

Track and Field – Checklist - 2010

Before the Track Meets:

- Submit all the names of competitors through your school server (Mac Schools and PC Schools) The instructions are on the “Track and Field” section of the Athletics website.
- Email Ciro Calcucafuoco to say you have completed the input stage. His email is: calcafuoco@sympatico.ca
- Any changes after you have emailed Ciro to confirm completion of registration must be completed via email or phone.
- Give a contact phone number (other than the school). Ciro or Brad may need to contact you regarding your submissions. (As we will be populating our heats on the week before the meets).
- Send home letter from the athletic association regarding rules and regulations.
- Email Brad Douglas with the name of the worker your school is sending (ASAP). Please make sure the worker that is being sent is aware of their event and how to run the event. They are to be at the stadium around 8:45 and should not be relying on the “team bus” for transportation.

Day of the Track Meets:

- Make sure coaches bring copies of the “substitution form” and make sure they are aware of the procedure for making substitutions.
- Make sure to bring: garbage bags, a first aid kit, and all the necessities for the day.
- Make sure your participants are either at their event or in the section your school has selected. Coaches must watch their participants to be sure they are not wandering around the stadium.
- Go over the rules and regulations. (Make sure to discuss with parents that they can not be around judges/timers. If there is an issue with a parent please speak to Brad or Sean)
- Speak to parents who are seated in the crowd and remind them to not place any valuables on the ground as there have been theft issues in the past.
- Keep your team participants off the rail (closest to the track) and away from all timers/judges.
- Make sure all of your participants are wearing the appropriate clothing and footwear for their event (school jersey – no cleats)
- If you have any difficulties find Brad Douglas or Sean Griffin – do not contact Ciro, Kevin, or Bruce in the Booth.