



CENTRAL TORONTO
ATHLETIC CLUB

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Introduction

Welcome to the Central Toronto Athletic Club (CTAC) Handbook. This book was created as a resource for our members and their families.

The CTAC Handbook is full of useful information for new and returning Club families to help navigate our Club and the sport of competitive running. You will find everything from CTAC coaching philosophies, an introduction to the world of competitive running, our club policies, an FAQ section, and much more.

While we try to cover as much information as possible in this resource, it is far from exhaustive. If you have any suggestions for additions or revisions to our handbook, please feel to contact our Club Administrator.

Please note that the training group schedules, training locations, club events calendar, and meet schedules are not included in the handbook. These documents can be found on our website as they are updated throughout the year.

Central Toronto Athletic Club

About CTAC

CTAC is a competitive running club for youths aged 9 (grade 4) and up. We train in central Toronto; Sunnybrook Park, Monarch Park track, and Central Tech track are our most used venues.

We offer age-appropriate training for athletes in the sport of middle-distance running (800, 1500, 3000, Steeple Chase, and 5000) on both the indoor and outdoor track, as well as cross-country running. The CTAC season officially operates from September to June. However, some of our athletes will race in July. Many of our athletes will participate in pre-season training in August. New members are welcome anytime.

CTAC is a non-profit corporation with a volunteer Board of Directors.

Club Philosophy

CTAC's purpose is to instill self-confidence in young people through youth sport; by providing a nurturing environment that will give young athletes the opportunity to reach their full athletic potential. We believe that sport and competition is an excellent metaphor for life, building character, and creating healthy habits that athletes will use for the rest of their lives.

Coaching Philosophy

"Success is the satisfaction which comes when you know you've done your best to become the best you are capable of becoming." John Wooden

Coaches are our Club's greatest resource, and they play a significant role in the success of our athletes and our programs. Our coaches want to see each of our athletes reach their full potential. Each

athlete's program is designed to develop the athlete over the long term, in a well thought out, progressive training plan that is age-appropriate.

Our coaching staff's priority is to build a trusting, open relationship that fosters mutual respect between the athlete and the coach. Our Coaches aim to develop a nurturing, supportive, critical, fair, and fun relationship. Our coaches are committed to two-way communication between athlete and coach.

Our coaches will work with each athlete to create seasonal goals and training objectives to reach those goals, always considering the athlete's unique circumstances and abilities.

A good athlete is a curious athlete, always asking questions, always trying to improve. A good coach is no different. We encourage our coaches to upgrade their skills continually, allowing them to use their coaching experience with the latest findings in our sport to help our athletes develop.

Training Philosophy

Our training programs are designed with significant input from the Athletics Canada Long Term Athletic Development (LTAD) model. (You can learn more about Athletics Canada's LTAD model on our [website](#) (under the Programs tab you can click on Competitive Programs). All of the methods used to train our young athletes are age-appropriate; their safety and long-term participation in sport is one of our main goals. Our program aims to provide young athletes with a sense of achievement, leading to a positive relationship with sport and physical activity.

Young athletes are not merely small adults; therefore, their athletic development cannot be a scaled-back version of an adult's program. The LTAD model provides the framework for optimal training, competition, and recovery schedules for each stage of athletic development. The use of this model and its practices provide our kids with the opportunity to reach their full athletic potential.

CTAC's programs focus on introducing young athletes to competitive middle distance and cross country racing in a team-based, fun atmosphere. These programs emphasize sound movement and running mechanics, as well as an introduction to bodyweight strength training. Our goal in this program is to teach key fundamental running skills, creating a foundation for each individual to reach his or her full potential in the future.

As athletes progress through our programs, their training frequency and loads are increased, and emphasis broadens to include a more comprehensive training structure. At this stage, the athletes are provided with a more unique, individualized, innovative program designed and implemented by an NCCP Performance Coach with international coaching experience.

We believe that success in athletics comes from hard work, commitment, and enthusiasm. If these ingredients are combined with a well-planned long-term program, and the guidance of a skilled coach, we believe every athlete can reach their full potential. Our goal is to create a supportive training environment that will develop healthy and happy athletes who gain both mentally and physically from their running experience.

Club Values, Purpose and Vision

Our Values

The Central Toronto Athletic Club strives to inspire perseverance, industriousness, curiosity, honesty, respect, and a commitment to excellence in all its members and staff.

Our Purpose

CTAC provides unique and innovative individualized programs designed and implemented by accessible, nurturing coaches with international experience.

Our purpose is to instill self-confidence in young people through sport. Our nurturing environment will allow young athletes to reach their full athletic potential. Our focus is a long-term approach to athlete development.

Our Vision

Our vision is for athletes to seek out our program for its reputation. Our goal is excellence, whether it is for personal satisfaction or achievement of Olympic dreams.

Competitive Running 101

Introduction to Competitive Running with CTAC

Kids naturally love to run, from a very early age, whether in gym class or with their soccer team, movement is a huge part of their lives. As the years pass, many children are exposed to more opportunities to run, either through their active parents or the introduction of elementary school track & field and cross country. While many kids choose other sports in their childhood years and return to running in early adulthood as part of a physical fitness regime, others recognize their passion early and enroll in competitive running as their sport of choice.

Competitive running is a very rewarding sport. It offers participants the obvious benefits of physical fitness and a healthy lifestyle in a sport that can be pursued for life, but it also provides an opportunity to grow as an individual. Competitive running offers its participants a chance to learn about commitment, perseverance, and hard work. It demonstrates that work put in upfront equals results in the end, a great lesson for life. It also offers a fun, social atmosphere where athletes can forge new friendships.

Running is generally considered a late entry sport. Where young athletes may take up swimming, soccer or hockey at the age of 5 or 6, almost no children are “runners” at this age. This is a good thing. As you will see in the [LTAD model](#) it is very important that young children are exposed to a wide variety of sports in the early years (ages 5-14), this gives them the opportunity to develop important motor skills that will allow them to excel at sports as they mature.

