Masters Track & Field
Meet Management Manual
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This manual is designed to give basic information, suggestions and recommendations for event directors of Masters Track & Field competitions. It was created by Dr. Becky Sisley for USA Track & Field. It is printed under the auspices of USA Track & Field, Inc.; Bill Roe, President; Craig Masback, Chief Executive Officer.

About Becky L. Sisley: A retired University of Oregon professor, Sisley began her "track career" at age 49. She served twice at the Hayward Classic Meet Director, was the USATF Masters Committee Northwest Regional Coordinator from 1997-2003, and has been on the Games Committee for the USA Masters Indoor and Outdoor Championships since 1999. In 2000 she was named Masters T&F "Administrator of the Year" and was elected to the Masters Track & Field Hall of Fame in 2001.

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Cover Photo: Start of the women’s 800m at the 2005 USA Masters Outdoor Track & Field Championships, Honolulu, HI (USATF Photo)
PREFACE - ACKNOWLEDGMENTS

When this project was started I had no idea what the end product would be. The Masters Track & Field (MTF) Meet Management Manual evolved day by day once the process was underway. I was fortunate to be able to draw upon my experience serving on the Hayward Classic Committee many years and being the Meet Director on two occasions. My years as Masters Regional Coordinator and member of the MTF Games Committee also enhanced my exposure to other aspects of meet management. A number of the exhibits included within this Meet Manual are resources I developed prior to this project.

From my past administrative positions, I learned that a timeline is an effective tool to organize all that needs to be done to complete a complex task. Once this chronological listing was started, the need to elaborate about selected tasks became apparent. The idea for checklists came from a review of the Meet Manual that George Kleeman edited for USATF Pacific. I wish to thank Kleeman for allowing me to use information from his equipment lists and to adapt his officials’ organization chart. Additionally, I was able to draw some insights from meet manual materials that were passed on to me by former MTF Chair, Ken Weinbel, which included an outline of major areas prepared by Dave Clingan.

Focusing on something so intently makes it easy to not see the forest for the trees, and thus make obvious omissions. I definitely needed new eyes to read my drafts, plus there were some segments which I needed the expertise of others. There was an extended group of reviewers whom I praise for taking the time to carefully read through the Meet Manual when it neared final completion. Special thanks go to Mark Cleary, Jim Flanik, Rex Harvey, Frank Lulich, Mike Olson, Sandy Pashkin, and Jerry Wojcik. There was also one long-time friend and former English teacher who provided suggestions and technical editing assistance right from the very beginning and throughout the processes. I thank Karen Meats, for her support, good ideas, and for reviewing the working drafts on several occasions.

The other area needing assistance was in the preparation of documents that could be placed on the web. Mike Olson gave helpful advice when I was creating the Official Organization Figures. Angela Egremont, from the National Masters News (NMN) office, provided formatting assistance and Dave Wilkins was instrumental in solving some computer tech issues related to preparation of some exhibits.

Suzy Hess, MTF Vice-Chair, National Masters News Publisher, and the member of the USATF MTF Executive Committee who asked me to take on this project, was always ready to provide assistance and respond to my concerns. Suzy’s support and positive encouragement were truly appreciated, and I thank her so much! From the USATF National Office, Keith Lively and Andy Martin provided sound advice in getting the MTF Meet Management Manual in the proper shape to be placed on the web site, and in actually getting the document on the web.

The goal was to develop a “user friendly” manual that would help people in planning and conducting a Masters track & field meet, and with the valuable contribution of others, it is now in your hands. Good luck, and may you experience many successful events!

Becky L. Sisley, Ed.D
This Masters Track & Field Meet Management Manual was commissioned as a project of the USATF Masters Track & Field (MTF) Committee. As written in the MTF Committee Strategic Plan developed in 2005, one of the initiatives was to “Appoint a Meet Manual Coordinator to develop a Meet Manual for conduct of a successful meet.” The specific directive was to “Develop and disseminate a Meet Manual on how to conduct a well-run Track & Field meet that ensures USATF meet certification and appropriate officials, support resources, and event scheduling for an enjoyable athletic experience.”

PURPOSE
The major purpose of this Masters Track and Field Meet Management Manual is to provide guidelines, recommendations and checklists for a local organizing committee (LOC) that is hosting a Masters track & field meet.

SCOPE
This Manual has been developed as a source of information necessary for the planning of a meet ranging from a low-key grass roots meet up through a Masters Regional Championships. There was no intention to duplicate what is in the competition rule book; however, in some cases there may be references to specific rules. Information that specifically details factors unique to Masters meets has been included.

ROLE OF THE LOCAL ORGANIZING COMMITTEE (LOC)
The LOC is responsible for the planning and execution of the track & field meet. It will typically be composed of the Chair of the LOC, usually called the Meet Director, and key individuals primarily responsible for each of the component areas. It is important that tasks be clearly identified and assigned to those individuals who make up the LOC. The nature of the meet will affect the size of the LOC and its composition. There are many ways to create a LOC. For a large invitational meet, Association Championships, or Regional Championships the LOC will be larger to fulfill the demands of the many facets of the meet. For a much smaller meet (local club or grass roots meet) the delineation of tasks will not require so large a LOC. In this case the Meet Director usually serves as the top technical official: the Competition Director. Members of the LOC may oversee a wide variety of tasks and serve as liaisons to individuals who may be responsible for particular tasks, but who do not serve on the LOC.

Meetings of the LOC should be held about every two to three weeks during the early planning stages and they might be held weekly in the last month. Being alert to items in the suggested timeline may assist in determining the need for a meeting. It is likely that some meetings will focus on major components or tasks to be completed, e.g. budget preparation.
ABOUT THE ORGANIZATIONAL CHART (See Figure 1, page 9)
There are many ways to depict an organizational chart. The titles given to individuals on the LOC who are assigned various responsibilities include director, officer, liaison, coordinator, or facilitator. For a small/grass roots meet the organizational chart depicting the structure probably will not be as complex as the one shown in this manual, and one individual may oversee numerous component areas. The main concern is that all the functions needed for the success of the meet are clearly delegated to specific individuals. As noted in the chart, some meet personnel have been given titles which are customary to identify those with major responsibilities.

WORDS OF ADVICE FOR MEET DIRECTOR
There are many component areas that must be managed to host a successful track and field meet, and within these areas are numerous tasks to be completed, often in a chronological order. It is critical that the Meet Director effectively delegate responsibilities to individuals who have the skills, interest, and time to complete the assigned tasks. In addition, the Meet Director must make sure that the policies and procedures used by the LOC are clear and that they are followed. A definite chain of command must exist in the decision-making process. This is especially critical when establishing protocol with potential sponsors. There is no reason to duplicate efforts or give potentially conflicting information. It is the Meet Director's role to clarify these responsibilities and to assist the various volunteers as needed. It is important to let these key people do their jobs, to check in with them, and to have them report at LOC meetings. The Meet Director has the authority to ensure the accountability of individuals assigned responsibilities. The ultimate success of the meet is dependent upon the effective delegation of responsibility to competent volunteers and employees, as may be the case for larger meets.

HOW TO USE THIS MANUAL
The organization of this Meet Manual was meant to be “user friendly.” Many of the concepts and tasks described are included in more than one place as they have an impact on several component areas of the meet. A number of the tasks/activities have been cross-referenced to allow the reader to see the interrelationship of various functions and to give further detail under a separate section of the Meet Manual. Duplication is not a concern; the primary goal is that all the many details necessary for hosting a quality meet are understood so they can be carried out during the meet.

It is recommended that the Meet Director first read through the “Introductory Material” (pages 5-8) and “Component Areas with Identification of Major Tasks” (pages 13-15) to get an overview of the responsibilities of hosting a meet. Next the “Suggested Timeline” (pages 19-24) will give an understanding of what must be done and when. After this, the more detailed “Elaboration of Tasks” (pages 27-36) will help the Meet Director decide who is appropriate to be delegated major responsibilities. Special attention must be given to all references of “master specific” rules, equipment, implements, procedures and rules. These elements of the meet are critical to the athletes. The “Suggested Timeline” should be used to build agendas for LOC meetings, and the “Exhibits” will give the Meet Director samples of actual documents, which can be used as references in carrying out many of the tasks necessary to ensure a successful meet. It is suggested that relevant portions from the “Component Areas and Checklists” be distributed to those responsible for execution of specific tasks, and that this information is shared with other appropriate meet personnel.
ABOUT THE TIMELINE
The nature of the meet affects the optimal timeline for the meet. Planning for a low-key meet designed primarily for local area entrants may not begin until 4-6 months before the meet date, while the site for a Regional Championships meet may be selected more than a year in advance with planning meetings commencing 8-10 months out. The timeline in this Meet Manual should serve as a guide for the LOC in planning and conducting the meet.

ELABORATION OF SELECTED TASKS
In order to assist the first-time meet organizers, the editor has chosen to give more elaborate detail of some of the tasks listed in the timeline. These “elaboration of tasks,” as indicated in the timeline, are included in a separate portion of the Meet Manual immediately following the timeline. They are really the “how-to’s” of many of the tasks necessary to conduct a successful meet.

COMPONENT AREAS AND CHECKLISTS
This part of the Meet Manual gives further details to each of the component areas. It is projected that this way of organizing information may be helpful to those with little or no experience in meet management. The checklists are guides to ensure that all the little details are attended to and completed.

OTHER
During the process of planning and conducting the meet, those individuals involved in managing component areas or key tasks should keep a list of “Lessons Learned.” These notes will be extremely beneficial the next time a LOC hosts a meet. The Meet Director should collect these lists at the wrap-up meeting.

A STARTING POINT
Below are some of the critical elements (who, what, where and when), which set the stage for conducting a meet. For effective meet management, the following factors must be identified:

1) Nature of the meet
2) Who is hosting the meet,
3) Date of meet, and
4) Location of the meet.

All these elements must be determined early. Refer to the “Suggested Timeline” section of the Manual.

What Kind of Masters Track & Field Meet? (the nature of the meet)
- All-comers meet
- Grass roots meet held at new location
- Local club meet - may be annual event
- Local club invitational event
- USATF Association Championships
- USATF Regional Championships
Who is Hosting the Meet?
• Local club
• USATF Association
• Group of volunteers with various representatives
• Local club with Regional Coordinator input
• Regional Coordinator with various representatives

When? (Determine at least 8 -10 months ahead)
• Clear date to fit into Masters regional calendar of events
• Avoid conflicts that might affect participation
• Availability of facility

Where?
• Site visit - need to know the facility
• Ability to hold all required events if a championship meet, e.g. steeplechase
• Impact of location of field event venues on schedule of events
• Overlapping of throwing venues?
• Special amenities, e.g. access to automatic timing
• Facility crew availability
• Rental cost
COMPONENT AREAS
With Identification of Major Tasks
COMPONENT AREAS
With Identification of Major Tasks

The component areas listed here are not stand-alone units. Many of the activities in these areas interface with other activities in different component areas. The size of the meet will govern whether or not one individual oversees the activities in a particular area and how the activities and subsequent tasks are broken down within each area. The Local Organizing Committee (LOC) is responsible for the execution of all the activities within the component areas and thus oversees the entire planning and conduct of the meet. Those activities/tasks that are normally exclusively determined by the LOC are listed directly below. Many of these activities are included in the checklists and some have been clarified in the “Elaboration of Tasks” section of the Manual. Below this LOC listing are the component areas with identification of the major activities/tasks included with each area.

LOC – Administration/ Personnel/ Meet Operations

Note: These activities are in the timeline and may appear in component area checklists; but there is no separate LOC checklist.

- Oversees, coordinates entire meet - Meet Director
- Schedule of events
- Entry deadline, if there is day-of-meet registration
- Entry form
- Entry processing - Computer Operations Director
- Registration and packet pick-up - Registration Coordinator
- Awards: determination, selection, purchase
- Set-up for support services- traffic flow, signage, etc
- Volunteer coordination - Volunteer Coordinator
- Medical support – Safety Officer
- Resource materials for PA announcers
- Financial Management - Financial Officer
- Budget preparation, management, reports
- Cash box
- Guidelines for fundraising
- Meet sponsors, event sponsors, concessions, sales of merchandise
- “Application for Sanction”
- Insurance: “Certificate of Liability Insurance”
- “Post-Event Report Form”
Component Areas

Marketing/Media Relations
• Publicize meet date
• Entry form distribution
• Fundraising activities: sponsors of varying levels, including “in kind” sponsors
• Liaison with Computer Operations - web site information, etc
• Printed meet program - Program Coordinator
• News releases
• Media coverage
• Submit results

Support Services
• Meet Headquarters
• Athlete services
• Registration and packet pick-up
• Volunteer Services - Volunteer Coordinator
• Hospitality and **Special social event
• Awards distribution
• Medical Support
  Safety Officer
  Athletic Trainers
  Massage
  Physician
  Ambulance-EMT
  First Aid supplies
  Water and electrolytes on field
  Communication links
  Liaison with Competition Director

Facilities and Equipment
• Competitive venues set up
• Equipment necessary for meet
• Implements meet will supply
• Timing System (Fully Automatic Timing)
• Tents and booths
• Set-up for support services (layout - traffic flow, signage, etc.)
• Communication links - field, clerk, announcer, computer, finish line, etc.
• Restrooms
• Fluids on field
• Two-way Radios / Walkie-Talkies
**Competition – Competition Director**
- Games Committee (all or selected members of the LOC)
- Communication with Association Masters Chair or Regional Coordinator
- Event schedule
- Conduct of the meet
- Adherence to Rules of Competition
- Knowledge and application of masters specific rules
- Appeals procedure
- Masters rules that differ
- Printed meet program information related to conduct of meet
- Liaison regarding facilities and equipment needs
- Liaison with Coordinator of Officials
- Liaison with Computer Operations Director
- Determination of heats and flights
- Recorder of Records; Relay Coordinator
- Public address announcers

**Officials – Officials Coordinator**
- Liaison with Competition Director
- Liaison regarding facilities and equipment needs
- Solicitation and assignment of officials
  - Referee(s)
  - Jury of Appeals (for Championship meets)
  - Race walk judges
  - Head judges
  - All other officials
- Adherence to Rules of Competition
- Knowledge and application of masters specific rules

**Computer Operations – Computer Operations Director (IT Specialist)**
- Obtain necessary hardware and software
- Set up meet management software
- Entry form
- Web site information
- Purchase computer supplies
- Data entry
- Entry verification
- Paper flow
- Liaison with Competition Director/LOC
- Seeding for events
- Prepare event sheets
- List of entrants and events
- Print results after each event
- Complete set of competition results
- Results for media and publications
- Computer network (links to appropriate places)
SUGGESTED TIMELINE
OF TASKS
SUGGESTED TIMELINE OF TASKS
For meet scheduled last weekend in June

Note: For a small local meet, with fewer than 100 entries projected, it may be reasonable to adapt this timeline within a 5-6 month period. Informal All-Comers meets might be organized in even less time, as arrangements will not be as complex. However, for a grassroots meet in an area where a Masters meet has not been scheduled, it may be necessary to begin 8-9 months out to set up the structure and begin planning for the meet. A double asterisk (**) indicates tasks that may be primarily for larger meets.

