DIOCESE OF CLEVELAND CYO

CYO inspires young people to know God, to love God, and to serve God through athletics.

SPRING 2018
TRACK AND FIELD
TRAINING MANUAL

Catholic Charities
Diocese of Cleveland

CYO inspires young people to know God, to love God, and to serve God through athletics.
Blessings on the Season

Loving God, you give each of us special gifts and You call us to serve You and one another in particular ways. Help us to do the very best we can at sharing our talents and skills.

When we have the opportunity to excel, encourage us toward excellence in Heart, Mind and Body.

When challenges and obstacles come our way, remind us to fulfill our responsibilities and commitments toward each other.

Help us, Loving God, to always do our best at whatever we do. We pray this in the name of Jesus, our Lord.

Amen.
The CYO Site Director is responsible for the overall coordination of the facility, equipment and personnel needed to host the event. The CYO Site Director should be aware of means to handle emergencies that should arise.

*Videos are available to help you prepare for staffing a meet at [www.dioceseofclevelandcyo.org](http://www.dioceseofclevelandcyo.org). Visit the Track & Field Page for video links.*

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## ATHLETIC STAFF

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<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Ann King</td>
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<td>(330) 379-3636 Ext 16</td>
</tr>
</tbody>
</table>

## SPRING 2018 - ATHLETIC COMMISSIONERS

<table>
<thead>
<tr>
<th>Sport</th>
<th>Commissioner</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASEBALL</td>
<td>Linda DeCarlo</td>
<td>216.334.1261 Ext. 42</td>
<td><a href="mailto:ldecarlo@dioceseofclevelandcyo.org">ldecarlo@dioceseofclevelandcyo.org</a></td>
</tr>
<tr>
<td>SOFTBALL</td>
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<tr>
<td>TRACK AND FIELD</td>
<td>Jim Farroni</td>
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</tr>
</tbody>
</table>

CYO inspires young people to know God, to love God, and to serve God through athletics.
Order of Events

1. Running Events - At each meet running events will be contested in the following order. The girls will compete in each event first, followed by the boys. Whether an event may be combined is also noted below. Events will be run from the older athletes to the younger.

A. Regular Season Meets
   1. Meet Structure
      a. Weeks 1, 3 and 5
         i. All Boys will compete in field events first while All Girls 8th will compete in running events first
      b. Weeks 2 and 4
         i. All Girls will compete in field events first while All Boys will compete in running events first

2. Each running event will compete by gender from the youngest athlete division to the oldest (i.e. – Girls 3rd Grade 100m - 8th Girls 100m).
   • 200m Hurdles (6th-8th Girls then Boys) – May be combined by division.
   • 100m (3rd-8th Girls then Boys) – May not be combined
   • 1600m (3rd-8th Girls then Boys) – May be combined by division.
   • 4x100m Relay (3rd-8th Girls then Boys) – May be combined by division.
   • 400m (3rd-8th Girls then Boys) – May not be combined
   • 800m (3rd-8th Girls then Boys) – May be combined by division.
   • 200m (3rd-8th Girls then Boys) – May not be combined
   • 4x200m Relay (3rd-8th Girls then Boys) – May be combined by division.

2. Field Events - At each meet field events will be contested in the following order. The girls will compete in each event first, followed by the boys. Events will be run from the older athletes to the younger.

   Field Event Order - Each field event will compete in the following ordered format.

   All Divisions
   c) Shot Put: 3rd – 5th – 4th – 6th – 7th – 8th
   d) High Jump: 5th and 6th – 7th and 8th
   e) Discus: 6th – 8th

3. If field events are canceled, please refer to Section 10-A-4 & 5 of the CYO Track & Field Rules for details on meet organization.
   If the field event(s) are canceled due to weather conditions before the meet begins, the running event for all divisions will be run concurrently per 8-D as noted in Section 10-A-2; oldest division to youngest division.

4. When some field events are cancelled, the field events will be competed in the following groupings with the girls competing first followed by the boys.
   a. When Long Jump and High Jump are canceled
      Discus: 8th – 7th – 6th
      Shot Put: 3rd – 4th – 5th – 6th – 7th – 8th
   b. When only holding the Shot Put and Discus
      Discus: 8th – 7th
      Shot Put: 3rd – 4th – 5th – 6th – 7th – 8th

6. If all of the field event(s) are canceled due to weather conditions after the meet begins, the meet official(s) will decide whether to begin incorporating all divisions into the running events at a certain point in the order of events or to continue in the original format. If all divisions are incorporated into the
running events, see Section 10-A-4. Those events competed prior to the incorporation of all divisions will be added to the end of the meet in the order listed in Section 8-D.

7. The following running events may be combined by division and gender:
   a. 200m Hurdles
   b. 1600m
   c. 800m
   d. 4 x 100 Relay
   e. 4 x 200m Relay
CYO Uniform & Jewelry Rule

1. The Clerk of Course, Starter, Field Event Referee and Field Event Judge are responsible for administering the uniform rule.

2. All athletes are required to wear member issued uniforms. The uniform shall be at least matching t-shirts and shorts, or one-piece uniform of the same color with the team’s name on its front.

3. Bare midriffs are prohibited and the uniform top must be tucked in or hang below the waistband of the bottom.

4. All athletes must have the CYO Emblem on their uniform either sewn or stenciled.

5. An American flag and/or a commemorative/memorial patch not to exceed 2 by 3 inches and with the approval of the CYO may be worn on each of the uniform apparel provided neither the flag nor patch interfere with the visibility of the team’s name.

6. Items that can be worn under the uniform:
   - Any visible garment(s) worn underneath the uniform top must be unadorned and of a single, solid color.
   - Compression shorts or tights are permissible when worn under shorts; it shall be a single solid color.
   - Visible garment(s) worn underneath the uniform bottom and extending below the knee must be unadorned and of a single, solid color. There are no restrictions for garments worn underneath the uniform bottom and terminate above the knee.
   - Multiple manufacturer logos/trademarks/references are permitted on visible undergarments.
   - In relay events, if undergarments are worn;
     - in such a manner that it will be exposed, underneath the uniform top, it shall be of a single color and the same color for each relay team member.
     - in such a manner that it will be exposed underneath the uniform bottom and extend below the knee, it shall be of a single color and the same color for each relay team member.
     - Multiple manufacturer logos/trademarks/references are permitted on visible undergarments.

7. During inclement weather the head official may choose to relax the uniform rule. However, gloves will remain prohibited in a relay race, the shot put and the discus.

8. The prohibition of wearing jewelry has been removed from the rules for track and field. However, an official may require the removal of jewelry or hair adornment if it is deemed to be inappropriate or dangerous, or could possibly damage equipment.

9. The first violation of the uniform rule at a meet will result in a warning being given to the head coach of the athlete in violation. Subsequent violations will result in disqualification of any athlete found not to be in compliance from the team previously warned.
GENERAL MEET STAFF

MEET DIRECTOR
The Site Director is responsible for the overall management of the Track and Field Meet. The Site Director should hold no other position at the meet. It is the job of the Site Director to:

Before the Meet:
1. Charge or replace batteries in all units requiring batteries
2. Check paper supply in timing device & have new roll on hand
3. Find out what areas at the site will need to be marked off with posts and flagging material as restricted areas.

