

## PACIFIC ASSOCIATION

## TRACK \& FIELD

\& CROSS-COUNTRY

## EVENT MANAGEMENT

## MANUAL

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Edited by George Kleeman

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## TRACK AND FIELD EVENT MANAGEMENT

## INTRODUCTION

This manual was designed to help the meet director or meet organizer to organize, plan and conduct a track and field meet. It covers all of the activities that need to occur in order to have a successful competitive track and field meet. The manual can be used for everything from the small dual or club meet through a national championship. It can be used either by the novice or the first time meet director as an outline of what needs to be done or by the seasoned games committee or the major meet promoter as a reminder so nothing is forgotten. If you are new to putting on a track meet, don't be overwhelmed by the amount of detail. Use the manual first as an outline to determine what needs to be done overall and then as you get to each step read the detail so you make sure you cover all of the bases. The text contains layered checklists whose items are listed in chronological order. Often all of the steps can be handled by a single individual or a small group for small meets and may involve a hundred people or more for large meets. A successful meet requires attention to most of the steps no matter the size of the meet.

This document is a combination of information from a number of sources including the National Federation High School Officials Manual, the various rulebooks from the IAAF, USATF, NCAA and the NFSHSA as well as input and suggestions based on the experiences of Ed Parker, Dick Connors and the editor.

This manual is somewhat unique since the activities are laid out in order in which they should be done with cross-references to the associated jobs. The first level contains the major activity blocks. These blocks cover the longer periods of time until within a month of the competition. They then become more detailed and cover a smaller period of time as a result of the increased activity needed just before and just after the meet. Job descriptions and checklists supplement this information for each of the principle positions or activities.

A successful track meet requires long-range planning and attention to many details. The management structure for such an undertaking is thus dependent on the size and complexity of the meet. The first body to be named is the games committee or local organizing committee, which has overall administrative responsibility and general supervision for the proper conduct of the meet. In a small meet it may consist of just the meet director and or referee while in large meets it could include a list of several dozen, all with their particular expertise and area of responsibility. In very large meets there may be a local organizing committee as well as a games committee. The distinction here being the latter has responsibility to conduct the meet while the former is more concerned with format, and overall direction from the vantagepoint of a governing body. For smaller meets the two are often synonymous. The section on meet administration will describe their responsibilities and the organization further.

## OVERALL ACTIVITY TIMELINE (Level 1)

| No. | Name | Principle Activity | Timeframe |
| :--- | :--- | :--- | :--- |
| $\mathbf{1}$ | INITIATION | Outline of Plan and Responsible Organization, <br> Choosing Facility | $8-10$ Months before <br> Event |
| $\mathbf{2}$ | BID | Making and being awarded meet | 8 Months |
| $\mathbf{3}$ | CONCEPT DEVELOPMENT | Setting up structure | $5-8$ Months |
| $\mathbf{4}$ | PLANNING | Detailed Planning | 3-5 Months |
| $\mathbf{5}$ | DEVELOPMENT | Initial Execution of early stages of Plan | Two weeks-3 Months |
| $\mathbf{6}$ | EXECUTION | Execution of second phase of Plan, Promotion | 2 Weeks before meet |
| $\mathbf{7}$ | PRE MEET | Equipment and Awards Pickup | Week of meet |
| $\mathbf{8}$ | DAY BEFORE | Equipment Setup | Day before |
| $\mathbf{9}$ | DAY OF | Tie up loose ends and Troubleshoot | Required Day of meet |
| $\mathbf{1 0}$ | POST MEET | Awards and Results | Week After |
| $\mathbf{1 1}$ | WRAP UP | Thank you's, equipment return | Required after meet |

Each of the eleven time periods are broken down further into Major Activities (Level 2), Detailed Activities and Checklists (Level 3) for activities including any specific Action Items. For example the various levels might say: on the DAY OF (level 1); you must prepare the venues (Level 2), which includes preparation of the long jump runway and the checklist might include a. Putting down extra triple jump boards, b. wetting down and
preparing sand, c. getting necessary rakes and brooms; and finally under a. Paint or tape runway board 8 inches wide for girls at 7 meters for first event. Place layer of duct tape first (silver backed) and then overlay with adhesive tape. Leave Tape for competition officials for other age groups.

## MAJOR FACTORS AFFECTING EVENT MANAGEMENT AND PLANNING

## MEET SIZE (Dictates Complexity and amount of help needed)

Meets can be broken up into one of three general size events:
Small Meets or Meets with less than 100 participants
Medium Meets or Meets with 5 or less teams or with 100 to 500 participants and
Major Meets or Meets with 6 or more teams or with 500 or more participants.
Examples of the small meet variety are dual, or triangular and possibly quadrangular meets with teams that don't have full squads. Meet planning for these normally can be completed in a relatively short period, since they are relatively simple and tend to be carbon copies of other meets which have been previously planned. However, if it is your first meet ever or of the year, then a little more planning is required to make sure all the bases are covered. These meets usually take place in less than a half a day of competition. Planning for moderate size meets takes a little more time because multiple heats or flights are necessary. This size of meet can be normally be completed in a whole day of competition. If you want more teams, or participants but still want a one day meet then there must be some restriction on the number of attempts and/or the number of entries to control the timetable. Timed finals in the longer races or fewer events can also help you manage a tight schedule. Major meets normally are multiple day events because of the need for both qualifying and preliminary rounds. This type of meet is typical of the larger conference meets or area championships. Planning for these meets is complicated by the need to take into account housing, transportation and other items not normally required for smaller meets. These meets generally have multiple heats and flights and might even have qualifying rounds.

## SIGNIFICANT EVENTS WITHIN EACH TIME PERIOD (Level 2)

INITIATION: (8-10 months before event)
This the first phase of planning for an event. It is during this time that you need to decide what kind of an event you want to have. Do some preliminary investigative work to get an idea of size, timing, budget, location, permit needs in order to scope out potential problems and go/no go items. Talk to several track and field people who are knowledgeable about what it takes to put on meets. This is the concept stage, and should occur from 8-10 months before the event.

What kind of an event do you want?
Time Available: How long do you want the meet to be? How much time is available?
Events Wanted: Which events do you want?
How much reliable, knowledgeable help do you have?
Who to Invite: Based on time available and events wanted you then can determine how many athletes can compete. These three parameters are interdependent. See time planning guidelines on page 57.
Where: Which facility are you going to use?
Visit facility and evaluate it versus your needs
Are modifications needed to meet the meet requirements?
Are more venues needed to meet the time and number of athletes?
Do any of the facilities need upgrading?
What is the cost of the facility?
Is there a cleaning cost?
Separate cost for lights or electricity?
Does that include security?
What kind of security or safety concerns are related to the facility?
Who needs to approve use of the facilities and their equipment?
When
Is facility available when the meet is scheduled?
Get a date commitment and a tentative letter of agreement for the date you want before moving to bid step.
Conditions for use of facility
Are permits required?
for use of facility
for food sales
for insurance
for parking
for medical support
Are sanctions required?
Are contracts needed?
Who has parking concession?
Who has food concession?
Any other use restrictions?
Is lighting available if you run late?
How much does it cost to use the lighting?
Is there an initial fee?
Does it take a special person?
Who
Who needs to be involved?
from facility
from other schools, league or governing body
from officials
for volunteers
Is there a bid process required for the meet?
Relationships
Establish early and good relationships with facility management
What can you offer them for use of their facility other than a fee?
Funding
Do you need seed money:
for facility deposit?
for bid fees?
for initial operating costs?
Where will the money come from?
For how long will you need the loan?
How are you going to fund the meet?
with entry fees?
with gate receipts?
with donations?
with sponsors?
with school or club funds?
BID: ( 8 months before event)
Name or get volunteers for the Local Organizing Committee (Make sure they are workers who can be depended upon versus figureheads)
Lay out a committee structure, role for committees and key written job descriptions
Set up routine meeting schedule till after the bid is awarded
Have organizing committee review facilities for added input
Decide if there will be any paid staff
When
When is the bidding process
What
What is needed
Sanction Requirements
Who, when, requirements
Need Medical Plan before complete
Insurance Requirements
Competition
Liability, if USATF, covered by sanction
Food, if serving will need separate license since not cover by USATF
insurance.
Merchandise, need separate insurance to cover this activity
Permit Requirements
Which

```
Timing
Who approves
Facility Approval Budget and Funding Plan Event and Meet Management Plan
Who
Who needs to be involved in bid development and presentation
Decide if paid staff needs to be there (depending on position)
```

CONCEPT DEVELOPMENT: (Setting up structure -Five to Eight Months before the event)
Name or get volunteers for the other committees
Schedule regular committee meetings
Develop an Event Schedule
Develop list of personnel needed and contact principal ones
Develop list of equipment needed
Will there be only pre-registration for athletes and events or will one or both be allowed the day of the meet?
Update Budget Estimates
Determine what you will do as management team and what farm out to others and vendors
Preliminary contacts with vendors
Start Sponsorship solicitations
Understand all permit requirements in detail

## PLANNING: (Detailed Planning -Three to Five Months before the event)

Set a detailed meet schedule
Understand what flexibility you have in the meet schedule, i.e. does the rulebook set?
Run longer races early since fewer entrants and get things going
Accommodate hurdles early so set up night before and then get off track
Order of events versus timetable
Interference between events
Athletes doubling
Weather impacts
Review each event for needs as well as general facilities
Develop detailed list of equipment needs and find source for each
Finalize budgets with development by committees
Develop meet and program information so can use with sponsors
Seek out advertisers and sponsors
Contact Officials and Meet Officials
Get necessary Permits/sanctions
Order any equipment not otherwise available
Determine and Order Awards
Develop entry form and mailing list
Sign contracts with vendors
Make general meet announcement
Develop paper flow diagram where does it come from, who fills it out, where does it go, who approves it, who deals with completed form, and what is done with it after the meet.
Order Meet numbers
Send out entry forms
What to include?
Hotel, maps, travel directions, costs
Invitations, restrictions, qualifications
DEVELOPMENT: (Two Weeks to Three Months before the event)
Prepare Track and Field Facilities
Do any minor upgrading, filling of pits, repairs
Verify equipment being rented or borrowed
Verify meet personnel are all committed
Develop list of signage needs and get ordered

Finalize Program and get to printer
Send out coaches' packages including times for coaches meeting
Send out officials' assignments and time for officials meeting
Notify VIP's and sponsors of timetable
Submit articles for local newspaper on weekly basis
Develop forms needed
Develop Meet Evaluation format
Name Meet Evaluation Team (see page 80)

EXECUTION: (Two Weeks Before the event)
Verify hurdles and standards and other equipment are in working order
Verify with stadium property management any other scheduled events in area
Start collecting equipment
Verify each track and field venue ready for competition via a walk through and check location of all track markings and race starts
Verify all athlete entries have been properly entered
Arrange for garbage pick up during (for multi day meets) and day after meet
PRE MEET: (Week Before the event)
Collect and verify all equipment needed
Attend Track Writers' Luncheon to promote meet
Verify all needed forms are in hand
Have grass cut
Have awards
Prepare final event sheets
Meet with the chief officials and volunteer coordinators
Prepare facility for meet by cleaning track and runways

## DAY BEFORE:

Get necessary keys or contact those who have them to confirm when they will arrive
Set up all equipment that can be set up
Verify that the sprinkler system is turned off and find out how to turn it off if it is should start
Put out trash cans at all venues and around track and infield
Walk through of facilities
Check all hurdle marks and put down any special or missing marks and clearly label each
Prepare map for clerks and starters of your track markings
Verify all paper work to be handed out, give out if possible
DAY OF: (Required day of meet)
Arrive 2-3 hours early
Open meet facilities, equipment storage areas etc.
If you are the meet director, try to limit yourself to attend only to any serious emergencies. You should be free to roam and troubleshoot as needed. Don't assign yourself any job on the day of the meet.
Meet with custodian, field crew or equipment people
Meet with heads and give out paperwork
Have Officials meeting
Have Coaches meeting
Walk through as people are arriving and setting up (Problem solve)
Start Meet on time
Validating all Results and send to media
Handing out Awards
Make sure all equipment is put away properly and locked up
Clean up facility before leave

## POST MEET: (Week After event)

Clean and return borrowed and rented equipment
Post results on WebPages, CTRN
Send results to teams, league and include post-meet evaluation sheet

WRAP UP: (As required after event)
Sending out Thank You notes
To Officials, Volunteers, Facilities, Sponsors
Send out post meet evaluations to athletes, coaches, spectators, parents, officials and volunteers
Send out any awards if not given out at meet
Hold feedback meeting with Meet Evaluation Team
Hold final LOC or games committee meeting to critique event
Document all lessons learned in putting on meet i.e.
things that went well and need no improvement
things that were changes from plan
things that need improvement or change
lucky things
Start planning for next year

## MEET ADMINISTRATION

Meet administration can be organized in a number of different ways depending on the size and complexity of the meet. Although most of the functions are needed for every meet, a small group or even a single individual can often do the function for a smaller meet. Figures $1-3$ show several different organization charts. Figure 1 is the one we will use for this manual. Figure 2 is that recommended in the High School Officials Manual and Figure 3 is the one used for the 2000 Olympic Trials at Sacramento. Each has its advantages and it drawbacks. Each is more complex than needed for most small or medium size meets. Although not all positions will be filled, the responsibility for each needs to be considered as part of the planning process and either assigned or disposed of as unnecessary for this meet. As with any organization, your effectiveness is limited by the number of people you can effectively manage. The general rule is to have no more than 10-12 people reporting to a supervisor in the organization and no less than 3.

As we will discuss it in this manual and as shown in overview in Figure 4, Meet Administration can be broken down into four general categories, namely Administration, Marketing/Public Relations (Promotion), Facilities and Equipment, and Meet Operations.

A successful track and field meet requires the services of many support personnel who serve as key persons in the administration of the meet in addition to those who are officially involved in the application of the contest rules for the meet events. The responsibilities of both these types of personnel have an immediate bearing on the success of the meet. The Administrative and Marketing/Public Relations groups tend to have those associated with less technical roles while the latter two, Facilities and Equipment and Meet Operations are more technical in nature.

## ADMINISTRATION

This function includes all the activities involved with auxiliary, support functions such as finance, operations, support services awards and other non track meet activities. The administration oversees and does those duties related to non-meet operations activities such as volunteers, housing, transportation and hospitality. It would organize and execute related activities, i.e. clinics, fun run, expo, award dinners etc.

## EVENT MANAGER (Head of Local Organizing Committee)

Role: The event manager is the overall supervisor/manager for the whole undertaking and is ultimately responsible for the organization, and execution of the event activities related to the track meet. The event manager leads the Local Organizing Committee or LOC and then the four divisions of work. The event manager has the responsibility not only to see that the meet is properly conducted through the meet director but that it also meets the financial bounds under which it was undertaken, i.e. the budget. In doing this the event manager must often balance the requirements versus the "nice to have" or "desirable elements" of the rest of the organization. It is best if the event manager is not also the meet director. The background requirements and responsibilities for the two jobs are significantly different.

## LOCAL ORGANIZING COMMITTEE

Role: The committee is a group of individuals who support the event manager in helping to get the event organized and produced. It may included paid staff for bigger meets but generally is a volunteer group who are the heads of the various committees that are needed for the event. The makeup and size can vary considerably from meet to meet. Normally this is a group of 5 to 15 individuals who are workers.

## HOUSING DIRECTOR

Role: Manages direct housing arrangements/accommodations for all meet personnel, athletes, coaches/managers, officials and staff as well as governing body personnel. This may or may not include offsite meals, particularly for athletes. He or she also overviews and negotiates pricing and availability of hotel, dormitory or private home accommodations. The director would be responsible for getting community maps and brochures.

## TRANSPORTATION DIRECTOR

Role: Manages transportation arrangements for all meet personnel, officials, coaches, athletes and VIPs (sponsor and governing body), including to and from airport, to and from housing to venue. This person would arrange for car, bus and van leasing for those connected with the meet. It could involve running a volunteer taxi service for any or all of the meet related personnel. He or she should establish and publicize schedules for such services. It should include coordination with police and stadium personnel with regard to parking. Of particular importance is to

FIGURE 1

## major meet Organzation chart





FIGURE 4 NGB/EVENT


Figure 5
ADMINISTRATION

make sure what school or stadium events might interfere with event or customer parking and who will get parking concession fees, if any.

## VOLUNTEER DIRECTOR

Role: The volunteer director is in charge of determining the needs, getting the volunteers, training the volunteers and distributing them to the other committees who have a need for volunteer services to carry out their activity charter. Make sure volunteers are available both before and after the meet for set up and clean up.

## HOSPITALITY DIRECTOR

Role: This role involves taking care of the creature comforts and feeding of the personnel involved with the meet at the event. This position often includes supplying coordination for any meals, parties or snack away from the housing facilities for volunteer, officials, sponsor, athletes, VIPs, and meet personnel.

## MEALS COORDINATOR

Role: This job can be as simple as supplying meals for officials and meet personnel to as complex as planning and managing service of over a thousand meals at an Olympic Trials each day. Special training table type meals may need to be prepared for athletes and coaches. Depending on the size and duration of the meet this individual could be coordinating distribution of vendor box lunches and/or hot sit down meals at the stadium for meet staff, officials, volunteers, media, coaches, athletes, VIPs, NGB and sponsors.

## EXPO DIRECTOR

Role: This director is in charge of an auxiliary facet of the competition. The Expo should serve as a revenue generator and a fan incentive. This individual must develop the marketing and sales strategy for this activity. It includes but is not limited to the kind or type of an expo, who is invited, the cost of space rental, the layout and size of vendor spaces. He or she will determine what will be included, what incentives are needed for the level of participation desired and how to execute the related contracts for this activity.

## AWARDS COORDINATOR

Role: This individual is responsible for all aspect of the awards program from determining the type and number to presenting them. A definite awards schedule is recommended. The awards may be presented immediately following a completed event by honoring the place-winner escorted directly to the awards stand or the awards ceremony can be delayed by one event. The delayed method allows the athletes to gain their composure prior to stepping on the stand. The athletes should wear only their regular school or team uniform or warm-ups as they appear on the stand. The announcer and Awards Coordinator must work closely together to coordinate this important aspect of the meet. A messenger must bring the results of the event to the awards stand as soon as possible. The place winners are then escorted to the stand by stewards and in coordination with the announcer, are given the awards by the presenter.

In case of ties, the Awards Coordinator will have the tied competitors flip or draw by lot to determine who shall receive the award. If a duplicate award will be provided, the award will be sent to the competitor. Consequently, the Awards Coordinator should record the name and address as well as the event and place won. It is his/her responsibility to give this information to the meet director at the conclusion of the meet.

In small meets it may be appropriate to put awards for each team in envelopes and have the coach pick up the envelope at the end of the meet. The Awards Coordinator should mark on the envelope the various events and places won and have the coach double check and certify the receipt of the awards.

## SANCTIONS AND INSURANCE NEEDS AND LIMITS

The official position of the Pacific Association on events it sanctions is that if you are a current member our accident insurance is supplemental to your own health insurance and covers you for accidents during the meet or travel to or from the meet. The sanction include a liability policy which covers liability for meet personnel for conducting the meet and only that. Other activities such as food concessions, merchandise sales are separate and separate insurance and permits for those activities may be required. Endeavors such as these, although they can be very profitable in helping to pay for the meet, are not part of what USATF liability insurance covers. You do them at your own risk. Appropriate insurance and permits must be gotten.

## EVENT MANAGER'S CHECKLIST

## 1. SELECT EVENT MANAGEMENT VOLUNTEERS

Select members of the Local Organizing Committee (LOC) or the Games Committee as appropriate from those people who you know that you can count on. Select workers not talkers.

## 2.WRITE JOB DESCRIPTIONS FOR MANAGEMENT TEAM

Written descriptions should be made for each member of the Local Organizing Committee.

## 3. WRITE JOB DESCRIPTIONS, SET UP AND OVERVIEW COMMITTEE ACTIVITIES

Make sure that proper job descriptions, committee members, activity plans, timelines and budgets are developed and monitored.

## a. FINANCIAL COMMITTEE

This committee is responsible for budgeting, financial planning and accounting for all funds and contracts. The committee needs to be set up early and ready to dispense and account for seed money as well as meet income and expenses.
b. PUBLICITY AND PROGRAM COMMITTEE

This committee insures that meet information is generated and distributed in advance for meet promotion. It is responsible for all interfaces with the news media, development of an overall event schedule and the publishing of the meet program. The committee will develop and approve all promotional information, press releases and develop any necessary interview and photo policies (see appropriate Media Director's and Program checklists in the next section).

## c. SUPPORT SERVICES

This area covers all those other important services that are needed but are not directly involved in managing the meet such as Volunteer Coordination, Hospitality, Housing, Transportation and Awards.

## i. VOLUNTEER COORDINATION

This job may be as small as recruiting a few parents to help with the snack bar or as officials' helpers to several hundred needed for a major meet. There tend to be those who are willing to help but need guidance and direction to do their jobs. So orientation and instructions are important elements of a volunteer plan. This is a critical function since having enough manpower will spell the difference between a well run meet and an average meet. You can always balance having more than you think you need by shortening the working hours. Volunteers, particularly parent volunteer are there to help but they also want to watch their athlete compete so take that into account when assigning location and number of hours. Its best if you can keep the hours down to 4 or less if you can get enough people. Parents of athletes, Dad's or Mother's Clubs and local service clubs are good sources for volunteers. Make it worth their while to give up half a day to help out. Don't forget to look to your athletes to help out. In a major meet you may have to go out to other resources such as sponsors, Lions, or other local service clubs to get enough help.