8-9 months from meet (September/October)
- Solicit potential members of the LOC
- Conduct initial planning meeting - naming of Meet Director, if not yet determined
- Define kind of meet and give it a name
- Select site, determine date and receive confirmation for use of venue
- Formalize LOC
- Initiate communication with the Masters Track & Field Chairperson in your local USATF Association (or Regional Coordinator if appropriate, for championship meets)
- **Identify potential major meet sponsors
- Secure USATF forms for sanctioned events (available at www.usatf.org/events/sanctions/application/download/): Application for Sanction, Request for Certificate of Liability Insurance, Post-Event Report Form, and Accident, Report Form

6-7 months from meet (November/December)
- Add event to the USATF Calendar (www.usatf.org/calendars)
- Identify additional personnel to oversee designated tasks, e.g. awards distribution
- Identify competitive events - if Association or Regional Championships, USATF Competition Rule 331.1 stipulates the events to be held
- Determine schedule of events (see examples: Exhibit A and Exhibit B)
- Begin work on entry form (see ELABORATION #1; page 27)
- Determine entry deadline, including if there will be a day-of-meet registration
- Publicize meet date and contact information (see ELABORATION #2; page 28)
- Determine if there will be concessions
- Develop budget (see ELABORATION #3; page 28)
- Discuss marketing plans and promotional materials
- Establish fundraising guidelines for sponsors, ads, etc (see Exhibit C)
- **Solicit major meet sponsors
- Consider specific event sponsorships for smaller and larger meets
- Discuss services and benefits for officials and volunteers
- **Decide if a social event (athlete’s party; pasta dinner, etc.) will be held
• Determine awards  (see ELABORATION #4; page 28)
• Determine if meet will have masters specific equipment  (see ELABORATION #5; page 29)
• Make preliminary arrangements for fully automatic timing (F.A.T.) equipment and operator
• Determine Games Committee members

6 months from meet  (end of December)
• Sign contract with venue, if appropriate
• Finalize entry form  See Exhibit D
• Confirm major sponsors and finalize agreements  See Exhibit E
• Set up computer software program  See Exhibit F
• Submit USATF sanction application and fees  (forms and fees are available at www.usatf.org/events/sanctions/application/download/)
• Have volunteers confirmed for various key tasks/activities. Define tasks for these individuals

4-5 months from meet  (January and February)
• Identify vendor for T-shirts
• Begin design work on meet logo for T-shirt and possibly program (see ELABORATION #6; page 29)
• **Identify printer for meet program
• **Determine basic content for printed meet program (see ELABORATION #7; page 29)
• Identify vendor for concessions, if appropriate (may not have a choice if using services at an institution)
• Purchase awards
• Focus on detailed planning for the meet: facilities and equipment
• Make contact with officials’ organization to put meet date on calendar
• Begin to distribute entry forms (see ELABORATION #8; page 30)
• Begin planning for support services and volunteer needs

4 months from meet  (by end of February)
• **Submit entry form to National Masters News  (for larger meets) deadline - March 10 for April issue
• Make preliminary arrangements with T-shirt supplier/printer (for athletes, volunteers, officials, and meet personnel)
• Purchase competition bib numbers, hip numbers and safety pins
• Confirm if meet will have masters specific equipment and implements
2-3 months from meet  (March and April)

- Insurance: If you have 3rd parties (facility, park, college, municipalities) that need to be added as additional insured’s to the USATF general liability insurance policy submit the Request for Certificate of Liability Insurance form to your local association office (this form is available at www.usatf.org/events/sanctions/application/download)
- Stock entry forms in fitness centers, sporting goods and running stores
- Submit articles about meet to appropriate publications: e.g. Senior News, National Masters News (due 10th of previous month)
- Focus on planning for medical aspects, hospitality, and special events
- Discuss hospitality plans for officials, volunteers, and meet personnel
- Develop list of equipment needed
- Make arrangements for “masters specific” equipment needs, e.g. 27” hurdles
- **Consider booth for “In kind” equipment supplier, if appropriate
- Identify needs for tents and booths
- Secure key officials: Referee(s), Clerk of Course, etc.
- Provide officials organization with event schedule, number of athletes and list of specific needs for officials (Note: Officials’ organizations will function differently among the various associations in terms of assigning or helping to secure officials for meets; the Coordinator of Officials may need to personally contact each of the officials.)
- Make contact for race walk judges
- Begin to process entries as they arrive (see ELABORATION #9; page 30)
- Determine appeal procedure
- Begin the process of soliciting volunteers for the meet (see ELABORATION #10; page 31)
- ** Begin to solicit advertising for printed meet program

1 month from meet  (May)

- Restock entry forms in fitness centers, sporting goods and running stores
- Prepare relay guidelines and relay entry form See Exhibits G and H
- Define day-of-meet registration procedures, if appropriate
- Clarify check in/declaration procedure for athletes
- Develop content for “Important Information for Athletes” for program or packet (see ELABORATION #11; page 31)
- Develop list of volunteers needed and begin to solicit
- Consider possible sources for food and beverage needs for meet personnel
- Secure and confirm medical personnel: physician at meet, athletic trainers, masseurs, EMT, Safety Officer
- Define facility preparation needs
- Submit facility set-up specifications to those in charge of implementing See Exhibit I
- Solicit officials for the meet starting with head field judges and head running officials
- Secure officials for all events, including race walk judges
• Secure equipment for paper flow: copy and fax machines; secure extra copy machine if necessary for meet. **Note:** for small meets a print/copier is useful.

• Ensure that all conditions exist that will enable U.S. and World Records to be set (see ELABORATION #12; page 32)

3-4 weeks from meet (early June)

• Receive meet program materials from sponsors

• Continue to solicit volunteers

• Submit article to local newspaper to solicit volunteers

• Determine site layout and traffic flow including location for packet pick-up, officials and volunteer check-in, awards, posting boards

• Determine how to post results (see ELABORATION #13; page 32)

• Prepare list of signage needs

• Have awards in hand [medals, ribbons, and patches (for championship meets)]

• Determine tables/chairs, etc. needed for these areas: Clerk’s Circle, packet pick-up, day-of-meet registration, awards, merchandise sales, other - **EXPO space

• Make contact with Hurdle Coordinator to ensure spacing for hurdle events will be marked on the track prior to the meet, provide specifications table

• Prepare “Instructions for Head Field Event Officials” See Exhibit J

• Prepare Meet Evaluation form See Exhibit K

2 weeks from meet (mid June)

• Decide on contingency plans in case of rain, lightning, or extreme heat

• Contact media about pre-meet coverage

• Make/order necessary signs, if not done already

• Prepare preliminary list of announcements to be made during meet (see ELABORATION #14; page 33) (kind of items, topics)

4-10 days from meet (late June)

• Order T-shirts with number and sizes and extras for sales (Be sure to know the exact date when the order must be called in; it could be more then 10 days out.)

• Submit press release to local media

• Proof printed meet program (have exact date and time established to get proof)

• Determine number of program copies (remember sponsors!)

• Order lunches for volunteers, officials, and meet personnel

• Make reminder contacts with all officials and volunteers and confirm assignments

• Contact referee(s) to confirm responsibilities and clarify paper flow. (This is not necessary if there is a meeting with head officials prior to the start of the meet.)

• Get appropriate tape to mark extra boards for horizontal jumps

• Make sure volunteer in charge of distributing awards has clear understanding of procedures (in some cases there may be photo opportunities, duplicate awards) (see ELABORATION #15; page 33)

• Be sure there are an adequate number of lap time recorder cards. See Exhibit L

• Schedule wrap-up meeting for LOC
2 days from meet
- Collect materials necessary for day-of-meet registration
- Prepare heat sheets (running events) and flight sheets (field events), properly seeded, using meet management software (see ELABORATION #16; page 34)
- Prepare clipboards for all officials – to include events sheets for head officials (see ELABORATION #17; page 34)
- Prepare list of athletes and events entered (Precise timing will depend when entries close)
- Check meet two-way radios / walkie-talkies and have extra batteries
- Prepare resource packets for announcers (see ELABORATION #18; page 35)
- Stuff packets - may be done just before packet pick-up, if starts evening before meet (see ELABORATION #19; page 36)

1 day from meet
- Pick up T-shirts and printed meet programs
- Verify all paperwork to be distributed is ready
- Staff registration and packet pick-up if scheduled evening prior to meet
- Set up tents for registration, awards, sponsors, masseurs, hospitality, etc.
- Make final check with venue personnel regarding (venue accessibility in the next morning, sprinkler system, equipment requested, field event preparation, etc.)
- Confirm wind gauges needed for meet are in working order
- ** Consider having meeting with all head officials to go over expectations

Day of meet: prior to start of competition
- Set up staging areas and signs - have ready one hour before registration starts
- Perform PA sound check
- Prepare fluid stations
- Post materials - one hour prior
- Distribute walkie-talkies to selected meet personnel, e.g. medical staff
- Distribute clipboards to head officials
- Make sure a steel tape is available (Field Referee and Head Field Judges need to use for record measurements)
- **Set up field communication links between venues and PA
- Ensure that all communication lines/links are working properly

During the meet
- **Meet Director** - “manage by wandering around”
- Maintain close communications with **Volunteer Coordinator** and **Coordinator of Officials**
- Touch base with medical personnel
- Make sure field event crews are fully staffed
- Make sure there are a sufficient number of lap time recorders
- Pick up lunches for meet personnel
- Prepare additional PA announcements as need arises
- Ensure that U.S. and World Records are properly documented (see ELABORATION #20; page 36)
At conclusion of competition
- If two-day meet, store meet items securely after first day
- Secure important meet materials, e.g. field event sheets
- Collect clipboards
- Collect meet management materials
- Each day submit results to local newspapers and web site (if appropriate)
- Clean up the facility as required
- Return all borrowed equipment (or week following)

1-2 weeks following the meet (early July)
- Send appropriate “thank-you” notes to volunteers, sponsors and officials
- Take meet program and T-shirts to sponsors
- Prepare results for submission to National Masters News
- Send results to USATF association and/or regional web sites as well as to USATF for Masters Track & Field rankings
- Submit USATF Sanction Post-Event Report Form (to get the form go to www.usatf.org/events/sanctions/application/download/)
- If injuries occurred, submit “First Report of Accident” form (to get the form go to www.usatf.org/events/sanctions/application/download/)
- Hold Wrap-up meeting
- Collect “Lessons Learned” from key personnel
- Continue to receive billings and ensure all expenses are paid
ELABORATION OF TASKS
ELABORATION of TASKS
From Suggested Timeline

1. Develop Entry Form (7-8 months from meet; finalized by 6 months from meet)
   Reference: See Exhibit D

Critical elements that should be included on the entry form:
- Name of event
- Location, date, time
- Schedule of events
- General Meet information - include comment about implements, awards, etc.
- Due date, late fees, entry and T-shirt costs
- USATF Membership number and affiliation: club, association, etc.
- Contact person
- Mailing address for entry form return
- Sponsor logos and/or identification
- USATF ADA statement (see note below)
- Athlete waiver/release
- Double-check and triple-check for errors; have an “outsider” read for clarity

Notes:
  a. If standard championship event(s) cannot be held (e.g. steeplechase) this must be indicated on the entry form. (See Rule 331.3.c. and d)
  b. If this is an Association Championships, the Masters Chair should review the entry, and for a Regional Championships, the Regional Coordinator should review the entry.
  c. For Association and Regional Championships entry form, the USATF logo should appear. Contact Andy Martin at the USATF national office to secure a transferable logo. (Andy.Martin@usatf.org)
  d. Make it clear if entry deadline is "by date received" or "postmarked" date.
  e. Sanctioned meets are required to have a place on the entry to indicate if accommodation is needed for a disability. Additional information on this requirement is available online at www.usatf.org/groups/EventDirectors/ADA/

Examples of "ADA Check Box" language for entry forms:
  [ ] I have a disability for which I am requesting an accommodation
      (visit www.usatf.org/about/legal/policies/ADA.asp for forms and procedures)
  [ ] My Americans With Disabilities Act Accommodation requested is:
      (visit www.usatf.org/about/legal/policies/ADA.asp for forms and procedures)
  [ ] I am requesting an accommodation for a disability as follows:
      (visit www.usatf.org/about/legal/policies/ADA.asp for forms and procedures)

Following are a few sample "notes" that may be added:
- All requests for accommodations must be received six weeks prior to the date of competition.
- It generally takes six weeks from the receipt of all relevant documentation to evaluate such requests.
- This section does not apply to athletes competing in the wheelchair or disabled division of the race/event.
- No such requests will be granted if the necessary documentation has not been sent to USATF at least six weeks prior to the date of the competition.

f. Exhibit D, a sample entry form, shows the importance of block spacing for entering critical data, e.g. athlete’s name, address, etc.
2. Prepare Preliminary Publicity for Meet (7-8 months from meet)
   - Suggested places to advertise date, contact information, etc.
   - USATF Online Calendar: www.usatf.org/calendars/update
   - National Masters News: e-mail contact natmanews@aol.com
   - Running publications
   - Websites: local club, association, region, other

3. Develop Budget (7-8 months from meet)  Reference – See Exhibit M
   - Basic elements to be determined early:
     - Specific entry fees
     - Projected costs for officials if customary to pay
     - Cost for T-shirt (if purchased at time of entry)
     - **For Regional Championships, find out from the USATF Regional Coordinator if there is a regional surcharge of $5 and if the funds are designated for hosting the meet
   - Revenue opportunities – See Exhibit C
     - **Title sponsor
     - **Meet sponsors
     - Other sponsors
     - Event sponsors
     - **Ads in meet program
     - "In kind" donations, e.g. food for volunteers, equipment, items for officials
     - entry fees
     - T-shirt sales
   - Major expense items: (this is not a definitive list)
     - Awards
     - T-Shirts
     - Rental of facility, facility personnel - could include F.A.T. costs
     - F.A.T. equipment and operator (may need to be hired)
     - Food for Officials and Volunteers
     - Benefits for Officials and Volunteers (shirts?)
     - Pay for officials - in some areas this is customary
     - **For larger meets: marketing, meet promotion, printed meet program

4. Determine Awards (7-8 months from meet)
   - USATF Rules define the awards for Association and Regional Championships Meets (See Rule 330 3). Crown Awards is the official awards supplier of USATF medals and awards. They have the official association and regional championship medals in stock for purchase. Visit www.crownawards.com/usatf
   - Remember guest competitors at Regional Championships must receive equivalent awards
   - Decide on type of awards you will present (medals, pins, ribbons, etc.)
   - Estimate number needed
   - Remember dated awards cannot be used after the event
5. Determine if Meet will have Masters Specific Equipment and Implements
(7-8 months from meet)

Details the Competition Director must be concerned with:

- Adherence to Rule 332 2(i) Hurdle Heights and Spacing Tables (also includes steeplechase specifications). **Reference – See Exhibit N.** The important fact is that W60+ and M80+ require 27” hurdles for the high hurdle race and they are also required for the W60+ and M70+ intermediate hurdle race. (Note: the Track Referee is responsible for adherence at the meet.)
- Make sure the steeplechase barriers and water jump goes down to 30” as this height is mandated for all masters women and M 50+
- Adherence to Rule 332 3. (g) WMA Implements and Superweight. **Reference – See Exhibit N.** This table indicates which age groups use what weight of the various implements. **Note:** The Field Referee is responsible for adherence to this rule at the meet.
- Extenders will need to be attached to the pole vault standards to ensure that the bar may be set at a low height. (A recommendation is 5’ - 6’ for starting height.)
- The entry form should indicate if the meet will have all throwing implements and if they cannot adhere to other Masters rules. (For small/all-comer meets, it is customary for athletes to bring their own equipment.)

