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**British Columbia  
Amateur Athletics Association**

**190B 3820 Cessna Dr.  
Richmond BC  
V7B 0A1**

**Phone: (604) 333-3550  
Fax: (604) 333-3551**

**What You Need to Know about Hosting a Meet but was Afraid to Ask  
A Manual for Host Organizing Committees**

*Developed by the Officials' Committee of BC Athletics*



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## Introduction

This Manual is intended for the use of Clubs and other organizations which have taken on the worthwhile job of organization and hosting a sanctioned track meet in British Columbia. The editors will address the different requirements of local, Club and Provincial Championship meets. The technical rules for these levels of meets are essentially the same, but there are varying organizational practices, according to the level of formality and the scale of the event. Organization of a National Championship or International meet is beyond the scope of this Manual. The editors have collected check-lists, descriptions of procedures, and tips on “best practices” from experienced members of Host Organizing Committees, (HOCs) and technical officials. It should be read in combination with:-

- The IAAF Technical Competition Rules <http://www.iaaf.org/newssfiles/23484.pdf>
- The BC Junior Development Handbook  
[http://www.bcathletics.org/main/jdman\\_index.htm](http://www.bcathletics.org/main/jdman_index.htm)
- BC Athletics Technical Specification  
[http://www.bcathletics.org/main/trac\\_field.htm#techspecs](http://www.bcathletics.org/main/trac_field.htm#techspecs)

## Acknowledgements

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Athletics Alberta

BC Athletics

The Coquitlam Cheetahs Track and Field Club

Langley Mustangs Track and Field Club

Kevin Kydd, Langley Mustangs Track and Field Club

## Planning (The First Steps)

Hosting a meet can be costly and time-consuming project. HOCs that begin their planning phase early increase their chances of success. Many committees hold a “de-brief” meeting within a month after their even, and make basic decisions, and an organizational plan for the following year. As you will see from the material to follow, there are some key steps to be taken 6 months or even 12 months before the event.

### ***Establish a Committee (Host Organizing Committee, HOC)***

Your Committee may be the same as your Club executive, or share some of the same members. However, it is important that the HOC take on a life of its own, with its own Chair and meeting schedule. Leave your Club executive free to manage the other important programs without fighting for time on the Agenda. The important functional areas (roles) on the HOC are listed below. Each person on the HOC may be responsible for one or more roles.

The Committee Chair (may also be the Meet Director and/or Manager, if the even is fairly small in scale). The role of this person is to:-

- Organize and schedule meetings
- Ensure that minutes are kept and distributed
- Report to the host organization (Club) as needed

The Meet Manager is responsible for running the administrative part of the competition, e.g.

- apply for sanctioning from BC Athletics. (Refer to the Sanction Policy for specific deadlines).
- Prepare a budget for the operation of the meet.
- Keep financial records of all meet transactions and to prepare a final financial statement
- Approve all expenses within the budget
- Secure sponsors for the meet
- Provide guidance to the Committee areas: meet program, advertising, media relation, awards and protocol, product sales, hospitality

The Meet Director is responsible for organizing the competition, e.g.

- Technical guidance to the Committee on rules and practices, advancement and qualification procedures
- Preparation of the meet schedule
- Development of technical information package
- Must be present at the meet and available to make decisions regarding competition matters.

Entries and Registration is responsible for receiving and processing entries. Please be aware that results can go directly to Athletic Canada Direct (AC Direct) for National ranking. However, only electronic results from Hytek will be accepted in AC Direct.

Results (Competition Secretary) is responsible for supervising and posting of results during the meet, and preparation of the final package. Entries and Results are frequently treated as a single responsibility, and are sometimes “contracted out.” Knowledge and skill with the Hytek *Meet Manager* program is required.

Technical Manager is responsible for planning and supervision of the set-up of the stadium and its equipment.

Officials' Coordinator works with the representative of the BCA Officials' Committee to select and contact officials for the event.

**Volunteer Coordinator** recruits and assigns volunteers from the Club and Community.

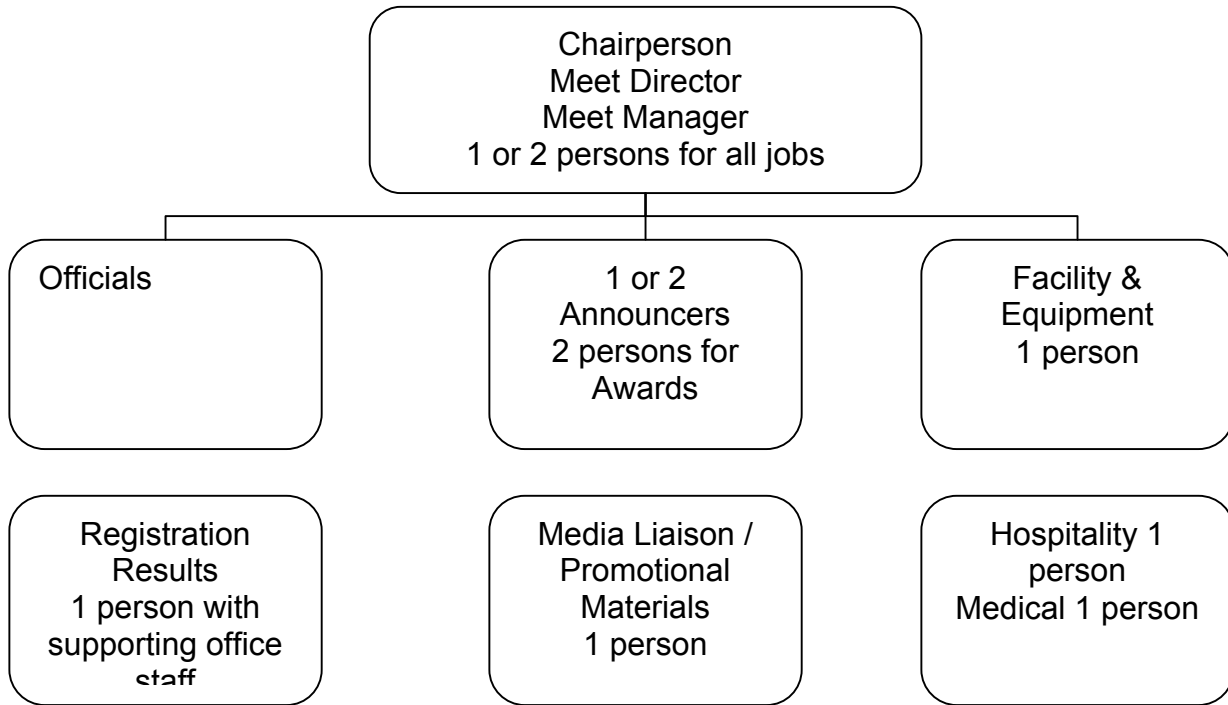
***Determine the Date***

It is a good idea to make sure that the date of choice does not conflict with another event that has been organized for many years. The amount of athletes that can attend and the number of officials that will be available will all be impacted by the date that is chosen. The date for a Provincial Championship will be determined in consultation with BC Athletics staff. Your local facility may have specific time periods for renting the facility.

***Determine the site***

There is often a great demand for athletic facilities. As soon as the committee has decided on a venue, a committee member should contact the recreational department that owns the facility to ensure that the facility will be available. For some facilities, this check should be made from six (6) to twelve (12) months prior to the event. This facility should have adequate wash room facilities, a concession stand and an area that can accommodate computer equipment.

### **Organization Chart for a Small Meet**



### **Determine the scale and scope of the meet**

If the meet is not a Championship, then basic decisions should be made early regarding the nature of the competition:-

- Age groups
- Inclusion of “specialty events” such as Race Walk, Pole Vault, Steeplechase
- Events that may include athletes with a disability

If you would like to have your meet considered for top ten performances please refer to the JD Manual.

**Note:** Championships shall include ALL events authorized for the relevant age group(s). Other meets may choose to eliminate events from the list. Authorized events are to be found on the BC Athletics website at <http://www.bcathletics.org/main/pdf/techspecs.pdf>

Now you are ready for the Committee members to start their work.

## **Preparation (Development)**

This phase of the Committee's work continues up until the first gun is fired. Tasks are listed under the functional headings. Tasks are listed in sequential order as much as possible.

### ***Meet Manager (Chair)***

The Meet Manager may also be responsible for communications which involves media and medial relations. This person can contact the local papers or local media to advertise the event.

### ***Booking a Timing System***

It might be necessary to contact another Club that has an electronic timing system. This should be done at least six (6) months before the date of the event. This will be a cost item.

### ***Apply for a BC Athletics Sanction for the Event***

What sanctioning with BC Athletics does for your event!

