

2007 CYO Track Organizational Meeting
Monday – February 12, 2007

The meeting was called to order by Jim Kalla, CYO Track Commissioner, at 7 PM in the cafeteria of St. Bartholomew Consolidated School. Representatives from 26 schools/parishes attended this meeting. Mr. Bill Rice, CYO Director, was also in attendance. Jim welcomed everybody and thanked them for venturing out on this weather-threatening evening. Jim welcomed representatives from 3 of the 4 new teams in CYO Track this year – Holy Family/St. Frances (Middletown), St. Thomas More, St. Susannah and Concordia Lutheran.

- (1) The first order of business was to review the contents of the envelopes distributed to each school/parish representative at the meeting. These materials included –
- a copy of the CYO Track Rules (also available on the CYO Web-Site www.cyosports.org)
 - a page outlining the order of events and the scoring procedures for CYO track meets
 - a copy of the CYO Track Relay Rules and Exchange Zone Judges Guidelines
 - a copy of the guidelines for Long Jump, High Jump, Shot Put and Discus and the Tie Breaker Rules for Field Events
 - a flier for the 2007 CYO Track City Championship Meet (to be held May 18-19, 2006); the divisional alignment of teams and the procedures for a team to appeal its divisional alignment is identified on this flier.
 - a blank CYO roster form
 - a blank CYO Athletics Agreement and Release of Liability form
 - a page outlining the procedures that will be used this year for the submission of CYO Track Rosters, Release Forms and CYO Meet Fees. For the 2007 CYO Track Season, all teams must submit their rosters to the CYO Office by Monday, April 15, 2007. Any additions to rosters after this date must be sent to the CYO Track Commissioner for approval. Fees for the CYO Track City Championship Meet must be received at the CYO Office by Friday, May 4, 2007.

- (2) A first draft of the 2007 CYO Track Meet Schedule was discussed. The schedule as currently known is ...

March 5 = Official Practice Start Date (in compliance with the OHSAA for Junior High Track)

March 30-31 CURRENTLY OPEN
(At this time, Guardian Angels and IHM are considering holding a meet on this weekend but nothing has been finalized as of this meeting date.)

April 6-7 EASTER WEEKEND – NO MEETS

April 13 (Friday) St. James White Oak Track Meet - 7th/8th Grade – LaSalle HS
April 14 (Saturday) Mariemont Track & Field Invitational – Grade K-6 – Mariemont HS

April 21 (Saturday) St. Catharine Track Invitational – Grade K-8 – LaSalle HS

April 28 (Saturday) St. Jude/Queen of Peace Track Invitational – Grades K-8 - Oak Hills HS
(The 7th/8th Grade portion of this meet MAY be held on Friday evening, April 27th – meet administrators will make this determination within the next few weeks.)

May 4 (Friday) Sacred Heart "Tuck Sullivan" Meet – 7th/8th Grade – Fairfield Stadium
May 5 (Saturday) Sacred Heart "Tuck Sullivan" Meet – Grades K-6 – Fairfield Stadium

May 11 (Friday) SMAC/St. Gertrude – East/West Meet – 7th/8th Grade – Location TBD
May 12 (Saturday) SMAC/St. Gertrude – East/West Meet – Grade K-6 – Location TBD

May 18 (Friday) CYO Track City Championship Meet – 7th/8th Grade – Northwest HS
May 19 (Saturday) CYO Track City Championship Meet – Grade K-6 – Northwest HS

When finalized, the 2007 CYO Track Meet Schedule will be posted on both the CYO web-site (www.cyosports.org) and the CYO Track Bulletin Board Web-Site (<http://cincyoctrack.4t.com>).

(3) CYO Track – New Coaches Clinic: Friday, February 23, 2007 – 7:00 to 9:00 PM – LaSalle HS

Pat Conlon announced that he will be heading up a CYO Track Clinic for new coaches on Friday, February 23rd in the music room at LaSalle HS (see Attachment A).

(4) Non-CYO Teams – “Approval Process”

Jim Kalla explained that he will contact all the non-CYO teams that frequent our invitational meets to advise them that they will need to register with CYO Track prior to the start of the 2007 CYO Track Meet Season. As part of this registration process the non-CYO teams will be asked to review CYO Rules/guidelines and then sign off on their understanding and future compliance. This process will be handled by Jim Kalla as the CYO Track Commissioner (see Attachment B for further details).

- (5) **Meet Management Software** – A study was conducted during the off-season to investigate the feasibility of CYO Track utilizing computerized meet management software to help administer track meets (see Attachment C). The results of this study indicated that (a) the total costs for this software, a dedicated laptop computer and the associated subscription fees and training costs are more than CYO Track can absorb at this time; and (b) the requirement of each school/parish to upload their team entries (participant’s name, grade, gender, event, and best time/distance in that event) 48 hours prior to the start of each meet where this software would be used is likely to be unachievable. CYO Track will not pursue this type of software at this time.