The Day of the Meet:
1. Arrive at least one and one half hour prior to the start of the meet to assure the facility is ready for competition.
2. Check in working staff for the meet.
3. Workers set up the following in this order:
   a. Tent for Head Timer & Scorekeepers.
   b. Administrative materials.
   c. High jump area.
   d. A laminated “Schedule of Events” should be posted somewhere where people can see it.
   e. Put all boxes with materials at the Check in tent and check out the materials to workers at the beginning and check it in at conclusion of event.
   f. Unlock press box or turn on PA system
   g. Team Check-in
      1. Coach turns in Participation Sheet with Coaches Verification Form.
      2. Volunteer sign-in form and give lanyards.
      3. Officials Sign Arbiter Sheet.

During the Meet:
1. Troubleshoot problems & run a SAFE meet.
2. Make sure the meet runs on time with help of officials and announcer
3. Be knowledgeable of all aspects of the meet and be able to answer questions, etc.
4. Have meet officials resolve disputes according to CYO rules and philosophy. If needed call upon the assistance of a CYO Commissioner.
5. Directs the Meet Announcer to make all calls for races. (Field event judges ask for calls as well).

After the Meet:
1. Collect staff lanyards.
2. Direct all volunteers & teams to clean their area prior to leaving facility
3. Put away equipment you took out - high jump materials etc.
4. Assist in cleaning up facility. All garbage from field, bleachers, track area
   Make sure you have checked in all CYO materials from workers. Turn off walkie-talkies if available.
5. Lock press box.
PRE-MEET ANNOUNCEMENT TO SPECTATORS FROM THE MEET DIRECTOR

If I could have your attention please, Welcome to ____________ (Facility). My Name is: _____________ and I am the CYO Site Director for today’s Meet.

CYO is committed to building a youth sports culture with Christian values through athletics. CYO endeavors to help young people be more Christ like in the way they live. Remember, every child is the primary focus of CYO. Please know your role in CYO: Athletes play; Coaches teach; Officials officiate;

Parents and fans support every CYO athlete. There is no place in CYO for bad sportsmanship or yelling at officials. Every person here is responsible to build the Christian culture in CYO. That includes you.

If you have any questions, please see me or your head coach. I appreciate your cooperation and ask that you now stand and remove your hats as the athletes, coaches and officials share the opening prayer. Enjoy the meet!

(Read the Opening Prayer)

    Lord God, Thank you for bringing us together in your name. We know
        You are with us now, as you promised.
    Please help the players, coaches and officials to play and be fair.
        Keep us all safe from injury.
    Thank you for giving us the chance to teach our faith to others
        by our actions.
            Amen.

Restrooms and Concession Stand are located…..
ANNOUNCER

The announcer is responsible for making calls for the events throughout the meet and communicating any necessary information to athletes, coaches and spectators.

When the running events are called, the athletes are to report to the starting line area for that race in order to be assigned lanes. Remember, female athletes will compete in their running events first, while the male athletes compete in their field events first in weeks 1, 3 and 5. Weeks 2 and 4 will be the opposite.

After the prayer….At this time 8th, 7th & 6th Girls 200m Hurdles and 3-8 Grade Girls 100m dash runners should report to the starting line; 5th gr. Long jump; and 4th gr. standing jump; and 3rd gr. Shot put, 5th and 6th gr. High Jump and 6th-8th Grade Discus athletes please report to their field event areas.

Order of running events

200m Hurdles (6th – 8th Girls, then Boys)
100m (3rd – 8th Girls, then Boys)
1600m (3rd – 8th Girls, then Boys)
4x100m Relay (3rd – 8th Girls, then Boys)
400m (3rd – 8th Girls, then Boys)
800m (3rd – 8th Girls, then Boys)
200m (3rd – 8th Girls, then Boys)
4x200m Relay (3rd – 8th Girls, then Boys)

The first call will be given 15 minutes before the event and the final call will be 5 minutes before the event. There should be constant communication between the Meet Announcer and the Site Director so that things will be announced at the proper time.

Field Events - At each meet field events will be contested in the following order.

Field Event Order - Each field event will compete in the following ordered format. All Divisions


g) Standing Jump: 4th – 3rd – 6th – 7th -5th – 8th

h) Shot Put: 3rd – 5th – 4th – 6th – 7th – 8th

i) High Jump: 5th and 6th – 7th and 8th

j) Discus: 6th – 8th

In the High Jump, based upon the number of competitors in a division, the event judge may decide to compete the girls and/or boys of a grade simultaneously.

Make periodic announcements to meet attendees:

• “Attention - please help keep the facility clean by picking up your trash during and after the meet. CYO will be charged if additional facility staff is needed to help clean after today’s meet.”

• “Please remember - only athletes actively involved in competition are allowed in the field event areas. The infield area should be avoided at all times.”

• “Attention please - no person should cross the track within 100 meters of a runner. Interference with a runner may result in the disqualification of all team members competing in the race.”

• Announce concession items when concessions are available.
RUNNING EVENTS

CLERK OF COURSE
1. Clerk of the Course - This person is responsible for the following items:
   - Deciding if those events that can be combined by division should be combined.
   - Assigning runners to a specific heat and lane. The first heat is the fastest in each level. Races will be run older athletes to younger athletes. Please review the order of events. Lanes are assigned in a random order.
   - Informing the athletes of any specific rules of race, including break lines and stating line colors.
   - Inspecting athletes for compliance with the uniform and jewelry rules.

2. Bull Pen – Will be located adjacent to the starting line of the race being called. The 100m will meet at the 100m start line. The 200m & 200m hurdles will meet at the 200m start line. All other races will meet near the common start/finish line.

3. Instructions for Clerk of Course
   - Separate athletes between divisions, Grade 3-8.
   - Running events will be contested from the younger level to the older level.
   - Decide if events that can be combined by division should be combined.
   - Divide up athletes from the same division in heats (# depends upon how many lanes used).
   - Rotate teams through the lanes of the track so that a variety of teams are represented in each heat.
   - Set the heat so that the fastest runners of the division are in the first heat.
   - Within each heat, give lane assignments of 1-8 (depending on number of lanes).
   - Instruct the athletes on the event specifics (lanes, break lines, etc.) and to remember their heat and lane.
   - Be ready to present the next heat to the starter once the line is clear from the previous race.
   - Inform the Finish line Judge of how many heats in each division. Example: 6 heats – 3rd Grade, 4 heats 4th Grade etc.

4. Order of Running Events - At each meet running events will be contested in the following order. The girls will compete in each event first, followed by the boys. Whether an event may be combined is also noted below. **Events will be run from the younger athletes to the older.**

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<td>200m Hurdles (6th – 8th Girls, then Boys)</td>
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<td>100m (3rd – 8th Girls, then Boys)</td>
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<tr>
<td>1600m (3rd – 8th Girls, then Boys)</td>
</tr>
<tr>
<td>4x100m Relay (3rd – 8th Girls, then Boys)</td>
</tr>
<tr>
<td>400m (3rd – 8th Girls, then Boys)</td>
</tr>
<tr>
<td>800m (3rd – 8th Girls, then Boys)</td>
</tr>
<tr>
<td>200m (3rd – 8th Girls, then Boys)</td>
</tr>
<tr>
<td>4x200m Relay (3rd – 8th Girls, then Boys)</td>
</tr>
</tbody>
</table>

5. If field events are canceled, please refer to Section 10-A-4 & 5 of the CYO Track & Field Rules for details on meet organization.
6. Administer the uniform rule and communicate violations to coaches as well as determine if the uniform rule should be modified according to Rule Section 3-H-6.
7. Log violations of the rules noted and submit to the Site Director at the end of the meet for submission to the CYO Office.