## ii. HOSPITALITY <br> iii. HOUSING <br> iv. TRANSPORTATION <br> v. AWARDS

## 4. CHECK WITH INDIVIDUAL SANCTIONING AND PERMIT AGENCIES TO SECURE A PROPER MEET SANCTIONS AND PERMITS

In some cases some or all of this activity can be delegated to the Meet Director. Contact local police and other agencies to make sure all requirements for permits are obtained and their requirements are well understood, especially their due dates. Obtain event sanction and any permits at least 30 days prior to the deadline for getting such approvals. Get them as soon as details and agencies allow. The associations involved must sanction a regional event sponsored by a club or school if there are two or more associations involved or three or more states or four or more schools involved. See individual sanctioning bodies for their requirements.

## 5. RESERVE THE SITE

The selection of the meet site is normally routine since the director is usually using a home facility. In any case the meet director should carefully check the availability of the intended facility and sign the necessary contracts to ensure it will be available on the announced date. Check also to see what other activities might be taking place at or near the school or venue to make sure there are no interfering events, traffic or parking problems.

## 6. OTHER EVENTS

These should be taken on only when and if the main event, the track meet is well underway and fully staffed. Getting involved in too many things can be a disaster. Your primary focus must be the meet itself, first and foremost. If you have the staff to do them then the other events such as opening and closing ceremonies, an expo, a dinner of officials and volunteers, food concessions, a golf tournament or merchandising can be a good source of good will and financial support if done right. But if done wrong, they can detract from the meet.

## 7. SEND OUT INVITATIONS AND ENTRY BLANKS

This can be delegated to the Meet Director. Meet invitations should be sent out as soon as possible. They must be sent to all schools, clubs or individuals that the director wishes to have included in the competition. It should be done at least 12 to 16 weeks before and preferably before the start of the track season, i.e. November of the preceding year so that your meet gets into their competition plan. (For necessary information for meet entry forms see the Meet Invitation Checklist below).

## 8. SAFETY, CONTINGENCY AND EMERGENCY PLANNING

Develop alternate plans in the event of weather problems
Develop emergency plans in case of earthquake or other emergency such as a fire or bomb scare
Collect and share emergency numbers with principal staff
Facility Manager
Police
Hospital
Fire
Ambulance Service
Doctor
Grounds Keepers

## 9. PRE-MEET ASSIGNMENTS

Check that track and field areas have been reviewed for competition.
Check that supplies for all volunteers and officials have been put into packets.
Check that all equipment has been delivered.
Check that all the vendor contracts have been signed and arrival times verified.
Confirm pre-meet meeting time and place for all officials.
Confirm pre-meet meeting time and place for all volunteers.
Confirm pre-meet meeting time and place for coaches scratch meeting.

## 10. POST MEET ASSIGNMENTS

Check assignment of Clean-up crews.
Return of equipment and supplies.
Send out evaluation sheets to Officials, Volunteers, Coaches and Athletes
Check payment of all bills and close of books.
Thank you letters to sponsors, officials, volunteers and staff.
Event evaluation collected, understood and reviewed.
Get commitments from stadium, volunteers, and officials for next year's event.

## MEET INVITATION CHECKLIST

The invitation should include the following information:
A. date of meet;
B. site of meet
C. confirm that meet is officially sanctioned and by whom;
D. type of competition;
E. method of confirming acceptance;
F. meet schedule;
G. time schedule
H. scoring system to be used;
I. number of entrants allowed;
J. entry standards, if any
K. entry form and cost of the meet per team or individual;
L. participation limits if more restrictive than applicable rule book;
M. description of facilities including:

1. Iocation of dressing rooms;
2. type of running surface;
3. type of approach surfaces;
4. type of throwing surface;
5. length of spikes allowed;
6. parking areas;
7. training room or areas;
8. seating arrangements for coaches and athletes;
9. warm-up areas and restrictions;
10. check-in area;
11. list of restrictions (if any) on marking of surfaces;
12. entrance gate for athletes, coaches, officials and complimentary ticket holders;
N. equipment and/or implements to be provided;
O. implement and equipment inspection procedures;
P. lodging, meal information, and concession facilities;
Q. airline or car discounts
R. headquarters hotel
S. transportation
T. sponsors names
U. awards;
V. "scratch" meeting places and time;
W. list of pre- or post-meet activities;
X. publicity data required, location of awards stand and instructions;
Y. other special events.
Z. list of prohibited items, and instructions (i.e. alcoholic beverages, radio/stereo equipment, etc.);

AA. ticket information.
BB. packet pick up place and time(s)
CC.maps, directions

## HOUSING DIRECTOR'S CHECKLIST

1. Check with local hotels or Visitors Bureau to see if will be sponsor or help with coordinating this effort.
2. Get information on hotel or dorm prices, and availability.
3. See if any meal packages can be included.
4. Make selection of hotels to deal with.
5. Get contract with selected properties.
6. Get needed information, maps, and brochures to send out with entry blanks or on request.
7. Develop a housing information package.
8. Develop data tracking needs.
9. Develop a Lessons Learned document for use in next year's planning.

## TRANSPORTATION DIRECTOR'S CHECKLIST

1. Determine available parking and limitations
2. Determine how participants and meet personnel will arrive, i.e. by car, bus or airplane as background
3. Develop transportation plan
4. Determine traffic flow patterns around the facility
5. Develop budget and get approval for transportation plan
6. Determine need for car, bus or truck rentals to support meet
7. See if any local agencies or merchants are willing to be sponsor and partially support needs
8. Develop any airline travel packages
9. Set up contracts as needed and get information for meet personnel and athlete packets
10. Set up transportation schedule

To and From Airport
To and From Venue and Hotel
To and From Practice Track
11. Set up communication plan for transportation
12. Pick up vehicles and fill with fuel
13. Verify condition of all vehicles on pickup
14. Verify condition of all vehicles on return
15. Have vehicles cleaned and gassed up before return, particularly if sponsored or donated.
16. Develop a Lessons Learned document for use in next year's planning.

## FINANCIAL DIRECTOR'S CHECKLIST

1. Develop initial bid budget proposal.
2. Develop cash flow plan
3. Develop budget form sheet for committees
4. Have budgets developed by each committee
5. Approve budgets and monitor spending versus budgets
6. Set up expense statements and approval procedures
7. Approve expense statements
8. Pay bills and disperse funds
9. Make periodic final financial statements.
10. Develop a Lessons Learned document for use in next year's planning.

## VOLUNTEER DIRECTOR'S CHECKLIST

1. Have committees submit volunteer needs and duties list
2. Collect list of volunteer organizations who might help
3. Prepare volunteer application form including approval of any wavier policy
4. Contact organizations or individuals to request help
5. Send out volunteer application
6. Select number of volunteers needed and send acceptance notices with timing of training classes
7. Prepare volunteer training package
8. Perform volunteer training and get needed security information and clothing sizes
9. Arrange for volunteer clothing
10. Set up volunteer check-in and assignments
11. Develop volunteer packet
12. Coordinate volunteer check in
13. Write Thank Yous
14. Develop a Lessons Learned document for use in next year's planning.

## HOSPITALITY DIRECTOR'S CHECKLIST

1. What hospitality items do you want?
A. Lunches for volunteers, officials and meet personnel
B. Coffee and donuts in morning
C. Soft drinks, Nutrient Replacement Drinks
D. Volunteer Party
E. Snacks during meet
F. VIP tent
G. Pre Meet or Post Meet Social
H. Hospitality rooms at housing locations
2. For whom- athletes, officials, coaches, volunteers, VIPs or sponsors
3. Who is included for each of the various hospitality items?
4. Develop and get approval for budget for each and whole package
5. Timetable for events
6. Determine what can be gotten with donations from sponsors
7. What needs to be bought?
8. Volunteers Needed
9. Meals for athletes, volunteers, officials, and meet personnel
10. Develop a Lessons Learned document for use in next year's planning.

## AWARDS COORDINATOR'S CHECKLIST

1. What type of awards
2. Awards for which events and how many for each?
3. Do we need presenters?
4. When are awards to be given out?
5. Are there any restrictions on awards for any group?
6. Are there National or Regional medals?
7. When do awards need to be ordered?
8. What will be the policy for ties in events?
9. What will be the policy for awards previously given out that are now declared incorrect for whatever reason?
10. What is paper flow from the meet secretary or scorer?
11. Develop a Lessons Learned document for use in next year's planning.

## EXPO DIRECTOR'S CHECKLIST

1. What kind of vendors do we want?
2. Do we want food or beverage vendors?
3. Who can attend?
4. When will it occur?
5. Where is it going to be?
6. How much space is devoted to this effort?
7. Is it an income source or just a convenience?
8. What are vendors requirements?
a) Space costs
b) limitations on types
c) time
d) utility needs
9. Develop vendor packages
10. Sell vendor packages and get contracts
11. Coordinate vendor set up
12. Overview expo and vendor activities
13. Vendor Clean Up
14. Develop a Lessons Learned document for use in next year's planning.

## MARKETING/MEDIA RELATIONS:

This is the second major division of work and includes all of the activities, which interact with the public, the media and the sponsors for the event as shown in Figure 5. Success in this area is mandatory for a successful meet. This division includes two major subdivisions, namely media and marketing (including sponsorships). The media arena covers all the areas related to getting to word out about the meet, the meet program as well as the printing since it is a primary user of this function. The marketing group includes sponsorship, marketing of the event and ticket sales.

## MEDIA RELATIONS

This subdivision is headed up by a Meet Information or Media Director. For simplicity and because it more accurately portrays the wider role we will use the term Media Director.

## MEDIA DIRECTOR

Role: The Media Director supervises the efforts of support people who are key to the promotion of the meet but who are not involved in the technical aspects of the meet. This includes press, meet program and other interactions with the public and the media. His/her duties include:
A. pre-meet and post-meet publicity releases to all segments of the news media, including website and CTRN;
B. distribution of press and photographers credentials;
C. establishing written policy regarding photographers in the infield area;
D. designating press box area seating and assignments;
E. establishing means to interview coaches and athletes;
F. developing and issuing press releases concerning new worthy item affecting the meet
G. meet program - layout, contents, advertising
H. prepares meet information packages for athletes, officials, press, coaches and meet management.

## PRESS STEWARD

The press steward and meet information director are often the same individual in smaller meets. The press steward should:
A. manage the press box area;
B. serve as the liaison between news media and the competitors, coaches, and officials;
C. prepare and provide a media package which will at a minimum include a listing of all entries including full name, contestant numbers, team affiliation, and record for each event;
D. provide the running order of relay team members;
E. identify the full name of each coach and school affiliation;
F. distribute complete results of each event to the media following the completion of each event;
G. use discretion and good judgement in conveying the best interests of the participants or the meet in general when this may be contrary to the wishes of the media;
H. distribute results.

Media in this context is meant to include all press, TV, and other electronic media including our website and California Track and Running News (CTRN, our association's magazine).

## PROGRAM

A meet program, even if it is just a listing of the members of the teams involved or the athletes entered, is an important communication and crowd perk. It enhances the crowd participation and simplifies the three ring circus atmosphere of most track meets. This can be a moneymaker for the meet via sales and or sponsorship ads. The program helps give the sponsor something visible that they get that can help their businesses. Although a program takes time, it is a very important component of a quality event.

## PRINTING

This function is located under media because other than meet paperwork, the media relations group is normally the biggest generator of print needs as a result of preparing meet handouts, the program, press release and information packets.

## MARKETING

The Marketing subdivision includes all aspects for marketing the meet, soliciting sponsorships and promotion since they are often interrelated. Depending on the type of meet and who is involved there

FIGURE 6

may be limits on who local sponsors can be. This is because there may be national or regional long-term sponsorships already awarded for the championship or series. These funds may or may not be available to your meet. If this the case then you need to determine if and how the sponsors will be involved or if they waive their rights so that you can get a competing local sponsor. Some times it may even affect the type of sponsors you may involve. Be sure you understand this before you start any local sponsorship program or bid because it may significant impact your financial position. You might be able to get local sponsors for a single event award or awards, for printing or results. Be innovative in looking at what can be sponsored and thus cut your costs.

## MARKETING DIRECTOR

Role: The Marketing Director has the overview role for sponsorship, promotion and ticket sales. This includes all interactions with sponsors, including VIP treatment and perks for major sponsors or donors. He or she should approve all advertising signage to be posted in or around the venues to make sure it meets all contract requirements.

## SPONSORSHIPS

Where to Look for Sponsors
How to Solicit Sponsors
Sponsorship Package
Meet Overview
Why should they become a sponsor?
What is in it for them?
What do you want from them?
In kind sponsors
Medical supplies
drinks, bottled water
printing
awards
food
equipment

## MERCHANDISE SALES (coordinate with Expo)

T-shirts
golf shirts
coats
medals
sweatshirts
hats
shoes
track equipment
buttons \& pins

## TICKETS

## TICKET DIRECTOR

Role: The Ticket director has the overview for the planning of ticket promotion and sales. This includes the development of the marketing plan, pricing, sale techniques, number and type of ticket plans, and method of sales, i.e. who sells) etc. (See Ticket Checklist at the end of this section below)

## ADVERTISING/MEET PROMOTION

This activity involves the development and marketing of the meet itself in the press, in the neighborhood, among the schools or participants. This is an activity of the media group.

## BEFORE

Advertising in California Track and Running News, Track and Field News, local stores, local paper Handout at other meets.
DURING
Daily Program
Daily Results
Athlete Outreach and Interview Programs
AFTER

Results to California Track and Running News, to PAUSATF Website if PA meet, to local paper, TV, radio

## MARKETING DIRECTOR'S CHECKLIST

1. Determine if there are any limits on sponsorship
2. Generate list of possible sponsors by category, i.e. type of product, and money versus goods
3. Develop a marketing package
4. Determine if anyone connected to event has an inside track with a potential sponsor
5. Make contact with potential sponsors
6. Develop generic contract for sponsors stating what meet will do and what sponsor will do, specify amounts of money or equipment in detail as well as installment payments. Normally up to $50 \%$ of goods or funds should be available at time of signing.
7. Sign and overview all marketing contracts.

## MEDIA DIRECTOR'S CHECKLIST

## A. Advance Media Packet:

1. pertinent details of the meet;
2. list of news media for promotions;
3. diagram of track and field facilities (including dressing area, restrooms and off-limit areas).
B. Printed Program (see Program Checklist):
4. schedule of events;
5. records;
6. diagram of venues;
7. pictures;
8. heat and lane assignments;
9. advertising;
10. distribution and sales.
C. Media Coverage:
11. posters;
12. policies on interviews and photos;
13. release of meet results;
14. photographs
15. video of athletes or previous meet

## PROMOTION CHECKLIST

1. Develop Promotion Package
2. Determine advertising budget
3. Send meet information to TV service stations, local newspapers, local clubs, schools
4. Put up signs at local merchants, particularly sponsors
5. Attend other local meets and hand out flyers to athletes and crowd
6. Go to Track Writer's Luncheon

## PROGRAM CHECKLIST

1. Determine type of program
a) how big
b) color or black and white
c) glossy or plain paper
d) pictures or not
e) sale or give away
f) how many copies
2. Determine cost of program
3. Determine cost of advertising space and amount
4. Get list of sponsors and determine size of ads based on sponsorship level
5. Get Schedule of events
6. List of Officials and Meet Management
7. Get maps for track and venues
8. Get Records, i.e. meet, stadium, national and world
9. Get Pictures of top athletes
10. Make mock up of program as aid to soliciting ads and set input deadline
11. Get advertisement layout from sponsors
12. Determine which printer to use and thus what kind of format needed and last print date
13. Make up any layouts needed
14. Finalize text and number of copies
15. Do Officials and volunteers get a free copy?
16. Layout program and make mock copy
17. Take program to printer
18. Pick up program
19. Set aside enough so each sponsors get a copy
20. Distribute or sell programs

## TICKETS CHECKLIST

1. Establish seating areas, leave room for finish line equipment and personnel, media and VIP section
2. Establish who needs tickets, versus badges for meet personnel, officials, vendors, coaches and athletes
3. Establish price for tickets
4. Establish controls for ticket entry
5. Establish Entry and Exit Rules
6. Get needed ticket information
7. Determine how sell tickets
a) Sale at meet only
b) Pre meet sales by whom
8. Will there be complimentary tickets? for whom?
9. Specials prices for coaches, trainers, officials and/or parents?
10. Number of coaches tickets or badges per team
11. How many seats can be sold
12. How many tickets will be needed
13. What kind of tickets to be use?
a) Preprinted
b) Numbered for accounting
c) General Admission or by seat
d) Printed
e) Stamp only
f) Protection form counterfeiting
14. Determine printer and print date
15. Pick up tickets
16. Make up information sheets for ticket sellers and ticket takers
17. Train ticket sellers
18. If outside agency, set up contract
19. Set up money collection/accounting policies

## FACILITIES AND EQUIPMENT

This division is responsible for getting and having ready all the physical facilities and equipment needed to put on the meet. Consequently it is organized by work groups such as the equipment room, the field crew, the block crew, the hurdle crew, venue operations, medical, communications, security, parking and surveyor.

## FACILITIES AND EQUIPMENT DIRECTOR

Role: Responsible for the determination of what equipment and facilities are needed and the source for each. Validate and approve contracts for equipment to be supplied by:
A. Stadium or School
B. Officials
C. Vendors
D. Rental
E. Others

## SURVEYOR

Role: The surveyor shall inspect and measure the track and all courses and take-off boards for the jumps and vaults, throwing circles for the shot and discus, scratch line for the javelin, landing pits and exchange zones for the relays. The surveyor shall also determine whether the course is level and present a written statement of these findings to the games committee and the referee. The track should be surveyed each year.

## HURDLE CREW

Role: The hurdle crew is made up of the Hurdle Chief and is usually assisted by 10 to 20 hurdle setters. The chief has the responsibility to:
A. set each flight of hurdles at proper height in each lane;
B. set the flight nearest the starting line first so hurdlers may practice starts while remaining hurdles are being set;
C. set each flight in a straight line at prescribed point;
D. remove hurdles from track as soon as the event is completed;
E. notify head umpire when all hurdles have been properly set;
F. hurdle heights-

Girls' 100,400, Boys' 400 \& Women's 400
Women's 100,Boys' 400
Boys 400
Boys 110 \& Men's 400
Men's 110
See appropriate rulebook for age group heights.

30" ( 0.762 m)
33" ( 0.840 m)
36" ( 0.914 m)
39" ( 0.991 m)
42" ( 1.067 m)

## BLOCK CREW

Role: The block crew is made up of the Block Chief and 2-9 other volunteers who take care of moving and setting the blocks for use.

## FIELD CREW

Role: The field crew prepares the field venues and the track for competition. This includes everything from having the necessary equipment at the site to filling the sandpits, laying out the throwing sectors and distance markers. Normally involves a very knowledgeable Field Chief working under the direction of the Technical Manager and a crew of between 3 and 10 people depending on the need to move equipment or lay out sectors during the course of the meet versus before the meet. Although often filled by maintenance personnel, strong consideration should be given to using Technical Officials for some if not all these roles.

## SECURITY

## SECURITY DIRECTOR

Role: Handle interfaces with local police authorities for athlete and crowd control in and around the competition area.

## CERTIFICATION COORDINATOR

Role: This individual is responsible for developing, and executing a plan for the identification of meet personnel and where they have access.


## MEET REGISTRATION

A table or registration area should be provided for meet entry an/or the distribution of meet packets and making final declaration of entries.

## MARSHAL COORDINATOR

THE MARSHAL and assistants shall keep the field of play free from all unauthorized persons which generally means everyone except officials, contestants and others who have permits from the games committee. The track and the enclosure inside the track shall be kept clear of all persons except the officials (wearing authorized badges) and the competitors engaged in the event which is in progress. Particular attention should be paid to landing areas in the throwing events, to the area surrounding the finish line and to the runways and approach area for jumping events.

## In general

A. The marshal should have a map provided for assistants to specifically show where they are to be stationed.
B. The marshal must station assistants at strategic points so that only authorized persons are allowed to move from point to point.
C. Coaches shall not be permitted on the track or field. A reserved section in the stands should be provided for their use.
D. The marshal must make sure that athletes and coaches confine themselves to assigned areas. A warm-up area should be available away from the start-finish lines, officiating posts or in front of the stands.
E. The area immediately surrounding the start must also be kept entirely clear of non-runners. Runners in subsequent heats or races should be assembled away from the starting line.
F. The field event areas, including all runways and throwing areas, must be completely clear of spectators, coaches and contestants.
G. Photographers and interviewers must be kept in their assigned areas which should be clearly marked or flagged and should never be allowed interfere with a race or to block a spectators' view when ever possible.
To assist the marshals, restricted areas should be well-marked and special instructions given, such as this sample for the finish line area:

1. Area will be clearly marked with ropes and/or pennants.
2. Relay restriction line
3. Outgoing runners must remain in this area until instructed to move onto the track.
4. Incoming runners will leave the track and immediately go behind the line and remain there.
5. Marshals will keep the area free of unauthorized personnel at all times. Other meet officials working in this area will assist the marshals when necessary.

## COMMUNCIATIONS

## COMMUNICATION DIRECTOR

Role: The Communications Director oversees a group, which deals with all the various communication requirements for the meet, including those required by the media. This includes radio, sound systems, fax, phones, Internet connections, signage and scoreboards.

