

MEET DIRECTORS PRE-MEET CHECKLIST

Updated February 2025

A. OBTAIN MEET SANCTION

1. Hire an SDHSAA-licensed referee and starter (hiring an assistant starter is recommended)
2. Submit proper sanctioned meet form to SDHSAA
3. Purchase or arrange to obtain a certified scale for implements and one for pole vaulters

B. MEET INFORMATION

1. Send meet information, time schedule, entry information to competing schools and hired officials
 - a. Date and time of meet
 - b. Inspection/weigh-in procedure for field event implements, pole vault poles and vaulters
 - c. Coaches meeting time and place (30 minutes prior to start of first event recommended)
 - 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 or chalk 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. Should be held sometime during the week of meet
 - a. If not possible, distribute all even information to them well ahead of time.
2. Event information should include the following from the SDHSAA website:
 - a. Event-specific procedures
 - b. Tie-breaking 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 UMPIRE INSTRUCTIONS

1. Should be sent to your clerk and umpires well ahead of the meet
 - a. Assembly Clerk
 - i. Schedule
 - ii. Track color markings (official ledger from striper recommended)
 - b. Umpires
 - i. Uniform rules
 - ii. Umpires positions and responsibilities

E. EVENT EQUIPMENT CHECKLIST

1. Field Events
 - a. Implement inspection area
 - i. Scales
 - ii. Measuring tape for vaulting poles
 - iii. Marking materials (marking pen, vinyl tape)
 - b. Ladder
 - c. Measuring devices

- d. Stopwatches
- e. Clipboards
 - i. Schedule
 - ii. Event record
 - iii. Entry list
 - iv. Rulebook
 - v. Pencils
- f. Crossbars, standards, pole vault and high jump measuring bar
- g. Red and white flags
- h. Sector boundary flags, fence, or rope (spectator area shall be behind throwing cages)
- 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. Stopwatches or FAT equipment
 - b. Clipboards
 - i. Schedule
 - ii. Event Sheets
 - iii. Pencils
 - iv. Records
 - v. Heat Sheets
 - vi. Finish Judge and Timer cards or pads
 - c. Yellow, white, and red flags for umpires and head finish judge
 - d. Diagram of umpires' stations
 - e. Judge and timer stands
 - f. Hurdles and transport vehicle
 - g. Cones/flags for break line
 - 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
 - b. Medical and training room supplies
 - c. PA system
 - d. Clerk of Course clipboard, entries, and pencils
 - e. Jury of Appeals forms
 - f. Umpire forms and infraction cards
 - g. Awards and awards stand
 - h. Water for contestants and staff
 - i. Computers, paper, etc.
 - j. Copy machine, paper, etc.

F. POST-MEET CHECKLIST

1. Upload meet results to athletic.net