
	<h2>Kingston Polylauf</h2> <p><i>Event Manual and Volunteer Guidelines</i></p> <p>Tuesday 21st December, 18:00-21:00</p>	
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These notes are to help us organise the event on the night.

At this time we have NO IDEA whether this will have 20 extra runners, or 200. I am hoping that lots of people from K&P will come down, lend a hand and make it all work. If you can spare some time to help on the night, please skim through this, and when you get down you can pick a job to do.

If you can come down and help out for at least some of the time, please email or text me below (or my work address if you have that already). You can both help and race (I hope to!); if people take turns, nobody will get stuck in the snow for hours.

If you have any questions or ideas, just contact me...

- Andy Robinson (captainrobbo@gmail.com / 07725 056175)

1 Introduction

The snow has the potential to make this a magical night to remember.

Our objectives are, very roughly:

- Have a "Christmas" session which is memorable and fun for all
- Earn some money for club funds.
- Get more people introduced to the club, any maybe even thinking about the track in the spring and summer.
- Do some "market research" on the potential of a series of events as fundraisers for the club

I ask all K&P members to **TELL YOUR FRIENDS** – sporty people of all ages are welcome to come down and have a night out to remember. This will be great for families, now that the holidays are underway and kids need to let off steam.

2 Timetable

We will adjust the "extra" events to suit the number of takers and volunteers.

Provisional schedule:

17:00-18:00 Kestrel club as usual
18:00 Open for registration and warmup
18:45 Junior 5000m polylauf
19:15 Baby buggy 800m
19:30 Open 10000m polylauf
20:15 Prizegiving
20:30 Mass snowball fight – K&P versus the world!

Throws, superstars-type challenges, sledge races etc throughout the evening.

3 Preparations

We need as many helpers as possible down by 18:00ish – if you can manage earlier, even better. If you can't, don't worry: just come down. Richard will have his Kestrels down from 5. There is plenty to do, as set out below.

Feel free to bring things, keep them in your boot, and get them out if needed.

3.1 Stuff to bring down

Office stuff: Pens: Blu-tack, Big art pad for posters, tinsel and decorations. I will provide.

Brooms: we need lots of sturdy brooms (but no shovels, could damage the track). Please write your name on yours.

Sledges and Ropes: we really hope to run sledge-dragging races on the snow. If you have one and don't mind people riding it, please bring it. A strong tarpaulin with eyelets and some WD40 works pretty well, too.

I have 40m of nylon cord to make some pulling loops but if you have a sturdy rope, sling, or even a harness of some kind, bring it down!

Cross country skis: if you own some and are brave/mad enough to bring them down, we'll figure out a way for you to race!

Cakes, pies, cookies: bring lots of yummy stuff. We will sell it to raise money.

Mulled wine, hip flasks etc: we won't be selling this stuff – probably too many implications for the leisure centre – but by all means bring down whatever will keep you warm, and feel free to share!

Batons and Vests: we need distinctive "relay batons". If you have any suitable objects – old childrens' plastic battleaxes or whatever – please bring them down, named. Likewise if anyone has kids' coloured football bibs or anything which could mark a team out, it may be useful

Prizes: donations of all manner of prizes are most welcome. We'd like to have a table of prizes and let people pick something for minor races, and maybe some bigger/better ones

Below is a description of the main areas where preparation is needed – just pick something and get on with it!

3.2 Cafe, Teas and Coffees – no K&P staff needed

Just so you know... K&P cannot use the kitchen area. The leisure centre manager has agreed to staff this area for us, to serve hot drinks for £1.00, and to split the proceeds 50/50 with the club.

3.3 Cake and minced pie stand – 1-2 people?

We are allowed to sell cakes and mince pies from two tables of our own, as this does not conflict with DC Leisure. The cold will make people HUNGRY and this is our big chance to raise funds.

