

VI. APPENDICES –RESOURCES FOR TRACK AND FIELD MEET MANAGER

Once again, thank you for agreeing to manage an MHS A post season event and if you have any questions regarding the information provided in the track and field meet manager’s manual; please contact MHS A Assistant Director Scott McDonald.

Keys to hosting and running a successful post season Track and Field Meet: The first thing to remember is to not get complacent because you have managed a prior post season event. Plan to get things done well in advance of the tournament and try to plan for everything. Prior to hosting and running a post season competition you should ask the Administration of your School District for permission to host that event. It is extremely important to keep your administration informed of what you will require to host the event--which might be the use of the gym or other school facilities and you may need your students to have a day away from school so that you can have the entire facility to host the event. If you are fortunate enough to have a local group of people who have formed a Tournament Committee to help with bringing post season competitions to your town, make sure this group of people is involved in the planning/hosting of the event. Also, if you have the use of clerical support staff, you should let these people know that the school is hosting a post season competition and that it will require some extra work on their part so they can adjust their work load while helping with the event. It is important that you meet with the school administrators who will have teams in the post season competition to find out if they have any special needs for the track and field meet—for instance ticket prices, security needs, parking, equipment needs, etc. To get information on what is needed to manage a successful post season competition, you should read and follow the guidelines present in the MHS A Handbook for Track and Field, the MHS A Track and Field Meet Manager’s Bulletin that is sent to each track and field meet manager, your Conference Handbook and if provided, the Rule Book, Case Book, and Official Manual for Track and Field. I would also recommend that you view the MHS A Rules Clinic for Track and Field.

Contact Previous Track and Field Meet Hosts To See How They Did It: Before you host your post season meet, you should contact people who have hosted the track and field meet before, or if you have the opportunity, you should visit other post season track and field meet sites to see how that site sets up for their event. You should ask the previous meet manager for their checklists, informational papers sent to participating schools, and their timelines used in getting items ready for their post season track and field meet.

Start Early With Correspondence: As a track and field meet manager, you must develop a preparation time line. Communication of meet information to the schools that will be attending the event, your workers and school/facility personnel must be done in a timely manner to give these people time to plan and allow you to make adjustments in your planning if needed.

Meet Workers (see the Track and Field Officials Manual for a listing of required meet personnel): A track and field meet requires long-range planning and careful attention to a large number of details. Successful meets require a core of workers who are knowledgeable about track and field rules. Finding people to work a post season track and field meet might be the most important task a meet manager has. You must develop a list of the number of people that you will need to run the post season competition, make job description/duties for those workers, and put only qualified people in the key positions of the meet. It is important that you start early with the recruitment of workers so people can plan their schedule around their work at the track and field meet. Always try to recruit extra workers because emergencies come up that won’t allow volunteers to work and trying to find workers right before the competition starts is very difficult. Meet directors will recruit volunteers from parent and community groups as well as school faculty members to assist with officiating responsibilities at post season meets. Therefore, it falls to the meet director to educate the numerous individuals who are necessary to run a successful meet. Meet directors should obtain copies of the NFHS track and field rule book, the case book and the officials’ manual and once volunteers have been secured, these volunteers should be provided with the NFHS rules materials so that they can become knowledgeable of and familiar with the NFHS rules and interpretations for their event prior to the meet. The MHS A strongly recommends that training seminars be

held to help workers gain knowledge of track and field rules so that events are run by the rules and fair competition is provided all student participants.

Plan for Everything: As a meet manager it is important that you try to plan for everything. Once the event starts and a problem arises, there is not much you can do if you haven't planned in advance. Before the competition starts review your checklists and do a final check of the facilities, locker rooms, and fields. Have extra copies of all forms/equipment/information letters available. Post signs that are easily visible and have security and evacuation plans prepared.

