



**PACIFIC ASSOCIATION**

**TRACK & FIELD**

**& CROSS COUNTRY**

**EVENT MANAGEMENT**

**MANUAL**

**PRICE \$20**

**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. Likewise many of the considerations are applicable to other types of meets. There is a section on Cross Country which attempts to expand the planning for that type of meet. Consequently many of the items can be adopted for road and race walk races also.

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. It is based on my experience in being a member of the local organizing committee to put on and manage two Olympic Trials, a National Masters Championship, several Junior Olympic Championships, several National Fall Cross Country Championships, a World Master Championship bid, two NCAA Division I Championship, the National Combined Events Championships and numerous association road running and cross country events. In addition I was often the Technical Manager for the same meets. 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. It includes the ideas and issues raised in several unpublished earlier attempts at developing a manual for the USATF National Track & Field Championships. It also incorporates some ideas from several unpublished earlier attempts at a National Championship Meet Management Manuals or checklists and several versions of the USATF Championship Bid Proposal Guide.

The intent is to present relative information in an easy to use fashion and to build on the lessons learned rather than reinventing the meet with each new location. It seeks to give some guidance and factors to be considered as decisions about venues, supplies and timelines are developed.

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 vantage point 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
1	<b>INITIATION</b>	Outline of Plan and Responsible Organization, Choosing Facility	8-10 Months before Event
2	<b>BID</b>	Making and being awarded meet	8 Months
3	<b>CONCEPT DEVELOPMENT</b>	Setting up structure	5-8 Months
4	<b>PLANNING</b>	Detailed Planning	3-5 Months
5	<b>DEVELOPMENT</b>	Initial Execution of early stages of Plan	Two weeks-3 Months
6	<b>EXECUTION</b>	Execution of second phase of Plan, Promotion	2 Weeks before meet
7	<b>PRE MEET SETUP</b>	Equipment and Awards Pickup	Week of meet
8	<b>DAY BEFORE</b>	Equipment Setup	Day before
9	<b>DAY OF</b>	Tie up loose ends and Troubleshoot	Required Day of meet
10	<b>POST MEET</b>	Awards and Results	Week After
11	<b>TEAR DOWN</b>	Steps after the Meet	Week After
12	<b>WRAP UP</b>	Thank you notes, equipment return, Evaluation	Required after meet

Each of the twelve 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 but remove at end of day or meet.

## 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 4 or less teams or 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 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 kinds 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?**
- Schedule
  - Based on events wanted, number of athletes, and facility develop a preliminary schedule

**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)
- What needs to be included
  - See Bid Checklist in the Appendix for some of the more common items. You need to check with the group that owns the meet to see what special requirements they might have

**Budget**

Often a preliminary budget or a rights fee must be submitted with the bid. It is important that careful consideration be taken with this document because you may not be able to significantly modify it later particularly if there is revenue sharing involved. In particular you need to make sure you know who has ownership of various income streams and which expenses if any are reimbursable. Some of these items are negotiable including the rights fee. For more details see the appendix.

**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 a detailed Event Schedule and get it approved as soon as possible
- Develop list of personnel needed and contact principal ones
- Develop list of equipment needed (See Figure 32 )
- 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
- Determine number of officials and volunteers needed
- Send out and/or put officials and volunteer applications on line
- Finalize personnel uniform and food needs
- Develop outline and start to complete a Planning Manual; i.e., things to do

**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
  - Contingency Plans for emergencies, missing personnel,
  - Name and instruct backups for key personnel
- 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 Volunteers
- Get necessary Permits/sanctions
- Finalize equipment list and order any equipment not otherwise available
- Determine and order Awards
- Develop entry form and mailing list
- Sign contracts with vendors
- Make general meet announcement
- Write various manuals
  - Medical Plan/Manual
  - Official Manual
  - Volunteer Manual
  - Technical Manager/Set Up Manual
  - Results and Paper Flow Manual
  - Press Manual
  - Athlete or Coaches Manual
- 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 hip and chest numbers
- Send out entry forms
  - What to include?
    - Hotel, maps, travel directions, costs
    - Invitations, restrictions, qualifications
- Make Head of Event, Officials and Volunteer assignment

**DEVELOPMENT:** (Two Weeks to Three Months before the event)

This is the time to go into action. Planning is over you need to start execution of meet set up plan.

- 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
  - Protest
  - Appeals
  - Medical
  - Drug
  - Awards
  - Lap

Determine what and where results will be posted and by whom.  
Make sure time of posting and or announcement if recorded  
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, repair as needed  
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  
Prepare each venue including fencing and flagging  
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 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, i.e. before the first athlete is expected to arrive.  
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 as early as possible, for major meets the day before, smaller meets before the coaches meeting  
Have Coaches meeting, i.e. at least 15 and preferable 30 minutes before the start of first event  
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

For more details of an actual plan see Figure 33.



## **OVERALL 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 perform 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 which was used for the 2000 Olympic Trials at Sacramento. Each has its advantages and its 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 task 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' recruitment and supervision, 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. The event manager must manage many unrelated areas most of which do not require a detailed knowledge of athletic events.

#### **LOCAL ORGANIZING COMMITTEE**

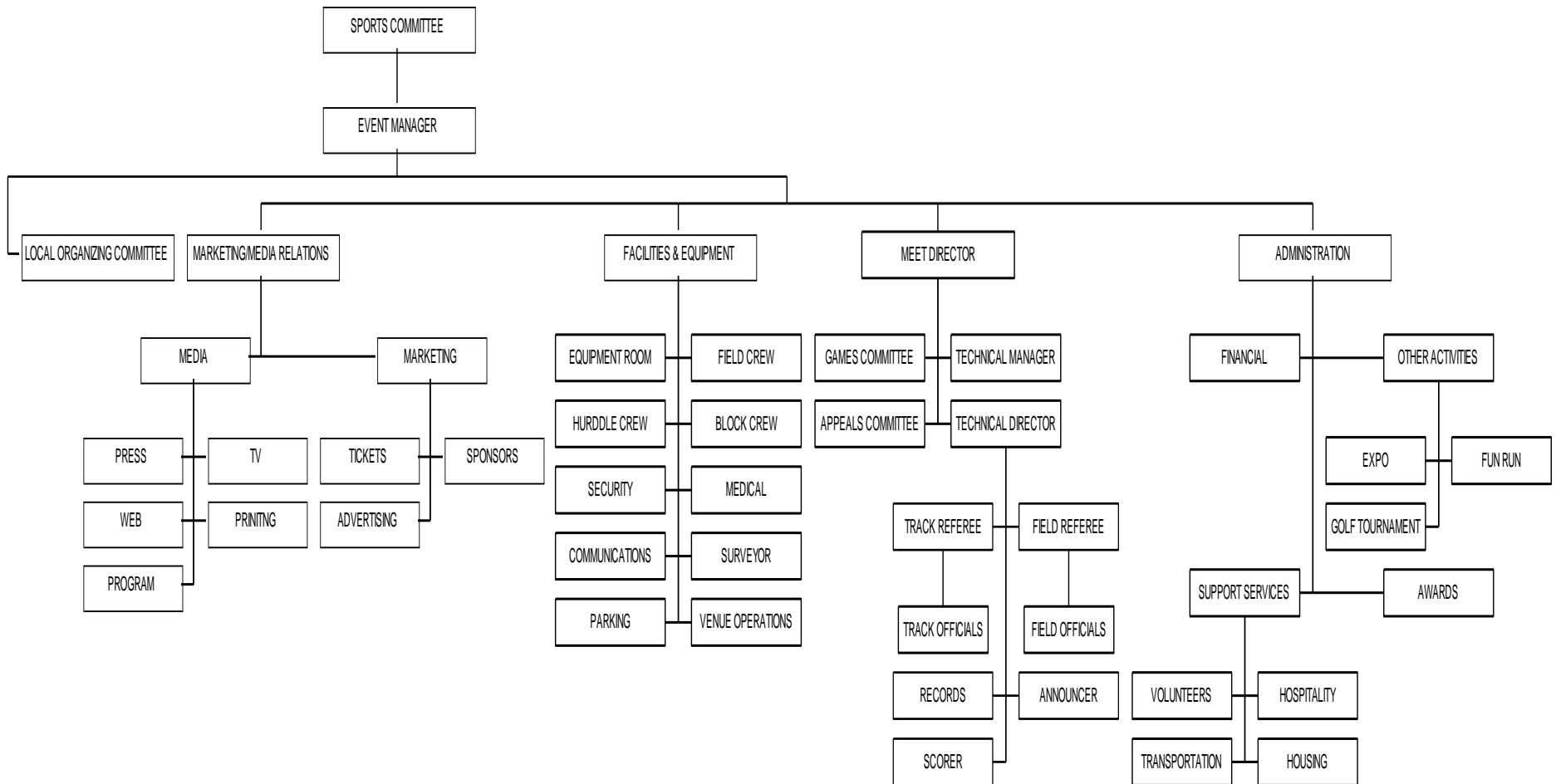
Role: The committee is a group of individuals who support the event manager in helping to get the event organized and produced. It may include paid staff for bigger meets but generally is a volunteer group who are the heads of the various committees that are needed for the event. The makeup and size 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. For many large meets, housing will need to be provided free or at a discount for officials and other meet personnel. If possible the list of nearby hotels and other housing arrangement should be made available on a website or by mail. The list should include the number of rooms, their cost and location relative to the meet site. If dorms are available, determine if meals and linens are included or not. Are bathrooms private or shared? If this is a youth meet what are the chaperone requirements? Do the hotels have their own airport service? Housing needs to be available at least two days before and one day after the competition dates for major meets and one day before and one day after for small meets. One hotel should be selected as the meet headquarters. It should have sufficient meeting

FIGURE 1

MAJOR MEET ORGANIZATION CHART



**FIGURE 2  
HIGH SCHOOL MEET**

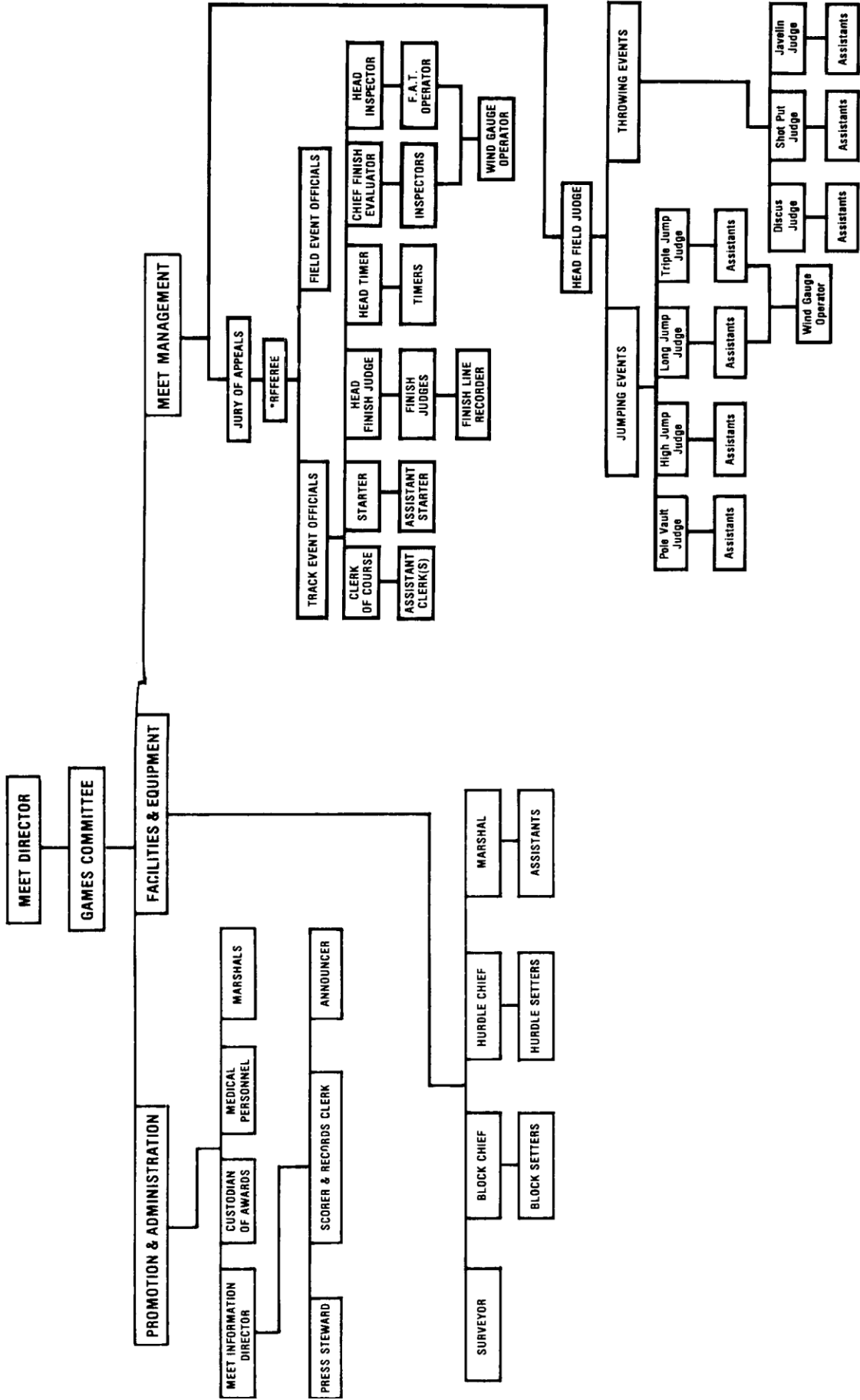
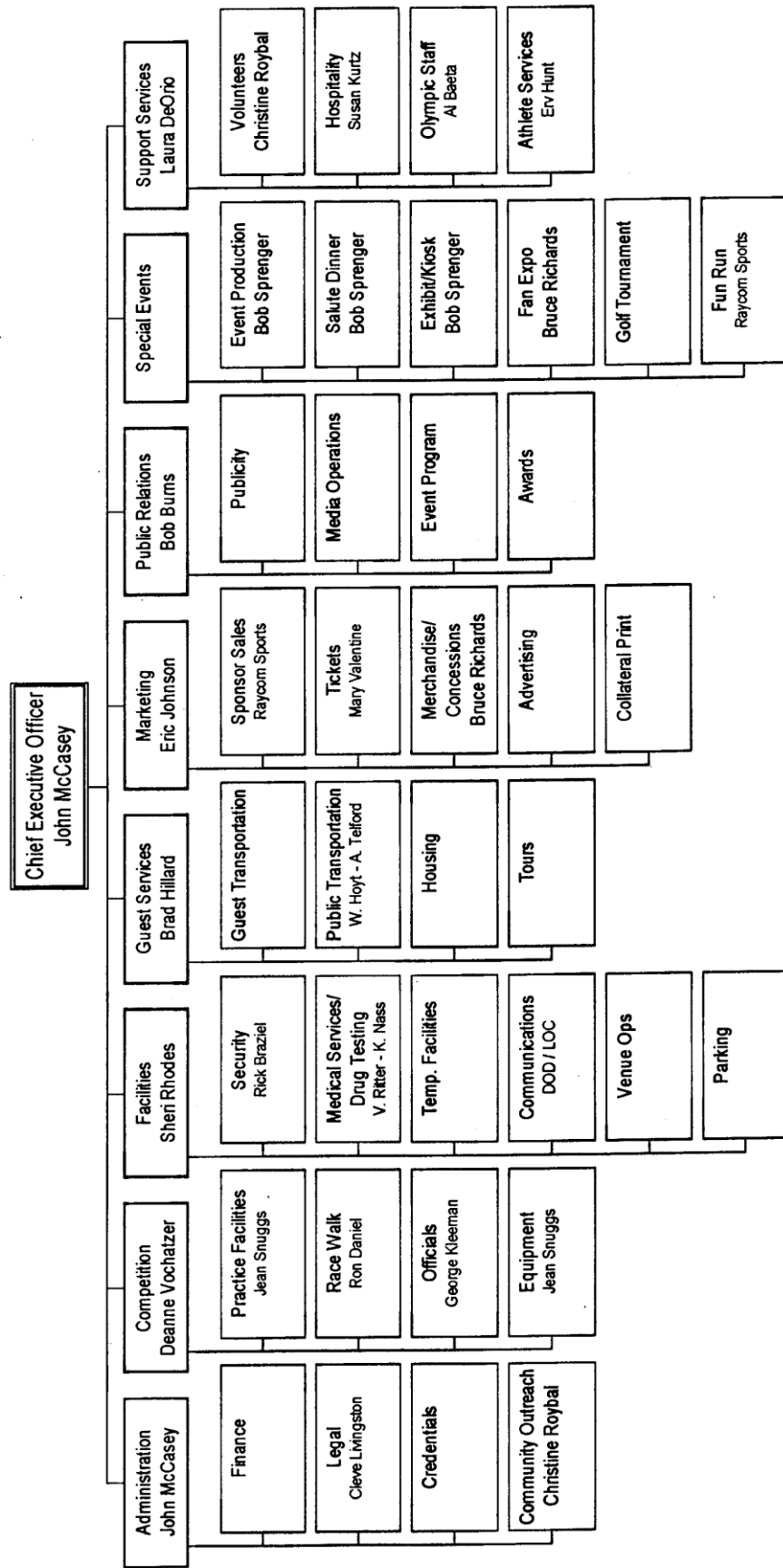


FIGURE 3

# Sacramento 2000 Organizing Structure



13-Dec-99



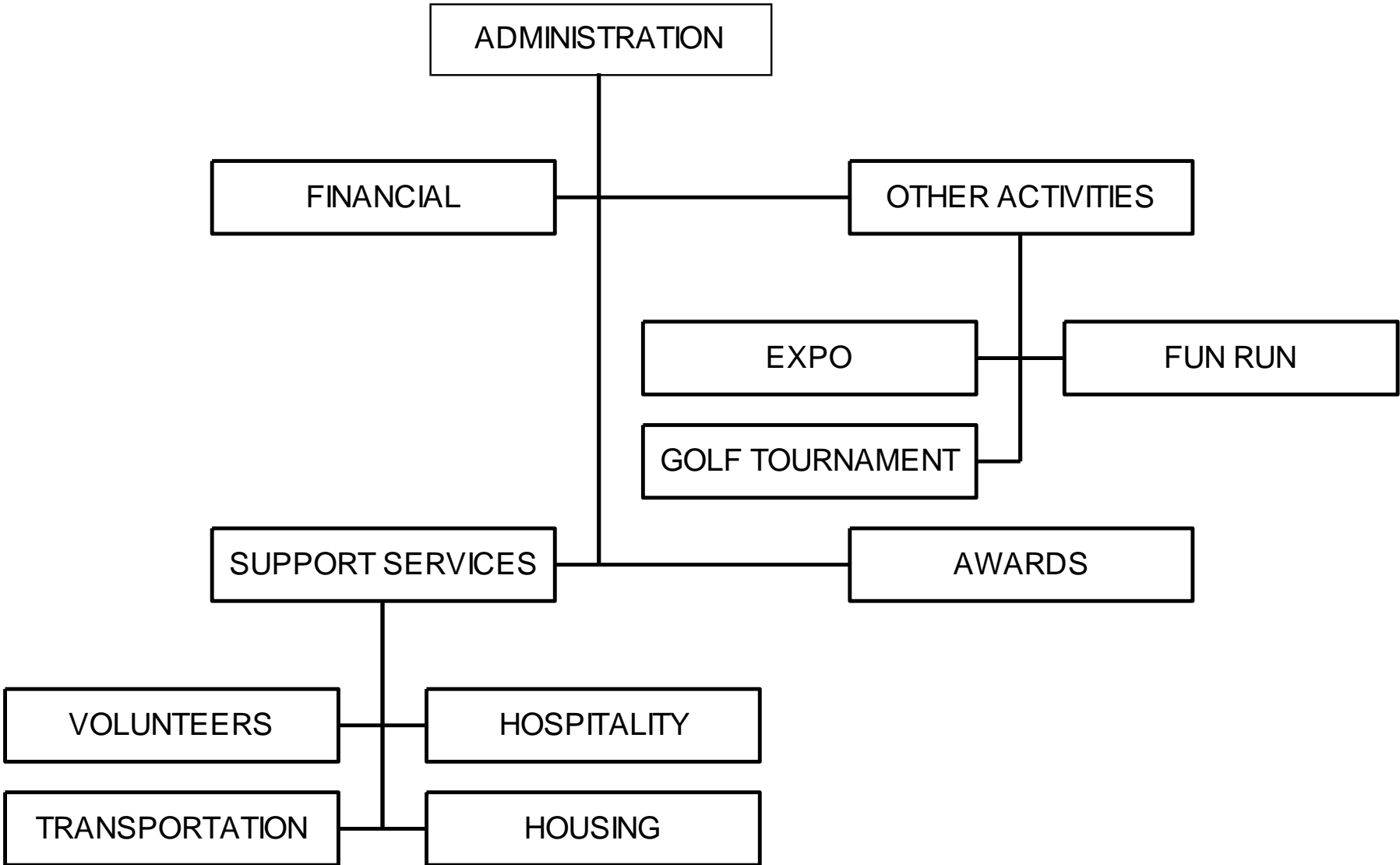
**FIGURE 4  
NGB/EVENT**

**SPORTS COMMITTEE**

**EVENT MANAGER**



**Figure 5  
ADMINISTRATION**







room for meet registration or declarations and information pick up as well as staff meetings and enough restaurants to service those that will be housed there. For large meets you may have to have separate hotel for press.

