



N-Spire Track and Field Club (NTFC) Team Handbook 2025 - 2026

Welcome to N-Spire Track and Field Club (NTFC)! The club fosters athletic excellence, sportsmanship, and personal growth through competitive and recreational track and field activities. This handbook outlines expectations for participation and behavior to ensure a positive experience for all members.

About the Program

Our Mission

N-Spire Track and Field Club (NTFC) is dedicated to creating opportunities for kids between the ages of 11 - 18 of all levels to get involved in track and field and introduced to the sport and its events at an earlier age. We aim to inspire and light the spark in our athletes through personalized development and training.

Our Values

NTFC's values include athlete-centered training, incorporation of mobility and plyometrics into strength building, positive attitudes, learning from successes and failures, and cultivating a supportive environment for continuous learning for athletes and coaches.

The Goals of the Club include:

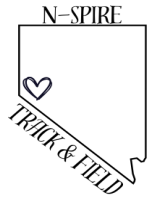
- Focusing on building skills, confidence, and a love for the sport
- Fostering both physical and mental growth
- Introducing the basic and foundational techniques in various events for future growth for beginners and advanced athletes
- Providing a foundation for strength development
- Teaching skills around focus, emotions, and performance tactics
- Building a sense of community and comradery

Contact information

- Coach Alexa Anderson (Nuckolls) Owner/Head Coach: 775-530-0801

Communication

- Communication Channel: all club athletes, parents/guardians and coaches are expected to download and communicate through the Band App for club-related communication
- Link to Band App: <https://band.us/n/a5a8b005dcNcP>
- The club will use the Health and Emergency Contact Information Form for communication in relation to emergencies



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Participation and Code of Conduct

All athletes, parents and coaches are asked to adhere to the NTFC Code of Conduct:

ATHLETE CODE OF CONDUCT

Commitment to Training - Attend all scheduled practices and meets unless excused by a coach. - Arrive on time, prepared, and with appropriate gear to practices and meets. - Notify coaches in advance at least 24 hours prior to any absences.	Effort and Attitude - Give full effort during practices and competitions. - Maintain a positive attitude and encourage teammates. - Be coachable and open to feedback.
Sportsmanship - Show respect to teammates, coaches, officials, and competitors. - Represent the club with integrity on and off the track. - Avoid unsportsmanlike behavior, including taunting, profanity, bullying or cheating	Team Conduct - Support team goals - Participate in team meetings, events, and community service when applicable. - Communicate respectfully with all team members and staff.
Health and Safety - Report injuries or health concerns promptly to your coach. - Follow safety guidelines and listen to coaching instructions during practices and meets	Academic and Personal Responsibility - Maintain academic eligibility and balance school responsibilities. - Demonstrate responsible behavior in personal life that reflects well on the club.
Compliance - Follow all club, league, and governing body rules. - Wear designated team uniforms and gear during meets. - Abstain from prohibited substances and behaviors.	



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PARENT & GUARDIAN CODE OF CONDUCT

Support and Encouragement - Encourage your athlete to give their best effort and maintain a positive attitude. - Celebrate progress and personal achievements, not just wins.	Communication - Maintain open and respectful communication with coaches and club staff. - Inform coaches of any schedule conflicts, injuries, or concerns. - Use the designated Club communication channel for related communications
Respect for Coaches and Officials - Trust the coaching staff's decisions regarding training, competition, and athlete development. - Refrain from coaching your athlete during practices or meets.	Team Involvement - Participate in team events, volunteer opportunities, and fundraising efforts when possible. - Help foster a positive and inclusive team environment.
Transportation and Punctuality - Ensure athletes arrive on time to practices and meets. - Arrange timely pick-up and drop-off to support team schedules.	Modeling Behavior - Demonstrate good sportsmanship and respectful behavior at all events. - Avoid negative comments about athletes, coaches, or officials.



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COACH CODE OF CONDUCT

Professionalism • Maintain a respectful, inclusive, and safe environment for all athletes. • Uphold the values and mission of the club at all times.	Preparation and Instruction • Plan and deliver structured, effective training sessions. • Provide clear instruction, constructive feedback, and individualized support.
Communication • Communicate regularly and transparently with athletes and parents. • Be approachable and responsive to questions, concerns, and feedback.	Athlete Development • Foster growth in athletic performance, character, and teamwork. • Recognize and support the unique needs and goals of each athlete.
Safety and Well-being • Monitor athlete health and safety during all activities. • Respond appropriately to injuries and emergencies. • Promote mental wellness and a balanced approach to training.	Fairness and Integrity • Treat all athletes equitably, regardless of ability or background. • Make decisions based on fairness, safety, and team values.
Compliance and Accountability • Follow all club policies, league rules, and ethical standards. • Maintain certifications and stay informed on best coaching practices.	



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Violations of the Code of Conduct

To maintain a safe, respectful, and high-performing environment, all athletes, parents, and coaches are expected to follow the club's code of conduct. Violations will be addressed promptly and fairly, with consequences appropriate to the nature and severity of the infraction.