A. Track and Field Managers' Key Meet Personnel Resources/Information found on the MHSA website (mhsa.org) under the Tournament Manager Track and Field page (tournament Managers' Resources Appendix:

- Sportsmanship/equipment form
- Pole Vault Competitors' Event Verification Form
- [Support Items Allowed at Tournaments](#)



**MONTANA HIGH SCHOOL ASSOCIATION
CROWD CONTROL**

Section (33) SPORTSMANSHIP GUIDELINES

- A. Statement of philosophy: The Montana High School Association has established policies, expectations and responsibilities which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the inter-scholastic program conduct themselves in a sportsmanlike manner.
- The coach represents the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.
- B. Code of Conduct: A coach will be in violation of the standards for good sportsmanship established by the Montana High School Association by:
1. Making degrading/critical remarks about officials during or after a contest either at the competition site, from the bench, in the locker area or through any public news media;
 2. Arguing with officials or going through motions indicating dislike/disdain for a decision;
 3. Detaining the officials following a contest to request or argue a ruling or explanation of actions by the official;
 4. Being ejected from a contest;
 5. Physically assaulting an official.

Section (34) CROWD CONTROL AT MHSA CONTESTS

Because of incidents during past seasons, the MHSA member schools have been made aware of the need for crowd control measures at interscholastic contests. Believing that working toward prevention is better than seeking a cure, the MHSA offers the following guidelines to aid in planning crowd control strategy which will help insure the safety of contestants and fans. Good sportsmanship must become a common goal.

- A. Schools should understand the true purposes of athletic contests and educate their patrons to that purpose. Athletic contests are not to become rivalries to the point of losing the primary objectives of the game.
1. Provide worthwhile educational experiences for all students, players and spectators.
 2. Provide enjoyable recreation regardless of whether the game is won or lost.
- B. A full knowledge of each game's rules applying to sportsmanship which have their purpose to enhance the educational values of interscholastic athletics should be taught. How these are taught will depend upon the innovation of the school personnel. Schools might be wise to insert in their eligibility rules some concern over the misconduct of players.
- C. Copies of game rules pertaining to sportsmanship should be made available to fans. These rules could be printed in the game programs, along with the sport's recent rule changes. In the buildings where contests are being held, bulletin boards and other means of conveying the information can be used to inform the public.

- D. Leadership must be provided by the school faculty with the superintendent, principal, and athletic director leading the way and delegating authority. The superintendent, principal and athletic director are completely responsible for the entire program, including all levels of competition.
1. This includes providing an event supervisor who will be responsible for duties including but not limited to game preparation, greeting of officials, and supervision of the game/event area for the duration of the event. Special attention must be given to the supervision of student cheering sections, including having an administrator present near the vicinity of the student cheering section for all home and post-season contests to assist with crowd control.
- E. Ample help, even involving law enforcement officers, stationed at strategic points and alerted to potential problems will help prevent the initial onset of any conflict.
- F. All schools should inform their people involved in any contest that there is a specific role for the visiting participants to play as well as the host school.
- Amenities and courtesies should be displayed and extended to the visiting organizations without flaunting of rivalries.
- G. Spectators should not be allowed to enter an area where a contest is being held if they are observed in the possession of alcohol or other mood altering substances or are believed to be under the influence of these substances.
- H. Schools should eliminate possible confrontations by close observations of people who might contribute to any confrontation such as people under the influence of these mood altering substances or persons with a past history of unsporting behavior. If your team is traveling and you are aware of a likelihood of fan misbehavior, it is your responsibility to communicate those concerns with the game management of the host school.
- I. In the event a spectator assaults a referee or other official in connection with an Association Contest, he/she should be prosecuted to the full extent of the law. To save the status of interscholastic competition, schools will have to work together and be alert of potential dangers in their own communities and when they are visiting other communities.
- J. The use of bells, air horns, whistles, wooden blocks and other noise makers during indoor Association contests is prohibited. At indoor contests bands may only play before the start of a contest, during intermissions between periods (quarters) and during a time out. They may not play during "live ball." At outdoor contests the use of electronic and air-amplified devices, **including vuvuzelas**, by spectators is prohibited. At all outdoor contests bands will not be allowed to play during "live ball."
- K. The formation of "rally lines" by spectators, fans and/or students on or near the playing field/floor during the introduction of players or at any other time before, during or after a game is prohibited. Exceptions may be cheerleaders, introduction of parents as part of a "Parents' Night" ceremony, homecoming participants or special guests who have been approved by the home school administration.
- L. Schools are required to erect sideline barriers for all football, soccer and softball fields during all contests.
- M. Allowable procedures for varied and/or dimmed lighting during contest introductions are defined as follows:
1. Regular Season - for any indoor MHSA athletic contest, facility lights may be dimmed or partially extinguished only during introductions and only within the following guidelines:
 - a. If lights are dimmed or modified during introductions, enough light must remain to ensure the safety of all occupants in the facility, specifically for the purposes of maintaining crowd control and guaranteeing that aisles, stairways and exits are visible.
 - b. If partial lighting sections above the area of competition are fully extinguished, the lighting sections above the fan areas must remain on, and aisles, stairways and exits must remain visible.
 - c. The use of spotlights is allowed provided they are used appropriately and do not delay the start of the game.
 - d. Home and visiting teams must be introduced in the same manner, and gender equity standards must be met in showcasing introductions in this manner.
 - e. All local fire and public safety codes must be followed.
 2. Post Season - for all indoor post season events (playoffs and tournaments), full facility lighting will remain on throughout introductions, during competition, and between contests (if applicable).
- N. During player introductions, players may not leave the playing floor or enter the spectator section; players may not throw objects into the spectator section.
- O. Anyone associated with an Association contest (regular season or post season) is prohibited from throwing any type of object into or from any spectator section.