6. Design Meet Logo (5-6 months from meet)

It is often common to have a meet T-shirt, but this is not required. The same design may be adapted to place on the cover of the meet program. For larger meets, the design could be used on promotional materials. Consider working with a graphic artist or negotiate an art project contest at a school.

**Cost Factors to consider:** numbers of colors, number of printed surfaces on shirt, including logos of sponsors and placement

**Notes:**

- Some prefer to hire the process out to a company that prints shirts to order onsite. This allows the buyer to select the shirt style, and the meet is not stuck with left over inventory.
- A nice collectable art design on the shirt makes a big difference in terms of shirt sales, and these funds will add nicely to the meet income.

7. Initiate Planning and Development of Meet Program (3-6 months from meet)

**Factors to consider:** Vision of finished product (stapled pages, small printed program, larger more professional printed program), total number of pages, use of color on cover, purchased ads, specific contents, cost to print, if any programs will be sold, etc.

Below are examples of program content based on nature of the meet:

**Small/Local**
- Schedule of events
- Important information for Athletes
**Association Championships**
All above plus the following:
Meet personnel
**List of entrants and their events**
**Purchased program ads**

**Large Invitational/Regional Championships**

All of the above plus the following:
Welcome message(s) from meet director, city/state government officials
Photographs
Relay guidelines
Information articles
Records from past meets
Regional Records
Sponsors ads

**Note:** Holding off the printing process to include names of most or all the entrants may not be ideal in big meets with larger printed programs. A stapled list of all the entrants could be inserted into program or packet. Most athletes want to see a complete listing of their competitors!

8. **Distribute Entry Forms** (2-6 months from meet)
Suggested places/methods for distribution:

- Publish in National Masters News 2-3 months prior to meet entry deadline
- **Submit to USATF headquarters for mass mailing if Regional Championships** (contact USATF MTF Chair regarding the procedure)
- Mailing to Masters clubs in locale/region of the meet - may print form in newsletters
- Direct mail entries to past and prospective participants
- *Submit sample form to Regional Coordinator for inclusion in regional newsletter
- Send entry form to those who participated in past meets (check out bulk mail)
- Post in running stores in areas the meet services - be sure to restock the supply
- Consider having available at meet sponsors
- Have entry forms available at other meets
- **Put on Association or Regional web sites, if this service is available

9. **Process Entries** (4 months from meet – until entries close)
The size of the meet, availability of computer assistance, and the software program used will all affect how data are processed as entries arrive. A well laid-out entry form (Refer to Exhibit D) will make it easy to read the data and to avoid data entry errors. As the data are entered, information must also be verified to ensure completeness and accuracy, e.g. entry fee total correct and age on meet starting date matches birth date figures. There may need to be follow-up contacts to secure missing data and respond to problems.
Here are some suggestions:

- **Be sure to back up database on a regular basis**
- Assign competition numbers when data on individual athletes are entered
  
  **Note:** If the meet is a combination of two meets in one, it will be necessary to code athletes to differentiate those only in one meet for record keeping and awards distribution. At USATF Nationals, guest competitors are noted with an asterisk. The coding (e.g. 3 or 4 digit contestant numbers) must follow the athlete in the data processing so it appears on the results sheets.

- Create a packet label at the time of data entry with: name, number, events, T-shirt order status, etc.

10. **Solicit Volunteers for the Meet** (4 months from meet - possibly until day before)

It is good to start early to identify volunteer needs. The task of securing enough volunteers may continue until right before the meet. The Volunteer Checklist in the Sport Services Area is fairly complete; some tasks may be in both parts of this Manual. The elaboration here gives a more detailed summary of the role of the **Volunteer Coordinator**. As the planning process develops, members of the LOC will identify volunteer needs. These individuals are separate from the officials.

Tasks for volunteers: Assisting at registration, packet pick-up, awards distribution, hospitality areas, and posting board maintenance; raking of pits, managing performance boards, taking paperwork to the proper locations (“runners”), assisting the announcers (“spotters”), setting up prior to the meet, taking down and cleaning up after the meet.

Suggested process:

- Members of the LOC submit volunteer needs
- Start the list of needs by tasks and adjust as planning for the meet progresses
- Determine volunteer organizations/service clubs that may be able to help
- Consider high school students who need community service activities (contact the athletic director or track coach)
- Solicit volunteers from service clubs, booster organizations, and recreation centers (LOC members may suggest specific contacts)
- LOC may also suggest individuals who might want to volunteer
- Submit article to local newspaper to solicit volunteers
- Continually update the volunteer requirements
- Develop a data base for all volunteers

11. **Prepare Contents for “Important Information for Athletes”** (2 months from meet)

At the time entries are distributed much of the information athletes need to know when they arrive to compete has not yet been determined. Below is the kind of information that would appear in the printed meet program or in the athletes’ packets.
Competition-related information to include:

- What to do if you think you might set an age group U.S. or World Record
- Appeal procedure
- Time schedule comments
- Changing events
- Conduct of running events: check-in, first call, last call - report to Clerk’s Circle
- Conduct of field events: first call - report to head field judge
- Measurements in metric units
- Increment progressions for vertical jumps
- Implement weigh-in procedure
- Relay fees, entries and guidelines

Other information to include:

- Medical support services
- Hospitality, concessions, social event
- Awards to be given and distribution process

12. Ensure that all Conditions Necessary for U.S. and World Records to be set will exist at the Meet (2 months from meet)

These are the kind of things that need to be done during the planning for the meet.

- The meet must be sanctioned by USATF
- Have copies of the current U.S. and World Age-group Records available (available at www.usatf.org/statistics/records)
- Have wind gauges for LJ, TJ, 100, 200 and High Hurdle races
- Have hurdles that will go down to 27” for those races that specify 27” hurdles
- Have certified officials to operate the wind gauges and electronic timing equipment
- Have Weights and Measures equipment and certified officials who can ensure the implement used was appropriate for the age-group and gender
- The sector area where the implement lands must be on “approximately the same plane as that of the circle or runway with a maximum allowance of 1:1000 in the throwing direction”
- Have electronic timing for races up to and including 400m
- Have a steel tape available for measurements
- Have a minimum of 5 certified race walk judges: one must have a Masters level certification and at least two more must have National level certification
- Have a competent person designated as the Recorder of Records

13. Determine How to Post Results (3-4 weeks from meet)

This task is really about having adequate space to post important meet information and about maintaining the space as new postings arrive.
Here are a few suggestions:
- Have distinguishable headings - so athletes can easily locate information
- Highlight the key factors on the posted page: e.g. what event for what age-group(s)
- Post all of the heat and flight sheets an hour before the first competition begins
- Separate running and field events, and men’s and women’s events
- Separate results from event sheets
- Have one person assigned to do the posting and keep the papers neatly organized
- This individual needs to understand the paper flow pattern and have supplies to maintain the space
- Have the supplies necessary to set up and maintain the posting spaces

14. Prepare Preliminary List of Announcements for PA (2 weeks from meet)
Listed below is the kind of information that is important to be announced.
- Welcome
- Thanks to major meet sponsors
- Checking in procedures for track and field events
- First and last calls for running events - indicate time to announce, relative to event
- Give reference to the important information in packets or programs (e.g. records, relays)
- Social Event
- Awards distribution procedure
- Specific information about the facility - parking restrictions, etc.
- Special information about any of the competitive events - e.g. how athletes are divided between the two pole vault pits
- Medical support services
- Hospitality for athletes
- Relay guidelines and entry deadline
- Merchandise for sale
- List of event sponsors, if appropriate, to announce at the time the event begins
- Location of lost and found
- Meet evaluation form to complete
- Thanks to volunteers, officials and meet personnel

15. Clarify Awards Distribution Procedure (4-14 days from meet and to volunteers at meet)
Championship meets (Association and Regional) often have two variables that complicate the distribution of awards: (1) There may be “guest” participants who do not hold USATF membership in the geographical area of the championships, and (2) It is customary to give only one championship patch to a first-place winner from the association/region.

Here are some suggestions to make the award distribution go smoothly:
- If there are “guest” participants, make sure they are coded by computer operations in some way so they can be easily identified (e.g. asterisk by name or different number of digits in contestant number)
• Make sure the volunteer(s) distributing the awards understand the procedure of one patch and that “guest” participants do not displace association/regional athletes at championship meets
• Follow USATF Rules that require that equivalent awards be given to “guest” participants at Regional Championships. **Note:** There is no ruling relative to Association Championships; so each Association should make a ruling.
• Mark off on the results sheet with a highlighter when an award has been given
• Have a system for noting/recording when an athlete has received a championship patch (could be a paper punch hole on the contestant number)
• Have a system for filing the results sheets so they can easily be found when an athlete comes for an award
• **For larger meets, have one person for field events and one for track events; this is helpful near the end of the meet when there might be a long line at the awards area

16. **Prepare Heat Sheets and Flight Sheets** (2-3 days before meet -- or day before)
The “seeding meeting” should take place shortly after the deadline for receiving entries. If there will be day-of-meet entries, preliminary seeding should be done the night before the meet. The later the seeding takes place, the more pressure on meet management to have all the paper work prepared before the meet starts. Day-of-meet entries should only be allowed up until one hour before the event is scheduled to start and only if there is space in the heat or flight. The exception would be for all-comer meets where heat and flight sheets are not prepared ahead of the event, and may not even be used for running events, as names and times will be recorded at the conclusion of each race.

**Distribution of event sheets**

<table>
<thead>
<tr>
<th>Running event heat sheets</th>
<th>Field event sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer files</td>
<td>Computer files</td>
</tr>
<tr>
<td>PA Head Announcer</td>
<td>PA - Head and/or **Field Announcer (2)</td>
</tr>
<tr>
<td>Photo Timer</td>
<td>Field Event Communications person</td>
</tr>
<tr>
<td>Clerk of the Course (2)</td>
<td>Field Referee</td>
</tr>
<tr>
<td>Track Referee</td>
<td>Head Field Judge for each event (extra sheets for PV and HJ judges)</td>
</tr>
<tr>
<td>Head Finish Line</td>
<td>Wind gauge operator for LJ and TJ</td>
</tr>
<tr>
<td>Head Umpire</td>
<td></td>
</tr>
<tr>
<td>Wind gauge operator for 100, 200, high hurdles</td>
<td></td>
</tr>
</tbody>
</table>

**Folders for all event sheets for:**
PA Announcer (running and field events)
Posting board maintenance manager (posting format)

17. **Prepare Clipboards for All Officials** (2-3 days before -- or day before)
Some of the clipboard preparations may be done before this time, e.g. labeling clipboards to identify who they belong to. Additionally, materials that are on the clipboards other than the heat sheets and field event flight sheets can also be placed on the clipboards prior to the seeding meeting.
**Standard Field Event Clipboards**
- Long Jump + one for wind gauge
- Triple Jump + one for wind gauge
- Pole Vault
- High Jump
- Shot Put
- Discus
- Javelin
- Hammer
- *Weight
- *Superweight
- Field Referee

**Items for Field Event Clipboards:**
- Records for the Event
- Instructions for Head Officials (See Exhibit J)
- Metric Conversions for HJ and PV
- Flight Sheets - this is what is essential
- Throwing Implement Table for all Throws

**Other Clipboards Needs: Running Officials and Special**
- Clerk of the Course - needs records
- Photo Timer - needs records
- Track Referee - needs records
- Head Finish Judge - needs records
- Head Umpire
- Wind gauge for running events - event sheets for 100, 200, and High Hurdles
- Relay Coordinator - have guidelines and entry forms (See Exhibit G and H)
- Hurdles Steeplechase - with hurdle heights and spacing table (See Exhibit N)
- Weights & Measures - with throwing implement table (See Exhibit N)
- Field Referee - needs records
- Field Communication for field - needs records
- Field Communication for PA booth - needs records
- Lap Counter
- **Scoreboard Operator - event schedule and computer number**

18. Prepare Resource Packets for Announcers (2-3 days before)
A couple days before the meet, the **Meet Director, Competition Director** and **Computer Operations Director** should provide the following resources that will be available for the meet announcer(s).
- Current U.S. and World Age-Group Records
- Meet records if they exist
- Event schedule
- Meet program (may need to add at the last)
- List of entrants and their events
- List of entrants by number, if possible (this makes identification easier)
- Heats and Flight Sheets (grouped in folders by running and field events) - last to get
- List of announcements (from Task Elaboration #14 above) that have been updated
Packets can be stuffed by volunteers just prior to when packet pick-up begins or the day before. It is possible to actually create the packet at the time of data entry and to enclose the contestant number and four pins. It is recommended separate packets with registration problems (e.g. USATF membership number or incorrect fees so they can be addressed at the time of packet pick-up.

What might be included in the packet(s):
- Contestant number and 4 pins
- Meet program (may be inserted at last moment)
- **List of all participants and their events
- Materials from meet sponsors

20. Ensure that Possible U.S. and World Records are Properly Documented (during the meet)
- Have record application forms (separate for track and field events) available at the meet *(See Exhibits O and P)*
- Make sure head field judges understand the procedures for measuring a record attempt *(Note: The bar must be measured before each record attempt and after each successful vertical jump attempt.)*
- Height & distance measurements must be verified by three USATF certified officials
- Make sure the wind gauges are functioning properly and that wind gauge readings are recorded for each horizontal jump or race 200m and below
- The wind gauge operator, the starter and chief photo finish judge must be certified officials
- For throwing records, the implement used must meet weight and specifications required by the rules and the form must be signed by the Weights and Measures certified official
- Signatures and USATF Certification numbers of appropriate officials must be on the form
- Secure accompanying documentation:
  - the meet program
  - complete results of the event
  - copy of the event sheet for field events
  - a printed photo finish photograph for track events
- Remember: All measurements must be in meters and centimeters and the measurement on the events sheet must be the same as on the record form.
CHECKLISTS
MARKETING/MEDIA RELATIONS

The Marketing/Media Relations Area includes the activities that interact with the public (including potential participants), the media and sponsors for the event. Marketing for a small to Regional Championships meet will focus on the following:

(1) Getting information out early about the meet,
(2) Distributing entry forms,
(3) Promoting the meet in the community, and
(4) Coordinating fundraising efforts.

