

# PRE-MEET CHECK LIST FOR QUALIFYING TRACK AND FIELD MEETS

## SUBMITTING A MEET FOR QUALIFYING STATUS

- Submit "[Sanction Form for State Qualifying Track & Field Meet](#)"
  - This form can be located by clicking on the link above
  - Deadline is January 7, 2022 (All entries received after January 7 will be charged a \$50.00 late fee.)
  - No forms will be accepted after February 24, 2022
  - Meets will be added on to MaxPreps – DO NOT ENTER YOUR APPROVED MEET

## HOSTING A TRACK AND FIELD MEET

- 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
  - Check safety and markings of facility
    - Preseason
    - Day before meet
    - Day of meet
  - 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
- We highly recommend that a coach not serve in dual roles as coach, meet director and results coordinator
  - If dual roles are necessary, it is imperative that a games committee be in place.
- Meet director/host and/or results coordinator cannot serve as an official at same meet
- Meet director and/or results coordinator cannot serve on games committee at same meet
- Announcer
  - Calls athletes to the events
- Results announcer (extra) deals with individual results and team scores

- Officials
  - **TRACK QUALIFYING MEETS REQUIRE 4 OFFICIALS**
    - Required officials include:
      - 1-Starter
      - 1-Track Referee
      - 1-Field Referee
      - 1-Assistant Starter or 1-Clerk of Course
  - THESE OFFICIALS CANNOT SERVE IN DUAL ROLES
  - MEET DIRECTOR/HOST AND/OR RESULTS COORDINATOR CANNOT SERVE AS AN OFFICIAL AT SAME MEET
  - MEET DIRECTOR AND/OR RESULTS COORDINATOR CANNOT SERVE ON GAMES COMMITTEE AT SAME MEET
  - It is suggested that if your meets have 8 or more teams you should have 2-starters
  - 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
  - Rule 3.8.2 ... In fully automatic timing (FAT), the equipment shall be started automatically by a starting device and it shall record the finish time automatically when any part of the competitor's torso (as distinguished from the head, neck, arms, hands, legs or feet) reaches the perpendicular plane of the nearer edge of the finish line. Note: A timing device which operates automatically at either the start or the finish, but not both, shall not qualify as FAT. Such devices shall be considered to produce manual times.
  - 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 MaxPreps
- 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)
- Submit [State Qualifying Meet Report Form](#) within 48 hours of meet completion
- Pay officials (See [“2021-2022 Officials’ Fees”](#) for payment information)