TRACKMATE COACH'S HANDBOOK 2020

COLUMBUS CATHOLIC DIOCESE RECREATION ASSOCIATION

TRACK & FIELD

Introduction

TrackMate software is a tool for managing track meets and organizing events for individual teams. It was introduced to the Catholic Diocese Recreation Association in 2003 and was first implemented for the 2004 track season. After studying many different brands of track management software, TrackMate was chosen for its user-friendly format.

TrackMate eliminates many manual and time-consuming steps involved in running our track meets. Some of the benefits and features of TrackMate are:

1. Eliminates filling out entry sheets for each athlete and each event.
2. Eliminates stuffing event envelopes the morning of the meet.
3. Keeps track of how many events each athlete is entered into & how many athletes you have entered into each event. This is a valuable tool for coaches to ensure that all participation and event limitation rules are followed.
4. Provides printed reports showing who is entered into what events. TrackMate provides many reports to keep the coaches and athletes informed and organized.
5. Automatically enters athletes into the appropriate heats.
6. Eliminates the need for volunteers to hand write ribbons by printing a label for each ribbon awarded.
7. Automatically breaks ties in field events.
8. Automatically scores each meet. This is particularly helpful for the Relay Meet and the Championship Meet.
9. Results for events can be printed after each event is completed.
10. Results for the entire meet can be printed by school and by division.
11. In 2009 the TrackMate program became web-based simplifying the process even more!
12. In 2011 the TrackMate program was integrated with the Flash Timing FAT (Fully Automated Timing) system.

TrackMate was designed using the High School Track and Field rules published by the National Federation of State High School Associations (NFHS). Some options not part of the official rules but occasionally used have been incorporated into TrackMate. Thus, TrackMate is designed to follow NFHS rules, while allowing for some commonly used rule modifications.

Flash Timing is a F.A.T. (Fully Automated Timing) system that is used in High School and College Track Meets. Its purpose is to eliminate the human reaction time factor when the race is started and eliminate the human eye factor at the finish line. Flash Timing is integrated with TrackMate to make a powerful combination of hardware and software to time races more accurately, eliminate any deliberation over places at the finish line and, ultimately to speed up the track meet and free up valuable volunteers from the finish line to assist with other aspects of the track meet.

This **TrackMate Coach's Handbook** contains information that is unique to the way CDRA runs its track program and instructions for setting up its track meets. It is a supplement to the **TrackMate Users Manual** (available by download at www.microsport.com) The **TrackMate Users Manual** is your total source for answers to running the software.

In short, TrackMate is a powerful tool that will enable the CDRA to provide a better experience for the kids, parents, volunteers and coaches of our Parish track teams.

Team Rosters

Your Master Roster will contain your list of athletes, organized by each division. The first step in the web-based entry is to transfer your roster for each division into the web-based program. It is very important to keep your Master Roster up-to-date. You can add or delete names from the Master Roster at any time.

1. Utilizing your, text file, word processing program, or spreadsheet (Word or Excel): Create a document that will list all of your athletes separated by each of the six divisions.
   a. 4th & 5th Grade Girls
   b. 4th & 5th Grade Boys
   c. Reserve Girls
   d. Reserve Boys
   e. Varsity Girls
   f. Varsity Boys

2. Enter each of your athlete's names EXACTLY as indicated below.
   a. **Last name <u>first</u>, first name <u>last</u>.**
   b. **Do <u>not</u> use all capitol letters.**
   c. **Use a comma to separate the last name and first name**
   d. **EXAMPLE: Owens, Jesse**

3. Save the roster so you can access it easily.

Accessing TrackMate Online

You are able to access TrackMate Online at anytime, but only after you have received an online invitation from the DRA Track & Field Meet Administrator. TrackMate refers to the Administrator as the "Host". Although there is only one track meet each weekend, there are really 3 track meets within the one. Three separate divisions with different events encompassing both boys and girls. Consequently, you will receive two (2) invitations from the Host for each of the 5 track meets.

1. You will receive two e-mail invitations from the Host (www.microsport.com) for the 3 divisions for each of the 5 track meets.
   a. 4th & 5th Grade Boys and Girls invitation.
   b. Varsity & Reserve Boys & Girls invitation.

2. Each invitation will be titled with the name of the track meet, division and the name of **your** school.
   a. EXAMPLE: **Qualifier #1 4th & 5th Grade Boys & Girls – Entry Instructions for All Saints Academy**
   b. If *your* school is not named. Please contact the Meet Administrator immediately!