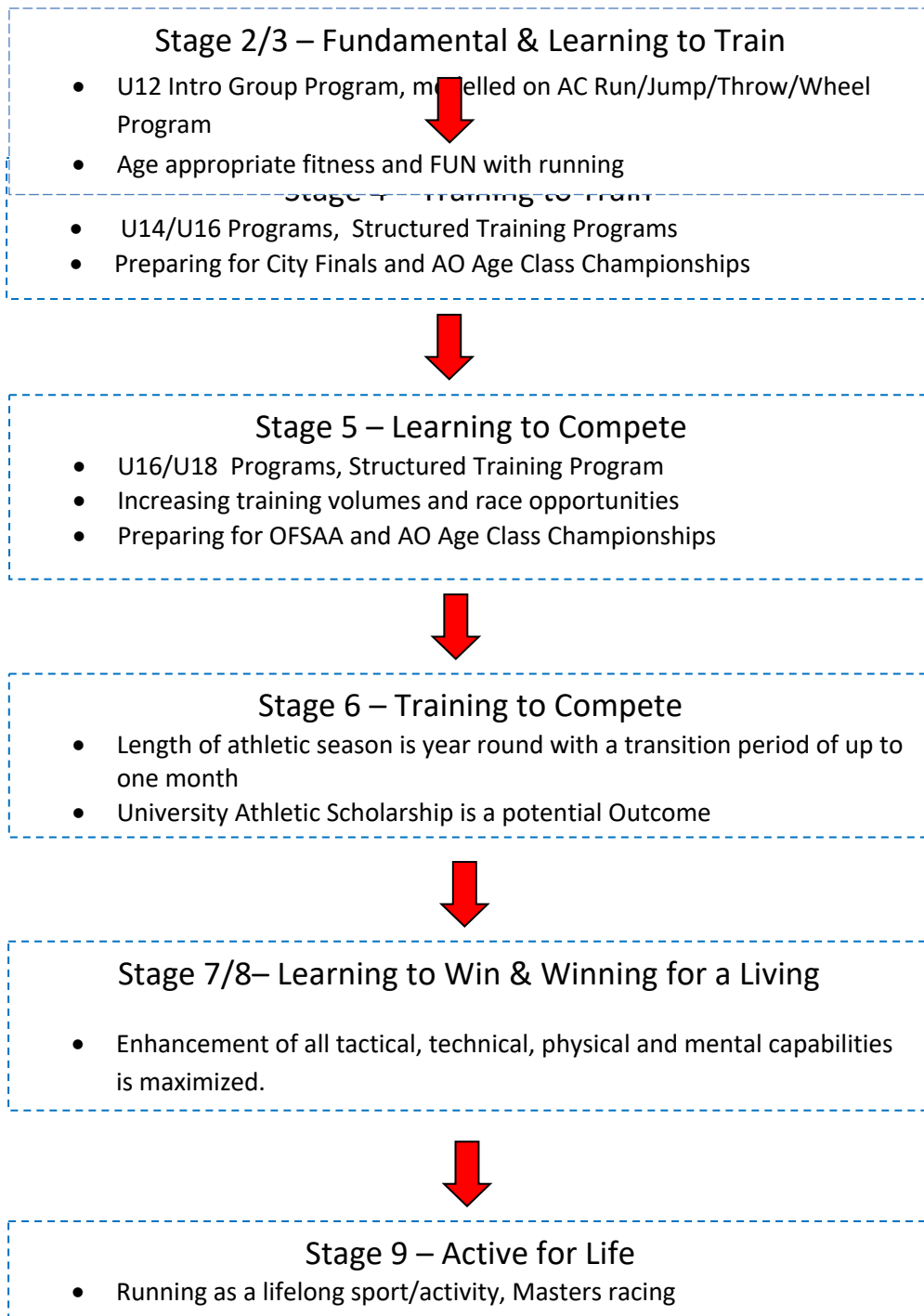
CTAC Athlete Growth & Long Term Athlete Development (LTAD)

The Central Toronto Athletic Club is affiliated with Athletics Canada (AC), Athletics Ontario (AO), and the Minor Track Association (MTA), a provincial group that organizes track and cross country meets for kids aged 13 and under. Club athletes are members of AO, AC, and the MTA. These organizations provide racing opportunities at the district, provincial and national levels. Athletic members of our competitive Club are elementary, middle school, high school, and university students. Their student status provides automatic entry into the respective School Board (TDSB, for example), Ontario Federation of School Athletic Associations, and the Ontario Universities sanctioned meets. These streams are fully integrated into the individual athlete’s training plan. However, age and stage of development are used as guidelines to determine the extent of their participation. The table below illustrates when and where athlete development happens, how it is integrated with the Provincial and/or National Athletics sport system, and the athlete’s potential outcomes.

Stage of LTAD	CTAC Groups & Age	Competition Focus	Potential Outcomes Where Does it Lead?
Stage 2/3 Fundamental/ Learning to Train	U12	General aerobic development, agility, flexibility & quickness. <i>School Sports</i> - local	N/A
Stage 4 Training to Train	U14/U16 (12-15)	<i>School Sports</i> – local & provincial <i>Club Sports</i> – local & provincial meets, e.g. Athletics Ontario Cross Country Championships, Provincial Legion Track Championships	N/A
Stage 5 Learning to Compete	U16/U18 (15-18)	<i>School Sports</i> – local, & provincial <i>Club Sports</i> – provincial, regional & national junior meets, e.g. Athletics Ontario Dual Meets ŵ Quebec, Canada Summer Games	Canadian University or NCAA athletic scholarship , Selected to Team Canada (World Cross Country, Pan Am Jr. Track, World U18 and World U20 Track Championships Selected to CTAC Junior Team @ National Championships
Stage 6 Training to Compete	U20/Open (18-21)	<i>School Sports</i> – local & provincial <i>Club Sports</i> – provincial, regional & national meets, National Cross Country & Track Championships	Selected to Team Canada (World Cross Country, World Track Championships, World U20 Track & Field Championships, Ontario Canada Games Team
Stage 7/8 Learning to Win/ Winning for a Living	Open (21+)	<i>Club Sports</i> – provincial, regional, national & international meets, e.g. Team Canada, U.S. and European tours, Sport Canada and Q4G funding.	Olympic Games , World Indoor & Outdoor Championships
Stage 9 Active for Life	Open/Masters	<i>Club Sports</i> – Ontario Masters Association, road racing.	A healthy active life

LONG TERM ATHLETE DEVELOPMENT – WHERE DOES IT LEAD?

CTAC is a middle distance club exclusively, supporting young athletes throughout their early running career. Our structured training and competition schedules grow by increasing sophistication and complexity. The graphic below illustrates the progression.



CTAC Training Group Descriptions

CTAC Competitive Programs

CTAC offers three competitive programs for athletes who are grade 4 and up. CTAC offers an Intro program for U12 athletes, a Development program for U14 athletes and finally, a High School program for all U16 and U18 athletes. These programs are grouped by age to allow athletes to socialize with their peers, which we consider an important element in any successful sport program. However, as per the LTAD model we understand that the development of one athlete may be more advanced than another athlete of the same age, and our coaches make training adjustments to facilitate this.

The table below provides an overview of each of our competitive programs. Please note that only some athletes will compete into the month of July, and while our regular training starts in September we will have “pre-season” training in August.

Program	U12	U14	U16	U18/U20
Ages	10/11 year old*	12/3 year old	14/15 years old	16/17 (U18) 18,/9 (U20)
Program Season	September 1 – May 31	September 1 – June 30	September 1 – June 30	September 1 – July 30
Training sessions per week	2	3-4	4-6	4-6
Training session duration	1-1:30 per session	1:30 per session	1:30 per session	1:30 per session
Meets attended	School , Minor Track Association	School , Minor Track Assn., Athletics Ontario	School and Athletics Ontario	School, Athletics Ontario and Athletics Canada

*As of December 31 of the competition year

U12

Our U12 program, the **Intro Group**, focuses on the fundamentals of running, building a general base of motor skills. This is the first window of trainability. The program has a strong emphasis on having fun and building friendships. Over the course of 9 weeks in each of the cross-country, indoor and outdoor seasons, athletes are encouraged to participate in several sports, multi-skilled activities to enhance athleticism.

U14

Our U14 program focuses on training to train. This program has a strong emphasis on having fun, developing skills and nurturing a love for the sport while minimizing the importance of winning. This formula will keep our young athletes involved and increase their chances of success in the future. U14 athletes will attend a number of local and provincial meets providing them the opportunity to test themselves and gain an understanding of competition.

U16

The U16 program continues to focus on the training process (training to train) with additional training sessions and increased training loads. As young athletes mature and train their bodies are stronger and able to endure more stress. This program provides that additional load allowing for continuous improvement in a safe manner. These athletes are provided more individualized training plans to match

their abilities. U16 athletes attend more meets (at the local and provincial level) than their U14 teammates, providing further opportunities to learn and improve.

