

# Track & Field



2017 Season

Central City	Tania Moe	Central City Cheetahs	East High School	385-468-1552
Dimple Dell	Allison Barr	Dimple Dell Darts	Hillcrest High School	385-469-1898
Holladay Lions	Cameron Barenbrugge	Cottonwood Track and Field	Cottonwood High School	385-468-1690
Millcreek Community	Kellen Jensen	Skyline Track and Field	Skyline High School	385-468-1380
Gene Fullmer	Liz Lujan	West Jordan Track and Field	West Jordan High School	385-468-1949
Kearns	Bryce Hall	Kearns Track and Field	Kearns High School	385-468-1719
Marv Jenson	Jason Kehr	Marv Jenson Track and Field	Riverton High School	385-468-1630
JL Sorenson	Mindy Bitner	Herriman Track and Field	Herriman High School	385-468-1340
Taylorsville	Heather Woichick	Taylorsville Track and Field	Taylorsville High School	385-468-1737
Murray	Leisl Morris	Murray Track and Field	Murray High School	801-284-4206
Copperview	Jen Carpenter	Copperview Track and Field	Hillcrest High School	385-468-1525

# Securing Coaches & Location

## Coaching Staff

A reliable & knowledgeable head coach needs to be hired. If the program was successful and ran well in the previous year, check with the previous head coach. If a new head coach is needed there are many ways to go about recruiting for a coach.

#1: Head High School Track Coach-contact the school and ask to speak with the head track coach. Many times our recruitment happens during their high school track season. They are busy and may not return your call quickly. The best bet is to go to the track during practice (usually 3pm-5pm Mon.-Fri) and speak with them directly. Even if you are 100% sure the head coach will not want to coach, always go and make contact with them. They like to know who is in charge of the program and what other outside organizations will be using the equipment.

#2: If the head track coach does not want to coach they may have a suggestion or two of previous athletes who may want to. They may also give you names of current athletes who may be willing to assist. It is highly recommended that you do not hire a current high school athlete to be the head coach. They are great at assisting though.

#3: College or University athletes. The University of Utah, UVU & BYU have great track programs and the University athletes would love an opportunity to get paid to do what they love. Contact the head coach via e-mail and let him know of your interest and ask him to ask his athletes to see if any of them are interested.

#4: College or University Health Departments. Many students need to fulfill internships and this is a great opportunity for that.

After a head coach is hired, many times they will be able to help you find assistants. Pay is based on what your program was budgeted for. Make sure you are staying within those guidelines.

## Location

The best location is the nearest high school to your Recreation Center. Depending on what School District the high school is in will depend on the protocol that will need to be taken. If you are not sure what the protocol is, check with the director of your center. If you are not sure what the protocol is for requesting use of the track, contact the Athletic Director at the High School and they will be able to direct you.

## Age Groups

The United States of America Track and Field Corporation (USATF) uses a method of age groups for children track programs. It is standard throughout all of America and it is also used in some International Clubs. The age groups are designated by birth year, not age. The following is the age groups that will be used for the 2016 season. Every year the age groups move up by one calendar year.

Inform your front desk staff that they **MUST** register the athletes according to this standard. There is no running up or down an age group.

The day before the start of the program go through all the registrations and make sure the participants are registered in the correct age group by year.

**\*The White Age Group will be classified as a Developmental/Instructional Group to help develop knowledge, skills, and technique for future years. Their times/distances will not be recorded during regular County Meets.**

<b>Age Group</b>	<b>Year</b>
Ages 6-7 (White)	2010 - 2011
Ages 8-10 (Red)	2007 - 2009
Ages 11-12 (Yellow)	2005 - 2006
Ages 13-14 (Green)	2003 - 2004
Ages 15-18 (Blue)	1999 - 2002

\*Changes made as of January 2017. Please note ages are calculated as of December 31, 2017.

## Events:

Each age group is allowed to participate in all events unless otherwise noted.