- Provides insurance coverage for your event to cover all participants, organizers, sponsors, facility/road/park owners and volunteers with 5 million dollars in general liability.
- Provides technical advice and support for your event where needed.
- Gives you access to certified BC Athletics officials to officiate your event.
- Increases your base of potential entrants by opening up your event to 80,000 club and school members of BC Athletics.
- BC Athletics sanctioning ensures that your event is run under the rules of BC Athletics and Athletics Canada.
- Ensures that performances achieved by your participants are recognized for rankings, team selection and financial assistance to athletes where appropriate.
- Gets your event identified in the Calendar section of our web site and in the annual BC Athletics Calendar of Events as a BC Athletics sanctioned event. The BC Athletics Calendar of Events is produced each year and lists all Road Running, Cross Country, Marathon, Road Relay, Ultra, Racewalk and Track & Field events in British Columbia.

### **How the Sanctioning process works**

There are five (5) Steps to Sanctioning

1. Gather information
2. Submit application form three (3) months prior to event
3. 2 weeks to one month prior to the event, the Club will receive insurance documents
4. Use the online event calendar to ensure that the event is listed at least a year prior to the event
5. Prepare the event submission forms.

### ***Event Entry Forms***

All entry forms and promotional brochures are to include the appropriate BC Athletics Division logo (Track & Field, Race Walking, Cross Country, Road Running) which is available from the BC Athletics web site [www.bcathletics.org/main/resources.htm](http://www.bcathletics.org/main/resources.htm) and must state that the event is sanctioned by BC

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Athletics. For those organizations new to hosting events, the BC Athletics office is always available to help you in the technical requirements of Entry Forms and promotional materials.

### ***Membership Requirements***

All BC Athletics sanctioned events require that all the participants/entrants be annual athlete members of BC Athletics or the equivalent from another provincial, state or national athletics association. Those who are not can become BC Athletics members for the Day(s) of the event.

<http://www.bcathletics.org/main/resources.htm>

### ***Insurance Coverage***

After checking with your local municipality, civic offices and departments, Dept. of Highways, local law enforcement or Parks Boards etc. fill out and submit to B.C. Athletics the B.C. Athletics Sanction form indicating any parties who must be named for insurance coverage. Be sure to get the exact wording required.

### ***BC Athletics Sanction Form***

Once the BC Athletics Sanction Form is completed, submit it to the BC Athletics office with the appropriate fee, a draft of the entry form and drafts of any additional promotional material for your event. Sanction forms are to be submitted 3 months prior to your event wherever possible. See the link below for appropriate forms. <http://www.bcathletics.org/main/resources.htm>

### ***Approval of Sanction***

Once the BC Athletics office has received all of the above information your sanction request will be processed. You will be contacted with any additional questions. You will be sent notification from BC Athletics.

### ***Update Lists***

No later than 2 days prior to your event, BC Athletics will send via e-mail or fax you a list of any additional BC Athletics members who have signed up since the original membership list was sent to you. You will also need to check the updated list even on the day of the event. If you have any further questions please contact Sam Collier - Manager, Registration & Membership Services at (604) 333-3550 or [sam.collier@bcathletics.org](mailto:sam.collier@bcathletics.org).

### ***Post Event***

Once your event is concluded you are asked to submit a complete set of results or indicate the web site where your results can be found along with the Day of Event remittance within two weeks. See information on posting results on the new AC Direct electronic system,

[www.bcathletics.org/main/agm/acdirect\\_resultsmgmtsys.pdf](http://www.bcathletics.org/main/agm/acdirect_resultsmgmtsys.pdf)

[Click here for online and printable sanctioning applications.](#)

### ***Prepare a Preliminary Budget***

Identify probable revenue and cost items as each committee member progresses in his work. If the meet is a BC Championship, then consult BC Athletics' office staff regarding responsibilities for costs of awards, entry fees, available funding support etc. Some basic questions will be:-

- Potential number of athletes
- Cost of awards
- Potential for sales of souvenirs, revenue from concessions, advertising in printed program. A sample budget outline is included in the Appendix for reference.

### ***Contact potential sponsors***

A sample letter is included in the Appendices.

### ***Develop a plan for medical services at the meet***

Basic services at a Club meet must include:-

- St. John's Ambulance or another first aid attendant (make your booking early)
- Tent or room with shade, water and ice
- Higher level meets may arrange for Physiotherapy and/or Massage therapists to be in attendance

### ***Order awards (ribbons and medals), and athlete numbers***

- Two months before the meet
- Two numbers per athlete (front and back). Numbers should be black on a white background.

Organize the awards process. Awards may be presented in a "podium ceremony" or simply announced and picked up at a table.

- timely request for services (through the regional coordinator)

### ***Meet Director***

#### **Draft a meet schedule**

Kevin Kydd's tips on planning a schedule (time guidelines):

- 60m. (8 lanes) 8 second running time, 1.5 minutes start to start
- 200m. (8 lanes outdoors, 6 indoors), 32 seconds running time; 2.5 minutes start to start
- 400m. (8 lanes outdoors, 6 indoors) 62 seconds running time; 3.5 minutes start to start
- 800m. Younger athletes – 12/race; older ones 8 to 10; 5 minutes start to start
- 1500m. 12/14 per race. 9 minutes start to start
- 3000m. 15 minutes start to start

When organizing a large age class meet, rather than having heats, semis, then finals, you may wish to have heats, then two timed finals with the faster competitors in one final and the slower ones in the other.

Hurdle races should be scheduled in a sequence which provides the least number of adjustments (see Hurdle Chart *Appendix 13*)

General rule of thumb for scheduling horizontal jumps and throws

- Allow 15-20 minutes for warm-up
- Estimate the number of athletes
- Allow 1 minute per trial

General rule of thumb for scheduling high jumps

- Allow 90 minutes unless you are certain that it will be a small group of athletes.

### ***Develop procedures for seeding, draws, and qualifications in Track Events***

The basic procedures are outlined in Rule 166 of the IAAF Technical Rules. The modified rules for Junior Development athletes are in the JD Manual. Further modifications may be made to ensure that track events can be completed within the time span of the meet. At Club meets, Hurdles, and events longer than 200 metres are usually held as timed finals or sections, irrespective of the number of athletes. The procedures must be spelled out in the technical information package, and communicated to the Competition Secretary.

### ***Developing procedures for field event competitions***

Standard procedure is for athletes in the 13 and under age category to receive 3 trials only in horizontal jumps and throws. Athletes 14+ receive 3 trials, with the top 8 receiving an additional 3 trials. The Meet Director may decide to reduce the number of trials to save time, in any meet except a championship. Starting heights for High Jump events for Junior Development athletes are listed in the JD Handbook. Starting heights and increments for other age groups should be discussed with coaches or BC Athletics staff. Decisions on any of these matters should be noted in the Technical Information package.

### ***Develop the technical information package***

The information package should contain the following:-

- The words “sanctioned by BCA” and should contain the BC Athletes logo
- The name of the host organization
- The date, place and time of event
- A description of the venue, including the name, exact location, facility description (track surface, number of lanes, type of runways and circles, change rooms, washrooms etc.) and/or other facility rules and restrictions (i.e. maximum spike lengths)
- The name and address of entries secretary and meet director
- The entry deadline and procedure for late entries
- The entry fee (including late entry fee)
- Entry forms
- Information on meet, noting the link where information can be obtained on line. Also inform the Clubs that results will be available in electronic format from BC Athletics.
- An indication as to whether or not telephone entries will be accepted
- The registration procedure at the meet
- The final schedule of events, the schedule may change and should be checked prior to the day of the meet
- Procedures for seeding, draws and qualification
- Procedures for field event competitions’ number of trials, starting heights etc.

- Award information
- Accommodation information
- How packages will be distributed
- **Note: see Appendix 12 for an example of a package**

### ***Develop the athlete control procedure***

Championships and other formal meets use an Athlete /control Centre (ACC) for both track and field events. Athletes are checked in to the ACC at a fixed interval prior to competition. The ACC acts as a “staging area” where the athletes are verified, assembled into heats, and held for entry into competition. Athletes who are in a conflicting event (very common at JD meets) are checked in and released. Club meets may use an ACC for track and field events, for track events only, or not at all. If an ACC is not used, then athletes are checked in at the venue. Your decision on the ACC will affect your “paper flow”...the numbers and distribution of start lists (heat sheets).

