

# St Michael CYO Track & Field Volunteer Sheet

The St Michael CYO track and field team is run entirely by volunteers. If the volunteer obligations are not fulfilled, the team numbers will have to be limited to work within what volunteers we have available.

**Team Management** (Committing to one of the following jobs fulfills your entire volunteer obligation.)

**Coordinator.** This person is the team “president/secretary”. They reserve the track with the school district for practices and meets; helps with sign ups and organizes the paperwork for each child; coordinates with other CYO teams; makes sure other committee chairs have what they need to complete their jobs. Excel computer experience very helpful.

**Coaches.** We need a minimum of 5 people on the field every day to help supervise stretching, drills, and the workout. We need a positive commitment for people to be on the field even one day a week although two days a week would allow for more continuity i.e. Monday & Wednesday or Tuesday & Thursday--that means 10 people total. You would also be expected to complete the Safe Environment training online and attend the CYO Coaches certification meeting one evening.

**Grade Facilitator/Meet Attendance.** We would like to have two people who coordinate with parents and their kids each week as to who will be attending each meet. We would like to split this job into a person for grades 3/4/5 and one for grades 6/7/8. This could also be split not only by grades but by sex as well is whoever volunteers thinks that’s a better way.

**Volunteer Coordinator.** This person works mainly at home organizing the volunteer sheets turned in by the parents and assigning duties, and coordinates with other team’s volunteer coordinators for meet duties. This person also has to be at every meet to check in the volunteers for that day.

**Webmaster.** This person manages the team web site posting current information as needed.

**Relay Coordinator.** This person has to attend practice on Tuesdays and Thursdays to run time trials and organizes the relays for each grade. This person has to be at all the meets both for the 4 x 100M at the beginning of the meet, and the 4 x 400M and sprint medley relays at the end of the meet.

**Sign In/Sign Out Books.** This person has to be at practice early to set out the sign in/sign out books and supervise signing in and out by the children to make sure *parents* are signing in and out the younger kids.

**Photographer.** This person(s) takes photos of all the kids at practice and meets. They print and mount the photos for display at the end of the year party.

**Ribbons.** This person receives the ribbons from the coordinator and files them in the ribbon box. They need to bring the box to practice a couple days each week and supervise the distribution of the ribbons from the box.

**T-shirts And Sweatshirts.** This person places the order for t-shirts and sweatshirts, and supervises their distribution.

**End Of Season Party.** This person(s) organizes the end of the year party. They need to order the pizzas, coordinate parents bringing salads, drinks and ice cream, and collect money for coaches gifts.

**Meet Management** (Have to commit to the entire day at three out of the six meets or 6 ½ shifts at multiple meets.)

**Name Labels.** This person receives the roster from the coordinator and prints labels for the kids to wear at the meets. This person needs to be at every meet early.

**Data Verification.** These people are at a table on the field behind the timing system and receive the race or event sheets verifying competitor names and numbers are legible for entry into computers offsite.

**Timer.** This person is responsible for the Granada High School timing system. This person needs to get to the meets early to direct the set up of the system and run the system throughout the meet. Would be nice to have two people trained to do timing.

**Starter.** Needs to be at the meet to act as starter or assistant starter for the entire day.

**Announcer.** Needs to be available to act as announcer at the meets. This person handles the microphone announcing events, calling for volunteers, etc.

**Judge An Assigned Event.** These people need to be at the meet to help judge a relay hand off zone, work at a field event, check runners into their races, shepherd runners from the staging area to the track, etc. Hopefully working the same event for the season so by the end of the season they will be trained and competent to work at the Section Championship and/or Diocese Championship.

**Clerk/Shepherd.** These are people who are on the field and are responsible for signing in athletes onto heat sheets before races or people who walk the kids onto the track and make sure they are in their correct heat and lane.

**Web Cam.** Granada has cameras positioned to record all the running events at our track meets. We need people to work this equipment at the meets. You are stationed upstairs in the press box and on top of the press box operating the straight away camera.