

## **Welcome to the 1998 Trojan Invitational Relays!**

Here are a few notes about today's competition:

1. The running events start at 3:30; the field events commence at 4:00.
2. The football field has just been dug, tilled, weeded, seeded, fertilized and watered to make it look good for graduation. We have been asked to stay off the field as much as possible. Thank you for helping us on this.
3. All heats will be drawn up at the bullpen.
4. Medals and trophies will be available from the press booth after the competition.
5. Results will be posted on the outside of the restrooms near the scoreboard.
6. Please note that Girls' Varsity and Girls Frosh-Soph will only Long Jump; Boys' Frosh-Soph will only Triple Jump.
7. The Open 100, the 4 x 100 and the 4 x 200 races will be Accutraked.
8. Please use the enclosed trash sack to help us with litter abatement.
9. Enclosed please find three food tickets, redeemable at the snack bar for one food item and one drink.

Thank you, and good luck today.

Peter Brewer  
Meet Director

## 1998 TROJAN INVITATIONAL CHECKLIST

### Officials and helpers

**Runners/Couriers:** These are crucial positions, because the quick and efficient movement of information and results keeps the meet moving along. These people need to be in place by 3:00 at the latest to insure that we start right at 3:30 p.m. The Couriers also need to know that they stay until the end of the meet, no matter how late it goes on. Last year (1997) we were done by 9:30. That is considered early. We may, if enough teams enter, go as late as midnight. Be prepared.

For each position, make sure that you introduce yourself to the officials at each end of your route. Also be prepared to help out with more than just carrying heat sheets. At each end of your route the officials may ask you to assist in some way.

**1. Bullpen to Press Booth** -- After each heat has been finalized and the runners are being sent to the starting line, the bottom copy of the heat sheet is to be carried to the announcer so that he can make accurate team and runner identifications. The Courier then returns to the bullpen to await the next heat sheet. Additional duties: carrying messages back to the bullpen, carrying message to other officials, rounding up athletes who have wandered away from the bullpen.

**2. Finish line to Press Booth** -- After the race is run, and the times and places are written down and verified by the finish judge, the heat sheet is to be carried from the finish line to the announcer in the Press Booth. The Courier then returns to the finish line to await the results of the next race. Additional duties: filling in as a spot timer, filling in as a spot place-picker, helping keep athletes in their lanes at the end of races, handing out place cards at the end of the distance races.

**3. Awards Official to the Results board** -- After the Awards Official is through with the second copy of the heat sheet (to determine which medals go where) the copy is carried to the results board and posted for general viewing. After the results are posted, the Courier returns to the Press Booth to assist the Awards Official for the next set of results. Additional duties: helping Awards Official put medals in team envelopes, handing out coaches' packets at the start of the meet, relieving the other Couriers for potty breaks.

## Officials Checklist:

### **Camera Operator**

1. This is a long and lonely assignment, but crucial to the meet. There will be two of you to do the honors. You need to film all the races to a) record the meet for posterity and b) have on film the close races in case the finish officials need backup help.
2. The timers will be set up on the opposite side of track, so you should have an unimpeded view of the finish line. In case anyone gets in the way, you are empowered to convince them that he or she is not acting in the best interests of meet harmony.
3. Get the starts, the handoffs, and generally follow the leaders on the longer races. Get all finishers (this is important in case anyone questions the order of finish).
4. Use the zoom for the far side of the track, and back off for the near side. Experiment to get the best results.
5. Remember, this is an official record, so watch your language, and do not spend time filming your friends in between races.
6. You will need to run out the extension cords, set up the camera, check out the systems, and be ready to go go go BEFORE 3:30 p.m. All the equipment is in the storage side of the Press Booth.

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## Officials Checklist

### **Announcer:**

here are a few items:

1. We have use of the scoreboard for general viewing of unofficial times. Check the attached info on the controlboard for instructions. In general, you can operate the timing like a stopwatch so that the thronging masses can see the time and the race proceeding simultaneously. Also, your hand-eye coordination will be on display for all to see.

2. I trust you can announce and keep score at the same time. The program has the records and the scoring listed in it.

3. There will be two couriers accountable to you during the meet:

One will be ferrying corrected copies of heat sheets from the bullpen with the actual entries and the actual lane assignments. Hopefully this will give you a better handle on keeping track of the reality on the track. This will be the 2nd sheet of the heat sheet form.

The other courier will be transporting the results from the finish line to you. This will be the top copy of the heat sheet form. Please scan the sheet for obvious errata. This is for you to announce results from, and to use to tally scoring. When finished with the sheet please hand it to the computer person who will then enter said results into the magic Mac. Then the sheet is to go to the medal person who will be filling team envelopes with medals.

These couriers can also relay messages from you to these places, as well as act as runners for other purposes.

3a. Yes, there will be walkie talkies too, but we also have these runners as human redundancy. (That's not what I meant.)

4. As field event results come in, please be the authority on checking the veracity of the totals -- our field judges do not always have a true passion for numerical accuracy that afflicts some of us. When you have satisfied yourself, then pass the top and middle sheets on as detailed above.