#### **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 make sure what school or stadium events might interfere with event or customer parking and who will get parking concession fees, if any. For a major meet plan transportation to and from airport for two days before the first day of competition to one day after for athletes, officials and press. If housing is not within walking distance of the practice, warm-up and competition facilities then service should be provided from two hours before the first event to two hours after the last event if drug testing. Transportation to and from practice facilities should be such as to get athletes to the facility when it opens for practice and an hour following its closure, particularly if shower facilities are available. Special arrangements must be made for those who must wait to complete drug testing. For major meets this individual should develop and publish a list of rent-a-car services, taxis, limousines, available in the host city.

#### **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. Either this person or the housing director needs to make arrangements for meals as needed at meet hotels or dormitories. This person should develop a list of dining establishments, fast food and other facilities in and around meet hotels and the competition, and practice facilities. Specify the distance to the stadium or the hotels as well as the hours. In some cases it may be necessary to work with local merchants to extend their hours to accommodate the hours of the meet.

#### **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.

#### **FINANCIAL DIRECTOR/AUDITOR**

Role: This director must help develop the revenue streams, control the expenses and make sure that expenses don't exceed income plus donations. This is a critical role particularly for a multi day or large meet where the budget can be more than \$50,000 to several million for an Olympic Trials type event. This director's role starts at the very beginning with setting up proper controls as well as auditing functions to make sure the venue stays on track. See Budget for more details.

#### **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. It's 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

#### iii. HOUSING

#### iv. TRANSPORTATION

#### 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. location 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 waiver 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 You Notes
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 judgment 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 releases and information packets.

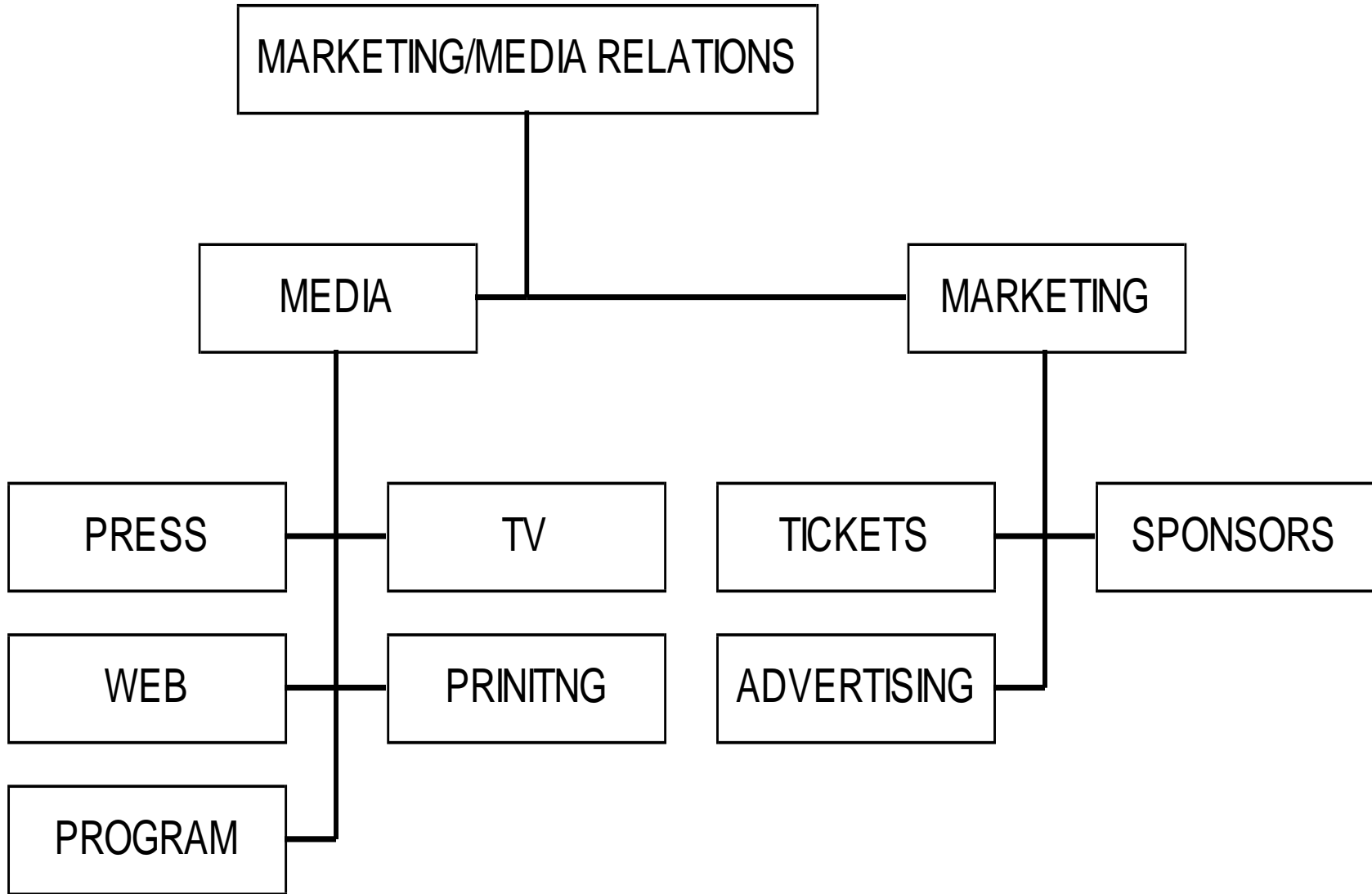
#### **MARKETING**

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 which 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 is 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):
  1. schedule of events;
  2. records;
  3. diagram of venues;
  4. pictures;
  5. heat and lane assignments;
  6. advertising;
  7. distribution and sales.
- C. Media Coverage:
  1. posters;
  2. policies on interviews and photos;
  3. release of meet results;
  4. photographs
  5. 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

## **OPERATIONS - 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.

### **OPERATIONS 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.

## **SECURITY**

### **SECURITY DIRECTOR**

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

### **CREDENTIAL COORDINATOR**

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

### **POLICE LIASON**

Role: Coordinate with city or facilities security forces all needed activities.

## **COMMUNICATIONS**

### **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 TV, radio, sound systems, fax, phones, Internet connections, signage and scoreboards. This may be an individual role or for a national championship it would include a significant staff to manage each separate media area.

## **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.

### **FACILITIES**

Message Facilities, Taping Area, Injury Area, Ice Baths, Fluids

## FACILITIES EQUIPMENT

### MAINTENANCE MANAGER

Role: Coordinate with facilities maintenance to get things done by that staff. Most likely a member of the facilities maintenance staff.

### EQUIPMENT MANAGER

Role: Manage all of the non-track equipment, including fueling, rental, return, check out etc. of equipment available for use by meet personnel.

### PARKING

Role: To develop, implement and manage a parking plan for the days just before and through the meet. Often sublet to the facility or an outside organization.

### FACILITIES SETUP

Role: To develop plan for and execute set up of meet facilities, including tents, trailers, fencing, garbage, chairs, tables, camera platforms, lighting, toilets, ticket booths, phones, fax and copy machines. It also includes managing collect and returning of borrowed or rented equipment as well as the set up of cages if needed.

## 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	W&M	Announcer Booth	Press Box	Food Service	Vendor Sales	Lost & Found	Spectator First Aid	Information Booth	Computer/ Data Processing	USATF Office/ Operations	Meet Media Workroom	Protest	Video Protest
Size	10x10												
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

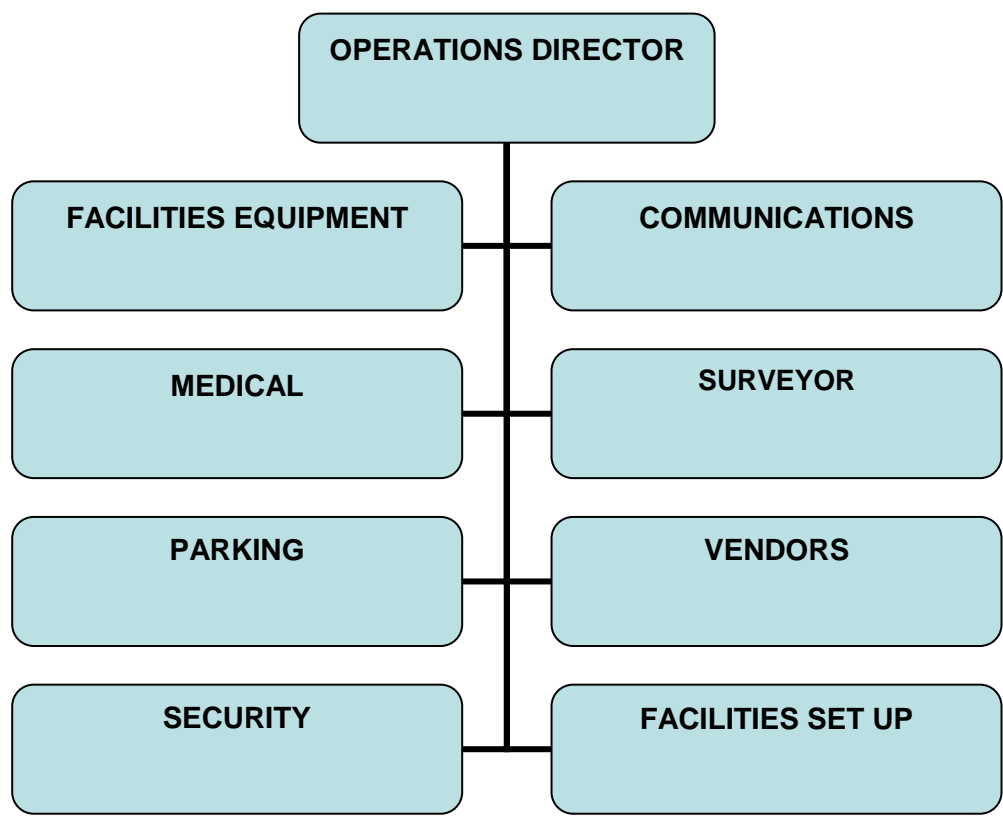
- Accuracy of Standards
- Pads

#### Long Jump/Triple Jump

- Board Locations and conditions
- Condition of Runway and Pit
- Toilets near Field
- Equipment storage Location & Size
- Available Equipment



**FIGURE 7**



## **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 Needed	Date Issued	Color	Comments
ATHLETE				
COACHES/ MANAGER				
MEDICAL/TRAINERS				
DOPING CONTROL				
VIP				
NGB STAFF				
VENUE STAFF				
MEDIA/PHOTOGRAPHERS/TV/OTHER				
EQUIPMENT SUPPLIER				
MAJOR TV				
LOCAL TV				
VOLUNTEERS				
OFFICIALS				
SPORTS MEDICINE				
SPONSORS				
NATIONAL COACHING STAFF				
GAMES COMMITTEE				
APPEALS COMMITTEE				
EVENT MANAGEMENT				

### 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

## **TECHNICAL DIRECTOR- VENUE OPERATIONS**

This group is involved in the set up of and the ongoing support of the various track and field venues. This group 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.

### **Technical Director**

Role: The Technical Director is in charge of the operation of the meet itself and as such has various support groups reporting to him or her that are involved with the actual running of the track and field portion of the meet including check-in and warm-up. (See Figure 8 and also see pg. 45 and Figure 10 for an alternate definition)

### **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	30" (0.762 m)
Women's 100, Boys' 400	33" (0.840 m)
Boys 400	36" (0.914 m)
Boys & Junior 110 & Men's 400	39" (0.991 m)
Men's 110	42" (1.067 m)

See appropriate rulebook for age group heights.

### **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.

### **BASKET CREW**

Role: The basket crew is made up of from one to three crews of 8 or 9 volunteers depending on the number of lanes being used. It is their job to bring out baskets to the starting line for athletes to put their clothes, shoes and other belongs in and then to transport those baskets to the finish area where the athletes will retrieve their gear. The number of crews needed is dependent on the route they have to take and the number of heats of various races. They usually function for the sprint races but may be used for the longer races where rather than collecting the gear at the starting line they do so at the hiping tent or the clerks' area and transport it to the finish line area.

### **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 and preparing the sandpits, laying out the throwing sectors, distance markers and record flags. 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 since they are knowledgeable about the various meet considerations for the layout.

### **HEAD MARSHAL**

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.

#### **MEET REGISTRATION COORDINATOR**

A table or registration area should be provided for meet entry an/or the distribution of meet packets and making final declaration of entries. For major meets this can be a considerable effort.

#### **FIELD COMMUNICATORS**

Role: To report to the announcers the progress of field events. Although this function can be done by a volunteer, it is better to have field knowledgeable people do this function.

#### **OFFICIALS' COORDINATOR**

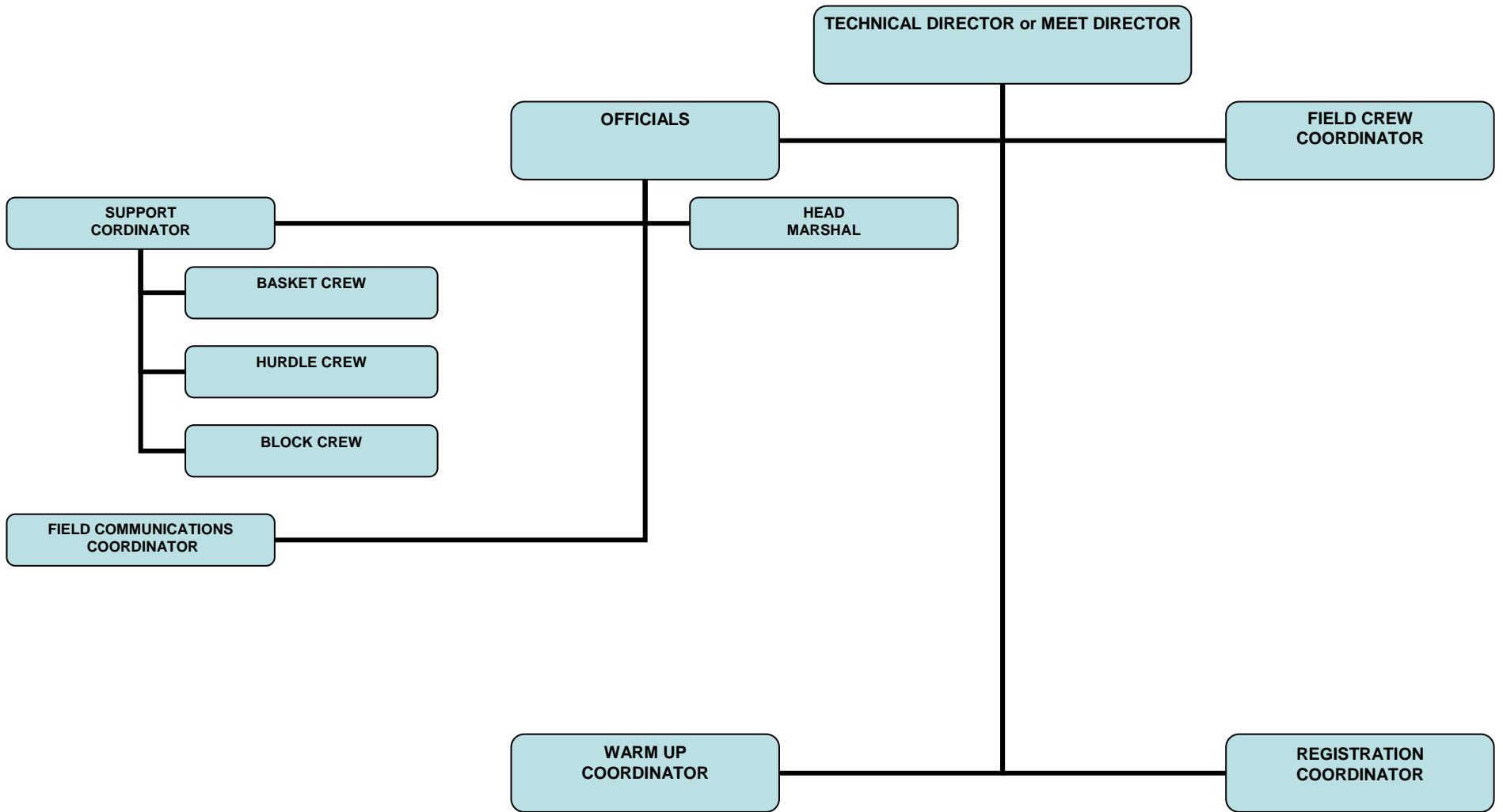
Role: To develop officials needs, recruit officials, select officials, communicate with official concerning applications, housing, meals, transportation, assignments, make officials' assignments and manage officials and their needs during the meet. This individual may well also serve to coordinate and communicate with competition volunteers, i.e. those volunteers who directly support the meet venue operations. See Table for list of officials and competition volunteers. Competition volunteers are generally the more experience volunteers because their work requires some unique expertise. They include rakers, bar replacers, field crew, block crew, basket crew, hurdle crew, communicators.

#### **WARM-UP FACILITIES COORDINATOR**

Role: Responsible for the operation and safety of the warm-up area. This includes managing any needed equipment or facilities being used. This individual should have enough crew to have reasonable work hours and coverage of the facilities in order to have at least one person at each warm-up area venue. Depending on the level of the meet, may be responsible for security of that area.

For more details see Meet Operations on page 45

**FIGURE 8  
MEET TECHNICAL 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 (see Figure 32 for a more complete list)

### A. Track events:

1. watches, and/or automatic timing and placing equipment i.e. (including film, and reader or Lynx™;
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
18. lighted scoreboards, if available, on which entries, results and brief messages can be shown.
19. 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

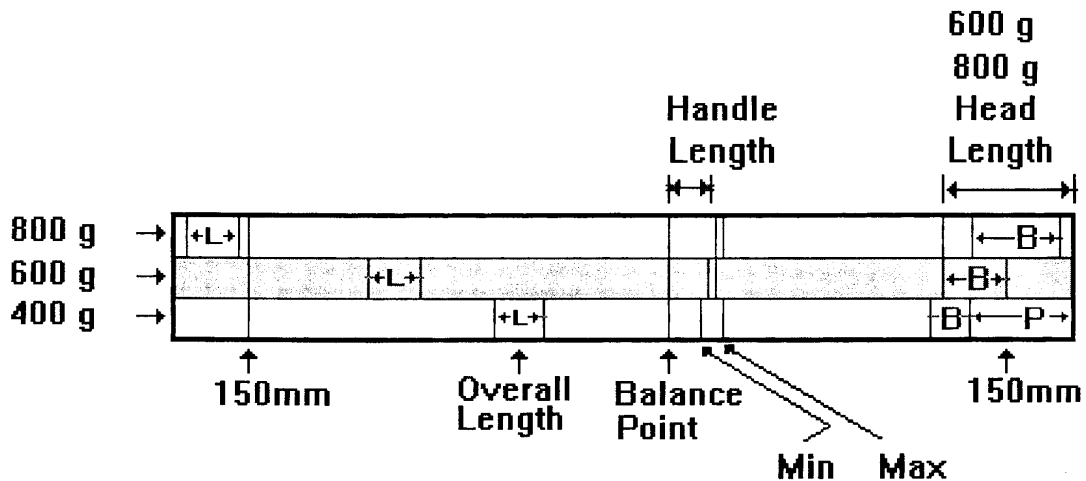
- 27. Radio/phone communication system between field event area line, awards, announcer and others as deemed necessary
- 28. Marshaling area covered or protected from weather by a tent or canopy  
Games committee in larger meets may require the use of implements they provide.
- 29. Headquarters tent, 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™ 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 1 or more wheelbarrows, grocery carts, or Implement Carts  
 2 Boxes or baskets for Impounded Implements  
 Signs for Location of Weights and Measures  
 Notebook  
 Tables  
 Scale and Weights  
 Basket for each size of implement except the javelins  
 Wet and Dry Towels

Wet and Dry Towels

**Figure 9  
Javelin Measurement Board**



**L=Overall Length**  
**B=Balance Point**  
**P=Point Length**

**JAVELIN BOARD**  
 Not to Scale

## 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;  
 Rot tiller 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.

## VENUE CHECKLIST

Venue	Shot	Discus	Hammer	Javelin	Horizontal Jumps	High 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						
Crossbars						4 M	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, calibration and zero					Sand Level	Y	Y
Takeoff Boards & Plasticine Tray					Y		
Interference	Y	Y	Y	Y	Y	Y	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 from 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 m a 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 2m ( $\pm 2$ mm) at the low point of the bar (generally the center). After this calibration, the low point measurement shall be taken at 5m at the "0" position, 5m at the + 40 position, and 5m 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 2mm 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 plane (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  $\pm 2$  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.  $\pm 2$  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 bar should then be lowered to 2 m and the low point measurement made along with the level check. The expected accuracy as before is  $\pm 2$  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 mm =0.012xL(meters)x(T-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 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 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: \_\_\_\_\_ Pre-Event Certification Time: \_\_\_\_\_  
Post-Event Certification Time: \_\_\_\_\_

Competition/Meet Name: \_\_\_\_\_  
Event: \_\_\_\_\_ Men's Women's Qualifying Finals (Circle all appropriate)  
Start Time of Competition: \_\_\_\_\_ End Time of Competition: \_\_\_\_\_  
Notes: Certified Steel Tape Identification: \_\_\_\_\_ Date of Last Calibration: \_\_\_\_\_

Pre-Event Values: Selected Distances (Heights) (1) \_\_\_\_\_ Electronic Measurement: \_\_\_\_\_  
(2) \_\_\_\_\_  
(3) \_\_\_\_\_  
Differences: (1) \_\_\_\_\_ mm (2) \_\_\_\_\_ mm (3) \_\_\_\_\_ mm

Temperature Corrective Calculation: Correction in mm = 0.012 x L(meters) x (T-Tc) in degrees C, where Degrees C = (Degrees 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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Measurement Organiz. Representative \_\_\_\_\_ Measurement Official/ Certification No. \_\_\_\_\_ Chief Event Judge/Certification No. \_\_\_\_\_

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

Temperature Corrective Calculation: Correction in mm = 0.012 x L(meters) x (T-Tc) in degrees C, where Degrees C = (Degrees 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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Measurement Organiz. Representative \_\_\_\_\_ Measurement Official/ Certification No. \_\_\_\_\_ Chief Event Judge/Certification No. \_\_\_\_\_

## **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. They 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 10.