### ***Entries and Registration***

- Decide with the Meet Director if someone will sell BCA Day-of-the-Meet Registration.
- A List of competitive BCA members is posted on the BCA website and is updated once per week. Information is available from <http://www.bcathletics.org/main/bulletin/2008-25.htm>**
1. Computerized entries will be the most efficient method of organizing the meet. Hytek software will allow results to go quickly and efficiently to BCA.
  2. Decide upon the late entry deadline. This deadline would be set in consultation with the person who is to process the entries.
  3. There should be a check done to see if the athlete has paid all entry fees and is a current BCA member. The Meet Entries Coordinator shall reject any entries from non-registered athletes for Championship meets.
  4. For late entries on the day of the meet, one person must first check Association registration and/or accept the Day-of-the-Meet Registration, while another person fills out Late Entry/correction/scratch form and takes the late entry fee. A copy of the form is then sent to the Competition Secretary with the athlete. Forms are available in *Appendix 12*.
- Mail a postcard to Clubs with a link for information on the meet. Also mention that results will be available in electronic format from BCA.
  - Post the Technical information package and entry forms on the Club or Meet website.
  - Review physical requirements for the personnel working at registration, e.g. that there are enough tables and chairs etc. Here is a quick list of equipment and supplies:
    - Late entry/Correction/Scratch forms
    - Pens, paper, white out, pencils, sharpener, stapler, folders, tape, binders
    - Extra pins, extra competition numbers
    - Receipt book, money box with change
    - Extra schedules and programs
    - See Update List
    - Association Membership/Day-of-Event forms
    - Receive entry forms along with entry fees

- Check if sufficient money has been sent with each entry (make a note of those owing money). Also, check that complete information about the athlete/club is supplied, and check Association membership status with BCA
- Assign competition numbers to each athlete, plus any other code if processing entries by computer
- File all entries for safekeeping and easy access if needed. Once the entries have been entered and the money is received, the money is given to the Meet Manager.
- Establish a list of competitors in each event as entries are received and present a final ranked-by-performance list; an alphabetical list of all athletes, and a listing of all athletes by their number, for the Meet Director and Results Chairperson (if Results and Registration People are separate).
- See that the envelopes include the club's receipt, competitors' numbers and sufficient pins. The envelope should contain a list of the competitors' numbers and the corresponding name of the athletes. It is a good idea to record on the Club's envelope any amount owing. If the Meet Organization wishes to include athlete meet passes or other items of information in the athletes' envelopes, the Committees or Chairpersons need to get them to the Registration Chairperson.
- Turn over all monies received during registration, along with an accounting of the monies, to the Meet Manager.

### **Results (Competition Secretary)**

- Draft a budget for the production and mailing of results.
- Obtain a copy of the standard club abbreviations for use in results, and to ensure proper compilation and distribution of results. (See Association Directory)
- Determine and arrange all details for a meet results system to be used. Contact (or hire) computer operator(s) to enter results - if necessary.
- Develop a title page for the results and ensure the proper format for presenting the results is followed.
- Ensure a complete and current list of Provincial and National records is available to check if records have been broken. (This list may be obtained from BCA). Records information should be entered into the database, so they appear on start lists.
- Draft a system to distribute the complete set of results. This includes sending an electronic copy of the results to BCA for posting its website.
- Make a plan for the Technical Information Centre (TIC, Results area), including power requirements, seating and tables. In general, it is best to have the office/results room as far away from the track as is possible and in an area away from unnecessary interruptions. The room should be set up so the checkers, computer operators, photo copiers have as little contact with the public as possible. In some stadiums the TIC includes the Photo timing equipment and operators...in others, they are physically separated. Here's a typical checklist of equipment and supplies

Computers	Printers	Photo copier
Extra toner for copier	Clip boards	Staples and stapler
3 hole punches	Paper clips, pens, pencils, felts, black and hi-liters	
Binders	Envelopes	
Plastic sheets to cover clipboards or weather writers		
Thumb tacks	Coloured paper or cardboard for signs	

## **Technical Manager**

- Review stadium booking contract (agreement), ensuring:
  - Access to the stadium at all the required times
  - Access to washrooms, and service to washrooms during the event
  - Stadium lighting is available if required
  - Electrical power is available
  - Contact with stadium attendant is available during the event
  - Water is available (turned on) for long jump pits and steeplechase
  - Field sprinkler systems are turned off
  - Long Jump pits are filled with sand
  - Grass will be cut in the week before the meet, and clippings removed
  - Concession will be functioning throughout the meet
  - Negotiate rental agreement and delivery for tents, tarps, and any scaffolding.  
Shelter is required for athletes and officials at each field venue, at the Finish line, and possibly for ACC and Registration. Review requirements with the Committee
- Review technical requirements for each of the events regarding set-up and equipment. A comprehensive list by event is posted on the BC Athletics Web page.  
<http://www.bcathletics.org/main/officials.htm#site>
- Test and certify the Club's throwing implements. Contact a member of the BCA Officials Committee if you need help with this.
- Arrange to borrow, rent or purchase any missing equipment. Contact a member of the BCA Officials Committee if you need help with this. **Hot tips:**
  - Borrow a lot of extension cords from Club members
  - Borrow a lot of picnic coolers for ice and water
  - Borrow a lot of E-Z up tents (and spike them down)
  - Borrow a lot of camp chairs from Club members
  - Ensure that you have facilities and equipment (and personnel) for certifying personal throwing implements during the event. Contact a member of the BCA Officials Committee if you need help with this.
  - Review plans from other committee members for areas like Registration, ACC, TIC, to ensure that necessary equipment is available (tents, chairs, extension cords etc)
- Obtain the surveyors plan for the stadium, showing the starting lines, hurdle placements etc.
- Make instruction cards for your hurdle and block crews.

## **Officials Coordinator**

The Officials coordinator should work closely with the BCA officials' committee regional contact throughout the planning phase. The regional contact has up-to-date contact information for officials in your zone. Keep in mind that officials are unpaid volunteers, and are "invited" to meets, rather than assigned. Their experiences at meets largely determine whether they will return the following year.

- Ensure that your Committee is prepared to meet the basic standards for hosting officials (and other volunteers), e.g.
  - Complementary meals every 4 hours
  - Hot beverages or cold beverages (according to the season)
  - Registration table

- Information package, including relevant parts of the Technical information package, schedule, event feedback form (see [Appendix 3](#))
- Discuss other ideas for recruiting and retaining volunteers and officials. The items below produce good results.
  - Provide a souvenir (t shirt, pin etc)
  - Offering a social event on one of the nights (barbeque or picnic or pub night), or a “wrap up party” after the event is over
  - Raffle gift items for officials and other volunteers
- Review the list of recommended officials in [Appendix 16](#) and make your list
  - Eliminate any which will not be required for your meet (events not offered etc)
  - Determine which of the remaining positions can be filled by members of your organization (e.g. Club)
  - Discuss the remaining unfilled positions with the regional contact
- Discuss officials’ expenses with the regional contact. Mileage allowances for local officials will normally be paid by the BC Officials Committee. Travel expenses for “outside” officials at a Provincial Championship may also be covered. See [Appendix 15](#).
- Determine physical requirements for the Officials and Volunteers “registration” table, and, if possible request a rest area (tent) for officials, and a “lock-up” for personal belongings.

### **Volunteers Coordinator**

The Volunteers Coordinator should work closely with the Officials Coordinator throughout the preparation phase. There are a range of technical positions which can be handled by volunteers, when certified officials are not available, and there is a lot of “flow” between the two categories. Develop your list of volunteer opportunities. Try to provide “stability”, keeping volunteers in the same position for a substantial part of the meet. Many tasks require learning on the job, and frequent changes undermine efficiency. Try to match the volunteer with the requirements of the task. For instance, Long Jump rakers require physical strength. Discuss requirements with the Officials Coordinator.

- Review the list of recommended officials in [Appendix 16](#). Volunteers required appear in the right hand column.
- Prepare a “volunteer board” (display board) showing the positions to be filled for each day.
- Set up your display board at Club events and practices, and encourage members to sign up.
- Communicate with volunteers and potential volunteers by letter and /or e-mail. See the sample letters and forms in [Appendices 4-7](#). Keeps the flow of information going.
- Review expectations:-
- early arrival, at least 1 hour prior to start of the assigned event or area
- completion of a full shift, generally a session (4 hours)

## The Meet

This section describes the responsibilities of the HOC Members during the physical set-up and the days of competition. Physical set-up may, in some circumstances, be started on the day preceding the meet. This will increase the cost of the booking, but may be a worthwhile expenditure. It has the additional benefit of increasing volunteers' familiarity with the site, and their responsibilities.

### ***Meet Manager (Chair)***

The Meet Manager has minor responsibilities during the meet, turning over the major executive responsibilities to the Meet Director during this phase. Items in this list can be delegated to other Club members if available.

- Trouble shoot any problems with rental equipment or orders or security
- Trouble shoot any problems with registrations, late entries etc.
- Trouble shoot any problems with sales (if any)
- Supervise the distribution of awards
- Supervise any fund-raising activities (50/50 draws etc)
- Receive and record any cash from registration, concessions, sales etc.
- Ensure that any sponsors are acknowledged ( banners, display boards etc)
- Organize the social event

### ***Meet Director***

The Meet Director represents the HOC at the Meet, and is responsible for any communication with outside bodies (Sport organization or media or dignitaries). Almost all matters relating to application of Rules may be left to the field of play officials, referees and Jury. Principal responsibilities of the Meet Director include:

- Decisions on eligibility, and competition categories (age class etc)
- Authorizing any changes to the schedule
- Trouble-shooting any problems in advancement or qualifying
- Manage the Protest procedure (see Rule 146)

**Note:** The protest fee in Canada is \$50. The responsibility of the Meet Director is to receive the protest (must be within 30 minutes of posting of the disputed results), and notify the Referee, or ultimately the Jury. He may also arrange for copying and distribution of decisions.

