

Setup (this takes a few minutes so it can be done on race day)

Log into XCMeet.com website. Create the event, create the races, add the schools to the event. Set the event date to today. Remember the event code.

Equipment

The finish chute should be wide enough at the line for the expected side by side racers. Then it should narrow to single file. It should have caution tape or similar to prevent them from escaping before they hand off their clips.

2 folding tables

3 hand towels

1 10x10 tent for shade

2 umbrellas for the timers

1 discard box

Get 5 volunteers

Assign 2 that have android phones to the job of timing. iPhones do not let you use the physical buttons, so they are very poor for capturing the times. Do not use iPhones for that.

Assign one volunteer the job of scanning clips

Make sure they have enough battery in their phones

All three of these must get the XCMeet app installed on their phones. Give them the event code to log into the app.

Show them the selector for the different races.

Have the timers start the race "3, 2, 1 Go" (up volume button). Have them push the finisher button (down volume) a few times to practice and ensure their buttons are not sticky. Look at their phones to ensure that the finishers are showing on the right side of their screen. The left side is for heat starts. Show them that one was chosen to be the official, and one the backup. You can reset the race they practiced on, on the results editor page on the website so that they can confirm they know where the start button is vs the finish button. [talk about blue circly button]

Volunteer #5 will stand before the tables at the end of the chute, and take clips from the kids, and place them on a towel in order. The towels will form a conveyor belt for the situation where the kids arrive faster than the scanner can scan.

Have the scanner volunteer practice scanning clips. Make sure they are in the shade. They should hold their phone over the table and grab clips from the towel moving the clip to the phone. We do not want to wave the phone towards the clip because there might be other clips in the view and thus the wrong clips could beep before the correct one.

If a clip does not scan, the scanner will enter the clip code and number (e.g. insain034).

Tell all the volunteers that clip order is crucial and none can be skipped. The times are lined up with the clips in order, so if a time is dropped/added or a clip is not scanned then from then on the results are out of whack. (You can fix this of course).

If a kid does not have a clip, #5 will grab a clip from the appropriate school's pile and place it in order, telling the kid their number and that they should register the clip. They can notify you to help the kid remember their number or do the registration yourself.

Take the timers to the finish line and tell them they will stand on either side of the finish line and hit the finish button for each finisher and also determine close finishes (the chest). They will tell Volunteer #4 which chest for close calls.

Tell the timers that there will be moments when a pack of kids cross the line, and they should double check after those kids are past to check that they both have the same total count. If not, one of them will most likely know they were short or hit the finish button too many times. If short, that one can hit another finisher. They will notify you, and you can fix it.

Volunteer #4 will be told which kid got the chest and make sure the finishers enter the narrow part in that order. Volunteer #4 will be told to get the clip off of any kid that needs to puke or exit the chute and ensure that clip arrives in order at the clip taker.

Starting

"Timers, do you have the correct race selected? Are you ready?"

During the race

Tell the timers and scanner to put their phones to sleep. The app will keep the phone's screen on and use more battery.

Check that the scanner has shifted to the new race.

Course

If you know your course is short, for example your normal course is blocked by something and you have to move the finish or start, then:

- 1) Make sure the coaches know
- 2) Post the results to athletic.net as 4900k or 3mile or something besides 5k

Assume the kids will not hear a word you say, and that they are totally brain dead while running and in the finish chute.

If you have to have a different route on the Nth loop, then use caution tape and a volunteer to make damn sure it is not possible to do the wrong route.

King Co Meets

Put your clips where they will always arrive at the meet. Be ready at a moment's notice to time the course for the home team when you discover they are dropping the ball.