There will probably not be ticket sales. Media will be involved with promoting the meet to the community, preparing press releases, and creating the meet program.

It is likely that the LOC will be heavily involved in early planning of the marketing activities. They will brainstorm ideas for fundraising, generate a list of potential meet sponsors and provide guidance to the particular individual(s) who have been delegated specific responsibilities. The LOC will be responsible for developing guidelines for sponsors. They will also provide input regarding the size and content of a printed meet program for the larger meets.

For the purpose of this Manual the following activities/tasks have been selected to be grouped in the Marketing/Media area:
- Publicize meet date
- Entry forms distribution
- Fundraising activities: sponsors of varying levels, including “in kind” sponsors
- Liaison with Computer Operations Director - web site information. etc
- Printed meet program - Program Coordinator
- News releases
- Media coverage
- Submit results
Marketing/Media Relations Checklists

Marketing the Meet – Checklist (general)

☐ Add meet date and information to the USATF Online Calendar (www.usatf.org/calendars/update)
☐ Submit date and contact information to National Masters News
☐ Submit calendar information to selected publications
☐ Send letter and a couple entry forms to masters clubs in area of meet (of clubs are listed at www.usatf.org/clubs)
☐ **Submit article to appropriate track and field club newsletters - those in your region
☐ Prepare article(s) for Association/Regional Newsletter, if appropriate
☐ Send entry form to those who have attended the meet in the past
☐ Distribute entry forms at other meets
☐ If Regional Championships meet, send entry form (hard copy and electronic file) to USATF National Office before April 1 for mailing to membership (get clearance and procedures from USATF Masters T&F Chair)
☐ Distribute entry forms to local running stores and in other major cities which the meet services
☐ Check supply of entry forms still available in running stores (closer to meet

Fundraising for the Meet - Checklist (See Exhibit C)

☐ Consider varying levels of sponsorship
☐ Develop guidelines for sponsors
☐ Generate list of potential sponsors
☐ Make contact with possible sponsors
☐ Contact potential “in kind” sponsors or donors
☐ Confirm arrangements/contract/ agreement with sponsors (See Exhibit E)
☐ Receive all sponsors’ logos
☐ Provide sponsors with meet items as appropriate (program, T-shirt, etc.)
**Media Relations - Checklist**

- Submit article in local newspaper to solicit volunteers for meet (coordinate this with **Volunteer Coordinator**)
- Prepare pre-meet press release; specifying that there is no charge for spectators
- Make personal contact with local radio and television stations and newspaper after sending the press release
- **Consider having a form that explains how athletes can call their home media (See Exhibit O)**

**Printed Meet Program - Checklist**

- Discuss program format and contents with LOC
- Determine contents and who is responsible for preparing material  
  *(Refer to Elaboration of Task  #7)*
- Decide on vendor for printing
- Decide if some programs will be available for sale and the cost
- **Design cover of program**
- **Gather photographs, if appropriate**
- Establish deadlines for submission of material
- Determine program layout and number of pages
- Decide if participants and their events will be included in program
- **Solicit advertising, if appropriate**
- **Get print-ready program materials from sponsors and advertisers**
- **Check on progress of information articles**
- Determine number of programs to print (remember copies for sponsors)
- Determine final date to submit material to printer
- Submit material to printer
- Proof program
- Get programs for packet stuffing
SUPPORT SERVICES

It is likely that no one person will coordinate all of the support services as this component area is often overseen by the LOC. Members of the LOC may serve as coordinators for various support services or they may be responsible for selecting, directing, and monitoring other individuals who serve as coordinators.

For the purpose of this Manual the following activities/topics have been selected to be grouped in the Support Services Area:

- Meet Headquarters
- Athlete Services
- Registration and Packet Pick-up - Registration Coordinator
- Volunteer Services - Volunteer Coordinator
- Professional Services
- **Special social event
- Awards Distribution
- Medical Support

Support Services Checklists

<table>
<thead>
<tr>
<th>Support Services – Checklist (general)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Identify individuals to serve as “coordinators” for sub-areas or selected tasks and clarify their responsibilities</td>
</tr>
<tr>
<td>☐ Identify space layout for effective traffic flow</td>
</tr>
<tr>
<td>☐ Identify signage needs and make plans to secure: i.e. Registration, Packet pick-up, Volunteer check-in, Officials check-in, Awards, Athlete Hospitality, Weights &amp; Measures, Clerk’s Circle</td>
</tr>
<tr>
<td>☐ Determine how and where to post information such as heat and flight sheets, results, general meet information, entry forms for other meets, relay entry forms, etc.</td>
</tr>
<tr>
<td>☐ Identify individual to post information and maintain the posting area</td>
</tr>
<tr>
<td>☐ Secure means for posting information and necessary supplies: e.g. pins, tape, scissors, marking pens, bulletin board headings</td>
</tr>
<tr>
<td>☐ Secure parking spaces for key meet personnel</td>
</tr>
<tr>
<td>☐ Plan timing for meet set-up so all pre-meet procedures are ready one hour before the meet</td>
</tr>
<tr>
<td>☐ Make arrangements with vendor for concessions, if appropriate</td>
</tr>
</tbody>
</table>
Meet Headquarters – Checklist

☐ Identify and confirm meet headquarters
☐ Execute Memo of Agreement with meet headquarters (See Exhibit F)
☐ Ask to have a “Welcome Masters T&F Athletes” sign on the marquee
☐ Confirm arrangements with manager shortly before meet

Athlete Services/Registration, etc. – Checklist

Registration Coordinator

☐ Determine registration and packet pick-up procedures
☐ Purchase supplies for packets: envelope, labels, pins, athlete bib numbers
☐ Record data for T-shirt orders
☐ Code packets with registration information and problems to resolve
☐ Prepare list of registration problems to be resolved at packet pick-up
☐ Provide means to purchase USATF membership card
☐ Have cash box available for use at registration area
☐ Arrange for packet stuffing
☐ Explain registration and packet pick-up procedure to volunteers assisting
☐ Have a Lost & Found area; announce the location during the meet
### Volunteer Services – Checklist

- Identify volunteers needed to assist on days of meet
- Solicit volunteers from service clubs, booster organizations, high schools (community service opportunity) and recreation centers
- Submit article to local newspaper to solicit volunteers
- Update volunteer requirements
- Develop data base for all volunteers: name, assignment, phone, e-mail, T-shirt size
- Secure shirt sizes if T-shirts are to be given to volunteers
- Submit data for volunteer check-in and assign this responsibility
- Have identifiable vests or tops for volunteers
- Monitor volunteers to reassign when duties are completed

### Hospitality – Checklist

- Plan for coffee and “goodies” for early morning meet set-up
- Identify food needs for volunteers, officials, and meet personnel
- Determine hospitality for athletes, if any; e.g. cut up watermelon
- Determine possible food donations
- Decide on suppliers for food
- Order food for meet hospitality
- **Define social event, if one is to be held and confirm space for event**
- Plan for and execute social event including: food, set-up, program and clean-up
- Develop system for issuing meals and clothing items for volunteer, officials, and meet personnel (LOC may adopt a policy related to number of hours worked)
- Have shirts and lunches for main facility crew (this might be institution employees)
- Make sure PA announcers, and others who may not leave their “stations,” get lunch
### Awards Distribution – Checklist *(Refer to Elaboration of Task #15)*

- Secure championship patches if hosting Association or Regional meet
- Have medals and ribbons or other awards organized for ease of distribution
- Determine system for distributing awards
- Develop system to record when an award has been given to an athlete
- Ensure that volunteers fully understand the awards distribution process
- Clarify paper flow related to results posting and managing at awards distribution

### Medical Support – Checklist

- Define payment structure for athletic trainers and masseurs
- Appoint a **Safety Officer** and clarify this person’s duties
- Secure services of certified Athletic Trainer, if possible
- Identify **Massage Coordinator** who will solicit the service of masseurs to be at the meet
- Reserve appropriate space at facility for athletic trainers and masseurs
- Secure the volunteer services of physicians to be available at meet
- Arrange for communication link between trainer, safety officer and physician at meet
- Arrange for a fully equipped first aid kit to be available at the athletic training area
- Arrange for EMT or ambulance service to be available on-site, or alerted to meet if close by
- Complete the USATF required “First Report of Accident” for any injuries that occurred
FACILITIES AND EQUIPMENT

This area is responsible for securing and having ready all the physical facilities and equipment necessary to conduct the meet. The Meet Director or LOC designee shall be responsible for: (1) Ensuring the facility is suitable, (2) Confirming the date, and (3) Negotiating the contract to reserve the facility, if a contract is required.

Most track and field facilities are owned and operated by a college/university or school district and thus maintained by professional personnel. In some cases there may be a facilities crew which will work at the meet and assist with the many aspects related to the field set-up, venue preparation, and equipment needs. The particular features of the facility have a major impact on the schedule of events as well as meet logistics. Many track and field facilities have most of the equipment necessary for conducting a meet except for equipment needs that are unique for a Masters meet, e.g. 27” hurdles.

The Competition Director should identify the specific facility and equipment needs related to competition. (For smaller meets this will probably be the Meet Director.) Thus some of the responsibilities of the Competition Director will be interfaced with the Facilities and Equipment Component Area; this will also be true for the Computer Operations Director as are equipment needs to provide adequate communication links.

For the purpose of this Manual the following activities/topics have been grouped in the Facilities and Equipment Area:

- Competitive venues set up
- Equipment necessary for meet
- Implements the meet will supply
- Fully Automatic Timing
- Tents and booths
- Set-up for support services (layout - traffic flow, signage, etc.)
- Communication links - field, clerk, announcer, computer, finish line, etc.
- Restrooms
- Fluids on Field
- Walkie-Talkies
Facilities and Equipment - Checklist (general)

- Identify field set-up specifications for facility crew *(See Exhibit I)*
  - Field markings for throwing venues
  - Placement of pennants to control traffic in areas for safety purposes; e.g. partitioning off the throwing sectors
  - Clerk’s area (benches, podium, tables, chairs, hip numbers, communication link)
  - Water, electrolyte and garbage containers at key locations (must have water at finish line and located by several field event venues)
  - Staging areas for awards, registration/packet pick-up, hospitality, etc.
  - Benches for athlete seating at field event venues

- Arrange for public address system
- **Arrange for use of scoreboard, if available**
- Arrange for Fully Automatic Timing and operators
- Identify areas for Weights & Measures and Clerking
- Make arrangement to secure master specific equipment needs: e.g. hurdles, throwing implements for various age-group specifications
- Prepare list of equipment needs for competition areas
  - 8-10 starting blocks in a cart
  - Runway markers - LJ, TJ, Javelin and PV
  - White duct tape to put down temporary take-off boards for LJ and TJ
  - Measuring tapes for all field events
  - Steel tape for measuring possible records
  - Equipment for selected venues; standards and cross bars for vertical jumps, bar measuring devices (if available)
  - Performance indicators (boards) for displaying marks; HJ and PV need space to indicate the attempt number
  - Brooms, rakes and pit preparation implements for horizontal jumps
  - Windsocks for LJ, TJ and PV venues
  - 2 red, 2 white and 1 yellow flag for each field event
  - Chairs for officials at venues
  - Extenders for the pole vault standards
  - Cones for both running and field events
  - 7 small cones for “cut-in line” on track
  - Wind gauges for track and horizontal jumps
  - Squeegees in case of pooling water on runways, HJ apron, track
- Running clock at finish line
- Bell for finish line area
- 8 batons for relays

☐ Confirm that steeplechase barriers can be lowered to 30”
☐ Be prepared to put down temporary take-off boards for selected TJ and LJ flights
☐ Order or identify source for tables and chairs necessary for registration and packet pick-up, volunteer check-in, officials check-in, hospitality center, awards distribution, etc.
☐ Determine signage needs (LOC input)
☐ Secure tents and booths as needed (also consider tents for shade for athletes if none at the site)
☐ Schedule time to put up tents/booths day before, or early day of meet - have helpers
☐ Ensure that the sprinkler system will not go on during the meet or just prior to the start of the meet in the morning
☐ Make contingency plans in case of rain (e.g. to keep papers dry), lightning or excessive heat, as necessary
☐ Meet with facility personnel day before meet to confirm all is ready to go
☐ Arrange for clean-up crew

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**Equipment needs for Computer Operations and Meet Communication – Checklist**

☐ Fax machine (often this may link Clerk's area to computer operations)
☐ Printer/copier - often all that’s needed for low-key meets
☐ Copy machine - may need two for larger meets
☐ Communication links to Clerk's area and Track Referee or Head Finish Judge (this could be by phone, walkie-talkies, or direct, depending on location of computer operations)
☐ Adequate number of walkie-talkies
  - Separate channel for press box to communication on field
  - Channel for Meet Director contact to medical area, referees
  - Track Referee contact with clerk and head finish line judge
☐ Bull horns - for Clerk's area and for All-Comer meets
COMPETITION

The Competition Area includes every aspect of the meet that must be executed to ensure the competition is run smoothly, safely, in a fair manner, and on time. Formally, the Games Committee is the administrative body, which determines the time schedule, governs the competition, and is responsible for the proper conduct of the meet. The nature and size of the meet will determine the need for a formal Games Committee. For most small to medium-sized meets, the LOC can serve as the Games Committee. It may be advisable for one member of the LOC to be delegated the administrator responsible for the competition area. This individual, for the purpose of this Manual, has the title of Competition Director. A small committee of the Meet Director, Competition Director, Coordinator of Officials, and Computer Operations Director may serve as the informal Games Committee. It is essential that the Competition Director establish effective lines of communication with the individuals who are responsible for preparation of the venue for competition.

For the purpose of this Manual the following activities/topics have been selected to be grouped in the Competition Area:

- Games Committee - often this is the LOC
- Communication with Association Masters Chair or Regional Coordinator, if appropriate
- Event Schedule
- Conduct of meet
- Adherence to Rules of Competition
- Knowledge and application of masters specific rules
- Appeals procedure
- Printed meet program information related to conduct of meet
- Liaison regarding facility and equipment needs
- Liaison with Officials Coordinator
- Liaison with Computer Guru (IT support)
- Determination of heats and flights
- Recorder of Records
- Relay Coordinator
- Public address announcers
Competition Checklists

**Competition Checklist** – Checklist (general)

- Have current USATF Rule Book available for reference (available at www.usatf.org/about/rules and www.usatf.org/store)
- Inspect facility to determine suitability for masters meet
- Determine events to be held
- Determine event schedule
- Arrange for use of Fully Automatic Timing (F.A.T.) and operators at the facility
- Define guidelines for relays
- Prepare relay entry forms
- Locate and secure batons for relays (may be handled by F & E)
- Have a system for checking out and returning batons
- Establish progressions for bar raises (increments) for HJ and PV competition
- Prepare lap time recorder cards *(See Exhibit L)*
- Establish time allowed for warm-up for field events
- **Prepare information regarding conduct of the meet for printed meet program *(Refer to Elaboration of Tasks #11)*
- Ensure that conditions exist that will enable records *(Refer to Elaboration of Tasks #20)*
- Get copy of current Masters U.S. and World Records (available at www.usatf.org/statistics/records/)
- **Make sure all head judges and referees have the current records for their events**
- Prepare “Instructions of Head Field Judges” *(See Exhibit J)*
- Prepare clipboards with necessary paperwork for head officials and other meet personnel *(Refer to Elaboration of Task # 17)*
- Clarify record-keeping responsibilities with the Recorder of Records
Liaison with Computer Operations Director – Checklist

Note. Use Exhibit R and the current USATF Competition Rules as a reference.