**STARTER – MEET REFEREE**
The Starter is responsible for explaining the starting commands to competitors before each heat. The starter will receive a signal from the Finish Line Judge when timers are ready (white flag means Ready – yellow or red flag means not ready.

1. Starting commands for relays and races less than 800 meters shall be “on your marks”; at this signal competitors will take their position on the starting line. After they have taken their positions, and are steady on their marks, the starter shall then instruct them “set”. At this command, all competitors will assume their final set position. No part of their body may touch the starting line. When all competitors are set and motionless, the starter shall fire the gun. The interval between the set command and the firing of the gun is usually 1 - 2 seconds.
2. For races of 800 meters or longer, the starting commands shall be “on your marks”. When all competitors are steady, the starter shall fire the gun.
3. Each runner is allowed one false start. If a runner commits a second false start, he/she will be disqualified.
4. A false start shall be signaled by a second firing of the gun to call competitors back.
5. The Starter may recall a race only within the first 100M of a race if he/she feels something unfair occurred.
6. The Meet Referee is directly in charge of activities during the meet. The referee shall answer questions which are not specifically placed under the jurisdiction of the other officials.
7. The referee shall have the sole authority to determine if a race shall be rerun, and if so, who is eligible to participate in the rerun and when it should be scheduled.
8. When a competitor is disqualified, the referee shall notify or cause to be notified, the competitor and the competitors coach, of the disqualification.
9. The referee also has the sole authority for ruling on infractions or irregularities not covered within the rules.
10. The Finish Line Judge reports directly to the Starter-Meet Referee
11. If field events are canceled, please refer to Section 10-A-4 & 5 of the CYO Track & Field Rules for details on meet organization.
12. Administer the uniform rule and communicate violations to coaches as well as determine if the uniform rule should be modified according to Rule Section 3-H-6.
13. Log violations of the rules noted and submit to the Site Director at the end of the meet for submission to the CYO Office.

**FINISH LINE**

**FINISH LINE JUDGE**
The Finish Line Judge is responsible for:

1. Calling race finishes,
2. Communicating with the clerk/starter
3. Resolving any discrepancy in the time or place of finish.
4. Supervising the Clock Operator and Slip Supervisor.
5. The Finish Line Judge reports to the Starter.
The Following are the specific duties of the Finish Line Judge:
1. Signaling the starter with a white flag when all timers are ready. A yellow flag indicates the group is not ready.
2. Starting the back-up stop watch when the flash or smoke from the starter gun is visible.
3. Stop the back-up stop watch when the torso of each athlete reaches the edge of the finish line.
4. After finishing the runners should be instructed by the Finish Line Judge to stay in their lane, and return in their lane back to the finish line.
5. Supervise that the time slips are distributed and the clock is reset for the next race.
6. Reset your stop watch.
7. Signal with the white flag that you are ready for the next race.

**TIME SLIP SUPERVISOR**
The Time Slip Supervisor is responsible for
1. Completing the general section (gender, division, event, lane or place) of the time slips as shown in the pages below.
2. After each race distribute the time slips to the athletes in the appropriate lane or place.
3. Escort the athletes in lane/place order to the track result recording table.
4. Alternate the color of result slips after each race in an effort to assist at the results table.
5. Supervise the Time Recorders at the table
6. Report to the Finish Line Judge

**CLOCK OPERATOR**
The Clock Operator is responsible for
1. Setting up & monitoring the clock at the meet. - When using a tent at the finish line, each of the 'umbilical' cords of the timing system can be attached to the frame of the tent overhead, to allow them to hang down to a comfortable level for the timers.
2. Resetting the clock at the end of each race.
3. Starting the clock when the flash or smoke from the starter gun is visible.
4. Timing any athletes in lane 1 as well as all athletes in non-lane races.
5. Tear off the time receipt from the clock and hand it to the Time Slip Runner to take to the recording area.
6. Packing up the clock at the end of the meet
7. Supervising the other timers
8. Report to the Finish Line Judge

**TIMERS**
Timers will time the athletes that start and finish the race in their assigned lane as well as assist in managing the athletes at the finish on non-lane races. Timers report to the Clock Operator.

**Lane Races**
1. At the start of the race, the timer should identify the athlete that is their lane to help insure it is the same person that finishes in the lane.
2. Once the race starts, timers should concentrate on the athlete that started in their lane until the race’s conclusion.
3. As the athletes approach the finish line, position themselves so that they have a clear view down the finish line, not at an angle.
4. Firmly click the button of the time clock when the torso of the athlete in their assigned lane reaches the edge of the finish line.
5. Prepare for the next race

**Non-Lane Races**
1. Assist the Clock Operator as directed.
2. Assist the Time Slip Supervisor in organizing the athletes after they have finished the race.
3. Prepare for the next race.

TRACK RESULT RECORDERS
1. Sign-in with meet management when arrive at the track.
2. At the end of each race the Time Slip Supervisor will bring the athletes from the previous race to you in either lane or place order.
3. At the end of each race the Time Slip Runner will bring you the receipt from the clock containing the times and places of the athletes in the race.
4. When using a hand-timing device, times are always rounded up to the nearest tenth of a second. In other words, a time of 19.01 seconds on the receipt is rounded up to 19.1 on the result slip. This holds true for any meet that has an individual who is starting the timing device by hand.
5. When you are ready to record the results, take the result slip from the athletes and write their athlete number on the name line of the ticket.
6. Refer to the lane or place that is marked on the ticket and record the time from the clock receipt for that position in the race on the athlete ticket as well as the place in the lane races. See the sample receipts below for location of place and lanes.
7. Hand the athletes the completed ticket to give to his/her coach.
8. If on the infield, the athlete exits the track appropriately, preferably keep the athletes moving in a counter-clockwise direction around the tent, to minimize confusion, and control their return to the stands so as to not interfere with the succeeding race.
9. See the following samples for completed tickets.
**Lane Race**

100 - 200 - 400 - 200H - 4x100 - 4x200

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**DIOCESE OF CLEVELAND CYO TRACK & FIELD**

(Circle those that apply)

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
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<tbody>
<tr>
<td>GRADE:</td>
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<tr>
<td>3 4 5 6 7 8</td>
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**EVENT:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Boys</th>
<th>Girls</th>
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<tbody>
<tr>
<td>4 x 400</td>
<td>100</td>
<td></td>
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<tr>
<td>4 x 200</td>
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<td>200</td>
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<tr>
<td>200 S. Medley</td>
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**Lane:** 1 2 3 4 5 6 7 8

**Place:** 1 2 3 4 5 6 7 8 9 10

**TIME:**

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**DIOCESE OF CLEVELAND CYO TRACK & FIELD**

(Circle those that apply)

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
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<tbody>
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**EVENT:**

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<tr>
<td>200 S. Medley</td>
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**Lane:** 1 2 3 4 5 6 7 8

**Place:** 1 2 3 4 5 6 7 8 9 10

**TIME:**

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**DIOCESE OF CLEVELAND CYO TRACK & FIELD**

(Circle those that apply)

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
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</table>

**Lane:** 1 2 3 4 5 6 7 8

**Place:** 1 2 3 4 5 6 7 8 9 10

**TIME:**

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Enthustiastic to help young people be more Christ-like in the way they live.
**DIOCESE OF CLEVELAND CYO TRACK & FIELD**

(Circle those that apply)

<table>
<thead>
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<tbody>
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</table>

**EVENT:**
- 4 x 400
- 4 x 200
- 400
- 200

**Lane:** 1 2 3 4 5 6 7 8

**Place:** 1 2 3 4 5 6 7 8 9 10

**TIME:**

**NAME:**

**TEAM:**

---

Sample of a time slip prepared by the Time Slip Supervisor is given to the athlete at the end of a Place Race.

