

**PASADENA RUNNING ROSES
TRACK CLUB**



2014 MANUAL

**CITY OF PASADENA
HUMAN SERVICES AND
RECREATION DEPARTMENT**

Dear Parents, Guardians, and Athletes,

Welcome to the Pasadena Running Roses Track and Field Club! We look forward to your participation in another season of athletic and academic achievement for our youth. Our motto guides our goals in both endeavors: "Striding for Excellence".

The Pasadena Running Roses Track and Field Club have an exceptionally strong history of success and our athletic program ranks with the top Track and Field teams in the nation. As you read through this handbook, you will find some very specific information. It will explain many of the exciting activities, events, as well as policies and procedures that will be in place for the season.

It is our hope that this manual will answer many of the questions you may have now or that may develop as the season progresses. Keep it in a safe place and refer back to it often. If you have any questions or concerns that you do not feel are addressed in the manual, please bring them to our attention. You will have ample opportunity at one of the many meetings we will have together. There will always be time for questions and discussion at the monthly Parent Booster Club meetings during regular practices at the Muir High School track or at The Circle, every day after practice. Your informed participation is essential and will ensure a future full of challenge and rewards for all of the Roses athletes and the Club.

Again, we thank you for becoming a part of the Running Roses family.

*NyShawn Jenkins
Chairperson*

*George Profit
Head Coach*

The Advisory Board

RUNNING ROSES: A PROGRAM OF THE CITY OF PASADENA

The Pasadena Running Roses is a program developed through the City of Pasadena, Human Services, Recreation and Neighborhoods Department. Toi McCoy, the founder of this program, had a desire to provide a recreational outlet for the youth of Pasadena as an alternative to a life on the streets. With a group of five youths, and the determination to succeed, Toi, a community representative at the time, persuaded the City of Pasadena to help make this dream come true, and established this opportunity for youth to develop and enhance their talents. The program is funded primarily by the registration fees, our annual track meet, Parent Booster Club supported fundraisers, and individual donations. These funds help to pay for track meet entry fees, equipment and some travel expenses.

This program is administered within guidelines as set forth by the City of Pasadena by-laws, and governed by an Advisory Board made up of parents/guardians whose youth participate in the program.

RUNNING ROSES PARENT BOOSTER CLUB

Function:

This group, comprised of parents/guardians of Roses' athletes, and others interested in supporting the goals of PRR, functions independently of the City of Pasadena. The Parent Booster Club provides moral, financial, committee, and coaching support for the team. Each parent/guardian is automatically enrolled as a member of the Booster Club when his/her athlete registers as a member of PRR. The Booster Club elects from its membership several official positions on the Advisory Board. The Booster Club selects these officers based upon their ability to serve, work well within the group, and have demonstrated the ability to put the good of PRR over their own personal interests.

There will be several major fundraising activities and various specialty committees that are designed to make the Club a healthy and nurturing environment for all. Some of the activities that Booster Club committees will sponsor include:

- Athletes' Registration
- Fundraising events throughout the season
- Adults to help take attendance at practice and provide support at track meets
- Running Roses Annual Track and Field Meet on April 19th, 2013, May 17th and 18th, 2014
- Annual Awards Banquet in the Fall

This club cannot be successful without a great deal of help from the membership of the Parent Booster Club. We have found that we can be very successful when each parent/guardian donates at least 60 hours of their time to the Running Roses activities over the course of the season. **This time commitment includes the three days required from all Booster Club Members for the Pasadena Running Roses Annual Track Meet in April & May.** You will hear more of this event, and the many other opportunities you will have to provide support, as you read through this handbook, and as you participate in the activities of the Roses family.

Meetings:

The Parent Booster Club meets with the Chairperson and other Advisory Board members on a regular basis. This meeting is scheduled for the **second Wednesday** of **EVERY** month during the season at **6:00 PM SHARP. (Note dates are subject to change)**. Attendance at this meeting is **MANDATORY** for at least one adult representative for each family group of athletes. We will meet at the south side bleacher seats at the track, during regular practice. Sometimes it is cold out there, so bring a warm jacket or a blanket to sit on. **ATTENDANCE WILL BE TAKEN!**

In addition, there will be meetings of the various activity committees as needed to assure the smoothest operation possible of all Club functions.

