

HOSTING A HIGH SCHOOL TRACK MEET

Arriving at the meet: Coaches meet to agree on meet rules prior to the start of the meet:

- Determine lane assignments
- Determine which, if any, events will be combined (i.e. 3200 meters)
- Determine the field event order and procedures (i.e. Open pit / flights in horizontal jumps)

Meet schedule: The meet starts at the scheduled time and has a rolling start for events unless there is a posted start time for each event. If the meet has an event schedule, stay within 10 minutes of posted time.

Preparing for Field Events: Each field event should have:

- A clipboard with pencil/pen
- Red and white flags to indicate fair attempt or foul
- A copy of the event rules copied from the rule book
- A copy of the uniform, jewelry and scoring rules
- Tape measure for distance and heights at events.
- Chair for the official
- Tools for conducting the event: Rake, shovel, broom, cones etc. as necessary.
- Old towels for shot put and disc rings,
- A pointed dowel to mark long jump, triple jump, shot put and disc.

Preparing for the Track Events:

Check In/Scorer: Two adults at the sign-in / results table

- One adult (clerk of the course)
- One adult (scorer)
- Scorebook and pencils
- Current rule books for officials. Protest forms.
- Order of events w/lane assignments for clerk of course and starter

Finish Line – Clerk of finish

One adult and helpers

- Clipboard & pencil
 - Event result sheets
 - Bull horn to announce events or stadium P A System
- Note: Call for next event before the prior event ends to keep meet on time.*
- Two-way radios for the coordinating events and to stay on time. (Check the batteries)
 - Red/White flags. Red (one end) / White (one end) or separate flags. White is up when timers are ready; red to hold the start of the event.
 - A device to cause a recall if the timing device does not start. (horn or gun.)
 - Lap bell for final lap on races of more than 800 meters
 - Finish sticks to record order of finish for competitors in distance races.

Finish Line – Timers/Judges

Adult timers (*be prepared to provide watches*)

- Two timers for back up if using electronic timing
- A timer for each “scoring place” if not using electronic timing.
(*A minimum of 3 in a dual meet*)

Starter: One adult, preferably trained for starting running events

Note: a recall starter is highly recommended

- Starter’s pistol & blanks (loud w/smoke)
- Whistle
- Starting blocks

Note: Recruit a Block Crew (2- 3 people)

- Have starting blocks at the appropriate starting lines of an event
- After the start, pick up starting blocks that may be a danger if in the way of a finish.
- Be aware of the order of events and where the blocks go next.
- Extra baton(s)

Lane Judge/Inspectors/Umpires

- Flags – (three): white (one end)& orange or yellow (one end)
Used for the relay zones and races run in lanes around curves
- A copy of the rules for relays and races utilizing curves

Hurdle crew: To set hurdles on the proper line color and height for hurdles races and to remove them as soon as races are completed. (10 people if possible)

Note: Supply a card with indicating the appropriate heights and markings for each hurdle race (i.e. Boys 110 HH: blue marks on track, hurdles at 39”)

Person or cones for break point line: Used for:

- 800 meter started in lanes
- 2nd runner in 4 X 4 relay (3 turn stagger)

Person that organizes the 3rd & 4th runner for the 4 X 4 relay.

(often performed by the recall starter)