### ***Entries and Registration***

The Registration table should be up and running at least one hour before the first event. Registration packages for Clubs and individuals may be split alphabetically, to allow for 2 or more volunteers to work simultaneously. Some issues may be referred to the Competition Secretary or Meet Director, e.g. late entries for lane events. Radio communication is highly desirable.

- Distribute packages
- Receive any money owing, and issue receipts (should be marked on package)
- Accept any late entries (if permitted)
- There should be a check done to see if the athlete is a current BCA member. The Meet Entries Secretary shall reject any entries from non-registered athletes, or sell a day of event registration (under appropriate circumstances).

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- Fill out an "ADD" form. Copies of the "ADD" form are sent to the Competition Secretary, and to the ACC or marshalling area with the athlete. "Add/Scratch" forms are available in the Appendix of this manual.
- Correct any problem entries (wrong sex, age class, or event). Fill out an Add/Scratch form as above

## **Results (Competition Secretary)**

The Competition Secretary manages the Technical Information Centre (Office) during the event,

- Ensures the timely printing, copying and distribution of the start lists.
- Communicates all changes to the ACC, announcer, timers/judges, event chief.

### ***Paper Flow for Track Event Start Lists***

There should be six copies of start lists (heat sheets). Each list should contain the name of the event, the time of the event and meet and national records.

- one copy (original) should be kept in the office
- one copy goes to the ACC (or marshalling area) for the Starter's Assistant
- one copy should be posted
- one copy should be given to the Announcer.

### **Process**

1. The ACC sends/gives a copy to the Starter's Assistant, noting any DNS athletes
2. The Announcer should have a copy of the start and be notified of any scratches/additions via a runner from the Starter's assistant before the race (or by radio).
3. After the athletes have been placed in lanes by the Starter's Assistant, a runner takes the heat sheet to the finish line. Alternatively, the finish line can be given its own set of start lists, and changes may be sent by radio.

### ***Paper Flow for Field Event Start lists***

There should be 5 copies of the start lists for each field event. In a Championship meet, athletes will be checked in to the ACC. In this situation, two additional copies are required.

- Original Copy kept in the office
- 2 copies for Field event officials (sometimes 3 for Horizontal jumps)
- 1 copy posted
- 1 copy for Announcer

### ***Paper flow for track event results***

- Judges, timers and wind gauge information sheets are stapled to start list and sent to Competition Secretary
- Chief Photo Judge verifies photo finish information
- Results are printed and posted (posting time is noted on the sheet)
- Keeps the master official results in a secure file with all other pieces of information, (i.e. judges' reports, wind readings).
- Copy of results sent to Awards

### ***Paper flow for field event results***

- Results and placing verified by chief judge and referee

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- Wind gauge information (Horizontal Jumps) is attached
- Results are sent to Competition Secretary
- Results are entered in Hytek
- Results are printed and posted
- Keeps the master official results in a secure file with all other pieces of information, (i.e. judges' reports, wind readings).
- Sends a copy of results to Awards

## Technical Manager

The Technical Manager is an early riser on the day of the meet. Set up for all the areas should be complete 2 hours prior to the first event. Lists of equipment and information on site preparation are posted on the BCA Officials web site.

See: <http://www.bcathletics.org/main/officials.htm#site>

Rental equipment, including tables and chairs should arrive early, or, if possible, the night before the meet. Some of the Technical Managers team, and their duties on the day of the meet:

### **Track Crew Volunteers**

- Move starting blocks on and off the track
- Place and replace and adjust hurdles (see Hurdle Chart in [Appendix 13](#)) and steeple chase barriers
- Move lane markers
- Move starters stand and cable
- Fill steeplechase water pit

### **Field Crew Volunteers**

- Lay out throws landing areas (see BCA Officials web site for a chart)
- Assemble flagging or other barriers around competition area(s)
- Assemble listed small equipment in crates and transport to venues
- Dig and level long jump pits
- Install and level long jump take-off boards
- Assemble vertical jumps pits and uprights
- Weigh and measure athletes throwing implements (BCA official or skilled volunteer)
- Transport throwing implements to venues.
- Remove and store equipment as soon as event is concluded

**Note:** Field of Play volunteers for assistance during competitions are separate

### **Officials Coordinator**

The Officials Coordinator is mostly free to act as a Field of Play official during the meet. He/she should be available on the first day, to help check in officials and trouble-shoot any problems in assignments.

### **Volunteers Coordinator**

The Volunteers coordinator should be available through the meet to manage volunteers, and act as a problem solver. He/she should have a radio.

- Check in volunteers for their shifts
- Swap and re-schedule as required
- Check in with Track and Field Referees and Competition Secretary periodically to ensure that requirements are being met.

## **The Announcer**

The role of the Announcer is to make the meet interesting. This person should be reasonably knowledgeable about track and field. His or her focus should be to keep spectators and officials informed on the events on the track as well as broadcasting results from the field and giving any other related information on activities around the stadium.

The Announcer needs a full detail of events and the competition. He/she should be able to call a race on the track, draw attention to field events as well as to be able to promote sponsors that might be contributing to the success of the meet.

Like all good sporting events, the Announcer should add some excitement to the meet. He/she should know when to speak and when to be quiet. It is important when announcing to ensure that the spectators know who won the race, from which Club or whether the person was unattached, the time of the win and the distance jumped or thrown. He/she should definitely announce if the event was a record.

The Announcer must have radios or cell phones for two-way communication so that he/she can be contacted at any time throughout the day.

## **The Announcer(s) Text**

It would be useful if the Announcer(s) could recognize the work of the Officials at the Meet. A suggested text could be:-

Dear Announcer

Please repeat this announcement several times, on each day of the event. On behalf of \_\_\_\_\_ **(insert club/event name)** I would like to thank the many BC Athletics Officials who are with us today. It is because of the expertise and high level of commitment demonstrated by this group of volunteers, that we enjoy the quality of athletics we experience in British Columbia. Athletes, you will see many of these people, volunteering their time, at events throughout your competition season, be sure to give them your thanks. Again, the \_\_\_\_\_ **(insert club/event name)** sends appreciation to the BC Athletics Officials for the good work they do. These events would not happen without you.

## **Hospitality**

The ability to provide good service to officials throughout the course of a day at a track meet is crucial. The day for most officials usually start around 8 A.M. and ends at 5 to 6 P.M. Here are some tips that will help to make their day more enjoyable.

- 1 litre of juice makes approximately five drinks. Allow 2-3 drinks per official per day.
- Juice or water is preferred over pop
- Try to get sponsors for meals, but contact them months in advance
- Plan for coffee and muffins at the beginning of the day
- Juice or fruit would be great around 10 to 10:30 A. M.
- Lunch of sandwiches or pizza around 1 to 2 P. M.
- An afternoon stack of cookies and fruit would also be helpful
- Remember that some officials are not always able to come in for lunch. Therefore, having someone take a cart around to field events or at the finish line would be useful.

## **After the Meet**

This section describes the responsibilities of the HOC Members when the meet is finished.

### ***Meet Manager (Chair)***

- Organize a committee meeting 2-3 weeks after the meet
- Present a final budget report
- Collect and review feedback forms (see [Appendix 3](#))
- Identify any changes for the following meets, or following year.
- Arrange for distribution of awards which were not claimed at the event
- Get your date for next year
- Send a digest of results for local athletes to community newspapers
- Acknowledgements (thank you letters or equivalent) to sponsors, donors, dignitaries

### ***Meet Director***

The Meet Director may not have any duties after the meet.

### ***Entries and Registration***

Generally have no duties after the meet unless they were assisting with other duties.

