

CHECKLIST FOR HOSTING A TRACK AND FIELD MEET
Prepared by Northeast Wisconsin Track and Field Officials Association
Spring 2017

PRESEASON (6 months to 1 year in advance)

- Send contracts to all WIAA officials with date, site, start time, etc.
- Confirm that the track is available and check for possible conflicts nearby including parking, traffic, etc.
- Contract with FAT timing company if being used. Find out any particular needs they may have (electrical supply, tables, chairs, etc.)
- Order sufficient shells for all the meets being hosted that year and one year in advance
 - .22 caliber for indoor meets
 - .22 caliber or .32 caliber shells for outdoor meets
 - .22 or .32 caliber if using FAT (if starter or school has .22 caliber gun)
 - .32 caliber if manual timing
- Arrange for medical personnel
- Arrange for security coverage if necessary
- Order sufficient hip numbers for all meets being hosted that year
- Order awards if necessary
- Identify Clerk of Course, Announcer, Head Finish Judge (if necessary), and Head Field Event Judges. Notify them of date and starting time of meet.
- Designate a meet manager or director. Should not be the head coach if possible

LATE FEBRUARY/EARLY MARCH

- Send meet information to all schools and WIAA officials. **NOTE: Always include the officials on all mailings.**
 - Include office and cell phone of Meet Director
 - Include any workers that need to be provided by each school (relay exchange judges, field event workers, umpires, etc.)
 - **Include names of officials and responsibilities (starter, referee, etc.)**
 - Include map of facility with any parking instructions
 - Include
 - time schedule
 - scoring system to be used
 - restricted areas and areas allowed for team camps
 - locker rooms (if appropriate)
 - concessions available
 - time that the facility opens
 - meeting time and location for coaches' meeting
 - time and location for implement weigh-in (invitationals, conference meets, regionals, sectionals)
 - location of sports medicine personnel
 - location of bullpen, Clerk of Course and hip number distribution
 - Include instructions if schools are to FAX Pole Vault Verification Forms prior to the meet, FAX number and any deadlines for submission

LATE FEBRUARY/EARLY MARCH (continued)

- Describe composition of track, runways, throwing and jumping areas
 - Specify what maximum and type of spikes (if any) are allowed
 - Specify what marking materials are permitted on surface
- **Repeat this mailing to visiting school 1-2 weeks before each meet**
- Check track facility and equipment
 - High Jump and Pole Vault standards and crossbars. Have at least one replacement bar available for each event.
 - Padding for the High Jump and Pole Vault is **required**, regardless of the size of the pit
 - Scales for weigh-in of throwing events equipment (if appropriate)
 - Starting blocks in good working condition and good spikes for anchor. Need at least one more block than total lanes available.
 - Check hurdles to make sure all of them work smoothly. WD-40 or other lubrication as necessary. Have at least a couple of replacement gates or top bars with any necessary nuts & bolts, etc. Need at least 80 hurdles for an 8 lanes track plus a couple of spares. Check hurdle carts (if appropriate).
 - Check for flagging for shot, discus and any restricted areas
 - Lap counter stand and bell (if available)
 - Have enough small cones to place around curves of track and for cut-ins
 - Go to WIAA website (www.wiaawi.org) and print sheets labeled “Clerk and Field Event Judges Sheets” under “Rules and Regulations”. Print enough copies to place on the clipboard for each field event.
- Send a reminder to meet workers for each meet. Include where to report and at what time. **Field event workers need to report 30 minutes prior to the start of the event.** Competitors cannot begin warm ups until event workers are there.
- Begin to assemble materials needed for each field event and for running events. Place in a plastic box with cover, milk carton crate, etc. Include extras of everything.
- Review school’s severe weather policies and anticipate having to implement them

SPECIFIC NEEDS/SUPPLIES FOR THE FOLLOWING VENUES AND WORKERS

Press Box

- PA system
- Computer, printer, paper, calculator, pens and pencils)
- Important phone numbers
- Meet records
- National anthem singer or recording (field microphone if needed)
- Official’s checks
- Shells for starter
- Walkie talkies or radios for meet workers (required for announcer, clerk of course, meet referee, starters/finish line. Others may need devices depending on size of meet)
- Extra pens and pencils
- Weather proof clipboards or 2-gallon zip lock bags in case of inclement weather
- Weather alert system
- Announcer supplies
 - Time Schedule and order of events
 - Heat sheets
 - How many qualify from trials to finals
 - Previous meet records

