

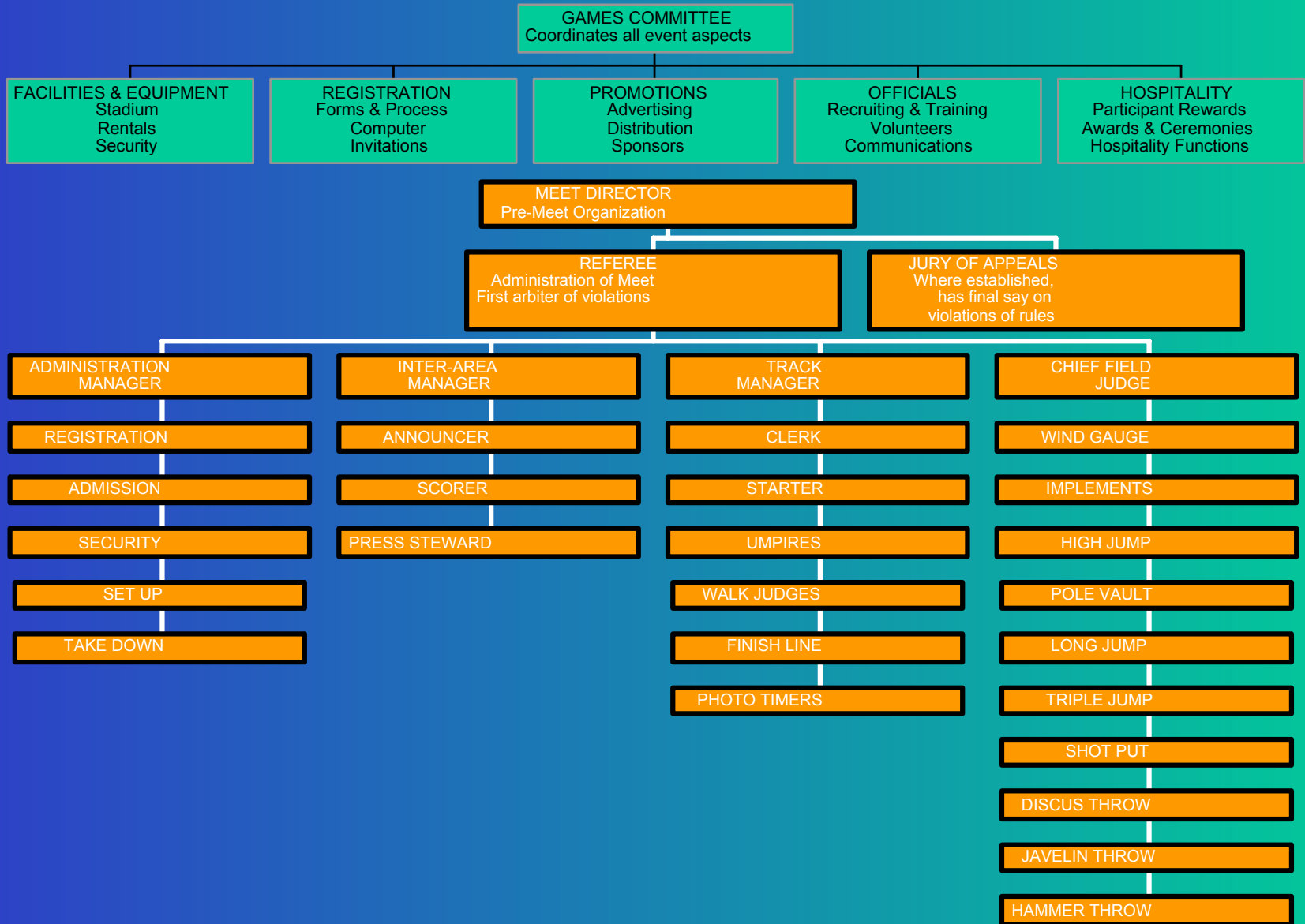
Class 2

PE 343

Track & Field Officiating
Spring Quarter 1999

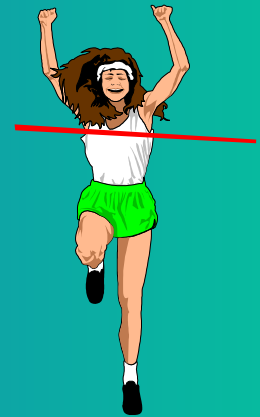
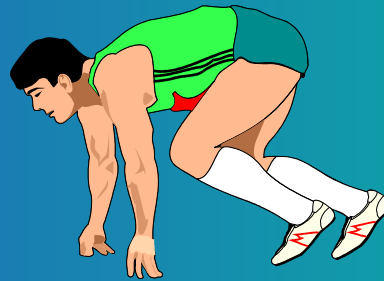
Event Planning and Management

Meet Management Chart



Keeping the Meet on Schedule

Announcer • Clerk • Starter • Finish Line



PLANNING TO ENSURE SUCCESS



Key Elements of Planning

- A Games Committee
 - Planning Principles
 - Composition
 - Working Subcommittees
- Coordination & Communications
 - Coordinator of Officials
 - Entries & Registration
 - Involvement of Clerk, Meet Director, & Referee
- Equipment
 - Making a Comprehensive List
 - Procurement

Division of Labor

- Facilities and Equipment
- Entry Forms, Registration, and Results
- Promotion
- Officials and Volunteers
- Hospitality

Facilities and Equipment

- Rental of stadium or site
- Equipment for stadium or course
 - Purchase
 - Rent
- Security, police, and other facility personnel
- Sanctions and insurance
- Materials for medical stations
- Facility or course certification

Entry / Registration / Results

- Preparation of entry form and information
- Distribution of entry information
- Collection of entries
- Computer entry
- Input of results
- Printing and distribution of results
- Invited athletes or teams
 - Housing
 - Transportation
 - Functions
 - Promotional uses

Promotion

- Preparation of advertising apart from entry form
 - Posters
 - Commercial advertising
 - Non-profit advertising
 - Handbills and other flyers
- Preparation of event identity or LOGO
- Event official program
 - Advertising
 - Editorial
- Post-event promotion
- Photographer

Officials and Volunteers

- Recruitment
- Training
- Communication
- Use of groups
- Payments to selected officials
- Hospitality, including pre-event functions and/or post-event thank yous
- Gifts
- The difference between “competition officials” and “volunteers”

Hospitality