## MEDICAL

## MEDICAL DIRECTOR

Role: overviews and manages all medical related activities, including but not limited to athlete, event personnel and public medical needs as well as doping.

## MEDICAL PERSONNEL

Some type of medical personnel should be present at all sessions of the meet. The availability of the doctor, as well as related services such as a first aid center, registered nurse, certified trainer, ambulance service, etc., should be outlined in the informational brochure sent to each competing school or team. The doctor should be informed as to specific location of trainers and first aid station. The doctor or other medical personnel should be available during the meet to examine any competitor whose condition to compete is doubtful. They should forward a written certificate to the referee following such examination. The meet physician's decision on whether or not the athlete can compete is final. It is also important that the physician be informed that the local hospital has been alerted of the event.
Note: A competitor who has been rendered unconscious during a meet should not be permitted to resume participation in that meet without written authorization from a physician.

## OFFSITE

An ambulance should be present or on call with an arrival time of less than 10 minutes.
ONSITE
Consideration should be given to having the services of some of the following onsite
Trainers, Podiatrists, Nurses, Doctors and Chiropractors at the meet and in major meets at the athlete housing facilities.

## VENUE OPERATIONS

This group is involved in the set up of the various track and field venues. This includes everything from determining what needs to be there, to getting that equipment, to set it up to operate. It is involved in the detailed planning for each venue. The Technical Director or the Meet Director normally heads this group. It is his or her job to support each event so it can be properly and safely conducted.

## PHYSICAL FACILITIES REQUIREMENTS AND ADEQUACY CHECKLIST

## General Stadium Facilities

Is the size adequate for the meet you want to host?
Is the location and access adequate?
Are the necessary field facilities available?
Are there lights for the track and/or field venues?
Is there change room, showers or toilets for athletes?
Are there adequate toilets for expected spectators?
Spectator Seating Area
Are seats in good repair?
Are stairs in good repair?
Is there adequate fencing from the track and field areas?
Weights and Measures Area: A room at least 10 feet by 10 feet and preferably twice that size with a lock and key and limited access is recommended. You will need good lighting, preferably over the measurement area. If you have a room smaller than this you will have problems checking the javelin, and storing implements until competition time. This is particularly true if the meet is a two-day or longer meet. It should be located near the field and preferably near the athlete entry gate. Make sure there are adequate signs and announcements about its location. If you do the measurements on the field or outside make sure that the wind isn't impacting your weight measurements. In a meet where you expect a record you may want an additional location near that event where you can set up to be able to quickly recheck an implement during the competition and get it back to the athlete before the next throw. You may also want a writing area. Set up the room so that implements are dropped off at the door and athletes and other people are away from the measurement area.

## ROOM REQUIREMENTS

| Property/Service | $\sum_{\infty}^{\infty}$ |  |  |  | $\begin{aligned} & \text { d } \\ & \frac{0}{\pi} \\ & \text { © } \\ & \overline{0} \\ & \frac{\square}{D} \\ & \gg \end{aligned}$ |  | 흥 |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Size | $\begin{aligned} & 10 x \\ & 10 \end{aligned}$ |  |  |  |  |  |  |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Electricity other than lights | Y | Y | Y | Y | Y |  |  |  | Y | Y | Y |  | Y |
| Water |  |  |  | Y |  |  | Y |  |  |  |  |  |  |
| Phone | Y | Y | Y |  |  |  | Y |  | Y | Y | Y | Y | Y |
| Fax |  | Y | Y |  |  |  |  |  | Y | Y | Y |  |  |
| Radio Communications * | Y | Y |  |  |  |  | Y |  | Y | Y |  | Y | Y |
| Internet | Y | Y | Y |  |  |  |  |  | Y | Y | Y |  | Y |
| Sound System |  | Y |  |  |  |  |  |  |  |  |  |  |  |
| Locked Door | Y | Y |  | Y | Y | Y | Y |  | Y | Y |  | Y | Y |
| Air Conditioning/Heat | Y | Y | Y | Y |  |  | Y |  | Y | Y | Y | Y | Y |
| Permanent Signage |  | Y | Y | Y |  | Y | Y | Y |  |  |  |  |  |
| Desks/Tables | Y | Y | Y |  |  |  | Y |  | Y | Y | Y | Y | Y |
| Chairs | Y | Y | Y |  | Y |  | Y |  | Y | Y | Y | Y | Y |
| Copy Facilities |  |  | Y |  |  |  |  |  |  | Y | Y |  |  |
| Toilets |  |  |  | Y |  |  | Y |  |  |  |  |  |  |

*Can radio communication take place at that location.

## Expo Area

Size
Utilities
Parking
Participants/Officials Size
Bus Size
Public Size

## Warm-up Area/Practice Track Area

## Weight Room

Throwing Circles/Runways
Whirlpools Number
Medical/Trainers Area - Size
Hurdle Practice Area
Clerking Area for Check-in \& Staging Size
Rest Rooms Number and Location
Security Area
Facilities Security-fencing, access
Sound System -Is it separate from the stadium system?
Are water and electricity available

## Track

Surface -Type, Amount of Wear
Markings What are they? Record them and distribute a list of the colors.
Steeplechase Pit
Hurdles
Steeple Hurdles Can the height be changed?
Sound System

## Field Venues

Hammer
Cage and Netting
Interferences and Safety
Circle Roughness

## Discus

Cage, Safety and Interferences
Circle Roughness
Javelin
Runway and Toe Board
Shot
Circle Roughness
Toe Board or Stop Board

## Pole Vault

Safety of pads and facility
Accuracy of Standards
Runway condition
High Jump
Accuracy of Standards
Pads
Long Jump/Triple Jump
Board Locations and conditions
Condition of Runway and Pit
Toilets near Field
Equipment storage Location \& Size
Available Equipment

## Temporary Facilities

Radio Network
Clerking Area
Communication Links to
Announcers
Finish Line
Declarations
Referee
Press Area (in addition to Press Box)
Post Event Interview area
Writing area
Communications
Phones
Faxes
Internet
Official Area
Check In
Hospitality Area-Food/Drinks/Rest Area
Refrigeration
Lockers
Separate Men's and Women's Rest Rooms
Radio Communications
Speaker System

## Awards Area

Stage
Sound System
Picture Opportunity
Communications with Scorer/Meet Secretary
Medical
First Aid
Trainers Tables
Ambulance Access and Parking Area
Drug Testing Area
Men's Area
Women's Area
Results
Copiers
Communication Links
Awards
Announcer
Referee
Games Committee / Appeals Committee Meeting Area
Radio Communications
Video Playback
Team Event Processing
Tables and Chairs
Sponsors VIP Area
Athlete Hospitality
Coaches Hospitality
Equipment Areas
Automatic Timing
Officials
Event
Information Package Pickup
Protest Table
TV Platform Areas

## CREDENTIAL CHECK LIST:

Which types are need? (How many different categories?)
How many of each type do are needed?
When will they be issued to each group?
What kinds of controls for issuing credentials are needed?
Are there daily credentials?
If so how issue? To whom?

| Possible Type | Number <br> Needed | Date <br> Issued | Color | Comments |
| :--- | :--- | :--- | :--- | :--- |
| ATHLETE |  |  |  |  |
| COACHES/ MANAGER |  |  |  |  |
| MEDICAL/TRAINERS |  |  |  |  |
| DOPING CONTROL |  |  |  |  |
| VIP |  |  |  |  |
| NGB STAFF |  |  |  |  |
| VENUE STAFF |  |  |  |  |
| MEDIA/PHOTOGRAPHERS/ |  |  |  |  |
| TV/OTHER |  |  |  |  | EQUIPMENT SUPPLIER $\quad$| MAJOR TV |  |  |  |
| :--- | :--- | :--- | :--- |
| LOCAL TV |  |  |  |
| VOLUNTEERS |  |  |  |
| OFFICIALS |  |  |  |
| SPORTS MEDICINE |  |  |  |
| SPONSORS |  |  |  |
| NATIONAL COACHING <br> STAFF |  |  |  |
| GAMES COMMITTTEE |  |  |  |
| APPEALS COMMITTEE |  |  |  |
| EVENT MANAGEMENT |  |  |  |

## OFFICIALS' EQUIPMENT ROOM'S CHECKLIST

8-12 Stop Watches
15 Clip Boards
2 Entry Lists for
Track Check-In Clerk
Field Check-In Clerk
5 Heat Sheets
Track Check In Clerk
Announcer
Starter
Chief Umpire
Finish Line Coordinator
4 Flight Sheets
Field Check In Clerk
Head of Event (3)
6 Rulebooks
10 Batons
20 Pencils
30-40 Yellow Flags (30 Umpire, 5-10 field)

```
10 Red and White Flags
6-8 Large Cones (Javelin, Shot and Hammer/ Discus, horizontal jumps and Pole Vault)
25 Small Cones (Break Line and 5 or 10 Km alley start)
2-3 Wind Gauges (extra batteries)
2-3 100M tapes
1-100M steel tape
2-35M tapes
1-3M steel tape
    1-5M steel tape
Spare PV and HJ Crossbars
Spare LJ/Triple Jump Boards
Spare Plasticine Boards (if used)
Plasticine
```


## EQUIPMENT CHECKLIST

## A. Track events:

1. watches, and/or automatic timing and placing equipment i.e. (including film, and reader or Lynx ${ }^{\mathrm{TM}}$;
2. clipboards containing schedule, entry list, rule books, pencils, event sheets, records, heat sheets, finish Judges and timers cards/pads;
3. yellow flags for each umpire, and red and white flags for head finish judge and wind gauge operator;
4. diagram of umpires' stations;
5. finish line yarn if not using automatic timing;
6. judges and timers stands;
7. anemometer (wind gauge);
8. 80-85 hurdles for eight lanes and transport vehicle;
9. Cones or flags for cut-in designation;
10. batons;
11. 8-10 Starting blocks or two sets of 8 for Youth meets
12. 8-9 Lane indicators;
13. 1-3 Starter's equipment Pistols and 1 extra box shells plus 1 shell for each heat.
14. Computer, printer, keyboard, mouse, paper, extra ink cartridges, cords
15. Hurdle parts, bolts and top rails
16. Lane numbers for sprints and hurdles
17. Hip Numbers plus pins (if needed in humid or hot weather)
18. Printing timer, which is a valuable timing device for recording individual times in longer track race
19. Scooter, cart or baskets to transport competitors' warm-ups from starting line to finish area.

## B. Field events:

1. implement inspection area, scales, gauges, etc. (if not provided)- see W\&M Checklist;
2. ladders, lift or aerial bucket for hammer cage
3. measuring tapes for all events;
4. clipboards for each event containing schedule, event record, entry list, rule books, pencils
5. Pole Vault Equipment
a) 1-2 Crossbars,
b) Pair of standards and bar location indicator on pit or standard base
c) Pair of bar raisers,
d) Pair of Extenders
e) Bar measuring device;
f) Wind indicator
g) runway markers for athletes
h) Bar Height Indicator Board
6. High Jump Equipment
a) 1-2 Crossbars
b) Pair of Standards
c) Bar measuring device, or tape
d) Wind indicator
e) Bar Height Indicator Board
7. at least 2 Red, 2 white and a yellow flag for each field event;
8. Horizontal Jump Equipment
a) 2 brooms
b) 2 shovels
c) 2 rakes
d) 2-3 plasticine boards
e) 1-2 putty knives, 1 and 2 inch
f) roller
g) plasticine
h) anemometer (wind gauge)
i) take off boards for each board location plus 2 or 3 extra ones
j) replacement tartan for take off boards
k) plasticine trays (make sure they fit )
l) adhesive tape
m) duct tape for first layer for temporary board
n) wind indicator
o) distance indicator boards for pit
p) runway markers for athletes
9. rotating performance board indicators for each field event with competitor number and performance;
10. visible timing devices for each field event.
11. meet implements and implement carts
12. record flags or markers for - meet, American and World for distance events
13. distance indicators
14. sector tape and staples
15. white paint
16. adhesive tape
17. lighted scoreboards, if available, on which entries, results and brief messages can be shown.
18. Distance indicators for arc lines in the throwing events.

## C. Other equipment/supplies:

1. contestant numbers, 4-5 pins each number, tape;
2. medical and training room supplies (See Medical Checklist);
3. P.A. system and portable communication items;
4. I.D. badges;
5. clerk of course sheets;
6. pill box with numbered pills (for drawing heats);
7. extra numbers and pins;
8. record of application forms;
9. jury of appeals forms;
10. umpires' forms;
11. table, chairs, tent;
12. awards and award stand;
13. lap counter;
14. prepare track map for umpires, starters and clerks with the track markings for easily identification;
15. band or record for national anthem;
16. U.S. flag for opening ceremonies;
17. benches for contestants;
18. caps, shirts, or jackets for officials and volunteers;
19. headquarters area;
20. first aid area;
21. press area;
22. motorized or manual cart to transport warm-ups from starting to finish area;
23. garbage cans and bags for field and stands;
24. extra toilet facilities;
25. Sun or Weather Screen
26. Kool Carts or fans for athletes
27. Radio/phone communication system between field event area line, awards, announcer and others as deemed necessary
28. Marshaling area covered or protected from weather by a tent or canopy Games committee in larger meets may require the use of implements they provide.
29. Headquarters tent, which is centrally located so that event judges may have easy access to the referee, meet director and field referee.

## WEIGHTS AND MEASURES EQUIPMENT CHECKLIST

Trackmaster ${ }^{\text {TM }}$ or equivalent
Marking Pens or paint for implements
Adhesive Tape
Implement Labels and Form Sheets:
Stencil:
Square: Used to test the overall hammer length.
Current Meet Schedule
Signs
Weights and Measures Spec Tables
Implement and Impoundment Forms.
Level
Pocket Calculator
Caliper
W\&M Handbook and Rulebooks
Straight Edge
Javelin Measuring Gauge


L=Overall Length
B=Balance Point
$P=P$ oint Length
JAVELIN BOARD
Not to Scale
FIGURE 8

[^0]
# FIELD CREW'S CHECKLIST 

## Equipment Needed:

Carts for vertical jump pits;
Carts for blocks;
Carts for hurdles;
Golf Cart or other ATV;
Hoses for sandpits;
Rototiller for pits;
Air blowers;
Squeegees for water;
Towels.

Clean all blocks and repair spikes as needed;
Inspect all hurdles and repair, paint and oil as needed;
Validate that you have at least 80 hurdles and preferably 85;
Have spare bolts and top bars for 5 hurdles.
Prepare track and field areas for competition:
Check hurdles carts and repair as needed.
Get new name stickers for top board for meet.
Make sure all height and distance indicators work and will stay in stand;
Check visible timing devices to make sure work and batteries charged;
Review location of all track marks and refresh those needing it;
Get grass cut and runways and track cleaned;
Make sure sprinklers won't turn on and know where they can be turned off;
Check all lines, marks, zones, and sectors etc. for accuracy;
Check all field equipment that will be used and repair as needed ;
Prepare Plasticine Boards;
Place new boards in all runways;
Make sure all vertical jump pits are in place and tied together and hazards padded;
Make sure all sandpits have been turned and are leveled;

## HURDLE CREW'S CHECKLIST

Load Hurdle carts with hurdles;
Use mark diagram to place all hurdles starting at the start line so hurdlers can warm up;
Set weight and heights on each hurdle;
Reset hurdles between heats;
Remove hurdles after race;
Know where the spare hurdles and hurdle parts are located.

## MEDICAL CHECKLIST

## Develop Medical Check Form

Determine how many doctors, nurses, podiatrists, chiropractors and trainers are needed
Develop how many treatment tables are needed
Notify local ambulance and hospitals or event
Determine where ambulance will come and how to get injured to that location
Medical Supplies List
Adhesive Tape
Ace bandages
Splints for legs and arms

Crutches
Band Aids
Sun burn ointment
Ice Packs
Blankets
Sports Drink and Water Containers (at least one per field event venue, finish line, medical and clerks area)
(estimate the amount of liquid by at least a pint per athlete per hour on the field, or per event)
Ice Chests
Towels
Ice Storage
Cups
Sports Drink and Bottled Water
Hose and paddles for mixing Sports Drink
ATV or equivalent for Transportation of Water and Athletes
Arrange for medical waste storage and disposal
DOPING CHECKLIST
Supplies
Bottled Water
Sports Drink
Test Kits
Medical Waste Disposal
Forms
Ice Bags
Blankets
Band-Aids
Develop paperwork and protocol procedures
Train volunteers
Set up Control rooms

## SECURITY CHECKLIST

Persons to notify and have phone numbers for:
Police/Sheriff
Campus Police
National Guard
Issues to be discussed:
Street Control
Parking Control
Facilities Control- Before, During, After
Track
Stands

## COMMUNICATIONS' CHECKLIST

How many of the following devices are need?
How many channels are needed? This is a function of the number of radios needed and how many separate conversations might need to take place at one time.

RADIOS
REFEREES/OVERSITE COMMITTEE
GAMES COMMITTEE
MEET OPERATIONS
APPEALS COMMITTEE
OFFICIALS

MEDICAL
ANNOUNCERS
STADIUM STAFF
SOUND SYSTEMS
MAIN STADIUM (ANNOUNCER)
STARTERS
CLERKS AREAS
POST EVENT AREA
INTERVIEW AREA
FAX /Computer Link
CLERKS
ANNOUNCERS
FINISH LINE
FIELD RESULTS
MEDIA
PHONES
WIRED
CELL
SIGNAGE
DIRECTIONS
RESULTS
SCOREBOARD

## VENUE CHECKLIST

| Venue | Shot | Discus | Hammer | Javelin | Horizontal <br> Jumps | ligh <br> Jump | Pole Vault |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Circle Depth | Y | Y | Y |  |  |  |  |
| Circle Diameter | Y | Y | Y |  |  |  |  |
| Surface | Y | Y | Y | Y | Y | Y | Y |
| Pull Through Mark | Y | Y | Y | Y |  |  |  |
| Length |  |  |  | Y | Y | Y | Y |
| Cage \& Opening |  | Y | Y |  |  |  |  |
| Stopboard | Y |  |  |  |  |  | 4 M |
| Crossbars |  |  |  |  |  | 4.5 M |  |
| Sector Lines | Y | Y | Y | Y |  |  |  |
| Timing Lights | Y | Y | Y | Y | Y | Y | Y |
| Performance Boards | Y | Y | Y | Y | Y | Y | Y |
| Pit |  |  |  |  | Y | Y | Y |
| Standards, <br> calibration and zero |  |  |  |  | Sand Level | Y | Y |
|  <br> Plasticine Tray |  |  |  |  | Y |  |  |
| Interference |  | Y |  |  |  |  |  |
| Safety \& Flagging | Y | Y | Y | Y | Y | Y | Y |

## ELECTRONIC CALIBRATION PROCEDURE

The following technical guidelines were prepared for calibration of electronic distance measurements used at the 1996 Atlanta Olympics. Although such devices are generally only used at major meets, I expect their use will increase in the years to come.

## Pre-Competition Day Activity

1. Appoint a Measurement Official to coordinate with the Measurement Organization doing the actual measurement.
2. The Measurement Organizations appointed to do the measurements at the competition will develop setup and calibration procedures for their measurement devices and provide to the Measurement Official approval.
3. The Measurement Official will inform the appropriate Field Referee of his/her findings.

## Pre-Competition Calibration (before each field event competition):

1. The Measurement Organization will perform a pre-competition calibration and setup, i.e. system placement, leveling, centering, checking of zero at the center of the "circle" or the take-off board for the horizontal jumps or the "zero" plane for the vertical jumps.
2. The Measurement Official will observe the Measurement Organization when they perform pre-competition calibration and setup, particularly the zeroing step. That includes measurement optics, observation alignment, and focus through optical portion of the device for each step. The next two steps vary with each venue.

## For Throws and Horizontal Jumps:

3. The Measurement Judge will then extend a steel tape with a 10 lb . Pull form a point expected to be the minimum distance in the landing zone in a straight line through the center of the circle or foul line. To ensure accuracy the field mark should have a 10 cm offset.
4. This is repeated for the longest expected distance. The Measurement Official will observe and record these measurements to the nearest mm of output. The measurement official will then make any needed corrections for expansion/contraction of the steel tape using the formula to be given later. The Measurement Official will then compare the results of the tape and the electronic system to the nearest mm . If acceptable, i.e. within 2 mm , the Measurement Official will certify the system in writing for use for that event. For distances over 17 ma temperature correction may be needed since a ten-degree centigrade variation from the tape calibration temperature can account for a 2 mm difference.

## For the Pole Vault:

3. The Measurement Official and Measurement Organization will define the zero plane at the back of the box (runway surface level around the box).
4. Then check that the uprights are vertical, i.e. 90 degrees and the bar is level. Calibrate the height at 2 m (=/2 mm ) at the low point of the bar (generally the center). After this calibration, the low point measurement shall be taken at 5 m at the " 0 " position, 5 m at the +40 position, and 5 m at the -80 position (or range allowed in competition being held). Checking the height at the edge of the standards will also check the levelness of the cross bar at each position. Use a steel tape or calibrated bar to validate the height. The use of a level on the side of the calibration bar helps to make sure the bar is vertical. The Measurement Official will then compare the results of the tape and the electronic system to the nearest mm . If acceptable, i.e. within 2 mm of each other, the Measurement Official will certify the system in writing for use for that event. Note: Because of the short distance a temperature correction is usually negligible and therefore not necessary.