3. The e-mail invitation explains everything you will need to do to access TrackMate Online and the corresponding track meet.
   a. The easiest way to move forward is to click on the link in the invitation or copy and paste the link into the address window of your browser.
   b. REMEMBER- you will receive two invitations. You will need to repeat these steps for each division you have athletes entered into. It is highly recommended that you work on only one division at a time until it is completed before you move to the next division.

4. You will either need to print the e-mail invitation or save it in your mailbox. The e-mail contains the login code required for you to access the individual track meet if you would want to make changes during the open period of the entry process.

Welcome to TrackMate Online!

Once you have received your e-mail invitation and you access TrackMate Online it will be very obvious you are in the right place. The first page will list **your** school, the name and date of the meet. At this point, there are only 5 simple steps you need to take to complete the process... yes, it is that easy!

1. **Enter Your Roster**
   a. Select the Boy's Division Roster button
   b. Click the *Add New Athlete(s)* button.
   c. You can enter each athlete one at a time here or, copy the roster you created earlier and paste it into this window. If you are adding athletes individually, remember to put the last name first, first name last, separated by a comma. Do NOT use all capitol letters!
   d. Click *Create.*
   e. Your roster is now populated with your athlete's names in alphabetical order.
   f. From this screen, you can edit, delete or add more athletes to this roster.
   g. Repeat this process for the Girl's Division.
   h. Repeat this process for each division you have participating athletes.
   i. Click *Done.*
   j. You should only have to enter your roster for the first Qualifier Track Meet. Each subsequent email invitation will have the roster that was utilized in the previous Track Meet with the events entered in that previous meet deleted.
   k. You can access and edit this roster at any time up until the "Locking" of the track meet.

2. **Print Event Entry Work Sheets** (You must have Adobe Acrobat Reader)
   a. Click *Print Summary*
   b. Click the link *TrackMate Online Entries.pdf*
   c. This will print your roster and blank entry worksheets for both Boys and Girls for you to fill out prior to entering your athletes online. It is HIGHLY recommended that you **do not** skip this step! It will make this process so much easier!
   d. It is also recommended that you print multiple copies or make copies on your copier (or use pencil and have a very big eraser!).
   e. Click *Home.*

3. **Fill out your Event Entry Work Sheets**
   a. Handwrite your athletes into the events you want them to participate in on the sheets you printed in the previous step.
   b. Include the level of competitiveness (1-5) you want them to compete in (see section 5-h. – 5-j. below).

4. **Exhibition Entries**
   a. Exhibition relay teams are not permitted.

5. **Enter Athletes Into Events**
   a. Select the Boys or Girls Division *Entries* button.
   b. All of the events for that division now appear.
   c. Click the *Edit* button to the right of the event you want to put athletes into. (It is recommended to start from the top and work your way down.)
   d. The event will appear with enough spaces to add athletes up to the entry limit allowed for that event and division. (See the DRA Track Rules for event entry limits)
   e. Click on the drop-down arrow (▼) button.
   f. All of the athlete's names will appear in the drop-down list.
   g. Select the athlete you wish to enter into this event.

h. Once the athlete's name has been selected you must now enter the "***Qualifying Time/Distance/Height****". ***DO NOT ENTER ACTUAL TIMES, HEGHTS AND DISTANCE!!!***

i. *As the DRA has done in the past, a rating system will be used to determine what heat or flight the athlete will compete in. The rating system will be <u>five levels.</u> Five levels spread the talent level out so the least competitive athletes are not competing against the most competitive athletes.   A Competitive Level Guide has been created for you to use to determine what rating to give each of your athletes. Please see the guide for instructions on how use it. (This guide has been e-mailed to you along with this Handbook)

j. Utilize the following rating system to select the level of competition for each athlete. To do this, place your cursor in the ***Qualifying Distance/Height/Time*** box and click.

> Enter "1" into the box for the best or most competitive group.
> Enter "2" into the box for the second-best level of competition.
> Enter "3" into the box for the third-best competitive group.
> Enter "4" into the box for the fourth-best competitive group.
> Enter "5" into the box for the fifth-best or least competitive group.

Tip: It is preferred to have athletes from different schools with similar abilities in the same heat so please be as accurate as possible when entering these levels of competition. ***Failing to enter a qualifying standard will result in the athlete being disqualified from that event.*** Once heats have been set up, requests to move an athlete into a faster or slower heat ***will be denied***.

k. Do NOT enter athletes into the alternate 1 & 2 spaces provided, as this will count toward their limit of three total events. Instead, hand-write your alternate athletes into these spaces once you have printed the reports.

l. After you have finished entering athletes into this event click *OK.*

m. Repeat these steps for the rest of the events.

n. To help you, the screen will display the number of entries you have in each event.

o. The software will prevent you from exceeding event entry limits for each event and each athlete.

p. Print out your completed entries to verify accuracy and completeness.

