

**ST. LOUIS CATHOLIC YOUTH APOSTOLATE-CYC SPORTS - TRACK PROGRAM
GUIDELINES FOR COACHES, 2011 SEASON**

We are pleased to offer your school the chance to participate in the St. Louis CYC Track Program this year. In an effort to make the meets as enjoyable as possible for everyone involved, we ask that you carefully read the guidelines enclosed for participation in the meet. Additional information can also be found in the cover letter that was included with your packet.

Applications and Rosters

- All applications and deposit fees are due as soon as possible. Deadlines for the 2011 season are stated on the application form for the meet.
- Rosters should be turned in the night of the Organizational meeting. The date of this meeting is stated on the application form. Any rosters not available that night should be sent to:

CYC Sports Department
ATTN: Butch Rosier
4354 S. Kingshighway
St. Louis, MO 63109
Fax: 314-792-7619

Email: brosier@archstl.org

- Please note that roster changes will **not** be accepted the Thursday and Friday prior to your scheduled preliminary meet. Roster changes due to emergencies (illness, injury, etc.) may be made the morning of the meet.
- Applications should be completed and returned to:

CYC Sports Department
ATTN: Butch Rosier
4354 S. Kingshighway
St. Louis, MO 63109
Fax: 314-792-7619
Phone: 314-792-7603

- Applications should be accompanied with a \$50.00 deposit for entry into the meets. The \$50.00 will be applied to the total payment due for your team.

Volunteers for the Meet

- Each school is asked to provide one volunteer for each 10 participants from their school. ***The prompt arrival of volunteers to the meet is critical to the success and timeliness of the meet.*** Volunteers are expected to participate in both the preliminary and final meets.
- The application form has space to list the duties your team would like to have your volunteers perform. Final assignments will be determined at the Organizational meeting on the Monday prior to the first Prelim.

- A meeting for volunteers that will be running events or organizing runners will be held the morning of each meet immediately following the general meeting for coaches. *All volunteers are expected to show up for this meeting.*
- Volunteers are needed to time, judge relays, work the finish line (clerical), concession stand and Bar-BQ, work the tower (clerical), manage the public address system, work the bullpen, manage the field events (shot put, standing long jump, running long jump, and high jump), direct parking and police trash..

General Guidelines (Please do NOT ask for exceptions to any rule or guideline)

- **Athletes must be registered or reside in the parish they represent. Athletes representing schools must be enrolled in the school they represent.**
- **Each child entered as a participant in the meet may participate in a maximum of three events, including participation in the relays.** All of the events a child participates in *must* be in a single age division. The eligibility of a child to participate in the meet in a given age division is determined by his/her age as of June 30 of the previous year (2010). *For example, a child that was 10 years of age on June 30, 2010 would be eligible to participate as athlete in the 9-10 age group even though they may now be 11 years of age.*
- **Each school is allowed a maximum of three children per event per age division and gender.** The exception to this rule is in the 6 & under age division, where four children from each school are allowed to participate.
- **Only one relay team is allowed, per age division and gender, per school.**
- **The top SIX (6) participants from each event, in each age group and for each gender qualify for the championship meet. Except in the Relay, where the top FOUR (4) qualify.** In the case of a tie for sixth place, more than six may qualify. The results are posted at the bottom of the tower during the meet. *This is 2009 change.*
- **Running events take precedence over field events.** In the event a first call is given for a running event for a child also participating in a field event, the child should report to the volunteer in charge of the field event, give their name, age division, and school, and let them know that they must report to the running event that has been called. Once the child has completed their running event, they will be allowed to return to the field event and resume participation without penalty. *NOTE: When a call is given for a running event, the child should report to the staging area (the bullpen) for the race and stay there. This allows the volunteers in the bullpen to place the child in lanes and heats before reporting to the track. Children should not wait until they see their age group walking from the bullpen to the track to report. This was a problem in several running events last year, particularly in the older divisions.*

- **All participants must have a name tag for each event that they are entered in.** The tag should be a minimum of 1” high by 3” wide. The tag (label) must be affixed to the child’s shirt prior to the start of the event. (Avery Label 5160 1" high by 2 5/8" wide) The tag must contain the following information:

Upper Left Hand Corner: Event (for example, 100 Meter Dash)
 Upper Right Hand Corner: Age Group (for example, 9 & 10 Boys)
 Center of the Tag: Child’s Name (for example, Deborah Holloway)
 Bottom Center of the Tag: School (for example, School of the Holy Cross)

The tags should be typewritten or printed legibly.

Example:

EVENT	AGE GROUP
CHILD'S NAME	
SCHOOL	

- **Coaches should NOT crowd the finish line or the timers. Coaches should NOT be in the tower once the meet has started.** Your presence there often times simply impedes the progress of the meet and interferes with the duties of the volunteers. If you have a question, please direct it to Butch or that meets Co-Director.
- **Meets will be held rain or shine.** In the event of lightning or hail, the meet may be temporarily suspended until the threat of severe weather has passed. Please have all participants bring the appropriate clothing for a variety of weather conditions.
- **Athletes should be at the track, ready to participate in their events, a *minimum* of one hour ahead of the scheduled start of their first event.** Times given on the events schedule are our best estimate of when events should be run, and are affected by weather, the number of participants at any given meet, the timely arrival of volunteers for the events, etc. Every attempt will be made to keep the meet running on schedule. If a meet runs ahead of schedule, every attempt will be made to allow it to run ahead of schedule, up to one hour ahead of the scheduled starting time for any given event. **If the meet is running ahead of schedule and a child shows up at the scheduled time for their event, they will *not* be allowed to make up the running of their event with a different age group or gender. Please do not ask for exceptions to this rule.**
- **Schools are responsible for the behavior and conduct of the members of their team.** Please help us in assisting the children at the meet in making wise choices regarding behavior, courtesy, and respect for the property as well as for the volunteers, adults, and other participants at the meet.
- **Schools are responsible for their own emergency medical first aid needs.** It may be helpful to bring ace bandages, gauze, Band-Aids, cold-paks, medical tape, etc.
- **Coaches should pick up their awards packets at the end of each meet.** At the preliminary meets, packets will only be distributed after a roster for the final meet has been turned in. **We ask that coaches please make the attempt to keep up with the results of the day throughout the course of the meet.**
- **PLEASE help us keep the grounds of the track and the school policed for trash.**

Contact Information (no home calls after 8:00 PM PLEASE!)

Butch Rosier: Catholic Youth Apostolate-CYC Sports,
4354 S. Kingshighway
St. Louis, MO 63109
Phone: 314-792-7603 or 314-853-6277 (Cell)
E-Mail: brosier@archstl.org