U18/U20

Our U18 and U20 programs continue along the progression of development for young athletes. Training loads for this group continue to increase as they are older, stronger and have more training years under their belts. The emphasis in this group starts to shift away from training to train and now focuses more on training to compete. These athletes are provided with individualized training programs that fit their specific needs. Our U18 and U20 athletes will compete at local, provincial, national and international events.

For a current list of our training group schedules, training locations, club events calendar, and meet schedules please see our website at <http://www.centraltorontoac.ca/>

Group Placement

Runners are grouped by ability and consideration of the athlete's age. The CTAC coaching staff will determine which training group is most appropriate for each of our members. The athlete's developmental age and chronological age can differ by as much as five years when they are between the ages of 10 and 16. We will take great care to tailor each athlete's program to both their developmental and intellectual abilities as prescribed in the Athletics Canada Long Term Athlete Development (LTAD) model.

We will take the time to discuss each athlete's goals and training commitment with them. This, along with our assessment of their physical skill, will allow us to place them in the most appropriate training squad. Their ability to meet the group standard is important for the athlete's safety, self-image, and confidence.

Depending on an athlete's ability and other sport commitments, a coach may have an athlete "mix and match" their participation within our competitive groups. For example, some athletes in the Bantam Group may be given the opportunity to participate in some of the Midget Group workouts on a selective basis.

Conversely, if the coaching staff feels an athlete is "in over their head" in a particular group, they may be moved to another group. This would only be done in rare situations, and the coaching staff would exercise all options to avoid such a situation. A consultation with both the athlete and their parents would precede such a decision.

Distance running requires a commitment to practice schedules and meet participation. As a runner moves up the competitive ladder, there are more practices of longer duration. If an athlete does not attend training regularly, he or she is less able to improve performance.

While running performance is expected to improve over the long run, there will be ups and downs in the short term. As the athlete moves up the competitive ladder, he or she must handle the stresses of intense training and competition and balance running with other aspects of life (school and extracurricular activities).

Contrary to popular belief, running is a technical sport, and sound running technique is a learned skill, not an innate ability. As athletes progress, it is expected that they will be prepared to work on and

master the finer points of form, biomechanics, strength, flexibility, mobility, sport psychology, nutrition, and race strategy.

Training Information

Training Consistency

In any endurance sport, the importance of consistency cannot be overstated. We strongly suggest that all of our athletes make every effort to attend all scheduled training sessions, ready to train with the required equipment. Our coaches have planned their season's goals and objectives on the understanding that each athlete will gain from each training session. Training consistency is a significant contributor to any athlete's success. It is also crucial that athletes take the prescribed time off during their season, as rest is the body's opportunity to adapt to training stress.

Training Equipment

Below is a list of the equipment that is required to participate in the program.

- Running shoes
- Lightweight, well fitted socks
- Running shorts, shirts or singlet for warm weather and indoor training
- Tights or wind pants, running jacket, mitts or gloves, hat or headband for cross country season and outdoor running in cold weather
- Sport watch, this gives each athlete the ability to customize their interval sessions.
- Water bottle

We often run outdoors during the indoor track season so cold weather running gear should be brought to all the indoor season training sessions.

Other equipment

Racing spikes (AKA spikes) are pointed protrusions usually made of metal, ceramic or plastic that are screwed into the bottom of most track and cross country racing shoes to increase traction and minimize the likelihood of slipping.

The same set of shoes can usually be used for track (on rubberized surfaces) and cross country. Track spikes are 5mm long and cross country spikes are 9mm long. When you purchase the shoes they come with 5mm track spikes and a spike wrench. You can purchase a set of 9mm spikes separately (for about \$5) for cross country season.

Spikes are used just for racing, but periodically, particularly before a meet, your coach may ask you to bring them to training to get accustomed to them.

If you are considering purchasing some of the above items, we suggest shopping at any of the retail stores below. They usually have fair prices.

- **Running Room**, numerous locations across Toronto
- **SportChek**, numerous locations across Toronto
- **Runners Shop**, 180 Bloor St W, Toronto, (416) 923-9702
- **Running Free**, 708 Denison Street, Markham, ON, (905) 477-7871

Training Nutrition

Bring a water bottle with a beverage that you can tolerate while training, and a small (250-400 calorie) carbohydrate snack that you can eat right after your workout.

Each individual has different needs so figure out what works for you and come to training ready to go. Talk to your coach if you have any questions regarding equipment or nutrition.

Training Schedule Changes

Please note that each training group's schedule is subject to change throughout the year as athlete numbers, weather, and availability of facilities changes.

Typically no practices are scheduled on Public Holidays, including the 2 weeks over December/January and 1 week of March Break.

Training Weather and Facility Policy

Training will occur in all weather except electrical storms at the site of the practice, at the discretion of the coach on-site. If the training is to occur in a closed facility, practices will be cancelled for that day and will not be re-scheduled.

Disclosing Other Physical Activity

Each athlete's total number of practices should be in line with the LTAD of Athletics Canada, whether these practices are with CTAC, their school, or other sports clubs. All physical activity completed or to be completed by the athletes must be reported to the coach. This is due diligence so that practices with CTAC do not cause injury due to excessive or inappropriate physical activity.

We encourage all athletes and parents to approach our coaching staff with any questions or concerns about CTAC's training schedule.

Running on your own (ROYO)

CTAC athletes will regularly be asked to perform some of their training runs independently, with a running partner, or with a group of friends. These sessions will be on days when regular training is not scheduled. These runs are often endurance runs performed at an easy pace and are an essential part of developing energy pathways for young runners. The coaches will give the athletes instructions for these runs; we ask parents of younger runners to assist us in making sure these runs are completed.

Meet Information

General

Meets are run by individual track clubs, provincial, national sport bodies and high schools or high school associations, either on their own or in collaboration with other clubs/schools in the area. Some races require that we supply volunteers. In those instances, we are entirely dependent on members, parents, families, and friends. Making yourself available on the day of the race, or before, is always appreciated.

Meet Schedule

The latest meet schedule is posted on the CTAC website. It lists all of the meets that CTAC will attend; however, not all groups will attend all meets. Please check the schedule for which groups attend, which meets. Athletes in the attending groups, who meet the qualifying standards and have the coach's approval, are eligible to compete.

Please check this schedule often as it can change throughout the year.

Meet Event Selection

The coach and athlete will determine the events to enter. This includes race distances, and the number of events (up to the maximum allowable for the individual meet). Members are encouraged to discuss race plans/training well ahead of time with their coach. It is up to the member to determine the exact date, time, location, etc. of the race. Once entered in a race, it is the responsibility of the member to participate.

Meet Fees (Important)

CTAC athletes are charged a meet fee when they register with CTAC. These fees are to cover meet entries throughout the year. The collected fees are put into an account designated for that particular athlete. Our coaches will notify all athletes and their families before a meet entry is submitted. It is the athlete and their family's responsibility to notify their coach if they can not attend the meet. Once the entry is submitted, the meet fee account is charged. Late cancellation or no-show for a meet will result in the athlete still having to pay the meet fee. Any unused fees will be refunded at the end of the season or can be credited towards the upcoming season's fees.