## For the High Jump:

3. The Measurement Official and the Measurement Organization will define the zero plan (a one-dimensional line under the bar). Then calibrate the standards and level the bar with the high jump bar at 1.5 m to the nearest $+/-2 \mathrm{~mm}$ at the low point, normally the center.
4. Then do one additional height at a height near the maximum height expected in the competition and compare readings with an alternative calibration bar or tape measurement. Checking the height at the edges of the standards will also check the level of the crossbar at each position. The Measurement Official will then compare the result of the tape or bar and the electronic system to the nearest mm . If acceptable, i.e. +/- 2 mm , the Measurement Official will certify the system in writing for use for that event. Note: Because of the short distance a temperature correction is usually negligible and therefore not necessary.
5. In each case when the calibration is complete, the Measurement Official should complete the certification paper work (see copy in Appendix). It should be clearly marked as the pre-event certification, keeping the
original until the results and the competition records are declared final but give a copy to the Measurement Organization and the Chief Judge of the event before the event starts. The chief Judge will turn in his copy with the event results.
6. Upon completion of the pre event certification, the Measurement Official will leave the venue.

## Post Competition calibration (Performed after each field event competition):

7. Following the completion of each event the Measurement Official will return to observe a Post event Calibration of the measurement system to make sure there are no changes in accuracy. The activities and duties are the same as for the pre-competition calibration. For all but the pole vault and high jump only one random field measurement check is needed. For the pole vault the low point at the winning height will be read at the " 0 " position and the -80 cm position and the bar checked for level. The cross bas should then be lowered to 2 m and the low point measurement made along with the level check. The expected accuracy as before is +/2 mm . For the high jump check the winning height and the level and then lower the bar to 1.5 m and recheck the height and level.
8. In each case when the calibration is complete, the Measurement Official should complete the certification paper work (see copy in Appendix), clearly marking it as the post-event certification. The calibrations should be clearly marked so that the pre and post event calibrations are easily distinguished if you don't use the form supplied in the appendix.
9. A copy of the recertification should be given to the Measurement Organization and the originals for both the pre-event and post-event to the Chief Judge of the event. The Chief Judge will turn in the originals with the event results. It is prudent that the Measurement Official also keep a copy of all the paperwork.

## Steel Tape Calibration

The following steel tape corrections should be applied when doing calibrations for long throws and records. Normally tapes are standardized at either 20 or 25 degrees centigrade. The correction even at the maximum expected temperature gradient ( 10 degrees $C$ ) will usually make less than 2 mm difference for measurements less than 17 meters ( 56 ft .). Thus the need to apply generally only to long throws. But it could be important if pre-event calibrations are done in the heat of the day or the cool of the evening and the post event calibration is done under the opposite conditions.

Degrees C= (Degrees F-32)/1.8
Correction in $\mathrm{mm}=0.012 \times \mathrm{L}$ (meters) $\times(\mathrm{T}-\mathrm{Tc})$ in degrees C
Note: At 100 m and 10 degrees C above or below the calibration temperature, Tc , this correction could be as much as 12 mm or 1.2 cm .

## ELECTRONIC MEASUREMENT SYSTEM <br> CERTIFICATION

This certification complies with the requirements of both USATF Rule 63 and IAAF Rule 136 for calibrating electronic measurement systems, which are used in measuring field events.

This is to certify that the Pre and Post Event setup and calibration procedures were conducted and the acceptance criteria of $+/-2 \mathrm{~mm}$ was met in accordance with USATF/IAAF Draft technical Guideline AWBW-1 (August 8,1996 ) and other specified agreements of the competition cited below. This Certification substantively Acknowledges the electronic distance measurement system conformance with the requirements of both USATF Rule 63 and IAAF Rule 136 as observed by the designated Measurement Official.

Date: $\qquad$ Pre-Event Certification Time: $\qquad$ Post-Event Certification Time: $\qquad$
Competition/Meet Name:
$\qquad$ Men's Women's Qualifying Finals (Circle all appropriate)
Start Time of Competition: $\qquad$ End Time of Competition:
Notes: Certified Steel Tape Identification: $\qquad$ Date of Last Calibration: $\qquad$
Pre-Event Values: Selected Distances (Heights) (1) $\qquad$ Electronic Measurement: $\qquad$
(2)
(3)
(1) $\qquad$ mm
(2) $\qquad$ mm (3) $\qquad$ mm

Temperature Corrective Calculation: Correction in $m m=0.012 \times \mathrm{L}($ meters $) \times(\mathrm{T}-\mathrm{Tc})$ in degrees C , where Degrees $\mathrm{C}=($ Degrees $\mathrm{F}-32) / 1.8$ Temperature on Field: __F__C Tape Calibration Temperature: __F__C Temperature Difference: __C Corrections to Measurement (1) ___ mm (2)___ mm (3)__ mm

Corrective Measures for Acceptance of Electronic Equipment (explain): $\qquad$


Post-Event Values: Selected Distances (Heights) (1) $\qquad$ Electronic Measurement: $\qquad$ Differences:
(3) $\qquad$
(1) $\qquad$ mm
(2) $\qquad$ mm
(3) $\qquad$ mm

Temperature Corrective Calculation: Correction in $m m=0.012 \times \mathrm{L}($ meters $) \times(\mathrm{T}-\mathrm{Tc})$ in degrees C , where Degrees $\mathrm{C}=($ Degrees $\mathrm{F}-32) / 1.8$
Temperature on Field: __F__C Tape Calibration Temperature: __F__C Temperature Difference: __C Corrections to Measurement (1) $\qquad$ mm
(2) $\qquad$ mm (3) $\qquad$ mm

Corrective Measures for Acceptance of Electronic Equipment (explain): $\qquad$
$\overline{\text { Measurement Organiz. Representative }} \overline{\text { Measurement Official/ Certification No. Chief Event Judge/Certification No. }} \overline{\text { No }} \overline{\text {. }} \overline{\text { Cen }}$

## MEET OPERATIONS

MEET DIRECTOR
Role: The meet director shall supervise the conduct of the meet and perform such duties to ensure that the competition will be run safely, smoothly, in a fair manner and on time. He or she will take on the role of the Games Committee if one is not named. He or she will have general supervision of the operation of the meet as a whole. In a small meet he or she would also assume the roles of the technical director, the jury of appeals and possibly even the role of referee. It is recommended that a separate referee and a separate jury of appeals be named, particularly if the meet director is also a coach of one of the teams entered in the meet.

## GAMES COMMITTEE

Role: This is the overall administrative body for the meet and is responsible for general supervision and the proper conduct of the meet. The Games Committee will determine the administrative procedures, terms and conditions that will govern the competition in particular, determine the time schedule. The committee has the authority to establish reasonable deadlines for receipt of entries. It will set the advancement procedures, then number of heats and set up the preliminary heats, lane assignments and rounds of competition. It may set the starting heights and/or minimum qualifying distances for field events. It will set the warm-up procedures and number of trials, marking materials and what is considered the competition areas. It may consist of the meet director and selected individual who overview the whole meet and act as resources for the meet. They may or may not also serve as the appeals committee. A games committee is recommended for any meet larger than a dual meet.

## THE GAMES COMMITTEE HAS AUTHORITY TO DETERMINE:

A. Meet time schedule;
B. Number of heats required;
C. Heat and lane assignments for competitors;
D. Number to qualify for the next round of competition;
E. Preference lanes;
F. Method of exchanging the baton in relays if not run in lanes;
G. Location of throwing areas;
H. Starting height and successive heights of the crossbar;
I. Length of spikes used on all-weather surfaces;
J. Specify marking material, if any, to be used on all weather surfaces
K. Order in which contestants take their trials;
L. Time limitation, or number of warm-up opportunities in the field events;
M. Time at which field events shall terminate;

When necessary and only for good reason the Games Committee can override the rulebook. This should not be done lightly. Besides the authorities listed above the committee can determine:
$N$. which events to hold
O. order of events
P. timing method for events
Q. number of competitors per event
R. size of flights in field events
S. what to do about interferences
T. any special rules for the meet
U. timing and registration needs
V. minimum measured distances or maximum time limits

## TECHNICAL DIRECTOR

Role: The technical director works for the meet director and has overview of the technical conduct of the meet. That includes such things as setting the timetable, layout of venues, how many contestants from a given club or school may be entered either in individual events or the meet as a whole, number of attempts per athlete in field events, etc. He or she supervises the direct Meet Operations. In addition, the officials' coordinator, the referees, the scorer or meet secretary, the records coordinator and the announcer report to the Technical Director.

## TECHNICAL MANAGER

Role: The Technical Manager supervised the facilities and equipment needed to conduct the meet and acts as technical advisor for the meet. He or she ensures that the facilities are properly set up for each event and that
all necessary equipment is available at the event site. This role is very important in all meets and normally should be someone other than the meet director or the technical director but is often assumed by the Meet Director in smaller meets to the detriment of the meet. The duties for this manager are described in the section of Facilities and Equipment. It should be a certified official.

Under each of these lead positions there is a cadre of support people to help them carryout their responsibilities. Generally the Technical Director, Technical Manager and the Meet Information Director work for the Meet Director.

## OVERSIGHT COMMITTEE

Role: The sports committee for which the meet is being conducted normally names this committee. Its role is as a consultant to ensure that the meet is run in accordance with the needs and desires of the sports committee. The members observe the conduct of the meet and supply to the meet director, the coordinators and the head officials their observations to improve the conduct of the meet and to proactively avoid problems. Internationally the Area or International Technical Officials fill this role.

## JURY OF APPEALS or APPEALS COMMITTEE

Role: This committee is made up of knowledgeable individuals, often officials, who handle any protests made on the referee decision on a point of competition. They are the final board of appeal. The can also serve in an advisory role to the referee. The committee has the freedom to use any information available in making their decision about what is fair. They are not limited, as are the referees, to the rulebook per se. All participants and coaches in the meet should be informed of the members of this committee before the start of the meet. The Jury of Appeals is usually appointed by or consists of the games committee.

## OFFICIALS COORDINATOR

Role: This individual is in charge of the officials for the meet including their assignment to various events. See a typical organization chart in Figure 10. An alternate organization is shown in Figure 11 used at the Olympic Trials in Sacramento in 2000.

## EVENT COORDINATORS

Role: These individuals are the coordinators for a single venue and work for the technical manager in fulfilling his role. They are responsible for venue set up and tear down on a daily basis. Usually only assigned at the larger meets (See Figure 11). They would fall between the referee and the officials' boxes on Figure 9.

## Equipment Manager

Role: Overview and maintenance of facilities and borrowed equipment

## ADMINISTRATION OF RUNNING EVENTS

The following is a brief description of some of the major officiating roles. For more details on officiating meets see the Clinic for Pacific Association USATF Officials.

## THE REFEREE

Role: The referee(s) is solely responsible for the overall proper conduct of all phases of the track and field competition once it has started. He or she has direct charge of meet activities during the meet and for up to 30 minutes after the results of last event of meet have been announced or made official in order to deal with any protests which might be lodged. The referee will answer and deal with questions or activities not specifically assigned to other officials. The referee has the sole authority to determine if a race should be rerun and if so who can participate and when it will be rerun. The referee has the authority to disqualify a competitor and then notify the competitor or his coach of the disqualification. He or she has the sole authority to rule on infractions or irregularities, which are not covered by the rules. In this regard, the referee may seek the advice of the head umpire or field judge before making a ruling. Under authority of the referee, all other meet officials are assigned and are responsible to the referee.
Responsibilities of the referee will include:

## 1. PRE-MEET DUTIES

A. inspects all track and field event facilities;
B. meets with the meet director and all umpires;
C. designates area of availability during the meet;
D. obtains and reviews all games committee information
E. assigns officials to various jobs.

## 2. DUTIES DURING MEET

A. directly responsible for ensuring fair competition;
B. shall decide place winners in track events if judges are unable to do so
C. responsible for designating a lap caller and bell lap ringer;
D. may suspend a meet due to an emergency such as hazardous weather conditions;
E. check and certify all record performances in all track and field events;
F. referees' decisions are final except for any appeal procedure established prior to meet;
G. if conditions warrant, may alter the order of trials in field events;
H. the referee's authority begins upon arrival at meet site and concludes 30 minutes following the last event.

## THE CLERK OF THE COURSE

Role: The clerk of the course shall be responsible for recording the name and number of each competitor and shall assign each runner to the proper heat and starting position, as approved by the games committee or meet director. The clerk is responsible for giving all necessary instructions concerning the rules governing the race and either the clerk, or the assistant starter, shall be at the starting mark before each race, record the lane assignments and hold each competitor responsible for reporting promptly to the starting line when the race is announced.
When unusual conditions make the original lanes or number of qualifiers unfair to any participant, adjustments in heat or lane assignments should be made.

## MEET ANNOUNCER

A capable public address announcer is a key to creating spectator interest in the track and field meet. The announcer's primary job is to aid in helping the meet stay on schedule, to alert the contestants and coaches of the coming events and to inform the spectators of what is happening.
The announcer's duties are many and varied. A good sense of timing and attention to detail are necessary requires. The announcer should:

1. speak clearly and slowly;
2. be serious and courteous;
3. keep the meet on schedule;
4. give pre-race calls if given;
5. identify the location of each event, when making the first call for all field events;
6. identify the location of the starting line for the first event, and each time it changes;
7. announce results;
8. dispense information and records, etc., but make no announcements during the starter's commands;
9. call attention to events that might be missed by the spectators;
10. Use proper pronunciation of entrants' names;
11. be familiar with qualifying procedures for each event;
12. be familiar with scoring procedure
13. prepare a script including an opening and closing statement;
14. prepare announcer's time schedule-(see announcers sample )
15. use a specific procedure to introduce competitors, such as:
a) lane number;
b) competitors' number;
c) full name;
d) school name;
16. have competitors step forward in lane when introduced;
17. announce record for the event, name of holder, school and year established
18. use "open time" for results and pertinent information;
19. coordinate awards presentation:
a) announce awards one event later; or

## FIGURE 9 MEET OPERATIONS


b) have place-winners go directly to award stand;
20. keep the spectators informed of the field events in progress;
21. periodically announce team points;
22. adjust your time schedule if meet gets behind original schedule;
23. make no announcements during short running events - less than 800 m ;
24. make no announcements that are not necessary;
25. have a good working knowledge of rules;
26. do not talk just to be doing something.

## MEET SCORER or COMPETITION SECRETARY

Role: The scorer or meet secretary shall keep a record of the entrants, the point winner in each event and complete team score, and shall deliver these records to the meet director or the games committee at the end of the meet. The very nature of the sport requires accurate and prompt recording of the results of the various events. The scorer and assistant should normally be located in an area where they will have immediate access to the results of each event. A referee or games committee chairman must approve the results submitted by the head field judge or finish line recorder. The scorer should have a scoring sheet, pens or pencils in two colors, paper clips and paperweights. The scorer will release results to the scoreboard and any local posting areas and then the press steward is responsible for preparing of copies of all results in each event for distribution to news media and coaches. The copies of the complete meet results should be made available shortly after the conclusion of the meet. Clerical workers will be working on these summaries as the meet progresses.

The running score sheet can be either a commercially printed form or the scorer may make one on a computer or by hand. The number of teams entered in the meet will dictate the size of the scoresheet. The sheet should be made of material that will not easily be torn by a wind. One or more manila folders taped together do a good job and folds up compactly. The score sheet may be prepared by lining off as many horizontal rows as events in the meet. The vertical lines will then be put on using one line for each team entered. The teams should be listed alphabetically in meets with 20 or less teams. In large meets this is not possible, so the procedure to follow generally is: Determine the number of total scoring places by multiplying the number of places to be counted by the number of events in the meet and then set up team columns for about two-thirds of that number. The results of the first event are entered with the names of the teams who scored at the top of the first vertical columns and the appropriate points posted below. As subsequent events are reported, add the names of the teams who had place winners and had not previously scored in the meet. The events should not be listed in advance, but should be entered, as the final results become available. The points for a particular event can be entered in the upper left-hand corner of the box under the proper school name using one color ink. Doublecheck the points to be sure they total correctly. The running total for each team will be shown in the lower right portion of the box using different colored ink. This provides the scorer with an up-to-date total for each team. The scorer should check out any irregularity or question but must be brief.

## RECORD CLERK

Role: The record clerk oversees the meet for outstanding performances and records of all kinds and makes sure the necessary documentation is completed to insure that an athletes outstanding effort will be recognized as a record. It is his or her duty to get all necessary signatures, paperwork and verifications needed for a record. Normally meet or league records only require the official meet results. For age, national, world or governing body records further information verification is generally needed. It is usually a condition of the meet sanction that the meet forward needed documentation to the respective body for record approval. When ever possible a certified official should witness the record measurement.

## HEAT SIZE AND LANE ASSIGNMENTS

For longer distance events the following table provides the guidance for determining heat size and the number of competitors assigned to each heat:

| Distance | Number Reporting | Maximum for a Final |
| :---: | :---: | :---: |
| 1500 | 16 or more | 12 |
| 3000 | 18 or more | 14 |


| Distance | Number Reporting | Maximum for a Final <br> 5000 |
| :---: | :---: | :---: |
| 20 or more | 16 |  |
| 10000 | 24 or more | Sections of not more than 24 per |
|  |  | section |

## Forming Heats and Determining Lane Assignments

When preliminary heats/races are used to narrow the field for a fair final, the following procedure is to be used:

1. List Entrants in Order of Performance. Declared contestants are listed by best performance in a continuum from fastest to slowest.
2. Assign Competitors to Heats. Starting with the fastest performance and working toward the slowest, each competitor is assigned to a separate heat moving left to right and then right to left (i.e., serpentining) until all competitors are assigned to a heat. For example:

- Total of 23 declared competitors and 8 lanes leading to two heats of 8 competitors each and one heat of 7 competitors.
FASTEST --> SLOWEST
- 1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18-19-20-21-22-23
- Heat 1

1
6
7
12
13
18
19

Heat 2
2
5
$8 \quad 9$
11
14
17
20
23

Heat 3

3

4

10
15
16
21
22

Assigning Lanes:
Draw by lot for all lane assignments within each heat

- Qualifying: If hand timed then the first five finishers in each heat plus the next fastest competitor advance to the semi-final round. If automatic timing then the first four finishers in each heat plus the next four best times will advance.

3. Assign Heat's Competitors to Lanes. Once the heats are filled, lanes are assigned by drawing lots for each heat.
4. Form Semi-Final--Weigh Places First, Fill with Next Best Times. As many of the semi-final's available lanes as possible should be determined by the order of finish in each heat. Any remaining lane(s) should be filled on the basis of the next fastest times among the remaining competitors. Working from left to right and right to left: a. Group and seed first-place winners by their times. b. Group and seed second-place winners by their times. c. Group and seed third-place winners by their times. d. Group and seed fourth-place winners by their times.
5. In the first round of competition only in high school and in all rounds in IAAF(166.3.b) and Youth Athletics (243.1.a), if two contestants from the same team (nation) are in the same heat, move the slower contestant to another heat by interchanging with a contestant of nearest comparable place and time by weighing place first and time second. In all other USATF and NCAA competitions no allowance is made for teammates in any round.
6. If all heats do not have the same number of contestants, draw for the extra contestant assignment to heat by lot.

Returning to our example of forming two semi-final heats with 8 competitors in each semi:

| Heat Winners | Heat 2nd's | 3rd's | 4th's | 5th's |
| :---: | :---: | :---: | :---: | :---: |
| 1a = Fastest 1st Place | $2 \mathrm{a}=$ Fastest 2nd | 3 a | 4a | 5a |
| $1 \mathrm{~b}=$ Second Fastest 1st | $2 \mathrm{~b}=$ Second Fastest 2nd |  | 3 b | 4b |
| 1c = Third Fastest 1st | $2 \mathrm{c}=$ Third Fastest 2nd | 3c | 4c | 5c |
| $\mathrm{n} 1=$ Fastest remaining competitor (i.e., fastest 6th place finisher) |  |  |  |  |
| Semi-Final Heat \#1 | Semi-Final Heat \#2 (left to right, right to left) |  |  |  |
| 1a | 1 b |  |  |  |
| 2 a | 1c |  |  |  |
| 2 b | 2c |  |  |  |
| 3b | 3a |  |  |  |
| 3 c | 4a |  |  |  |
| 4c | 4b |  |  |  |
| 5a | 5b |  |  |  |
| n1 | 5c |  |  |  |

7. Assign Semi-Final and Final Lanes by Draw. For each semi-final heat and for the final, assigned competitors are divided into two groups. If eight lanes are available, the four fastest competitors from the preceding heat are drawn for lanes 3 through 6 and the remaining four slower competitors are drawn for assignment to lanes $1,2,7$ or 8.

When heats are set then complete or print out the heat sheets comparable to Figure 18 in sufficient copies for the announcer, finish line and clerks. Note for tracks with other lane counts see USATF Rule 75.1. (h), NCAA Rule 5-11, IAAF Rule 166 and High School Rule 5-6.

## OTHER CLERKING DUTIES

Athlete Check-in: Upon arriving at the track, athletes and coaches should check with Meet Operations to secure competition bibs (if not previously issued), the final meet event schedule, and to declare. The Games Committee should provide the Clerk with the names and race numbers (if required) of all competitors entered in running and walking events. This information is gathered either through pre-registration or by the clerks as athletes assemble at the Clerking Area to check-in.

