

## San Diego Track Starter's Dual Meet Check List

1. Contact the Host School Coach before the day of the meet [Preferably - 72 hours in advance].
  - a. Confirm: Starting Time, Pay Voucher, Shells, Parking and any special conditions.
2. Day of Meet, arrive at the site 30/45+ minutes before the Scheduled Start Time.
3. Walk the track to become aware of start lines, finish lines and relay zones.
4. Check each Field Event venue. Competitors are not allowed to warm-up without their coach or a Field Event Judge being present. Alert the coaches to any issues concerning these venues.
5. Double Check the Pole Vault pit, box, approach, and standards.
6. Meet with Home School Coach and get: Start Time[depending on arrival of the Visiting Team], Order of Events, List of All Entries, Boys/Girls, Var/JV/Frosh, Box of Shells, and Pay Voucher.  
Remind Coaches about Uniforms.  
Determine if there are any athletes with Medical conditions that might require attention.  
Verify All Pole Vaulters are Legal. [Be sure to See the Entry List with the Coach's signature]  
Have a Coach introduce you to your Block Crew. Make sure Blocks are ready BEFORE the first race.  
Establish the Existence of a Hurdle Crew.
7. Upon arrival of the Visiting Team, meet with the Visiting Head Coach.  
Confirm the Start Time. Note: If Visiting Team arrives LATE, less than 20 minutes Before the Scheduled Start time, then they shall have 20 MINUTES to Warm-up, with this time commencing when the 1st Visiting Competitor arrives on the Track.  
Get the Entry List, and Remind the Coach about Uniforms and Jewelry.  
Make sure you have seen the Vaulters Entry List, with the Coach's signature.  
Note: The Pole Vault Forms should be kept by the Pole Vault Official AFTER they have been seen and initialed by the Starter.
8. Meet with 4x100 Relay Inspectors and discuss the use of Flags.  
The RED FLAG is UP, UNTIL the Relay Competitors are ready.  
Then, the White Flag is Raised.  
If a VIOLATION occurs, Raise a Red Flag, and report the Violation to the Finish line.
9. Meet the Clerk and remind him/her to Check Relay team uniforms
10. Check that the Blocks are ready for the first event.
11. Check with the Finish Crew, so you know who is serving as the Head Judge.  
He/She is the one who will give you the All Clear signal [White Flag] when the Crew is Ready.  
Answer any questions concerning Timing and Place picking.  
Remember to thank the Finish Crew at the end of the meet.
12. At the conclusion of the Running Events [4x400 Relay], determine if there are any Field Events still in progress. If so, stay until ALL Field events are completed. Discuss with Host Coach any issues/problems/rulings that may have occurred. Speak to the Visiting Head coach as necessary, again to discuss any thing that might have come up.