

Recruiting, Training and Retaining Volunteer Officials

Recruiting and Training Officials to Create a Great Meet Experience Supervising Official and Officiating CD



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Today We Will Cover

- 7 keys to creating a great meet experience
- Supervising Official concept
- CD tools to assist you
- Getting started



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2

Objectives

- Appreciate value of prior planning and training – 7 keys to success
- Understand Coaches Association proposal and its value to you
- Learn how to use CD's tools to best advantage
- Feel able to create a great meet experience

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3

7 Keys to a Great Meet Experience

1. Planning and organization
2. Using best practice tools
3. Supervision and coordination
4. Right people, right jobs
5. Right equipment
6. Efficient meet flow
7. Attention to final details

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4

Benefits of Adopting 7 Keys

- Start on time, finish quickly
- Expectation of confidence
- Keeps focus on the kids
- Positive experience for your athletes, volunteers and spectators
- Creates a reputation for excellence
- Not hard to do



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5

Key #1 Planning and Organizing

- People
- Equipment
- Meet flow
- Follow-up



Thank You!

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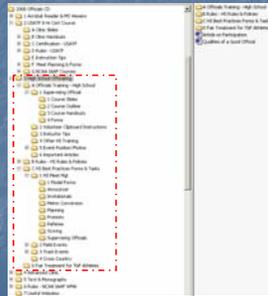
6

Recruiting, Training and Retaining Volunteer Officials

Key #2

Use Available Tools – About the CD

- Organization and contents
- Training support
- Available tools, model forms
- Diagrams, photos and mini-slide shows



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7

Key #3

Supervising Officials Concept

- 2-3 Recruited by the Head Coach or AD
- Assists with recruitment of event heads and adult volunteers
- Trains event heads, provides information sheets for volunteers
- Supervises and oversees
- Pitches in where needed
- Follows up with volunteers



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8

Key #4

Recruiting, Training and Retaining Volunteers

- Supervising official is responsible
- Right people, right job – event heads and adult volunteers
- Training and retaining volunteers – communications, adequate support, thanks
- Use of students
- Meet experience and follow-up



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9

Tips for Recruitment & Retention

- Start now identifying potential volunteers, especially event heads
- Sign-up list at Parents Meeting with email or phone call follow-up – phone tree
- Train event heads (content is on CD)
- Coaches help officiate home meets
- Start and finish on time, be organized
- Provide adequate numbers and information sheets (by event or task)
- Follow-up: seek feedback and say thanks

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10

Key #5

Right Equipment

- Equipment checklist
- Each area set-up in advance
- Event clipboard - instructions, waterproof paper results sheet, rules
- Basics - tape, pencils, broom, watches



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11

Key #6

Achieving Efficient Meet Flow

- First consideration is creating safe environment
- Athlete-centered focus
- Its all about communication, preparation
- Efficient field events
 - Minimums for Adult Coverage
 - Event set-up
 - Tips for efficiency – think the next event
 - Accurate announced results

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12

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Key #6

Achieving Efficient Meet Flow Five elements for efficient track events

1. Announcer
2. Clerk
3. Starter
4. Finish line
5. Hurdle and block crews



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13

Key #7

Attention to Final Details

- Announcing results
- Printing and distributing results
- Calling in the results
- Seeking feedback



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14

Next Steps

How WSTFCA Can Help

- Get started with things you can do now
- Recruit two supervising officials and your event heads – use the CD to train
- Request a league or district training
- Sign-up sheet at Parents Meeting
- Follow-up with a call (where, what, when)
- Organize your clipboards – instructions and rules
- Require your coaches to help at all home meets

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15

Questions?

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16

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17