## OFFICIALS' CHECKLIST

### Awards Official

1. There should be two separate stations for you to have at your disposal: boxes full of envelopes full of medals, and a box full of large envelopes. The medals are sorted as to running events, and field events. The large envelopes are labeled, one for each school in attendance.
2. The computer person will be handling you a copy of the results of the races. You then take the appropriate small envelopes from the medal boxes and place them in the large envelopes. Please write down on the outside of the envelope which event that school medaled in (e.g. "4th FS 4 x 400").
3. There will be spare medals in case of unforeseen ties. If two teams tie for 2nd in the HJ, for instance, they would both be entitled to the silver medals. Then you have to construct a medals envelope to accomodate that situation. Also, if there is a foulup, and the proper envelopes have not been prepared, you get to make amends.
4. The program has the order of events, so you can get a sense of which medals you have to deal with first. Hopefully the envelopes have been pre-arranged. The medal situation is :
  - top 4 in all relays ( 3 person teams in field events,  
4 person teams in running events)
  - top 5 in all individual races
  - top 5 individuals in all field events
- 1st place -- gold medals
- 2nd place -- silver medals
- 3rd place -- bronze medals
- 4th place -- bronze medals
- 5th place -- bronze medals
5. You will have an assistant. This courier will help you stuff envelopes, but also this person will be responsible for taking the results sheets after you are through using them, and posting them (with tape) on the outside of the press booth for the general public to view. As well, this person will be the appointed "go-fer" for the press booth personnel, and is subject to whatever fits of whimsy you can devise in this regard.
6. If there is any question, refer to the announcer, who will be manning the mike, or our computer human, who will be in and out holding down the computer corner for us.
7. There will also be trophies (small, granted, and certainly recycled from our trophy case, but trophies nonetheless) stashed with the medals. They need to be put on display somewhere close.

## CHECKLIST -- OFFICIALS

### **Computer/Results official**

Several hundred people will be bothering you throughout the evening, so you will need to be efficient, calm, effective, and have the patience of Gandhi.

1. Results will be handed to you from the announcer. You need to take the heat sheet and translate it into readable results. List all runners or relay teams and their marks in order, from first place to last. Please list the last names of competitors on relays.
2. Please print at least one copy of each heat sheet and field event results as you are finished entering them.
3. If there is any question as to the results (names, times, places, etc) please inform the announcer and he will take steps to fill in missing, dubious, or distorted information.
4. Take one of the printed copies and give it to your courier to tape on the outside of the restrooms for people to see.

## OFFICIALS CHECKLIST

### **Hurdle Crew**

1. This crew consists of junior and senior boy sprinters who are zone officials during the other races.
2. When the hurdle events come, place five flights of 4 lanes of shuttles on the girls' markings(a red circle on the inside curb). Each one of you will then stand by a flight during the races, and as the runners go by, adjust any hurdles that are displaced or knocked down.
3. When the girls' races are done, the hurdles need to be raised and moved to the boys' markings (these are blue x's on the inside curb). Then during the boys' races the flights need to be monitored to make sure displaced hurdles are replaced quickly.
4. During the race, we need an official at each end to make sure that the hurdlers do not take off until the incoming hurdler steps on the zone line (which is the line of dashes just inside of the starting line).
4. After the races are over, the hurdles need to be quickly removed and taken to the infield and stacked neatly.



# Pole Vault

1. Vault Officials: Brandon, Ricky, Corey, Richard, Chris
2. Please get the pits out at lunch.
3. Arrive early (2:45 or so) to start checking athletes in.
4. Start with the Girls' Frosh-Soph first, and then the Girls' Varsity and Boys' Frosh-Soph combined. If an athlete is in another event, have them check in with the other official and make a note on the clipboard so that they don't wander away. If they don't come back, and their teammates cannot find them, raise the bar anyway. If they come back, they get to resume at the new height. THE BAR NEVER GOES DOWN.
5. All athletes should have a signed weight sheet from their coach. If not, weigh them in on the scale at the end of the runway. Check the weight against their pole weight, which should be a solid stripe around the pole at the top handgrip.
6. As soon as each division is finished, total up the team heights and mark the team places. Also, mark the top 5 individual finishers.
7. At the conclusion of the vaulting, put the pits away.
8. Bring the scale to the press booth.
9. Bring snacks, fluids, et cetera. Pick up your trash.

## Official's Checklist

### Junior and Senior boys' assignments:

1. All junior and senior boys on the team are now officials for the Trojan Invitational Relays. Because this meet is set up for girls and FS boys only, you now get to experience the thrill of officiating. Most boys will be matched up with the events they normally compete in. However, since we need lots of experienced and talented help, all of you are asked to help in some manner.

Almost all of you have been to invitationals, and all of you have been to away meets. Therefore you know that not everyone else in the track world does a good job running a meet. We want this to be a quality meet where every competitor gets full respect and fair treatment. So, we are going to be the friendliest and most courteous and most impartial officiating crew ever seen. Not only that, we will be efficient and knowledgeable.

