Pewamo-Westphalia
# Track & Field
Volunteer Handbook

Race Workers

There are several jobs at the finishline including:

-Finishline Organizer: (Pete Blauwiekel) Works with official and signal when finish line crew is set to begin, coordinate hurdle placement, set relay and cut in judges, block placement. Make sure pickers have their places before going out on track, use timer tape or FAT to help sort out uncertainty. Set up timer system before meet begins. Help distance timers keep track of finishers. When boys and girls races are combined, make sure one timer has boys and another has girls. Make sure athletes stay in their lanes at the end of the race and stand on the green triangles. Place out cones to denote cut-in lines. Start clock for distance events. Make sure all finish line equipment is packed up and returned to press box at end of meet. Plug in clock.

-Clock Starter (Jared Kramer): In charge of starting the clock when the guns fires on sprint events.

-Timers: You will be assigned one lane to watch. You will be given a "clicker" that corresponds to your lane that is attached to the clock that Jared Kramer starts. When the runner in your assigned lane crosses the finishline: push the button on the clicker. The clock will recognize that your runner crossed the finishline and will print out a result of the race. The printed results will be given Finishline Table on the infield of the Track. *(If you make a mistake and push the "clicker button" too early, push it again when your runner actually crosses the finish line, then notify the person with the timing device what happened—they will sort it out.)*

-Pickers: You will be assigned a specific place to watch for. Sole responsibility is watch for place. Pete will give you a popsicle stick before the race that is marked with the place you will be watching for. See example below:
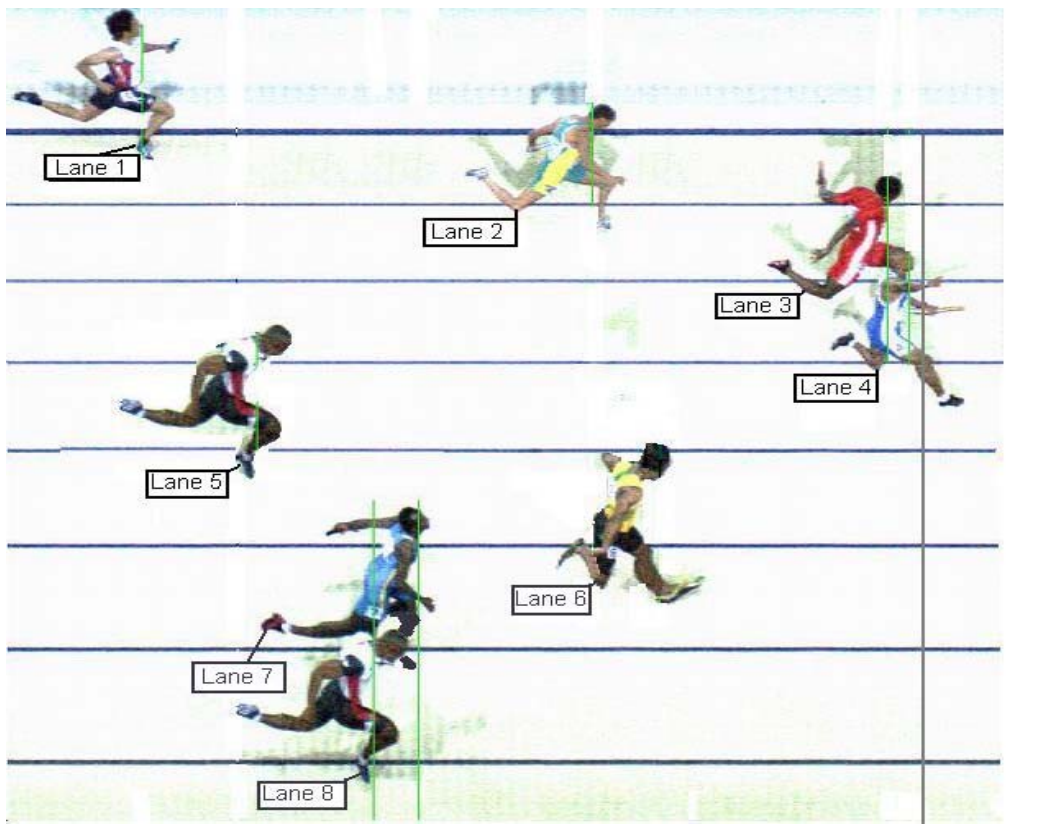
If you just watched this race and it finished just like this, then the person in charge of 1st place would say to Pete Blauwiekel: Lane 4 – 1st Place

