

**2011 CATHOLIC MEMORIAL  
GREATER WAUKESHA TRACK CHAMPIONSHIP  
May 20<sup>th</sup> and 21<sup>st</sup> 2011  
Instructions for Coaches**

**IMPORTANT INFORMATION FOR MAKING YOUR ENTRIES:**

**Seed Times:** Seed times (called qualifying times by TrackMate) are required for all individual running events and, if possible, relays as well. **THIS IS VERY IMPORTANT.** Heats in all running events are determined based upon seeding. To properly seed the heats, we require accurate seed times. When you enter your athletes in TrackMate, please be sure to enter an accurate seed time (qualifying time). This should be a time that the athlete has already demonstrated he or she can run, rather than a hoped-for time.

Finals in the 100 and 200 meter dashes will be determined by the eight best times in the preliminary heats. This means that heat winners are not guaranteed a spot in the finals. However, if the meet is properly seeded, the fastest seeded runners will be equally spread across heats. Each heat *should* have a runner who advances to the finals, if they perform to pre-meet expectations. There will only be one final heat of 8 runners in each division.

**No 1600 meter run or high jump for 5<sup>th</sup> Graders.** The 1600 meter run and high jump are not contested for 5<sup>th</sup> graders at this meet. (5<sup>th</sup> graders may move up and compete in these events in the 6<sup>th</sup> grade division, while still maintaining the 6<sup>th</sup> grade entry limits.)

**Participation and Entry Levels**

Each team may enter athletes in each grade/gender division (5B, 5G, 6B, 6G, 7B, 7G, 8B, 8G) in the following numbers: Three athletes in each individual running event (100, 200, 400, 800, 1600); Three athletes in high jump; Four athletes in other field events (long jump, shot put, discus and softball throw); One team in each relay event (4 X 100, 4 X 400).

**The above entry levels have the following exceptions:** 5th graders will not compete in the high jump or the 1600; 5th and 6th graders will not compete in the shot put or the discus; 7th and 8th graders will not compete in the softball throw. (Athletes may be moved up a grade or two to compete in an event. For example, a 5th grader may run the 1600 in the 6th grade race or put the shot in the 7th grade competition.)

The maximum number of events that any one athlete may enter is five, with no more than three being individual running events and no more than two being field events.

## Submissions of Entries

### **Entry Fee:**

**\$110.00 per team. (A second team from the same school is also \$110.00.) Send check payable to “James J. Mathie” to: Law Offices of James J. Mathie, 217 Wisconsin Avenue, Suite 104, Waukesha, WI 53186.**

**All entries must be submitted by Sunday, May 15, 2011.**

All entries must be submitted *via e-mail using TrackMate*. This is free software that you may download from Microsoft.com. (This software is not compatible with Mac.) Download the free version. The TrackMate software is designed to be used by non-license holders to allow a license holder to more efficiently schedule and run a meet. I have a license. Once you have downloaded the software (a two to five minute download) you will be ready to submit your entries via e-mail.

### **Using TrackMate:**

Here is how the entry process will occur. First, download the software. Without having downloaded the software, much of the following explanation won't make a lot of sense.

Now that you have the software on your computer, you will be presented with a screen with several large buttons: "New Meet" "Help" "Save" "Divisions" etc.

Click "New Meet." This will lead you through the steps of creating your portion of the meet.

First name the meet. For ease of our use please name the meet “GWTC” followed by your school name (and team color if applicable). If you are submitting only a single division, identify that as well. For example: 5th grade boys from WCSS blue team would be: "GWTC WCSS-blue 5B." That will make it easier for me to import the entries into my software. **Please also name the file the same way.**

You will be presented with a number of meet configuration screens and questions. Don't worry about the "track/scoring" questions or the "assignment/order" questions. In the "entry limits" tab answer the questions as follows:

*What is the maximum number of entries per school in each event?* ANSWER: 4 (Remember, as to individual running events the maximum is actually three, but the software doesn't account for differing running and field events so we are using the larger number for this answer.)

*What is the maximum number of RUNNING events per athlete?* ANSWER: 5 (Again, remember that the maximum number of individual running events is three. The software groups both individual running and relay events together.)

*What is the maximum number of FIELD events per athlete?* ANSWER: 2

What is the maximum number of RELAY teams per school? ANSWER: 1

What is the maximum TOTAL number of events per athlete? ANSWER: 5.

Once you click through the meet configuration questions you will activate the other buttons on the screen, e.g., "Divisions" and "Schools."

First click "Divisions." Create the division or divisions that you need to enter your team or teams: 5B, 5G, 6B, 6G, 7B, 7G, 8B, 8G. Next click "Schools." Enter your school name. For schools entering two teams, enter them as different schools: WCSS-Blue and WCSS-Red. **\*PLEASE DO NOT COMBINE DIVISION AND SCHOOL IDENTIFICATION.** The only divisions are 5B, 5G, 6B, etc. *Do not include a division when you are identifying your school, even if you are only submitting a single division.* This is an entry mistake that is particularly labor intensive for me to correct.\*

Now go to Setup (at the top, to the right of File). Click Setup and select add/edit event types. Delete the events that we will not have in this meet, such as 3200, hurdles and pole vault. You will need to create one custom event: "softball throw."

