

Track Meet Jobs and Instructions

1. Meet Preparation and Set-Up

- a. **Equipment Hauling (4 Vehicles):** This job requires those assigned to pick up team equipment at the FPYC Clubhouse storage facility (Providence Park) and haul it over to Fairfax HS 1 hour prior to the meet start. The next step is to unload the equipment and assist with set-up. Equipment includes tables, canopies, chairs, tape, tape measures, stopwatches, shot puts, javelins, and generator. Responsibilities end when the equipment is set-up, and the various events are set-up.
- b. **Meet Administration Set-up (4):** The tables, chairs, and canopies need to be set up to support number distribution, registration for other teams, meet Data entry/Results activities, and Award labeling and distribution. Three tables are usually set end –to-end on the visitor side of the field next to the side of the bleachers that are adjacent to the field restrooms. The canopies are to be placed over the tables and chairs set along the back of the tables. There need to be 3 stations, one for FPYC number distribution, one to register other team members and distribute numbers, and a station with a computer (Coach will bring) for Data entry/Results. The last item to set-up for the meet administration area is the generator to power the computer. The generator is usually placed under the bleachers with an extension cord used to plug in the computer. Award labeling and distribution can use the registration area after most of the participants are registered.
- c. **Track Event set-up (3):** The meet takes less time if we can use both straight-aways to run the 50M and 100M sprints. On the visitor side of the track the 100M sprint is marked. On the visitor side of the track the 50M distance needs to be measured, taped, and the start and finish lines coned. Measure from the 100M finish line and tape a 50M start line. There should be a 100M tape with the equipment brought over from the club house. Duct tape across all lanes of the track to designate the 50M start line. On the other straightaway both the 50M and 100M need to be measured, taped, and coned. Start at the end that is adjacent to the visitor side finish line. Duct tape a start line. From the start line measure a 50M finish line and tape across all lanes and mark with cones (approximately half way down the straightaway). Measure from the original start line the 100M finish line. Duct taped the 100M finish line and marked with cones (approximately just past the far goal line).
- d. **Field event set-up (4)**
 - i. **Turbo Javelin** – Set up 2 throwing lanes using cones from the goal line area at the side of the field next to the high jump area. Place a measuring tape and distance makers at each throwing lane. Also place the different length javelins at the designated lane for the different age groups. Lane one 300g javelin Girls and Boys 5 through 10 and lane two 600g javelin Girls and Boys 11 and older. Use a field mark, i.e. yard line for foul line and mark with cones. Make sure there is enough distance for throwers who want a running start.

- ii. Shot Put – This area is located at the far end of the visitor’s bleachers next to the 100m dash starting area. The shot puts need to be taken down along with a measurement tape, and a throw maker.
- iii. Long Jump – At the far end of the field is the long jump runway and pit. To set up this event take a measuring tape, duct tape, broom, and rake down to the pit. Remove the pit tarp cover. Broom the runway and rake the pit. Use duct tape to mark a jump point. Make the jump point 3 tape widths wide.
- iv. High Jump – At the near end of the field is the high jump area. Remove the tarps from the high jump landing mats. Place the jump height measurement bar supports at each end of the landing mats. The high jump support posts may be at the side of the storage shed next to the restrooms. Place high jump bar on the supports.

2. Meet Activities

- a. Registration and numbers – This activity involves registration and distribution of numbers from the Track Meet Administration Area. (Canopy/table area)
 - i. **FPYC Number Distribution (Station 1) (2):** Distribute numbers to FPYC athletes as well as assist with questions about schedule of events (Schedule will be provided via e-mail). Numbers will be separated in two white bins usually 400 and below and 500 and up. A separate line can be established for each bin. A team roster will be available if runners forget their numbers and need to look it up.
 - ii. **Visiting Team Meet Registration and Number Distribution (Station 2) (2):** Have registrants fill out registration forms and distribute numbers. Some teams may pre-register and the numbers will have been prepared. The FPYC Running Director will provide number stacks and a team roster for pre-registered teams. If a team or individual is not pre-registered have them fill out and a parent sign the registration form. After the registration form is completed, assign a number to the participant and record on registration form. Give number and safety pins to participant.
- b. Track Sprint Events – These events are run in lanes. The events include the 50M, 100M, 200M and 400M
 - i. **Heat Organizer (3):** Groups the runners into 6 runner heats, one for each lane and makes sure each runner has a number. Organizing heats usually takes place on the football field by designating various yard lines for boys and girls for each different age group (6 and under, 7 and 8, 9 and 10, 11 and 12, 13 and 14, 15 and older). Depending on the number of participants, adjacent age groups and/or mixed gender heats can be used to fill in a heat. For the 50M, 100M, and 200M the heats can be line up in assigned lanes behind the start line. For the 400M, the next heat except for lane position 1 can be brought onto the track and shown their staggered start positions. The lane 1 runner can stand in the infield near his/her start line but clear of the track.
 - ii. **Starter for Sprint Events (2):** The Starter instructs runners about starting commands, and issues race commands that includes sounding the starting horn. The starter for the sprint events (except for the 400M) will not be at

