

Checklist - Minimum Officials and Equipment for Hosting High School Dual/Tri Meets

Running Events Equipment - In meet box at finish line

- _____ Clipboard - 2 for Clerks, 1 for Chief Finish Judge/Finish Line Coordinator
 - _____ Pencils: 3 sharpened with erasers
 - _____ Result Forms: on waterproof paper
 - _____ Weather Protection: Clear plastic bag large enough to cover the clipboard while writing for each clipboard
 - _____ Flags: 1 white flag and 1 yellow/red flag for finish area, 4 yellows and 4 whites for Umpires

 - _____ Whistles - 1 for Starter, 1 for Chief Finish Judge
 - _____ Starting Pistols - 2 blank pistols with two boxes of shells
 - _____ Sleeve - red or orange sleeve for starter
 - _____ Headset ear protection for starter
 - _____ Order of events - at least 20 copies to cover 4 Umpires, Referee, 2 Clerks, Start, Hurdle Crew, Announcer and 9 Finish Line Officials
 - _____ Job descriptions for timers/pickers, clerks and starter
 - _____ Hurdle crew instructions
 - _____ Cones: 30, for use 10 on inside lane line on each curve, each side of finish line, 800 meter break point and chute for 1600 and 3200 meter runners
 - _____ Container: Large plastic box or crate to contain items
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Officials - Minimum for Running Events

- _____ Starter
 - _____ Clerks - 2: one for signing up/checking in athletes, one to take the athletes to start line

 - _____ Chief Finish Judge - assigns timers and pickers to places, systematically records places and times, trains volunteers
 - _____ Referee/Chief Umpire - doubles as the 4th Umpire
 - _____ 11 Adult Volunteers - 8 for timing and picking (per rules: assigned to place NOT LANES!) and 3 Umpires
 - _____ 8 Student Helpers - 6 for hurdle crew (set up from start line toward finish line), 1 results runner, 1 block crew
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Throws Equipment Items - 1 complete set per throw area

- _____ Clipboard
 - _____ Pencils: 2 sharpened with erasers
 - _____ Forms: on waterproof paper
 - _____ Weather Protection: Clear plastic bag large enough to cover the clipboard while writing

 - _____ Flags: 1 white flag and 1 yellow/red flag
 - _____ Measuring Tape: 100 foot for shot
 - _____ Measuring Tape: 300 foot for discuss and javelin
 - _____ Cones: 2 small and one large- to indicate the edges of the arc and to close the throwing area between jumps
 - _____ Broom, squeegee and 4 towels in each area
 - _____ Results posting board
 - _____ Container: Large plastic box or crate to contain items
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Officials - Minimum for Throws

- _____ Head Official - at throw point, checks-in/instructs athletes, supervises warm-ups, calls "MARK", makes fair/foul calls, measures, records marks
- _____ Field Official - Adult who identifies marks, places zero end of tape on edge of the mark closest to throw area, call sector fouls

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- _____ Student Helper - pulls tape through the center point of circle or dot behind the arc in the javelin
 - _____ Retrieval by the thrower who just threw
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Jumps Equipment Items - 1 complete set per throw area

- _____ Clipboard
 - _____ Pencils: 2 sharpened with erasers
 - _____ Forms: on waterproof paper
 - _____ Weather Protection: Clear plastic bag large enough to cover the clipboard while writing

 - _____ Flags: 1 white flag and 1 yellow/red flag
 - _____ Measuring Tape: 100 foot for jump except high jump
 - _____ Measuring Tape: 100 foot for establishing marks along runway
 - _____ Steel Tape Measure: 10 foot tape to measure high jump height
 - _____ White tape demarking the front of each cross bar - each side and middle of lowest point

 - _____ White tape marking the measuring point on the ground immediately below lowest point on cross bar
 - _____ Adhesive tape to indicate the corners of the standards
 - _____ 2 small and one large cone - to indicate the jump board and to close pit between jumps

 - _____ Rake, broom, shovel and squeegee in each area
 - _____ Results posting board
 - _____ Container: Large plastic box or crate to contain items
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Officials - Minimum for Jumps

- _____ Head Official - at board, checks in athletes, supervises warm-ups, makes fair/foul calls, measures, records marks
 - _____ Pit Judge - official places zero end of tape at the break in sand nearest to the take-off board, calls pit fouls
 - _____ Student Helper - rakes pit to ensure sand is consistently level with take-off board
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