### ***Results (Competition Secretary)***

- Submit a complete set of results to BC Athletics
- Mail or e-mail a complete set of results to participating Clubs
- Publish results on the Club or HOC web page

### ***Technical Manager***

- Arrange for return of all borrowed or rented equipment.
- Make recommendations on changes or purchases for the following year

### ***Officials Coordinator***

- Review Officials Feedback forms, and communicate the highlights to the Meet Manager and the BCA regional representative.
- Send e-mails or letters of thanks to participating Officials

### ***Volunteers Coordinator***

- Send e-mails or letters of thanks to participating volunteers

TIMELINE FOR MEET ORGANIZATION

<b>Prior to the Meet</b>		
<b>Tasks</b>	<b>Person Responsible</b>	<b>Milestone</b>
Book stadium	Meet Manager	9 months
Apply for sanction from BCA	Meet Manager	9 months
Book timing system	Meet Manager	9 months
Check Equipment. Order or arrange to borrow missing items.	Technical Manager	4 months
Contact BCA Officials regional representative	Officials Coordinator	4 months
Contact sponsors and donors	Meet Manager	3months
Revise and finalize technical information package. Check hotels for prices.	Meet Director	3 months
Contact stadium manager to confirm technical arrangements, access etc.	Technical Manager	3 months
Post Technical Information Package	Meet Director	2 months
Order Medals, Ribbons and Safety Pins, Bib Numbers	Meet Manager	2 months
Contact Volunteers by email; create sign up board	Volunteer coordinator	2 months
Call and book Security if tents and equipment left overnight	Meet Manager	1 month
Organize Concession; purchases	Meet Manager	3 weeks
Follow-up letter to volunteers	Volunteer coordinator	1 month
Finalize volunteer schedule	Volunteer coordinator	1 week
Enter names into computer for meet	Competition Secretary	1 week
Review stadium with stadium manager; confirm access, power, water etc	Technical Manager	1 week
Cash floats for concession and registration	Meet Manager	1 day
Set up Field event areas	Technical Manager	1 day
Set up tarps, tents, Flags, Speakers, Fencing, see list of jobs	Technical Manager	1 day
Assemble registration packages	Entries	1 day
Print and collate start lists, seed lists	Competition Secretary	2 hours
<b>After the Meet</b>		
Return rented and borrowed equipment	Technical Manager	2 days
Post results and submit to BCA	Competition Secretary	2 weeks
Submit Day of Event fees to BCA	Meet Manager	2 weeks
Thank you letters	All	2 weeks
Organize committee meeting (post mortem)	Meet Manager	1 month

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## Appendix 1: Example of Media Release

**Name of Track Club**

Club Address

Date

### **PRESS RELEASE**

#### **24<sup>th</sup> Annual Track and Field Meet**

Name of Track Club

What the Club is planning to host

Who is invited

Where the event will be held

When the event will be held

Why the event is being held

We would be pleased to receive press coverage of our event—contact me (Name of Meet Director) if you have any questions.

## Appendix 2: Example of Letter to Parents/Athletes

### From: Meet Director

Thank you for your response concerning the (Name of Meet). By now you should have received an email or signed up on volunteer board to see your volunteer responsibilities at (Name of Meet). If your volunteer confirmation did NOT arrive, please contact us via email (address) or phone (number).

The (Name of Meet) has always been a very well received track and field meet, and this reputation is because of people just like you who have shared their time and energies. This meet is our major fundraiser, and allows us to replace equipment and keep our registration fees at a reasonable level.

### *Several other bit of info:*

Friday night set up starts at 6:00 pm. We have a good crew scheduled to be there (if you have a couple of hours, we can still use you) and weather willing, we should be done by 8:30.

Early morning shift starts at 7:00 am.

We have security booked for both nights, so if you want to leave tents, lawn chairs, etc. at the park, all SHOULD be well. We do not guarantee anything, but the guard dogs have never let us down in the past!

Athletes have been told that they need to be as independent as possible, as their parents will be assisting with events. (Name of Meet) coaches will be at the meet, and will be available to help athletes. Ask any coach for assistance.

**DRAW PRIZES:** We will be having 50/50 draws throughout the weekend. In addition to the 50/50, we traditionally also have draw prizes, which encourages people to purchase tickets. If you have anything that could be used as a prize, please bring it to the track for Thursday practice, Friday night or Saturday morning. Your item does not have to be related to track, just be something you think another person would like to win. Examples from previous meets include food items, plants, gift certificates, t-shirts, golf umbrellas, candles, stationary, toys, candy. No live animals please!

Any questions? please ask..... And again, thanks from your club, Meet Director/Manager



## Appendix 4: Officials' Event Feedback Form

BCA Officials are encouraged to provide event organizers with constructive feedback using this form. Comments may be continued on the back. Comments and suggestions passed on to event organizers will be anonymous. Please return the completed form at the end of the event to:

Completed forms may be left at the finish line

<b>Event (name and location)</b>	
<b>Date</b>	
<b>Official's Name (optional)</b>	
<b>Schedule.</b>	
<b>Organizational. (Paper flow, results processing, communication etc)</b>	
<b>Technical. (Site preparation, equipment, availability of technical aides, volunteers etc.)</b>	
<b>Hosting. (Services provided for officials: food, shelter etc.)</b>	

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**Other. (any other aspects of the meet)**

## Appendix 5: Invitation Letter to Volunteers

**PLEASE RETURN BY May 22! If date is for June Meet**

To: Athletes and Parents

From: Meet Directors

**Re: Name of Track Meet: Volunteer Assignments**

Plans are well underway for (Name of Meet) and as that date nears, we want to give you an opportunity to volunteer for an assignment of interest. There are many different types of help needed, and if you have a preference, please make those thoughts known by returning the bottom part of this sheet. We will do what we can to accommodate your interests. Hosting a meet is a huge job, and we need **BOTH** parents to help for **BOTH** full days, and stay for Sun. afternoon cleanup. As well, please note if you could help with early morning set-up (7:00 am). It is important that we are ready to go at event start time, as no one enjoys a late meet.

Some of the areas where help will be needed include:

Results "runner"	Friday night set up	Concession
Shot Put	High Jump	Long Jump/Triple Jump
Discus/Hammer	Javelin	Concession
Hurdle Crew (part time, but crucial)		Awards
Finish Line (back up timing)		

Please assign me to help with the \_\_\_\_\_  
&/or the \_\_\_\_\_

at the (Name of Meet). I am aware that I will be needed for both (Date of Meet), for full days, and Sun. cleanup.

I will help with set up at 7:00 am on (Meet Date(s)) (Circle if available)      Yes      No

Print name \_\_\_\_\_

Please assign me to help with the \_\_\_\_\_  
&/or the \_\_\_\_\_

at the (Name of Meet). I am aware that I will be needed for both (Date of Meet), for full days, and cleanup.

I will help with set up at 7:00 am on (Date of Meet) (Circle if available)      Yes      No

Print name \_\_\_\_\_

## Appendix 6: Example of Follow-up Invitation Letter to Volunteers

Dear Parents and Athletes,

Plans continue for (Name of Meet) on (Date of Meet).

If you have responded on the Volunteer form already, thank you! If not, will you please do so by (Date at least Three weeks before Meet) either by email (address) or fax (number) or by bringing your response to the track during a practice.

Once the responses are collected we will be assigning you to an area of responsibility, and giving you notification of your position. We will try to give you your first choice, but that may not always be possible. If you have concern with your assignment, please contact us.

We also will need help with set-up starting at (Early Morning Day of Meet). All available people very welcome!

Name of Meet Directors

## Appendix 7: Thank you letter to Volunteers

### Name of Club Volunteers

Thank you for volunteering to help your club this weekend. Due to the dedication of all our volunteers, we have enough assistance to be able to work shifts at the events this year. We have assigned extra staff to each event/assignment. This should enable you to arrange for "time off" from your assignment to watch your children do an event, or just take a break. Lunch will be brought to your work site.

You need to arrange these shifts **among your group**. Please be sure that the event is well covered before you leave, and also make sure that your partners know exactly when you will return. Please honor your commitments. If there is a problem, contact (Volunteer Coordinator) and he/she will send a floater to help you.

## Appendix 8: Letter to Volunteers for (Name of Meet)

Attached please find your volunteer assignment for our (Name of Meet). It may be of some help to you to observe your event at the next meet, and acquaint yourself as to the operation of your assignment. Thanks for your help.

There will be a volunteer meeting on (Time, Week before Meet), at the track. At this time (Meet Director/Official) will review the operation of the various events, meet protocol and duties, and answer questions. This meeting should take about 45 minutes, depending on attendance and questions. If you are unable to attend the session, and would like further information concerning your assignment, please contact (Appropriate name and phone number).

### **Responsibilities of Volunteers at Name of meet**

To: Name of Volunteer

You have been scheduled to help with the following event; Name if Event

Please report to the track no later than **8:15 a.m.** Date of Event

**When you arrive at the track on (Date of Meet) morning, please check in at the volunteers desk. Volunteers will receive an Officials Ribbon, and information package. Coffee will be provided from the concession on (Date of Meet) morning. Other food will be brought to your work station throughout the day. Do not leave your work station during the events unless you have contacted someone to cover during your absence. "Floaters" are available, please ask. Your help is greatly appreciated. We hope you also enjoy your weekend.**

- \* Event volunteers should pickup implements, clipboards, rakes etc. and make sure event area is ready ½ hour before scheduled events.
- \* Back up timers should be at their place 15 minutes before scheduled time of events.

Meet Director – Name of meet Director  
Volunteer Co-coordinator - Name

If you have any questions please call:  
Meet Director – Name of meet Director  
Volunteer Co-coordinator – Name

## Appendix 9: For Event Clipboard

**CATEGORY/AGE GROUPS\***  
**(The Years will change depending on the year the meet is held)**

Category	AGE
1999*	9
1998	10
1997	11
1996	12
1995	13
1994	14
Youth	15
Juvenile	16/17
Junior.	18/19
<i>Open</i>	20-39
Masters	5 yr. groups

### FIELD ATTEMPTS

Ages 9-13: three attempts

Ages 14+: three attempts.

