

TRACK SETUP AND RULES

October 2007

Administrative:

- a. reserves high school track for meet
- b. reserves timing service, starter, announcer
- c. gets info out to the coaches/parish reps thru email
- d. check in all participant forms and rosters.
- e. orders ribbons, numbers and place trophies
- f. does inventory of equipment

Computer Tech:

- a. will be responsible for putting all track info into Hy-tek track program sent in by the coaches.
- b. will give admin an update – what parishes sent in head count/team events.
- c. will pass out /email final results to each team either through email or at the last coaches

Volunteers: 6 needed – 1 each for softball, long jump and shot put and 3 needed for relay events.

Volunteers should be divided by division- Example: Frosh – St. Francis
JV – St. Joseph
Var. – Holy Spirit

Station Managers:

Each station will be manned by one parish. The parish is responsible for that station for the whole meet. They will get the volunteers from their parish. If they cannot get enough volunteers, other will be recruited from another parish. All positions must be filled before the meet can proceed.

1. **Head Organizer of Meet:** contact person during time of meet
2. **Clerk of Course** – min. 5 people needed-lines up runners in lanes, heats prior to start of event.
3. **Check in/#'s person** – min. 2 people – puts numbers on runners
4. **Running Events** – manages all running events (minimum 4 people needed)

5. **Softball Throw** - manages softball event: (minimum 3 people needed)

Marker: One person to mark each successful “throw” by placing the marker (cone) on the ground after each of the (if successful) three throws.

Puller: one/two person to measure distance

Recorder: one person to record all successful throws next to the ‘throwers name. Marks will be recorded (in English) after each participant has completed her/his turn, to the nearest **inch**. Recordings must be legible.

6. **Long Jump** – manages long jump event (minimum 4 people needed)
Long Jump Pit Set-up (Needs to be ready 30 minutes prior to competition)
(Need to bring at least two shovels, one broom and two hard rakes)
 1. Prepare the pit for competition – includes removing any cover, turning over the sand and removing any trash.
 2. Sweep sand off of the runway
 3. Measure and mark a “Take-Off” mark with Duct TapeLong Jump Pit Close Down: remove duct tape from runway and restore pit back to original status. Make sure cover is replaced (if cover is present)

Marker – one person to mark each successful jump by placing the marker with the attached measuring tape at the edge of the closest mark to the “take-off board.

Puller – one person to pull the other end of the measuring tape through the take-off area.

Recorder – one person to record each successful jump next to the jumper’s name. Marks will be recorded (in English) to the nearest one-half inch. Recordings must be legible.

Raker – one or two people to smooth out and level the sand after each jump.

Shot put – manages shot put event – (minimum 3 people needed)

Marker – one person to mark each successful ‘put’ by placing the marker with attached measuring tape at the edge of the closest mark to the throwing circle.

Puller – one person to pull the other end of the measuring tape through the center of the throwing circle.

Recorder – one person to record each successful ‘put’ next to the putter’s name. Marks will be recorded (in English) to the nearest one-half inch. Recordings must be legible.

Team Rosters

Team rosters should be in order according to grade/gender. When listing your runners, list the youngest grade first, then all the girls from that grade and then all the boys from that grade. This makes checking the rosters easier for the Administrator.

Example: 3rd grade - Mary Smith
Susan Jones
Bob Bell
Dave Michaels
4th grade - etc.

GENERAL INFORMATION

Starting a running program does take some work but with the support of your school/parish it does not have to be complicated.

The first thing is to contact your Parish Representative to the NVJCYO, and let him/her know of your desire to organize/coach a team. Parish representatives are on the NVJCYO website.

WWW.NVJCYO.ORG. Next is to let the principal and PE teacher know what you are trying to do, and get their support. Schools that have the PE teacher behind them tend to have good turn outs for the team.

