



**Athletics Alberta  
Meet Directors Handbook:  
A Professional Approach to Organizing  
an Athletic Competition**



**A Publication of Athletics Alberta**

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# **ATHLETICS ALBERTA HOSTING, BIDDING PROCEDURES AND SANCTIONING POLICIES FOR TRACK AND FIELD & CROSS COUNTRY**

## **Introduction**

The following is Athletics Alberta's Hosting, Bidding Procedures and Sanctioning for Track and Field and Cross Country Events. Athletics Alberta is the recognized and authorized sport governing body for athletics competitions in Alberta. An Athletics Alberta sanction is an agreement to host an athletics competition and is awarded to competitions which meet the needs of our sport.

By accepting the sanction the event organizer agrees to the rules, regulations and conditions outlined in this Policy. The event organizer is expected to run the event in accordance with the International Amateur Athletic Federation (IAAF) and Athletics Canada's rules to ensure the accuracy of results and validity of records. Sanctioning is also provided for insurance purposes and for participants' safety.

The policy covers administrative and general technical requirements for Track and Field and Cross Country events. Specific technical requirements on event organization can be found in the Athletics Alberta Meet Directors Handbook.

## **Sanctioning**

1. All fixtures (Track and Field and Cross Country) shall be approved and sanctioned by Athletics Alberta.
2. Only affiliated clubs of Athletics Alberta can apply for and receive full sanctioning.
3. "Conditional sanctions" may be granted to non-members for events such as school meets, Journal Games, Legions, etc.
4. All sanctions are subject to approval by Athletics Alberta's Programs Committee.

## **Provincial Championships**

1. The following Championships shall be held annually; the dates will be set by Athletics Alberta's Programs Committee.
  - Indoor Track and Field Championships (includes PeeWee, Bantam, Midget, Juvenile, Junior, Senior, and Master, plus Combined Events.)
  - Outdoor Track and Field Championships (includes PeeWee, Bantam, Midget, Juvenile, Junior, Senior, and Master, plus Combined Events.)
  - Cross Country (includes Bantam, Midget, Juvenile, Junior, Senior and Master)

Any of the above age divisions may be combined for a Championship at the discretion of Athletics Alberta's Provincial Technical Officer in consultation with the Programs Committee.

2. Clubs who bid to host a Provincial Championship must submit a written proposal to the Athletics Alberta office. The Programs Committee at their fall meeting will select hosts and sites from these proposals.
3. A list of events that must be offered at each Provincial Championship is contained in Appendix 2.

## **Application**

1. For Championship events:
  - a) For clubs wishing to host a Provincial Championship a written bid proposal must be submitted to the Athletics Alberta office by September 1st of each year. See Appendix #23 for a sample bid application.
  - b) A host site for each Championship will be selected at the Programs Committee's fall meeting from the written bid proposals submitted to the Athletics Alberta office.
  - c) Following the Programs Committee meeting all clubs who submitted a written bid proposal will be notified about the selection.
  - d) The club selected to host the Championship must then submit a sanction package to the Athletics Alberta office by the dates indicated.

2. Non-Championship Events:  
Clubs wishing to host non-championship events apply for sanctioning by submitting the sanction application to the Athletics Alberta office by the dates indicated below.
3. The sanction application for both Championship and non-championship events should be submitted, to the Athletics Alberta office by the following:
  - a) October 1st of the event year for the Indoor Season.
  - b) February 1st of the event year for the Outdoor Season.
  - c) June 1st of the event year for the Cross Country Season.
4. The sanction fee for both Championship and non-championship events must accompany the Sanction application. This fee is for administrative purposes to cover the cost of photocopying, phone, postage and insurance. The sanction fee will be determined annually by Athletics Alberta's Administration Committee and is based on current costs.
5. Meet Directors are asked to submit electronic Technical Packages so that they can be posted to the website and printed clearly. For Technical Packages that must be retyped the Meet Director will be charged \$25.

### **Technical Information and Entry Form**

1. One copy of the entry form and technical information shall be sent to the Athletics Alberta office a minimum of two months in advance of the event for inclusion and distribution in the Bulletin, website and/or a Fixtures List.
2. The information sheet/ entry form shall contain the following:
  - the words “sanctioned by Athletics Alberta”
  - the name of the host organization
  - date, place and time of event
  - a description of the venue, including the name, exact location, facility description (track surface, number of lanes, type of runways and circles, change rooms, washrooms, etc.), and/or other facility rules and restrictions (i.e. maximum spike length)
  - name and address of entries secretary and meet director
  - entry deadline and procedure for late entries
  - entry fee (including late entry fee)
  - an indication as to whether or not Athletics Alberta *Day of the Meet registrations* will be accepted
  - an indication as to whether or not phone entries will be accepted
  - registration procedure at meet
  - tentative schedule of events
  - awards
  - accommodation information
  - the club's expectation regarding officials.
3. It is recommended that Athletics Alberta’s Official Meet entry forms be used for all events sanctioned by Athletics Alberta.

### **Entry Deadlines and Fees**

1. Meet organizers shall set the entry deadlines as indicated below:
  - a) Track and Field (Indoor or Outdoor)- no earlier than ten (10) days prior to the first day of competition.
  - b) Cross Country- no earlier than seven (7) days prior to the first day of competition.
2. The meet organizers shall establish procedures for receipt of late entries, include this information on the entry form and administer these procedures consistently.
3. Entry fees will be determined annually by Athletics Alberta's Programs Committee.

### **Eligibility**

1. For rules of eligibility refer to the IAAF Handbook and Athletics Canada Rule Book.
2. Athletes must be registered and their clubs affiliated with Athletics Alberta for the current year. The meet director or entries secretary should obtain a list of athletes currently registered with Athletics Alberta to ensure the athletes are properly registered or are charged “day of the meet” registration.
3. The meet secretary, in consultation with Athletics Alberta may accept memberships on the day of the competition. (*Day of the Meet registration will not be accepted for any Provincial Championship*)
4. Athletes who have registered with Athletics Alberta, under a trial membership will not be eligible to compete in Athletics Alberta's Provincial Championships.
5. Athletes who reside in Alberta but represent a non-Alberta club must be registered for the current year with their Provincial or State association. Athletes residing outside Alberta must be registered for the current year with their Provincial or State association.

### **Rules of Competition**

Except where noted otherwise in these policies, the rules of the IAAF and Athletics Canada shall apply to all events.

### **Officials**

The number of official required to operate a meet is listed in listed below. The list of officials (including chiefs) working at a sanctioned competition must be submitted to the Athletics Alberta office at least ten (10) days prior to the first day of competition.

	Minimum #	Minimum Grade Level for Chief- provincial meet
Track Referee	1	3
Starter, assistant and marshall	3	3
Camera operator and reader	4	3
Finish line judges	8/ 2**	3
Finish line timers	10/ 2**	3
Umpires	8	3
Wind gauge track (outdoors)	1	-
Combined Events referee	1	3
Field Referee	1	3
Long Jump	5*	3
Triple Jump	5*	3
High Jump	3	3
Pole Vault	3	3
Discus and Hammer	4	3
Javelin	4	3
Shot Put	3	3
Wind gauge field (outdoors)	2	-
Jury of Appeal	3	3
*includes 2 pit rakers		
** if electronic timing is used		

Note: Depending on the schedule, field event crews may be able to look after more than one event.

### **Equipment**

1. All equipment must meet IAAF and Athletics Canada's minimum standards.
2. The use of fully automatic timing equipment is mandatory for indoor and outdoor Track and Field Championships for Midget and older track and field age categories. It is recommended for the PeeWee and Bantam indoor and outdoor Provincial Combined Events and Relay Championships.
3. In all outdoor competitions wind gauges shall be used to measure wind conditions during sprint, hurdle and horizontal jump events. All wind readings shall appear on the official results.
4. An implement verification system shall be used in both outdoor and indoor competitions to ensure implements comply with the required specifications.
5. At least two legal throwing implement shall be provided by the Meet organizers for use by competitors during the competition.
6. Meet organizers wishing to borrow equipment from Athletics Alberta, should submit an equipment reservation form to the office.

### **Schedule of Events**

1. The Meet Director shall provide Athletics Alberta with a schedule of events for the competition. The Programs Committee may suggest minor changes, where necessary.
2. Provincial Championship events will be conducted and medals presented regardless of number of entrants.
3. The final meet schedule and the start lists shall be posted prior to the start of the first event.
4. Timed section finals shall be scheduled so that the section with the slowest seeded competitors is conducted first and the section with the fastest seeded competitors is conducted last.
5. The inclusion of any non-Championship event within a Provincial Championship must receive prior approval from Athletics Alberta. These events will be sanctioned separately in accordance with current policies.

### **Event Specifications**

Lists of specifications for hurdles, steeplechase, throwing implements and combined events are provided in the Appendix #2.

### **First Aid**

All competitions shall have trained personnel to handle basic injuries and First Aid (i.e. St. John's Ambulance). Meet Organizers shall have on hand the phone number and address of the nearest hospital.

### **Awards**

1. Athletics Alberta medals will be provided to the Meet Organizers for Provincial Championships. The Meet Organizers are responsible for the cost of the medals and will be invoiced. Medals not used can be returned for credit.
2. Provincial Championship medals shall be awarded to registered Athletics Alberta athletes only; the top three Albertan athletes win the gold, silver and bronze respectively. (Any out-of-Province competitors in the top three receive meet medals.)
3. Athletes registered under "Day of the Meet" memberships will not be eligible to compete in Alberta's Provincial Championships.
4. Provincial medals will be awarded to the first three Alberta finishers in individual events, to all members of the first three Alberta relay teams and to all scoring members of the first three cross-country teams.

5. For Cross-country Provincials; clubs may purchase up to two additional medals for non-scoring members on placing teams.

### **Results**

1. Masters results will be age graded to determine Provincial Championship medals.
2. One complete set of results must be forwarded to the Athletics Alberta office two (2) days after the completion of the event. (See Appendix #7 for Result Preparation Guide)
3. All original result sheets and fully automatic timing pictures shall be retained by the Meet Director for a minimum of one year.

### **Provincial Records**

1. The Meet Organizers shall provide the Chief Field Officials, the Meet Announcer and Results Recorder with a copy of the current Provincial records.
2. When a Provincial record is broken at an in-provincial competition, the Meet Director shall, use the form provided in Appendix 3, include record with the official results to the Athletics Alberta office.
3. When a Provincial record is broken at an out-of-Province competition, the athlete or coach must submit the record to the Athletics Alberta office on the form provided in Appendix 3. To verify the record an official copy of the results must accompany the record application.

### **Cross-Country**

1. **Organization**
  - a) The design of the courses must take into account the safety of the competitors, especially in wet conditions.
  - b) A separate map shall be produced for each race and an adequate supply of extra maps shall be available in case of inclement weather.
  - c) The course must be clearly marked.
  - d) Competitors' numbers shall be of the tear-off or cloth type.
  - e) All participants shall be timed and the times recorded.
  - f) The course should have no abrupt turns or narrowing-in within 150m of the start line.
  - g) The course should have a straightaway of no less than 80m before the finish.

Refer to Cross-Country rules in the IAAF Handbook (Rule 250)

2. The distances for cross-country events are contained in Appendix 2.
3. **Scoring**
  - a) In assessing the aggregate the finishing position of any individual (non-team) or ineligible runner shall not be disregarded. A tie shall be resolved in favour of the team whose last scoring finisher is closest to first place.
  - b) The number of runners to score shall be as follows:
    - Senior Men – first five finishers
    - Senior Women, Junior Men and Women and all other categories – first four finishers

4. **Team Declarations**
  - a) Only registered club teams shall be eligible and more than one team from a club may figure in the team scoring.
  - b) If a club is entering more than one team, the team members must be declared one hour prior to the start of the race.

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# **Athletics Alberta Meet Directors' Handbook: A Professional Approach to Organizing an Athletic Competition**

## **I. THE FIRST STEPS**

### **Introduction**

This book was produced to assist all levels of meet directing throughout the province. Meet directors should follow the points contained in this book and refer to the IAAF Handbook and Athletics Alberta Sanction Policy.

### **Selection of Event**

Meet directors must consider the following when deciding whether to host an event:

- the finances
- the availability of volunteers and officials
- competitor availability
- the site

### **Establish a Committee**

The meet director must decide on the approximate size needed for the Organizing Committee. As the following charts describe, with a small meet jobs can be combined. At the first meeting, the meet director should hand out copies of the applicable job description(s) from this book. The meet director must remain free to delegate and direct the committee.

*Note: Athletics Alberta compiles a list of Technical Delegates, the Provincial Technical Officer is a Technical Delegate and the Association's Technical Expert. For Technical assistance the meet director can contact the Technical Officer.*

### **Determine the Site**

All advantages and disadvantages of the various locations should be reviewed before a final decision is made regarding the site. Apart from providing all the technical requirements, there must be adequate dressing room accommodations, sufficient room for spectators, an area for working press and a committee room. Also a meeting room for the organizing committee should be arranged.

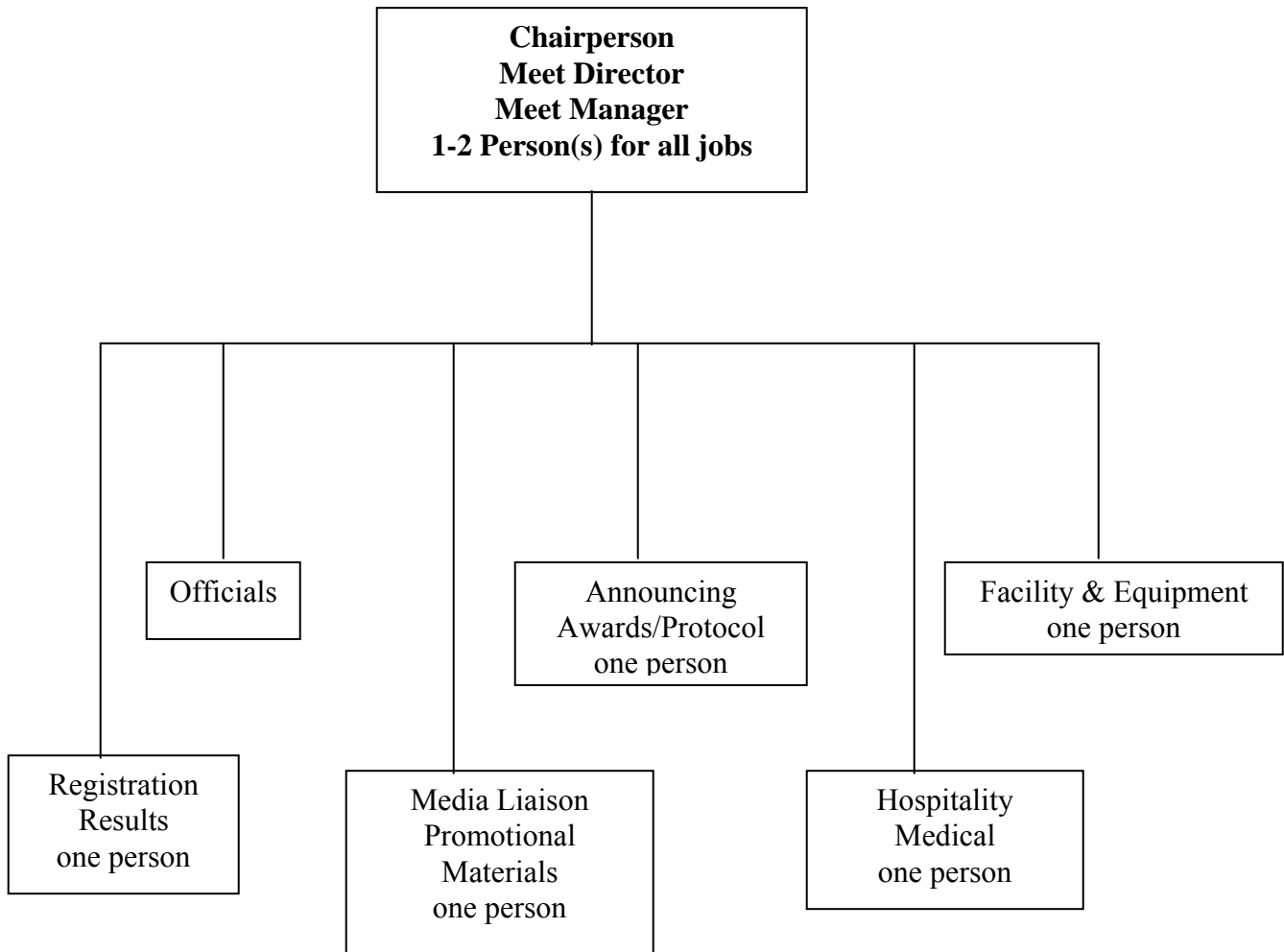
The supervisor and management of the facility need to have a general understanding of the plans from the beginning. Come to an understanding and an agreement about what you want from them, and how it is going to benefit them as well as you.

