

CYO Track & Field Meet - Volunteer Position Descriptions

Running Events / Finish Line Area

(All the following jobs take place on the infield near the finish line/ recording areas).

The overall objective of the Clerk of the Course / Finish Line Team is to ensure that all runners are notified of their race, properly signed in upon report, assigned to their heat and lane, and escorted to their proper starting positions. The goal of the team is to have the heats ready to run as soon as the previous heat completes their race ensuring that the track events are completed in a timely fashion.

For our practice meets, the “clerking” area is set up in the infield near the finish line. Athletes report to this area for all running events, and stay there until their event is complete.

At our practice meets, we may create a second Clerk of the Course / Finish Line Team on the opposite side of the track (visitor side), to run the girls and boys 50 / 100 meter events in parallel.

Main Clerk of the Course (aka Head Shepherd):

The Clerk of the Course has the overall responsibility for all track events to include informing the announcer to make the 1st, 2nd, and final calls for races, ensuring that all competitors are properly signed in and assigned heats for their race by the (grade) clerks, ensuring that relays are properly assigned to lanes, and each runner position (leg) is released to shepherds. Ensures that all runners are delivered to the starting line by the Shepherds. Give the final authority to combine grades for events with limited athletes (i.e., 1600, 800 meter events).

Clerks: (one clerk for each grade - 2nd through 8th):

The Clerks are responsible for ensuring that all runners are properly signed in on the appropriate race sheets to include grade, heat, runner's name, Parish, and athlete number. Unless directed otherwise by the Clerk of the Course, up to 8 runners will be assigned to each heat. If there are more than 8 runners for each grade, the heats should be evenly divided. As possible, runners from the same Parish should be placed in different heats. Runners not reporting in by the time of the running of the 1st heat of each race (girls or boys) will not be permitted to run.

Clerk will be responsible for their assigned grade. Girls will run first using the pink event sheet, then the boys will run following the girls using the blue event sheet. Clerk responsibilities and detailed instructions are laminated on each clerk clipboard for guidance. Please review prior to the start of the track meet. (See Appendix A & B)

Relays: The Clerks should also collect a “Relay” card that lists each of the 4 runners on the team from the anchor leg (the last runner). (See Appendix C & D)

Shepherds (4):

Shepherds are responsible for escorting each heat of runners from the sign-in location to the starting line upon release by the Clerk (the clerk will confirm the heats and lane assignments upon release). The Shepherd should remain with the runners near the Starting Line until they are released to the Starter. They assist with staging on the track when multiple heats are lined up.

During relays - shepherds assist the head clerk in gathering relay teams into lanes. They write lane assignments on the athletes' hands with washable marker. They may be responsible to take one leg (runner position) to their appropriate start line. Athletes will be released to the starter (leg #1), or to the appropriate relay judge (legs #2, #3, #4).

Crowd control during all events: Keeps athletes and onlookers away from the edge of the track and behind the sideline is a good rule.

Recorders / Results Recorder (2):

The Recorders are located close to the finish line at a table. The Recorders gather and organize the clerk sheets (and relay cards if applicable) from the shepherds for upcoming heats.

- Following a race, they are responsible to document the race results, placing (according to sticks), and times on the Clerk sign-in race / event sheet for each race as it is completed.
- The athletes will report their placing upon completion of their race to the recorder table.
- They are responsible to staple all heat-related papers together: results sheet, timer tape, relay cards.
- They hand off the final sheets to the Result Verifier / Proofreader

Results Verifier/ Proofreader (1 – 2):

The final Results Verifier / proofreader will receive event-result sheets from the recorder, or from the Field Event Coordinator.

- Double check sheets against time tape (for running events) to make sure the results make sense with the designated event. Reviews and assures accurate completion of all field event sheets.
- Place completed and checked sheets in a meet binder / accordion file according to order of event.
- Ensures that every event has at least one sheet in the results. If an event is not held or a race / field event has no participants, a sheet will still need to be turned in. Indicate across the sheet "No Runners" or "No participates"
- All sheets must be correctly labeled with date, location, event, grade, and number of heats. (#1 heat of #2; #2 heat of #2, etc.)

Gate Marshall (2):

Gate Marshalls will serve as a monitor guard to assure athletes and volunteers do not cross the track during a race. Entrance to the track should take place in one area, and varies dependent on the meet venue. Gently-yet-firmly remind athletes on the field side of the track not to cross until told.

- Finish line Gate Marshall – works with the Finish Line Coordinator
- Back side Gate Marshall – works on the opposite side of the track serving the entrance to field events (Shot put).