Coaching Staff

The coach bears the greatest burden of responsibility for sportsmanship. His/her influence upon the attitudes and behavior of the players, the student body and the community is unequalled. In order for good sportsmanship to become a reality, it is essential that the coach subscribe to the values of sportsmanship and teach its principles through word and deed. Specifically, it is recommended that the coach:

1. Always set a good example for others to follow.
2. Instruct the players about their sportsmanship responsibilities.
3. Discipline those players who display unsportsmanlike behavior. If necessary, forfeit their privileges of representing the school.
4. Be a good host to opponents; treat them as guests.
5. Provide opportunities for social interaction among coaches and players of both teams before and after the contest.
6. Select only officials who have demonstrated the highest ethical standards.
7. Respect the official's judgment and interpretation of the rules. Question them with respect and dignity only when the game rules permit. After a contest, questions concerning an official's call, mechanics or procedural duties should be addressed through the respective official's pool leader, the MOA Regional Director or the MOA office. A report form for unusual situations is located on the MHSA website.
8. Publicly shake hands with the officials and opposing coach before and after the contest.

Players

The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. Desirable behavior for players would be to:

1. Treat opponents with respect that is due them as guests and fellow human beings.
2. Shake hands with opponents and wish them good luck before the contest.
3. Exercise self-control at all times, accepting decisions and abiding by them.
4. Respect the official's judgment and interpretations of the rules. Never argue or make gestures indicating dislike for a decision.
5. Do not communicate with the officials regarding the clarification of a ruling. This is the captains' responsibility.
6. Do not engage in celebrations/chants that will antagonize or embarrass an opponent.

Cheerleaders

1. Stimulate and control crowd response.
2. Choose the right cheers at the right time.
3. Be certain that words used in a cheer do not inflame an audience.
4. Avoid using bells, horns and noisemakers.
5. Use gestures that are synchronized, pleasing to watch, and easy to follow.
6. Divert the crowd's attention by starting a positive yell if booing or improper cheers develop.
7. Do not conduct a cheer at the same time as the visiting cheerleading squad.
8. School flags cannot be paraded in front of the opposing fans' sections.
9. School mascots cannot engage in antagonistic behavior and must remain in their own cheering section.
10. Do not lead fans in any cheer that poses a safety risk, including fans jumping or bouncing on the bleachers at any time.

Students

Students' habits and reaction as spectators determine the quality of sportsmanship which reflects upon the reputation of the school. Profane and abusive language and obnoxious behavior have no place at an athletic contest.

1. Know and demonstrate good sportsmanship. Good sportsmanship means always being positive with your response to the contest.
2. Respect and cooperate with the cheerleaders.
3. Respect the property of the school and the authority of the school officials.
4. Show respect for an injured player and do not heckle or jeer the opposing team.
5. Remember athletic contests and mood altering substances do not mix.
6. Do not use profanity in cheers or direct profane statements at officials, players, coaches or opposing cheering sections.
7. Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. This includes signs, posters, and clothing that would be deemed inappropriate. Racist remarks are never acceptable.
8. Do not advance on the court or field to protest or communicate with officials, coaches or players.
9. Do not direct offensive cheers/chants at opposing cheering sections.
10. Shirts must be worn at all contests.
11. The student sections are prohibited from any activity that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers at any time.

