

# Coach's Manual

FEDERAL WAY  
ELEMENTARY  
TRACK & FIELD

2009

<http://www.fwps.org/etrack>

FEDERAL WAY ELEMENTARY TRACK PROGRAM

## **MEET OUR STAFF**

### **STADIUM MANAGER & ATHLETIC LIASON - GREG FLYNN**

Oversees & manages all issues pertaining to district policies for Elementary Track Program. Both Program Director & Meet Manager report directly to Greg on any problems or issues requiring his attention.

**ELEMENTARY TRACK PROGRAM - BOARD OF DIRECTORS** - Ed Barney, Michael Barney, Ken Blucher, Everett Hill, Kimmie Jolley, Tiffany Russell, Molly Rutter, Barb Tight. All decisions regarding the Elementary Track Program will be made by the board. We will be making group decisions regarding any changes to the program and will be advised of coaching/school problems or issues/concerns they might have. We will work together to try to make the program better each year. This may include changes to meet schedules as well as ideas on making our meets run more effectively, etc.

### **PROGRAM DIRECTOR – BARB TIGHT**

Involved for the past twenty years in overseeing and managing all aspects of the Elementary Track Program. Coordinate all paperwork involved in the program including coach's manuals & computer results. Maintain budget for each year. Schedule all meets & officials to work the meets, order ribbons & trophies. Work directly with Greg Flynn-Athletic Liaison as well as Everett Hill-Meet Manager, Ken Blucher-Meet Director, Kimmie Jolley-Field Event Coordinator, Molly Rutter-Finishline, and Tiffany Russell, Computer Results.

### **MEET MANAGER - EVERETT HILL**

Corresponds and communicates with all coaches regarding the Elementary Track Program. Oversees meets and works with Program Director & Board Members on all issues pertaining to meets. Everett is a member of Games Committee resolving all questions or problems regarding meets. He works and communicates with our clerks, field event officials, finish line officials, and announcer. Everett is the liaison with the school district administration, school district security, local law enforcement and medical response when necessary.

### **MEET DIRECTOR – KEN BLUCHER**

Ken has been involved in the ET program since he was fourteen as a junior official and now oversees all meets. He works and communicates with our clerks, field event officials, finish line officials, and announcer. Ken competed in our elementary track program as a student at Brigadoon. Member of our Games Committee, Board Member & is a Certified USA Track & Field Official.

### **CLERKS and STARTER - ED BARNEY & FAMILY (Barney Boys)**

Ed (President FW School Board) and sons David, Michael & Rick. Oversee Clerking area (lining athletes up for running events) – Starter (starts all races). The Barney family have been involved directly and indirectly in this program for many years including participating in the Elementary Track Program. Ed has officiated at High School State Meets as well as Hershey State Meets as the Head Clerk. Michael Barney has been the head starter for middle schools in the Federal Way School District, was an Assistant Distance coach for Decatur and now assistant coach for Highline Community College Cross Country team. Ed & Michael are on Games Committee as well as Board Members.

### **HEAD FINISH LINE – MOLLY RUTTER**

Molly has been involved in the elementary track program for over ten years. She came through the elementary track program as a student athlete and then as an official. She heads up and oversees finish line and finish line officials. She makes all decisions pertaining to finish line and is on our games committee as well as our Elementary Track Board of Directors. Molly works as a coach and teacher in the middle school program.

### **FIELD EVENT COORDINATOR - KIMMIE JOLLEY**

In charge of all field event officials and assistant to Barb Tight, Program Director. Kimmie has been involved in the Elementary Track Program for five years and is on the Board of Directors. Field Events are staffed by Decatur High School Cheer Leaders who have worked our meets for the past six to eight years. They are able to use these meets as fundraisers to help defray the cost of their uniforms & activities.

### **COMPUTER RESULTS & ASSISTANT MEET DIRECTOR – TIFFANY RUSSELL**

Designed computer program for Qualifying/Championship Meets and updates each year to make it a better program. Works both inside (computer results) and outside as the assistant meet director. Tiffany has been involved in the program as an official for fifteen years. Competed in district track and field programs through elementary, middle & high school. Board of Directors.

