

Track & Field



2018 Season

Central City	Tania Moe	Central City Cheetahs	East High School	385-468-1552
Dimple Dell	Megan Zollinger	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 is 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.**

Age Group	Year
*Ages 6-7 (White)	2011 - 2012
Ages 8-10 (Red)	2008 - 2010
Ages 11-12 (Yellow)	2006 - 2007
**Ages 13-18 (Green)	2000 - 2005

**The Green Age Group has been extended to include all High School Age Groups

Events:

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

X Indicates age group may participate in this event

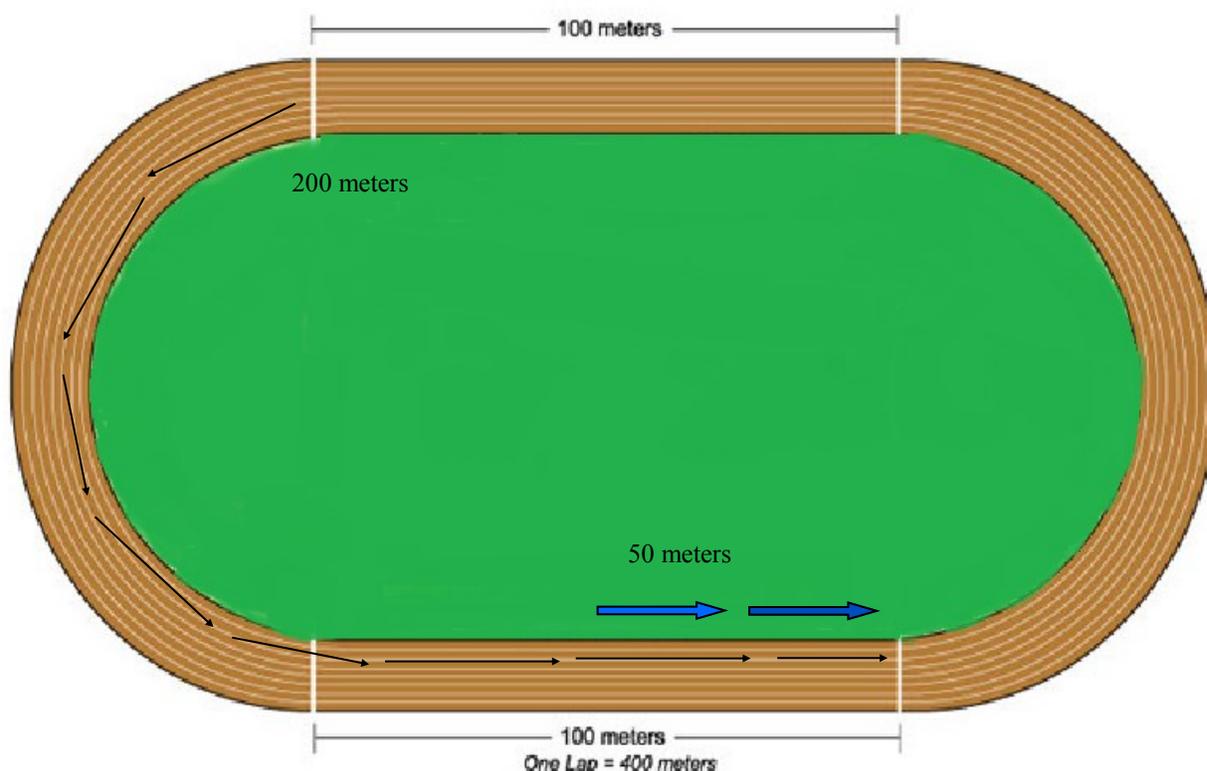
Age Category Events	White 2011-12	Red 2008-10	Yellow 2006-07	Green 2000-05
50m.	X	X		
100m.	X	X	X	X
200m	X	X	X	X
400m.	X	X	X	X
800m.	X	X	X	X
1600m.		X	X	X
4 X 100		X	X	X
Shotput	X	X	X	X
Long Jump	X	X	X	X
High Jump			X	X

