

Edmonton Track and Field Council – Kinsmen Policy Manual

The following volume is a written record of the policies created and voted on by the Edmonton Track and Field Council. These policies outline the desired behaviour and rules that govern our actions while using our shared facilities.

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Document Change History

- February 4, 2013 – Initial Version Created
- November 14, 2013 - Updated to cover the new fees for Kinsmen this year.
- October 29, 2014 - Updated to cover the new fees for Kinsmen for 2014-2015.
- October 26, 2015 - Updated to cover the new fees for Kinsmen 2015-2016.
- October 12, 2016 – Updated to cover new fees and track behavior policy for 2016-2017.
- September 30, 2017 – Updated to cover new fees and track behavior policy for 2017-2018.
- Sept. 19, 2018 – Updated to cover new Shared Use Schedule for 2018-2019.
- September 27, 2019 – Updated to include unbooked dates for 2019-2020.
- October 13, 2021 – Updated with current dates, and policies for 2021-2022.
- March 17, 2022 – Updated with current dates and policies.
- Sept. 28, 2022 – Updated with current dates and policies.
- November 10, 2022 – Updated policies.
- December 23, 2022 – Updated dates and policies.
- October 22, 2023 – Updated dates, times and policies.
- January 14, 2024 – Updated dates, and times.

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Kinsmen Field House

Track Behaviour Policy

The following outlines the policies regarding use of the shared space at the Kinsmen field house. These behaviours are required for continued access to the facility.

All coaches, athletes and associate club members must act and communicate in a respectful manner to other members, as well as members of the public and facility staff who may be in the area. Infractions are encouraged to be reported to the ETFC Board or Coordinator.

Failure to act in a respectful manner as described above, will result in a 3-Strike Warning, and then the individual will be asked to leave and refrain from using ETFC booked space until further notice.

The Kinsmen Facility requires shirts to be worn at all times. Midriff t-shirts / tank tops and sports bras designed for fitness use are permitted.

Incidents can be reported through the Incident Report link on the ETFC webpage here:
<http://www.etfc.ca/incident-report>

Booking Times

Kinsmen is booked during the following times from October 30, 2023 – April 19, 2024:

- Mon
 - Lower Running Track: 4:30 PM – 7:00 PM
 - All Tennis Courts: 5:00 PM – 7:30 PM *drops to 7pm March 4th
- Tues
 - Lower Running Track: 4:30 PM – 7:00 PM
 - All Tennis Courts: 5:00 PM – 7:30 PM *drops to 7pm March 4th
- Wed
 - Lower Running Track: 4:30 PM – 7:00 PM
 - All Tennis Courts: 5:00 PM – 7:30 PM *drops to 7pm March 4th
- Thurs
 - Lower Running Track: 4:30 PM – 7:30 PM *drops to 7pm in February
 - All Tennis Courts: 5:00 PM – 7:30 PM *drops to 7pm in February
- Fridays:
 - Lower Running Track: 5:00 PM – 7:00 PM

Date(s) Not Booked

Due to facility bookings of special events and holidays, the ETFC will not have Kinsmen booked during the booking date(s):

- December 25-29, 2023 – Holiday Period - No Booking
- January 1, 19
- February 2, 9, 19
- March 1, 29
- April 1, 16, 18

Dates may be subject to change. The ETF Coordinator will give coaches notice of any changes to the schedule.

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Track Use

The following are general rules for using the track during an ETFC booking:

- All participants on the track are required to run in a counter clockwise direction.
 - This includes athletes doing a workout and athletes warming up.
- Any persons wanting to cross the track at any time must always watch for any oncoming athletes and actively stay out of the way.
- Due to crowding and insurance purposes. Family/friends of athletes are not permitted in the fieldhouse during ETFC bookings.
- All athletes and coaches using the facility must be current Athletics Alberta members.
- **Clubs are not to gather OR do drills or leg swings on the red flooring on the outside of the track.** This area is for the public to walk around the track. To avoid the public going onto the track, please gather, OR do leg swings on the infield or the space near the exit doors.
- All participants using the fieldhouse during ETFC bookings must comply with the Training Policy – athletes and coaches.