-Person in charge of 2nd place would say: Lane 3 – 2nd place
-Person in charge of 3rd place would say: Lane 6 – 3rd place
-Person in charge of 4th place would say: Lane 2 – 4th place
-Person in charge of 5th place would say: Lane 7 – 5th place
-Person in charge of 6th place would say: Lane 8 – 6th place
-Person in charge of 7th place would say: Lane 5 – 7th place
-Person in charge of 8th place would say: Lane 1 – 8th place

Pete keeps track of what everyone says to make sure that every lane is accounted for and that everyone is in agreement. Then Pete will dismiss you to walk onto the track and you will hand your popsicle stick to the competitor to tell them their place. Therefore, if you watched for 1st place, Pete would have given you the 1st place popsicle stick. After the race, you would have walked out to Lane 4 and gave the 1st place stick to the competitor.

You will then direct the competitor to walk off the Track to Finishline Table and to give their popsicle stick to the Finishline Table worker.

Finishline Table workers: (Linda Werner) The finishline table worker will have a list of all competitors who ran in the race. They will receive the print-out from the clock that the "timers" generated and will correspond it to the popsicle sticks that were handed to the competitors by the "pickers" after the race. It is at this point that they will record that "Runner XYZ" took 1st place with a time 15.0 seconds. Every place and every time is recorded on this sheet.

Meet Scorer: (Kay Schneider) The sheet that is completed by the Finishline Table Workers is then sent up to the pressbox to the Meet Scorer. The Meet Scorer enters the information into our "Scoring Software" on a computer and this generates the scores for the event.

Announcer: (Jerry Wirth) The announcer is in charge of announcing the calls of each event to keep the meet moving in a timely fashion. The announcer also periodically announces the current score of the meet.

Bullpen Worker: (Bob Werner & Ken Kramer) The bullpen worker will stand near the starting line of the 100 meter dash. (the bullpen area) As instructed by the announcer, the competitors will be directed to check in for their respective event in the bullpen area with the Bullpen worker. The Bullpen worker will have a list of all competitors for all races with the assigned lane the competitor should run in. Once runners have checked in and have received their assigned lane, the Bullpen worker should send the competitors to the Race Starter to begin the race. This process will repeat for every race of the meet. (*To keep the meet moving, it is advisable to have the runners jog quickly to the starting line.*)

Field Events Rules

High Jump Rules
1.) The winner of the event is the competitor who successfully clears the highest height. If there is a tie of the highest cleared height, the winner is determined by the competitor who took the lowest number of jumps at which the tie occurred.
2.) The competitor must take off from one foot.
3.) The competitor is allowed 3 missed attempts at a height before they are eliminated from competition. A missed attempt is considered when:
   - a.) After the jump, the bar does not remain on the standard supports because of an action **by the competitor** while jumping. (ie: if wind blows off the crossbar, then it is not considered a miss)
   - b.) The competitor touches anything beyond the vertical plane of the crossbar **prior** to jumping (including the crossbar, standards, mats or ground underneath the crossbar)
   - c.) During or after the jump, the competitor steadies or replaces the crossbar.
   - d.) The competitor leaves the ground in a jumping motion (even if they do not attempt to go over the crossbar)
4.) A competitor may elect to "pass" to higher height and forgo their chance to attempt a jump at a lower height. However, once the competitor "passes" on the lower height and the bar is raised, the competitor has lost the option to attempt the lower height as the bar will not be lowered back down. A pass to a higher height is not viewed as a "make" or "miss" and has no ramifications on the final scoring of the event.
5.) The order of the competition shall be called out in the order of "Jumper 1 UP" (it is their turn to attempt a jump), "Jumper 2 ON DECK" (they will attempt after Jumper 1), and "Jumper 3 IN THE HOLE" (they will attempt after Jumper 2).