**X Indicates age group may participate in this event**

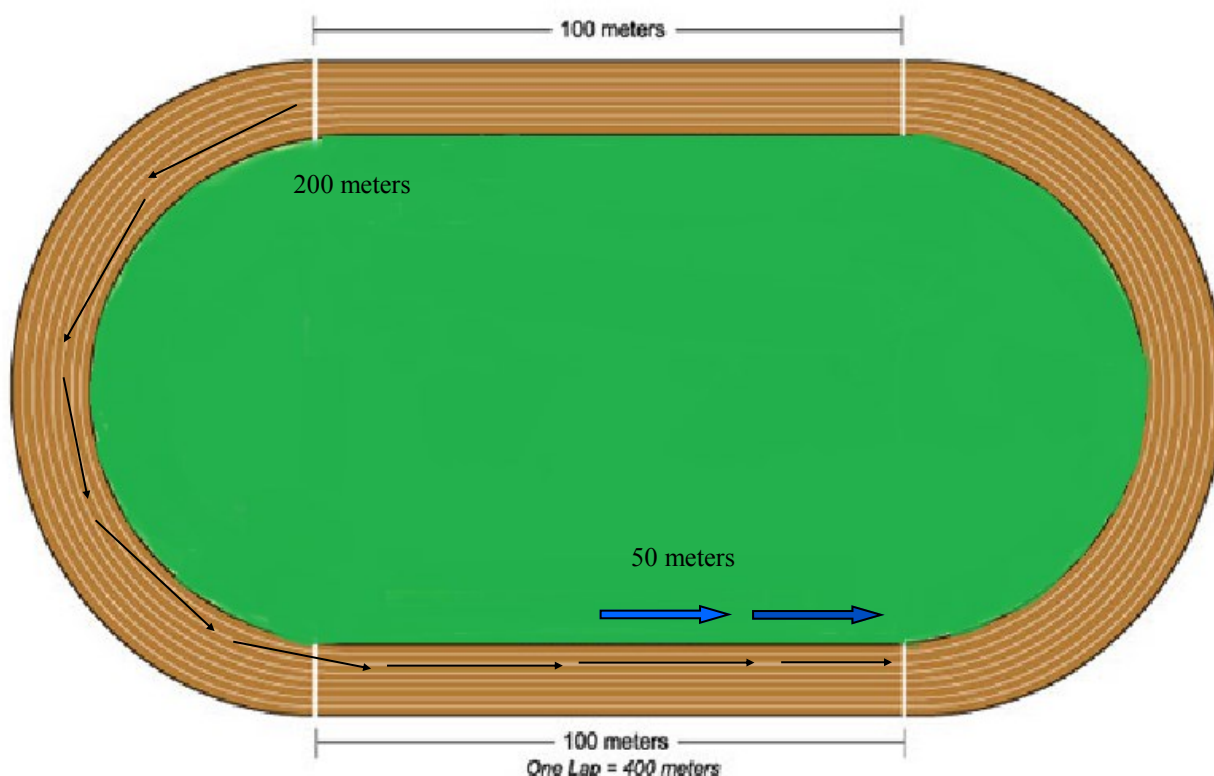
Age Category Events	White 2010-11	Red 2007-09	Yellow 2005-06	Green 2003-04	Blue 1999-02
50m.	X	X			
100m.	X	X	X	X	X
200m	X	X	X	X	X
400m.	X	X	X	X	X
800m.	X	X	X	X	X
1600m.		X	X	X	X
4 X 100		X	X	X	X
4 X 400			X	X	X
Shotput	X	X	X	X	X
High Jump			X	X	X
Long Jump	X	X	X	X	X
80m. Hurdles			X		
100m. Hurdles				X	X

**-White age groups may register to participate in 3 events.**

**-Red through Blue age groups may register to participate in 3 events plus one relay.**

# Sprints

50 Meter Dash, 100 Meter Dash, 200 Meter Dash & 400 Meter Dash



## Highlights of Rules

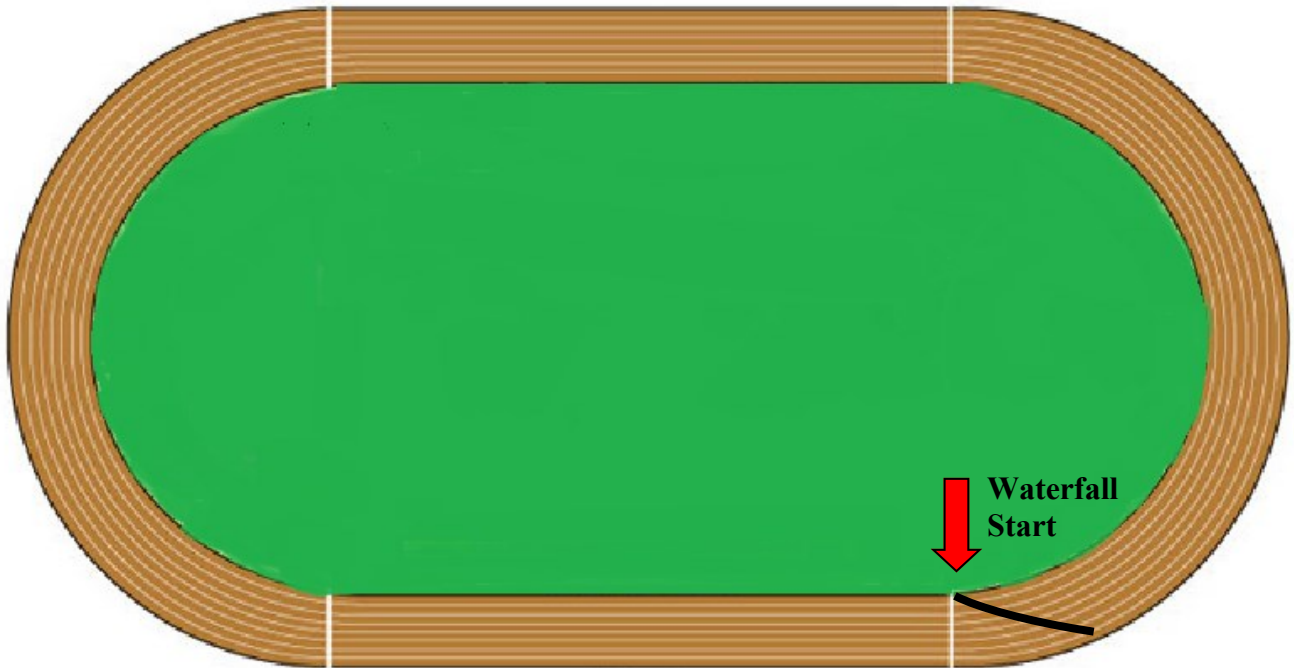
- Athletes must stay in their lanes for the duration of the race  
\*NOTE: Only White-Red athletes will waterfall start the 400M
- One false start will be given per athlete per race. On the second false start the athlete will be disqualified from the race.
- Three consecutive right or left steps out of their lane will result in a disqualification from that race.

