

Meet Preparation Checklist

B C Athletics officials are unpaid volunteers. Their primary responsibility is conducting the actual competitions. Officials will generally act in a leadership role, directing and training local volunteers as required. Meet preparation (see Checklists) is the responsibility of the host organization.

Meet organizers occasionally compensate officials for unusual out of pocket expenses, such as extensive travel (out of their home area). Otherwise, their expectations are the same as any valued volunteer:

- Timely request for services (through the regional coordinator)
- Souvenirs, such as t-shirts, if provided to other volunteers
- Complementary meals every 4 hours
- Hot or cold (non-alcoholic) beverages

Checklists (by event)

Items with Asterisks are basic essentials for all levels of meet. Other items are essential at Championship level meets and "highly desirable" at lower level meets.

Call Room

Site Preparation: completed 2 hours prior to commencement of the meet.

Call Room should be located under shelter, preferably adjacent to 100m start, but any location convenient to the athletes' entry to the field of play.

- Accommodation for 2-6 "flights" or "heats" (number of flights is variable)
- Closed to spectators

Equipment			
Item	Quantity	Item	Quantity
table *	1	chairs *	3
benches *	3	water cooler	1
garbage can	1	paper cups	lots
writing paper	lots	marking pens	3
in tray	1	chart paper	4
hip numbers *	2 rolls	safety pins	lots
blank athlete numbers (bibs)	lots	spikes (7mm)	lots
clock	1	walkie-talkie or cell phone	1
duct tape	1 roll		

Track Events

Site Preparation: completed prior to commencement of the meet

Equipment			
Item	Quantity	Item	Quantity
Table (finish line) *	2	Chairs *	6
Starters Stand *	1	Umpire's stools	30

Victory Stand	1	Water cooler	1
paper cups	lots	garbage can	1
Display Clock	1	Lane Markers(1-8)	2 sets
Red flags	12	White flags	12
Sprints, hurdles, relays (additional to the above)			
Starting blocks *	8 flights	Hurdles *	10 flights
Relay batons *	8	Wind gauge *	1
Distance, middle distance (additional to the basic list above)			
lap counter *	1	bell *	1
Traffic cones *	30	Steeples *	4
Race Walk (additional to the basic list above)			
Dry erase display boards *	2	Marking pens (dry erase) *	2
Table *	1	Water cooler	1
paper cups	lots	small sponges	24

Discus

Site Preparation: completed 2 hours prior to commencement of the event:

- sector lines laid out (50mm wide lines, 34.92 degrees)
- correct orientation of cage
- safety inspection for netting or mesh
- safety inspection; roped off spectator areas
- shade for athletes
- Equipment List 1 in position

Equipment List 1			
Item	Quantity	Item	Quantity
distance markers 40-50-60-70 m.	1 set	discus stand	1
athlete benches	2	chairs	3
indicator board	1	Water cooler	1
paper cups	lots	garbage can	1
Equipment List 2 (75 minutes prior)			
Discus *	4	Broom *	1
Traffic cone *	1	Cocoamats	2
Towels *	2	Tape measures (100m) *	2
Count-down clock	1	Meet record flag	1
White flag	1	Red flag	1
Yellow flag	1		

Hammer Throw

Site Preparation: completed 2 hours prior to commencement of the event::

- sector lines laid out (50mm wide lines, 34.92 degrees)
- correct orientation of cage
- safety inspection for netting or mesh
- Hammer insert (ring) if required
- safety inspection; roped off spectator areas
- shade for athletes
- Equipment List 1 in position

Equipment List 1			
Item	Quantity	Item	Quantity
distance markers 40-50-60-70 m.	1 set	hammer stand	1
athlete benches	2	chairs	3
indicator board	1	Water cooler	1
paper cups	lots	garbage can	1
Equipment List 2 (75 minutes prior)			
Hammers *	4	Broom *	1
Traffic cone *	1	Cocoa mats	2
Towels *	2	Tape measures (100m) *	2
Count-down clock	1	Meet record flag	1
White flag	1	Red flag	1
10' Stepladder *	1	Yellow flag	1

