Meet Director

The Meet Director is responsible for the smooth running of the Track and Field Meet. The Meet Director should hold no other position at the meet. It is the job of the Meet Director to:

**Before the Meet:**
1. Charge or replace batteries in all units requiring batteries
2. Make sure there are enough “Blanks” for starter at next meet
3. Check paper supply in timing device & have new roll on hand
4. Find out what areas at the site will need to be marked off with posts and flagging material.
5. Contact Athletic Director at site and find out about the site. Ask for a tour if he has time, Where are the high jump materials kept? Rakes for long jump pit...

**The Morning of the meet:**
Arrive at least one hour prior to the start of the meet to assure the following:
1. Check in workers for the meet. (You will receive worker sheet from Mark Lee)
2. Workers set up the following in this order:
   a. Tent set up for Head Timer & Scorekeepers
   b. Set up high jump area if it is not set up (Portland Christian, Milwaukie)
   c. Turbo Javeline sectors and posts with flags
   d. Mark off with posts and flags: LaSalle High School & Valley Catholic fence off with posts and flags:
      • Three feet from the track toward the grandstands the length of the track to keep people off the track.
      • Outside of long jump pit
   e. A laminated “Schedule of Events” should be posted somewhere where people can see it
   f. Put all boxes with materials at the Scorekeeper tent and check out the material to workers at the beginning and check it in at conclusion of event
   g. Unlock press box
3. Assist Starter in finding beginning point of each race

**During the Meet:**
1. Troubleshoot problems & run a SAFE meet
2. Make sure the meet runs on time with help of officials and announcer
3. Be knowledgeable of all aspects of the meet and be able to answer questions, etc.
4. Resolve disputes according to CYO rules and philosophy and or call upon the assistance of CYO Commission chair or membership.
5. Directs the Meet Announcer to make all calls for races
   (Field event judges ask for calls at their events)

**After the Meet:**
1. Direct all volunteers to clean their area prior to leaving facility
2. Put away everything you took out - high jump materials etc.
3. Direct all paid workers to assist in CLEANING UP FACILITY
   ALL garbage from field, bleachers, track area
   Make sure you have checked in all CYO materials from workers
   Turn off walkie talkies
4. LOCK press box
5. After everything is PERFECT...check workers out.
1. The Meet Announcer begins the track meet with PRAYER from the CYO manual or spontaneous prayer. The meet should not begin without prayer!

2. The Meet Announcer is responsible for giving proper announcements to aid the competitors in reporting to the Clerk of Course or to the proper field event on time.

3. The first call will be given 15 minutes before the event and the final call will be 5 minutes before the event. There should be constant communication between the Meet Announcer and the Meet Director so that things will be announced at the proper time.

4. When all heats in a division have been completed, the Recorder will have a Runner take the event sheets to the Announcer. The Announcer will keep the spectators and competitors informed of team scores throughout the day.

5. Make periodic announcements to meet attendees:
   * “Attention - please help keep the facility clean by picking up their trash during and after the meet. CYO will be charged if additional facility staff is needed to help clean after today’s meet.”
   * “Please remember - only athletes actively involved in competition are allowed in the field event areas. The infield area should be avoided at all times.”
   * “Attention please - no person should cross the track within 100 meters of a runner. Interference with a runner may result in the disqualification of all team members competing in the race.”
   * Announce concession items when concessions are available.
   * Announce that photos of CYO championship events are available for purchase. Go to the CYO website at cyocamphoward.org for details. (For meets with St. John Fisher, announce that photos of today’s meet will be available.
Meet Officials and Their Responsibilities, Event Rules and Procedures

Bull Pen

**Clerk of the Course and Assistant Starter** are the two titles given the individuals who operate the Bull Pen. These two officials play a vital role in organizing the competitors and avoiding unnecessary delays in the continuance of events.

**Clerk of the Course** - This person is responsible for assigning runners to a specific heat and lane. After the first call for each event, runners will be reporting to the bull pen area. Runners must be divided into the proper division (roadrunner, cub, cadet) and then further divided into heats by grade. After the final call of an event, all runners should be present. **Remind runners to stay in their lane till their sticker has been removed**

**The Assistant Starter** - will lead runners, by heat, from the bull pen area to the starting area. The Assistant Starter is responsible for giving all necessary instructions and rules concerning the race to the competitors. **Remind runners to stay in their lane until their sticker has been removed**