Assembling Athletes: The "Clerking Area" or "Clerk Circle" is a visible restricted access area where the announcer directs athletes for final check-in at least 30 minutes prior to the event's scheduled start time. This area is to be kept clear of coaches, spectators, and athletes not involved in an upcoming event. The Assistant Clerks help Marshals with this important task. It is important that this area remain clear to ensure that a controlled atmosphere is established for issuing instructions and providing information. The clerk should confirm the presence of each athlete and inform the athlete's heat and lane assignment; verify uniforms, shoes and numbers; issue hip numbers (if required) and check spikes. This is also the time to inform the athletes of the method that will be used to advance from the preliminary rounds/heats into the finals, and the correct method of starting and running the upcoming event (e.g., use of waterfall or staggered lanes, break line rules, use of alleys or boxes, relay zone locations, etc.). In Youth meets it is important that they know that if they are using blocks that they should set their blocks while the heat in front of them is running. This assumes you have two full sets of blocks.

Escorting the Athletes: When the athletes are escorted to the start line, the Clerk must allow time for the Starter's brief instructions and commands review, adjusting starting blocks, and positioning all relay members in the appropriate zones. Figure 14 illustrates the typical location of various start lines, finish lines and relay zones for a 400 -meter track. The Clerk should be aware of any special start lines and unique features or considerations (e.g., steeplechase and race walk start lines). Once competitors are placed in their start position, the clerk then reports to the Referee and Starter any changes in the number or position of competitors or heats resulting from absent athletes. A runner should be available to take revised clerk sheets to the finish line area.

For Youth meets because of the large number of 100 m and 200 m races, clerks should line up athletes in rows by age group and by heat so that once the gun is fired the next group can take their blocks up and put them down and start taking starting practice. Blocks from the former heat are taken the following heat so they can adjust them and be ready when their turn comes. Having enough clerks to monitor and keep this process going will save a lot of time. Without that support it will easily take twice as long to run these events.

## Finish Line Management:

In a properly administered track and field meet, there could be as many as 50 officials in the immediate finish line area. These would include timers, judges, FAT operator and reader, recorder, etc. The results of their efforts are critical to the competition. Proper finish line procedures will contribute to a well-run meet free of unnecessary controversy. A premeet conference for planning and coordinating all responsibilities for finish line officials is a fundamental requirement for efficient meet administration. The meet referee should schedule a premeet conference with all finish line personnel.
The rulebooks and high school officials' manual contain information that may be used to develop a meaningful agenda for this meeting. Whether this briefing begins with a general meeting of all finish line officials, followed by separate meetings conducted by the head finish judge and head timer, the following items should be covered in the premeet briefing of finish line officials:

1. Rules governing the finish.
2. Reporting/recording procedures.
3. Handling discrepancies in timing or order of finish.
4. Pre race instructions to the runners by the clerk of course concerning post-race procedures at the finish line.
5. Handling disqualifications as they may affect the final order of finish.
6. Review the role and authority of the following:
a. Referee.
b. Head finish judge.
c. Head timer.
d. Chief finish line evaluator.
e. Finish line recorder.
f. Wind gauge operator.
g. Records clerk.
7. Reconfirm individual assignments, official'spositions, equipment distribution and return.
8. When FAT is used, the games committee may reduce or eliminate the use of judges at the finish line.

## ADMINISTRATION OF FIELD EVENTS:

Because of the larger number of events when both men's and women's teams are participating, it is now common practice to assign both a track referee and a field referee. Their jobs are the same except one deals with track related problems and the other with field related problems.

## FIELD REFEREE

The field referee is responsible for the conduct and supervision of all field events. In case of infractions or any irregularities not specifically placed under the jurisdiction of other field judges, the field referee shall report directly to the referee for a final decision.
It is the responsibility of the field referee to:

1. Review procedures for using equipment and/or implements when provided by the games committee.
2. Inspect, measure and weigh implements and apparatii, such as cross bars, jumping standards, pole vault poles, etc.
3. Conduct a premeet meeting of all individual event judges.
4. Make certain field events begin on time and continue without unnecessary delay.
5. Make every effort to ensure that each competitor has a fair and equal opportunity to perform.
6. Verify outstanding performances, which might qualify for records.
7. Review and certify the scorecards of each completed field event.
8. Instruct event judges to secure facilities and return equipment after completing competition.
9. Communicate continually with the meet referee.

## FIELD JUDGES

The individual event judges are directly responsible to the field referee.

The event judges shall:

1. Report to event site at least 45 minutes before the event is scheduled to begin.
2. Be certain the competition area is properly prepared and ready for warm-ups.
3. Prior to the beginning of the event, review the assignments of the judges and workers.
4. Inspect the jumping and vaulting areas, making sure all hard and unyielding surfaces around the high jump/pole vault landing pad are padded, no metal cross bars are being used and vaulting standards are securely fastened.
5. Check in competitors early enough so warm-ups can be completed prior to the scheduled start of competition.
6. Check and enforce uniform, visible apparel and shoe regulations.
7. Use traffic control ropes, flags or fences around the competition area.
8. Keep the competition area clear of all nonparticipating individuals.
9. Keep competitors out of impact area during warm-ups and competition. Implements should be carried out of landing sector by an official and then carried by the competitor to the waiting area.
10. Conduct the trials according to the procedure established by the games committee, including when athletes are excused to compete in another event.
11. During the competition call the contestants "up", "on deck" and "on hold".
12. Charge competitor with an unsuccessful trial if a trial is not initiated within the defined time period after being called.
13. Use white flag to indicate a fair trial and red flag to indicate a foul trial.
14. Announce measured distances in a loud and clear voice.
15. Sign the event card indicating the place winner for each event.
16. At the conclusion of an event permit no practice, have all implements removed from the area and place a traffic cone in a position to indicate the area is closed.

## MEET DIRECTOR'S CHECKLIST

(Some of these items will duplicate those for the event manager. If both positions exist the meet director would normally complete them.)

## 1. SECURE A PROPER MEET SANCTION

This is a joint effort with Administration and depending on complexity either may do it. Obtain meet sanction at least 30 days prior to the deadline for getting a sanction. Get it as soon as possible. The associations involved must sanction a regional event sponsored by a club or school if there are two or more associations involved or three or more states or four or more schools involved. See individual sanctioning bodies for their requirements.

## 2. RESERVE THE SITE

The selection of the meet site is normally routine, since the director is usually using a home facility. In any case the meet director should carefully check the availability of the intended facility and sign the necessary contracts to ensure it will be available on the announced date. Check also to see what other activities might be taking place at or near the school or venue to make sure there are no interfering events, traffic or parking problems. If more than just the track is involved this activity may be best coordinated by the event manager.

## 3. MEET MANAGEMENT VOLUNTEER

Select members of the Games Committee as appropriate from those who know the rules and can be counted on to be there when needed to do the job.

## 4. SEND OUT INVITATIONS AND ENTRY BLANKS

Meet invitations should be sent out as soon as possible, preferably two to three months or more in advance or before the start of the track or cross-country season. It should include all schools, clubs or individuals that the director wishes to have included in the competition. (For necessary information see Event Invitation Checklist in the Administrative section)

## 5. INVITATIONS TO MEET OFFICIALS

The Meet Director should refer to the organizational chart (Figure 10) to determine the officials needed for the meet. If the meet has an Officials Coordinator this duty can be delegated to that individual. These should be sent out before the start of the track season since most officials fix their officiating schedules, particularly for weekends by early January. The invitations should include:
A. a self-addressed postcard to indicate confirmation of assignment;
B. specific assignment;
C. date, site and schedule of assignment;
D. specific study materials;
E. training sessions or pre-meet meeting of officials;
F. information regarding accepted dress for meet officials.

## 6. REGISTRATION COMMITTEE

A. plan and do athlete registration;
B. makes and issues team packets,
C. mans a scratch table;
D. posts entries and other pertinent premeet information on bulletin boards.

## 7. EQUIPMENT NEEDS

If a Technical Manager has been appointed, this activity can be delegated to that individual.
Validate and approve contracts for equipment to be supplied by:
A. Stadium or School
B. Officials
C. Vendors
D. Rental
E. Others

Insure that all needed equipment arrives and is accounted for.

## 8. PRE-MEET ASSIGNMENTS

Check that all borrowed or rented equipment has arrived and been properly tagged and stored.

Assign group to set up each venue.
Check that track and field areas have been reviewed for readiness before competition (See Venue Checklist in Facilities and Equipment section);
Check that all signage for the meet is up.
Check that supplies for all volunteer and officials have been put into packets;
Confirm pre-meet meeting time and place for all officials, coaches and volunteers.

## 10. POST MEET ASSIGNMENTS

Make sure that Clean-up crews have been assigned and are working;
Make sure there is a plan and that all borrowed and rented equipment and supplies are returned;
Make sure that all results have been validated and distributed;
Send Thank you letters to all meet operations staff, officials and volunteers;
Send out Meet evaluation forms
Collect and summarize all comments and lessons learned for the operation of the meet and make recommendations for the next year or the next meet director and the event director.
Committments from stadium, volunteers, and officials for next year's event.

## SAMPLE ANNOUNCER'S SCHEDULE

The schedule will vary with the type and size of the meet. For larger and more formal meets there may be no preliminary announcements for check-in by the announcer. Such announcements will be handled completely by the clerking staff at the warm-up area. For smaller meets warm-ups occur on the field of play and usually the announcer makes the calls. In either case there are generally three calls for athletes. In smaller meets field athletes report directly to the venues. In larger meets they report to the Field Clerk and are escorted to the venues. Track athletes always report to the clerk except in very small meets where the starter may also act as the clerk. Report times for the two groups are different because the warm-up requirements are different.

Generally allow 30 minutes before warm-up time plus the warm-up time to determine the time for the first call in a field event for most meets. The Second call should be about 10 minutes later and the third call about 10 minutes before the start of warm-ups. A method for estimating the amount of time for warm-up times is included later in the section on event timing (page 68). But generally for field with 8-10 athletes or less, 15 minutes is a good estimate and is what is specified for NCAA meets. For track events allow 15 minutes before

Field Events Timing

| Activity | Time, <br> Minutes <br> Small Meet | Time, Minutes <br> Medium Meet | Time, Minutes <br> Large Meet |
| :--- | :--- | :--- | :--- |
| Athlete Check In | $30+\mathrm{X}+\mathrm{Y}$ | $(30-35)+\mathrm{X}+\mathrm{Y}$ | $(80-90)+\mathrm{X}+\mathrm{Y}$ |
| First Call | $32+\mathrm{X}+\mathrm{Y}$ | $(32-35)+\mathrm{X}+\mathrm{Y}$ | $(65-70)+\mathrm{X}+\mathrm{Y}$ |
| Second Call | $22+\mathrm{Y}+\mathrm{X}$ | $22-(25)+\mathrm{X}+\mathrm{Y}$ | $(45-50)+\mathrm{X}+\mathrm{Y}$ |
| Third Call | $12+\mathrm{Y}+\mathrm{X}$ | $(12-15)+\mathrm{X}+\mathrm{Y}$ | $(25-30)+\mathrm{X}+\mathrm{Y}$ |
| Report Time | $7+\mathrm{Y}+\mathrm{X}$ | $(7-10)+\mathrm{X}+\mathrm{Y}$ | $(20-25)+\mathrm{X}+\mathrm{Y}$ |
| Clerk Instruction Time | 0 | 0 | 5 |
| Travel to Venue Time | 0 | 0 | $(5-10)$ |
| Familiarization/Prep Time | 5 | 5 | 5 |
| Warm-up Time | Y | Y | Y |
| Introduction/Introduction Time | $2+\mathrm{X}$ | $2+\mathrm{X}-5+\mathrm{X}$ | $5+\mathrm{X}$ |
| Start Time for Event | X | X | X |

Y varies from 15 minutes to 30 minutes for throws and horizontal jumps, 30-45 minutes for high jump and 45-60 minutes for pole value depending on what type of meet and how many athletes.

## Estimates for Warm-Up Time per Athlete (Y)

| Activity (Time in seconds) | Per Athlete | Bar Up/Rake |
| :--- | :--- | :--- |
| Throws and Horizontal Jumps w/o raking | 45 | 75 |
| High Jumps | 45 | 60 |
| Pole Vault | 45 | 75 |

Track event Timing

| Activity | Time, <br> Minutes <br> Small Meet | Time, Minutes <br> Medium Meet | Time, Minutes <br> Large Meet |
| :--- | :--- | :--- | :--- |
| Athlete Check In | $30+\mathrm{X}+\mathrm{Y}$ | $(30-35)+\mathrm{X}+\mathrm{Y}$ | $(80-90)+\mathrm{X}+\mathrm{Y}$ |
| First Call | $32+\mathrm{X}+\mathrm{Y}$ | $(32-35)+\mathrm{X}+\mathrm{Y}$ | $(65-70)+\mathrm{X}+\mathrm{Y}$ |
| Second Call | $22+\mathrm{Y}+\mathrm{X}$ | $22-(25)+\mathrm{X}+\mathrm{Y}$ | $(45-50)+\mathrm{X}+\mathrm{Y}$ |
| Third Call | $12+\mathrm{Y}+\mathrm{X}$ | $(12-15)+\mathrm{X}+\mathrm{Y}$ | $(25-30)+\mathrm{X}+\mathrm{Y}$ |
| Report Time | $7+\mathrm{Y}+\mathrm{X}$ | $(7-10)+\mathrm{X}+\mathrm{Y}$ | $(20-25)+\mathrm{X}+\mathrm{Y}$ |
| Clerk Instruction Time | 0 | 0 | 5 |
| Travel to Venue Time | 0 | 0 | $(5-10)$ |
| Familiarization/Prep Time | 5 | 5 | 5 |
| Warm-up Time | Y | Y | Y |
| Introduction/Introduction Time | $2+\mathrm{X}$ | $2+\mathrm{X}-5+\mathrm{X}$ | $5+\mathrm{X}$ |
| Start Time for Event | X | X | X |

where Y is generally, 5 minutes or less for track events depending on number of heats. If warm-up is provided off the field this can be reduces for most events to 2-3 minutes. For hurdles generally the full 5 minutes is needed. For the first heat in each race, additional time may be needed to set the hurdles. The amount will be a function of how many people are available to be the hurdle crew. A minimum at a major meet is about 5 minutes. For small meets this could be up to 10 minutes.

For a moderate size meet scheduled to begin at 4:15 p.m. (sample as follows):
3:30 - first call for all field events (4:15)
3:40 first call 110 m high hurdles (4:15);

- second call for all field events (4:15);
$3: 50$ second call 110 m high hurdles ( $4: 15$ );
-last call for all field events (4:15);
-first call 100 m dash (4:25)
4:00 last call for 110 m high hurdles (4:15);
-second call 100 m dash (4:25);
- first call for 800 m run (4:35);

4:10 third call 100 m dash
-second call for 800 m run (4:35)

- first call 1600 m run

4:11 - welcome to all spectators, coaches, participants;
-review placing and scoring;
4:13 - anthem
4:14 - announce entries for 110 m high hurdles, record holder, etc
4:15 110 m high hurdles;
4:20 last call 800 m relay (4:35);

- second call 1600 m run (4:45);
-first call 400m relay
4:22-announce results of 110 m high hurdles;
4:25-100 meter dash;
4:27 - announce results of 100 m dash;
4:30-second call 400 m dash (4:45);
-last call 1600 m run (4:35) and etc.


## ANNOUNCER'S CHECKLIST

1. Check out sound equipment before the meet, preferably at least a week before so you can plan and if need be it can be changed.
2. Check that it can be heard under and in the stands, at the clerks' area, in the rest rooms.
3. Check out all microphones, portable and hard wired.
4. Understand when press box or announcer area will be open on day of meet.
5. Check out the view to make sure you can see all you need to see.
6. Check how much room for spotters and helpers is available.
7. Get preliminary schedule from meet director several days in advance.
8. Set up tentative schedule and prepare any athlete profiles before you arrive.
9. Make sure you have a list of the meet, league, stadium, national and world records.
10. Bring a clock that you can see and set to meet time.
11. Show up and set up at least 30 minutes before the first call for the first race or field event.
12. Get latest schedule and a meet program when you arrive.
13. Check with clerks on you plan for check in announcements.
14. Check with starters to see if they will be using the same PA system.
15. Make any needed adjustments to your plan based on new information from officials or schedule changes.
16. Make first call on time. You can greatly help the meet by keeping the meet moving.
17. Stop talking once the gun is up.

## SCORER/COMPETITION SECRETARY'S CHECKLIST

1. Determine how the meet will be scored, if it is not set in the rulebook, i.e. as a dual meet, a double dual or a triangular meet. How many team members are scoring and who is non-scoring? Who is going to declare that and when?
2. Develop paper work flow plan from you to clerk to officials and back to you and then to awards, announcers, board posting and press.
3. Make sure you have a list of the meet, league, stadium, national and world records.
4. Validate all entries.
5. Run preliminary heat and flight sheets for check.
6. Verify that individual heats and flights have the correct number of athletes and are on individual sheets.
7. Run all sheets.
8. Check that there are copies of all the heat and flight sheets the day before the meet, if possible.
9. Hand out sheets to various heads of events and head track officials or to the referees.
10. Have extra blank copies of heat and flight sheets in the case of a redraw or additions.
11. If using a computer make sure you are familiar with the program and the location of it and the database. make any necessary links to field measuring equipment such as wind gauge or Finishlynx.
12. Keep a backup copy of the original data.
13. Make sure printing and copying equipment is in working order.
14. Make sure you are in an area that has limited access so you can do your work.
15. Make sure you have necessary communications with awards, the referees, the meet director, the finish line, heads of events and the announcer.
16. Have sufficient file folders and clipboards to handle results.
17. Have sufficient tape and/or pins to post results.
18. Have an area set aside for new results, completed results and revised results.
19. Have team scoring sheets and copy of applicable scoring procedure.
20. Have the applicable rulebook.
21. Put a time stamp on all paperwork and a revision number. It helps if you have multiple revisions to know which one is the last one.
22. Input results and look for errors or inconsistencies.
23. Score Meet.
24. Get Referee's approval of results.
25. Post and distribute results.

## PAPER WORK CHECKLIST

1. Will you use a computer, print, or network forms for the meet paperwork?
2. Entry forms
3. Meet applications
4. Officials applications
5. Volunteer applications
6. Budget forms
7. Cash receipts
a. Entries
b. Concessions
c. Gate/tickets
8. Expense report forms
9. Computer entry form
10. Declaration forms
11. Declarations
a. Who/when/where/how
12. Officials training manuals
13. Volunteer training manuals
14. Athlete packages
15. Coaches packages
16. Press packages
17. Volunteer packages
18. Heats/flights sheets
19. Copy request forms
20. Track heats/results (to/from track)
a. Announcer
b. Clerks
c. Starter
d. Finish line
e. Photofinish
21. Field flights/results (to/from venue)
a. Announcer
b. Clerks
c. Event head
d. Referee
e. Results
22. Approval/interface with protests/referee
23. Posting
24. Information for press/interview area/coaches
25. Protest forms
26. Finish line forms
27. Clerk forms
28. Field event forms
a. Shot/hammer/discus/javelin
b. Long jump/triple jump
c. Pole vault/high jump
29. Scoresheet forms
30. Medical forms
31. Drug testing forms
32. Press credential forms
33. Thank yous
a. Officials
b. Volunteers
c. Staff
d. VIP
e. Sponsors


FIGURE 11
EVENT COORDINATORS ORGANIZATION


Figure 12
OFFICIALS ASSIGNMENT FORM


Figure 12(cont.)
OFFICIALS ASSIGNMENT FORM


For large meets significantly more officials are needed in almost every area.