---

**DIOCESE OF CLEVELAND CYO TRACK & FIELD**

(Circle those that apply)

<table>
<thead>
<tr>
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</tr>
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<tbody>
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**EVENT:**
- 4 x 50
- 1600
- 4 x 100
- 200 H
- 200 S. Medley

**Lane:** 1 2 3 4 5 6 7 8

**Place:** 1 2 3 4 5 6 7 8 9 10

**TIME:**

**NAME:**

**TEAM:**

---

**Track Receipt**

**Sprint Receipt**

**Time Tech #3**

Non-Lane 1600

<table>
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<tr>
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<tr>
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<td>08:14.29</td>
<td>7</td>
</tr>
<tr>
<td>08:15.12</td>
<td>8</td>
</tr>
</tbody>
</table>

**Place:**

**Stop:**

00:09:16.88

---

Endeavoring to help young people be more Christ-like in the way they live.
USING THE TIMING SYSTEMS

Sprint 8

1. Plug the timing buttons into the correct numbered port on the timer
2. Press ON/OFF Button
3. Press 1 for TRACK
4. Press 1 for TIME
5. Press 1 for NEW MEET
6. Press the NEW EVENT Button
7. Select 1 if a NON-LANE FINISH or 2 if a LANE FINISH
8. Enter the distance of the race and press ENTER
9. Make sure the PRINTER is ON. A "P" will be displayed in the bottom right of the screen.
10. Use the LANE 1 Button on the timer or on the cord to start the clock
11. Have the timers time the race as follows;
   - Lane – Each timer clicks the button assigned to the lane, when the athlete assigned to that lane, crosses the finish line.
   - Non-Lane – The timer for LANE 1 will click the timer button or the LANE 1 button for each athlete as they cross the finish line.
12. When the last runner has crossed the line, press the STOP CLOCK Button
13. Press the PAPER ADVANCE Button to tear off the time receipt.
14. Press the NEW EVENT Button
15. Select Lane or Non-Lane Finish
16. Enter the race distance
17. You are now ready to start the race
18. Repeat steps 8-14 before each race.
19. If there is a False Start, and the clock has started, simply press the FALSE START button and you are ready to go.
20. At the end of the meet, Press the ON/OFF Button to turn off the timer, unplug the timer buttons and neatly store the timer and cables in the toolbox.

In case of a paper jam or if the results do not print, follow these steps
1. Turn the timer Off and the back On
2. Press 1 for TRACK
3. Press 1 for TIME
4. Press 2 for SAME MEET
5. Press the PRINT RECALL Button
6. Press 1 for FINISH TIMES
7. Timer will print the last race timed
In case of a paper jam or if the results do not print, follow these steps
1. Press the MODE button twice
2. Press the LEFT POINTING ARROW to scroll back through the race.
3. When the desired race is on the screen, press PRINT/UPLOAD
4. Press 2 for SELECT. If you press 1 it will print all of the races in memory
5. It will print the race
6. Press the MODE button twice and follow the steps above
RELAY ZONE JUDGES

1. Relay Judges will be stationed at each exchange zone. Each Judge will have a yellow flag and a white flag. Waving the white flag indicates readiness and waving the yellow flag means your group is not ready.

2. For the 4x100m Relay the, teams will usually use gold exchange zone marks for all 3 zones. However the color could vary by track

3. For the 4x200m Relay the, teams will usually use the red exchange zone marks for the first 2 exchanges and then the gold exchange marks for the last exchange. However the color could vary by track

4. Relay Zone Judges
   - 4x100m Relay – 1st exchange – volunteer, 2nd Exchange – Field Referee, 3rd Exchange – volunteer
   - 4x200m Relay – 1st & 3rd exchange – Field Referee, 2nd exchange – Starter

5. Batons must be passed in the assigned lane and within the 20 meter exchange zone. Passes made within the acceleration zones are illegal.

6. Acceleration zones may be used in relay events that are run in lanes and which the incoming runner is running 200 meters or less. The acceleration zone is the 10 meters preceding the beginning of the exchange zone and is usually marked with a small triangle or line. The outgoing runner may stand at any point in the acceleration zone or the exchange zone. For an exchange to be legal the baton must be handed to the succeeding teammate within the actual exchange zone.

7. The Relay Judge is responsible for reporting any infractions or irregularities during a relay race to the Starter. Any infraction of the following rules may result in disqualification from the event.
   - Interference is any action by a competitor which unfairly changes the course or natural running rhythm of a runner during a race. This may include bumping, tripping, or running across the runner’s path.
   - Aiding or coaching a competitor after the race has been started is not permitted. No one (coach, teammate or spectator) may run alongside a competitor during a race.
   - When a race is run in lanes, each competitor shall stay in his or her own lane during the entire race. A competitor who, without being fouled and running around a curve, gains an advantage by stepping on or over the inside line, may be disqualified.
   - In a race where lanes are not specified (1600 M, 800 M). It is a foul if a runner interferes in any way with another competitor’s stride.
   - The baton must be handed from the competitor to the succeeding teammate within the exchange zone.
   - If the baton is dropped in the exchange zone either runner may retrieve it, even from another lane, provided the runner does not interfere with an opponent and the baton is retrieved within the limits of the original exchange zone extended across the track.
   - If the baton is dropped outside the exchange zone, it must be retrieved by the runner who dropped it.
   - Athletes started before the acceleration zone.
   - After passing the baton, the relieved runner should stand still or jog straight ahead to avoid interference with other exchanges. Competitors may leave their lane at any time after the exchange is made as long as they don’t interfere with other competitors.
FIELD EVENTS

FIELD REFEREE
The Field Referee is responsible for the operation of all of the field events at each meet. To execute this duty the Field Referee will

1. Meet with the head field event judges at least 30 minutes prior to the start of competition for introductions as well as answer any questions on the operation of the events.
2. Supervise all field event judges.
3. Oversee the measuring and inspections of the implements
4. Insure that the field events start on time and continue without delay.
5. Make the ruling on any disqualifications from field events.
6. Communicate with the announcer for the calls of the next division of a field event as noted below.
7. Field Events - At each meet field events will be contested in the following order.

Field Event Order - Each field event will compete in the following ordered format.