Top eight competitors advance for three more attempts in final, with order reversed. Ties for eighth move to final

## Appendix 10: Example of Letter to Officials (for Check-in)

Name of Track Club

### B.C. ATHLETICS OFFICIALS

On behalf of all **Name of Club** athletes, parents and executive members, we welcome you to the (Name of Meet), and hope that your weekend goes well. Thank you for sharing your expertise with us, and helping make the meet a success.

- Please accept a pin and an officials ribbon with our thanks. As well, there will be an Officials prize draw both days. Your name is entered!
- Attached please find a list of the volunteers who will work at your event. Hopefully they will be wearing a name a name tag for identification. Some of these people may be inexperienced and will need direction. We appreciate your guidance and patience.
- As well, we have some floaters available. If you need extra help, or need a break yourself, please contact the awards/registration area, and someone will be sent to you. Runners are also available if necessary.
- A meet schedule and some meet rules (attempts, age groups, etc.) are on your clipboard. If possible, we would like to use the Palm Pilots (PP) at the field events. You may need to get a refresher course on use of the PP. (People under 30 can usually master it in five minutes, those of us that are 30+ may take ten) Return the PP to the finish line for downloading immediately after your event has finished. Please keep paper back up as well.
- Please do NOT accept any late entries unless the athlete brings you a late entry form signed by (Meet Director/Event Secretary).
- Lunch and snacks will be brought to your event area. Go to the concession for extra drinks when you have a break.
- If you have any problems, contact (The Announcer, or appropriate Personnel).
- Again, thank you for being with us this weekend.

Club President - Name

Meet Directors - Name

## Appendix 11: Example of Letter to Companies

### Name of Track Club

To Whom It May Concern

The (Name of Club) will host the (Name of Meet) on (Date and Venue)

Any assistance in the form of sponsorship or donations from your organization would be greatly appreciated. We would be most willing to acknowledge your support by announcement over the public address system. If you have a banner or other advertisement, we would be pleased to display your logo.

President,

John Smith

## Appendix 12: Late Entry/Correction/Scratch Form

Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Birth date (mm/dd/yy) \_\_\_\_/\_\_\_\_/\_\_\_\_/

Bib # \_\_\_\_\_ Club: \_\_\_\_\_ Seed Performance: \_\_\_\_\_

Event # \_\_\_\_\_ Name \_\_\_\_\_ Lane # \_\_\_\_\_ Heat Number \_\_\_\_\_

Event # \_\_\_\_\_ Name \_\_\_\_\_ Lane # \_\_\_\_\_ Heat Number \_\_\_\_\_

Event # \_\_\_\_\_ Name \_\_\_\_\_ Lane # \_\_\_\_\_ Heat Number \_\_\_\_\_

Event # \_\_\_\_\_ Name \_\_\_\_\_ Lane # \_\_\_\_\_ Heat Number \_\_\_\_\_

Re-seed event # \_\_\_\_\_ Reason \_\_\_\_\_

Amount Paid \_\_\_\_\_ Cheque \_\_\_\_\_ Cash \_\_\_\_\_

### Scratches

Event # \_\_\_\_\_ Event # \_\_\_\_\_ Event # \_\_\_\_\_ Event # \_\_\_\_\_

Reason: \_\_\_\_\_

### Athletes (Take to event official)

Name	Age	Sex	Bib #
<b>Enter in:</b>			
Event # _____	Name _____	Lane # _____	Heat Number _____
Event # _____	Name _____	Lane # _____	Heat Number _____
Event # _____	Name _____	Lane # _____	Heat Number _____
Event # _____	Name _____	Lane # _____	Heat Number _____

Registrars Signature \_\_\_\_\_

## Appendix 13: Sample Technical Information Package (Entry package)

### **Hurdles, Sprint/Distance:**

- Sprint Hurdles for all ages. Age 9 to 13, (Training Hurdles.) Age 14 and older, (Weighted Hurdles.)
- The Hurdle schedule will follow distances, spacing, and heights from 110M to 60M, 400M to 200M.
- 200M Hurdles for 11 to 13 year olds. (Training Hurdles.)
- 300M Hurdles for 14 to 15 year olds, and some Masters. (Weighted Hurdles.)
- 400M Hurdles for 16+. (Weighted Hurdles.)

**Timed Finals For:** 400M, 800M, 1500M, 3000M, Relays, and All Hurdle Events:

### ***Recreational Medley Relay 100m x 100m x 200m x 400m (No Awards/No Charge)***

- Athletes must be in same club. Male and female may run together.
- We need one runner per team on the cost summary page under the name and age of the oldest runner.
- Teams will be made up of the following age categories.  
Ages 9 – 12    Ages 13 - 14    Ages 15, 16+ (including Coaches and Parents.)

### ***Throws & Horizontal Jumps;***

- Ages 9 - 13 receive 3 attempts \*. Ages 14 + receive 3 attempts; top eight qualify for 3 more.

### ***Vertical Jumps;***

The bar will be raised 5 cm. until two competitors left, then remaining athletes choose height. Starting Heights will be discussed at the start of the competition

### ***Results:***

Results in a Team/Club Format and HY-TEX Team Manager for Windows will be e-mailed to all clubs and unattached athletes who give us an e-mail address. Full results will be posted on the Web. One paper copy will be forwarded to each club with at least 10 athletes entered if it is absolutely necessary. Copies may be purchased for a cost.

### ***Conflicting Track/Field Events:***

To avoid missing jumps or races, athletes should report to BOTH event Officials. Officials will **TRY** to facilitate athletes doing both events. Athletes cannot “catch up” on missed rounds of throws/jumps.

### ***Concession/Sales:***

Club run concession with hot dogs, sandwiches, soup, drinks, etc.

**Awards:** Medals will be available.      **Masters receive BCA Medals.**

Medals: 1st. 2nd. 3<sup>rd</sup>.    Double Ribbons: 4th through 8th.

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Awards for outstanding single performance (excluding Masters: One male & one female in the following categories: Sprints and Hurdles, Middle Distance, Jumps and Throws. Selection will be based on an OUTSTANDING PERFORMANCE in ONE event. Winning several events is not considered. The recipients of these awards will be notified individually after the selection is made.

***Directions to Venue***

Always include the directions to the venue.

**Track Events Schedule**

**All track events will be run from oldest to youngest with the exception of hurdles, which follow Distance, Heights and Spacing. Women will start each age group.**

**Saturday June 9, 2007**

<b>Event</b>	<b>Comments</b>	<b>Time</b>	<b>Age Group</b>
Coaches Meeting		8:15 AM	
1500M Race Walk	Finals	8:30 AM	Juvenile to 1994
800M Race Walk	Finals		1995 to 1998
200 M Hurdles	Timed Finals	9:00 AM	1996 to 1994
300 M Hurdles	Timed Finals		1993 to 1992
400 M Hurdles	Timed Finals		Juvenile, Junior, Open
60 M	Timed Finals	10:45 AM	1997 to 1998
100 M	Heats	11:00 AM	Open to 1998
1500 M	Finals	1:00 PM	Open to 1998
100 M	Finals	2:00 PM	Open to 1998
400 M	Timed Final	3:00 PM	Open to 1998
4 X 100 M Relay	Finals	4:00 PM	Open to 1998

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<b>Sunday June 10, 2007</b>			
<b>Event</b>	<b>Comments</b>	<b>Time</b>	<b>Age Group</b>
3000 M	Finals	9:00 AM	Open to 1992
60 M Hurdles	Timed Finals	10:00 AM	1996 to 1998 (Men/Women)
80 M Hurdles	Timed Finals		1995 to 1992 (Women)
			1995 to 1994 (Men)
100 M Hurdles	Timed Finals		Juvenile, Junior, Open (Women)
			1993 to 1992 (Men)
110 M Hurdles	Timed Finals		Juvenile, Junior, Open (Men)
200 M	Heats	11:30 AM	Open to 1998
800 M	Timed Finals	1:30 PM	Open to 1998
200 M	Finals	3:00 PM	Open to 1998
4 X 400 M Relay	Finals	3:45 PM	Open to 1998

<b>Field Events Schedule</b>							
<b>All 'Open' field events also include the respective Juvenile and Junior events.</b>							
<b>Saturday June 9, 2007</b>							
<b>Time</b>	<b>High Jump</b>		<b>Long Jump</b>		<b>Shotput</b>	<b>Discus</b>	<b>Javelin</b>
	<i>Pit #1</i>	<i>Pit #2</i>					
8:30 AM							
9:00 AM							
9:30 AM	1996 M		1993 W	1993 M	1998 M		
10:00 AM							
10:30 AM	1998 W	1992 W	1995 W	1997 M		1997 W	1992 M
11:00 AM					1996 W		Open M
11:30 AM	1998 M	1992 M	1994 W	1994 M		1992 W	
12:00 PM					1998 W		1993 M
12:30 PM	1997 W	1993 W	1995 M	1992 W		1995 W	
1:00 PM					1995 M		
1:30 PM	1997 M	1993 M	1997 W	1992 M		1993 W	1994 to 1997 M
2:00 PM					Open/1992 W		
2:30 PM		Open M	1996 W	1996 M		1994 W	
3:00 PM					1993 M		