FORMS NEEDED

Medical form, participant form (See www.nvjcyo.org)

ELIGIBILITY

A child is eligible to participate in the meet if she/he is: in grades 3, 4, 5, 6, 7, 8 (Spring) 5, 6, 7 & 8 (Fall) and enrolled in and attending either your parish school or Religious Education program (CCD)

MEETS

We normally hold 2 track meets per school year – Spring (April or May) or Fall (Sept./Oct.) and one Cross Country meet (Nov.) In the Fall meet the 5th – 8th grade girls and boys participate with the 7th and 8th grade starting in the morning. In the Spring meet, we add the 3rd and 4th grade girls and boys and start with them and work down to the 7th and 8th grade. You are not required to enter every grade.

ANNOUNCEMENTS

A notice will be sent out to all the previous meet coaches and all the parish representatives letting them know date of the next meet. You could put an announcement in your school newsletter, send a flyer home to all eligible grades/gender and/or put an announcement in your church bulletin. Posting a flyer in the school with a sign up sheet helps get a team started. Don't forget to include the Religious Education students (CCD).

UNIFORM

A matching t-shirt is the only uniform required. All team members should be in the same t-shirt color with the team name showing. T-shirts can cost from \$7 - \$10 depending on how much detail is on the shirt. Most teams put their parish name and some kind of track logo. Others also include the runners name on the back. It is up to your parish what you want extra on the shirt.

EQUIPMENT

For practice purposes, you should have the following:

Baton(s)-relay: several – doesn't matter what color

Shot put – 4 kilo (8 lbs)

Softballs - a good supply – each student will be allowed to throw the ball 3 times in the meet.

All items for the meet(s) will be provided by the NVJCYO so purchase of these items is up to you.

FEES

Your parish will be sent a bill from the NVJCYO if you decide to participate in a NVJCYO sponsored meet. Fees are determined by the cost to run the meet – timing service, starter, announcer, ribbons, team placement trophies (top 3 teams in each division) and equipment (as needed). A charge of \$7.00 - \$10.00

per participant per parish should adequately cover the expenses per parish entering the meet.

FIRST AID - each team will provide a first aid kit containing band aids, sterol wipes, ice packs, sterol gloves and a supply of water. Each coach will have a medical form per participant with them at all times during practices and the meet. It is the coach's responsibility to check the medical forms for anyone – with a medical condition (asthma etc.) currently taking medication and/or has allergies to anything.

AWARDS

Everyone who participates in the meet will receive a participation ribbon. Individual ribbons will be awarded for 1st through 6th place (by grade and gender) for 3rd – 8th grades. Team awards will be given (by division) for the first three teams in the Frosh, Junior Varsity and Varsity. Results of meet will be posted on the NVJCYO website within 2 weeks of the meet.

EVENT SCORING:

1 st place – 10 points	4 th place – 4 points
2 nd place – 8 points	5 th place – 2 points
3 rd place – 6 points	6 th place – 1 point

PARTICIPATION

Each team will be allowed to enter UP TO three (3) athletes per grade/per gender per individual event.... **NO EXCEPTIONS.** Each team will be allowed to enter one (1) relay per grade/ per gender. The Co-ed relay will be made up of 2 male and 2 female of the same grade. Each competitor may enter UP TO six (6) events (if two are relays), but will only be allowed to participate in four (4) ----If a competitor is enter in 4 events and they are the alternate for a relay, technically they are entered in 5 events. However, if they are needed to participate in the relay, they must give up an individual event. There will be no grade hopping ...up or down. Spikes or spike-less shoes are not permitted.

As we have done in the past, we will have Track Officials to provide assistance to coaches/athletes. In addition, they will assist in keeping the area around the track clear. Watch for the **ORANGE SHIRTS!!** Please instruct all your attendees (parents, friends, competitors) to keep the infield clear and to stay away from the track when not involved in the event taking place. Such can impede finish line view of the starter and also interfere with the competitors.

Although this should go without saying...We are guests of Falls Church High School. Any incident of misconduct or abuse of Staff, volunteers, students, etc. will result in the violator being asked to leave the premises.

DISQUALIFICATIONS

1. If a school/parish exceeds the maximum permitted number of participants in an event, the highest scorer of that school/parish will be disqualified in that event.
2. If an individual exceeds the maximum number of permitted events (4), they will be disqualified from their highest scoring event.
3. If a school/parish receives more than 1 warning regarding infield infractions, they lose all team points in the event taking place at the time of infraction.