FIGURE 13
THROWS


FIGURE 14
VERTICAL JUMPS

Meet: $\qquad$

Date: $\qquad$

POLE VAULT



## 89

$\square$

11
$89 \square$
2
1
4

5
 64 10

## HIGH JUMP

| Official's | Time |  | Time |  | Time | W | Time |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  | Pole Vault |  |
| Assignment | High Jump |  | Pole Vault |  | High Jump |  |  | W |
|  | M | W | M | W | M |  |  |  |
| 1. Event Head/Flags |  |  |  |  |  |  |  |  |
| 2. Flight Coordinator/ Clock Operator |  |  |  |  |  |  |  |  |
| 3. First Recorder/Judge |  |  |  |  |  |  |  |  |
| 4. Second Recorder/ Runway Official |  |  |  |  |  |  |  |  |
| 5. Bar Raiser/ Standard Setter |  |  |  |  |  |  |  |  |
| 6. Bar Raiser/ |  |  |  |  |  |  |  |  |
| 7. Pole Catcher |  |  |  |  |  |  |  |  |
| 8. Escort |  |  |  |  |  |  |  |  |
| 9. Escort |  |  |  |  |  |  |  |  |
| 10. English/Metric Board |  |  |  |  |  |  |  |  |
| 11. Marshall |  |  |  |  |  |  |  |  |

Date: $\qquad$


Meet: $\qquad$


Official's
Assignment

| Time |  | Time |  | Time |  | Time |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Long Jump |  | Long Jump |  | Triple Jump |  | Triple Jump |
| M | W | M | W | M | W | M |

1. Event Head/Flags
2. Flight Coordinator
3. First Recorder
4. Second Recorder
5. Marker/Pit Judge
6. Plasticine Official
7. Pit Leveler $\qquad$
8. Pit Leveler
9. Runway Official/ Clock Operator
10. Metric Board
11. English Board
12. Escort
13. Escort
14. Raker
15. Raker
16. Wind Gauge
17. Marshal

FIGURE 16
EVENTS \& MAKE-UP OF HEATS

| INDOOR EVENTS | OUTDOOR EVENTS |  | Number | Maximum Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Distance | Reporting | or in Final |  |  |  |  |  |  |  |  |
| 50 Meters | 100 Meters |  |  |  |  |  |  |  |  |  |  |  |
| 55 Meters | 200 Meters | 1500 | 17 | 12 |  |  |  |  |  |  |  |  |
| 60 Meters | 400 Meters | 3000 | 19 | 14 |  |  |  |  |  |  |  |  |
| 300 Meters | 800 Meters | 5000 | 21 | 16 |  |  |  |  |  |  |  |  |
| 400 Meters | 1000 Meters | 10000 | 25 | Section of not more |  |  |  |  |  |  |  |  |
| 500 Meters | 1500 Meters |  |  | than 24 |  |  |  |  |  |  |  |  |
| 600 Meters | 2000 Meters |  |  |  |  |  |  |  |  |  |  |  |
| 800 Meters | 3000 Meters |  |  |  |  |  |  |  |  |  |  |  |
| 1000 Meters | 5000 Meters |  | 1 | 2 |  |  |  |  |  |  |  |  |
| 2000 Meters | 10,000 Meters |  | 6 | 5 |  |  |  |  |  |  |  |  |
| 3000 Meters | 100 Meter Hurdles |  | 7 | 8 9 |  |  |  |  |  |  |  |  |
| 5000 Meters | 1100 Mete Hurdles |  | 12 | 1110 |  |  |  |  |  |  |  |  |
| 50 Meter Hurdles | 400 Meter Hurdles |  | 13 | 14 |  |  |  |  |  |  |  |  |
| 55 Meter Hurdles | 3000 Meter Steeplechase |  | 18 | $17 \quad 16$ |  |  |  |  |  |  |  |  |
| 60 Meter Hurdles | 1 Mile |  | 19 | $20 \quad 21$ |  |  |  |  |  |  |  |  |
|  |  |  | 24 | 23 22 |  |  |  |  |  |  |  |  |
| INDOOR EVENTS | OUTDOOR EVENTS |  |  |  |  |  |  |  |  |  |  |  |
| 800 Meters ( $4 \times 200$ ) | 400 Meters ( $4 \times 100$ ) |  |  |  |  |  |  |  |  |  |  |  |
| 1600 Meters ( $4 \times 400$ ) | 800 Meters ( $4 \times 200$ ) |  |  |  |  |  |  |  |  |  |  |  |
| 3200 Meters ( $4 \times 800$ ) | 1600 Meters ( $4 \times 400$ ) |  |  |  |  |  |  |  |  |  |  |  |
| $\begin{aligned} & 6000 \text { Meters ( } 4 x \\ & 1500 \text { ) } \end{aligned}$ | 3200 Meters ( $4 \times 800$ ) |  |  |  |  |  |  |  |  |  |  |  |
| 1100 Meter Sprint Medley | 6000 Meters ( $4 \times 1500$ ) |  |  |  |  |  |  |  |  |  |  |  |
| 4000 Meter Distance | 1600 Meter Sprint Medley |  |  |  |  |  |  |  |  |  |  |  |
| Mediey | 4000 Meter Distance Medley 440 Meter Shuttle Hurdles |  |  |  |  |  |  |  |  |  |  |  |

## EVENT TIMELINE GUIDELINES

Based on experience at many different events the following guidelines are useful to understand the length of time each event will take and in planning meet schedules. These are for a well run meet with adequate officials and volunteers to run the meet. People are critical to keeping a meet on time. Without enough people the times shown can easily be $50-100 \%$ of actual times. Preplanning for all contingencies will help you keep on schedule and met these target times. Certainly your knowledge of those competing should be filtered in to arrive at a workable time schedule. Having no meet day entries helps but it not critical. You do need to have a system set up to handle changes. For example at National Masters meets, entries are not closed and heats not set until 30 minutes before the start of the race. You can do this if you have a computer program and knowledgeable officials. In large meets with lots of heats and flights it helps to do everything possible to keep the meet on time. For example in relays, have the clerks put hip numbers for the lanes that teams are in. This is particularly important for the young age groups. Have them go out to their respective positions as a group.

## Track Events per heat (including warm up time)

General Rule: Use slowest expected time to run the race plus 1 minutes for lining up and instruction. For races less than 300 m allow an extra minute for each huddle race and an extra 2 minutes in total for false starts within a series of heats. If you are using hand timing only, add an additional 1 minute per race. If you use a Chronomix or similar multilane time recorder you need not add the extra time assuming you use some type of finish chute to collect the runners in order even for the short races so that you can move on to the next race.

This table assumes good weather conditions, an all weather track, and sufficient personnel to stage the athletes at their starting positions as fast as that track area is clear from the previous race. In the Youth meets there is no warm up time other than just to practice one or two starts, while the preceding race is going on and you are using two sets of blocks. If you are using a dirt track allow an additional minute per race. If sufficient manpower is not available to move the athletes then add 2-3 minutes per heat. In championship meets, 5 minute intervals can usually be maintained between heats.

| Event | Youth* | Masters | High School | Other (Collegiate, Open, Junior) |
| :---: | :---: | :---: | :---: | :---: |
| 100,100H, 110H | 2-3 min | 3 min | $21 / 2 \mathrm{~min}$ | 3 min |
| 200 | 3 min | 3 min | 3 min | 3 min |
| 300H, 400, 400H | 3-4 min | 4 min | 4 min | 3-4 min |
| 800 | 3-4 min | 4 min | 4 min | 4 min |
| 1500 | 6-7 min | 9 min | 8 min | 6-7 min |
| 2000 | 8 min | 14 min |  |  |
| 3000 SC,3200 | 12-13 min | 16-18 min | 15-16 min | 12-14 min ${ }^{* *}$ |
| 5000 | 20 min |  |  | 17-22 min** |
| 10,000 |  |  |  | $40-50 \mathrm{~min}$ ** |
| 4×100 | 2-3 min | 3-4 min | 3-4 min | 3-4 min |
| $4 \times 400$ | 6 min | 8 min | 6 min | 6-7 min |
| Other |  | Race Time +1 min then rounded up to next whole minute to be conservative |  |  |

* To have this quick turn around you need to use a finish chute for all races so that the next race can be started as soon as the last race is complete and have two set of blocks so that the follow heat can preset their blocks.
${ }^{* *}$ Because of possible lapping and the larger number of runners in these events, they are dependent on the finish line officials being ready for the next event.

Example: 5 heats of 100 M for each age group in Youth meet
5 heats $\times 2 \mathrm{~min} /$ heat $\times 5$ divisions $\times 2$ (boys and girls) $=100 \mathrm{~min}+10$ groups $\times 2=120$ minutes since there might be a glitch. These tables assume you have enough clerks and starters to move this number of people though. That is the athletes are lined up in heats waiting on blocks and for youth two full sets of blocks are available so next heat can set their blocks while the former heat is starting. If you're short on one or the other it will take longer, 3 or even 4 minutes per heat. That would mean it could be as long as two hours. If less than 8 per heat,
you loose time. It is better to have full lanes and less heats than more heats and empty lanes. In planning your schedule be realistic in estimating how many runners you will have and how much help your will have since either can significantly impact the time required. The key is to have enough knowledgeable manpower available so that the next race can start as soon as the last race is complete. In a well run youth meet you can get to 15 second intervals between finish and start of next race particularly in short races and younger age groups that don't use blocks.

## Field Events per athlete per round

General Rule: Estimate 1 to 2 minutes per entrant per attempt during competition. To this add warm-up time before each flight of between 10 to 15 minutes for flights of $8-12$ people (i.e. allow about 30 seconds for each athlete for each attempt). Allow the same amount of time for warm-ups between preliminary and finals if there are multiple flights. If flights are seeded such that most or all the finalists come from the last flight then this warm-up period can be eliminated or greatly reduced, i.e. giving only those not in the last flight two warm-up attempts. It is best to give a set number of attempts rather than a fixed time for warm-ups because it gives everyone the same opportunity. Generally allow 2 attempts for a warm-up period. Alternatively, if the flights are not seeded by qualifying mark then guess how many will come from a flight other than the last flight and allow 1 $1 / 2$ minutes per athlete not in the last flight.

Early in the season meets, most youth clubs will have entries mainly in the shot put and long jump. There will be very few triple jumpers, high jumpers or pole vaulters until the end of the season. Having more than one long jump pit and shot put ring really helps to keep the meet on time and moving. However, in all cases, the need for officials and volunteers is the key to a successful meet run on time. You must have the key people on board and ready before the day of the meet. This is one of the biggest failings of many meets.

| Event | Youth/Masters/High School | Collegiate, Open, Junior) |
| :--- | :--- | :--- |
| Long Throws | 1 min | $11 / 2 \mathrm{~min}$ |
| Shot Put, Weight | $3 / 4-1 \mathrm{~min}$ | 1 min |
| Horizontal Jumps | $1-11 / 2 \mathrm{~min}$ | $1-2 \mathrm{~min}$ |
| High Jump | $3 / 4 \mathrm{~min}$ each jump for a total of | 1 min each jump for a total <br> of 9 jumps |
| Pole Vault | 9 jumps | j min each jump for a total of 9 <br> jumps | | 2 min each jump for a total |
| :--- |
| of 9 jumps |

Example: It is now 10 o'clock. You have two flights plus finals of high school boys long jump with 15 jumpers overall. What time do you estimate the next age group can start warming up and what time do you tell flight 2 to return for warm-ups and all to report to see if in finals?

Flight $1=7$ Flight $2=8$ (particularly if in ranked jumping order to increase the possibility that no one from the first flight will make it and thus you could reduce the preliminary to finals warm-up time.

| Activity | Time to Complete | Notes |
| :---: | :---: | :---: |
| Warm-up Flight 1 | 10 min . | Two or three jumps |
| Preliminary Jumps Flight 1 | 21 min . | Usually fast since ready to go when pit is for this age group. |
| Warm-up Flight 2 | 10 min | Should be same as for Flight 1 unless number in flight considerably different, better to use 2 or three jumps. |
| Preliminary Jumps Flight 2 | 24 min | 3 jumps $\times 8$ jumpers $\times 1$ min |
| Warm-up finals | 10 min | Can be different from warm-up per flight but usually the same. |
| Final 3 Jumps (Assume 8 to finals) | 24 min |  |
| Second Flight Warm-up | 10:30 | Round down so there early, in case run faster |
| Finals Report | 11:05 |  |
| Total Event Time Estimate | $\begin{aligned} & \hline 1 \text { hours \& } \\ & 39 \mathrm{~min} \\ & \hline \end{aligned}$ | Which I would round off to 1 hours and 40 min . |
| Start for next age group | 11:45 | It could take up to 15 minutes more but this way you won't be waiting for the next group to show up. |

On the other hand if this were a youth meet with the same number of jumpers and a one day meet then they would only get 4 jumps with no finals and you would run the whole group of 15 through as a single flight. Normally flights are not used in youth meets. Likewise timing is dependent on how fast the pit can be raked because the athletes will be lined up and ready to go. The timetable for bantam boys might look like this:

| Activity | Time to <br> Complete | Notes |
| :--- | :--- | :--- |
| Warm-up Bantam | 15 min. | Two or three jumps, assuming 3 jumps |
| Jumps | 60 min. | Usually fast since ready to go when pit is for this age group. 15 <br> jumpers x $1 \mathrm{~min} / \mathrm{jump} \times 4$ jumps) |
| Total Event Time Estimate |  <br> 15 min | $11: 00$ |
| Start for next age group | It may take up to 15 minutes more but this way you won't be <br> waiting for the next group to show up and if you have a second <br> clerk they can check them in while your finishing with the first <br> group. |  |

FIGURE 17

## Field Event Timing

Recent changes in IAAF, USATF and NCAA rules have made for many differences in the amount of time allowed to complete attempts in field events. This table is offered to help clarify those differences. Because this continues to be an area for change, please review your rulebook when moving from event to event or meet to meet to make sure you are applying the appropriate time increment.

| Time in Minutes for Trial |  |  |
| :---: | :---: | :---: |
|  | OPEN | ---MULTI-E |
| FIELD | HJ PV | FIELD |

Greater than 3

| USATF/IAAF | 1 | 1 | $1-1 / 2$ | 1 | 1 | $1-1 / 2$ |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: |
| NCAA | 1 | 1 | 1 | 1 | 1 | 1 |
| HS | $11 / 2$ | $11 / 2$ | 2 | $11 / 2$ | $11 / 2$ | 2 |

If 2-3 remaining USATF/IAAF NCAA HS

If 1 remaining
USATF/IAAF
NCAA
HS
1
1
$11 / 12$

| 5 | 6 | $1^{4}$ |
| :---: | :---: | :---: |
| 4 | 5 | 1 |
| 5 | 6 | $11 / 12$ |

$2^{4)}$
$3^{4)}$
3
6
CONSECUTIVE
ATTEMPTS
USATF/IAAF
NCAA
$\mathrm{HS}^{2)}$
WARNING

| USATF/IAAF | $1 / 4$ | $1 / 4$ | $1 / 4$ | $1 / 4$ | $1 / 4$ | $1 / 4$ |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: |
| NCAA | $1 / 2$ | $1 / 2$ | $1 / 2$ | $1 / 2$ | $1 / 2$ | $1 / 2$ |
| HS $^{2)}$ | - | - | - | - | - | - |

1) No difference specified in rules so open rule applies except where noted.
2) There is no rule covering this item.
3) Noted difference in rules.
4) Same as consecutive attempts after the first attempt which will have the normal time limit unless a consecutive attempt. (Note this normally applies only to vertical jump competitions since other event should not have more than one attempt per round.)


## Guidelines for Pre Field Competition Activities

## Pre Meet Meeting Questions

1. Under which rules will the meet be conducted?
2. How many officials are assigned?
3. Where will Weights and Measures be?
4. Where is the Clerk?
5. How much warm-up time?
6. How many athletes go to the finals?
7. Are there any special rules or instructions?
8. Who is the field referee?
9. Are their qualifying heights or distances?
10. Who gets results and where do they go?
11. Who will bring in the implements out or when can they be picked up?
12. Who will bring in the athletes?
13. Are there record flags and who will set them out?
14. Is there a time clock?
15. Are there performance indicator boards? Who to operate?
16. How will distances be measured?
17. Will there be athlete introductions?
18. Will there be a communicator?
19. Who is the oversight committee representative? (National Meets)
20. How will drug testing be done?
21. Will there be marshals?

## Meet Day Questions

1. What is the color and mark for implements?
2. What are the qualifying distances, if any?
3. What is the meet record?

## Items for Field Officials Meeting

1. Go over flag coordination. Use one in field/pit and one at foul line
2. Always mark all attempts and keep until next athlete called up
3. Always carry implement to side or back. Don't throw back.
4. Assignments for the day (rotate if possible)
5. March out and back or not

## Activities before Warm-ups

1. Check Site for markings, safety
2. Check Implements for marks
3. Check in Athletes (get their starting height estimate, their vault standards setting, or which board they will use and see if they will need to be excused)
4. Give pre warm-up instructions
a. How much warm up time, general, each flight
b. How many flights
c. Who in which flight
d. Procedures for warm-ups
e. Sitting on bench if available, away from board or circle
f. Qualifying distance if any
g. Check throwers for taping, gloves and shoes
h. When to pick up implements if implement rack
i. If numbers, location- front or back or both
j. Warn about use of non checked implements
k. Need of escort if you leave the competition area
I. Use of radios, electronic instruments etc. if restricted
m . What you need to do to see your coach
n. Use of chalk/spray on hand not implement
o. Warm up in circle/runway only
p. Retrieving Implement, if, when and how
q. Two throws per turn during warm-ups
r. If throws in order, how, when
s. Use clock if available for warm-up period
t. Explain lines in field or record flags
u. Starting height in vertical jumps and increment

## Instructions before Competition for Throws

1. Enter circle or runway anyway after called up
2. Stationary in circle or on runway, then start
3. If you hit ground with hammer you must complete throw or it is a foul
4. Leave by back half of circle or behind arc line
5. Mark is no longer called, leave once the implement has hit in the field
6. Flag indicating fair or foul will be raised after you leave the circle or runway
7. The clock is your responsibility, if none then call at 15 sec (USATF/IAAF) or 30 other
8. Time for fair throw, $11 / 2 \mathrm{~min}$. Unless the NCAA then 1 min .
9. How will call athletes up
10. How many to finals or to qualify
11. Warn that there is no warm-up in the competition area or impact area, no use of implements period.
12. How to foul if not want attempt measured
13. Where to go after event and comments on dope control, if any
14. Competition order
15. Whether you will read both Imperial and Metric or not
16. If qualifying round how impound and mark implements
17. Check gloves and hands for taping
18. Will there be warm-ups between trials and finals
19. Pick up implements only when on deck or on hold
20. If you want to protest a call, do so immediately; measure but the head official keeps it and does not announce.
21. Go out along line for introductions, line up in competition order

## Additional Instructions for Vertical Jumps

1. Passing before called up, Pass jump/ height (IAAF\USATF)

## FIGURE 18 (Cont.)

2. Use of 5 alive or not
3. When get run throughs (when bare raised to entering height
4. When time starts
5. Breaking the plane
6. Use of runway only when you up
7. If high school pole weight
8. If windy, bar movement
9. Starting height, increment (usually 5 cm (2 in) HJ and 15 cm (6 in) PV) and passes

10 Check marks, usually 2
11. If leave, procedure

## Competition Period

1. When reading tape, record number and have reader repeat 2. If record, measure with steel tape and impound implement to recertify.
2. Jump off HJ HS (1"), NCAA (3 cm), USATF/IAAF (2 cm)

PV HS (3"), NCAA ( 8 cm ), USATF/IAAF ( 5 cm )

## Cage Open for Hammer

Must be at least 6 meter opening at 5 meters from center of circle USATF
Must be at least 8.3 meter opening at 4.2 meters from center of circle NCAA

## FIGURE 19

HEAT SHEET

Instructions Please print all information; record times to next higher $1 / 10$ second.
EVENT $\qquad$
SCORING
Heat $\qquad$ of $\qquad$ Heats
NON-SCORING
$\qquad$
$\qquad$
LANE FIRST NAME LAST NAME SCHOOL PLACE TIME
(Please Print all 4 team members' names in the order that they will run)

| 1 |  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |

FIGURE 20
LOCATION OF STARTING LINES (400 Meter Track)


Figure 21

## UMPIRE INCIDENT REPORT FORM



FIGURE 22
UMPIRE LOCATIONS AND COVERAGE (A Minimum Level)


FIGURE 23
UMPIRE INCIDENT REPORT LOCATION

Instructions: Indicate the location on the diagram where the incident took place and any other relevant information.


