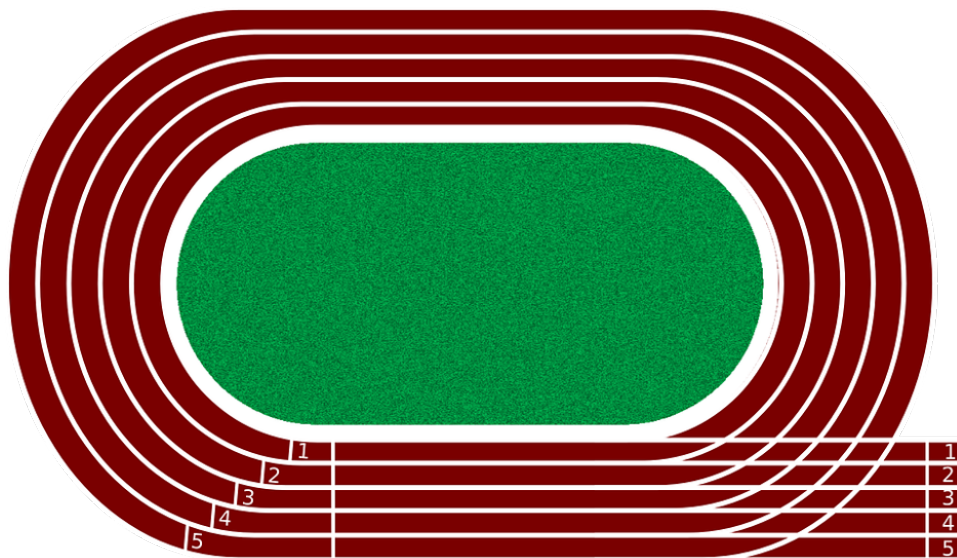




# TRACK AND FIELD – spring 2023



## HOW TO BOOKLET

For: Head Track and Field Coach and Administrator



This package includes:

- School Dates
- Schedules
- Officials
- Procedures
- Equipment
- Out of bounds areas at North Surrey Track and South Surrey Track
- Information on ribbons
- Age groups

### **SURREY TRACK MEETS 2023**

Thank you for participating in and helping to organize a track meet with your group of schools. With the construction at Bear Creek Park these meets give your student athletes a track and field experience.

We have tried in this booklet to give an in-depth explanation of the duties of the officials and procedures to follow. We are aware that it might seem daunting if you have never attended a track meet in Surrey. Once the meet begins you will find that it proceeds very smoothly.

We have provided two schedules that work successfully. If you are familiar with the format of these meets you may want to run two LJ and two TJ events at the same time. Of course, you will need twice the number of field officials for these stations if you operate double field stations. At South Surrey you can run two Shot Puts at the same time.

Everyone enjoys relays. The 4 X 100m is easier to organize than the medleys and it allows you the opportunity to invite out more than one team per age group. This has the extra benefit for your athletes as they will earn an extra ribbon!



**SAFETY IS THE FIRST CONCERN FOR ALL OF US.** We have included pages on safety and sportsmanship. We strongly advise that these points are included on the back of your parent/guardian permission form.

Your Track and Field Coordinators:

Jim Bennest, Ryan Bolton, Helen Johnston, Charisse Mortimore,  
Derek Mullen, Joe O'Malley, Ross Davidson

Contact us on OUTLOOK if you have any questions.

## **EQUIPMENT**

### **STARTING/FINISH LINE**

- Two dozen cones
- Two walkie talkies, one for the starter and one for the head judge
- Red pinnie for the starter
- Sound suppressors for the starter
- Megaphone for the starter
- Starting pistol/whistle. The starting pistol will be made available through the district P.E. Helping Teacher, details TBA.
- A flag for the starter and a flag for the head judge
- Sets of 1<sup>st</sup> to 8<sup>th</sup> place ribbons for the eight judges
- Sixteen relay exchange batons