### **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 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.

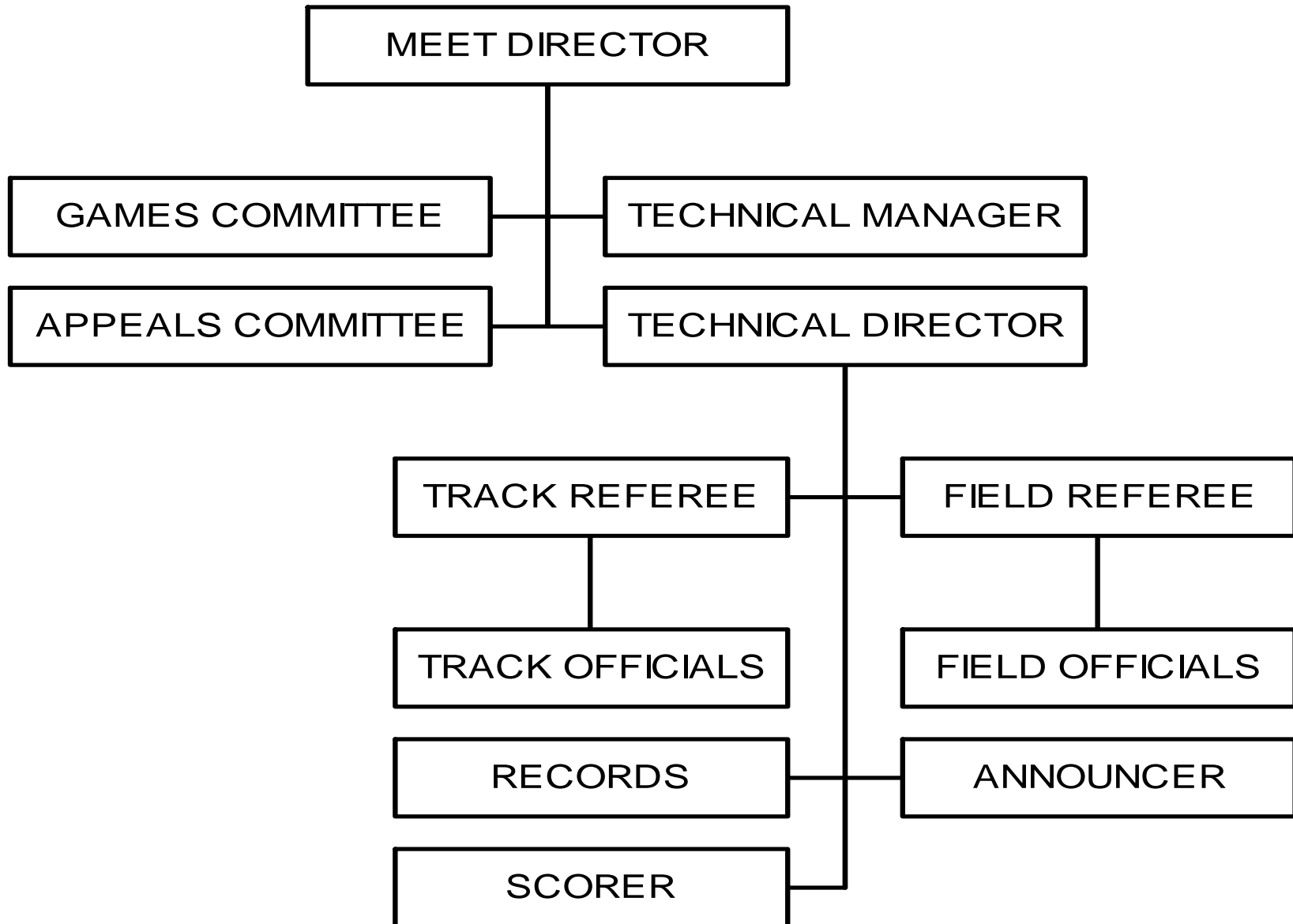
The running score sheet can be either a commercially printed form or the scorer may make one on a computer or by hand. The number of teams entered in the meet will dictate the size of the score sheet. The sheet should be made of material that will not easily be torn by a wind. One or more manila folders 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. Double-check 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 athlete's 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.

b)

**FIGURE 10  
MEET OPERATIONS**



## 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:

<u>Distance</u>	<u>Number Reporting</u>	<u>Maximum for a Final</u>
1500	16 or more	12
3000	18 or more	14
<u>Distance</u>	<u>Number Reporting</u>	<u>Maximum for a Final</u>
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., *serpentine*) 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 | Heat 2 | Heat 3 |
|--------|--------|--------|
| 1      | 2      | 3      |
| 6      | 5      | 4      |
| 7      | 8      | 9      |
| 12     | 11     | 10     |
| 13     | 14     | 15     |
| 18     | 17     | 16     |
| 19     | 20     | 21     |
|        | 23     | 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	2a = Fastest 2nd	3a	4a	5a
1b = Second Fastest 1st	2b = Second Fastest 2nd	3b	4b	5b
1c = Third Fastest 1st	2c = Third Fastest 2nd	3c	4c	5c

n1 = Fastest remaining competitor (i.e., fastest 6th place finisher)

Semi-Final Heat #1	Semi-Final Heat #2	(left to right, right to left)
1a	1b	
2a	1c	
2b	2c	
3b	3a	
3c	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 20 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 21 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 100m 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 pre meet 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 pre meet 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 pre meet 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's positions, 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 apparatus, such as cross bars, jumping standards, pole vault poles, etc.
3. Conduct a pre meet 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 pre meet 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.  
 Commitments 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, Minutes Small Meet	Time, Minutes Medium Meet	Time, Minutes Large Meet
Athlete Check In	30+X+Y	(30-35)+X+Y	(80-90)+X+Y
First Call	32+X+Y	(32-35)+X+Y	(65-70) +X+Y
Second Call	22+Y+X	22-(25)+X+Y	(45-50)+X+Y
Third Call	12+Y+X	(12-15)+X+Y	(25-30)+X+Y
Report Time	7+Y+X	(7-10)+X+Y	(20-25)+X+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+X	2+X-5+X	5+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, Minutes Small Meet	Time, Minutes Medium Meet	Time, Minutes Large Meet
Athlete Check In	30+X+Y	(30-35)+X+Y	(80-90)+X+Y
First Call	32+X+Y	(32-35)+X+Y	(65-70) +X+Y
Second Call	22+Y+X	22-(25)+X+Y	(45-50)+X+Y
Third Call	12+Y+X	(12-15)+X+Y	(25-30)+X+Y
Report Time	7+Y+X	(7-10)+X+Y	(20-25)+X+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+X	2+X-5+X	5+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 reduced 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.



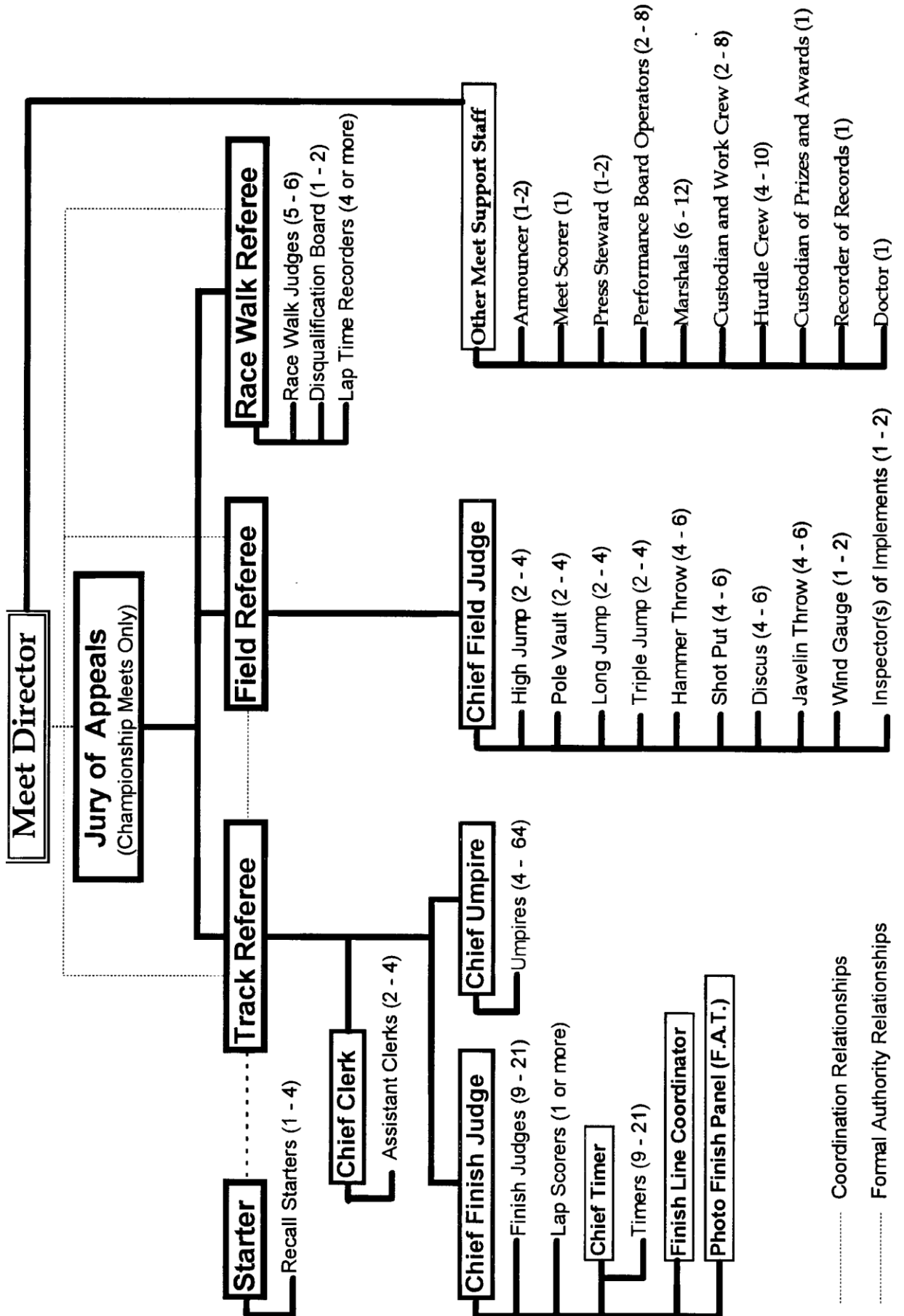
13. Make sure printing and copying equipment is in working order.
14. Make sure you are in an area that has limited access so you can do your work.
15. Make sure you have necessary communications with awards, the referees, the meet director, the finish line, heads of events and the announcer.
16. Have 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. Photo finish
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. Score sheet forms
30. Medical forms
31. Drug testing forms
32. Press credential forms
33. Thank you Notes

- a. Officials
- b. Volunteers
- c. Staff
- d. VIP
- e. Sponsors

**FIGURE 11  
OFFICIALS ORGANIZATION**



..... Coordination Relationships

..... Formal Authority Relationships

**FIGURE 12  
EVENT COORDINATORS ORGANIZATION**





## Figure 13(cont.)

### OFFICIALS ASSIGNMENT FORM

Place	Time	Watch #			
			Lap Score Chief		Disqualification Board

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

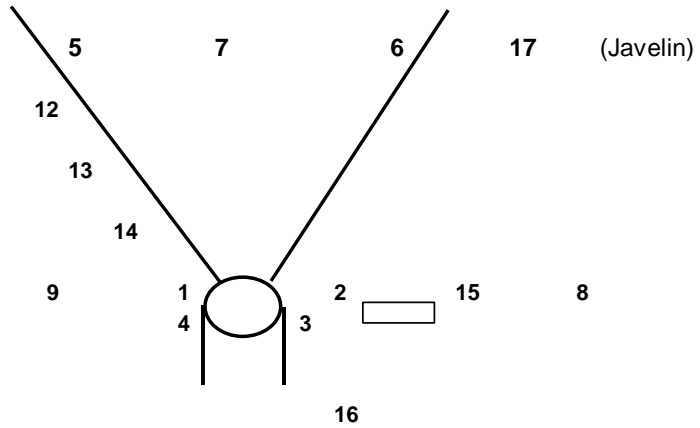
## FIGURE 14 THROWS



Date: \_\_\_\_\_

Meet: \_\_\_\_\_

10 11



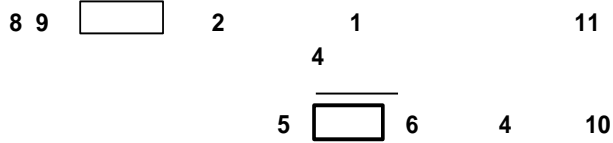
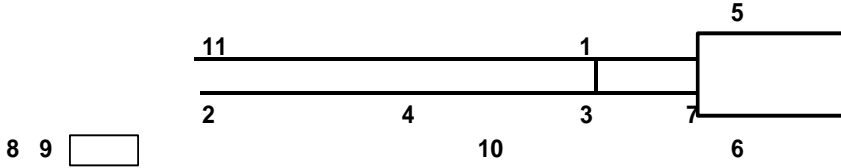
Official's Assignment	Time _____ Shot Put		Time _____ Discus		Time _____ Javelin		Time _____ Hammer	
	M	W	M	W	M	W	M	W
1. Event Head/Flags	_____	_____	_____	_____	_____	_____	_____	_____
2. Flight Coordinator/ Clock Operator	_____	_____	_____	_____	_____	_____	_____	_____
3. First Recorder/Judge	_____	_____	_____	_____	_____	_____	_____	_____
4. Second Recorder/ Reader/Judge	_____	_____	_____	_____	_____	_____	_____	_____
5. Marker/Sector Judge	_____	_____	_____	_____	_____	_____	_____	_____
6. Marker/Sector Judge	_____	_____	_____	_____	_____	_____	_____	_____
7. Marker/Measurer	_____	_____	_____	_____	_____	_____	_____	_____
8. English Board	_____	_____	_____	_____	_____	_____	_____	_____
9. Metric Board	_____	_____	_____	_____	_____	_____	_____	_____
10. Escort	_____	_____	_____	_____	_____	_____	_____	_____
11. Escort	_____	_____	_____	_____	_____	_____	_____	_____
12. Retrievier	_____	_____	_____	_____	_____	_____	_____	_____
13. Retrievier	_____	_____	_____	_____	_____	_____	_____	_____
14. Retrievier	_____	_____	_____	_____	_____	_____	_____	_____
15. Implement Inspector	_____	_____	_____	_____	_____	_____	_____	_____
16. Marshall	_____	_____	_____	_____	_____	_____	_____	_____
17. Javelin Landing	_____	_____	_____	_____	_____	_____	_____	_____

**FIGURE 15  
VERTICAL JUMPS**

Meet: \_\_\_\_\_

Date: \_\_\_\_\_

**POLE VAULT**



**HIGH JUMP**

Official's Assignment	Time_____		Time_____		Time_____		Time_____	
	High Jump		Pole Vault		High Jump		Pole Vault	
	M	W	M	W	M	W	M	W
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/ Standard Setter	_____	_____	_____	_____	_____	_____	_____	_____
7. Pole Catcher	_____	_____	_____	_____	_____	_____	_____	_____
8. Escort	_____	_____	_____	_____	_____	_____	_____	_____
9. Escort	_____	_____	_____	_____	_____	_____	_____	_____
10. English/Metric Board	_____	_____	_____	_____	_____	_____	_____	_____
11. Marshall	_____	_____	_____	_____	_____	_____	_____	_____

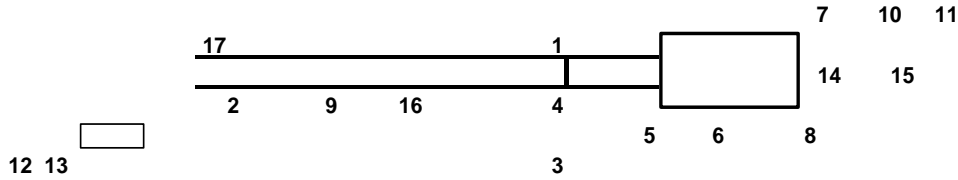


## FIGURE 16 HORIZONTAL JUMPS



Date: \_\_\_\_\_

Meet: \_\_\_\_\_



Official's Assignment	Time_____		Time_____		Time_____		Time_____	
	Long Jump		Long Jump		Triple Jump		Triple Jump	
	M	W	M	W	M	W	M	W
1. Event Head/Flags	_____	_____	_____	_____	_____	_____	_____	_____
2. Flight Coordinator	_____	_____	_____	_____	_____	_____	_____	_____
3. First Recorder	_____	_____	_____	_____	_____	_____	_____	_____
4. Second Recorder	_____	_____	_____	_____	_____	_____	_____	_____
5. Marker/Pit Judge	_____	_____	_____	_____	_____	_____	_____	_____
6. Plasticine Official	_____	_____	_____	_____	_____	_____	_____	_____
7. Pit Leveler	_____	_____	_____	_____	_____	_____	_____	_____
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 17 EVENTS & MAKE-UP OF HEATS

<u>INDOOR EVENTS</u>	<u>OUTDOOR EVENTS</u>	Number	Maximum Number	1	2	3	4	5	6	7	8
		<u>Distance</u>	<u>Reporting</u>	<u>or in Final</u>							
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 than 24							
500 Meters	1500 Meters										
600 Meters	2000 Meters										
800 Meters	3000 Meters										
1000 Meters	5000 Meters		1	2	3						
2000 Meters	10,000 Meters		6	5	4						
3000 Meters	100 Meter Hurdles		7	8	9						
5000 Meters	1100 Meter Hurdles		12	11	10						
50 Meter Hurdles	400 Meter Hurdles		13	14	15						
55 Meter Hurdles	3000 Meter Steeplechase		18	17	16						
60 Meter Hurdles	1 Mile		19	20	21						
			24	23	22						
<u>INDOOR EVENTS</u>	<u>OUTDOOR EVENTS</u>										
800 Meters (4 x 200)	400 Meters (4 x 100)										
1600 Meters (4 x 400)	800 Meters (4 x 200)										
3200 Meters (4 x 800)	1600 Meters (4 x 400)										
6000 Meters (4 x 1500)	3200 Meters (4 x 800)										
1100 Meter Sprint Medley	6000 Meters (4 x 1500)										
4000 Meter Distance Medley	1600 Meter Sprint Medley										
	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 minute 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	2 1/2 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 min **
4x100	2-3 min	3 - 4 min	3 - 4 min	3 - 4 min
4x400	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 x 2 min/heat x 5 divisions x 2 (boys and girls)= 100 min +10 groupsx2 = 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 fewer 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	1 1/2 min
Shot Put, Weight	¾-1 min	1 min
Horizontal Jumps	1-1 ½ min	1-2 min
High Jump	¾ min each jump for a total of 9 jumps	1 min each jump for a total of 9 jumps
Pole Vault	2 min each jump for a total of 9 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 x 8 jumpers x 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	1 hours & 39 min	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 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 jumpers x 1 min/jump x 4 jumps)
Total Event Time Estimate	1 hours & 15 min	
Start for next age group	11:00	It may take up to 15 minutes more but this way you won't be waiting for the next group to show up and if you have a second clerk they can check them in while you're finishing with the first group.

FIGURE 18

# Field Event Timing

	Time in Minutes for Trial					
	----- OPEN -----			---MULTI-EVENTS <sup>1)</sup> ---		
	FIELD	HJ	PV	FIELD	HJ	PV
Greater than 3						
<b>USATF/IAAF</b>	1	1	1	1	1	1
<b>NCAA</b>	1	1	1	1	1	1
<b>HS</b>	1	1	1 1/2	1	1	1 1/2
If 2-3 remaining						
<b>USATF/IAAF</b>	1	1 1/2	2	1	1 1/2	2
<b>NCAA</b>	1	2	3	1	1 <sup>1)</sup>	1 <sup>1)</sup>
<b>HS</b>	1	3	4	1	3	4
If 1 remaining						
<b>USATF/IAAF</b>	1	3	5	1 <sup>4)</sup>	2	3
<b>NCAA</b>	1	4	5	1	2 <sup>3)</sup>	3 <sup>3)</sup>
<b>HS</b>	1	5	6	1	5	6
CONSECUTIVE ATTEMPTS						
<b>USATF/IAAF</b>	2	2	3	2	2	3
<b>NCAA</b>	1	2	3	1	2	3
<b>HS<sup>5)</sup></b>	-	-	-	-	-	-
WARNING						
<b>USATF/IAAF</b>	1/4	1/4	1/4	1/4	1/4	1/4
<b>NCAA</b>	1/2	1/2	1/2	1/2	1/2	1/2
<b>HS<sup>5)</sup></b>	-	-	-	-	-	-

Generally if there is a question as to which increment applies, use the longer allowed time of the various options.

- 1) 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  
Note to be fair to all competitors this change occurs when a new round is started with only 2 or 3 remaining in the competition, then all are given the extend time even for the first jump.
- 3) There is no rule covering this item but with one remaining the consecutive jump rule applies.
- 4) Same as consecutive attempts after the first attempt which will have the normal time limit unless it is a consecutive attempt. (Note this normally applies only to vertical jump competitions since other events should not have more than one attempt per round, except for the case of an excused athlete taking attempts out of turn.
- 5) There is no rule covering this item.