- Determine heats for track events and lane assignments
- Determine flights for field events
- Establish paper flow (LOC input, also)

Liaison with Facility Personnel – Checklist

- Prepare facility set-up specifications (See Exhibit I)
- Indicate location of “marked down” take-off boards for TJ (these are in addition to the permanent boards at the facility) Masters need 12’, 16’, 20’, 24’, and 28’; these boards, depending on the ages of the athletes in the flight jumping.
- Indicate location (4’6”) for the one marked down board for the LJ (This is used by most Masters women and by men’s in older age groups.)
- Specify materials needed for marking the shorter take-off boards
- Determine lowest possible height for PV and HJ Critical for Masters
- Make sure there are extenders for the PV standards to allow the bar to go down to at least 6’
- Ensure there is a safe method to attach the PV extenders
- Ensure masters specific equipment and implements are available or state on entry form (e.g. will not have 27” hurdles; athletes must supply their own throwing implements and poles for vaulting). Note: It is not customary to supply vaulting poles. (See Exhibit N)
<table>
<thead>
<tr>
<th>Liaison with <strong>Officials Coordinator</strong> – Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Determine Jury of Appeals</td>
</tr>
<tr>
<td>☐ Select public address announcer(s) - may have input from LOC</td>
</tr>
<tr>
<td>☐ Determine Meet Referee (for a large, two-day meet it is suggested to have both a Track Referee and a Field Referee)</td>
</tr>
<tr>
<td>☐ Identify <strong>Recorder of Records</strong> and clarify responsibilities</td>
</tr>
<tr>
<td>☐ Prepare instructions for head field judges <em>(See Exhibit J)</em></td>
</tr>
<tr>
<td>☐ Assist with preparation of clipboard for officials</td>
</tr>
<tr>
<td>☐ Ensure that all measurements are in <strong>metric, not feet and inches</strong></td>
</tr>
</tbody>
</table>

**Note:** A listing of selected Masters Rules appears as *Exhibit R*
OFFICIALS

The success of the meet is partially dependent upon having a competent group of officials confirmed to work the meet. It is typical that one member of the LOC is delegated the responsibility of securing and assigning officials for the meet. This Coordinator of Officials shall work with the Officials’ Organization that serves the area where the meet is held, or in some cases shall make direct communication with the individual who sets up officials at the facility where the meet is to be held. Such might be the case if the meet is held at a college or university track.

For the success of the meet and the satisfaction of the athletes, it is extremely important that the officials are knowledgeable of Masters specific rules and their implementation. It is the role of the Coordinator of Officials and Competition Director to ensure adherence to the rules.

For the purpose of the Manual the following activities/ topics have been grouped in the Officials Area:

- Liaison with Competition Director
- Liaison regarding facilities and equipment needs
- Solicitation and assignment of officials (See Figure 2. and Figure 3. that follow this checklist for a listing of officials for small or large meet)
  - Referee(s)
  - Jury of Appeals (for Association and Regional Championships meets)
  - Race walk judges
  - Head judges
  - All other officials
- Adherence to Rules of Competition
- Knowledge and application of masters specific rules
- Adequate staffing of officials during meet
## Officials Checklists

### Officials Checklist – Checklist (general)

- Make contact with officials’ organization or track office at institution where the meet will be held
- Make sure meet date is on officials’ calendars
- Make contact with the individual responsible for assigning race walk judges
- Provide officials’ organization with event schedule, number of athletes and list of specific needs for officials
- Make arrangements for Fully Automatic Timing (F.A.T.) to be used at the meet
- Select Jury of Appeals and confirm their acceptance (for championship meets)
- Select referee(s) with **Competition Director** and confirm acceptance
- Select head judges and confirm acceptance
- Assign officials to their preferred events, if possible
- Obtain shirt sizes for officials if shirts are to be provided
- Provide list of officials for the volunteer responsible for official check-in
- Determine number of lunches for officials
- Establish method to distribute lunches (could be handled by hospitality)
- Provide lap time recorder cards with numbered spaces for recording lap times (See Exhibit L)
- Ensure that all officials are reminded just prior to the meet of their responsibilities and check-in time
- Prepare officials’ clipboards with necessary paperwork (**Refer to Elaboration of Task #17**)
- Send thank-you notes to officials
Liaison regarding facilities and equipment needs – Checklist

Listed here as a double check; how much the **Coordinator of Officials** is involved depends on experience of the facility crew.

- Ensure there are enough operable wind gauges, dependent on event schedule [Note: Wind gauges are needed for LJ, TJ, 100, 200 and High Hurdles.]

- Have extra fresh batteries available for wind gauges

- Develop officials’ equipment list (see *Facilities and Equipment checklist* on page 47)
Figure 2 – Officials Organization
For All-Comers or Local Club Meet

The nature of the meet will govern what officials and volunteers are needed. As a sanctioned meet, it is necessary to have certified officials and to comply with other requirements. Safety and proper conduct of all events cannot be sacrificed. These factors are of up most importance.

# Use of a chronomax watch will provide a paper print of runners’ times. This will reduce the number of timers needed.

## It is recommended that there be three watches on first place.

* Volunteers can be used to assist the field event officials by serving as rakers, tape pullers, retrievers and recorders on the field event sheets. They may also serve a lap counters for the running events, who can also record the lap times.

** Often the long jump and triple jump are at different times and the same crew can be used.

*** The officials and volunteers helping with the throws may be used for more than one throwing event depending on the meet schedule.
Figure 3 – Officials Organization
For Large Meets

* Volunteers can be used to assist in the field events serving as implement retrievers or rakers; this may reduce the number of field event officials needed. Volunteers can also serve as lap time recorders and performance board operators.

# Officials are needed if these events are contested; may be the same officials.
COMPUTER OPERATIONS

Competent management of the computer operations area is critical to the success of a meet. It is essential that one member of the LOC has the skills to coordinate and implement all the aspects related to computer operations. In recent years the Computer Operations Director (IT Specialist) has included the formal role of “Competition Secretary.” Some “computer” tasks are part of the marketing/media relations component and not related to the actual conduct of the meet. There may be other individuals with technical skills who can assist with these responsibilities. For low-key all-comer meets, it is not necessary for data entry, data processing and results to be computerized. However, using the computer and a good software program makes many aspects of the meet go more smoothly.

There is one commonly used meet management software program that can be employed to manage and conduct all the aspects of data entry, forming heats and flights, advancement, recording results, providing age-grading scores, and preparing results for distribution to the media and publications in various formats. It is called “Meet Manager” and is from Hy-Tek, Ltd. Here is their contact information: 866-456-5111 and www.hy-tekltd.com.

For the purpose of this Manual the following activities/tasks have been grouped in the Computer Operations area:

- Obtain necessary hardware and software
- Set up meet management software
- Entry form
- Web site information
- Purchase computer supplies
- Data entry
- Entry verification
- Paper flow
- Liaison with Competition Director/LOC
- Seeding for events
- Prepare event sheets
- List of entrants and events
- Print results after each event
- Complete set of competition results
- Results for media and publications
- Computer network (lines to appropriate places)
Computer Operations Checklists

<table>
<thead>
<tr>
<th>Computer Operations – Checklist (general)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Purchase and/or secure computer hardware and software</td>
</tr>
<tr>
<td>☐ Become familiar with software program</td>
</tr>
<tr>
<td>☐ Purchase and/or gather supplies: folders, labels, paper, marking pens, highlighter, stapler, staple remover, scotch tape</td>
</tr>
<tr>
<td>☐ Enter data and verify entries as they are received <em>(Refer to Elaboration of Task #9)</em></td>
</tr>
<tr>
<td>☐ Back up entry data occasionally</td>
</tr>
<tr>
<td>☐ Have the original entry forms available for quick reference in logical order</td>
</tr>
<tr>
<td>☐ Prepare file folders with appropriate labels</td>
</tr>
<tr>
<td>☐ Make sure computer equipment and connections are properly set up and operational</td>
</tr>
<tr>
<td>☐ Define paper flow to clerk, head officials, wind gauges, for competition results processing and awards</td>
</tr>
<tr>
<td>☐ Clarify day-of-meet registration procedures and impact on paper flow</td>
</tr>
<tr>
<td>☐ Ensure there is direct communication between Computer Operations and Clerk’s area and Track Referee</td>
</tr>
<tr>
<td>☐ Enter results data as required and make copies of event results to be distributed as follows: computer operation files, announcers, awards distribution, and posting board</td>
</tr>
<tr>
<td>☐ At the end of the competition back up results data</td>
</tr>
<tr>
<td>☐ Make complete set of results and submit to media, web sites, and to USATF for Masters T&amp;F Rankings</td>
</tr>
</tbody>
</table>
Liaison with **Competition Director/LOC** – Checklist

- Enter meet schedule
- Assist with entry form preparation
- Submit meet information and draft of entry form to Association Masters Chair or Regional Coordinator, if appropriate
- Submit information for web site(s) (depending on nature of meet, may include schedule of events, entry form and entrant list)
- Execute seeding and prepare heat sheets for track events
- Determine flights and prepare flight sheets for field events
- Make enough copies of the event sheets for all the clipboards (individuals) that need them *(Refer to Elaboration of Task #17)*
- Make extra event sheets for HJ and PV head judges (their results usually run over several pages)
- Make event sheets for wind gauge operators (LJ, TJ, 100, 200 and high hurdles)

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Equipment and Communication Needs for Computer Operations – Checklist

*Note: This is also listed in the Facilities and Equipment Area.)*

- Fax machine (often this may link Clerk’s area to computer operations)
- Printer/copier - often all that’s needed for low-key meets
- Copy machine - may need two for larger meets
- Communication links to Clerk’s area and Track Referee or Head Finish Judge (this could be by phone, walkie-talkies, or direct, depending on location of computer operations)
EXHIBITS
EXHIBIT A: ONE-DAY MEET SCHEDULE (Sample)
(Not an Association or Regional Championship Meet)

<table>
<thead>
<tr>
<th>TRACK EVENTS</th>
<th>FIELD EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 a.m. - 5000m</td>
<td>9:30 Long Jump - All Women</td>
</tr>
<tr>
<td>10:00 - Mile</td>
<td>10:00 Pole Vault - starting heights below 10'6” (3.20m)</td>
</tr>
<tr>
<td></td>
<td>Javelin - Men 30-59</td>
</tr>
<tr>
<td></td>
<td>Shot Put - All Men</td>
</tr>
<tr>
<td></td>
<td>Discus - All Women</td>
</tr>
<tr>
<td>10:30 Long Jump - Men</td>
<td>11:00 80m Hurdles</td>
</tr>
<tr>
<td>11:00 - 80m Hurdles</td>
<td>11:00 High Jump - starting 4'6” (1.37m) and above</td>
</tr>
<tr>
<td>11:20 - 100m Hurdles</td>
<td>11:30 Long Jump - Men 30-59</td>
</tr>
<tr>
<td>11:40 - 110m Hurdles</td>
<td></td>
</tr>
<tr>
<td>12:00 - 100m</td>
<td>12:00 Javelin - All Women</td>
</tr>
<tr>
<td></td>
<td>Shot Put - Men 30-59</td>
</tr>
<tr>
<td></td>
<td>Discus - Men 60+</td>
</tr>
<tr>
<td>12:40 - 400m</td>
<td>1:00 PV - starting heights 10'6” (3.20m) &amp; above</td>
</tr>
<tr>
<td>1:00 5K Fitness Walk*</td>
<td>Triple Jump - Masters Men &amp; All Women</td>
</tr>
<tr>
<td>(May eliminate above event)</td>
<td>1:30 HJ - starting heights below 4'6” (1.37m), 4 cm</td>
</tr>
<tr>
<td>2:00 - 800m</td>
<td>2:00 Javelin - Men 60+</td>
</tr>
<tr>
<td></td>
<td>Shot Put - All Women</td>
</tr>
<tr>
<td></td>
<td>Discus - Men 30-59</td>
</tr>
<tr>
<td>2:40 - 200m</td>
<td></td>
</tr>
<tr>
<td>3:10 - 300m Hurdles</td>
<td></td>
</tr>
<tr>
<td>3:25 - 400m Hurdles</td>
<td></td>
</tr>
<tr>
<td>3:50 - 4 x 100 Relays</td>
<td>scheduling last gives sprinters opportunity to warm up, compete in previous events, rest and see who is available for teams.</td>
</tr>
</tbody>
</table>

* A recreational walk, not a competitive event, can be held when it might be too hot for a 5000m run, and gives a break for those who compete in both 400/800m and/or earlier events.
EXHIBIT B: TWO-DAY MEET SCHEDULE (Sample)
The recommended standard schedule for the USATF Northwest Region Masters T&F Championships

<table>
<thead>
<tr>
<th>Saturday - Track</th>
<th>Saturday - Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00  10,000m</td>
<td>9:00  Long Jump M30-59</td>
</tr>
<tr>
<td></td>
<td>9:00  Hammer M 30-59</td>
</tr>
<tr>
<td></td>
<td>9:00  Javelin All Women and M60+</td>
</tr>
<tr>
<td>10:15 5,000m Race Walk</td>
<td>10:15  Long Jump All Women and M60+</td>
</tr>
<tr>
<td>11:00 2,000m Steeplechase</td>
<td>11:00  *Pole Vault All (2pits) 11' divider???</td>
</tr>
<tr>
<td>11:20 3,000m Steeplechase</td>
<td>11:30  Javelin M30-59</td>
</tr>
<tr>
<td>12:20 80m Hurdles</td>
<td>12:30  Shot Put All Women and M60+</td>
</tr>
<tr>
<td>12:30 100m Hurdles</td>
<td>12:45 110m Hurdles</td>
</tr>
<tr>
<td>2:00 400m</td>
<td>2:00  Shot M30-59</td>
</tr>
<tr>
<td>2:45 1500m</td>
<td>2:45 1500m</td>
</tr>
</tbody>
</table>

*Comments: If one PV pit, run all together if you don't anticipate a large number, otherwise, recommended two groups: M30-59 at 10:00 and then all Women and M60+ |

