**Distance Races**

Before the 800 starts, I explain to the Finish Line Helpers their jobs.  I show them the number cards, and assign one Helper to handle the boy cards and one to handle the girls.  Then I tell them how they have to hand the cards to the runners as they finish, and how they also need to help "herd" the runners into the chute, telling them to stay in line.

I also try to recruit one or two Timers to help out during the Distance Races since the Timers don't have any jobs at this time.  I ask them to stand near the end of the chute and collect the cards as the runners come up the chute.  While they collect the cards, they tell me which place the runner came in, which team they are from, and what their number is; I write all the info as they tell me this.  If boys and girls run in the same race, I have asked Fran to take the girls while I take the boys (and then you need two Timers to collect the cards).  They should make sure the runners are in the proper order, and they need to keep the number cards in order because after they are all collected they need to give the cards back to the Finish Line Helpers to hand out again.

Make sure the person doing the recording has enough sheets (6 for the 800, 6 for the Mile), and make sure they fill out the information on the top properly:  Date, Opposing Team, and Event (Girls 9-10 800/Mile, Girls 11-12 800/Mile Girls 13-15 800/Mile, same for boys).  (If you send me the form, I can make check boxes at the top so that it's clear what information is required; right now there's just a blank space).

**Sprints**

The two Finish Line Helpers and I stand behind the Finish Line to cheer the runners across and direct them to stay in their lanes.  Then one of us collects all of the race slips from the Timers.  The collector checks the slips to make sure everything is filled out.  Then we hand the slips to Fran.