   This can be further illustrated by:
   -Jumper 1 UP
   -Jumper 2 ON DECK
   -Jumper 3 IN THE HOLE
   -Jumper 4

   When Jumper 1, attempts the height, the following will occur:
   -Jumper 2 UP
   -Jumper 3 ON DECK
   -Jumper 4 IN THE HOLE
   -Jumper 5

Pole Vault Rules
1.) The winner of the event is the competitor who successfully clears the highest height. If there is a tie of the highest cleared height, the winner is determined by the competitor who took the lowest number of jumps at which the tie occurred.
2.) The competitor is allowed 3 missed attempts at a height before they are eliminated from competition. A missed attempt is considered when:
   - a.) after the vault, the bar does not remain on the pegs because of the action of the competitor while vaulting
   - b.) the vaulter touches the landing mats with any part of the body or with the pole without first clearing the bar

c.) the vaulter leaves the ground for an attempted jump and does not clear the bar

d.) during the vault, the vaulter steadies or replaces the bar with with his/her hands.

3.) After release of the pole, no one including the athlete shall be allowed to touch the pole unless it is falling away from bar or uprights.

4.) The standards can be set no closer than 15.5 inches from the vault box. The standards can be set no further than 32.5 inches away from the vault box.

5.) A competitor may elect to "pass" to higher height and forgo their chance to attempt a jump at a lower height. However, once the competitor "passes" on the lower height and the bar is raised to a higher height in the competition, the competitor has lost the option to attempt the lower height and the bar will not be lowered back down at any time. A pass to a higher height is not viewed as a "make" or "miss" and has no ramifications on scoring.

6.) The order of the competition shall be called out in the order of "Vaulter 1 UP" (it is their turn to attempt a jump), "Vaulter 2 ON DECK" (they will attempt after Vaulter 1), and "Vaulter 3 IN THE HOLE" (they will attempt after Vaulter 2).

This can be further illustrated by:
-Vaulter 1 UP
-Vaulter 2 ON DECK
-Vaulter 3 IN THE HOLE
-Vaulter 4

When Vaulter 1, attempts the height, the following will occur:
-Vaulter 2 UP
-Vaulter 3 ON DECK
-Vaulter 4 IN THE HOLE
-Vaulter 5

Shot Put

1.) The winner of the event is the thrower with the longest eligible throw. If there is a tie of the longest throw, the winner is determined by the competitor with the 2nd longest throw. Throws shall be measured to the nearest ¼ inch below the distance measured. (ie: 40' 1 ¼ ")

2.) To begin the throw, the competitor must enter the back of the throwing circle. A competitor shall then commence their attempt from a stationary position inside the throwing circle. The shot shall be thrown from inside the throwing circle.

3.) A competitor is allowed to touch the inside of the iron band and also the inside of the stop board.

4.) A foul shall result in a disqualification of that throw. It shall be a foul if the competitor:

a.) improperly releases the shot (The shot shall be put from the shoulder with one hand only. At the time the competitor takes a stance in the throwing circle to commence a put, the shot shall be in close proximity to the neck or the chin and the hand shall not be dropped below this position during the action of putting. The shot shall not be taken behind the line of the shoulders.)

b.) has stepped into the throwing circle and touches with any part of his body the **top** of the iron ring, **top** of the Stop Board or the ground outside the throwing circle.

c.) The competitor shall not leave the throwing circle until the shot has touched the ground and the worker has yelled, "Mark" to signify a successful throw.

d.) To end the throw, the competitor must exit the back of the circle under control.

5.) The shot must land completely within the inner edges of the landing sector.

6.) The measurement of the throw shall be made from the nearest mark of the throw to the inside of the throwing circle along a line from the mark to the center of the throwing circle.

7.) The order of the competition shall be called out in the order of "Thrower 1 UP" (it is their turn to attempt a throw), "Thrower 2 ON DECK" (they will attempt after Thrower 1), and "Thrower 3 IN THE HOLE" (they will attempt after Thrower 2).

This can be further illustrated by:
-Thrower 1 UP
-Thrower 2 ON DECK
-Thrower 3 IN THE HOLE
-Thrower 4

When Thrower 1, attempts the throw, the following will occur:
-Thrower 2 UP
-Thrower 3 ON DECK
-Thrower 4 IN THE HOLE
-Thrower 5

Discus

1.) The winner of the event is the thrower with the longest eligible throw. If there is a tie of the longest throw, the winner is determined by the competitor with the 2nd longest throw. Throws shall be measured to the nearest ¼ inch below the distance measured. (ie: 100' 1 ¼ ")

2.) To begin the throw, the competitor must enter the back of the throwing circle. A competitor shall then commence their attempt from a stationary position inside the throwing circle. The discus shall be thrown from inside the throwing circle.

