

## **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, or a team shirt or sweat shirt 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. For you field event officials, it is important to "be in charge" so stand up and don't hunker down in the chair or lounge on the table.
- Bring plenty of fluids and snacks, since you won't be getting much of a break during the meet.

## Zone Officials:

1. The zone officials are: -John Willits (Captain), John Bernardo, Darnell Williams, Kevin Griengo, Derrick Oliveira, Lionel Poblete, Ryan Fannesbeck
2. You guys get to flag the relays, check the exchanges and fix hurdles during the shuttles, and look for bumping and shoving during the mile and the 4 x 400.
3. In the 4 x 100, we should have at least 2 officials at each exchange zone. Remember, keep the red flag up until the runners have checked off their steps and are in the zones. You may remind them to hurry it up. When all the runners are ready, raise the white flag so Keith can see. He'll be blowing a whistle to get your attention.
4. It usually works best if one official takes the inside lanes, and the other one takes the outside lanes. You may decide to have one official do the incoming, and the other the outgoing, but most of the problems are at the end of the zone, not the beginning.
5. As soon as the runners go through the zone, raise either the white or the red flag immediately.
6. If you have a red flag, wait until the race is over, and then trot over to Keith with the red flag still up and report the lane and the team and the reason for the DQ so that it can all get written down.
7. Even if there is no DQ, all the officials should talk to each other in the middle of the field between heats to make sure things are all going well
8. The 4 x 220 is a bit challenging, as the runners break to the pole after the 2nd exchange and there is some bumping. Only direct interference should be called here. The last exchange requires quick thinking, because you have to line up runners according to which teams are in which place at that point in the race.
9. The 4 x 440 also has a trouble spot on the 1st exchange when they break for the inside lane, and at each successive exchange you have to line up runners.
10. The 4 x 880 will have a waterfall start, so more bumping is expected.
11. See the separate sheet on the hurdles.

## OFFICIALS CHECKLIST

### **Hurdle Crew**

John Willits -- head zone official

Darnell Williams

Kevin Griego

John Bernardo

Derrick Oliveira

Lionel Poblete

Ryan Fannesbeck

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 white 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 white lines 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.

# High Jump

1. The high jump officials are Jared Stohr & Ben Hanson (girls' high jump) and Matt West & Eric Pane (boys's high jump)
2. Starting heights: Boys 4-0, Girls 3-6. Raise the bar at 2 inch intervals. For the girls, GV goes first, then the GFS.
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. It is a miss if any part of their body goes under the bar on a runthrough.
8. Record all misses and makes.
9. Write down the full names of all competitors.
10. 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.")
11. 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 Vanderbilt, Steve Celmer, Ryan Ribeira. 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 over 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.

# Pole Vault

1. Vault Officials: Dina, Nick, 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 and Girls' Varsity combined, and then Boys' Frosh-Soph. 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, turn in the results and put the pits away.
8. Bring the scale to the office shed.
9. Bring snacks, fluids, et cetera. Pick up your trash, and everyone else's as well in the PV area.

## Throwers:

**A) Shot Put Ring "A"** : Mike D & the BFS throwers: You guys will be handling the BFS first, and then the GV

**B) Shot Put Ring "B"** :(This is the new ring) Ian & Nick & the GFS throwers You will be handling the GFS.

- Check everyone in -- get started on time (4:00 p.m. for the BFS, and the GFS will throw as soon as they are done with the Discus)
- Do one team at a time in a flight -- They get a warm up or two, and then throw.
- For the shot put, all teams use only the CV implements. This will allow us to avoid weigh-ins.
- Each person gets 3 throws. Measure and record each throw. Call scratches fairly.
- Write down each person's full name legibly.
- They use only the implement supplied by CV, to avoid any weight hassles.
- Total the best throws of each person for a team total.
- Get the next team to warmup and then throw.
- When you are done with each division, add up the team totals, mark the top 5 individuals, and deliver the sheets to the press booth.
- When you are totally done, put it all away. Tape measure, markers, implements, notebooks, tables and chairs, et cetera.

**C) Discus Ring "A"** Anton & Brad and the BFS and GV throwers: You will be handling GV first, and then the BFS.

**D) Discus Ring "B"** Nick & Ian and the GFS throwers: you will be handling the GFS.

- Check everyone in. Get started on time (4:00 p.m. for the GFS and the GV). It is very important to get through with the throws before the sun sets, seeing as how we have to beat nightfall.
- Measure every attempt, call scratches fairly, get competitors in and out of the ring in an orderly fashion.
- Do one school at a time in a flight: only a few warmups after their school is called.
- They only get three attempts. Measure and Record every throw. Write down the full name of each competitor.
- After each school is done, add up the best throws of each of the competitors and record the total distance.
- When each division is ended, mark the top 6 team totals and the top 5 individuals and get that result sheet to the announcer's booth promptly.
- 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.
- 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.
- When done, and the results are turned in, reel in the sector lines, gather the cones, pick up a little garbage, and put the stuff back into the shed.