# General Information and History

This spring will be our 38th Annual Elementary School Track & Field season.

## **PROGRAM MISSION STATEMENT:**

The vision of the Federal Way Public Schools is that every student will possess a set of skills to become a successful participant in society. In the Federal Way Public Schools, education attends to the intellectual, emotional, and physical development of each as a life long learner, competent and responsible in academic and social endeavors.

Our Elementary Track Program, which services over 2000 students, no cost, provides a healthy outlet for students to participate in outside physical activity. Every student will be provided training and athletic competition in track and field.

Our program creates opportunities to develop physical fitness, experience the joy of accomplishment, realize and appreciate diversity among individuals, inclusion in community and school related activities, and to build skills, friendships & self-esteem.

## **PROGRAM GOALS (Our program will provide):**

- All elementary students (K through 5) regardless of ability or income level, with the opportunity to participate in the Track & Field Program.
- All elementary students (K through 5) with a healthy outlet for competition, quality coaching, and a chance for physical activity outside of school.
- The opportunity for secondary students, to interact with younger students, to participate in the meets as track and field officials, and enhance their personal athletic endeavors in track & field.

The Elementary Track & Field Program has the most participants in any given athletic event for Federal Way Public Schools. We have approximately 1800 - 2200 students. Every year our program becomes more successful. Several college scholarships & many success stories have generated from our program.

## **HISTORY**

<b>1972-1983</b>	Federal Way Recreation sponsored event.
<b>1972</b>	First annual track meet at Lakota Jr. High - (Three schools Nautilus, Lake Dolloff & Star Lake).
<b>1973</b>	Second annual track meet at Lakota Jr. High - (Four schools participating).
<b>1974</b>	Third annual track meet at Federal Way Memorial Field - (Five schools participating).
<b>1975</b>	Fourth annual track meet - (Seven schools participating).
<b>1976</b>	Fifth annual track meet - (Nine schools participating).
<b>1977-1983</b>	Ten to Twelve schools participating.
<b>1984</b>	School District & Parks Department sponsored.
<b>1985</b>	Elementary Track Program fully sponsored by Federal Way Public Schools.
<b>1986-Present</b>	All Elementary Schools in Federal Way Public Schools involved in Track Program

## PARTICIPATING SCHOOLS/COACH & ABBREVIATIONS

<u>ABR</u>	<u>SCHOOL</u>	<u>COACH</u>
ADE	ADELAIDE	Megan Thompson
BRG	BRIGADOON	Joan Neil
CAM	CAMELOT	Eugene Cash/Darcy Borg
ENT	ENTERPRISE	Tonya D'Aguiar
GGB	GREEN GABLES	Evan Godsiff
HMS	HOMESCHOOL	Steve Mangle
ILH	ILLAHEE	Kristi Denton
LDF	LAKE DOLLOFF	Anthony Corrado
LGR	LAKE GROVE	
LKL	LAKELAND	Matt Emry/Monica Schilling
MTW	MARK TWAIN	Colleen Richardson
MHL	MEREDITH HILL	
MIR	MIRROR LAKE	Chris Andrews/Pamela Rasmussen
NAU	NAUTILUS	Mark Underwood/Courtney Underwood
OLV	OLYMPIC VIEW	Stormy McKay/Jacina LaBoo
PNL	PANTHER LAKE	MaryJune Hayden/ Robin Grandprey
RVW	RAINIER VIEW	Kate Bradshaw
SPV	SPRING VALLEY	John Goldstone
STV	ST. VINCENT	Victor Ducusin
SHF	SHERWOOD FOREST	Ryan Westhoff
SLK	SILVER LAKE	Jesse Rodriguez
STR	STAR LAKE	Harry Leonard
SUN	SUNNYCREST	Megan Krise
TWL	TWIN LAKES	Kelly Miller
VLH	VALHALLA	Heather Anderson/Danika Fulcher
WIL	WILDWOOD	Chaz Brantley
WDM	WOODMONT	Chris Flores

## COACH INFORMATION & RESPONSIBILITES

This is a school event - all district school policies and procedures are to be observed.

