

Top 10 Things to Know about Staging



1. Use Games Management Software (GMS)! If you don't already have this, let us know at sports@sonc.net. GMS will help you create:
 - a. Name Tags for athletes with events, lanes listed
 - b. Heat sheets for competition and staging
 - c. Reports for your teachers to verify their registration
2. Establish an "athlete path."
 - a. Where does the athlete go from the time they are called to competition to awards?
 - b. Create a document in writing that can be used to train volunteers as well as a resource for coaches/teachers.
3. Train people ahead of time!
 - a. Make the athlete escorts, staging managers and assistants walk through the athlete path.
 - b. Train the coaches/teachers! Hold an online webinar or send out venue maps with visual aides to give the coaches/teachers a heads up on the athlete path from competition to awards.
4. **Discontinue the use of buddies.** They add to the chaos because there are so many of them! Turn them into heat escorts where they follow a heat/division of athletes through staging, to competition and to awards.
5. In the **clearly-marked staging tents**, put numbers on chairs to help to ensure each athlete is in the correct lane (for track events), or the correct order to walk up to the awards stands (for awards staging).
 - a. Be sure to mark them as staging tents, otherwise they become a nice shady spot for non-stagers to gather!
6. Make sure the competition staging area is out of the way but close enough that it is easy...
 - a. For teachers/coaches to bring athletes
 - b. For athletes to be quickly escorted to the competition area
7. Use a megaphone or PA to call for athletes. **This is a must!**
8. Stay calm. Don't call for more athletes than you can handle.
9. Keep a recycling box in staging area – there will be lots of paper!
10. Chairs are a worthwhile investment for the staging areas! Sometimes athletes are waiting for that last person to arrive. Give them a chance to rest in the shade before going to their event.

If this is your first time and you would like some more extensive training, the SONC sport staff is here to help! Feel free to contact the sports department at sports@sonc.net for more information.