

Local Meet Checklist

Miscellaneous:

Task	Completed
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:

Item	Completed
Certificates	_____
Ribbons	_____
Medals	_____
Shirts	_____
Other	_____

Supplies:

Item	Completed
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

Procedures for the Day Before Meet

1. Get van/truck and load equipment.
2. Confirm sound system.
3. Confirm concessions.
4. Confirm first aid needs.

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.

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.

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.).