

Championship Meet Planning for Officials

Officials' Issues & Questions for Meet Management

1. **Competition number/bib** – required on front back, or both?
2. **Hip numbers** – left, right, or both hips? On singlet for 3000m, 5000m, DMR?
3. **Spike length** - max. length - track (9 mm?); HJ – (12mm?), pin, Xmas tree design OK?
4. **Timing devices** – use electronic countdown clocks or stopwatches at each field event?
5. **Batons** - provided by meet management or by the teams?
6. **Measurements for horizontal jumps & throws** – use laser devices or tape measures?
7. **Palm Pilots** - confirm if these will be used and who will operate them?
8. **Coaches' boxes** - confirm there are no coaches' boxes within the infield for field events.
9. **Protest table** – location?
10. **Warm-ups** - confirm field event warm-up times -60 minutes r PV, 30 minutes all others
11. **Field event athletes** - check-in with the Clerk or with the head official at their venue?
12. **Field event athletes** – wait for all athletes to complete the competition and all exit together thru mixed zone, or leave venue when they complete their attempts?
13. **Field event athletes** – confirm they can cross the track to speak with coaches during warm-up and competition, but not after the first running events start.
14. **Meet schedule** – when will it be finalized, will it be posted online, where?
15. **Advancement procedures** - what are they for each of the preliminary races?
16. **Coaches information packet** - provide the officials' coordinators with a copy of this packet.
17. **Officials & venue equipment** – confirm provision of items on the officials' equipment spreadsheet.
18. **Event sheets** - who delivers these to field event judges, and to whom should results be delivered?
19. **Event sheets & meet schedule** – Need 2-3 complete sets of event sheets for all events for the Clerk.
20. **Officials' transportation** - shuttle from the hotel to track; schedule?
21. **Officials' packets** - credentials, parking pass, polo shirt/hat?
22. **Officials meeting** – time & place?
23. **Officials meals** – time and place?
24. **Officials' parking** – free parking or parking passes?
25. **Officials seating** – seating reserved for non-working officials?
26. **Officials' stipend** – amount, how will payments be made?

Other Officials' Matters

1. Officials applications; mail(s) to confirm selections, with detailed information
2. Officials' assignments – crews, head
3. Officials' attire, items provided – hats/shirts; distinctive items for starters, referees
4. Safety –crowd control, overlap of venues; condition of pits, rings, cages, runways, track surface, curb
5. Field event equipment – assemble in a basket for each venue
6. Area for clerking & staging; benches, tables; area for warm-ups, padded floor to track
7. Area for implement check-in/weights & measures
8. Area for FAT reading – press box/table, power source
9. Signage – Clerk, Implement Inspection, Medical, Results

Other Meet Management Considerations

Awards	Hurdle crew	FAT system	Severe weather
Results	Basket crew	Medical /trainers,	procedures (Outdoor)
Lost & found	Palm Pilot crew	ambulance	Water – SC pit (Outdoor)
Restrooms	Announcer, PA syst.	Evacuation Plan (Indoor)	