1. Click Print <u>S</u>ummary
2. Click the link <u>TrackMate Online Entries.pdf</u>
3. This will print your roster and the completed entry reports for both Boys and Girls for you to verify your entries or use to post for all to see who is in what event. It is HIGHLY recommended that you do not skip this step! It is a great organizational tool.
4. Your computer will ask you if you want to "Open", "Save" or "Cancel". Choose "Open". You can print the report once the .pdf file opens.
5. This will print only the completed entries for the current division you are working on. Please repeat this step for each of the three divisions.
6. Close the .pdf file. This will return you back to TrackMate.
7. Click *Home.*

q. Once you have completed entering your athletes into all of the events simply click ***LOG OUT.***

r. You then will be asked to confirm that you want to log out. At this point you can return to the track meet you have been working on or confirm your log out by clicking ***LOG OUT*** again.

<u>Please disregard the "Helpful Hints" for Qualifying Distance/Height/Time at the bottom of the page.</u>

Up until the Track Meet is locked (7:00PM the night prior to the meet) you can make changes and additions to the Track meet. Each time you log out, your changes will be recorded and saved. Once you are happy with your entry decisions and have printed your final event entries report, you will need to do nothing else to send your entries to the Host. Each school's entry will be automatically merged into the Track Meet and downloaded by the host to set up the track meet. Once all of the online TrackMate entries have been imported, heated and printed we will email the coaches a copy of the heat sheets with all of the heat and lane assignments for each event. This will aid in assuring all athletes and teams are in the correct heats and lanes. Especially useful for our fourth and fifth graders, this will also help move the meets along in a timely manner. It is recommended that you come up with a system to inform each athlete what their heat and lane assignments are for each event they are participating in. For example, you could write on an index card or their wrist:

100 - H-2 - L-5 = 100 Meter Dash Heat 2 Lane 5

RELAY MEET EVENT ENTRY PROCEDURES

The relay meet consists of running events that are all made up of 4 competitors per event from each school. There are several different running relays in the Relay Meet that we do not contend in the 3 Qualifiers and Championship Meet. The field events "relays" are made up of two athletes from one school to form a team. We combine the best result from each of their individual efforts to come up with a team total. For example, the team of Jesse Owens and Bob Beamon are teamed up in the Long Jump Relay. Owens best jump was 26' 8.25" and Beamon best leap was 29' 2.50". You would then combine the two best efforts and come up with 56' 0.75". This would be their team total.

To enter athletes in to the running relays you would follow the same procedure as you would in any of the Qualifier Meets. The field events, however, are a little trickier! In order to score the event, we have to combine the two best efforts of each individual of a team. To do that we have to "trick" the TrackMate software by making it think that the two individual athletes are one person. Here are the procedures.

1. First, select your two athletes you want to compete as a "relay team" in the field event.
2. Go to the **Welcome To TrackMate Online** section of this handbook.
3. Go to step number one, **Enter Your Roster**.
4. Follow the roster procedures with the following deviation.
    a. Enter your two-athlete team as one roster entry.
        i. Example: Jesse Owens and Bob Beamon would be entered as follows- **Owens, J. – Beamon, B.**
5. Only use their last name followed by a comma then their first initial followed by a period. Insert a hyphen then the second athletes last name followed by a comma then their first initial followed by a period.
6. Follow this procedure for each of your field event teams of two.
7. 4th & 5th Grade division may enter two relay teams per school per event.
8. Varsity & Reserve division may enter two relay teams per school per event
9. Enter a rating of 1-5 for each of the running and field event relay teams.

CHAMPIONSHIP MEET EVENT ENTRY PROCEDURES

In the 2014 season, we attempted, for the first time, to eliminate the championship scratch meeting and have the coaches enter their Championship Meet entries online as they did for all of the other track meets. This was very successful and a lot less time consuming. In order for this to be done properly and fairly please follow these procedures. For your entries for the Championship Meet you ***WILL NOT*** enter a rating of 1-5. ***YOU WILL*** enter their best qualifying effort for the event in which you want the athlete to compete.

1. Prior to the relay meet you will receive, via email, the "Qualifying Booklet". This booklet will show all of the athletes who met or exceeded the qualifying standard for each of the 3 previous Qualifier Meets. YOU SHOULD HAVE RECEIVED THIS BY EMAIL

2. Go through each division and each event (start from the top) and highlight the athletes from your school that appear in the booklet.

