



# **Comox Valley Cougars Track & Field** **Club Handbook**

Updated 2024 -01-05

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Welcome to the Comox Valley Cougars Track & Field Club!

We are a 100% volunteer run organization, which serves athletes from developmental through elite by providing coaching, facility & equipment, and competition opportunities year-round.

We are proud to be part of Athletics Canada and BC Athletics and to participate in the Vancouver Island Athletics Association, a group of island clubs working together to make track & field happen on the island.

The mission of our club is to help all interested kids & adults develop an understanding of the skills and techniques of track & field so as to enable them to enjoy a lifetime involvement with the sport.

We are also motivated to train and work with athletes who display exceptional talents to reach and extend their competitive goals. Above all, we wish to promote the notion of friendly competition.

The club has assisted hundreds of athletes over the years in achieving provincial, national, & international competition levels. Many athletes have obtained educational scholarships at Canadian and US universities & colleges as a result of the training the Cougars provide.

This handbook includes information for athletes, parents, club coaches, officials and associates. Please read through it and reach out to the club if you have any questions.

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# Club Programs & Memberships

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The Comox Valley Cougars Track & Field Club offers programs for athletes ages 9+. All programs include training with our accomplished volunteer coaches, entry into our club's two home meets, reduced meet entry fees for the VIAA Island Series meets, Team BC and Zone 6 team fees for athletes selected to these teams, and credits for entry fees paid for BC provincial and Canadian national championships for athletes that compete under the Comox Valley Cougars track & field club, and not as part of a zone or provincial team.

All athletes registered in one of our club's programs must hold a valid BC Athletics full competitive membership, which can be purchased through our [online registration portal](#) when registering for the club program. The BC Athletics membership fees and club fees must be paid in full before the athlete can attend any sessions with club coaches, or use club equipment.

All families joining the Comox Valley Cougars Track & Field Club must sign the volunteer consent form, which will be available during the online registration process. Please see below for more information on volunteer requirements.

## **Volunteers**

The Comox Valley Cougars Track & Field Club is 100% volunteer run. In addition to being part of BC Athletics and Athletics Canada, our club is part of the Vancouver Island Athletics Association (VIAA). The VIAA is a group of Vancouver island track & field clubs working together to make track & field happen on the island.

We depend on the families of our members to volunteer at our island meets to ensure a successful meet for everyone involved.

Athletes that are competitive members of a VIAA club receive discounted meet entry fees to each of the Island Series meets because all clubs provide family volunteers at each meet.

By joining the Comox Valley Cougars Track & Field Club parents/guardians of athletes under the age of majority, and members over the age of majority agree to meet the following volunteer requirements:

- Volunteer a minimum of 2 hours per day at each away VIAA Island Series meet the athlete attends
- Volunteer a minimum of 4 hours per day at each of our club's home meets (Ice Breaker - April and Solstice - June)

Without the help of families our clubs would not be able to host these meets. If an event at a meet does not have enough volunteers that event may be cancelled. There will be no refunds or credits for canceled events due to lack of volunteers. Competition numbers may be withheld if volunteer requirements have not been met.

There will be no refunds or credits for missed events if an athlete number is delayed or not released due to volunteer requirements not being met.

By joining the Comox Valley Cougars track & field club you are agreeing to meet the above requirements and understand that failure to meet these requirements may result in an athlete, yourself or others, not being permitted to compete, and/or event delays and cancellations.

### **Athlete Programs/Memberships**

**Junior Development Program:** Cost: \$300 club fee + BC Athletics full competitive membership fee

Open to athletes ages 9-13 years old as of December 31st of the competition season.

Regular training begins in early to mid March (depending on weather) and runs to the end of June. Additional training is available in July for athletes attending the BC Athletics Junior Development Provincial Championships.

Training days and times will be posted to our club's TeamSnap account. An invitation will be sent to members after they have completed the online registration process.