### **Determine the Date**

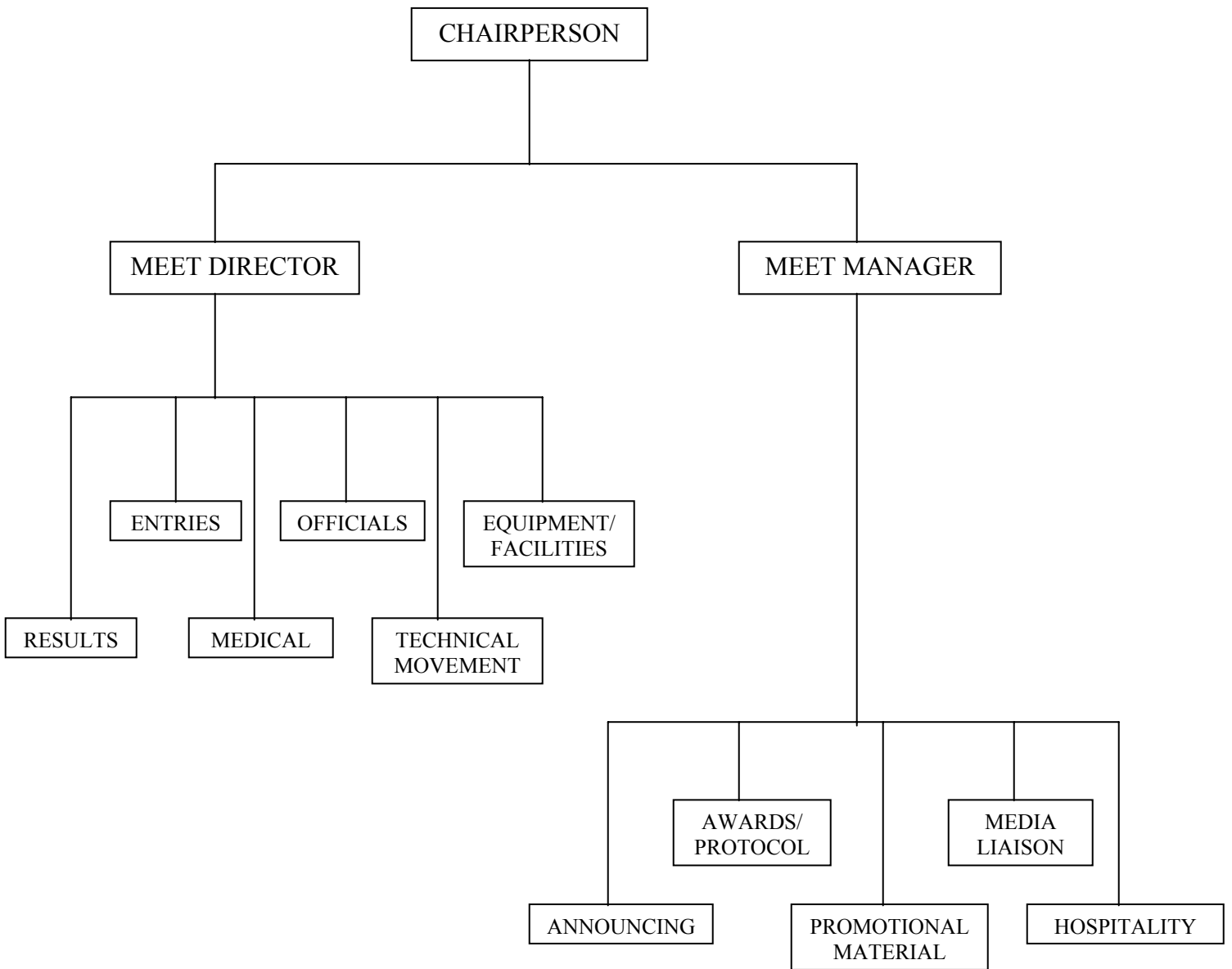
Check all local and national events before selecting a date, so that ALL possible conflicts can be anticipated, as competitors, officials, committee members, spectators, and time and space in the news media can be affected by the date selected.

Also, check with the Athletics Alberta Provincial Technical Officer about the date. Refer to the Athletics Alberta Sanction Policy.

## II. ORGANIZATIONAL CHART FOR A SMALL MEET



### III. ORGANIZATIONAL CHART FOR A LARGE MEET



## **IV. MEET CHAIRPERSON, MEET DIRECTOR, MEET MANAGER**

*Note: If a small meet, the duties of the Chairperson, Meet Director and Meet Manager are combined and one person is responsible for the duties of all three positions.*

### **Meet Chairperson**

The Responsibilities of the Meet Chairperson are:

1. To organize a committee of people.
2. To oversee operations in all areas.
3. To call meetings of the organizing committee.
4. To give final approval to the budget as set by the Meet Manager.

### **Meet Director**

The Meet Director is responsible for seeing that the meet is run properly. “Delegation” is the key to a successful Meet Director. As a result, the Meet Director should be familiar with the duties and the timelines that relate to each committee/person. At committee meetings, the Meet Director should ask pertinent questions as to the progress of each committee/person, and make suggestions and recommendations. It should be noted that a Meet Director must be free to orchestrate the meet and answer any questions. Therefore it is recommended that the Meet Director not be a coach.

The Responsibilities of the Meet Director are:

1. To call an organizational meeting to select Committee heads and ensure that once chosen the Committee heads are aware of their duties and the timelines involved with their Committee.
2. To provide technical guidance to Committee areas.
3. To apply for sanctioning from Athletics. (Refer to the Sanction Policy for specific deadlines.)
4. To draft agendas and call chair organizational meetings.
5. To prepare a budget (with the Meet Manager) and ensure financial success of the meet.
6. To draft the preliminary and final meet schedule (in conjunction with Registration and Results Personnel) and compile the technical information package with the appropriate Committees and ensure its complete distribution, i.e. entry form, technical details, schedule.
7. To decide on the best method of advancing competitors from heats to finals and communicate this information to the appropriate person: (Must be included in the technical package).
8. To secure an assistant if required.
9. To provide the Announcer and Meet Program Person with a copy of current records.
10. To be present at the meet and to ensure it is run properly. Such duties may include:
  - acting as trouble shooter and being available to make immediate decisions regarding competition matters
  - being aware of where and how equipment is set-up
  - being aware of appropriate lane markers, cut-in lines, etc. for track
11. To be responsible for drafting and mailing thank you notes to all members of the Organizing Committee.

### **Meet Manager**

The Meet Manager is responsible for running the administration part of the competition. For a large meet, the Meet Manager works closely with the Meet Director. For a small meet, the Meet Manager and Meet Director are one and the same. The Meet Manager should be familiar with the duties and timelines of each committee for which he/she is responsible. At the meet itself, the Meet Director should be free to oversee operations in his/her area of presentation.

The Responsibilities of the Meet Manager are:

1. To ensure the smooth running of the administrative or non-technical part of the competition.
2. To organize meetings of the Organizational Committee, record and distribute accurate minutes of the meetings.
3. To prepare a budget for the operation of the entire meet.
4. To keep accurate financial records of all meet transactions and to prepare a final financial statement.
5. To approve all expenses within the budget; any new budget item or over cost must be first brought to the attention of the organizing committee.
6. To secure sponsors for the meet.
7. To provide guidance to the Committee areas: meet program, advertising, media relation, awards and protocol, product sales, hospitality.
8. To prepare a final report.

## V. REGISTRATION, ENTRIES, RESULTS

This area can be divided into 2 areas:

- Entries and Registration
- Results: Compilation and Distribution

These two areas must work closely together to ensure each other's needs and requirements are met. The Meet Director, the Chairperson of Entries and Registration and the Chairperson of Results must first meet to determine which system of results will be used and make plans to acquire, install and organize this system. Several computer programs can be used and often there are experts in the province who will run your registration and results for a fee. Note: For more information on computer systems, please contact the Athletics Alberta office.

### A. Entries and Registration

#### Entry and Registration Chairperson

The Responsibilities of the Entries and Registration Chairperson are:

1. To mail the information sheets to Athletics Alberta for distribution; a minimum of two months prior to the meet.
2. To mail sufficient entry forms to the Public and Separate School Physical Education Consultants and Athletic Directors if schools are involved in the meet.
3. To receive entry forms along with entry fees.
4. To check if sufficient money has been sent with each entry (make a note of those owing money). Also, check that complete information about the athlete/club is supplied, and check Association membership status (with the office) of those athletes without an Athletics Alberta membership number or those not listed on the official Association Entry Forms (hand-written entries).
5. To obtain a current list of registered athletes from Athletics Alberta and ensure all registrants are current members.
6. To assign competition numbers to each athlete, plus any other code if processing entries by computer. To purchase numbers, hip numbers, pins and envelopes. Competition numbers and pins can be ordered from Athletics Alberta. (Please order your numbers no later than one month before the event.)
7. To file all entries for safekeeping and easy access if needed. Once the entries have been entered and the money is received, the money is given to the Meet Manger.
8. To establish a list of competitors in each event as entries are received and present a final ranked-by-performance list; an alphabetical list of all athletes, and a listing of all athletes by their number, for the Meet Director and Results Chairperson (if Results and Registration People are separate).
9. To see that the envelopes include the club's receipt, competitors' numbers and sufficient pins. The envelope should contain a list of the competitors' numbers and the corresponding name of the athletes. It is a good idea to record on the club's envelope any amount owing. If the Meet Organization wishes to include athlete meet passes or other items of information in the athletes' envelopes, the Committees or Chairpersons need to get them to the Registration Chairperson.
10. To decide with the Meet Director if someone will sell Athletics Alberta Day-of-the-Meet Registration. He/she should also ensure that there are enough tables and chairs available for the personnel working at registration. There should be a check done to see if the athlete has paid all entry fees and is a current Athletics Alberta member. The Meet Entries Secretary shall reject any entries from non-registered athletes.
11. To turn over all monies received during registration, along with an accounting of the monies, to the Meet Manager.
12. To establish a process for handling entries:  
Entries should be handled in the following manner:
  - a) Decide upon hand or computer processing of entries.
  - b) Determine the charge for entry fees and late entry fees. (Consult Athletics Alberta's Sanctioning Policy for maximum entry fees).
  - c) Decide upon the late entry deadline. This deadline would be set in consultation with the person who is to process the entries.
  - d) For late entries on the day of the meet, one person must first check Association registration and/or accept the Day-of-the-Meet Registration, while another person fills out an "ADD" form and takes the late entry fee. A copy of the "ADD" form is then sent to the entry/results person and a copy is sent to the marshalling area with the athlete. "Add/Scratch" forms are available in the Appendix of this Handbook.

- e) Note: Day-of-the-Meet Registrations CANNOT be used for championship events; competitors must be full Association members.
13. To make sure the information package satisfies the following requirements:  
The information package should be sent electronically to Athletics Alberta a minimum of two months prior to the meet and should contain the following:
- a) The words “sanctioned by Athletics Alberta”
  - b) The name of the host organization
  - c) The date, place and time of event
  - d) A description of the venue, including the name, exact location, facility description (track surface, number of lanes, type of runways and circles, change rooms, washrooms, etc.), and/or other facility rules and restrictions (i.e. maximum spike length)
  - e) The name and address of entries secretary and meet director
  - f) The entry deadline and procedure for late entries
  - g) The entry fee (including late entry fee)
  - h) An indication as to whether or not Athletics Alberta *Day of the Meet* registrations will be accepted
  - i) An indication as to whether or not phone entries will be accepted
  - j) The registration procedure at meet
  - k) The tentative schedule of events
  - l) Award Information
  - m) Accommodation information
  - n) The club’s expectation regarding officials.
14. To record event alterations prior to the technical meeting.
15. To prepare event lists following the technical meeting
16. To ensure all event sheets are displayed

Other Entries and Registration Committee Personnel could include:

Secretary/Assistant (1)      Registration Day (2)

## B. Results

### Results Chairperson

The responsibilities of the Results Chairperson are:

1. To submit a budget for the production and mailing of results.
2. To obtain a copy of the standard club abbreviations for use in results, and to ensure proper compilation and distribution of results. (See Association Directory)
3. To determine and arrange all details for a meet results system to be used. To contact (or hire) computer operator(s) to enter results - if necessary.
4. To develop a title page for the results and to ensure the proper format for presenting the results is followed (see Appendix #7).
5. To check the results as they come in from the field to ensure that the officials have tallied the results correctly.
6. To manage and assign personnel to be responsible for the two areas of results: compilation and distribution.
7. To ensure all track and field event sheets are prepared and distributed to the appropriate referee. Include record information on the field sheets.
8. To ensure all starting track and field events are posted prior to the meet’s start.
9. To ensure all changes to the original start lists are communicated to the marshal, announcer, timers/judges, event chief, results chief.
10. To ensure all completed results from both track or field events arrive at the Results desk.
11. To compile all results (event sheet, times, placings, etc.) and to create and distribute the official results.
12. To keep the master official results in a secure file with all other pieces of information, (i.e. judges’ reports).
13. To ensure a complete and current list of Provincial and National records is available to check if records have been broken. (This list may be obtained from Athletics Alberta)
14. To ensure personnel are available to check athletes into their track events.
15. To ensure the official results are entered correctly and distributed as follows:
  - a. announcer-1
  - b. file -1
  - c. press -1

- d. posting -1 (Immediate)
  - e. awards -1 (Can be same copy as Announcer's table)
- Note: a copy of each day's results should be distributed to the press of the close of each day.
16. To ensure a complete set of official results is compiled for each club to pick up upon completion of the meet, if desired.
  17. To design a system to distribute the complete set of results. This includes sending an electronic copy of the results to Athletics Alberta for posting its website.
  18. To ensure there are four video cameras and video tapes for appeals.

Other Results Committee Members may include:

- Results Chairperson
- Assistant -1 if wanted
- Marshall -2
- Runners -2
- Computer Operators - 2

Equipment Needed for Registration and Results:

- Scratch/Add Forms
- pens, paper, white-out, pencils, sharpener, stapler, folders, tape
- extra pins, extra competition numbers
- receipt book, money box
- extra schedules and programs
- up-to date Athletics Alberta Association Registration list
- Association Membership/Day-of-the-Meet Forms

**Paper Flow for Track Events**

Heat Sheets, Field Event Sheets (Throws, Horizontal and Vertical Jumps), and Scratch/Add Forms can be found in the Appendix of this book or obtained through the Athletics Alberta office. Using a computer program that accomplishes the same tasks is preferred.

1 event – 1 heat per sheet:

Copy #1: Master copy (in the meet office)    Copy #2: Marshal  
 Copy #3: Posted before the events starts    Copy #4: Announcer

**Process:**

1. The Marshal sends a copy via a runner to the Starter's Assistant.
2. The Announcer should have a copy of the start and be notified of any scratches/additions via a runner from the starter (before the race).
3. The Chief Judge and Chief Timer record their results, and send their forms, plus the heat sheets in the case of the Chief Judge to the Camera Operator via a runner.
4. When everything is processed, the result is posted.

**Paper Flow for Field Events**

Copy #1: Chief Judge    Copy #2-3: Field Event Officials  
 Copy #4: posted prior to the event    Copy #5: announcer    Copy #6: Meet office

**Track or Field Event Change/Add/Scratch Forms:**

One copy stays in the office/files/computer operator  
 One copy goes to the track marshal or field event area via the athlete

**Protests** Rule 118 (Jury of Appeal); Rule 124.4 (Referees); Rule 146 (Protests)

**Result posted**

**Record Time of Official Announcement and Posting of Result**

- If a coach, athlete, or accredited representative gives verbal notice within 30 minutes of the result being posted:
  - Notify Chair, Protest Committee
  - Advise Jury of Appeal of potential protest
  - Record time of verbal notification of protest

**Procedure:**

**Track Events:**

- Protest in the first instance shall be made orally to the Referee
- Referee may review video or photo-finish timing picture to assist in making a decision
- Referee may either
  - Make decision
  - Refer decision to Jury
- If referee makes decision, athlete or representative has the right of appeal to the Jury

**Field Events:**

- An athlete may make an immediate protest regarding a foul to the Chief Judge
  - The Referee may order that the attempt be measured and the result recorded to protect the rights of the athlete
  - The decision of the Referee may be taken to the Jury of appeal within 30 minutes of the official announcement of the Referee's decision
- The Chair of the Protest Committee will be responsible for ensuring video tapes and/or finish line photos are available for the Referee to review, if required.
  - Upon official notification from the Referee, the Chair of the Protest Committee shall record the time and the decision of the Referee and await the decision of the athlete or his/her representative to determine if an appeal will be filed.

