

# Madison Elite Track Club



# PARENT HANDBOOK

# **Chapter 1: Club Mission & Values**

# Club Mission & Values

Madison Elite Track Club vision is to bring communities together through track and field. We do so by establishing a diverse coaching staff with distinct levels of expertise. We invite young and old participants, from diverse backgrounds, and a diverse range of income levels. Our mission is to get athletes mentally and physically healthy, to become academic community leaders. We want athletes to believe “If I can be excellent with track and field, I can be excellent at home, in the classroom and in the community. We believe becoming the greatest self makes our contribution to our community more meaningful.

Our founder, head coach, and educator Venus Washington – Ross, is a former UW-Madison Track athlete and founder of Venus Inspires LLC, has a diverse coaching background including roles at Coffeyville Community College, Madison East High School, and UW-Madison. Venus’ track experience also extends to coaching Olympic qualifiers and incorporating the Toki Middle School’s Track team.

# **Chapter 2: Safety & Injury Prevention**

# Safety & Injury Prevention

Crucial Section right here! A breakdown of key safety and injury prevention guidelines.

- Hydration breaks will be enforced by coaches, however, DO NOT wait if you need water during practice, especially during the summer months.
- Parents and athletes are responsible for reporting injuries IMMEDIATELY to a coach or guardian, no matter how small.
- Proper footwear and uniforms are required to prevent injury.
- Coaches will monitor training intensity to avoid overexertion.

# Injury Prevention

**Warm-up & Cool-down:** Warm-ups and cool-downs are required at every practice. Athletes should engage in dynamic stretching before workouts and static stretching afterward to reduce injury risk.

**Track & Field Equipment Checks:** Ensure properly maintained surfaces, hurdles, and throwing areas to prevent accidents.

**Proper Technique:** Incorrect form in running, jumping, or throwing can lead to injuries. Coaches should provide regular technique assessments.

**Proper Footwear:** Wearing sport-specific shoes with adequate support minimizes stress fractures and shin splints.

**Hydration & Nutrition:** Dehydration increases the risk of cramps and heat-related illnesses. Encourage consistent water intake and balanced meals.

**Rest & Recovery:** Overtraining can lead to stress fractures and tendonitis. Athletes should follow structured rest days and listen to their bodies.

**Sleep Matters:** Young athletes need at least 8–10 hours of sleep for proper recovery and growth.

## **Common Injuries & How to Handle Them**

**Muscle Strains:** Characterized by sharp pain and weakness. Apply R.I.C.E. (Rest, Ice, Compression, Elevation) and avoid strenuous activity.

**Shin Splints:** Pain along the shinbone, common in runners. Reduce mileage, wear proper footwear, and strengthen lower leg muscles.

**Stress Fractures:** Small cracks in bones due to repetitive impact. Seek medical attention and allow time for healing.

**Sprains & Tears:** Ligament injuries cause swelling and difficulty moving. Immediate ice application and medical evaluation are recommended.

**Environmental Awareness:** Extreme heat or cold can lead to heat stroke or hypothermia.

**Chapter 3:**  
**Sportsmanship**  
**&**  
**Conduct**

# Sportsmanship & Conduct

Sportsmanship and conduct are essential for fostering a positive, respectful, and competitive environment in track and field. Parents and spectators must always model good sportsmanship.

- Bullying or discrimination will not be tolerated, and immediate action will be taken.

Respect for Competitors: Respect is expected—treat teammates, coaches, and officials with kindness. Athletes should treat opponents with dignity, regardless of the outcome

Integrity in Competition: Fair play is non-negotiable, cheating, dishonesty, or unsportsmanlike behavior is unacceptable

Exhibiting Grace in Victory & Defeat: Winning should be celebrated without arrogance, and losing should be accepted without resentment

Encouragement & Team Support: Athletes should uplift teammates and foster a culture of positivity and motivation.

## **Expected Conduct for Athletes**

### On the Track & Field:

Follow all event rules and respect officials' decisions.

Avoid taunting and disrespectful gestures.

Shake hands or acknowledge competitors after races.

### During Practice:

Arrive on time and be prepared.

Listen to coaches and follow instructions.

Support teammates and avoid negative comments.

### Off the Track and Field:

Represent the team with pride and professionalism.

Maintain good sportsmanship in social settings and online.

Avoid conflicts, bullying, or inappropriate behavior.