Meet Uniform

We ask that all Club members purchase a club singlet and black racing shorts for competitions. CTAC racing tops can be purchased from the Club. Racing shorts can be purchased from sportswear retailers like Running Room, Sportchek, Sporting Life, Lululemon, or the Nike store. The singlet, together with the black shorts, comprises the full Club uniform. The full uniform must be worn when entered in a race by the Club. We also have a full line of CTAC athletic wear for sale. These items are optional.

Racing spikes will be required for indoor and outdoor track meets as well as cross-country meets. For more information on racing spikes see "Equipment" under the Training Information heading above.

Meet Seasons

CTAC athletes in the **Intro Group** have the option of participating in 3 separate modules:

Fall Cross Country Season (9 weeks)

Winter Season (9 weeks)

Spring Season (9 weeks)

CTAC athletes in the **Development and High School** groups compete in three different meet seasons.

They are:

Cross Country Season – August – November

Indoor Track Season – December – March

Outdoor Track Season – April - June

Classification of Meets

Our athletes will compete in at least two, and as many as three different classifications of meets. They are:

1. **Athletics Ontario\Athletics Canada Meets**
2. **School Board Meets**
3. **Minor Track Association Meets**

Athletics Ontario\Athletics Canada Meets

These meets are open to athletes aged 12 and older. Age divisions start with Bantam (12&13-year-olds), Midget (14&15-year-olds), Youth (16&17-year-olds), Junior (18&19-year-olds), and Senior (aged 20 and older) based on the athlete's age at December 31 of the competition year. Some of these races have pre-requisite times, generally based on time standards set by Athletics Ontario and/or Athletics Canada. Only athletes who meet the pre-requisite time may race in the event and/or meet.

School Meets

School meets generally start at the Association level (e.g., TDSB South) with qualifying athletes moving on to the Regional level (e.g., Metro Regional) and finally, the Ontario Federation of School Athletics Association (OFSAA) Championships. OFSAA is the highest level of achievement open to high school students. The City Finals is the highest level of achievement open to elementary school students.

Minor Track Association Meets

CTAC athletes ages 13 and under (as of December 31 of the competition year) are eligible to compete in Minor Track Association (MTA) meets. The MTA holds indoor and outdoor track meets as well as cross-country meets.

Age Groupings at a Glance

This table outlines the age categories in each association.

Age	9/10	11	12	13	14	15	16	17	18
**Athletics Ontario	U12	U12	U14	U14	U16	U16	U18	U18	U20
*School	Grade 4/5	Grade 6	Grade 7	Grade 8	Bantam	Junior	Senior	Senior	Senior
**Minor Track Assn.	Atom	Atom	Atom	Senior	NA	NA	NA	NA	NA

*Age as of December 31 of school enrolment year

**Age as of December 31 of competition year

Meet Protocol

Time of arrival and where to meet the team will be communicated to athletes for each meet. In most instances, it is recommended that athletes arrive 1.5 hours prior to the start of their race. It provides the athlete with sufficient time to register, walk the course (cross country season) or familiarize themselves with the venue (track), and still have enough time to comfortably complete a proper warm-up before the start of their race. Athletes will sit with coaches and team members at a designated area. Parents are invited to sit with the team if allowed by the venue.

Parents are encouraged to support their runner(s) and the other runners on the team, but are asked to refrain from coaching or otherwise instructing the athletes on technique or strategy. Please see the section on parent involvement in this handbook.

Common Meet Locations

Etobicoke Centennial Stadium/Park
590 Rathburn Road
Etobicoke Ontario

Stan Wadlow Park
East of Woodbine on Cosburn Avenue

Birchmount Stadium
Birchmount & Kingston Road

Sunnybrook Park
Leslie Road and Eglinton Avenue

Varsity Stadium
University of Toronto
South side of Bloor East of Avenue Road

Meet Travel

The club does not make travel arrangements, with the possible exception of Provincial and National Championships.

Common Terms

For those new to the sport, athletics, like tennis, gymnastics and hockey, has its own jargon. These lists will provide definitions and explanations for the most commonly used terms.

Meet Terminology

B

Bantam: An athlete who is 12 or 13 years of age on December 31st of a given year.

Bell Lap - The final lap of a multiple lap race, at the beginning of which a bell is rung. This signifies that the leader of the race has begun the final lap.

Break-Line - A specific mark on the track used only in certain races that are longer than one lap (such as the 800 meter or 4x400 meter relay). The break-line indicates the point at which runners may leave their assigned lane and move toward the inside lane of the track.

D

DNF: This notation is used to indicate Did Not Finish, meaning that the runner did not complete his event.

DQ: This notation is used for a runner who has been disqualified for some infraction of the rules. They are not eligible to win an award and their time is not official because of disqualification.

F

False Start - Moving or leaving the starting line before the gun goes off.

Finals: In other meets, the heats are used as qualifiers to make the finals. The 12-15 runners with the fastest times make the finals.

H

Heats: Since all the athletes entered in a race cannot run at the same time, they are put into heats of 12-15 runners, depending on the number of lanes on the track and the rules governing competition. The heats are arranged so that runners of comparable ability are racing together.

N

NS: This notation is used to indicate No Show, meaning that the runner did not show up to run a race in which he/she was entered.

P

PB: This notation is used to indicate the runner's personal best time.

Q

Qualifying Times: Some meets have qualifying times that have to be met in order to participate. For example, to compete at the Provincial or National Championships, runners have to make a standard time.

S

Staggered Start - Used in races from 200 meters to 800 meters that start on a curve. The starting lines are staggered lane by lane to make up for the different distance of the curve in each lane, so that each athlete starts the same distance from the finish line.

T

Timed Finals: Many meets are run as timed finals which means, that the heat time is the final time. Order of finish is determined by ranking the times for all the heats from fastest to slowest.

W

Waterfall start - A common start for the distance races in which athletes line up along a curved line and may break in toward lane one immediately.

General FAQ

Why should my child join competitive running?

CTAC coaches have years of experience coaching young competitive runners and instilling confidence in these athletes. There are many benefits to getting your child involved in competitive running.

- promotes physical development
- develops aerobic endurance and is one of the most beneficial forms of cardiovascular exercise
- enhances a child's natural flexibility and promotes muscle development.
- develops superior coordination.
- a sport that will provide fitness and enjoyment of life.
- promotes good time management skills.

What is required for race clothing?

CTAC athletes must wear a CTAC race singlet when competing. Singlets are available for sale through our Club equipment manager. We also have a full line of CTAC athletic wear available for purchase.

Does my athlete have to use spikes?

While spikes are an advantage for track and cross country they are not required equipment. Talk to your coach for more information.

Registration FAQ's

Can we try the program out before we commit?

Absolutely, in fact we encourage a "Test Drive Week"

What is the "Test Drive Week"?

If you would like an opportunity to train with our club for three training sessions prior to registration, you can set up a "test drive". Afterwards, both parties, CTAC coaches and the prospective member, would decide if our program is well suited to them.

To arrange a "test drive", complete the Test Drive Form and send to our [Club Manager](#) before your first training session. You must also read and comply with our Return to Training Protocol Document as applicable.

For insurance purposes, you will be required to pay for a Recreational Membership with Athletics Ontario in order to do a test drive (\$5 if born in 2009 or later and \$20 if born in 2008 or earlier). These fees can be used toward a full Athletics Ontario membership at a later date.

How often and where are the training sessions?

To find out when and where your athlete would train please consult our [website](#) you will find our complete group training schedule there.