**THE PASADENA RUNNING ROSES ADVISORY BOARD
OFFICIAL POSITIONS AND RESPONSIBILTIES**

<p>CHAIRPERSON (Appointed by City Director)</p> <p>NyShawn Jenkins</p>	<p>Facilitate monthly Advisory Board meetings Plan/disseminate Board agenda in a timely matter Maintain communication for all Board meetings Set and monitor deadlines for Board reports Handle complaints</p>
<p>REGISTRAR/SECRETARY (Elected 2 yr. term)</p> <p>Nicole Elliot-Murray</p>	<p>Organize and implement team registration from January through May (with Booster Club committee) Maintain accurate records according to USATF regulations Take Advisory Board meeting minutes Produce written minutes following Advisory Board Meeting</p>
<p>TRACK MEET COORDINATOR (Elected 2 yr. term)</p> <p>Reggie Young & Daryl Mulligan</p>	<p>Coordinate all Running Roses Track Meets (Developmental and Invitational) Chair "Meet" Booster Club committee</p>
<p>HEADCOACH (Appointed by City Director)</p> <p>George Profit</p>	<p>Coordinate training of athletes Facilitate weekly scheduled meeting with all Coaches Facilitate meet registration entry fees Post event assignments prior to each track meet</p>
<p>TRAVEL COORDINATOR (Elected 2 yr. term)</p> <p>Kimberly Williams</p>	<p>Chair Travel Committee Coordinate with the City Director the use monies (buses for transportation)</p>
<p>FINANCE COORDINATOR (Appointed by City Director)</p> <p>Reggie Young Shannon Chism</p>	<p>Team treasurer Chair Finance Committee Coordinate, with the City Director, the use of all three accounts (Booster Club, Park and Recreation, Travel account)</p>
<p>MEMBER AT LARGE</p> <p>Reggie Young Daryl Mulligan</p>	<p>Attend monthly Advisory Board meetings and special meetings as scheduled, both onsite (2-3 per year) and via teleconferencing, and reports on the progress of the project every other month Represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure</p>

**THE PASADENA RUNNING ROSES BOOSTER PARENT COMMITTEE
OFFICIAL POSITIONS AND RESPONSIBILTIES**

BOOSTER CLUB PRESIDENT (Elected 2 yr. term) Kaylee Devine	Liaison between Advisory Board and Parent Booster Club Facilitate PRR Club Newsletter Manage fitting and distribution of uniforms
FUNDRAISING COORDINATOR (Elected 2 yr. term) Krystal Williams	Establish and maintain master calendar Chairperson of fundraising committee Coordinate all fundraising activities
HIGH SCHOOL COORDINATOR (Elected 2 yr. term) Terry Jenkins	Coordinate high school athlete registration Chair high school participation Liaison between high school Coaches and Running Roses Club
WEBSITE COORDINATOR (Elected 2 yr. Term) Kree Cole-McLaughlin	Post Running Roses Club and Meet information and upload maps < http://www.pasadenarunningroses.com > Assist with Newsletter and post on website

**THE PASADENA RUNNING ROSES BOOSTER PARENT SUPPORT
OFFICIAL POSITIONS AND RESPONSIBILTIES**

Every parent should be expected to volunteer during track meet season in one of the following areas:

ATHLETE REGISTRAR (1 PARENT)	Assist Chairperson/Treasure- packet pick up, write stickers and distribute to athletes. This person needs to be a veteran parent and remain stationed under the team tent
ATHLETE COORDINATORS (3 PARENTS)	Move athletes to and from staging, walking those ages 10 and below. Help set-up and break-down tents at each meet.
ATHLETE SUPERVISORS (2 PARENTS)	Remain in the bleachers with athletes who are waiting to compete. Help set-up and break-down tents at each meet.
LEARNING CENTER (2 PARENTS)	Set up tent and provide athlete supervision and homework assistance.

There is no buy-out option for this volunteer commitment. 100% parent participation is required. Walkie Talkies will be used at every meet to help the Support Team communicate with coaching staff, locate athletes, etc...

GETTING STARTED WITH THE RUNNING ROSES

The Pasadena Running Roses track and field season starts every year on the first Tuesday after the Martin Luther King Holiday. This year it starts Tuesday, January 22, 2013 and will end in July 30th, 2013. The registration period closes when the enrollment reaches 100 athletes, or April 8, 2013 whichever comes first, or at the Head Coach's discretion.

Registration:

Registration is held at John Muir High School track, which is our regular practice site. The Registrar and members of the Booster Club handle this. The material in the registration packet including USATF application, copy of Birth Certificate, Pasadena Running Roses Application and all fees must be completed and turned in for each athlete before, they can begin training with the Running Roses. The Registrar will verify this.

Important note: Any athlete who owes the team money from the previous season will not be allowed to register!!!

Registration Fees -	\$125 for the first child
Additional Children	\$115 (<u>for the second</u>), \$105 (<u>third</u>), \$95 (<u>fourth etc.</u>) <u>children must be within the same household.</u>
Uniform fees -	\$145
Competition Uniform	\$65 Warm-up Suit \$80
Uniform order date:	January 25th, 2014

There will be NO REFUND on uniform cost once uniforms have been ordered. Any athlete(s) purchasing uniforms outside of the first scheduled order date will assume the shipping cost, up to \$45 collectively.

All fees must be paid in full with a completed registration packet. No athlete will be permitted to practice without these fees being paid. Those athletes, who register as "unattached", are fully responsible for their own training and participation costs.

IMPORTANT NOTE: \$35.00 FEE FOR ALL RETURNED CHECKS

Birth Certificates:

Birth certificates are required and must be turned in at the time of registration. A child ***WILL NOT*** be allowed to practice or participate in meets without a birth certificate on file. This is a requirement of our sanctioning body, the USATF, the City, and our rules. A clear copy of your original birth certificate is acceptable. These records are maintained in our files and they are not returned at the end of the season.

Medical Release Form:

Please be advised: before an athlete is allowed to compete they must have a medical release form on file with the Registrar. The athletes certified physician or pediatrician must medically clear every athlete to participate in track & field activities.