FIGURE 19



## 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



## FIGURE 19 (Cont.)

### 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
  - l. 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, 1 1/2 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)
2. Use of 5 alive or not
3. When you get run throughs (when bar is 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

## FIGURE 19 (Cont.)

### Competition Period

1. When reading tape, record number and have reader repeat
2. If record, measure with steel tape and impound implement to recertify.
3. 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

Forms

**FIGURE 20  
HEAT SHEET**

Instructions Please print all information; record times to next higher 1/10 second.

EVENT \_\_\_\_\_

SCORING \_\_\_\_\_

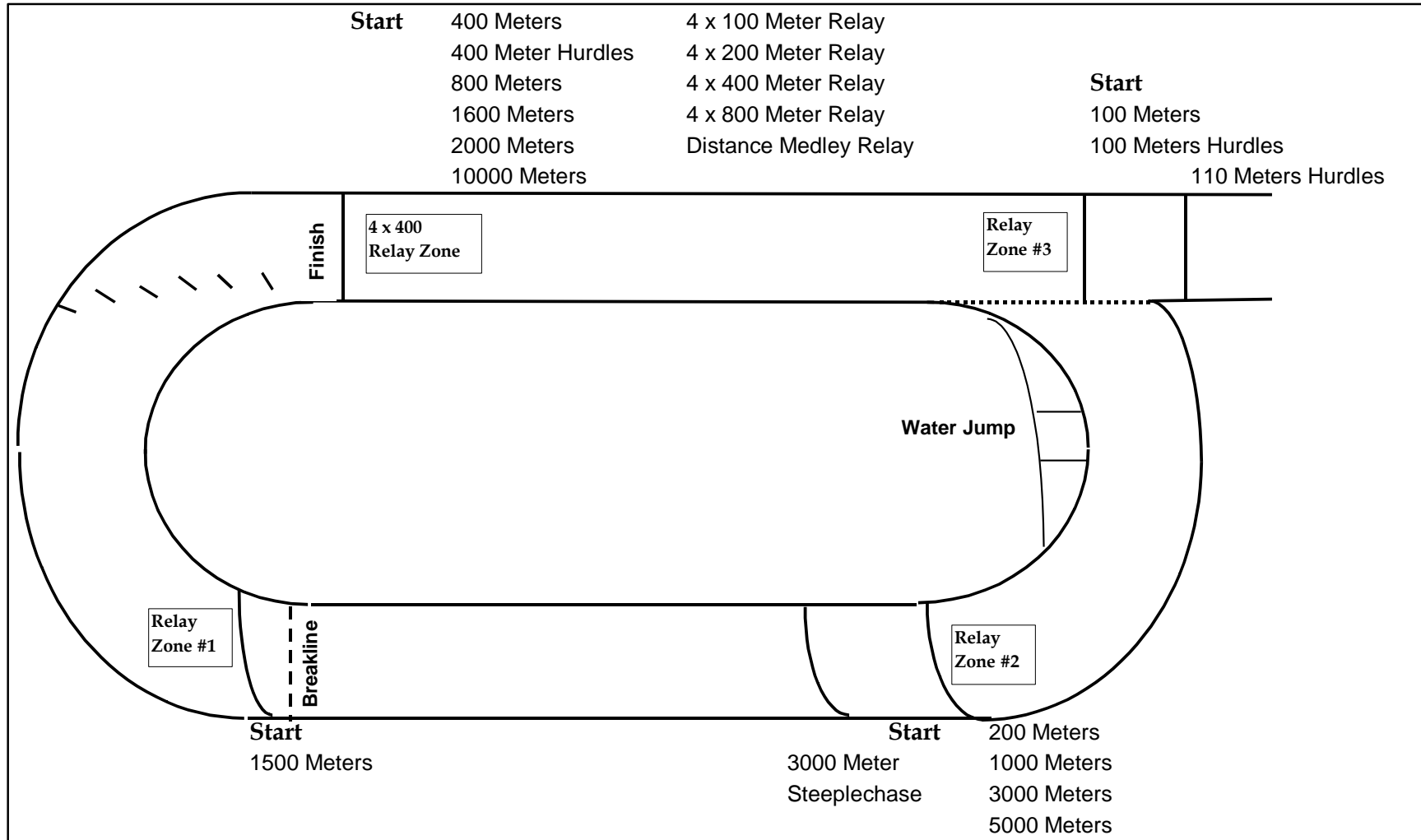
Heat \_\_\_ of \_\_\_ Heats

NON-SCORING \_\_\_\_\_

LANE	FIRST NAME	LAST NAME	SCHOOL	PLACE	TIME
(Please Print all 4 team members' names in the order that they will run)					(in 1/10 sec.)
1					
2					
3					
4					
5					
6					
7					
8					

# Forms

**FIGURE 21  
LOCATION OF STARTING LINES (400 Meter Track)**



Forms

Figure 22  
UMPIRE INCIDENT REPORT FORM

Name of Meet: \_\_\_\_\_ Date: \_\_\_\_\_ Session: \_\_\_\_\_  
Event: \_\_\_\_\_ Men's or Women's (circle) Heat #: \_\_\_\_\_ Hip #: \_\_\_\_\_  
Competitor Bib #: \_\_\_\_\_ Lane #: \_\_\_\_\_ Team: \_\_\_\_\_ Uniform Colors: \_\_\_\_\_  
Description of Possible Infraction (who?, where?, when?, what?, how?) -- Lane \_\_\_ Hurdle Infraction \_\_\_ Jostling/Impeding \_\_\_ Relay \_\_\_ Other \_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Umpire: \_\_\_\_\_ Time of Day: \_\_\_\_\_ Certification # \_\_\_\_\_  
Signature of Chief Umpire: \_\_\_\_\_ Time of Day: \_\_\_\_\_ Certification # \_\_\_\_\_

Decision of Referee: \_\_\_\_\_  
\_\_\_\_\_

Decision based on USATF Rule Number \_\_\_\_\_ on page \_\_\_\_\_ of the 200 USATF Rule Book

Signature of the Referee: \_\_\_\_\_ Time of Day: \_\_\_\_\_

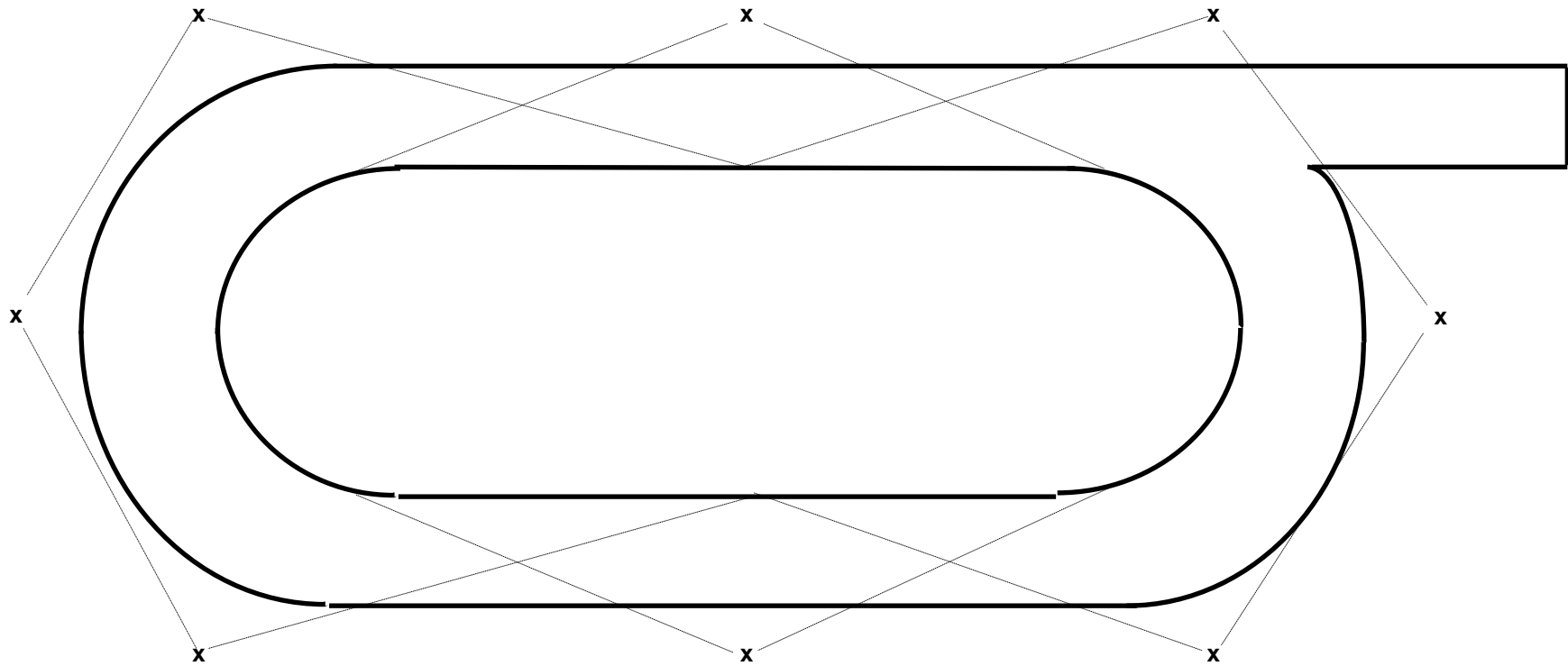
Decision of Jury of Appeals: \_\_\_\_\_  
\_\_\_\_\_

Decision based on USATF Rule Number \_\_\_\_\_ on page \_\_\_\_\_ of the 200 USATF Rule Book

Signature of Chair of the Jury of Appeals: \_\_\_\_\_ Time of Day: \_\_\_\_\_ Certification # \_\_\_\_\_

Forms

FIGURE 23  
UMPIRE LOCATIONS AND COVERAGE (A Minimum Level)

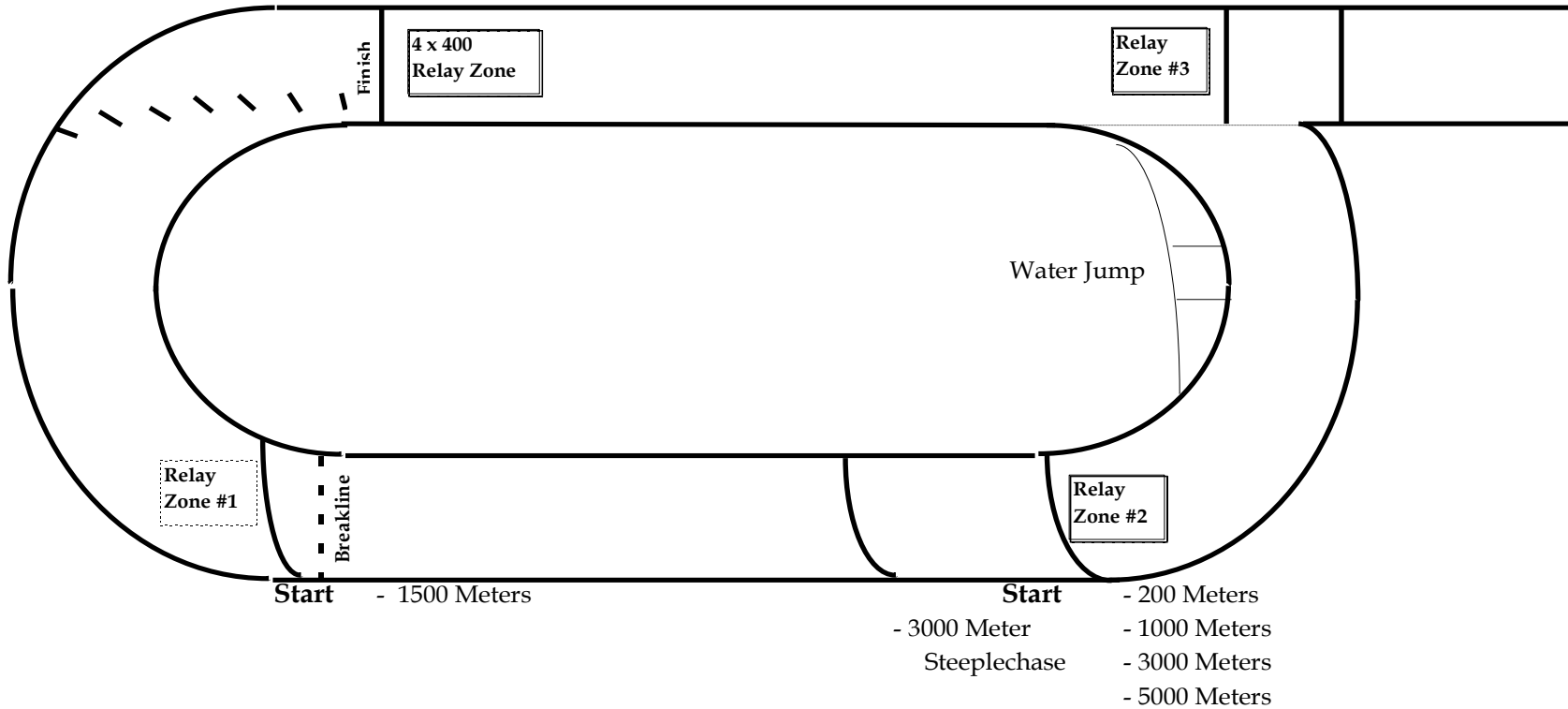


Forms

**FIGURE 24  
UMPIRE INCIDENT REPORT LOCATION**

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

- |              |                     |                       |                      |
|--------------|---------------------|-----------------------|----------------------|
| <b>Start</b> | - 400 Meters        | - 4 x 100 Meter Relay |                      |
| for:         | - 400 Meter Hurdles | - 4 x 200 Meter Relay |                      |
|              | - 800 Meters        | - 4 x 400 Meter Relay |                      |
|              | - 2000 Meters       | - 4 x 800 Meter Relay | <b>Start</b>         |
|              | - 10000 Meters      |                       | - 110 Meters Hurdles |
|              |                     |                       | - 100 Meters         |
|              |                     |                       | - 100 Meters Hurdles |



**Additional Comments:**

---



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**Forms**

**FIGURE 25  
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	
	10 - 4,000		15	
	11 - 4,400		14	
	12 - 4,800		13	
	13 - 5,200		12	
	14 - 5,600		11	
	15 - 6,000		10	
	16 - 6,400		9	
	17 - 6,800		8	
	18 - 7,200		7	
	19 - 7,600		6	
	20 - 8,000		5	
	21 - 8,400		4	
	22 - 8,800		3	
	23 - 9,200		2	
	24 - 9,600		1	
	Finish Time		0	

Event:

Date:

Start Time:

Lap Timer:

Certification Number:

*(Please Print Your Name)*

Sheet \_\_\_ of \_\_\_ Sheets



Forms

FIGURE 26

USA Track & Field -- Event Timing Sheet

EVNET NO.	HEAT NO.	DISTANCE						RECORDS	
								Stadium:	U.S.:
								World:	
FINISH PLACE	1 <sup>ST</sup>	2ND	3RD	4TH	5TH	6TH	7TH	8TH	
ASSIGNED PLACE:									
1st & 3rd									
1st & 3rd									
1st & 4th									
2nd & 4th									
2nd & 5th									
2nd & 6th									
3rd & 7th									
4th & 8th									
1st & 5th									
FINISH PLACE	9TH	10TH	11TH	12 <sup>TH</sup>	13TH	14TH	15TH	16TH	
Timing Machine									
FINISH PLACE	17TH	18TH	19TH	20 <sup>TH</sup>	21ST	22ND	23RD	24TH	
Timing Machine									

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

**Forms**  
**FIGURE 27**  
**Official Protest Form**



**Instructions:**  
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 attach 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. \_\_\_\_\_ on Page \_\_\_\_\_ of the 19\_\_ - 19\_\_ USATF "Competition Rules"

This appeal is being submitted to protest the following: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Protest Submitter:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**ADMINISTRATIVE (Do not write below this line):**

P.A. Announcement -- order of finish results announced at (time of announcement): \_\_\_\_\_ AM/PM (*please circle*)

Written protest and protest fee received at (time of day): \_\_\_\_\_ AM/PM (*please circle*)

Finding of the Jury of Appeals: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Finding is based on Rule No. \_\_\_\_\_ on Page \_\_\_\_\_ of the 19\_\_ - 19\_\_ USATF "Competition Rules"

**Signature of Jury Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Forms

FIGURE 28

WIND GAUGE FORM - TRACK



USA Track and Field	USA Track and Field
Race: _____	Race: _____
Heat Number: _____	Heat Number: _____
Semi Number: _____	Semi Number: _____
Final: _____	Final: _____
Gauge Position: _____ _____ _____	Gauge Position: _____ _____ _____
Meters Per Second Reading: <div style="border: 1px solid black; width: 150px; height: 25px; margin: 5px auto;"></div>	Meters Per Second Reading: <div style="border: 1px solid black; width: 150px; height: 25px; margin: 5px auto;"></div>
Remarks: _____ _____ _____ _____ _____ _____ _____ _____ _____	Remarks: _____ _____ _____ _____ _____ _____ _____ _____ _____
NAOC - 11/91	



**Forms**

**FIGURE 29  
FIELD EVENT RECORDING SHEET**

**SHOTPUT**

**DISCUS**

**LONG JUMP**

**TRIPLE JUMP**

Meet: \_\_\_\_\_

Men: \_\_\_\_\_ *Check*

Start Time: \_\_\_\_\_

Women: \_\_\_\_\_

Competitor	School	Flt.	M. Cm.	M. Cm.	M. Cm.	Best	#	M. Cm.	M. Cm.	M. Cm.	Best	Place

X = Foul      -- = Pass

Place Winner	Distance
1st _____	_____
2nd _____	_____
3rd _____	_____
4th _____	_____

Place Winner	School	Distance
5th _____	_____	_____
6th _____	_____	_____
7th _____	_____	_____
8th _____	_____	_____





Forms

FIGURE 30

Race Walking Judge's Tally Sheet



Judge's Tally Sheet

JUDGE'S NAME (PLEASE PRINT)

JUDGE'S NUMBER

Event Name	Date
------------	------

Comp. #	Caution			Warning	
	Reason ✓ or >	Time of Day	Comp. Time	Reason ✓ or >	Time of Day

JUDGE'S SIGNATURE

2/24/98brd

# Forms

## FIGURE 31 Judges Summary Sheet

### Explanations

- ∩ = Caution, Loss of Contact      > = Caution, Bent Knee  
⊖ = Warning, Loss of Contact      ⊖ = Warning, Bent Knee



Judge's Summary Sheet



CHIEF JUDGE'S SIGNATURE															
Event				Date				Recorder's Name (Please Print)							
Judge's Name & No.	1	2	3	4	5	6	7	8	9	Disqualification Notification					
Comp. No.	∩	>	○	∩	>	○	∩	>	○	∩	>	○	⊖	⊖	Time of Day

02/24/98 brd

# EQUIPMENT LIST

## Figure 32 Sample Equipment List

	EQUIPMENT	Responsible	TOTAL	Where Get							Where Used						
		Person		Rental	Equip	Buy	Borrow	Borrow	Vendor	Need	HIGH	POLE	HAMMER	MGM	UMPIRES	EXTRA`	
		Needed		Supply	A	B	C	to get	JUMP	VAULT		TRAILER					
1	AIR BLOWERS (GAS POWERED)		2				2				0						
2	AWARD STAND FOR 3		0								0						
3	Garbage Bags for Athlete Clothes		0			0					0						
4	FENCING, BARRICADES, FT		0				?				0						
5	BASKETS (CLOTHES)		0								0						
6	BATONS		0			0					0						
7	BENCHES ATHLETES		23								23	4	4	4		11	
8	BLEACHERS (NORTH END) 150'		1				1				0						
9	BLOCK CADDY		0		2						-2						
10	BLOCK RUBBER FOOT PADS		6		6						0					6	
11	BLOCKS UCS Grand Prix		0		9						-9						
12	BLOCKS, AUTOMATIC		3								3					3	
13	BROOMS, PUSH		2			9					2		2				
14	BROOMS, REGULAR		1			7					1			1			
15	BULL HORNS		1								1					1	
16	BULLETIN BOARDS		0								0						
17	Bungee Cord for PV Zeroing		2								2		2				
18	Cards for Athlete Bags		0			100					0						
19	Cards for PV Poles (2 colors)		100			100					100		100				
20	CARPETTING/MONDO HIPPIING AREA 15X15		0								0						
21	CHAIRS		367				700				-333	4	5	4	10	22	322
22	CHALK (BLOCKS)		3			7					3		2	1			
23	CHALK STANDS		2		3						-1		2				
24	CHIPS, LAP COUNTING		0								0						
25	CLIP BOARDS		30	10			37				-17	2	2	2	2	18	2
26	Clips for clipboard paper sides		0								0						
27	CLOCK FINISHLINE & TRIPOD		0	1							-1						
28	CLOCK, EVENT TIMING		6	1	8						-3	2	2	1			1
29	CLOCK, TIME OF DAY		3			5					3	1	1	1			
		Responsible		Where Get							Where Used						

