to achieve their full potential on and off the track. We are passionate and believe in the importance of educating the whole child. Not only do our members acquire the skills to become great athletes, we also prepare them to navigate and contribute to society in a positive way, through developing their sense of self, connection to others, and embracing life experiences. Each season we will organize a couple of volunteering or community service opportunities such as beach clean-up or being part of a press team at an organized running competition (for example LA Marathon) where our youth athletes get to interview and photograph professional athletes. Our club's philosophy develops a sense of accountability and sportsmanship in a fun and learning environment.

All PMTC coaches have received mandatory training and qualifications, and each works in a specialized area. This means our students receive thorough and specific training in technique, strength and proper recovery, including flexibility through proper stretching to avoid unnecessary injuries. We also uphold a standard of nutritional excellence and provide our students and their families with information on the importance of the preparation, maintenance and recovery needs of an athlete.

Feel free to contact us with any questions. We look forward to getting to know you and your family.

Sincerely,

Prince Mumba
President and Head Coach

Cell: (310) 463 9856 email: prmumba@gmail.com

Practice Protocol:

Members are expected to arrive on time and immediately begin their 10 to 15-minute warm-up run. Parents are expected to always be on time to pick up their children after practice. Track & field is an all weather sport, therefore rain is not a reason to cancel unless it is extreme or there is lightning.

Bring a full water bottle and wear clothing appropriate for different weather conditions. Sweats are needed to keep the muscles warm while warming-up and sometimes during workouts, this will also aid in the prevention of injuries. Running shoes should be worn to all practices; your coach can help to advise you if you are unsure about what to bring.

It is possible that athletes who have not participated in at least one practice session during the week may not be allowed to compete that weekend for safety reasons. Please always let the staff know if your child will miss practice. Athletes who have a scheduling conflict and will be unable to attend a meet, should please notify the coaching staff at least a week before the scheduled meet.

Signing Up with USATF:

At the start of every January (or as soon as possible for new members) all competing athletes need to register with USATF (the governing body of our athletics association) and pay for the yearly membership*. You can complete this online at: www.usatf.org

Click **'join now'** at the top right hand side. Click **'for individual members'** Club number – **33-0676 Prince Mumba Track Club** Sports Codes - **Track events and cross country**, Membership Categories - **Athlete**

*As per the instructions on their website, you will need to provide documentation to confirm your child's identity and age. Your child will not be registered until this is provided.

Competition Protocol:

We will email you the information regarding exact locations and race times as soon as they are available to us. All athletes are expected to arrive at least 60 minutes before their first event. Although an athlete may leave when they have completed their events for the day, we do encourage all the athletes to arrive at the beginning of the meet and remain for the duration of their teammates' events. This contributes to positive team spirit, morale, and sportsmanship which is encouraged in all of the PMTCs activities.

Every athlete must report to the coaching staff upon arrival. It is required that you wear the **club uniform** to compete. We may have a club tent where all the athletes should remain to ensure the coaches can check in and instruct the athletes when to warm-up. It is not the responsibility of the coaching staff to track down an athlete before a race.

Each PMTC athlete should have a bag containing his or her warm-up gear, running shoes, water, and appropriate snacks. All items should be clearly marked with the athlete's name.

Athletes who are unable to attend a meet and did not provide the proper notification (as stated above) will be required to reimburse the club for any racing fees incurred.

Health and Nutrition:

Runner's bodies need a lot of fuel; vigorous activity means the body will need more calories to keep energy levels up and the metabolism running efficiently. It is important for athletes to spread their food intake evenly throughout the day and eat the right kinds of foods. Fresh fruit, vegetables, and food containing iron, protein, complex carbohydrates, and water are all excellent choices. It is also necessary to get plenty of rest for an athlete to recover and prepare, especially before competition days. On competition days an athlete should plan to eat approximately two hours before their race.

Publicity and Advertising:

We may occasionally wish to use your child's images, name, and/or quotes on promotional materials for the club and on any social media accounts or websites under the PMTC name. Please let us know if you do **NOT** want your child to be included.