**If a formal protest is filed:**

- Ensure it falls within the 30 minute timeline of the official posting of the decision of the Referee
- Collect a written protest, along with \$50 Canadian.
- Notify the Jury of Appeal and a recorder
- Obtain all video tapes and relevant information for the Jury
- Set up a Jury room, turn on video equipment and prepare room for meeting
- Assemble Jury, provide three copies of appeal to members (one for each)
- Remain nearby to ensure Jury's needs are met and await decision

**Decision:**

- Record time of decision
- Notify results area, competition director and relevant individuals
- Deliver written result/verdict to results room
- Record time of official result posting and announcement
- Allow 30 minutes from time of result posting for any further appeals.

**Official Appeal Forms in Appendix**



## VI. OFFICIALS

### Officials Manager

The Responsibilities of the Officials Manager are:

1. To ensure there are enough officials to officiate the meet.
2. To draft a letter requesting officials to help at the meet. The letter should contain the following information:
  - a) Date of the meet
  - b) Number of sessions in the meet
  - c) Time each session starts and approximate length of each session
  - d) Events needing officials
  - e) Space for the officials to write in their names, addresses, phone numbers, etc. and whether or not they are available to officiate at the meet.
  - f) A return name, address, and phone number for the official to reply about his/her availability. (usually to the Officials Manager)
3. To distribute event information to all officials, including report time, facility details, accommodation, parking, and any expense reimbursement procedures.
4. To arrange to have the officials pick up meet parking passes at the gate (if necessary).
5. To inform the hospitality person(s) as to the number of officials.
6. To ensure officials' supplies are present and distributed.
7. To submit a list of chief officials to the Meet Director a minimum of two weeks prior to the meet. The list of officials should include the names of the following officials:
  - a. Track Referee
  - b. Field Referee
  - c. Chief Timer
  - d. Chief Place Judge
  - e. Chief Starter
  - f. Chief Umpire
  - g. Chief field event judge
8. If a budget needs to be followed, ensure it is established and followed (including proper receipts).
9. To obtain Report Forms including: Add/Scratch Forms, Judging Reports, Timing Forms, Wind Reading Forms, Combined Events Scoring Sheets, Field Event Sheets, Umpire Report Forms, etc. - Most are available through Athletics Alberta.
10. To arrange and chair (with the Meet Director) a meeting of officials prior to the meet.
11. To submit a list of all officials who officiated at the meet to Athletics Alberta, with each official's duties during each session.

#### Agenda for Meeting with the Officials Prior to the Meet

1. Welcome
2. Explain where crews are needed and the rotation system.
3. Check attendance and divide the officials into event areas.
4. Next, divide them into crews (The following are minimum numbers):
  - Finish line timers (10 people) if FAT timing is used then only 2 people needed as "timers".
  - Finish place judge (8 people) if FAT timing is used then only 4 people need to place judge.
  - Marshals (2)
  - Starters and assistant (1 each)
  - Umpires (6-8)
  - Track referee (1)
  - Camera operator/reader (4)
  - Wind gauge (2)
  - Pole vault (4)

- Shot put (3)
- Long jump (3 people plus two pit rakers)
- Triple jump (3 people plus 2 pit rakers)
- High jump (3)
- Javelin (4)
- Discus and hammer (4)

5. Read out the assignments and ask the officials to meet with their Head Official for a short clinic – of about 15 or 20 minutes, if necessary.
6. Indicating where the events are held within the facility.
7. Name the Jury of Appeal.
8. Explain paper flow for the event.

**Note:**

In order to promote participation and education amongst the Age Class athletes, and to meet the practical needs of meet presentation in our province, The Athletics Alberta Board of Directors has passed a motion stating:

*"That Bantam and Pee Wee athletes will be disqualified for breaking the IAAF Rules of Competition, ONLY when an athlete gains a distinct advantage over the other competitors. If there is no advantage, and a rule is broken, the official is to caution the athlete and his/her coach at the conclusion of the event or other appropriate time. If the athlete breaks the same rule twice at the same meet, the Official may then disqualify the athlete."*

## **VII. FACILITIES AND EQUIPMENT**

### **The Facilities and Equipment Chairperson**

The Responsibilities of the Facilities and Equipment Chairperson are:

1. To ensure the facility is prepared and all equipment needs are met - including locker/shower rooms and washroom facilities if outdoors, and storage room for equipment including computer, printers, camera, etc.
2. To determine requests from the various committee chair persons those needs related directly to the meet, such as: tables, chairs, camera platform, telephones, seating, display areas, concession, public address system, power outlets, sales area, etc.
3. To submit a budget to the Meet Managers and Meet Director. The budget items should include costs related to facility rental, equipment rental (where appropriate), transportation of equipment, the communications system, meet presentation for the spectators (indicator boards, sector lines, etc.).
4. To book the facility.
5. To have any equipment needed delivered to the competition site the day before the meet (if possible) so that the equipment can be set up the evening before the meet.
6. To develop a check list of equipment needed:
  - a) Implements for throwing events – including implement verification equipment, scale, and wind gauges
  - b) Measuring tapes for jumps and throws (check out the distances that may be measured)
  - c) Timing equipment - Fully Automated Timing (FAT) camera and computer, stopwatches, Chronomix clock
  - d) Starting pistols, blanks, earplugs
  - e) Indicator boards and numbers, lap counter and bell, Chronomix Clock (clock from Athletics Alberta)
  - f) Sector tapes and distance indicators, record markers (if desired), pylons for cut-in zones
  - g) Circles for throwing and cages, if needed
  - h) Rakes, shovels, levellers, brooms, spray bottles, hoses, plasticine for the fault indicator board
  - i) Wind sock to indicate wind direction and strength.
  - j) Sand for the horizontal jumps events
  - k) Water for the steeple chase jump (plus the plug for the drain - allow two hours to fill pit)
  - l) Landing pits, cross bar, and upright standards, small step ladder, bar lifter for the vertical jumps
  - m) Bull horn for the Marshals and Starters; starter's stand
  - n) Clip boards, pencils - for all event judges
  - o) Chairs, tables - at each event area, marshalling and registration.
  - p) Hurdles (40 indoor meet, 80 outdoor Meet) starting blocks (one per lane)
  - q) Barricades for crowd control and rope and or pylons for roping off the site areas
  - r) Victory podium, flag standards (optional)

- s) Relay batons (10 maximum)
  - t) Lots of garbage cans and garbage bags in competition and spectators area!!
  - u) Adequate stand/location for camera (with tarp for outdoors)
  - v) Computers, printers, and photocopier
  - w) Seating for judges on inside of track, in line with the finish
  - x) A dolly for moving equipment and hurdle carts
  - y) Steeplechase barriers, if needed
  - z) Electrical outlets, cords
  - aa) Black Tape
7. To round up a crew of workers (Technical Movement) who will help to set up equipment and prepare event sites for the competition. The Equipment Manager should be aware of the heights and spacing for the hurdles, cut-in lanes, and specifications of throwing implements.
  8. To make sure some device (plasticine boards or a wisk broom and bottle of water to set the sand) is available to indicate the foul area in the horizontal jumping events.
  9. To ensure the facility is prepared each day for the event 1½ hours prior to its start.
  10. To direct the Technical Movement Crew throughout the event.
  11. To find people for a clean-up crew.

Other Facility and Equipment Committee Personnel:

Manager – 1      Assistants 2 to 3

### **A. Timelines and Checklist**

The Facility and Equipment Chairperson and his/her committee members start 90 days before the meet. They first make an inventory of the stadium's equipment that is available for their use, and note any repairs needed.

The stadium's list is then checked against the master inventory of equipment required to operate the meet.

Deficiencies are handled by calling on Association-owned equipment, equipment owned by other recreation departments, school boards, or by renting or buying it. A Committee member monitors each repair that is necessary.

Two to three weeks is adequate for the inventory to be completed, typed and distributed to Committee members. During the fourth week a cost estimate is drawn up for any equipment purchases, and repairs with the suppliers' names and delivery estimates.

With 60 days to go, attention is turned to the stadium facility. The survey drawing of the Track and Field installation should be obtained (generally a copy is on file with the Stadium Manager). With the survey drawing at hand, the Track and Field markings are checked for accuracy and visibility in both daylight and under the stadium lights, and omissions noted.

A suggested sequence follows

#### **Track**

- Complete tour - the border to lane 1 - in good repair?
- Complete tour - the continuous lane marking – sharply visible? Photo timing platform in correct location and accessible?
- The 100m start line - both straightaways - sharply visible identified?
  - secure fit for starting blocks in all lanes?
- The 100m finish line - both straightaways - sharply visible and identified?
  - finish posts correctly positioned?
  - finish posts sharply visible?
- The 200m start lines (stagers) - sharply visible/ Identified?
  - secure block fit in all lanes?

*(Check survey drawing for whether 100m -200m or Hurdles may start at the common finish line, in case of adverse wind conditions)*
- The 400m start lines (stagers) - sharply visible and identified?
  - secure block fit in all lanes?
- The 800m start lines - sharply visible and identified where the first two curves are run in lanes?

- The 1500m start line - sharply visible and identified?
  - The 5000m start line - at 200m start.
  - The 10,000 m start line - at 400m start.
  - The 4 x 100m, 4 x 200m, etc. Relays:
  - Exchange zone markings - sharply visible and identified?
  - 100m Hurdle event - starting line - sharply visible and identified?
    - secure fit for starting blocks in all lanes?
    - hurdle marks sharply visible and identified?
  - 110m Hurdle event - starting line sharply visible and identified?
    - secure fit for starting blocks in all lanes?
    - hurdle marks sharply visible and identified?
  - 400m Hurdle event - starts at 400m start.
    - hurdle marks sharply visible and identified?
  - See Athletics Alberta Sanction Policy for all Hurdle Specs
  - 3000m Steeplechase event - starting line sharply visible and identified?
    - 2000m Steeplechase event - hurdle marks sharply visible and identified?
    - 1500m Steeplechase event - guide line, lane 1 to edge of water jump - sharply visible? - water jump, hurdle
  - Windgauge locations
  - Starter's Stand/Tower in appropriate location for first event.
- (Refer to the IAAF Handbook for measurements)

### **List of Needed Equipment**

#### Track Events

- Fully Automatic Timing System (camera, computer), blanks, starting pistols
- Boxes of shells - 4 to 80, shield for pistol - staff of chief starter, two recall starters
- Elevated Stands -several (100m start, 200m start, finish line starts)
- Whistles - several
- Video cameras and video tapes for appeals
- Steeplechase barriers and water
- Clothing baskets
- Markers/pylons for cut-ins
- Starting blocks (8 lane track, 10 in straightaways) 8 at 100m start, 110m
- Hurdle Start
  - 8 at 400m start Total 24
  - 5 reserve, 4 for practice Total 33

#### Finish Line:

- Posts for use, 2 reserve, total 4
- Stopwatches - 24 and/or FAT (Fully Automatic Timing System), Electrical outlet(s) plus extension cord(s)
- Lap Cards - set to 24, Bell to sound beginning of final lap
- Whistle for Chief Judge
- Elevated Stand -1 or 2 depending on stadium seating
- Relay Batons -12

#### Hurdles (Non steeple):

- 8-Lane Straightaway - 80 for 8 lanes, 10 for reserve, 10 for practice Total 100.
- Hurdle Transport Vehicle(s)
  - 1 or 2. Three locations for hurdles - straightaway;
  - 200m curve and straightaway; 400m start and curve - straightaway to 200m start.
- Steeple Hurdles – 4 in excellent repair.
- Relay Judge Flags - 6 white, 6 red, size approximately 50cmx50cm
- Wind Gauges - 2 or 3 depending on meet timetable.
- Technical Measurement: location - easy access to track; sheltered from the wind; suitable tables (2); and chairs (2 or 3)

### **Field Events**

Refer to the IAAF Handbook for measurements

### Shot, Discus, Hammer

#### ***Equipment Needed:***

Implement verification device scale, implements of approved weights, measuring tapes, results display board, table and chairs.

- The hammer and discus events require an enclosure or cage.
- The hammer and shot put events require a circle 2.135m in diameter; the shot put also requires a stop board installation.
- The discus circle is 2.50m inside diameter.
- Tennis marking tapes may be coloured and laid as sector lines. Sector lines should be angled and measured under the supervision of a Technical Manager. The outer ends are flagged. Further, the sectors should be roped off at a height of 1 m, and at a minimum distance of 1.83m from the sector lines.
- Length of sector lines and signs - hammer, discus – at least 75 m. - shot put - about 25 m.

### Javelin (equipment see above)

- The throwing area and runway.
- Tennis marking tapes may be coloured and laid as sector lines.
- If throwing sectors intersect (e.g. Javelin and discus, lines should be separate colours. Ideally, they should not intersect but rather should be dismantled as soon as the event concludes).
- Length of sector lines will depend on the quality of the competition, e.g. at least 90m.
- Arc intervals will depend on the quality of the competition,
  - e.g. International (Open) Men -90-85-80-75 Women-70-65-60-55

### Pole Vault

#### ***Equipment Needed:***

- Mats, standards, measuring stick, bars, lifter, pylons, table and chairs.
- The length of runway is unlimited but it should be at least 45m (40m minimum) and should be taped.
- Check the take-off box installation for conformity to IAAF Rules.
- The landing area should measure not less than 5m x 5m.
- Mats are to be clipped together, with a cover on top
- Standards are calibrated on the ground (+0.8m depth available)

### High Jump

#### ***Equipment Needed:***

- Mats, standards, crossbar, 6 to 10m metal measuring tape, results display, table and chairs
- The length of runway is unlimited but it should be at least 18m (15m minimum).
- Take-off ground before the jump must be level, but a lateral inclination of 1:250 is permitted for synthetic fans.
- The landing area should measure not less than 5m x 3m.
- Refer to IAAF Rules for the distance between ends of crossbar, uprights
- Pits or landing area. Ideally practice pits, competition pits.

### Long Jump and Triple Jump

#### ***Equipment needed:***

- Several shovels to dig up pit
- Pit leveller
- Several rakes
- Broom to sweep runway
- Take-off boards (installed, 2 reserve).
- Plasticine for fault indicator board (several packages)
- Officials' distance markers (several)
- Results Display Board
- One Wind Gauge
- Two measuring tapes (50m and 15m)
- Table and Chair
- Water to dampen the sand
- Wind sock to indicate strength and direction of wind
- White athletic tape to tape an extra board, if required



## **VIII. MEDICAL**

### **Medical Chairperson**

The Responsibilities of the Medical Chairperson are:

1. To ensure first aid personnel are present for spectators and athletes
2. To ensure physiotherapists are present to provide services to athletes (may also be able to offer first aid services)
3. To ensure adequate medical supplies are available

Other Personnel Medical Committee could include:

Chairperson – 1                      Therapists - 2

For more information on First Aid please contact:

Sport Medicine Council of Alberta

phone: (780) 415-0812

email: smca@sportmedicinecouncilofalberta.ca

## **IX. PROMOTION AND PUBLICITY**

The duties involved with promotion can be divided into two main areas:

- a) **Media Liaison** - responsible for press releases, press kits, public service announcements, and for working with media people.
- b) **Promotional Materials Manager** - responsible for arranging t-shirts and sales, meet program, any bought advertising and posters.

*Note: The above can be handled by one or two people, depending on size and calibre of meet, and on available time of volunteers.*

### **Media Liaison**

Responsibilities of the Media Liaison:

1. Ensures the public is aware of the event through press coverage: (network news, public service announcements, press relations, media releases)
2. Co-ordinates press conference if needed
3. Ensures press receives information as efficiently as possible prior to and during the meet.
4. Develops and prints press kits which include: biographies with photos of important athletes to watch; relevant records (provincial or national or world); two lists of all competitors; one in alphabetical order and one in competition number order; up-to-date schedule of events; key to club codes
5. Operates a press centre on site and ensures that the press has all the equipment they need (e.g. phones) if a high performance meet.
6. Assists press and athletes in the interview process
7. Provides media liaison personnel to inform athletes of interview requests, to prevent press from interfering with athletes or wandering on site.

