

## MEET DIRECTORS PRE-MEET CHECKLIST

- A. OBTAIN MEET SANCTION
  - 1. Hire a ASAA certified referee and starter.
  - 2. Obtain a sanction from ASAA.
  - 3. Purchase or arrange to obtain a certified or digital scale.
  
- B. MEET INFORMATION
  - 1. Mail meet information, time schedule, entry blanks to competing schools.
    - a. Date and time of meet.
    - b. Inspection/weigh in procedure for field event implements.
    - c. Coaches meeting time and place.
    - d. Assembly area for athletes.
    - e. Scoring system.
    - f. Number of entrants allowed.
    - g. NFHS and ASAA rules as pertain to uniforms, jewelry, and communication devices.
    - h. Length of spikes authorized.
    - i. Location of dressing rooms.
    - j. Type of running surface, approach surface, and throwing surface.
    - k. Training room or medical areas.
    - l. Parking areas.
    - m. Check in area for coaches.
    - n. Restrictions on marking surfaces (tape, sticks, tongue depressors)
    - o. Restricted areas where coaches, athletes, spectators are not allowed.
    - p. Define area of competition where uniforms may not be removed.
    - q. Entrance gate location.
  
- C. SET A TIME FOR YOUR FIELD EVENT OFFICIALS MEETING
  - 1. This should be held sometime during the week of meet.
  - 2. If this is not possible, all event information should be mailed to them well ahead of time.
  - 3. Event information should include:
    - a. Event specific procedures.
    - b. Breaking ties procedures.
    - c. Excused to compete in another event procedure.
    - d. Event judges instructions to athletes.
    - e. Uniform and jewelry rules.
    - f. Duties of event judges sheet.
  
- D. ASSEMBLY CLERK AND UMPIRES INSTRUCTIONS
  - 1. These should be mailed to your clerk and umpires well ahead of the meet.
    - a. Assembly Clerk
      - 1. Schedule
      - 2. Uniform rules
      - 3. Track color markings
    - b. Umpires
      - 1. Uniform rules
      - 2. Sheet of responsibilities
      - 3. Umpires positions and responsibilities
  
- E. EVENT EQUIPMENT CHECKLIST
  - 1. FIELD EVENTS
    - a. Implement Inspection Area
      - 1. Scale.
      - 2. Marking materials-marking pen, vinyl tape.
    - b. Ladder.
    - c. Measuring devices.
    - d. Stop watches.
    - e. Clipboards.

1. Schedule.
2. Event record
3. Entry list.
4. Rulebook.
5. Pencils
- f. Crossbars, standards, high jump measuring bar.
- g. Red and white flags.
- h. Sector boundary flags, fence, or rope.
  1. Discus at least 30 feet from sector lines.
  2. Shot at least 20 feet from sector lines.
- i. Brooms, shovels, rakes.
- j. Chalk or tape to mark location of high jump standards.
- k. Two inches of padding completely around high jump landing pads.
- m. Orange cones for long jump and triple jump.
- n. Mark shot put toe boards for 34.92 degree circle.
- o. Event closed signs or large cones.

## 2. TRACK EVENTS

- a. Watches or FAT equipment.
- b. Clipboards
  1. Schedule
  2. Event Sheets
  3. Pencils
  4. Records
  5. Heat Sheets
  6. Finish Judges' and Timers' Cards or Pads
- c. Yellow, white, and red flags for umpires and head finish judge
- d. Diagram of umpires' stations
- e. Judges and timers stands
- f. Hurdles and transport vehicle
- g. Cones/flags for breakline
- h. Starting blocks and transport vehicle
- i. Starter's amplifier
- j. Contestant numbers, if FAT
- k. Lap counter and bell

## 3. OTHER EQUIPMENT

- a. Contestant numbers, pins
- a. Medical and training room supplies
- b. PA system (s)
- c. Clerk of Course clipboard, entries, and pencils
- d. Jury of Appeals forms
- e. Umpires forms and infraction cards
- f. Awards and awards stand
- g. National anthem
- h. U. S. Flag
- i. Water for contestants and staff
- j. Computers, paper, etc. if used
- k. Copy machine, paper, etc. if used

## F. POST MEET CHECKLIST

1. Upload results to athletic.net
2. Inform coaches where they can verify meet results.