Membership fee includes:

- Meet entry fees for our home meets - Ice Breaker (April) & Solstice/Island JD Championships (June)
- Reduced meet entry fees for the VIAA Island Series meets (athletes are responsible to pay the meet entry fees at time of registration)
- A credit\* for meet entry fees paid for the JD Provincial Pentathlon Championships
- A credit\* for meet entry fees paid for the JD Provincial Track & Field Championships

*\*To receive the credit towards the next year's club fees athletes must:*

- *Email a copy of the meet registration receipt to the club registrar, [registercvcougars@gmail.com](mailto:registercvcougars@gmail.com) by the posted deadline (must include the meet name, athlete name, events registered, amount paid, and invoice/receipt number)*
- *Compete at the meet under the Comox Valley Cougars Track & Field Club*

*If you will not be returning for the next season, please contact the club registrar [registercvcougars@gmail.com](mailto:registercvcougars@gmail.com) to discuss options for your credit.*

BC Athletics U10, U12, or U14 full competitive membership is required to register for the Comox Valley Cougars Junior Development Program.

**Athlete Development Program:** Cost \$350 club fee + BC Athletics full competitive membership fee

Open to athletes ages 14+ years old as of December 31st of the competition season.

Regular training for **New** members begins in early March and runs through June. Additional training is available in July and August for athletes attending the BC provincial championship, summer games, or nationals.

Fall and winter training is also available for athletes wishing to continue training through the off season. If you are interested in fall/winter training please discuss this with your event specific coach.

If you are a returning member training with an event specific coach, please contact your coach for questions about your training plan.

Training days and times will be posted to our club's TeamSnap account.

Membership fee includes:

- Meet entry fees for our home meet - IceBreaker (April) (U16, U18, U20, Senior) & Solstice/Island JD Championships (June) (U16, U18, U20, Senior)
- Reduced meet entry fees for the VIAA Island Series meets (U16, U18, U20, Senior) (athletes are responsible to pay the meet entry fees at time of registration)
- A credit\* for meet entry fees paid for the BC Athletics Provincial Championship Jamboree (U16, U18, U20, Senior)

*\*To receive the credit towards the next year's club fees athletes must:*

- *Email a copy of the meet registration receipt to the club registrar, [registercvcougars@gmail.com](mailto:registercvcougars@gmail.com) by the posted deadline (must include the meet name, athlete name, events registered, amount paid, and invoice/receipt number)*
- *Compete at the meet under the Comox Valley Cougars Track & Field Club*
- *If you will not be returning for the next season, please contact the club registrar [registercvcougars@gmail.com](mailto:registercvcougars@gmail.com) to discuss options for your credit.*
- Zone 6 team fees for athletes selected to the BC Athletics Zone 6 team for BC Summer Games (U16)
- BC Athletics & Legion team fees for athletes that have been selected to Team BC for the Legion Youth National Track & Field Championships (U16 - 15 yr old, U18)
- Reimbursement\* for the equivalent of the BC Athletics & Legion team fees for athletes that have met the meet entry standard for the Legion Youth National Track & Field Championships which were not selected to Team BC (U16, U18)

*\*To receive the reimbursement for the equivalent of the BCA & Legion team fees athletes must:*

- *Make the qualifying meet entry standard for their event and age group*
- *Email a copy of the meet registration receipt to the club registrar, [registercvcougars@gmail.com](mailto:registercvcougars@gmail.com) by the posted deadline (must include the meet name, athlete name, events registered, amount paid, and invoice/receipt number)*
- *Compete at the meet under the Comox Valley Cougars Track & Field Club*
- BC Athletics team fees for athletes selected to Team BC for the Bell Canada National Championships
- Reimbursement\* for the equivalent of the BC Athletics team fees for athletes that have met the meet entry standard for the Bell Canada National Championships which were not selected to Team BC (U20, Senior)

*\*To receive the reimbursement for the equivalent of the BCA team fees athletes must:*

- *Make the qualifying meet entry standard for their event and age group*
- *Email a copy of the meet registration receipt to the club registrar, [registercvcougars@gmail.com](mailto:registercvcougars@gmail.com) by the posted deadline (must include the meet name, athlete name, events registered, amount paid, and invoice/receipt number)*
- *Compete at the meet under the Comox Valley Cougars Track & Field Club*

BC Athletics U16, U18, U20, Senior or Senior/Master full competitive membership is required to register for the Comox Valley Cougars Athlete Development Program.

**Masters Program:** Cost \$350 club fee + BC Athletics full competitive membership fee

Open to athletes ages 35+ years old as of December 31st of the competition season.

Regular training for **New** members begins in early March and runs through June. Additional training is available in July and August for athletes attending the BC provincial championship, summer games, or nationals.