In lieu of this software, several ideas for improving how we administer our meets and reporting results were identified ...

- ... creating seeding guidelines for each event at each grade/gender level and then requiring coaches to identify their “seeded” runners for staging purposes (Jim Kalla).
- ... developing a spreadsheet system to collect and compile event and team results at track meets (Len Carraher).
- ... agreeing on a standard format for reporting meet results on the CYO Track Bulletin Board (Jim Kalla)
- ... changing the starting times (i.e 8:00 AM) for Saturday meets or running the 5th/6th grade first on Saturdays to avoid delays at Saturday meets (Dave Pierce)

Jim Kalla will pursue these ideas with meet administrators off-line.

- (6) **Timing System/Device** – A study was conducted during the off-season to investigate the feasibility of CYO acquiring a timing system/device that would be used at the CYO City Meet and made available for use at all invitational meets (see Attachment D). The study concluded that the system that best fit our needs was the ULTRAK L10 system (approximately \$500). A funding proposal was identified and the study recommended that CYO purchase this system provided that funding would be available and that appropriate ownership/support/training responsibility be identified.

Much discussion on this study followed. It was agreed that a timing system (by itself) would not guarantee that our track meets would run quicker or even more smoothly. Some coaches said that the use of a timing system and the printed tapes may even add another level of detail to compilation procedures. It was agreed that a timing system would provide a single start time for all timers but that this benefit was not enough to warrant pursuing this concept. It quickly became apparent that as a group, we were not in total support of this proposal at this time. In order for CYO to research this concept further, Joe Stelzer, Mariemont Track, offered CYO the use of his timing system (similar to the ULTRAK L10) for the 2007 Track Season. Further, Dave Sprenger, SMAC, volunteered to be responsible for the ownership/support/training for this trial period. Joe and Dave will establish procedures and guidelines for this season. At the end of the 2007 CYO Track Season, we will review the results of this trial period.

- (7) **CYO Track “Bulletin Board” Web-Site** – This site is currently being updated. It will be available in time for the start of the 2007 CYO Track Meet Season.

The meeting ended at 8:00 PM.

Respectfully submitted.

Jim Kalla
CYO Track Commissioner

Attachments

Attachment A

CYO Track - New Coaches Clinic

Date: Friday February 23, 2007 7:00 to 9:00 PM

Location: LaSalle High School music room (new building behind the school, near the Football stadium (up the stairs to side door)

This clinic is intended for first year and generally newer coaches.

Agenda

- **Sprinters** (50 to 200 meters events) practice routines – Specific work out for Sprinters, including relay events
- **Middle and distance runners** – (400 meter + longer distances)
- **Field events** – shot put and discus practice techniques
- **Field Events** – high jump and long jump
- **Kindergarten to 4th grade practice /chaos**
- **First year basics you gotta know** How to prepare for the weekly meets, Rules /Traditions / Procedures

There will be a \$ 5.00 donation for each attendee (maximum from any school of \$ 15.00, no matter how many attendees. Checks should be made payable to CYO Track.

There is no pre-registration, encourage all coaches to attend.

If you have questions, contact Patrick Conlon 513.470.1166
pconlon@cinci.rr.com

Attachment B

NON-CYO TEAMS - "APPROVAL PROCESS"

- **Non-CYO Teams will be asked to register with the CYO Track Commissioner prior to the start of the 2007 CYO Track Meet Season.**
- **Non-CYO teams will be asked to review CYO rules/guidelines and then sign-off on their understanding and compliance – we will be sure to cover recruiting, age limits, participation limits, spikes, etc.. (May require their attendance at a special non-CYO team meeting.)**
- **Non-CYO teams who comply with steps (1) and (2) will then be "approved" for participation at all invitational meets (but not for the CYO City Championship Meet).**

Attachment C

Feasibility Study: Meet Management Software

Background: Over the course of a normal CYO Track season approximately 6-7 track meets are conducted. One of these meets is the CYO City Championship Meet and the others are all invitational meets sponsored by various parish/school track teams. The management of each of these track meets is the responsibility of each individual meet administrator. At this time, no Meet Management Software is being used for any of these meets. The administration of each of these meets is primarily a manual process supplanted with various "home grown" spreadsheets and data bases.

A continuing, major problem area for CYO Track is the length of time for a CYO Track Meet. Many of the meets in recent years have experienced severe delays (where meets have overrun their expected times by 1-2 hours). This problem area is affected by many factors to include ...

- ... growing numbers of participants / teams each year (we have 4 new teams for the 2007 season)
- ... increasing difficulties in compiling and posting event results
- ... decreasing numbers of trained volunteers working at CYO Track Meets.

