Officials' Pre-Meet Notes

Can be used as topics for, or a handout, at the officials' meeting.

All Events

1. **Safety** is a priority! -- for athletes, spectators, & officials. Check your venue well ahead of time - track, runways, rings, cages, pits, sectors, implements; fix problems or report issues to the Referee
2. **Issues** requiring resolution during competition/potential DQs – get your Referee
3. **Medical staff/trainers** – located at _____
4. **Athlete check-in** – runners report to Clerk at least ___ min prior to event; field event athletes report to venue
5. **Spikes** – max. length: ____ (HJ & JT - ____); pin or Xmas tree __ Yes __ No; Clerk & field events Flt Coord check
6. **Competition number/bib** – bib with name worn on front (PV-back); not required for combined events
7. **Uniform violations** – warn athletes 1st; Clerk & event heads report uncorrected violations to Referee
8. **Athlete introductions** – we'll make intros before all events
9. **Awards** – finish line & field event heads escort top ___ to awards area immed. after event to _____
10. **Mixed Zone** – required for exit from the field of play ___ Yes ___ No
11. **Severe weather –** the shelter location is _____

Running Events

12. **Relay cards** - must be given to Clerk not later than xx minutes before race start time; Clerk delivers to Timer
13. **Starting blocks** – personal blocks OK: ___ Yes ___ No; or only meet-supplied blocks ___ Yes ___ No
14. **Lapped runners –** lapped runners pulled from track in distance events ___ Yes ___ No
15. **Hip numbers** – on left/right/both hips; on singlet for ____ meters and longer, &relays

Field Events

16. **Coaches' boxes** - no coaches' boxes; coaches OK on infield for combined events ___ Yes ___ No
17. **Coaching** - athletes can/cannot cross the track to speak w/coaches after 1st running event starts on the oval
18. **Field events** – # of pits/rings in use: __ Horizontals, ___ HJ ___ PV, ___ Throws
19. **Field event warm-ups** – PV ___ min; HJ ___ min; all others ___ min (general ___, flight-specific ___, finals ___)
20. **Field event athletes** – OK to leave when done with attempts; escorts are/are not required to leave the venue
21. **Number to finals** for field events – top ___ from prelims plus ties/no ties advance
22. **Field event sheets** – pick up from _____; results go to _____
23. **Measurements** – laser or tape measure: _____ horizontals & throws; _____verticals
24. **Runway markers** – only tape or markers furnished by officials' crews
25. **Event equipment boxes** - _____
26. **Timing devices** – countdown clocks will/will not be available
27. **Vertical jumps** - if more than 20 athletes use: 2 flights, qualifying competition, 5-alive, or straight thru
28. **Implement inspections –** location: _____; hours & days _____

Officials' Matters

29. **Volunteers** - brief them on their duties & your expectations, safety; take care of them; should show 60 min prior
30. **Radios –** _____
31. **Meeting** – day, time, location: _____
32. **Meals** – days, times, location: _____
33. **Parking –** location, permit? _____
34. **Clothing** - specify uniform, what colors on what days _____
35. **Officials' additional duties –** check the "Notes" section of the assignment sheet for lap counter & umpire duties – we'll need all assigned officials there
36. **Officials' reminders**:
    a. Officials' attire – uniforms, what colors on what days _____
    b. Sign-in: be sure to do so each day in (location) _____
    c. No cell phone or camera use on field of play; limit number & sizes of officials' bags on the field
    d. We're not the ones people came to see – be unobtrusive, be seated at your venue if possible