## Coaching Techniques

- Beginning athletes should be taught a 4-point start with-out blocks. As they become stronger they can use blocks.
- Teach athletes to “hug” the curve when sprinting
- Head down through the acceleration phase (usually the 1st 20 meters)
- Look straight ahead & run through the finish line.
- Athletes should be taught to stop and come back to the starting line on a 2nd gun shot from the starter.

# Distance

800 Meter Run & 1600 Meter Run



**2 laps = 800 meter run & 4 laps = 1600 meter run**

## Highlights of Rules

- One false start will be given per athlete per race. On the second false start the athlete will be disqualified from the race.
- Races will start from a waterfall start.
- Athletes should be lined up with tallest on the inside to shortest on the outside OR fastest on the inside and slowest on the outside.
- Athletes may cut in right from the beginning of the race.

## Coaching Techniques

- From day #1 teach athletes how to navigate a waterfall start and how to cut in.
- Teach athletes about pacing and how not to go out too hard or too slow.
- Teach proper ways of passing slower athletes.
- Teach athletes the importance of running in lane 1.

# Relays

## 4x100 Meter Relay & 4x400 Meter Relay

### Highlights of Rules

#### 4x100

- Normal two turn stagger will be used
- Acceleration zones can be used, but the hand-off must occur in the exchange zone.
- If a baton is dropped in the exchange zone, either runner can pick it up if they do not interfere with other runners. If it is dropped outside the exchange zone, the runner who dropped it must pick it up as long as they do not interfere with another runner.
- Runners must stay in their assigned lanes.

#### 4x400

- A two turn stagger will be used. This means the second leg runner can cut in as soon as they pass the start/finish line after making the exchange.
- No acceleration zone will be used.
- Same dropped baton rules apply as with the 4x100.
- For the two turn stagger the exchange between runner one and runner two will occur between the exchange zone marking and the start/finish line. The exchange will occur in their assigned lanes. The second leg runner can then cut in as soon as they pass the start/finish line. The exchange will occur in their assigned lanes. The second leg runner can then cut in as soon as they pass the start/finish line after making the exchange.
- After runners have cut in, the following exchanges will occur between the exchange zone markings and the start/finish line. The team in first place will make their handoffs in lane one with ensuing teams going lane 2 then 3 and so forth if runners are close. If there is a gap between runners they can shift down lanes as those in front of them move out of the way.

### Both Relays

- Boys must run with boys and girls with girls. No mixed teams.
- If different age athletes run on the same team, the team must compete in the oldest runners age group.

### Coaching Techniques

- Beginning athletes should be shown the exchange zones.
- Proper way for a “blind” hand-off.
- Tape as an aid in hand-offs.
- Proper way to carry the baton.
- How to adjust steps when necessary.





# Hurdles

## 80 Meter Hurdles and 100 Meter Hurdles

### Yellow Girls & Boys

80 meter hurdles  
Height=30 inches  
15 meters to first hurdle  
8 meters in between each hurdle



### Green Girls & Boys

### Blue Girls & Boys

100 meter hurdles  
Height=30 inches  
15 meters to first hurdle  
8 meters in between each hurdle