Code of Ethics:

All members of the Pasadena Running Roses team; athletes, parents and coaches alike are required to fully comply with all aspects of the Code of Ethics standards. Penalties for not adhering to the Code of Conduct may range from verbal warning to expulsion from activity and/or coaching

PRACTICE AND ATTENDANCE

WITHOUT CONSISTENT PRACTICE, THERE IS NO CHANCE YOU CAN DO YOUR BEST!!!!

Attendance:

Attendance will be taken every day at practice. Athletes should report early to practice and check-in with the person taking roll. Early in the season, all athletes will learn to go through their warm-up routines as soon as they arrive. This is to prevent injuries. Being late for practice causes disruption in these routines, and will result in the athlete(s) not being allowed to practice, or not being entered in the next scheduled track meet. Any athlete arriving after 5:30 PM will be required to run extra condition laps to help war-up their body and join in the stretching and conditioning work out.

Attendance will also be taken at the track meets. There will be financial penalties imposed for missing meets.

Practice:

Practice is held four (4) days a week, Monday through Thursday, from 5:30 p.m. until 7:30 p.m. at the John Muir High School track.

It is our goals to have all of our athletes compete at their highest ability, and to protect our athletes from injury. The Club, therefore, will not allow an unconditioned athlete to compete in track meets.

The Circle and Pick-up Procedures:

All athletes gather together after the practice at the east end of the track, inside the gate, at what we call, "The Circle." This is a team spirit building time, and important information and notices will be given to the athletes by the Chairperson, Coaches, and Booster Club members. It is a *very good idea* for all parent/guardians to arrive early enough at pick-up time to be attentive at these gatherings. Early in the season awards will be given at The Circle to your athletes for their achievements. Furthermore, this is usually where the most current information about upcoming events is announced. Before the group is excused, all reasonable questions regarding policies or Club events will be answered.

Please, when you come to the High School park in the outer paved lot by the track and walk into the small grassy area to the right of the gate. Support our team efforts and join The Circle. Do not remove your athlete from The Circle until all questions have been answered and the group has been dismissed.

No athlete may go outside of the gate unless an authorized adult has come into the field to pick them up.

Late Pick-up Penalties:

Pick-up time begins after 7:30 PM, when The Circle is dismissed. If your **child is not picked up by 7:40 PM**, a **penalty of \$5.00** will be imposed for **each offense**. The total amount for the week is due by the end of the week. If not paid, your athlete(s) will not be allowed to compete until the fees are paid in full. If you come a little early to be a part of The Circle, you will avoid the possibility of late pick-up penalties.

Outside Practices:

Running Roses does not allow its Coaches to have individual practices on different days and times from regular Club practices, unless announced by the Head Coach. If a Coach approaches the parent of an athlete about a different practice time, immediately notify the Head Coach.

Athletes are not allowed to train for track & field and/or condition with other coaches, trainer outside of approved PRR coaching staff. Acceptation to this rule is when we as a club cannot provide the requested specialized training. Request and approval from the Head Coach is necessary to conduct such training.

What to Wear to Practice and Meets

Practice - Workout Clothing:

Athletes must wear sweats, T-shirts and shorts for practice. Proper running and spiked track and field shoes are needed for safe and effective practice. It can get cold after practice and hooded sweatshirts or jackets will be needed.

Never wear street clothes, "stack" tennis shoes, basketball shoes, or skateboard shoes. Also, do not wear baggy or sagging shorts or sweats. Do not wear uniforms to practice unless specifically told to do so - see below.

Meets - Uniforms:

All athletes competing under the Running Roses name must ALWAYS remain in complete Club uniforms during our scheduled meets. Do not bring street clothes along to change into after completing your events. Street clothes may not be worn during track meets by competing athletes at any time. Athletes risk disqualification from their finished events.

"Do-Rags" or Bandanas are NEVER to be worn at any meets. Doing so may result in immediate ejection from the meet, suspension from PRR, or USATF action.

Uniforms:

Running Roses Club uniforms must be worn only at meets and other designated times announced by the Chairperson or Head Coach. Each athlete will be required to purchase his or her own Running Roses Club uniform. A complete uniform consists of:

"Inners" - a customized competition uniform

"Outers" - a warm-up jacket and pants

The uniforms must be purchased through the Club. A complete uniform costs \$145. The Booster Club President with committee help will fit and order the uniforms as needed. Club athletes **may NOT compete** at track meets without wearing a proper Running Roses Club uniform; after the announcement to that effect by the Chairperson or the Head Coach.

The uniforms are very well made and durable. They could last your athlete for several seasons with reasonable care. To ensure that this investment will last, simply follow this suggested care of uniforms: Uniforms need to be kept clean and must **only** be washed on fragile or delicate cycle in **COLD** water and **air-dried**. **Never use clothes dryer and never iron!!!!** *Carelessness* and abuse will quickly destroy the logo, lettering, and cause the seams to tear.

Sometimes uniform parts get "misplaced" during the excitement of the meets, or during Club organized transportation to and from the meets. **It is the responsibility of each athlete and/or parent /guardian to keep track of their uniform parts!** Be certain that each part of the uniform is indelibly marked with the athlete's name.