## **Expected Conduct for Coaches & Officials**

Fairness & Impartiality: Coaches and officials must treat all athletes equally, regardless of skill level

Encouraging Positive Behavior: Reinforce respect, teamwork, and perseverance

Handling Disputes Professionally: Address conflicts calmly and constructively

Leading by Example: Coaches should model sportsmanship in their interactions

## **Parent & Spectator Guidelines**

Respect for Athletes & Officials: Parents and spectators should avoid negative comments and support all athletes

Encouraging Positive Engagement: Cheering should be motivational, not critical

Avoiding Disruptions: No interference with coaching or officiating decisions.

## **Consequences for Unsportsmanlike Conduct**

Verbal Warning: First offense results in a formal warning

Temporary Suspension: Repeated offenses may lead to practice or event suspension

Permanent Removal: Severe violations could result in dismissal from the team

# **Chapter 4: Training Guidelines**

# Training Guidelines

THIS IS NOT AN ALL-INCLUSIVE LISTING

Please be aware that training may change depending on weather, team size and any unforeseen changes.

Training will be held twice a week; locations will be determined prior to the season, communicated via email and will be done together as a team.

Proper running techniques will be taught and reinforced. Strength and mobility exercises will be incorporated to support endurance.

## Strength Training Basics

- Start with Bodyweight Exercises: Body Alignment Training with Myofascial Release, before using weights, focus on push-ups, squats, lunges, and core work to build foundational strength.
- Introduce Light Resistance: Use resistance bands or medicine balls to develop power safely.
- Balance & Stability Work: Incorporate single-leg exercises to improve coordination and prevent injuries.

- **Explosive Movements:** Simple jump drills like bounding and jump squats enhance speed and agility.

### Conditioning & Endurance Training

- **Short, Fun Interval Workouts:** Alternate between 30-second sprints and 1-minute recovery jogs to build stamina.
- **Hill Sprints:** Running uphill strengthens leg muscles and improves acceleration.
- **Steady-Paced Runs:** Encourage short, easy runs to develop endurance without overexertion.
- **Agility Drills:** Ladder drills and cone exercises improve quick footwork and reaction time.

### Preparing for Track Meets

- **Tapering Before Competition:** Reduce training intensity 3–5 days before a meet to allow muscles to recover.
- **Mental Preparation:** Teach visualization techniques to help athletes stay focused and confident.
- **Race Strategy:** Discuss pacing, starting techniques, and how to handle different race scenarios.

- **Proper Nutrition & Hydration:** Ensure athletes eat balanced meals and stay hydrated leading up to race day.
- **Warm-up Routine:** Establish a consistent pre-race warm-up to prevent injuries and optimize performance.

### Sprinting Drills

- **A-Skip Drill:** Helps develop proper knee lift and foot placement for sprinting.
- **High Knees:** Improves stride frequency and running posture.
- **Acceleration Sprints:** Start slow and gradually increase speed over 30 meters to build explosive power.
- **Bounding:** Focus on long, powerful strides to enhance sprint mechanics.

### Distance Running Drills

- **Pacing Runs:** Teach athletes to maintain a steady speed over longer distances.
- **Fartlek Training:** Alternating between fast and slow running improves endurance.
- **Hill Repeats:** Strengthens leg muscles and builds stamina.

**Strides:** Short, controlled sprints after a run help develop finishing speed.

### Hurdle Drills

- Lead Leg & Trail Leg Drills: Focus on proper hurdle clearance.
- Three-Step Drill: Helps athletes maintain rhythm between hurdles.
- Hurdle Mobility Exercises: Improve hip flexibility and range of motion.

### Jumping Drills (Long Jump & High Jump)

- Standing Long Jump: Builds explosive leg power.
- Approach Run Drills: Teach consistent takeoff positioning.
- Bounding Exercises: Improve jump distance and coordination.

### Relay Drills

- Hand-off Practice: Focus on smooth baton exchanges.
- Acceleration Zones: Teach runners to build speed before receiving the baton.
- Relay Team Coordination and Baton exchange techniques are extremely important
- Sprinters will practice blind handoffs for short relays and visual exchanges for longer distances.

**Chapter 5:**

**Local**

**Meets**

**vs.**

**Travel**

**Meets**

# Local Meets vs. Travel Meets

Open to all athletes regardless of experience level

Typically held within the county or nearby regions

Transportation is the responsibility of parents unless  
otherwise arranged.

**Local Meets:** Athletes must arrive on time and be prepared. Carpooling is encouraged to reduce costs and ensure timely arrival.