3.) A foul shall result in a disqualification of that throw. It shall be a foul if the competitor:
   a.) has stepped into the throwing circle and touches with any part of his body the **top** of the throwing circle or the ground outside the throwing circle.
   b.) The competitor shall not leave the throwing circle until the discus has touched the ground and the worker has yelled, "Mark" to signify a successful throw.
   c.) To end the throw, the competitor must exit the back of the circle under control.

5.) The discus must land completely within the inner edges of the landing sector.

6.) The measurement of the throw shall be made from the nearest mark of the throw to the inside of the throwing circle along a line from the mark to the center of the throwing circle.

7.) The order of the competition shall be called out in the order of "Thrower 1 UP" (it is their turn to attempt a throw), "Thrower 2 ON DECK" (they will attempt after Thrower 1), and "Thrower 3 IN THE HOLE" (they will attempt after Thrower 2).

This can be further illustrated by:
-Thrower 1 UP
-Thrower 2 ON DECK
-Thrower 3 IN THE HOLE
-Thrower 4

When Thrower 1, attempts the throw, the following will occur:
-Thrower 2 UP
-Thrower 3 ON DECK
-Thrower 4 IN THE HOLE
-Thrower 5

Long Jump
1.) The winner of the event is the jumper with the longest eligible jump. If there is a tie of the longest jump, the winner is determined by the competitor with the 2nd longest jump. Jumps shall be measured to the nearest ¼ inch below the distance measured. (ie: 16' 1 ¼ ")
2.) The length of the run approach is unlimited.
3.) The measurement of the jumps shall be made at right angles from the edge of the take-off board to the nearest mark made in the landing area made by any part of the body of the competitor (including shoes, uniform, arms, hands, etc)
4.) It shall be counted as a foul if any competitor:
   a.) touches the ground on the runway immediately beyond the take-off board.
   b.) employs any form of somersaulting prior to landing in the sand
5.) The order of the competition shall be called out in the order of "Jumper 1 UP" (it is their turn to attempt a throw), "Jumper 2 ON DECK" (they will attempt after Jumper 1), and "Jumper 3 IN THE HOLE" (they will attempt after Jumper 2).

This can be further illustrated by:
-Jumper 1 UP
-Jumper 2 ON DECK
-Jumper 3 IN THE HOLE
-Jumper 4

When Jumper 1, attempts the throw, the following will occur:
-Jumper 2 UP
-Jumper 3 ON DECK
-Jumper 4 IN THE HOLE
-Jumper 5

Track Meet Cheat Sheet

Running Event Schedule (Girls run first in Odd Year's, Boys run first in Even Years)
4 x 800 Meter Relay
110/100 Meter Hurdles
100 Meter Dash
4 x 200 Meter Relay
1600 Meter Run
4 x 100 Meter Relay
400 Meter Dash
300 Meter Hurdles
800 Meter Run
200 Meter Dash
3200 Meter Run
4 x 400 Meter Relay

Field Event Schedule (Events noted below begin first)
Odd Year: GIRLS: Discus, Long Jump
                BOYS: Shot Put, High Jump, Pole Vault

Even Year: GIRLS: Shot Put, High Jump, Pole Vault
                BOYS: Discus, Long Jump

Hurdle Placement
Boys 110 meter hurdles
      10-39" hurdles (2nd highest notch) on blue marks
Girls 100 meter hurdles
      10-33" hurdles (2nd lowest notch) on yellow marks
Boys 300 meter hurdles
      8-36" hurdles (middle notch) on red marks
Girls 300 meter hurdles
      8-30" hurdles (bottom notch) on red marks

Exchange zones for relays
- **3200 meter relay** (cut in at end of turn 4 on first lap), (Exchange zone: green triangle to green triangle)
- **800 meter relay** (stay in lanes), (Exchange zone: 1st handoff: red triangle to red triangle, 2nd handoff: red triangle to red triangle, 3rd handoff: yellow triangle to yellow triangle)
- **400 meter relay** (stay in lanes), (Exchange zone: yellow triangle to yellow triangle)
- **1600 meter relay** (2nd runner cut in at end of turn 2), (Exchange zone: 1st handoff: blue triangle to blue triangle, 2nd & 3rd handoff: green triangle to green triangle)

Races with Cut-Ins
800 meter run (cut in at end of turn 4 on first lap)
1600 meter run (cut in at end of turn 4 on first lap)
3200 meter run (cut in at end of turn 4 on first lap)