

CHECKLIST FOR CONFERENCE TRACK MEETS

MEET DIRECTOR

Note: The AAA Track and Field Handbook includes all the Arkansas adoptions for procedures to use for all conference track meets. The track handbook is available on the track page of the AAA web site, [www.ahsaa.org...Sports...Track / XCountry](http://www.ahsaa.org...Sports...Track/XCountry). Print this off and make several copies to give to key people and to have available at the meet.

- _____ 1. Set up FAT and have backup timers as needed.
- _____ 2. Be familiar with the adopted procedures set forth in the AAA T&F Handbook.
- _____ 3. Obtain and assign other workers for the meet
- _____ 4. Train each head field judge and other event workers in advance. Provide with items needed for the event, including rules, procedures, equipment, entries, clipboard and pencil.
- _____ 5. Have experienced key officials: Referee, Starter, Head Field Judge, Clerk of the Course, Asst. Clerk.
- _____ 6. Instruct Head Umpire and other Umpires or have Head Umpire instruct them.
- _____ 7. Hy-Tek operator must have entries in the computer to create heat sheets and prepare event sheets.
- _____ 8. Prepare event areas for all field events. Have "Event Closed" signs for each event.
- _____ 9. Jumping pits should be well filled, smooth and moist; rake and tape ready.
- _____ 10. See that HJ and PV landing pads are set up correctly.
- _____ 11. Mark off shot and discus areas with 34.92 degree sector and restraining tape for safety.
- _____ 12. Get measuring bars, crossbars and measuring tapes for field events.
- _____ 13. Define restricted areas and mark off non-restricted areas for coaches and spectators.
- _____ 14. Mark a boundary on the field to guide athletes to benches and proper warm-up area.
- _____ 15. Rope off area near shot and discus to keep athletes and spectators in separate defined areas.
- _____ 16. Have blocks ready and assign worker to get them to the proper place and take up again.
- _____ 17. Instruct workers measuring shot and discus. (Measure discus to the lesser full inch ONLY. **Drop any fraction on discus throws** – all other field events to the nearest lesser ¼ inch.)
- _____ 18. Provide flags for running Umpires (yellow and white).
- _____ 19. Provide flags for field event Umpires (red and white).
- _____ 20. Set up wind gauges (3) and review operators, if needed, for LJ, TJ, 100 m, 100 H, 110 H, 200 m.
- _____ 21. Provide appropriate paperwork: Coaches compliance forms, violation report forms, appeal forms, relay cards, time schedule.
- _____ 22. Review uniform and jewelry rules and procedures with key officials, including Clerk of the Course, Starter and field event judges.
Jewelry and apparel rule: An athlete should not leave the clerk wearing jewelry or illegal uniform and should be DQ'd if arriving at the start with jewelry. Prior to check-in and warmup at field events athletes may be reminded to be certain uniform is legal and there is no jewelry. If not legal when checking in and beginning warmups, athlete will be DQ'd.
- _____ 23. Determine coaches meeting site and time with the Referee and announce frequently..
- _____ 24. Provide radios or other communication devices to key officials. Do not permit use of electronic devices in the competition venues.
- _____ 25. Use the standard event numbers and Hy-Tek abbreviations found on the track page.
- _____ 26. Expect the unexpected and be ready to handle anything properly.

Thanks to Karl Koonce, Lake Hamilton High School, for most of this list.

AFTER THE CONFERENCE / DISTRICT MEET:

- _____ 1. Be sure coaches know: ★ Places that qualify for state. (Top six in 7A and 6A, four in 5A and top two in all others. Only the NEXT finisher is an alternate (7th, 5th or 3rd respectively.)
★ Noon Monday is the deadline to replace a qualifier with an alternate.
- _____ 2. Be sure your Hy-Tek computer operator submits **electronically** (1) results (.doc), **AND** (2) advancers files (.tcl) to designated person for your state meet AND to kathy@ahsaa.k12.ar.us, the morning following the conference meet by 10:00 a.m. Instructions, if needed, are provided in the Hy-Tek Manual and "Reporting Qualifier (Advancers) through Hy-Tek" form
- _____ 3. Remind coaches to fax or e-mail any additional qualifiers from certified meets **to the AAA office** within 48 hours for verification. Must use the "Request to Use Certified Meet Performances" form.