Final Last Word

As you know, this is a volunteer driven event. An enormous amount of time and energy is devoted to ensure a top-notch experience. Rules are rules ...plain and simple. Please don't ask the Meet Director to change or bend them... no favors, etc.

EVENT RULES

Running Rules/Guidelines

General: The track should be available for warm-ups one hour prior to the scheduled first race. The track should be cleared of parents, coaches & runners 10 minutes prior to the scheduled first race and only the active competitors are permitted on the track until the meet is completed.

- 1) Each team is allowed to enter **UP TO THREE (3)** athletes per grade/per gender/per event. Changes are not permitted after the team entry deadline.
- 2) Each team is allowed to enter **ONE (1)** relay team per event. Team entries may include up to four 'alternates' for each relay, but only four of the eight names are permitted to run the relay. Changes are not permitted after the team entry deadline.
- 3) Each competitor is allowed to participate in **UP TO FOUR (4)** events but may be entered in **UP TO SIX (6)** events (if two are relays).
- 4) There will be no grade hopping....up or down.
- 5) Spikes or spike shoes minus the spikes are not permitted.
- 6) "Hip-numbers" **MUST** be worn on the hip that will face the camera at the finish.

Individual Races: All running events will be run by grade and gender (i.e. 8th grade girls 100M and 8th grade boys 100M) with the higher grade going before the lower grade and the girls going before the boys.

- 1) Races up to and including the 400M will be run in heats and lanes for all 5th - 8th grades (200M for 3rd & 4th grades) with the fastest time being the winner (ties are possible). The 400M (3rd & 4th grades), 800M (5th & 6th grades) and 1600M (7th & 8th grades) events will start on the "Waterfall" and the runner may break to the inside when they are a step and a half in front of another runner. When participation numbers are low for these longer races, the two gender grades may be combined into one race, but the scoring will be by grade (i.e. the 7th & 8th grade girls may run in one race, but will be scored separate)(boys & girls should not compete against each other). For the finish line to know which grade is which, the grade with the fewest runners should have an additional hip number (normally a '2') preceding the runners regular hip number.

Relays:

- 1) Lead-off runner **MUST** turn in the completed 'Relay Card' to the **Official** when 'checking-in'. Batons are available from this Official when checking-in.
- 2) Batons must be passed in the designated 'exchange zones', which are marked on the track. Failure to do so will result in **DQ**.
- 3) The 4x100M Relay will be run in lanes for the whole race.
- 4) The 4x200M Co-ed Relay will be run in lanes for the first two legs of the relay. Upon the baton pass to the third leg, the third leg may break to the inside lane if clear.
- 5) The 4x200M Co-ed Relay must have 2 boy and 2 girls from the same grade. They may run in any order.

Nitty-Gritty

- 1) Finish Line - a white line that is the common finish for ALL races. (The Lynx people will set up their camera on the finish line.) The area around the finish line must be kept clear.
- 2) Start line - **55M** (3rd & 4th grades) - this line must be measured prior to the beginning of the meet and marked by using "duct tape". The tape is placed across the 6 running lanes after several (at

least 4) measurements have been taken from the finish line to the start line. Suggest the measurements be taken on the curb line, lane marking between lanes 2 and 3, lane marking between lanes 4 & 5 and outside lane marking of lane 6. (Remember to remove the tape when the **55M** races have finished.)