All Divisions

k) Long Jump: 5th – 4th – 7\textsuperscript{th} – 3\textsuperscript{rd} – 8\textsuperscript{th} – 6\textsuperscript{th}
l) Standing Jump: 4th – 3rd – 6\textsuperscript{th} – 7\textsuperscript{th} – 5\textsuperscript{th} – 8\textsuperscript{th}
m) Shot Put: 3rd – 5th – 4th – 6th – 7th – 8th
n) High Jump: 5th and 6th – 7th and 8th
o) Discus: 6th – 8th

8. In the High Jump, based upon the number of competitors in a division the event judge may decide to compete the girls and/or boys of a grade simultaneously.
9. If field events are canceled, please refer to Section 10-A-4 & 5 of the CYO Track & Field Rules for details on meet organization.
10. Administer the Uniform rule and communicate violations to coaches as well as determine if the uniform rule should be modified according to Rule Section 3-H-6.
11. Log violations of the rules noted and submit to the Site Director at the end of the meet for submission to the CYO Office.
12. Observe the location of spectators and insure they are not located in restricted areas.

FIELD EVENT JUDGE
The Field Event Judge is responsible for the operation of the specific field event assigned. To execute this duty the Field Event Judge will

1. Sign-in with meet management when arrive at the track.
2. Meet with the field event event judge at least 30 minutes prior to the start of competition for introductions as well as to review procedures for the operation of the event.
3. Supervise field event workers assigned to the specific event.
4. Oversee the measuring and inspections of the implements
5. Insure that the event starts on time and continues without delay.
6. Report uniform violations and potential disqualifications to the field event referee.
7. Communicate with the announcer for the calls of the next division of a field event as noted below.
8. Field Events - At each meet field events will be contested in the following order.

Field Event Order - Each field event will compete in the following ordered format.

All Divisions
9. In the High Jump, based upon the number of competitors in a division decide whether to compete the girls and boys of a division simultaneously.

10. If field events are canceled, please refer to Section 10-A-4 & 5 of the CYO Track & Field Rules for details on meet organization.

11. Administer the Uniform rule and communicate violations to coaches as well as determine if the uniform rule should be modified according to Rule Section 3-H-6.

12. Observe the location of spectators and insure they are not located in restricted areas.

13. Return equipment to the meet management area at the conclusion of the event.

**FIELD EVENT WORKER**

The Field Event Worker is responsible for assisting the field event judge in the operation of the specific field event assigned. To execute this duty the Field Worker will

1. Sign-in with meet management when arrive at the track.
2. Meet with the field event judge at least 20 minutes prior to the start of competition for introductions as well as to review procedures for the operation of the event.
3. Perform the recording, marking, measuring, raking or retrieving tasks assigned.
4. Insure that the event starts on time and continues without delay.
5. Observe the field event area and report any areas of concern to the Field Event Judge
6. Return equipment to the meet management area at the conclusion of the event.

**FIELD EVENT OVERVIEW**

1. Head Field Judge - It is the responsibility of the Head Event Judge to oversee and manage the staff working the event as well as to call any violations of the rules pertaining to an event attempt and to report any potential disqualifications to the Field Referee for decision and communication to coaches. The Head Event Judge is also responsible for enforcing the uniform rules and communicating any violations to the Field Referee.

2. Field Event Staffing in addition to the Head Event Judge;
   - Shot Put - 3 to help mark, record and return the shots.
   - Discus - 3 to help mark, record and return the discus.
   - Long Jump - 3 help to mark record and rake the pits after each jump.
   - Standing Jump - 3 help to mark record and rake the pits after each jump.
   - High Jump - 2 to set up and measure the cross bar.

3. Each competitor receives 3 attempts in all field events except the high jump.

4. Boys will compete in each division of the field event while Girls are on the track I.e. 5th Grade Boys Long Jump then 4th Grade Boys Long Jump, 4th Grade Boys Standing Jump followed by 3rd Grade Boys Standing Jump. Then we will flip with Boys on the track and girls in the field.

5. Field Events - At each meet field events will be contested in the following order.

   **Field Event Order** - Each field event will compete in the following ordered format.

   |              | r) Shot Put: 3rd – 5th – 4th – 6th – 7th – 8th |
   |              | s) High Jump: 5th and 6th – 7th and 8th |
   |              | t) Discus: 6th – 8th |
6. In the High Jump, based upon the number of competitors in a division the event judge may decide to compete the girls and boys of a division simultaneously.

7. If field events are canceled, please refer to Section 10-A-4 & 5 of the CYO Track & Field Rules for details on meet organization.

8. Event Procedure
   • The Head Event Judge will communicate with the meet announcer to call for the division that is to compete in the event next.
   • The Head Event Judge will post the competing division on the event sign.
   • The recorder will be given a pad of field event sheets, clipboard and a pen/pencil. The recorder will mark the event, division and athlete number on the result pad. Be careful not to pull the sheets off as the order recorded will be the order of competition.
   • Once warm-ups are complete the Head Event Judge will close the event so that any final preparations can be made.
   • When ready to begin competition, the Head Event Judge will stand in a position where potential violations can be seen. (i.e. parallel to the take off board, off to side in front of the throwing circle, along the high jump bar)
   • The recorder (Head Event Judge in the high jump) will call out the number of the athlete that is “up” as well as the athlete that is “on deck” and “on hold”. This is determined by scrolling through the order of the tickets on the results pad.
   • Once an attempt is made, the Head Event Judge will call “foul” if an attempt is illegal. If flags are used, a red flag is raised for a foul.
   • The individual charged with marking the attempt will place the “zero” mark of the tape measure at the side of the mark closest to the take-off or toe board.
   • Measurements will be taken as follows:
     - Long Jump – The Head Event Judge will pull the tape measure across the take off board so that it is perpendicular to the board. The judge will read aloud the distance to the lesser ¼ inch from the edge of the take off board closest to the pit.
     - Standing Jump - The Head Event Judge will pull the tape measure across the take off board so that it is perpendicular to the board. The judge will read aloud the distance to the lesser ¼ inch from the edge of the take off board closest to the pit.
     - Shot Put – The recorder will pull the tape measure through the throwing circle so that it crosses through the center of the circle. The judge will read aloud the distance to the lesser ¼ inch from the inner edge of the toe board.
     - Discus - The recorder will pull the tape measure through the throwing circle so that it crosses through the center of the circle. The judge will read aloud the distance to the lesser inch from the inner edge of the throwing ring.
     - High Jump – The Head Event Judge will place the bar in the same manner on the standards after each jump. The standards will be raised so that the top of the bar in the center of the pit is measured at the height to be attempted. Additional measurements could be taken toward the outer portion of the bar to insure the bar is relatively level.
   • The recorder will write the distance of the attempt on the results slip.
   • In the high jump, the event judge will write the attempted height on the result slip and indicate a made attempt with an “O”, a missed attempt with an “X” and a passed height with a “P”.
   • The next athlete order will be called until competition is completed.
• Once the event is complete, the result slips are to be given to each competitor so they can return them to their coach. Any unclaimed slips should be turned into the finish line table.
• If an athlete is engaged in multiple field events, the athlete should check in with the event judge when called and then the athlete can report back to complete their attempts at a later time, except the high jump, where the athlete is to complete competition first and then report to the other field events for attempts.
• The Head Field Event Judge should communicate with the announcer to call the next division of competition and the event sign should be updated.
• Athletes should be given some supervised warm-up time and then the event should begin promptly thereafter.
• Once the 5th Grade/4th Grade/3rd Grade field events are complete, there may be a break in the events until the 8th Grade/7th Grade/6th Grade running events are complete.
SHOT PUT