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3:30	PM		Open W	1998 M	1998 W		Open W		
4:00	PM					1995 W			
4:15	PM			Open W					
4:30	PM						1996 W		
4:45	PM				Open M				

**Sunday June 10, 2007**

Time	High Jump		Triple Jump		Shotput	Discus	Javelin	Hammer
	<i>Pit #1</i>	<i>Pit #2</i>						
8:30 AM								Open to 1995 W
9:00 AM	1996 W	1994 W						
9:30 AM			1994 M	1996 M	1997 W			
10:00 AM							Open W	
10:30 AM			1995 M	1995 W	1996 M			Open to 1995 M
11:00 AM		1994 M					1992/1993 W	
11:30 AM			1992 W	1996 W	1993 W			
12:00 PM	1995 W					1994 M	1996/1997 W	
12:30 PM			1992 M	1993 W	1994 M	1993 M		
1:00 PM		1995 M				1996 M	1994/1995 W	
1:30 PM			1993 M	1994 W		1995 M		
2:00 PM					1997 M			
2:30 PM			Open W			1997 M		
3:00 PM					Open/1992 M			
3:30 PM			Open M			Open/1992 M		
4:00 PM					1994 W			

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### Event Entry Form

Club/School \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

	Name	BCA#	M/F	Birthdate (MM/DD/YY)	Age Class	Event #	Perf.	Event#	Perf.
1				/ /					
2				/ /					
3				/ /					
4				/ /					
5				/ /					
6				/ /					
7				/ /					
8				/ /					
9				/ /					
10				/ /					
11				/ /					
12				/ /					
13				/ /					
14				/ /					
15				/ /					
16				/ /					

17				/	/				
18				/	/				
19				/	/				
20				/	/				
21				/	/				
22				/	/				
23				/	/				
24				/	/				
25				/	/				

	<b>1</b>	<b>2</b>	
Number of JD Entries	<input type="text"/>	x \$ 7.00	= <input type="text"/>
Number of Juv/Jr/Open Entries	<input type="text"/>	x \$ 8.00	= <input type="text"/>
<b>Number of LATE Entries</b>	<input type="text"/>	x \$14.00	= <input type="text"/>

**Appendix 14: Hurdle Chart**

(Color chart refers to markings on the Langley Track. Colors may vary)

**110M & 100M Hurdles have 10 Hurdles in 8 Lanes = 80 Hurdles**

**80M Hurdles have 8 Hurdles in 8 Lanes = 64 Hurdles**

**Hurdles will be run in the following order:**

**Sprint Hurdles**

**Competition Weighted Hurdles**

<u>Age/Sex</u>	<u>Color</u>	<u>Height</u>	<u>Distance</u>	<u>Num. Hur.</u>	<u>Dis to 1 Hur.</u>	<u>Dist between</u>
Open M	Drk-Blue	42"	110M	10	13.72M	9.14M
30 to 49M	Drk-Blue	39"	110M	10	13.72M	9.14M
18/19M	Drk-Blue	39"	110M	10	13.72M	9.14M
16/17M	Drk-Blue	36"	110M	10	13.72M	9.14M
50 to 59 M	Black	36"	100M	10	13.00M	8.50M
60 to 69 M	Black	33"	100M	10	16.00M	8.00M
18/40F	Black	33"	100M	10	13.00M	8.50M
14/15M	Black	33"	100M	10	13.00M	8.50M
16/17F	Black	30"	100M	10	13.00M	8.50M
40 to 59 W	White	30"	80M	8	12.00M	8.00M
14/15F	White	30"	80M	8	12.00M	8.00M
70 to 79 M	Lt Blue	30"	80M	8	12.00M	7.00M
80 + M	Lt Blue	27"	80M	8	12.00M	7.00M
60 + W	Lt Blue	30"	80M	8	12.00M	7.00M

**Kick Away/Practice Hurdles**

<u>Age/Sex</u>	<u>Color</u>	<u>Height</u>	<u>Distance</u>	<u>Num. Hur.</u>	<u>Dist. to 1 Hur.</u>	<u>Dist. between</u>
13M	White	30"	80M	8	12M	8.0M
13 F	Gold	30"	80M	8	12M	7.5M
12 M/F	Lt. Blue	27"	80M	8	12M	7.0M
10-11 M/F	Green	24"	60M	6	11M	6.5M
9 M/F	Green	21"	60M	6	11M	6.5M

**Distance Hurdles:**

<u>Age/Sex</u>	<u>Color</u>	<u>Height</u>	<u>Distance</u>	<u>Num.</u>	<u>Type</u>
18 to 49 M	Yellow	36"	400 MH	10	Weighted
50 to 59 M	Yellow	33"	400 MH	10	Weighted
16/17 M	Yellow	33"	400 MH	10	Weighted
16 to 49 F	Yellow	30"	400 MH	10	Weighted
60 + M	Yellow	30"	300 MH	8	Weighted
50 + F	Yellow	30"	300 MH	8	Weighted
14/15 M/F	Yellow	30"	300 MH	7	Weighted
13 M/F	Yellow	27"	200 MH	5	Kick away

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11/12 M/F

Yellow

24"

200 MH

5

Kick away

**Appendix 15:**

**Sample Budget (for a Club Meet)**

**Revenues**

Sponsorships and donations  
Entry fees  
Souvenir and T-Shirt Sales

Total Revenue

**Expenses**

Equipment Acquisitions/Upgrades  
Stadium Rental  
Other rentals (tents, copier etc)  
Food for Officials and volunteers  
Awards (medals and ribbons)  
Medical  
Security  
Promotions, Marketing, Advertising  
Administration and Office Costs  
Sanction fee (and other fees) to BCA

**Total Expenses**

**Appendix 16: BCA Policies for Officials Expenses at Sanctioned Meets  
(Excerpt from the BCA Policy Manual 2006)**

25.4 Officials Expenses at Athletics Events

General Policy

BC Athletics officials who are members in good standing are eligible to be reimbursed for authorized out-of-pocket expenses.

Local Events

An official assigned to an event in his/her own local area may be reimbursed for automobile mileage, provided that he has worked at least 4 hours at the event. Other expenses which may also be reimbursed: Parking, Expendables, i.e. marking tape, shells, plasticine.

Procedures:

The Regional (local) coordinator, working with an event officials' manager will assign officials, and keep a record. Officials may apply for reimbursement, attaching any receipts, to the expense form indicating:

- Date and name of the event
- Mileage for the specific event
- Expendables for the specific event

Officials are requested to "car-pool" whenever possible. Expense forms and attachments are to be sent to the BC Athletics office for approval (by the Branch Officials Chair)

Assignments outside the local area

***An official assigned to work at an event requiring travel outside their local area, e.g. requiring overnight accommodation, may be reimbursed for authorized expenses***

- Travel
- Accommodation
- Parking
- Expendables

In some cases these expenses will be covered by the Event itself. In other cases they will be reimbursed through the BC Athletics Office (see Section 25.5)

Procedures

The Branch Assignments Director and the event Officials Manager will reach agreement on responsibility or the individual items, and the numbers of "outside" officials required. Assigned officials will be informed as to authorized expenses payable by BC Athletics. Procedures for claiming reimbursement are the same as above (see "Local Events").

25.5 ***Responsibility for Officials expenses at Athletics Events***

General Policy

Responsibility for support of officiating is shared between BC Athletics and the individual event Host. The portion covered by BC Athletics is determined by the nature and level of the specific event. Event hosts are expected to provide assigned officials with a meal for every 4 hours of work, and hot or cold beverages as required.

**Provincial and National Championships**

Championship level events require the highest level of support from BC Athletics. In all **events** with a championship component (National or Provincial), Officials' authorized in-Province travel

expenses will be covered by the BC Athletics Officials Committee's budget. All other authorized expenses will be the responsibility of the Host Organizing Committee.

