

SMS University

Hosting A TAAF Regional Event

Learning Outcomes

- Pre-planning tips for events
- Tips for working with coaches
- Planning, Planning, Planning
- Meet day and what to do and expect



Learner Assessment

- Demonstrate the ability to know the specific steps in pre-planning for a meet including timers, data management, facility reservations and emergency services
- Demonstrate clear objectives in working with the coaches and keeping them informed through the process on TAAF procedures.
- Demonstrate clear direction on what to do when the big event finally happens.

Suggestions?

- Say a little prayer for your sanity for the next 7 months and have a STIFF drink!
- Develop a timeline
- Reach out to the TAAF State Office and become Ginger's best friend
- Try to get all the past information in one place (I use an external hard drive and have information all the way back to 2007)



What first?

- Find a venue
- Contact the coaches
- Send lots of emails
- Set up a coaches meeting pre-season
- Find volunteers to work the meet
- Map out the venue
- Reserve all the services you will need
- Get all your supplies in one place weeks before the meet



What is important to remember?

- PATIENCE, PATIENCE, PATIENCE
- Be firm but be fair
- Relay on the state office to help when they can
- You do not have to take coaches crap. Have a pre-season meeting in mid April and put your foot down from the start.
- Set boundaries for parents and coaches – I don't talk to parent's unless their kiddos are unattached athletes.
- FOLLOW THE RULES – one exception and you can bank on more
- Don't be afraid to ask for help!
- Frequently Asked Question sheets are helpful for everyone!



TAAF Region 7 Track
Frequently Asked Questions

What is the TAAF Region 7 Track Program?

The Texas Amateur Athletic Federation is a statewide organization that allows youth ages 5-18 years of age compete in a summer track program on various levels. Athletes can compete locally, regionally and at a state competition (pending they qualify at regionals).

When is the TAAF Region 7 Track Program offered?

This is a summer track program. Circuit Meets will start Memorial Day weekend and run through the first weekend in July. A regional track meet will be held in July. Winners from the regional track meet will advance to a state track meet at the end of July.

How much does it cost to participate in the TAAF Region 7 Track Program?

If your team is associated with a TAAF Member City the fees will be:

Team Regional Dues - \$25

Per Participant to register with TAAF - \$6

Per Participant to participate in circuit meets - \$3

Per Participant to participate in the regional meet - \$6 per event

Per Participant to advance to state (once qualified) - \$5 per event

If your team is not associated with a TAAF Member City you will need to register as an Affiliate Member:

Affiliate Member Fee - \$100

Team Regional Dues - \$25

Per Participant to register with TAAF - \$6

Per Participant to participate in circuit meets - \$3

Per Participant to participate in the regional meet - \$6 per event

Per Participant to advance to state (once qualified) - \$5 per event

How do I register my athletes?

Simply go to www.taafregistration.com to log-in to your account or set up a new account.

Coaches and best practices

- BE FIRM but be fair with them
- Communicate with them via email
- Set up a gmail or yahoo account to correspond with them – do not use your city email
- Set guidelines about who you will talk to and who is welcome in the meet office
- Put information out early and often
- Have a coaches packet for the meet – don't hand them out until you have received full payment from the coach