Fall and winter training is also available for athletes wishing to continue strength training through the off season. If you are interested in fall/winter training please discuss this with your event specific coach.

If you are a returning member training with an event specific coach, please contact your coach for questions about your training plan.

Training days and times will be posted to our club's TeamSnap account.

Membership fee includes:

- Meet entry fees for our home meet - IceBreaker (April)
- Meet entry fees for our home meet - Solstice/Island JD Championships (June)
- Reduced meet entry fees for the VIAA Island Series meets (athletes are responsible to pay the meet entry fees at time of registration)
- A credit\* for meet entry fees paid for the BC Athletics Masters Provincial Championship

*\*To receive the credit towards the next year's club fees athletes must:*

- *Email a copy of the meet registration receipt to the club registrar, [registercvcougars@gmail.com](mailto:registercvcougars@gmail.com) by the posted deadline (must include the meet name, athlete name, events registered, amount paid, and invoice/receipt number)*
  - *Compete at the meet under the Comox Valley Cougars Track & Field Club*
  - A credit\* for meet entry fees paid for the Canadian Masters National Championship
- \*To receive the credit towards the next year's club fees athletes must:*
- *Email a copy of the meet registration receipt to the club registrar, [registercvcougars@gmail.com](mailto:registercvcougars@gmail.com) by the posted deadline (must include the meet name, athlete name, events registered, amount paid, and invoice/receipt number)*
  - *Compete at the meet under the Comox Valley Cougars Track & Field Club*

BC Athletics Masters or Senior/Masters full competitive memberships is required to register for the Comox Valley Cougars Masters Program.



**Note for Masters** - Athletes ages 35+ have the choice to join the masters program or the athlete development program.

The masters development program is open to athletes ages 35+ only (athletes under the age of 35 must join the athlete development program).

Athletes in the Masters Development Program must hold a master or senior/master combined membership with BC Athletics to join this program.

The athlete development program is open to all athletes ages 14+. Athletes 35 years and older must hold either a senior or senior/masters combined membership with BC Athletics to join this program.

Athletes that hold a combined senior/master membership with BCA will have the option to register for meets as either a senior or master.

*Note - you must register for the entire meet as either a senior or master, you cannot register as a master for selected events and a senior for other selected events. If entering the meet as a senior, you will need to meet all requirements for the event (e.g. starting blocks for sprints, applicable hurdle height etc.)*

Please be aware that ages are calculated as of December 31st of the competition season for the BC Athletics membership and are calculated as of the first day of competition for meets.

For example, if you will be turning 35 on September 1, 2025, you will have the option to purchase a senior, master, or senior/master combined membership with BCA, however you will only be able to compete in the senior age category for any meet with a start date of August 31, 2025 or earlier. Please consider this when registering for your club program and BCA membership.

Athletes ages 35+ that are interested in being considered for BC Teams may hold either a senior only or the senior/master combined membership with BC Athletics, but must compete at the applicable selection meet(s) in the senior category and meet the required selection criteria that will be outlined by BC Athletics on their website.

# Comox Valley Cougars Track & Field Club Practice & Competition Information

Updated: 2025-01-05

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## Practices

TeamSnap will be used to communicate all practice information. The athlete email address used when registering online will be used for TeamSnap communication. An invite will be sent to that email address after you have completed your registration.

Track & field is an outdoor sport and the club trains rain or shine, except in absolutely terrible weather.

We will do our best to notify members of practice-cancellations as quickly as possible.

Cancellations will be updated in TeamSnap and notifications will be posted to our club website, [comoxcougars.org](http://comoxcougars.org).

There are no refunds or credits for cancelled practices.

The club offers three (3) general practice sessions per week that are open to all athletes in our junior development (JD), athlete development (U16+) and Masters (35+) programs.

These 90-minute sessions are divided into the following sections:

- Warm-up
- General conditioning set
- Technical 1 (specific event rotation)
- Technical 2 (specific event rotation)
- Cool-down

Specific training days will be confirmed in late winter/early spring and are based on the availability of our volunteer coaches.

The events offered at each session will differ depending on coach availability and weather.

Event specific training is available for members in our athlete development and masters programs. If you are interested in event specific training, please come to a general practice to discuss this further with the coaches.

Limited fall and winter training is available for members in our athlete development and masters programs. Please reach out to the coach linked with your event(s) of interest to find out more about fall and winter training.