### EQUIPMENT LIST

	EQUIPMENT	Person	TOTAL		Equip	Buy	Borrow	Borrow	Vendor	Need	HIGH	POLE	HAMMER	MGM	UMPIRES	EXTRA	
			Needed	Rental	Supply		A	B	C	to get	JUMP	VAULT		TRAILER			
30	COMMUNICATIONS CELLULAR PHONES-NEXTEL		1			1				1				1			
31	COMMUNICATIONS RADIOS		19							19	1	1	1	2	1	9	
32	COMPUTER PRINTERS		0					8		-8							
33	COMPUTERS		1							1				1			
34	CONES LARGE (18 IN)		4							4	2	2					
35	CONES MEDIUM (10 IN)		2							2						2	
36	CONES SMALL (3 IN)		6			0				6					6		
37	Conversion Book		0							0							
38	CONVERSION CHARTS		4							4	2	2					
39	Conversion sheets for Vertical Jumps		4							4	2	2					
40	COOLERS, IGLOO, STANDS AND CUP DISPENSERS		10					30		-20	2	2	1		2	3	
41	COPIERS		0					4		-4							
42	COTS		0	20						-20							
43	CROSS BARS HIGH JUMP		10		3					7	8					2	
44	CROSS BARS POLE VAULT		10		3					7		8				2	
45	CUPS		3700			4000				3700	600	500	400		1000	1200	
46	DISCUS 1.0 KG		0		2					-2							
47	DISCUS 2.0 KG		0		2					-2							
48	DISCUS BOXES IMPLEMENT STORAGE		0			0				0							
49	DISCUS CAGE (taller or hammer)		0		2					-2							
50	DISTANCE MARKERS-14m 45'		0							0							
51	DISTANCE MARKERS-16m 50'		0							0							
52	DISTANCE MARKERS-18m 55'		0							0							
53	DISTANCE MARKERS-20m 60'		0							0							
54	DISTANCE MARKERS-22m 65' & 70'		0							0							
55	DISTANCE MARKERS-40m 120'		0							0							
56	DISTANCE MARKERS-45m 140'		0							0							
57	DISTANCE MARKERS-50m 160'		0							0							
58	DISTANCE MARKERS-55m 180'		0							0							
		Responsible		Where Get						Where Used							
	EQUIPMENT	Person	TOTAL		Equip	Buy	Borrow	Borrow	Vendor	Need	HIGH	POLE	HAMMER	MGM	Umpires	Extra	
			Needed	Rental	Supply		A	B	C	to get	JUMP	VAULT		TRAILER			

## EQUIPMENT LIST

59	DISTANCE MARKERS-60m 200'		0							0						
60	DISTANCE MARKERS-65m 220'		0							0						
61	DISTANCE MARKERS-70m 240'		0							0						
62	DISTANCE MARKERS-75m 260		1							1						
63	DISTANCE MARKERS-80m 280'		0							0						
64	DRINK CONTAINERS BOTTLED WATER		0		4		6			-6						
65	EAR PLUGS, STARTERS (PAIRS)		0		0					0						
66	EQUIPMENT BAGS FOR FIELD EVENTS		4							4	2	2				
67	ERASER		0							0						
68	EVENT LISTS (DAILY)		40							40	6	6	3	22	3	
69	EXTENSION CORDS (50 FT)		13							13						3
70	Tape Key Rings for Tape Repairs		2		0					2						2
71	FANS, COOLING-Misters		0			4				-4						
72	FAX MACHINES		0			3				-3						
73	FENCING (SOFT/SNOW), FT.		0							0						
74	FENCING (TEMPORARY CYCLONE), FT.		500							500				500		
75	FENCING STAKES (Metal)		27		94					27			12			15
76	FENCING STAKES (Wood)		65		50					65			30	15		10
77	FIELD EVENT MEASURING ROD		0		3					0						
78	FIELD EVENT RECORDER'S STAND		5		8					-3	2	2	1			
79	FIELD LYNX		4							4	2	2				
80	FILE CABINETS (4 DRAWER)		1			5				-4				1		
81	FLAG RED		8	20						-12	2	2	2			2
82	FLAG WHITE		8	20						-12	2	2	2			2
83	FLAG YELLOW		37	43						-6	2	2	1		28	4
84	FLAGGING (FEET)		900		750					900	100	100	500			200
85	FLAGGING POUNDERS		4		4					4						4
86	FLAGGING ROPE STANDS/ Stanchions		30							30	10	10				10
		Responsible		Where Get						Where Used						
	EQUIPMENT	Person	TOTAL	Rental	Equip Supply	Buy	Borrow A	Borrow B	Vendor C	Need to get	HIGH JUMP	POLE VAULT	HAMMER	MGM TRAILER	UMPIRES	EXTRA
87	FORMS APPEAL (TOTAL)		0							0						
88	FORMS PKG PER EVENT GR=3		24							24				24		
89	FORMS PROTEST (TOTAL)		0							0						

## EQUIPMENT LIST

90	FORMS RECORDS (TOTAL)		0							0							
91	FORMS UMPIRE (TOTAL)		40							40					40		
92	FORMS W&M		0							0							
93	Garbage Bags (for Equipment Bag or poncho if rain)		0		100					0							
94	GARBAGE CANS		18		64					18	2	2	6		3	5	
95	GATOR TRANSPORTERS		2			8				-6							
96	GATOR TRAILER		0														
97	GENERATORS, ELECTRICAL		0			3				-3							
98	GOLF CARTS		1			10				-9					1		
99	GUN, STARTERS		0							0							
100	HAMMER CAGE		1							1			1				
101	HAMMER GLOVES		0		0					0							
102	HAMMER HANDLES		1		1					1			1				
103	HAMMER LADDER		1							1			1				
104	HAMMER RING INSERT		1							1			1				
105	HAMMER WIRES		0							0			0				
106	HAMMER, 4 kg		2							2			2				
107	HAMMER, 7.26kg		2							2			2				
108	HIGH JUMP LADDER		2		1					2	2						
109	HIGH JUMP MEASURING BARS		2							2	2						
110	HIGH JUMP PITS (COMP)		2							2	2						
111	HIGH JUMP STANDARDS SETS (2 PER SET)		2							2	2						
112	Highlighter, several colors		0							0							
113	HIP NUMBERS (15-24=SETS)		0		10					0							
114	HIP NUMBERS (1-8= SETS)		0		350					0							
115	HIP NUMBERS (9-10=SETS)		0		70					0							
116	HIP NUMBERS (11-12=SETS)		0		50					0							
117	HIP NUMBERS (13-14=SETS)		0		20					0							
		Responsible		Where Get						Where Used							
	EQUIPMENT	Person	TOTAL	Rental	Equip Supply	Buy	Borrow A	Borrow B	Vendor C	Need to get	HIGH JUMP	POLE VAULT	HAMMER	MGM TRAILER	UMPIRES	EXTRA	
			Needed														
118	HOSES, WATER (50 FT)		1			3		6		-5						1	
119	HURDLE BARS/ ATTACHMENTS		10		10					0						10	
120	HURDLES		10							10						10	

### EQUIPMENT LIST

121	HURDLES CARTS (10/ CART-STACKABLE)		1		1					0						1	
122	ICE		0							0							
123	ICE CHESTS		10			5				10	2	2		2			
124	IMPLEMENT CARTS Discus		0	1						-1							
125	IMPLEMENT CARTS, Shot		0	1						-1							
126	IMPLEMENT CARTS, Hammer		2							2			2				
127	JAVELIN 600 G		0							0							
128	JAVELIN 800 G		0							0							
129	Labels (Address for Implements)		0							0							
130	LANE MARKERS		0							0							
131	LAP COUNTER		0							0							
132	LEVELERS FOR LONG JUMP		0							0							
133	LEVELS FOR BARS		2							2	2						
134	Instructions for Event Introductions (Important Rules to emphasis)		5							5	2	2	1				
135	LJ/TJ TRAY ASSEMBLIES		0							0							
136	LONG JUMP BOARDS		0							0							
137	LONG JUMP BOARDS PULLERS		2							2						2	
138	Mailboxes for Operations		2							2				2			
139	Markers (screwdrivers or skewers)*		3			12				3			3				
140	MARKERS (WIDE FELT TIP FOR SIGNS)		3			6				3			3				
141	MEASURING FIELD EVENTS (ELECTRONIC)		1							1			1				
142	MEASURING POLE-PV		2							2		2					
143	MESSAGE BOARDS		0							0							
144	MESSAGE TABLES		0							0							
145	MILK CARTON BOX (SHOTS)		0			5				0							
146	NATIONAL ANTHEM		0							0							
147	NUMBERS CHEST (2 EACH 1-1400)		3000			3000				3000				2800		200	
		Responsible	Where Get					Where Used									
	EQUIPMENT	Person	TOTAL	Equip	Buy	Borrow	Borrow	Vendor	Need	HIGH	POLE	HAMMER	MGM	UMPIRES	EXTRA		
			Needed	Rental	Supply		A	B	C	to get	JUMP	VAULT	TRAILER				
148	PAD CARTS		4		4					0							
149	PAINT, SPRAY RED		2			2				2						2	
150	PAINT,SPRAY GREEN		2			2				2						2	
151	PAINT,SPRAY ORANGE		2			2				2						2	

## EQUIPMENT LIST

152	PAINT,SPRAY WHITE		6			6				6						6	
153	PAPER TOWELS (Cases)		1			1				1						1	
154	Pencil Sharpener		1							1			1				
155	PENCILS		33			14				33	4	4		3	22		
156	PENS		11			40				11	4	4		3			
157	Pens or Pencils (particularly if raining) * (dup 147/148)		0							0							
158	PEOPLE TRANSPORTERS (2 drug,2 hammer)		0							0							
159	PERFORMANCE BOARD NUMBERS		4							4						4	
160	PERFORMANCE BOARDS (2 DIGITS) PV Indicator (lap?)		4			4				0		4					
161	PERFORMANCE BOARDS (4 DIGITS)		4							4	2	2					
162	PERFORMANCE BOARDS (5 DIGITS)		1							1			1				
163	PERFORMANCE BOARDS ELECTRONIC		1							1			1				
164	PHONE LINES		0							0							
165	PHONE SETS		1				5			-4				1			
166	PIPE & DRAPE (FEET)		0				20			-20							
167	PIT SIDE DISTANCE INDICATORS LJ and TJ		0							0							
168	PLASTIC IMPLEMENT STORAGE BOXES		0			2				0							
169	Plastic (8 1/2x 11) Paper covers		0							0							
170	Plastic Bag or 2 gallon baggies for Clipboard		0							0							
171	PLASTICINE		0							0							
172	PLASTICINE BOARD REPLACEMENTS		2			6				2						2	
		Responsible		Where Get						Where Used							
	EQUIPMENT	Person	TOTAL		Equip	Buy	Borrow	Borrow	Vendor	Need	HIGH	POLE	HAMMER	MGM	UMPIRES	EXTRA	
			Needed	Rental	Supply		A	B	C	to get	JUMP	VAULT		TRAILER			
173	PLASTICINE PUTTY KNIFES (VARIOUS SIZES)		0							0							
174	Plasticine Roller and Putty Knives		0							0							
175	PLASTICINE ROLLERS		0							0							
176	PLASTICINE TRAYS		0							0							
177	PLASTICINE TROWELS		0							0							
178	PLUMB BOB		4				1			4	2	2					
179	POLE VAULT BAR RAISERS (12-16 FT) EA		4			3				1		4					
180	POLE VAULT BAR RAISERS (17-19 FT) EA		4			5				-1		4					



## EQUIPMENT LIST

181	POLE VAULT EXTENDERS (Pair)		2		1					1		2					
182	POLE VAULT PITS ( 2 COMP)		2							2		2					
183	POLE VAULT RACKS, TREES		6		3					3		6					
184	POLE VAULT STANDARDS sets (2 PER SET)		2							2		2					
185	PORTABLE LIGHTING		0		0	9				-9							
186	PORTABLE PA SYSTEMS		1			2				-1			1				
187	Post Its (for reordering finals with multiple pages)		0							0							
188	POSTER PAPER (VARIOUS SIZES)		0							0							
189	POWER STRIPS FOR CARTS, LIGHTS		4		11					4						2	
190	RAIN ROLLERS		1							1						1	
191	RAKES		0							0							
192	RECORD FLAGS		1	6						-5			1				
193	RESULTS BOARDS		0							0							
194	ROBOT, FIELD		1							1			1				
195	ROPE FOR STANCHIONS		50	20						30	50						
196	ROTOTILLER		0							0							
197	Rubber Bands (for Clip Board)		0							0							
198	RULEBOOKS		1		7					1						1	
199	RUNWAY MARKERS (20/SET)- LJ ,Jav, PV		4		8					4	2	2					
		Responsible		Where Get							Where Used						
	EQUIPMENT	Person	TOTAL	Equip	Buy	Borrow	Borrow	Vendor	Need	HIGH	POLE	HAMMER	MGM	UMPIRES	EXTRA		
			Needed	Rental	Supply	A	B	C	to get	JUMP	VAULT		TRAILER				
200	SAFETY PINS (9 PER PERSON) + hip numbers		0		110				0.0								
201	SAND, REPLACEMENT (yds)		0		5				0								
202	SCHEDULES, Daily		6						6	2	2	1		1			
203	SECTOR FLAGS		2		8				2			2					
204	SECTOR LINE CLIPS		9	36					-27			9					
205	SECTOR TAPE		1000	2500					-1500			500					
206	SECTOR TAPE SPOOLS		3	12					-9			3					
207	Shims for LJ,TJ boards, leveling VJ standards		1		1				1								
208	SHOT RACKS		0						0								
209	SHOT RETURN RAMP		0		2	2			-2								
210	SHOT RINGS		0		2				0								
211	SHOT TOE BOARDS		0		2				0								

## EQUIPMENT LIST

212	IMPLEMENT CARTS, Javelin		0	1							-1					
212	SHOTS 4 KG		0								0					
213	SHOTS 7.26 KG		0								0					
214	SHOVELS, FLAT		0			2					0					
215	SHOVELS, POINTED		0			4					0					
216	SIGN MAKING KIT		0								0					
217	SIGNS		1								1					1
218	SPEAKER/SOUND SYSTEM ( STARTERS)		0								0					
219	SPIKE WRENCHES		1			3					1					1
220	SPIKES (VARIOUS TYPES & SIZES)- 1/4 PYRAMID		0			500					0					
221	SQUEEGES		2			2					2					2
222	Stapler and Staples		0			2					0					
223	Stapler and Staples (Outside)		2			1					2			2		
224	STARTER'S LADDER/PLATFORM/Rostrum		0								0					
225	STARTERS SHELLS 32 Boxes		0			3					0					
226	STEEPLECHASE BARRIERS		0								0					
227	STEEPLECHASE WATER PLUG		0								0					
		Responsible		Where Get							Where Used					
	EQUIPMENT	Person	TOTAL		Equip	Buy	Borrow	Borrow	Vendor	Need	HIGH	POLE	HAMMER	MGM	UMPIRES	EXTRA
			Needed	Rental	Supply		A	B	C	to get	JUMP	VAULT		TRAILER		
228	STOP WATCHES		0								0					
229	STORAGE CABINETS		0								0					
230	Suntan Lotion (Rating of 15 or better)		0								0					
231	TABLES (298)		34				150				-116		2	2		28
232	Tape Recorder, miniature for Finish line or XC work		0								0					
233	TAPE, ADHESIVE		0								0					
234	TAPE, DUCT GREEN		2				2				0					2
235	TAPE, DUCT RED		3				3				0					3
236	TAPE, DUCT SILVER		3				3				0					3
237	TAPE, DUCT WHITE		6				6				0					6
238	TAPE, DUCT YELLOW		2				2				0					2
239	TAPE, ELECTRICAL COLORS		0				1				-1					
240	TAPE, MASKING		4				4				0					4
241	TAPE,DUCT BLUE		2				2				0					2

## EQUIPMENT LIST

242	TAPES 100M STEEL		0							0							
243	TAPES 50 M STEEL		0			1				0							
244	TAPES 5M STEEL		4			1				4	2	2					
245	TAPES FIBERGLAS 35M		0			3				0							
246	TAPES FIBERGLAS 90M		4			4				4	2	2					
247	Tapes, Scotch		0			1				0							
248	TENTS 10X10 6-Press, Warm Up, Pub Med, Media, Results		0				10			-10							
249	TENTS 10X20 Awards, Hammer, Medical, Volunteer		1				10			-9				1			
250	TENTS 15X30 Hipping		0				1			-1							
251	TENTS 20X40 Medical		0				1			-1							
252	TENTS 30X30 Media Hospitality		0				1			-1							
253	TENTS 30x50 Recovery/Mix Zone		0				1			-1							
254	TENTS 40X40 Clerks		0				2			-2							
255	TENTS 40x60 Coaches Hospitality/Officials Hospitality		0				1			-1							
256	TENTS EXPO		0				4			-4							
		Responsible		Where Get							Where Used						
	EQUIPMENT	Person	TOTAL		Equip	Buy	Borrow	Borrow	Vendor	Need	HIGH	POLE	HAMMER	MGM	UMPIRES	EXTRA	
			Needed	Rental	Supply		A	B	C	to get	JUMP	VAULT		TRAILER			
257	TENTS 10x10 or UCS Benches for Athletes		5		12					-7	2	1	2				
258	TENTS VENDORS/CONCESSIONS		0							0							
259	Thumb Tacks (for numbers)		0							0							
260	TIMING FINISHLYNX CAMERAS		2							2						2	
261	TIMING FINISHLYNX SYSTEMS		0							0							
262	Toilets, ADA		1				6			-5			1				
263	Toilet Paper		50			50				50						50	
264	TOLIETS, PORTABLE		3				37			-34			3				
265	Toilets, Solar		0				1			-1							
266	TOOLS, SAW		1							1						1	
267	TOOLS, ADJUSTABLE WRENCHES		3							3						3	
268	TOOLS, ALLEN WRENCHES		2							2						2	
269	TOOLS, DRILL		1							1						1	
270	TOOLS, DRILL BITS		1							1						1	
271	TOOLS, HAMMER		2							2						2	
272	TOOLS, KNIFE		2							2						2	

## EQUIPMENT LIST

273	TOOLS, LEVEL FOR STANDARDS LEVELING 4FT		1							1							
274	TOOLS, PAPER TOWELS		2							2						2	
275	TOOLS, PLASTIC TIES		50			50				50						50	
276	TOOLS, PLIERS, NEEDLE NOSE		2							2						2	
277	TOOLS, PLIERS, REGULAR		2							2						2	
278	TOOLS, ROPE Feet		50							50						50	
279	TOOLS, SCREW DRIVER, PHILIPS		2							2						2	
280	TOOLS, SCREW DRIVER, REGULAR		2							2						2	
281	TOOLS, SOCKET SET		1							1						1	
282	TOOLS, VISE GRIPS		2							2						2	
283	TOWELS (TOTAL)		120				204			-84	40	40	16			24	
284	TRACK MASTER		1							1						1	
285	TRAILER FOR REFRIGERATED		0							0							
		Responsible		Where Get							Where Used						
	EQUIPMENT	Person	TOTAL		Equip	Buy	Borrow	Borrow	Vendor	Need	HIGH	POLE	HAMMER	MGM	UMPIRES	EXTRA	
			Needed	Rental	Supply		A	B	C	to get	JUMP	VAULT		TRAILER			
286	TRAILER FOR STORAGE		3							3		1	1				
287	TURNSTILES, GATES		0							0							
288	USATF Directory		0							0							
289	VIDEO CAMERAS		0							0							
290	VIDEO PLAYERS		0							0							
291	W&M JAVELIN MEASURING BOARD		0							0							
292	W&M, SCALE, ELECTRONIC		0							0							
293	W&M, HAMMER LENGTH MEASURING DEVICE		0							0							
294	W&M, HAMMER STRECHER		0							0							
295	W&M, PACIFIC IMPLEMENT MEASUREMENTS		0							0							
296	W&M, PAINT STICKS/PERMANENT MARKERS		0			2				0							
297	Water Bottles		150							150				150			
298	WATER TRUCK FOR DUST CONTROL		0							0							
299	WATER-BOTTLED		5100			7316				5100							
300	WIND GAUGE		1							1						1	
301	WIND INDICATOR BOARDS		0		2					-2							
302	WIND SCREENING ft.		0			525				0							
303	WIND SOCKS (HJ, PV, LJ, TJ, Discus, Javelin)		5		5					0	2	2				1	

## EQUIPMENT LIST

304	WOOD, 4x4 FOR HJ MATS STOP		4						4	4					
305	WOOD, 4x4 FOR SHOT PUT STOP		0	16					-16						
306	Wrist broom		0						0						
307	Yardstick (LJ & TJ)		0			2			0						