	A	B	C	D	E
1	Team Name	Coaches Passes	# of athletes	Head Coach	E-mail Address
2	Anna United Track Club			Alexander Mack	alex@macksportinggoods.com
3	Burner Nation			John Williams	coachwilliams@yahoo.com
4	Celina Bobcats			Chandra Richardson	crichardson1903@hotmail.com
5	Crandall			Marc Moffitt	lbbmff@aol.com
6	D Town Texans			Nicole Hollins	nicole1969t@att.net
7	Dallas Heat Track			Mark Piper	ladellbluitt@att.net
8	Duncanville Tigers			Lakisha Berry	duncanvilletigers@yahoo.com
9	East Texas Flyers			Teri Miller	tmiller5152@gmail.com
10	Fanntastic Sports			Randall Fannin	fanntasticsports@yahoo.com
11	Frisco Heat			Kevin Williams	just1kev@yahoo.com
12	Gladiator Track Club (italy)				
13	Happy Feet Running			Clint Scribner	cscribner@vmcadallas.org
14	Hummingbirds & Hayabusas			Kimberly Roland-Edmondson	luvnursek@yahoo.com
15	Innovative Athletic Movement			Wynel Seldon	iam_wseldon@innovativeathleticmovement.com
16	Lakepointe Track Club			William McCrary	willmccrary10@att.net
17	Lone Star Track Club			Kevin Tyler	kevintyler21@gmail.com
18	M & M Track Club			John Mason	mmtrackclub@yahoo.com
19	Mutiny Elite			Cedric Gooch	mutinvelite@gmail.com
20	NDA			William Cummings	wlcumm75@yahoo.com
21	NDCBF Eternal Impact Track Club			Harold Lacey	impactrack@ndcbf.org
22	North Texas Longhorns			Courtney Chancellor	solo952004@yahoo.com
23	No Speed Limit			Philip Redrick	kingredrick06@yahoo.com
24	Pleasant Grove Broncos			Gary Hall	ghall_bo@yahoo.com
25	Prosper Talons			Joshua Williams	com.joshua360@gmail.com
26	Racer X Distance Club			Danny Monistere	danny.monistere@gmail.com
27	Renegade Racers			Felton Stevens	feltonstevens@gmail.com
28	Rockwall Mustangs TC			Christopher Balanciere	mrbalanciere@gmail.com
29	Sherman Track Club			Devin Johnson	devinjohnson09@yahoo.com
30	Tall City Christian Track Club			Patrick Strambler	patstram6@gmail.com
31	Team Quest			Donnell Hobbs	donnellhobbs@hotmail.com
32	Team Velocity Forney			Fred Alexander	alexander51@cebridge.net
33	VA Stride			Jeremy Ingram	jkingram9801@att.net
34	Xtreme Speed			Darrell White	northtxelite@gmail.com
35					
36	Registered with TAAF				
37					
38	NOT REGISTERED WITH TAAF				
39					
40	North Texas Athletics Club			Sammy Dabbs	
41	North Texas Jackrabbits			Sheila Stoutmire	sjackrabbitstc@aol.com

Timelines

- Start outlining the season in January
- Have everything ready to go before April 1st
- Plan for before the season, during the season and after the season
- Timelines should be built to adjust if needed so set them by month

TAAF Track Timeline

January

- First Email to Coaches reminding teams to get registered with TAAF
- Contact locations for Regional Meets - gather prices

February

- Work with Coaches to ensure they are getting teams registered with TAAF
- Confirm Regional Meet Location

March

- Emails reminding coaches about registering teams
- Firm up Regional Meet Location
- Submit Regional Information to TAAF State Office

Updating lists from TAAF State office
Send out Circuit Meet Hosts Requests

April

- Put together Circuit Meet location
- Send Out Ribbon Order Form to coaches - order ribbons needed
- Schedule Coaches Meeting

Visit Regional Track
Send Circuit Meet Schedule to State Office
Email coaches weekly to remind to register athletes & teams

May

- Send weekly emails to coaches about registering athletes
- Host Coaches Meeting
- Send weekly emails to coaches about circuit meets

Complete Circuit Meet Assignments for all meets
Update Unattached athlete & Affiliate lists daily
Deliver Ribbons to Coaches

June

- Send weekly emails to coaches about registering athletes and with information about circuit meets
- Update Unattached athlete and affiliate teams Daily
- Schedule trainers, order regional ribbons, timers

Arrange Staff for Regional Meet

July

- Send weekly emails to coaches about registering athletes and with information about circuit meets
- Update Unattached athlete and affiliate teams
- Host Regional Meet - 4 days

Email all coaches about Regional Meet - 2 days
Prepare all data to send to state office - 3 days

Send out in early March:

*Attachments: [Circuit Meet Host Application](#)

Subject: [Region 7 Track](#)

TAAF Region 7 Track Coaches –

Planning for the ~~Spring~~ **2012** Track Season has begun! Below are some important dates to note:

Coaches Meeting: [Wednesday, April 4 at 7:00 pm at Hulberg Rec Center in Garland \(2314 Homestead Place, Garland, 75044\)](#)

Saturday Circuit Meets: [May 26, June 2, 9, 30, July 7 \(2 circuit meets per Saturday\)](#)

TAAF Athlete Registration Deadline: [Saturday, June 30](#)

Regional Entries Due: [Thursday, July 5](#)

Regional Meet: [July 12-14 at Williams Stadium \(510 Stadium Drive, Garland, 75040\)](#)

Circuit Meet Hosts:

Attached is a Circuit Meet Host Application. Please fill out the form with your information and provide your top three circuit meet dates (hosting previous years will give you priority for that particular weekend).

Applications need to be submitted to [Kim Bybee \(kim.bybee@cityofcarrollton.com\)](mailto:Kim.Bybee@cityofcarrollton.com) by **Friday, March 2** for consideration. The committee will review all applications and notify teams by **March 9** of their circuit meet dates.

Do not hesitate to contact me with any questions or concerns.

We look forward to another great season!

Region 7 Track Committee

<http://taafregion7.org/>

Send out after Circuit Host Application Deadline:

*Attachments: [Circuit Meet Schedule and Circuit Meet Ribbon Order Form](#)

Subject: [Region 7 Track Circuit Meets](#)

Your team has been approved to host a Region 7 Circuit Meet. The schedule for this summer is attached. There are 2 teams not hosting meets this year that have hosted in the past, plus we have an extra week, so we have a lot of one meet weekends. If you are the only one hosting a meet one weekend, please be sure to plan accordingly.

If you would like to order circuit meet ribbons, please look over the attached ribbon order form and let me know how many ribbons you will need **by Monday, April 2**. I will have these ribbons available for pick up at the coaches meeting so plan on bringing payment to the meeting.

Please let me know if you have any questions! See all of you at the Coach's Meeting on **April 4!**

Send out before Coaches Meeting:

*Attachments: [Coach Information Request](#)

Subject: [Region 7 Track Coaches Meeting Reminder](#)

This is just a reminder about the Coaches Meeting on **April 4 at 7pm in Garland (2314 Homestead Place, Garland, 75044)**

Attached is the Coach Information Request. Please fill this form out and bring it with you to the meeting.

Thanks!

Send out at the end of April:

*Attachments: [Circuit Meet Assignments](#)

Subject: [Region 7 Circuit Meet Assignments](#)

Attached are the **2011** circuit meet assignments. If you have any questions related to a particular circuit meet, please contact the host directly. All contact information is provided on the attached documents.

Reminder: Teams must attend the circuit meet location they are assigned. No exceptions!!

Meet schedules and other information received from circuit meet hosts will be emailed prior to the track meet and posted to the TAAF Region 7 website: www.taafregion7.org. Please check the website for updates throughout the summer.

Thank you!

Region 7 Track Committee

Things to remember

- Have a coaches meeting
- Be firm but be fair – do you see a trend here?
- Communicate with your coaches
- Have coaches packets
- Set rules for your meet and communicate those rules and then follow them
- Have a core team you trust to make decisions
- Schedule key people in key areas – you cannot be everywhere

Pre-Season Coaches Meeting Packet

	2017 Coaches Memo - Regional Meet Info	6/26/2017 11:44 AM	Microsoft Word D...	23 KB
	2017 Regional Schedule	6/14/2017 9:24 AM	Microsoft Word D...	17 KB
	2017 Regional Schedule	6/14/2017 9:24 AM	Adobe Acrobat D...	153 KB
	Affiliate Calendar 2017	5/9/2017 8:22 AM	Micro...	135 KB
	Coach Information Request 2017	5/9/2017 8:23 AM	Micro	
	Coach's Meeting Agenda 2017 - with notes	5/9/2017 3:05 PM	Micro	
	Coach's Meeting Agenda 2017	5/9/2017 8:23 AM	Micro	
	GHS Layout - overall - meet office, ribbo...	7/3/2017 11:45 AM	Adob	
	GHS Layout - overall - meet office, ribbo...	7/3/2017 11:45 AM	Micro	
	GHS Track Layout - event areas	6/14/2017 9:52 AM	Adob	
	Member Cities Calendar 2017	5/9/2017 8:22 AM	Micro	
	Region ribbon medal order form - Regio...	5/10/2016 9:36 AM	Micro	
	Sign-in Sheet 2017	3/30/2015 12:33 PM	Micro	
	Track and Field Rules 2017	3/13/2017 9:56 AM	Adob	
	Track Layout - event areas	7/3/2017 11:41 AM	Micro	

