

## Local Meet Checklist

### **Miscellaneous:**

<b>Task</b>	<b>Completed</b>
Register meet on Web	_____
Availability of venue	_____
Pre-meet publicity	_____
Marking of field	_____
Concession Stand	_____
First Aid/Ambulance	_____
Meet publicity	_____
Meet clean-up	_____
Submit results & participant report	_____
Send entry forms to ISF	_____

### **Awards:**

<b>Item</b>	<b>Completed</b>
Certificates	_____
Ribbons	_____
Medals	_____
Shirts	_____
Other	_____

### **Supplies:**

<b>Item</b>	<b>Completed</b>
Starting gun/whistle	_____
Starter gun shells	_____
Batons	_____
Official softballs – 12”	_____
50 ft. measuring tape	_____
300 ft. measuring tape	_____
Directional Signs	
Restroom	_____
Information	_____
Softball Area	_____
Clerk of Course Area (check-in)	_____
Registration	_____
Awards Table	_____
Standing Long Jump	_____
Concessions	_____
First Aid	_____

## Registration

### **Check-in Guidelines:**

1. Collect a completed and signed copy of the official LHIKTC local entry form from each participant\* or print online report if doing online registration
2. Verify age of participant and event age group (birth certificate)
3. Participants check in by stating name, age and event. Confirm that each participant is entered in the event which he/she is registered. Place a check mark opposite the name when they check-in. If their name is not on the list, contact the Local Meet Director
4. Give each participant a participation ribbon.
5. Give each participant a program with order of events
6. Give a hand out with next level of competition to those that qualify
7. Give our first – third place ribbons to those that finish respectively in each event.

\*The local meet director should retain the local entry forms and forward copies to the LHIKTC staff. If it's done online, there is no need to send in entry forms.

## Volunteers

### **Recruitment:**

1. Refer to list of previous year volunteers/officials – phone numbers and previous year's assignment sheets
2. Set up a volunteer assignment sheet (sample on page 13).
3. Call people personally and fill out volunteer/official assignment sheet. Continue until you have recruited enough people
4. Send confirmation letter out no later than one week before meet.
5. Finalize volunteer/officials assignment sheets.
6. Send thank you notes

## **Meet Official's Job Duties**

### ***Head Finish Official***

1. Designate Finish Line officials who will time participants in each lane.
2. Oversee finish line area
3. Ask timers to be ready with watches cleared at start of each race
4. In the relays, get signal from passing zone judges that the teams are ready at each zone.
5. Notify starter with flag or whistle when ready.
6. After the relays, check with passing zone judges to make sure that the hand-offs were in the zones. Notify recorder if there was a violation for a disqualification.
7. Deliver event results to recorder before next race.

### ***Recorder:***

1. Ask for place finishers in order of 1<sup>st</sup> through last place.
2. As times are recorded, note whether they are in order of places. If there is a time error, the picker's choice takes precedence over the timer's results, PLACES STAND. Give both runners the lowest of the two times.
3. Remind timers not to clear their watches until given the okay.
4. Get event sheets prior to each race.
5. Deliver event sheets to the results table.

### ***Timers:***

1. Your job is to time an assigned lane in each race.
2. Practice starting, stopping, and resetting your watch a few times before an actual race.
3. Be alert to the Head Official – that person is in contact with the starter. He or she will tell you when to be ready and the distance of the race. Hand signal will be used with whistle to inform the starter.
4. Your timing cue is the smoke from the starter's pistol, not the sound.
5. After a race, go out onto the track with your picker and escort the runner back to the

recorder. Only announce your time to the recorder.

6. Announce the time when asked, after the picker has given the runner's name.
7. Don't clear your watch until the recorder has okayed it.
8. All heats are timed – be prepared
9. Picker selection takes precedence over the watch results.

### ***Finish Judges (pickers):***

1. In each race, your primary job is to pick the place finisher that you've been assigned.
2. Immediately after each race, go out onto the track and greet the child you've chosen. Escort the participant to the recorder and ask them their name.
3. Announce to the recorder the place and the participant's name.
4. In the event of a preliminary heat, some pickers may have to escort their finishers to the waiting area for the final heat.
5. All finishers get to pick up participation ribbons (if used) at the awards table. First – Third place finishers will pick up their place ribbons. The first place finisher should get a packet with the State Qualifier information in it.
6. In the case of the dashes, there may be more than one judge on the first two places required.

### ***Clerk of Course:***

1. Responsible for recording the name and number of each competitor and shall assign each runner to the proper heat and starting position. He/she is responsible for giving all necessary instructions concerning the rules governing the race.
2. Final check to make sure shoes and uniform comply with the rules.
3. Assign running numbers if applicable.