

MEET DIRECTORS PRE-MEET CHECKLIST

A. OBTAIN MEET SANCTION

1. Hire an SDHSAA certified referee and starter
2. Obtain a sanction from SDHSAA
3. Purchase or arrange to obtain a certified scale for implements & one for pole vaulters

B. MEET INFORMATION

1. Send meet information, time schedule, entry information to competing schools.
 - a. Date and time of meet.
 - b. Inspection/weigh in procedure for field event implements, pole vault poles & vaulters
 - c. Coaches meeting time and place.
 - d. Assembly area for athletes.
 - e. Scoring system.
 - f. Number of entrants allowed.
 - g. Length of spikes authorized.
 - h. Location of dressing rooms.
 - i. Type of running surface, approach surface, and throwing surface.
 - j. Training room or medical areas.
 - k. Parking areas.
 - l. Check in area for coaches.
 - m. Restrictions on marking surfaces (no tape, tennis balls will be furnished)
 - n. Restricted areas where coaches, athletes, spectators are not allowed.
 - o. Define area of competition where uniforms may not be removed.
 - p. 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 distributed to them well ahead of time.
3. Event information should include the following from the SDHSAA website:
 - a. Event specific procedures.
 - b. Breaking ties procedures.
 - c. Excused to compete in another event procedure.
 - d. Event judges' instructions to athletes.
 - e. Uniform 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. 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. Scales.
 2. Measuring tape for vaulting poles.
 3. 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, pole vault and high jump measuring bar.
- g. Red and white flags.
- h. Sector boundary flags, fence, or rope.
- i. Brooms, shovels, rakes.
- j. Chalk or tape to mark location of high jump standards.
- k. Zero pole vault standards.
- l. Two inches of padding completely around pole vault and 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.
- p. Area for pole vault coaches.

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. Hip numbers
- k. Lap counter and bell

3. OTHER EQUIPMENT

- a. Contestant numbers, pins, hip numbers
- 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. Water for contestants and staff
- h. Computers, paper, etc.
- i. Copy machine, paper, etc.

F. POST MEET CHECKLIST

- 1. Upload meet results to Athletic.net