## 2000 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 (1999) 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** -- Alex Cardiasmenos, Yuri Nosenko

-- 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** -- Oleg Zhoglo, Dinesh Jagar

-- 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** -- Mike Sasser, James Yi

-- 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.

#### 4. **Floating troubleshooter and alternate** --

-- Your job is to assist and be useful and give breaks to the others. Hang out around the press booth and be willing to add to the efficiency of the meet.

## CHECKLIST -- OFFICIALS

### **Computer/Results official -- Megan**

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. In the interests of time, do not list individual members of 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.
5. AS much as possible, try to keep up with the meet. It would be great to have the whole meet entered at the end. It would be very nice to at least get most of it entered.

## OFFICIALS' CHECKLIST

Awards Official Joey Crane

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 use the sheet of labels to stick 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 accommodate 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, but trophies nonetheless) stashed with the medals. They need to be put on display somewhere close.

## 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.

# The Devil

1. The Devil is Johanson.
2. You are to wear red ( I have cape, shorts, horns and pitchfork for the Devil)
3. You are to run after the pack in each of the Devil Miles and tag the last runner to cross the line at the end of each of the first three laps. Some of them may not want to be tagged, so you have to chase them around a bit and play cat & mouse.
4. Have fun, but don't be too malicious.

## Meet Prep -- Entries

**Update Entry forms:** Go through and pickup any typos or ambiguities or date changes.

**Copy off entries:** We will need about 150 or so to adequately cover the high schools in the great Bay Area. The entry form will be about 2 pages: one of instructions, the other a form.

**Mail entries:** Peter has a data base of addresses and can print off labels.

**Accepting entries:** The entries need to be gathered by the mail deadline, and processed into the program. This means seeding the times and determining how many heats and which lanes.

**Program:** A program template should be in place ahead of time, with race # and meet records and lanes #'s already typed up, so that the only entries needed would be the teams, names of competitors, and entry time or mark. Adding the competitors' names would be an addition from last year's program, and would enhance the souvenir status of it and possibly engender sales revenue. If the template is done in advance, the program entries can be filled in as late as Wednesday night to be run off on Thursday.

**Clerk of the Course:** The bullpen needs to have complete entry forms of all heats on multiple copy forms. This way the Clerk can have the teams check in, and then have the late entries and substitutions check in on the scratches and no-shows. This information should be the most up-to-date of any, superseding the program and even the press booth. Each heat should be on a three-copy form of some sort.

**Bullpen-press booth protocol:** The Clerk checks in the team, and makes the appropriate scratches and substitutions. When entries are closed for that event, the assistant Clerk takes one copy and marches the teams to the starting line, giving the copy to the Head Finish Judge. The head Clerk of the Course takes another copy and gives it to the bullpen runner, who scurries up to the Press Booth to give it to the announcer who then can identify teams and lanes for introductions. The top copy stays in the bullpen and is saved. The Clerk keeps all these entry forms, and turns them in at the end of the meet.

**Field Events:** Each field event judge should have a clipboard with entry forms of all entered competitors. The judge records all attempts and measurements on the forms, and at the conclusion of the event, turns in the clipboard to the press booth. These forms could be two-copy forms, with one copy going to the announcer and the other to the scorer.

- query up event forms
- VB duty assignments

W/TJ  
Vanderbilt  
~~Wright~~  
~~Wright~~  
~~Wright~~  
Pine

PV  
Simmons  
Ashford  
Chin

HJ  
Stahler  
Hansen  
~~Wright~~  
Wright

SP

ANTON / DESILVA  
RING A  
BFS SHOT

BRAD  
RING B  
GPS DISCUS

IAN / NICK  
RING A  
GV DISCUS

GV SHOT

↓  
GPS SHOT

BFS DISCUS

→ BFS HJ JARED ~~FREEST~~  
GPS HJ, GV HJ BEN, WRIGHT

←  
Courier  
finish line to press  
~~Wright~~  
Ymer  
also oleg

→ W + TJ Vanderbilt Ribeiro  
DeSilva

←  
bulletin to press  
Oleg Dimer/Sam  
John Gagne

→ Zone Official

{ John W. Darnell  
Derrick Bernhardt

←  
Griegt  
Fornesbeck  
Celmer

←  
press photo  
Dimer  
Mike Juley

fix HJ Standard

Humble crew

Zone + PV +  
Courier