Other Personnel for Media Liaison Committee include:

Media Liaison Manager - 1                      Assistants - 2

### **Promotional Materials Manager**

Responsibilities of the Promotional Materials Manager:

1. Obtains quotes and outlines a budget and plans for a promotional campaign that may include; t-shirts, posters, meet program, bought advertising
2. Ensures the promotional campaign brings the meet to the attention of the public by using promotional graphics on all products.
3. Ensures drawings for posters, t-shirts, program cover are completed no less than two months prior to the meet and that final estimates are obtained
4. Arranges to have posters distributed at least one month prior to meet
5. Makes arrangement for t-shirt sales including:

- ordering and pricing of t-shirts
- organizing personnel to sell shirts
- obtaining tables and chairs for the sales area
- obtaining a float
- arranging advertising of t-shirt sales in Meet Program

*Note: Posters and t-shirts are optional only*

6. Coordinates and ensures the creation, printing, marking (if required), selling and/or distribution of a meet program. Programs should be ready from the printers at least three days prior to meet. Program can be as little as one page.
7. Decides with the Meet Manager whether programs are to be sold or given away
8. Ensures enough meet programs are given to the Registration Manager to include in all registration packages
9. Arranges for an insert of meet registrant/event sheets for meet program

Other Personnel for Promotional Materials Committee could include:

Manager - 1      Meet Program Assistants - 1      T-shirt Sales Assistants - 2

### **A. Meet Programs: What you should include**

- Messages from civic and or provincial dignitaries - this should be arranged three months prior to your meet.
- Sponsors' advertisements/logos/messages
- The words "Sanctioned by Athletics Alberta" at the front
- Photos of athletes who will be attending the meet
- Applicable records - provincial, national, world etc. - from Athletics Alberta
- Schedule of events
- List of other upcoming meets
- General information, such as phone numbers of track and field clubs in the area/province

### **B. Promotional Campaign Timeline and Checklist**

#### **Basic Steps:**

- Set up a workable budget.
- Set up a good series of press releases (and promotional materials if larger meet)
- Arrange proper facilities for publicity and promotion at the meet itself.

#### **Press Release and Promotional Material:**

- Set up a series of concise press releases and distribute them to the media at least once a week - no less than two weeks prior to the event.
- Provide the media with pictures of top athletes who will be competing.
- Arrange for either yourself, a member of your staff, or a top athlete to be available for interviews by the media; arrange a specific time to be available.
- If a top athlete withdraws from the meet after accepting an invitation and the press has run a story about the athlete's appearance at the meet, inform the press immediately.

#### **Publicity and Promotion at the Meet:**

- Set aside an area for members of the media and arrange for an assistant to set up interviews, forward results, supply biographies, etc.
- Do not let the press "run" your meet, but co-operation is essential.

#### **Festivities:**

- A reception, banquet or luncheon may be held after the meet for the working officials, the media, VIPs, the athletes and coaches, your committee and whoever else you would like to invite. Use tickets..



## **X. AWARDS AND PROTOCOL**

### **Awards Protocol Chairperson**

#### The Responsibilities of this Chairperson are:

1. To decide upon the awards to be given; whether they will be medals, ribbons, trophies or some other prizes.
2. To determine the number of awards required for 1st, 2nd, 3rd, and other positions if desired.
3. To determine if any outside interests have awards they may wish to donate.
4. To prepare and submit a budget for the awards committee.
5. To order the awards three months prior to the meet and after obtaining budget approval.
6. To prepare a tentative list of dignitaries to be invited to present the awards (to coincide with sponsorship).
7. To draft a letter requesting the aid of dignitaries for award presentations, also confirm replies.
8. To prepare VIP information packages.
9. To meet with the Equipment and Facilities Chairperson to discuss needs and the location of the awards presentation area. Reserve seating area for dignitaries.
10. To prepare a set routine/ceremony for the presentation of awards in conjunction with the announcer. Make the presentation as soon as the event is completed and the results are known.
11. To recruit ceremony assistants to escort award winners and presenters during the ceremony and to prepare medals.
12. To contact Athletics Canada if prize money is being awarded.

#### Possible Awards Committee Personnel could include:

Awards/Personnel Manager - 1      Ceremony Assistants - 1 to 3

#### Equipment

- awards podium - walkie talkie
- medal presentation tray
- medals (Provincial Championship medals are to be ordered from Athletics Alberta a minimum of one month before the meet.)

## **XI. ANNOUNCING**

### **The Announcer**

*Note: For more information refer to Appendix #9*

1. His/her essential job is to provide the spectators with sufficient information, and to keep athletes and officials informed.
2. Basic knowledge of track and field is an essential requirement and those presenting top meets must have expert knowledge, which includes knowledge of the rules, and an ability to assess performances and recognize leading competitors instantly.
3. The announcer must obtain from the organizers, full details of events and competitors. He/she should have access to readily available information on national/provincial records and on competing clubs, provinces or regions for match events.
4. The voice should be pleasant, clear and well modulated; and the announcer should avoid using a monotone and should not be frightened to show enthusiasm.
5. Announcers MUST refrain from speaking when field event athletes are engaged in mental preparations for their attempts. A distraction at this crucial moment could upset their concentration. Likewise the announcer should refrain from speaking when runners are under starter's orders.
6. Awards should be presented as soon as possible after the event, when no race is in progress and with full consideration given to the field competitors.
7. All announcers should have a back-up team of knowledgeable people who can provide them with accurate informative information constantly. The announcer must be able to digest this information instantly and use only what is relevant at the time. The obvious should not be stated, especially if it is something that the spectators can readily see for themselves. It is important at higher level meets, that the announcer and back-up team are judiciously selected.

8. In higher level competitions the use of two announcers. One would concentrate on field events and the other on track with perhaps a cue person controlling the entire situation. This professional set-up relieves the pressure on one person over a prolonged period and builds in necessary “recovery” times. Joint announcers are able to deal easily with lap times, possible records and provide rundowns on runners. Likewise, progress reports on the field events can be used to keep the spectators informed of “WHO” is jumping, throwing etc.
9. The announcer should refrain from telling the crowd what a great race/throw/jump they have just seen. What they want to know from you is – Who won? What was the time? How far? How high? Was it a record?
10. At major competitions use of walkie-talkie sets are essential, these should be located at all strategic points, reporting back to base in the announcer’s box. At normal competitions, a few “runners” will suffice.

### **Pre-Event Presentation**

In announcing athletes about to compete:

- a) Number, name (preferably first name and surname), club, province/ state, together with, if appropriate, a brief piece of information about the athlete, e.g. Olympic Champion.
- b) Lane order or jumping/throwing order together with qualifying conditions where appropriate.  
The above should be given in sufficient time before the start of an event and should not distract from events in progress. A pre-meet conference with leading officials, including the Starter, would help.
- c) As a general guide:
  - i) for track events, allow three minutes per event as a minimum amount of pre-presentation time;
  - ii) for pre-presentation of each field event, allow two minutes;

### **During The Event:**

- a) During races, provide lap times; name of leader with a rundown of leading runners. At non-championship meets, an indication of the pace, and whether a record is possible, adds to the atmosphere.
- b) In field events, provide end of round summaries, details of especially significant performances. Attention should be drawn to star performers before they begin their preparations to throw or jump.

### **After the Event**

- a) Winning time/performance within 60 seconds.
- b) Highlight significant performances - records, etc.
- c) Full results service. Time available will dictate the depth of such service. Also give available wind speeds, any records that may have been set, etc.
- d) Up-to-date team scores in match events given at frequent intervals.
- e) Try to combine presentation ceremonies with the results. The presentations should be as professional as possible. Promoters should plan presentations into their programmes.

## XII. HOSPITALITY

### Hospitality Manager

The Responsibilities of the Hospitality Manager are:

1. To ensure meet officials, aides, organizers, VIPs and press are provided with refreshments throughout the meet and lunches where designated.
2. To ensure the hospitality function, (i.e. serving at a designated room and on the track and infield), does not interfere with meet presentation.
3. To ensure lunches and hospitality areas are cleaned up after the event.
4. To establish a preliminary food budget.
5. To make arrangements for volunteers to act as kitchen staff.
6. To make any necessary revisions in the food budget.
7. To purchase and store food supplies - or hire food services.
8. To set up and maintain kitchen facilities.
9. To prepare meal tickets for volunteers and officials.
10. To acquire vehicles and volunteers for lunch delivery.

#### **Helpful Hints:**

- 1 litre of juice = approx. 5 drinks.
- allow for 2-3 drinks per official per day.
- 4-6 litre containers of juice are the least expensive and officials tend to prefer juice to pop.
- cut-up fruit and muffins are good for morning or evening snacks (if the meet runs late).
- It is possible to get sponsorship for meals - approach the sponsor a minimum of three months in advance.
- even if there is a lunch break, the field events may still continue, so make sure a runner takes lunch to those people.
- on a typical meet day (8:30 - 5:30) plan for: coffee and snacks in the morning, drinks served on field at approximately 10-10:30am, lunch (sandwiches/pizza), drinks at 2-2:30pm, and drinks and snacks at 4 - 4:30 pm. This can vary according to the size of the meet and the budget.

## XIII. POST-MEET REQUIREMENTS

1. All equipment gathered by the Facility/Equipment Chairperson should be returned, along with a letter of thanks within a week.
2. A copy of all results should be available shortly after the conclusion of the meet: that is within 20 to 60 minutes. Following this, and no later than three days after the competition, the results should be thoroughly checked for any errors, omissions or deletions, and a final copy prepared for sending to Athletics Alberta, and to any non- registered groups or out-of-province clubs. (This must be done within seven days if the meet is to have any validity. All results (including heats, places past the top 6, and the results of all field event rounds) should be sent out, with the scorers and recorders responsible for accuracy in the results.
3. A financial statement should be prepared, allowing no more than six weeks for all outstanding bills to be sent to the Meet Director.
4. Once the preliminary results are finished, members of the media should be allowed to take a copy. A copy of the official results should be included with each post-meet press release. In many cases, media personnel are unable to attend the actual competition. A copy of the results from important meets should be sent electronically.
5. The Meet Director should ensure that reports of all records achieved are mailed immediately to the Athletics Alberta office with the completed application form. **See Appendix #3 for Record Application**

# APPENDIX #1

## Athletics Alberta Track & Field/Cross Country Sanction Application

Please complete the following Sanction Application and return to the Athletics Alberta office by the dates indicated below.

### HOST DETAILS

1. Name of Event: \_\_\_\_\_
2. Name of Host Club: \_\_\_\_\_
3. Meet Director: \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Entries Secretary \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

### EVENT DETAILS

1. Date and (alternate) Requested: \_\_\_\_\_
2. Location of Event: \_\_\_\_\_
3. Time(s) of Event: Start \_\_\_\_\_ Finish \_\_\_\_\_
4. Age Groups for Event: \_\_\_\_\_

### **TYPE OF EVENT (check appropriate boxes)**

#### **TRACK AND FIELD (\$100)**

- Regular
- Championship
- Combined Events
- ΦLimited Competition
- ΦHigh Performance
- ΦAll Comers Event
- Series Event

#### **CROSS COUNTRY (\$50)**

- Regular
- Championship
- All Comers Event
- Series Event
- Distance(s) \_\_\_\_\_

Submit this application to the Athletics Alberta office by:

1. Indoor Track & Field: October 1<sup>st</sup> of event year
2. Outdoor Track & Field: February 1<sup>st</sup> of event year
3. Cross Country: June 1<sup>st</sup> of event year

All technical details must be submitted to the Athletics Alberta office two months prior to the event entry deadline. The sanctioning fee (\$100) for a Track and Field Meet and (\$50) for a Cross Country Meet must accompany this application for it to be processed.

#### For Office Use Only

- Date application rec'd: \_\_\_\_\_ Sanction granted
- Incomplete areas \_\_\_\_\_ Technical package rec'd
- Sanction fee rec'd  \_\_\_\_\_ In-province records
- Results rec'd  \_\_\_\_\_ Out-of-province records

Provincial Technical Officer signature \_\_\_\_\_

**Athletics Alberta**  
**11759 Groat Road, Edmonton, AB T5M 3K6**  
**Ph: 780-427-8792 Fax: 780-427-8899 email: athletics@athleticsalberta.com**

**APPENDIX #2**  
**Outdoor Specifications**

**Women**

<b>Women</b>	<b>Midget</b>	<b>Juvenile</b>	<b>Junior</b>	<b>Senior</b>	<b>Masters</b>
100m	X	X	X	X	X
200m	X	X	X	X	X
400m	X	X	X	X	X
800m	X	X	X	X	X
1500m	X	X	X	X	X
3000m	X	X	X	X	X
5000m					
10000m				X	X
Race Walk	1500m	3000m	5K	10K	ACS*
Sprint Hurdles	80m	100m	100m	100m	ACS*
Intermediate Hurdles	300m	400m	400m	400m	ACS*
Steeplechase		1500m	2000m	3000m	2000m
High Jump	X	X	X	X	X
Pole Vault	X	X	X	X	X
Long Jump	X	X	X	X	X
Triple Jump	X	X	X	X	X
Shot Put	3kg	3kg	4kg	4kg	ACS*
Discus	750g	1kg	1kg	1kg	ACS*
Javelin	500g	600g	600g	600g	ACS*
Hammer	3kg	3kg	4kg	4kg	ACS*
4x100m	X	X	X	X	X
4x400m	X	X	X	X	X
Combined Events	Pentathlon	Heptathlon	Heptathlon	Heptathlon	ACS*
PeeWee Triathlon	Speed	Stamina	Strength		
Bantam Tetrathlon	Speed	Stamina	Jumps	Throws	

ACS\* - Age Categories Specifications for Masters. Please look for the WMA specs at:  
[http://www.world-masters-athletics.org/index.php?content=laws\\_rules/appendix&title=title/appendix&bild=laws\\_rules\\_balken.jpg](http://www.world-masters-athletics.org/index.php?content=laws_rules/appendix&title=title/appendix&bild=laws_rules_balken.jpg)

## Outdoor Specifications (continued)

### Men

<b>Men</b>	<b>Midget</b>	<b>Juvenile</b>	<b>Junior</b>	<b>Senior</b>	<b>Masters</b>
100m	X	X	X	X	X
200m	X	X	X	X	X
400m	X	X	X	X	X
800m	X	X	X	X	X
1500m	X	X	X	X	X
3000m	X	X			
5000m			X	X	X
10000m				X	X
Race Walk	1500m	3000m	10K	20K	ACS*
Sprint Hurdles	100m	110m	110m	110m	ACS*
Intermediate Hurdles	300m	400m	400m	400m	ACS*
Steeplechase		1500m	2000m	3000m	3000/2000m
High Jump	X	X	X	X	X
Pole Vault	X	X	X	X	X
Long Jump	X	X	X	X	X
Triple Jump	X	X	X	X	X
Shot Put	4kg	5kg	6kg	7.26kg	ACS*
Discus	1kg	1.5kg	1.75kg	2kg	ACS*
Javelin	600g	700g	800g	800g	ACS*
Hammer	4kg	5kg	6kg	7.26kg	ACS*
4x100m	X	X	X	X	X
4x400m	X	X	X	X	X
Combined Events	Pentathlon	Octathlon	Decathlon	Decathlon	ACS*
PeeWee Triathlon	Speed	Stamina	Strength		
Bantam Tetrathlon	Speed	Stamina	Jumps	Throws	

ACS\* - Age Categories Specifications for Masters. Please look for the WMA specs at:  
[http://www.world-masters-athletics.org/index.php?content=laws\\_rules/appendix&title=title/appendix&bild=laws\\_rules\\_balken.jpg](http://www.world-masters-athletics.org/index.php?content=laws_rules/appendix&title=title/appendix&bild=laws_rules_balken.jpg)

### Cross Country Specifications

	Bantam	Midget	Juvenile	Junior	Senior	Masters
Men	2000m	4000m	6000m	8000m	10000m	8000m
Women	2000m	3000m	3000m	4000m	5000-6000m	5000m-6000m

### Road Running Specifications

	Open	Open
Men	10k Road Race	Marathon
Women	10k Road Race	Marathon

## Indoor Specifications

<b>Women</b>	<b>Midget</b>	<b>Juvenile</b>	<b>Junior</b>	<b>Senior</b>	<b>Masters</b>
60m	X	X	X	X	X
200m	X	X	X	X	X
400m	X	X	X	X	X
800m	X	X	X	X	X
1500m	X	X	X	X	X
3000m	X	X	X	X	X
Race Walk	1500m	3000m	3000m	3000m	3000m
Sprint Hurdles	60m	60m	60m	60m	60m
High Jump	X	X	X	X	X
Pole Vault	X	X	X	X	X
Long Jump	X	X	X	X	X
Triple Jump	X	X	X	X	X
Shot Put	3kg	3kg	4kg	4kg	ACS*
Weight Throw	16lb	16lb	20lb	20lb	ACS*
4x200m	X	X	X	X	X
4x400m	X	X	X	X	X
Combined Events	Pentathlon	Pentathlon	Pentathlon	Pentathlon	Pentathlon
PeeWee Triathlon	Speed	Stamina	Strength		
Bantam Tetrathlon	Speed	Stamina	Jumps		

