

**2012 CATHOLIC MEMORIAL
GREATER WAUKESHA TRACK CHAMPIONSHIP
Instructions for Volunteers**

Thank you for volunteering to help run the 2012 Greater Waukesha Track Championship. Here is some information that will help you while you are volunteering.

Arrival For The Meet

Please arrive one hour before the scheduled start time of the meet. The meet starts at 5:00 p.m. on Friday, May 18th and at 10:00 a.m. on Saturday, May 19th. This will allow us time 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, if possible.

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

Running Events

Friday, May 18, 2012

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

Saturday, May 19, 2012

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

Specific Instructions for Events

Running Events – Timers

We will need many timers for this meet. In some cases, we may need as many as 34 timers for a single race (combination of two races run at essentially the same time).

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. Once the race has started, make sure that your watch is running. Sometimes the watch will not start or will start and stop. If your watch is not running, call for the back-up. There should always be a back-up watch run by the head timekeeper.

In heats where the timers are covering particular lanes, always take the same lane. This avoids the need to assign timers for every heat and also prevents two timers from covering the same lane while another lane has no timer.

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 always run the back-up 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: 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. (Make sure that the watch is properly zeroed before the next race.)

The head timer (back-up timer) should be experienced as a timer.

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 kids. Thanks.

This meet has a couple of unique race configurations that you will need to be aware of.

100 and 200

In the dashes (100 and 200), there will be two crews of nine timers who will alternate between heats. On each crew there will be eight timers who each will time the same lane each race. The ninth timer will be the head timer and will have a back-up watch in the event that a lane timer has a problem.

If all teams enter all possible entries, we could have as many as 64 heats of each the 100 and the 200. We have scheduled just over an hour for each of the 100 meter and 200 meter. That means that we will have approximately one minute to complete each heat. Because there will be two teams of timers, you will be timing races that start about every two minutes. Needless to say, this can get relatively intense. Consequently, it is not a time for socializing. Please stay on task. Thanks.

There will be a single clerk who will record times from both sets of timers. Once the heat ends, immediately proceed to the finish line in your lane. *Do not follow the athlete to give them their time.* The clerk will walk the finish line from the inside to the outside lane and record the times. Once all times have been recorded the clerk will instruct all timers to zero their watches. Timers should then proceed to the inside of the track to await the next heat that they will be timing. The second set of timers should be prepared for the next heat at the time of the preceding race.

NOTE: Timers may not stand on the outside of the track because they will block the view of the automatic timing video camera.

1600 and 800

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.

Because all of the boys and girls each need an individual timer, we may need as many as 34 timers for the 1600 and 800.

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 full name (first and last) of the runner who you are timing. Please make sure that you know the name of their school as well. Call their split time to them after each lap. If you are paying attention to the runner, its much less likely that the runner will finish without the timer noticing, (which unfortunately sometimes occurs).

400

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 will be started as normal. The second heat will be started when the first heat reaches the far turn. Again, two races will be on the track at the same time but will not cross over.

4 X 100

Timers will be assigned a particular lane. We will use two teams of timers.

4 X 400

Timers will be assigned a particular team or place.

Field Events

Ideally, the volunteers should set up the particular field events that they are working.

Softball Throw (5 volunteers per station – 2 stations)

Each station of the softball throw requires four volunteers: two clerks, two measurers and one retriever. 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 (4 volunteers per station – 2 stations)

Each station of the shot put requires three volunteers: one clerk, two measurers and one retriever. The shot put is measured from the center of the circle out 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 (4 volunteers – 1 station)

The discus requires four volunteers: one clerk, two measurers and a discus retriever. The discus is measured from the center of the circle out to the point of the throw. The end of the tape is placed at the spot where the discus lands, closest to the circle. The discus requires an experienced clerk to call fouls if the discus is incorrectly thrown.

Long Jump (5 volunteers per station – 2 to 4 stations)

Each station of the long jump requires five volunteers: two clerks, two measurers and one volunteer to rake. Jumpers may step on the jumping board (probably tape for this meet, but may not step beyond it. Measure perpendicular to the board to the nearest point where any part of the jumper landed (even a hand).

High Jump (4 volunteers per station – 2 stations)

Each station of the high jump requires three volunteers: two clerks and two measurers (pick up the bar after it has fallen...ers). An experienced clerk is necessary for the scoring.

Other Volunteers

We will also have the following volunteer needs:

Award Labels: We will be handing out approximately 992 medals and ribbons at this meet. Each award will have a label with athlete's name, the event, the time,

distance or height, the division and the school. All of the labels need to be put on the awards so that (hopefully) all of the coaches can take the awards with them at the end of the meet. Thankfully, this job doesn't require writing the labels out – just sticking them on. This will primarily be a Saturday job.

Runners: In order that the results can be timely entered in the computer, we will need volunteers whose job it is to run the results from the event to the press box. There's a fair amount of running and a lot of steps in this job.

Know-it Alls: Because the field events run concurrently with the running events, it is important that the athletes know exactly what event is being run at any given time. This allows them to check out of their field event at the right time to make their running event: not too early and not too late. We will position "know-it-all volunteers" at each of the field events. It will be their job to act as a resource for the athletes and tell them what running events are taking place at any given time. Also, at check-in (especially in the high jump) the know-it-all volunteers should check for conflicts so that they can anticipate them. The high jump bar will (generally) not be raised while an athlete is away at a running event. By paying close attention to the progress of the running events, the delay in the high jump can be kept to the minimum.

As you can calculate, we can, at our busiest time, need as many as 80 volunteers to run this meet, not including the meet officials and running event clerks. It's quite an operation. But it also can be incredibly gratifying.

I only organize the meet. It takes volunteers to really make it work. Let's continue to make this the premier grade school track meet out there. Thanks.

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