

MANAGEMENT OF THE CIRCULAR TRACK – WK B

The Program on the **Circular Track in Week B** is in 4 Sections – to be conducted in this order:

- A) **50m** U6 & U7 ‘sprint’ races at 5:30pm
- B) Several **200m** ‘sprint’ races at 6:00pm
- C) Few x **700m** U8 ‘pack’ race(s)
- D) 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 (laned) 200m race

The Team should assemble 10 minutes prior to the first race (or as specified in the parent duty SignUp).

A) 50m Sprint Races

We will run the 50m races on the circular track ‘home’ straight for the U6 & U7’s.

Recorder (Finish Line):

- Ensure the Race computer is in “Sprint” mode, with **8 Lanes** active, and the Start Line Process is disabled. [Untick ‘Enable Startline process’ in the Settings  under the Web tab]. Check the “**initial ignore period**” (on the General Tab) is set to something short eg. **5s**.
- If there is a false start, click “Re-run”.
- Record bib numbers in **lane order** upon completion of each race.

Start Line Marshal:

- As groups arrive at the track, keep a record of their **order of arrival** and based on this create a “batting” order for which group will run next. There will be a **clip board** (at the Recorder’s table) for you to use to note down the **order** in which each group arrives.
- Work with the **Starter & Age Manager(s)** to place the next set of kids on the Start Line. Please note the following in placing runners on the track:
 - *Ideally* - we want to use all 8 Lanes for every race. It’s OK to mix Age Groups.
 - Fill lanes starting from **Lane 1** (inside lane) and place **Visitors / Trialists** in the highest numbered lanes only. **No gaps** between runners and no visitors between STGLAC runners. [This is to minimise the chance of recording errors at the Finish Line.]
- **Cross off the groups that have run**, so you know who is yet to arrive.

Starter:

- Start Races with: **On you marks.....Set.....Bang!**
- Be sure to allow **sufficient time prior to saying “Set”** for athletes to position themselves.

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Marshals (Finish Line) – must be at least 2 helpers:

- This role is critically important. Your job is to ensure the athletes, upon finishing a race, **remain in the order of their lanes**. For the youngest children, it is wise to require them, as soon as they finish their race, to sit down in their lane so they don't move / get out of order.
- The runners must then be escorted to the recorder's table slowly, in single file, and strictly in **lane order**: Lane 1, then 2, 3 and so on.

It may help the recorder if one of you **clearly calls out** the Bib numbers of the kids.

B) 200m Sprint Races – 6pm

We will run all 200m races as stagger-starts (notwithstanding LAA recently defining the U6 x 200m race as a pack-start).

Recorder (Finish Line):

1. The Race Computer must be set 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 **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**".] Do **check** that the bib number on the runner in lane 1 matches that displayed on the screen and there are no other anomalies between actual runners and details on screen.
3. You must keep an eye (and ear) 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**. The **Clip Board Marshal** 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. 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.

Note that the program will likely have multiple groups arrive together at the start of the evening. In general - the arrival order is the order in which the groups are to run the 200m race – except that **we want U9B & U8 to run first**.

2. As soon as the first group(s) arrive, bring the first 3 groups of 8 runners onto the track (**Clip Board Marshal** specifies which groups should go next). Line them up in 3 **straight lines** across the track, not on the stagger lines, 5m behind the Start Line, and about 5 metres apart. Follows these rules to place runners in lanes:
 - 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).

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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, (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 (at the Finish Line) *can* amend the details of runners (at the conclusion of a race) should some error become apparent.

C) 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. [Turn OFF mobile data in Windows 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 (“Fast Heat”) and the slower in the other (“Slow Heat”). 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).
- 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.]

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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. The place card must not be discarded until the runner's bib number is recorded!

D) 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:

- It is **DESIRABLE** to segregate Age Groups as follows: U11/12; U13+. Only the U13+ may wear spikes in 1,500m events (and **not** if younger runners in same race).
- 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 - **divert 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.

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.