**Bull Pen - Rules:**

1. Boys must compete with boys, and girls must compete with girls.
   Exception is 3000M. and 1500 M., depending on number of athletes we may choose to run mixed divisions (starter will determine)
2. Divisions:
   - Roadrunners, Cub, Cadet
3. Individual races - athletes must compete in their own division.
4. Relay races - athletes may combine divisions with the following restrictions:
   a. All members of the relay team must be the same gender
   b. The division of the relay team is determined by the oldest member of the team.
   c. 2 Relay teams per division per school

**Instructions for Bull Pen:**

1. Separate between boys and girls
2. Separate between divisions (Roadrunner, Cub, Cadet)
3. Divide up athletes in heats of 8 (# depends upon how many lanes used)
4. Within each heat, give lane assignments of 1-8
5. Instruct athletes to remember their heat and lane, and mark one of the competitor’s labels with the event and lane #.
6. Walk heats, in order, to start line.
7. Inform starter and finish line of how many heats in each division.
   **Example:** 6 heats - Roadrunner (2) Cub (1) Cadet (3)
8. Examine shoes of runners. No spikes for roadrunners. **(change or disqualify)**
The Lane Judge is responsible for reporting any infractions or irregularities during a race to the Head Judge who will report to the Head Timer. Any infraction of the following rules may result in disqualification from the event.

A Lane Judge will be stationed at each exchange zone during a relay. Each Judge will have a red flag and a white flag. Waving the white flag indicates readiness and waving the red flag means your group is not ready.

1. Interference is any action by a competitor which unfairly changes the course or natural running rhythm of a runner during a race. This may include bumping, tripping, or running across the runner’s path.

2. **Aiding or coaching a competitor after the race has been started is not permitted.** No one (coach, teammate or spectator) may run alongside a competitor during a race.

3. A competitor may not wear a watch during a race.

4. When a race is run in lanes, each competitor shall stay in his or her own lane during the entire race. A competitor who, without being fouled and running around a curve, gains an advantage by stepping on or over the inside lane may be disqualified.

5. In a race where lanes are not specified (3000 M, 1500 M, 800 M and the 2nd and 4th legs of the 1600 M relay) a runner may change to the inside lane of the track when the competitor is one full running stride (approximately 6’) ahead of the runner whose path is crossed. It is a foul if a runner interferes in any way with another competitor’s stride.

Relays - the following rules apply to relay races. Any infractions will result in disqualification of the offending team.

1. The **baton** must be handed from the competitor to the succeeding teammate within the exchange zone.
2. If the baton is dropped in the exchange zone either runner may retrieve it, even from another lane, provided the runner does not interfere with an opponent and the baton is retrieved within the limits of the original exchange zone extended across the track.

3. If the baton is dropped outside the exchange zone, it must be retrieved by the runner who dropped it.

4. After passing the baton, the relieved runner should stand still or jog straight ahead to avoid interference with other exchanges. Competitors may leave their lane at any time after the exchange is made as long as they don’t interfere with other competitors.

5. Throwing the baton following the finish of any relay will not be allowed.

6. In the shuttle relay the 2nd, 3rd and 4th runner may not leave their starting mark before the line of exchange zone is broken by the torso of the incoming teammate. The exchange zone is designated by a line placed 4’ ahead of the starting line.
1. The Starter is responsible for explaining the starting commands to competitors before each heat. The starter will receive a signal from the head timer when timers are ready.

2. Starting commands for relays and races less than 800 meters shall be “on your marks”, at this signal competitors will take their position on the starting line. After they have taken their positions, and are steady on their marks, the starter shall then instruct them “set”. At this command, all competitors will assume their final set position. No part of their body may touch the starting line. When all competitors are set and motionless, the starter shall fire the gun. The interval between the set command and the firing of the gun, is usually 1 - 2 seconds.

3. For races of 800 meters or longer, the starting commands shall be “runner set”. When all competitors are steady, the starter shall fire the gun.

4. Each runner is allowed one false start. If a runner commits a second false start, he/she will be disqualified.

5. A false start shall be signalled by a second firing of the gun to call competitors back. The Starter may recall a race only within the first 100M of a race.
Meet Officials and Their Responsibilities, Event Rules and Procedures

Timers

1. There will be a designated Head Timer who will signal the starter with a white flag when all timers are ready. A red flag indicates the group is not ready.

2. The official time of a race starts with the flash or smoke from the gun. At this time the Head Timer starts the timing device.

3. Timers will be assigned to time a Lane; Lane 1, Lane 2, Lane 3, etc. Timers should concentrate on the runners until they are within 10 meters of the finish line. They should then watch the finish line. The competitor has finished the race when the torso reaches the edge of the finish line.

