

2011 ST. DOMINIC'S TRACK MEET

Instructions for Volunteers

Thank you for volunteering to help run the St. Dominic's Track Meet. Here is information that will help you while you are volunteering.

Arrival For The Meet

Please arrive one half hour before the scheduled start time of the meet. The meet starts at 5:00 p.m. on Friday, and at 9:00 a.m. on Saturday. This will allow us time to get the volunteers organized and assigned.

For field events, go directly to the area of the field event competition. Each field event will have a head coordinator for that event. They are the first person listed in the St. Dom's Volunteers worksheet.

Dave & Diane Hirsch are the overall volunteer coordinators. They will handle any issues that arise. If you need to contact them, go to the press box and ask the announcer to announce that 'volunteer coordinator assistance is needed at the press box'.

Order of Events

See the file sent to you called "Order of Events" for the date and time of all events.

Specific Instructions for Events

Running Events – Timers

There will be two crews of nine timers who will alternate between heats. On each crew there will be eight timers who will time the same lane each race. The ninth timer will be the Head Timer.

Please bring your own stop watch.

If you haven't timed before: Start the watch at the smoke or flash from the gun. This means that you always must be watching the starter when the race starts. In some races, the starter will raise first one arm (on your mark), then the other (set), then fire the gun. In other races, the starter may raise both arms at once (set), then fire the gun. Once the race has started, make sure that your watch is running. If your watch is not running, call for a back-up from the Head Timer.

In heats where the timers are covering particular lanes, always take the same lane.

Always time the race, even if there isn't anyone assigned to your lane. Sometimes a new entrant will be put in the lane. If it turns out that there is nobody in your lane, then you are a second back-up watch.

The Head Timer should assign the timers to the lanes/athletes, remind timers to reset their watches, make sure the timers are all ready, signal the starter that the timers are ready, and run the extra watch. Once the race has started, the head timer should ask, "Are all watches running?" If there is a problem with one watch, then the back-up should take that lane. If two watches have problems, then check if there is an open lane. The timer for the open lane and the back-up can then each take a problem-watch lane.

If there are two problem watches and only one back-up, then the back-up should use the split button and the start/stop button to time both lanes: **When using the ACCUSPLIT oval watches**, use the split button to time the first finishing runner and the start/stop button to time the second finishing runner. Record the time for the FIRST finishing runner (which will be shown on the watch). Then, push the split button. The second finishing runner's time will be shown. Record it. **When using the Robic rectangular watches**, using the right hand button on the face, not the top, of the watch, set the mode to **SPLIT, not LAP**. Use the split/reset button (top left button) to time the first finishing runner and the start/stop button (top right button) to time the second finishing runner. Record the time for the SECOND finishing runner (which will be shown on the watch). **DO NOT PUSH THE SPLIT BUTTON**, If you do, you will clear the watch. Push the recall button (the left button on the face of the watch). The FIRST finishing runner's time will be shown. Record it. (Make sure that the watch is properly zeroed before the next race.)

It is very important that timers be committed to their job. Once a runner or time has been missed, it is impossible to go back and get an accurate time, even if an estimate is possible. The correct time is very important to the runner who you are timing. They are always running for a personal best time. Please make the job of timing as important to you as it is to the athletes. Thanks.

Once the heat ends, immediately walk to your lane and call the athlete back to the finish line (or go and get them). Leave the track with your athlete and go to the recording area with your timing team. Verify the name of the athlete. Occasionally there will be a substitution that the Head Timer will need to note. The Head Timer will walk from the first through the eighth lane station in the recording area and write down the times. Once the times are recorded, release the athletes. The next heat will start, being timed by the other set of timers.

1600 and 800

The 800 and 1600 may be combined events. If we combine them, 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.

It is very important that timers pay attention to their particular runner. Many athletes appreciate and need split times. Make sure that you get the name of the runner who you are timing. Call their split time to them after each lap. If you are paying attention to the runner, it is much less likely that the runner will finish without the timer noticing.

4x100 Relay

The 4x100 Relay will need Spotters at each of the baton exchange areas. Spotters should instruct the runners where the passing zones begin and end and to stay in their lanes until all runners have passed the baton to the next runner in that exchange area. Spotters should notify the Head Timer if any team does not pass the baton within the passing zone. Each Spotter will have a flag with white (ready) on one end of the stick and yellow (not ready) on the other, to indicate, to the starter, that the exchange zone is set and ready for the race.

Running Events – Lane Assignments

The person assigning lanes should confirm competitors have reported in no later than the final call for an event. Assign runners or teams to a heat and a lane. Instruct the runner about any special situation for that event.

Field Events

Friday night and Saturday morning volunteers should report early to set up the particular field events that they are working. If a student needs to compete in a running event that is occurring at the time they are scheduled for a field event, allow them to run and then return to complete their field event. Competitors should be allowed practice attempts before beginning their field event.

Softball Throw

Each station of the softball throw requires three volunteers: one clerk and two measurers. The softball throw is measured by measuring the length of the throw and then subtracting the distance that the throw is off the center line.

Shot Put

Each station of the shot put requires three volunteers: one clerk and two measurers. The shot put is measured from the center of the athlete's side of the toe board, to the point of the put. The end of the tape is placed at the spot where the shot lands, closest to the circle. The shot put requires an experienced clerk to call fouls if the shot is incorrectly put.

Discus

The discus throw requires three volunteers: one clerk and two measurers. The discus is measured from the center of the athlete's side of the toe board, to the point of the throw. The end of the tape is placed at the spot where the disc lands, closest to the circle. The discus requires an experienced clerk to call fouls if the discus is incorrectly thrown.

Long Jump

Each station (pit) of the long jump requires five volunteers: two clerks and two measurers. Measure perpendicular to the board to the nearest point where any part of the jumper landed (even a hand). One clerk organizes the jumpers at their starting area. Jumpers should be organized by school, 3-4 schools at a time; letting jumpers in that grouping finish all their jumps. The other clerk records the distance jumped, confirming the name of the jumper. The measurers should also rake the sand after each jump.

High Jump

The high jump requires three volunteers: one clerk and two measurers. The measurers should replace the bar after it has fallen and raise the bar when all jumpers have passed the current height. The high jump bar will (generally) not be raised while an athlete is away at a running event. The starting height for the: 6G is 3'4", 6B is 3' 6", 7G is 3' 6", 7B is 3' 8", 8G is 3' 8", 8B is 4'. The high jump has an experienced clerk for the scoring.

Other Volunteers

Score Runners

The Score Runner should take the results of a race from the Head Timer and give it to the score keepers in the press box. The Score Runner should report to the Head Timer at the finish line.

Ribbon Writers / Ribbon Labelers

The Ribbon Writer/Labeler applies the completed label to each ribbon with the athlete's name, the event, the time, distance or height, the division and the school. This information will be printed on a label by the meet software. All of the labels need to be put on the awards so that all of the coaches can take the awards with them at the end of the meet. The Ribbon Writer should report to the press box.

Concessions

The St. Dominic's Athletic Association and the Brookfield East Booster club will provide all concessions. If you are assigned to concessions, please report to the concession stand and help sell concessions or cook the grill products.

Announcer

The Announcer will communicate over the loud speaker which events are on deck. They will announce first, second and final calls. The Announcer will also provide the results of races and field events. The Announcer should report to the press box.