

*Winnipeg Optimist Athletics
Handbook for 2017/18*

<http://winnipegoptimistathletics.ca/>

as of October 10, 2017



Table of Contents

ACKNOWLEDGEMENT.....	3
CLUB PROFILE.....	4
WOA AWARDS/SCHOLARSHIPS	5
WOA-HOSTED EVENTS.....	8
VOLUNTEER REQUIREMENT.....	9
ATHLETICS MANITOBA FEES & FUNDING, FALL 2017	10
WOA ATHLETE ACCOUNT	11
UNIFORM AND TEAM GEAR SWAG.....	12
TRAVEL OPPORTUNITIES.....	13
ATHLETE TRAVEL POLICY	13
PARENT CHAPERONES	14

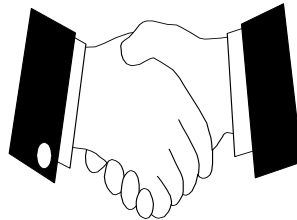
ACKNOWLEDGEMENT

Winnipeg Optimists Athletics (WOA) gratefully acknowledges the support it has received from its partners:

**St James Optimist Club
Athletics Manitoba
Boeing Canada**

We extend a very sincere thank you on behalf of all the athletes, coaches and parents.

You are all indeed, a “Friend of Youth”.



MISSION

The mission of Winnipeg Optimist Athletics, through its coaches, Parent Executive and partners, is to support athletics excellence and to provide opportunities for Manitobans to experience the challenges of athletic development.

CLUB PROFILE

In the beginning ...

In 1979, former track athletes **Larry Switzer, Greg Hershman** and **Wayne McMahon**, along with **Jack Parrington**, formed Assiniboia Optimist Track Club (AOTC) with support from the Assiniboia Optimists. Winnipeg and Manitoba needed a track and field club with highly qualified coaches, who were available year-round.

AOTC offered the opportunity for personalized coaching and more competitions. With funding from Boeing Canada, Larry, Wayne and Greg organized and ran the first Boeing Indoor Track Meet in 1981 in the Minto Armoury.

In 1995, the club name was changed to **Winnipeg Optimist Athletics (WOA)** to better reflect the wider-based support of our founding partner.

In recent years ...

WOA has an annual membership of over 175 dedicated and goal-oriented athletes and coaches, as well as a hard working Parent Executive. As a track and field club, WOA is proud of the support it provides to its athletes and the athletic community through coaching and services.

Coaches are encouraged and offered support to attend upgrade clinics such as the annual Athletics Canada Technical Congress and mentoring programs.

Winnipeg Optimist Athletics offers the following:

- Certified NCCP club coaches with Provincial and National team experience, providing specialized coaching in all track and field disciplines, as well as a multiple events program. In past years, WOA coaches have also received Manitoba "Coach of the Year" awards and nominations.
- 100% coverage of all local meet entry fees, and up to 50% for national competitions (for more details, see page 7, under Entry Fees).
- Opportunities for athletes of all ages to develop their maximum level of excellence, while building character and fostering the ideals of good sportsmanship.
- Fundraising opportunities and an athlete account where funds can be accumulated to offset future expenses related to training, camps, and attending out-of-town competitions.
- Annual awards recognizing athletes' achievements, including post-secondary academic/athletic scholarships and performance-based funding (for more info see page 5).
- Leadership role at Legion Athletic Track Camp at International Peace Gardens.
- Official meet organization for the Boeing Classic, which traditionally serves as the Provincial Indoor Track and Field Championships.

WOA Parent Executive Committee:

- The Parent Executive Committee acts as a liaison between the athletes and coaches and the Club. The purpose of the committee is to offer advice and guidance on Club activities, and provide support in many areas including communications, recordkeeping, fundraising, etc. (for complete list, see Volunteer Commitment form, which forms part of WOA Membership application).
- Meetings are informal and held approximately every two months.
- Members of the Parent Executive Committee take turns hosting a meeting at their home.
- Athletes and their families are welcome and encouraged to attend.

WOA AWARDS/SCHOLARSHIPS

Winnipeg Optimist Athletics Annual Awards

Each year, in the Fall, an Awards Evening is held to recognize outstanding Age Class and Event athletes. Tickets for the event are subsidized.