## **Club Coaches**

**Antonie Scholtz** - shot put, discus, hammer, long jump, high jump, pole vault and hurdles

**Carlene Van Tongeren** - 800m - 3000m distance

**Graham Morfitt** - javelin and circle throws

**Lindsey Canary** - high jump, pole vault and long jump

## **Competitions**

There are many different competition opportunities available for members of the Comox Valley Cougars Track & Field club.

The VIAA Island Series is a total of six (6) meets, all of which are hosted on Vancouver island between April - June. The Island Series is open to athletes in the junior development, athlete development and masters programs. These meets are a lot of fun and a great way to introduce yourself to competition without the nerves of a championship meet.

- Ice Breaker - Comox (April) **Home Meet**
- Bob Dailey - Port Alberni (April)
- Dogwood - Victoria (May)
- Elwood Wylie - Nanaimo (May)
- Garriock - Duncan (June)

- Solstice/Island JD championships - Comox (June) **Home Meet**

Meet information can be found on the BC Athletics calendars/results page on their website, [bcathletics.org](http://bcathletics.org).

Meet registration for all Island Series meets is completed online by the athlete or athlete's family. Registration links and deadlines will be posted on our club's website, [comoxcougars.org](http://comoxcougars.org), and also emailed to our club members.

It is the responsibility of the athlete to ensure they are aware of registration deadlines. Late and same-day registrations are **not** accepted at any of the Island Series meets.

Meet entry fees must be paid online and in full at time of registration.

The junior development, athlete development, and masters program fees include the meet entry fees for our two home meets, Ice Breaker and Solstice/Island JD championships.

As a member of the Vancouver Island Athletics Association, Cougars club athletes receive a discount on the meet entry fees for the away Island Series meets.

All VIAA clubs are responsible to provide family volunteers to assist at each of the VIAA Island Series meets.

Volunteer sign-ups will be sent out with the meet registration information.

Events may be delayed or cancelled if there are not enough volunteers.

Competition numbers may be withheld if the volunteer requirements have not been met.

More information on volunteering can be found in the Club Programs section of this handbook.

There are also regional, provincial and national championships available to club athletes. These meets will either be open to all athletes in selected age categories, or will be open to athletes that reach a meet and/or team qualifying standard.

These are great meets to showcase all the hard work you have been putting in throughout the season and get the chance to compete against athletes from all over the province and country.

- BC Junior Development Pentathlon
  - Open to JD athletes
- BC Junior Development Championships
  - Open to JD athletes
- BC Provincial Championship Jamboree
  - Open to U16, U18, U20, Senior athletes
- BC Provincial Masters Championship
  - Open to Masters athletes
- BC Summer Games
  - Open to U16 athletes that have reached the qualifying standard and are selected to the Zone 6 team
- Legion Youth National Championships
  - Open to U16 and U18 athletes that have reached the meet entry standard
  - Open to U16(15YO) and U18 athletes that have reached the qualifying standard and are selected to the BC provincial team
- Bell Canadian National Championships
  - Open to U20 and Senior athletes
  - Open to U20 and Senior athletes that have reached the qualifying standard and are selected to the BC provincial team
- Canadian Masters National Championship
  - Open to Masters athletes

## Attending a competition

Here is everything you need to know about attending a competition

- Meet Registration
  - Make sure to register before the meet deadline, which will be posted on the registration portal and in the meet information package
  - Late or same day registrations will **not** be accepted
  - Most Island Series meet registrations will be done through Trackie.com. It is highly recommended to create your account ahead of time so it is ready to go when you want to register for an event
- Thoroughly read the meet/competition information package
  - A link to this document will be available on the registration website, BC Athletics website, and/or the host club's website
  - This document will include venue location and contact information
  - Registration information
  - Call room times (when athletes must be checked-in for their event)
    - Typically this can range from 15 minutes to 50 minutes depending on the meet and the event
- Review the schedule
  - Typically, a draft schedule exists until after registration has closed and a final schedule is posted. Always check the final schedule after registration has closed to confirm your event start times
  - Event start times may be moved up to 30 minutes early on the day of the event
- Sign-up for your volunteer spots
  - A volunteer sign-up will be sent out prior to the meet
  - Sign-up early to get the spots that work best for you
  - All Comox Valley Cougars members are required to volunteer a minimum of 2 hours each day at each of the Island Series meets they attend and a minimum of 4 hours at the Ice Breaker and Solstice meets
- Arrive at the venue at least 90 minutes prior to your first event start time