Set Up / Relay Judge (2) Clean Up / Relay Judge (2):

When assigned to Set Up / Relay Judge, the volunteer will arrive early (by 7:45 AM) and assist, under the direction of the Meet Coordinator, set up for the track meet. This includes:

- Assist the equipment manager with unloading of the track meet equipment boxes.
- Tents are assembled and positioned around the finish line area / goal posts.
 - 1). First aid / Volunteer check in.
 - 2). Recorder / Proofreader station – double tent.
 - 3). Starting Line.
- Grade placards are positioned starting at the 10 yard line with 2nd grade. Position every 5 - 7 yards through 8th grade.
- Player benches and hurdles are positioned to create a barrier between the clerk area and the track.
- Caution tape is placed at all gate areas to prohibit any athlete / spectator entry other than the two entry areas for athletes (finish line / back side)
- Organizes field event clipboards and equipment under the direction of the Field Event Coordinator.
- Upon completion of set-up duties, the volunteer should report to the Head Clerk of the Course during the 1st event (1600 meters) to prepare for Relay Judge duties for the 4 x 100 Relay event.
- Relay Judge / Clean Up volunteer reports to the Head Clerk of the Course during the 200 meter event (~11:00 AM) to serve as Relay Judge for the Sprint Medley and 4 x 400 Relay events.. Clean up duties will follow:
 - Disassembling of all equipment, tents, grade placards, caution tape, hurdles, benches, that were placed at the beginning of the track meet.
 - All equipment is organized and neatly placed back into the meet equipment boxes.
 - Assist with loading of equipment under the direction of the equipment manager.
 - Stay until the meet is concluded and all clean-up is complete.

Relay Judge Job Description:

- Relay judges are responsible for a “passing” zone. There are (2) relay judges assigned per zone and often the job is shared with other parish groups.
 - For the 4 x 100 Relay event... From the starting line, they are positioned either at the 1st turn, 2nd turn, or 3rd turn passing zone.
 - For the Sprint Medley, they are positioned at the 2nd turn zone and finish line.
 - For the 4 x 400 Relay event, they are positioned at the finish line.
- They are responsible for explaining the proper zone for passing the relay baton to the group of runners for each leg and for monitoring that each baton is passed from runner to runner within the allotted zone.
- Should a violation occur (the runners do not pass the baton within the zone or run out of their lanes), the Relay Judge should immediately advise the Finish Line Coordinator using the flags provided.
- Use the flags provided to indicate to the “Starter” the kids are ready and in their proper lanes. (White = Ready / No violation; Red = Not Ready / Violation during the race).

Starter:

The Starter positions the runners for the start of each race and instructs the athletes with any race details:

- Confirms the events and assure athletes are in their correct starting position (stagger marks, waterfall mark, or start line).
- Ensures the athletes know to stay in their lanes, except for those events with a waterfall start (800 & 1600 meters).
- Ensures the athletes know the proper start commands, and are familiar with the process of a false start.
- The starter confirms that the Head Timer and Finish Line Judges are ready and will shoot off the starting gun to start the race.
- The Starter determines if a false start has taken place and will recall the runners.

Head Timer (1):

The Head Timer is responsible for all timers and the timing system.

- The Head Timer makes sure the timing system is set and ensures the clock is ready for the next race. They coordinate the start of the race with the Starter.
- Responsible for instructing timers and finish line judges (when applicable).
- Records the time for non-lane races (800 meters, 1600 meters, longer relay events), and assists with track position (placing) of runners in multi-lap races.
- For relays, checks status of corner (zone) flags and controls the main flag for the Starter.
- Upon completion of the race, hands the recorder the race results tape.

Timers / Finish Line Judges (8):

Timers and Finish Line Judges take strict instruction from the “Head Timer.”

- Timers will be assigned a specific lane and are responsible for accuracy of race time for that lane. Timer #1 starts the timer clock.
- Finish Line Judges will be assigned to a specific place for each race and will have a stick that corresponds to the place (1st, 2nd, 3rd, 4th, etc.)
- Timers and Finish Line Judges coordinate to verify the correct lane for your finisher.
- Jobs can be combined to minimize volunteer jobs required at the finish line. Our final Qualifying Meet will attempt to staff (8) timers and (8) finish line judges to assure accuracy of the results.

Finish Line Coordinator:

The Finish Line Coordinator will work closely with the Starter and Timers to assure all athletes are set in their lanes, and remain in their lanes (if applicable) following their race.

- They will authorize clearance for the race to begin, and keeps the finish line area clear. They assist the Finish Line Judges with placing (if applicable).
- For long relays (Medley, 4 x 400) – They assist with organizing each leg of the race by coordinating athletes' exits after the baton passes.
- For races not ending in lanes (800, 1600 meters, long relays), they pass out placement sticks to finishers (with a helper as needed).

Field Events

(Field events take place at their event location on the infield; shot put occurs outside of the track area)

Long Jump (4): All Grades

Two pits are operated for the long jump; one for the boys, and one for the girls. Each pit requires four volunteers: a head judge plus (3) assistants to include recording the results, raking the sand pit, and measuring the jump. All athletes are allowed (3) practice jumps plus (3) "real" jumps to count on record. The Head Judge assures documentation is clear, complete, and accurate prior to turning in the grade results. Appendix E provides a description of how the event is run.

High Jump (3): (5th – 8th Grade)

We operate one area for the high jump event. Three volunteers are assigned; a head judge / recorder, and two assistants as bar re-setters. Each jumper gets (3) practice jumps at the opening height only. Running through is allowed. Ideally, it is best to get the whole grades to jump together, and athletes may pass at any height. The bar goes up 2 inches until four or fewer athletes remain, then 1 inch. Girls (all grades) will jump first, then boys. Appendix F provides a description of how the event is run.

