

**2010 Waukesha Catholic Indoor Track Invitational
Saturday, April 17, 2010
Waukesha South High School**



Coaches,

Here is the information for the 2010 Waukesha Catholic Invitational Track Meet to be held on Saturday, April 17th at Waukesha South High School, 401 East Roberta Avenue, Waukesha, Wisconsin.

As in past years, this indoor meet for 5th through 8th graders will be run exhibition style, without any team scoring and will feature running events only. We hope your athletes will enjoy the unique atmosphere of an indoor track meet while learning what a typical meet is like, in preparation for your outdoor season. Athletes will receive event participation ribbons. No other event awards will be presented except for this meet's signature event, the "all-grade relay."

Entry Information

The entry fee is \$95.00 per team. Schools may enter two teams with an additional entry fee. Please send entry fee, payable to "WCSS Athletics" to James J. Mathie, 217 Wisconsin Avenue, Suite 104, Waukesha, WI 53186.

Athlete entries must be made using TrackMate software and submitted via e-mail to jmathie@sbcglobal.net. Athlete entries should be submitted by Saturday, April 10th.

Schedule of Events

| | |
|------------|-----------------|
| 8:00 a.m. | 60 yard dash |
| 9:15 a.m. | 880 yard run |
| 10:45 a.m. | 220 yard dash |
| 12:30 p.m. | All-Grade Relay |
| 1:15 p.m. | 440 yard dash |
| 2:30 p.m. | Mile Run |
| 4:00 p.m. | meet concludes |

All times are approximate. The meet may run significantly faster than the projected times. Consequently athletes should be prepared, especially for events scheduled later in the day, to run 30 to 45 minutes earlier than the scheduled time of the event.

There will again be assigned heats. Consequently, all athletes who are participating in an event will need to report to the staging area for that event prior to the start of the event.

Because this meet is intended to demonstrate to younger athletes how particular events are run, older athletes will run first. All events will proceed first with 8th graders followed by 7th graders, 6th graders and finally 5th graders. Girls will precede boys.

The only exception to this rule will be the all-grade relay. That event will start with a 5th grade runner and conclude with an 8th grade runner. Both boys and girls will run in the same relay, resulting in an eight-person relay team.

As in recent years the all-grade relay will be run with each athlete running one and one-half laps. There will be exchange zones on both sides of the track, with boys on one side and girls on the other side. Exchanges will only occur in the three outside lanes. The inside lane will remain open at all times for runners. There will be a minimum of two heats and perhaps as many as four heats. Places from first to tenth will be assigned based upon time. Each team may enter one relay team in this event. A second exhibition team may be entered but that team will not count in the scoring.

Entry Limits

The maximum number of entries per division per team are as follows:

| | | |
|------------------|-----------------------|---------------------------------|
| 60 Yard Dash: | 4 | |
| 880 Yard Run: | 3 | |
| 220 Yard Dash: | 2 | |
| All Grade Relay: | 1 relay team per team | |
| 440 Yard Dash: | 2 | |
| Mile Run: | 4 | (No 5 th Grade Mile) |

Submitting Team Entries

You will submit your entries using TrackMate software. This is free software that you may download from Microsport.com. [NOTE: This software does not work on a Mac – no matter how cool the guy on their ad thinks he is. You will need to download it to a PC.] Once you have downloaded the software (a two to five minute download) you will be ready to submit your entries via e-mail. 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. This meet will be run with that software.

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 "Waukesha Indoor" followed by your school name, e.g. "St. Joan of Arc." If you have two teams they should be treated like two different schools, e.g. "Holy Apostles-White" and "Holy Apostles-Blue." When I receive the e-mails and download them, it will then be easier for me to upload the information.

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 (Note that this is the maximum number of entries in any one running event. However, in some events the maximum is actually two. The software doesn't account for different entries levels in different running events. I will need you to do that manually.)

What is the maximum number of RUNNING events per athlete?

ANSWER: 6 (That's right, a kid could run *every* event.)

What is the maximum number of FIELD events per athlete?

ANSWER: 0

What is the maximum number of RELAY teams per school?

ANSWER: 1.

What is the maximum TOTAL number of events per athlete?

ANSWER: 6.

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 eight divisions: 8B, 8G, 7B, 7G, 6B, 6G, 5B and 5G. Next click "Schools." Enter your school name. For schools that will be having two teams, treat the teams as different schools, e.g., St. John Vianney White and St. John Vianney Green.

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 won't find the 60, 220, 440, 880 and mile, so use the 55, 200, 400, 800 and 1600.

Please use the 4 X 100 for the all-grade relay. Enter all the boys (5th through 8th) in the 8B division and the all the girls (5th through 8th) in the 8G division. (Please enter exhibition teams in the 7B and 7G divisions.)