What are the costs?

To get details on the program costs, go to the registration tab on our [website](#) and click the Program Fees link.

When does the program start?

Our season starts at the beginning of September. New members can join the team anytime during the season.

How long is the season?

CTAC athletes compete in three different meet seasons. They are:

Cross Country Season: September – November (pre-season in August)

Indoor Track Season: December – March

Outdoor Track Season: April – June (select highschool athletes will compete into July)

While our registration dates are September 1 to August 31 each year, we do have a number of transition periods where there are no scheduled training sessions, or we meet informally as a group for low intensity training runs.

We take scheduled breaks in:

Late November (1 week)

School Winter Holidays (2 weeks)

March Break (1 Week)

Late June to Early August (4-8 weeks depending on competition level)

How do I register?

Click the Registration Tab on our [Home Page](#) and follow the instructions.

What do my fees cover?

Your registration fees cover coaching, facility rental fees, some seminar fees (we will have some seminars that are optional), registration with the national/provincial governing body, meet entry fees and a banquet ticket.

What costs are not included in my fees?

Your fees do not cover the team singlet, equipment such as running shoes and spikes, optional seminars, travel costs, hotel or lodging costs, and meet entries for meets that CTAC does not attend as a team.

Some of CTAC's athletes participate in an advanced strength program. There is an additional charge for this program. The coach will contact you if this program is advised for your athlete.

What if I have more than one sibling participating in the program, is there a discount?

Yes, program fees are reduced by 10% for the second athlete and 20% for 3rd and any additional athletes in the family. This discount is applied to the athlete with the lower fees.

What is your withdrawal\refund\membership transfer policy?

Any member withdrawing from the club must do so in writing and deliver it to their coach or a CTAC board member.

Refunds for athletes in the Intro Group and Cross-Country only group will be considered on a case-by-case basis taking into consideration timing and enrollment fees paid.

Members resigning prior to the dates below will be entitled to a refund of membership fees (less their AO fee, and MTA fee if applicable, and any Meet Fees already incurred. Our fees to Athletics Ontario and MTA are non-refundable) according to the schedule below.

Memberships are not transferable to another athlete. Refunds will not be issued to injured athletes.

Sep.30th – 100%

Oct.31st - 60%

Nov.30th – 40%

Dec.31st – 20%

After Dec 31st – Nil

Should CTAC be required to modify our program and/or program delivery for the 2020/2021 season due to Provincial/Municipal regulations based on the COVID-19 pandemic, and these changes result in a fundamentally different program from the CTAC program outlined at the time of registration, CTAC will review timing and enrolment fees and provide appropriate refunds.

Can I pay in instalments?

For any special payment arrangements please speak to your coach. He will bring it to the Board for consideration.

What if my athlete signs up for the cross country season only, then decides s/he wants to stay on for the full season, will the XC fees be credited towards the full membership season price?

Yes, the program fees you paid for the cross country season will be applied to the full season membership. You will however, have to pay additional meet fees (for the indoor and outdoor track season), and you will have to pay for the Athletics Ontario (AO) registration fee for the new calendar year as AO operates on a January to December registration year.

What if my athlete joins mid-way through the season, are the fees adjusted?

Our program fees are decreased by 30% after 17 weeks, and 60% after 30 weeks of the start of a full membership year. The meets fee will be adjusted to reflect the remaining meets. You will still be responsible for the full price of the Athletics Ontario registration fee.

How do the meet fees work?

Our athletes are entered in meets throughout the season. Generally speaking, a meet entry fee can cost between \$9 and \$25.

CTAC athletes are charged a meet fee when they register with CTAC to attend a race. The fees are put into a meet fees account designated for that particular athlete. Our coaches will notify all athletes (or their families for our younger members) to confirm registration for a specific meet. Once the entry is submitted, the meet fee account is charged. Late cancellation or no-show for a meet will result in the athlete still having to pay the meet fee. Any unused fees will be refunded at the end of the season or credited to the upcoming season's fees, or donated to the club.

What is the Power of Attorney (POA) form?

By signing the Power of Attorney form, you give permission to the CTAC Registrar or your coach to sign entry waivers on your behalf. This eliminates the need to have a meet entry filled out and submitted by each individual athlete.

What is the Athlete PIPEDA Waiver?

We have our athletes sign off on this form so we have permission to use their image (picture) on our website, in promotional material for the club, or media coverage of the club. For instance, we have held events where the media have taken pictures of our members for their publication; this form allows CTAC to tell the media outlet that they have permission to use a particular athlete's image.

Please note that this is optional; if you do not agree to do this do not check the "agree" box at the bottom of the waiver. This way, we will know that we cannot use you or your child's image.

Why do new members signing up in September of each year have to pay two Athletics Ontario Registration fees, one for the fall XC season, and another for the indoor and outdoor track season?

CTAC operates on a September 1 – August 31 season, our governing body Athletics Ontario (AO) works on a January 1 – December 31 season. Therefore new members have to purchase an AO cross-country membership to participate in the fall XC season. They must also buy a full AO membership for the subsequent year to cover the indoor and outdoor track seasons as well (this full AO membership will also cover their XC season when they return to the club for the next season).

CTAC COACHES



Dave Christiani – CTAC Head Coach

After completing his university education with B.A. and B.Ed. degrees, Dave taught in the secondary school system and coached high school athletes for 32+ years. He is an NCCP certified Level 4 middle distance coach. Retired from teaching, Dave coaches full time at the Toronto Olympic Club. He has been coaching with TOC for 17 years designing, advising and implementing programs for TOC junior and senior athletes. Dave has been a national team coach on 9 occasions, including Canada's head coach at the 2008 and 2009 World Cross Country Championships in Edinburgh, Scotland and Amman Jordan. Most recently he was the distance coach for Team Canada at the 2011 Pan American Junior Track & Field Championships. He was also head coach (athletics) for Team Ontario, at the 2009 Canada Summer Games in Charlottetown, PEI.

Amanda Lampard – Coach Highschool Group



Amanda is a National Coaching Certification Program (NCCP) Sport Coach with Athletics Canada. She has taught in the private school system before giving up her career to focus on raising her three children. She is an accredited British Gymnastics Coach for Women's Artistic Gymnastics and has coached at a private school in London, England. Amanda has been a competitive athlete her entire life having run marathons and half marathons and currently enjoys competing at the regional level in cross fit competitions.

Aside from her coaching expertise, Amanda brings energy, a strong willingness to learn, and a female perspective to our coaching staff. She shares the responsibilities of monitoring and coaching the High School Group along with Dave and has been coaching with CTAC for 7 years.

In addition to her NCCP Sport Coach Certification, Amanda is pending her Club Coach Qualification with Athletics Canada.

Sue Pribaz, Development Lead Coach



With her first 10 km at 8 years of age, Sue has not stopped, whether it is a run with one of her kids or running one of her yearly marathons. As a runner for over 40 years, she is still running and competing with her family or individually in races from the 5 km to the marathon. Sue was the inaugural winner of the Toronto Scotiabank marathon and still is competing at this distance.

A physical education/guidance counsellor with the TCDSB, Sue has coached cross country and track for over 25 years at the high school level. She has a phys. Ed degree and masters in sport psychology. And when time permitted, she also coached at her children's elementary school.

Sue has been a CTAC parent for a number of years, while also filling in gaps when needed for the coaches. She has also represented the club in the Masters division.