Softball Throw (4): All Grades

We operate one area for the softball throw, and it takes place on the infield opposite of the clerking area / finish line. There are (4) officials; recorder, measure, spotter, and shagger. All athletes are allowed (3) practice throws and (3) "real" throws to count on record. Appendix G provides a description of how the event is run.

Shot Put (4): (5th – 8th Grade)

One area is operated for the shot put. Four volunteers are assigned; a head judge plus (3) assistants to include recording the results and measuring the throw. The girls and boys (5th / 6th grade) use a 6 pound shot. Boys in 7th / 8th grade use a 8 pound shot. Athletes must exit the Shot Put ring at the rear. Enforce safety. Appendix H provides a description of how the event is run.

Field Event Coordinator (1):

The Field Event Coordinator is familiar in general with how each field event is run, and has overall responsibility assuring that all field event volunteers are oriented to their events.

- They move between field events assuring it is running smoothly, and radios the announcer to make calls (1st call, 2nd call, final call).
- Ensures there are always adequate volunteers in place for the specific jobs for the field event.
- Makes the decision for finals call and closes the event when there are no more athletes left to compete.
- The Field Event Coordinator assures that completed results sheets are sent to the Results Recorder timely, throughout the track meet. They should not be turned in all at once at the end of the track meet.
- This role is normally filled by one of the parish coaches or coordinators.

Miscellaneous Meet Jobs

Athlete Check In (2):

Arrives early at the meet (7:45 AM) and checks in our SI / SJA athletes by giving them their name tag.

- Instructs the athlete that they must place their name tag on their uniform shirt, left upper chest.
- During team warm-ups, makes sure all athletes have their designated name tag.
- Stays in the infield throughout the 4 x 100 relay event in case there are athletes arriving late.
- Gives remaining name athlete name tags to the volunteer coordinator following the 4 x 100 relay event.
- Assures coaching staff are aware of who always has the athlete name tags.

Volunteer Check In (2):

Arrives early at the meet (7:45 AM) and checks in SI / SJA volunteers assigned to work the track meet.

- Check in consists of volunteers signing in and receiving a volunteer name label.
- Time of volunteer check-in: Volunteers assigned to either set-up, athlete check-in, and full meet jobs must be signed in by 8:30 AM. When applicable, volunteers assigned to work the 50/100 opposite side shifts should be signed in by 10:00 AM. Volunteers assigned to Relay Judge / Clean up should be signed in by 11:00 AM. Please to not sign in volunteers early prior to their designated time. (i.e., 50/100 opposite side volunteers should not sign in at 8:30AM)
- Directs volunteers to their designated areas for training prior to the start of the track meet. General orientation and direction takes place ~ 8:30 AM.
- Assigns floater shifts to designated jobs based on no-shows or any need that may arise under the direction of the meet or parish coordinator.
- Manages the athlete name tags following the 4 x 100 relays (obtains from "Athlete Check-in" volunteer)
- Makes sure all volunteers sign-out at the end of their shift.

First Aid (1):

First Aid coordinator is stationed at the First Aid station adjacent to the main clerk of the course area and is available to assist with first aid as needed. A first aid kit will be provided. First Aid volunteer should be experienced as either a paramedic, nurse, or physician.

Announcer (1):

Arrives early at the meet (8:00 AM) and becomes familiar with the facility PA system and order of events. They obtain the "announcer" clipboard

- Gives a morning welcome and announces parishes participating. Reads the opening prayer or recruits an athlete to read the opening prayer.
- Reads and maintains a call sheet for announcement of 1st, 2nd, and final call of each track and field event. Each event gets three calls, with time in-between.
- Goal is to be at least ½ event ahead of the meet to keep it moving. Calls are done by gender and a group of grades.
- Keeps a walkie-talkie in possession and takes direction from the meet director or specific announcements.

Floater:

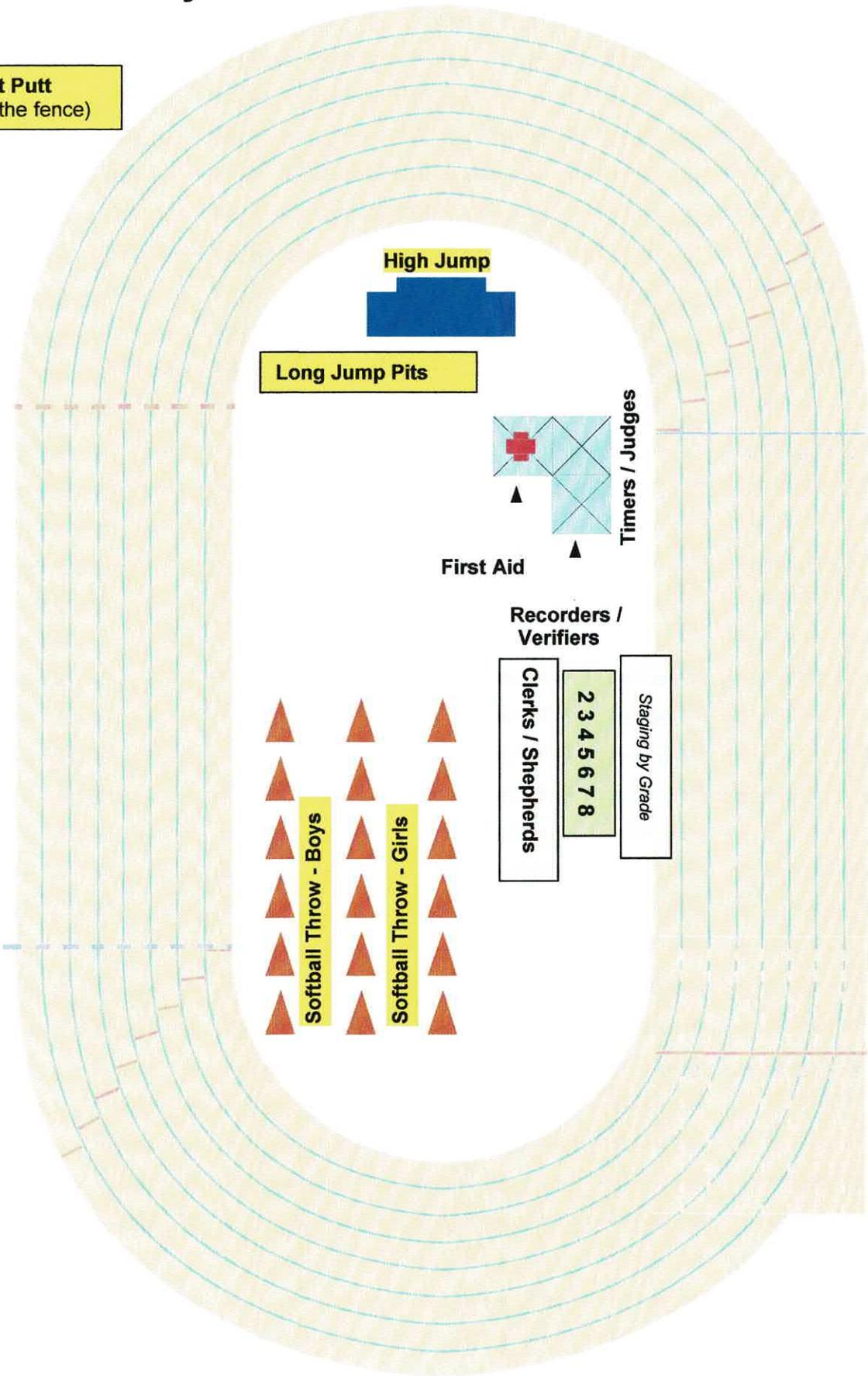
Parent volunteers assigned as a “Floater” will be assigned to any position as the need arises. This may be due to a volunteer not showing up for their assignment, or a job based on an immediate need designated by the coaching staff (assisting with relays, results runner, assisting with supervision, etc.)

Meet Director:

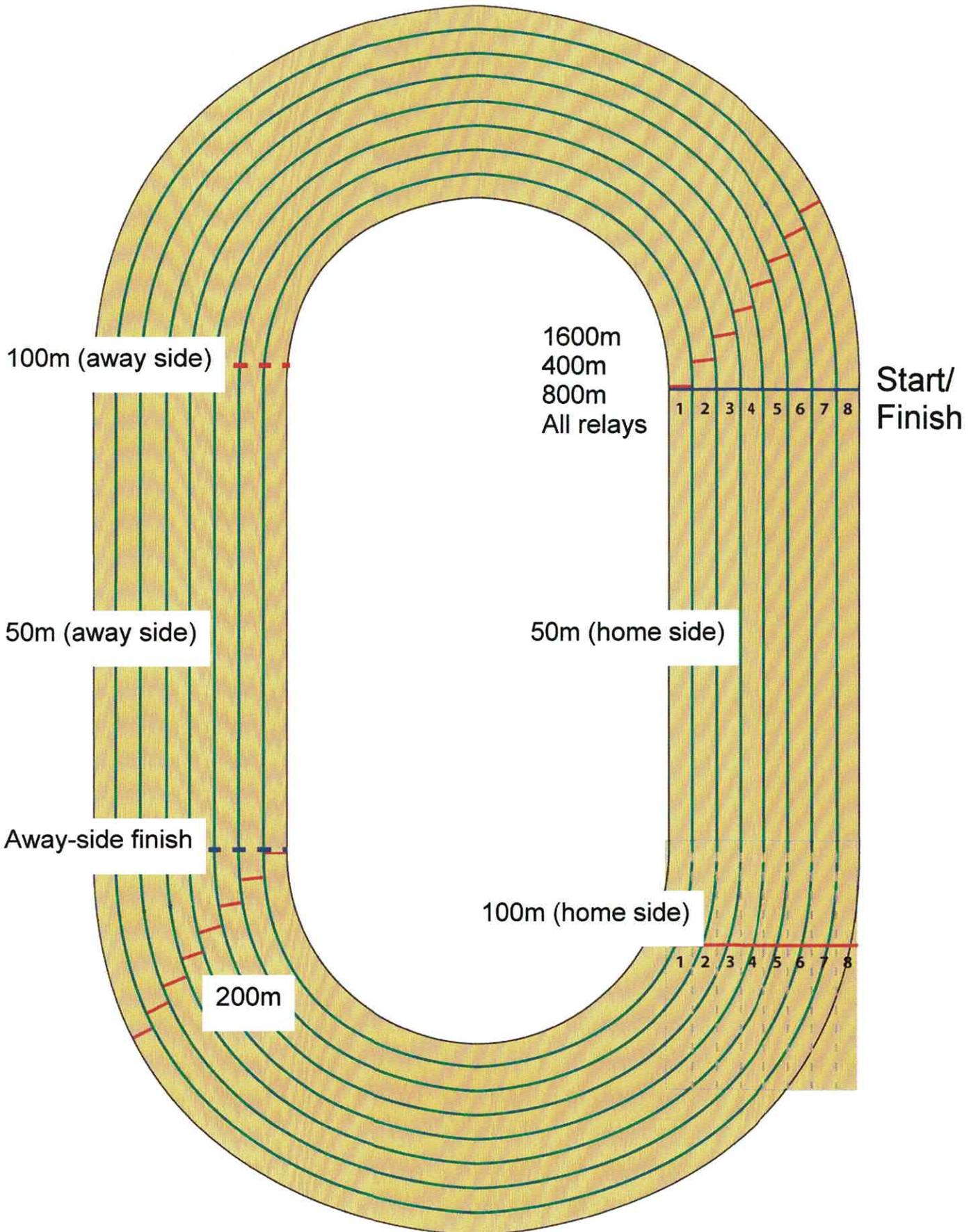
The Meet Director has overall responsibility for the track meet to include resolving any disputes or conflicts. This role is normally filled by one of the parish coaches or coordinators.