**Travel Meets:** Travel accommodation should IDEALLY be made at least - 2 WEEKS PRIOR - to said meet location.

May require overnight stays. Teams may use buses, vans, or

flights, depending on distance. Coaches should discuss and possibly coordinate departure times, lodging, and meal plans as necessary.

Parental Consent Forms: For travel meets, parents must sign transportation waivers and emergency contact forms.

Packing Essentials: Uniforms (competition & warm-up gear)  
Running shoes & spikes Hydration & snacks Recovery tools  
(foam rollers, ice packs)

Travel Documents: ID, Medical Forms

Mental Preparation: Athletes should visualize race strategies and practice relaxation techniques. Coaches should review meet schedules and ensure athletes understand event logistics.

## Lodging & Security

**Hotel Safety Checks: Safety & Security:** Ensure lodging has secure entrances, well-lit areas, and emergency exits.

**Hotel Proximity:** Choose hotel accommodation close to meet locations for easy commutes.

## Uniform Differences

T- Shirts can be kept by athletes

Local meets: consist of a T-shirt and a matching top and bottom, standard team uniforms (jerseys, shorts, T-shirts). Athletes may wear personalized accessories (headbands, wristbands).

Travel Meets: consist of a matching top and bottom and a warm-up uniform which consists of pants and a zip-up

jacket, Strict uniform guidelines for team representation.

Matching warm-ups and official team gear required

### Pre-Travel Safety Measures

Emergency Contact List: Ensure all athletes have updated emergency contacts and medical information.

Weather & Location Check: Research local conditions and potential risks before departure.

Team Safety Briefing: Review behavior expectations, emergency protocols, and itinerary details.

# **Chapter 6: Payments & Fees**

# Payments & Fees

The Payment & Fees section reviews registration costs, payment methods, financial assistance, and refund policies.

If an athlete does not participate in a meet AFTER the registration deadline, the PARENT/GUARDIAN is responsible for ALL fees related to absence.

Club Registration Fees: covers facility use, team apparel, warm-ups uniforms, special training sessions, local and travel meets, equipment, and basic supplies

Fundraising & Sponsorships: Helps offset travel and registration costs

## Payment Methods

Online Payments: Accepted via team website, Venmo or PayPal.

Check or Money Order: Must be made payable to MADISON ELITE TRACK CLUB and submitted to the designated coach or administrator with athlete's name in memo line

Cash Payments: Accepted in sealed envelopes with athlete's name clearly labeled

# **Chapter 7: Scholarship Opportunities**

# Financial Assistance & Scholarships

**Need-Based Assistance:** Families can apply for reduced fees or sponsorships. Applications must be submitted in a timely manner for need to be determined

**Fundraising Opportunities:** Athletes may participate in team fundraisers to offset costs.

**Community Sponsorships:** Local businesses may offer scholarships or financial aid.

## **Refund & Payment Policies**

**Refund Deadlines:** Requests must be submitted before the season starts for full reimbursement.

**Full Refunds:** only in excruciating circumstances See head coach for more information.

**Late Payment Fees:** Payments received after the deadline may incur additional charges.

**Chapter 8:**  
**Who**  
**To**  
**Contact**

# Who to Contact

Venus Washington-Ross - Club Director / Head Coach –

Oversees all operations, training, and meet  
registration/participation

Lauren Waller and Phillip Watters - Team Coaches – Provide  
guidance on technique, conditioning, and strategy.

***Open Position*** for Volunteer Coordinator– Organizes parent  
volunteers.

***Open Position*** for Financial Coordinator– Handles  
scholarship applications and payment plans.

**Chapter 9:  
Expectations  
for  
Athletes  
&  
Families**

# Expectations for Families & Athletes

Financial Responsibility: Families must complete payments  
on time and communicate financial concerns.

Ensure timely payments and fundraising contributions when  
applicable

Show respect for teammates, coaches, and opponents.

Follow all safety guidelines and listen to coaching  
instructions

Support their child's participation and promote  
sportsmanship

Communication: Inform coaches of injuries, absences, or  
concerns in advance.