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. Schools with two teams will need to assign the athletes to the team that they will be on. Because this is an exhibition meet, for this meet only, athletes may compete on more than one team. In that event, the athlete will need to appear on both team rosters. (With some computers you can speed up this process by clicking "Add" and then leaving your cursor over the add button. Type the name and then hit "return" twice. The athlete will be added to the list and new add box put up to add another athlete.) Make sure that the athletes are on the correct team and in the correct division.

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 at that division. Double clicking an athlete will add them to the event.

Once you have put all of your athletes in all of the events, click the "Save" button and save your work. Again, it's best to name the file with "Waukesha Indoor" and your school name. (As you proceed, it's probably good practice to save, even before you reach the end.)

When the entries are all complete, e-mail them to me with your file as an attachment. I will then be able to upload them to my file. **Please submit all entries and volunteer lists to me via e-mail by Saturday, April 10th.**

Volunteers

Volunteers are required from all schools that are not hosting their own meet or are hosting a meet to which Waukesha Catholic is not invited. The number of volunteers required is one for every 10 athletes. (i.e. 0-10 requires 1 volunteer, 10-20 requires 2, etc.) Volunteers should come with stopwatches supplied by their school. In order to avoid congestion, coaches are asked to complete the volunteer listing sequentially for the required number of volunteers. Coaches should keep a copy as a reminder of their commitment, and e-mail the completed volunteer list together with the TrackMate entry submission. Volunteers will then be assigned to specific tasks. If the volunteer sheets are timely returned, I should be able to e-mail volunteer assignments to coaches prior to the meet. In any event, there will be a volunteer coordinator to whom all volunteers will report on the day of the meet.