Practice and Competition Footwear

The Coaches will help you select the proper shoe types based on the events the athlete(s) will be participating in. Practice at Muir track requires a basic rubber soled running shoe for hard surfaces. These practice shoes will be needed as soon as practice starts. Field and track competition events will require specialized "spiked" shoes to provide needed grip on soft or synthetic surfaces.

There are many good sources for this equipment and more information will be available as the season progresses. Retail prices can be expensive, so it is wise to wait until you feel confident that you'll be able to get the suitable "spikes" for your athlete.

Most competition will take place on synthetic track surfaces and 3/16" pin spikes are generally acceptable. Specific upcoming Meet spike requirements will be announced in advance at The Circle.

Notes on spike care:

DO NOT let the spikes wear down too far before replacement - they may become impossible to remove. DO NOT over tighten the spikes - see reason above - it is far easier to replace ones that work loose and fall out.

DO replace missing spikes regularly - dirt and gravel will damage the internal threads in the soles rendering that hole useless.

New Athletes are often amused by the funny way runners sometimes walk at track meets. This "walk" helps reduce excessive wear to the tips of the spikes. The sharper they are the better they go into soft surfaces. Parents especially will appreciate the significant reduction in spike replacement due to the "walk."

A suitably sized, heavy duty sports bag for carrying uniforms, warm-ups, running shoes and "spikes", and other track articles is highly recommended.

Liquids, Snacks, and Food

Practice:

The Coaches will help explain how and when to get hydrated. Dehydration, especially when the weather warms up, can be dangerous. Water Fountains are available at the track, or bring your own water bottle. Some sports drinks are OK, but are probably not of the great value they are advertised to be. Almost all of the so-called "energy" drinks are like soda; too much sugar, caffeine, or other suspect substances, and are not generally recommended. Provide a snack if you know your athlete likely needs this. Do not send candy, cookies, sunflower seeds or gum. Favorite fruits cut into pieces make excellent snacks.

Meets:

The same liquids, snacks and food as above for practice, only more of it, especially healthy snacks. Pack a nutritious lunch for your athlete(s). Fried chicken sounds great, but it may not be good for your athlete just before a race. Concession stands at the track often have food of the fast food type, but it may be relatively expensive and it can be of very inconsistent variety. Also, they may run out of your favorite or preferred items early. **NO SUNFLOWER SEEDS OR GUM WILL BE ALLOWED AT THE MEETS.**

COMPETITION GROUPS BY AGE DIVISIONS

Boys and girls sometimes practice together, but they will be separated by sex during almost all competition. Listed below are the age divisions in which athletes will compete. These are determined by USATF by the year in which each athlete was born. (Applies to boys and girls). Sub-Bantams must be 7 by 12/31 to compete in Junior Olympics.

COMPETITION GROUPS	YEAR BORN
8 & UNDER	BORN IN OR AFTER 2006*
9-10	BORN 2004 & 2005
11-12	BORN 2002 & 2003
13-14	BORN 2000 & 2001
15-16	BORN 1998 & 1999
17-18	BORN 1996 & 1997

Competitors must compete within their own age divisions. No athlete may compete in younger or older divisions in individual, relay or team events, according to the rules of USATF. The following is the only exception: At the discretion of the Coaches, Sub-Bantams may be allowed to compete with the Bantams beginning with the Qualifiers for the Junior Olympics (see Schedule).

*Per USATF Rule 300.1 © "Athletes must be at least seven (7) years of age on December 31 of the current year to compete at the Youth Athletics or Junior Olympic National Championship."

EVENT SELECTION

How an athlete is selected for specific events:

An athlete is selected for events based on their performance at practices and past meets, as decided by the Coaches. This takes the trained and experienced judgment of the Coaches. The Coaches make recommendations to the Head Coach, who will place athletes in events that are best suited for each athlete's abilities. Any questions about your athletes' assigned events should be directed to the Head Coach.

Relay Team Selection:

Relay teams consist of four (4) boys or four (4) girls and alternates of the same age division. The fastest four (4) in each competition group will make the relay team. The next two (2) fastest runners, being the fifth and sixth, will be the alternates. In order, the alternates will fill voids due to absence of the other relay team members.

Relay team members will at times; be challenged to maintain the fastest team possible. The relay Coaches determine the position of the runners on the team.

The alternate members of the relay team may be interchanged at the Coaches' discretion. **Members advancing from a qualifying or preliminary race may not necessarily be the same that will compete in the finals.**

Relay Team Tryouts:

1. Tryouts will be held for the 4 x 100 relay. Team members will be determined by the three (3) fastest on the straight and the three (3) fastest on the curve. The relay team will be comprised of the two (2) fastest on the straight and the two (2) fastest on the curve, with the alternates being determined by the remaining two (2) runners.
2. Challenge races will be held every week as time permits. The last challenge race is held in May.
3. Please be advised that being selected for a relay team is a privilege. With privilege goes responsibility. Athletes may be removed for problems with attendance, attitude or other disciplinary reasons. The final decisions, of all relay teams will rest with the Coaches at all times.