- 3) Start line **100M*** (5th - 8th grades) - should be a white painted line 100 meters away from the finish.
- 4) Start line **200M*** (3rd - 8th grades) - will be a 'stagger start' on the opposite side of the track from the finish line. Lane one should be white and lanes 2 - 6 may be of a different color.
- 5) Start line **400M*** (7th & 8th grades) - will be a 'stagger start'. Lane one (also the finish line) will be white and lanes 2 - 6 may be of a different color.
Start line **400M*** (3rd & 4th grades) - will be from the "white 400M Waterfall start line".
- 1) Start line **800M*** (5th & 6th grades) - will be from the "white 400M Waterfall start line".
- 2) Start line **1600M*** (7th & 8th grades) - will be from the "white 400M Waterfall start line".
- 3) Start line **4x100M*** (3rd - 8th grades) and **4x100M Co-ed Relay*** (3rd & 4th grades) - will be a 'stagger start'. Lane one (also the finish line) will be white and lanes 2 - 6 may be of a different color (same start as the 400M races). The 3 relay exchange zones are marked with 'yellow triangles' on the corners of the track. Will need at least one person at each exchange zone (4) to make sure the baton is passed within the two yellow triangles.
- 4) Start line **4x200M Co-ed Relay*** (5th - 8th grades) - will be a 'stagger start'. Lane one (also the finish line) will be white and lanes 2 - 6 may be of a different color (same start as the 200M races). The relay exchange zones are marked with 'yellow triangles' near the "start/finish line" & the "white 200M Waterfall start line" of the track. Will need at least one person at each exchange zone (2) to make sure the baton is passed within the two yellow triangles.

* - the **Clerk** and **Starter** should be familiar with where each race begins.

Disqualifications:

If a team exceeds the maximum permitted number of participants (3) in an event, the highest scorer of that team will be disqualified in that event.

- 1) If an individual exceeds the maximum number of permitted events (4), he/she will be disqualified from his/her highest scoring event.
- 2) If during a relay, the baton is passed outside of the 'exchange zone' the team will be disqualified.
- 3) If a team receives more than 1 warning regarding infield infractions, they lose all team points in the event taking place at the time of infraction.

Competitors will be disqualified if during a 'lane race', runs outside of his/her lane and/or impedes another competitor

LONG JUMP

Grades 3, 4, 5, 6, 7 & 8

General Rules for all grades:

- 1) The length of the run is unlimited.
 - 2) Each competitor will be allowed three jumps if desired, and should take them one after the other, unless they desire to leave and return later.
 - 3) The jump or take-off can be before or on the tape but not extend over the tape placed on the runway. (Two cones should be set on either side of the tape so the competitor can see the jump line from a distance.)
 - 4) The measurement of the jumps shall be made at right angles from the takeoff line (tape), or the take-off line (tape) extended, to the nearest break in the landing area made by any part of the body of the competitor (including shoes and uniform). The measurement should be recorded to the nearest one-half inch and should be written as - 9-4 ½ and not 9' 04 ½".
- 1) It shall be counted as a failure or foul if any competitor:
 - a) with any part of the body, whether running up without jumping or in the act of jumping - touches the ground on the runway immediately beyond the take-off line (tape); or
 - b) breaks the plane of the take-off line (tape) with the foot, or
 - c) takes off to either side of the take-off line (tape), whether beyond or behind the take-off line (tape) extended; or
 - d) in the course of landing, touches the ground outside the landing area nearer to the take-off line (tape) extended than the nearest break in the landing area made by the jumper; or
 - e) when leaving the landing area, makes first contact with the ground outside the pit closer to the take-off line (tape) than the nearest break made in the sand.

Note 1: If the competitor takes off before reaching the take-off line (tape), it shall not for that reason be counted a failure or foul.

Note 2: It is not a foul if the competitor runs outside the white lines marking the runway at any point.

Take-off line (tape)

Grades 3 & 4 - several lengths of tape stretching (from one side of the runway to the other side & approximately 7 inches in depth) should be placed across the runway no more than **'1 FOOT'** away from the pit.

Grades 5, 6, 7 & 8 - several lengths of tape stretching (from one side of the runway to the other side & approximately 7 inches in depth) should be placed across the runway no more than **'4 FEET'** away from the pit.

Hint: A spare measuring tape placed with the "0" mark at the tape and run down the outside of the runway will assist the jumpers that use a certain distance in their run.

