

## MANAGEMENT OF THE CIRCULAR TRACK – WK A

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

- A) **300m** U6 ‘**pack**’ race(s), **500m** U7 ‘**pack**’ race(s) and **400m** U8 ‘**pack**’ race(s)
- B) Several **400m** ‘**laned**’ races
- C) Several **800m** ‘**pack**’ races

The Age Groups scheduled to do these events are identified in the Program. The **Roles** we are filling 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 before and after each race
- Start Line Recorder** - Record bib numbers & Lane Assignments prior to laned 400m races (only)

This team should assemble at the 400m Start Line 10minutes before the first race (or as specified in the Parent Duty SignUp).

### A) 300m & 500m Pack Races; & 400m for U8 Only

*(Athletes start on a curved start-line and can move to lane 1 immediately but must not jostle 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 **500m races**, 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, say, coming up the final straight – but *don’t forget to untick it!*

#### Starter (at the Start Line):

- Assisted by the **Age Manager(s)**, place the kids on the Start Line. **Up to 16 runners** may participate in a single race for these age groups. Remind runners: no jostling!
- If multiple races are needed, 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.
- Explain that close-finishing runners should each pass through a **separate gate** (Lane 1 or 2).
- Start Races with: **On you marks.....Bang!**

#### Marshals (Finish Line):


- Keep alert as to the location of the **Race Leader** on the track. Advise the **Recorder** when they enter the **final straight**.
- When runners **finish** the race running through the finish line (first time through for the 300m and 2<sup>nd</sup> time through for the 500), hand out a **place card** (1, 2, 3, etc) to each & every runner in the order they pass through, and escort/guide each runner in that order to the recorder’s table where their bib number will be recorded against their place number. **Runners must not discard their place card until the recorder has recorded their bib number.**

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- Where finish times are being electronically triggered by the gates, runners may finish in either Lanes 1 or 2<sup>1</sup>. [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.]

### B) 400m Sprint Races laned – U9 and above – Start Line Process in use

These races commence on the 400m **staggered Start Lines** – kids must remain in their lane all the way to the finish line. Note: Use the **'larger'** of the 2 staggers in each lane. One runner per lane.

**Recorder:** As soon as the last Pack Race ends, setup the Race Computer for **Sprint** Racing with 8 Lanes. Turn on **mobile data** in Windows, in RaceHQ settings : tick "Enable Start Line Process" on the Web tab; Set the "initial ignore period" (on the General Tab) to **50s**. This means no time can be recorded (eg. for a spurious event) prior to 50secs into the race.

**Marshals / Start Line Recorder / Starter** – These are the key things you need to do:

1. As groups arrive for the 400m races they need to remain just outside the picket fence until called onto the track. One marshal takes the **clip board** (which will be available at the Recorder's table), stands near the picket fence, and notes down the **order** in which each group arrives to do the 400m race in the space provided. This arrival order is (usually) the order in which the groups are to run the 400m 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 that have run**, so we know who is yet to arrive.
2. Prior to the **first race**, the first set of (up to 8) runners to race need to be brought onto the Track. Line them up in a **straight line** across the track, not on the stagger lines, about 15m beyond the Finishing Line. They must fill lanes **starting from lane 1** and there must be **no gaps** (vacant lanes) between runners. **Place visitors/trialists in the outside lane(s) only** (not between STGLAC runners). **Start Line Recorder** will then capture their bib numbers (using a tool on her phone) from Lane 1 to Lane 8. When that's done, move the runners immediately to their start positions – but they must remain in their assigned lane.
3. The **Starter** will then start the first race. **On your marks.....Set....Bang!**
4. As soon as the runners have left the finish line area, bring the **next (up to 8) runners** onto the Track and **line them up as above**. **Start Line Recorder** will capture bib numbers again. Outer lane runners can immediately move to their start positions/stagger lines (which are quite some distance beyond the finish line) and the inner lane runners need to wait for the prior race to finish (because their start position is close to the finish line), and **once the Recorder gives a nod** (that he has saved the race results), they may move to their Start positions.
5. Go to **Step 3** and Repeat! This cycle continues with **Start Line Recorder** capturing the next set of runner bib numbers while the previous race is running, until all 400m races are done.

#### Notes:

- a. Ideally - we want to **use all 8 Lanes** for every race. It's OK to mix Age Groups.
- b. Lanes need to be filled from Lane 1 (inside lane) and Visitors / Trialists should be in the outer lanes only. **No gaps** in the Lanes please. No visitors between STGLAC runners.
- c. Once a bib number is recorded, that runner must run in the lane assigned in that race.

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<sup>1</sup> Note: The Recorder may choose to disable the gates & manually trigger finish times.

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Under this arrangement, as kids finish their race, (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.** However, the Recorder *can* amend the details of runners (at the conclusion of a race) should some error become apparent.

### C) 800m Races

*(Staggered Start Line – kids (up to 2 per lane) must remain in their lane until they reach the “Break” line (a curved line on the track roughly opposite the start line on the far side of the oval) at which time they can move to the inner lane. Use the ‘smaller of the 2 staggers in each lane at the Start.)*

#### Recorder:

1. When the 400m races are done, put the Race computer back to “Pack” mode (2 Lanes), untick the “Enable Start Line Process” in the settings and set the “Initial ignore period” setting back to 20 secs (which will suit the 200m races in the following week). **Turn off** mobile data in Windows.
2. The “ignore” tickbox on the front screen needs to be ticked and only unticked after the last runner has passed through the gates (the first time) and when the race leader arrives at the final straight. [We *assume* no one will be ‘lapped’ in an 800m race.]
3. Record bib numbers in place order at the end of each Race.

#### Marshals:

- Keep track of the **arrival / batting order** of groups as described for the 400m races.
- Is **DESIRABLE** to segregate Age Groups as follows: U9/10; U11/12; U13+. Only the U13+ may wear spikes in 800m events (and **not** if younger runners in same race).
- Place runners onto the track, on the correct (**smaller**) staggers – 2 runners per lane is allowed. OK to mix similar Age Groups.
- Hand out **place cards** to runners as they finish the race (note: the race is 2 laps)
- 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.

#### Starter:

- Starts races with: **On your marks.....Bang!**

*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)

200 & 300m races:	20s
400m race:	50s
500m race:	Use Ignore tick-box on front screen
700m race:	Use Ignore tick-box on front screen
800m race:	Use Ignore tick-box on front screen

##### RaceHQ – Start Line Process (Web Tab)

This may only be ticked (on) for races conducted wholly in lanes (ie. most 200m & 400m races) & when the Start Line Process is in use.