Spectators

Fan behavior whether at home or away at athletic contests reflect on the entire community. Hometown fans should treat out-of-town guests with respect. Similarly, visiting fans should treat their hosts—both individuals and property — with proper appreciation.

1. Know and demonstrate good sportsmanship.
2. Be positive. Cheer for your team rather than against the opposition.
3. Refrain from booing and name calling.
4. Respect the officials' point of view. He/she is in charge and is doing his/her best.
5. Remember, athletic contests are, in one respect, just like driving, they do not mix with mood altering substances.
6. Do not use profanity in cheers or direct profane statements at officials, players, coaches or opposing cheering sections.

7. Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. This includes signs, posters, and clothing that would be deemed inappropriate. Racist remarks are never acceptable.
8. Do not advance on the court or field to protest or communicate with officials, coaches or players.
9. The student sections are prohibited from any activity that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers at any time.

Officials

1. Know the rules and accepted officiating procedures.
2. Make decisions promptly and fairly.
3. Be consistent.
4. Be neat and friendly, but businesslike.
5. Be on time and start the game on time.
6. Refrain from placing hands on players during an athletic contest.
7. During the pre-game conference make reference to the fact that you expect captains to exhibit sportsmanlike behavior and demand it from all team members.
8. Keep emotions in check. Being emotional can affect your judgment.

Public Address Announcers

1. Announcers shall not attempt to be bigger than the game or event by doing play-by-play or by providing commentary in an effort to draw attention to themselves.
2. Announcers shall understand that because they have a tremendous influence on the crowd and that cheerleading or antics designed to incite the crowd for the purpose of gaining an advantage for their team is inappropriate.
3. Announcers shall promote good sportsmanship by what they say and how they say it.
4. Announcers shall treat the opponents and their fans as guests, not the enemy.
5. Announcers shall respect the individuals who are responsible for the conduct and administration of athletic games and events, such as coaches, officials and administrators, and avoid making any comments that reflect positively or negatively on them.
6. Announcers shall respect the participants of all teams and remain neutral in regard to the outcome of plays or performances of the participants.
7. Announcers shall be competent. This means following approved announcing guidelines, expectations and policies, such as emergency procedures, provided by the administration or the host facility.
8. Announcers shall be prepared, such as being familiar with the correct pronunciations of the participants' names, knowing the rules of the sport, the officials' signals and how the game is played.
9. Announcers shall exhibit professional behavior and represent their school, organization or association with respect and dignity at all times by what they say, how they act and how they appear.
10. Announcers shall not use alcohol and tobacco products at the venue.

Police and Staff Supervisors

1. Check with the athletic director prior to the contest time for assignments.
2. Arrive on time.
3. Discourage small groups from gathering near entrances and exits.
4. Keep playing area clear of spectators before, during, and after the contest.
5. Move with the crowd.
6. Have adult violators escorted to the police station. Call parents of youth offenders to escort them home.
7. Survey the area after the contest.

Administrative Staff

1. Arrange for a supervision and crowd control committee meeting before the fall season. The committee should be comprised of:
 - a. Superintendent of Schools
 - b. High School and/or Junior High School Principal
 - c. Athletic Director
 - d. Cheerleader Coach
 - e. Student Council Representative
 - f. Community Civic Club Representative or Booster Club Representative.
 - g. Police Representative
 - h. Regular staff supervisors.
2. Publicize the recommendation of the supervision and crowd control committee.
 - a. Meet with the Chief of Police and Highway Patrol prior to the opening of school.
 - b. Hire off-duty police as game and conditions warrants. Assign duties, times etc.
 - c. Establish traffic patterns in and around the contest site. Use community volunteers or student groups.
 - d. Erect restraining fences and/or rope off areas appropriately.
 - e. Supervise gates at all times and prohibit free entry to anyone during the entire contest.
 - f. Check the physical facility to see that it is in the best possible condition to accommodate crowds.
 - g. Provide first aid capability and/or medical doctor availability.

