

SCVAL Championship 2018

Draft for review at Post-Season Meeting

Changes from 2017:

2018 date is October 30

Hank to set up in athletic.net for 15 runners in the first wave so we don't have to do this last second for races that are split (if the races are not split Hank can merge all runners entered in second wave into the first wave)

Changed matrix of volunteers to refer to notes of the job descriptions

Date: Tuesday, October 30 2018

Coaches' Meeting at 1:15pm

Volunteer Meeting at 1:20pm

(Coaches, please stay to verify your volunteers have reported. Getting volunteers at the start to be oriented is always a challenge!)

RACE SCHEDULE

	EC	DAL
JVG	1:45PM	2:00PM
FSB	2:30PM	2:45PM
VG	3:15PM	3:30PM
VB	4:00PM	4:15PM
VARSITY AWARDS CEREMONY		4:45PM

JVG/FSB Awards before the corresponding Varsity race (EC JVG awards before EC VG, etc.)

Entries

- Will be made on athletic.net.
- Due by 6pm on the Sunday prior to meet date.

Waves

- Varsity Races: There will be a scoring (1st wave) and a non-scoring (2nd wave) wave for both the VG and VB races. There will be a maximum of 7 runners per school in the scoring wave.
 - The non-scoring 2nd heats of each of the varsity races will start 1 minute after the first heat.
 - Coaches will designate runners in the scoring and non-scoring heats when entering athletes on athletic.net.
- Junior Varsity/Frosh-Soph races: There will only be two waves if the number of entries makes a single heat unsafe in the judgment of the meet director, or if a majority of coaches in the division requests two waves.
 - **The entries for all these divisions will be set up so that there will be 15 athletes entered in a first wave, and if any school has more than 15 athletes in the division, the remainder will be entered in a second wave.**
 - If the total number of athletes in a race is expected to be over 125, the

relevant coaches will be polled by email and if four schools request two waves, then we will run two waves. **If there is no email response from a school, the lack of response will be considered a vote for a single wave.**

- If there is a single wave, any entries in the second wave will be merged with the first wave, all will start together.
- If there are two waves, the 2nd wave will start 1 minute after the first wave, and will be non-scoring.

**School/Volunteer Matrix: Jobs, Schools, number of Volunteers
PRELIMINARY (I think this format will be easier to read...)**

	Meet Director/ Finish Coaches	Tags and Chute	Check In	Starters, Street Mgmt. and back up timing	Timer Asst	Results Posting & Awards	Gate/ Cash	Timing	Misc
Cupertino		Note 9							
Fremont	Note 2	Note 9					Note 1		
Gunn		Note 9							Finish Judge (Hal)
Homestead		Note 9							
Los Altos		Note 9					Note 1		
Los Gatos					Note 7				Note 8 Sweep
Lynbrook				Starter, Street. Note 5					
Milpitas		Note 9							
Monta Vista	Note 2					Notes 10 and 11			Note 3: Medical Coord.
Mt. View					Note 7				
Palo Alto	Note 2								
Santa Clara				Note 5					
Saratoga		Note 9		Back up timing					
Wilcox			Note 4						
Hank								Note 12	

Job Assignment Descriptions

Meet Director: Monta Vista

Note 1: Admissions/Cash Gate: Milpitas and Lynbrook (this task will rotate in the order of the league finals' meet directorship order; 2019 will be Santa Clara and Los Gatos)

Note 2: Co-Meet Directors (Day-of meet only): Coaches to Help In Finish Area. Select Sportsmanship award winners. Palo Alto (EC), Fremont (DAL) (note—this job must be done by a coach or an assistant coach, not a parent. Having someone with race knowledge is helpful in problem solving. We need people who know their way around a race to make

things run smoothly.)

Note 3: Medical Coordinator: Monta Vista (Suanne Flatow). Any volunteers to take this over? She is good at this job but would not mind being replaced ☺

Note 4: Check In: Wilcox. Verify that coaches have medical cards and medical kits, collect sign in sheet and deliver to course management.

Note 5: Starters: Santa Clara (EC), TBD (DAL) (this job includes getting the start time and second wave delay to Hank—'Back up timer') **(The backup timer will also need to be at the finish line with a printing stopwatch and record all finishers. When a race is complete, take the stopwatch paper with all the times, label the League division and what race it is on the paper and give to the results person (usually Hank). Do this for every race unless the results person tells you that it is no longer needed.)** For 2018, Santa Clara will be doing both the starting and the back up timing for EC; for DAL, Lynbrook will start and get the start time to Hank, and Saratoga will do the back up timing.

Note 6: Street Management at entrances: Santa Clara, Lynbrook (one person until 15 minutes before meet start to help keep us on good relations with the neighbors)

Note 7: Timer Asst (check with Hank for needs; these are the people who are clicking the computer as athletes finish. Please note that if the job is going to be shared, ALL the people who will be doing this job must come to be trained by Hank before the start of the race. Please do not trade off to an untrained volunteer): Mountain View (EC), Los Gatos (DAL)

Note 8: Sweep last 800m of course (before start of each EC race): Paul Lawryk/Los Gatos

Note 9: 4 volunteers each school. Tags and Chute: Gunn (EC), Saratoga (DAL), Cupertino (DAL), Milpitas (EC), Los Altos (EC), Homestead (DAL), Fremont (DAL) **Please ask Tag and Chute volunteers to come to the finish area at 1:00 for training.**

Note 10: Results Posting Monta Vista

Note 11: Back Up In Finish Area/Medals/Awards: Monta Vista

Note 12: Timing and results: Hank Lawson

Reminders about Crystal Springs Rules for Athletes and Parents

- 1. Please review the Crystal Springs once more and relay the important items with team and parents.**
- 2. You must have medical kits and HARD COPY medical/insurance releases for all athletes before you pick up your teams' bibs. NO EXCEPTIONS, without hard copy of your medical releases your kids are not running. A phone with access to on-line records is not acceptable by Crystal Springs course management, there is nothing that SCVAL or the SCVAL meet director can do about this.**

- a. As a group, coaches decided at the 2017 SCVAL pre-season meeting that each team would leave a copy of their package of medical cards/forms with meet management at check in. These copies will be left in the timing shed and coaches can pick this up at the end of the meet. This is so there is no difficulty in finding the medical releases and information in the event of an emergency.
3. Remind your parents NOT to call 911, contact the emergency contact person or the EMT/Peter Tapia on site.
4. It seems weird that kids do this but please remind your athletes--**don't throw rocks, dirt, Frisbees, anything.**
5. Recycling ONLY in the plastic recycle bins. Trash in the dumpster. To be safe, you should simply haul all trash and recycling away after the meet of course. We are planning to 'sweep' afterwards but still...please clean up after ourselves. Crystal Springs meet management reserves the right to bill the league, or your school directly, for trash pick up charges at their discretion and will not allow your school to race at Crystal again until you pay...they control this facility!
6. No bicycles, pets, etc--let the parents know.
7. Stay off yards on entering and exiting the park, polite to neighbors, etc. I always think we are pretty good here but I guess if I were a neighbor and kids walked across my yard I'd be upset--I can't imagine it happens much but let's remind the kids.

Everything else is in the handbook, but these are the items where it seems SCVAL will most commonly have issues and would like to address.