Eligible athletes receive performance-based awards, National Team funding (up to \$1,000), the Jim Lyon Parent Executive Award for Volunteerism (\$100), a Parent Executive Scholarship (\$200), Custom Tile Scholarship (up to \$500) and free memberships (\$250).

WOA Parent Executive Scholarship

At the WOA Annual Awards event, the Parent Executive awards a \$200 post-secondary scholarship to a deserving club athlete who is returning to the club and the sport, while continuing their education.

Criteria include athletic and academic performance, as well as service or contribution to Winnipeg Optimist Athletics. Information regarding the scholarship can be obtained from the President.



Jim Lyon Parent Executive Award for Volunteerism

Annually, a plaque is awarded to a member of WOA who has displayed general, all-round support to the club and its athletes through volunteer and fundraising activities.

This award is in memory of Jim Lyon, who passed away in May 2003. Jim was Treasurer of WOA from 1997 – 2002 and a recipient of the award in 2001.

A scholarship was created and donated by Shirley Lyon, the wife of Jim Lyon. In October 2003 and for a period of six years, a scholarship in the amount of \$100 was awarded to an athlete recipient in conjunction with the Parent Executive Award.



In 2006, the Parent Executive Committee agreed the scholarship for the Jim Lyon Parent Executive Award for Volunteerism would be continued after the initial six year period (October 2003 – 2008).

The recipient of Jim Lyon Award for 2015/16 was April and Jamey Baker.

Custom Tile Works Scholarship

Custom Tile Works awards a \$500 scholarship annually, to a WOA athlete(s) who meets the following criteria.

- Demonstrated leadership qualities
- Positive role model
- Dedicated, high achiever
- Provincially-ranked athlete, competing at Provincial level events
- Must be full member of WOA, which includes summer membership
- Candidate's success will be based on previous year's effort in competition and/or with Club activities.

Performance Awards

Athletes placing in the top three at National Championships will receive training assistance for the following year in amounts of:

	Seniors	Juniors
- First place	\$1,000	\$300
- Second place	\$ 750	\$200
- Third place	\$ 500	\$100

Free/Reduced Membership

- Full member WOA athletes will be awarded a free membership (current value = \$356.25) for the following year, based on the following placings:
 - In top six at the Canadian Senior Track & Field Championships
 - In top three at the Canadian Junior Track & Field Championships
 - In top ten at Junior or Senior National Cross Country Championships
 - Being named to the National Cross Country team
- The athlete is responsible for other fees (i.e. AthCda/AthMb Sport Membership, Facility Use fee, New Equipment Use fee, etc.).
- New athletes under the age of 13 as of December 31 (born 2005 or later) will be offered a reduced membership (current value \$260) for their first year with WOA. The athlete will be responsible for other fees (i.e. AthCda/AthMb Sport Membership, Facility Use fee, etc.).

Training Fee

- A reduced training fee may be available for out-of-town athletes, depending on circumstances. Please contact Larry Switzer for more information. Larry can be reached at larry.switzer@shaw.ca.

Family Discount - The following membership discounts are available for multiple family members:

- the first athlete in family will pay regular membership fee;
- a second family member would be eligible for a 5% discount ;
- a third family member would get a 10% discount;
- a fourth family member would obtain a 15% discount.
- Please remind us at time of Registration!!

Referral Bonus

- If a current member of WOA introduces a new athlete to WOA and they join the club, a 10% discount will be applied to the current athlete's membership fee for the following year. Please remind us at time of Registration!!

Sessional Membership for athletes born 2005 or later

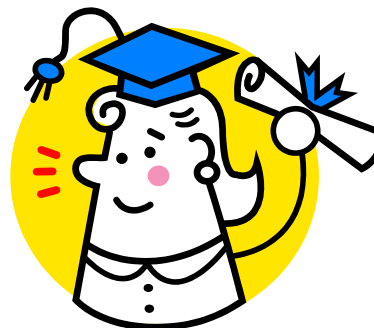
- There are six sessional blocks commencing October 23, 2017 through to July 29, 2018 ranging in length from 6 to 7 weeks per block.
- Benefits of this type of membership include:
 - 6 or 7 Week Program, depending on Session selected.
 - Paid entry fee in at least one meet during Session, depending on Session selected.
 - Paid Facility Use, Training and Coaching Fees
 - Families will be contacted to volunteer through the year.
 - Athletes will be credited for Sessional Fees paid, if they wish to switch to full Annual Membership.