General Principles

- All parties will be treated with fairness and respect during any disciplinary process.
 - The goal of discipline is to correct behavior, maintain team integrity, and uphold club values.
 - Repeated or serious violations may result in dismissal (removal) from the club.
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Types of Violations

- **Minor Violations** may include:
 - Tardiness or unexcused absences
 - Disrespectful behavior or language
 - Failure to follow instructions or team rules
 - Inappropriate attire or lack of preparedness
 - **Major Violations** may include:
 - Bullying, harassment, or discrimination
 - Use of prohibited substances
 - Physical altercations, threats, or threatening behavior (i.e. intimidation)
 - Repeated defiance of club policies
 - Dishonesty or misconduct during competition
 - Failure to pay club fees
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Consequences for Athletes

All consequences are subject to coach and club ownership discretion. A typical escalation path example is listed below:

- **First Offense (Minor):** Verbal warning and discussion with coach
 - **Second Offense (Minor) :** Subject to coach and club owner discretion depending upon severity of offense - may involve a written warning and parent notification, temporary suspension from practice or meets
 - **Major Offense:** Immediate suspension pending review; possible removal/dismissal from the club
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Consequences for Parents

All consequences are subject to coach and club ownership discretion. A typical escalation path example is listed below:

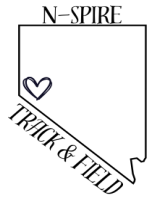
- **First Offense:** Verbal or written warning from club leadership
 - **Second Offense:** Meeting with coaching staff and/or club director
 - **Third Offense:** Restriction from attending practices/meets or parent and child removal from club-related activities
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Consequences for Coaches

All consequences are subject to coach and club ownership discretion. A typical escalation path example is listed below:

- **First Offense:** Verbal or written warning from club leadership
 - **Second Offense:** Review by club board or director; possible suspension
 - **Major Offense:** Immediate suspension pending investigation; possible termination of coaching role
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Appeals and Resolution



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- Individuals may request a meeting with club leadership to discuss disciplinary actions.
- Appeals must be submitted in writing within 7 days of the decision.
- Final decisions rest with the club director and coaching staff.

Definition of Release, Dismissal and Withdrawal:

- **Release:** Coach releases athlete temporarily from the team due to injury. Child is welcome to participate again once cleared. Depending upon the timing of the injury and release and return to participation will determine fees
- **Dismissal:** athlete, parent or coach is removed by the club from participation and affiliation with the NTFC club
- **Withdrawal:** Parent or guardian chooses to withdraw their child from club participation and notice must be sent in prior to withdrawal to coachnux@nspiretrackandfield.com . Withdrawal also includes the intention to move from one club to another club.



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Membership and Fees

Our club is associated with USATF. All members must apply for and hold a current, active individual membership with USATF before participating. You must then associate your membership with the NTFC in order to participate. Athletes cannot participate in multiple USATF clubs at the same time.

- **Fees**

- **Participation:** NTFC requires all members to pay their membership fee and first month of the coaching fee up front prior to participating in the club.
- **Membership Fee: \$290 indoor, \$220 summer**
 - All athletes must pay this fee up front prior to participation in the club
 - Supports operational expenses and overhead. These fees are collected for at the beginning of each season the athlete participates in (indoor or summer), annually.
 - Examples include: USATF membership fee, access to the training facility and equipment, uniforms, and costs to keep the club operational (i.e. licensure, USATF club fees).
- **Coaching Fee \$100 a month:**
 - **Supports remaining overhead costs and any excess will go towards the coach/coach's time and effort spent at practices and meets.** This fee is assessed monthly regardless of how many sessions the athlete attends from the beginning of the season until the conclusion of the season of participation. The athlete will be assessed a coaching fee if no withdrawal, dismissal or release occurs as discussed in the Charges Related to Withdrawal, Discontinuance or Dismissal clause.
- **Timing of Charges:** After the initial membership and 1st month of coaching fees have been charged, the coaching fee will then be charged monthly by the 1st of the month for the remainder of the season, or until the athlete finishes participation (voluntarily or involuntarily), whichever occurs sooner.
- **Late Payments:** Payments must be made by the first of the month, and no later than the 5th of the month. Late payments will not be tolerated and may result in the athlete's dismissal from the team.
- **Payment**
 - Payments for memberships or coaching fees will be received through PayPal



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2025/2026 Fee Schedule

Indoor Season			Summer Season		
November (Membership Fee only)	11/11/2025 – 11/30/2025	\$290	June (Membership + Coaching Fee)	June 1, 2026 – June 30, 2026	\$220
December (Coaching Fee)	12/1/2025 – 12/31/2025	\$100	July (Coaching Fee)	July 1, 2026 – July 31, 2026	\$100
January (Coaching Fee)	1/1/2026 – 1/31/2026	\$100			
February (Coaching Fee)	2/1/2026 – 2/17/2026	\$75			

**Please note: the club will not be conducting club activities during the high school and middle school seasons (After 2/17 – 5/31) and will not be conducting club activities (8/1 – 9/30)*

- **Fee Changes:** The fees are subject to change at the discretion of club ownership and reasonable notice will be provided when such changes occur. Members will pay the membership fee and coaching fees timely and in accordance to the club rules and code of conduct as a requirement to participate.
- **Withdrawal/Refunds**
 - **Refunds:** Membership dues are non-refundable.
 - **Charges Related to Withdrawal, Discontinuance, or Dismissal:** All withdrawals must be submitted in writing to NTFC at coachnux@nspiretrackandfield.com.
 - If withdrawing prior to the 1st of the month, the next month's coaching fee and any remaining coaching fees will not be charged. If the athlete is dismissed, released, or withdraws after the 1st of the month, the coaching fee will still be charged and will not be waived or refunded.