## Additional Comments:

FIGURE 24
LAP SCORING SHEET - 10,000 METERS

| Team or Uniform Colors | Laps/Dist Completed | Team or Uniform Colors | Laps to Go | Team or Uniform Colors |
| :---: | :---: | :---: | :---: | :---: |
| Competitor's Hip \# |  | Competitor's Hip \# |  | Competitor's Hip \# |
| Competitor's Bib \# |  | Competitor's Bib \# |  | Competitor's Bib \# |
| Event Time | Start | Event Time | 25 | Event Time |
|  | 1-400 |  | 24 |  |
|  | $2-800$ |  | 23 |  |
|  | $3-1,200$ |  | 22 |  |
|  | $4-1,600$ |  | 21 |  |
|  | $5-2,000$ |  | 20 |  |
|  | $6-2,400$ |  | 19 |  |
|  | $7-2,800$ |  | 18 |  |
|  | $8-3,200$ |  | 17 |  |
|  | 9-3,600 |  | 16 |  |
|  | $\begin{aligned} & 10- \\ & 4,000 \end{aligned}$ |  | 15 |  |
|  | $\begin{aligned} & 11- \\ & 4,400 \end{aligned}$ |  | 14 |  |
|  | $\begin{aligned} & 12- \\ & 4,800 \end{aligned}$ |  | 13 |  |
|  | $\begin{aligned} & 13- \\ & 5,200 \end{aligned}$ |  | 12 |  |
|  | $\begin{gathered} 14- \\ 5,600 \end{gathered}$ |  | 11 |  |
|  | $\begin{aligned} & 15- \\ & 6,000 \end{aligned}$ |  | 10 |  |
|  | $\begin{gathered} 16- \\ 6,400 \end{gathered}$ |  | 9 |  |
|  | $\begin{gathered} 17- \\ 6,800 \end{gathered}$ |  | 8 |  |
|  | $\begin{gathered} 18- \\ 7,200 \end{gathered}$ |  | 7 |  |
|  | $\begin{gathered} 19- \\ 7,600 \end{gathered}$ |  | 6 |  |
|  | $\begin{array}{r} 20- \\ 8,000 \end{array}$ |  | 5 |  |
|  | $\begin{gathered} 21- \\ 8,400 \end{gathered}$ |  | 4 |  |
|  | $22-$ |  | 3 |  |


|  | 8,800 |  |  |
| :--- | :---: | :---: | :---: |
|  | $23-$ |  | 2 |
|  |  |  |  |
|  | 9,200 |  | 1 |
|  | $24-$ |  |  |
|  | Finish |  | 0 |
| Time |  |  |  |

Event:
Lap Timer:

Date:
Start Time:
Certification Number:
(Please Print Your Name)
Sheet $\qquad$ of . Sheets

FIGURE 25

## USA Track \& Field -- Event Timing Sheet

|  |  |  |  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| EVNET NO. | HEAT NO. | DISTANCE |  |  |  |  |  |

N. A. O.C. -- 11/91 -- LGR

Version 1, 8/2000

## FIGURE 26 Official Protest Form



| \|nstructions: |
| :--- |
| Complete all of the information requested below. Provide a specific description of the circumstances, |
| time, location, involved parties, possible infraction and any other relevant supporting information. |
| Submit this form and any supporting documentation to the Event Referee as soon as possible. You may |
| attatch additional pages and/or documentation you believe to be essential to support or further explain the |
| basis for this protest. Remember that it is critical to cite the rule and page numbers from the USATF |
| "Competition Rules for Athletics" which provide the basis for submitting this protest. |

Name of person submitting this protest (please print):
Protest is based on Rule No. $\qquad$ on Page $\qquad$ of the 19 $\qquad$ - 19 _ USATF "Competition Rules"
This appeal is being submitted to protest the following: $\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

| Signature of Protest Submitter: |
| :--- |
| ADMINISTRATIVE (Do not write below this line): |
| P.A. Announcement -- order of finish results announced at (time of annoucement): |
| Written protest and protest fee received at (time of day): |
| Finding of the Jury of Appeals: |

Finding of the Jury of Appeals:
$\qquad$
Finding is based on Rule No. on Page ___ of the 19__ - 19__ USATF "Competition Rules"

Signature of Jury Chair: $\qquad$ Date:

FIGURE 27
WIND GAUGE FORM - TRACK


FIGURE 28
FIELD EVENT RECORDING SHEET

| SHOT PUT | DISCUS | LONG JUMP | TRIP |
| :---: | :---: | :---: | :---: |
| Meet: |  |  | Men: |
| Start Time: |  |  | Women: |


| Competitor | School | FIt. | M. Cm. | M. Cm. | M. Cm. | Best | \# |  | M. Cm. | M. Cm. | M. Cm. | Best | Place |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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| $\mathrm{X}=$ Foul |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Place Winner |  |  |  | Distance |  |  | ce | W | nner |  | Sch | ool | Distance |
| 1st |  |  |  |  |  | 5th |  |  |  |  |  |  |  |
| 2nd |  |  |  | - |  | 6th |  |  |  |  |  |  |  |
| 3 rd |  |  |  | - |  | 7th |  |  |  |  |  |  |  |
| 4th | - |  | - |  |  | 8th |  |  |  |  |  |  |  |

FIGURE 29

## Race Walking Judge's Tally Sheet



| Comp. \# | Caution |  |  | Warning |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | $\left.\begin{array}{c} \text { Reason } \\ \sim \text { or } \end{array}\right\rangle$ | Time of Day | 䂴咢 | $\left.\begin{array}{c} \text { Reason } \\ \sim \text { or } \end{array}\right\rangle$ | Time of Day |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  | $\cdots$ |  |  |  |

FIGURE 30 Judges Summary Sheet

Explanations



ง237431 m

## MEET EVALUATION FORMS SAMPLE

The following system is a revision of that used by the Special Olympics and can be adapted for your meet.

The rating scale used is 5 to 1. Ratings should be assigned as follows:
5= Excellent
4= Very good
3= Good
2- Fair
1 = Needs improvement
N/A = Not applicable
$N / / O=$ Not observed
$N / P=$ Not present
When NA, NO or NP is used, the maximum score allocated MUST be 0 .

## OVER ALL MEET RATINGS

Final Summary Analysis
Transfer from the Detailed Analysis the Maximum and Earned points for each activity. The percentage score is the total earned points divided by the highest possible points.
E/HP

|  | Description | Possible <br> Pts | Earned Pts. <br> (E) | Highest Possible <br> Pts. \{Minus N/A, <br> $N / O, N / P\}$ <br> (HP) | Percent \% <br> E/HP |
| :--- | :--- | :--- | :--- | :--- | :--- |
| I | Games Management |  |  |  |  |
| II | Administration |  |  |  |  |
| III | Support Services |  |  |  |  |
| IV | Human Resources |  |  |  |  |
| $\mathbf{V}$ | Public Relations |  |  |  |  |
| VI | Financial Development |  |  |  |  |
| VII | Special Events |  |  |  |  |
| VIII | Management <br> Committees |  |  |  |  |
| IX | Medical Support |  |  |  |  |
| $\mathbf{X}$ | Competition |  |  |  |  |
|  | Total |  |  |  |  |

## The rating scale used is 5 to 1. Ratings should be assigned as follows:

5= Excellent
4= Very good
3= Good
2- Fair
1 = Needs improvement
$N / A=$ Not applicable
$N / / O=$ Not observed
$N / P=$ Not present
When NA, NO or NP is used, the maximum score allocated MUST be 0.

## I. Event Management

## A. Event Director

HP E

-     - 1. Qualified Event Director appointed

2. Clear system of chain of command
3. Delegates responsibilities
4. Communicates needs effectively
5. Coordinates Local Management Team
6. Directs Local Management Team

TOTAL
$\qquad$

## B. Event Management Team

HP E

1. Qualified staff members appointed
2. Team members delegate responsibility
3. Team members communicate needs effectively
4. Team members coordinate activities

-     - 5. Comply with and enforce established chain of command

TOTAL $\qquad$
C. Management Volunteer Training

HP E
$\qquad$ 1. Detailed plan for Meet developed by the Games Committee and staff
$\qquad$ 2. Job descriptions for all Team members available

- 3. Training sessions conducted for Team members
$\qquad$ 4. Training processes established for volunteer leadership

TOTAL

| Meet Management | Earned Points (E) | Highest Possible Pts. (HP) |
| :--- | :--- | :--- |
| Meet Director |  |  |
| Meet Management Team |  |  |
| Meet Volunteer Training |  |  |
| TOTAL |  |  |

The rating scale used is 5 to 1 . Ratings should be assigned as follows:
5= Excellent
4= Very good
3= Good
2- Fair
1 = Needs improvement
$N / A=$ Not applicable
$N / / O=$ Not observed
$N / P=$ Not present
When NA, NO or NP is used, the maximum score allocated MUST be 0.

## II. Administration

## A. Computer

HP E

1. Computer system in use

- 2. Information update made 3. All Meet information distributed 4. Heating and flighting is done in accordance to standards 5. Computer Committee's Final Report completed 30 days following the meet

TOTAL

## B. Finance

HP E

1. Meet budget established
2. Meet expenses and receipts handled properly
3. All committees' needs met
4. Finance Committee Final Report completed 30 days following the Meet

TOTAL
C. Meet Evaluation

HP E
$\qquad$
$\qquad$ 1. Meet Evaluation Team chosen ( 60 days before the Meet) through a group effort by members of the Local Meet Committee and Governing Body staff
$\qquad$ 2. Meet Evaluation Team Chairperson selected and clearly designated by both Local Management Team and Governing Body staff
$\qquad$ 3. Meet Evaluation Team given complete instruction and guidelines for using the Evaluation
$\qquad$
$\qquad$ 4. Team had adequate time to observe Meet and meet to discuss evaluation tool
$\qquad$
$\qquad$ 5. Evaluation Team given every opportunity to evaluate the Meet freely and objectively
TOTAL $\qquad$

## III. Support Services

## A. Communications/Nerve Center

HP E

1. Central nerve center on-site and identified
$\qquad$ 2. Center staffed with knowledgeable people at all times3. Master listing of all athletes, competition times and housing site available 4. Key individual/areas in direct communication with nerve center, Event Director, Meet Director, meet staff and medical facilities
$\qquad$ 5. Lost and found message service available
$\qquad$ 6. Communication system in contact with all safety and security agencies

TOTAL
B. Food Services

HP E
__ _ 1. Appropriate well-balanced, nutritious meals offered

- 2. Liquids available with meals and at all event and competition sites
$\qquad$ 3. Refreshments available to spectators and families
$\qquad$ 4. Food services open and in adequate time slots

TOTAL

## C. Games Facilities

HP E

1. Correct facilities and equipment reserved

- 2. Proper control of facilities, smooth traffic flow 3. Facilities information posted 4. Facilities appropriately decorated

TOTAL $\qquad$

## D. Housing

HP E

1. Accommodations for participants within 15 minutes of competition venues
2. Accommodations available for special guests 3. Accessible housing for physically handicapped 4. Emergency plan for each site 5. Map to housing given to each official, coach and athlete 6. Hosts at each housing site available for questions and problems

TOTAL

## E. Security

## HP E

$\qquad$ 1 Map with safe traffic directions provided to coaches in pre-registration materials
$\qquad$ 2. Security personnel identified; adequate number on site

3. Facilities monitored
$\qquad$ 4. Security personnel available at high traffic (vehicle and pedestrian) areas

-     - 5. 24 hour security coverage 6. Overall evacuation and emergency plan given to each coach in writing
$\qquad$ 7. All facilities monitored, especially housing in the evening

TOTAL

## F. Signage

HP E
$\qquad$ 1. Detailed map of all identifying sports venues, awards, clinics, housing, dining, games facilities, registration, medical, nerve center, parking, hospitality.
$\qquad$ 2. Identifying signs posted at all areas used
3. Directional signs posted
4. All meet sites decorated
5. Sign center maintained for additional needs
6. Signage Committee to repair and replace signs

TOTAL

## G. Transportation Services

HP E

$\qquad$ 1. Transportation schedule and pick-up/drop-off areas designated on map
$\qquad$ 2. Adequate number of vehicles
-_ 3. Communications set up between all vehicles and transportation center 4. Transportation center staffed 5. Back-up plan for vehicle breakdowns 6. Service equipment available 7. Handicapped accessible

TOTAL $\qquad$


The rating scale used is 5 to 1. Ratings should be assigned as follows:
5= Excellent
4= Very good
3= Good
2- Fair
1 = Needs improvement
$N / A=$ Not applicable
$N / / O=$ Not observed
$N / P=$ Not present
When NA, NO or NP is used, the maximum score allocated MUST be 0 .

| Support Services | Earned Points (E) | Highest Possible Pts. (HP) |
| :--- | :--- | :--- |
| Communications |  |  |
| Food Services |  |  |
| Meet Facilities |  |  |
| Housing |  |  |
| Security |  |  |
| Signage |  |  |
| Transportation |  |  |
| TOTAL |  |  |

The rating scale used is 5 to 1. Ratings should be assigned as follows:
5= Excellent
4= Very good
3= Good
2- Fair
1 = Needs improvement
N/A= Not applicable
N//O= Not observed
N/P= Not present
When NA, NO or NP is used, the maximum score allocated MUST be 0.

## IV. Human Resources

## A. Families

## HP E

$\qquad$ 1. Families welcome letter sent to teams to forward to parents (including general schedule, map, housing information and family activities)
$\qquad$
$\qquad$ 2. Family registration area identified and easily accessible
_- -
3. Identification for each family member
_-
4. Special seating provided at events such as Opening Ceremonies

-     - 

5. Families reception, including celebrities, VIPs
-_ - 6. Adequate number of family activities
-_ - 7. Families center staffed at all times
$\qquad$ 8. Competition and housing information available at Family Center
$\qquad$ 9. Evaluation forms available for families to evaluate family services

TOTAL
B. Protocol/Hospitality

|  | HP | E |  |
| :---: | :---: | :---: | :---: |
|  |  |  | 1. Accommodations for all guests |
|  |  |  | 2. Reception for special guests, families, etc. |
|  |  |  | 3. Hosts and escorts available |
|  |  |  | 4. Protocol followed for visiting dignitaries |
|  |  |  | 5. Hospitality center staffed |
|  |  |  | 6. Protocol followed for Opening and Closing Ceremonies |
| TOTAL |  |  |  |

The rating scale used is 5 to 1 . Ratings should be assigned as follows:
5= Excellent
4= Very good
3= Good
2- Fair
1 = Needs improvement
N/A= Not applicable
N//O= Not observed
$N / P=$ Not present
When NA, NO or NP is used, the maximum score allocated MUST be 0.
C. Volunteers


1. Job description given to all key volunteers
$\qquad$ 2. Responsibilities clearly identified
2. Pre-event training for all key volunteers including screening \& placement
3. Reminder notice sent to all volunteers with reporting time and place
4. Volunteer registration station easily accessible with I.D. system
5. Volunteer recognition during or after the Games
6. A one hour on-site orientation and training for all walk-up volunteers

TOTAL

| Human Resources | Earned Points (E) | Highest Possible Points (HP) |
| :--- | :--- | :--- |
| Families |  |  |
| Protocol/Hospitality |  |  |
| Volunteers |  |  |
| TOTAL |  |  |

The rating scale used is 5 to 1 . Ratings should be assigned as follows:
5= Excellent
4= Very good
3= Good
2- Fair
1 = Needs improvement
$N / A=$ Not applicable
$N / / O=$ Not observed
$N / P=$ Not present
When NA, NO or NP is used, the maximum score allocated MUST be 0.
V. Public Relations

## A. Celebrities/VIPs

HP E
$\qquad$ 1. Housing and hospitality made available for celebrities/VIPs
2. Transportation and escorts provided
3. Written instruction provided for each celebrity
4. Use of celebrities/VIPs for award presentations, special events and clinics
5. Celebrities/VIPs center staffed
6. Thank you letters sent to celebrities
7. Celebrity/VIP parking provided

TOTAL

## B. Media/Publicity


$\qquad$ 1. Local and statewide publicity before and during the meet
$\qquad$ 2. Media packet available for all media including I.D.

-     - 

3. Press rooms identified and staffed

-     - 

4. Athletes, celebrities/VIPs available for interviews
5. Press conferences schedule established
_- 6. Athlete media release forms available
$\qquad$ 7. Follow-up publicity/results sent to media

TOTAL $\qquad$

| Public Relations | Earned Points (E) | Highest Possible Pts. (HP) |
| :--- | :--- | :--- |
| Celebrities/VI Ps |  |  |
| Media/Publicity |  |  |
| TOTAL |  |  |

## VI. Financial Development

## A. Fundraising Events

## HP E



1. Resource marketing plan developed to meet budget
2. Effective fundraising event(s) planned and executed 3. Fundraising goals met and awareness of meet raised 4. On-site fundraising managed

TOTAL

## B. Merchandising



1. Official and approved concession items available 2. National Governing Body logo on appropriate items 3. Receipts accounted for daily
$\qquad$ 4. Funds deposited daily

TOTAL
C. Sponsors

HP E
$\qquad$
$\qquad$ 1. Sponsorship package prepared and used
$\qquad$
$\qquad$ 2. Corporate and/or other sponsors obtained

TOTAL

| Financial Development | Earned Points (E) | Highest Possible Pts. (HP) |
| :--- | :--- | :--- |
| Fundraising Events |  |  |
| Merchandising |  |  |
| Sponsors |  |  |
| Total |  |  |

When NA, NO or NP is used, the maximum score allocated MUST be 0 .

## VII. Special Events

## A. Awards

HP E

1. Correct number of awards on hand
2. Award stands used
3. Use of celebrities or dignitaries to present awards
4. Script for award presentation followed
5. Easy flow of athletes from competition to awards
6. Awards area highlighted each athlete
7. Awards given according to Official Sports Rules
8. Awards presented as soon after competition as possible
9. Appropriate sound system or music used to herald award presentation 10. Appropriately decorated award areas used 11. Appropriate hardware in place for presentation 12. All necessary facilities reserved and equipment is available.

TOTAL
B. Opening Ceremonies

HP E
$\qquad$ 1. Opening Ceremonies appropriate
2. All spectators able to hear sound system
__ _ 3. Ceremonies area decorated so as to highlight and draw attention to the event
__ _ 4. Master of Ceremonies directed all or part of ceremonies
$\qquad$ 5. Sports celebrities and Outstanding athletes play a part in the ceremonies

TOTAL

## C. Closing Ceremonies

| HP | E | 1. Master of Ceremonies directing all or part of ceremonies |
| :--- | :--- | :--- |
| - | - | 2. All spectators able to hear the sound system |
| 3. | 3. Celebrities and athletes play a part in ceremonies |  |

The rating scale used is 5 to 1. Ratings should be assigned as follows:
5= Excellent
4= Very good
3= Good
2- Fair
1 = Needs improvement
N/A = Not applicable
$N / / O=$ Not observed
$N / P=$ Not present
When NA, NO or NP is used, the maximum score allocated MUST be 0 .

## D. Clinics and Demonstrations

HP E
$\qquad$ 1. Inclusion of some sport clinics and demonstrations
$\qquad$ 2. Recreational clinics and demonstrations 3. Clinics well staffed by qualified personnel
$\qquad$ 4. Appropriate facilities and equipment available

TOTAL $\qquad$

## E. Entertainment/Hospitality

HP E
$\qquad$ 1. Entertainment appropriate for all ages
$\qquad$ 2. Entertainment/hospitality should be offered throughout the Meet 3. Security provided at entertainment/hospitality venues

TOTAL

| Special Events | Earned Points (E) | Highest Possible Pts. (HP) |
| :--- | :--- | :--- |
| Awards |  |  |
| Opening Ceremonies |  |  |
| Closing Ceremonies |  |  |
| Clinics/Demonstrations |  |  |
| Entertainment/Hospitality |  |  |
| TOTAL |  |  |

The rating scale used is 5 to 1. Ratings should be assigned as follows:
5= Excellent
4= Very good
3= Good
2- Fair
1 = Needs improvement
$N / A=$ Not applicable
N//O= Not observed
$N / P=$ Not present
When NA, NO or NP is used, the maximum score allocated MUST be 0.

## VIII. Management Committees

## A. Meet Games Committee

HP E
$\qquad$ 1. Appropriate members selected 3 months in advance
$\qquad$ 2. Official Sports Rules available
$\qquad$ 3. Committee members available throughout Meet
$\qquad$ 4. Committee members have received training and are aware of their responsibilities
TOTAL $\qquad$

## B. Appeals Committee

 HP E$\qquad$ 1. Experienced members selected 1 month in advance

2. Official Sports Rules available
$\qquad$ 3. Committee members have received training and are aware of their responsibilities
4. Rules Committee personnel at each sports venue 5. Committee members available throughout Meet

TOTAL
$\qquad$

| Management Committees | Earned Points (E) | Highest Possible Pts. (HP) |
| :--- | :--- | :--- |
| Games Committee on site and <br> functioning |  |  |
| Appeals Committee on site and <br> functioning |  |  |
| Protest and appeals <br> procedures clearly defined <br> and followed |  |  |
| TOTAL |  |  |

IX. Medical Support

## A. Offsite Medical Facilities

HP E
$\qquad$ 1. Trainers and medical help available at housing facilities for all athletes.
$\qquad$ 2. Proper medical assistance forms available and used at all times
$\qquad$ 3. Written medical instructions and procedures given to each athlete/coach
$\qquad$ 4. 24 -hour coverage provided a. within 15 minutes at night $\& b$. within 5 minutes during the day
TOTAL
B. Onsite Medical Facilities

HP E
$\qquad$ 1. Trainers and medical help available at meet facilities.
$\qquad$ 2. Adequate fluids, towels and medical help available at venues.

-     - 

3. Drug testing facilities adequately sized and private.

-     - 

4. Adequate separate change room facilities.
$\qquad$ 5. Arrangement for on call ambulance/paramedic service and hospital care.
5. Proper medical assistance forms available and used at all times

TOTAL $\qquad$

| Medical Support | Earned Points (E) | Highest Possible Pts. (HP) |
| :--- | :--- | :--- |
| Offsite Medical Facilities |  |  |
| Onsite Medical Facilities |  |  |
| TOTAL |  |  |

The rating scale used is 5 to 1 . Ratings should be assigned as follows:
5= Excellent
4= Very good
3= Good
2- Fair
1 = Needs improvement
$N / A=$ Not applicable
N//O= Not observed
$N / P=$ Not present
When NA, NO or NP is used, the maximum score allocated MUST be 0 .

## X. Competition

HP E

1. All athletes, officials and spectators able to hear sound system
$\qquad$
2. All Official positions assigned

- 3. All Officials received advanced training
$\qquad$ 4. Ail volunteer positions assigned

5. All volunteers received training 6. All necessary facilities reserved, designated with signs and decorated.
6. All necessary equipment on hand and in good working order
7. All necessary equipmen with smooth flow of athletes from stag
8. Staging areas provided with smooth flow of athletes from staging to competition to awards
$\qquad$ 9. Competition run so as to highlight the athletes
9. All Official Sports Rules adhered to
10. Adherence to schedule within 10 minutes
11. Awards given according to rules and immediately following competition when possible.
$\qquad$ 13. The paper flow is well managed.