-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

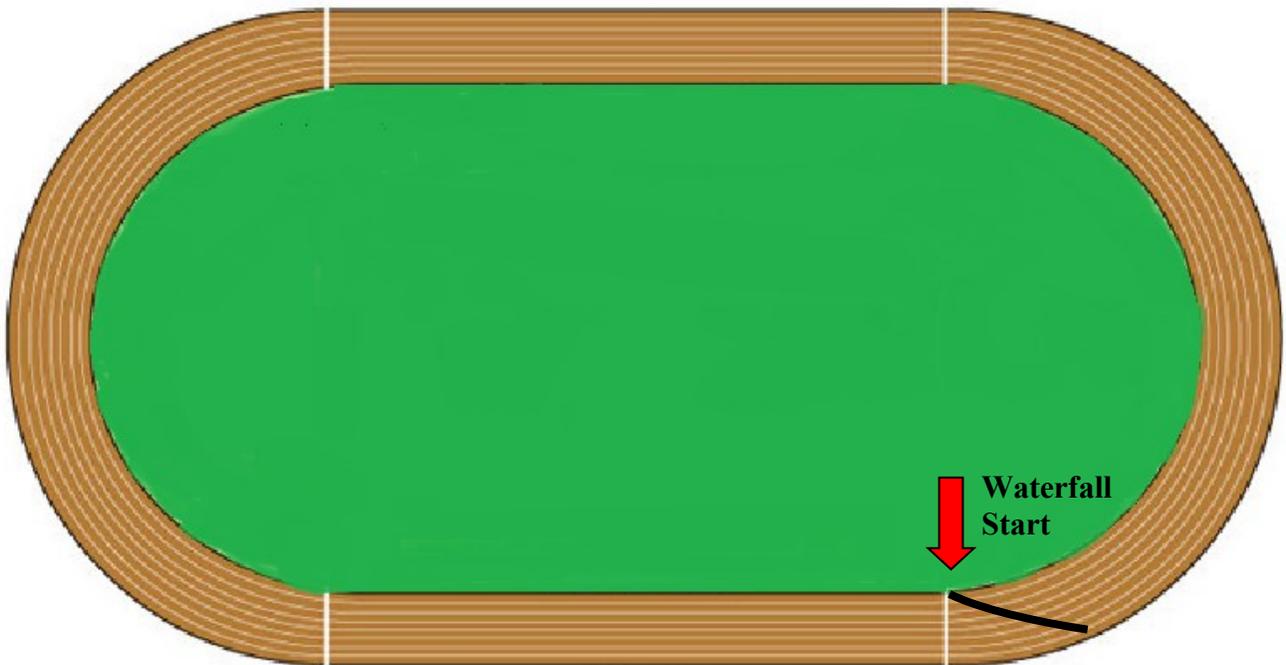
- Athletes must stay in their lanes for the duration of the race
*NOTE: Only White-Red athletes will waterfall start the 400M
- One false start will be given per athlete per race. On the second false start the athlete will be disqualified from the race.
- Three consecutive right or left steps out of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