- If anyone fancies baking, bring stuff down!
- Bring down whatever you can spare: cookies, cakes, mince pies...the tastier it looks, the more we can charge for it!
- Donuts always seem to go down well with the kids

We need a DRIVER to be on standby to go to Asda nearby and re-stock when we have some idea how busy we are going to be and if there is a shortfall.

3.4 Race Entry tables

We need some cheerful K&P people handing out forms, greeting people, explaining how it all will work and so on; and tables people can write on. We will have

- Forms for each relay team to complete (I am preparing these...)
- A sheet for each other event, just like an open meeting
- BIG, OBVIOUS Box for donations. Ask people nicely to contribute when they enter. If they aren't keen or are short of cash, we can hint that they help out. (Suggested donation: employed adults £3 for one event, £5 for all; kids £2/3)

3.5 Prize table

Can you donate a prize of some kind?

I got a basic stock of 20 prizes from Poundland – mostly big chocolate bars and bags of sweets.

If you have any recycled Christmas presents you don't know what to do with, more wine bottles than you can drink, or anything spare that people might like, please bring it down. We'll park them on a prize table at first, then pick something appropriate for each race.

3.6 Commentary box

I will bring a fan heater and get it in there early!

3.7 Music

No idea if the leisure centre speakers work well enough, but if anyone has a good boom box and some music, bring it down! We need to get people psyched up and in a fun mood, especially for the throws. If anyone wants to be DJ, let me know...

(Ride of the Valkyrie for the Baby buggy race?)

3.8 Camera-person

We could really use a photographer (Nikolaj?), and/or someone taking videos. This is going to look amazing.

4 Snow clearing and marking

Commentators should try to get everybody to join in the snow-clearing as part of their warmup. We need to mark out various areas.

- Clear the Hammer circle and approach (may be used by Tony Cook's group; if not we will use it for the throws)
- Clear the shot circle and area around it. Little cones around the shot triangle, maybe every 2m along several radii as a rough measuring guide.
- Clear lanes 1, 2 AND 3. Ensure we go right to the metal rail, and place coloured cones every 10-15m so people have a visual reference.
- Sweep an area around the 200m and 400m points for people to stand
- Initially, try to KEEP the snow on other lanes – we may be able to use it for sledge races
- We will want a substantial area swept for the “superstars” fitness tests, and some mats to keep hands off the snow.

5 The events

Here is a rough guide to how I see each event working. You all have way more experience than me in running athletics meetings; hopefully someone can take charge of each event.

This is supposed to be fun – we won't worry too much about rules. But we should still “pretend” it's an athletics meeting with all the trimmings, announcements and so on...

5.1 5000m and 10000m relays

These are the main events and will need the most help. Here is how I see it working...

Batons: each team to bring a baton, or borrow one (we will have a collection of rubber chickens, kids plastic battleaxes etc...)

Entry sheets: in the indoor area, each team completes a sheet with

- memorable team name
- members (+age, sex)
- club, if they mostly come from one
- 'about us' – something funny for the commentators to work on
- rough pacing plan e.g. lots of 200s, 12-13x400, 5x(fast person 1 mile + slow person 400). This is not binding
- unique feature: a recognisable set of vests, matching hats or whatever, or a silly baton.

Team sheets due in 15min before.

One main sheet to be drawn up listing all entries. (We need to copy this 2-3 times – commentators,

lap counters, timekeepers need to know who is taking part – do they have a copier in the office?...

Starter/announcer to read the rules 5min before. EVERYONE at finish line. Some pointers...

- Check they have all filled in a team sheet. Call for team names, ensure the team sheet is up to date, ask for their “distinguishing feature”
- Objective is to get the baton around. We will be counting how many times the baton passes the recorders, about 30m back down the straight. If in a crowd, you can hold it up as you pass the recorders and shout your team name!
- Runners to start slowly and learn how slippery it is; run at their own risk but at a controlled pace.
- Run on the inside lane when you can; always overtake on the outside. NEVER MOVE OUT TO LET RUNNERS THROUGH, as a bigger runner will undoubtedly steamroller you. The one coming from behind is responsible for maneuvering.
- No water jump tonight, sorry!
- Each team needs to know their changeover plan
- If a runner falls over or retires suddenly, their partner may carry on after a “reasonable interval” to be adjudicated by the next changeover official.
- If you get to the change point and your partner isn't there, it's your call whether to wait for them, or just to keep running!
- changeover officials may impose 5 second penalties for unruly behaviour – grab people and stop them!
- Finally tell the back straight athletes to get into place, and give a 2 minute warning for the start.