<b>Men</b>	<b>Midget</b>	<b>Juvenile</b>	<b>Junior</b>	<b>Senior</b>	<b>Masters</b>
60m	X	X	X	X	X
200m	X	X	X	X	X
400m	X	X	X	X	X
800m	X	X	X	X	X
1500m	X	X	X	X	X
3000m	X	X	X	X	X
Race Walk	1500m	3000m	5000m	5000m	5000m
Sprint Hurdles	60m	60m	60m	60m	60m
High Jump	X	X	X	X	X
Pole Vault	X	X	X	X	X
Long Jump	X	X	X	X	X
Triple Jump	X	X	X	X	X
Shot Put	4kg	5kg	6kg	7.26kg	ACS*
Weight Throw	20lb	20lb	25lb	35lb	ACS*
4x200m	X	X	X	X	X
4x400m	X	X	X	X	X
Combined Events	Pentathlon	Pentathlon	Pentathlon	Pentathlon	Pentathlon
PeeWee Triathlon	Speed	Stamina	Strength		
Bantam Tetrathlon	Speed	Stamina	Jumps		

ACS\* - Age Categories Specifications for Masters. Please look for the WMA specs at:  
[http://www.world-masters-athletics.org/index.php?content=laws\\_rules/appendix&title=title/appendix&bild=laws\\_rules\\_balken.jpg](http://www.world-masters-athletics.org/index.php?content=laws_rules/appendix&title=title/appendix&bild=laws_rules_balken.jpg)

## Hurdle Specifications

### Outdoor

	Distance	Number	Height	To 1st Hurdle	Distance Between
<b>Bantam Girls</b>	80m	8	.76m/30"	12.00m	7.50m
<b>Midget Girls</b>	80m	8	.76m/30"	12.00m	8.00m
<b>Juvenile Girls</b>	100m	10	.76m/30"	13.00m	8.50m
<b>Junior Women</b>	100m	10	.84m/33"	13.00m	8.50m
<b>Senior Women</b>	100m	10	.84m/33"	13.00m	8.50m
<b>Midget Girls</b>	300m	7	.76m/30"	50.00m	35.00m
<b>Juvenile Girls</b>	400m	10	.76m/30"	45.00m	35.00m
<b>Junior Women</b>	400m	10	.76m/30"	45.00m	35.00m
<b>Senior Women</b>	400m	10	.76m/30"	45.00m	35.00m
	Steeplechase		.76m/30"		
<b>Bantam Boys</b>	80m	8	.76m/30"	12.00m	7.50m
<b>Midget Boys</b>	100m	10	.91m/36"	13.00m	8.50m
<b>Juvenile Boys</b>	110m	10	.91m/36"	13.72m	9.14m
<b>Junior Men</b>	110m	10	.99m/39"	13.72m	9.14m
<b>Senior Men</b>	110m	10	1.07m/42" "	13.72m	9.14m
<b>Midget Boys</b>	300m	7	.84m/33"	50.00m	35.00m
<b>Juvenile Boys</b>	400m	10	.84m/33"	45.00m	35.00m
<b>Junior Men</b>	400m	10	.91m/36"	45.00m	35.00m
<b>Senior Men</b>	400m	10	.91m/36"	45.00m	35.00m
	Steeplechase		.91m/36"		

### Indoor

	Distance	Number	Height	To 1st Hurdle	Distance Between
<b>Bantam Girls</b>	60m	5	.76m/30"	12.00m	7.50m
<b>Midget Girls</b>	60m	5	.76m/30"	12.00m	8.00m
<b>Juvenile Girls</b>	60m	5	.76m/30"	13.00m	8.50m
<b>Junior Women</b>	60m	5	.84m/33"	13.00m	8.50m
<b>Senior Women</b>	60m	5	.84m/33"	13.00m	8.50m
<b>Bantam Boys</b>	60m	5	.76m/30"	12.00m	7.50m
<b>Midget Boys</b>	60m	5	.91m/36"	13.00m	8.50m
<b>Juvenile Boys</b>	60m	5	.91m/36"	13.72m	9.14m
<b>Junior Men</b>	60m	5	.99m/39"	13.72m	9.14m
<b>Senior Men</b>	60m	5	1.07m/42" "	13.72m	9.14m



### Throws Specifications

	Shot Put	Discus	Hammer	Javelin	Weight Throw	Ball Throw
<b>PeeWee Girls</b>	2kg	600g	2kg	400g		12" circ.
<b>Bantam Girls</b>	6lb	600g	2kg	500g		12" circ.
<b>Midget Girls</b>	3kg	750g	3kg	500g	16lb	
<b>Juvenile Girls</b>	3kg	1.00kg	3kg	600g	16lb	
<b>Junior Women</b>	4kg	1.00kg	4kg	600g	20lb	
<b>Senior Women</b>	4kg	1.00kg	4kg	600g	20lb	
<b>PeeWee Boys</b>	2kg	600g	2kg	500g		12" circ.
<b>Bantam Boys</b>	3kg	750g	3kg	500g		12" circ.
<b>Midget Boys</b>	4kg	1.00kg	4kg	600g	20lb	
<b>Juvenile Boys</b>	5kg	1.50kg	5kg	700g	20lb	
<b>Junior Men</b>	6kg	1.75kg	6kg	800g	25lb	
<b>Senior Men</b>	7.26kg	2.00kg	7.26kg	800g	35lb	

### Outdoor Combined Events Specifications

<b>Senior/Masters/Junior Men</b>	Decathlon	Day 1-100m-Long Jump-Shot Put-High Jump-400m Day 2- 110m Hurdles-Discus-Pole Vault-Javelin-1500m
<b>Senior/Masters Junior/Women</b>	Heptathlon	Day 1 - 100m Hurdles-High Jump-Shot Put-200m Day 2 - Long Jump-Javelin-800m
<b>Juvenile Women</b>	Heptathlon	Day 1 - 100m Hurdles-High Jump-Shot Put-200m Day 2 - Long Jump-Javelin-800m
<b>Juvenile Men</b>	Octathlon	Day 1 - 100m-Long Jump-Shot Put-400m Day 2 - 110m Hurdles-High Jump-Javelin-1000m
<b>Midget Boys</b>	Pentathlon	100m-Long Jump-Shot Put-High Jump-1000m
<b>Midget Girls</b>	Pentathlon	100m-High Jump-Shot Put-Long Jump-800m
<b>Bantam Boys/Girls</b>	Tetrathlon	<b>Speed</b> - 100m-Long Jump-Shot Put-200m
		<b>Stamina</b> - Long Jump-200m-Ball Throw-800m
		<b>Jumps</b> - 80m Hurdles-Long Jump-High jump-100m
		<b>Throws</b> - 100m-Shot put-Javelin-Discus
<b>PeeWee Boys/Girls</b>	Triathlon	<b>Speed</b> - 100m-Shot Put-Long Jump
		<b>Stamina</b> - 100m-Ball Throw-800m
		<b>Strength</b> - Long Jump-Shot Put-High Jump

### Indoor Combined Events Specifications

<b>Senior/Masters/Junior/Juvenile Men</b>	Pentathlon	60m Hurdles-Long Jump-Shot Put-High Jump-1000m
<b>Senior/Masters/Junior/Juvenile Women</b>	Pentathlon	60m Hurdles-High Jump-Shot Put-Long Jump-800m
<b>Midget Boys</b>	Pentathlon	60m-Long Jump-Shot Put-High Jump-1000m
<b>Midget Girls</b>	Pentathlon	60m-High Jump-Shot Put-Long Jump-800m
<b>Bantam Boys/Girls</b>	Tetrathlon	<b>Speed</b> - 60m-Long Jump-Shot Put-200m
		<b>Stamina</b> - Long Jump-60m-Shot Put-800m
		<b>Jumps</b> - 60m Hurdles-Long Jump-Shot Put-High Jump
<b>PeeWee Boys/Girls</b>	Triathlon	<b>Speed</b> - 60m-Long Jump-Shot Put
		<b>Stamina</b> - Long Jump-Shot Put-800m
		<b>Strength</b> - Shot Put-60m-High Jump

## APPENDIX #3

### Alberta Indoor/Outdoor Record Application

Send To: Provincial Technical Officer, ATHLETICS ALBERTA  
11759 Groat Road, Edmonton, Alberta, T5M 3K6  
TEL: 780-427-8792 FAX: 780-427-8899

**APPLICATION IS HEREBY MADE FOR A PROVINCIAL RECORD, IN SUPPORT OF WHICH THE FOLLOWING INFORMATION IS SUBMITTED: **\*\***(Please type or use block capitals)**

**Event Information:**

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Venue: \_\_\_\_\_ Town/City: \_\_\_\_\_

**Athlete Information:**

Full Name of Competitor: \_\_\_\_\_ Gender: \_\_\_\_\_

Full Address: \_\_\_\_\_

Date of Birth (D/M/Y): \_\_\_\_\_ Athletics Alberta #: \_\_\_\_\_ Club: \_\_\_\_\_

**Record Claimed:**

Event: \_\_\_\_\_ Indoor/Outdoor: \_\_\_\_\_

Age Group: \_\_\_\_\_ Performance: \_\_\_\_\_

Weight of Implement: \_\_\_\_\_ Wind Details: \_\_\_\_\_

\*Wind Gauge reading conforming to IAAF rules is necessary for all events, 200m and under, Long Jump and Triple Jump  
(For relay events, the full names of all team members are required (in order of running):

**Declaration (EQUIPMENT OFFICER) {if applicable}**

I Hereby certify that the implement used in the record claimed was examined by me after the performance and conforms exactly with the relevant Athletics Canada and I.A.A.F. Rules.

I further certify that the implement used was manufactured by: \_\_\_\_\_ Model which is freely available worldwide.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

**Declaration (FIELD JUDGE) {if applicable}**

I hereby certify that the measurement stated opposite our respective signatures is exact as measured in accordance with Athletics Canada and I.A.A.F. Rules. I also certify that the circle or runway complied with Athletics Canada and I.A.A.F specifications.

\_\_\_\_\_  
(Distance or height)

\_\_\_\_\_  
(Name of Field Judge)

\_\_\_\_\_  
(Signature)

**Declaration (SURVEYOR) {if applicable}**

I hereby certify that the facilities used were in conformity with IAAF Rules

\_\_\_\_\_  
(Name of Surveyor)

\_\_\_\_\_  
(Signature)

**WIND GAUGE (LJ, TJ, 200m and under ONLY)**

Wind speed in the direction of running: \_\_\_\_\_

\_\_\_\_\_  
(Name of Operator)

\_\_\_\_\_  
(Signature)

**DOPING CONTROL** (if in effect at competition)

I, as certified Doping Control Officer for the event, certify that a sample for dope testing was obtained from the above mentioned athlete in my presence and dispatched to the following laboratory:

\_\_\_\_\_  
(Laboratory)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

**RESULT OF COMPETITION**

Submit a copy of the result with the application.

**Declaration by the Referee**

I hereby certify that all the information recorded on this form is accurate, that the officials conducting the Meeting were duly qualified and that the appropriate Athletics Canada and I.A.A.F. Rules of Competition were complied with.

\_\_\_\_\_  
(Name of Referee)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**THE FOLLOWING MUST BE ENCLOSED WITH THIS APPLICATION:**

A copy of the Results, the Surveyor's Certificate, and Athlete's Birth Certificate (for Junior Record)

**ADDITIONAL INFORMATION DESIRED FOR HISTORICAL PURPOSES: (OPTIONAL)**

Weather Conditions: \_\_\_\_\_

Press Cuttings, if available, photograph of the athlete

Type/Condition of throwing surface, runway, or track

-----  
**For Office Use Only:**

Verified     Updated     Certificate     Letter

**Athletics Alberta/Athletics Canada Approval**

\_\_\_\_\_  
(Provincial Technical Officer Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## APPENDIX #4

### Pre-Meet Organization

Athletics Alberta has found that meets requiring heats or rounds appeal only to the devoted fan and should be promoted as such. A tight two or three hours of finals is most appealing to the spectator. The third column includes those meets which have major spectator appeal.

ACTIVITY	TIMING ALLCOMERS	TIMING CHAMPIONSHIPS	TIMING WORLD-CLASS MEETS
Establish date	6-12 months before	9-12 months before	1-2 years before
Apply for sanction (to be tied in with Fixtures Committee)	6-12 months before	9-12 months before	2 years before
Sponsorship	12 months before	12 months before	1-2 years before
Arrange facilities	3 months before	9-12 months before	2 years before
Line up officials	1 month before	3 months before	9 months before
Arrange financing	N/A	3 months before	6-9 months before
Line up equipment	2 months before	3 months before	6-9 months before
First Aid requirements	1 week before	3 months before	6-9 months before
Physiotherapy	N/A	3 months before	6-9 months before
Food Sale at meet	N/A	2 months before	3-6 months before
Reserve Special Events Caravan, i.e., "Five Alive", "Second Cup" Etc.	N/A	1 year	1 year
Receptions/Banquet	N/A	3 months/NA	6 months before
Athlete Accommodation	N/A	4-6 months before	6-9 months before
Meet Hotel	N/A	4-6 months before	12 months before
Tech Package to Athletics Alberta	N/A	2 months before	2 months or invitation
Receive Entries	At meet	1-2 weeks before	2 weeks before
Meet Statistician	N/A	3 months before	3-6 months before
Seed Entries	At meet	2-3 days before	2 weeks before
Sale of entry tickets (attraction offices)	N/A usually	N/A	2 months before
Print Program	Photocopy posted	1 week before	2 weeks before
Sell advertising in program	N/A	3-6 months before	6-9 months before
Arrange publicity	1 week before start	1 month before start	1 year before
Survey Facilities	Beginning of season	3 months before	3 months before
Reserve Equipment with Athletics Alberta	Beginning of season	6 months before	6 months before
Reserve Photo Finish Operators	Beginning of season	6 months before	6 months before
Weigh Implements	At meet	At meet	1 day before
Purchase Awards	*Beginning of season	2 months before	2 months before

## APPENDIX # 5

### Check Lists for Meet Directors

**TECHNICAL  
OFFICIALS  
RESULTS**

#### **Technical Equipment**

<b><u>Track</u></b>	<b><u>Field</u></b>
Starting Blocks	Rakes, Shovels
Lane Indicators	Measuring Tapes
Starter's Stand	Performance Indicator Boards
Starter's Pistol	Spare Take Off Boards
Blank Ammunition	Sand
Hurdle Carts	Cross Bar Raisers (P.V.)
Pylons (S/C & Cutdown)	Distance Markers (Throws)
Lap Counter	Spare Toe Board (Shot Put)
Bell	Hammer Circle Insert
Hurdles	Throwing Cage
Steeplechase Barriers	Squeegees, Brooms, Towels
Clothing Baskets	Tables and Chairs
Squeegees	Water Source & Hose (Horizontal jump pits)
Water Source & Hose (SIC pit)	H.J. & P.V. Pits and Covers
	H.J. & P.V. Standards and Cross Bars
	Throwing Implements including age group implements
<b><u>Officials' Requirements</u></b>	Implement Verification Equipment
FAT Camera and Computer	
Power Source, Electrical cords and Connections	<b><u>Results/Registration Area</u></b>
Tables and Chairs	Computer and Printer
IAAF Rule Books	Masking Tape
Office Supplies (Pens, Pencils)	White Out
Report Forms (Lap Scoring, Judging and Timing)	Receipt book
Multiple Events Scoring Sheets and Scoring Tables	Photo Copier
Photo Finish Report	Paper
Start Lists (Event Forms) Track, K=Distance, Starting Heights	Pens, Pencils, Erasers, Pencil Sharpener
Umpire Report Forms & Umpire Flash Cards	Schedules, Programs
Record Application Forms	Scissors
Suitable platform for camera placement	Stapler, Staples, Paper Clips
Auxiliary Lighting if required	Elastic Bands
Black Tape for Finish Line & Lane definition	Tables and Chairs
Stop Watches and Charging Equipment	Markers
Wind Reading Report-Sprints, Horizontal Jumps	Competitor Numbers & Pins
Clip Boards	
Whistles	<b><u>Miscellaneous</u></b>
Chronomix clock	Video camera and video tapes
	First Aid Kit
	Sound System
	Medals & Ribbons
	Garbage Cans & Bags
	Ice

## APPENDIX #6

### Drafting the Meet Schedule

To draft a final meet schedule that indicates the actual start time for races you will need to have the following information:

- a) the number of competitors in the event (taken from the events list developed from the entry forms)
- b) the number of lanes available for races that must be run in lanes (usually 4, 6, or 8 lanes available)
- c) a track and a field scheduling form
- d) a tentative schedule or the order of events
- e) event scheduling timetable (see next page).

#### **Event Schedule**

Once the above information and forms are gathered, work through the event scheduling form using the event scheduling timetable and the numbers of entries per event. See the Appendix for Meet Schedule Examples.