SHOT PUT

Grades 6, 7 & 8

- a) The NVJCYO will provide the shot that all competitor will use in the competition
- b) The shot put competition will take place in the shot put area. The putting area shall be defined by either: a) white lines (NVJCYO provided tape) or b) the existing lines provided they are visible. These lines (sector boundaries) are radii from the center of the circle at 34.92 degrees.
- c) Each competitor is permitted to have three puts if desired, and should take them one after the other, unless they desire to leave and return later.
- d) No device of any kind, which in any way assists a competitor when making a put shall be allowed. The taping of individual fingers or multiple fingers together is not allowed. However, the use of tape on the hand is allowed to cover an open cut. The tape should be shown to the Official before throwing.
- e) The put must commence from a stationary position within the circle. A competitor is allowed to touch the inside of the iron band or toeboard/stopboard. However, it shall be a foul put if, after commencing the put and prior to its completion, the competitor:
 - a) does not start from a stationary position within the circle,
 - b) touches the top of the iron band or toeboard/stopboard,
 - c) touches with any part of the body the surface outside the circle,
 - d) improperly releases the implement, or
 - e) leaves the circle improperly before the implement has landed.
- f) The shot shall be put from the shoulder with one hand only. At the time the competitor takes a stance in the ring to commence a put, the shot shall touch or be in close proximity to the neck or chin, and the hand shall not be dropped below this position during the act of putting. The shot must not at any time be brought behind the line of the shoulders.
- g) When leaving the putting circle, the competitor must leave from the rear of the circle.

The measurement of each throw shall be made from the nearest mark made by the fall of the shot to the inside of the toeboard/stopboard. (The tape should be pulled tight through the center of the circle.) The measurement should be recorded to the nearest one-half inch and should be written as - 15-4 ½ and not 15' 04 ½".

The measurement of each throw can be made immediately after each put, or marked with one of the 'ice pick/tennis ball' markers and then all three measured & recorded after each competitor. It doesn't matter the order of recording the three puts, but **ALL LEGAL PUTS** must be recorded. case of a tie with two or more competitors, the competitor with the longest second put will receive the higher placing.

SOFTBALL THROW

Grades 3, 4 & 5

- a) The NVJCYO will provide 3 or 4 softballs that all contestants will use.
- b) The softball throw will take place in a field away from other areas. (The infield of the track is an ideal location as it gives the spectators a view from the stands.) The 'throwing area' should be defined by either white lines (NVJCYO provided tape) or multiple cones running from the 'throw line', out to at least 150 feet. The 'throw line' should be approximately 3 to 4 feet wide. (Try to find an existing line on the field; i.e football or lacrosse marking.) The side lines should flair out away from the 'throw line.
- c) The competitor is permitted to either stand behind the 'throw line', or run up to the 'throw line' to throw the ball.
- d) Each competitor is permitted to have three throws if desired, and should take them one after the other, unless they desire to leave and return later.
- e) No device of any kind, which in any way assists a competitor when making a throw shall be allowed. The taping of individual fingers or multiple fingers together is not allowed. However, the use of tape on the hand is allowed to cover an open cut. The tape should be shown to the Official before throwing.

A throw is good, if it lands in the 'throwing area' and:

The competitor has not touched the 'throw line' or set any part of his/her body in the 'throwing area'.

The measurement of each throw shall be made from the nearest mark made by the fall of the softball to the inside of the 'throw line'. The measurement should be recorded to the nearest one-half inch and should be written as - 103-4 ½ and not 103' 04 ½".

The measurement of each throw can be made immediately after each throw, or marked with one of the 'ice pick/tennis ball' markers and then all three measured & recorded after each competitor. It doesn't matter the order of recording the three throws, but **ALL LEGAL THROWS** must be recorded. In case of a tie with two or more competitors, the competitor with the longest second throw will receive the higher placing.

