

USATF/Iowa Association Junior Olympic Qualifying Meets

Tried and True Tips and Hints for Hosting a Meet

Pre-Meet Publicity

- (1) Notify area elementary and middle school P.E. instructors of the meet and the date it is to be held. They will usually promote meet participation within their classes. Make sure you stress the age groups are based on year of birth, not current age, in order to get the athletes in the correct age groups.
- (2) Send news releases to all area newspapers at least three (3) weeks in advance. Promote the meet as a fund raiser to support track and field, plus a fantastic chance to be a USA Track and Field (USATF) Junior Olympic participant at the state meet.
- (3) Send news releases to all radio stations within the listening area, as well as local cable channels. Most stations will announce these types of events at no cost as a public service, but they usually must have the information three weeks in advance.

Meet Structure

- (1) Set up a registration table outside of the gate. Set up separate lines for the individual age groups. Be sure to use **year of birth**, not current age. (ie: Born 2006 & later, born 2004 and 2005, born 2002 and 2003, born 2000 and 2001.)
- (2) Sign up sheets should be on the registration table. The best method for sign up sheets is ruled paper or tablets. Number the lines 1-99 for the 8 and under Girls group (born 2006 & later), 100-199 for the 8 and under Boys group (born 2006 & later), 200-299 for the 9-10 Girls group (born 2004 & 2005), 300-399 for 9-10 Boys group (born 2004 & 2005), 400-499 for the 11-12 group (born 2002 & 2003), 500-599 for 11-12 Boys group (born 2002 & 2003), 600-699 for the 13-14 Girls age group (born 2000 & 2001), 700-799 for the 13-14 Boys age group (born 2000 & 2001), and 800 - 999 for any older athletes.
- (3) Have the athletes sign their name on the lines of their respective age groups. This is that athletes number for the meet. Use a marker and write the number on the athletes hand, along with the age group they belong in. (Another alternative is to use wrist bracelets and write the numbers on those) The age groups are as follows:

8 and Under**	- A Group – boys and girls born 2006 or later.
9-10	- B group - boys & girls (born 2004, 2005)
11-12	- C group - boys & girls (born 2002, 2003)
13-14	- D group - boys & girls (born 2000, 2001)
15-16	- E group - boys & girls (born 1998, 1999)
17-18	- F group - boys & girls (born 1996, 1997)

(If a child born in 2000 signs on line 410, that child would be 410 D or D 410)

- (4) The event heat sheets should be kept at the finish line. They will have lanes 1 through 8, and they will be blank. As the race is completed, runners remain in their lanes and their numbers are written on the heat sheet.
- (5) The timers should ***time lanes***. The timers then read off the times which are recorded on the heat sheet for the respective lanes.
- (6) Field event sheet can be filled out containing the athletes name as they check in. There is usually plenty of time to write for field event athletes, so the athletes name can be entered rather than the number and age group.
- (7) It takes 35 - 40 people to run a medium sized meet efficiently. Obviously it can be done with fewer, but it will be less efficient. Following is a list of jobs, and the number of people needed for each job.

<u># of People</u>	<u>Job</u>
3	registration table/entry fee collection
2	spectator gate/participant gate
2	announcer of events
1	starter
1	clerk of course/assistant starter
8	timers
3	recorders (2 @ finish line, 1 @ table matching the numbers)
2	high jump officials
2	shot put officials
2	discus officials
3	long jump officials
4	hurdle setters
2-4	relief workers

- (8) You may find during the rush period that more people are needed at the registration table, but as it thins out two people are sufficient.
- (9) The announcer must stay ahead of the events. 1st call 10 minutes before the start, 2nd call 5 minutes beforehand, and last call just prior to the event.
- (10) The clerk of course can line up heats and races 2 to 6 heats in advance. Be sure to check the hands to ensure the athlete is in the proper age group.
- (11) A lot of time can be lost during the hurdle races. You want to make sure you have ample help for setting the hurdles and resetting them between races.
- (12) Most meets have gone to the process of handing out ribbon based on each heat for the short races, rather than trying to bring all times together and getting an overall winner. It's a developmental meet and we're just working on getting the athletes ready for the bigger meets. I've adjusted the ribbon counts so that you should have ample ribbons.

(13) If at all possible, please send me a copy of the results. No matter how messy or incomplete, I think I will try to post on the site.