Purpose:
- Facilitate the athlete check-in process.
- Address check-in issues before reaching field of play (e.g., athlete not registered, incorrect shoes, bib, uniform, etc.).
- Contribute to athlete's positive experience at event. Be consistent with each athlete throughout the event.

Responsibilities:
1. Before the meet, see Information and Equipment Checklist.

2. Before the meet starts, setup the Call Room for the day's operations:
   a. Determine and post check-in times.
   b. Review Call Room processes and responsibilities with volunteers.
   c. Review heat sheets for day. Setup Call Room configuration for anticipated volume of athletes/heats.
   d. Put up posters of banned substances, spike lengths, shoe sole thickness, etc.
   e. Separate heat sheets into method of check-in (e.g., male/female, track/field).
   f. Arrange communication between the Call Room and Start Line—including when to bring and marshal athletes at the start line, hand-over start sheets, notify when too many or too few athletes are marshalled at the start line.
   g. Arrange communication between the Call Room and Competition Secretary to handle registration issues. Review decisions on changes to heats due to actual turn out (e.g., combine heats, straight to final). These decisions are made in conjunction with the CS/Meet Director.

3. During the day, carry out the Call Room processes:
   a. Check-in Process:
      i. Confirm athlete registered in correct event. Match accreditation card with bib # and heat sheet. Record athlete as checked in on heat sheet.
      ii. Inform athlete of heat and lane assignment (if applicable).
      iii. Check athlete wearing correct bib number(s) as per meet rules—front and back; front only; back only. Only one bib required for high jump and pole vault (front or back). Bibs must be fully visible—not cut or folded. Provide pins if missing.
      iv. Confirm athlete wearing correct and complete uniform. Ensure uniform is consistent with advertising rules of meet.
      v. Check footwear. Runners may run in bare feet, or with shoes on one or both feet. No more than 11 spikes per shoe. Check spike lengths as per meet rules. Mark footwear check completed on heat sheet.
      vi. Check thickness of shoe sole as per meet rules. Mark sole thickness check completed on heat sheet.
      vii. Check sport bags for electronic devices and other substances banned from competition area (use gloves when checking bags). Place confiscated items in zip lock bag with name and bib # on bag. Have athlete sign Confiscation Sheet. Mark bag check completed on heat sheet.

       viii.   Issue hip numbers as per meet rules—left shoulder, left hip, right hip, both hips.

       ix.   Confirm team/athlete has baton (relay race).

b. Hold Process:

       x.   Keep athlete in Call Room until leave for event.

       xi.   Keep coaches and other visitors out of Call Room. No communications between athletes and those not in the Call Room.

       xii.   Escort athlete to/from bathroom if necessary.

       xiii.   Monitor controlled warm-up area (if available).

c. Escort Process:

       xiv.   Track: Walk athletes to event, single file, in order as per event sheet.

       xv.   Field: release to official when pick-up in Call Room.

       xvi.   Communicate scratches and no-shows (DNS) to finish line, start line and announcer.

       xvii.   Record time of departure on heat sheet.

4. <u>End of Day</u>, clean up and prepare for next day

    a. Return confiscated items to athlete. Confirm name and bib # matches label on confiscated item. Match signature on Confiscation Sheet.

    b. Clean up Call Room and remove garbage.

    c. Address items left (e.g., lost and found).

5. <u>Personnel Required</u>:

- 1 - Check-in for Track
- 1 - Check-in for Field
- 1 - Checkers: sport bag, spikes & shoes, advertising and uniform.
- Minimum 2, Marshalls to escort athletes to Field of Competition