TRACK AND FIELD MEET INFORMATION

The Running Roses compete in organized sanctioned meets, such as:

USA Track and Field
Amateur Athletic Union (AAU) (**optional participation**)
Youth athletics **Championship**

Track and Field meets are held from February through July. In June and July progressive meets are held. Progression means an athlete must advance from one meet to the next, such as from local to state, or from regional to national, based on the placement, qualifying times, and/or measurements.

In order to qualify for the National Junior Olympics of the USATF, athletes must finish in the top 8 out of the Association. To advance to the Nationals, athletes must finish in the top 5 out of the Regional.

Track Meet Scheduling and Participation:

The Schedule for track and field meets we plan to participate in is located on the last page of this manual. We ask that all parent/guardians carefully examine ALL the dates on the Schedule, especially after April 1, to check for potential conflicts with your athlete's own schedule. Let us know early which track and field meets your athlete will not be able to attend. We must submit Entries and Registration Fees (2) weeks prior to each scheduled meet.

If your athlete misses a meet without prior written parental/guardian notification to the Chairperson or Head Coach, the parent will be required to reimburse the team for the entry fee money that was paid for that athlete. Failure to pay the team for the lost money will cause the team to not pay entry fees at future track meets for that athlete. In addition, that athlete will not be allowed to practice with a relay team (only highly qualified and *RELIABLE* athletes may participate on the relay teams).

Track Meet Fees:

The team will pay for a maximum of two individual events per meet, for each athlete as selected for that athlete by the Head Coach. The younger athletes (8 & UNDER, 9-10, and 11-12) may compete in up to (3) events total per meet. The older athletes (13-14, 15-16, and 17-18) may compete in (4) events total per meet, in accordance to the rules of USATF.

Please be advised that parents **must have approval from the Chairperson or Head Coach before entering their athlete(s) in additional events.** The parent will be required to pay the additional fees for the additional events. If a parent places a child in an event (even if they do pay for it) without the Chairperson's or Head Coach's approval, disciplinary action will be taken.

Qualifying Meets (out-of-town):

To attend regional, state, national or other out-of-town meets, all athletes must achieve the qualifying times and measurements established for that purpose at previous meets during the season. These standards will be established by May of each season, and parents/guardians will be notified by the Head Coach when your athlete(s) qualify for these meets.

Team travel arrangements are made by the Club for the competing athletes, Coaches, and chaperones only! These arrangements will be handled through the Club's Travel Coordinator. Please be advised that all competing athletes must remain with the Club chaperones at all times. **ALL competing athletes will stay together at the same hotel with Club chaperones during out-of-town meets.**

Parents/guardians are encouraged to attend meets to support their athletes. Parents and guardians will be responsible for their own travel arrangements. Information about hotels, etc., will be offered as it becomes available. Also, the larger Meets often host websites, with links to area businesses such as hotels, motels, restaurants, car rentals, etc.

Cost of Meets (out-of-town):

Transportation, room and board costs for out-of-town Meets, will be subsidized by the Parent Booster Club. This subsidy will be limited to participating athletes, the Coaches and chaperons based upon available funds. **(Please note: Fundraising is a very important part of the Running Roses Program).**

USATF Multi-Event Fees:

The Triathlon, Pentathlon, Heptathlon, and Decathlon are collectively known as Multi-Events. Entry fees for the Association level of the Junior Olympics Multi-Events will be the responsibility of each athlete, or parent/guardian, who chooses to participate (CASH ONLY). The entry fees for the Regional level of the Junior Olympics Multi-Events, (if the athlete advances) will be paid by the team.

PARENTS -- WHAT WE NEED FROM YOU!

All Running Roses athletes will be working very hard trying to succeed. Track and Field is a challenge, both physically and mentally. Your athlete will need your love, understanding and support while involved in this program. Praise them when they do their best. Encourage them when they don't do so well. Always, always maintain a positive attitude with your athlete. Don't allow your ego to affect your athlete. If you or your athlete(s) are not happy with their performance, discuss it with the Head Coach at a pre-arranged time. During practices there is to be no uninvited interference with practice sessions.

Parental Disciplinary Action:

It is strongly recommended that a child not be made to miss practices or track meets for home or school disciplinary reasons. If your child needs to be disciplined for wrong doing at home, school, etc., please contact the Head Coach before disrupting the training schedule.

Chaperones:

Chaperones for out-of-town meets will be selected by the Advisory Board. Selection will be based in part, on contributions to PRR activities throughout the year. Coaches, Advisory Board members, and some supporting parents may be asked to act as chaperones.

Parent Volunteer Coaches:

This is one of the most rewarding opportunities to be directly involved with the activities of PRR. Experience isn't necessary. The desire to help is what really matters along, with a positive attitude. Coaches need to attend practice each day, and the local track meets. All parent volunteers and Coaches will follow the directions of the Head Coach. If you have the interest and the time to devote to this activity, speak to the Chairperson or Head Coach as early as possible.

Medical Emergency Release Form:

Please be advised: before an athlete is allowed to compete out of town they must have a medical emergency release form on file with the Registrar. This will allow the Club to seek medical attention in case of an accident.

Parent Participation at Track and Field Meets:

Parents are strongly encouraged to attend the meets. There is nothing quite like it. Please wear purple and white and sit with our track club. We have one of the largest parent support groups, and when we are in our colors, it really shows. This is a great time to meet and get to know other interest parents/guardians, and to see how events are run. Most track and field meets are free to spectators, so bring relatives and friends.