Event Entry Fees

- **Local Competitions:** WOA will cover 100% of all local meet entry fees (approx \$10-\$15/event) for track and field and cross country events which are sanctioned/approved by WOA or recognized organizing societies. Does not include road races or out of town entry fees, other than National Championships (see below).
- **National Championships** (i.e. Junior/Senior/Cross Country/Legions): entry fees are very high (approximately \$50 - 60 per event), compared to regular competitions (ranging from \$10 - \$15 per event).
 - For full member athletes (October 2017 to September 2018), WOA will cover 50% of cost of entry fees for up to three individual events at national championships each fiscal year.
 - For summer member athletes (March 15 – September 2018), WOA will cover 50% of cost of entry fee for one individual event at national championships each fiscal year.
 - Summer member athletes (March 15 - September 2018) will not be eligible for performance awards or free membership based on placing at national championships.

Larry Switzer - Wayne McMahan Scholarship (at University of Manitoba)

In 1999, the Parent Executive of Winnipeg Optimist Athletics established a scholarship at the University of Manitoba to recognize the significant contribution of Larry and Wayne to Winnipeg Optimist Athletics and to the sport of track and field in Manitoba. The current value of the scholarship is approximately \$600 annually.



The award is available to full-time students at the University of Manitoba with a 3.0 GPA, participating in track and field.

Applicants must be a member of Athletics Manitoba and demonstrate leadership and involvement within the sport community in Manitoba. Applicants are required to submit a two page letter outlining their involvement in athletics and the leadership they have shown in the sport community, whether in competition, coaching or other aspects of sport. Deadline for application is September 30 each year.

For further information, please contact:

Financial Aid & Awards,
University of Manitoba
204- 474-9261

Applications should be submitted to:

Claude Berube
Head Coach, Athletics
Room 109, Max Bell Centre,
University of Manitoba
Winnipeg MB R3T 2N2

Previous recipients of the Larry Switzer/Wayne McMahan Scholarship include:

1999 - **Mel McManus**, 4th year dentistry
2000 – **Melanie Gregg**, Masters in Sport Psych
2001 - **Michael Booth**, 3rd year in Arts
2002 – **Jennifer Ervick**, 1st year, Faculty of Law
2003 – **Brian Walker**, 4th year, Business Mgmt
2004 – **Kja Isaacson**, 2nd year Arts, double honours in French and English
2005 – **Sharon Drake**, final year, Recreational Management and Community Development
2006 – **Not awarded**

2007 – **Joel Charriere**
2008 - **Keiran Moolchan**
2009 - **Deondra Twerdun**
2010 - **Deondra Twerdun**
2011 – **Haley Sigurdson**
2012 – **Paul Ryberg**
2013 – **Ryan Croy**, University 1 (from Selkirk, MB)
2014 – **Ryan Croy**, 2nd year student
2015 - **Gee-El Nkwonta**, a WOA Coach
2016 - **Eric Guy**

WOA-HOSTED EVENTS

Boeing Classic, Provincial Indoor Track & Field Championships (March 2 and 3, 2018)

The Boeing Elementary Relays will be held on **Thursday, March 1, 2018**.



This three-day track meet is the best organized meet on the indoor schedule, as well as being the Provincial Indoor Track and Field Championships. Over 400 volunteers are required during the three day period to address the logistical requirements, and all WOA families must help at these meets.

Winnipeg Optimist Athletics is proud of its affiliation with Boeing of Canada as the host of these meets. Each year, Boeing contributes significantly in goods, cash and services, as well as 30 – 50 volunteers to this event. For more info, visit website at www.boeingtrackandfield.com.

In 2002 WOA introduced the Lyle L. Bryson Athletics Performance Award for outstanding performance by a male or female in the meet. Lyle Bryson was instrumental in involving Boeing of Canada as a corporate supporter to WOA. The award is based on the Mercier Table Point System which compares performances across all events and age categories.