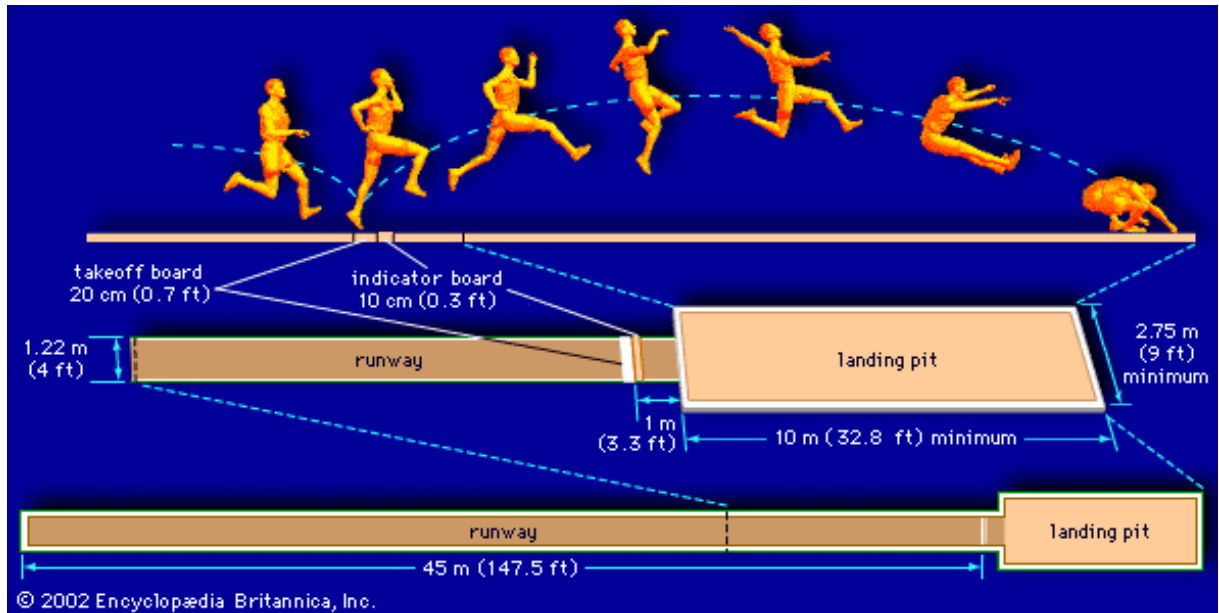
### Highlights of Rules

- Athletes must stay in their lanes for the duration of the race.
- Athletes must go over the hurdle with every part of their body. The foot can not go to the side of the hurdle.

### Coaching Techniques

- Athletes must understand there is a lead leg and a trail leg. One goes over the hurdle and then the other leg follows.
- Teach athletes how to clear the hurdle with a left lead and a right lead.
- Instruct athletes to sprint in between the hurdles.

# Long Jump



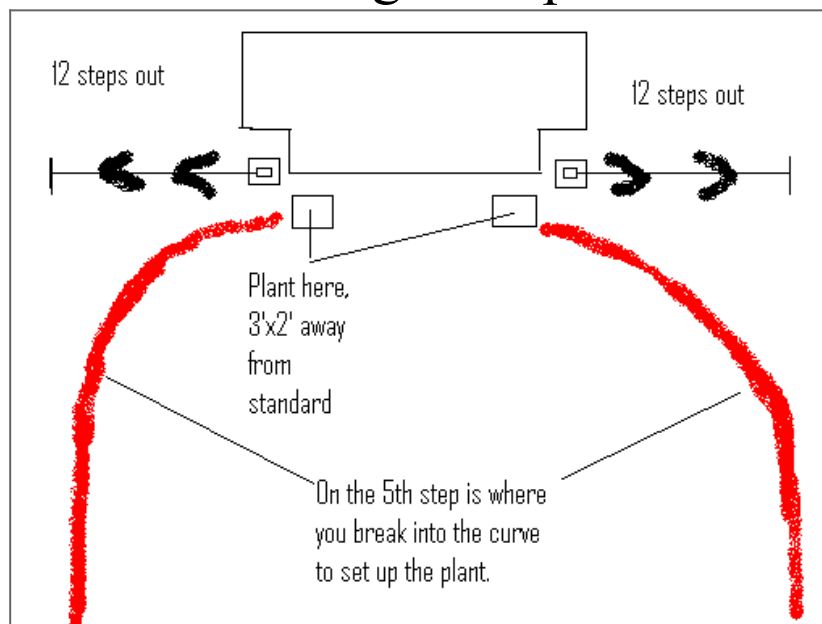
## Highlights of Rules

- Athletes must take off before or on the board. If the athlete takes off in front of the board at all, the attempt does not count, it is a scratch.
- Athletes receive two attempts. At meets the attempts will be run in groups of 5 participants. All five participants will receive two attempts and then the official will move on to the next five participants.
- A closer board will be taped down with white duct tape. It will be taped 2 feet from the pit. The board must be 8 inches wide.
- The measurement of the jump will be taken from the closest mark in the sand to the board. If an athlete puts their hand back, the measurement will be taken from that point, etc.
- Track events take precedence over field events. An athlete may leave to compete in a track event, but must return ASAP to finish their jumps.

## Coaching Techniques

- Teach athletes how to find their mark. It will be anywhere from 8-18 strides down the runway. The goal is to be at max speed at the board.
- Instruct athletes to land in front of themselves in the sand.

# High Jump



## Starting Heights:

Yellow—Girls	2'11"	Blue-Girls	3'10'
Yellow—Boys	3'2"	Blue-Boys	4'
Green—Girls	3'6"		
Green—Boys	3'10"		

## Highlights of Rules

- Participants must take off with one foot. If participant takes off with two feet, the attempt is scratched.
- The bar must stop moving and be under control before the jump will count as a make.
- Participants will be given three attempts at every height. If a participant misses a third time on a certain height, they are out of the competition.
- Track events take precedence over field events. An athlete may leave to compete in a track event, but must return ASAP to finish the competition.
- Once the bar is raised, it will not be lowered. If a participant is competing in a track event, the official will wait for them. If they do not return within 5 mins. of their completed event, the bar will be raised and they will have to jump at the height it is at.
- The official will be in direct contact with the announcer and the height of the bar will be communicated to the participants.

## Coaching Techniques

- Teach athletes how to find their mark using the diagram above.
- Perform many drills-jumping off of one foot.