Correspondence:

We will keep a record of all club members' contact information and will email this to other club members upon request. Please let us know if you do **NOT** want your contact information to be included on this list.

Merchandise:

Athletes participating in competitive running events must wear the club uniform. Parents are also encouraged to wear PMTC gear to support the team spirit. **Samples and sizes will be shown on the website for you to view before you purchase.** Payment will be due upon your receipt of the uniform. Other club merchandise, including warm-up jackets, practice shirts, mag cups, pens, and adult team spirit gear will also be available for purchase. Please see our website for more information.

Refund Policy:

If for any reason your child wishes to withdraw from the PMTC you should contact our Head Coach with your request. As fees are paid on a month-to-month basis, no refunds will be provided.

Frequently Asked Questions:

- How do I sign up? How do I pay? You will need to fill in all of the required paperwork and pay the registration fee and the first monthly training fee. All ongoing fees are due on the 1st of each month. If your athlete plans to compete they must be signed up with USATF as per the instructions above. Please head to our website www.princemumbatrackclub.com to sign up and pay.
- Do you provide transportation to the meets? Parents are responsible for their children's transportation to and from meets. If you cannot bring your child to a meet please be sure to ask another team member or the coach for assistance.
- How long are the track meets? Track meets typically start at 7:30 am and will last into the afternoon or sometimes-late evening.
- How do I know what events my child should run? Your coach will help to advise you on the best distances and/or field events once your athlete has trained with us a few times.
- What age division will my child compete in? Youth competitions typically take place in two-year age divisions; age is determined as of December 31st of that year. These age divisions provide young athletes the opportunity to compete with other athletes of similar

ability.

The age divisions for the competition year **2017** are as follows:

AGE DIVISION	YEAR OF BIRTH
8 & Under	2009 +
9 - 10	2007 - 2008
11 - 12	2005 - 2006
13 - 14	2003 - 2004
15 - 16	2001 - 2002
17 - 18	1999 - 2000

TRACK AND FIELD SEASON 2017

Practice Schedule:

Track & field training commences in January, 2017 and runs through June, 2017. General practice locations and times are listed below. These days, locations, and times are subject to change. If there are any changes, you will be notified by email as soon as possible. We recommend attending at least two practices per week.

We encourage you to check the website from time to time.

www.princemumbatrackclub.com

Schedule:

Days	Locations*	Hours
Monday:	Santa Monica College Track	6:00pm - 7:00pm
Tuesday:	Santa Monica College Track	6:00pm - 7:00pm
Wednesday:	Santa Monica College Track	6:00pm - 7:00pm
Thursday:	Santa Monica College Track	6:00pm - 7:00pm
Friday:	Virginia Park/Palisades	6:00pm - 7:00pm
Saturday:	Westridge Trail/Palisades	7:00am - 8:30am
Sunday:	Santa Monica College Track	3pm - 4pm and 4pm - 5pm

*Location may also include Marine Park

FEES:

1. Membership/Seasonal Registration: \$30
2. Training Fees *: \$200/monthly (Due: 1st of every month) or \$30/day
3. Racing Fees: determined per race
4. Club Uniform \$15, T-shirts \$15, Warm Ups \$50

Competition: All athletes are expected to attend the USATF sanctioned meets - any non-USATF meets or other activities are optional but attendance is encouraged.

* Cost of travel, meet entries, etc. are not included in the Training Fees and will be charged separately. Athletes must qualify to participate in the USATF Post Season Championships and Junior Olympics.

PMTc WAIVER AND PERMISSION FORM

No applicant will be allowed to participate in any activities until this form has been signed and completed in full, and accepted by the above named organization.

Athlete's Name: _____

Parent's Name: _____

Email Address: _____

Cell Phone: _____ Emergency Phone: _____

Home Address: _____

Birth Date & Age: _____ Gender: _____

School: _____ Grade: _____

Insurance Carrier: _____ Policy Number: _____

PMTc and USATF strongly recommend that children have a medical check-up by a physician prior to participating.