General Meet Layout

Shot Putt
(outside the fence)



Race Event Starts



APPENDIX A

CLERK RESPONSIBILITIES - INSTRUCTIONS

Key Responsibilities / Instructions:

1. Each Clerk is assigned to **One Grade Level**.
2. Please **do not combine Grades / Genders on one Event Sheet; each Grade / Gender should have their own sheet**.
3. Please **complete the Meet #, Facility (i.e., MVHS), Date, Grade, Event and, if appropriate the Heat # sections at the top of the Event Sheet**.
4. Where possible, try not to put runners from the same Parish in adjacent lanes.
5. **In the case of multiple heats of a race** (i.e.. more than eight competitors for a grade / gender), each heat will have its own Event Sheet and should indicate the heat (i.e., Heat #1 of #3, Heat #2 of #3...).
6. **If you do not have any competitors for a race**, still complete an Event Sheet for the grade / gender and indicate "No Runners" across the face of the sheet.
7. **Girls will run first** each race, written on the Pink Event Sheets; then Boys on the Blue Event Sheets.
8. Individual Events and Relays use different Event Sheets.
9. **RELAYS:** Upon check in, all four members of a team must be present and each team must provide a Relay Card which includes the Athlete Numbers (4 digit code) and Names for all four team members and their Parish. Please assign a lane to each relay team and indicate this lane on the top of the Relay Card. Where possible, try not to put teams from the same Parish in adjacent lanes. All Relay Cards should be clipped in lane order to the Event Sheet upon presenting to the Clerk of the Course (Head Clerk).
10. **PLEASE PRINT CLEARLY** (Athletes 4 Digit #, Name and Parish Code) on Event Sheets / Relay Cards.

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ORDER OF TRACK (RUNNING) EVENTS

- 1600 Meters (1 Mile – 4 Laps)
- 4X100 Meter **Relay** (4 per Team; each member runs 100 Meters)
- 400 Meters (1 Lap)
- 50 Meters (2nd - 5th Grade ONLY)*
- 100 Meters*
- * - Please note that the 50M and 100M will be run on both sides of the track.*
- 800 Meters (2 Laps)
- 200 Meters (1/2 Lap)
- Sprint Medley **Relay** (4 per Team: members run 100M, 100M, 200M, 400M)
- 4X400 Meter **Relay** (5th – 8th Grade ONLY; 4 per Team; each member runs 400M)

Parish Codes:

CTK – Christ the King
HR – Holy Rosary
QAS – Queen of All Saints
SA – St. Agnes
SB – St. Bonaventure
SFA – St. Francis of Assisi
SI – St. Isidore
SIGN – St. Ignatius
SJA – St. Joan of Arc
SJV – St. John Vianney
SM – St. Mary's
SMI – St. Michael
SP – St. Perpetua
SS – St. Stephens
STMO – St. Monica

**APPENDIX B
TRACK EVENT SHEET**

PRACTICE MEET # _____		FACILITY: _____
		DATE: __ / __ / __
GIRLS	SPRINTS	
GRADE: _____	EVENT: _____ M	
	HEAT: # _____ of # _____	

LN #	ATHLETES 4 DIGIT #	NAME	PARISH	TIME	PLACE
1				: .	
2				: .	
3				: .	
4				: .	
5				: .	
6				: .	
7				: .	
8				: .	
9				: .	

ATTENTION: CLERK OF THE COURSE

Please Ensure the Athletes 4 Digit # is on All Sheets.

When Signing in Athletes, Please Make Sure the Lanes are Interspersed with Different Teams.

Please Do Not Put All One Team in the Same Heat.

Please Do Not Put the Athletes from the Same Team Side-by-Side.