**Support & Encouragement:** Families should motivate athletes without excessive pressure.

**Timely Transportation:** Ensure athletes arrive on time for practices and meets.

**Respect for Coaches & Officials:** Avoid disrupting coaching decisions or arguing with referees.

**Volunteer Opportunities:** Parents ARE expected to assist with fundraising, snack sign-up/providing snacks, event setup, or transportation coordination. Assistance is needed each season

### **Athlete Responsibilities**

**Athletes Must attend practices regularly and inform coaches of absences.**

**Commitment to Training:** Athletes must attend all practices and meets unless excused

**Effort & Sportsmanship: Always give your best effort and support fellow athletes.**

**Show respect for teammates, coaches, and opponents.**

# **Chapter 10: Deadlines to Apply for the Season**

# Deadlines to Apply for the Season

There is a Parent Informational held twice a year in April and  
November

Parents and Families **MUST** ensure ALL DOCUMENTATION  
has been submitted online i.e. registration forms, athlete  
identification etc.

All information can be found on the Madison Elite Track Club  
website

This link is directly to athlete registration

<https://form.jotform.com/251608464970160>

Registration and Meet attendance are due **NO LATER THAN**  
**THE ATHLETES FIRST PRACTICE.**

Late Registration: Available only with prior approval and may  
include additional fees.

Uniform Orders Due: 4 weeks prior to the start of the May  
outdoor season - to ensure timely arrival.

# **Chapter 11:**

# **Updating**

# **Contact**

# **Information**

# Updating Contact Information

Parents/Guardians must update contact information immediately if any changes occur.

Required Updates: Phone number, email, emergency contact, home address.

How to Submit Changes: Email the club administrator or update via the online portal.

Deadline for Seasonal Updates: Before Season Kickoff  
Failure to provide up-to-date contact information may result in missed communication regarding practices, meets, and emergencies.

**Chapter 12:**  
**Athlete**  
**Development**  
**&**  
**Progression**

# Athlete Development & Progression

The goal of the coaches is to assist athletes advance through each season with a focus on their strengths while improving their weakness. This is to assist them in gaining strength, endurance and improving their athletic abilities to further their athletic career.

Athletes will be monitored through form, specific events and stats based on age, experience, and performance.

Beginner athletes are required to complete locally prior to attending travel meets for the first 12 months or as determined by the head coach.

Athletes are encouraged to explore different track and field events to determine their strengths.

Athletes and parents are encouraged to communicate with coaches regarding their progress, needs and wants as it relates to Track and Field events.

Coaches will provide goal-setting support to help athletes advance within the program.

**Chapter 13:  
Social Media  
&  
Public  
Relations  
Guidelines**

# **Social Media & Public** **Relations Guidelines**

Photos & videos of athletes may only be shared with  
parental consent.

No negative or unsportsmanlike remarks about competitors,  
officials, or teammates.

Athletes should represent the club positively on all  
platforms.

# **Chapter 14: Equipment Usage & Storage Policies**

# Equipment Usage & Storage

## Policies

Club equipment (uniforms, batons, hurdles, starting blocks, shot put, discus, measuring tapes, cones, javelins etc.) must be used properly and returned after practice. Uniforms are the exception and returned at the end of the season.

Athletes are responsible for maintaining their personal running gear including shoes and uniforms.

Lost or damaged club-owned equipment may require replacement costs.

Coaches will inspect all equipment regularly to ensure safety standards.

**Chapter 15:**

**Weather**

**&**

**Emergency**

**Protocols**

# Weather & Emergency

## Protocols

Practice & Meet Cancellations: Extreme weather (thunderstorms/ excessive heat advisors) may cause cancellations—parents will be notified promptly by email and posted on social media.

Severe Weather Emergency: Athletes and families must follow designated safety protocols (e.g., shelter-in-place procedures).

Parent Notification Procedures: Contact will be made immediately if an athlete requires medical attention.

**Chapter 16:**  
**Code of**  
**Conduct**  
**Violation**  
**Consequences**

# Code of Conduct Violation

## Consequences

First Violation: Verbal warning and discussion with the athlete.

Second Violation: Written warning and parent notification.

Third Violation: Possible suspension from practice or meets.

Fourth Violation: Permanent removal from Madison Elite

Track Club

Severe Infractions: (Bullying, unsportsmanlike conduct, etc.)

may result in immediate dismissal from the club.

Appeal Process: Parents may request a meeting to discuss

disciplinary actions.

**Chapter 17:**  
**End-of-Season**  
**Awards**  
**&**  
**Recognition**

# **End-of-Season Celebration** **& Recognition**

The club will hold an end-of-season celebration to recognize  
all athletes!

Specific activities will be determined closer towards the end  
of the season.