Past winners of the Lyle L. Bryson Athletics Performance Award include:

- 2002 – Jackie Honey, WOA; set Manitoba Indoor Women's Pole Vault record of 4.15m
- 2003 – Jenni Hucul, Saskatoon Track & Field
- 2004 – Jared Macleod, WOA
- 2005 – Jared Macleod, WOA; won gold in 60mH and silver in 60m and 200m
- 2006 – Jared Macleod, WOA
- 2007 – Jared Macleod, WOA
- 2008 – Jared Macleod, WOA
- 2009 – Jared Macleod, WOA
- 2010 - Carly Paracholski
- 2011 - Nathan Vadeboncoeur, WOA
- 2012 – Bryan Barnett, Unattached
- 2013 - Nicole (Edwards) Sifuentes
- 2014 – Jay Ort, Carman, Manitoba
- 2015 -
- 2016 - Nicole Sifuentes
- 2017 - Victoria Tachinski

VOLUNTEER REQUIREMENT

In recent years, WOA membership has averaged approximately 180 - 200 athletes annually. The director, coaches and parent executive work very hard to support our athletes and the athletic community, but **we need your help**. WOA is required to provide approximately 400 volunteers for events during the indoor and outdoor seasons. Without volunteers and parents to run meets, competitions cannot be held. Without the help of the athletes and their parents, Track and Field in Manitoba will not flourish.



- i) The **Volunteer Commitment Form** is part of the Membership Application Form. It provides a complete list of areas where volunteers are required, and must be completed during the Registration process. The Membership Application Form is available online at WOA website.

At the time of WOA registration, all athletes and their families are asked to make a volunteer commitment for:

- **WOA-hosted, Boeing Indoor Classic**, March 2 - 3, 2018: two shifts/family (approx 4-6 hours/shift)
- **Athletics Manitoba** events: 3-4 events during the indoor/outdoor seasons (totaling 12-15 hours)

- ii) The purpose of the WOA Volunteer Commitment Form is to ensure an equitable distribution of the workload amongst our families to meet WOA volunteer responsibilities. Volunteers will be contacted by the Communications/Volunteer Committees prior to each event to confirm participation.

Athletes and their families are needed to help in all areas of our club and our sport.

- The **Parent Executive** seeks people to fill year-round positions such as Treasurer, Secretary, Membership, Uniforms, Fundraising, Social Events, Recruitment/Advertising/Marketing, Phoning/Communications/Volunteers, Social Media/Website Management, Trip Convenor, Parent Coordinator/Liaison with Coaches, Coaches/Coaching Assistants and Representatives to the Board of Athletics Manitoba.
- The **Boeing Classic** requires special project management teams. Committees include Lead Organizers, Set up/Take Down, Meet Entries, Meet Registration, Food Service, Security, Finance, Photography, Manpower/Volunteer Recruitment, MTFOA Officials' Rep, Boeing Program Advertising, Boeing Program Assembly, Results, Announcing, Trophies/Medals and Publicity.
- Each year, **Athletics Manitoba** requires WOA to host a major indoor and outdoor competition and to provide volunteers for Athletics Manitoba competitions (approximately 3-4 events/year).

- iii) A mandatory **Volunteer Performance Deposit** is required for Regular members:

- Regular Annual members: a cheque is required in amount of \$100.00, postdated to July 31, 2018 and must accompany the Membership Application.
- Regular Summer (outdoor) members: a cheque is required in amount of \$50.00, postdated to July 31, 2018 and must accompany the Membership Application.
- A Volunteer Performance Record Form is available online on WOA website, and must be completed and submitted in July 2018 to Michael Gravenor at gravenorm@gmail.com.
- Athletes/families who meet their volunteer commitments to WOA and Athletics Manitoba events and submit a Volunteer Performance Record Form, will have their post-dated cheque shredded.
- Athletes/families who do not submit a completed Volunteer Performance Record form will have their cheque cashed on date of post-dated cheque.

ATHLETICS MANITOBA FEES & FUNDING, FALL 2017

Effective Spring 2017, Sport Manitoba in partnership with Manitoba Lotteries, discontinued the requirement of volunteers for Bingos at Regent and McPhillips Casinos. As a result, fundraising opportunities through bingos are no longer available to sports organizations such as Athletics Manitoba and its members.