APPENDIX C
RELAY EVENT SHEET

PRACTICE MEET # _____

FACILITY: _____
DATE: __/__/__

GIRLS

RELAYS

GRADE: _____ **EVENT:** 4 X ____ M

OR MEDLEY SPRINT ____ / DISTANCE ____

HEAT: # _____ of # _____

LN #	4 DIGIT # ANCHOR ONLY	ANCHOR NAME ONLY	PARISH	TIME	PLACE	RELAY TEAM MEMBERS 4 DIGIT #
1				: . .		/ / /
2				: . .		/ / /
3				: . .		/ / /
4				: . .		/ / /
5				: . .		/ / /
6				: . .		/ / /
7				: . .		/ / /
8				: . .		/ / /
9				: . .		/ / /

ATTENTION: CLERK OF THE COURSE

Please Make Sure the Anchor Person's 4 Digit #, Name and Parish is on All Sheets.

All Relay Team Must Have a Relay Card with the four (4) Athlete's 4 Digit #s.

When Signing in Athletes, Please Make Sure the Lanes are Interspersed with Different Teams.

Please Do Not Put the Athletes from the Same Team Side-by-Side.

DARK PINK SHEET

**APPENDIX D
RELAY CARD**

RELAY CARDS

DVCL-CYO TRACK & FIELD RELAY CARD		EVENT	4 X 100
PARISH _____	GRADE _____	BOYS	GIRLS
		(CIRCLE ONE)	
LAST 4 DIGIT ID # WITH FIRST INITIAL AND LAST NAME			
1	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____	2	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____
3	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____	4	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____
			(ANCHOR)
ALT	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____	ALT	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____
COACHES SIGNATURE _____			
LEAD RUNNER HANDS THE CARD TO CLERK OF COURSE WHEN REQUESTED			

KEY INSTRUCTIONS

- The Relay Card must be complete and signed by a coach or designee in order for a team to compete.
- The Athlete's name (last name, first initial) and ID numbers must be listed.
- All 4 Athletes should be present at check-in.
- The Lead Runner (1st Leg) should present the card to the clerk.

APPENDIX E - LONG JUMP

EQUIPMENT: Event Sheets / 2 Tape Measures (50' and 100') / Rake / Broom / Pens - Pencils

STAFF: 1 Recorder (Event Leader) / 2 Judges - Measurers / 1 Raker

KEY TASKS / INSTRUCTIONS:

1. Each Recorder and their Team are assigned to either Girls or Boys who will jump in separate pits.
2. 1st Call for the 2nd Grade Girls and Boys will be made at the same time as the 1600M Run (~8:45 AM) and competition should start promptly at 9:00 AM. Once the current grade (i.e., 2nd Grade) competing has taken their 2nd jump, please alert the Field Event Coordinator or Meet Director to make the 1st Call for the next grade (3rd then 4th then 5th and so on through the 8th grade).

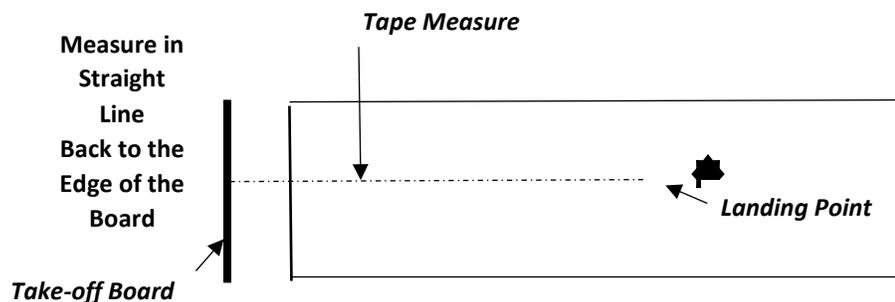
Recorder:

1. The Recorder's role is to sign-up Athletes for the event and record their measurements on the Event Sheet.
2. Athletes may sign in advance of their jump time and leave for a track event returning afterward for their throws. An Athlete leaving for a track event must advise the Recorder prior to departure and return ASAP.
3. Please **do not combine grades on one Event Sheet; each grade should have their own Event Sheet.** For Girls, use the Pink Event Sheets; Boys use the Mint Green Event Sheets. If you do not have any competitors for a grade, complete an Event Sheet for the grade / gender and indicate "No Jumpers" across the Event Sheet.
4. **PLEASE PRINT CLEARLY** (Names, Numbers and Parish Codes) on the Event Sheets. All entries must include the Athlete # (4-digit code), Athlete's Name and their Parish code (see below).

Measurers (2):

1. In lieu of using of fixed "Board", a **temporary eight-inch (8") take-off board** should be established with chalk or Athletic Tape (non-slip / cloth) **two feet (2') from the front edge of the pit.**
2. Each Athlete should get **three (3) practice jumps in rotation.** Jumpers can set their run-up mark (the 100' tape should be secured along the runway as support, please help jumpers get their start mark).
3. Each Athlete should get **three (3) jump attempts in rotation:**
 - A. Athletes should take-off before the edge of the "pit side" of the take-off board. **If any part of toe / foot is beyond the edge of the board, this should be considered a Scratch and marked with an "S" on the Event Sheet.** Scratches should not be measured. **Athletes must exit the back to the pit.** One warning should be given after which future occurrences should be considered a Scratch ("S").
 - B. **Mark legal jumps (non-scratches) from the first imprint of the heel (hand if they fall backwards) in the sand closet to the take-off board.** Measure in a straight-line back to the "pit side" edge of the take-off regardless of where the Athlete took off (see below). Measurements should be taken to the **nearest one-quarter inch (¼").**

Raker: The Raker should rake the sand after each jump to allow an even landing area.