the finish line and must communicate with the Timer Crew before starting a heat (usually done with red and white flags). Between heats the Starter should go over the start commands with the runners. For sprints the commands are: 1.) *Runners take your marks*, (here the runners should set-up just behind the start line – some runners using blocks will position their hands behind the line and feet in the blocks and set in a crouched position), 2.) *Set* (the runners need to set their position – runners using blocks will raise their back), and 3.) *Sound horn*. The Starter should also indicate that if there is a false start the horn will be blown multiple times for the runners to stop and try again. Once the Timer Crew Organizer indicates he/she is ready to time the next heat, the Starter informs the runners and gives the start commands. Make sure the Timer Crew Organizer/Timers can see the Starter give the commands. The Starter needs to raise a hand up in the air as the Starter gives the set command and drop the hand as the Starter sounds the horn.

- iii. **Timers for Sprint Events (6 timers X 2 crews)**: Each Timer operates a stopwatch (provided) to time race finishers in an assigned lane. 6 timers are need for each race (if all lanes are full). Each Timer needs to obtain a lane assignment from the Time Crew Organizer and a stopwatch. Each Timer starts their stopwatch on the horn. Each Timer stops their stopwatch when the runner in their assigned lane crosses the finish line. The Timer then provides the lane time and runner number to the Time Crew Organizer/Recorder. The Time Crew Organizer/Recorder will indicate when all the times and numbers are recorded; and when the Timers can reset their stopwatch and prepare for the next heat. Two sets of Timers (6X2) are needed for separate sides of the track for the 50M and 100M events. The two teams Starter, Timers, Time Crew Organizer/Recorder may also be used for the 200M and 400M.
- iv. **Time Crew Organizer/Recorder (2)**: records finishers and respective times from the Timers. The Time Crew Organizer/Recorder coordinates with the Starter when Timers are ready for the next heat (use white and red flags.) The Time Crew Organizer/Recorder assigns lanes to each Timer and makes sure all Timers are ready for the start of each heat to record times. At the end of each heat the Time Crew Organizer records times and runner numbers from each Timer using the Sprint event record form.

- c. Field Events – These events entail throwing or jumping and require management of the participants, judgment of fouls, measurement of the jump or throw, and recoding the results.

- i. **Long jump group (3)**: This takes place at the far end of the field opposite the score board. The long jump group consists of an Organizer/Recorder, Line Judge/Measurer, and Mark Judge/Pit Raker. The Organizer/Recorder organizes the line of waiting jumpers, manages the jumps each competitor takes (each jumper can take 3 attempts a foul counts as an attempt), determines the current jumper, and records each attempt and the distance of each attempt on the score sheet. The Line Judge/Measure determines if

the attempt is a legal jump or a “Foul”, (jump take off was past foul line and is marked as an “F”). For “Mark” jumps the Line Judge places the beginning of the measuring tape on the foul line. The Mark Judge/Pit Raker determines the spot of the jump and uses the tape to measure the distance of the jump. The jump is measured to the point any part of the body made a mark in the sand closest to the foul line. The Mark Judge provides the distance to the Organizer/Recorder. After the jump is recorded the Mark Judge/Pit Raker rakes the pit in preparation for the next jump. The longest distance is the final mark no matter what attempt it was accomplished. The jumpers do not have to compete in order. Some jumpers may have to leave between attempts to participate in other events.