A suggested resolution to the problem of lengthy track meet times is the use of Meet Management Systems for all CYO Track Meets. It is hoped by using Meet Management Software that the compilation and posting of event results will be accomplished more quickly and more accurately and the need for increasing number of volunteer workers to compile results will be lessened.

Objective of Feasibility Study: The objective of this study is to ...

- (a) identify our specifications for Meet Management Software
- (b) research the availability of Track Meet Management Software and identify software that would meet our specifications,
- (c) identify the cost for the software,
- (d) identify the requirements we (CYO Track) would need to fulfill to successfully utilize this software
- (e) propose a method for funding the purchase of this software and any required hardware, and ongoing costs.

Conclusions:

Our specifications for Meet Management Software –

- (a) be functional on a laptop computer with a current M/S Operating System (e.g. XP2)
- (b) be able to handle the multiple breakouts used in CYO Track (e.g. grade levels, boys vs. girls, Division I and Division II)
- (c) have simple data input processes to collect race/heat data (e.g. athlete's name, event, finishing place, finishing time/distance)
- (d) be able to seed the heats of some running events at a meet
- (e) be able to report eligibility infractions of an athlete at a meet (i.e. greater than 3 events)
- (f) be able to compile and report event results at a meet
- (g) be able to compile and report team scores at a meet
- (h) be able to produce electronic reports of meet results (both individual results by event and team scoring) for uploading to track web-sites

Available Track Meet Management Software that meets our specifications – After reviewing available software, the software that best meets our specifications is HyTek's Meet Manager for Track & Field and Team Manager for Track & Field. These two software systems are capable of meeting our specifications plus more (e.g. printing competitor labels for each athlete, printing ribbon/award labels for each athlete based on their place/finish in the meet, printing numerous administrative reports, etc.). This software is considered "the Cadillac" of Meet Management Software (see attachments for further details).

Cost of the software –

Meet Manager for Track & Field –

\$695.00 - purchase cost of software package with all standard options

Team Manager for Track & Field –

\$ 0.00 - for Team Manager Lite (basic team data entry software, no reporting capabilities – downloadable copies free with the purchase of Meet Manager for Track & Field)

\$ 69.00/team- Upgrade Cost to Team Manager 2.0 (required to receive and assimilate meet results for athletes on coach's computer)

Ongoing Costs -

\$250.00 - annual subscription fee

\$100.00 - miscellaneous supplies (paper, labels, etc.)

Requirements to successfully utilize this software –

- (a) obtain/purchase a laptop computer for CYO on which to load and operate the Meet Manager software (this laptop would be used at each CYO Track Meet),
- (b) somebody would need to be responsible to learn how to use the Meet Manage software; this person would then be responsible to operate the software operation at each track meet (this role could be relegated to each meet administrator if and only if they were properly trained),
- (c) each school/parish would require a computer on which to load and operate the Team Manager Lite or Team Manager 2.0 software,
- (d) each school/parish would need to be trained on how to use the Team Manage software
- (e) each school/parish would be required to upload their team entries for a track meet **48 hours prior to the start of the meet** (team entries would require team name, athlete's name, athletes's grade level, athlete's gender, event registered for, and seeding time/distance).
- (f) sufficient printer capabilities would need to be available at each track meet for the publication of competitor labels, ribbon/award labels, meet reports, etc..

Proposed Funding for the Purchase and Ongoing Costs

- (1) Impose a one-time surcharge of \$28.00 per CYO Track Team for the 2007 CYO Track Season. This surcharge would generate approximately \$700.00 (based on the average number of 25 schools participating in CYO Track from the 2005 and 2006 seasons). It would generate enough funds to payoff the expense of the Meet Manager for Track & Field software by the end of the 2007 CYO Track season.
- (2) Impose an ongoing increase of \$0.50 in the entry fee for each individual contestant at the 5th/6th and 7th/8th grade levels participating in the CYO City Championship Meet every year to offset the annual operating costs for the use of the Meet Manager for Track & Field software (subscription fees and miscellaneous supplies). This increase would generate an additional \$375.00 in entry fees each year (based on the average number of 750 contestants in grades 5-8 from the 2005 and 2006 CYO City Championship Meets).
- (3) Training for both Meet Manager and Team Manager is available only through independent contractors. The costs for this training have not been calculated at the time of this report and therefore, no funding strategies have been formulated for these additional expenses.
- (4) The cost for procuring a laptop computer for CYO on which to load and operate the Meet Manager for Track and Field software has not been calculated at the time of this report. Therefore, no funding strategies have been formulated for this additional expense.
- (5) The cost to upgrade the Team Manager for Track & Field software would be the responsibility of each school/parish deciding to upgrade this software.