Athletic Director

1. Review game management responsibilities.
2. Explore crowd control ideas with other schools in your conference.

3. Discuss crowd control with civic and/or booster organizations.
4. Schedule pre-season school assemblies to review contest rules, good sportsmanship and spectator behavior.
5. Review with security personnel their assignments prior to each contest.
6. Review assignments with staff prior to each contest.
7. Make sure that officials and their dressing area are taken care of in the proper manner. Questions concerning an official's call, mechanics or procedural duties should be addressed through the respective official's pool leader, the MOA Regional Director or the MOA office. A report form for unusual situations is located on the MHSA website.
8. Announce that no spectator is allowed on the field or court prior to, during, or after a contest.
9. Check with police and staff at half-time.
10. Provide a check of the facilities after the contest.



SPORTSMANSHIP STATEMENT

All track and field coaches are required to enforce the sportsmanship rules for all team members. Acts meant to demean or to intimidate opposing contestants, teams, spectators and officials are not in the highest ideals of interscholastic education and will not be tolerated. Let this event reflect mutual respect.

EQUIPMENT

Coaches:

Please sign below to certify to the meet referee/meet director that your contestants are legally equipped and uniformed according to National Federation of State Association rules.

Reminders:

- No jewelry.
- Each competitor must wear a school issued track and field uniform and each uniform must be worn as intended by the manufacturer.
- A single manufacturer's logo/trademark/reference, no more than 2¼ square inches with no dimension more than 2¼" is permitted on each top, bottom and/or one-piece uniform.
- Any visible garment(s) worn underneath the uniform top and uniform bottom and extending below the knees shall be unadorned and of a single, solid color. As per NFHS rules, a single, visible manufacturer's logo and/or single school name or insignia no more than 2¼ inches are permitted on the undergarment. Visible items worn under both the top and the bottom do not have to be the same color.
- Each relay team member shall wear the same color and design of school uniform although the length of the bottom or one piece uniform may vary. Any visible garment(s) worn by two or more relay team members underneath the uniform top and/or underneath the uniform bottom, extending below the knees, shall be unadorned and of the same single, solid color, but not necessarily the same length.
- Competitors must wear their assigned, unaltered contestant number.
- Pole vaulters must use a vaulting pole rated for their weight.

Coach's Signature: _____ Date: _____

School: _____

PLEASE RETURN THIS FORM TO MEET MANAGEMENT



POLE VAULT COMPETITORS' EVENT VERIFICATION FORM

In compliance with NFHS Track & Field Rule 6-5-3, the MHSAA has provided this form as the preferred method for verifying pole vaulters' weights and pole ratings prior to any competition. Coaches should complete the form and submit it to the event manager **prior to competition**.

Site for Competition: _____

Date of Competition: _____

Vaulters' School: _____

Vault Coach's Name: (print) _____

Head Coach's Signature _____

Classification: AA A B C

Gender of Vaulters: Boys Girls

Competitors		Pole Vault Information			
	Name	Grade	Vaulters' Weight *	Pole Rating	Coaches' Initials
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

* Includes full competition uniform and footwear.

For more information, contact MHSAA at 406-442-6010.



Support Items Allowed at MHSAA Post Season Events

The following sport support items are allowed for the specified sport. **ONLY** those items marked with "YES" are allowed during post season play (district, divisional, and state). It is recommended that schools follow these regulations during regular season play.

SPORT	BB	CC	FB	GO	SB	SO	SW	TE	TR	VB	WR
Banners on wall/stadium	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Signs on sticks	No	No	No	No	No	No	No	No	No	No	No
Confetti/Paper debris	No	No	No	No	No	No	No	No	No	No	No
Air Horns	No	No	No	No	No	No	No	No	No	No	No
Vuvuzelas	No	No	No	No	No	No	No	No	No	No	No
Noise makers (horns, cow bells, bells, buzzers, clickers, plastic containers, or any artificial or mechanical noisemakers – including Thundersticks)	No	Yes	Yes	No	Yes	Yes	No	No	Yes	No	No
Running flag around the floor, field	No	No	No	No	No	No	No	No	No	No	No
50-50 drawings	No	No	No	No	No	No	No	No	No	No	No
Formation of "rally lines" by spectators, fans, and/or students	No	No	No	No	No	No	No	No	No	No	No
During introductions – players leaving the playing floor or entering spectator section	No	No	No	No	No	No	No	No	No	No	No
Players (or anyone else) throwing objects into spectator section	No	No	No	No	No	No	No	No	No	No	No
Laser Lights	No	No	No	No	No	No	No	No	No	No	No
Pom Poms (shakers)											
Spirit Towels	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Balloons The use of balloons will be determined by each individual facility or site for district and divisional tournaments. <u>Balloons are not allowed at indoor state tournaments.</u> Balloons cannot be used as noisemakers, e.g. popped or squeezed, at any basketball game (regular season or tournament).											