Changeover “traffic cops”:

- put a line of 3-4 traffic cones at the outer edge of lane 3, from -20 to +20m and from 180m-220m.
- Ensure all waiting runners loiter OUTSIDE this area. Lanes 1-3 must be clear for changeovers, only incoming/outgoing runners.
- Runners to move in and wait when their teammate is within about 50m. Move finished runners quickly aside to recover.

Lap counters:

- 2-3 people, clipboard with list of teams and grid for 12.5 or 25 laps, so we can tick them off. Stand on the infield.
- Stand about 30m away from the start, in front of commentary box (or in it, maybe.?)
- One person calling out approaching runners, other one ticking boxes. Tell them their laps done if you have time.
- After 7-8 laps they should be very spread out and starting to lap each other.
- We must keep all spectators out of the line between the box and the recorders.

Timekeepers:

- Need a copy of the entries. Lap counters to shout out approaching team names as they enter the home straight to help them record it.
- Maybe a separate “finish lane” of cones further out, for people on the last lap?

5.2 800m Baby Buggy Relays

This should be really fun to watch. Athletics Weekly's top correspondent has promised to bring his state-of-the-art Norwegian Racing Chariot!

Just like a normal 800m race. Depending on number of entries, we can clear more lanes for the first 130m or so.

- Drivers must be parent/guardian of passenger, or have the explicit consent of the passenger.
- Use a one bend stagger. To save snow-clearing, we can put two in each lane; if there are obvious faster runners let them go in front.
- STRICTLY NO LIFTING. All wheels to remain in contact with the ground. 2 second penalty for inner wheels getting airborne or serious skids; larger penalties or DQ for impeding, dangerous behaviour. Entirely at judge's discretion.

We will attempt to get this written up as a serious race in AW, TPOT etc!

5.3 Medicine Ball Throws (3 staff?)

WEIGH PEOPLE IN using the scales when they sign in. We will divide distance by weight to get a score. Prizes for furthest throws (M/F), and best weight-adjusted throws (M/F)

Organisers: ensure everyone is warmed up, get them jumping around and doing mini-circuits if they aren't athletes. 2-3 practice throws, then 3 competition throws.

Any technique allowed, but double-handed up and over your head is the most efficient, and a great test of total body power.

Staff needed:

- preferably someone who has officiated throws before
- ball-fetcher / safety person / measurer
- recorder. Good gloves needed!

It may be worth putting out cones at 4m, 6m, 8m, 10m etc as a visual guide.

If it's quiet we can do two rounds – adults earlier, kids later. If it's busy, just keep processing them in groups of 6-10, so that nobody hangs around for hours. Keep the commentary box advised of your plans

5.4 Sledge races and snow races

Depending on whether the hammer people come down, we can either use ALL of the infield, or in the worst case HALF of it (near the javelin end). If we need more events, 2-3 people can organise the "snow races".

Mark out 6-8 "lanes" with cones (e.g. 7 cones each across the two ends and one more in the middle.

Sledge pulling: pairs of entries, ideally of similar weight. Pull passenger to far end, change over PAST the cones, pull back. Passenger must spend entire distance in sledge; if they fall out, have to

go back for them.

Human wheelbarrow races, Piggyback races:

Bunny hop contests: this could be a very good time to see how few bunny-hops or hops you need to cover 25m. The '25m hop' is a classic fitness test.

That's all, folks!

I hope to see lots of you helping out, taking part and having fun....*Andy*