Finances:

Registration fees actually cover only a small percentage of our long, track and field season costs. Rather than charge much higher fees as some athletic clubs do, our funding goals must be supplemented by fundraisers and donations. These funds will be maintained in non-profit, checking accounts handled by the Treasurer. The Club will be accountable to the City Director regarding financial status. You will also be updated regarding fundraiser proceeds via the newsletter or special notices.

Fundraisers:

Fundraising is essential for the financial support of all of our activities. One of our goals is to provide as much funding as possible, for the travel expenses of the athletes. Types of fundraisers will include: cookie dough sales, our well known Bar-B-Que, raffles, meet concessions, sponsorships, jog-a-thons, etc. Your participation will be fun and rewarding - just ask a veteran.

COMMITMENT TO FUNDRAISING

As a member of the Pasadena Running Roses Parent Booster Club

I hereby agree to the following:

To participate in all fundraising activities and to sell the minimum required.

If I am unable to meet the minimum, I agree to pay a fee of \$75.00 to the Club.

- The minimum required will be determined at the onset of each fundraiser.
- For the 2 of 3 fundraisers that we will have. You have the option to pay up front \$225.00 or meet the minimum requirements.

Failure to comply with the fundraising requirements will result in the removal of your child from participating in practice and/or any other club events.

Parent/Guardian Signature _____ Date _____

MISCELLANEOUS INFORMATION

Holidays:

PRACTICE IS LEFT TO THE DISCRETION OF THE COACHES.

Award Dinner:

Each year the Running Roses Track and Field Club completes the season with an Annual Awards Ceremony and Banquet in the Fall, honoring all athletes participating on the track team for the season.

Communication:

Information concerning the Running Roses will be distributed after practice at The Circle, on the website, and in the Newsletter. Specific information such as directions and maps regarding upcoming meets will be distributed via electronic email and/or newsletter. The newsletter will also contain messages from the Coaches, the Advisory Board and the Parent Booster Club. You will receive newsletters from addressee Pasadena Running Roses via Mail Chimp

Inclement Weather:

In general, if it is NOT raining by 4 PM, then practice WILL take place as usual. The team does not practice in very bad weather, at the Head Coach's discretion. All track and field meets take place at modern, All Weather facilities, unless otherwise notified. We participate in all meets we've sent entries to, regardless of the weather. The only exception is that during lightening or thunder storms, track activities are temporarily suspended.

Publicity Limitations:

No one may seek publicity for the Running Roses without prior approval from the Chairperson. An athlete cannot represent the Running Roses as an individual, (away from the team), without prior approval from the Chairperson. For example: A parent decides to put their athlete in an unknown meet or non-sanctioned meet as a representative of the Running Roses. This may jeopardize the eligibility of the athlete or the entire Running Roses team.

Solicitation Limitations:

No one may solicit funds on behalf of the Running Roses without prior approval from the Chairperson.

Once an athlete signs up:

Once an athlete is registered with the Running Roses, the USATF, and competes in a meet under our name they cannot leave the Running Roses to join another club without waiting 90 days as an unattached athlete according to the rules of USATF. This does not mean they cannot compete. The athlete will have to compete as "Unattached", and enter meets and events on their own. Once again, they may not compete under another sanctioned club name for that 90 day period.

ALL ATHLETES MUST BE IN GOOD PHYSICAL HEALTH IN ORDER TO REPRESENT THE RUNNING ROSES TRACK TEAM. ALL PHYSICAL PROBLEMS MUST BE ADDRESSED TO THE COACHES.

HIGH SCHOOL ATHLETES - PARTICIPATION AND REGISTRATION

All student athletes are welcome to join the Pasadena Running Roses Track Club. Registration goes from January to April 2nd, for students who are not competing within the High School Track and Field programs sponsored by their schools. Students who are competing with their school teams may compete at our meets as "Unattached", and they will pay for their own entry fees and USATF cards. Unattached athletes may purchase their USATF cards through the Running Roses or at a track meet.

During the month of May, registration will be available for Athletes who have completed their school track season. The following steps must be completed:

1. Complete and sign:
 - Permission Form
 - Code of Ethics Form
 - Medical Release Form
 - Meet Uniform requirements (below)
2. Pay \$100.00 - Cash or check payable to "Pasadena Running Roses". (This includes the fees for the USATF card). **IMPORTANT NOTE: \$35.00 FEE FOR RETURNED CHECKS**
3. Bring a copy of your birth certificate.
4. Sign-up to participate in the Fundraiser to help pay for the cost of entry fees.

Uniforms for High School Athletes:

Same as lower division athletes which have been and approved by the Advisory Board.

Entry Fees:

Entry fees for up to two (2) events per meet, per athlete, will be paid by the Running Roses Track Club, except for the following:

- Meets in which entries and fees have already been submitted.
- 3rd and 4th events

Travel:

High School athletes who have not participated in any Running Roses fundraisers, or whose parents have not participated in any fundraisers, volunteer Coaching, or served on Booster committees, may be asked to pay additional fees to travel with the team to out-of-town meets at the end of the season. Athletes need to check with the High School Coordinator to see if they are required to pay any additional costs.

IMPORTANT NOTE: \$35.00 FEE FOR RETURNED CHECK

COACHES' CODE OF ETHICS

Successful coaches help young athletes to enjoy mastering new skills, demonstrate good sportsmanship, and develop self-esteem. They not only teach children the skills of the sport, they model the requisite skills for successful living in our community. Each and every athlete deserves to be treated with utmost respect and dignity. The safety and welfare of each child must be a priority at all times.

All City of Pasadena & Pasadena Running Roses' Coaches are required to fully comply with all aspects of the following code of professional behavior:

- The coach has a tremendous influence in the education of the student-athlete and shall never place the value of winning above the value of instilling the highest desirable ideals of good character.
- The coach must consistently uphold the honor and dignity of the profession and shall strive to set an example of the highest ethical and moral conduct in his/her relationships with student-athletes, parents, officials, administrators, and other coaches. He/She shall use discretion when providing constructive criticism and when reprimanding athletes.
- The coach shall promote the entire recreational program of the City of Pasadena & Pasadena Running Roses and will coordinate his/her program to compliment the mission and goals of the city.
- The coach shall be thoroughly knowledgeable with the sport's rules. He/She will appropriately teach, apply, and consistently enforce the rules and never attempt to seek an advantage by modifying the spirit or letter of the rules. All team members will be properly instructed in the use of all equipment.
- The coach shall actively promote good sportsmanship by all spectators by working closely with the community, participants, parents, faculty, and administrators.
- The coach shall respect the integrity and judgment of all track & field event officials. The coach shall not indulge in any conduct that will incite athletes, parents or spectators to behave inappropriately toward any or all officials.
- The coach will clearly communicate by word and deed that any public criticism of leadership, administrators, coaches, officials, parents or athletes is unethical and unacceptable.
- A coach shall not exert pressure of any kind of faculty members to give student- athletes special consideration.
- A coach shall do his/her utmost to establish and maintain a cordial and professional atmosphere throughout the event for all in attendance. Before and after each contest, practice and meeting he/she shall make every effort to meet and exchange friendly greetings with opposing coaches and athletes.

I have read and understand that the penalties for not adhering to this Code of Conduct may range from verbal warning to expulsion from the activity and/or coaching position.

Coaches' Name (Please Print)

Coaches' Signature

Date

ATHLETE'S CODE OF CONDUCT

I hereby pledge to live up to my responsibilities as an Athlete participating in City of Pasadena's, Pasadena Running Roses Sports Program by following the Athlete's Code of Conduct

1. I will compete by the rules, and refrain from arguing or complaining about the official's decision.
2. I will be a role model of good sportsmanship and character and will meet my responsibilities to the coach and the team.
3. I will compete for the fun of it, and do my best to make sure that the track & field event is fun for all participants.
4. I will demonstrate fair competition and sportsmanship. I will treat participants, coaches, recreation administrators, and the public with respect as I would like to be treated.
5. I will refrain from the use of alcohol, drugs, or tobacco at all youth sports events.
6. I will make only positive and encouraging comments to athletes on both teams. I will be a good sport by cooperating with my coaches, teammates, opponents and officials.
7. I will remember that the goals of the track & field events are to have fun, improve skills and feel good about competing. I will not take the track & field event or myself too seriously. I will control my temper.
8. I will work equally hard for the team as for myself, and will always give my best effort.
9. As an Athlete, I have rights and responsibilities I will remember that I am a student- athlete and that the track & field event is for my enjoyment and my skill improvement.
10. I will demonstrate good sportsmanship.

I understand that the penalties for not adhering to this Code of Conduct may range from verbal warning to expulsion from the activity.

Print Athlete's Name

Team and Division

Athlete's Signature

Date

PARENT'S CODE OF CONDUCT

I hereby pledge to live up to my responsibilities as a Parent participating in City of Pasadena's, Pasadena Running Roses' Sports Program by following the Parent's Code of Conduct

1. I will place the emotional and physical well-being of the children above my personal desire to win. I will help my child understand the valuable lessons sports can teach
2. I will be a role model of good sportsmanship and character. I will help my child meet his/her responsibilities to the coach and the team.
3. I will do my best to make sure that the track & field event is fun for all participants.
4. I will lead by example in demonstrating fair competition and sportsmanship to all participants. I will treat participants, coaches, recreation administrators, and public with respect.
5. I will help maintain a sports environment for all participants that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
6. I will make only positive and encouraging comments to athletes on both teams. I will not interfere or coach from the stands.
7. I will remember to not take the sport of track & field or myself too seriously.
8. I will strive to create a positive recreational experience for everyone involved in the activity.
9. I will remember that I am a youth sports parent, and that track & field is for children and not adults. Accordingly, I will encourage my child to compete in sports by providing a supportive atmosphere.

I understand that the penalties for not adhering to this Code of Conduct may range from verbal warning to expulsion from the activity.

Print Parent/Guardian Name

Team and Division

Parent/Guardian Signature

Date

Print Parent/Guardian Name

Team and Division

Parent/Guardian Signature

Date

SAMPLE ONLY

DISCIPLINARY ACTION

The severity of an infraction will determine if the following action(s) will apply, or if an immediate suspension or dismissal is needed. This determination will be at the discretion of the Head Coach.