Additional items/activities that are deemed unsafe and/or unsporting or that interfere with competition may be prohibited by tournament management.

Legend:

BB---- Basketball	SB --- Softball	TR --- Track & Field
CC --- Cross Country	SO --- Soccer	VB --- Volleyball
FB---- Football	SW--- Swimming	WR -- Wrestling
GO--- Golf	TE---- Tennis	

B. Recommended Equipment for a Track and Field Meet

Long Jump

Clip board/plastic cover/pencils/pens
Take off board (clean & paint)
50' tape - steel also
1 nail marker—spike
2 brooms
2 rakes--leveling board
2 shovels
Flag red/white
Chair-desk for scratch judge
Wind gauge—Anemometer
Cones (3)
Pennant streamers--150' for runways (2)
runways (2)
Contestant benches
Distance indicator
Stop watch
Event closed sign

Triple Jump

Clip board/plastic cover/pencils
Take off board (clean & paint)
100' tape - steel also
1 nail marker--spike
2 brooms
2 rakes--leveling board
2 shovels
Distance indicator
Chair-desk for scratch judge
Wind gauge--Anemometer
Cones (3)
Pennant streamers--150' for
Contestant benches
Flag red/white
Stopwatch
Signs for runways & sticks
Event closed sign

Long & Triple Jump Bag:

Clipboard (including event rules)
Pencils/Pens 3
Time Schedule
Event Sheet
Red/White Inspector Flag
Measuring Tapes (2-50' for Long Jump and 2-100' for Triple Jump) standard/metric (Steel tape available for verification of qualifying mark)
Scratch Pads
Stop Watch
Half- tennis ball--1-6

High Jump

Clip board/plastic cover/pencils/pens
3' ladder
25' tape--10' steel tape
2 crossbars
1 broom
Distance indicator
Standards and mark position
Event closed sign

Rag towels
Pit & standards
Cones (2)
Chairs (3) or desks for event judges
Squeegee
Contestant benches
Stop watch

High Jump Bag:

Clipboard (including event rules)
Pencils/Pens 3
Time Schedule
Event Sheets
Starting heights
Measuring Tapes (1-25 or 50' nylon) standard/metric (steel tape available)
Red/White Inspectors Flag
Scratch Pads
Stop Watch
10' Steel Tape Measure

Pole Vault

Chair or desk for event judge	Contestant bench
Clip board/plastic cover/pencils/pens	Coffee can to remove water from box (also
16' ladder/lift or aerial bucket	
sponges/towels)	
25' tape--steel also	Broom
2 cross bars/standards/pit	Crutch (V for pole vault)
4 towels	Cone
distance indicator	Pennant streamers (2) 150' for runways
wind sox	Pole vault rack
stop watch	Mats around area
Measurement stick	Event closed sign

Pole Vault Bag:

Clipboard (including event rules)
Pencils/Pens 3
Time Schedule
Event Sheets
Starting heights
Measuring Tape (1-25 or 50') standard/metric (Steel tape available)
Scratch Pads
Red/White Flag
Stop Watch
Pole vault competitor's event verification forms

Shot Put

Clip board/plastic cover/pencils/pens	Toe board
100' tape - steel also	3 nail markers (spikes)
1 broom	1 foot mat-Shoe cleaner
4 towels	Flag red/white
Distance indicator	Distance Markers-20', 25', 30', 35', 40', 45', 50', 55',
60', 65'	
Chair or desk for event judge	Sector lines--chalk liner
Pennant streamers (3-100')	Ring
Squeegee/blower to dry ring	Rake
Contestant benches	Stop watch
Plastic tarp for ring--something to hold it down	Event closed sign