<table>
<thead>
<tr>
<th>Sunday - Track</th>
<th>Sunday - Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00  5,000m (allow time for 2 races)</td>
<td>9:00  Discus All W and M60+</td>
</tr>
<tr>
<td>10:00 300m Hurdles</td>
<td>10:00  Triple Jump All Women and M60+</td>
</tr>
<tr>
<td>10:15 400m Hurdles</td>
<td>10:30 800m</td>
</tr>
<tr>
<td>11:00 1 Mile Race Walk</td>
<td>11:00  Discus M30-59</td>
</tr>
<tr>
<td>11:30 200m</td>
<td>11:30  Weight, then Superweight All W and M60+</td>
</tr>
<tr>
<td>12:30 4 x 100m Relay</td>
<td>11:00  High Jump All Women and M60+</td>
</tr>
<tr>
<td>12:40 4 x 400m Relay</td>
<td>11:00  Triple Jump M30-59</td>
</tr>
<tr>
<td>12:50 4 X 800m Relay</td>
<td>11:30  Weight, then Superweight All W and M60+</td>
</tr>
</tbody>
</table>
EXHIBIT C: FUNDRAISING GUIDELINES (Sample)
Hayward Classic Fundraising Guidelines

Major Sponsors:
  **Title Sponsor** (one and only one) $2500
  1. Names is part of the meet title – the ____________ Hayward Classic
  2. Full page ad in meet program – back cover
  3. Logo on meet T-shirt
  4. Four meet T-shirts
  5. Logo on entry form and website
  6. PA mention throughout the meet
  7. Opportunity to put items in competitors’ packets
  8. Mention in program welcome as Title Sponsor
  9. Mention in press releases as Title Sponsor

  **Meet Sponsor** ($500) could be 4-5 meet sponsors
  1. One-half page ad in program – preferred placement
  2. Two meet T-shirts
  3. Logo on meet T-shirt
  4. Logo on entry form and website
  5. PA mention throughout the meet
  6. Opportunity to put items in competitors’ packets
  7. Mention in program welcome as meet sponsor
  8. Mention in press releases as meet sponsor

Event Sponsors: $75 (could split for Men’s event or Women’s events for $50)
  1. Name/business listed in program
  2. PA announcement during the event
  3. Business card size ad in program
  4. Sponsor listed by event in schedule of events

Amenities Sponsors: Trackside Trainers $100; Massage Therapists $100
  1. Name listed in program
  2. PA announcements during the meet
  3. Business card size ad in program

Box Lunch Contributors: $50
  1. Name listed in program
  2. PA announcements during the meet
  3. Business card size ad in program

Display Ads: (inside program) Preferred Placement (covers)
  Full page $150 $200
  ½ page $125 $150
  No preferred placement for: ¼ page - $100 or business card size ad $25
EXHIBIT D: ENTRY FORM (Sample)

25th ANNUAL HAYWARD CLASSIC
JUNE 24 - 25, 2006
Northwest Regional Masters Track & Field Championships
Hayward Field  University of Oregon  Eugene, Oregon

TENTATIVE SCHEDULE

<table>
<thead>
<tr>
<th>SATURDAY</th>
<th>Time</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track</td>
<td>8:30</td>
<td>Javelin M 70+</td>
</tr>
<tr>
<td>10K</td>
<td>9:00</td>
<td>Hammer M 30-59</td>
</tr>
<tr>
<td>5K Racewalk</td>
<td>10:15</td>
<td>Long Jump All W</td>
</tr>
<tr>
<td></td>
<td>10:30</td>
<td>Hammer All W</td>
</tr>
<tr>
<td></td>
<td>10:30</td>
<td>Shot Put M 30-59</td>
</tr>
<tr>
<td></td>
<td>10:30</td>
<td>Javelin M 60-89</td>
</tr>
<tr>
<td>*Age Graded Mile</td>
<td>11:00</td>
<td>High Jump M30-64, W30-49</td>
</tr>
<tr>
<td>2K Steeplechase</td>
<td>11:20</td>
<td></td>
</tr>
<tr>
<td>3K Steeplechase</td>
<td>11:40</td>
<td></td>
</tr>
<tr>
<td>80 M Hurdles</td>
<td>12:00</td>
<td>Javelin M30-59, Shot Put All W</td>
</tr>
<tr>
<td>100 M Hurdles</td>
<td>12:15</td>
<td>Hammer M 60+</td>
</tr>
<tr>
<td>110 M Hurdles</td>
<td>12:25</td>
<td></td>
</tr>
<tr>
<td>100 Meters</td>
<td>12:30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1:00</td>
<td>High Jump W 50+, M 65+</td>
</tr>
<tr>
<td></td>
<td>1:30</td>
<td>Long Jump M 30-64</td>
</tr>
<tr>
<td></td>
<td>1:30</td>
<td>Shot Put M 60-89</td>
</tr>
<tr>
<td>400 Meters</td>
<td>2:00</td>
<td>Javelin All W</td>
</tr>
<tr>
<td></td>
<td>2:30</td>
<td>Shot Put M 70+</td>
</tr>
<tr>
<td>*3,000 Meters</td>
<td>3:00</td>
<td></td>
</tr>
<tr>
<td>**not Champ Event</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>Time</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track</td>
<td>9:30</td>
<td>Discus All W</td>
</tr>
<tr>
<td>6K Women</td>
<td>9:00</td>
<td>Weight/Supershift M 30-60</td>
</tr>
<tr>
<td>5K Men 2 Heats</td>
<td>9:40</td>
<td>Discus M 70+</td>
</tr>
<tr>
<td></td>
<td>10:00</td>
<td>Pole Vault All M/W 2 Pts</td>
</tr>
<tr>
<td></td>
<td>10:00</td>
<td>Triple Jump M 30-59</td>
</tr>
<tr>
<td></td>
<td>10:30</td>
<td>Weight/Supershift All W</td>
</tr>
<tr>
<td>300 M Hurdles</td>
<td>10:45</td>
<td></td>
</tr>
<tr>
<td>400 M Hurdles</td>
<td>11:00</td>
<td>Triple Jump All W, M 60+</td>
</tr>
<tr>
<td>800 Meters</td>
<td>11:15</td>
<td>Discus M 60-60</td>
</tr>
<tr>
<td>1 Mile Racewalk</td>
<td>11:45</td>
<td>Weight/Supershift M 60+</td>
</tr>
<tr>
<td>200 Meters</td>
<td>12:00</td>
<td>Discus M 30-59</td>
</tr>
<tr>
<td>1500 Meters</td>
<td>1:00</td>
<td></td>
</tr>
<tr>
<td>Relays</td>
<td>1:20</td>
<td>4x100, 4x400, 4x800</td>
</tr>
</tbody>
</table>

General Information
Sanction: USATF
Divisions: 5 year divisions for men & women age 30 & up.
Entry Fees: $15.00 first event; $7.00 second event; $ 4.00 each additional event.
Entry Deadline: Postmarked by Friday, June 9th
Late Entry Fee: $10.00 after June 9th

LATE ENTRY DEADLINE - 5 PM TUE, JUNE 20th

Relays: Held in 10 year age groups; must wear distinguishable tops. Relay entry fees will be collected day of race only, no later than 11:00 am on Sunday.
Awards: Northwest Regional medals awarded for 1st, 2nd, 3rd; ribbons for 4th, 5th and 6th. Northwest Championship patches for USATF NW athletes.
Facility: All-weather track and runways (spikes 1/4" Max) Implements: OTCM will provide throwing implements.
Packet Pickup: Phoenix Inn, 6-8 pm, Friday June 23 or Hayward Field after 7:30 am, Saturday, June 24.
Meet Headquarters: Phoenix Inn, 850 Franklin Blvd, Eugene, OR, 97403; Call 1-800-344-0131 for reservations. Special Hayward Classic rate if reserved by June 1.
www.phoenixinn-suites.com/hotel/s/eugene/
Reception: Sponsored by OTCM, Saturday June 24, 4:30 to 6 pm at the Phoenix Inn. Light refreshments.
Regional Meeting: Saturday following the reception.
Contacts: website: www.oregontrackclub.org email: bre@uoregon.edu

Please Support our Sponsors

Our thanks to the Cities of Eugene and Springfield ** Presented by Oregon Track Club Masters
## 25th Annual Hayward Classic
Northwest Regional Masters Championship
JUNE 24-25, 2006

### Entry Form (Sample) – page 2

**Name:**
- Last ____________
- First ____________
- Middle ____________

**Address:**
- ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________

**City:**
- ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________

**ST** ____________

**Zip** ____________

**Sex:**
- Male ____________
- Female ____________

**Age on June 24** ____________

**Birthdate:**
- month/day/year ____________ ____________

**Tel:** (Home) ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________

**Email:** ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________

**Events:**
- Put an X in the boxes of the events that you are entering

<table>
<thead>
<tr>
<th>Event Description</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>age graded mile</td>
<td></td>
</tr>
<tr>
<td>1500 run</td>
<td></td>
</tr>
<tr>
<td>3k run</td>
<td></td>
</tr>
<tr>
<td>6k run</td>
<td></td>
</tr>
<tr>
<td>10k run</td>
<td></td>
</tr>
<tr>
<td>hurdles 83/100/110</td>
<td></td>
</tr>
<tr>
<td>hurdles 300/400</td>
<td></td>
</tr>
<tr>
<td>race walk 1 mile</td>
<td></td>
</tr>
<tr>
<td>race walk 5k</td>
<td></td>
</tr>
<tr>
<td>hurdles 83/100/110</td>
<td></td>
</tr>
<tr>
<td>long jump</td>
<td></td>
</tr>
<tr>
<td>triple jump</td>
<td></td>
</tr>
<tr>
<td>high jump</td>
<td></td>
</tr>
<tr>
<td>pole vault</td>
<td></td>
</tr>
<tr>
<td>discus</td>
<td></td>
</tr>
<tr>
<td>hammer</td>
<td></td>
</tr>
<tr>
<td>javelin</td>
<td></td>
</tr>
<tr>
<td>weight</td>
<td></td>
</tr>
<tr>
<td>steeplechase</td>
<td></td>
</tr>
<tr>
<td>shot put</td>
<td></td>
</tr>
<tr>
<td>super weight</td>
<td></td>
</tr>
</tbody>
</table>

**I agree:**

<table>
<thead>
<tr>
<th>I agree to pay all fees associated with this entry.</th>
</tr>
</thead>
</table>

**USA Track Association: **
- ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________

**2006 USA Track Association Registration Number:**
- ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________

**Entry Fees:**

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Event</td>
<td>$15.00</td>
</tr>
<tr>
<td>2nd Event</td>
<td>$7.00</td>
</tr>
<tr>
<td>Number of additional events</td>
<td>X</td>
</tr>
<tr>
<td>Number T-shirt</td>
<td>X</td>
</tr>
<tr>
<td>Number XXL T-shirt</td>
<td>X</td>
</tr>
<tr>
<td>Late Fee (after June 9th)</td>
<td></td>
</tr>
</tbody>
</table>

**Voluntary Contribution to the Officials’ Fund:**
- ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________

**TOTAL:**
- ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________

**Waiver:**

In exchange for acceptance of this entry, I for myself, executors, administrators and assigns, do hereby release any rights and claims for damages to me or my property I may have against OTCM, USA Track Association, University of Oregon, and any and all sponsors and individuals involved with the presentation and conduct of this meet. I hereby attest that I have full knowledge of the risk involved in competing in this event and am physically fit and sufficiently trained to participate in this event.

**Signature:** ____________________________

**Date:** ____________________________

---

**Oregon Track Club Masters: c/o Ruth BreMiller**
- 590 W 29th Ave
- Eugene, OR 97405
EXHIBIT E: MEET SPONSOR AGREEMENT (Sample)

To: Carter & Carter Financial, Registered Investment Advisor  Charlene Carter, President
   (Sponsoring organization/company) (Represented by) Contact: 683-2900

From: Becky Sisley, Liaison with Oregon Track Club Masters
       Contact: 342-3113

Re: Hayward Classic Masters Track & Field Championships - 25th Anniversary
    (June 24 and 25, 2006)

Date: November 1, 2005

Oregon Track Club Masters is delighted that Carter & Carter Financial, Registered Investment Advisor, has agreed to serve as one of the meet sponsors, by contributing $500 toward the cost of the Hayward Classic. We anticipate 350 competitors as this is a special year with our 25th Anniversary and the meet also serves as our Northwest Regional Championships. About one half of the income for the meet comes from entry fees and the balance from various donations. This meet has been called the best-run masters' track and field championships outside of some of the USATF National Championships.

In return for the $500 contribution, The Oregon Track Club Masters:

1. Will note in the meet program that Carter & Carter Financial, Registered Investment Advisor is one of the meet sponsors. We anticipate having four meet sponsors.
2. Will place the Carter & Carter Financial, Registered Investment Advisor logo on the meet T-shirt and on the meet entry form and the Hayward Classic web site.
3. Will provide Carter & Carter Financial, Registered Investment Advisor with two meet T-shirts.
4. Will place Carter & Carter Financial, Registered Investment Advisor printed materials in the competitors' packets. (Materials are to be received by June 10th.)
5. Will announce several times over the public address system at the meet each day that Carter & Carter Financial, Registered Investment Advisor is one of the meet sponsors.
6. Will include a half page Carter & Carter Financial, Registered Investment Advisor ad in the program in a preferred placement. (We will need to set up by May 25th.)
EXHIBIT F: MEET HEADQUARTERS AGREEMENT (Sample)

MEMORANDUM OF AGREEMENT
Between: Oregon Track Club Masters and The Phoenix Inn
Regarding: Hayward Classic Masters Track & Field Championships
(June 24 and 25, 2006)

The Phoenix Inn:
1. Agrees to serve as meet headquarters for the Hayward Classic, to be held June 24-25, 2005. The Hayward Classic Committee liaison is Becky Sisley, phone 342-3113.
2. Will provide an area for meet registration and packet pick up on Friday 6-8pm, June 23rd.
3. Will set aside 20-25 rooms for Hayward Classic competitors until June 11, 2006. Meet participants will get a special rate if they mention the Hayward Classic at the time the reservation is placed.
4. Will provide a room for the reception to be held Saturday evening 4:30-6:00pm, June 24th. Set-up can take place beginning at 3:45pm. It is understood that the Oregon Track Club Masters (OTCM) will provide the food and beverages, and the servers. The OTCM contact person for the reception is ___________________________ phone _____________. (Contact to be provided by April 1, 2006)

The Oregon Track Club Masters:
1. Will note on meet entry form that the Phoenix Inn is the meet headquarters. Phone numbers and directions to The Phoenix Inn will be included.
2. The Phoenix Inn Logo will appear on the meet entry form and the Hayward Classic website.
3. The Hayward Classic Committee has a copy of logo on file.
4. The Phoenix Inn will be mentioned in publicity releases as the meet headquarters.
5. A one half-page ad for the Phoenix Inn will appear in the meet program. We need the set-up for this ad by May 10, 2006
6. It will be announced several times over the public address system at the meet that the Phoenix Inn is the meet headquarters and location for the reception.

Authorizing Signatures:
For The Phoenix Inn, Sales Manager, ________________________ ______________________
(344-0001) Jonah Cross Date

For The Oregon Track Club Masters ________________________ ______________________
(342-3113) Becky Sisley Date
EXHIBIT G: RELAY GUIDELINES (Sample)
2005 Hayward Classic Relay Guidelines*

TYPE of TEAMS: The first three types pay fees and are eligible for Hayward Classic records & medals.
1. Oregon Association Club Teams - all members belong to the same USATF registered club in Oregon, and are members of the Oregon Association
2. Other Club Teams - all members belong to the same USATF registered club in another Association.
3. Ad Hoc Teams - there are no club or residency restrictions
4. Pick-up/No Fee Teams: no restrictions, no fees; not eligible for medals or records. Just want to run!

TEAMS and EVENTS: Teams will be formed in 10 year age-groups, e.g. 30-39, 40-49, etc. The age of the youngest runner on the team determines the age-group for placement and records. The 4 x 1500 relay is scheduled Sunday at 12:45pm and the others begin at 1:20pm and are run in the following order:
4 x 100, then the 4 x 400, and finally the 4 x 800.

ENTRY FORMS: These will be at the kiosk Sat/Sun or at the Clerk's Area Sunday morning. All members of the team must be listed, along with their ages, club affiliation, and if they are USATF members. Becky Sisley, Relay Coordinator, will assist with the sign-up and will clear those teams paying fees. The “type of team” will be clearly indicated on the entry form. Deadline for entry is 11:00am on Sunday so teams can be entered into the computer system. Pick-up/No Fee teams must have entry form completed by 12:30 P.M. If you have questions, please ask at the reception.

FEES: $12 per team. Fee is required for all teams, except the Pick-up/No Fee teams.

* This is a copy of the relay guidelines used for the 2005 Hayward Classic. This meet was also the site of the Oregon Association Masters Championships. Thus there were two meets in one. The Hayward Classic had the three championship relay events, as well as the 4 x 1500 relay.
EXHIBIT H: RELAY ENTRY FORM (Sample)

2005 Hayward Classic Relay Team Entry Form

<table>
<thead>
<tr>
<th>Check Type of Team: (put name of team in appropriate space)</th>
<th>Check Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oregon Club* ___ Other Club ___ Ad Hoc ___ Pick-up** ___</td>
<td>4 X 100 ___</td>
</tr>
<tr>
<td>Oregon Club* ___ Other Club ___ Ad Hoc ___ Pick-up** ___</td>
<td>4 X 400 ___</td>
</tr>
<tr>
<td>Oregon Club* ___ Other Club ___ Ad Hoc ___ Pick-up** ___</td>
<td>4 X 800 ___</td>
</tr>
</tbody>
</table>

Team Name: ____________________________________________

Entry Fees ($12) Received _______ by __________________________

Gender: Men ___ Women ___ Age Group: ______

** The Hayward Classic Committee that hosted this meet wants to encourage participation in relays. The pick-up teams are not required to pay entry fees and are not eligible for medals or records.

*** This particular Hayward Classic also included a 4 x 1500 relay, which is not a championship event

* The 2005 Hayward Classic meet that used this entry form was also the Oregon Association Masters Championships. Thus records needed to be kept separate for those clubs that were within the Oregon Association. Winning Oregon Club teams would get Oregon Association Championship patches and would be eligible to set Oregon Association Masters Records.

<table>
<thead>
<tr>
<th>Names of entrants (please list in running order)</th>
<th>Age</th>
<th>BIB #</th>
<th>Club Name if club</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.____________________________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.____________________________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.____________________________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.____________________________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alt. ___________________________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alt. ___________________________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The 2005 Hayward Classic meet that used this entry form was also the Oregon Association Masters Championships. Thus records needed to be kept separate for those clubs that were within the Oregon Association. Winning Oregon Club teams would get Oregon Association Championship patches and would be eligible to set Oregon Association Masters Records.

** The Hayward Classic Committee that hosted this meet wants to encourage participation in relays. The pick-up teams are not required to pay entry fees and are not eligible for medals or records.

*** This particular Hayward Classic also included a 4 x 1500 relay, which is not a championship event
EXHIBIT I: TRACK MEET SET-UP REQUEST SHEET (Sample)

This form is used by the University of Oregon

<table>
<thead>
<tr>
<th>EVENT: _______________________________</th>
<th>DATE: ________</th>
</tr>
</thead>
<tbody>
<tr>
<td>(if this is multi day event, please complete one form for each day)</td>
<td></td>
</tr>
</tbody>
</table>

| CONTACT PERSON: ______________________ | PHONE #(s): __________________ |

This signed request sheet must be submitted to the Events Manager before a contract can be processed. A schedule of events must be submitted to the Manager at the time the contract is returned. We will make every attempt to meet your needs at the time of the event, however prior notification is always best.

PLEASE NOTE!!! RESERVATION OF HAYWARD FIELD DOES NOT INCLUDE THE BOWERMAN BUILDING. Contact _____________ to discuss availability of this separate facility.

<table>
<thead>
<tr>
<th>1) Time facility needed:</th>
<th>Time of first event:</th>
<th>Estimated ending:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2) Flags</th>
<th>yes</th>
<th>no</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3) Fieldhouse open</th>
<th>yes (requires adult supervision)</th>
<th>no</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please note: we have 20 chairs and 10 tables. If you need more than this, please contact ________________. You will be responsible for any additional tables and/or chairs and for payment for any loss/damage.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4) Clerk circle set-up</th>
<th>yes</th>
<th>no</th>
<th># of chairs</th>
<th># of tables</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>5) Press row set-up</th>
<th>yes</th>
<th>no</th>
<th># of chairs</th>
<th># of head-sets</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>6) Pennants &amp; placement</th>
<th>yes</th>
<th>no</th>
<th>Specify Placement</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7) Field Communication Radios</th>
<th>yes</th>
<th>no</th>
<th>(radio system available for $100/day)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>8) Track Vacuumed</th>
<th>yes</th>
<th>no</th>
<th>(available for $120/day)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>9) Telephone(s) on Press Row:</th>
<th>Contact _______________ at UO Telecommunications, at least two weeks prior to event.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>10) Distance arc for throwing events (in feet):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women's discus</td>
</tr>
<tr>
<td>Women's shot</td>
</tr>
<tr>
<td>Women's javelin</td>
</tr>
<tr>
<td>Women's hammer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special throwing event requests: (e.g. use of more than one ring):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>11) Long Jump/Triple Jump</th>
<th>yes</th>
<th>no</th>
<th># of pits to be used</th>
</tr>
</thead>
</table>
12) Steeplechase  yes  no

13) Scoreboard computer  yes  no  (UO provides operator, renter pays expenses)

14) Public Address system  yes  no  (UO provides operator, renter pays expenses)

15) Concessions available  yes  no  If yes, clean-up requirements will be increased. The renter will be responsible for all clean-up costs and wages regardless of whether concessions are available or not. (The crew working during the meet is not part of the clean-up crew.)

16) Will tickets be sold for admission?  yes  no

17) What is the anticipated attendance?  Spectator  Participant

18) Other requests:

Completed by,

Phone #

If you have any questions, please call:
Facility Questions: _________, Facility Manager
Scheduling Questions: ____________, Facility Scheduler
Event Questions: ____________, Event Manager
IMPORTANT INFORMATION FOR HEAD FIELD EVENT OFFICIALS
HAYWARD CLASSIC – June 18-19, 2005
From: Becky Sisley, Clipboard preparer

Conduct of Field Events: Please note the flights (as necessary) for your event. Only have the athletes competing in the current flight at the competition area. The competitors will be grouped into appropriate size flights. Have each flight warm up separately. Write “SCRATCH” by the names of competitors who do not show up.

Measurements: All measurements are to be recorded in meters and centimeters on your event sheets. You will have a reader board operator for your event. This person can display the measurement in feet and inches, if you give her/him the conversion. Otherwise, post the metric unit. The increment to raise the bar for vertical jumps is as follows:
- High Jump - 4cm. (1.6 inches)
- Pole Vault - 10 cm (4 inches)
Conversion table are on the clipboards.

Records: On your clipboard you will find a list of records for your event. Athletes are to inform you if they think they might break an existing USA or World Age-Group Record. If an age-group USA or World Record is broken, the measurement must be made with a steel tape. Get the Field Referee (XXXX) over to your event to verify the measurement. For vertical jumps, the height of the bar is to be measured both before and after the record jump. For the other field events leave the marker on the field or in the pit until the measurement (by three certified officials) has been made with a steel tape and the Field Referee has verified the measurement.

The appropriate records forms are located at the Clerk’s Circle. The Recorder of Records (XXXX) will be able during most of the meet to assist with records paper work. We have told the athletes that they are responsible for timely completing of the forms.

Paper Flow: The clipboard(s) for the head officials will have all of the sheets with competitor’s name. When each flight is completed, or at the end of the competition for vertical jumps, the results need to be checked over by the Field Referee. This can be done while the next flight of athletes warm-up. This event sign-off will insure that the sheet is filled out properly. We will want to make sure records are noted, appropriate measures are used and places for each age-group and best performance is filled out and the form is signed by the head officials. Once this is done the results sheets are to be given to (XXXX), Head of Field Communications, who will insure they are sent to computer operations.

The Hayward Classic thanks you for the important role you play as a head official. Our meet could not go on without your assistance.

Hayward Classic Reception is Sat. 4:30-6pm at the Phoenix Inn. You are welcome to attend.
EXHIBIT K: MEET EVALUATION FORM (Sample)

Please return to the Awards Distribution Area and check here if this is your first year at the Classic.

1998 Hayward Classic - June 27 and 28
Host: Oregon Track Club Masters

Please rate the following categories with 5 representing the highest value and 1 representing the lowest value. The committee appreciates your written comments in the space provided.

1. Clarity of Entry form – Comments:

2. Schedule of Events – Comments:

3. Program (We'd particularly like your feedback here.) Note: Ads, meet and events sponsors help to defray program cost
   - Liked the profiles/feature articles: yes no
   - Comments:
   - Information contained is of value to athletes: yes no
   - Comments:
   - Is it worth our effort to have this quality of a program? yes no
   - What did you like best about the program?:
   - Will you keep your program as a souvenir? yes no
   - Other comments about program:

4. Athletes" Reception – Comments:

5. Overall rating of this year's Hayward Classic – Comments:

6. Awards and awards distribution – Comments:

Open-ended comments - officials, relays, atmosphere, awards, etc.

What did you like most about the meet?

Suggestions for improvements:
EXHIBIT L: LAP TIME RECORDER CARD
Used at Hayward Field, University of Oregon

Write in split time for every Lap. Write in Finish Time. Print your name on the card and turn it in to the Head Official. Athletes can be requested a copy at the end of the day.

<table>
<thead>
<tr>
<th>Distance</th>
<th>Lap Count</th>
<th>Split Time</th>
<th>Laps to Go</th>
</tr>
</thead>
<tbody>
<tr>
<td>10K (25 laps – 1st split 400 meters)</td>
<td>24</td>
<td>:_______</td>
<td>24 Laps to go</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>:_______</td>
<td>23 Laps to go</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>:_______</td>
<td>22 Laps to go</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>:_______</td>
<td>21 Laps to go</td>
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<tr>
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<td>20</td>
<td>:_______</td>
<td>20 Laps to go</td>
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<td>19</td>
<td>:_______</td>
<td>19 Laps to go</td>
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<td>18</td>
<td>:_______</td>
<td>18 Laps to go</td>
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<td>17</td>
<td>:_______</td>
<td>17 Laps to go</td>
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<td>16</td>
<td>:_______</td>
<td>16 Laps to go</td>
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<td>15</td>
<td>:_______</td>
<td>15 Laps to go</td>
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<td>14</td>
<td>:_______</td>
<td>14 Laps to go</td>
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<tr>
<td></td>
<td>13</td>
<td>:_______</td>
<td>13 Laps to go</td>
</tr>
<tr>
<td>5K (12 ½ laps to -1st split 200 meters)</td>
<td>12</td>
<td>:_______</td>
<td>12 Laps to go</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>:_______</td>
<td>11 Laps to go</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>:_______</td>
<td>10 Laps to go</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>:_______</td>
<td>9 Laps to go</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>:_______</td>
<td>8 Laps to go</td>
</tr>
<tr>
<td>3K (7 ½ laps – 1st split 200 meters)</td>
<td>7</td>
<td>:_______</td>
<td>7 Laps to go</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>:_______</td>
<td>6 Laps to go</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>:_______</td>
<td>5 Laps to go</td>
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<tr>
<td></td>
<td>4</td>
<td>:_______</td>
<td>4 Laps to go</td>
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<tr>
<td></td>
<td>3</td>
<td>:_______</td>
<td>3 Laps to go</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>:_______</td>
<td>2 Laps to go</td>
</tr>
<tr>
<td>Last Lap</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Finish Time</td>
<td>:_______</td>
<td>:_______</td>
<td></td>
</tr>
<tr>
<td>Lap Counter’s Name</td>
<td>____________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EXHIBIT M: SAMPLE PROPOSED/ACTUAL BUDGET

Budget for the 2003 Hayward Classic/ USATF NW Regional Championships

<table>
<thead>
<tr>
<th>Income</th>
<th>Budgeted</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amenities Sponsors</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Entry Fees</td>
<td>$6,000.00</td>
<td>$7,263.00</td>
</tr>
<tr>
<td>Event Sponsors</td>
<td>$1,500.00</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Hat Receipts</td>
<td>$50.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>In-Kind Sponsorship</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Major Meet Sponsors</td>
<td>$3,500.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Program Ads</td>
<td>-$</td>
<td>$0.00</td>
</tr>
<tr>
<td>T-Shirt Sales</td>
<td>$1,500.00</td>
<td>$1,563.00</td>
</tr>
<tr>
<td>Officials Fund</td>
<td>-$</td>
<td>$754.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$13,150.00</strong></td>
<td><strong>$15,380.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>$800.00</td>
<td>$280.00</td>
</tr>
<tr>
<td>Athletic Trainers</td>
<td>$200.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bib Numbers</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bulk Mailings</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Committee expenses</td>
<td>$200.00</td>
<td>$158.00</td>
</tr>
<tr>
<td>Computer Supplies</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>In-Kind Shirts</td>
<td>-$</td>
<td>$500.00</td>
</tr>
<tr>
<td>Hip Numbers</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Massage Service</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Medals and Awards</td>
<td>$2,000.00</td>
<td>$1,305.50</td>
</tr>
<tr>
<td>Officials /Volunteers Sporthill Shirts</td>
<td>$1,056.00</td>
<td>$1,056.00</td>
</tr>
<tr>
<td>Officials/Volunteers Lunches</td>
<td>$850.00</td>
<td>$747.53</td>
</tr>
<tr>
<td>Postage</td>
<td>$100.00</td>
<td>$166.69</td>
</tr>
<tr>
<td>Printing and Copying</td>
<td>$200.00</td>
<td>$247.45</td>
</tr>
<tr>
<td>Programs</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Reception</td>
<td>$600.00</td>
<td>$367.07</td>
</tr>
<tr>
<td>Recognition fund</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies (labels, packets, etc.)</td>
<td>$200.00</td>
<td>$289.84</td>
</tr>
<tr>
<td>Telephone</td>
<td>$25.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>T-Shirts and Design Fee</td>
<td>$1,250.00</td>
<td>$1,487.00</td>
</tr>
<tr>
<td>USATF Sanction Fee</td>
<td>$170.00</td>
<td>$170.00</td>
</tr>
<tr>
<td>Use of Hayward Field/UO</td>
<td>$2,000.00</td>
<td>$1,777.00</td>
</tr>
<tr>
<td>Web Site</td>
<td>$400.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Officials Fund</td>
<td></td>
<td>$754.00</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$11,295.00</strong></td>
<td><strong>$11,206.08</strong></td>
</tr>
<tr>
<td><strong>Net Profit</strong></td>
<td><strong>$1,855.00</strong></td>
<td><strong>$4,173.92</strong></td>
</tr>
</tbody>
</table>
EXHIBIT N: Hurdle Heights and Spacing & Steeplechase Specifications/
WMA Implements and Superweight Specifications*