- For Island Series meets find the Cougars homebase and pick up your competition number and check-in for your volunteer spots
  - For regional, provincial or national championships athletes will pick up their competition numbers from the registration table, or as outlined in the meet information package for those meets
    - Athletes that are selected to a zone or provincial team will be provided with more information
  - Complete your full warm-up before you need to check-in for your event
    - Check with your coach before the meet if you have any questions about your warm-up routine for the competition
    - Make sure you complete your warm-up in your running shoes (not your spikes!)
  - Check-in for your event as outlined in the meet information package
- Make sure to bring the following items
    - Running shoes
    - Spike/Competition shoes
    - Competition clothes (e.g. competition singlet, compression shorts, athletic tape etc.)
    - Sunglasses
    - Hat
    - Water
    - Healthy lunch/snacks
    - Warm-up clothes
    - Change of clothes
    - Waterproof layers
      - Yes, we do get all four (4) seasons in one day at some of these meets
    - Blanket
- Event Check-in
    - Depending on the meet, event check-in may take place in a designated call room, or at the event start (e.g. long jump check-in may be in the call room or at the long jump pit). This will be noted in the meet information package.

- There will be designated check-in times for track and field events and this will be noted in the meet information package
  - For Island Series meets the check-in times typically range from 15 minutes to 45 minutes prior to the event start time
  - For regional, provincial and national championships, check-in times typically range from 30 minutes to 50 minutes prior to the event start time
  - Vertical jumps (high jump and pole vault) may have unique check-in times from other field events. This will be noted in the meet information package
- Depending on the meet, you may be required to remain in the call room, or check-in area once you have checked-in. Make sure to bring everything you need to the call room/check-in area and competition area
- Note, electronics are not permitted in the competition area
- Cool Down
  - After you have finished your event, make sure to complete your full cooldown
    - Reach out to your coach if you have an questions about your cooldown routine
- Awards
  - Some Island Series meets will offer awards to athletes that achieve certain placements
    - Awards may be available for pick up at the meet, or they may be delivered to the club at the following Island Series meet to be handed out by each individual club
  - Regional, provincial and national level meets may also choose to offer awards to athletes that achieve certain placements
    - Awards will typically be available for pick-up at the meet and will not be sent out after the meet has concluded
  - For all meets, please check the meet information package for more information on awards specific to that meet





## **BC ATHLETICS - SPECTATOR CODE OF CONDUCT**

BC Athletics is committed to ensuring that all athletes have the opportunity to participate in a safe and enjoyable environment that is encouraging to all, enabling athletes to achieve personal best performances, and promoting overall development of our sport. We have strong values of fair play, integrity, mutual respect, safety, graciousness, and sportsmanship. Spectators are expected to conduct themselves in a manner which supports the values of our organization, and encourages the development of all athletes on and off the competition area.

Do:

- Cheer for all athletes in a positive manner, modeling good sportsmanship, and fair play.
- Show respect to all individuals, treating everyone with courtesy, including but not limited to athletes, coaches, officials, volunteers, other spectators and parents.
- Present any protest or disagreements via the correct avenue and in a respectful manner.
- Acquaint yourself with the rules and correct appeals procedures for track and field competitions.

- Promote respect and appreciation for all coaches, officials and volunteers at any event or practice, and encourage others to do so.
- Thank officials after each event, and ensure your athlete does the same. A handshake goes a long way in the promotion of good sportsmanship.
- Model sportsmanship, respect and courtesy for all athletes and spectators.
- Have realistic expectations for performance outcomes.
- Encourage participation by athletes. Promote emotional and physical well-being.
- Volunteer your time at an event when help is required.

Do Not:

- Engage in profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive behavior.
- Demean or ridicule any athlete who has not met your expectation.
- Use physical force, or engage in verbal abuse, or violent acts of any kind.
- Partake in the unlicensed use of alcohol or the illegal use of drugs at an Athletics Event.
- Coach any athlete during an event, unless you are the personal or team coach for that athlete.
- Intrude into the competition area.

Thank you from the Athletes, Officials, Coaches, Parents and Other Spectators