4. Any discrepancy in the time or place of finish will be decided by the Head Timer and Finish Judge if necessary.

5. Immediately after the finish of the race, timers will give the runners’ name tag and runners’ time to the Start/Finish Person

6. During Lap races, the Head Timer or his/her designate will hold lap signage indicating the lap the lead runner is on. This person rings a bell when the lead runner begins his/her last lap.
Sprint 8 Timing Unit

1. ___ Turn on the machine!

2. ___ Screen will give you a choice of Track or Roadrunner: Choose “TRACK”
   Push “1” for Track

3. ___ You will be given four choices, Push “1” for timed

4. ___ Push “1” for new meet at the beginning of the day
   Push “2” for same meet after changing batteries half way through the meet or other
   interruptions

5. ___ Press “New Event”
   a. If the event finishes in the lanes such as 100, 200, 400, 800 push “2”
   b. If the event finishes in lanes other than the one the runner started in such
      as the 1500 and 3000, push “1”

6. ___ Enter Distance by pressing digits on the pad such as “1” “0” “0” for 100, etc.
   If you make a mistake press “delete” and it will delete 1 digit at a time.
   Press “Enter” after you get the distance you want.

7. ___ To start a race, the Head Timer presses “Start Clock” on the unit.
   The clock will stop when the Head Timer presses “Stop Clock” on the unit

8. ___ Push “New Event” button on unit and you will go through menu again for each race.

9. ___ Changing rolls of paper can be interesting if you haven’t done it before. You would be wise
   to locate the paper slot while it has paper in it. You will probably have to change it during
   the meet.

10. ___ Change the batteries after the Shuttle Relay. This will keep you from
    having to have a race run again because the unit went dead!
Meet Officials and Their Responsibilities, Event Rules and Procedures

Finish

Finish position is important because the accuracy of meet results is greatly determined by this persons ability to keep track of people, facilitate conflicts, etc. In cases of disputes, the head timer should be called in to make the decision.

1. Runners Cross the Finish Line:

2. Runners are given a popsicle stick with a finish number on it. For Lane run races, stick corresponds to lane number.

3. Runner turns stick & label

4. Helpers or Pickers give sticks to winners and assist in getting label from runner and giving it to the Start Finish Director

5. Timer gives tape to Start/Finish

6. Winners give labels to Start/Finish

7. Helpers take results to Score booth

8. During long races such as 1500, 3000 and perhaps 800 Start Finish delegates two individuals to give number sticks/cards to runners as they come across the finish line. (Be sure all numbers are in the pack before the race and be sure all are returned at the end.)

9. During sprinting events, a Heat Winner Ribbon person will work with the Finish Judge to determine each winner and award the Heat Winner Ribbon.
Team Results

Recorder / Result Runners
This may not be utilized for Developmental Meets

The Recorder will record the times and distances of the competitors for all events on a laptop computer which will be provided by CYO. Competitors will be wearing tags with their name and School/Parish, which shall be removed by the timers and event officials and brought to the Recorder. The tags will be placed on the event sheet in the order that they finished; 1st, 2nd, 3rd, etc. Each event sheet will already be properly marked with the event, division and heat. Final results of the event sheets will be entered into the computer by event.

When all heats in a division have been completed, the Recorder will have a Runner take the event sheets to the Announcer. The Announcer will keep the spectators and competitors abreast of team scores throughout the day.

Results of each event will be posted by the Runners as soon as the information is available and a copy of the results will be provided each coach at the end of the day.

Timing results compiled and computed and will be sent to coaches.
CYO High Jump

1. Rules
   A. Each competitor is allowed three (3) trials at any one height. Competitors may accept all three trials, or elect to pass any one of them. Unless the contestant has had three unsuccessful trials at a given height, the competitor may elect to pass a height. If a jumper is not available to jump and the bar is raised, the missed height will be considered a “pass”. Do not lower the bar, once raised.
   B. The competitor is eliminated as soon as there have been three consecutive unsuccessful trials, regardless of the height or heights at which the unsuccessful trials were attempted.
   C. A competitor may attempt to clear the bar in any manner, provided the take off is from one foot. No weights or artificial aids are allowed.
   D. It counts as an unsuccessful trial if:
      1) The competitor displaced the bar
      2) The competitor touches the ground or landing area beyond the plane of the crossbar without clearing the bar, including under the bar!
      3) When, after clearing the bar and landing in the pit, a competitor stumbles against the standard and displaces the bar.