- Students must have parents complete and sign Intramural/Elementary Track Form #438 – You may find this on the District Intranet under On-Line Forms. Student may not participate until this form has been turned in to the coach.
- Coaches will carry a list of names and phone numbers for each student athlete to every meet.
- Coaches and volunteer assistants should know where their athletes are at all times during meets.
- Students should not leave the facility unaccompanied by a parent/guardian or adult on your team. .
- Try to keep children in the stands while not competing. Parents should be able to help with this. No running in the stands. Students are not allowed on the hills.

### QUALIFYING MEET:

School/Student rosters - last name, first initial, (male/female) and grade level must be turned into the office the morning of school's qualifying meet. This is for the 3<sup>rd</sup> through 5<sup>th</sup> grade only.

### CHAMPIONSHIP MEET:

We will need a list from each school the names of those athletes who qualified and will be running on your schools relay teams. If you have an alternate, you may also add his or her name. We will verify these names when they check in for the relay.

Name Badges will be required for all meets and mandatory at 3<sup>rd</sup> thru 5<sup>th</sup> Grade District Qualifying & Championship Meets. This will be the responsibility of each coach. Please note your school abbreviation and make sure this abbreviation is on student's name badge.

**MAKE CERTAIN THAT THE LAST NAME PRECEDES FIRST NAME. eg - SMITH, M - SAMPLE BELOW**

<b><u>LAST NAME,</u></b>	<b><u>FIRST INITIAL</u></b>
<b>GRADE LEVEL</b> _____	
<b>SCHOOL ABBREVIATION</b> _____	

# Rules and Challenges

## Athlete and Parent Conduct

The Federal Way Elementary Track and Field program endeavors to run a Fun, Safe and Fair meet for all students, parents and coaches involved in the program. The purpose of our program is not to create champions, it is to provide an opportunity for EACH AND EVERY STUDENT ATHLETE, who want to compete in Track and Field, the opportunity to do so. To this end, our program is intended to be a learning experience for the athlete and the parents.

### Rules:

#### **NO FOOD OR DRINKS OF ANY KIND WILL BE ALLOWED ON THE FIELD.**

- The Federal Way Elementary Track and Field program generally follows the WIAA Middle School and High School rules for the Elementary Track and Field Program. As this is an elementary, developmental program, we will often follow the intent of the rule rather than the hard and fast rule itself. We reserve the right to step away from the rules when appropriate.
- Student athletes must compete in the correct:
  - School
  - Gender grouping
  - Age group – though they may run up an age level in the competition
- Student athletes may compete in 4 events total.
  - Events may be split in any manner deemed appropriate, (3 running +1 field, 2 field + 2 running, 4 running).
  - Relays are considered 1 event.
- Spikes are not permitted at any time during the competition.
  - Track shoes with spikes removed are not permitted during competition, with or without the spikes removed.
  - Racing flats are permitted so long as they do not include spikes.
- Heelies, or other shoes with wheels, are not permitted at any time during the competition.
- Starting blocks are not permitted at any time during the competition.
- Photos and videotaping of athletes is allowed. However:
  - This MUST follow district guidelines for Photos and Video.
  - Photos and Videos Will not be considered in Challenges.
- Unsportsmanlike behavior by athletes, coaches and parents may result in team penalties.
- Only team designated and identified coaches and competitors are allowed on the field area during competition.
  - This includes the Field and the Finish Line area.

## **Challenges:**

- Challenges may only be brought to the meet staff by designated coaches.
- All challenges will respect the officials results for event in question
- The Games Committee will review challenges and they will render a decision that will be relayed to the designated coach.
- All decisions made by the Games Committee are final.
- The Games Committee decision may include some or all of the following:
  - Will be in the best interest of the student athletes involved in the challenge
  - Not change the results
  - Create a “tie” situation whereby both athletes receive the same place ribbon
  - Alter the results only when a clear error has been made on the part of the officials.
  - May or may not change the team score

## **Student Athlete Conduct:**

- Athletes are expected to carry themselves in a manner becoming of students and athletes of the school that they represent.
- All Student Athletes will recognize that this is a school district event. As such, all school rules and policies are in force for the duration of the event and will be enforced by stadium staff.
- Behavior that is not in line with standing district policy and school rules can result in removal from all events and the meet area if necessary.
  - The Stadium staff will provide warnings and ample opportunity for correction of behavior before removal of a student from competition.
  - Stadium Staff will contact the coach with the issue prior to enforcing removal from the event.
- Unsportsmanlike behavior will not be tolerated and could result in team penalties if necessary.

