

Circular Track Procedures V5.1 - Week B

The Program on the **Circular Track in Week B** is in 3 Sections – to be conducted in this order:

- A) Several **200m** 'sprint' races
- B) 1 or 2 x **700m** U8 'pack' race(s)
- C) A small number of **1500m** 'pack' races

The Age Groups scheduled to do these events are identified in the [Week B Program](#). The **Roles** employed to manage the races are as follows:


Starter	- Starts Races [See: Race-Starters-Brief.pdf]
Recorder	- Runs the computer at the Finish Line.
Marshalls	- Organise runners at the Start Line and/or Finish Line
Start Line Recorder	- Record bib numbers & Lane Assignments <u>prior</u> to each 200m race

This team should be in place by **5:50pm**. Ideally, the starter's 'gun' should fire for the first race at **6pm**.

A) 200m Sprint Races

(Staggered Start Line – kids must remain in their lane all the way to finish line.)

Recorder:

1. The Race Computer must be set for **Sprint** Racing with 8 Lanes. In RaceHQ settings  configure: tick "Enable Start Line Process" on the Web tab; Set the "**initial ignore period**" (on the General Tab) to **20s** - this means no time can be recorded (eg. for a spurious event) prior to 20secs into the race.
2. As each race ends, you should not need to do anything other than click "**save**" to save the results. [If the race had less than 8 runners, you will need to click "**stop**" first, then "**save**".] It may be wise to **check** the bib number on the runner in lane 1 is as displayed on the screen.
3. You must keep an eye on the start-line for **false starts**. If one occurs, immediately click "**Re-run**" on your screen.

Marshals (Start Line) – These are the key things you need to do:

1. As groups arrive for the 200m races they need to be **kept a little away from the Track**. **Marshal #1** will take the **clip board** (which will be available at the Starter's table) and note down the **order** in which each group arrives to do the 200m race in the space provided. [Note that the program will likely have multiple groups arrive together at the start of the evening.] The arrival order is the order in which the groups are to run the 200m race. Make sure the Age Mgrs know you are doing this so they are comfortable they are in the queue and will run based on their arrival order. **ALSO** – please **cross off the groups (on the LHS of the sheet) that have run**, so we know who is yet to arrive.
2. As soon as the first group(s) arrive, bring the first 3 groups of 8 runners onto the track (**Marshal #1** specifies which groups should go next). Line them up in 3 **straight lines** across the track, not on the stagger lines, just behind the Start Line, and several metres apart. Follows these rules to place runners in lanes:

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- a. Fill lanes **starting from lane 1**. In general, aim to have 8 runners in every race – mixing groups as needed to achieve this.
 - b. There must be **no gaps** (vacant lanes) between runners.
 - c. **Place visitors/trialists in the outside lane(s) only** (not between STGLAC runners).
3. The **Start Line Recorder** will then move through the lined-up runners to capture bib numbers (using a tool on a phone or tablet) from Lanes 1 to Lane 8. This information is transmitted to the computer at the finish line. As soon as the first row of 8 have been captured, they may move to their start positions – but *they must remain in their assigned lane*. The next row of 8 runners can then be brought on to the track.
 4. The **Starter** will then start the first race. **On your marks.....Set....Bang!**
 5. As soon as the runners have left the finish line area, the next line of runners move forward to the start position and the **next set of 8 runners** are brought onto the Track and **lined up as above**.
 6. Go to Step 3 and Repeat! This cycle continues with **Start Line Recorder** capturing the runner bib numbers in advance until all 200m Races are done.

Under this arrangement, as kids finish their race, & (subject to all being well) **they do not need to present themselves to the recorder's table because the system will already know who is in what lane**. The Races should run more quickly without delay from one race to the next. However, the Recorder (at the Finish Line) *can* amend the details of runners (at the conclusion of a race) should some error become apparent.

B) 700m Pack Races

(Kids start on a curved start-line and can move to lane 1 immediately but without jostling other runners)

Recorder (Finish Line):

- Ensure the Race computer is in “Pack” mode, with **2 Lanes** active, and the Start Line Process is disabled. [Untick ‘Enable Startline process’ in the Settings  under the Web tab].
- For the **700m race(s)**, tick the “ignore” box (bottom left corner of RaceHQ screen). Untick it after all runners have passed the finish line the *first time* and the race leader is coming up the final straight – but don't forget to untick it!

Starter (at the Start Line):

- See that the **Age Manager(s)**, place the kids on the Start Line promptly. **Up to 16 runners (but no more)** may participate in a single race for these age groups. If it is possible to run all the U8 kids in one race, do so. Remind runners they can move to lane 1, but no jostling!
- If multiple races are needed (ie. more than 16 runners), it's *desirable* to put the quicker kids in one race and the slower in the other. Boys and Girls can be mixed if convenient.
- Start Races with: **On you marks.....Bang!**

Age Manager or Recorder (at Finish Line), or Marshall *if available*:

- Keep alert as to the location of the **Race Leader** on the track. Advise the **Recorder** when they enter the **final straight** (for the 2nd time).

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- When runners **finish** the race running through the finish line (2nd time through), hand out a **place card** (1, 2, 3, etc) to each runner in the order they finish, and guide each runner in order to the recorder's table so their bib number can be recorded against their place number.
- Runners may finish in either Lanes 1 or 2. If 2 runners are in a **tight finish**, one should pass through Lane 1 and the other peel off to Lane 2. Otherwise, we may only record 1 time for the two runners. [If this happens, we need to know which 2 runners and to note this down in the notebook kept with the Track Laptop.]

C) 1500m Races

(Kids start on a curved start-line – same line as the 300m and 700m races - and can move to lane 1 immediately but without jostling other runners)

Recorder:

1. The race computer continues in "Pack" mode (2 Lanes).
2. The "**ignore**" tickbox on the front-screen needs to be ticked and only unticked as the lead runner arrives at the final straight (for the 4th time).
3. Record bib numbers in place order at the end of each Race.

Starter:

- **No more than 16 runners** per 1500m race. It's very desirable to avoid a mix of quick and slow runners (minimises runners being lapped as this is hard to manage at the Finish Line).
- Starts races with: **On your marks.....Bang!**

Marshals (Finish Line) – A minimum of 2 Marshalls are needed at the Finish Line:

- Keep alert as to the location of the **Race Leader** on the track and the number of laps run. Advise the recorder when they enter the final straight. [The race ends for a runner on their **4th pass** through the gates.]
- Any runner(s) who has been lapped need to be identified – they will need to pass through the finish line without recording a time eg. by diverting them around the gates (to the inside of the track).
- Hand out **place cards** to runners as they finish the race
- See that the runners move in an orderly way, in their finishing order, to the Recorder's table for their bib number to be recorded. Help the recorder to identify bib numbers.

END.

Note: This document and other information about supervising all our Little Athletics Events will be found on the [Parent Helper Resources](#) page of the website.

Reference Info for Recorder: RaceHQ – Ignore Settings (General Tab)

200m races:	20s
700m / 1500m race:	Use Ignore tick-box on front screen