- Athletics Manitoba will continue to receive some funding from Sport Manitoba/Manitoba Lotteries and WOA will be given a share of this pool of funding, based on our club membership numbers.
- WOA uses Athletics Manitoba funds to support our athletes at all levels, including participation in the National Championships, Training Camps and Regina Trip. These monies may also be applied towards other WOA activities such as club trips, clinics and education for our athletes, coaches and officials.

In exchange for the funding we receive from Athletics Manitoba, WOA agrees to provide Athletics Manitoba with the following services:

- Supply volunteers for specific competitions designated by Athletics Manitoba.
- Host a major competition during indoor/outdoor seasons (Boeing Indoor Classic/Summer Jam events)

Athletics Manitoba will be charging its membership athletes (Midget and above only), a New Equipment Fee for Exclusive Use users in the amount of \$40.00 per year. The purpose of the fee is to acquire, replace and maintain training equipment in Max Bell, University Stadium and the Sports for Life Track and Field Training Centre.

WOA ATHLETE ACCOUNT

The club maintains an account for each athlete (similar to a bank account).

- Through a variety of activities, such as assisting local community organizations/events (setting up tables/chairs, Christmas Trees, etc) an athlete/family has a opportunity to earn monies that can be used towards track and field activities.
- A highlight of Boeing Indoor Classic is the 32 page program which includes the schedule of events, featuring our sponsors, as well as background on our club our sport. Athletes/parents who bring a new ad to the program will earn 20% of the value of the ad in their Athlete Account.

Benefits of Athlete Account:

Funds in the athlete account may be withdrawn at any time for the following reasons (receipts must be provided):

- i) Expenses eligible for funding:
 - Costs for travel and hotel accommodations for out-of-town sanctioned competition or training camp.
 - Meal expenses for out-of-town sanctioned competition or training camp to a maximum per diem of \$20.
 - Payment of registration fee for Legion Athletic Camp or any other track and field-related camp.
 - Purchase of athletic equipment related to the sport.
 - Payment of WOA membership fee (\$356.25)
 - Payment of Athletics Manitoba membership fee (\$78.75 + GST)
 - Payment of Athletics Manitoba facility use fee (\$245.00)
- ii) Athletes who have money in their athlete account, but do not return to WOA the following year have until December 31 of that year to claim the funds. The money would not be matched and receipts would be required for all claims.
- iii) For more info concerning Athlete Account, contact Michael Gravenor at gravenorm@gmail.com.

Special Note:

- Prior to March 2017, **matched funds for an athlete account** could be earned through volunteering at bingos.
- Effective Spring 2017, Sport Manitoba in partnership with Manitoba Lotteries, discontinued the requirement of volunteers for Bingos at Regent and McPhillips Casinos. As a result, fundraising opportunities through bingos are no longer available to sports organizations such as Athletics Manitoba and its members.
- Deadline for **current** WOA members to access previously-earned matched funding is August 31, 2018.
- Funds earned after March 2017 will not be matched.
- For detailed info concerning status of Athlete Account, contact Michael Gravenor at gravenorm@gmail.com.

UNIFORM AND TEAM GEAR SWAG



WOA Singlets:

New members must purchase a WOA singlet at time of Registration and the cost (\$35.00) is added to membership fee.

WOA offers singlets, but does not carry special WOA shorts. We recommend navy or black shorts to complement the singlet.

Athletes must wear a WOA singlet and appropriate running shorts when competing on behalf of the club, (i.e. when WOA has paid the entry fee), and when athlete participates in a medal/award presentation.

Sample sizes of the WOA singlet will be available at Registration on October 23 and 24, 2017.

- All orders for singlets must be paid before delivery.
- Payment should be by cheque, payable to the Winnipeg Optimist Athletics.
- All taxes are included in price (\$35.00)

For more information concerning Singlets, please contact Kia Kirzinger at kiak@shaw.ca .

WOA Team Gear for 2017/18

Order period:	October 23 - 24, 2017
Items available:	A selection of WOA gear, including Adidas sweatshirt and hoodies, track bags
Payment:	Payment must be made at time of placement of order.
Delivery:	Estimated prior to Christmas
Note:	WOA will not carry an inventory of Team Gear. Orders will only be accepted during the order period (Oct 23-24). No late orders will be accepted.