* The following has been adapted from 2005 Competition Rules; 2006 change has been included

Rule 332 2. (pages 177-178)
(i) The Masters Track & Field Committee may approve exceptions to the use of listed specifications if items are
unavailable. The tables on the following pages show WMA specifications:

<table>
<thead>
<tr>
<th>HURDLE HEIGHTS AND SPACINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ages</strong></td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td><strong>WOMEN'S INDOOR</strong></td>
</tr>
<tr>
<td>30-39</td>
</tr>
<tr>
<td>40-49</td>
</tr>
<tr>
<td>50-59</td>
</tr>
<tr>
<td>60&amp;up</td>
</tr>
<tr>
<td><strong>MEN'S INDOOR</strong></td>
</tr>
<tr>
<td>30-49</td>
</tr>
<tr>
<td>50-59</td>
</tr>
<tr>
<td>60-69</td>
</tr>
<tr>
<td>70-79</td>
</tr>
<tr>
<td>80&amp;up</td>
</tr>
<tr>
<td><strong>WOMEN'S OUTDOOR SHORT</strong></td>
</tr>
<tr>
<td>30-39</td>
</tr>
<tr>
<td>40-49</td>
</tr>
<tr>
<td>50-59</td>
</tr>
<tr>
<td>60&amp;up</td>
</tr>
<tr>
<td><strong>MEN'S OUTDOOR SHORT</strong></td>
</tr>
<tr>
<td>30-49</td>
</tr>
<tr>
<td>50-59</td>
</tr>
<tr>
<td>60-69</td>
</tr>
<tr>
<td>70-79</td>
</tr>
<tr>
<td>80&amp;up</td>
</tr>
<tr>
<td><strong>WOMEN'S OUTDOOR LONG</strong></td>
</tr>
<tr>
<td>30-49</td>
</tr>
<tr>
<td>50-59</td>
</tr>
<tr>
<td>60&amp;up</td>
</tr>
<tr>
<td>MEN’S OUTDOOR LONG</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Ages</td>
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<tr>
<td>----------</td>
</tr>
<tr>
<td>30-39</td>
</tr>
<tr>
<td>50-50</td>
</tr>
<tr>
<td>60-69</td>
</tr>
<tr>
<td>70&amp;up</td>
</tr>
</tbody>
</table>

*The locations for the hurdles in the 300m event are the same as those of the last seven hurdles of the 400m event. They are not same as the high school 300m hurdle race, which uses eight hurdles.

<table>
<thead>
<tr>
<th>WOMEN’S STEEPLECHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>All 2000m 0.762m See Rule 81</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEN’S STEEPLECHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-59</td>
</tr>
<tr>
<td>60&amp;up</td>
</tr>
</tbody>
</table>

Rule 332 3. (p, 179)
(g) The WMA specifications for throwing implements, including the superweight, are shown in the following table:

<table>
<thead>
<tr>
<th>WMA IMPLEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ages</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>WOMEN</td>
</tr>
<tr>
<td>30-49</td>
</tr>
<tr>
<td>50-59</td>
</tr>
<tr>
<td>60&amp;up</td>
</tr>
</tbody>
</table>

| MEN|
|------|------|--------|--------|--------|--------|
| 30-49 | 7.26 kg (16) | 2 kg | 7.26 kg (16) | 800 g | 15.88 kg (35) |
| 50-59 | 6 kg | 1.5 kg | 6 kg | 700 g | 11.34 kg (25) |
| 60-69 | 5 kg | 1 kg | 5 kg | 600 g | 9.08 kg (20 lb) |
| 70-79 | 4 kg | 1 kg | 4 kg | 500 g | 7.26 kg (16 lb) |
| 80&up | 3 kg | 1 kg | 3 kg | 400 g | 5.45 kg (12) |

<table>
<thead>
<tr>
<th>SUPERWEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ages</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>WOMEN</td>
</tr>
<tr>
<td>30-49</td>
</tr>
<tr>
<td>50-79</td>
</tr>
<tr>
<td>80 &amp; up</td>
</tr>
</tbody>
</table>

| MEN|
|------|--------|
| 30-69 | 25.40 kg (56 lb) |
| 70-79 | 15.88 kg (35 lb) |
| 80 & up | 11.34 kg (25 lb) |

Note: Effective 2006, WMA has adopted the 3K shot and 3k hammer for M 80+
APPLICATION FOR TRACK RECORD

Masters Track & Field

1. **Description of Record:** World _______ American _______ Male _______ Female _______ Age Group* _______
   * The following must be enclosed with this application for World and American Records: 1) the printed program for the competition 2) the complete results of the event, 3) a printed Photo Finish photograph, and 4) copy of birth certificate or passport of athlete(s).

2. **Event:** ___________ Indoor _______ Outdoor _______
3. **Competition Name:** ___________ Date: ___________ Time of Day: _______
4. **Facility Name:** ___________ City: ___________ State: _________ USA

5. **Record Claimed (time):** _______ Printed Full Name and age of Competitor: ___________
6. **Competitor’s City, State and Club:** ___________
7. **Relay members in their running order:** ___________

2. **Starter's Certificate:** I certify I was the Starter and that the start of this race was in accordance with USATF Rules.
   
   Printed Name: ___________ Signature: ___________ USATF Cert #: _______

3. **Automatic Timing Certificate:** A fully automatic timing device was used; manufactured by _______
   
   As Chief Photo Finish Judge, I certify the time recorded was ________, and this was the official time.
   
   Printed Name: ___________ Signature: ___________ USATF Cert #: _______

4. **Wind Gauge Certificate:** I, as the Wind Gauge Operator, certify the force of the following wind as _______ m/s.
   
   Printed Name: ___________ Signature: ___________ USATF Cert #: _______

5. **Surveyor:** I certify that the facilities used were in conformity with IAAF or appropriate Rules. The maximum allowance for inclination did not exceed 1:1000 laterally and 1:1000 in the running direction. There was a 5cm raised border on the inner edge of the track and the length of one lap was: _______ meters _______ centimeters, or _______ yards _______ feet _______ inches.
   
   Printed Name: ___________ Signature: ___________ USATF Cert #: _______

6. **Hand Timing Certificate:** I, the undersigned official timekeeper for this event, do certify that the time set opposite my signature was the exact time recorded by my watch, and that the watch used by me has been certified and approved by my National Federation.
   
   Time: _______ Printed Name: ___________ Signature: ___________ USATF Cert #: _______
   Time: _______ Printed Name: ___________ Signature: ___________ USATF Cert #: _______
   Time: _______ Printed Name: ___________ Signature: ___________ USATF Cert #: _______

   I, as Chief Timekeeper or Referee, confirm the above Timekeepers exhibited their watches to me and that the times were as stated.

   Printed Name: ___________ Signature: ___________ USATF Cert #: _______

7. **Guarantee by Referee:** I certify that all information recorded on this form is accurate, that the Officials conducting the event were duly qualified and that all WMA or USATF Rules of Competition were complied with.
   
   Printed Name: ___________ Date: _______ Signature: ___________ USATF Cert #: _______

   The height of the hurdles were: _______

**Mail to:** Sandy Pashkin, 2888 Elyskum Ave, Eugene, OR 97401-8252
APPLICATION FOR FIELD RECORD

Masters Track & Field

1. Description of Record: World _____ American _____ Male _____ Female _____ Age group* _____

* The following must be enclosed with this application for World and American Records: 1) the printed program for the competition 2) the complete results of the event 3) a printed Photo finish photograph, 4) copy of birth certificate or passport of athlete(s).

---

Event: ___________________________________________________________________________ Indoor _____ Outdoor _____
Meet Name: ___________________________________________ Date: _______________ Time of Day: __________
Facility Name: __________________________ City: _______________ State: __________ USA
Record Claimed (distance or height) _______________________________ (metric)
Printed Full Name and Age of Competitor: _____________________________________________
Competitor’s City, State and Club: ______________________________________________________

2. Field Judge Certificate: We certify that the measurement stated opposite our respective signatures is exact as measured in accordance with USATF or WMA Rules. We also certify that the circle, sector and/or runway is in compliance with WMA or USATF appropriate specifications.

Mark _____ m Printed Name: ___________________________ Signature: __________ USATF Cert #: ______
Mark _____ m Printed Name: ___________________________ Signature: __________ USATF Cert #: ______
Mark _____ m Printed Name: ___________________________ Signature: __________ USATF Cert #: ______

3. Implement Certification: I certify that I weighted and measured the implement used for the claimed record in accordance with WMA or USATF Rules and the implement conforms exactly to WMA Rules.

The weight of the implement is: _____________________________
Printed Name: ___________________________ Signature: __________ USATF Cert #: ______

4. Wind Gauge Certificate: I, as the Wind Gauge Operator, certify the force of the following wind as: +/ - ___________ m/s
Printed Name: ___________________________ Signature: __________ USATF Cert #: ______

5. Guarantee by Referee: I certify that all information recorded on this form is accurate, that the Officials conducting the event were duly qualified and that all WMA or USATF Rules of Competition were complied with.
Printed Name: ___________________________ Date: __________
Signature: ___________________________ USATF Cert #: ______

Mail to: Sandy Pashkin, 2888 Elysium Ave, Eugene, OR 97401-8252

EXHIBIT Q: ATHLETES OWN CALL TO MEDIA*
After your event, especially if you medal, help the Masters T&F Movement Grow by calling your local Newspaper or TV or Newsradio Switchboard and Ask for Sports, then for sports editor or reporter…

"Hi ______ (first name), this is _________ from (your hometown) but right now in ___________ at the _________ Masters Track and Field Meet.

"I'd like to let you know that I just won a (Gold First Place) (Silver Second Place) (Bronze Third Place) (or Placed 4th, 5th, 6th) here at the _________ Meet in the (Event/Age Group) (and if true... also won a ________ or placed __________ in the (second and third events).

(If true: “Also, I set an American/World Record in…”)

"It would be great if you could let folks at home know with a little blurb." "Here are some more details if you need them (your time, distance, who beat you in first place if true...)."

(Then be businesslike, end the call, and say:) "I really appreciate your doing this - see you at home soon. Bye..."

(You may find that they ask you to do a more detailed interview with color on your race or even the meet as a whole, maybe even to come in when you get back, etc. This may open the door for your becoming a media star and an emissary for Masters track! Or they may be very curt and politely take your information and that is that - and then surprises you with a nice write-up anyway. Do not be dismayed by the possibility of short personalities - they are on deadline. Sports writers and editors are as human as all of us.)

GIVE IT A SHOT! GOOD LUCK! ☑
Bob Weiner, National Masters Media Chair
CELL 202-361-0611

* This form has been adapted from the form developed for use at USA Masters Track & Field Championships.
EXHIBIT R: SUMMARY OF SELECTED MASTERS RULES
Portions of the rules have been paraphrased or quoted from the
2005 Competition Rules with 2006 rules changes incorporated

Rule 330 General Rules
1. States that rules 330-333 apply to National, Regional and Association Masters Championships.
2. Says MTF conducts and supervises T & F and race walking program for athletes over age 35 and may conduct for ages 30-34.(Edited to include age 35+ as of 2006)
3. States requirements for awards, including equivalent awards for non-residents at regional championships.

Rule 331 Masters Track & Field Championships
1. Defines standard championships events for indoor and outdoor national, regional and association championships. Look here to determine what events shall be held and what additional events may be held.
2. Defines club championships. “There may be club Championships at Regional and Association Championships.”
   (b) “Scoring for men and women may be separate or together and may be in the following age categories: 30-39, 40-49, 50-59, 60 & over. The scoring method shall be described in the entry material.”
3. How to respond when it is not feasible to hold a standard championship event. Also the one mile may be substituted for the 1500 meters.

Rule 332 Competition Rules and Standards for Masters Track and Field
1. General
   (b) “Where the number of entrants warrants it, finals may be conducted for multiple ages and/or mixed sexes simultaneously, subject to the following restrictions:
      i. “In events starting in lanes, all competitors in a given age division must start in contiguous lanes.”
      iii. “In the throwing events, the groups that are consolidated groups should all use the same implement weight.”
      iv. “In field events, each consolidated flight should contain no more than 12 competitors.”
2. Track
   (a) Speaks to advancement procedures at nationals; allows MTF to adopt a table “for advancement to replace Rule 166.1 (h), as long as the principles for advancement are maintained: advancement is primarily by place…”
   (c) “No penalty shall be imposed for the first false start, but the Starter shall disqualify the offender or offenders on the second false start. False starts are called on individuals, not on the field.”
   (d) “The use of starting blocks and stance is within the discretion of the competitor.”
   (f) Defines relays teams as club or ad hoc.
   (i) Listing of hurdle heights and spacing. This complete table is in Exhibit N
3. Field
   (a) “The procedures set forth in Rule 180.7 shall be applied when there are more than 12 competitors in field events.” Note: This refers to 12 in the same age division, which may not occur below the national level. Often there are 12 in the same flight, but they are in more than one age division.
   (b) “When a vertical jump group of competitors is sufficiently large and/or diverse in ability, the head judge and the jumps referee may have the option of dividing the group into two simultaneous competitions. The same progression of increments shall be used.” Note: Often men and women of numerous age divisions compete in the same pole vault group.
   (c) “In the High Jump and Pole Vault, a competitor who has passed three consecutive heights after the competition has begun is permitted a warm-up jump without the crossbar in place. One such jump shall be allowed for each three passed heights and may be taken only as earned, not cumulatively.”
   (d) “In the high Jump and Pole Vault, Masters competitors are allowed to touch the landing area before clearing the bar, but many not use the landing area to any advantage as determined by the Field Judge.”
   (e) Only a competitor who has won an age division, may jump or vault at heights not announced by the Chief Judge at the start of competition; these heights would be a result of bar raises lower than the announced progression.
   (f) “Privately owned implements shall be exempt from the loss of identity rule.” (Rule 187.12) Masters athletes don’t have to loan their implements to others.
   (g) WMA specifications for throwing implements including the superweight. These are listed in Exhibit N.

Rule 330 Masters Race Walking Championships
1. “Masters race walking Championships may be held at any distance of 1500 meters or longer and may be conducted with the Open Championships.” Note: Each Association and Region can decide which race walking events 1500 meters or longer they want to have in their championships.