ADDITIONAL LOGISTICAL MEET INFORMATION

**Waukesha Catholic Indoor Track Meet
Waukesha South High School Fieldhouse**

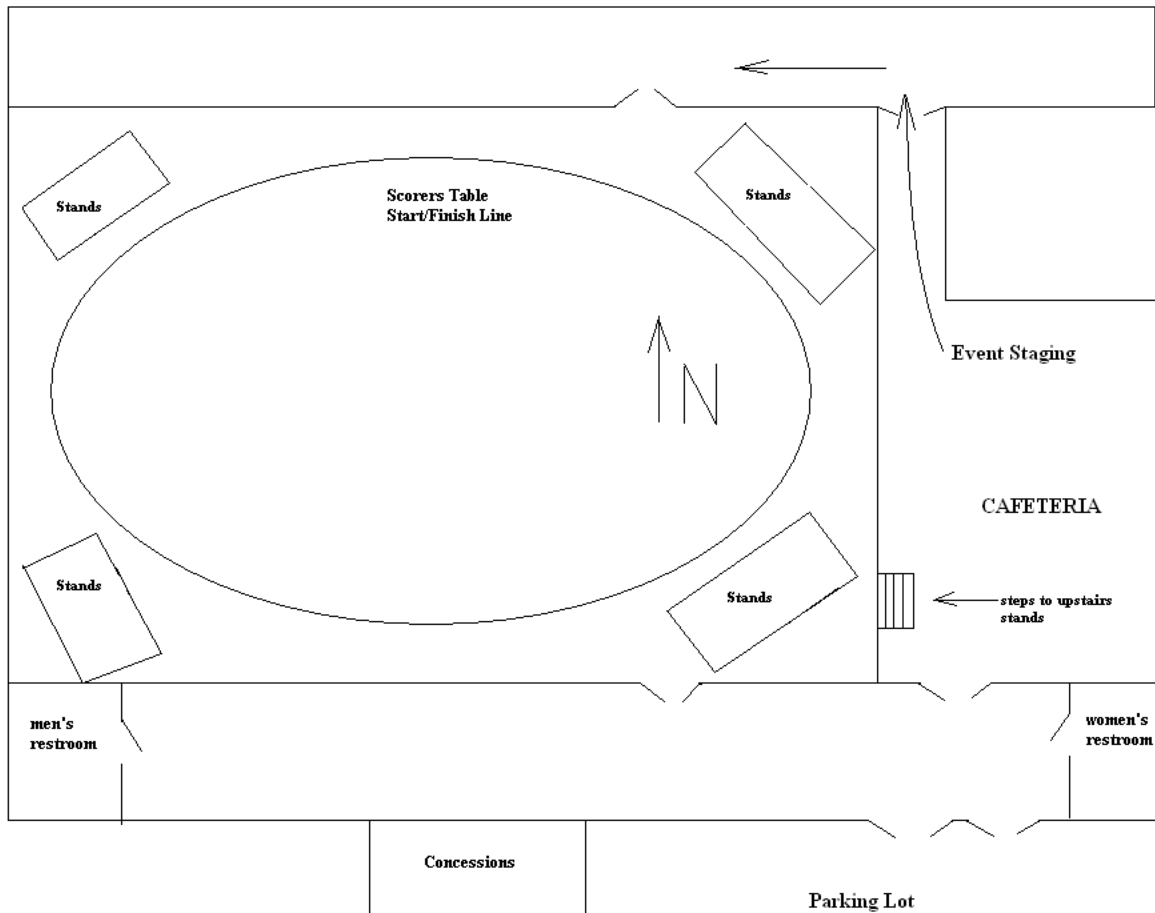
STAGING

60 yard dash

Participants in the 60 yard dash will be admitted to the fieldhouse from the south side. The 60 yard dash will be run on both sides of the track. Girls will run in four lanes on the south side of the track and boys will run in six lanes on the north side of the track. Races run west to east. The staging will occur on the west side of the track. The 60 yard dash will not necessarily follow the heat sheets. Those will be used for check-in. Only athletes entered in an event may participate in that event. This event will be run as quickly as possible with races starting less than one minute apart. All athletes participating in this event should report to the west end of the track immediately when they arrive at the meet. Remember, we will be starting with 8th graders first.

All Other Events

All other events will be staged in the hallway north of the fieldhouse. Athletes should enter that hallway from the cafeteria area to the east of the track. (See building drawing, above.) The cafeteria will be available for athletes to use between their events. To the extent possible, we would like to have athletes remain in the cafeteria rather than in the fieldhouse when they are not competing. Event calls will be conveyed to the cafeteria so that athletes will know when to report to the staging area.



ACTIVITIES BETWEEN EVENTS

Because the cafeteria will be available for athletes between their events, please encourage your athletes to bring, books, games, cards or homework. This will be a long meet. Having activities to pass the time in the cafeteria will be valuable.

COACHES: PLEASE REPORT IN

Coaches: When you arrive at the meet, please report in. As you know, we have requested volunteers to assist in timing. I expect that we will nonetheless be short of volunteers. Coaches from all schools may be asked to time races to keep the meet on schedule. This is especially important for the 60 yard dash, which we would like to start promptly at 8:00 a.m. We will also need a great number of timers and spotters during the mile run.

The mile will be run with two heats on the track simultaneously. A boys' heat will be started on a waterfall, followed immediately by a girls' heat of the same grade. We expect to have 24 to 30 athletes running the mile at a time. We will need that many timers as well.

STANDS

There will be portable stands installed after the 60 yard dash. These stands are intended primarily for volunteers, coaches and athletes. If the upstairs bleachers become full, they may also be used for overflow fan seating. There will also be some low bleachers in the infield. As much as reasonably possible, we would like to keep the infield clear. Athletes who are not competing can wait in the concession area or cafeteria or find a place in the stands. This will facilitate the meet running more efficiently and quicker.

TIMES AND AWARDS

As you know this is not a scored meet. Consequently there will be no results sent out after the meet. Each athlete will receive a participation ribbon after each event that they participate in. That ribbon will have the time for the event only. There will be pens and tables available for athletes to add additional information, like their name or school. The only way that you will be able to get the times of your athletes will be by getting it directly from your athlete. **Please note that if the athletes do not locate their timer following their race it is impossible to later provide a time. Please inform your athletes to locate their timer to get their ribbon and time.**

If anyone has any questions, please feel free to contact me. Thanks for your help and participation.

Jim Mathie
(w)(262) 513-3100
(f) (262) 513-3126
(h) (262) 521-1567
jmathie@sbcglobal.net

**2010 Waukesha Catholic Indoor Meet
Volunteer Sign-Up Sheet**

School: _____

Coach: _____ Cell Phone No. _____

| Shift No. | Shift Time | Volunteer No. | Volunteer Name |
|-----------|-------------------------|---------------|----------------|
| 1 | 7:45 a.m. to 10:45 a.m. | 1 | |
| 2 | 10:30 a.m. to 1:30 p.m. | 2 | |
| 3 | 1:00 p.m. to 4:00 p.m. | 3 | |
| 1 | 7:45 a.m. to 10:45 a.m. | 4 | |
| 3 | 1:00 p.m. to 4:00 p.m. | 5 | |
| 2 | 10:30 a.m. to 1:30 p.m. | 6 | |
| 1 | 7:45 a.m. to 10:45 a.m. | 7 | |
| 3 | 1:00 p.m. to 4:00 p.m. | 8 | |
| 2 | 10:30 a.m. to 1:30 p.m. | 9 | |
| 1 | 7:45 a.m. to 10:45 a.m. | 10 | |