For more information concerning Team Gear, please contact Kia Kirzinger at kiak@shaw.ca .

Parent Info Night – for NEW members

Date:	TBA
Purpose:	Wayne McMahon will host an info session for athletes/parents new to WOA. He will provide an overview of long term athlete development.
	Topics include coaching, training, competitions, travel opportunities and funding, fundraising opportunities, volunteer requirements, etc.

For more information concerning Parent Info Night, please contact Wayne McMahon at 204-261-0467 or gwaynemcmahon@gmail.com.

TRAVEL OPPORTUNITIES

Each year, WOA organizes trips to out-of-province competitions, such as:

- Regina, SK February 2018
- Training Camps:
 - Senior athletes late April - May 2018
 - Youth, Midget athletes (Legion Camp) late July 2018
- National Junior and Senior Championships July 2018
- National 10K Road Race Championships October 2018
- National Cross Country Championships November 2018
- Other events as determined by WOA Coaching staff

ATHLETE TRAVEL POLICY



Travel to competitions outside of the province is determined by the coaches, in consultation with the Executive Director and approved by the WOA Parent Executive Committee.

The primary purpose of out-of-town competitions is athletic development. In so doing, it is expected all athletes travelling on WOA-sponsored activities will conduct themselves in a way that will bring pride and honour to the club.

Parents and athletes must abide by the following Code of Conduct.

1. Such conduct will include good sportsmanship, courtesy and respect to all.
2. There will be no possession of, or use of, any illegal substances or performance enhancing drugs.
3. Regardless of age, all athletes are expected to abide by the general WOA policy that discourages the use of alcoholic beverages while involved in club-sponsored activities.
4. When rooms are visited by other than the occupants, the door will be left open for viewing by the athlete's personal coach or coach's personal designate.
5. Any physical damage occurring or arising from items missing in a hotel/motel room is the responsibility of the registered occupants, unless some other person(s) are proven responsible. With more than one person sharing a room, cost will be shared equally if no admission of responsibility is forthcoming.
6. Unacceptable behaviour shall include, but may not be limited to the following:
 - Committing any act, which would be considered an offence under federal, provincial or municipal laws;
 - Breaking training or curfew as specified by the athlete's personal coach or coach's personal designate;
 - Unsportsmanlike conduct, or conduct that is likely to bring discredit to Winnipeg Optimist Athletics in the opinion of the athlete's personal coach or coach's personal designate.
7. Any contravention of these rules will result in disciplinary action to be determined by the athlete's personal coach or coach's personal designate. Such discipline could range from a minor reprimand or withholding of privileges to the athlete being sent home at his/her own expense. Any major disciplinary action will be reported to the Parent Executive of WOA by the Director.

PARENT CHAPERONES



WOA is open to a team traveling at anytime, and welcomes parent involvement in planning and organizing these trips.

Parent chaperones are required for out-of-province events and competitions in Canada. Depending on the time and location of an event, teams of approximately 25 – 30 athletes, three coaches and three chaperones travel on a bus, leaving on Friday morning, returning late Sunday night. WOA will cover the chaperone's bus transportation and accommodation. The chaperone will be responsible for all other expenses, including food. If appropriate, chaperones will share a hotel room, as will coaches.

The designated head coach will discuss with the chaperones how they can assist the coaches to ensure everything runs smoothly and the athletes achieve optimum performances. Areas where chaperones may be required to help include:

- Be informed and aware of what is going on, so you can assist the athletes and the coaches
- Know the transportation schedules (to/from Winnipeg; shuttle in competition location)
- Assist athletes and coaches with check-in/check-out at the hotel
- Know the hotel amenities and find out about nearby eateries, facilities
- Ensure athletes are on time for transportation and individual competition
- Ensure athletes have necessary uniform and equipment
- Ensure athletes wear WOA clothing when competing or on the podium.
- Monitor athletes' events and record results for coaches
- Keep notes of special/record breaking performances, which can be quickly relayed to the media
- Assist with curfew/bed checks
- Work with coaches to ensure WOA athletes compete and behave in a responsible, respectful, disciplined manner, so that WOA and Athletics Manitoba are well represented.