## **Parent Conduct:**

- We recognize that the role of parents in the development of student athletes is vital and encouraged.
- Parents are expected to follow all school district policies during the course of the meet.
- A parent or guardian is expected to be on-site for each athlete competing in the program.
- Good Sportsmanship is expected of all adults in attendance at the event.
- Behavior that is not appropriate, demonstrates poor sportsmanship, or is in violation of school district policy may result in removal from the stadium and team penalties. This will include:
  - Heckling or verbal abuse of athletes
  - Heckling or verbal abuse of Meet Officials
  - Challenging calls made by Meet Officials

# Federal Way Elementary Track & Field 2009 Meet Schedules

## **RON MATTILA CLASSIC (formerly known as the Practice Meet) (K thru 5<sup>th</sup> Grade)**

**Saturday – March 21<sup>st</sup>**

8:30AM All Schools – 3rd thru 5th Grade  
2:30PM All Schools – K thru 2

**QUALIFYING MEET (3rd thru 5th Grade) Saturday April 18<sup>th</sup> 8:30am**  
**K thru 2<sup>nd</sup> GRADE MEET Saturday April 18<sup>th</sup> 2:30pm**

### **Participating Schools:**

**TWL** TWIN LAKES   **LDF** LAKE DOLLOFF   **SHF** SHERWOOD FOREST   **SPV** SPRING VALLEY  
**WDM** WOODMONT   **PNL** PANTHER LAKE   **ILH** ILLAHEE   **GGB** GREEN GABLES   **ENT** ENTERPRISE  
**MHL** MEREDITH HILL   **STV** ST. VINCENT   **MTW** MARK TWAIN   **LGR** LAKE GROVE

**QUALIFYING MEET (3rd thru 5th Grade) Saturday April 25<sup>th</sup> 8:30am**  
**K thru 2<sup>nd</sup> GRADE MEET Saturday April 25<sup>th</sup> 2:30pm**

### **Participating Schools:**

**BRG** BRIGADOON   **CAM** CAMELOT   **HMS** HOMESCHOOL   **LGR** LAKE GROVE   **LKL** LAKELAND  
**MIR** MIRROR LAKE   **NAU** NAUTILUS   **OLV** OLYMPIC VIEW   **RVW** RAINIER VIEW   **SLK** SILVER LAKE  
**STR** STAR LAKE   **SUN** SUNNYCREST   **VLH**-VALHALLA   **WIL**-WILDWOOD

**CHAMPIONSHIP MEET – 3<sup>rd</sup> thru 5<sup>th</sup> Grade**  
**Saturday May 16<sup>th</sup> – 9:00am**

Open only to those athletes who qualified at Meets on April 18<sup>th</sup> & April 25<sup>th</sup>.

# RON MATTILA CLASSIC - 3<sup>rd</sup> thru 5<sup>th</sup> Grade

Saturday, March 21<sup>st</sup> – 8:30am

## Field Event Schedule

### Long Jump

### Softball

**OPEN PIT – 8:30AM UNTIL 11:30AM** Athlete has three hours to complete jumps/throws scheduled around their running events.

### Running Event Schedule (female then male)

Start Time(s)	Event	Grade
8:30AM	400m	3 4-5
	Relay	3-4-5
	800m	3-4-5
	100m	3-4-5
	200m	3-4-5
	Mile	4 - 5

VERBAL TIMES AND RIBBONS WILL BE GIVEN OUT FOR ALL RUNNING EVENTS.  
THERE WILL BE NO RIBBONS FOR RELAYS OR FIELD EVENTS.

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# RON MATTILA CLASSIC - K thru 2

Saturday, March 21<sup>st</sup> - 2:30pm

AGE LEVEL	EVENT 1	EVENT 2	EVENT 3
K	50m	Softball	Long Jump
1	Softball	Long Jump	100M
2	Long Jump	100M	Softball

This will go on a rotation schedule – with two softball & long jump areas. There will be no relays due to the number of schools and athletes competing. No food or drink of any kind allowed on field. Only coaches and parent helpers allowed on field.