High Jump

Site Preparation: completed 2 hours prior to commencement of the event

- pits assembled and covered (minimum 3mx5m)
- uprights assembled
- scratch line taped or painted
- shade for athletes
- Equipment List 1 in position

Equipment List 1			
Item	Quantity	Item	Quantity
athlete benches *	2	chairs *	3
indicator board	1	Water cooler	1
paper cups	lots	garbage can	1
Step stool or short stepladder	1		
Equipment List 2 (75 minutes prior)			
Cross bars (4m) *	2	Broom *	1
Traffic cone *	1	Count-down clock	1
Tape measure (6m rule) *	1	Tape measure (100m) *	1
Marking tape (5 colours) *	1 roll each	Yellow Flag	1
White flag	1	Red flag	1

Squeegee *	1	Towels *	2
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Javelin Throw

Site Preparation: completed 2 hours prior to commencement of the event::

- sector lines laid out (50mm wide lines)
- safety inspection; roped off spectator areas
- shade for athletes
- Equipment List 1 in position

Equipment List 1			
Item	Quantity	Item	Quantity
distance markers 40-50-60-70-80 m.	1 set	Javelin stand	1
athlete benches	2	chairs	3
indicator board	1	Water cooler	1
paper cups	lots	garbage can	1
Equipment List 2 (75 minutes prior)			
Javelins *	4	Broom *	1
Traffic cone *	1	Wind indicator	1
Towels *	2	Tape measures (100m)*	2
Count-down clock	1	Meet record flag	1
White flag	1	Red flag	1
Runway Markers	30	Yellow flag	1
Squeegee *	1		

Long and Triple Jump

Site Preparation: completed 2 hours prior to commencement of the event

- pits thoroughly dug
- water hose connected
- take-off board installed and levelled
- Spare plasticene boards made up
- shade for athletes
- Equipment List 1 items in position

Equipment List 1			
Item	Quantity	Item	Quantity
1/4 inch poly rope *	25m	Wind gauge *	1
athlete benches	2	Chairs *	3
indicator board	1	Water cooler	1
paper cups	lots	garbage can	1
Equipment List 2 (75 minutes prior)			
Runway markers	30	Broom *	1
Plasticene board *	2	Plasticene blocks *	2
Traffic cone *	1	Shovel *	1

Tape measure (15m or 30m) *	1	Tape measure (50m) *	1
Count-down clock	1	Rakes *	2
Meet record flag	1	Yellow flag	1
White flag	1	Red flag	1
Marking tape	1 roll		

Pole Vault

Site Preparation: completed 2.5 hours prior to commencement of the event

- pits assembled and covered (minimum 5mx5m)
- uprights assembled
- Zero line taped or painted
- shade for athletes
- Equipment List 1 in position

Equipment List 1			
Item	Quantity	Item	Quantity
athlete benches	2	chairs *	3
indicator board	1	Water cooler	1
paper cups	lots	garbage can	1
Pole Stand *	1	Wind indicator	1
Depth indicator	1		
Equipment List 2 (90 minutes prior)			
Cross bars (4.5 m) *	2	Broom *	1
Traffic cone *	1	Count-down clock	1
Tape measure (6m rule) *	1	Tape measure (100m) *	1
Measuring Slide *	1	Lifters *	2
Marking tape *	1 roll	Yellow Flag	1
White flag	1	Red flag	1
Runway Markers	30	Towels	2

Shot Put

Site Preparation: completed 2 hours prior to commencement of the event

- sector lines laid out (50mm wide; 34.92 degrees)
- Landing area raked and level
- shade for athletes
- Equipment List 1 in position

Equipment List 1			
Item	Quantity	Item	Quantity
distance markers 8-10-12-14-16-18-20 m.	1 set	Shot stand	1
athlete benches	2	chairs	3
indicator board	1	Water cooler	1

paper cups	lots	garbage can	1
Chalk stand	1	Chalk	
Equipment List 2 (75 minutes prior)			
Shots *	4	Broom *	1
Traffic cone *	1	Cocoamats	2
Towels *	2	Tape measures (30m) *	2
Count-down clock	1	Meet record flag	1
White flags	2	Red flags	2

August 17, 2016

JNC