Regional Track Coaches Meeting Information

Rules and Guidelines for 2017 Regional Track & Field Meet July 6-8, 2017 Greenville, Texas

1. Meet Location - TA Cotton Ford Stadium, Greenville, Texas. Please refer to the map/layout of TA Cotton Ford Stadium for event locations.
2. Coaches Meeting: We will have a coaches meeting on July 6 at 5:30pm at center field prior to the first race. We will go over rules for the weekend and answer any questions coaches might have at this time. One coach from each team MUST be at the meeting.
3. Daily Spectator Admission Charge - \$5.00 per person, per day or \$10.00 for a weekend pass. Athletes must be in uniform to be allowed into stadium at no charge. Coaches Passes will be included in the team packet which can be picked up Thursday, July 6 at the Meet Office.
4. Team tents will only be allowed in the grass areas around the stadium. NO TENTS in the stadium. Only single, hand-held umbrellas allowed in bleachers. We will not be using the visitor side of the stadium for seating.
5. PARTICIPANTS/ATHLETES ONLY WILL BE ALLOWED ON THE TRACK AND STADIUM SURFACE DURING THE MEET. This is the same rule used and adhered to at the State Meet and this will be enforced at this Regional Meet. The only exception is that coaches will be allowed in the field event area.
6. NO COACHES WILL BE ALLOWED ON THE TRACK UNLESS FOR EMERGENCY PURPOSES AND/OR UNLESS APPROVED BY MEET OFFICIALS.

** EXCEPTION - During the 100 Relay Events ONLY a maximum of two (2) coaches per team may be on the Track to assist runners in setting their marks. Coaches on the track must remain off the track during the event and may not run along the track during events. Coaches are not allowed to assist or help runners while in the vicinity of the track. Excellence of relay teams and for individuals may result.
7. Athletes will enter stadium on the Northwest corner of the stadium. The Heating Area for both running and field events will be located on the Northwest corner of the field. The warm up area will be in the grassy areas.
8. All events are scheduled to start at the time listed. Running event participants should check in at the heating tent when calls are made. Runners missing their posted heats will be disqualified, regardless if the event is still in progress. DO NOT BE LATE. Starting times will NOT be moved up if ahead of schedule. Field event participants must check in with the Field Event Clerk at the listed starting times. Field Event participants MUST compete and complete their event during the time specified.

No late registration or changes in entries will be allowed for the meet at the stadium! The final deadline for all entries into the 2017 TAAF Region 7 Regional Track & Field Meet is Friday, June 30. Once an athlete is entered, all entry fees for all events are due and required, regardless if the athlete competes or not!

RUNNING EVENTS:

- a) All running events will finish at approximately the same finish line. Due to the nature of the cameras and the timing system. Moving the system as little as possible will be the criteria. All non-curve dashes: (50 m dash, 100 m dash, 80 m hurdles, 100 m hurdles, 110 m hurdles) will be run from North to South (left to right), regardless of the wind direction.
- b) The number of berths issued to the state meet is determined by the number of athletes registered by MONDAY, JULY 3. All athletes must be registered with TAAF before participating in a Region 7 circuit meet. The top six finishers will receive awards with medals going to the top three (3) finishers in each event and ribbons to the 4th, 5th & 6th place finishers.
- c) All participants for all running events must check in at the announced times at the Heating Tents located on the north end of the stadium. Meet officials will escort all participants to the starting line. Heating for field events could be held at different locations, as needed; announcements will be made.
- d) All participants in all running events will be required to wear a leg number corresponding to their lane assignment. These numbers will be issued to each runner at the heating tent. Runners may not participate without this number.

All participants in both running and field events will be required to wear a bib number that can be picked up with the coach's packets on Thursday, July 6. Replacement bibs are \$5 each.

- e) ALL RUNNING EVENTS, SPRINTS, HURDLES, AND DISTANCE EVENT HEATS WILL BE RUN AGAINST TIME. WINNING A HEAT DOES NOT GUARANTEE QUALIFYING FOR THE STATE MEET.

f) Protests: Per official TAAF and UIL rules, Judgment Calls and Decisions by TAAF Region 7 Finish Line Judges / Timers and/or Meet Officials are official and **CAN NOT BE PROTESTED!** Rule Interpretation protests and/or appeals are the only types of protests allowed and must be made to the Meet Referees at the time of the incidence.

Protest must be submitted in writing (by the Head Coach only) with all information included as to the reason for the protest, which event, heat number, etc. Protest Fee = \$50.00 each. Fee will be refunded only if protest is upheld.

For all age protests, the coach has 30 minutes from the moment they are notified to produce a valid birth certificate. All coaches are asked to have birth certificates on hand at the regional track meet.

TAAF and UIL rules also state that **ONLY video equipment approved by TAAF Region 7 shall be used to make finish line decisions.** Home videos will not be allowed to be used for protests. Protests are to be made to the Meet Office. Before submitting a protest, especially if it involves decisions at the finish line, please consider the fact that the finish line of each race is being professionally videotaped and timed electronically.

FIELD EVENTS: (Refer to Track Layout)

- a) Field events for all divisions will be conducted per the printed and announced schedule on both days. Athletes must enter at the Southwest corner of the stadium near the field house.
- b) Event Locations:

HIGH JUMP	(Friday and Saturday) - South end of Stadium inside the track
LONG JUMP	(Friday and Saturday) - South end of Stadium outside fence
TRIPLE JUMP	(Friday Only) - South end of Stadium outside fence
SHOT PUT	(Friday and Saturday) - Field at far east end of complex - behind visitor bleachers
DISCUS	(Friday Only) - Field at far east end of complex - behind visitor bleachers
POLE VAULT	(Thursday Only) - South end of Stadium outside the fence

9. The Awards area will be located beside the meet office building on the Northwest side of the stadium. All awards may be picked up here. State Meet qualifiers must also pay their State Meet Entry Fee (\$5.00 per event qualified for) when awards are picked up.

10. Running Event Heat Sheets and Field Event Participant Sheets: These sheets will be posted on the boards around the building on the north side of the stadium.

11. Award Winners: Medals for 1st place through - 3rd place and ribbons for 4th place through 6th place may be picked up 30 minutes after the results from each event have been posted. Coaches and/or Parents are encouraged to be the ones that pick up awards.

12. State Meet Qualifiers: All State Meet Entry Fees for all qualifiers must be paid to the Meet Director by the conclusion of the meet on Saturday, July 8. The top x finishers in each event will qualify for the 2017 TAAF State Meet in McAllen, Texas, July 28-30.

- \$7.00 per person, per event. Cash or checks, payable to: "TAAF Region 7" will be accepted.
- Qualifiers who know that they will not compete at the State Meet are requested to notify the awards booth. However the new State Rule, effective in 2004 does not allow any substitutions near meet place finishers to qualify for the State Meet. Only the top xx place finishers in each event will qualify for the State Meet.

COACHES: Please make sure all of your athletes and their parents/spectators know and understand these rules and guidelines. We understand that some may not be to your liking, however, due to the nature of the sport of Track & Field and for proper meet operation and safety, rules of this kind must be adhered to.

Thank you for your efforts this year! Good Luck!

Volunteers, Volunteers, Volunteers

- You will have to have staff for your meet.
- Can you pay them in some way?
- How will you feed them?
- How do you keep them hydrated?
- Do they have any training? Can you give them on the job training?



