

## **HOSTING A MIAA DIVISIONAL/ALL STATE OUTDOOR TRACK MEET** **(updated 11/20/17)**

This is a guide and while it covers many areas, there are always unique characteristics that may be overlooked and critical for success at each individual site. Please use with that understanding and all input is welcome and this will be updated on a regular basis.

I. Selection of site- Tournament Director recommends to MIAA Liaison & he/she makes final decision. Recommendation should be based on size of track, facilities for all events on site, parking, crowd control, Spectators, concessions for home site, Security, Expenses for use of site must be agreed to prior to approval, and that the site/school wants to host.

II. Tournament Director meets with Site Manager who is responsible for the facilities - important that Site Manager has the support of school administration and coaching staff. Following is a check-list of items that have to be dealt with:

- A. School Calendar - Events at school or in the community
- B. Parking Plan - Officials, Spectators, Athletes/Coaches, & Busses - area where teams can set up tents and area where team can warm up. Is there a separate entrance for Teams?
- C. Bathroom facilities - need for portables (Divisional meets - 2000, & All-State 3000)
- D. Tables/Tents:
  - 1 - Finish line - 2 tables for computers
  - 2 - Goal Post - 2 tables for Clerks
  - 3 - 50 yd line - for trainers - table & tent
  - 4 - Announcer on the field
  - 5 - Awards - 2 tables & tent
  - 6 - Gate - table & tent - depending on # of sellers and number of gates
  - 7 - TrackMaster for Implement checking - table & tent
  - 8 - Concessions
  - 9 - Finish Line - Tent - rain or shine for computers
  - 10 - Tent - Clerks table
- E. Medical Staff - Use of school trainer & others - contact local EMS/Fire and review protocol if ambulance is to be summoned/Hospital in area
- F. Concessions - Booster Club, other
- G. Custodial staff - bathrooms, trash barrels, clean up
- H. Gate crew - Ticket Sellers/Takers
- I. Police - number & location (1 near money & 1 for parking)
- J. Student Workers for coverage at all events needed
- K. Awards - location & set up
- L. Announcer - need microphone on field for awards as well as in Press Box
- M. Communication system - process for calling of events
- N. Power/Electricity - where needed & electric box
- O. Contingency plan - Thunder & lightning
- P. Officials needs
- Q. Timing - area necessary with power/extension cords, other
- R. Selling of T-shirts - tables & area (Team IP)
- S. Packet pick-up - how set up - Extra safety pins, spikes
- T. Need for any equipment rental - sound system, other
- U. Programs - selling
- V. Media - Order of events & performance list for them
- W. Miscellaneous
  - 1 - Pole/scaffolding to mount camera at finish
  - 2 - Rakes, brooms, bar raising poles for PV

- 3 - Field Events roped off
- 4 - Cart to move starting blocks
- 5 - Measuring tapes, clip boards

X. Site work:

- 1 - Long Jump & Triple Jump - amount of sand, jump board, rakes, and broom - roped off
- 2 - Pole Vault - Use MIAA Checklist for proper set up, areas covered, tape, extra crossbars, process
- 3 - Discus - Correct cage, area roped off, marking on field, sector markings
- 4 - Shot Put - Toeboard, circle in check, sector markings, roped off
- 5 - Javelin - markings, sector markings, roped off
- 6 - High Jump - mats, cover, standards working, extra crossbars, roped off
- 7 - Track - Hurdles, set up and take down; batons for relays, starting blocks

a. Process for starting blocks:

- 1 - Bring to 400M Hurdle start
- 2 - Go to 100M start
- 3 - After the 110M Hurdles blocks go to the 200M
- 4 - Blocks stay at the 200M until after the 200M final
- 5 - Blocks go immediately to the 100M start
- 6 - After the 110M Hurdles Final the blocks go the 4X100 start
- 7 - After the Boys 4x400M Relay blocks can be put away

b. Hurdle Crew Schedule

- 1 - Have 60+ hurdles on the inside of the track prior to the first race.
- 2 - Have 6 hurdles at each of the 400M spots before the 800 M starts - girls Ht - lowest setting
- 3 - Put hurdles on the track after the start of the last Boy's 800 M heat (you can put lanes 6 & 5 on the track while the race is in progress - As the last runner passes the other 4 lanes can be placed.
- 4 - After the last girl's heat, change to boy's Ht - 3rd setting
- 5 - After the last boy's heat move the hurdles to the inside of the track - change the height to the girls 100M height - 2 setting up and move hurdles to the 100M Hurdle spots.
- 6 - After the last boy's heat of the 100M Dash, put the hurdles on the track for the 100M Hurdles.
- 7 - After the last heat of the 100M Hurdles change to the boy's Ht - up 2 settings to the 4<sup>th</sup> setting & move the hurdles to the boy's spots.
- 8 - After the last boy's heat move the hurdles to the inside of the track. Change the height back to the girl's Ht - down 2 settings to 2nd setting and stack the hurdles neatly at the girl's spots.
- 9 - After the boy's 100M Dash final put the hurdles on the track for the 100M Hurdle Final.
- 10 - After the 100M Hurdle Final change to the boy's height - up 2 settings to the 4<sup>th</sup> setting.
- 11 - After the Boy's Hurdle Final the hurdles can be put away.

Y. Hosting Pentathlon/Pole Vault:

- 1. Events of Pentathlon
  - a. Hurdles
  - b. Long jump
  - c. High Jump
  - d. Shot Put
  - e. 800m/1500m

Z. Contract/Agreement – MIAA will pay all agreed to expenses and will give Host all food concession rights in hopes that this will aid host and negate all facility charges.