A. General Rules

1. When you are ready for the next level to start competition, you should inform the Field Referee and announcer to call the next division.
2. There shall be three (3) attempts for each competitor.
3. Each Athlete will check-in by their level and will compete in the order of the sheets on the track pad. After each put the distance will be marked on the ticket. **When the last put is complete the athlete will be given their ticket to give to their coach.**
4. Flights may be used for attempts at each field event, with the entire flight being given an attempt in the order of athletes listed on the track pad before the second attempt is given (an athlete can be skipped over if they are not present when they are called for an attempt).
5. If an athlete “checks-in” after the event has begun, that athlete is only entitled to the attempts remaining in the competition order.
6. If an athlete “checks out” in order to compete in another event, that athlete will be given his/her remaining attempts in the event.
7. A competitor shall be charged with an unsuccessful attempt if he/she does not initiate an attempt or pass within one (1) minute of being called.
8. At the conclusion of an event, the area will be closed. One warning will be issued to those in a closed area; second will result in disqualification from the meet.
9. Throughout the competitions, athletes will be called as “Up”, “On Deck” and “On Hold”

B. Shot Put Rules

1. Order of Events: 3rd-5th-4th. 6th-8th-7th. Girls will go first followed by boys.
2. Spiked shoes (with or without spikes) are not permitted in the shot put.
3. The weight of the shot put will be as follows for each division:
   a. Four (4) kilogram - Boys 8th & 7th
   b. Six (6) pound - Boys 6th & 5th and Girls 8th, 7th, 6th & 5th
   c. Four (4) pound - Boys and Girls 4th & 3rd.
3. Taping any part of the hands or fingers is not permitted unless there is an open wound. Taping the wrist is permitted.
4. Gloves are not permitted.
5. A legal put shall be made after entering the circle the athlete pauses and puts from the shoulder with one hand only, so that during the attempt the shot does not drop behind or below the shoulder.
6. It is a foul if the competitor:
   a. Fails to pause before starting the put.
   b. Once in the circle touches the circle or the ground outside the circle during the put.
   c. Allows the shot to drop below the shoulder during the put.
   d. Touches the top or end of the stop board before the put is marked.
   e. Puts the shot so it lands outside the sector lines.
   f. Fails to exit from the back half of the circle.
   g. Leaves the circle before the shot has landed.
   h. Fails to initiate an attempt within one minute.
7. The put will be measured to the **nearest lesser ¼ inch**, from the nearest edge of the first mark made by the shot to the inside edge of the stop board nearest to the mark along the extended radius of the circle.
### Diocease of Cleveland CYO Track & Field

(Circle those that apply)

<table>
<thead>
<tr>
<th>BOYS</th>
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<tbody>
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**EVENT:** RLJ  SLJ  HJ

**SHOT**  DISCUS  SOFTBALL THROW

**DISTANCE # 1:**

**DISTANCE # 2:**

**DISTANCE # 3:**

**BEST DISTANCE:**

**NAME:**  

**TEAM:**

---

Sample of a completed form that is given to the athlete.
A. General Rules
1. When you are ready for the next level to start competition, you should inform the Field Referee and announcer to call the next division.
2. There shall be three (3) attempts for each competitor.
3. Each Athlete will check-in by their level and will compete in the order of the sheets on the track pad. After each attempt the distance will be marked on the ticket. When the last attempt is complete the athlete will be given their ticket to give to their coach.
4. Flights may be used for attempts at each field event, with the entire flight being given an attempt in the order of athletes listed on the track pad before the second attempt is given (an athlete can be skipped over if they are not present when they are called for an attempt).
5. If an athlete “checks-in” after the event has begun, that athlete is only entitled to the attempts remaining in the competition order.
6. If an athlete “checks out” in order to compete in another event, that athlete will be given his/her remaining attempts in the event.
7. A competitor shall be charged with an unsuccessful attempt if he/she does not initiate an attempt or pass within one (1) minute of being called.
8. At the conclusion of an event, the area will be closed. One warning will be issued to those in a closed area; second will result in disqualification from the meet.
9. Throughout the competitions, athletes will be called as “Up”, “On Deck” and “On Hold”

B. Discus
1. Order of Event: 8th girls followed by boys6th girls followed by boys. 7th boys followed girls.
2. For 6th Grade – Only Power Position may be used. No Spinning.
3. Spiked shoes (with or without spikes) are not permitted in the discus.
4. A 1.0 kilogram rubber discus will be used for all competitions.
5. All practice and competitions of the discus event are to occur in a cage that meets National Federation specifications.
6. Taping any part of the hands or fingers is not permitted unless there is an open wound. Taping the wrist is permitted.
7. Gloves are not permitted.
8. A legal throw shall be made after entering the circle the athlete pauses and throws with one hand only.
9. It is a foul if the competitor:
   a. Fails to pause before starting the throw.
   b. Once in the circle, touches the circle or the ground outside the circle during the throw.
   c. Throws the discus so it lands outside the sector lines or hits the cage or something outside the sector lines.
   d. Fails to exit from the back half of the circle.
   e. Leaves the circle before the implement has landed.
   f. Fails to initiate an attempt within one (1) minute.
10. The throw will be measured to the nearest lesser whole inch, from the nearest edge of the first mark made by the discus to the inside edge of the throwing circle nearest to the mark along the extended radius of the circle.
DIOCESE OF CLEVELAND
CYO TRACK & FIELD
(Circle those that apply)

BOYS GIRLS
GRADE: 3 4 5 6 7 8

EVENT: RLJ SLJ HJ
SHOT DISCUS SOFTBALL THROW

DISTANCE # 1:
DISTANCE # 2:
DISTANCE # 3:
BEST DISTANCE:
NAME: 
TEAM: 

Endeavoring to help young people be more Christ-like in the way they live.

Sample of a form - completed at check-in of the field event.

ENDIOCESE OF CLEVELAND
CYO TRACK & FIELD
(Circle those that apply)

BOYS GIRLS
GRADE: 3 4 5 6 7 8

EVENT: RLJ SLJ HJ
SHOT DISCUS SOFTBALL THROW

DISTANCE # 1: 64.2
DISTANCE # 2: 55.4
DISTANCE # 3: 61.1
BEST DISTANCE: 64.2
NAME: 371
TEAM: 

Endeavoring to help young people be more Christ-like in the way they live.

Sample of a completed form sent to the athlete.