- ii. **Shot put group (3)**: This event takes place at the far side of the field at the end of the visiting team bleachers. This event usually requires 3 volunteers to conduct the event. The Organizer/Recorder organizes the waiting throwers, determines the current thrower, and records attempts/marks on event sheets. The Line Judge/Measure monitors foul line for violation, determines if attempt is foul or mark, and holds start of tape at foul line for mark measurements. The Mark Judge/Retriever determines the spot of the throw, measures the distance of the throw, provides the distance to the Organizer/Recorder, and returns shot puts to throwing area. Each thrower is allowed 3 attempts that includes fouls or marks. The longest distance is the final mark no matter which attempt it was accomplished. The throwers do not have to compete in order. Some throwers may have to leave between attempts to participate in other events. The following are the appropriate shot puts for each age group: Girls and Boys through age 8 – Softball; Girls 9 thru 14 and Boys 9 thru 12 – 6 lb; Girls 15+ and Boys 13 thru 14 – 4 kg; Boys 15+ 12 lb.
- iii. **Turbo javelin group (3X2 throwing lanes)**: This event takes place on the field at the near side of the stadium by the Meet Administration area. This event usually requires 3 volunteers for each throwing lane. The Organizer/Recorder organizes the waiting throwers, determines the current thrower, and records attempts/marks on event sheets. The Line Judge/Measure monitors foul line for violation, determines if attempt is foul or mark, and holds start of tape at foul line for mark measurements. Since the event is on the turf field the foul mark is a designated yard line identified with cones. The Mark Judge/Retriever determines the spot of the throw, measures the distance of the throw, provides the distance to the Organizer/Recorder, and returns javelins to throwing area. Each thrower is allowed 3 attempts that included fouls or marks. The longest distance is the final mark no matter which attempt it was accomplished. The throwers do not have to compete in order. Some throwers may have to leave between attempts to participate in other events. Turbo javelins for each age group are as followed: Girls and Boys through age 10 – 300g; Girls and Boys 11+ - 600g.

- iv. **High Jump group (3):** This event takes place between the goal posts and the track at the near end of the field next to the score board. This event usually requires 3 volunteers to conduct the event. The Organizer/Recorder organizes the waiting jumper, determines the current jumper, and records attempts/marks on event sheets. For the High Jump there are two High Jump Bar Monitors. The High Jump Bar Monitors set the height and set the bar and maintain order in the jump area. A marked attempt is when a jumper clears the bar without the bar falling. A foul is when the bar falls. For each attempt the High Jump Bar Monitors provide the cleared height to the Organizer/Recorder, and either returns the bar, or raises the bar height. Each jumper is allowed 3 attempts to clear each bar height. If a jumper fails to clear a bar height that jumper is not allowed to continue to the next bar height. Bar heights and jumpers are organized by age group and gender. Different age groups may be making attempts at different bar heights of which the Organizer/Recorder needs to keep track since jumpers may come and go in relation to competing in other events.
- d. Track Distance Events – These events are not run in lanes and use a waterfall starting line. These events include the 800m, 1500/1600m, and 3000m
 - i. **Heat Organizer (3):** Heat Organizers group the runners into approximately 25 runner heats. Heats are usually organized on the football field using designate yard lines for boys and girls for each different age group (6 and under, 7 and 8, 9 and 10, 11 and 12, 13 and 14, 15 and older). Age groups and genders can be combined to obtain 25 runner heats. The runners are lined up on the track for each event in a waterfall start with older runners on the front line and younger runners on a second line if needed. Between heats the runners are positioned on the field near the start.
 - ii. **Timer (1):** The Timer for the distance events uses the advanced stopwatch that stores many finish times and can print finish times. The Timer will start the timer on the sound of the horn and enter a finish time for each runner that crosses the finish line. The Timer will stop the timer after the last runner has crossed the finish line and confers with the event Place Recorder to record times related to each runner's finish position.
 - iii. **Starter (1):** The Starter will position runners on the waterfall start line with the race Heat Organizers. The Starter will go over start instructions. For distance races the Starter usually instructs runners to the line by indicating take your mark and then starts the race by sounding the horn. Before the start of the race, the Starter needs to go over the rules for runners transitioning into the first lane stressing all runners should not transition if it will cause another runner to break stride, or trip and fall. The Starter also needs to provide instruction for procedures if there is a false start.
 - iv. **Lap Monitor/Finish Line Number Callers (2 or more):** During the race the Lap Monitor must monitor the laps of the various runners. Given the

various age groups some runner may be lapped by others. At the end of the race the Lap Monitor/Finish Line Number Callers needs to assist the Place Recorder by calling out the number of each runner as each runner crosses the finish line and enter the finish chute. The Lap Monitor/Finish Line Callers should also make sure runners stay in order of finish as each runner enters the chute so numbers can be recorded properly.