## LONG JUMP

- One rake, one push broom, one shovel
- Six cones
- One fifteen metre tape measure
- Roll of duct tape (Remove the tape at the end)
- Six sets of 1<sup>st</sup> to 8<sup>th</sup> place ribbons
- Two clip boards and pencils
- **NOTE: If you operate double pits then the number of rakes, shovels, brooms and tape measures will have to be doubled**

## TRIPLE JUMP

- The same equipment as for the long jump with twelve cones, three sets of four matching colours

## SHOT PUT

- One rake, one push broom
- 15m tape measure
- Two 4lb shots
- Two 6lb shots
- Two clipboards, pencils
- 12 cones
- **NOTE: You will need twice the equipment if you operate two pits**

## OTHER EQUIPMENT

- Two bags of crushed ice and a cooler
- First Aid Kit
- A dozen large garbage bags



## OPENING AND CLOSING PROCEDURES

- Arrange for someone to dig the long jump pit up to 6m and the triple jump pit up to 6m, then rake them smoothly.
  - When everyone arrives call a coaches meeting. Distribute schedules, assign secondary students, answer last minute questions.
  - Call the students out to the track and have them sit in school teams.
  - Go over introductions, safety- keeping the infield clear, out-of-bounds, staying in confines of the tracks, bathrooms.
  - Point out where the long jump, triple Jump and shot put are located.
  - Tell students if they are at a running event and their field event is called then they stay and run their race, then they go to the field event. If they are at a field event and their running event is announced, they tell the official then go to the running event.
  - Throughout the meet the announcer reminds students of these procedures
  - When you arrive at the 4 x 100m relays call only the one age group out at a time- Tykes, Pee Wees, Bantams- Girls or Boys
- NOTE: You may change the order of the relays if a field event is finishing, and you do not think it is wise pull those athletes away until the field event is finished**
- Before you run the final relay, announce that everyone is going to do a major clean-up. Distribute one large garbage bag to each team.



## CONCLUSION

- Thank all the officials for their time.
- Thank parents for driving.
- Tell students to remember all their bags, jackets.
- Remind everyone to leave the park on PRISTINE condition.
- **GOOD NIGHT!**

## RIBBONS

- Clear information will be made widely available prior to Spring Break regarding ribbons.

## AGE GROUPS

At the BARRY MORLEY MEMORIAL TRACK MEETS the age groups are by birth year. 2023 would have been:

- TYKES- born in 2014 or 2013.
- PEE WEES- BORN IN 2012 OR 2011
- BANTAMS- 2010 OR 2009

We recommend for the 2023 District Meets that schools use grades:

- TYKES- grades three and four
- PEE WEES- grades five and six.
- BANTAMS- grade seven



### **SAFETY AND SPORTSMANSHIP AT NORTH SURREY TRACK**

- Out of bounds areas- Infield, all areas beyond the road in front of North Surrey Secondary
- Remain in the track and field bowl unless you are going to a washroom.
- Remain with your school.
- Use the buddy system for washrooms.
- Parents: Be vigilant to prevent preschoolers and primary students from running onto the track
- In order to get to and from the LJ, TJ, and Shot Put you must go around the outside of the track.
- Cheer for your team, congratulate athletes you are competing against.
- Keep the washrooms and track facility litter free.
- If your school puts up a canopy it must be made stationary with spikes
- **THIS IS A SCHOOL EVENT**

### **SAFETY AND SPORTSMANSHIP AT SOUTH SURREY**

- Out of bounds areas: Fitness circuit, infield
- Stay with your team on the bleachers unless you are competing.
- Remain in the lower bowl area of the track.
- In order to get to and from the LJ, TJ and Shot-Put go around the track
- Do not go beyond the railing.
- Do not walk between the railing and the outside lane.
- Parents- be vigilant to keep preschoolers and primary students off the track.
- Cheer on your team, congratulate your opponents.
- If your team puts up a canopy it must be duct taped down on bleachers or spiked down on grass
- Keep the park litter free.
- **THIS IS A SCHOOL EVENT**