27
A. General Rules
1. When you are ready for the next level to start competition, you should inform the Field Referee and announcer to call the next division.
2. There shall be three (3) attempts for each competitor.
3. Each Athlete will check-in by their level and will compete in the order of the sheets on the track pad. After each attempt the distance will be marked on the ticket. **When the last attempt is complete the athlete will be given their ticket to give to their coach.**
4. Flights may be used for attempts at each field event, with the entire flight being given an attempt in the order of athletes listed on the track pad before the second attempt is given (an athlete can be skipped over if they are not present when they are called for an attempt).
5. If an athlete “checks-in” after the event has begun, that athlete is only entitled to the attempts remaining in the competition order.
6. If an athlete “checks out” in order to compete in another event, that athlete will be given his/her remaining attempts in the event.
7. A competitor shall be charged with an unsuccessful attempt if he/she does not initiate an attempt or pass within one (1) minute of being called.
8. At the conclusion of an event, the area will be closed. One warning will be issued to those in a closed area; second will result in disqualification from the meet.
9. Throughout the competitions, athletes will be called as “Up”, “On Deck” and “On Hold”

B. Long Jump
1. Order of Event: 5th girls followed boys, 4th girls followed by boys & 3rd girls followed by boys. 8th girls followed by boys, 7th girls followed by boys, 6th girls followed by boys.
2. Spiked shoes may be worn during the competition of long jump.
3. The competitor may attempt to jump in any manner, provided the takeoff is from one foot.
4. It is a foul if the competitor:
   a. Allows his/her shoe to extend over the foul line or make a mark in front of it on takeoff.
   b. Runs across the foul line or foul line extended.
   c. During the jump, does not keep the head in the superior position (no somersault).
   d. In the process of landing or leaving the pit, touches the ground outside the landing pit nearer to the foul line than the nearest mark made in the landing pit.
   e. Fails to initiate an attempt or pass within one (1) minute.
5. The judge shall hold the tape so that all measurements are read from the front edge of the takeoff board.
6. The jump is measured to the **nearest lesser ¼”** from a point along the foul line (or extension) perpendicular to the point in the pit touched by the competitor or apparel of the jumper nearest the foul line.
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<thead>
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<th>DIOCESE OF CLEVELAND CYO TRACK &amp; FIELD</th>
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<tbody>
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<td>GRADE: 3 4 5 6 7 8</td>
</tr>
<tr>
<td>EVENT: RLJ SLJ HJ</td>
</tr>
<tr>
<td>SHOT DISCUS SOFTBALL THROW</td>
</tr>
<tr>
<td>DISTANCE # 1:</td>
</tr>
<tr>
<td>DISTANCE # 2:</td>
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<tr>
<td>DISTANCE # 3:</td>
</tr>
<tr>
<td>BEST DISTANCE:</td>
</tr>
<tr>
<td>NAME: 2174</td>
</tr>
<tr>
<td>TEAM:</td>
</tr>
</tbody>
</table>

Endeavoring to help young people be more Christ-like in the way they live.

Sample of a form - completed at check-in of the field event.
STANDING JUMP

A. General Rules
1. When you are ready for the next level to start competition, you should inform the Field Referee and announcer to call the next division.
2. There shall be three (3) attempts for all competitors.
3. Each Athlete will check-in by their level and will compete in the order of the sheets on the track pad. After each attempt the distance will be marked on the ticket. **When the last attempt is complete the athlete will be given their ticket to give to their coach.**
4. Flights may be used for attempts at each field event, with the entire flight being given an attempt in the order of athletes listed on the track pad before the second attempt is given (an athlete can be skipped over if they are not present when they are called for an attempt).
5. If an athlete “checks-in” after the event has begun, that athlete is only entitled to the attempts remaining in the competition order.
6. If an athlete “checks out” in order to compete in another event, that athlete will be given his/her remaining attempts in the event.
7. A competitor shall be charged with an unsuccessful attempt if he/she does not initiate an attempt or pass within one (1) minute of being called.
8. At the conclusion of an event, the area will be closed. One warning will be issued to those in a closed area; second will result in disqualification from the meet.
9. Throughout the competitions, athletes will be called as “Up”, “On Deck” and “On Hold”

B. Standing Jump
1. Order of Event: 4th grade girls followed boys, 3rd grade girls followed by boys & 5th girls followed by boys.
2. Spiked shoes (with or without spikes) are not permitted in the standing jump.
3. The competitor may attempt to jump in any stationary manner, provided the takeoff is from two feet.
4. It is a foul if the competitor:
   a. Allows his/her shoe to extend over the foul line or make a mark in front of it on takeoff.
   b. Hops or has the feet shuffle or leave the ground before an attempt
   c. During the jump, does not keep the head in the superior position (no somersault).
   d. In the process of landing in the pit or leaving the pit, touches the ground outside the landing nearer to the foul line than the nearest mark made in the landing pit.
   e. Fails to initiate an attempt within one (1) minute.
5. The judge shall hold the tape so that all measurements are read from the front edge of the takeoff board.
6. The jump is measured to the nearest lesser ¼” from a point along the foul line (or extension) perpendicular to the point in the pit touched by the competitor or apparel of the jumper nearest the foul line.

---

1. Mark where the athlete first contacted the ground.
2. Pull the tape measure perpendicular to the toe board.
3. Record the distance to the lesser ¼ inch from the front of the toe board.

This is incorrect! Do not pull the tape measure to the center.
### Dioce of Cleveland CYO Track & Field

(Circle those that apply)

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE: 3 4 5 6 7 8</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT:</th>
<th>RLJ</th>
<th>SLJ</th>
<th>HJ</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>SHOT</th>
<th>DISCUS</th>
<th>SOFTBALL THROW</th>
</tr>
</thead>
</table>

**Distance #1:**

**Distance #2:**

**Distance #3:**

**Best Distance:**

**Name:**

**Team:**

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Endeavoring to help young people be more Christ-like in the way they live.

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Sample of a completed field event form that is given to the athlete.

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Endeavoring to help young people be more Christ-like in the way they live.
HIGH JUMP

A. General Rules
1. When you are ready for the next level to start competition, you should inform the Field Referee and announcer to call the next division.
2. The competitor will be eliminated when he/she has reached three (3) consecutive misses.
3. Each Athlete will check-in by their level and will compete in the order of the sheets on the track pad. After each attempt the height will be marked on the ticket. When the last attempt is complete the athlete will be given their ticket to give to their coach.
4. If an athlete “checks-in” after the event has begun, that athlete is only entitled to the attempts at the current height and higher.
5. The athlete should not “check-out” of the high jump in order to compete in another event, If an athlete does so, the competition at that height is continued and then the bar is held until the athlete returns or the Field Referee instructs the bar to be raised.
6. All competitors must complete their jumps before moving to the next height unless he or she passes. The competitor needs to pass before he or she is called
7. A competitor shall be charged with an unsuccessful attempt if he/she does not initiate an attempt or pass within one (1) minute of being called.
8. At the conclusion of an event, the area will be closed. One warning will be issued to those in a closed area; second will result in disqualification from the meet.
9. Throughout the competitions, athletes will be called as “Up”, “On Deck” and “On Hold”

B. High Jump
1. Order of Event: 5th girls followed by boys. All Girls, 6th, 7th & 8th, Then all boys, 6th, 7th and 8th.
2. Spiked shoes may be worn during the competition of the high jump.
3. The competitor may attempt to clear the bar in any manner, provided the takeoff is from one foot.
4. The competitor will be eliminated when he/she has reached three (3) consecutive misses.
5. The competitor that has passed three (3) consecutive heights may be permitted one warm-up jump without the crossbar in place. The warm-up must occur at the time of the height change.
6. Starting heights for Boys for the regular season and area meets will be as follows:
   a. 5th - 3’0”
   b. 6th - 3’6”
   c. 7th – 3’8”
   d. 8th – 4’2”
8. Starting heights for Girls for the regular season and area meets will be as follows:
   a. 5th - 3’0”
   b. 6th - 3’4”
   c. 7th – 3’6”
   d. 8th – 3’8”
9. The bar will move up at increments of 2” until a winner is declared, after which the winner can determine what height he/she will attempt.
10. In the high jump, the event judge will write the attempted height on the result slip and indicate a made attempt with an “O”, a missed attempt with an “X” and a passed height with a “P”.
11. It is a foul if the competitor:
   a. Displaces the bar in an attempt to clear it.
   b. Breaks the plane of the crossbar without clearing the bar.
   c. After clearing the bar, contacts the uprights and displaces the bar or steadies the bar.
   d. Fails to go over the bar.
   e. Fails to initiate an attempt or pass within one minute.
12. The crossbar and standards should be marked so that they may be replaced in the same manner for each competitor. Measurements should be made from a point on the takeoff plane to the lowest point on the upper side of the crossbar.