2. Procedures
   A. Sign-up all competitors. Competitors may sign-up in the appropriate division any time before the beginning of their competition.
   B. If a competitor is involved in a running event, after checking in at the field event, he/she is allowed to go to the running event after the first call and must return at the completion of that event. When a competitor returns, continue his/her trials where he/she left off. The bar will not be lowered, once raised to a new height.
   C. Explain rules and procedures to all competitors at the beginning of competition for each division.
   D. Call the names of competitors as listed. Each competitor has a maximum of 1 1/2 minutes to jump.
   E. Competitors are allowed three trials to successfully clear a height.
   F. Mark event sheets as follows:
      “O” = Good Jump, “X” = Miss or Foul, or “P” = Pass
   G. Record places (1st - 8th place) next to the individual's name on the event sheet and circle the highest jump completed for the first two meets only. At the final meet a runner will take the event sheets to the score booth.
   H. Breaking ties for places:
      1) The competitor with the lowest number of trials for the height at which the tie occurs shall be awarded the higher place.
      2) If the tie still remains, the competitor (up to and including the height last cleared), shall be awarded the higher place. (No misses shall be charged to a competitor at a passed height).

3. Starting Heights
   Cub Girls      3'2" increase height by 2" @ 3'6" increase by 1"
   Cub Boys       3'6" increase height by 2" @ 4'0" increase by 1"
   Cadet Girls    3'8" increase height by 2" @ 4'0" increase by 1"
   Cadet Boys     4'2" increase height by 2" @ 4'8" increase by 1"
**CYO High Jump**

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<th>Label</th>
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**Starting Heights**

- **Cub Girls**: 3'2" increase height by 2" @ 3'6" increase by 1"
- **Cub Boys**: 3'6" increase height by 2" @ 4'0" increase by 1"
- **Cadet Girls**: 3'8" increase height by 2" @ 4'0" increase by 1"
- **Cadet Boys**: 4'2" increase height by 2" @ 4'8" increase by 1"

**Key:**
- 0 = Good Jump
- X = Miss or Foul
- P = Pass

The bar is not lowered during competition.

(Blue 1)
| 4'8" | 4'9" | 4'10" | 4'11" | 5'0"  | 5'1"  | 5'2"  | 5'3"  | 5'4"  | 5'5"  | 5'6"  | 5'7"  | 5'8"  | 5'9"  | 5'10" | 5'11" | 6'0" |
|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|

**Key:** 0 = Good Jump  X = Miss or Foul  P = Pass

The bar is not lowered during competition.

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<th>Lane #</th>
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Meet Officials and Their Responsibilities, Event Rules and Procedures

Turbo Javelin

1. Rules
A. Practice areas and times will be dictated by the Meet Officials only. Any unauthorized practice may result in disqualification from the event.
B. A competitor must start behind the designated scratch line and must throw the TJ without stepping over the line.
C. A CYO approved Turbo Javelin will be used in the event.
D. Each competitor is allowed three (3) attempts. A foul (stepping over the line) will be counted as a throw but will not be measured.
E. Participants in field events must complete their attempt within a 1-minute period following being called by the event official. Failure to do so will result in the attempt being counted as a scratch.
F. CYO records may only be set at the final meet.
G. Throws must be over the shoulder. Throwing side-arm is not allowed and will be counted as a scratch.

2. Measurements
A. A measure from the spot or mark first made by the TJ (Tip if tip hits first, tail if landing is horizontal) to the point of the center of the scratch line. The zero end is at the point of contact in the throwing sector and the tape reel is held to a point 8 meters behind the scratch line.

3. Procedure
A. Sign up all competitors. Competitors may sign-up in the appropriate division any time before the beginning of their competition.
B. If a competitor is involved in a running event, after checking in at the field event, he/she is allowed to go to the running event after the first call and must return at the completion of that event.
C. If there are more than 10 competitors in a division, divide competitors into flights of 6-8 individuals.
D. Explain rules and procedures to all competitors at the beginning of competition for each division.
E. Call the names of all competitors in the flight. Competitors have the option of taking three consecutive throws or rotating throws within their flight.
F. When the turbo javelin hits the ground call “mark” if it is a legal throw or “Scratch” if a foul is committed. Record as such on the score sheet.
G. Measure and record each legal throw.
H. Record measurement to the nearest lesser inch.
Turbo Javelin

Road Runner ☐ Cub ☐ Cadet ☐ Boys ☐ Girls ☐

Date: ____________________
Location: ____________________

Record measurement to the nearest lesser inch. E.g., 80’ 10”

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(Green)
Long Jump

1. Rules
A. The jumper shall take off from behind the scratch line. The jumper may step on, but not over the line. If the jumpers’ shoe extends over the scratch line, the jump shall not be measured, but will be counted as an attempt.
B. It shall also counted as an attempt, if after the competition has started, a competitor runs across the scratch line.
C. Each competitor will be allowed three (3) jumps. The farthest jump will count as best jump.
D. If a youth cannot reach the long jump pit from the existing take-off mark, coaches may request to move the mark to a suitable position.
E. Roadrunners:
   For Roadrunner place a mark 2 feet from the pit with athletic tape. Roadrunners shall not be scratched. They shall be measured from the point of takeoff determined by the official
F. Participants in field events must complete their attempt within a 1-minute period following being called by the event official. Failure to do so will result in the attempt being counted as a scratch.
G. CYO records may only be set at the final meet.