#### *A. Methods of Advancing From Heats to Semis to Finals:*

The objective is to ensure that the best athletes advance to the final. As well, credit should be given to those who win their heats, and semis. A combination of the winners plus the next fastest times, is usually the best method for advancement. Always keep in mind what is best for the athletes, that is heats, semis and finals for midget 200m are not recommended.

1. As an example, if the Midget girls 60 metre has 29 entries and eight lanes are available, four heats are required. After the heats approximately one half of the athletes should be eliminated. Therefore, two semi-finals would cover the 16 athletes remaining.

The top three finishers in each heat, plus the next four fastest times would go to two semi-finals (4 heats x 3 winners =12 athletes plus 4 next fastest times =16 semi-finalists). Similarly, the top four finishers in each semi would advance to the final (2 semis x 4 winners =8 finalists for 8 lanes).

2. For races not run in lanes (800m to 3000m) a maximum of 10 to 15 runners is usually the cut-off limit before a race organizer would consider going to timed section finals. In timed section finals all athletes for the same event in an age group race would run against the clock. Final placings are determined by times in all the races.
3. For races longer than 3000m, all contestants in an age group should run at the same time. Keep in mind that an excessive number of competitors, may cause lap scoring problems for the officials.
4. In throwing and jumps for distance events, the IAAF Rules states that, everyone is allowed three trials, after which the top eight competitors are allowed an additional three trials: If you plan to offer fewer trials, you must indicate that in your technical package. You should include some time in your scheduling process for the official to determine the top eight competitors (usually five minutes). Consider the following example and consult the field event scheduling form.

Midget boys Shot Put =15 entries. Allow 1 - 1.5 minutes/throw; allow 20-30 minutes prior to start time for warm up, therefore 15 athletes x 3 throws x 1.5 minutes = 67.5 minutes for the first 3 throws. Allow 5 minutes to select the top 8 throwers for the final 3 rounds or trials. Then 8 athletes x 3 throws x 1.5 minute = 36 minutes. The total event time =1.75 - 2 hours. On the scheduling form, under time per trial, enter 1.5 minutes; under the number of flights enter 1; under time per flight enter 67.5; under warm-up time per flight enter 15 to 30 minutes; under the total time flights enter 15 = 67.5; under final warm-up time enter nil; under final time enter 8 x 3 x 1.5 = 36; under admin. time enter nil (0), under total time enter 15 (30) + 67.5 + 5 + 36 =123.5 minutes or 1.75 - 2 hours.

## B. Event Scheduling Timetable:

### **Time Per Race:**

50 metres	2.5 minutes
100 metres	2.5 minutes
200 metres	3 minutes
400 metres	3 minutes
800 metres	5 minutes
1 500 metres	10 minutes
3 000 metres	15 minutes
5 000 metres	25 minutes
10 000 metres	45 minutes

### **Relays:**

4 x 100	5 minutes
4 x 400	8 minutes

### **Jumps:**

(Time per jump)

Long Jump	1.5 minutes
Triple Jump	1.5 minutes
High Jump	1.5 minutes
Pole Vault	2-4-6 minutes

### **Throws:**

(Time per throw)

Shot Put	1.5 minutes
Discus	1.5 minutes
Javelin	1.5 minutes
Hammer	1.5 minutes

(IAAF: when two or three vaulters remain, each competitor has two minutes in which to jump. When one competitor remains, this time is extended to five minutes.

### **Combined Events:**

Competitors are allowed a minimum of 30 minutes between the time one event ends and the next begins. The Combined Events Referee decides on the time between events. The Referee is in charge of determining how the events progress. *See IAAF Handbook for more information.*

### **Flights:**

If there are more than 16 competitors in either a throws or a horizontal jumps event, the field should be broken into two or more flights so that athletes do not have excessively long waits between jumps or throws in the first three rounds. In terms of scheduling, allow 10-20 minutes for warm up between the flights and 10-15 minutes for warm-up prior to the final three rounds. It is recommended that the top seeded jumpers or throwers are placed in the second flight. An example follows:

### **Midget Mens' Long Jump - 30 entries**

1. Break into 2 flights of 15 each
2. Time/flight =  $15 \times 3 \text{ jumps} \times 1 \frac{1}{2} \text{ minutes} = 67 \frac{1}{2} \text{ minutes}$
3. Warm up time/flight = 15 or 30 minutes
4. Total time for the flights =  $2 \times 67 \frac{1}{2} + 2 \times 15 = 135 + 30 = 165 \text{ minutes}$
5. Final warm up time = 10 minutes
6. Final 3 rounds =  $8 \times 3 \times 1 \frac{1}{2} = 36 \text{ minutes}$
7. Administration time = 5 minutes
8. Total event time = total time of flights + final warm up time + final 3 rounds + administration time =  $165 + 10 + 36 + 5 = 216 \text{ minutes}$  or approximately 3 hours and 36 minutes.

**C. A Method of Seeding Heats by Performance:**

*NOTE: In making up the event sheets for the track events you must consider the seed performances that each athlete may have submitted.. In order that the best athletes advance to the finals you will want to arrange or seed the heats so that the best athletes are not all in one or two heat. The heats should be seeded so that the best athletes are able to advance to the finals according to the method of advancement determined prior to the start of the meet. You should also consider spreading out athletes from other clubs/provinces.*

1. In the first qualifying round competitors shall be placed in heats in the order of seeding in a zigzag distribution, e.g. three heats will consist of the following seeding:

<b>Heat</b>	<b>Seeding Distribution</b>							
A	1	6	7	12	13	18	19	24
B	2	5	8	11	14	17	20	23
C	3	4	9	10	15	16	21	22

*The order of running heats A, B, C shall be drawn.*

After the quarterfinal round the competitors shall be placed in heats of the semi-final round according to their placing and times in the previous round. For this purpose, competitors shall be ranked as follows:

1. Fastest heat winner
  2. 2nd fastest heat winner
  3. 3rd fastest heat winner, etc.
  - . Fastest 2nd place
  - . 2nd fastest 2nd place
  - . 3rd fastest 2nd place, etc.
- (Concluding with) Fastest time qualifier, 2nd fastest time qualifier, 3rd fastest time qualifier, etc.

The competitors shall then be placed in heats in the order of seeding in a zigzag distribution. The order of running heats A, B, C shall be drawn.

2. Prior to the seeding of competitors in events of 400 metres or less hand times shall be converted to the electronic equivalent in the following manner:  
Outdoor and indoor events of 300m or less (including hurdles) - add 0.24 seconds.  
Outdoor and indoor events of 400m (including hurdles) - add 0.14 seconds.
3. To place athletes in the top one or two sections of any event that is conducted in the form of timed section, actual valid performances achieved during the current season should be used in all cases except for relays and timed finals arising from qualifying rounds.
4. Timed section finals shall be scheduled in such a way that the section with the slowest seeded competitors is conducted first and the section with the fastest seeded competitors is conducted last.
5. Unless a proper re-seeding of heats can be effected, all late entries accepted by the Meet Director (at his/her discretion, if this is stated on the technical package) shall be placed into an additional heat, with competitors capable of advancing only by virtue of their times.
6. In preliminary rounds all heats in any one category shall use the same method of starting. In competitions where heats lead to a final (on an 8-lane track), the final shall be conducted as recommended in the IAAF Handbook.



## D. Advancement Procedure

### 1. Senior-Junior Outdoor Provincial Championships

Men & Women: 100m, 200m, 400m, 100mH, 110mH (See Table A)

All other track events - Straight Finals or Timed Section Finals

### 2. Midget-Juvenile Outdoor Provincial Championships

Boys & Girls: 100m, 200m, 400m, 80mH, 100mH, 110mH (See Table A)

All other track events - Straight Finals or Timed Section Finals.

### 3. Indoor Provincial Championships

Male & Female: 60m, 200m, 400m, 60mH, (See Table A)

All other track events - Straight Finals or Timed Section Finals.

National Events refer to the IAAF Handbook for Advancement Procedures.

TABLE A

# on Start List	QF Heats	Qualify to SF*	SF Heats	Qualify to F*
<b>8 lane track:</b>				
9-16	-	-	2	3 + 2
17-24	-	-	3	2 + 2
25-32	4	3 + 4	2	4 + 0
33-40	5	2 + 6	2	4 + 0
41-48	6	2 + 4	2	4 + 0
49-56	7	3 + 3	3	2 + 2
57-64	8	2 + 6	3	2 + 2
<b>7 lane track:</b>				
8-14	-	-	2	3 + 1
15-21	-	-	3	2 + 1
22-28	4	3 + 2	2	3 + 1
29-35	5	2 + 4	2	3 + 1
36-42	6	2 + 2	2	3 + 1
43-49	7	2 + 7	3	2 + 1
50-56	8	2 + 5	3	2 + 1
57-63	9	2 + 3	3	2 + 1
64-70	10	2 + 1	3	2 + 1
<b>6 lane track:</b>				
7-12	-	-	2	2 + 2
13-18	-	-	3	1 + 3
19-24	4	2 + 4	2	3 + 0
25-30	5	2 + 2	2	3 + 0
31-36	6	2 + 6	3	2 + 0
37-42	7	2 + 4	3	2 + 0
43-48	8	2 + 2	3	2 + 0
49-54	9	1 + 9	3	2 + 0
55-60	10	1 + 8	3	2 + 0
61-66	11	1 + 7	3	2 + 0
67-72	12	1 + 6	3	2 + 0

\*First number indicates the number of competitors qualifying in each heat by place; the second number refers to the additional number from all heats qualifying by time.

“Ties shall be resolved as follows:

In determining whether there has been a tie in any round for a qualifying position in the next round based on time, the Chief Photo Finish Judge shall consider the actual time recorded by the competitors to 1/1000<sup>th</sup> of a second. If it is determined that there has been a tie, the tying competitors shall be placed in the next round or, if that is not practicable, lots shall be drawn to determine who shall be placed in the next round. In the case of a tie for first place in any final, the Referee is empowered to decide whether it is practicable to arrange for the competitors so tying to compete again. If he decides it is not, the result will stand. Ties in other placing shall remain.” (IAAF Handbook, Rule 167)

### E. Drawing for Lanes

A draw shall take place for all lanes or starting positions with exceptions as noted below. When there are preliminary rounds of a race the lanes shall be drawn as follows:

- a) in the first round, each competitor will draw for lane order
- b) for the following rounds, two draws will be made:

<b>No. Lanes</b>	<b>Time of Competitor to First round</b>	<b>Draw for Lanes (Outdoor)</b>
<b>8</b>	Amongst best 4	3, 4, 5 and 6
	Amongst slowest 4	1, 2, 7 and 8
<b>7</b>	Amongst best 3	3, 4 and 5
	Amongst slowest 4	1, 2, 6 and 7
<b>6</b>	Amongst best 3	2, 3 and 4 (for 400mH: 3, 4 and 5)
	Amongst slowest 3	1, 5 and 6 (for 400mH: 1, 2 and 6)

### Vacant Lanes: Indoor Competitions

- a) In the indoor 200m (all age categories) and indoor 400m (Junior and Senior) events lane 1 shall be kept vacant on a 4-lane or 6-lane banked track for the top two seeded sections.
- b) If the same events (as in A) are conducted on a 4-lane or 6-lane non-banked track, lanes 1 and 2 shall be kept vacant for the top two sections.

### **Example of a Two Day Schedule (Note: For One Age Class Only)**

#### **DAY ONE**

<b>Morning Session:</b>	
<b>Track</b>	<b>Field</b>
10,000m all	Long Jump
100m eliminations	Shot Put
400m eliminations	Javelin
100m/110m Hurdles	
<b>Afternoon Session</b>	
<b>Track</b>	<b>Field</b>
100m finals *	Long Jump
400m TSF	Shot Put
1500m TSF	Javelin
4 x 100m relays	Pole Vault

\* For the 50m, 100m, and the 200m, run semi-finals only if there is a large number of entries in the elimination rounds. If there is a large entry, run 100m finals between 400m and 1500m Timed Section Final.

#### **DAY TWO**

<b>Morning Session:</b>	
<b>Track</b>	<b>Field</b>
3,000m finals	Hammer Throw
5,000m finals	Triple Jump
200m eliminations	Discus
800m TSF	High Jump
<b>Afternoon Session:</b>	
<b>Track</b>	<b>Field</b>
400m Hurdles	Triple
Steeplechase	Discus
200m finals * (all groups)	High Jump
4x400m Relays	

## **APPENDIX #7:**

### **Results Preparation Guide**

Meet results are an important aspect of the history of our sport and as such should be prepared in a standardized format that includes all relevant information.

- A. All results must be typed and include a title page containing the following:
- i. the full name of the competition
  - ii. the date(s) of the competition
  - iii. the exact location and city of the competition
  - iv. the name, address and phone number of the Meet Director.
  - v. the weather conditions
  - vi. the type of timing equipment used

If the competition is conducted over a period of more than one day it should be noted on which day the event was held.

B. The results of all events, qualifying and finals, should be in correct sequence: by age groups; women's events first, followed by the men's, in the order indicated below:

- 100m through 10, 000m run;
- 100/110m hurdles; 400m hurdles; Steeplechase; Walks; Relays;
- High Jump; Pole Vault; Long Jump; Triple Jump;
- Shot Put, Discus, Hammer, Javelin;
- Combined Events (include breakdown of all individual events)

The results of heats and qualifying rounds must be included and should be placed immediately before or after the respective finals.

C. The full name of the athlete with surname capitalized.

D. The year of birth of the athlete (the final two digits of the year placed in brackets following the athlete's name).

E. The athlete's club in code form. If the athlete is from outside Alberta, the provincial (or national) code must precede the club code. Provincial and Territorial codes are as follows: BC, AB, SK, MN, ON, QC, NB, NS, NL, PEI, NWT, YT and NU. National codes should be the same as those used by the IAAF (e.g. USA, GBR). A list of the standard club codes may be obtained from the Athletics Alberta Directory.

F. If hand times are used record to the nearest 1/10<sup>th</sup> and indicate in results with "h". i.e. 10.3h

G. Wind readings for all sprints (100m, 200m), sprint hurdles (80mH, 100mH, 110mH) and horizontal jumps (LJ and TJ) in both individual and combined events. If the readings do not refer to metres per second (mps) the unit must be indicated. Readings with only a fraction of a metre per second of wind should show the digit "0" before the decimal (e.g. "Plus 0.1"). "Plus" or "minus" is preferable to "+" or "-".

H. In the jumps and throws a full recording of the competition, i.e. successful attempts, passes, failures at each height or the series of throws or jumps for each competitor is preferable to listing only the best performance of each athlete. In the long and triple jumps it is mandatory, where the full series of jumps and wind readings is not recorded, that both the best jump and the best legal jump (under 2.0 mps) be included in the results.

I. The highlighting of all records by means of asterisks and footnotes.

J. All non-finishers and, if possible, all non-starters.

K. All disqualified athletes.

L. The names of all relay runners.

Heats and timed sections should be distinguished. Heats refer to qualifying rounds; sections refer to 2 or more races in an event in which times will determine placing. To avoid confusion it is preferable to name qualifying rounds as "semi-finals" and the earlier qualifying rounds, where contested as "quarter-finals".

Results prepared during a competition may not meet the above standards and cannot therefore be issued as "official". It is the meet director's responsibility to verify all results by checking against the original judges' sheets and to re-arrange the results so that they follow the accepted format. After ensuring that all results are complete and accurate they should be distributed as prescribed by Athletics Alberta. All original result sheets and photo finish pictures must be sent to the Athletics Alberta office for filing.

The sample layout which follows, should be consulted by Meet Directors and Results Recorders when preparing meet results.