- v. **Place Recorder (1):** For each heat the Place Recorder records the finish placement of each runner such that it can be matched with the finish times being recorded by the event Timer. Each heat will have a separate results sheet to record the place of the runner and each runner's race time. Before the race, the Place Recorder needs to get a count of the number of runners from the Heat Organizers for each heat to keep track of the number of possible finish placements. At the end of the heat, the Place Recorder needs to coordinate with the timer to records times in relation to each runners finish position. These results need to be given to a Results Runner for data entry.

3. Track Meet Data and Results

- a. Event results data entry – This effort is conducted at the track meet administration area next to the registration. There will be a computer set up with software for event results data entry that will record the results, match the numbers to runners and sort by age group and gender. After the results are processed, individual results can be formatted and printed on labels to be attached to ribbons that need to be sorted by team and participant's last name.
 - i. **Results Runners Group (3):** Results Runners continually take results sheets from the finish line and field event locations to the Data Entry/Results Group. The Results Runners Group needs to identify the events for which each Results Runner will be responsible to obtain the results sheets throughout the meet. Each Results Runner needs to identify the Recorder for the events for which they are responsible and coordinate with that Recorder so that the results data is transferred to the Data Entry/Results group. Each event will have sheets for different heats.
 - ii. **Data Entry/Results Group (3):** This activity occurs at the administration area. The Data Entry/Results Group is responsible to keep track of the result sheets delivered by the Results Runners Group. As the results are delivered the Data Entry/Results Group needs to enter information from the results sheets into the computer. The computer program will match numbers to participants and facilitate the printing of result labels for individual participants that are placed on corresponding ribbons by the Awards Group. The labels are to be printed and provided to the Awards Group.
 - iii. **Awards Group (3):** This activity also takes place at the meet administration area. The Awards Group takes the result labels from the Data entry/Results Group and places the labels on the appropriate ribbons and sorts the results during the meet by events and participant. The Awards Group needs to supervise the distribution of the ribbons during the

meet. At the end of the meet the ribbons needed to be sorted by team. The visiting team(s) ribbons will be given to the appropriate coach. For the FPYC team the ribbons need to be sorted alphabetically by last name and placed in the ribbons folder. The folder has alphabetically separated sections.

4. Track Meet Breakdown and Clean up

- a. Equipment Collection Group (3): This group collects all equipment used at the track meet and packs it for transport to the FPYC clubhouse. The equipment includes stopwatches, clipboards, cones, tape, measurement tape, shot puts, javelins, flags, starting horns, tables, chairs, canopies, FPYC team numbers, generator, and extension cords. The equipment needs to be gathered near the field rest rooms for loading on the transport vehicles.
- b. Equipment Hauling Group (4 vehicles): The Equipment Hauling Group will assist the Equipment Collection Group pack the individual vehicles. The Equipment Hauling Group will need to coordinate dependent on vehicles what equipment is packed on what vehicle. As vehicles are packed they need to coordinate with the Running Director about transport to the FPYC clubhouse (Providence Park storage facility) concerning keys and unloading the equipment. The Equipment Hauling Group is to also unload and place the equipment in the Track Teams storage area. The storage area is at the end of the back hallway on the right in the open storage area. The equipment is placed on the front left shelving in the open storage area.

5. Post Track Meet Results processing and posting

- a. Post-meet data entry (1): The Post-meet data entry volunteer takes results from home and away meets and enters them into our cumulative team spreadsheet database. Results from away meets may be provided in varying formats (Word, Excel, or PDF). The data entry usually takes about 3 hours, and the goal is to have the data entry and processing completed within 36 hours of receipt (usually the day or two after the meet) so it can be posted. After the data is entered it can be e-mailed to the FPYC Track Team Director who will check the data and post the meet results on the FPYC Track Team website.