

PRE-MEET CHECK LIST

2019 Track and Field

PRE-MEET SCHEDULING

- Form to CHSAA
- Due December 14th, 2018 – After that date school pays \$50.00. NO FORMS WILL BE ACCEPTED AFTER February 28, 2019
- List meets
 - Mile-split
 - MAX-Preps
- Meet Director
 - Meet Director is directly responsible for the running of the meet
 - Site Director is responsible for the facilities
 - SCHOOL MUST DECIDE IF YOU ARE GOING TO BE BOTH
 - Secure officials, timing system, volunteers
 - Determine type of communication to be used by meet officials and workers
 - Set up Games Committee
 - Provide time schedule, and meet information to coaches
 - Provide continental breakfast and lunch for officials, workers, and coaches
 - During meet check all venues and BE AVAILABLE
 - Conduct COACHES MEETING the day of the meet along with referee
 - Provide location for posting of results and team scores
- Announcer
 - Calls athletes to the events
- Results announcer (extra) deals with individual results and team scores
- Officials
 - 4 required in qualifying meets of 6 or more teams – Field Referee, Running Referee, Starter, and Assistant Starter
 - Additional preferred – 2 to 3 clerks
 - Field Events Judges – knowledgeable about the event
 - Finish line judge – responsible for order of finish for all running events
 - Wind gauge operators – LJ, TJ, and sprints 200m or less
- Volunteers
 - 3 to 4 for each field event – DISCUS should have at least 5 or 6
 - Runners at finish line – take results to results and awards
 - Block holders – 1 per lane; responsible for getting blocks to start lines
- Timing System
 - Select or train at least 3 individuals to work with the timing; 1 to CAPTURE,
- 1 to READ, and 1 with TECH KNOWLEDGE.

FACILITIES

- Parking – includes buses, officials, and spectators
- Security – location and responsibilities
- Media – location for pictures, interviews, and to obtain results
- Medical/Trainers – location
- Ticket takers (optional) - if charging admission
- Port-a porties (optional) – how many and location
- Team seating – location (map)
- Warm-up area – location (map)
- Check-in area – location (map)
- Coaches boxes – location and markings
- Concessions – location (map)
- Waste management – trash bins location; team area disposal American
- Flag – location; national anthem???

EQUIPMENT

- Starting Blocks and cart
- Hurdles – extras
- Track Markings - color
- Flags/cones for relays
- Wind Gauges - batteries
- Hip numbers – include distance race numbering
- Cones, rakes, tapes, brooms, towels, markers for LJ, TJ, SH, DIS, HJ and PV
- Mats and standards for PV and HJ
- Markings for SH and DIS

POST – MEET

- Verify all results before posting on Mile-split and Max-preps
- Make sure all equipment is put away
- Supervise trash cleanup and closing of facilities
- Get results, awards and team plaques to teams (if they left early)