TOTAL

## Long Jump/Triple Jump

Yes
No
Ample water for athletes; several water stations throughout venue
Competition area separated and kept secure from spectators
Smooth transition from staging to competition area
Chairs for waiting athletes at least 5 m from competition area
Take-off and landing areas safe and free of debris

## High Jump

Yes
No
Ample water for athletes; several water stations throughout venue
Proper Fiberglass crossbars used
High Jump standards/crossbars set at proper starting height set by Games Committee.
Smooth transition from staging to competition area Chairs for waiting athletes at least 5 m from competition area
Jumping area roped off, safe and free of debris
Landing pad free of cracks and in good condition
Adequate shade available

## Pole Vault

Yes
No
Ample water for athletes; several water stations
throughout venue
Proper Fiberglass crossbars used
High Jump standards/crossbars set at proper starting height set by Games Committee.
Smooth transition from staging to competition area
Chairs for waiting athletes at least 5 m from competition area
Jumping area roped off, safe and free of debris Landing pad free of cracks and in good condition
Adequate shade available
Shot Put Yes ..... NoAmple water for athletes; several water stationsthroughout venue
Sector lines clearly marked
Throwing area roped off from spectators and free of
debris
Smooth transition from staging to competition area
Chairs for waiting athletes at least 5 m from competition area

## Javelin Throw

Ample water for athletes; several water stations throughout venue
Sector lines clearly marked
Competition area roped off, safe and free of debris Smooth transition from staging to competition area Chairs for waiting athletes at least 5 m from competition area

## Hammer Throw

Yes
No
Ample water for athletes; several water stations throughout venue
Sector lines clearly marked
Throwing area roped off from spectators and free of debris
Smooth transition from staging to competition area Chairs for waiting athletes at least 5 m from competition area

## Discus Throw

Yes No
Ample water for athletes; several water stations throughout venue
Sector lines clearly marked
Competition area roped off, safe and free of debris
Smooth transition from staging to competition area Chairs for waiting athletes at least 5 m from competition area

Wheelchair Race(If any)
Yes
No
Ample water for athletes; several water stations throughout venue
Sector lines clearly marked
Competition area roped off, safe and free of debris
Smooth transition from staging to competition area Access is acceptable for wheelchairs

## Equipment

Starter's pistol and sleeve used for all running events
Time cards used by all timers
Use of Automatic Timing for any Qualifying meet
Red, white and yellow flags appropriately used
Whistles for Starter and Head Timer
Field event measurements recorded in metric systems
Adequate tape measures available
Adequate chalk or tape
Wheelchair races - Traffic cones

| Officials | Yes | No |
| :---: | :---: | :---: |
| Starter uniformed |  |  |
| Timers uniformed or distinguishable from starters and spectators |  |  |
| Umpires with yellow flags (two for every 100 meters) |  |  |
| Marshals used to keep spectators off track |  |  |
| Timers and judges on opposite sides of the track on raised stand |  |  |
| Escorts at least 15 m beyond finish line |  |  |
| Officials Properly uniformed |  |  |
| Head Officials knowledgeable of rules |  |  |
| Appropriate Referees Named |  |  |
| Direction Signs | Yes | No |
| Race venues |  |  |
| Escort assignment |  |  |
| Field venues |  |  |
| Staging |  |  |
| Spectator seating |  |  |
| Restrooms |  |  |
| First Aid |  |  |
| Medical |  |  |
| Clerking |  |  |
| Awards |  |  |
| Public Address System | Yes | No |
| Available for the track |  |  |
| Available for the clerking area |  |  |
| Available at field event venues |  |  |
| Announces report times and locations |  |  |
| Announces time to start of event both track and field. |  |  |
| Announces racer currently at start |  |  |
| Announces times as racers cross finish |  |  |
| Announces field event results |  |  |

Public Address System
Yes
No
Available for the track
Available for the clerking area
Available at field event venues
Announces report times and locations
Announces time to start of event both track and field.
Announces racer currently at start
Announces times as racers cross finish
Announces field event results

## First Aid/Safety

Are there First Aid personnel at the site?
Is the First Aid station for that venue clearly marked?
Evacuation transportation provided

## Awards <br> Are all athletes highlighted? <br> Is the awards ceremonies clearly visible from the <br> Spectator seating area? <br> Are there Special Olympics banners and signs to mark the area as a Special Olympics Competition Venue?

## Competition

Yes
No

Yes No

Used correct rules for competition
Rules consistently enforced
Equal competition within each group
Appropriate judging cards, timing cards, score sheets used

## COACHES' MEET EVALUATION

Please complete this evaluation to help us to continue to improve the quality of the meet. Please note that it will be necessary to ask your athletes their opinion and how they felt about the meet. We ask that you summarize their feelings into the listed ratings. Each coach should take a few minutes after the meet with the athletes to get their input while it is fresh

Thank you!
Name of coach:
Team/School:
$\qquad$
$\qquad$
For coaches
As a coach how did you feel Excellent Good Fair

Poor about:
Pre-games communication from coordinator
Housing accommodations
Medical facilities/supervision
Meals and cafeteria
How well events were run
Opening ceremonies
Closing ceremonies
Officials
Volunteers who ran the games
The general schedule
Your athletes experiences
Other Comments:

## ATHLETES' MEET EVALUATION

Dear Athletes:
We hope that the meet that you recently took part in was exciting and left you with many happy memories.

This form that you are being asked to complete is to help us continue to improve the quality of future meets. YOUR opinion is very important to us. We ask that you express your feelings of the meet as Excellent, Good, Fair or Poor.
THANK YOU!
Name: $\qquad$
Event: $\qquad$
Team/School: $\qquad$
For Athletes:
How did you feel/like the: Excellent Good Fair Poor
About staying in the housing
Food
Officials who ran the events
Volunteers who helped with the events
Opening Ceremonies
Closing ceremonies
Your competition events
Clinics/Special activities
Other Comments:

## CROSS-COUNTRY MEET ADMINISTRATION

## INTRODUCTION

Varying circumstances encompass the sport of cross-country. Due to the variance in seasons, climatic conditions and distances, it is difficult to standardize all facets of the sport. The following comments and guidance is set forth to help meet directors and to standardize as much as can be done. It is hoped that these comments will provide aid to meet directors in planning and conducting an efficient cross-country event. The duties in cross-country are slightly different than in a track meet. The meet director should prepare a list of assignments to be completed prior to the meet. They should be arranged in chronological order according to the date that they need to be completed. The work should be organized in such a way that the meet director does not personally have to administer all of the details. Meet directors must be prepared to handle all matters under their jurisdiction.

## OFFICIALS AND HEPERS

The meet director should make an inventory of the needed workers and then proceed to organize the secured individuals. Involved schools often will assist in providing workers when requested. All officials and meet workers must be thoroughly familiar with their duties and responsibilities if you want a successful meet. Instruction sheets prepared in advance should assist with this task. Officials recommended on the course for a meet are :

| ..Referee/Starter ................. 1 ..... Clerk of the Course ............ 1 |  |
| :---: | :---: |
|  |  |
| Checkers ........................ 3 | ..... Course Umpires ............. 4-6 |
| Caller | 1 ..... Marshals .............as needed |
| inish | Timers ............................ 3 |

The meet director should arrange for all officials and meet workers to wear some standard identifying item such as caps or jackets/vests of a common color, arm bands, etc.

## Meet Director's Responsibilities

A checklist should be prepared and should include the following, but not limited to

1. Arrange for site.
2. Obtain proper sanction as required.
3. Prepare and mail instruction sheets to each coach and official.
4. Advance publicity.
5. Select and assign officials.
6. Prepare signs, flags or course markers and finish chute.
7. Prepare checker sheets and numbers for each contestant.
8. Obtain safety pins for numbers.
9. Check entries of each team.
10. Secure restroom facilities.
11. Arrange for medical services.
12. Time schedule-coaches' meeting, officials' meeting, anthem, team introductions and races.
13. Award trophies and medals.
14. Report results to the area press and radio stations.
15. Mail meet summary to each participating school or team.

## Team Instruction Sheet

An instruction sheet should be sent to coaches of all participating schools at least five days before the meet and should include the following, but not limited to:

1. Time and place of meet, length of course and a description map of course including surface, terrain, etc.
2. Uniform and spike requirements.
3. Course map and instructions explaining the course and markings.
4. Instructions regarding location and use of dressing rooms, locker assignments and showers, if available.
5. Any special ground rules necessary because of unusual terrain of course.
6. Diagram of chute with explanation of finish.
7. Position of competitors' numbers and method of securing it.
8. Special instructions for spectators.
9. Instructions to coaches and team managers defining restricted areas.
10. Verification that the proper sanctions have been secured.
11. Time that course opens for warm-ups.
12. Indicate if use of wireless communication devices will be allowed.
13. Indicate if water will be available on the course.

NOTE: Teams should arrive early enough to walk the course and ask questions before the meet.

## Course Considerations

Cross-country courses vary in length and terrain so that times are not comparable even over the same distance. The length of a cross-country race varies with age group and sex. The normal ranges are

Youth $\quad 3000$ to 5000 m
High School 2500 to 5000 m
Junior 6000 m women and 8000 m men
Collegiate $\quad 5000$ to 8000 m for women and 8000 to 10000 m for men
Open/IAAF 4000 to 8000 m for women and 4000 to 12000 m for men
Masters $\quad 5000$ to 15000 m
The course should be confined, as far as possible, to fields, woods and grasslands. Parks, golf courses or specially designed courses are recommended. The turf should be of a quality to promote safety and freedom from injury to the runners, keeping the following in mind:
a. Dangerous ascents or descents, undergrowth, deep ditches, and in general any hindrance detrimental to the contestants must be avoided.
b. Narrow gaps shall be not less than 2 and preferably 5 meters in width for non-championship courses and not less than 10 meters in width for championship courses. Obstacles and other hindrances shall be avoided throughout the course; and any narrowing of the course must be avoided for the first 600 to 800 meters as well as the last 200 to 300 meters of the race. High school has a minimum course width of 3 feet at its narrowest place.
c. Continuous traversing of roadways should be avoided.
d. The direction and path of the course shall be defined clearly for the runners.
e. Turns must be gradual.
f. No ground obstructions, which might cause tripping, turned ankles, etc. No overhead objects such as tree branches lower than 8 feet above the ground.
g. A 2 -inch-wide starting line marked at the beginning of a lengthy straight
h. away, wide enough to accommodate ail teams; i.e., a width twice the number of teams multiplied by 3 feet.
i. At the end of the course, a straightaway of at least 150 yards ending in a rope funnel with a mouth 15 -feet wide. The finish line should be at the mouth of the funnel and 15 to 25 feet from the chute. This funnel should narrow to a rope chute about 30 -inches wide and at least 100 feet long. The stakes supporting the ropes should be solid enough to permit taut ropes, and the stakes and ropes near the finish line should be well padded. See diagram of chutes in Rule 9-1 for high school or Figure 31.
NOTE: For most meets, the use of a double chute is recommended. For large meets, or those with very competitive fields, more than two chutes are recommended.

## Course Markings

The course should be properly measured along the shortest possible route that a runner may take; and it must be marked clearly by at least two of the following methods, which are clearly visible for a distance of 100 feet which are presented in order of preference:
a. Sign posts not less than 7 feet high ( 6 feet in high school), with large directional arrows on boards fastened to the tops of the posts so that the arrows shall be visible plainly at a distance to competitors approaching the posts. The posts must be placed at every point where the course turns, on the side of the direction of the turn and wherever there is any doubt as to the direction of travel;
b. A single white or colored line for directional purposes only-not to be assumed as the measured line-or two lines that mark the outside borders of the course, one on the measured course marking its shortest perimeter and the second such that runners cannot vary from the proper course. In addition, these two lines serve as restraining lines for spectators. Lines on the turns must vary in color from the color of lines approaching the turn in collegiate meets. The marking material used should not be injurious to the eyes or skin.
c. If a facility will not allow you to mark the course with chalk/paint, then small flags should be placed in the ground.
Thus the course is marked by flags, signposts or stakes, which meet the following conditions:
(1) At least 7 feet ( 6 feet for HS) above ground level;
(2) A turn to the left is marked by a red flag or arrow of direction on a sign post or stake;
(3) A turn to the right is marked by a yellow flag or arrow of direction on a sign post or stake;
(4) A course continuing straight is marked by a blue flag or arrow of direction on a sign post or stake; and
(5) All flags, signposts or stakes used shall mark the shortest perimeter of the course.

Note: All of the above course-marking devices must be placed on the edge of the measured line when lines and flags, sign posts or stakes are used to mark the course.

## Officials

The number of officials necessary to conduct a cross-country meet varies with the size and type of meet being conducted. The following officials are recommended for a large meet:
a. General officials

Organizing committee
Games committee
Referee
Jury of Appeals
Course inspection committee
Headquarters organizations
Custodian of awards
Announcers and assistants
Marshal and assistants

Petitions committee<br>Meet director<br>Press steward and assistants<br>Surveyor<br>Medical doctors and/or certified<br>trainers<br>Team attendants<br>Traffic control<br>Film crews

b. Course Officials

Clerks of course
Time recorders
Starters
Finish place recorders
Umpires
Timers
Finish Judges
Gate controllers
Chute Umpires
Scorer and quick scorers
Caller

## Starting Line Officials

## Referee

The referee shall disqualify any competitor for unsportsmanlike conduct or for any violation of the rules.
If a referee is not assigned to be the referee, the starter shall act as the referee and shall make final decisions concerning questions, which are not specifically placed under the jurisdiction of other officials. If a clerk of course is not assigned, then referee/starter must also assume those duties.

## Starter

The starter shall start the race. The no-false start rule is in effect for cross-country.

## Clerk of Course

It shall be the duty of the clerk of course to place the teams in proper position on the starting line. The clerk shall instruct the runners before the start of the race including recall procedures.
The clerk should also check and enforce uniform, visible-apparel and shoe regulations.

## Starting Procedures

The start should be surveyed to permit each competitor to line up equidistant from the first turn. It is recommended further that for NCAA meets that:
a. The middle of the starting arc should be marked with a perpendicular line. The arc should be described so that all starting positions are equal distance from the focal point not less than 400 meters from the starting line that marks the most desirable route.


## NCAA Starting Area

b. The start shall be located so as to provide a long straight route from the starting line. The first turn shall be not less than 200 meters, preferably not less than 400 meters, from the start on non championship courses and not less than 600 meters, preferably not less than 800 meters, from the start on championships courses. c. The starting line shall be wide enough to provide a 50 -centimeter (19.69in.) space for five front-line starters. d. Lane positions or boxes shall be numbered from left to right facing the running area.

Note: It is recommended that the start and finish be within close proximity; however, confusion between the two must be avoided.

The meet management or games committee will drawing (by lot) box assignments for all entrants (teams and individual) and should include that information in the premeet information.

Before the race begins, all competitors shall be given premeet instructions as to course regulations, rules clarification and starting and recall procedures. Once the premeet instructions are given and after a reasonable span of time, the starter blows a loud, long blast of a whistle, indicating all runners should remove their warm-ups and be prepared for the start.

The gun is raised and the command "On Your Marks" is given. When everyone is motionless and steady, the pistol is fired. The assistant starters along with the starter are responsible for enforcing all rules identical to the start of any other race. The position of the starter will depend upon how much qualified help is available. If one or two assistant starters are present, the starter may take a position behind the starting line. When this procedure is used, no vocal commands are necessary. If assistant starters are not present, a choice must be made to start from either end of the starting line or from a position in front of the runners. The use of an audio-visual start/countdown time clock is permitted.

## Finish Line Officials

## Chute Director

The chute director shall supervise the finish chute. This may include, but is not limited to, directing gate controllers when more than one chute is used, directing marshals to keep the chute area free of unauthorized individuals and assigning positions for chute umpires and any other needed personnel. It may be necessary to assign fillers who shall take the place of any runner unable to pass through the chute.

## Finish Judges

The finish judges shall stand outside the chute but on the finish line to determine the proper order in which competitors enter the chute. Their decision is final and without appeal except for possible action taken by the referee or the jury of appeals.

## Chute Umpires

The chute umpires supervise the competitors after they enter the chute and see that they are properly checked to prevent any irregularity in the order of finish. They see that all competitors who cross the finish line are given their proper order as they go through the chute.

## Caller

The caller calls the number of each competitor in the order of his/her proper place in the chute.

## Checkers

The checkers keep a record of the competitors and their order of the finish as announced by the caller. In case of conflicts, if two are in agreement, their records are accepted. If agreement cannot be reached by at least two of the checkers, the referee makes the final decision.
An additional checker might record the order of finish using a tape recorder. This serves as a double-check for the order of finish. Also, checkers sometimes use numbered cards. A card with a number indicating the order of finish is handed to each competitor upon leaving the chute.

## Timers

The timers record the called-out times of all competitors who finish the race. A printing timer may be used to time each finisher.

## Course Officials

## Course Timers

Intermediate timers may be assigned to designated positions along the course to give elapsed time during the race.

## Course Umpires

The course umpires observe the activity of the competitors during the race. If any competitor fails to run the proper course or otherwise violates the rules, the umpires report the infraction to the referee.

## Marshals

The marshals shall keep the competitive area free from all persons except officials, contestants and other individuals authorized by the games committee.

## Finish Area

It is recommended strongly that the finish area be relatively close to the start of the race. It also shall be on fairly level ground and have a finish area to include a straightaway finish of at least 200 to 300 meters.


NCAA Finish Area (Funnel \& Chute)

Finish Line
The collegiate finish line should be at least 10 meters ( 32.81 ft .) wide and located at right angles to the course line. It shall be marked brightly and be visible from a distance. The finish line is at the mouth of the finish chute.

Note 1. Stand-ins (Chute Assistants). Located near ropes to take competitors' position in chute area. Note 2. Directors 1 \& 2 (Gate Controllers). Coordinate rope changes.
Note 3. Gate Controllers 1~6. Use ropes attached to various posts off finish chutes to direct runners into chute. Note 4. Judges/Recorder Stand. Should be at a height and distance enabling identification of runners as they cross the line. It also should not obstruct the FAT camera.

Note 5. Guide rope(s) for chute change shall extend five meters ( 16.40 ft .) in front of the finish line. Note 6. Worker area at back of chute accommodates computers, quick scores, etc.

## Finish Chute

The use of a finish chute is recommended at all cross-country meets to aid in meet administration and to provide accuracy and fairness to the competitors.
a. The chute shall be constructed with suitable materials such as stakes joined with rope, snow fence or firm posts with streamers. Sturdiness of material is recommended for safety and longevity.
b. The chute begins at the width of the finish line and narrows to a single or multiple-chute funnel between 15 and 25 meters ( 49.20 and 82 ft .) from the finish line.
c. The posts at the narrow funnel shall be firm and padded for safety.
d. The chute shall be approximately 76.20 centimeters ( 30 in .) in width and the length shall be 30.48 centimeters ( 1 ft .) for every runner entered in the competition It is recommended that the chute be 30.48 meters ( 100 ft .) in length for championships meets.
$e$. The guide rope(s) shall extend five meters ( 16.40 ft .) in front of the finish line.
f. No officials shall stand in the area between the finish line and false-finish line at the beginning of the chute rope.
g. It is recommended that the area between the finish line and the false-finish line be painted in a checkerboard pattern. This pattern shall begin two inches beyond the finish line.

## Finish Area Officials Briefing

In a properly administered cross-country meet, there could be as many as 35 officials with about 20 in the immediate finish line area. These would include timers, judges, and chute personnel. The results of their efforts are critical to the competition. Proper finish line procedures will contribute to a well-run meet free of unnecessary controversy. A premeet conference for planning and coordinating all responsibilities for finish area officials is a fundamental requirement for efficient meet administration. The meet referee should schedule a premeet conference with all finish line and chute personnel. Whether this briefing begins with a general meeting of all finish area officials, followed by separate meetings conducted by the head finish judge, the head timer and the chute director, the following items should be covered in the premeet briefing of finish area officials:

1. Rules governing the finish.
2. Reporting/recording procedures.
3. Handling discrepancies in timing or order of finish.
4. Pre race instructions to the runners by the clerk of course concerning post-race procedures at the finish line.
5. Handling disqualifications as they may affect the final order of finish.
6. Review the role and authority of the following:
a. Referee.
b. Head finish judge.
c. Head timer.
d. Chief finish line evaluator.
e. Finish line recording Teams.
f. Chute Director.
g. Chute Plugs.
h. Chute Recording Teams.
i. Records clerk.
7. Reconfirm individual assignments, official's positions, equipment distribution and return.
8. When a FAT system is used, the games committee may reduce the use of some judges at the finish line.

## CROSS COUNTRY EQUIPMENT LIST

## I. General Equipment, Supplies and Facility Needs

1. SPECTATOR AIDS
a. Lighted scoreboards, if available, on which entries, results and brief messages can be shown.
b. Radio/phone communication system between course, announcer and others as deemed necessary.
c. Stands
d. Course maps, suggested observation points and why.
e. Announcer
f. Program
g.Timely Awards
2.OFFICIATING AIDS
a. Fully automatic timing (FAT) and placing devices.
b. Printing timer, which is a valuable timing device for recording individual times in cross country.
c. Counters
d. Watches
e. Radios
f. Megaphones
g. Headquarters tent, which is centrally located so that officials may have easy access to the referee, and meet director.
h. Provide distinctive uniforms such as caps, shirts, jackets/vests to identify meet officials.
i. Numbers
j. Adequate starting and finish area flagging.
k. Box numbers

## 3. CONTESTANT AIDS

a. Have a clearly marked first-aid tent in an accessible area.
b. Services of a doctor and trainer provided on site.
c. Marshaling area covered or protected from weather by a tent or canopy.
d. Provide chairs or benches for competitors at start and finish.
e. Scooter, cart or baskets to transport competitors' warm-ups from starting line to finish area.
f. Water stations.
g. Split times


[^0]:    Wet and Dry Towels
    1 or more wheelbarrows, grocery carts, or Implement Carts
    2 Boxes or baskets for Impounded Implements

