

St Michael CYO Track & Field 2019

The St Michael CYO track and field team is run entirely by volunteers. We need you to fulfill your volunteer obligation, or it could mean forfeiting the meet, due to no volunteers. Committing to one of the following jobs fulfills your entire Volunteer obligation. **Please number your top three choices**

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.

Volunteer Coordinator: This person works mainly at home organizing the volunteer sheets and assigns duties. This includes a weekly email to each of the volunteers for what their duties are for the upcoming meet. This person also has to be at every meet to check in the volunteers for that day. This person is the volunteer’s supervisor and if a volunteer does not show, it is your responsibility to fill the position, only from SMI

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. You would also be expected to complete the Safe Environment training online and attend the CYO Coaches certification meeting one evening. By completing these certifications you will receive a field badge and coaches t-shirt.

Assistant Coach: 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. You would also be expected to complete the Safe Environment training on-line. There are no badge requirements and no t-shirt.

Relay Coordinator: This person has to attend practice on specified days (meet with coordinator to see what works for the team and schedule) to run time trials and organizes the relays for each grade. This person has to be at all the meets for both 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. You are responsible for giving the athletes their relay cards.

Sign In/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. You must stay with a coach until all athletes are signed out.

Ribbons: This person receives the ribbons from the coordinator and files them in the ribbon box. They need to bring the box to practice or get it from the athletic shed, a couple days each week and supervise the distribution of the ribbons from the box. Ribbons need to get to the athlete’s ASAP after a meet

PB Ribbons: This job is very similar to ribbon distribution, but only deals with Personal Best performance ribbons and they need to be distributed ASAP. This job entails printing the label for the ribbon. The results will be given to you from a coach or the coordinator

T-shirts and Sweatshirts: This person places the order for t-shirts and sweatshirts, and supervises their distribution. You must be available early in the season

Photographer: This person(s) takes photos of all the kids at practice and meets. The photographers need to attend a minimum of three meets. The photos are then downloaded onto Shutter fly; account access will be given at a later date. You may be asked to print photos and bring to the end of season party.

Webmaster/ athletic.net: This person manages the team web site posting current information as needed and uploads meet results onto athletic.net. Computer skills a must along with document formatting. This is a job done from home.

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 etc. Collect money for gifts. Set-up and clean-up after the party.

Meet Management:

(Have to commit to the entire day at three of the eight 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 to distribute labels.

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.

Timer: This person/people are responsible for the Granada High School timing system (Lynx) or the Sprint 8 timing system and is prepared to get to the meets early to direct the set up of the system and run the system throughout the meet.

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. for the duration of the meet.

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 (High Jump, Long Jump, Shot Put, Softball Throw, check runners into their races (Clerk), shepherd runners from the staging area to the track(walk athlete's to assigned lanes and races, and etc. There is no guarantee what assigned event you will be volunteering for on any specific meet. If you would like, please put a preference and the volunteer coordinator will take that under advisement.

Snack Shack: Serve food and drink to the patrons. This is an all meet position. If your child has completed their events, you are still required to complete your obligation.

Family Name: _____

Athlete's Name(s)/Grade: _____

Email: _____

Please print

Remember, volunteering is a fun way to watch your athlete perform and it shows you have a vested interest in what they are doing and accomplishing. To all, have a Blessed Track and Field Season.