Recommendation – I recommend that CYO Track **not pursue the purchase** of this software for managing its track meets. This recommendation is based on the following –

- (a) the total costs for this software, a dedicated laptop computer and the associated subscription fees and training costs appear to be more than we can absorb at this time.
- (b) the requirement of each school/parish to upload their team entries 48 hours prior to the start of each meet is likely to be unachievable. For this software to function correctly, a 100% participation would be required on the part of each school/parish entered at a meet. I base this on the fact that we cannot at this time get 100% participation when we ask teams to correctly fill out complete names, grades, and events on our current entry labels.

Jim Kalla, Commissioner, CYO Track
January 17, 2007

Attachments

Attachment D

Feasibility Study: Timing System for CYO Track

Background: Over the course of a normal CYO Track season approximately 6-7 track meets are conducted. Currently procedures for capturing and recording times for running events vary at each of these track meets. It is desired that CYO Track identify and implement a uniform procedure to be used at all CYO Track meets to capture and record times for running events.

At most meets, stop watches are used to capture the time for an individual runner/relay team which is then manually recorded (at track side) for use in compiling the results for an event. This process is very subjective in that each timer individually establishes the start of a race based on his/her perception of the starter's gun flash or gun sound (i.e. the possibility exists that there may be a different start time among all the timers for each race). At the end of a race, timers then "click" on the finishing times for a runner by either a particular lane or by finishing place in a heat. It then falls to the "recorder" to sort out the results from a heat as he/she records the verbally reported times for each contestant in the race. This is a very "rushed" process and oft times results in mistakes (to include illegible or inconsistent recordings).

At a few meets an electronic timing device has been used to capture and record the times for each heat of a running event. An electronic timing system consists of a central unit (small in size and usually hand held) to which 6-10 lane timer buttons and a single start button are attached. An LCD display and a paper printing device are included on the central unit to display and record the results of each race. At the start of a race, only one person establishes the start of a race (using the single start button to begin the race time). At the end of a race each timer then "clicks" as the runner in his/her lane crosses the finish line. The central unit then sorts out the results of a race and produces an LCD display of the results as well as a "paper" report of the results. If operated successfully, this process is better than the use of stop watches in that it reduces subjective influences in the start and stop times in a race and it reduces confusion in recording the results of a race.

Objective of Feasibility Study: The objective of this study is to ...

- (a) identify a timing system for use at CYO Track meets,
- (b) determine the cost of this system,
- (c) determine the requirements for its use at CYO Track Meets,
- (d) and propose a method for funding the purchase and ongoing costs of this system.

Conclusions:

Identification of a timing system for use at CYO Track meets – after reviewing available systems, the preferred timing system is the ULTRAK L10 Timing System (see attachment for details). This timing system is similar to the system we have used in the past. It consists of a central unit with an LCD display and a paper printing device to which a single start button and up to 10 lane timer buttons are attached.

Cost for the system – The purchase cost for this system is approximately \$500. Ongoing costs for batteries and paper are approximately \$50 per year.

Requirements for its use at CYO Track Meets –

- (1) To successfully operate this system at a CYO Track Meet the following workers are needed:
 - a head timer (responsible for the overall setup and operations of the timing crew at a meet)
 - a recorder (to collect runners' name tags and order of finish and to assemble the finish results and heat sheets sent to compilation)

- a starting timer (responsible for capturing the start of each race)
 - two set of timers (6-8 depending on number of lanes used at a meet)
- (2) Training would be required for everyone designated for the roles identified above. This training should be completed before the start of the 2007 CYO Track Meet season.
- (3) At least two groups of trained workers are recommended. Optimally, each meet administrator would identify workers for his/her meet to attend this training. Then, the timing crew for the CYO City Championship Meet would be available from these trained workers.
- (4) The use of a tented area near the finish line would be desirable to "house" the timing system and provide a location for the recorder.

Proposed Funding for the Purchase and Ongoing Costs –

Impose a one-time surcharge of \$0.75 in the entry fee for each individual contestant at the 5th/6th and 7th/8th grade levels for the 2007 CYO City Championship Meet. This surcharge would generate approximately \$562.50 (based on the average number of 750 contestants from the 2005 and 2006 CYO City Meets) and it would equitably distribute the cost of the timing system across all the participating CYO Track Teams. It would also payoff the expense of the system by the end of the 2007 CYO Track Season. After the first year of operation of this timing system, the ongoing costs for this system (batteries and paper) would be incurred by CYO.

Recommendation – I recommend that CYO purchase an Ultrak L10 Timing System (for 8 lanes) and implement a training program as defined above before the start of the 2007 CYO Track Meet season. I further recommend that CYO impose a \$0.75 surcharge for each individual contestant at the 5th/6th and 7th/8th grade levels for the 2007 CYO City Championship Meet to cover the costs for this timing system.

Jim Kalla, Commissioner, CYO Track
January 17, 2007

Attachment