# Throws

Shot put & Discus

## Shot Put

White Age Group

2K shot put

Red and Yellow Age Groups

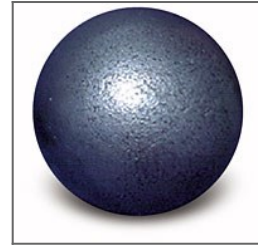
6 lb. shot put

Green Age Group and Blue Girls

4K shot put

Blue Boys

12 lb. shot put



### Highlights of Rules

- The participant can not cross the toe board at anytime during the throw. They can touch the side of the toe board, but not the top.
- The participant must regain control after the throw before exiting the ring.
- The participant must exit through the back of the ring at the completion of the throw.
- The mark is measured from the first point of contact of the implement.
- **The only person who is to be in the line of the throw is the official who is measuring the throw.**
- Each participant is given two attempts.
- Track events take precedence over field events. An athlete may leave to compete in a track event, but must return ASAP to finish their throws.

### Coaching Techniques

#### Shot put

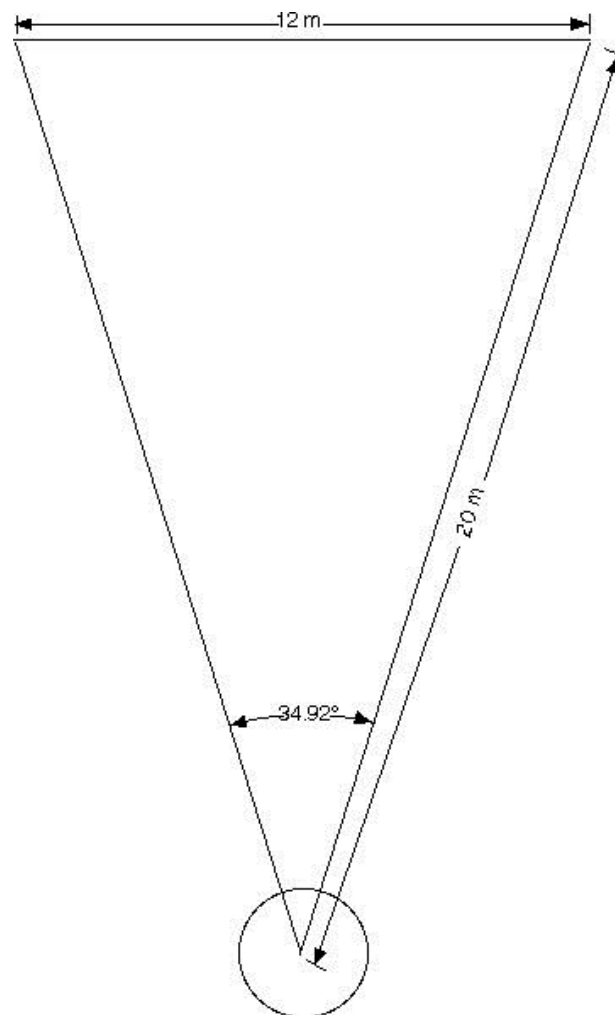
- Instruct participants they are to “push” the shot put, not throw. They will get injured if they attempt to throw the shot put.
- Angle of release should be between 37-45 degrees.

## Sector for Throws

The throwing sector for all levels of competition for the Shot put is 34.92 degrees. The easiest way to mark the sector is to have three people helping and a 90-meter tape measurer.

A 34.92 degrees sector is an isosceles triangle in which the unequal side is .6 times the length of the other two sides. The easiest way to lay this out is to remember 5:3, in which the triangle is 3 meters across for every 5 meters you go out.

Always make sure to flag off your throwing area. You do NOT want participants and spectators walking through your throwing area.



# Track Meets

## Needed Items

<b><u>Starting Line</u></b>	
Starting gun	1
Blanks	100
Starting Blocks	8
3-ring binder w/Finish sheets & pen	1
Megaphone	1
Order of Events Sheets	10

<b><u>FINISH LINE</u></b>	
3-ring binder w/finish sheets & pen	1
Stopwatches	8
Eight lane octopus	1
Stapler	1
Tape	1
Order of Events Sheets	10
Small table	1
Small cups	200
5 gallon water jug	1
Flags for Relays	3
First-Aid Kit	1

<b><u>PRESS BOX</u></b>	
<b><u>Camera System</u></b>	
Laptops	
Printers	
Labels	
Paper	

<b><u>Other</u></b>	
Hurdles	60
White Duct Tape	1
String Flags	400 ft.
Order of Events	A LOT
Duct Tape	1
Walkie Talkie	6

<b><u>High Jump</u></b>	
Measuring Tape	1
Clipboard w/events sheets & pencil	1
Chairs	2
Order of Events	1

<b><u>Shot Put</u></b>	
6lb shot put	2
8lb shot put	1
12lb shot put	1
Measuring Tape	1
Clipboard w/events sheets & pencil	1
Field Paint	1

<b><u>Long Jump</u></b>	
Shovel	1
Rake	1
Measuring Tape	2
Clipboard w/event sheets & pencil	1
Order of Events	1
White Duct Tape	1

<b><u>Award Table</u></b>	
Table / Chairs	
Ribbons	
Pens	A LOT
Order of Events	A LOT
Roster of Participants	
Lis of Athlete Events	
Poster with order of events	
Poster with Meet Program	

# Track Meets

## Needed Staff & Responsibilities

<b>Starting Line</b>		
Starter	1	Staff
Clerk of Course	3	Staff

### **Starter:**

The starter is responsible for starting all of the races using the starting gun. They are responsible for calling back races due to false starts or timing errors. They should have a walkie talkie with them to listen for any problems that may arise at the finish line. A few times a meet a race will need to be called back due to timing errors and the quickest way to communicate that is to have a walkie talkie on hand.