- WIAA Sportsmanship statement

Press Box (continued)

- Results person
 - Envelope for awards (ribbons, medals, etc.)
 - Scoresheet to record event results (computer generated)
 - Runner to finish line for results

Clerk of Course

- Clerk Information Sheet (including legal uniforms)
- Packets for running events with heat and lane assignments
- Hip numbers (if needed) or instructions on where runners can pick up
- Sheet with track markings: starting lines, exchange zones, etc.
- Walkie talkie or radio
- Extra pens and/or pencils
- Two clerks if possible for large meets
- Hip number person to distribute hip numbers
 - Containers or rolls to hold individual hip numbers

Finish Line Personnel (if needed)

- Enough for each place plus one extra
- Stopwatches and extra batteries
- Heat and lane assignments
- Clipboard and pens and pencils
- Walkie talkie or radio
- Whistle
- White/red flag to signal starter
- Runner to Press Box with event results
- Backup timing system (required when when hosting regionals or sectionals)

Umpires

- Minimum of 3 on each turn
 - Also cover hurdle races
 - Also cover cut-ins
- White/yellow flags
- Pencils with 3 x 5 cards
- Information sheets describing relay exchange zones and possible running violations

Hurdle Crew

- Enough to quickly set, reset and remove hurdles from track
- Cart to place hurdles on for easy removal and transport
- Designate head person and supply with white/red flag
- Information sheet with color codes and marking for different hurdle races

Starting Blocks

- Designate a person to be responsible for getting starting blocks to appropriate starting lines.
- Cart for transporting starting blocks

ALL FIELD EVENTS

- All Head Field Event Judges should have a clipboard with most recent rules, regulations and procedures from WIAA web site. These instructions should be laminated and attached to the clipboard for each event.
- Warm ups cannot begin until Event Judge is present (or coach from each school that has entries) **and venue has been declared open by meet director**
- Head Judges for each event should be at their venue no later than 30 minutes before the event is scheduled to begin
- Also on clipboard should be result sheets listing competitors for that event.
- Pencils (including extras) for recording results
- Tape measure-length appropriate for each event
- Stopwatch
- Any necessary roping for safety

Shot

- Rake, broom, towels
- Tape measure with rod attached to end for convenience of measuring
- 2 people for measuring and 1 person to retrieve/return implement

Discus

- Broom, towels
- Tape measure with rod attached to end for convenience of measuring
- Need 2 people for measuring and 1 person to retrieve/return implement

Long Jump and Triple Jump

- Rake, broom, towels
- Tape measure with rod attached to end for convenience of measuring
- Cones for designating take off board specified by jumpers
- 2 people for measuring and at least 1 person to rake/level landing pit surface

High Jump

- Allowable surface marking materials
- 2 people to replace crossbar
- Check for adequate padding around the landing pit

Pole Vault

- 2 people to replace crossbar and set standards at proper distance for each jumper
- Extensions for these 2 workers to replace crossbar at higher heights
- Tall ladder and/or other legal calibrated device to measure height of bar
- Check for adequate padding around the landing pit

AT CONCLUSION OF MEET

- Conduct awards ceremony or presentation (if appropriate)
- Provide meet results to all participating schools
- Contact media with meet results (including WIAA if regional or sectional)
- Secure all materials from all event venues and/or workers
- Clean, turn off lights, close and secure facility
- Update any meet records as soon after the meet as possible
- Send contracts to schools and contracts to officials in the near future

MISCELLANEOUS ITEMS

- Check restrooms for cleanliness and working order. Designate a person to do this. Have extra toilet paper available.
- Make sure that someone at the meet has keys and knows how to operate field lights
- Start the coaches' meeting on time and have a specific agenda prepared
- Make sure the concessions area is equipped and ready
- Stress to Head Field Event Judges the need to be at their venue 30 minutes before the designated starting time. Athletes cannot warm up until event judges are there. If they are not there, a delay in the starting time can result and cause problems in finishing.
- Have a current rule book available