

Tuesday, June 17, 2014 – Track events: 3000, 100, 800, 4x4 relay – Field events: shot put, long jump

5 PM – 5 people

set up track: cones along curb
set up registration table, clerking
place long jump equipment (shovel, rake, broom, water if needed, cones for take-off line)
set up shot put pit – lay out sector – this is easiest with three people.

As soon as possible, shot put opens for warm-ups, then long jump opens for warm-ups.
One person stationed at each to keep order if needed.

5:15 PM – 7 people

sign in – 4 people – day-of entrants, steer to credit card payment, avoid taking checks.

Registration – 2 people Clerking w/ event cards – 1 person Announcer / flow – 1 person
Registration priority is shot put – call throwers to front of line.

Shot put – 3 people – it can be made to work with two.

5:30 PM – Shot put opens – if people still need to get their warm-ups in, each thrower should have the opportunity for two warm-up throws.

Long jump follows shot put – can be concurrent with additional 3 people (can work with 2)

5:45 Call slower milers to head of the line.

6 PM – 14 people

Registration, clerking, announcing – 4 people
Field events – 3 people

3000m run – 7 people – heats at 6, 6:25.

Starter
Timers – 3 people
Place card out
Retrieve / record cards
Lap counter

6:15 PM – soft time for registration close – depends on adequate coverage

6:50 PM – 100m – heats at 6:50, 6:55, 7:00, '05, '10, '15

Starter
Timers – 6 people (drafted from 3K)
Place judges – 2 people

7:20 PM – 800m – heats at 7:20, 7:30, 7:40, 7:50, 8:00 PM

Starter
Timers x 3
Cards out
Cards in

7:30 to 8 PM – clear site, field events should be concluded.

8:10 PM Volunteer acknowledgment

If possible, clear ENTIRE TRACK, call volunteers to start line to be acknowledged – also point out clerk, scorekeeper and others who may have to stay at their posts.

Equipment out during 800m

Printing watches (2)	Table
Place cards	Heat sheets / result sheets
Water jug	Cups
Trash bags	Air horn
Batons	Whistle
Clip boards	First aid kit
Future event promos	Pens / Pencils
Stapler	Flashlight

8:15 – 4x4 relay – 7 people

Clerk
Announcer
Starter
Timer x 3
Cards out / Cards in

Heats at 8:15, 8:30

8:45 PM – Pack up.

8:55 PM – Site clear

9:05 PM – dark