APPENDIX F – HIGH JUMP

EQUIPMENT: Event Sheets / 1 Tape Measure (10') / Pens - Pencils

STAFF: 1 Recorder (Event Leader) / 2 Judges

KEY TASKS / INSTRUCTIONS:

3. A Recorder and their Team are assigned for both the Girls and Boys who will jump in the same area.
4. 1st Call for the 5th and 6th Grade Girls will be made at the same time as the 1600M Run (~8:45 AM) and competition should start promptly at 9:00 AM. Once the current grade (i.e., 5th / 6th Grade Girls) have taken their 1st flight of jumps, please alert the Field Event Coordinator or Meet Director to make the 1st Call for the 7th and 8th Grade Girls then the 5th / 6th Grade Boys after the first flight and so on.

Recorder:

1. The Recorder's role is to sign-up Athletes for the event and record their measurements on the Event Sheet.
2. Athletes may sign prior to their jump time and leave for a track event returning afterward for their jumps. An Athlete leaving for a track event must advise the Recorder prior to departure and must return ASAP.
3. Please **do not combine grades on one Event Sheet; each grade should have their own sheet.** For Girls, use the Dark Pink Event Sheets; Boys use the White Event Sheets. If you do not have any competitors for a grade, complete an Event Sheet for the grade / gender and indicate "No Jumpers" across the Event Sheet.
4. **PLEASE PRINT CLEARLY** (Names, Numbers and Parish Code) on the Event Sheets. All entries must include the Athlete # (4-digit code), Athlete's Name and their Parish.

Judges (2):

1. Each Athlete should get **three (3) practice jumps at the opening height (see below) in rotation.** The bar should be raised two inches (2") at a time until four (4) or fewer jumpers remain then raise it by one inch (1").

	5 th	6 th	7 th	8 th
Girls	3' 2"	3' 2"	3' 4"	3' 6"
Boys	3' 6"	3' 6"	3' 8"	3' 10"

2. Each Athlete should get **three (3) jump attempts in rotation.** An Athlete may "Pass" at any height (mark the Event Sheet with a "P" for any height's that are passed). **Athletes must jump off one (1) foot;** "two-footed" jumps should be considered missed attempts.
3. Record all jump attempts on the Event **Sheet. Each successful / made jump should be marked with an "X". Missed jumps should be marked with an "O". Passed heights are marked with a "P".** In the case of a tie (two or more Athletes clear the same height), the place should be determined by the number of misses. See example of how an Event Card might look (note that "fewer overall misses" is tiebreaker).

Name	Parish	3' 2"			3' 4"			3' 6"			3' 8"			Best Mark	Place
		P			X			X			O	X			
Sally Jones	SI				X			X			O	X		3' 8"	1
Jill Smith	SJA	X			X			X			O	O	O	3' 6"	2
Kim Ford	QAS	X			X			O	X		O	O	O	3' 6"	3

APPENDIX G – SOFTBALL THROW

EQUIPMENT: Event Sheets / Tape Measure (300') / ≥ 3 Softballs / Throwing Zone Cones / Landing Point Markers / Pens - Pencils

STAFF: 1 Recorder (Event Leader) / 1 Marker-Spotter / 1 Measurer / 2 "Ball Shaggers"

KEY TASKS / INSTRUCTIONS:

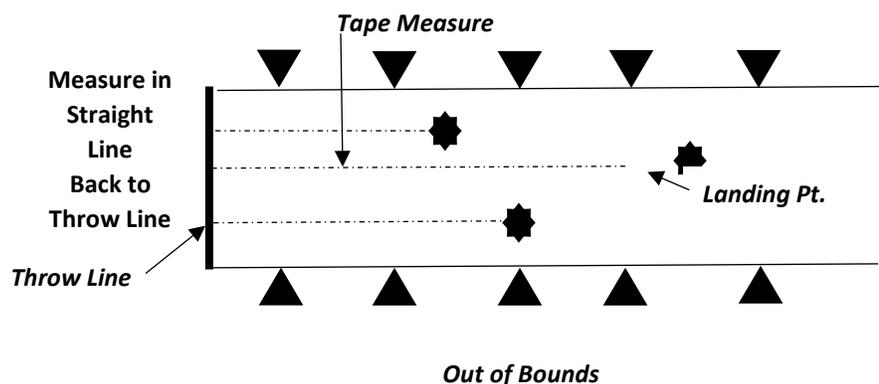
- Each Recorder and their Team are assigned to either Girls or Boys who will throw in separate areas.
- 1st Call for the 8th Grade Girls and Boys will be made at the same time as the 1600M Run (~8:45 AM) and competition should start promptly at 9:00 AM. Once the current grade (i.e., 8th Grade) has begun taking their throws, please alert the Field Event Coordinator or Meet Director to make the 1st Call for the next grade (7th then 6th then 5th and so on through the 2nd grade).