Once you have created the divisions and school(s) and selected the proper events, click the "Athletes" button and enter the names of all of your athletes. The division and school will be listed at the top. For schools with more than one team, make sure that the athletes are entered on the correct team. **An athlete may only compete for one team.** E.g.: An athlete competing on the WCSS-Blue team may not compete on the WCSS-Red team. Make sure that the athletes are in the correct division (5G, 5B, etc.). An athlete moving up a grade for an event, should be entered on the roster for both divisions. E.g.: A fifth grade boy running the sixth grade 1600 and the fifth grade 800, should be listed on both the 5B and 6B rosters.

To speed up the entry process, this works on some computers: Click "Add" and then leave your cursor over the add button. Type the name and then hit "return" twice. The athlete will be added to the list and a new add box put up to add another athlete.

Once all of your athletes are entered, you can assign them to events. Click the "Put People in Events" button. Choose the proper division, school and event. Then click "Add Entry." A new box will pop up with each of your athletes in that division. Double clicking an athlete will add them to the event.

**As you are entering athletes in events, make sure to also include a qualifying time for all running events, including relays (A reasonable estimate will suffice for a relay, however, for individual running events the qualifying time should be as accurate as possible.) if the particular team does not have a time). This allows me to properly seed the heats. You do not need to enter a qualifying distance/height for field events.**

Once you have put all of your athletes in all of the events, click the "Save" button and save your work. (Name the file as indicated above.) (As you proceed, it's probably good practice to save, even before you reach the end.) You will want to have the file saved because you may need it to make corrections or additions later.

When your entries are complete, e-mail them to me with your file as an attachment. Do this by creating an e-mail message to me at [jmathie@sbcglobal.net](mailto:jmathie@sbcglobal.net). Then open the “my computer” icon and find the file that you have just created. It’s probably on your C drive under “program file” then “TrackMate 5.10” (or 4.22 or 5.01 if that is the version you have) then “Data”. You will know that you have found it because it will be named as above. Attach the file to your e-mail to me by dragging and dropping the file into the e-mail or attaching it by whatever means your e-mail program uses. Then send it to me. **All entries must reach me by Sunday, May 15, 2011.**

Notwithstanding the above date, I would appreciate if everyone could make a special effort to e-mail the information to me as soon as possible, even before that date. The earlier that I have entries, the easier it is for me.

**PLEASE CHECK WITH YOUR ATHLETES BEFORE ENTERING THEM IN THIS MEET. BECAUSE OF THE NUMBER OF TEAMS, I CANNOT REASONABLY BE EXPECTED TO MAKE NUMEROUS CHANGES FOR EACH TEAM.**

Corrections, additions or modifications to your entries may be made after the above date. Again, they must be made with the TrackMate software. To do so, simply change your file and save it. Then e-mail the amended entry. I will import the amended entry directly over the old entry. Consequently, all of the entries – not just the changes – need to be submitted. Amendments are easy for me to import up to a point. Once the meet is set in heats, however, I cannot import changes. Consequently, final amendments must reach me by Tuesday, May 17, 2011. After that I will begin setting heats and printing out clerking sheets. **DO NOT COME TO THE MEET WITH A SHEET OF CHANGES EXPECTING THAT THEY WILL BE MADE.** There is no scratch meeting scheduled. With amendments being allowed until Tuesday and the meet starting on Friday, your entries should be accurate when finally amended.

If substitutions need to be made at the meet, the athlete who is participating in the event must make sure to advise both the start clerk *and* the finish clerk of the substitution. The new athlete must run in place of the old athlete (in the same heat and lane). If this is not done properly, it is very difficult to accurately record the results in the computer for scoring. It is always preferable for the coach to assist in such substitution situations.

This may be a new process for some of you. If you have any questions, please feel free to call me.

### **Volunteers**

I have prepared an “Instructions for Volunteers” sheet that should be provided by you to all volunteers from your school. I am expecting and will need 10 volunteers from each school. To the extent that you can get experienced volunteers that is always preferable. In any event, volunteers should understand the importance of the meet to the athletes and be prepared for an intense and difficult task that will not allow them the opportunity to socialize while they are volunteering. This is especially true for timers.

## Arrival For The Meet

Please instruct your athletes and volunteers to arrive at the meet no later than 30 minutes before the scheduled start (5:00 p.m. on Friday night and 10:00 a.m. on Saturday morning). We will be staging the first running event *before* the meet actually starts so that we can start the first event promptly on time.

Please instruct volunteers to arrive one hour before the scheduled start time. This will allow us to get the volunteers organized and assigned. There will be a volunteer coordinator located in the area between the bleachers. Volunteers should report there for assignments. ***Every team should provide 10 volunteers.*** Please e-mail the names of your volunteers together with your entries. That will facilitate assignments.