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Practices

All athletes will need to arrive promptly to practice and dressed appropriately for the weather conditions. Our practices will primarily be outdoors, and we may or may not have access to an indoor facility. Northern Nevada weather can change at any time, so it is always suggested that the athlete brings appropriate attire for all conditions (t-shirt, shorts, tights, sweats, socks, etc). Appropriate footwear (running shoes and/or specialty shoes like sprint spikes, jumping spikes, and throwing shoes) are necessary to train and compete well, as well as avoid injuries.

Practice schedules are defined by the amount of athletes, event offerings, and ages of athletes. These will be evaluated at the start of the season and may change depending upon the needs of the athlete. Practice schedules will be posted and visible for parents/guardians and athletes either on the website or the Band App or both. In the event a practice is cancelled, this will be communicated through the Band App.

Generally speaking, practices will be held 3:00pm – 5:00pm on Tuesdays and Thursdays, and 10-12 on Saturdays.

Parents are welcome to attend practices, but please refrain from providing instruction to your child and please let the coaches coach.

Meets

Athletes must purchase a jersey (this is included in your membership fee) in order to compete. In addition to the jersey, appropriate shorts or tights and footwear is required to compete, and will be the responsibility of the parent/guardian to provide.

Athletes can compete in up to 4 events per meet and based upon amount of available entries. Unfortunately, not all athletes will be able to compete in all meets. Meets have limited entries and are sometimes based upon entry standards. Some may require qualification to compete. We try our best to include as many athletes as we can. Meet events are typically determined by coaches in consultation with athletes. The coaches will consider the health, doctor recommendations, personal goals, athlete preference, event variety as well as team goals in selecting the right events for each athlete.

Meet schedules are typically determined by NTFC before the start of the season and registration dates for the meets are communicated as they are made available. Competing in meets is a privilege and not a guarantee. The athlete must complete at least 4 practices in the month leading up to the meet in order to compete. This is for the benefit of the athlete, as training directly correlates to performance.

Meet days are typically an all-day commitment. Athletes need to come prepared to meets. They need to bring their uniform, shoes, appropriate food and snacks and hydrate.



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If the athlete wishes to compete in a meet that is not on the schedule, this must be approved by the club's coaching staff prior to registering for the meet.

Please note: meet registration fees are not covered under the membership fee and are paid separately by the parent/guardian. The club coaching staff can provide guidance on meet registration.

MEET DAY:

- 1) Must have uniform/NTFC gear to compete**
- 2) Bring spikes or specialty shoes and equipment (implements for throwing)**
- 3) Bring snacks and plenty of water**
- 4) Respect ALL coaches, managers, officials and competition**
- 5) You represent NTFC, the coaching staff and YOURSELF**

Other General Information

Health Status and Injuries

- **Health Status**
 - It is the parent or guardian's responsibility to update the Health & Emergency Information Form promptly should any changes to the participant's health information occur
- **Injuries**
 - Injuries happen, and part of athletics is dealing with injuries. It is important to know how to deal with them.
 - If an athlete suffers an injury, they must notify their Event Head Coach as soon as possible.
 - Your athlete is still expected to be at practice to do rehab work, or to help the coaches film other teammates. This allows them to still contribute as part of the team. We want your child out there as much as you want them to be. They are still a vital part of this team.
- **Concussion Protocol:**
 - Where there is reasonable cause to believe that a concussion may have occurred, the Health & Emergency Information Form will be referenced and the emergency contact(s) will be notified. Such participant shall not be allowed to continue his/her participation in club activities without a medical release to resume such participation.



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- NTFC **DOES NOT** provide athletic trainers, medical staff, or any other professional medical services during training sessions, events, or any club-related activities.

Media

The coaching staff will take pictures and videos of the athletes during practices and meets to help foster instruction and development opportunities. Please review the media release clause in the Consent to Participate form for more information.

Transportation and Travel

- Parents or guardians or athletes that are of age to drive and hold a valid driver's license must provide transportation to and from practice. It is recommended that parents or guardians transport their athletes and to and from meets that are in or out of state (if competing). Arrangements must be made with the coaching staff in advance if coaches are expected to transport athletes to local meets (within Reno/Sparks), as not all coaches will travel to all meets.
- Out of town meets:
 - Travel expenses are the responsibility of the parent or guardian and will not be covered by the club
 - At this time, parents and guardians are responsible for transporting their athletes to meets that are out of town. It is at the parent's discretion if the parent or guardian will allow the athlete to travel out of state on their own and without a coach.