

MEET _____ v. _____ DATE _____

SDCTSA Dual Meet Check List

Before the meet: contact the host school at least 72 hours (3 days) in advance of the scheduled meet date. Verify the scheduled meet date and start time. Payment method, pay voucher or Arbiter. Any special protocol when entering the campus and parking.

Day of the meet, arrive at the site **60** minutes before the scheduled start time to properly complete an inspection of the track and field venues.

- ___ 1. Walk the track, familiarize yourself with the starting positions for each event. If there is a question “ask” the coach or a school personnel to point out the proper staggers for any events run using a stagger. Check the relay zones. Move any obstructions near the track that may pose a hazard for the runners.
- ___ 2. Check the starting blocks making sure there are enough properly working blocks to cover each lane. Meet with the block crew
- ___ 3. Meet with the home head coach verifying the meet start time, order of events (boys, girls, varsity, junior varsity, frosh, etc.), obtain the entry list and heat sheets, obtain shells (if none supplied explain there will be a \$60.00/box fee, receive payment method (voucher or Arbiter). Finally ask if there is any issue with uniforms or athletes with special needs.
- ___ 4. Meet the visiting team head coach verifying the meet start time. Obtain their entry list. Finally ask if there is any issue with uniforms or athletes with special needs.
- ___ 5. Provide the QR code to both coaches and request they provide feedback.
- ___ 6. Meet with the clerk of the course; what directions will the clerk be giving? Inform the clerk and coaches:
NO ELECTRONICS IN THE INFIELD OR ON THE TRACK ONCE COMPETITION BEGINS.

FIELD EVENT VENUES: Note: competitors **ARE NOT** allowed to practice until the event judge, or a coach is present.

- ___ 7. Shot Put; check the ring and putting circle for any obstructions and verify sector; use a 5-3 method for quick check.
- ___ 8. Discus: check the cage, check the ring and throw circle for any obstructions and verify sector; use a 5-3 method for quick check.
- ___ 9. Long and Triple Jump; check the pit, sand, runway surface and the LJ take off board.
- ___ 10. High Jump; check the landing system. Stride off the dimensions for a quick check.
- ___ 11. Pole Vault; check the landing system. Stride off the dimensions for a quick check. Make sure the box collar is in place.
 - ___ a. Check the vaulter’s entry list with the coach’s signature.
 - ___ b. Check each vaulter’s pole to verify it meets regulations based on pole weight and the vaulter’s weight.
 - ___ c. I (PV official initials _____) verify each vaulter and pole weight meet rule 6.8.14.15 & 16. ***Have PV Official complete this if a&b were not able to be accomplished before meet start.***

RUNNING EVENTS:

- ___ 12. Make sure all blocks are ready for the first event.
- ___ 13. Check with finish crew
- ___ 14. First event: 4 x 100m, meet with the relay exchange zone judges. Start the meet.

COMMENTS: