



# LAUREL KNIGHT HAWKS

TRACK AND FIELD PARENT HANDBOOK

2024

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## **KnightHawks Track Team Board of Directors**

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## **Team Philosophies**

"Play with Honor...Finish Strong...Give God The Glory"

"We Win With Grace...We Lose With Class"

"We Celebrate Success...Not Failure"

## **Code Of Conduct**

Laurel Knight Hawks Track and Field is unapologetically a Christian organization. As such, administration, coaches, athletes, volunteer workers and parents are expected to conduct themselves in a manner that is Christ honoring. In keeping with this standard, it is our expectation that all members will observe the following while acting on behalf of or while representing the Knight Hawks program in any capacity.

1. Dress and appearance should be modest and above reproach. This includes practice apparel for all participants.
2. Personal conduct should be Christ honoring and above reproach.
  - Language should be graceful and edifying. No foul language will be tolerated.
  - Personal interaction with others should be pleasant and constructive. Bullying, hurtful taunting and harsh criticism will not be tolerated.
  - Use of alcohol, tobacco, electronic cigarettes or vape (ing) by those legally underage or use of controlled substances is not permissible.
  - Sexual misconduct of any form will not be tolerated.
3. Media should be wholesome and of a manner that is in keeping with Christian principles.
  - Crude or vulgar music, text or images in print or electronic form will not be tolerated.
  - Any social media representing or depicting the Knight Hawks or its members should be such that it represents the Knight Hawks in a positive manner.
4. Competition Environment

- While good natured cheers and jeers are part of an exciting competition environment, coaches and athletes from either team are not to be heckled or taunted in a hurtful manner.
- Coaches, athletes, and fans are expected to treat the judges and timing officials with respect. Arguing with and / or insulting officials in any form is not permitted.

\*Violation of this code of conduct is grounds for suspension or dismissal of athletes from the Knight Hawks program as determined by the Board. Parents and fans found to be in violation may be asked to leave competitions without refund. Subsequent violations may result in parents or fans being barred from attending Knight Hawks events.

## **Policies Related To Practice And Game Facilities**

These rules are put in place to help protect athletes, coaches and fans from injury, to protect the Knight Hawks Program and partner facilities from liability for avoidable accidents and to protect partner facility properties from any preventable damage.

Please note that these rules should be observed in our practice facilities and all competition venues.

3. No athlete or member family should speak in an official capacity on behalf of Knight Hawk Track and Field to any facility owner/operator, school official, program administrator, opposing team coach, player or fan unless specifically tasked to do so by the board. Membership within the program does not grant the right to speak on behalf of the program, raise complaints on behalf of the program or to enter agreements on behalf of the program.
4. Only athletes, coaches or those invited onto the track and/or field should be on the track and/or field at any time.
5. Parking should be in designated parking areas only. Areas excluded are any grass surfaces, and any other parking areas designated by any facility as no parking.
6. In the event of personal injury or damage done to a facility or facility campus, home or away, due to a violation of these rules, the Knight Hawks / Lady Hawks Track and Field program will not accept liability for repair, replacement or costs of damages. The individual member family responsible for the violation will be personally responsible for any necessary repair, reimbursement, or restitution.

7. Failure to abide by these rules may result in suspension or dismissal from the program. If dismissed for failing to abide by these rules, no fees will be refunded and no previously published media will be retracted or revised.

## **Disciplinary Policy**

The Knight Hawks Track and Field program recognizes the authority and autonomy of the individual families that comprise its membership. Matters of personal or individual discipline will at all times be referred to the parents of those involved. The only disciplinary actions that will be imposed by the Knight Hawks program will be that of suspension or dismissal of an athlete or member family for a code of conduct violation.

1. If problems arise between individuals or member families, those families should seek resolution and reconciliation among themselves. Board members and coaches should not be asked to involve themselves in interpersonal issues.
2. If problems arise between members and coaches or if a complaint needs to be raised against a coach, an executive committee exists within the board. This committee has been tasked with mediating and resolving conflict involving coaches.
3. If a code of conduct violation occurs, the board reserves the right to investigate the violation and to suspend or dismiss members. If dismissed for a code of conduct violation, no fees will be refunded and no previously published media will be retracted or revised.

## **Concerning The Coach**

All coaches are volunteer coaches. They have families, jobs and lives beyond Track and Field. They volunteer their time to coach your children. They are not paid and do not receive any program discounts for their service. Please respect their efforts.

- Each program has a head coach who is responsible for:
  - Setting practice dates, times and locations as they deem necessary
  - Developing athlete skills and abilities
  - Organizing the team's roster
  - Deciding team competitors, substitutes, and determining qualifications
  - Establishing and implementing program strategy
- Each program has assistant coaches as necessary to help manage the team's needs
- All coaches must be vetted and approved by the board before being allowed to coach
- All coaches and assistant coaches must submit an application and consent to a background check before final approval.
- Coaches will receive a yearly post season evaluation from the Executive Committee

- Qualifications and Criteria for review may be seen in Appendix A

## Concerning Competition

Knight Hawks Track and Field programs are recreational and developmental programs. All participants will receive practice, training, and competition opportunities.

Knight Hawks Track and Field programs are competitive programs. In a competitive program, there are no guarantees of participation in meet events. Every effort will be made to get athletes to qualify for events, however, qualification is earned based on ability and effort demonstrated in practice and in meets. Coaches will decide qualification determinations and strategy.

If a parent feels there is an issue with fair qualification determinations, they should address concerns to the Board's Executive Committee. Parents should not confront the coach directly with complaints.

## Concerning Practice

Coaches will call practice when and where they feel practice is necessary and will run practices in the manner they feel necessary.

Practice for Track and Field commences in January and ends after the last meet, which can be scheduled into mid-May. Coaches will specify this in their communication.

- **Qualifying Practices** are practice events that will record timing and measuring in order for athletes to qualify for an upcoming meet.
- **Conditioning Practices** are optional opportunities for skill improvement. Timing and measuring will not be recorded during conditioning practices.
- **Required Practices** are usually directed towards a selected competition team that has qualified to compete in an upcoming meet.

Once required practices are scheduled, all athletes competing in the specified event are required to be in attendance.

- Athletes should arrive a few minutes early, change clothes and shoes if necessary and be ready to begin practice at the announced start time.
- Failure to attend practice or tardiness to practice may result in disqualification from a meet

Church services and activities are a vital part of the culture of our families. Athletes who miss practice due to church related services or activities will not be penalized for their absence, however, absence from a significant amount of practice time may affect competition due to a decline in conditioning, level of play and understanding of team strategies.

- Athletes who are sick or injured will be under the direct supervision of their parents who will advise coaches of their ability and limitations concerning practice and competition.
- There will be no penalties assessed to an athlete who misses due to sickness or injury, however, absence from a significant amount of practice time may affect competition due to a decline in conditioning, level of play and understanding of team strategies.
- Athletes who work or who have a regular job may work out an acceptable makeup plan ahead of their tardy or absence without penalty.

### **Concerning Injury Or Medical Condition**

Knight Hawk coaching staff and trainers will do everything feasible to provide emergency care if an injury occurs during practice or competition. However, volunteer coaches are not emergency medical professionals. Injuries requiring medical attention will be the responsibility of parents and their chosen physicians.

In recent years, concussions have become a more prevalent concern. Knight Hawks will treat all significant head injuries with utmost gravity. If concussion is a concern, athletes will be removed from practice or competition immediately and will not return until an athlete’s parent has given consent.

If an athlete receives a significant injury of any kind or develops a condition that requires medical attention, the athlete must present a signed medical release to their head coach from their physician to return to practice or competition.

### **Concerning Parental Involvement**

Parental involvement is key to the success of Knight Hawks Track and Field program. All parents are required to contribute in some way to the work of running the program. Work is divided into several areas for delegation. Each area will have a leader put in place by the board to ensure the work is done efficiently and effectively. Volunteering is recommended and appreciated. Assignments will be made if there are no volunteers. Failure to do your part in the work of the program may result in dismissal from the program.

Some areas of work are:

- |   |                    |
|---|--------------------|
| Coaching and scheduling practice            | Scheduling meets   |
| Measuring distances at qualifying practices | Measuring at meets |
| Timing athletes at qualifying practices     | Timing at meets    |



Child safety duties

Facility maintenance duties

Uniform ordering and distributing

Team apparel ordering and distributing

Communication

Banquet

Awards

Photography

Volunteer EMT/Injury Specialist

## **Costs and Fees**

Knight Hawks Track and Field strives to keep the cost of participation as low as possible. We are a non-profit organization and there are no paid staff members or coaches. Fees collected are specifically to cover a current or projected cost. Basic fees are: (subject to change)

- Registration, Insurance, Uniform, Facility Fees, Competition or Other Participation Fees

Cost and fees will vary year to year. A deadline for fees to be paid will be set at registration each year. If an individual's fees are not paid by the deadline, that individual athlete will not be allowed to participate and uniforms will not be ordered unless a previous arrangement has been confirmed with the athletic director.

In addition to the up-front cost, there will be a gate admission fee to attend meets and a concession stand in operation during meets.

### 2024 FEES:

- \$17.00 for uniform tank
- \$60 registration per athlete: (\$55 for second and \$45 for third child)  
(additional fees may need to be collected depending on costs of meets)
- \$7.00 per athlete for insurance
- ALL fees are due to Knight Hawk Track

## **Insurance**

Sports specific insurance is required to participate in Knight Hawks Track and Field. This insurance is non-declinable and will be purchased through initial registration fees.

## **Sports Physicals**

Each participant in a Knight Hawks sports program is required to have a sports physical on file for that current year. Sports physicals are valid for a 12 month period from date of issue. Sports physicals may be obtained at many local General Practitioner Doctor's Offices. Many in the area will provide them for free.

## **Concerning Other Sports**

Knight Hawks Track and Field encourages participation in the ever-growing venue of Home School sports and recognizes the fact that from time to time, conflicts will arise between sports schedules. The following guidelines are encouraged:

1. The current "in-season" sport should take precedence.
2. In cases of conflict between concurrent sports seasons, games should take precedence over practices.
3. Athletes should communicate clearly with their coaches to work out schedule conflicts and make up requirements for missed practices.
4. Coaches are encouraged to reach out to other sports coaches and coordinate schedules when possible.

## **Acceptance Of Stated Policies**

Prior to final enrollment in any Knight Hawks / Lady Hawks program or auxiliary, potential members will be provided a copy of the handbook for the current sports year.

Furthermore, each member enrolling will be asked to sign, on their enrollment form, a statement that they have read and agree to the terms and policies set forth within this handbook.

Enrollment in any Knight Hawks program or auxiliary is an affirmation of the members understanding of and agreement to abide by the policies set forth within this handbook.

## Appendix A – Coach Qualifications and Review

### Laurel Knight Hawks Track and Field

#### Coach Description

##### Qualifications:

- Disciple of Jesus Christ  
*Meaning, you have received the forgiveness of your sins by His shed blood, you have proclaimed Him as your Lord, and you are striving to obey Him.*
- Consistent, regular church attendance
- Mannerisms, habits, and dress reflects favorably upon the work of God
- Love for young people
- Possess a knowledge of the sport
- Ability to fulfill time commitment
- Passed a current background check

##### Overview:

The coach is the key component to fulfilling the mission of our Knight Hawks Mission:

**“To play with honor and finish strong!”**

The **Laurel Knight Hawks** program was established to encourage our children to focus on developing - spiritually, mentally, athletically, and socially.

With a coach’s guidance, players will acquire more than athletic skills; they will be given the resources to find their passion and purpose, equipping them for excellence - in the game, and in life. As a coach, you will be more than an instructor. You will be a leader, helping to mold young athletes, as well as their families. Your example in both words and actions while on and off the court should honor Jesus Christ.

##### Time Commitment:

- Varsity and Junior Varsity coaches will provide seasonal practices plus coaching preparation time at home. Expect 2-3 all-day meets per month during season.
  - **Approximate Practice Schedule:** Mandatory (January-May)
  - **Approximate Season Schedule:** February-May
- Elementary coaches will provide seasonal practices plus coaching preparation time at home. Expect 2-3 all-day meets per month during season.
  - **Approximate Practice Schedule:** Mandatory (January-May)
  - **Approximate Season Schedule:** February-May

# Laurel Knight Hawks Track and Field

## Coach Evaluation

The Laurel Knight Hawks Executive Committee (EC) was created to provide leadership, guidance, and encouragement to our Knight Hawks coaches. The EC serves as a committee of the Laurel Knight Hawks Board. Further, the EC, serves as a liaison between our coaches and Knight Hawks families. Whenever necessary, the EC will work to provide remediation to all issues that arise.

It is prudent that the Executive Committee provide feedback to our coaches in order to create positive reinforcement of behavior and expectations. A performance review will be provided to each coach within one month of the season's banquet. The following measurements will be used as a basis for this review:

CATEGORY	ASSESSMENT	COMMENTS / CORRECTIONS
<b>Spiritual (exhibits Christian character)</b> 1. During practices 2. During games 3. Toward officials 4. In the locker room 5. In the stands 6. Toward athletes	<b>Poor --- Fair -- Average -- Excellent</b> 1      2      3      4 1      2      3      4 1      2      3      4 1      2      3      4 1      2      3      4 1      2      3      4	
<b>Mental (understands/teaches the game)</b> 1. Establishes team strategy 2. Competition management 3. Able to teach 4. Reinforces positive actions 5. Avoids negative criticism	<b>Poor --- Fair -- Average -- Excellent</b> 1      2      3      4 1      2      3      4 1      2      3      4 1      2      3      4 1      2      3      4	
<b>Physical (prepares team for competition)</b> 1. Meets practice expectations 2. Prepares athletes 3. Manages injuries	<b>Poor --- Fair -- Average -- Excellent</b> 1      2      3      4 1      2      3      4 1      2      3      4	
<b>Social (reinforce positive relationships)</b> 1. Motivates athletes 2. Instills confidence in athletes 3. Avoids signs of favoritism 4. Corrects poor behavior 5. Responds positively to criticism/conflict/correction	<b>Poor --- Fair -- Average -- Excellent</b> 1      2      3      4 1      2      3      4 1      2      3      4 1      2      3      4 1      2      3      4	
<b>Concerns from Parents:</b>		

Coach's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B – Parent Information

### IMPORTANT DATES TO REMEMBER:

#### HOMESCHOOL MEETS: {ALL AGES ATTEND}:

02/24 – Forerunner - PCS

03/23 – Forerunner - PCS

04/20 – Conference Meet - PCS

\*ANY ADDITIONAL MEETS TO BE DETERMINED AT A LATER DATE\*

#### PRIVATE SCHOOL MEETS: {ONLY FOR JV/VARSITY TBD}:

\*TO BE DETERMINED AT A LATER DATE\*

### TEAMS AND EVENTS

#### ELEMENTARY TRACK EVENTS: {Ages 6-10}

- For elementary meets: the TOP 2 Male and TOP 2 Female athletes will qualify to compete per track meet.
  - Athletes who did not have a qualifying time or measurement can be remeasured between meets for more opportunities.
  - Athletes who did qualify, will keep the times and measurements from the last meet as their qualifying time.
  - If needed, an older elementary athlete can be “pulled up” to compete at a higher level at the coach’s and parent’s discretion.

#### TRACK:

1. 100 meter dash ( $\frac{1}{4}$  lap)
2. 200 meter dash ( $\frac{1}{2}$  lap)
3. 400 meter run (1 full lap)
4. 800 meter run (2 laps)
5. 1600 meter run (4 laps)

BELOW ARE THE WINNING TIMES FOR ELEMENTARY TIMES/DISTANCES FROM OUR AREA IN 2022:

EVENT	BEST TIME
100 meter dash	14.74
200 meter dash	31.82
400 meter dash	1:13.92
800 meter run	2:55.04
1600 meter run	6:09.01

JV {Ages 11-14} AND VARSITY {Ages 11-18} TRACK EVENTS:

Junior Varsity and Varsity

For Junior Varsity (JV) and Varsity (V) meets: the TOP TWO girls and TOP TWO boys will qualify to compete per track meet.

- Athletes can compete in a maximum of 6 events per meet.
- Athletes who did not have a qualifying time or measurement can be remeasured between meets for more opportunities.
- Generally an athlete who did compete will use their time or measurement from the most recent meet.

-

**FIELD:**

1. Shotput – JVB, JVG, VG – 4Kg; VB - 12lbs.
2. Discus – JVB, JVG, VG – 1Kg; VB – 1.6Kg
3. Triple Jump
4. Long Jump
5. High Jump

**TRACK:**

1. 100 meter dash
2. 200 meter dash
3. 400 meter run (1 lap)
4. 800 meter run (2 laps)
5. 1600 meter run (4 laps)
6. 3200 meter run (8 laps)

**HURDLES:**

- JVG/JVB/VARSITY GIRLS 300 meter {hurdle height is 30”}
- VARSITY BOYS 300 meter {hurdle height is 36”}
- JVG/VARSITY GIRL 100 meter {hurdle height is 33”}
- JVB 110 meter {hurdle height is 33”}
- VARSITY BOY 110 meter {hurdle height is 39”}

**RELAYS:**

**JV GIRLS AND JV BOYS:**

1. 4X100
2. 4X200
3. 4X400
4. 4X800

**VARSITY GIRLS AND VARSITY BOYS:**

1. 4X100
2. 4X200
3. 4X400
4. 4X800

**BELOW ARE THE WINNING TIMES FOR JV and VARSITY TIMES/DISTANCES FROM OUR AREA IN 2022:**

EVENT	Best time/distance	notes:
Shotput		
JVG	25'.7”	
JVB	38’11 1/4” ”	
VG	30’11 ¼”	
VB	33’11 ½”	
Discus		
JVG	67’.8”	
JVB	125’.01”	
VG	99’.5”	
VB	119’6”	
Triple Jump		

JVG	28'.10"	
JVB	34'.5"	
VG	31'6"	
VB	38'9"	
Long Jump		
JVG	14'5"	
JVB	18'	
VG	16'	
VB	19'2"	
High Jump		
JVG	4'6"	
JVB	4'10"	
VG	4'10"	
VB	5'6"	
100 meter dash		
JVG	14.29	
JVB	12.31	
VG	13.19	
VB	11.63	
200 meter dash		
JVG	30.63	
JVB	25.74	
VG	29.09	
VB	24.38	
400 meter dash		
JVG	1:08.28	
JVB	59.40	
VG	1:06.52	



VB	55.87	
800 meter run		
JVG	2:44.55	
JVB	2:22.58	
VG	2:48.85	
VB	2:10.31	
1600 meter run		
JVG	5:54.05	10 Min entry speed
JVB	5:20.89	9 Min entry speed
VG	6:20.83	9 Min entry speed
VB	4:48.31	8 Min entry speed
3200m run		
JVG	13:46.97	20 Minute min entry
JVB	12:31.05	18 Minute min entry
VG	15:17.77	18 Minute min entry
VB	10:46.34	16 Minute min entry
JVG 100m hurdle	18.09	
JVG 300m hurdle	52.56	
JVB 300m hurdle	43.30	
JVB 110m hurdle	17.64	
VG 300m hurdle	54.29	
VG 100m hurdle	18.0	
VB 110m hurdle	16.63	
VB 300m hurdle	44.97	
JVG 4x100	1:00.31	
VG 4x100	53.92	
JVB 4x100	53.32	
VB 4x100	47.68	

JVG 4x200	2:06.08	
VG 4x200	1:58.42	
JVB 4x200	1:54.31	
VB 4x200	1:38.86	
JVG 4x400	4:56.22	
JVB 4x400	4:44.84	
VG 4x400	4:39.98	
VB 4x400	3:48.86	
JVG 4x800	12:23.17	18 Minute min entry
JVB 4x800	11:12.78	16 Minute min entry
VG 4x800	11:36.42	16 Minute min entry
VB 4x800	9:34.30	14 Minute min entry

### COMMONLY ASKED QUESTIONS:

1. *How does an athlete qualify to compete at a meet?*

Coaches will hold qualifying measuring and timing practices. Athletes that would like to compete in the upcoming meet **MUST** be present and timed or measured at this practice. During this time, athletes will run, jump, or throw and their results will be documented. These results are loaded into MileSplit and the top athletes qualify to compete at the upcoming meet. Due to the size of our team we cannot make exceptions. Please talk with the coach or communication liaison for more information if needed.

2. *Do we have to attend every practice?*

No, You do not have to attend every practice. Choose what is best for your family. If you would like to qualify to compete in an upcoming meet, you must attend the qualifying measuring and timing practices for your desired event. Athletes who have qualifying times for relay teams **MUST** attend all required relay practices.

3. *What can athletes do at home to prepare for track?*

Coaches highly recommend that athletes stretch and run at least 3 times per week. It will be to their advantage to practice sprints as well as long distances. Beginners at-home track training usually begins with stretching and gentle running until the athlete is at 1 mile.

Interval training (run for 3 minutes, rest for 30 seconds) as well as running up hills or bleachers is also very helpful. Parents are encouraged to mark distances for their children and practice timing them. Hurdles, shot put, discus, and jumps need to be practiced routinely as well. It will greatly encourage the athletes to see their times and distances improving over the season. YouTube is also an excellent resource for parents that have questions about how to prepare their athletes. Please talk with your coach for a more detailed plan of action if needed.

5. *How long do track meets last?*

In general, track meets are an all-day event, but each meet will have its own schedule. Times will be posted to GroupMe as information is released to coaches.

6. *What do I wear to track meets?*

Your LKH Track uniform top with black shorts of your choice. Slides or leggings are permitted and encouraged in the case of very short running shorts or wide-legged shorts.

\*Dress and appearance should be modest and above reproach. This includes practice apparel for all participants. (LKH Track and Field Code of Conduct. p.3)

Running sneakers are adequate for most events. Track spikes are optional, but are required to be no longer than 1/8 inch for Private School Meets.

7. *What do I bring to track meets?*

Track athletes competing in multiple events throughout the day will need significant nutrition and hydration. Foods high in protein and healthy carbohydrates will fuel their bodies with the energy they need to endure a full day of competition.

Athletes and spectators will need an ample supply of sunscreen.

Other items to consider bringing are: cash for gate fee and concessions, garbage bags, canopy, chairs, picnic blankets, first aid items, towel, change of clothes, and a camera.

8. *What do I do if we are going to be out of town for a track meet and cannot attend?*

Please let your coach know as soon as possible so that another athlete can take your athlete's place.

## Laurel KnightHawks Track and Field

### 2023 Program Fees

**Program Fees:**      Registration Fee:      60.00 (per athlete) X \_\_\_\_\_ athletes = \$ \_\_\_\_\_  
55.00 Second Child  
45.00 Third Child

Insurance Fee:      7.00 (per athlete) X \_\_\_\_\_ athletes = \$ \_\_\_\_\_

**Uniforms:**      Competition Tank      17.00 (per athlete) X \_\_\_\_\_ athletes = \$ \_\_\_\_\_

**Total Cost:**      \$ \_\_\_\_\_

The board has worked to keep fees as low as possible. However, the costs will cover practice location fees, equipment, and athlete awards.

All fees are due by January 26