# SCHEDULE

## Figure 33 Sample Planning Schedule

U= Underway,

	Item	Action	Status	By	Due	Done
1	Develop Comp. Organization/Responsibility Chart			GEK/LB	8/02	8/02
2	Name Officials Coordinator			GEK	8/03	4/03
3	Define Facility Improvements	Second Ring on top		GEK	8/03	8/03
4	Use intramural area for warm-ups of hammer/ discus.			GEK	8/03	8/03
5	What throwing facilities? 2 shot rings, discus cage			GEK	8/03	8/03
6	Develop forms needed			GEK	7/03	8/03
7	Develop Initial Activity/to do list			GEK	8/03	9/03
8	Develop preliminary Venue Layout	Done 8/03		Comp Mgm	8/03	8/03
9	Determine Officials Uniform			LOC	8/03	8/03
10	What are safety concerns?			GEK	9/03	9/03
11	Hammer and Discus			GEK	9/03	9/03
12	Shot vs Javelin Men	N/A		GEK	9/03	9/03
13	Approve Meet Schedule			USATF	9/03	11/03
14	Determine practice schedule and location			GEK/LB	9/03	2/04
15	Officials Selection Application			NOC-USATF	9/03	9/03
16	Prepare Official Volunteer Selection form			Off Coord	9/03	8/03
17	Determine location of results boards			GEK	9/03	10/03
18	Develop LOC Organization/Responsibility Chart			JM/LB/GEK	10/03	10/03
19	Lay out Committee structure and roles for committees and key jobs			GEK/LB	10/03	10/03
20	Lay out Comp. Committee structure and roles for sub committees and key jobs w descriptions			GEK/LB	10/03	10/03
21	Name principal subcommittee heads in Comp Committee			GEK	10/03	11/03
22	Set Routine Competition Mgm. Meeting Schedule			GEK/LB	10/03	1/04
23	Kick off meeting with Competition Mgm. Team			GEK/LB	10/03	1/04
24	Develop and approve an Overall Activity Schedule			Mgm. TM	10/03	12/03
25	Finalize Primary Officials List and Submit for approval			Off. Coord.	10/03	11/03
26	Determine how select Local officials			GEK/Off Coords	10/03	11/03
27	Determine officials amenities			GEK/Off Coord.	10/03	10/03
28	Review Facilities and Equipment Needs by Comp. Mgm.			GEK/LB	11/03	1/04
29	Develop Competition Management Committee			GEK/LB	11/03	11/03
30	Kicking off Other Committee Activities			GEK/LB	11/03	1/04
31	Determine Competition Staff Parking			JM	11/03	1/04
32	Determine Officials Transportation			Off Coord	11/03	12/03
33	Schedule Approval			Sports	12/03	12/03
34	Item	Action	Status	By	Due	Done
35	Budget Update Approval		Done	MGM	12/03	
36	Define volunteer needs for the subcommittees			Sub Chairs	3/04	3/1/04
37	Finalize total Equipment needs			Comp Mgm.	12/03	1/04
38	Determine equipment suppliers			GEK/LB/BK	12/03	2/04
39	Schedule regular individual subcommittee meetings	Done by correspondence	Skipped	Sub Chair	12/03	2/04
40	Develop list of personnel needed and contact principal ones for each subcommittee			Sub Chair	12/03	1/04
41	Sign up Timing Vendor			JM	12/03	12/03
42	Develop website information plan and timing for Competition			JM	12/03	12/03
43	Develop outline for Official Manual			Off Coord	12/03	1/04
44	Select and Notify Officials			USATF	12/15/03	12/03

## SCHEDULE

45	Get RW Referee Named and Coordinator for USATF			DI	12/8/03	2/04
46	Have Comp. Mgm. committee review facilities for added input			Comp Mgm.	12/03	1/04
47	Develop Medical Plan and Staff Location		Underway	Medical	1/04	
48	Order Equipment not from UCS	List developed waiting on contract	Underway	GEK/SS	1/04	
49	Finalize budgets with development by subcommittees		Staff did	Sub Chairs	2/04	2/04
50	Develop venue map for athlete manual and others			GEK	1/04	12/03
51	Develop area maps			BK	1/04	1/04
52	Update Activity schedule			ALL	1/04	2/04
53	Prepare Officials Acceptance Letter			Off Coord	1/04	11/03
54	Have TV check for kill seats			Op Mgr	1/04	12/03
55	Review each event for needs as well as general facilities			GEK/LB	1/04	
56	Develop and finalize detailed list of equipment needs and find source for each			Comp Mgm.	1/04	1/04
57	Recertify RW Course and get Approval			DI	1/04	1/04
58	Define Implement purchase or borrow needs	Look for javelins		GEK	1/04	
59	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.	Draft done 08/03, New 2/04	Review	GEK	1/04	2/04
60	Develop Medical Plan	Starting in 2/04	Underway	Medical	1/04	
61	Update Overall Budget Estimates			LOC	1/04	3/04
62	Write Medical Manual			Medical	1/04	
63	Write Technical Manager/field event manual	Planned	Underway	GEK	1/04	
65	Order any equipment not otherwise available	Reviewing		GEK	2/04	
66	Determine and order Awards			PL	2/04	
67	Get Sanctions/Permits		Underway	GEK/JM	2/04	4/09/04
68	Medical Plan Approval			MGM	2/04	
69	Develop final needs for Phones	Draft	Underway	Com Chairs	2/04	4/1/04
70	Develop final needs for Radios	Draft	Underway	Com Chairs	2/04	4/1/04
71	Develop final needs for copiers	Draft	Underway	Com Chairs	2/04	4/1/04
72	Item	Action	Status	By	Due	Done
73	Develop final needs and plan for results	Draft Complete 8/03, Finalizing		GEK	2/04	
74	Develop electrical needs			Com Chairs	2/04	4/1/04
75	Develop preliminary list of signs and general equipment needs			Comm. Chairs	2/04	5/1/04
76	Develop final facilities needs				2/04	3/1/04
77	Determine RW Volunteers		Done	DI	2/04	2/04
78	Non Competition Events Review			JM/JC/SS	2/04	2/04
79	Verify status of equipment being rented or borrowed		Underway	GEK	2/04	4/1/04
80	Send out draft of Off Volunteer and Official Manual for Review			Off Coord/Vol	2/04	3/04
81	Prepare map for clerks and starters of your track markings			Off Coord	2/04	
82	Write athlete manual	Draft Completed 2/1/04	Reviewing	GEKLB	3/04	3/04
83	Order Meet numbers				3/04	
84	Develop input for program				3/04	
85	Finalize Officials Manual		Underway	Off Coord	1/04	
86	Set a detailed meet activity schedule				3/1/04	
87	Verify meet personnel are all committed		Done	Com Chairs	3/04	3/04
88	Finalize all volunteers and get forms in and completed		Done	Com Chairs	3/1/04	3/31/04
89	Make up forms			GEK	3/04	
90	Appeals and Protest Forms			GEK	3/04	3/04
91	Umpire Forms			GEK	3/04	3/04
92	Doctor Forms			Medical	3/04	
93	Medical Form			Medical	3/04	
94	Award Forms			PL	3/04	
95	Equipment Check Out			GEK	3/04	
96	Lap Forms			GEK	3/04	4/1/04
97	Radio Check Out		Underway	Com Comm	3/04	
98	Determine if repaint track			GEK/LB/JM	3/04	
99	Send out officials' assignments, housing and time for officials meeting		Underway	Off Coord	4/04	4/10/04
100	Finalize activity schedule				4/04	
101	Finalize Uniform needs		Done		4/04	3/04
102	Contact Contractors and schedule work		Done	BK	4/04	2/4
103	Set up detailed venue preparation schedule		Underway	GEK/BK	3/04	
104	Submit articles for local newspaper on weekly basis		Underway	JM	4/04	2/04
105	Get storage area for equipment		Trailers	GEK	4/04	2/04

## SCHEDULE

106	Verify when round the clock security			GEK	4/04	
				Com Chairs	5/04	5/1/04
107	Develop list of signage needs and get ordered					
108	Get Wood for LJ boards			BK	5/04	
109	Send out Volunteer information	4/02 deadline 5/02	Underway	Vol. Coord.	5/04	4/15/04
110	Determine Awards presentation and presenters			Awards/BM	5/04	
111	Send out Officials Manual			Off Coord.	5/04	
112	Item	Action	Status	By	Due	Done
113	Have Rings poured			Op Mgr	6/04	
114	Have rings ground			Op Mgr	6/04	
115	Have Hammer/Discus Cage installed on FOP			Op Mgr	6/25/04	
116	Have Hammer/Discus Cage for Warm-up Installed			Op Mgr	6/25/04	
117	Have Shot ring boards installed			Op Mgr	6/25/04	
118	Have field surveyed			Op Mgr	6/04	
119	Prepare Track and Field Facilities			Op Mgr	6/04	
120	Do any minor upgrading, filling of pits, repairs			Op Mgr	6/04	
121	Tune Boards for LJ			TM	6/04	
122	Notify Presenters of timetable and procedures and confirm			JM	6/04	
123	Start collecting equipment			GEK	6/04	
124	Verify arrival date for equipment	Initially on 4/10/04		OP Mgr	6/01/04	
125	Verify pickup and return dates, contacts for borrowed equipment			Op Mgr	6/1/04	
126	Check all hurdle marks and put down any special or missing marks and clearly label each			TM	6/25/04	
127	Have Officials and Volunteer Credentials done				7/1/04	
128	Verify hurdles and standards and other equipment are in working order			TM	7/04	
129	Verify how manage the sprinkler system, watering schedule before and during Trials and set up method for turning on and off.			Op Mgr	7/1/04	
130	Verify each track and field venue ready for competition via a walk through and check location of all track markings and race starts			GEK	7/4/04	
131	Set up schedule for Daily Anthem					
132	Check on Awards Ceremony/Presenters					
133	Install Press and crowd Results boards			Op Mgr		
134	Collect and verify all equipment needed			GEK		
135	Verify all needed forms are in hand			GEK		
136	Prepare facility for meet by cleaning track and runways			Op Mgr		
137	Install Awards Area			Op Mgr		
138	Have practice areas prepared			Op Mgr		
139	Have Grass Cut and Lines Painted on warm-up and practice fields			Op Mgr/GEK	7/5/04	
140	Verify operation of all equipment				7/6/04	
141	Install sectors and lines at venues			Op Mgr/TM	7/6/04	
142	Put extra sand in LJ pits			Op Mgr/TM	7/1/04	
143	Verify pickup and return dates for borrowed equipment			GEK	7/17/04	
144	Get crew and truck to collect other equipment			Op Mgr	6/25/04	
145	Get crew for unloading UCS Equipment			Op Mgr	7/2/04	
146	Install Flagging			Op Mgr	7/3/04	
147	Review all paper forms			GEK	6/20/04	
148	Athlete Declarations	Ongoing/ 2 days before	Underway	USATF		2/1/04
149	Put out trash cans at all venues and around track and infield			Op Mgr	7/5/04	
150	Radios			Comm. Mgr	7/3/04	
151	Install record locations for events			TM	6/25/04	
152	Insure Entry File sent to Timing			USATF		
153	Install phones			Op Mgr	7/2/04	
154	Have grass cut week of			Op Mgr		
155	Have awards					
156	Have field crew practice layout			GEK	7/8/04	
157	Set up daily field crew schedule and activities			PW	5/1/04	
158	Set up all equipment that can be set up			Field Crew	7/2/04	
159	Set up Mix Zone			Op Mgr	7/2/04	
160	Set up Award			Op Mgr	7/2/04	
161	Prepare W&M room			TM	7/6/04	
162	Verify all paper work to be handed out, give out if possible			GEK	7/8/04	
163	Initiate Security					
164	Walk through of facilities			GEK/LB	7/3/04	
165	Prepare final event sheets			Timing/Results		
166	Meet with the chief officials and volunteer coordinators			GEK/Off Coord.	7/8/04	
167	Get Heat Sheets from Timing			Results	7/8/04	
168	Print Schedules			Results	7/1/04	
169	Set up Coaches Areas			GEK	7/6/04	
170	Deleted					
171	Have USATF signage put up			Op Mgr	7/05/04	
172	Have USATF Meeting			LOC	7/6/04	
173	Have Officials meeting			Off Coord	7/8/04	
	DAYS OF:					



## SCHEDULE

174	Packet Stuffing for Athletes				
175	Packet Stuffing for Staff inc. Officials				
176	Packet Pick up				
177	Open meet facilities, equipment storage areas etc.			Op Mgr	
178	Meet with Maint. staff			Op Mgr	
179	custodian			Op Mgr	
180	field crew			TM	
181	Finalize starting heights and or qualifying marks			GEK/USATF	
182	Meet with USATF and Head Officials heads and give out paperwork			Off Coord	
183	Walk through as people are arriving and setting up (Problem solve)			Comp Mgm.	
184	Start Meet on time				
185	Post all Results and send to media, website			Results/Timing	
186	Party for Officials, Volunteers Thursday night				
187	Handing out Awards				
188	Make sure all equipment is put away properly and locked up			TM	
189	Clean up facility before leave			Op Mgr	
	POST MEET: (Week After event)				
190	Post results on Web Page			Timing	
191	Clean and return borrowed and rented equipment			OP Mgr	
192	Send results to USATF and include post-meet evaluation sheet			GEK/LB	
	WRAP UP: (As required after event)				
193	Sending out Thank You notes			Coord.	
194	To Officials, Volunteers, Sponsors				
195	Send out post meet evaluations to athletes, coaches, officials and volunteers			GEK	
196	Send out any awards if not given out at meet				
197	Hold feedback meeting on Meet Evaluation			LOC	
198	Hold final Competition committee meeting to critique event			JM	
199	Document all lessons learned in putting on meet i.e.			Com Heads	
200	things that went well and need no improvement			Com Heads	
201	things that were changes from plan			Com Heads	
202	things that need improvement or change			Com Heads	
203	lucky things			Com Heads	
204	Who not invite to Trials			Com Heads	
205	Write Trials Competition Report				
206	Start planning for 2008.				

## Meet Evaluation Forms

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

# Meet Evaluation Forms

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

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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	___	___	

### 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	___	___	

### C. Management Volunteer Training

	HP	E	
	___	___	1. Detailed plan for Meet developed by the Games Committee and staff
	___	___	2. Job descriptions for all Team members available
	___	___	3. Training sessions conducted for Team members
	___	___	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		
<b>TOTAL</b>		

# Meet Evaluation Forms

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

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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   |   |
|-----|-----|---|
| ___ | ___ | 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 |
| ___ | ___ | 2. Meet Evaluation Team Chairperson selected and clearly designated by both Local Management Team and Governing Body staff                      |
| ___ | ___ | 3. Meet Evaluation Team given complete instruction and guidelines for using the Evaluation  |
| ___ | ___ | 4. Team had adequate time to observe Meet and meet to discuss evaluation tool   |
| ___ | ___ | 5. Evaluation Team given every opportunity to evaluate the Meet freely and objectively  |

TOTAL \_\_\_ \_\_\_

# Meet Evaluation Forms

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

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4= Very good

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N/P= Not present

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

## III. Support Services

### A. Communications/Nerve Center

- | HP  | E   |   |
|-----|-----|---|
| ___ | ___ | 1. Central nerve center on-site and identified  |
| ___ | ___ | 2. Center staffed with knowledgeable people at all times  |
| ___ | ___ | 3. 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 |
| ___ | ___ | 5. Lost and found message service available   |
| ___ | ___ | 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 |
| ___ | ___ | 3. Refreshments available to spectators and families                   |
| ___ | ___ | 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 \_\_\_ \_\_\_

### 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 \_\_\_ \_\_\_

# Meet Evaluation Forms

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

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2= Fair

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N/A= Not applicable

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N/P= Not present

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

## E. Security

	HP	E	
	___	___	1 Map with safe traffic directions provided to coaches in pre-registration materials
	___	___	2. Security personnel identified; adequate number on site
	___	___	3. Facilities monitored
	___	___	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
	___	___	7. All facilities monitored, especially housing in the evening
TOTAL	___	___	

## F. Signage

	HP	E	
	___	___	1. Detailed map of all identifying sports venues, awards, clinics, housing, dining, games facilities, registration, medical, nerve center, parking, hospitality.
	___	___	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	
	___	___	1. Transportation schedule and pick-up/drop-off areas designated on map
	___	___	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	___	___	

## Meet Evaluation Forms

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

<b>Support Services</b>	<b>Earned Points (E)</b>	<b>Highest Possible Pts. (HP)</b>
<b>Communications</b>		
<b>Food Services</b>		
<b>Meet Facilities</b>		
<b>Housing</b>		
<b>Security</b>		
<b>Signage</b>		
<b>Transportation</b>		
<b>TOTAL</b>		

# Meet Evaluation Forms

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*3= Good*

*2- Fair*

*1 = Needs improvement*

*N/A= Not applicable*

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*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	
	___	___	1. Families welcome letter sent to teams to forward to parents (including general schedule, map, housing information and family activities)
	___	___	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. Family's center staffed at all times
	___	___	8. Competition and housing information available at Family Center
	___	___	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	___	___	



## Meet Evaluation Forms

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

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*3= Good*

*2- Fair*

*1 = Needs improvement*

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*N/P= Not present*

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

### C. Volunteers

	HP	E	
	___	___	1. Job description given to all key volunteers
	___	___	2. Responsibilities clearly identified
	___	___	3. Pre-event training for all key volunteers including screening & placement
	___	___	4. Reminder notice sent to all volunteers with reporting time and place
	___	___	5. Volunteer registration station easily accessible with I.D. system
	___	___	6. Volunteer recognition during or after the Games
	___	___	7. A one hour on-site orientation and training for all walk-up volunteers
TOTAL	___	___	

Human Resources	Earned Points (E)	Highest Possible Points (HP)
<b>Families</b>		
<b>Protocol/Hospitality</b>		
<b>Volunteers</b>		
<b>TOTAL</b>		

## Meet Evaluation Forms

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

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N/P= Not present

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### V. Public Relations

#### A. Celebrities/VIPs

HP    E

- \_\_\_ \_\_\_ 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

HP    E

- \_\_\_ \_\_\_ 1. Local and statewide publicity before and during the meet
- \_\_\_ \_\_\_ 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
- \_\_\_ \_\_\_ 7. Follow-up publicity/results sent to media

TOTAL    \_\_\_    \_\_\_

Public Relations	Earned Points (E)	Highest Possible Pts. (HP)
<b>Celebrities/VI Ps</b>		
<b>Media/Publicity</b>		
<b>TOTAL</b>		

## Meet Evaluation Forms

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

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N/O= Not observed

N/P= Not present

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### 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

HP    E

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

TOTAL    \_\_\_    \_\_\_

#### C. Sponsors

HP    E

- \_\_\_ \_\_\_ 1. Sponsorship package prepared and used  
 \_\_\_ \_\_\_ 2. Corporate and/or other sponsors obtained  
 \_\_\_ \_\_\_ 3. Sponsors recognized and thanked

TOTAL    \_\_\_    \_\_\_

Financial Development	Earned Points (E)	Highest Possible Pts. (HP)
<b>Fundraising Events</b>		
<b>Merchandising</b>		
<b>Sponsors</b>		
<b>Total</b>		

# Meet Evaluation Forms

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N/P= Not present

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	
___	___	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
___	___	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. Celebrities and athletes play a part in ceremonies
TOTAL	___	___

## Meet Evaluation Forms

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

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3= Good

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N/P= Not present

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

### D. Clinics and Demonstrations

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

### E. Entertainment/Hospitality

	HP	E	
	___	___	1. Entertainment appropriate for all ages
	___	___	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)
<b>Awards</b>		
<b>Opening Ceremonies</b>		
<b>Closing Ceremonies</b>		
<b>Clinics/Demonstrations</b>		
<b>Entertainment/Hospitality</b>		
<b>TOTAL</b>		

## Meet Evaluation Forms

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### VIII. Management Committees

#### A. Meet Games Committee

HP    E

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

TOTAL    \_\_\_    \_\_\_

#### B. Appeals Committee

HP    E

- \_\_\_ \_\_\_ 1. Experienced members selected 1 month in advance
- \_\_\_ \_\_\_ 2. Official Sports Rules available
- \_\_\_ \_\_\_ 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    \_\_\_    \_\_\_

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

## Meet Evaluation Forms

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N/P= Not present

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

### IX. Medical Support

#### A. Offsite Medical Facilities

- | HP  | E   |   |
|-----|-----|---|
| ___ | ___ | 1. Trainers and medical help available at housing facilities for all athletes.                  |
| ___ | ___ | 2. Proper medical assistance forms available and used at all times                              |
| ___ | ___ | 3. Written medical instructions and procedures given to each athlete/coach                      |
| ___ | ___ | 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   |   |
|-----|-----|---|
| ___ | ___ | 1. Trainers and medical help available at meet facilities.                |
| ___ | ___ | 2. Adequate fluids, towels and medical help available at venues.          |
| ___ | ___ | 3. Drug testing facilities adequately sized and private.                  |
| ___ | ___ | 4. Adequate separate change room facilities.                              |
| ___ | ___ | 5. Arrangement for on call ambulance/paramedic service and hospital care. |
| ___ | ___ | 6. Proper medical assistance forms available and used at all times        |

TOTAL    \_\_\_    \_\_\_

Medical Support	Earned Points (E)	Highest Possible Pts. (HP)
<b>Offsite Medical Facilities</b>		
<b>Onsite Medical Facilities</b>		
<b>TOTAL</b>		

# Meet Evaluation Forms

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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
___	___	2. All Official positions assigned
___	___	3. All Officials received advanced training
___	___	4. All volunteer positions assigned
___	___	5. All volunteers received training
___	___	6. All necessary facilities reserved, designated with signs and decorated.
___	___	7. All necessary equipment on hand and in good working order
___	___	8. Staging areas provided with smooth flow of athletes from staging to competition to awards
___	___	9. Competition run so as to highlight the athletes
___	___	10. All Official Sports Rules adhered to
___	___	11. Adherence to schedule within 10 minutes
___	___	12. Awards given according to rules and immediately following competition when possible .
___	___	13. The paper flow is well managed.
TOTAL	___	___



## Meet Evaluation Forms

### MEET QUICK EVALUATION CHECKLIST FOR VENUES

<b>Long Jump/Triple Jump</b>	<b>Yes</b>	<b>No</b>
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 5m from competition area		
Take-off and landing areas safe and free of debris		
<b>High Jump</b>	<b>Yes</b>	<b>No</b>
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 5m from competition area		
Jumping area roped off, safe and free of debris		
Landing pad free of cracks and in good condition		
Adequate shade available		
<b>Pole Vault</b>	<b>Yes</b>	<b>No</b>
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 5m from competition area		
Jumping area roped off, safe and free of debris		
Landing pad free of cracks and in good condition		
Adequate shade available		
<b>Shot Put</b>	<b>Yes</b>	<b>No</b>
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 5m from competition area		

## Meet Evaluation Forms

<b>Javelin Throw</b>	<b>Yes</b>	<b>No</b>
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		
<b>Hammer Throw</b>	<b>Yes</b>	<b>No</b>
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 5m from competition area		
<b>Discus Throw</b>	<b>Yes</b>	<b>No</b>
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		
<b>Wheelchair Race(If any)</b>	<b>Yes</b>	<b>No</b>
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		

## Meet Evaluation Forms

### MEET QUICK EVALUATION CHECKLIST

<b>Equipment</b>	<b>Yes</b>	<b>No</b>
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		
<b>Officials</b>	<b>Yes</b>	<b>No</b>
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 15m beyond finish line		
Officials Properly uniformed		
Head Officials knowledgeable of rules		
Appropriate Referees Named		
<b>Direction Signs</b>	<b>Yes</b>	<b>No</b>
Race venues		
Escort assignment		
Field venues		
Staging		
Spectator seating		
Restrooms		
First Aid		
Medical		
Clerking		
Awards		
<b>Public Address System</b>	<b>Yes</b>	<b>No</b>
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		

## Meet Evaluation Forms

### *MEET QUICK EVALUATION CHECKLIST*

**First Aid/Safety****Yes****No**

Are there First Aid personnel at the site?