Highlights of Rules

4x100

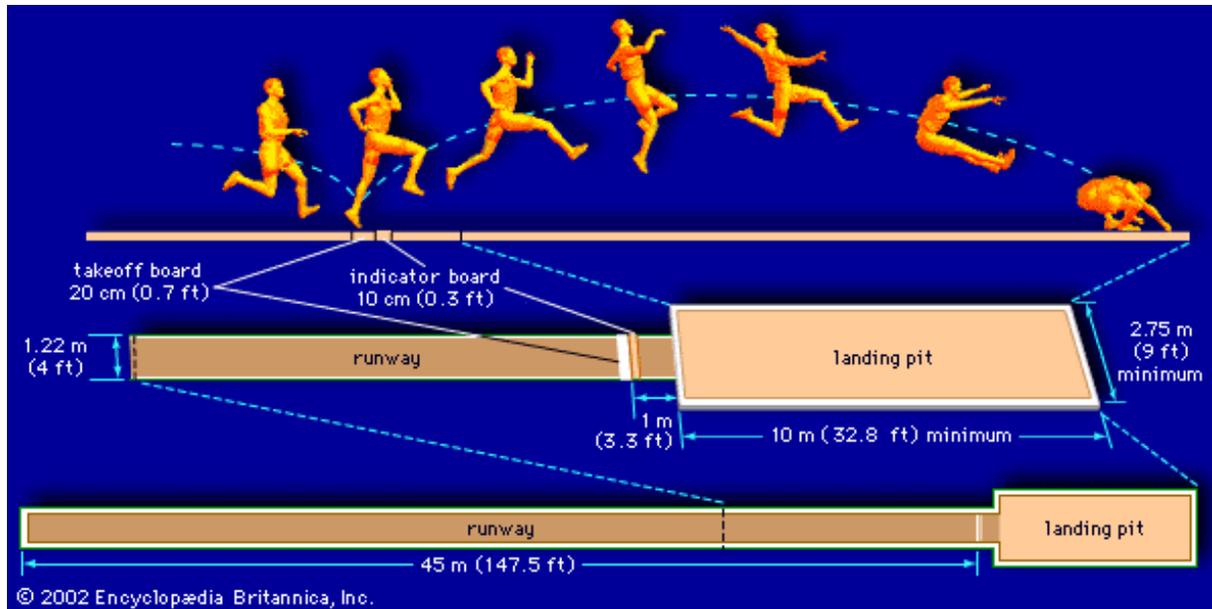
- Normal two turn stagger will be used
- Acceleration zones can be used, but the hand-off must occur in the exchange zone.
- If a baton is dropped in the exchange zone, either runner can pick it up if they do not interfere with other runners. If it is dropped outside the exchange zone, the runner who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



Long Jump



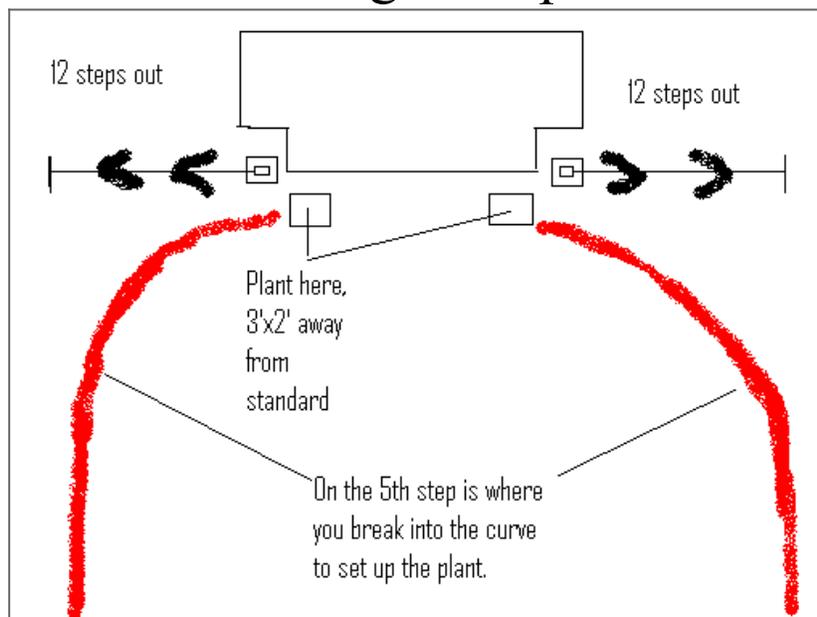
Highlights of Rules

- 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"
Yellow—Boys	3'2"
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