Recorder:

- The Recorder's role is to sign-up Athletes for the event and record their measurements on the Event Sheet.
- Athletes may sign in advance of their throw time and leave for a track event returning afterward for their throws. An Athlete leaving for a track event must advise the Recorder prior to departure and return ASAP.
- Please **do not combine grades on one Event Sheet; each grade should have their own Event Sheet.** For Girls, use the Off-White Event Sheets; Boys use the Yellow Event Sheets. If you do not have any competitors for a grade, complete an Event Sheet for the grade / gender and indicate "No Jumpers" across the Event Sheet.
- PLEASE PRINT CLEARLY** (Names, Numbers and Parish Codes) on the Event Sheets. All entries must include the Athlete # (4-digit code), Athlete's Name and their Parish code (see below).

Measurers (2):

- Each Athlete should get **up to three (3) practice throws in rotation or all at once** (Recorder's decision).
- Each Athlete should get **three (3) throw attempts all at once:**
 - Athlete's may run up to the throw line to throw; however, if any part of the Athlete's body crosses the throw line or the ball lands outside of the marked throwing zone (between the rows of cones), this is a Scratch and marked with an "S" on the Event Sheet. **No Spikes should be worn on the in-field!!!**
 - "Side Arm" throws are allowed; "Underhand" throws should be considered a Scratch and marked an "S" on the Event Sheet.
 - The Marker-Spotter should identify each throw on the "first hit" with a cone or provided marker. The **two (2) best (longest) throws should be measured / recorded** in the event of ties.
 - Measurements to the **nearest one inch (1")** should be taken in a "Straight Line" from the Throwing Line to the Landing Point Marker (see below).



APPENDIX H – SHOT PUT

EQUIPMENT: Event Sheets / Tape Measure (50') / 6# Shot for All Girls & 5th/6th Grade Boys / 8# Shot for 7th/8th Grade Boys / Pens - Pencils

STAFF: 1 Recorder (Event Leader) / 2 Judges - Measurers / 1 Measurer

KEY TASKS / INSTRUCTIONS:

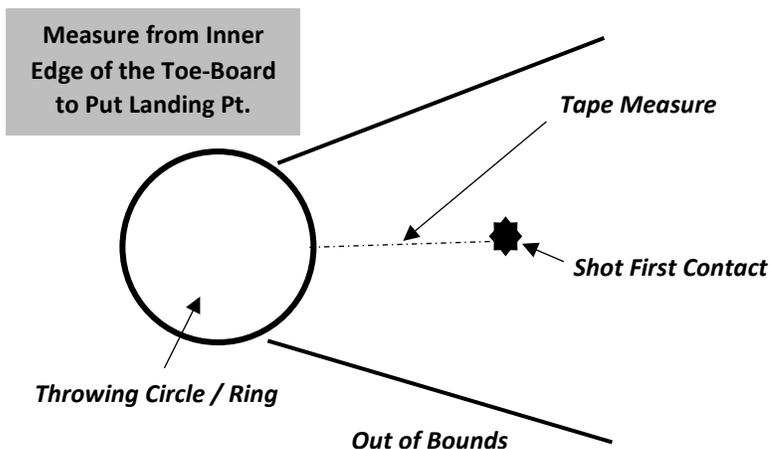
7. A Recorder and their Team are assigned for both the Girls and Boys who will throw in the same area.
8. 1st Call for the 5th and 6th Grade Girls will be made at the same time as the 1600M Run (~8:45 AM) and competition should start promptly at 9:00 AM. Once the current grade (i.e., 5th / 6th Grade Girls) have taken their 1st flight of throws, please alert the Field Event Coordinator or Meet Director to make the 1st Call for the 7th and 8th Grade Girls then the 5th / 6th Grade Boys after the first flight and so on.

Recorder:

5. The Recorder's role is to sign-up Athletes for the event and record their measurements on the Event Sheet.
6. Athletes may sign prior to their throw time and leave for a track event returning afterward for their throws. An Athlete leaving for a track event must advise the Recorder prior to departure and must return ASAP.
7. Please **do not combine grades on one Event Sheet; each grade should have their own sheet**. For Girls, use the Dark Pink Event Sheets; Boys use the White Event Sheets. If you do not have any competitors for a grade, complete an Event Sheet for the grade / gender and indicate "No Throwers" across the Event Sheet.
8. **PLEASE PRINT CLEARLY** (Names, Numbers and Parish Code) on the Event Sheets. All entries must include the Athlete # (4-digit code), Athlete's Name and their Parish.

Judges (2):

1. Athlete's should get **up to three (3) practice throws (puts) in rotation** then **four (4) throw (put) attempts in rotation**:
 - G. Athlete's must enter through the back of the throwing ring / circle and not make contact outside of the ring / circle (to include the top of the "toe board"); either is a Scratch or marked with an "S" on the Event Sheet. **No Spikes should be worn in the Shot Put area or ring / circle!!!**
 - H. **"Sling" or "Side Arm" throws are Not Allowed**; these should be considered a Scratch and marked with an "S" on the Event Sheet.
 - I. The Judge – Measurer should identify each throw (put) on the "first contact" with the sand / ground. All legal throws (puts) **should be measured / recorded to the nearest one-quarter inch (¼")** from the inner edge of the "toe-board" to the First Contact Point (see below).



ABSOLUTELY NO HORSEPLAY WITH SHOTS!!!