3. Then go back and underline OR circle each athlete's best performance in each event. You may have an athlete who competed in an event in each of the qualifiers and met the qualifying standard each time. Be sure to underline ONLY the best performance by the individual in each event.

4. Open up the TrackMate Championship Meet Invitation you received by email and open up each roster. Delete the two-person Relay Meet Field Event Team you created for the relay meet field event.

5. Print off a set of **Event Entry Worksheets** (see step 2 in the **Welcome To TrackMate Online)** for each division. Print these from the championship meet invitation you have received from www.microsport.com as this will have plenty of slots to enter all of your qualified athletes. Print multiple copies if you have a large team.

6. Choose the events (up to 3) you want each athlete to compete in the Championship Meet based on their best qualifying effort. You may have athletes who qualified in more than 3 events. You must decide which events (up to 3) they have the best chance of scoring points.

7. If you have an athlete who did not qualify for any event here are your options:
    a. Enter them into a qualified relay by substituting them for one of the original members of that qualified relay team as long as two of the original team members are in tact.
    b. Enter them into an individual running or field event and leave the qualifying time/result blank. They will be entered into the last heat/flight of that event.
    c. Enter them into a relay made up of all non-qualifiers leaving the qualifying time blank.
    You may choose any of these options for your athlete who did not qualify in any event. This will give them the maximum of two events allowed for a non-qualified athlete.

8. If your athlete has qualified in only one event, choose option (a.) or (b.) from step 7 above to give your them the maximum of two events for an athlete who only qualified in one event. If your athlete only qualified in a relay, the athlete may run in another event as long as they participated in that event in a qualifier.

9. You can enter as many athletes as you have qualified into any single event. There is not an entry limit per school for the Championship Meet.

10. Write these entries onto your Event Entry worksheets. **Write their best qualifying effort for each event you choose to enter them into.** DO NOT ROUND!!! ENTER THE EXACT QUALIFYING TIME, DISTANCE OR HEIGHT AS ENTERED IN THE QUALIFYING BOOK.

11. For relay teams: Choose the relay teams you wish to enter into the Championship Meet. You can enter any of the relay teams that have met the qualifying standard. However, for each qualified team you enter, that team <u>must consist of at least two of the original team</u> members who qualified at that specific qualifying time. When you enter your relay team <u>enter the **EXACT** qualifying time</u> for that specific team.

12. If you are entering an athlete or relay team that **has not qualified** in that event or relay, **LEAVE THE QUALIFYING TIME, DISTANCE OR HEIGHT BLANK**. The individual athlete or relay team will be put in the last heat.

13. Enter your competitors into the Championship Meet TrackMate Online as you would for the three previous Qualifier meets, with this one deviation:

    a. Enter their <u>best</u> <u>actual qualifying effort</u> for the event you are entering them into. Do not round!

    b. Be sure to follow the guidelines TrackMate sets for you when entering times, heights and distances. <u>Double-check each entry to make sure the formatting is correct.</u> The software will inform you when the format is invalid.

14. All other procedures are the same as entering for a Qualifier.

15. ALL ENTRIES MUST BE SUBMITTED AND RECEIVED BY 7:00PM THE WEDNESDAY PRIOR TO THE CHAMPIONSHIP MEET.

Event Entry Changes

Again, you can make changes to your event entries up until the meet has been "Closed" by the Host. **No other changes will be accepted or allowed after the 7:00 PM cut off time!**

1. Of course, you can scratch athletes from events without any notification necessary, even the day of the track meet.
2. RELAY SUBSTITUTIONS-
    a. Last minute relay event substitutions may be made at the line providing the athlete gives his/her name to the Event Official and is specific about which athlete they are replacing.
    b. You may only substitute a maximum of two team members per relay team.
    c. The substitution of a relay member at the Championship Meet must still follow the two original members rule. Otherwise the team is illegal and will be disqualified.
    d. Event entry limits must be followed. Failure to provide the Event Official with substitution changes may jeopardize an athlete's event entry limit status and disqualify the athlete and the relay team.
    e. The relay substitution must be done no later than the second call of the relay event.
    f. The Event Official has the authority to allow or deny any changes.
    g. If you have a relay team member who cannot participate in an assigned relay event, it is recommended you scratch another member of your team from an individual event to complete the relay team.

3. Under no circumstances will verbal or written event entry changes be accepted on the day of the track meet.

4. Under no circumstances will event entry changes be accepted after the 7:00PM deadline.

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