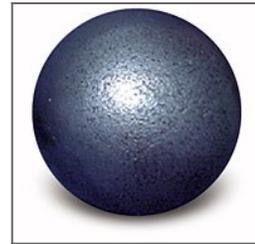
6 lb. shot put

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

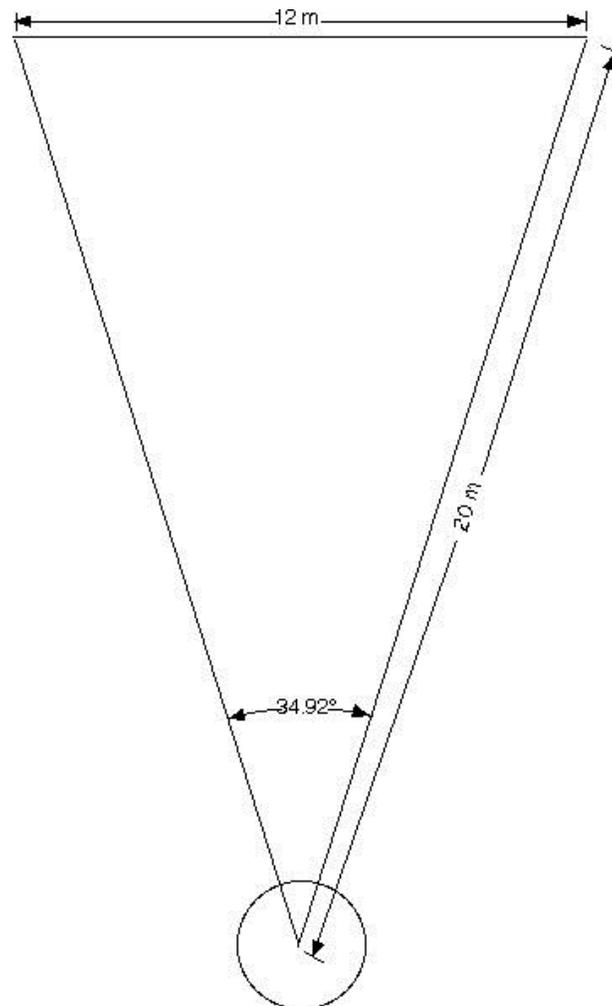
- Instruct participants they are to “push” the shot put, not throw. They will get injured if they attempt to throw the shot put.
- Angle of release should be between 37-45 degrees.

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

<u>Starting Line</u>	
Starting gun	1
Blanks	100
Starting Blocks	8
3-ring binder w/Finish sheets & pen	1
Megaphone	1
Order of Events Sheets	10
<u>FINISH LINE</u>	
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
<u>PRESS BOX</u>	
<u>Camera System</u>	
Laptops	
Printers	
Labels	
Paper	
Extension Cord	

<u>Other</u>	
White Duct Tape	1
String Flags	400 ft.
Order of Events	A LOT
Duct Tape	1
Walkie Talkie	20

<u>High Jump</u>	
Measuring Tape	1
Clipboard w/events sheets & pencil	1
Chairs	2
Order of Events	1
<u>Shot Put</u>	
4 lb & 6lb shot put	1 of ea
8lb & 12 lb shot put	1 of ea
Measuring Tape	1
Clipboard w/events sheets & pencil	1
Field Paint	1
<u>Long Jump</u>	
Shovel	1
Rake	1
Measuring Tape	2
Clipboard w/event sheets & pencil	1
Order of Events	1
White Duct Tape	1
<u>Award Table</u>	
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

Starting Line		
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 to three 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 have not signed up prior the Meet, create extra heats at the end of their Age Group for untimed heats. For those athletes who have signed up prior to the Meet, do your best to put fill them in empty lanes of heats that will be timed. The goal is to have 0 empty lanes, but more importantly, accurate times.

50M, 100M, 200M, 400M

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.

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 in a line in the order they've finished toward the Clerk of Course and the Clerk writes down the finishing order by looking at their wristband number.

Finish Line		
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.

Long Jump		
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.

High Jump		
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.

Shot put		
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.

Other		
Announcer	1	Staff
Registration	5	Staff

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 an hour and a half. Areas that need to be set-up are:

- 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
- Set up Bullpen

HOW TO on Team Manager

File>Open/New

Name the database and click on new

Save your file as your team abbreviation 2018 in a location that is easy to access

Click OK as the box shows Admin / Single User

Set-up>Preferences>System Preferences

Check marks on:

Boys/Girls

Show Birth Date

Show Birth Year in place of Age

Last name First

Athlete Registration IDs

Leave blank

Check the box Show Comp # in Browsers

Team Athlete Defaults

Set according to your team location

Age Grouping

Click Age Groups First

This will let you enter the date 12/31/18 in System Age—Up Date for Age Groups

Then Click Age Divisions

Meet Age-Up Date for Age Groups

December 31, 2018

System Age-Up Date for Age Groups

Check date: December 31, 2018

Dash Distance

400

Click Okay

Click on Set-up -Age Divisions

Click in the Div Abbr to change all of those groups to say White, Red, Yellow, Green on their own lines.