Is the First Aid station for that venue clearly marked?

Evacuation transportation provided

**Awards****Yes****No**

Are all athletes highlighted?

Is the awards ceremonies clearly visible from the  
Spectator seating area?Are there Special Olympics banners and signs to mark  
the area as a Special Olympics Competition Venue?**Competition****Yes****No**

Used correct rules for competition

Rules consistently enforced

Equal competition within each group

Appropriate judging cards, timing cards, score sheets used

## Meet Evaluation Forms

### 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:** \_\_\_\_\_

For coaches

As a coach how did you feel about:

Excellent

Good

Fair

Poor

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:** \_\_\_\_\_

\_\_\_\_\_

# Meet Evaluation Forms

## 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:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Team/School:** \_\_\_\_\_

**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:**

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## Cross Country

# 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  
.... Chute Director ..... 1 ..... Chute Umpires ..... 4  
.... Checkers ..... 3 ..... Course Umpires ..... 4-6  
.... Caller ..... 1 ..... Marshals ..... as needed  
.... Finish Line ..... 2 ..... 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	3000 to 5000 m
High School	2500 to 5000 m
Junior	6000 m women and 8000 m men
Collegiate	5000 to 8000 m for women and 8000 to 10000 m for men

# Cross Country

Open/IAAF 4000 to 8000 m for women and 4000 to 12000 m for men  
Masters 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 all 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.

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 see Figure 35.

## 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	Petitions committee
Games committee	Meet director
Referee	Press steward and assistants
Jury of Appeals	Surveyor
Course inspection committee	Medical doctors and/or certified trainers
Headquarters organizations	Team attendants
Custodian of awards	Traffic control
Announcers and assistants	Film crews
Marshal and assistants	

### b. Course Officials

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



# Cross Country

## 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**

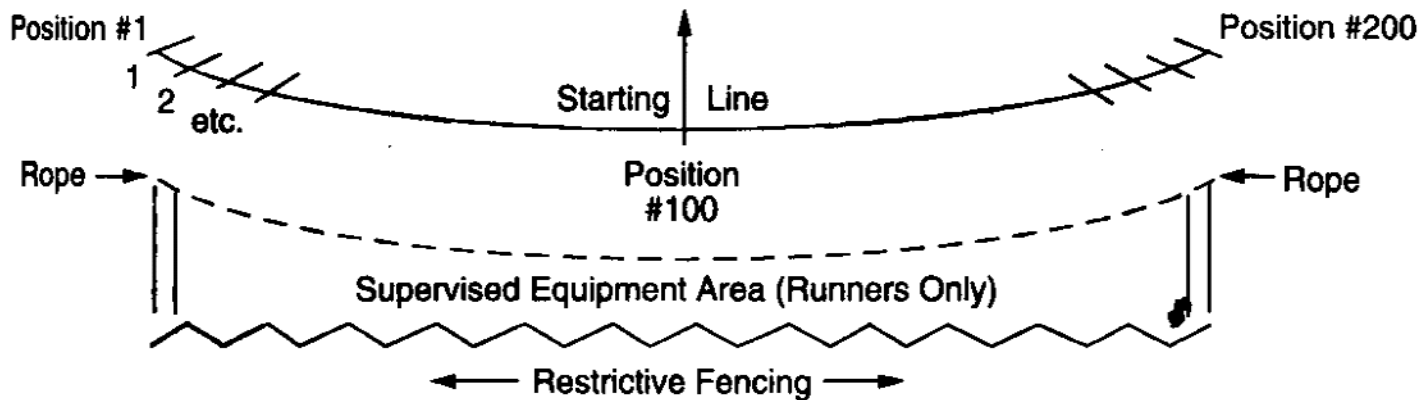
It shall be the duty of the clerk of course to place the teams in proper position on the starting line. The clerk shall instruct the runners before the start of the race including recall procedures.

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.



**Figure 34**  
**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 pre meet information.

Before the race begins, all competitors shall be given pre meet instructions as to course regulations, rules clarification and starting and recall procedures. Once the pre meet 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

# Cross Country

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.

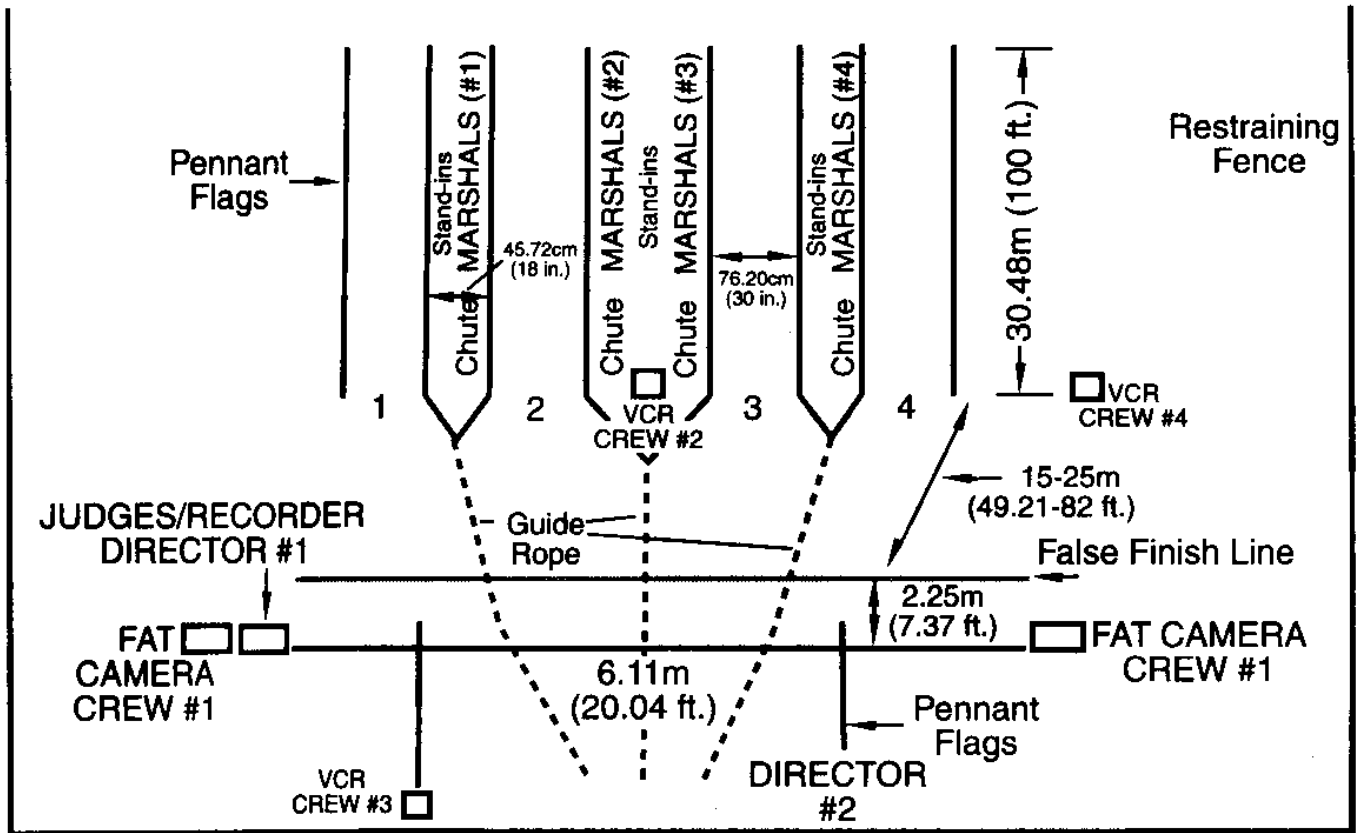
### **Marshals**

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.

## Cross Country



**Figure 35**  
**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.

# Cross Country

## 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 pre meet 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 pre meet 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 pre meet 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

## 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

## Appendix

### APPENDICES

Bid

Budget

Medical Services

Drug Testing

Housing

Meals

Ground Transportation

## Appendix

# Bid Requirements

Bid Checklist: Information needed

Maps and charts of Facilities

Size and Seating Capacity (permanent, temporary and standing), location relative to track and field venues

Parking Facilities and cost

Composition of Track, brand name, date of installation of current surface

Last Painting, Last survey

Number of lanes on straightway and around track if different

Width of lanes, length of track

Number of finish lines and locations

Wiring for Electronic Timing, Field Clocks

Prevailing winds relative to track at time of year meet to be held

Radius of Curves

Length of Spikes allowed on track and field events

Type, height and width of inner curb (Curb should be around whole track.)

Location of Steeplechase

Type of Hurdles

Field Event Venues:

- Location relative to track

- Any outside main stadium

- Composition of runways

- Width and Length of runways

- Radius of D rings

- Size of landing pits

- Type and brand of landing pits and standards

- Are any capable of simultaneous competition?

- Types of cages

Composition of Infield (grass, dirt, all weather (type))

Available Warm-up areas for track and field events

For major, multi-day meets, practice facilities, type, location

Note any interference between track and field events or field and field events

- Are they safety concerns or just timing concerns

Type and Quality of Sound System for Stadium, warm-up area, practice area, press box,

Is the press box air conditioned, How many people can it hold? How many work stations can it accommodate?

Stadium Lighting How many lumens for the straightway and the corners plus each field venue

Are their dressing rooms and showers

How many permanent toilets Plan for this event

Press Accommodations (large meets only)

Ancillary Facilities

- Weight Room

- Offices

- Computer

- Implements

- Scoreboards

- Copiers

- Fax

- LAN

- Video Replay

- TV

Climate Report

- Temperature Range, Wind, Rain, Humidity, Pollen Count, Air Pollution, Data for Several years, local better than area data

Transportation

- Location of Airports, distances to housing, restaurants, meet site, practice facilities

- Types of transportation, Airlines, cabs, rental car facilities, number of flights, major highways

- Athlete, officials and other shuttle services to be provided

NCAA DIV BID DOCUMENT

## Appendix

### Budget

The budget is an organic document but it is critical that the bid budget be conservative with regard to income and as inclusive as possible of all expected expense items. There will be surprises so the earlier they are identified the better the outcome. It is critical that everyone involved be aware of the budget for their part of the activity. It is important that you understand which revenue sources are yours and which belong to the entity that owns the meet and how any profits or losses will be shared. Likewise you need to understand which expenses are allowed and which ones are for your account. It is never too soon to get this clearly defined and understood by the Local Organizing Committee.

### Income Streams

National Sponsors

Local Sponsors

Gate Receipts

Entry Fees

Parking

Transportation

Hotel, Restaurant or Airline Deals

Novelties

Broadcasting and Internet Rights

Hospitality Tents

Advertising

    Electronic and Stationary Signage

    What is allowed?

    Bibs

    Program

    Announcements

Gate Receipts

Rights Fees

Expo Fees

Box or Prime Seat Fees

Vendor and Concession Fees

Meet Program

In Kind Services

Uniforms for Officials & Volunteers

Which have to be approved by Meet Owner?



## Appendix

### Typical Financial Budget for a Major Meet

#### THE USATF FINANCIAL BUDGET GUIDE (TAC/USA)

##### REVENUES:

Local Sponsor Fees Program Sales  
Contributions, Grants and Other Support Hospitality Suites or Tents - Local Sponsors Only Signage Sales -  
Local Sponsors Only Food Concessions Parking  
Advertisements  
Uniforms - Volunteers and Officials Ground Transportation

~

##### TOTAL

##### EXPENSES:

###### Meet Operations

Facilities Rental - Permanent & Temporary (Tents) Equipment Rental  
Training & Medical Drug Testing  
Technical Officials  
Meet Management and Competition Officials Credentials and Access Control Printed Forms  
Competitors' Numbers  
Signage and Stadium Dressing Uniforms Security  
Ground Transportation Ceremonies Honoraria  
Volunteer Services Fees and Services

##### TOTAL

###### Administration

Staff Salaries and Benefits  
Temporary Services  
Office Occupancy  
Office Supplies and Stationery Paper and Shipping Travel and Meetings Telephone and Telex Data Processing

##### TOTAL

###### Promotion

Promotional Events  
Promotional Material Advertising  
Program Production  
Media Services and Press Information

###### Hospitality

Local Organizing Committees Dinners and Receptions On-site Hospitality Suites Hotel and Airport Services  
Gifts and Mementos

##### TOTAL

##### TOTAL

## Appendix

### THE USATF BUDGET LINE ITEM DESCRIPTION (from TAC/USA documents)

#### REVENUES

Sponsor Fees - Include fees to be collected from sponsors. Please include in-kind contributions as sponsor fees and include related expense in the proper category. Enclose a separate sheet listing all anticipated in-kind contributions with value of same.

Program Sales - Include anticipated sales of programs.

Contributions, Grants, and other support - Include income anticipated from contributions, grants or other sources including in-kind contributions. Please attach a schedule of anticipated in-kind contributions.

Hospitality Suites or Tents - Include anticipated fees from renting out on-site hospitality areas to local sponsors. Signage

Sales - Include anticipated income from the sale of signage in the stadium and on-site to local sponsors. Food Concessions - Include anticipated income from the sale of food and beverage in the stadium and on-site.

Parking - Include anticipated income from parking receipts,

Advertisement - Include anticipated income from the sale of advertisements.

Uniforms - Include anticipated amount of cash or in-kind or both from the awarding of a uniform sponsor

#### EXPENSES

Facilities Rental - List all competition facilities rental costs including stadium rental, tents, gate percentages, etc.

Equipment Rental - Include costs of equipment rented for the competition such as on-site copiers, timing equipment, etc.

Training and Medical - Costs of operating a medical and training area for athletes and a medical area for spectators including ambulances.

Drug Testing - Costs of the drug testing facility. This would include approved fluids, runners, etc. The top 4 qualifiers in each event are tested as well as a random selection of other competitors. Collection materials and physicians will be provided.

Technical Officials - Include travel, room and board, and hospitality for the Jury of Appeals and the National Technical Officials appointed by USATF. Estimate 20 people for two weeks. Also include costs to provide film or video tape of the competition for use by the Jury of Appeals.

Meet Management and Competition Officials - Costs of the meet director, starters, announcers, working officials, etc. It will probably be necessary to supply meals for working officials during the competition as well as an organizational dinner on the day before competition begins.

Credentials and Access Control - Costs of producing, distributing, and enforcing quality credentials and access control. Estimate at *least* \$1 .00 per credential.

Printed Forms - Include the costs of all forms necessary for the competition such as housing material, transportation forms, athlete packets, etc. (Entry forms developed by National office.)

Competitors' Numbers - Costs of producing quality competitors' numbers. Estimate approximately 1500 numbers, one each front and back. Also include cost of 4 safety pins for each number.

Signage and Stadium Dressing - Include costs of required stadium advertising banners and boards, directional and informational signage, and general decor such as awards stand, flowers, 9M

Uniforms - Costs of uniforms for volunteers, technical officials, and VIPs. Certified officials have standard uniform. Uniforms may be provided by a sponsor through or approved by USATF.

Security - Costs of uniformed security such as police or private security agencies.

## Appendix

Ground Transportation - Include costs of buses to and from airport and to and from housing area and track, if necessary. Transportation must be provided for athletes, coaches, technical officials, Olympic staff members, etc.

Ceremonies - Costs of Opening, Closing, and Awards Ceremonies. Such ceremonies should be understated and of limited duration. Awards must be in compliance with TAC/USA and USOC standards. Flowers are customarily presented to athletes who qualify for the Olympic Team.

Honoraria - Fees paid for appearances by announcers or others. Numbers and amounts are generally minor.

Volunteer Services - Costs necessary to recruit and support your volunteer force including mailing, informational sessions, and moral support.

Fees and Other Services - Include items necessary for the operations expense, please attach an itemized list.

Staff Salaries and Benefits - Include salaries and benefits not include allocated costs of other personnel.

competition not listed above. If more than 5% of total meet of individuals who are employed to conduct the Trials. Do

Temporary Services - Include costs of temporary employees.

Office Occupancy - Rent and related costs of administrative offices.

Office Supplies and Stationery - Costs of office supplies and stationery purchased specifically for the conduct of the Trials.

Postage and Shipping - Include all postage and shipping charges such as athlete packets, entry blanks, etc.

Travel and Meetings - Include travel and meetings necessary for the conduct of the Trials. Do not include costs of bidding for the Trials.

Telephone and Telex - Include costs of establishing a telephone line specifically for the Trials and costs of lines necessary for telephone and facsimile declarations.

Data Processing - Costs related to maintaining on-line access to all entry information. Software costs are allowable - hardware costs are not unless pre-approved by TAC/USA.

Promotional Events - Include costs of press conferences, celebrity appearances, etc. to promote the Trials. (Promotional plan must be approved by TAC/USA.)

Promotional Material - Include costs of ticket flyers, posters, brochures, pins, etc. used to promote the event.

Advertising - Costs of placing ads with electronic and print media.

Program Production - Costs of producing a souvenir program and daily results and heat sheets.

Media Services and Press Information - Costs related to the Press Box Operation including on-site meals and hospitality for working media and TAC/USA Press Box Crew.

Local Organizing Committee - Costs related to meetings of the Local Organizing Committee.

Dinners and Receptions - Costs of dinners and receptions planned for Organizing Committee, Athletes, Coaches, VIPs, etc. These should be funded through sponsors or in-kind contributions.

On-Site Hospitality Suit\*\* - Costs of hospitality suites at the stadium.

Hotel and Airport Services - Costs of providing informational booths/tables at hotels, housing areas, and airports. This may include a housing bureau.

Gifts and Mementos - Souvenir items provided to working officials, volunteers, VIPS, and athletes.

Appendix

**THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION  
Championship Proposed Budget and Financial Report**

**HOST INSTITUTION/AGENCY** \_\_\_\_\_  
**DIVISION** \_\_\_\_\_ **MEN'S/WOMEN'S** \_\_\_\_\_ **SPORT** \_\_\_\_\_  
**ROUND** \_\_\_\_\_ **DATES** \_\_\_\_\_

**SUMMARY**

	<b>Budget</b>	<b>For NCAA Accounting Use Only</b>
1. Gross Receipts (from page 2)	\$ _____	
2. Total Budgeted Disbursements (from page 5)	\$ _____	
3. Total Unbudgeted Disbursements (from page 6)		
4. Total Disbursements (line 2 plus 3)	\$ _____	
5. Net Receipts or (Deficit) (line 1 minus line 4)	\$ _____	
6. Guarantee - 75 percent of line 5 (Divisions I and II only)	\$ _____	
7. Honorarium (from page 7, line 9)		
8. Balance to forward to NCAA (from page 7, line 10 or 11)		
9. Amount to be sent to host institution (from page 7, line 10 or 11)		
10. Amount absorbed by host institution (from page 7, line 4)		

**PROPOSED BUDGET**

**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Athletics Director/Designee**

**Prepared by** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Name and Title**

**Phone Number** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_  
**NCAA**

**FINANCIAL REPORT**

**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Athletics Director/Designee**

**Prepared by** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Name and Title**

**Phone Number** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Appendix**

**Approved by**

**Date**

**NCAA**

\_\_\_\_\_

The original and first copy of this report should be forwarded to the NCAA national office. Checks for the balance to be forwarded to the national office should be made payable to the NCAA and attached to the original form.

**NCAA BUSINESS STAFF USE**

**Reviewed by**

**Date**

\_\_\_\_\_

**Posted by**

**Date**

\_\_\_\_\_

Appendix

**Receipts**

1. Ticket sales, including taxes. Please indicate number of sessions and show number of tickets for each day per session in price range. Use separate lines to record number of "all-session" tickets sold in each price range. If necessary, attach a separate sheet.