1. Use tape or chalk to outline the location of the standards in case they are knocked over.
2. Measure the height of the bar at the center point from the ground to the top of the bar.
### DIOCESE OF CLEVELAND CYO TRACK & FIELD

(Circle those that apply)

<table>
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<th>HJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHOT</td>
<td>DISCUS</td>
<td>SOFTBALL THROW</td>
<td></td>
</tr>
</tbody>
</table>

| DISTANCE # 1: | |
| DISTANCE # 2: | |
| DISTANCE # 3: | |
| BEST DISTANCE: | |

NAME: 
TEAM: 

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**Sample of a completed form for the field event**

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**Endeavoring to help young people be more Christ-like in the way they live.**
### Diocese of Cleveland CYO Track & Field Meet

**Staff Check-in**

**Location:**  
**Date:**  

### Site Provided Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Role and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Director</td>
<td>Oversees the general operation of the meet facility.</td>
</tr>
<tr>
<td>Finish Line Judge</td>
<td>Calls Race finishes, Communicates with Clerk/Starter, supervises Clock Operator &amp; Slip Supervisor, Reports to the Starter</td>
</tr>
<tr>
<td>Clock Operator</td>
<td>Starts and Resets the clock as well as times Lane 1, supervises timers below. Reports to Finish Line Judge.</td>
</tr>
<tr>
<td>Time Slip Supervisor</td>
<td>Marks slips and Hands slips to athletes at end of race, supervises recorders below. Reports to Finish Line Judge.</td>
</tr>
<tr>
<td>Long Jump Head Judge</td>
<td>Measures &amp; Calls Fouls, Supervise staff and Reports to Field Referee</td>
</tr>
<tr>
<td>High Jump Head Judge</td>
<td>Records, Measures &amp; Calls Fouls, Supervise staff and Reports to Field Referee</td>
</tr>
<tr>
<td>Standing Jump Head Judge</td>
<td>Measures &amp; Calls Fouls, Supervise staff and Reports to Field Referee</td>
</tr>
<tr>
<td>Shot Put Head Judge</td>
<td>Measures &amp; Calls Fouls, Supervise staff and Reports to Field Referee</td>
</tr>
<tr>
<td>Discus Head Judge</td>
<td>Measures &amp; Calls Fouls, Supervise staff and Reports to Field Referee</td>
</tr>
<tr>
<td>Announcer</td>
<td>Calls Running Events and Field Events over PA System. Reports to Site Supervisor.</td>
</tr>
</tbody>
</table>

### Team Provided Staff

<table>
<thead>
<tr>
<th>Team Provided Staff</th>
<th>Print Name</th>
<th>Team</th>
<th>Badge Number</th>
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<tbody>
<tr>
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</tr>
<tr>
<td></td>
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<td>Lane 7</td>
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<td>Lane 8</td>
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<td>8</td>
<td>Time Slip Runner</td>
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<tr>
<td>Track Result Recorder</td>
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<td>Records Info &amp; Times on Slips</td>
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<td></td>
<td>2</td>
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<tr>
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<td>Records Results on Slips</td>
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<td></td>
<td>2</td>
<td>Marks Jumps</td>
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</tr>
<tr>
<td></td>
<td>3</td>
<td>Raker</td>
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<td>Shot Put</td>
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<td>2</td>
<td>Marks Throw</td>
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<td>Retrieves Shot Put</td>
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<tr>
<td>High Jump</td>
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<td>Replace bar &amp; help measure</td>
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</tr>
<tr>
<td></td>
<td>2</td>
<td>Replace bar &amp; help measure</td>
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</tr>
<tr>
<td>Discus</td>
<td>1</td>
<td>Records Results on Slips</td>
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<td>2</td>
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<td>Retrieves Discus</td>
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<tr>
<td>Standing Jump</td>
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<td>Records Results on Slips</td>
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<tr>
<td></td>
<td>2</td>
<td>Marks Jumps</td>
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</tr>
<tr>
<td></td>
<td>3</td>
<td>Raker</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX A

Sports Pilot & Sports Tech

View/Print Facility Schedules

1. Go to http://cyo.sportstech.net/scheduler
2. Click on login (upper right hand side)
3. Enter User Name and Password and Sign In
4. Make sure “Schedule” icon in upper right hand corner is RED - if not click on it.
5. Hover mouse over “Reports” tab - Hover DO NOT click on it.
6. Select “Facility Usage” from option list.
7. Set the Start and End date of the report range.
8. Select the Facility for the report.
10. Click “Generate Report”
11. View/Print the report or export to Excel if needed.

Entering Game Scores

1. All game scores are to be entered from the weekend no later than Monday, 5:00 pm.
2. Go to http://cyo.sportstech.net/scheduler
3. Click on login (upper right hand side)
4. Enter User Name and Password and Sign In
5. Make sure “Schedule” icon in upper right hand corner is RED - if not click on it.
6. Hover mouse over the “Scoring” tab - Hover DO NOT click on it.
7. Select “Post Scores by Field” from the option list.
8. Select the Sport.
9. Select Facility for posting from the drop down box.
10. Select Field for posting from the drop down box.
11. Select the Date of the games.
12. Click “Get Matches”
13. Select the game you want to enter the score for. Beware - they are not always listed in time order.
14. Enter the final score of the game(s)
15. After entering score click “OK”
16. Repeat steps 12-14 until all scores are entered.
17. Click logout
APPENDIX B

Arbiter Sports

The Officials Schedule

1. Log into arbitersports.com. The user name and password was given to you by CYO Staff. If you need one, please contact a CYO Athletic Program Coordinator.

2. Click on the “Schedule” tab across the top.

3. Click on “Schedules” on the second row across the top.

4. Click on the printer icon to the right on the row the Site name appears.

5. Enter in the date range of the report you wish to view.

6. Select the “PDF” option and also check the “Phone Numbers” box.

7. Click “Print Preview”.

8. Print out the pages of the report.

9. Take the printout to the game and have the officials sign next to their name.

10. If an official is not listed on the report, or a different official shows up – have that official PRINT their name and telephone number next to the blank line or the official they are replacing.

11. Fax or email the officials’ forms with changes to the CYO Office by Monday morning – Cleveland - 216.334.1270, Akron - 330.535.9040.

12. If an official is late/missing you can attempt to contact the official by the telephone numbers listed on the report and contact the CYO Commissioner.

Forms without changes should be retained by the site with the score sheet/participation sheets and submitted to the CYO Commissioners when they visit your site.