# District Qualifying Meet

April 18<sup>th</sup> & April 25<sup>th</sup>

8:30AM

SCHOOL ROSTERS MUST BE TURNED INTO OFFICE THE MORNING OF QUALIFYING MEET WITH LAST NAME, 1<sup>ST</sup> INITIAL, MALE/FEMALE & GRADE LEVEL.

**STUDENTS MAY COMPETE IN 4 EVENTS ONLY INCLUDING RELAYS & MUST WEAR NAME BADGE**

## Field Event Schedule

	Long Jump	Softball
8:30AM	4	5
9:30AM	3	4
10:30AM	5	3

Once the designated time is up on your age group in field events, the event will be closed. No exceptions. If you have to leave a field event for a running event make sure you get at least one jump or throw in.

## Running Event Schedule

Start Time	Event	Grade
9:00AM	400M	3, 4 & 5
	Relay	3, 4 & 5
	800m	3, 4 & 5
	100M	3, 4 & 5
	200m	3, 4 & 5
	Mile	4 5

## ADVANCEMENT

Top 4 athletes from each meet will advance in each grade level (female/male) in the following:

200m, 400m, 800m, Mile & Relay as well as the Long Jump & Softball Throw

Top 8 athletes from each meet at each grade level (female/male) will advance in the 100M .

A semifinal and final will then be run in the 100M at Championship Meet.

RESULTS FROM QUALIFYING MEET WILL BE IN OFFICE FOR EACH SCHOOL AFTER Q-MEETS.

ALL NAME CHANGES, ETC. MUST BE MADE BY YOUR SCHOOL BEFORE END OF K-2 MEET.

# K thru 2 District Meet

Saturday April 18<sup>th</sup> & April 25<sup>th</sup>

2:30PM

## Please note the following:

Prior to the beginning of the meet all participants will be divided into groups (by grade level & male/female). A staff group leader will then escort each age group from one event to the next. Once an event has been completed, by all students in a group, they will move to the next event. Our goal is to keep all the students together and have as much fun as possible.

## Event Schedule

AGE LEVEL	EVENT 1	EVENT 2	EVENT 3
K	50m	Softball	Long Jump
1	Softball	Long Jump	100M
2	Long Jump	100M	Softball
K-2	Relays		

This meet will go on a rotation schedule – with two softball & long jump areas. We will need approximately one age group helper for every 8-10 students, so we will be looking to coaches and their parent helpers as well as our staff.

Only coaches and parents helpers will be allowed on field. NO FOOD OR DRINK ON TRACK OR INFIELD.

Please remember this schedule is only a guideline and maybe changed to facilitate shorter waiting times between events.

***Ribbons will be awarded to all participants in the 50m and 100m.  
These awards will be given to participants on the award stand.***

***Photos are encouraged.***

# TRACK & FIELD CHAMPIONSHIP MEET

Saturday, May 16<sup>th</sup>  
9:00AM

STUDENTS MUST WEAR NAME BADGE

## Field Event Schedule

Long Jump		Softball
3	9:00AM	5
4	9:30AM	3
5	10:00AM	4

RIBBONS WILL BE GIVEN OUT UPON COMPLETION OF EACH FIELD EVENT.

## Running Event Schedule

Semi-finals will be run in the 100 meter dash

Advancement to Finals:

2 Heats: Top 3 from each heat then the next two best times from both heats.

3 Heats: To 2 from each heat then next two best times form all 3 heats.

Finals will be run in each age group female/male immediately following semi-final

Finals will be run in 200M 400M 800M & Mile & Relays

### Start Time

10:30 PARADE OF ATHLETES



### Event

### Grade

800m	3rd, 4th & 5th
Relay	3rd, 4th, 5th
400m	3rd, 4th, 5th
100m	3rd Semi-Final/Final 4th Semi-Final/Final 5th Semi-Final/Final
200m	3rd, 4th, 5th
Mile	4th & 5 <sup>th</sup>
Coach's Relay	

TROPHIES WILL BE GIVEN OUT FOLLOWING COACH'S RELAY