The starter also assists the Clerks of Course with last minute instruction to athletes:

- If a 2nd gun shot is heard, athletes must stop and return to the starting line.
- Stay in your lane, cut in, etc.

### **Clerk of Course:**

These two employees need to be your most competent and **MUST** do well under pressure. Their job is to line up athletes in lanes for each of the races according to the order of events. For athletes who do not show up for their event you can substitute athletes who were not pre-registered. The goal is to have 0 empty lanes.

### **50M, 100M, 200M, 400M, 800 M, 1000M**

One athlete per lane and instruction **MUST** be given to stay in their own lane for the entire race. \*Exception of White-Red 400M, which will waterfall start.

### **4x100 M Relay**

Four athletes per lane and instruction **MUST** be given to stay in their own lane for the entire race.

### **4x400 M Relay**

Lane assignment numbers will be given to the anchor runner for each team.

### **800 M & 1600 M**

Instruction is given on a waterfall start. Athletes are instructed to cut in as soon as they can without cutting off another runner. The starter and clerk of course must be very aware of the start and watching for falling athletes. If any athlete falls within the first 100 meters, the starter must shoot the gun a 2nd time and all runners must stop and come back for a 2nd start.

As athletes cross the finish line the clerks of course and any available staff or volunteers need to help to keep the athletes in finishing order. The athletes walk toward the Clerk of Course and the Clerk writes down the finishing order by looking at their wristband number.

<b>Finish Line</b>		
Head Timer	1	Staff
Timers	8	Volunteer
On track	1	Staff

### **Head Timer:**

The head timer is responsible for the timing of all events on the track using the camera system. They re-set the timer after each race and make sure the file number from the recording matches the heat. The timer will start automatically as the gun goes off. Be aware to keep the timer going until all runners finish.

### **On Track:**

This staff member is there to encourage participants to exit the track as quickly as possible once their race is complete. They also help with lining up of athletes for any of the races that start and end in the same place (ie: 800 meter run).

For the 4x100M Relay they will help with one of the exchange zones as well as the two clerks of course. Each of those three staff will take a flag and one of the exchange zones. They will help the athletes to line up in the correct spot and they will watch for any relay infarction that may occur. If there is a disqualification that takes place they are to communicate that to the starter to make note on the starting sheets.

<b>Long Jump</b>		
Head Official	1	Staff
Measurers	2	Volunteer

### **Head Official**

Records all of the attempts on the clipboard. Makes any decisions on scratches.

### **Measurers**

One measurer holds the tape at the jump and one holds the tape at the board. The measurer at the board reads the mark to the Head Official for recording. The pit is then raked for the next jump.



<b>High Jump</b>		
Head Official	1	Staff
Help w/bar	2	Volunteer

### **Head Official**

Records all of the attempts on the clipboard. Makes any decisions on scratches. Communicate via walkie talkie with the announcer to make participants and parents aware of when the bar is begin raised.

### **Help w/bar**

Two volunteers are used to help put the bar back on the standards when a miss occurs.

<b>Shot put</b>		
Head Official	1	Staff
Measurers	2	Volunteer

### **Head Official**

Records all of the attempts on the clipboard. Makes any decisions on scratches.

### **Measurers**

One measurer is in the field marking the first point of contact with the ground and placing the end of the tape measurer at that point. The 2nd measurer is by the ring and pulls the tape through the middle of the ring so the Head Official can read the mark. The measurer in the field then returns the shot put to the ring.

### **Notes on Field Events:**

- The head official should give this command when making athletes aware of who is up: “\_\_\_\_\_ is up, \_\_\_\_\_ is on deck and \_\_\_\_\_ is on hold.”
- Track events take precedence over field. Athletes can leave the field event to compete in a track event. Let them know they must return ASAP when their track event is complete.
- Try your best to stick with the posted schedule. Do not let a different age group jump or throw when it is not their turn. This causes too many headaches and too many complaints.
- Communicate with the announcer on any updates you may have.

<b>Other</b>		
Announcer	1	Staff
Registration	5	Staff
Hurdle Help	A LOT	Staff & Volunteers

### **Announcer**

The announcer stays in the booth for the duration of the track meet. They communicate any information that the athletes and parents may need to be made aware of. They make 1st, 2nd, & final calls for all events. The announcer is always reminding parents to stay off the infield and out of competition areas. The place for the parents is in the stands.

It is encouraged to split up the larger events when making calls. For example: “First call for Red and White 100 meter dash” then later you can say, “Second call for Red and White 100 meter dash and first call for Yellow 100 meter dash.”

### **Registration**

Participants will need to pre-register for Events before the Meet. We will do this to get better, more accurate results. We have opted to run each Heat as printed, even if lanes are empty. Athletes who miss their Heat will be DQ'd. Athletes who choose to sign up day of will not be added to Heat Sheets. Our intentions are to increase quality and structure in the program as a whole.