Volunteer and Staff Assignments

	Thursday	Friday	Saturday
Meet Director	Angie Smith	Angie Smith	Angie Smith
Asst Meet Director	Eric Anderson	Eric Anderson	Eric Anderson
Facility Coordinator	Will McCrary	Will McCrary	Will McCrary
Meet Referee	Fred Alexander	Fred Alexander	Fred Alexander
Announcer	Aaron Dobson	Aaron Dobson	Aaron Dobson
Electronic Timers	Larry Wooten Bob Zell	Larry Wooten Bob Zell	Larry Wooten Bob Zell
Computer Operators	Keith Reagan Lisa Reagan	Keith Reagan Lisa Reagan	Keith Reagan Lisa Reagan
Starters	Greg Young John Williams	Greg Young John Williams	Jerome Beachum Greg Young John Williams
Start/Finish Line	Angie Johnson Tangela Taylor Gbolshan Omotara Malcolm Logan	Angie Johnson Phillip Hill Gbolshan Omotara Malcolm Logan	Hannah Truett Angie Johnson Phillip Hill Gbolshan Omotara Malcolm Logan
Timing Assistant	Courtney Curry Brandon Carlton	Courtney Curry Brandon Carlton	Courtney Curry Brandon Carlton
Exchange Judges	Chrystal Cooksey Fred Alexander Angela Smith Eric Anderson		
Heating Tent	Linda Alexander Janeise Anderson Arlexia Story Michaela Hybbard Jessica Hykel	Linda Alexander Janeise Anderson Arlexia Story Michaela Hybbard Jessica Hykel	Linda Alexander Janeise Anderson Arlexia Story Michaela Hybbard Jessica Hykel
Medical Support	Texas Health Network	Texas Health Network	Texas Health Network
Ice/Water Movers	Michael Borner Miguel Quevedo	Michael Borner Miguel Quevedo	Michael Borner Miguel Quevedo
Admission	Nikki Sassenus Rachel Burks Lavada Burse Kasey Haywood	Nikki Sassenus Kristina Morales Autumn Colbert Lavada Burse	Nikki Sassenus Kristina Morales Autumn Colbert Lavada Burse Tangela Taylor
Gates	Connor Wanttaja Carolyn Sherwin Maddie Sisk Hanna Truett Doug Peterson Kristina Morales Stacy Kyles Stephen Hykel	Drew Boback Patrick Garcia Connor Wanttaja Carolyn Sherwin Hanna Truett Joseph Aggrer Ashley Wakefield Major Edwards Stephen Hykel Ashley Music	Stacy Kyles Drew Boback Patrick Garcia Kevin Branch Ashley Music Connor Wanttaja Major Edwards Stephen Hykel Carolyn Sherwin
Runners		Garrett Dennard	Maddie Sisk Garrett Dennard

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Floaters	Michael Jones Erad Urban	Michael Jones	Michael Jones
Pole Vault			
High Jump		Chrystal Cooksey - M Kasey Haywood Rachel Burks	Chrystal Cooksey Kasey Haywood Rachel Burks
Long Jump		Jim Berman Lori Berman Jeremy Hendricks Kevin Hubbell Florentino Ordaz	Jim Berman Lori Berman Trevor Pierce Florentino Ordaz Kevin Hubbell
Triple Jump		Bruce Jones Gina Moore Craig Bailsback Monica Johnson Baltazar Mancera	Bruce Jones Monica Johnson Nathan Alexander David Spraglin Jeremy Hendricks
Shot Put		Richard Garnett Carl White Mario Peerman Al Penn-White	Richard Garnett Carl White Mario Peerman Al Penn-White
Discus		Seth Davis Maddie Sisk	
Awards/Results		Pam Tarrant Jeremy Tarrant Jerome Beachum	Tiffany Peerman Pam Tarrant Yolanda Fuller

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What does the meet look like?



Days following the meet



No really...



It is about kids, parents and coaches who have poured their heart and soul into training over the summer months to leave it all on the track or in the pool. These kids have more heart than pretty much everyone you know. It's really about them!!

Q & A