Shared Use Schedule

The following outlines a shared use schedule to divide up use of the track by time to provide a division amongst age groups. Younger athletes are given priority during the first hour of the booking and then everyone else is given full access.

4:30 PM – 5:00 PM (M-Th)

- All Age Groups
 - Warm up oval runs utilizing lanes 2 & 3
 - Drills utilizing 4, 5 & 6

5:00 PM – 6:30 PM (M-F)

- All Age Groups:
 - Infield is now available
 - Long distance workouts take place on the **lanes 2, 3 & 4**
 - U10-U14 athletes should also attempt to work in **lanes 3 and 4**
 - Short distance/sprints take place on **lanes 5 & 6**
 - **NO Drills on track**

6:30PM - 7:00 PM (M-F)

- U10, U12, U14:
 - Off track by 6:30pm, and on infield ONLY until 7pm sharp
- U16 and up:
 - Priority of **track** access is granted.
 - **NO Drills on track**
 - Off the track at 7:00 PM sharp (except on Thursdays when track is extended until 8pm)

7:00PM - 8:00 PM (M-Th)

- U16 and up:
 - Courts only M-W
 - **1.40m+ High Jumpers are recommended to jump** during this time period. HJ Booking Calendar is available here: <https://teamup.com/ksjhfs56ibubdvbie6>

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- Drills, strength and conditioning, med ball and plyometrics can be done
- Shot Put can be done only if safe to do so

○ Track Extension on Thursdays

- U16+ runners will be given priority from 7-8pm for quality speed runs
- **NO Drills on track**

Items on track

Items placed on track must be made visible to athletes by placing pylons on/in front of item to alert athletes of item ahead of time.

Hurdle Use

On Track Hurdles are permitted for use on the track under the following restrictions:

- Hurdles are only permitted on Wednesday, Thursday and Friday bookings
- Hurdles can only occupy a single lane.
 - This is true even if there are multiple teams or athletes practicing.
- Hurdles must be setup in Lane 6 only.
- When setup in lane 6, a pylon must be placed where the corner connects to the straight away to alert athletes that the lane is closed before they run into the corner.
- Hurdles can only be used on the track when absolutely necessary.
 - i.e. the use of hurdles markers on the track and/or full run overs of hurdles at or close to competition spacing.

Infield Hurdles are permitted for use on the infield under the following restrictions:

- Hurdles cannot be used on the infield for full speed run overs or competition spacing.
- Hurdles on the infield must only be used for hurdles drills involving skips or walks over closely spaced hurdles.

Corner Starts

Corner starts will be permitted during the following times:

- Monday – Friday from 6:00 PM – 7:00 PM in Lane 6 only at the 80M & 200m start.
- Pylons must be placed at the start of the corner (where it connects to the straightaway) to alert athletes that the lane is closed before they run into the corner.

Throwing

If the area is not overcrowded and it is safe to do so, throwing may be done on the infield during the following times:

- U10, U12, U14:
 - Between 5:30 – 7:00 PM
- U16 and up:
 - Between 7:00 – 8:00 PM

Inflatable High Jump Mats

Can be pulled out when safe to do so. Please kindly ask a Kinsmen staff member for assistance with the overhead extension cord to inflate.

Please allow at least 10 minutes time to put away mats BEFORE the end of our booking.

Kinsmen Equipment

Equipment is NOT to be borrowed from the Kinsmen FTC. Clubs must use the shared equipment in the storage room, including the new bumper plates that were purchased by TOP, or their own personal equipment, only.

The weight cart will not be booked during our bookings this year.

Two spin bikes will be provided for cross training use, and wheeled into the court space by Kinsmen staff for our bookings.