Information and Equipment Checklist
Starter’s Assistant—Call Room

Information Needed from Meet Management:
1. Location of: check-in area, report-in area, staging area, warm-up areas.
2. Location of: restrooms, water, first aid, results, awards, lost and found, implement weigh-in, protests.
3. Competition numbers: none, front, back, both? Hip numbers—none, left, right? Distance races—shoulder numbers?
4. Field events: check-in with Call Room or event venue?
5. Spikes: max length: Track: _____mm; Field: _______mm
7. Information provided to coaches and athletes (e.g., check-in times, banned substances).
8. Information flow: who needs to know about scratches, no-shows?
9. Routes for escorting athletes from Call Room to event.
10. Items not approved for Call Room and Field of Competition (e.g., medication, electronic equipment).

Equipment Needed From Meet Management:
1. Tent.
2. Tables (4) and chairs for clerks, athletes.
3. Signage—Call Room.
4. Schedule of events.
5. Hip numbers.
6. Competitor numbers (& blanks).
8. Water.
9. Spike gauge for checking spikes and calipers for checking sole/heel thickness.
10. Safety pins.
11. Large clock visible to athletes in Call Room.
12. Signboard for check-in schedule, posters and other information (e.g., facility diagram).
13. Communication system to talk with starter/finish line/announcer.
14. Pens, pencils, highlighter, paper and clipboards (6-8).
15. Trash can.
16. Gloves (to inspect bags).

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Personal Equipment

1. Rule book
2. Tape—adhesive, masking, duck.
3. Pens, pencils, magic markers, highlighters (blue and pink).
4. Safety pins.
5. Plastic (zip lock) bags (confiscated items).
6. Clipboard.
7. Hole punch.
8. Stapler.
9. White labels for name tags and label confiscated bags.
10. Gloves (to inspect bags).
11. Posters—banned items, spike lengths.
12. Spike wrench or “multi-tool” to remove spikes.