**All other Sanctioned Events**

In the case of local (Club) events, or **events** without a Provincial or National Championship component, responsibility for authorized expenses will be assigned according to the formula below. **Events** at this level are generally serviced by local officials. As a consequence, the expenses are generally limited to local mileage. The provision of accommodation is unusual. High performance or International events may require travel and accommodation for officials from outside the local area. Responsibility for authorized expenses at these events follows the same formula as other events in this class (see below):

- Accommodation 100% covered by the host
- Meals 100% covered by the host
- Local travel 100% covered by BCA through the officials budget

Local travel is defined as travel within the following:

**Zone or Zone groupings:**

- Zones 1 & 2
- Zones 3, 4 & 5
- Zone 6
- Zones 7 & 8
- Other travel 100% covered by the host

Expendables 100% covered by the host

## Appendix 17: Minimum Number and Standards for Officials at BCA-Sanctioned Track and Field Meets.

### **General**

Development of an officials' team is primarily the responsibility of the meet organizing committee. The meet manager may request additional qualified officials to be assigned by the BCA officials committee (acting through a regional coordinator), when the organizing committee cannot supply sufficient qualified officials from its' own supporting organization (Club). The BCA officials committee is available at any point to advise on appointment of qualified officials for the positions shown below. Recruitment of the volunteer technical aides is entirely the responsibility of the organizing committee.

The minimum standards shown on this page are sufficient for a Club meet (local meet). Total numbers will vary according to the number of field events, and special teams required. Meets at this level will generally have 25-35 officials. When qualified officials for the listed positions are not available, then lower level officials or volunteer technical aides will be appointed. Standards for higher level meets are on the next page

<b>Position of Officials</b>	<b>Number</b>	<b>Qualifications</b>	<b>Volunteers</b>
Jury	1	Provincial Jury List	
Jury	2	Level 4 officials	
Announcer	1	Provincial List	1
Competition Secretary	1	Provincial List CS	3
Technical Manager	1	Provincial List TM	10
Starters	1	Level 3 starter	
Starters	1	Level 1 or 2 official	2
Starters Assistants	1	Level 3 Starters Assistant	3
Starters Assistants	1	Level 1 or 2 official	
Track Referee	1	Level 3 Track Referee	
Photo Finish	1	P F Provincial List	
Photo Finish	1	Level 1 or 2 official	
Chief Umpire	1	Level 4 Umpire	
Umpires	4	Level 1 or 2 officials	4
Field Referees	1	Level 3 Field Referee	
Field Referees	1	Level 4 Field Judge	
<b>Field Event Teams</b> (as many as required – dependant on the number of Field Events being held at the same time)			
Chief Judge	1 per event	Level 3 in the discipline	
Field Judges	2-3 per event	Level 1 or 2 officials	3-4
<b>Special Teams</b> (as required)			
Combined event Referee	1	Level 3 CER	1
Race Walk Chief Judge	1	Level 3 Race Walk Judge	
Race Walk Judges	2	Level 1 or 2 officials	2
Chief Timer	1	Level 3 Timer	

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Timers	3	Level 1 or 2 officials	5
Chief FL Judge (lap scorer)	1	Level 3 Finish Line Judge	
Finish Line Judges (lap scorers)	3	Level 1 or 2 officials	5

## BC Championships (Track and Field)

BC Championship meets will generally have a full list of events. Therefore, the total numbers of officials required will be larger than for Club meets.

Position of Officials	Number	Qualifications	Volunteers
Jury	1	National Jury List	
Jury	2	Provincial Jury List	
Announcer	1	National List	1
Announcer	1	Provincial list	
Competition Secretary	1	Provincial List CS	12
Technical Manager	1	Provincial List TM	1
Starters	1	Level 5 starter	2
Starters	1	Level 3 Starter	
Starters Assistants	1	Level 5 Starters Assistant	4
Starters Assistants	1	Level 3 Starters Assistant	
Track Referee	1	Level 5 Track Referee	
Photo Finish	1	Photo CJ 4	
Photo Finish	1	Photos Provincial List	
Chief Umpire	1	Level 5 Umpire	
Umpires	8	Level 2 officials	4
Field Referees	1	Level 5 Field Referee	
Field Referees	1	Level 3 Field Referee	
<b>Field Event Teams</b> (as many as required – dependant on the number of Field Events being held at the same time)			
Chief Judge	1 per event	Level 4 in the discipline	
Field Judges	3 per event	Level 1 or 2 officials	4
<b>Special Teams</b> (as required)			
Combined Event Referee	1	Level 4 CER	1
Race Walk Chief Judge	1	Level 4 Race Walk Judge	
Race Walk Judges	3	Level 3 Race Walk Judges	3
Chief Timer	1	Level 5 Timer	
Timers	3	Level 1 or 2 officials	5
Chief FL Judge (lap scorer)	1	Level 4 Finish Line Judge	
Finish Line Judges (lap scorers)	3	Level 1 or 2 officials	5

## National and National Championship meets

Standards for National Championships are found in the “NOC Officials Coordinators Manual”. The Manual recommends a minimum of 87 certified officials for meets at this level.

## Field of Play Officials (a glossary)

### ***Jury of Appeal***

This body consists of 3 to 5 individuals appointed to deal with protests, referred for decision by the Referees. Its decision is final.

### **Chief Photo Finish Judge**

is responsible for timing events on the track. Assistant Photo Finish Judges may also be appointed.

### **Chief Timekeeper**

Hand Timers may be required at a meet. When fully Automatic Photo Finish equipment is in use, hand timing is for back-up purposes only. May be eliminated if there are 2 FAT set-ups

### **Track Referee**

Ensures rules are observed during all events on the track, checks all final results and deals with any disputed points. The Referee rules on any protest or objection regarding the conduct of the competition and has the authority to warn or exclude athletes from competition if guilty of improper conduct. Has the authority to re-run a race.

### **Chief Judge (Track)**

Co-ordinates the work of the Finish Line Judges who decide the order in which the athletes finish. If a decision cannot be reached the matter is referred to the Track Referee.

### **Umpires**

are assistants to the Track Referee. They are placed in position by the Referee to observe the competition. They make an immediate written report of incidents involving athlete failure or rule violation. A yellow flag or other predetermined signal is used. A Meet may make use of a **Chief Umpire** or **Section Heads** as well. Umpires may also be assigned the position of Lap Scorer.

### **Starts Referee**

has the power to decide on any facts related to the start if he does not agree with the Start Team. Deals with protests at the Start.

### **Start Coordinator**

allocates and supervises duties of the Start team. Indicates when all is ready for the start.

### **Starter**

starts the events on and off track and has control of the athletes 'on their marks'. The Starter may warn or disqualify athletes. Additional Starters act as recallers.

### **Starters Assistant(s)**

checks that athletes are competing in the correct heat or race and numbers (bibs) are worn correctly. He/She places athletes in the correct lane or position and signals to the starter that

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all is ready. A Starter's Assistant may also be assigned the task of managing the Athlete Control Centre (ACC) or Call Room.

### **Combined Events Referee**

shall have jurisdiction over the conduct of the Combined Events competition. He/She shall also have jurisdiction over the conduct of the respective individual events within the Combined Events competition.

### **Field Referees**

at the International level a Referee and an assistant may be appointed for each Field Event (Throws, Vertical Jumps, Horizontal Jumps). The Referee rules on any protest or objection regarding the conduct of the competition and has the authority to warn or exclude athletes from competition if guilty of improper conduct. Has the authority to give substitute trials.

### **Chief Judges (Field)**

co-ordinates the work of the judges in their respective event. May allocate the duties of the Judges when this has not been done by the Officials Manager

### **Chief Judge Race Walking**

has jurisdiction over matters concerning Race Walk events. The Track Referee has no jurisdiction over matters within the responsibilities of the Chief Judge of Race Walking events (only the Start, Finish and interference).

## Appendix 18: Relay Team Entry Form



### Relay Team Entry Form:

Men \_\_\_\_\_

Women \_\_\_\_\_

### Please Circle the Appropriate Relay Race:

\_\_\_\_\_ 4 X 100M Relay Race

\_\_\_\_\_ 4 X 200M Relay Race

\_\_\_\_\_ 4 X 400M Relay Race

\_\_\_\_\_ 4 X 800M Relay Race

\_\_\_\_\_ Medley Relay Race

Name of Team \_\_\_\_\_

Leg	Comp #	Name	Split
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
Final hand time			_____

Please submit this form to the marshalling area fifteen (15) minutes before the race.

A submission of your relay members splits is greatly appreciated. (Please do so after the race).

## Appendix 19: Scratch Form



Athlete's Name: \_\_\_\_\_

Team/Club/Individual: \_\_\_\_\_

Time of Scratch: \_\_\_\_\_

Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Reason for withdrawal from event:


Medical Personnel Signature: \_\_\_\_\_

Coach Signature: \_\_\_\_\_

**Please Note: This form is to be turned into the marshalling area prior to the LAST call for the event from which you are scratching.**

## Appendix 20: Protest Form



Name of Meet: \_\_\_\_\_

Team/Club/Individual lodging protest: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_

Please Circle: Heat/Final      Male/Female      Field Event

Location on Track or Field where incident occurred


Comments:


Signature of Team/Club/Individual lodging protest: \_\_\_\_\_

Position of Team/Club/Individual lodging protest: \_\_\_\_\_

**Please Note: This form is to be turned in to the appropriate Track or Field Referee and there will be a cost to lodge a protest.**