

Competition Secretary Checklist

By Emily Kydd

Pre-Pre-Meet

- Discuss with Meet Director: Date of meet, entry deadline, and rate of pay
- Discuss expectations and boundaries: What tasks will be completed by who; how often each party can expect information and updates, best way to communicate, etc.
- Receive final meet schedule
- Receive final meet package
- Receive host club's Trackie User Name and password
- Download and license MeetPro software

Pre-Meet Preparation

Trackie:

- Create new event – Follow Manual on *Trackie Meet Registration Site Creation*

<OR>

- Duplicate last years meet and enter new dates
- Change meet information for the upcoming meet
- Ensure all age groups are updated to reflect the proper years and divisions.
- Ensure any changes to the schedule are reflected in the event information
- Review custom pricing and ensure all advanced options are correct
- Set Entry Deadline to match that on the meet package

MeetPro:

- Create new meet in MeetPro – Follow Manual on *MeetPro Pre-Meet*

<OR>

- Copy last years MeetPro database file and edit Meet info with new dates and rename
- Change Age Up date and ensure age groups are
- Make any edits needed to reflect changes in the schedule or available events
- Make any changes to the Sessions and the schedule in MeetPro

Pre-Meet Entry Import (after entry deadline)

- Ensure age divisions in Trackie match those in MeetPro
- Export data from Trackie
- Import data into MeetPro
- Deal with any exceptions
- Enter late entries according to meet policy
- Scratch any athletes who get in touch
- Seed all events

- Two days before the meet, clear competition numbers and re-assign. Send athlete lists broken down by team to meet director (for team package assembly)
- Create start list reports (in both PDF and text formats) and send report to the meet director.
- Make any changes to the seeding as instructed by the Meet Director.

Day of Meet Results Management

Start of day:

- Print out all start lists, field events for the first day of the meet, and the track events for the first 90 minutes of the morning session. This can be done the night before if there is access to a printer.
- Print out schedule and tape to the desk underneath the keyboard.
- Input any day of event entries
- Set up station with binder, stapler, 3-hole punch, pens, recycling bag/box, printer paper supply and any object that may block troublesome wind. Keep solid rocks nearby to act as paperweights.
- Agree with meet director what the paper flow will be and train assistant.
- Check-in with Field and Track Referees to get all on the same page regarding paper flow, communication, and the schedule.
- Discuss with photo timer any special things that need doing
- Discuss with Starter's Assistant how best to communicate

Throughout the day:

- Enter results as they come from the track or field
- Maintain paper flow to awards, posting, announcer and into the secretariat binder
- Process preliminary results and seed finals as soon as preliminary results are available.
- Ensure results are posted in a timely manner with time stamp
- Communicate with Starter's Assistant and Photo Judge regarding lane changes, scratches, and heat additions or collapses
- Ensure all original score sheets are put into the results binder
- Give official results for any records that were made when you have time or at the end of day.

End of day:

- Ensure all results sheets from the field came back and results were entered
- Copy the completed database onto flash drive for safekeeping and to take home for post-meet work.
- Assist Photo Judge with breaking down of equipment

Post-Meet

- Create complete results and athlete lists from MeetPro
- Send reports and a copy of the completed MeetPro database to meet director and provincial Athletics organization body (ie. BC Athletics)