



How to Host an Athletics Comp

1 FACILITIES:

- Track
- Access to a nearby building with electricity
- Washrooms

2 VENUE REQUIREMENTS

- Track (well maintained)
- Long Jump Pit – for standing and running long jumps (multiple pits would speed up competition)
- Shot Put Circle
- Mini Javelin Area

3 NECESSARY EQUIPMENT

- Stop Watches
- Recording Sheets
- Measuring Tapes
- Clapper (for starting races)
- Rakes
- Markers for Shotput (shows where shot lands following throw)
- Clipboards
- Pencils
- Shotputs (3KG, 4KG and 1.81KG)
- Large Ziplock Baggies
- Pylons

4 ADDITIONAL EQUIPMENT

- Tents (for marshalling area)
- Benches/seating (for marshalling area)
- Megaphone or sound system
- Identifiable safety vests for volunteers/officials
- Chair/Benches
- Results Board/Area (Large – preferably for coach access only)
- Photocopier access (Hignspeed preferably)
- Medals/Ribbons
- Podiums (if available)

5 OFFICIALS

- **Convener or Meet Manager** - Organizes all aspects of meet. Finds and books venues.
- **Sub Committee**
 - Looks after volunteers – all aspects of meet (medals, food, medical etc.)
 - Head Officials
 - Facility Management – person who volunteers or works at track facility
 - Communications – sends out results
 - Safety – Oversees security and prepares an Emergency Action Plan
 - Facility support – often town officials who can prepare venue:
 - Provide barriers
 - Place sand in pits
 - Setup tents
 - Set up chairs/benches

6 GENERAL

- **Runners** (1-2 for each discipline) – To bring result sheets from finish line/field event to Games Management System. To bring documented results to viewing/positing area.
- **Announcer** (1-2) – to call athletes to marshaling area for a given event. To announce awards as presented.
- **Statisticians/Results Input** (Games Management System) – Input results and provide in a prudent manner.

6 TRACK

- **Starter (1)** – Uses clapper to start races
- **Starter Assistant (1)** – Helps place racers in lanes prior to race start
- **Marshall (1-3)** – Brings athletes to start area from designated marshaling area (by division or in larger groups) and helps organize them in divisions at start area. Does so in a safe manner. May also return athletes to finish area to join teams following relay races.
- **Umpires (1-5)** – Has multiple roles
 - Stops athletes from running following a false start. Would be about 10m past the start line.
 - Positioned around infield to track to watch for infractions; out of lane, interference or obstruction, stop coaches from running with athletes, stop people from crossing over track during race, tend to an injured athlete until medical arrives.
 - On turns for distance events to ensure athlete do not cut corners.
 - In relays placed in transfer zones to ensure transfer done in designated transfer zone.
- **Times (1-3 per lane)** – use stopwatches to time racers
- **Chief Timer** – ensures times of timers are accurate prior to documenting
- **Bell Ringer** – rings bell for final lap of each runner in races greater than 800m

- **Judges (1 per lane)** – Has several roles
 - Determines finish order and has athletes stay in own lane at finish line following race or in order of finish when lanes not used.
 - Counts laps for athletes in long distance races starting with high number to low number. Notifies bell ringer for bell or final lap for each race.
- **Recorder (1)** – records times for each racer. Would, also record DQ's or other relevant information

6 FIELD

- **Long Jump** – Standing and running long jumps
 - Rakers (1-2 per pit) – to maintain smooth sand following each jump
 - Measurers (2 per pit) – to measure jump distance
 - Chief Official/Recorder (1 per pit) – Watches to ensure athletes do a good jump. Toe is not past board, two foot take off and landing (standing long jump). Ensure measuring is done properly.
 - Marshaller (1 per pit) – brings jumpers to jump area. Ensures jumpers are in order and ready to jump.
- **Shotput** – two pits if possible
 - Rakers (1 per pit) – to smooth out landing sites of shotputs
 - Markers (1-2 per pit) – to mark landing sport of shotput
 - Measurers (2 per pit) – measures distances of shotputs
 - Chief Official (1 per pit) – ensures athletes use proper shot-putting technique and stays in shotput circle.
 - Marshaller (1) – brings athletes to shotput area, keeps them in order and ready to compete. Ensures shotput area is safe.
- **Mini Javelin**
 - Markers (1-2) – to mark landing sport of Javelin
 - Measurer (1-2) – measures distances of Javelins
 - Chief Official (1) – ensures athletes use proper technique and stays in designated area.
 - Marshaller (1) – brings athletes to javelin area, keeps them in order and ready to compete. Ensures javelin area is safe.

6 AWARDS

- 2-3 people to prepare awards, designate presenters.
- Marshallers (1-2) – to assist with marshalling athletes to and from award area.