<b>Commonly Used Abbreviations:</b>	
<b>DNF</b>	<b>Did not finish</b>
<b>NT</b>	<b>No Time</b>
<b>DNS</b>	<b>Did not start</b>
<b>NH</b>	<b>No height</b>
<b>F</b>	<b>No successful jump</b>
<b>DQ</b>	<b>Disqualified</b>
<b>H</b>	<b>Hand time</b>

### **Sample Layouts of Correct Result Compilation**

<b>WOMEN'S 100M</b>		
Final (b) Wind: Plus 0.08 mps		
1. Susan TAYLOR (58)	AB-CAP	11.32
2. Joyce BROTHERS (63)	MA-	11.84
3. Susan DURANTE (63)	QC-SPAR	12.04
4. Katie ANDERS (68)	AB-CS	12.16
5. Julie THOMAS (67)	AB-EOC	12.26
6. Diana CLARKE	BC-VOC	12.28
7. Karen BOLE (61)	ON-LW	12.44
8. Julie ROCHE (64)	QC-MINT	NT
Semi-Final 1 (a) Wind: Minus 3.16		
1. Susan TAYLOR (58)	AB-CAP	11.99
2. Kale ANDERS (68)	AB-CS	12.31
3. Julie THOMAS (67)	AB-EOC	12.44
4. Lynne BROWN (60)	AB-CTB	12.50
5. Angela PIPPS (64)	AB-EH	12.72
6. Alison DUNLOP (65)	AB-CTW	12.95
7. Shelley RUCK (65)	AB-UNA	13.19
Semi-Final 2 (a) Wind: Plus 1.21		
1. Joyce BROTHERS (63)	MA	11.84
2. Susan DURANTE (63)	QC-SPAR	12.10
3. Diana CLARKE	BC-VOC	12.16
4. Karen BOLE (61)	ON-LW	12.34
5. Julie ROCHE (64)	QC-MINT	12.37
6. Carol GALLOWAY (64)	AB-CTW	NT

(a) and (b) refer to the day the event was held. (a) Saturday and (b) Sunday

<b>WOMEN'S HIGH JUMP (b Sunday)</b>										
		1.60	1.65	1.70	1.75	1.79	1.83	1.87	1.92	Best
1. Debbie BRILL	BC	P	P	P	0	0	0	0	XXX	1.87
2. Julie WHITE(60)	ON-UTTC	P	P	0	0	0	0	XXX		1.83
2. Bridgitte RIED(55)	ON-0	P	P	0	0	0	0	XXX		1.83
4. L. McCURDY(63)	ON-SWKC P	P	P	0	XX0	XX0	XXX			1.79
5. A. ARMSTRONG	AB-LED	P	P	X0	0	XXX				1.75
5. Kathy MURPHY(65)	ON-KAN	P	X0		0	XXX				1.75
7. Kana ESSIG(58)	MA-FM	0	0	0	X0	XXX				1.75
8. Leslie ESTWICK	ON-KW	P	P	0	XX0	XXX				1.75
9. B.OTTENHOF	AB-CS	0	0	0	XXX					1.70

<b>BANTAM GIRLS LONG JUMP (b Sunday)</b>								
		1	2	3	4	5	6	Best
1. Lisa HUGHES (69)	SWKC	4.80	5.02	5.00	4.79	4.94	F	5.02
		(+0.6)	(+1.2)	(0.0)	(-0.4)			
2. Kim POL	GWL	F	3.88	4.98	P	P	4.07	4.98
			(+1.8)	(+0.2)				
3. Jennifer CALDWELL(69)	KING	4.37	4.67	4.57	4.37	4.36	4.54	4.67
		(0.0)	(+1.6)	(1.4)	(+0.6)	(-0.2)		

<b>WOMEN'S SHOT PUT (b Sunday)</b>								
		1	2	3	4	5	6	Best
1. Rose HAUCH (57)	ON-SO	15.80	F	F	F	F	P	15.80
2. Melody TORCOLACI (61)	ON-LW	13.75	13.54	F	14.94	F	14.05	14.94
3. Sandra KETTERER (63)	AB-EC	13.54	13.82	13.80	13.59	14.17	13.93	14.17
4. Cindy CRAPPER (62)	ON-SWKC	13.59	14.16	F	13.93	13.95	F	14.16
5. Liz POLYAK (64)	ON-BRAN	13.77	13.75	F	13.46	F	13.54	13.77
6. Doreen GARNER	AB-UNA	13.76	13.48	13.38	F	12.87	F	13.76
7. Sharon CURIK (61)	ON-UTTC	13.01	13.49	12.72	12.86	F	13.04	13.49
8. Erin BREAUUGH	AB-STA	11.67	F	11.94	11.38	12.17	F	12.17
9 Susanne PECHT	AB-EC	9.11	11.32	11.67				11.67

<b>WOMEN'S HEPTATHALON</b>			
100m Hurdles (a) Wind: Plus 0.5			
1. Karen HANNA (64)	AB-CTW	15.22	724 points
2. Lyndsey ALMOND (65)	AB-CT13	15.87	658
3. Christine IGNAZ (66)	ON-SO	16.31	616
4. Catherine BOND ( )	ON-TILL	16.61	588
5. Karen BARDECKI (64)	BC-SO	DQ	0
High Jump (a)			
1. Lyndsey ALMOND (65)	AB-STA	1.65	885
2. Christine IGNAZ (66)	ON-MISS	1.59	823
3. Catherine BOND ( )	BC-TILL	1.56	791
4. Karen HANNA (64)	MB-OKH	1.50	726
5. Karen BARDECKI (64)	AB-EC	1.47	693

	1.35	1.38	1.41	1.44	1.47	1.50	1.53	1.56	1.59	1.62	1.65	1.68
Almond	P	P	P	P	P	0	0	X0	0	X0	XX0	XXX
Ignacz	P	P	P	P	P	0	0	X0	X0	XXX		
Bond	P	P	P	0	X0	0	0	0	XXX			
Hanna	P	P	0	0	0	XX0	XXX					
Bardecki	0	0	0	0	X0	XXX						

<b>Standings after 2 events</b>		
1. Lyndsey ALMOND (65)	AB-NEAT	1543
2. Karen HANNA (64)	BC-OKH	1450
3. Christine IGNAZ (66)	ON-SO	1439
4. Catherine BOND	AB-CTW	1379
5. Karen BARDECKI (64)	ON-SO	693

<b>Women's 5 K Walk (Track)</b>		Times on route		
			1500m	3000m
1. Ann PEEL	AB-EOC	23:31.2*	6:49.9	13:58.5
2. Susan LIERS	USA	24:53.7	7:00.7	14:41.9
3. Louise AUBIN	ON-MISS	25:30.3	7:30.6	15:11.0
4. Nanci SWEAZEY	ON-EHS	25:48.6	7:30.1	15:10.9
5. Cecilia ROTH	ON-BH	32:14	9:36.9	16:44.0

\* New Alberta Record

**APPENDIX # 8**  
**Appeal / Demande d'appel**

In accordance with IAAF Rule 146, all applications to the Jury of Appeal must be accompanied by a deposit of \$CDN 50.  
Conformément à l'article 146 de l'IAAF, tout appel au Jury d'appel doit être accompagnée de la somme de \$CAN 50.

Appeal lodged on behalf of / Appel déposé au nom de:

Name	Club	Competition No.
Nom .....	Club .....	Dossard .....

Event/Épreuve .....

Appeal lodged by/Appel déposé par .....

IAAF Rule(s) alleged to have been contravened  
Règlement(s) de l'IAAF qui aurai(en)t été enfreint(s)  
.....

Grounds for lodging appeal  
Raisons de cet appel  
.....  
.....  
.....

Signature .....

**OFFICIAL USE ONLY / USAGE OFFICIEL SEULEMENT**

Time at which result was announced .....	Time at which oral protest was made .....
Time at which Referee dismissed protest .....	Time of receipt of written appeal .....

Jury's Decision  
.....  
.....  
.....

Fee refunded     π	Jury Chairman .....
Fee forfeited    π	Jury Secretary .....

Appellant notified:                   Date.....                   Time.....  
Meeting Manager notified Date.....                   Time.....

## **APPENDIX # 9**

### **Overall Competition Presentation**

(Things to Keep in Mind) Courtesy of Bill Heikila

In trying to find excuses for the distinct lack of spectators at even our championship competitions, one might jump to the conclusion that perhaps the public simply did not know of the certain meet. Certainly advance promotion and publicity informing people of an event is a basic necessity in selling anything, and in track and field, as in most amateur sports, we seem to be lacking in this area. But as I see it, the problem is far more basic than that - generally speaking Canadians have not yet been convinced that track and field is sufficiently entertaining to warrant their attention. In other words they simply have better things to do than attend a track and field meet.

It may be useful to consider for a moment why these track meets which often include some of the world's greatest athletes are not considered sufficiently entertaining. After speaking to personnel from the visiting Norwegian and Swedish teams regarding the meets they attend in Canada, a large part of the answer appears to be our failure to involve the audience with what is actually happening in the field and on the track. Following these discussions plus personal observations in Europe, I wrote the following paper.

Try to remember the last time you were at a professional football game. Your first impression upon entering the stadium is that everything is beautifully laid out for the game - all necessary boundaries are clearly marked with distance markers alongside the appropriate yard lines, and large team-identifying signs in each of the end zones. At one end of the field you will find a huge master scoreboard that later on will keep everyone informed as to what is happening, and what has happened on the field.

Before the game actually begins, the starting teams are introduced to the audience, systematically but with a flair. This is a very necessary feature from the point of view of the athlete as well as the audience, and failure to include introductions will definitely detract from the overall presentation, and perhaps even the final performance of the athlete.

Right from the opening kick-off the fans are absorbed in the action as it happens on the field while at the same time having an overall grasp of the contest because of the scoreboard which monitors the important information concerning the progress of the game including the elapsed time, as well as the score itself. In addition the announcer reinforces each play, immediately after it happens by informing the crowd as to who carried the ball, who tackled him, how many yards he gained or lost, how far the ball was thrown or kicked and how many yards remain for a first down. And why does the announcer take the trouble to announce all these facts? The answer is simple - the audience wants to know these statistics because they are the measuring stick of performance and failure to provide this information would detract fundamentally from the spectators' overall understanding, appreciation and involvement in the contest.

Take a moment and seriously try to imagine the same game played under the following circumstances

- no introduction of athletes to the audience
- lines on the field difficult, if not impossible to see
- no markers showing 55, 50, 45 etc yard lines
- no scoreboard showing downs, yards to go, time remaining, and the score
- no announcer reinforcing each play, with information on who, what, where and how far.

Add to this a large number of people on the playing field who have no business there and then ask yourself if professional football would receive the fan support that it does under these circumstances. Obviously it would not and perhaps this partially explains why track and field fails to attract as many fans as we would hope that it should. Let's now have a closer look at our sport, keeping in the back of our mind the example of the professional football game.

The sprints are relatively good as far as audience involvement is concerned and this partially explains their relative popularity. The event occurs immediately in front of the main grandstand and, except in the case of extremely close finishes, it is possible to see who is winning during the whole race. The longer runs are somewhat different, however, and in many ways they have more inherent potential for audience interest and involvement. One obvious method is the announcing of interval times and relating them to the pace. In the 10,000 metres for example, give split times at each 1,000 metres. The mere act of jotting these down gets the audience involved and also may educate them as to what a good 10,000 metre pace actually is. Inform the crowd if the pace is on schedule for a good performance or record. Many fans are interested in sports because of the statistics involved (e.g. filling out baseball box score) and particularly in a sport like track and field we should give the fans an opportunity to work with them. Programs should be designed to specifically accommodate this need, with spaces included to



fill in the appropriate statistics. The completed program should be capable of serving as the "box score" for a track meet, recording all the pertinent information regarding the performances achieved. In field events this means all trials so that the progress of the competition can be readily apparent, (e.g. a throwing or jumping event being won on the last attempt). Not all fans wish to watch and/or record all the information, but of those who do, the opportunity must be there. Appropriate records (World, Olympic, Canadian, Alberta) should also be shown on the page for the fan's reference.

There was an incident in Edmonton in 1970 during our dual meet with Sweden that has always stood out in my memory for it illustrated the absolute necessity of improving the presentation of field events for the spectators. The way the stadium was laid out, the triple jump pit was situated 12m in front of the athletes' bleachers, providing an excellent view of the event. It was not very long into the competition before a Swedish coach jumped over the fence, crossed the track and took up a place alongside the pit. After each jump he would watch the officials do their measuring and then he would report the results to the spectators who didn't know what was really happening, even though they could see every jump clearly. From this experience one could draw an important conclusion: i.e. unless there is a facility for reporting the result of each effort, the triple jump (and all field events) become nothing more than a demonstration of that skill - the fundamental element of competition is virtually non-existent as far as the fans are concerned. If a Meet Director were to accept this premise, several positive steps could be taken to improve the communication between each of the events and the spectators.

### *Events Close to Spectators*

Whenever possible, events should be held close to the spectators and never outside the main stadium, e.g. triple jump, long jump, pole vault runways could be situated along the side lines, immediately in front of the grandstand. This proximity of athletes and spectators partially explains the relative popularity of indoor meets.

### *Field Clearly Marked*

The track and field markings should be very clearly laid out. Usually this presents no problems as far as the track is concerned, but the throwing areas should stand out more clearly from the green grass. The best solution is to invest in tough, white plastic tennis tapes that can be placed on the turf instead of using the old fashioned lime. Since the tapes are portable, after the javelin, for example, they can be removed and set up for the discus or vice-versa. This procedure eliminates the confusion of lines criss-crossing every which way and focuses the spectators' interest on the event going on at that time.

In laying out the throwing sectors, it is also necessary to install arcs at appropriate distances depending upon the level of competition. These distances must be clearly identifiable by using markers of some sort, so that the audience can know the approximate distance the implement lands. Whenever possible, records can be illustrated in the field.

### *All Results Communicated to the Audience*

At a given meet, every fan must have the opportunity (if they wish) to know the exact result of every jump and throw, moments after the measurement has been made. The best vehicle for accomplishing this is by means of a portable scoreboard located adjacent to a particular event. This scoreboard need not be as elaborate and expensive as the electronic ones used in the Olympics - local gymnastics competitions use them all the time. It should be able to be swivelled, so that the spectators on all sides can see it. The information projected should include: athlete's number, round of competition, distance jumped or thrown.

### *Cumulative "Score"*

Besides knowing the immediate result of an effort, it is even more important for the spectators to know the score as it stands in the event, i.e. who is leading, 2nd, 3rd etc., and their best result. There are two methods of accomplishing this in the throws but only one way in the jumps. After each marker is easily identifiable with the competitor to whom it belongs, it provides at a glance the present "score" in the event (in dual meets the appropriate markers are the flags of the competing countries). If it happens that several throws are in close proximity, it may present some difficulty distinguishing the leader. This problem can be alleviated by means of a cumulative scoreboard showing the name and best result of each competitor in order of placing.

This type of scoreboard should be constructed so that pieces of cardboard or other material can be easily moved into and out of the slots. These cardboard pieces would have been spray painted using a stencil to show the names of the competitors. It is also important to have a sufficient repertoire of numbers. This task will take some time but can be handled by youngsters if under appropriate direction.

### *Draw Attention to Each Throw*

The throws offer yet another opportunity to involve the crowd. After the first round there can be a marker in the field for each athlete, showing where the first throw landed (unless there was a no-throw) As mentioned before, each marker should be

specific for each competitor. When an athlete is ready for his/ her second trial, the officials in the field could place a flag or some neutral marker beside his existing marker. This alerts the crowd to his existing best result, and also suggests they watch to see if he can improve with his next trial. After the measurement, the flag is moved to the existing marker of the thrower in the next rotation.

### *The Announcer*

Now we must consider a job of the announcer who is probably the most important person in presenting the meet to the spectators. In most Canadian meets, the announcer is very much overworked because a big part of the job is to 'attempt' to keep the public informed as to what is happening in all events, which is an impossible task. Now with the onset of scoreboards at each particular event, the announcer can afford to be more selective in his/her comments, many of them being triggered by the crowd reaction. Let me explain. If the crowd has been continuously informed throughout the progress of the event, they will know when an extraordinary jump or throw happens, simply because it is much farther or longer than any of the previous ones. This will, no doubt, be manifested by appropriate crowd reaction providing the opportunity for the announcer to acknowledge and highlight the feat by announcing the result even before it is registered on the scoreboard.

Another important function of the announcer is to discreetly alert the crowd when a particular athlete is about to jump or throw. For these announcements to occur there must be a facility for constant communication between the event and the announcer through the use of two-way radios, walkie-talkies, ground telephones or some other device.

Announcers can provide statistics, colour and excitement to the event and their importance cannot be overemphasized.

### *Crowd Control*

If all the previous suggestions were incorporated in the organization and conduct of the meet, it would definitely improve the meet. However, if an indiscriminate number of persons are allowed to roam freely, whenever and wherever they feel like moving, this will certainly distract from the overall presentation. It is a difficult assignment, but whenever possible, only authorized persons should be allowed on the track and field, i.e. officials and athletes whose duties require their presence at that time. This area of security is a job in itself and a very important one.

### *Scheduling and Duration of the Meet*

In many track meets there has been some difficulty in following the schedule exactly, the reason in some cases being that one event has not yet ended before the next event is supposed to begin. The overall result can be disastrous with the meet lasting most of the day in some cases. One method to ensure against time overruns in the field events is to enforce the one minute rule (that a competitor executes his/her jump or throw within the one minute limit). A suggestion is to have a clock at the event that instead of taking one hour to go around only takes one minute to do so. When an athlete is called the clock starts. That way it is in the athlete's best interests to be ready both mentally and physically at the beginning, rather than attempting to salvage a hurried jump or throw before the time expires. If the officials do their measuring and recording expeditiously, the total time required for each event, from introduction to medal presentation can be calculated quite precisely. We should strive towards meets of reasonable duration.