### **Meet set-up**

Meet set-up generally takes 2 hours. Areas that need to be set-up are:

- Hurdles in lanes 2-7
- Marks for the 80 MH & 100MH
- Tape the 80M start line
- Tape the 50M start line
- Starting blocks to starting line
- Camera/timing system set-up at the finish line or press box
- Long jump pit dug up & closer board taped down
- High jump pit, standards and cross bar out
- Shot put sector marked and flagged off
- Announcers booth and restrooms open
- Flag off view of homestretch from starting to finish line

# HOW TO on Team Manager

## **File>Open/New**

Name the database and click on new  
Set-up users (Not sure how to do this?)

## **Set-up>Preferences>System Preferences**

Boys/Girls  
Show Birth Date  
Show Birth Year in place of Age  
Last name First

## **Athlete Registration IDs**

These are customizable-ie: shirt size

## **Automated Reminders**

Keep both at 7

## **Team Athlete Defaults**

Set according to your team location

## **Hand Time Conversions**

Leave as is

## **English/Metric Conversion**

Leave as is

## **Age Grouping**

Click Age Groups First  
This will let you enter the date 12/31/17 in System Age—Up Date for Age Groups  
Then Click Age Divisions

## **Meet Age-Up Date for Age Groups**

Meet Start Date

## **System Age-Up Date for Age Groups**

Check date: December 31, 2017

## **Dash Distance**

400

## **State/Province Labels**

Use "State"

## **Then Click Okay**

## **Adding a team**

Teams>Add  
Enter Information  
Notes:

Team Type: Age Group  
Short Team Name will be displayed on reports

## **Entering Athletes**

Athletes>Add

Enter Last Name, First Name, Birthdate, Gender & Comp. # (wristband #)

Select Team under Member of

## **Meet Events**

Need to be entered in before meet entries will show

## **Meet Entries**

Meets

Click on the appropriate meet

Click on entries

Click on entries by name

Select the appropriate team

Click on athlete

Click on the event

Times may be entered under "custom mark"

Check entries by clicking on Entries>Entry Browser

Check meet report by clicking on Reports>Meet Reports>Meet Entries

Check the appropriate meet>create report

## **Uploading the meet program to Team Manager**

Open the e-mail with the zip drive and save it to your computer

In team manager click on File-Import-Meet Events

Find the file and click open

## **Registering athletes for events**

Click on Meets and highlight the appropriate meet

Entries-Entries by Name (can also do Entries by Event)

Double check that your team is selected in the drop down box at the top

Continue to enter athletes in their respective events

REMEMBER

Only 3 + 1 relay

## **Sending entries to host site**

File-Export-Meet Entries

Select a place to save the file and select the proper meet from the drop down menu

Attach the zip file to an e-mail and send to the host coordinator

Host site saves the files and imports them in to Meet Manager

## **EXPORT Meet Entries**

File>Export>Meet Entries

Select file to export the entries to (jump drive would be best)

## **ENTERING Meet Results**

File>Import>Meet Results

Click on the file you wish to import and click ok.

## **Printing report to verify entries**

Meets-Entries-Entry Browser

Print this report and send to host coordinator so they can verify entries

## HOW TO on Meet Manager

### **File-open/new** (name the meet and save it where you want it to go)

High School name and date of meet

Meet Class-Other

Age-up Date 12/31/17

Meet Type

Divisions-By Event

Use Divisions Birthdate Ranges

Meet Style-Standard

### **Set-up-Division/Region Names-Divisions**

Add divisions according to standards

### **Events-Add**

Gender-Alt. Gender

### **Division**

Select appropriate division

### **Prelims, Qtrs, Semis, or Finals Only**

Leave everything as is, unless you need to change the number of lanes

### **Distance**

In-put as you go along

### **Entries**

Metric

### **Results**

Metric

### **Event Type**

Enter as you go along

### **Rounds**

Leave as is

### **Event Class**

Standard

### **Finals Round if 2+ Rounds**

Leave as is

### **Entry maximum**

Set-up-Entry/Scoring Preferences-Entry Limits

Maximum entries-4

### **Converting hand times**

Set-up-Entry/Scoring Preferences-Convert hand entry times to FAT  
(This is set up under Entries/Results Tab)

### **Athletes from different teams on a relay**

Set-up-Athlete/Relay Preferences  
Check-“Allow anyone from any team on a relay”

### **Show birth year in place of age**

Set-up-Report Preferences  
Athletes/Relays  
Check-“Show birth year in place of age”

### **Suppress age on Meet Program/Results**

Set-up-Report Preferences  
Meet Program/Results  
Check-“Suppress athlete ages”

### **Work through the order of events sheet and the events sheet**

### **E-mailing Meet Program to Teams**

File-Export-Meet Events for Team Manager  
Save it somewhere you can easily find it  
Attach this zip drive to an e-mail and send it to the coordinators attending the meet

### **Importing Entries to Meet Manager**

File-Import-Meet Entries  
Click-“Match on Event Number”  
Click okay and then okay again

### **Verifying entries in to Meet Manager**

Reports-Entries List  
Select the team-create report  
Verify this with the list the coordinator sent

### **Seed the Meet**

Seeding-Select All-Start Seeding  
You will go through every event and seed

### **Printing Meet Report to post at site (Print in large Poster Form)**

Reports-Meet Program-Select all  
Under Columns select Triple  
Create Report

### **Printing Finish Sheets for Start Line**

Reports-Finish Line Sheets-Select All-click on “Empty Lanes”  
Create Report

### **Printing Field Event Sheets**

Reports-Field Event Score Sheets-Select all BUT high jump (must select high jump separate)  
Create Report