MEET EVENTS

Grade 4 (Frosh)

55 meter dash
200 meter run
400 meter run
4 x 100m Relay
4 x 200m Co-ed Relay
Long Jump
Softball Throw

Grade 6 (JV)

100 meter dash
200 meter run
800 meter run
4 x 100m Relay
4 x 200m Co-ed Relay
Long Jump
Shot Put

Grade 8 (Varsity)

100 meter dash
200 meter dash
400 meter dash
Mile run (1600m)
4 x 100m Relay
4 x 200m Co-ed Relay
Long Jump
Shot Put

Grade 3 (Frosh)

55 meter dash
200 meter run
400 meter run
4 x 100 m Relay
4 x 200m Co-ed Relay
Long Jump
Softball Throw

Grade 5 (JV)

100 meter dash
200 meter run
800 meter run
4 x 100 m Relay
4 x 200m Co-ed Relay
Long Jump
Softball Throw

Grade 7 (Varsity)

100 meter dash
200 meter dash
400 meter run
Mile run (1600m)
4 x 100m Relay
4 x 200m Co-ed Relay
Long Jump
Shot Put

TRACK EVENTS FOR EACH GRADE

SPRING TRACK EVENT SCHEDULE

MAY 21ST, 2006

Approximate event schedule

3rd & 4th Grade

Frosh Running Events (starting at 8:30 AM & running continuously)

4 x 100M Relays 8:30
200M Runs (approx. 9:00)
55M Dashes (approx. 9:50)
400M Runs (approx. 10:35)
4 x 100M Co-ed Relays (approx. 11:00)

Frosh Field Events

Long Jump (8:45 AM - 10:45 AM) (Warm-ups 8:15 AM - 8:40 AM)
Softball throw (9:00 AM - 11:00 AM)

5th & 6th Grade

Junior Varsity Running Events (starting at 11:30 AM & running continuously)

4 x 100M Relays 11:30
200M Runs (approx. 11:55)
100M Dashes (approx. 12:40)
800M Runs (approx. 1:25)
4 x 200M Co-ed Relays (approx. 1:50)

Junior Varsity Field Events

Long Jump (11:45 AM - 1:45 PM) (Warm-ups 11:15 AM - 11:40 AM)
Shot Put (6th grade) (Noon - 2:00 PM)
Softball Throw (5th grade) (Noon - 2:00 PM)

7th & 8th Grade

Varsity Running Events (starting at 2:30 PM & running continuously)

4 x 100M Relays 2:30
400M Runs (approx. 2:45)
200M Dashes (approx. 3:15)
100M Dashes (approx. 3:50)
1600M Runs (approx. 4:20)
4 x 200M Co-ed Relays (approx. 4:50)

Varsity Field Events

Long Jump (2:45 PM - 4:45) (Warm-ups 2:15 PM - 2:40 PM)
Shot Put (3:00 PM - 5:00 PM)

DATES TO REMEMBER

- 1st coaches meeting
- team's head count to computer tech
- rosters due
- HY-TEK information about teams due to comp. tech.
- 2nd coaches meeting
- Meet date
- 3rd (last) coaches meeting – ribbons picked up/results

EQUIPMENT NEEDED ON MEET DAY

Tent - for timing service	Clip boards
Starting gun with blanks	Duct tape
Batons	Trash bags
Shot put	Cooler of Ice
Softballs	Zip loc bags
Numbers (#) - running events	Walkie Talkies -
Cones – 5	
Shot put	
Softball	
Long jump	
Measuring tape (3)	
Shot put	
Softball	
Long jump	
Rake	
Shovel – long jump	
Broom	

RELAY SHEET

May 6, 2007

SCHOOL _____

GIRLS 4 x 100 Meter Relay

(Grade 3 4 5 6 7 8)

Circle one

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Turn in to the Clerk when checking in.

PLEASE PRINT

RELAY SHEET

May 6, 2007

SCHOOL _____

BOYS 4 x 100 Meter Relay

(Grade 3 4 5 6 7 8)

Circle one

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Turn in to the Clerk when checking in.

PLEASE PRINT

RELAY SHEET

May 7, 2007

SCHOOL _____

Co-ed

4 x 200 Meter Relay

(Grade 5 6 7 8)

Circle one

1. _____

2. _____

3. _____

4. _____

Turn in to the Clerk when checking in.

PLEASE PRINT

RELAY SHEET

May 6, 2006

SCHOOL _____

Co-ed

4 x 100 Meter Relay

(Grade 3 4)

Circle one

1. _____

2. _____

3. _____

4. _____

Turn in to the Clerk when checking in.

PLEASE PRINT