2. Measurement
A. Measure every legal jump to the nearest lesser 1/4”
   E.g., 10’ 2 3/8’ ---> recorded as 10’ 2 1/4”.
B. A foul is not measured, but is counted as a jump
C. Each legal jump shall be measured perpendicular to the scratch line, or its extension and from that point in the pit touched by the person or apparel of the jumper which is nearest the scratch line or its extension. The zero end of the tape is at the mark made by the jumper.
3. Procedure

A. Sign up all competitors by placing their name tags on the appropriate event sheet. Competitors may sign-up in the appropriate division any time before the beginning of their competition.

B. If a competitor is involved in a running event, after checking in at the field event, he/she is allowed to go to the running event after the first call and must return at the completion of that event.

C. If there are more than 10 competitors in a division, divide competitors into flights of 5-7 individuals.

D. Explain the rules and procedures to all competitors at the beginning of competition for each division.

E. Call the names of all competitors in the flight. Competitors will jump in the order in which they are listed. Each competitor will be allowed three jumps.

F. Participants in field events must complete their attempt within a 1-minute period following being called by the event official. Failure to do so will result in the attempt being counted as a scratch.

G. When the jumper lands in the pit, the line judge will call “mark”, if it is a legal jump and “scratch”, if a foul is committed.

H. Measure and record all legal jumps.

I. Record places (1st - 8th place) by marking the place next to the individuals name tag on the event sheet and circling their longest jump for the first two meets only. A runner will take the event sheets to the score booth at the final meet.
Long Jump

Cub  Cadet  Roadrunner

Boys  Girls

Measure to closest (least) 1/4”

Label

<table>
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<tr>
<th>Attempts</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
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Date: __________________________
Location: __________________________

37 (Yellow)
Meet Officials and Their Responsibilities, Event Rules and Procedures

Shot Put

1. Rules
   A. A competitor must start from a stationary position inside the circle.
   B. A legal put, shall be made from the shoulder with one hand only, so that during the attempt, the shot does not drop behind or below the shoulder. (The shot must not be thrown).
   C. It is a foul if the competitor:
      1) Throws the shot (see #2)
      2) Steps outside the circle or on the top of the stopboard before the put is complete.
      3) If the shot does not fall within the sector lines.
      4) Enters or exits from the front half of the ring. (Front of ring is where toe board is)
   D. A foul put is not measured but will count as an attempt.
   E. Each competitor is allowed three (3) attempts.
   F. Participants in field events must complete their attempt within a 1-minute period following being called by the event official. Failure to do so will result in the attempt being counted as a scratch.
   G. CYO records may only be set at the final meet.

2. Measurements
   A. Measure every legal put to the nearest lesser 1/4”
      E.g., 20’ 5 7/8’ ---> recorded as 20’ 5 3/4”
   B. Measure from the nearest edge of the first mark made by the shot to the point on the inside edge of the stopboard when the measuring tape is in line with the center of the circle. The zero end of the tape is at the mark made by the shot.

3. Procedure
   A. Sign up all competitors. Competitors may sign-up in the appropriate division any time before the beginning of their competition.
   B. If a competitor is involved in a running event, after checking in at the field event, he/she is allowed to go to the running event after the first call and must return at the completion of that event.
   C. If there are more than 10 competitors in a division, divide the competitors into flights of 5-7 individuals.
   D. Explain rules and procedures to all competitors at the beginning of competition for each division.
   E. Call the names of all competitors in the flight. Competitors have the option of taking three consecutive puts or rotating puts within their flight.
   F. When the shot hits the ground call “mark” if it is a legal put or call “scratch” if a foul is committed. Indicate the same on the score sheet.
   G. Measure and record each legal put.

4. Shot Put Specifications
   Roadrunners (boys and girls) 6 pounds (red)
   Cub boys & girls and Cadet girls 6 pounds (red)
   Cadet boys 8 pounds (blue)
<table>
<thead>
<tr>
<th>Label</th>
<th>1st</th>
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