Rosalind (Roz) Morton - Development Coach



Roz has been an avid runner for over thirty years, both as a competitive athlete and as a recreational runner. Roz competed in track and field in high school and medaled in both the 1500m & 3000m distances at OFSAA, as well as medaled in Cross Country (OFSAA) along with a 6th place finish at Junior Nationals.

As an adult, she enjoys road racing in distances from the 5 km to the marathon. Roz recently placed 3rd Master in the 5 km Canadian Road Championship and was a second place overall finisher in the Hamilton Marathon last year breaking the 3-hour barrier.

Roz has been a school teacher for 20 years with 7 years experience as a Physical Education teacher. She presently teaches at Blake Street Public School with TDSB and coaches both the Cross-Country and Track & Field teams.

Katherine Lampard - Intro Lead Coach



Katherine has recently completed her Masters in Teaching degree at the University of Toronto, OISE. Katherine also has experience coaching the Havergal College Cross Country and Track teams, where she coached the senior girls 4x400m team to an OFSAA final in 2019.

Katherine brings 10 years of training and racing experience to the CTAC coaching team, as she competed at the university level for 5 years, achieving Cross Country All-Canadian and OUA All-Star team titles throughout her time at both Western and U of T.

Katherine hopes to bring insight and knowledge to a team of young and driven athletes, so they can reach their goals and have fun while training and racing with CTAC.

Communicating with the Coach

Approaching Your Athletes Coach with Concerns

There may be times when you disagree with the coach or feel that something else should be tried or recommended. It is crucial to approach the coach directly with your concerns. Never discuss this with the runner. Avoid discussing this with other parents. Any disagreements should be dealt with, first, by direct dialogue with the coach in question. Often this will resolve whatever concerns may be present, or may answer the questions you have. It also provides the coach with an opportunity to respond to any concerns or allegations that refer directly to him or her. Discussing concerns with others without first allowing the coach to respond is unfair to the coach and sets up distrust between coaches, parents, and athletes. This same behaviour is expected of CTAC coaches; they are to approach you directly with any concerns or questions they may have pertaining to you, rather than discuss them with the runners or other parents. You, too, have the right to respond individually. If you continue to have concerns after speaking with the coach, the course of action is first to approach the CTAC Head Coach or the CTAC Club President to discuss the issue further. You may also request a meeting with the President of CTAC or any member of the Club Executive if you have a concern that you feel is not being addressed by the Club.

Keys to a Successful Relationship with a Coach

- Keep in mind that you both have similar goals for your child
- Discuss your goals for your child with his/her coach
- Talk to your coach first when a concern arises
- Don't spread your anger to other parents
- Try to remain objective
- Deflect other parents' concerns
- Develop a friendly relationship with the coach
- Let your child's coach know that you appreciate his or her efforts
- Remain positive

Getting Involved

Become an Active Parent Volunteer

When you register your athlete with CTAC you are making a commitment of not only your finances but also your time. Parents are critical to the operation of CTAC as we are a non-profit corporation with a volunteer Board of Directors. Assistance can include anything from involvement in our Club executive, sitting on special committees, assistance with meet organization, or just helping out at practice upon the coach's request.

We would genuinely appreciate any help you can provide the Club. Please get involved. Many hands make light work!

CTAC Meets and Events

CTAC has hosted meets in the past and fundraising events to help raise money for the Club. Membership fees cover a portion of CTAC's operating budget, hosting meets, and fundraising events raise the remainder. We depend heavily on income from these events to balance our budget.

Parental support is critical to hosting events. Whether it is heading up a committee to organize a cross country meet, running a concession, or helping with timing at a track event, we need all hands on deck. See our Event Calendar on the website for the dates of our hosted events.

How can CTAC parents help their young athletes?

Be prompt for practice and meets

Please arrive 15 minutes prior to the designated start time of the practice or warm-up for a meet. This allows your athlete to get ready and to hear any announcements prior to the beginning of practice or the warm-up.

Let running be your runner's activity, let parenting be yours

Parents should try to make every effort to allow their child's running to be the child's activity. The parenting role should be to teach children humility in victory, dignity in defeat, and strength in character. As well, the parent should provide encouragement through disappointment. Parents also provide transportation to practice and meets, ensure the athlete gets plenty of rest, provide healthy and well-balanced meals, and provide the equipment needed to train and compete.

Talking with your child after a poor performance

Sometimes it is hard to know what to say to your child after a disappointing performance. When children know they did not race well, they don't want to hear, "You ran great!" When they have had a poor race they don't want to be told, "It's really not important." In that moment, it is important to them, and they should be permitted the dignity of their disappointment. Although parents mean well, remarks like these sound superficial and lack sincerity. Children can detect phony comments, and they resent them. When parents are insincere or provide false praise, children learn to place less value on their words and later may be unable to get satisfaction from deserved recognition. Sometimes, it helps to state the fact simply, "That was a tough race." Or, you could let your runner know that you understand how they are feeling with, "I can see you're frustrated with how you raced."

Often, you just need to give your child some space to deal with their unhappiness. They will mostly take their cues from you, especially if you help them refocus on the next race and put the disappointing one behind. In short, praise generously and criticize sparingly, but do so with sincerity rather than through false words of praise.

CTAC Code of Conduct

CTAC's goal is to provide our athletes with an environment that will enable them to achieve their competitive potential. To achieve this goal, parents, athletes, and coaches are expected to follow general rules and principles while at practice, meets, and while traveling. Our Code of Conduct applies to all Members of CTAC, including athletes, families, coaches, and volunteers. This policy applies to conduct at any CTAC activity, program and event in any way related to CTAC and/or its members. This code of conduct outlines first, the conduct for anyone associated with CTAC. It then breaks down the individual responsibilities of the athletes and coaches, and, finally, provides a more specific code of conduct associated with travel to meets away from home.

All CTAC Coaches, Athletes, Parents and Volunteers are expected to:

- Behave in a manner that is respectful and courteous to others
- Refrain from the use of demeaning or belittling language
- Refrain from the use of abusive or confrontational approaches to athletes, coaches, meet officials, and parents
- Work in a spirit of cooperation
- Act in a manner that will bring commendation to CTAC
- Bring any concerns to your coach's attention, or if needed, a member of the Board to facilitate resolution

All CTAC Athletes are expected to:

- Comply at all times with the bylaws, policies, rules, and regulations of the IAAF, Athletics Canada, and Athletics Ontario.
- Participate in a spirit of fair play and honesty.
- Abide by the laws of the jurisdiction of the province or country in which the event is taking place.
- Act in a manner that will bring credit to CTAC and the individual.
- Arrive at practices and meets at times designated by their respective coaches.
- Know their training schedules.
- Arrive with all equipment present and in good working order.
- Know their best times for their events.
- Be attentive to their coaches and to follow coaching directives and suggestions.
- Display a positive and consistent work ethic.
- Display a positive and respectful attitude and behavior toward other athletes, parents, coaches, and officials.
- Participate in fundraising activities.

All CTAC Coaches are expected to:

- Ensure the safety of the athletes with whom they work.
- Remember that competition should be healthy and enjoyable for all.
- Serve as role models to athletes, both in terms of technique and strategy, and in terms of behavioural expectations in and out of competition.
- Ensure that the health, well-being, and development of the athletes take precedence over wins and losses.
- Provide a physically and emotionally safe environment for training and competition.
- Maintain a professional demeanour in their relationships with athletes, officials, colleagues, and parents.
- Follow safe training and conditioning techniques.
- Demonstrate an understanding of the growth and developmental stages of their athletes.