### **Entering Times**

Click on Run

Select Event in upper left hand corner

Enter time in "Finals Time" in bottom middle of the screen

When all times are entered for each heat in each event click on "Score"

NT=No time

DNS=Did not show

ND=No distance

NM=No mark

### **Editing Heats after the meet has been seeded-helpful when doing results**

In the run screen you can click and drag athletes around within their own heat

You can enter competitor numbers to add them to any heat

You find their competitor number by clicking on athletes in the run screen

To delete an athlete from a heat simply double click on their name

### **Printing Results**

Reports-Results-Select All>Create Report

FIRST INITIAL ONLY>Select "First name initial only" under Preferences

### **Award Labels**

Label-Award Labels-Select All>Create Labels

Or event by event can be selected

## Team & Meet Manager Timeline

### *2 weeks before meet*

Meet Program e-mailed to coordinators of teams coming

#### **E-mailing Meet Program to Teams**

File-Export-Meet Events for Team Manager

Save it somewhere you can easily find it

Attach this zip drive to an e-mail and send it to the coordinators attending the meet

#### **Uploading the meet program to Team Manager**

Open the e-mail with the zip drive and save it to your computer

In team manager click on File-Import-Meet Events

Find the file and click open

### *4 working days before meet*

Deadline for parents to submit entries to center

This can be done in many ways:

Google Docs

Paper sign-up

Coaches signing up the athletes

### *2 working days before the meet*

Team entries to the host coordinator

#### **Sending entries to host site**

File-Export-Meet Entries

Select a place to save the file and select the proper meet from the drop down menu

Attach the zip file to an e-mail and send to the host coordinator

Host site saves the files and imports them in to Meet Manager

#### **Printing report to verify entries**

Meets-Entries-Entry Browser

Print this report and send to host coordinator so they can verify entries

#### **Importing Entries to Meet Manager**

File-Import-Meet Entries

Click-“Match on Event Number”

Click okay and then okay again

### *1 working day before the meet*

Host coordinator sends out meet program & entry list to centers coming

#### **Verifying entries in to Meet Manager**

Reports-Entries List

Select the team-create report



### ***3 working days after the meet or SOONER!***

Results e-mailed to coordinators of clubs who came

#### **E-mailing results to clubs who came to meet**

Reports-Results-Select All-Create Report

Click on the small export icon-click ok and ok again

Save Results where you want them to go

Attach to an e-mail for coordinators

Repeat the above process for results online BUT

before creating report click on preferences-First name initial only

#### **Results for Team Manager (we want to keep database accurate)**

In Meet Manager click on File-Export-Results for Team Manager

Select Team-OK-OK

Save

E-mail the zipped file to the coordinator

#### **IN TEAM MANAGER**

File-Import-Meet Results

Select File

Un-zip file

Click okay

### ***4 working days after the meet or SOONER!***

Results posted on website

### ***5 working days after the meet or SOONER!***

Labels printed and put on ribbons-distributed at practice

In Team Manager

Labels-Award

Select Meet and Team

Create Report

#### **Miscellaneous**

If you have an athlete that does not want to be identified they must be entered in the system as followed:

Last Name: leave blank

First Name: leave blank

Preferred Name: Team & #

Create a master log with these athletes

# Order of Events

1600M (starts at 5:30pm)

100M Hurdles

80M Hurdles

50M

100M

400M

4x100 Relay

800M

200M

4x400M Relay

# Order of Events

1600M (starts at 5:30pm)

50M

100M

400M

4x100 Relay

800M

200M

4x400M Relay

# Field Events

## High Jump

Yellow & Older

5:30pm-7:00pm

## Long Jump

Open Pit

5:30pm-7:00pm

## Shot Put

Open Pit

5:30pm-7:00pm

# WHITE

Born in 2010-2011

Register up to **3** events

50 Meter Dash

100 Meter Dash

200 Meter Dash

400 Meter Dash

800 Meter Run

Long Jump

Shot Put

# RED

Born in 2007-2009

Register up to **3** events & 1 relay

50 Meter Dash

100 Meter Dash

200 Meter Dash

400 Meter Dash

800 Meter Run

1600 Meter Run

4x100 Meter Relay

Long Jump

Shot Put

# YELLOW

Born in 2005-2006

Register up to **3** events & **1** relay

80 Meter Hurdles

100 Meter Dash

200 Meter Dash

400 Meter Dash

800 Meter Run

1600 Meter Run

4x100 Meter Relay

4x400 Meter Relay

Long Jump

High Jump

Shot Put

# GREEN

Born in 2003-2004

Register up to **3** events & **1** Relay

100 Meter Hurdles

100 Meter Dash

200 Meter Dash

400 Meter Dash

800 Meter Run

1600 Meter Run

4x100 Meter Relay

4x400 Meter Relay

Long Jump

High Jump

Shot Put



# **BLUE**

Born in 1999-2002

Register up to **3** events & **1** Relay

100 Meter Hurdles

100 Meter Dash

200 Meter Dash

400 Meter Dash

800 Meter Run

1600 Meter Run

4x100 Meter Relay

4x400 Meter Relay

Long Jump

High Jump

Shot Put