MEET DIRECTORS PRE-MEET CHECKLIST

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