**Order of Events**      The order of events for the meet is as follows:

### Running Events

Friday, May 20<sup>th</sup>

5:00 p.m.                    100 Meter Preliminary Heats (5<sup>th</sup> Girls through 8<sup>th</sup> Boys)  
5:35 p.m.                    1600 Meter Finals (6<sup>th</sup> Girls through 8<sup>th</sup> Boys combined)  
6:45 p.m.                    200 Meter Preliminary Heats (5<sup>th</sup> Girls through 8<sup>th</sup> Boys)

Saturday, May 21<sup>st</sup>

10:00 a.m.                    100 Meter Finals (5<sup>th</sup> Girls through 8<sup>th</sup> Boys)  
10:30 a.m.                    400 Meter Finals (5<sup>th</sup> Girls through 8<sup>th</sup> Boys)  
12:00 p.m.                    4 X 100 Meter Relay Finals (5<sup>th</sup> Girls through 8<sup>th</sup> Boys)  
1:00 p.m.                    800 Meter Finals (5<sup>th</sup> Girls through 8<sup>th</sup> Boys combined)  
2:00 p.m.                    200 Meter Finals (5<sup>th</sup> Girls through 8<sup>th</sup> Boys)  
2:30 p.m.                    4 X 400 Meter Relay Finals (5<sup>th</sup> Girls through 8<sup>th</sup> Boys)  
4:30 p.m.                    Meet Ends

### Field Events

Softball Throw	Fri.	5:00 to 7:00	5th grade boys and girls
	Sat.	12:00 to 2:00	6th grade boys and girls

Shot Put	Fri.	5:00 to 7:00	7th grade boys and girls
	Sat.	10:00 to 12:00	8th grade boys and girls

Long Jump	Fri.	5:00 to 7:00	8th grade boys and girls
	Sat.	10:00 to 12:00	6th grade boys and girls
	Sat.	12:00 to 2:00	5th grade boys and girls
	Sat.	2:00 to 4:00	7th grade boys and girls

Discus	Sat.	12:30 to 2:00	8th grade boys and girls
	Sat.	2:00 to 3:30	7th grade boys and girls

High Jump	Fri.	5:00 to finish	6th grade boys and girls
	Sat.	10:00 to finish followed by	7th grade boys and girls 8th grade boys and girls

## **Order of Events and Combined Events**

The normal order of running events will start with Fifth Grade Girls, then Fifth Grade Boys and so on, ending with Eighth Grade Boys. This order will apply to the 100, 200, 400, 4 X 100 relay and 4 X 400 relay.

Although preliminary heats of the 100 and 200 and all final heats of the 1600 are scheduled for Friday night, in the event of an unforeseen delay, some heats may be moved to Saturday.

The 800 and 1600 will be combined events. Boys and girls in the same grade will be on the track at the same time. The races will be started as follows: A heat of boys will be set on a waterfall start, with each boy having a timer. A heat of girls will wait behind the boys, with each girl having a timer. The starter will start the boys. The girls will then step up to the waterfall line. Once the boys have a safe start, the starter will start the girls. Consequently, the boys and girls will be on the track at the same time but will be running their own separate races. Because the boys are started first and are for the most part faster, the girls do not generally catch the boys. And most of the boys are not fast enough to catch the girls who are a lap behind them. There is virtually no crossover in the 800 and limited crossover in the 1600.

The 400 may be run as a combined-heat event. If it is, two heats will be on the track at the same time with two sets of lane-dedicated timers. The first heat is started as normal. The second heat is started when the first heat reaches the far turn. Again, two races are on the track at the same time but do not cross over.

The 100 and 200 will be run normally but there will be two sets of timers. Consequently, there will be very little time between heats. We will be using automatic timing for several events (100, 200, 400, 4 X 100). However, we will still be using hand timing as a back-up in the event of a technology problem.

**There is only limited check-in at this meet.** Heats with lane assignments will be posted in the staging areas. Athletes should know the event(s) in which they are competing and follow the progress of the meet so that they know when their heat is approaching.

We will run this meet as quickly as reasonably possible. The scheduled times for running events are approximations only. The meet may run faster or slower. Please stress to your athletes that they must know what events are occurring throughout the course of the meet and not rely on a schedule with a set time.

I have created instructions for athletes. They are meant to be printed out for your athletes. Please also give them a copy of the schedule of events with time blocks so that they can figure out ahead of time where they may have conflicts. The TrackMate software allows coaches to print out a list of contestants entered for their school. Copy these sheets and provide them to your athletes as well.

## **Special Rules**

NO METAL SPIKES WILL BE ALLOWED AT THIS MEET.

NO JEWELRY WILL BE ALLOWED DURING COMPETITION.

These rules will be enforced by the meet officials who will have the authority to disqualify any athlete in violation. Running events will not be held up to allow athletes to remove spikes or jewelry.

## **Awards**

Awards will be given for first through eighth place. First through third will receive medals. Fourth through eighth will receive ribbons. There will be trophies for first place in each division (5G, 5B, etc.) and an overall first place trophy.

## **Contact Information**

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