W—White / Low Age 5 / High Age 7

R— Red / Low Age 8 / High Age 10

Y—Yellow / Low Age 11 / High Age 12

G—Green / Low Age 13 / High Age 18

Exit out and Click on Set-up - Groups/Sub Groups/Codes

Double click on any of those existing Descriptions to change the Groups to our White, Red, Yellow and Green Groups. Code types should be marked Groups. Close out when complete

Adding a team

Teams>Add

Enter Information in the Team Abbr field, Full Team Name field and Short Team Name field.

Team Type: Age Group

Short Team Name will be displayed on reports

Click OK, then cancel to get out of the screen, small exit button to go back to the homepage.

Entering Athletes

Athletes>Add

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

Select Team under Member of

Select Color of Age Group (under groups)

It is imperative this information is accurate as results will be very difficult if not

Saving Rosters to G Drive for Host Site access

File / Export—Athlete/Teams

Select a folder that is easy to access (you can copy that over to the G Drive after. Choose your team, uncheck Include Full Coaches

-Please be sure to keep this file updated (and erase the old ones). Host sites need access to this asap to be able to work on creating the Meet on Meet Manager, using the rosters from each site.

HOW TO on Meet Manager

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

Meet Name: Site name—date of meet

Location: Site name

Start Date and End Date will be the day of the Meet

Age-up Date 12/31/18

Meet Class-Other

Meet Type

Divisions-By Event

Use Divisions Birthdate Ranges

Meet Style-Standard

Click OK

Set-up-Division/Region Names-Divisions

Double Click on Division Name cells to change the info.

W- White—Low 5 / High 7 / Y / Y / 3

R- Red—Low 8 / High 10 / Y / Y / 4

Y- Yellow—Low 11 / High 12 / Y / Y / 4

G- Green—Low 13 / High 18 / Y / Y / 4

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

Event Class

Standard

Work through the order of events sheet and the events sheet

Event Entry Information

As the Host Site, You will need to import Team Rosters from the G Drive to start signing up each participant for his/her events.

Click File—Import—Athlete Rosters. Choose the folder on the G Drive with the roster you need. Be sure to import all rosters for teams attending your Meet.

Using the spreadsheet on Google Docs, go through each athlete and check to see that all info is correct, and that you mark the events they listed on the spreadsheet. Doing a little each day can help you balance your time. You can certainly wait until the very end to verify everyone's entries are in, but it can be very time consuming in one sitting.

Seed the Meet

Seeding-Select All-Start Seeding

You will go through every event and seed

E-mailing Meet Program to Teams

Click Reports—Meet Program

Select All events and click Create Report

Save to the G Drive, send to participating Centers and parents (if you choose)

Printing Finish Sheets for Start Line

Reports-Finish Line Sheets-Select All-click on "Empty Lanes"

Create Report

Print a few sets—one for Finish Line binder, one for Starting Line, one for your helpers in the Bullpen

Printing Field Event Sheets

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

Create Report

How To on Results

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

2 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

2 working days after the meet or SOONER!

Results posted on website

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)

50M

100M

400M

4x100 Relay

800M

200M

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 2011-2012

Register for 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 2008-2010

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 2006-2007

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

100 Meter Dash

200 Meter Dash

400 Meter Dash

800 Meter Run

1600 Meter Run

4x100 Meter Relay

Long Jump

High Jump

Shot Put

GREEN

Born in 2000-2005

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

100 Meter Dash

200 Meter Dash

400 Meter Dash

800 Meter Run

1600 Meter Run

4x100 Meter Relay

Long Jump

High Jump

Shot Put