

PRE-MEET CHECK LIST

2015 Track and Filed

PRE-MEET SCHEDULING

Form to CHSAA

Due December 19 – After that date school pays \$25.00. NO FORMS WILL BE ACCEPTED AFTER MARCH 6, 2015

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

3 required – Referee, Field Events Judge, Starter

Additional preferred – assistant starter, 2 to 3 clerks

Field Events Judges – knowledgeable about the event

Finish line judge – responsible for order of finish for all running events

Timers (optional) used as backup

Wind gauge operators – LJ, TJ, and sprints less than 200M

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, 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)