- Encourage success for the athletes in and out of competition, including encouraging continued commitment to academic achievement.
- Ensure athletes uphold the rules of Athletics authorities and the spirit of such regulations.
- Communicate and cooperate with the athlete's parents or legal guardians, involving them in management decisions about their child's development.
- Educate athletes about nutrition, safe and healthy weight loss or gain, and healthy eating behaviours.
- Encourage the independence and self-determination of developing athletes to accept responsibility for their own decisions, conduct, and performance.
- Regularly seek ways of increasing professional development.
- Obtain a Police Check in compliance with ATHLETICS ONTARIO rules.

CTAC TRAVEL CODE OF CONDUCT

Athletes, coaches, chaperones, and parents traveling with the Central Toronto Athletic Club represent themselves, CTAC, the sport of athletics, and their community when traveling to meets/events. The Central Toronto Athletic Club wants to project an image that makes us proud of our sport and our athletes. Therefore, all individuals representing or traveling on behalf of CTAC will abide by the following Code of Conduct.

This Code is in effect from the point of departure until returning home. All members have agreed to abide by the Code of Conduct upon registration with CTAC. Infractions of the Code of Conduct may result in that athlete's family having to assume the full cost of the trip, plus return fare if the athlete is sent home early in consultation with the parent.

Athletes may not drink or carry alcoholic beverages or use drugs other than those prescribed by a physician. Such drugs must be reported to the coaching and/or chaperoning staff before departure and on trip permission forms. However, the proper administration of medications will be the athlete's responsibility.

No athlete is permitted to smoke or chew tobacco at any time. Appropriate behaviour is mandatory on team trips. When the coaches and chaperones, or accompanying staff, deem behaviour unacceptable, the athlete will be scratched from the competition and sent home at his/her own expense in consultation with the parent. In extreme cases, outright dismissal from the Club will result. Examples of inappropriate behaviour include failure to comply with the stated rules and/or curfews as set out by the coaches and chaperones, and any behaviour in violation of the Criminal Code of Canada. Responsible, orderly, and reasonably quiet behaviour is expected of athletes at all times, including while traveling on rented or public transportation, when at the meet venue or at their event, and when in restaurants and all other public areas.

As a matter of team pride and courtesy to the event host, athletes are expected to leave the CTAC team area neat and clean at the conclusion of each session, as well as during their stay and upon leaving a hotel. Hotel etiquette of the highest calibre is mandatory.

Athletes are expected to remain with the team at all times during the trip. To protect the propriety of the athletes and to protect our staff, there will be no male athletes in female athlete's rooms alone and

no female athletes in male athlete's rooms alone. Athletes from other teams are not allowed in our athletes' hotel rooms.

All team members are expected to respect each individual's needs for rest/study times, which will vary from trip to trip. Curfews, as determined by the staff, are set to ensure proper rest for the athletes. These must be adhered to at all times. Failure to comply may result in the athlete being scratched from competition or, in more severe cases, sent home at his/her expense in consultation with the parent. Conditions will not always be ideal, but unreasonable behaviour will not be tolerated. Athletes should consider that it is their responsibility to report other athlete's behaviour that does not adhere to the Code of Conduct to coaches or chaperones.

All of the above conditions also apply to the last night of the trip. There may be occasions when the entire team will enjoy an outing, a movie or dinner on the last night. Return to the hotel must be orderly and quiet. All rules/curfews set out by the coaches, and chaperones will be followed.

CTAC recognizes that a curfew is subject to change but suggests that it be no later than midnight on the last night of a trip or 10 pm throughout the competition.

For athletes of legal drinking age, CTAC recognizes that the conditions described above may infringe on some of your legal rights and limit the freedom you usually enjoy. However, for the sake of unity within the team, your cooperation is required and expected.

On occasion, members of CTAC will travel to competitions outside of the GTA using private bus transportation. When the number of athletes is limited and does not warrant a bus, CTAC may choose alternate means of transport. This may include a multi-passenger van driven by one of the coaches or chaperones, or a personal vehicle driven by designated parents or athletes. The Code of Conduct applies to all forms of transportation. CTAC reserves the right to assign who travels on the bus when it is the chosen method of transportation. In addition, if a parent does not want their athlete to be in a designated parent's car at any point throughout the trip, it is their responsibility to communicate this to the Club ahead of the trip. When traveling by a van, athletes must wear seat belts and remain seated at all times.

Athletes are expected to travel and stay with their teammates on TEAM TRAVEL designated trips. The Head Coach or his designee must approve any exceptions to this policy prior to the trip.

Infractions will be dealt with on an individual basis, and action may be taken immediately or after return to Toronto. The penalties may include immediate return home at the athlete's expense, in consultation with the parent, or, for CTAC-supported travel, a reimbursement to CTAC by the athlete for any damages or penalties incurred while traveling.

It is also the athlete and parent or guardian's responsibility to ensure that the participant is aware of the entire Code of Conduct. CTAC assumes that each participant in its program is aware of all rules and guidelines when the member has signed their registration forms at the beginning of the year and any permission form for team travel. CTAC's Coach or Chaperone will review the Code of Conduct with the athletes at the beginning of the trip to ensure that all the participants of the trip fully understand it.

CTAC Travel Policy

For safety and team cohesiveness, CTAC expects that all athletes will travel as a group when invited to training camps or when they qualify for competitions. If you choose to book your athlete's flight using points, the athlete must be booked on the same flight and have a seat reserved (purchased). Your intention to do this must be confirmed by the stated deadline. All deadlines must be respected, and parents of athletes booked on points must assume responsibility if their athlete's flight is delayed or cancelled. To assist the coaches during air travel, parents must provide CTAC with a copy of the flight confirmation, including seat number.

If there are extenuating circumstances that prevent an athlete from travelling with the team, these will be considered on an individual basis.

CTAC Discipline Policy

CTAC will attempt to give fair, constructive and progressive discipline for any violations of our Club's Code of Conduct.

Disciplinary action is within the jurisdiction of the Club and guided by the expectations written in our Club's Code of Conduct. This may extend to out-of-program behaviour that would have a negative effect on the team and CTAC. Disciplinary measures will take into account:

- the nature and severity of the offence;
- whether the infraction is the member's first offence or a repeat offence;
- the harm caused;
- the members acknowledgement of responsibility;
- the member's extent of remorse;
- the age and needs of the athlete or member.

The Board of Directors will be informed prior to a member suspension. The President will be made aware of all written warnings, probations and suspensions.

Roles and Responsibilities for Discipline

The following guideline will be implemented by staff under the direction of the Head Coach, who is responsible for the discipline of all athletes at CTAC.

Expulsion of a member/athlete will involve consultation of the athlete's coach, team manager, and chaperone in a report by the Head Coach to the Club President.

In the case of expulsion, an appeal may be submitted in writing within two weeks. The decision will then be reviewed by a Disciplinary Committee of the Head Coach (if s\he is not directly involved in the original case), President and 3 Board Members.

If a violation of the Code of Conduct is suspected or is reported to a coach/chaperone; in that case, the coach/chaperone will investigate the evidence and will discuss the situation at once with the athlete. The coach/chaperone may ask for additional information from the athlete. The coach/chaperone should also discuss the situation with the Head Coach and Team Manager, and may also consult another colleague within the Club.

If the coach/chaperone is satisfied that no violation has been committed, he/she will communicate to the athlete, and member parents (up to the age of 16), and no further action will be taken.

If the athlete admits a violation or there is credible evidence of one, appropriate action will be determined by the Head Coach. The Head coach or athlete's coach will inform the athlete's parents (up to the age of 16) of the athlete's consequences. No two cases of violations can be identical, and the age and needs of the athlete will vary from case to case. Therefore, the Head Coach will determine the course of action to be taken in each case so that a fair and constructive solution is reached. The athlete may choose to present evidence in his/her defence.

The privacy of athletes and members involved will be respected. Please write to the Head Coach and Club President if you suspect this is not the case.

An athlete may be asked to do one or more of the following to ensure that he/she understands the infraction, learns from the mistake, and recognizes the importance of conduct within the expectations of CTAC's program:

- meet with his/her parents and coach(es);
- write a letter; outlining the offence and the steps that the athlete will take to avoid further problems of this nature;
- be put on probation, suspended or expelled from the club.

The above list is not exhaustive; it is a sample of the types of consequences that may result from a violation of the Code of Conduct.

A Guideline for Coaches at CTAC

Discipline will be applied in a fair, constructive and progressive manner using our Code of Conduct as the document to determine transgressions.

Actions to be followed by CTAC coaches:

- 1) Oral warning
- 2) Written warning (notice must be sent to parents under the age of 16). Consultation must occur between CTAC coach and Head Coach and a draft must be approved by the Head Coach.
- 3) Final written warning

A general rule: 3 warnings and the member/athlete must be suspended and/or disciplinary probation follows.

- 4) Termination of membership

The nature of the offense and the particular circumstances determine whether or not all or any of the steps in the above sequence are followed. Disciplinary steps may be omitted or repeated, as the club determines appropriate.

In cases of suspected bullying or criminal conduct, the club reserves the right to immediately suspend or expel an athlete or member, and if necessary to contact appropriate authorities.

The purpose of disciplinary measures short of expulsion is corrective, to encourage members or athletes to improve their conduct or performance so that they may continue their membership in the Club.

The following two corrective disciplinary measures will not apply to any offense that the club determines to warrant immediate expulsion or in other circumstances when the club determines that corrective measures would be ineffectual or otherwise inappropriate.

Documented Oral Warnings

The warning given and the behaviour is documented in writing and the record is placed in the members file. The coach will retain a copy for the current season. This is an interaction between the coach and athlete.

Written Warnings

A written warning is an interaction between the athlete, coach, and parents. If a member is issued a written warning, the Head Coach will meet with the member and the athlete's parents (up to the age of 16) to discuss the disciplinary action, and the member/ athlete will be asked to sign the warning. The member's signature is only an acknowledgement that the member has been informed of the warning; it does not indicate agreement with the warning. All written warnings are retained in the member's file.

Disciplinary Probation

A member/athlete may be placed on disciplinary probation for unsatisfactory behaviour. A member/athlete placed on disciplinary probation will be given a written notice of probation, which generally provides an explanation of the reason for the action, the length of the probationary period and a recommended plan of corrective action to be successfully completed during the period. A copy of the notice is retained in the member's file.

At the conclusion of the probationary period, and from time to time during the period as appropriate, the coach and/or the Head Coach will meet with the member/athlete to review his or her progress. A member/athlete on disciplinary probation who does not show satisfactory improvement is subject to further disciplinary action at any time, up to and including expulsion from the club.

Disciplinary Suspension

A member/athlete may be placed on disciplinary probation for unsatisfactory behaviour. A member/athlete placed on disciplinary probation will be given a written notice of probation, which generally explains the reason for the action, the length of the probationary period, and a recommended plan of corrective action to be successfully completed during the period. A copy of the notice is retained in the member's file.

At the conclusion of the probationary period, and from time to time during the period as appropriate, the coach and/or the Head Coach will meet with the member/athlete to review his or her progress. A member/athlete on disciplinary probation who does not show satisfactory improvement is subject to further disciplinary action, including expulsion from the Club.

Appeal Procedures

A member may appeal the decision of the Board. It is the team member's responsibility and/or their

*Advocate to submit in writing the grounds for their appeal within two weeks.

Before an appeal is heard, a vetting process will be established first to determine if the grounds for the appeal are valid or not. This part of the process does not consider the merits of the argument for changing the penalty, only whether the arguments should be heard. The grounds for appeals are:

- Committee/organization determining penalty did not have authority to do so;
- Discipline process not followed as published;
- New information to be presented in appeal;
- Should this information have been available at the first discipline hearing, if so, the appeal need not be heard;
- Would this information have made a significant difference, if not, the appeal need not be heard;
- Bias or reasonable apprehension of bias with respect to discipline committee;
- Discipline committee based their decision on irrelevant factors;
- Decision is patently ridiculous (e.g., a punishment far exceeds the infraction).

*The role of the Advocate is to tell the member about his/her rights, to provide support and, if requested, to speak on behalf of the member.

A member may appeal the decision of the Board. It is the responsibility of the team member and/or their *Advocate to submit in writing the grounds for their appeal within two weeks.

Before an appeal will be heard, a vetting process will be established to first determine if the grounds for the appeal are valid or not. This part of the process does not consider the merits of the argument for changing the penalty, only whether the arguments should be heard. The grounds for appeals are:

- committee/organization determining penalty did not have authority to do so;
- discipline process not followed as published;
- new information to be presented in appeal;
- should this information have been available at the first discipline hearing, if so, the appeal need not be heard;
- would this information have made a significant difference, if not, the appeal need not be heard;
- bias or reasonable apprehension of bias with respect to discipline committee;
- discipline committee based decision on irrelevant factors;
- decision is patently ridiculous (e.g. punishment far exceeds the infraction).

**The role of the Advocate is to tell the member about his/her rights, to provide support and, if requested, to speak on behalf of the member.*

Important Resources

Governing Organizations



International Association of Athletic Federations (IAAF)
www.IAAF.org
Official site for the international governing body of athletics



Athletics Canada
www.athletics.ca
Official site for the national governing body of athletics in Canada



Athletics Ontario
www.athleticsontario.ca
Official site for the provincial governing body of athletics



Ontario Masters Athletics
<http://www.ontariomasters.ca/>
Official site for the provincial governing body for Masters Athletics



Canadian Masters Athletics Association
www.canadianmasters.ca
Official site for the national governing body for Masters Athletics in Canada



Ontario Federation of School Athletic Associations
<http://www.ofsaa.on.ca/>
Official site of the provincial high school sports governing body



Ontario Minor Track Association
www.minortrack.ca
Representing the interests of athletes under 14 years of age

Training Resources



Coaches Association of Canada

www.coach.ca

For information about the skills, knowledge, and attitudes needed to ensure effective coaching leadership for Canadian athletes

Results Links



A major road race results website

www.sportstats.ca

Track DataBase

For high school results reporting

<http://www.trackdatabase.com/>

Parent Resources



Canadian Sport for Life (CS4L) is a movement to improve the quality of sport and physical activity in Canada through improved athlete training and better integration between all stakeholders in the sport system, including sport organizations, education, recreation and health. A key feature of CS4L is Long-Term Athlete Development (LTAD), a developmental pathway whereby athletes follow optimal training, competition, and recovery regimens from childhood through all phases of adulthood.

<http://www.canadiansportforlife.ca>