Actions that will be taken if your athlete(s) needs to be reminded of the rules:

1st offense: Verbal warning and a phone call to the parent/guardian from the Head Coach / Chairman.

2nd offense: Written warning & meeting with athlete, parent/guardian and the Head Coach / Chairman.

3rd offense: Suspension and/or dismissal, meeting with athlete, parent/guardian, Head Coach, Coach(es) and Chairman. (City Representative will be advised.)

Check one: 1ST 2ND 3RD

Incident: _____

Athlete's Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Signature _____ **Title** _____ **Date** _____

PASADENA RUNNING ROSES

REFUND POLICY

No athlete will be allowed to join the Pasadena Running Roses without the athlete and his/her parent(s)/guardian first signing this form.

PLEASE READ CAREFULLY!

REFUNDS - The following refund policy is in effect:

Athletes quitting within 10 days of signing up will be refunded all registration fees paid less \$15.00. Thereafter no fees will be refunded.

Athletes that are released due to disciplinary action will not be refunded any money.

There are no refunds on uniforms once the uniform has been ordered.

I acknowledge that I have read and understand the above policy and agree to its terms and conditions:

Parent/Guardian Signature

Date

Athlete's Signature

Date

** Page included in Permission Form

**PASADENA RUNNING ROSES
LATE PICK - UP FEE AGREEMENT**

I/We _____, understand and agree that in the event we are late (after 7:30pm) in picking up our athlete(s) that I/we will pay the Pasadena Running Roses a \$15.00 late fee for each late pick-up.

It's also my/our understanding that if this fee is not paid by the end of the week (that the offense occurred) that my/our athlete(s) will not be allowed to compete in any Track Meet until such fee(s) are paid in full.

Parent/Guardian(print name)_____ Date_____

Parent/Guardian(signature)_____

Name of athlete(s)_____

**** Page included in Permission Form**

2014 Track & Field Schedule

PASADENA RUNNING ROSES



Running Roses - All Comers	April 19th
Running Roses - Invitational	May 17th & 18th

	DATE	EVENT	CITY	LOCATION	NOTES
1	JAN 19 2014	SCA 2013 Banquet	Carson	Community Center	2pm- 10 reserved seats
	Feb 12 2014	PARENT MEETING	6PM	JMHS	Season, Parent support , Qualify t
2	Feb 22 2014	Long Beach Sprinters B1	TBA	TBA	
3	Mar 1 2014	Bay Cities Unleashed B2	Gardena	Junipero Serra High School, 14830 South Van Ness Ave	
4	Mar 8 2014	Imani B1	Compton	Dominguez High School, 15301 South San Jose Avenue	
	March 12 2014	Board Meeting	6pm	First Student	Plans & Needs for host meets
5	Mar 15 2014	Chino Puma B2	Chino	Chino High School, 5472 Park Place,	
6	Mar 22 2014	LA Jets Carnival	TBA	TBA	
	Mar 26 2014	PARENT MEETING	6pm	JMHS	Host Track Meet & BBQ Fundrai
7	Mar 29 2014	Moreno Valley B1	Perris	Citrus Hill High School, 18150 Wood Road,	
8	Apr 4 & 5 2014	BBQ Fundraiser - Running Roses	Altadena/Pasadena	Victory Park	Pre-Order Sales Feb 12- Mar 18
	April 9th 2014	PARENT MEETING	6pm	JMHS	Plans & Needs for host meet
9	Apr 12 - 13 2014	Bay Cities Unleashed Invitational	TBA	TBA	
10	Apr 19 2014	Pasadena Running Roses B2	Pasadena	John Muir HS	100% Parent participation
11	Apr 26-27 2014	Rising Stars Invitational	Rancho Cucamonga	Los Osos High School, Milliken Avenue	
	April 30 2014	PARENT MEETING	6PM	JMHS	Plans & Needs for host meet
12	May 3-4 2014	Long Beach Sprinters Invitational	TBA	TBA	
	May 7 2014	Board Meeting	6pm	Conf Call	Meet Needs, Vendors
13	May 10-11 2014	SCA Association Multi	TBA	TBA	
	May 14 2014	PARENT MEETING	6pm	JMHS	Host track meet, Advancment
14	May 17-18 2014	Pasadena Running Roses Invitational	Pasadena	John Muir HS	100% Parent participation
15	May 24-25 2014	LA Jets Invitational	TBA	TBA	<i>Friday may be added to schedule</i>
	June 3rd	Board Meeting	6pm	First Student	Finalize Regional planning, exper
16	May 31- Jun 1	SCA Association Meet	TBA	TBA	
	June 4th	PARENT MEETING	6PM	JMHS	Regional Travel info
17	Jun 21-22 2014	Region 15 - Regional Championship	San Diego/Escondido	Glen HS	
	June 25th 2014	Board Meeting	6pm	First Student	JO travel , Chaperones, Expens
18	July 21-27 2014	USATF National Junior Olympic Championship	Houston, TX	Turner Stadium	
19	TBA	2014 Running Roses Banquet	TBA	TBA	