

Procedures for the Day Before Meet

1. Load equipment.
2. Confirm sound system, concessions (not necessary), first aid needs.
3. Email to registered participants with any necessary meet info to better prepare them for the meet (check-in times, order of events, etc)

Procedures for Day of Meet

1. Set up field, signs, tables, copy of program, and large schedule of events.
2. Set up computer equipment and give the clerk results from last year as reference.
3. Check to make sure the following are ready: sound equipment, awards area, timing devices, announcer, medical and restrooms.
4. Mark 50 meter (54 yards, 24.5 inches) start line.
5. Mark 1600 meter start line which is 30' and 8" less than a mile.
6. Set up softball throw areas: have lines marked on field and have 300 ft. measuring tape.
7. Set up for standing long jump; rake, measuring tape.

Announcer

1. Greet announcer and confirm everything needed (chair, table, set-up of speakers) is available.
2. Review the program and schedule of events.
3. List any key speakers, guests, or special concerns.

This would include announcements such as:

- Please stay off the track
 - Upcoming events, final heats
 - Location of restrooms, concessions
 - Winner of each event
 - Ribbons that haven't been picked up
 - Blurb about Iowa Games provided by the Iowa Sports Foundation
4. Every 20-25 minutes monitor the announcer and ask if there's anything else that they need (refreshments, missing information, etc.).

Emergency First Aid

1. Greet Emergency Medical personnel and show them where they will be located during the meet.
2. Check on any additional items needed.
3. Periodically, check with first aid to see if there are any problems.
4. At the end of the meet, go over any medical concerns and thank the first aid staff for their participation.