HORIZONTAL JUMPS -- PREPARATIONS

**Personal Equipment Kit**
- Flags – red, white, yellow
- Clipboards
- Rulebooks
- Best Practice rules/instr sheets
- Pens, pencils, felt marker
- Metric/Ft. & inch convrsn sheet
- Stopwatch

**Equipment From Meet Management**
- Flags – red, white, yellow
- Event sheets
- Timing display/stopwatch
- Cloth tapes (30 m, 120 ft)
- Steel tape (30 m)
- Orange cones

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1. **Equipment** - Obtain items listed above from meet management.
3. **Set up the venue**; safety considerations are paramount
   - a. Inspect the runway and landing area for hazards
   - b. Set up barriers - ropes, pennants, fences, etc. outside the runway and pit, restricting entry.
   - c. Dig & turn the sand to a level of 6 inches; if dry, water it to prevent loose sand falling away from the landing mark; level the sand with rakes/brooms, and leveling bar/beam if available
   - d. Adjust the take-off board – with built-in levelers or shims - to tighten and level the board with the runway surface.
   - e. Create multiple takeoff boards - if necessary and approved by meet management
   - f. Set up performance boards, wind indicators, timing display, and chairs for officials. Set up athletes’ benches on the opposite side from the spectator bleachers if possible. Place water near athletes’ benches.
   - g. Set up wind gauge – 20m from take-off board, 2m from the runway, and 4 ft above the ground
   - h. Sweep the runway especially near the takeoff board; remove any old tape marks on the runway; place an orange cone on runway until open for warm-ups.
   - i. Tape down tape measure along edge of the runway
   - j. Check tape measure at zero end & attachment to tape stick so that distance is accurate; extend the tape measure, keep it outside the pit
4. **Brief officials** - assign to positions; brief them on duties & rules.
5. **Check-in athletes** (NCAA-must report before 1st competitive jump). Check bibs/numbers, uniforms, & spikes.
6. **Records** - note meet & other records; must use a steel tape or certified electronic measuring device for records.
7. **Warm-ups** - Determine and announce start and end times; supervise warm-ups at all times.
8. **Inclement weather** - determine if conditions are unsafe; if so suspend competition, notify Field Referee.
9. **Brief athletes** on the rules and competition procedures (see Instructions & Rules Sheet)