Shot Put Bag

Clipboard (including event rule)
Pencils/Pens3
Time Schedule
Event Sheets
Measuring tape (1-100') standard/metric (steel tape available)
Scratch Pads
Red/White Inspectors Flag
Stop Watch

Javelin

Clip board/plastic cover/pencils/pens	300' tape--steel also
4 nail markers—spikes	4 towels
Flag--red/white	Distance indicator
Sector lines – painted	Pennant streamers (2) 250' to rope off area
Chair or desk for event judge	Contestant benches

Toe board for javelin—paint
1 foot mat-Shoe cleaner
Event closed sign

Stop watch
Tarp for runway to keep dry
Distance Markers -70', 80', 90', 100', 110', 120',
130', 140', 150' 160', 170' 180' 190' 200', 210',
220'

Javelin Bag:

Clipboard (including event rules)
Pencils/Pens-3
Time Schedule
Event Sheets
Measuring tape (1-300') standard/metric (steel tape available)
Scratch Pads
Red/White Inspectors Flag
Stop Watch

Discus

Clip board/plastic cover/pencils
250' tape-steel also
3 nail markers (spikes)
1 broom
1 foot mat-shoe cleaner
4 towels
Flag red/white
Distance Indicator
Stop watch
Event closed sign

Chair or desk for event judge
Sector lines - paint
Pennant streamers (3-220')
Ring
Squeegee/blower to dry ring
Contestant benches
Distance markers -70', 80', 90', 100', 110',
120', 130', 140', 150', 160', 170', 180', 190',
200'
Plastic tarp for ring to keep it dry

Discus Bag:

Clipboard (including event rule)
Pencils/Pens-- 3
Time Schedule
Measuring tape (1-250') standard/metric (steel tape available)
Scratch Pads
Red/White Inspectors Flag
Stop Watch

Starter Bag:

Starters pistols (2--32 caliber/starter; 2--22 caliber for backup starter)
Starting cartridges (2 boxes of 50:32 caliber & 22 caliber)
Time Schedule
Red Arm Sleeve (2)
Arm Shield
Whistle (2)
2 white/yellow flags
Clipboards (2)
Map of facility
Pencils/Pens (4)
Course Markings sheet
Rules for starter and assistant starter
2 Note Pads
Micro System/megaphone
Ear plugs or cotton

Wind Gauge:

Personnel (at least 3)
Wind gauge Cards
Rules/event sheets
Pens/Pencils
Need runners for them
Chair
Yellow/white Flag
3 clipboards
3 notepads
Plastic sack
Tell person on straight-a-ways of flag use

Implement Inspection Area:

Scales, gauges, tape measures, etc
Spray paint or marking device
Time Schedule
Measuring rules/information

Inspectors (Umpires) Bag:

Clipboards--1 for each person
Pencils--2 for each person
Scratch Paper--1 for each person
Yellow/White Inspectors Flags--1 for each person
NFHS Event Inspector Rules/directions on Clipboards
Time Schedule--1 for each person
Summary of rules infractions reporting form--1 for each person
Map showing places of inspector--1 for each person
Course markings--2 laminated
Map of facility--2 laminated
Plastic sacks for each person

Hurdle Crew Bags:

Sticks to measure hurdles
Time schedules
40' of string on a stick
Pencils
Scratch pads
Laminated rules and course markings
2 clipboards

Finish Line:

Clip board/plastic cover/pencils
Heat sheets/event sheet-schedule/records information, rule book for timer/picker information
Timer and picker cards/pads--which have event, competitor's number, school, place, time and lane and are a different color for each place
Stop watches
Yellow/white flag
FAT timing system—yellow/white flag
Plastic sacks to send results to P.A. person

Spike inspector's area:

Example of correct spike length

Ruler
Spray paint or marking device
Table

Setup:

Timing system (including cables and extension cords)
Cones for track (10-15)
Flagging surrounding sector lines for shot, discus, javelin
Indicators for break line--cones
Lap counter
Long jump pits watered down, dug, raked and leveled in that order-- pit leveler/add sand to pits
Sector lines marked for shot, discus, javelin
Record information/signs for field events
Place to post results for all events
Paint LJ and TJ boards
Have equipment/coaches/workers check-in area