I acknowledge and agree that I assume the risks associated with any and all physical activities in which my child participates. I recognize that all participants prior to involvement in any exercise program should obtain an examination by a physician. If I have chosen not to obtain a physician's permission prior to this program I hereby agree that I am doing so at my own risk.

In the event of illness or injury I consent to routine first aid care to be carried out. If the parent is not immediately available at the telephone numbers provided above, I authorize to have any necessary emergency medical treatment carried out as prescribed by the attending physician, surgeon or dentist, and accept full financial responsibility, including all charges not covered by insurance, for any charges arising from such treatment.

I acknowledge that I have thoroughly read and understand the PMTC Handbook Track and Field Season 2017 and agree that this is a release of liability for those in which I am in legal care. I give permission for my child to participate in all PMTC gatherings, trainings and competitions for Track and Field Season 2017 and that all-physical/mental conditions of concern have been discussed with the Head Coach.

Parent Signature: _____ Date: _____

CODE OF CONDUCT

PARENTS

1. Parents, coaches, adult volunteers, and friends of the PMTC must be role models for children by conducting themselves as responsible, moral, ethical adults worthy of the respect and emulation of children.
2. Coaches will monitor attendance at practice, at track meets, etc., to provide safety and protection for your children. Parents are to inform their child's coach, (call or text 310 463 9856) in advance if your child will not be able to participate in a scheduled practice.
3. Parents are responsible for providing transportation for their children to and from practice, to insure safety and protection. Parents are responsible for getting their children to practice and picking them up from practice on time. Coaches will NOT leave the premises of the track until ALL children are accounted for.
4. Parents are not permitted on the track or in practice areas during practice or meets.
5. Parents are not to remove their children from the practice field, competition site, the bus, etc. without letting the appropriate coach/chaperone know.
6. Support coaches and officials. Parental interference with Coaching will not be tolerated. Parents may discuss their athletes training/coaching program with coaches following practice.
7. Parents are to inform the coach of any special needs your child may have.
8. Support the club by volunteering to help with meets and fundraising events.
9. Any complaints or disagreements regarding coaches or the club shall be communicated to the PMTC Board of Directors via the following email: prmumba@gmail.com. Speaking ill of the Club and/or creating dissension among Club members will not be tolerated.
10. Parents will abide by the policies and rules of the club, and practice/meet facilities

I have read the above code of conduct (for parent and child) and I agree to follow and give permission (as the parent/legal guardian) for my child to participate with the Prince Mumba Track Club. I understand that I may withdraw my permission for my child(ren)'s participation at any time.

Parent Print Clearly

Parent Signature

ATHLETES

1. Do your best to make every practice and be on time.
2. Arrive at practice ready to listen, work hard and learn.
3. Be supportive of all athletes on your team.
4. Show respect for coaches, officials, teammates and opponents.
5. There will be no violence of any kind (pushing, hitting, slapping, kicking, etc)
6. Learn the rules and always compete by them.
7. Use only appropriate language around the club practice and track events.
8. Conduct your actions to promote sportsmanship.
9. Athletes do not leave the premises of track meets (*even with parents*) without informing a coach/chaperon.
10. ABSOLUTELY NO drugs or alcoholic beverages are to be in the possession of any team member at any time.
11. Athletes will compete in the designated PMTC's uniform unless prior approval is received from the Head Coach.
12. Curfew will be set by the Head Coach and chaperones for each day of a respective competition.
13. Athletes may socialize in designated, approved, chaperoned areas. There are to be ABSOLUTELY NO boys in girls' rooms and no girls in boys' rooms.
14. Athletes are to remain in the confines of the dormitories, hotel, or competition areas unless accompanied by a chaperone or authorized by their respective chaperone(s) to leave.

Athlete Print Clearly

Athlete Signature

Date