Date or session	Quantity		Price	Budget	Actual
	Budget	Actual			
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
<b>TOTAL</b>	_____	_____		\$ _____	\$ _____

**ACTUAL ATTENDANCE CALCULATIONS**

Total Single Session tickets \_\_\_\_\_

**All Session Tickets x # of Sessions** \_\_\_\_\_

<b>2. Postage and handling fees</b>	\$ _____	\$ _____
<b>3. Miscellaneous (please itemize)</b>		
a. _____	\$ _____	\$ _____
b. _____	\$ _____	\$ _____
<b>GROSS RECEIPTS</b>	\$ _____	\$ _____

Appendix

## Budgeted Game Expenditures

**IMPORTANT: In order to calculate the expenses absorbed by your institution, show the actual expenses when submitting the financial report.**

	Budget	Actual
A. PROMOTION		
1. Advertising (print, radio, television)	\$ _____	\$ _____
2. Postage	\$ _____	\$ _____
3. Printing	\$ _____	\$ _____
4. Other (please itemize)		
a. _____	\$ _____	\$ _____
b. _____	\$ _____	\$ _____
TOTAL PROMOTION	\$ _____	\$ _____
B. TICKETS		
1. Printing	\$ _____	\$ _____
2. Postage	\$ _____	\$ _____
3. Other (please itemize)		
a. _____	\$ _____	\$ _____
b. _____	\$ _____	\$ _____
TOTAL TICKETS	\$ _____	\$ _____
C. EQUIPMENT		
1. Telephone installation	\$ _____	\$ _____
2. Temporary restrooms	\$ _____	\$ _____
3. Other (please itemize)		
a. _____	\$ _____	\$ _____
b. _____	\$ _____	\$ _____
c. _____	\$ _____	\$ _____
d. _____	\$ _____	\$ _____
TOTAL EQUIPMENT	\$ _____	\$ _____

**Appendix**

	<b>Budget</b>	<b>Actual</b>
D. FACILITY		
<b>1. Supplies (please itemize)</b>		
a. _____	\$ _____	\$ _____
b. _____	\$ _____	\$ _____
<b>2. **Facility rental charge.</b>	\$ _____	\$ _____
<b>3. Other (please itemize)</b>		
a. _____	\$ _____	\$ _____
b. _____	\$ _____	\$ _____
c. _____	\$ _____	\$ _____
TOTAL FACILITY	\$ _____	\$ _____
E. PERSONNEL <i>(MAY NOT INCLUDE ATHLETICS DEPARTMENT STAFF MEMBERS.)</i>		
<b>1. Public address announcer</b>	\$ _____	\$ _____
<b>2. Timers</b>	\$ _____	\$ _____
<b>3. Ushers</b>	\$ _____	\$ _____
<b>4. Police and security</b>	\$ _____	\$ _____
<b>5. Statisticians</b>	\$ _____	\$ _____
<b>6. Official scorer</b>	\$ _____	\$ _____
<b>7. Clerical</b>	\$ _____	\$ _____
<b>8. Ticket sellers and ticket takers</b>	\$ _____	\$ _____
<b>9. Facility Labor (please itemize)</b>		
a. Custodial	\$ _____	\$ _____
b. Grounds	\$ _____	\$ _____
c. Maintenance	\$ _____	\$ _____
<b>10 Other (please itemize)</b>		
a. _____	\$ _____	\$ _____
b. _____	\$ _____	\$ _____
TOTAL PERSONNEL	\$ _____	\$ _____
TOTAL GAME EXPENSES	\$ _____	\$ _____

***\*\*Please see facility rental information on page 5.***



Appendix

	Budget	Actual
F. ENTERTAINMENT		
1. Press	\$ _____	\$ _____
2. Meetings	\$ _____	\$ _____
3. Luncheons and banquets	\$ _____	\$ _____
4. Pregame, halftime and postgame	\$ _____	\$ _____
5. Participant's refreshments	\$ _____	\$ _____
6. Other (please itemize)		
a. _____	\$ _____	\$ _____
b. _____	\$ _____	\$ _____
TOTAL ENTERTAINMENT	\$ _____	\$ _____
<b>TOTAL BUDGETED DISBURSEMENTS</b>	\$ _____	\$ _____

FOR INFORMATIONAL PURPOSES:

FACILITY RENTAL CHARGES

Please note that there should not be a charge for the rental of the facility if the facility is under the control of the athletics department.

NAME OF FACILITY \_\_\_\_\_ IS FACILITY ON CAMPUS? \_\_\_\_\_

Is there a charge for the use of the facility? Yes NO

If yes, is it a flat amount? \_\_\_\_\_ or a percentage? \_\_\_\_\_

If it is a flat amount, please list amount \$\_\_\_\_\_.

If it is a percentage, upon what is it based and what is the percentage?

Please list the amount on page 4 (Item E-3).

Please note that all other charges related to the use of the facility (e.g., ticket takers, security, etc.) should be listed in items E or F in the proposed budget.

If there is a facility rental charge and it is based on a percentage, if the actual amount exceeds the proposed budgeted amount, the difference shall be listed on page 6 and will be covered at 100% by the NCAA (i.e., facility rental charge is 10% of estimated gross receipts—estimated gross receipts are \$100,000, making the estimated facility rental charge \$10,000—actual gross receipts are \$200,000—the additional \$10,000 in facility rental charges shall be listed on page 6).

I hereby agree to the terms regarding facility rental charges listed above. AD/Designee (Initial)

Prepared by \_\_\_\_\_ Date \_\_\_\_\_ Name and Title

Phone Number E-Mail

## Unbudgeted Disbursements

**This page is NOT to be completed with the proposed budget. Expenses listed here are actual and are to be included as part of the post-championship financial report.**

	Actual	
A. TICKETS		
1. Commissions to ticket agencies	\$ _____	
2. State and city taxes	\$ _____	\$ _____
B. FACILITY RENTAL (only if based on a percentage and if actual charge exceeds proposed charge, list the difference)		\$ _____
C. GAMES COMMITTEE (assigned by the NCAA) [Please attach statement of expense form(s).]		
1. NCAA representative(s)	\$ _____	
2. Lodging costs for NCAA sport committee (please attach copy of hotel bill)	\$ _____	\$ _____
D. GAME OFFICIALS (Assigned by the NCAA) [Please attach statement of expense form(s).]		
1. _____	\$ _____	
2. _____	\$ _____	
3. _____	\$ _____	
4. _____	\$ _____	
5. _____	\$ _____	
6. _____	\$ _____	
7. _____	\$ _____	
8. _____	\$ _____	
9. Lodging costs for NCAA game officials (Please attach copy of hotel bill.)	\$ _____	\$ _____
E. CHAMPIONSHIP ENHANCEMENT FUNDS (Monies allocated by NCAA)		
1. Banquet video (Division I only)	\$ _____	
2. Apparel (Divisions I and II)	\$ _____	
3. Decor and signage (Division I only)	\$ _____	
4. Mementos (all Divisions)	\$ _____	\$ _____
F. PROMOTIONAL FUNDS - Promotional expenses (e.g., cups, official ball monies; approval required by NCAA before championship)		\$ _____
TOTAL UNBUDGETED DISBURSEMENTS		\$ _____

**Appendix**

**Summary Calculation Supplement**  
*(Please complete when calculating actual expenses)*

1. **Gross receipts (from page 2)** \$ \_\_\_\_\_
2. **Actual disbursements (from page 5)** \$ \_\_\_\_\_
3. **Approved BUDGETED disbursements (from page 5)** \$ \_\_\_\_\_
4. **Disbursements absorbed by institution (line 2 minus \_\_\_\_\_ \$)** \$ \_\_\_\_\_
5. **Unbudgeted disbursements (from page 6)** \$ \_\_\_\_\_
6. **Total approved disbursements [(line 2 or 3, whichever is less) plus line 5]** \$ \_\_\_\_\_
7. **NET RECEIPTS or DEFICIT (line 1 minus line 6)** \$ \_\_\_\_\_
8. **Guarantee (Divisions I and II only; page 1, line 6)** \$ \_\_\_\_\_  
**Was guarantee met? Circle one of the following:**
  - a. **Yes. [line 1 minus (line 2 or 3, whichever is less) is greater than line 8]**
  - b. **No. [line 8 is greater than line 1 minus (line 2 or 3, whichever is less)]**
9. **Honorarium to host institution -- Enter highest amount from a, b or c.** \$ \_\_\_\_\_
  - a. **Minimum -- Enter the appropriate amount depending on length of competition and type of championship**

	<u>TEAM</u>		<u>INDIVIDUAL-TEAM</u>	
	Preliminary	Final	Preliminary	Final
<b>1 day</b>	<b>575</b>	<b>1,150</b>	<b>700</b>	<b>1,725</b>
<b>2 day</b>	<b>750</b>	<b>1,450</b>	<b>870</b>	<b>2,000</b>
<b>3 or more days</b>	<b>920</b>	<b>1,725</b>	<b>1,150</b>	<b>2,300</b>

**Note:** Amount is doubled for men's and women's cross country, fencing, Division I zone diving, Division II Tennis, Division II swimming, and indoor and outdoor track championships.

- b. **If guarantee was met or not applicable, 15 percent of line 7 (10 percent if event held in off-campus facility).**
- c. **If guarantee was not reached, calculate (line 8 minus line 5) multiplied by 15 percent (or 10 percent if event held in off-campus facility).**
- d. **Institution/host agencies that fail to meet the 60-day reporting period may be assessed the following penalties (please check applicable penalty):**

<u>Days past due</u>	<u>Percentage reduction of honorarium</u>
<input type="checkbox"/> <b>60 – 90 days</b>	<b>25% reduction</b>
<input type="checkbox"/> <b>91 – 120 days</b>	<b>50% reduction</b>
<input type="checkbox"/> <b>121 days and over</b>	<b>100% reduction</b>

**Accordingly, enter the penalty amount (honorarium multiplied by percentage)** \$ \_\_\_\_\_

**Net Honorarium (if applicable). Amount on line 9(a) minus 9(d).** \$ \_\_\_\_\_

**10 IF GUARANTEE WAS MET OR IS NOT APPLICABLE** \$ \_\_\_\_\_

Appendix

Enter amount on line 7 minus line 9

If this amount is less than \$0, the NCAA will reimburse institution this amount. If this amount is greater than \$0, please remit this amount to the NCAA.

**11 IF GUARANTEE WAS NOT MET**

Enter amount on line 8 minus line 5 minus line 9

If this amount is less than \$0, the NCAA will reimburse institution this amount. If this amount is greater than \$0, please remit this amount to the NCAA.

\$ \_\_\_\_\_

NCAA/3/8/02/RWB:kse

## Appendix

### Medical Services (From TAC/USA Documents)

Medical Services at meets range from providing standard treatments such as massage and stretching to life threatening situations such as heat stroke, heart attacks, exhaustion. The staff must be prepared to cover a wide spectrum of injuries for both athletes, officials, volunteers and spectators.

The following is the recommendations made for National Championships;

#### USATF NATIONAL CHAMPIONSHIP MANUAL FOR MEDICAL SERVICES

As the sports medicine providers, it is this committee's responsibility to provide quality care for these elite athletes. The work can range from providing standard treatments (massage, stretch) to life threatening situations (heat stroke, implement injuries). The staff must be prepared to cover a wide spectrum of injuries.

#### I. ADMINISTRATION

##### A. MEDICAL DIRECTOR

###### Qualifications:

The Medical Director shall be a physician (MD or DO) with organizational and administrative skills as well as a knowledge of sports medicine. The Medical Director should preferably be a member of the local medical community, so as to be able to obtain optimal cooperation from community resources. The Medical Director is responsible for the over-all coordination of the medical organization, and represents the Medical Committee on the National Championship Organizing Committee (NCOC).

###### Duties :

- Recruitment and supervision of the various department heads.
- Appoint a Doping Control Site Coordinator to work with the Doping Control crew chief and The Athletic Congress (TAC) staff.
- Work with the NCOC to assure adequate facilities are available for medical services, and that the health concerns of the athletes are represented.
- Work with the TAC Sports Medicine Committee to insure that all TAC rules and regulations are met.
- Coordinate any injury or illness reports with the TAC media spokesperson. The Medical Director should be the only medical staff member giving out medical reports.

As the Medical Director may be a volunteer with other medical responsibilities, it is essential that there be a staff administrator or assistant medical director.

##### B. ASSISTANT DIRECTOR

###### Qualifications:

Administrator with understanding of medical administration and organization.

###### Duties:

- Provide administrative support to the Medical Committee. Maintain records, prepare communications, provide clerical support to all department heads in the organizations, and maintain records of meetings. Disseminate information and directives to Medical Committee members.
- Accreditation. Work with the NCOC to accredit medical personnel, staff and volunteers. Assure access only to accredited personnel.
- Insurance. Work with TAC staff regarding any insurance claims.

I- Information. Provide complete information on medical affairs to the NCOC for inclusion in the information manual which is distributed to all athletes, teams, VIP's, etc.

- The recruitment, orientation and deployment of all health care staff, including physicians, athletic trainers, nurses, physical and massage therapists, and ancillary staff. The number of personnel depends upon the scope and duration of the competition, and will be addressed under Part II, Health Care Services.
- Recruitment and coordination of community services, including emergency room and hospital care, speciality services and consultation, ancillary services such as laboratory, x-ray.

## Appendix

- Schedule of when physicians, athletic trainers and other medical personnel are present is to be posted for the athletes information. Medical coverage must be present for ALL events and the treatment center should be open a minimum of 1 1/2 hours prior to the first event.

See Appendix A for hierarchy flowsheet.

ii.

### HEALTH CARE SERVICES

Goal: Provide health care services to athletes, (possibly to officials), through an organization of local personnel and facilities and by working with accredited teams' medical personnel.

#### CONFIDENTIALITY:

All information regarding injuries, illnesses or any health problems of an athlete are to be kept private and confidential between the athlete and health care provider.

#### MEDIA ACCESS:

Media will not have access to the medical treatment area. No information concerning injuries, illnesses or any health care problems shall be released by any member of the medical staff except by the Medical Director.

#### INFORMATION:

All injury reports or case histories collected on an athlete(s) become TAC's property. Information may not be published or used in any other method by any individual.

#### ADVERTISING:

Accredited medical staff may not advertise themselves as members of the United States Track and Field Team's Medical Staff.

#### STAFFING GUIDELINES:

Staffing numbers should be as follows: 1 Physician for every 75 athletes.

1 Athletic Trainer or Physical Therapist for every 20 athletes.

#### PHYSICIANS:

Physicians should be generalists with the ability to care for a broad range of general medical problems, as well as be familiar with the management of sports-related health problems.

2

" Physicians specialists in the fields of orthopedic surgery, general surgery, and emergency care should be available either as staff members or as on-call consultants, in conjunction with arrangements with local hospital facilities.

A licensed physician should be in attendance during LLL hours of competition.

Arrangements should be made for immediate care of injuries or illnesses during practice time or other times. This schedule should be posted so that athletes, athletic trainers and others have access.

#### CHIROPRACTORS:

Use of licensed Chiropractors with experience in Sports Medicine is preferred.

#### ATHLETIC TRAINERS:

Use of Certified Athletic Trainers is preferred. Student or non-certified athletic trainers may be used but should not make up the majority of the staff.

#### PHYSICAL THERAPISTS:

Use of Registered or Licensed Physical Therapists with Sports Medicine is preferred.

experience in

#### MASSAGE THERAPISTS:

Version 2, 1/2006

## Appendix

Use of AMTA Certified Massage Therapists with experience in Sports Medicine is preferred.

### III. PHARMACY GUIDELINES AND FORMULARY

All attending physicians and visiting team physicians should have adequate medications so as to provide optimal medical care.. The size and complexity of the formulary kept on hand will vary and will be determined by the size and number of teams, and the duration of the competition.

#### PRESCRIBING GUIDELINES:

- Medications should be dispensed only by a pharmacist, or a staff physician member of the local medical committee.
- Only prescriptions from the staff physician and credentialed team physicians will be honored.
- Team physicians may only prescribe medications for members of their own delegation.
- Prescribing physicians must be familiar with IAAF Doping Rules and Regulations and be familiar with banned substances.

### IV. SUPPORT SERVICES FROM NCOC

GOAL: To work within the structure of the NCOC to obtain appropriate Support Services for the medical organization to carry out its responsibilities.

COMMUNICATIONS: 1) Fixed stations. Assure telephone services among all fixed medical care facilities, including doping control station. Make sure that all

0

phone numbers are in the National Championship Directory, or in an information package to all teams.

3

#### B ) Staff Transportation:

Transportation (vehicles, motor pools, shuttle) and adequate parking spaces should be arranged for key staff volunteers and TAC-medical staff if necessary.

#### SUPPLIES AND EQUIPMENT:

Furniture, supplies and equipment must be obtained for each medically related area. This will be determined by the size of the meeting, and spaces allocated for medical services. Supply staff must work with the Medical Services and Doping Control Personnel to determine the needs in these areas.

Considerations should include: A) Medical Care Areas:

Waiting room chairs, clerical desks, typewriters, record files. Examining room tables and chairs, examining equipment; therapy/massage

tables ; ice-making equipment (freezer); ultra sound and electrical stimulator; hot pack machine; towels; sponges.

Local suppliers should be contacted for donations or discounted prices for medical supplies. TAC, through an agreement with Gatorade will be able to supply the necessary Electrolyte fluids, coolers, and cups.

#### B ) Stadium:

##### 1) Warm-up Area:

First aid and minor treatment room or tent, with 2 treatment tables. Adequate toilet facilities for men and women. Fresh water and other refreshments.

#### B ) Staff Transportation:

Transportation (vehicles, motor pools, shuttle) and adequate parking spaces should be arranged for key staff volunteers and TAC-medical staff if necessary.

#### SUPPLIES AND EQUIPMENT:

Furniture, supplies and equipment must be obtained for each medically related area. This will be determined by the size of the meeting, and spaces allocated for medical services. Supply staff must work with the Medical Services and Doping Control Personnel to determine the needs in these areas.

Considerations should include: A) Medical Care Areas:

Waiting room chairs, clerical desks, typewriters, record files. Examining room tables and chairs, examining equipment; therapy/massage

tables ; ice-making equipment (freezer); ultra sound and electrical stimulator; hot pack machine; towels; sponges.

Local suppliers should be contacted for donations or discounted prices for medical supplies. TAC, through an agreement with Gatorade will be able to supply the necessary Electrolyte fluids, coolers, and cups.

#### B ) Stadium:

##### 1) Warm-up Area:

Version 2, 1/2006

## Appendix

First aid and minor treatment room or tent, with 2 treatment tables. Adequate toilet facilities for men and women. Fresh water and other refreshments.

### SECURITY:

Arrange with Security staff to assure security staff is available at all times to prevent unauthorized entry.

### COMMUNICATIONS:

Arrange for portable radio communication between Doping Control station and the Courier chief on the field.

### DOPING CONTROL STATION:

The Doping Control Station should be located in a secure area, separated from other activities. The Station should consist of:

A) A waiting area with comfortable furniture, adequate ventilation reading materials, television (preferably a closed circuit TV for viewing the competition), a refrigerator or cooler for drinks for hydration of athletes (bottled water, beer, non-caffienated soft drinks, and juices). There should be adequate seats for athletes and their team chaperon.

B) A work room for sample processing including at least one or two tables, six chairs, locking storage for samples, and space for supplies. For major competitions, two separate work stations should be available. (see Appendix C)

C) Toilet facilities, separate for men and women, with adequate space for the athlete and an observer at the same time.

D)

Security personnel should be assigned to the Doping Control Station.

### VI. SPECTATOR FIRST AID

The NCOC should follow the stadium's normal spectator 'care policy or contact the local Red Cross chapter to provide for spectator care. This will be a different group then the committee treating the athletes.

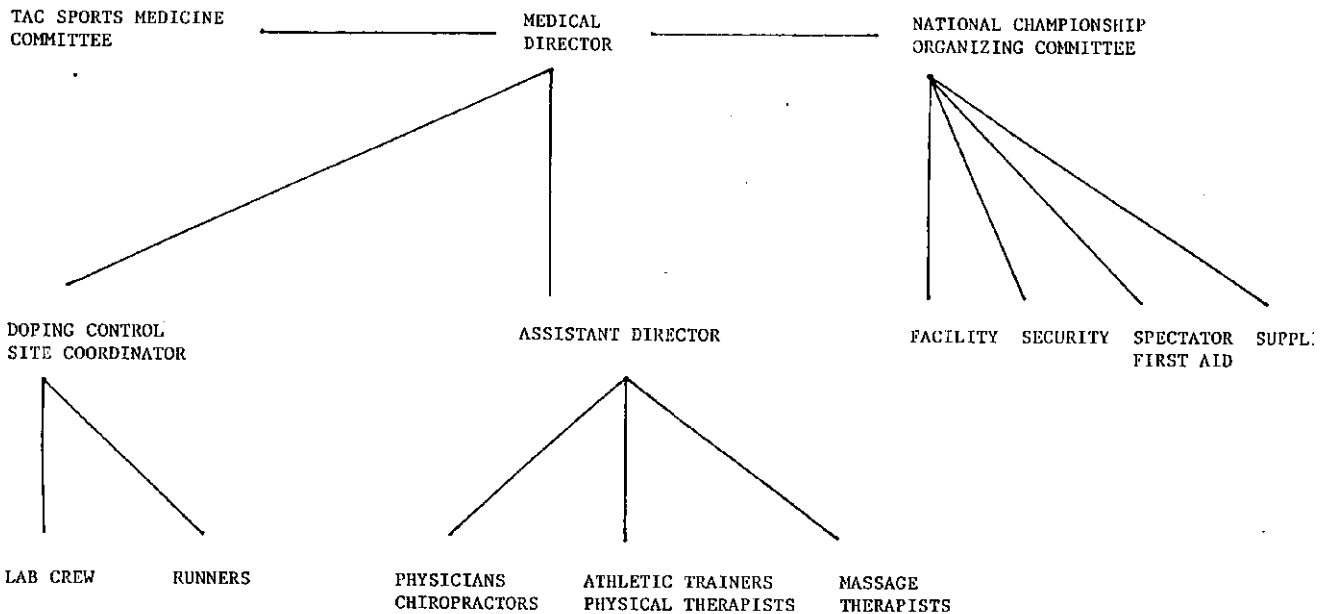
TAC SPORTS MEDICINE

MEDICAL COMMITTEE

DIRECTOR

### APPENDIX A: HIERARCHY FLOWSHEET - ME'DICAL STAFF

#### APPENDIX A: HIERARCHY FLOWSHEET - MEDICAL STAFF





## Appendix

DOPING CONTROL SITE COORDINATOR

ASSISTANT DIRECTOR

NATIONAL CHAMPIONSHIP ORGANIZING COMMITTEE

FACILITY

SECURITY

SPECTATOR FIRST AID

SUPPLIES

LAB CREW

RUNNERS

PHYSICIANS CHIROPRACTORS

ATHLETIC TRAINERS PHYSICAL THERAPISTS

MASSAGE THERAPISTS