Track Meet Equipment needs:

ambulance/ first aid equipment/training area	anthem singer/U.S. flag
appeal forms/sheets	awards
awards benches	awards stand (6 places)
awards tables	board for event results
cart to carry things around in	cellular phones
chairs with arm rest for event judges	chairs for marshaling/wind gauge/field events/ hospitality area
chalk liner and lime	checks for paid workers—starter, asst starter/etc
clip boards	Clerk of Course needs lots of extra safety
pins/relay cards	
computers	contestant numbers/safety pins
contestant/event benches	copier
distance/performance indicators	dresssing rooms
extension cords	extra bleachers
field event benches	finish line stand
flowers or shrubs around award stand	garbage cans
heat sheets for field events	hip numbers
hurdle cord use to keep hurdles straight	hurdle height stick
hurdle replacement boards	hurdles and hurdle cart
infield tents	inspector/umpire charts
inspector/umpire report forms	ladder for pole vault
lane cones	lane markers/boxes for each track lane
lap counter/bell	marshaling benches
milk cartons to carry competitors clothes in	PA and starters mic/PA call sheets
parking permits for teams	photographer
plastic sacks	podium needed for Clerk of Course & 2 tables
pole vault lift device	pole vault measuring device
port-a-pots	press area
program sales area/table	rag towels
rakes/brooms/pit leveling device/shovels	red/white flags
relay baton	relay cards
results board and signs	rule books/casebooks--lots
scale, gauges etc. for checking implements	score sheets
spike check tool/ spike removal tool	spray paint for spikes and implements
squeegee/blower to dry event rings	starter stand

starting blocks
starting guns and shells
tables
tapes to cover event rings
tents—marshalling area/awards area
tickets for sale/ticket signs
timing system/back-up timing system/plans
training tables
various pennant streamers to rope off areas
water tables/coolers/cups/garbage cans
area
welcome speaker
wind gauges
workers caps/t-shirts/vests

starting blocks and block cart
stop watches
tags—contestant/workers/officials (with string)
tarps to put on field event rings/runways
tents--trainer/hospitality area
timing system and stand
trainer
use score clock to time events—unofficial results
walkie talkies
warm-up area for running events, hurdles in this
whistles
windsocks
yellow/white flags

Secretarial:

Computers
Paper - 8 1/2 x 11
File folders
Clipboards
Masking tape
Scoresheets
extension cords
Computer printer
Copier - in Press Box
Hi-liters
Scotch tape
Rubber bands
in
Paper clips
Masking tape

typing tables
Pencils - 50 extra
White out
staplers & staples
Reporting forms
Relay cards
Calculator
Computer Track program
Copy Paper (white & colored)
Red pens - Blue pens
Duct tape
Plastic sacks - zip lock bags for results to be put
Rulers
Staple removers

Packets For Teams:

Coaches passes
Contestant/manager passes
Safety pins
Contestant numbers
Facility Map/parking map
Information sheets
Time Schedule
Heat sheets
Flight sheets
List of contestant on the packet
Relay cards
(also some of these items should go to marshalling tent)

Packets for Scorers:

Pencils
Sharpener
Stapler
White-out
Markers
Score Sheets/Rules

Backup Equipment Needs:

Backup PA system
Extra ID badges – officials
throwing)

Extra contestant numbers
Extra event sheets (running, jumping, and

Extra safety pins
Extra spike checker too
Medical/training supplies/First Aid
Press information/records/schedules/etc
Specific assignment (worker lists)

Extra schedule of events
Extra timer/picker pads
Pencils
Rules books

Organization:

Track Meet Schedule
Warm-up--opportunities in field events
Gate restrictions for athletes and coaches
First Aid/Doctor/Ambulance
Starting heights (High Jump/Pole Vault)
Clerk of Finish Sheets
Record sheets (class)
Spotter for P.A.
Awards person from Northwestern Energy

Check-in area
List of restrictions (spike length)
Information regarding official dress
Scratch meeting
Clerk of Course Sheets
Scorer sheets (color code)
Dress up awards stand area - flowers, etc. paint stand
People to call in field event results to P.A.

C. Athletic.net information

Athletic.net, has been designated the website for MHSA track and field data this season. Coaches in all classifications are encouraged to establish their online profiles soon if they have not already done so. Instructions are available by visiting www.athletic.net.