The meet is scheduled to go from 3:30 p.m. until it is finished. With any luck at all, we could finish by 10:00 p.m. With no luck, the meet could go until midnight. Be prepared to stay the entire time. Officials don't get to go home early.

Bring fluids and snacks. Bring friends. Bring a chair. Bring a radio. Be prepared to have fun, but also be prepared to do a thorough and accurate job. It is important to be relaxed and enjoy yourself, but it is more important to do a quality job. So, don't let your fun get in the way of a good time.

#### Hints:

- Bring your letterman jacket to easily identify you on the field. The day may start warm, but it will get cool, and the jacket will make for easy spotting to check flags, et cetera.
- Don't sit down while actually officiating. Sure, have a little chair next to your cooler, et cetera, but don't "chill" or "kick back" anytime a race is about to start or until Keith has checked to see that there are no reds up in the air after a race.
- Bring plenty of fluids and snacks, since you won't be getting much of a break during the meet.

# High Jump

1. The high jump officials are Brad Willits (boys' high jump) and Scott Cain (girl's high jump)
2. Starting heights: Boys 4-6, Girls 3-6. Raise the bar at 2 inch intervals.
3. As much as possible, have the jumpers of each school all take their attempts at each height together. If they have to check out, make sure that they keep in contact. If a jumper doesn't come back and his or her teammates cannot find them, raise the bar. If they come back, they can still jump but at the new height.
4. Enforce the 90 second rule (They get 90 seconds after you call their name and say "You're up.") If they don't jump in that time span, warn them and if they still futz around, count it as a miss.
5. It is still a miss even if they do get off the pads before the bar falls, if their contact with the bar caused it to fall.
6. It is a miss if they jostle the standards with the pads when getting off. (Tough, isn't it?)
7. Record all misses and makes.
8. Write down the full names of all competitors.
9. Be sure to make the calls loudly and clearly. ("Jennie Jumper up, Lisa Leaper on deck, Hilda Hops in the hole. Jennie, you're up.")
10. When done, please total up each school's marks and figure out the overall placings. Also, determine the top 5 individual placers. Then turn the results in at the press booth.

# Long and Triple Jump

1. Jump Officials: Mike and Tyler will be assisting Mrs. Kohl at the jump runway. Mike is the head dude, and gets to call scratches and fouls and read the tape. Officials should be in place around 3:15 or so to assist jumpers in signing in.
2. Order of events:

Girls' Frosh-Soph Long Jump at	4:00 p.m.
Girls' Varsity Long Jump at	5:30 p.m.
Boys' Frosh-Soph Triple Jump at	7:00 p.m.
3. Each competitor gets three (3) jumps
4. Girls ONLY long jump; Boys ONLY triple jump.
5. If possible, have a single team run through all three of their jumps together before moving on to another team.
6. Please write down the full name of each competitor.
7. AT the conclusion of the each event, please total the team marks and indicate the overall place.
8. Please also indicate the top 5 individual finishers as well. Then turn results in at the press booth.
9. If an event finishes before the indicated time, start the next one. Have the announcer spread the word.
10. If the indicated time arrives, and there are still jumpers who have not jumped, the event is overal nonetheless (official's discretion is always a consideration here) and we move on to the next event. I trust that the officials will remind competitors if time is close, and also have the announcer urge tardy jumpers to show up.

## Throwers:

### A) Shot Put Ring "A" : Tak, Robbie, David

- a. You guys will be handling the BFS shot, and then the GV shot.
- b. Do one team at a time in a flight -- They get a warm up or two, and then throw.
- c. Each person gets 3 throws. Measure and record each throw. Call scratches fairly.
- d. Write down each person's full name legibly.
- e. They use only the implement supplied by CV, to avoid any weight hassles.
- f. Total the best throws of each person for a team total.
- g. Get the next team to warmup and then throw.
- h. When you are done with each division, deliver the sheets to the press booth.
- i. When you are totally done, put it all away. Tape measure, markers, implements, notebooks, tables and chairs, et cetera.

### B) Shot Put Ring "B" :(This is the new ring) Robert, Maurio Martinez

- a. You will be handling the GFS.
- b. follow the procedures outlined in "A)" above.

### C) Discus Ring: Coach Hausel, Ryan, Maurio Marquess

- a. You will be handling all three divisions. It is therefore very important to get through with the throws before the sun sets, seeing as how we have to beat nightfall.
- b. Measure every attempt, call scratches fairly, get competitors in and out of the ring in an orderly fashion.
- c. Do one school at a time, only a few warmups after their school is called.
- d. They only get three attempts. Measure and Record every throw. Write down the full name of each competitor.
- e. After each school is done, add up the best throws of each of the competitors and record the total distance.
- f. When each division is ended, get that result sheet to the announcer's booth promptly.
- g. It is important to try and get the discus going and over before sunset. The shot can take more time because it is within range of the field lights.
- h. You get out of class early with the other athletes. Hustle up to the throwing areas and chalk the sectors, set out the markers, get the clipboards and tapes, get ready to check people in.