



MASTERS & OPEN TEAMS POLICIES & PROCEDURES

Participation Guidelines

There are no time, speed, height, or distance requirements to participate on Atlanta Track Club's Masters and Open Teams (Track & Field and Long Distance Running [LDR]). However, there are expectations and a level of commitment.

To join the teams, a participant must:

- Believe in the mission and values of Atlanta Track Club and the Performance Programming Department.
- Act as an ambassador of the Club at events and competitions by complying with brand guidelines and upholding the spirit of our mission.
- Be an Atlanta Track Club member in good standing who:
 - Resides in Georgia, or
 - Resides in a neighboring state and was a member prior to moving there, or
 - Lives in a state or area without a local club in which to participate.

Note: Existing participants are grandfathered.
- Maintain current USATF membership listing Atlanta Track Club as their club affiliation.
- Meet age requirements:
 - Masters: Over age 40 (LDR) or 25 (Track & Field).
 - Open: Over age 18 (LDR and Track & Field).
- Compete three or more times per year, preferably at national, regional, or team competitions.
- Wear the adidas team uniform kit and adidas competition shoes, unless granted a medical waiver by the Team Administrator (Mike Brown).
- Compete primarily for Atlanta Track Club and disclose any other affiliations or team memberships.





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Atlanta Track Club Team Uniform Guidelines

Wearing a team uniform is an important way to identify as a member of Atlanta Track Club and to show your support for the Club's values and mission during competition at all levels and ages.

- Masters Team Uniform Purchase: Masters Team members may purchase competition gear and warm ups through our [webstore](#).
- Supplemental Gear: Additional items—such as training gear, shoes, bags, and more—are available for purchase at a reduced cost during registration and through the webstore. Our Masters discount code is **MastFW30**.
- Competition Expectations: Team members are expected to compete in the adidas Team uniform/kit and adidas competition shoes at all team competitions unless granted a waiver by the Team Administrator (Mike Brown).





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SHOE PROGRAM

An adidas shoe program has been created to award runners for top performances and encourage representing Atlanta Track Club and adidas at events. Below are our eligibility requirements for you to earn your shoes (one pair per calendar year):

- Finish in the top three of your age group at a USATF Masters National Grand Prix event.
- Finish in the top three of your age group in the USATF Masters National Grand Prix overall standings
- Finish in the top three of your age group at the USATF Indoor or Outdoor Masters Championships
- Achieve an age grade at 90% or above at a national championship (Masters)
- Open Team athletes who finish in the top three overall at Atlanta Track Club events or USATF Open Championships

In order to claim your prize, send the Team Administrator (Mike Brown) proof of your result and proof that you were representing the Club and adidas at the event – in uniform and adidas gear. Please also include your address if you live outside of the Atlanta area and won't be able to pick up the shoes in person. If you do not pick up the shoes at the office, you will have to pay for shipping via the following Link: [Shipping Charge – Atlanta Track Club](#).

You may claim one pair of the following shoes (subject to change):

- Adios Pro 4 (LD racing shoe, 5K – Marathon)
- Takumi Sen (LD racing shoe, 5K – Half Marathon)
- XCS (XC spike)
- Avanti (MD or LD spike)
- Ambition (MD or LS spike)
- Sprintstar (sprint spike)
- Prime SP 3 (sprint spike)
- Finesse (sprint spike)
- SL2 (lightweight trainer)
- Boston 12 (carbon super trainer)

Please note that your request will be processed as quickly as possible, but models and colors not carried by the Club may take up to two months to be received.





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Atlanta Track Club Masters and Open Team Funding Policy

Masters and Open Team members are eligible for up to \$250 in travel and/or lodging reimbursement for national events, as budgeted and approved at the discretion of the Age Group Coordinator (AGC) and/or Team Captain. Expenses paid directly by the Club (e.g., team hotel) are not eligible for reimbursement. Joint expenses paid individually (e.g., van rental) may be considered as an exception with prior approval.