If the aforementioned suggestions are incorporated there is no doubt that the audience cannot help but be more involved, aware and appreciative of track and field as the truly great sport that it is. It is acknowledged that track and field presents a greater challenge in terms of staging and presentation than probably any other sporting event because of its size, complexity, and diversity and there is no doubt that additional manpower will be required. It may be that teams of "specialists" in staging certain track or field events utilizing their own cadre of announcers, communicators, etc. will be necessary not only to divide the work but to develop specific expertise in their own areas. Specific strategies for effecting improvements in these areas are yet to be detailed.

The purpose of this paper is to try to present convincing evidence concerning our basic need to change the philosophy of meet conduct in Canada. I firmly believe that if the meets are thoroughly and systematically planned and given appropriate resources within the overall objective of making it entertaining for the spectators then everyone will benefit, primarily our athletes of today as well as those of years to come.

## **APPENDIX #10**

### **Reference Numbers**

Athletics Alberta 11759 Groat Road Edmonton, Alberta T5M 3K6	Phone: (780) 427-8792 Fax: (780) 427-8899
National Sport Centre Les Gramantik University of Calgary, Faculty of Kinesiology 2500 University Drive NW Calgary, Alberta T2N 1N4	Phone: (403) 220-7600 Fax: (403) 210-9381
University of Alberta Department of Athletics University of Alberta Edmonton, Alberta T6G 2H9	Phone: (780) 492-8970 Fax: (780) 492-7307
Athletics Canada Suite 300 2197 Riverside Drive Ottawa, Ontario K1H 7X3	Phone: (613) 260-5580 Fax: (613) 260-0341
Alberta Sport, Recreation, Parks and Wildlife Foundation 905 Standard Life Centre 10405 Jasper Avenue Edmonton, Alberta T5J 4R7	Phone: (780) 427-6549 Fax: (780) 427-5140
Alberta Sport, Recreation, Parks and Wildlife Foundation 200 – 2816 – 11 Street NE Calgary, Alberta T2E 7S7	Phone: (403) 297-6669
Alberta Community Development Field Services 4709 – 44 Avenue Stony Plain, AB T7Z 1N4	Phone: (780) 963-2281
Alberta Schools Athletic Association 11759 Groat Road Edmonton, Alberta T5M 3K6	Phone: (780) 427-8182
Sport Medicine Council of Alberta 11759 Groat Road Edmonton, Alberta T5M 3K6	Phone: (780) 415-0812 Fax: (780) 422-3093

## APPENDIX #11

### Meet Directing Made Simple - for Local Meets

By C. Prentice, Leduc Track Club

1. Once you have decided to host an event, appoint a Meet Director - someone to be in charge of the over-all running of the event.
2. Apply to Athletics Alberta for a sanction - permission to host the event in the name of Athletics Alberta. This gives you the following services: insurance coverage for all participants provided they are members of Athletics Alberta or take out a day membership for the competition and distribution of your entry form and final results to all clubs registered in Alberta. (Do this 5 or 6 months ahead of time).
3. Book the facility. (see section on Equipment and Facilities)
4. Seek a sponsor, or several sponsors - e.g. one for each event. "400m races sponsored by XYZ Shoe Co.."
5. Determine a preliminary schedule so you will know what events are being offered and for what age classes. Don't forget to include relays. Count up the numbers of events remember that boys and girls compete separately and that relay teams each have four members - and order the awards. Medals are traditional, but becoming very expensive. Think! How about lapel pins, ring binders, pens caps, spike bags, or ribbons..... Remember that when you set your entry fees to take into account the cost of awards. Order the competition numbers, hip numbers, and safety pins now. At this time, you may as well prepare the entry form - your mind is on this meet anyway!
6. Arrange for medical or at least first-aid assistance to be available during the meet.

Now is where things become a little confusing! There isn't any real step-by-step order to do the following tasks, so read carefully, and determine how you can best get everything accomplished. I usually start about a month before the actual meet date and check off the tasks as they are accomplished. Try to recruit some helpers. A list of possible division of duties is as follows, but remember that as the Meet Director you should monitor everyone's progress in accomplishing the tasks at hand, and be prepared to help out as required.

- i) Entries and Results; preparation and distributing of the final schedule.
- ii) Officials' recruitment and organization
- iii) Hospitality and lunch for all the volunteers
- iv) Awards presentations
- v) Equipment and facility manager

#### ***Duties***

1. Book the venue as early as possible. If the booking is done through a third party i.e. Athletics Alberta, contact the manager of the venue to reconfirm the dates and times of the booking. At this time discuss the following with him/her:

- use of equipment
- locker and shower rooms. Washroom facilities if outdoors.
- extra rooms needed such as a lunch room, meeting rooms for awards, results, press, officials
- if outdoors - may use tents, motor homes, etc. Ensure a source of power if required.
- public address system
- internal communication. Are there house phones, walkie-talkies, etc.? Can you have access to a telephone?
- special requirements such as phototiming platform.
- concession: if available on site, confirm hours of operation. If not available, arrange for someone to set up and assign an area.
- parking
- ask permission if you intend to sell programs, t-shirts, etc. Find out what the policy is if you plan to charge admission.
- confirm the cost (per hour or flat rate) and arrange for payment. Is a deposit required?
- clean up: What are your responsibilities? Are there any additional costs? Remember - it is not a good idea to expect those who have helped all day to stay and clean up! Local groups such as Girl Guides, Scouts, other sports clubs may be hired to clean up.
- check restrictions, if any on foot wear and spikes.

- seating: indoors - may be a choice of arrangements. outdoors - if none, rent bleachers, or borrow
  - chairs and benches from a hall.
  - notice display area: bulletin boards, a nearby wall, sheets of plywood to tape things to.
  - make necessary arrangements re: access and indicate where keys are to be picked up.
2. On the day of the event, ensure that the facility is prepared for the event at least one hour prior to the scheduled start.
  3. Ensure that all equipment requirements are met, and distributed as required on the day of the event. Determine a time well in advance of the competition that all implements can be approved, including measuring and weighing by the field referee, or his/her appointee. Provide a secure place for storage until they are needed.
  4. Ensure that all equipment is returned to its proper place after the event is over.
  5. Maintain the facility in an aesthetically pleasing way throughout the event. Ensure that any sponsor's banners or other signage is prominently displayed, and returned after the event.
  6. Provide for security of the athletes' personal belongings during the competition.

### ***Personnel***

**1. Manager:** Makes all preliminary arrangements, and ensures that equipment is available (see list of requirements).

**2. Track Crew:**

- provide and move starting blocks as required
- secure athletes personal belongings during the competition (1 per lane)
- hurdles - a crew of 6 to 8 to set up and dismantle. Be sure that the person in charge knows the proper heights and spacing.

**3. Field Crew:**

- horizontal jumps: rake pits, operate display board (4)
- vertical jumps: set up pits, operate display board, tend bar (2)
- throws: retrieve implement, operate display boards (3)

**When you arrive at the meet:** Be there a couple of hours early. If possible have at least one other person to help you. Tape a copy of all the track and field heat sheets to a wall or bulletin board.

Distribute the entry packages, being sure to collect all entry fees before releasing the competition numbers. Record all entry changes and if possible have the marshals make these changes prior to the start of the competition. Distribute copies of the schedule and other necessary paper work to the officials, photo timers, etc.

**During the Meet:** You will require five people to help you. After the completion of each race, collect the timing and judging reports as well as the photo timing, results. Enter the results into the computer and prepare an official result for posting. Complete any draws into finals (or semis) and post immediately. As field events are completed, post a copy of the results. Arrange for the people in charge of awards and the announcer to receive final results as soon as they become available. File all original reports and results so they are readily accessible. One person should be responsible to proof read and check for records which might be established.

**After the Meet:** Compile a complete copy of the official results and forward electronically to Athletics Alberta. Mail a copy of the results to any out-of-province clubs. List all records established at the competition, and forward a copy of the original competition sheet or the FAT photo to Athletics Alberta.

### **ENSURE THE SAFETY OF BOTH SPECTATORS AND COMPETITORS DURING THE COMPETITION**

Depending on the ages of and the number of athletes involved, it may be necessary to erect barriers around the event area to remind enthusiastic young people not to run across a throwing area.

## ***Officials***

Organize the officials for the meet on paper first. Remember that each club sending competitors is required to supply some officials. Try to contact everyone at least a week in advance, and possibly sooner than that for some of the key people you will need. Arrange for all the officials and volunteers to check in at a central location. Assign them their jobs and provide each one with a nametag. (This can be their admission to the lunchroom!)

Work with the entries and results committee and the equipment committee to ensure that each group of officials has all the necessary equipment, and adequate supply of reporting forms and schedules.

**Officials' Clinics:** Your club may wish to contact Athletics Alberta and arrange for an evening session prior to your event to make parents and others who will be acting as officials aware of the rules of the competition. If possible, the person acting as "chief" of each area should be a graded official.

## ***Entries and Results***

This section will cover the basic administration of the meet from the time that the entry form is printed and distributed, to the receiving and processing of entries, the actual drawing of the competition and the final distribution of the results. The person in charge of this area will work very closely with the meet director in the initial planning stages of the meet.

**Entry Form:** See Policies and Procedures for Hosting an Athletics Alberta Sanctioned Event.

When drawing up the preliminary schedule to include in the entry form for an age class meet where it is difficult to estimate number of entries, you may wish to show only the initial start time and the order in which the events will proceed. Once the entries have been received, times can be determined.

**Receiving of Entries:** The entry deadline is usually 5 to 7 days prior to the competition. I find it helpful to put entries into a 3 ring binder as they are received. Each competitor is assigned a competition number. This information, along with the events and seed times are entered into the "TRACK PROGRAM" on the computer. When all the entries have been received and compiled, the competition sheets are drawn up using the guides as outlined in the Policies and Procedures. To determine the final schedule of events, I have found the following guides are helpful:

- 50/60m. (8 lanes) 8 second running time, 1.5 minutes start to start
- 200m. (8 lanes outdoors, 6 indoor), 32 seconds running time; 2.5 minutes start to start
- 400m. (8 lanes outdoors, 6 indoor) 62 seconds running time; 3.5 minutes start to start
- 800m. Younger athletes -12/race; older ones 8 to 10; 5 minutes start to start
- 1500m. 12/14 per race. 9 minutes start to start 3000m. 15 minutes start to start

When organizing a large age class meet, rather than having heats, semis, then finals, you may wish to have heats, then two timed finals with the faster competitors in one final and the slower ones in the other.

**Entry Packages:** The entries from each club should be placed into a large envelope containing the competition number for each athlete, a complete list of all athletes registered at the meet (including competition number, year of birth, sex and club), a final schedule, and technical notes. On the outside, mark amount owing or paid. Have a receipt book handy.

**Technical Notes:** At an age class meet these take the place of a technical meeting. The following information should be included:

Procedures for late entries, awards protocol, medical/first aid services, progressions and numbers of entrants and heats, and any other information pertaining to the meet.

## APPENDIX #12

### Athletics Alberta Indoor Lap Scoring Sheet

Event: \_\_\_\_\_ Female \_\_\_ Male \_\_\_

Heat: \_\_\_\_\_ Quarter: \_\_\_\_\_ Semi: \_\_\_\_\_ Final: \_\_\_\_\_

#### Competitor's Number & Lap Times

3000 m 15 laps	1500 m 7.5 laps	1000 m 5 laps	800 m 4 laps	#	#	#	#	#
Laps to go	Laps to go	Laps to go	Laps to go	Laps to go	Laps to go	Laps to go	Laps to go	Laps to go
14	7	4	3					
13	6	3	2					
12	5	2	1 (Bell)					
11	4	1 (Bell)	0					
10	3	0						
9	2							
8	1 (Bell)							
7	0							
6								
5								
4								
3								
2								
1 (Bell)								
0								

Date: \_\_\_\_\_ Umpire: \_\_\_\_\_

Chief Judge's Signature: \_\_\_\_\_

## APPENDIX #13

### Athletics Alberta Outdoor Lap Scoring Sheet

Event: \_\_\_\_\_ Female  Male

Heat: \_\_\_\_\_ Quarter: \_\_\_\_\_ Semi: \_\_\_\_\_ Final: \_\_\_\_\_

#### Competitor's Number & Lap Times

10,000 m 25 laps		5000 m 12.5 laps	3000m 7.5 laps	1500m 3.5 laps	#	#	#	#
Laps to go	Laps to go	Laps to go	Laps to go	Laps to go	Laps to go	Laps to go	Laps to go	Laps to go
24	9	12	7	3				
23	8	11	6	2				
22	7	10	5	1				
21	6	9	4					
20	5	8	3					
19	4	7	2					
18	3	6	1					
17	2	5						
16	1 (bell)	4						
15		3						
14		2						
13		1 (bell)						
12								
11								
10								

Date: \_\_\_\_\_ Umpire: \_\_\_\_\_

Chief Judge's Signature: \_\_\_\_\_













**APPENDIX #19**

**Athletics Alberta Scratch/Entry Form**

**Scratch \_\_\_\_\_ or Entry \_\_\_\_\_**

Athlete Name: \_\_\_\_\_ Athlete #: \_\_\_\_\_

Event: \_\_\_\_\_ Meet Event #: \_\_\_\_\_

Heat #: \_\_\_\_\_ Lane #: \_\_\_\_\_

Coach Signature: \_\_\_\_\_

Club (or Abbreviation): \_\_\_\_\_

Office Signature (Paid): \_\_\_\_\_

**Athletics Alberta Scratch/Entry Form**

**Scratch \_\_\_\_\_ or Entry \_\_\_\_\_**

Athlete Name: \_\_\_\_\_ Athlete #: \_\_\_\_\_

Event: \_\_\_\_\_ Meet Event #: \_\_\_\_\_

Heat #: \_\_\_\_\_ Lane #: \_\_\_\_\_

Coach Signature: \_\_\_\_\_

Club (or Abbreviation): \_\_\_\_\_

Office Signature (Paid): \_\_\_\_\_

## APPENDIX #21

### Athletics Alberta Wind Gauge Form

Date: \_\_\_\_\_ Venue: \_\_\_\_\_

Event: \_\_\_\_\_ Age Group: \_\_\_\_\_

Female / Male

Heat: \_\_\_\_\_ Quarter: \_\_\_\_\_ Semi: \_\_\_\_\_ Final: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Official's Signature: \_\_\_\_\_

### Athletics Alberta Wind Gauge Form

Date: \_\_\_\_\_ Venue: \_\_\_\_\_

Event: \_\_\_\_\_ Age Group: \_\_\_\_\_

Female / Male

Heat: \_\_\_\_\_ Quarter: \_\_\_\_\_ Semi: \_\_\_\_\_ Final: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Official's Signature: \_\_\_\_\_

## APPENDIX #22

### Athletics Alberta Relay Entry Form

Event: \_\_\_\_\_ Relay Team Name: \_\_\_\_\_

Relay Team Members:

1. \_\_\_\_\_ (#) \_\_\_\_\_ (Name)

2. \_\_\_\_\_ (#) \_\_\_\_\_ (Name)

3. \_\_\_\_\_ (#) \_\_\_\_\_ (Name)

4. \_\_\_\_\_ (#) \_\_\_\_\_ (Name)

Coach Signature: \_\_\_\_\_

Office Signature (Paid): \_\_\_\_\_

### Athletics Alberta Relay Entry Form

Event: \_\_\_\_\_ Relay Team Name: \_\_\_\_\_

Relay Team Members:

1. \_\_\_\_\_ (#) \_\_\_\_\_ (Name)

2. \_\_\_\_\_ (#) \_\_\_\_\_ (Name)

3. \_\_\_\_\_ (#) \_\_\_\_\_ (Name)

4. \_\_\_\_\_ (#) \_\_\_\_\_ (Name)

Coach Signature: \_\_\_\_\_

Office Signature (Paid): \_\_\_\_\_



**APPENDIX #23**  
**Athletics Alberta Bid Application**

Provincial Championship(s) Bidding on:

- \_\_\_\_\_ Indoor/Outdoor/Cross-Country  
(Date) (Event) (Please circle)

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: hm \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

1. Please provide the complete address of the proposed venue; list services available (e.g., washrooms)

2. What resources do you have in place that would allow you to meet the volunteer requirements?

3. Please identify the following members of your committee:

meet director: \_\_\_\_\_

meet manager: \_\_\_\_\_

entries/results secretary: \_\_\_\_\_

officials coordinator: \_\_\_\_\_

4. Identify the athlete medical services that will be available

5. What arrangements will be made to ensure all equipment requirements are met?

Please include the following with this application:

- Copy of proposed budget
- Copy of a draft technical package