Eligibility Requirements for Team Funding

To qualify for team funding, a participant must:

- Obtain prior approval from their respective AGC or the Track & Field Coordinator (TFC), with adequate budget available.
- Complete four volunteer credits in the previous 365 days and be on track to complete four credits in the current calendar year.
- Have a minimum of four lifetime volunteer credits (new members must complete credits before becoming eligible for funding).
- Compete as a team member in uniform at least once without receiving funding.
- Compete in adidas-branded Atlanta Track Club apparel.
- Compete in adidas shoes, unless granted a waiver by the High Performance Director.
- Submit a reimbursement request with proper documentation and receipts for eligible expenses, including:
 - Travel (airfare, car rental, mileage)
 - Lodging (hotel, Airbnb, etc.)
- Carpooling and room sharing with teammates is strongly encouraged.
- Airfare and hotel rooms paid with points are NOT eligible for reimbursement under any circumstances due to tax law.





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COACHING

Coaching is available for both the Masters & Open Teams. All team members receive **free coaching** from Coach Tom Hinz and Carl Leivers after completing **four (4) volunteer hours**. Contact information for both coaches is below:

Open Team: Coach Carl Leivers-carl@runningcoachcarl.com

Masters Team: Coach Tom Hinz-thinz@atlantatrackclub.org and include this [athlete profile](#). Athletes without the profile will not be considered.

Concerns And Questions

With a team our size and athletes who are passionate and committed, it's normal to have questions, concerns, complaints, or suggestions for rule or policy changes. We have procedures in place for handling these situations, and we ask that all team members follow them:

- Take 24 hours before responding. Giving yourself time to cool off helps ensure clearer communication and less emotion. If the issue is complex, schedule an in-person meeting or phone call.
- Start with your AGC or Team Captain. They may have the answer you need.
- If it's related to logistics and the AGC can't help, reach out to the Team Captain or Team Administrator.
- If it involves overall policies, club rules, or USATF procedures, contact the Team Administrator so the proper channels are followed.
- If you want to propose a USATF rule change, speak with the Team Administrator so the club can support the proposal and submit it through the correct process.

We also ask that team members refrain from complaining publicly about the club or its policies. All Atlanta Track Club staff members are available for meetings or phone calls to discuss any concerns.



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Volunteering

Giving back is the best way to show appreciation for the competitive opportunities and funding you receive as a member of the Masters or Open Teams. It's an important part of building a strong community in Atlanta—and volunteering is required to maintain funding.

Volunteer Requirements:

- To remain in good standing, team members must:
 - Be on track to complete four (4) volunteer credits in the current calendar year.
 - Have earned four (4) credits in the previous 365 days.
- What counts as a credit?
 - Volunteering at a single event = 1 credit.
 - If the event lasts more than 4 hours, it counts as 2 credits.
 - No event will count for more than 2 credits.
- All volunteer opportunities will be logged and tracked through Volunteerlocal. Additional team-specific opportunities will be shared through the team newsletter. All sign-ups should be completed through VolunteerLocal,
- Remote Volunteering:
Team members who live far from Atlanta may complete remote volunteer opportunities as they become available. These will be offered on an as-needed basis.

Important Links:

- Find Atlanta Track Club volunteer opportunities [here](#).
- Review your volunteer profile [here](#).



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ANNUAL AWARDS CELEBRATION

Each year, we host an annual awards celebration to celebrate the accomplishments of our teams. The banquet is held in January to make the awards more relevant and align with the completion of the calendar year and the USATF Grand Prix series.

Awards Presented:

- White Hat Award – Male and Female
- Most Valuable Volunteers – Male and Female
- LDR Most Valuable Runners* – Male and Female, Open and Masters
- TF Most Valuable Athletes* – Male and Female, Open and Masters

**Determined by event placements and points scored.*

Communication Plan

With so many active participants, clear and effective communication is essential. Here's how we keep everyone informed:

- TeamSnap allows for regular emails, alerts, and group messaging. Team members will receive invitations to TeamSnap.
- Regular emails from the Team Administrator, AGCs and Team Captains
- Atlanta Track Club Newsletter (1–2 times per month) highlighting team results and accomplishments
- Social media posts celebrating significant achievements
- Wingfoot Magazine periodic highlights
- Annual Town Hall Meeting via Zoom to discuss team rules, policies, plans, and schedules