

Track & Field Pre-Meet Checklist

Prior to the meet, determine what event(s) you will be working. Review the event rules in the appropriate rule book. Check for any new rule changes.

Are you the event head or a crew member? If the head, find out how many officials will be on your crew and prep to make assignments.

Prepare your personal equipment needed; rule book, flags, measuring tapes, marking sticks, orange cone, pencils, clipboards, plastic cover for rain, stop watch, athletic tape, etc.

Determine the uniform to be worn. Prep for bad weather, rain, mud.

Check the meet schedule and plan on arriving at least one hour prior to the start of your event. More time may be needed depending on prep time and warm-up time requirements.

Upon arriving at the meet

Upon arriving, check -in with the appropriate meet management. Get any information needed (e.g. athlete check-in procedure, venue issues, volunteer availability, schedule adjustments).

Determine who the referee is and check with them for any instructions.

If on a field event, obtain the flight sheets. Review athlete names for pronunciation.

Determine warm-up time limits.

Check the venue for any potential safety issues; athlete placement in safe area, spectator placement, control of the impact area of throws events, netting and cage conditions for discus and hammer.

For high level events, you may need to check with media or filming crew for their requirements.

Determine if athlete introductions be conducted and if so, how and when.

If you are the event head, find your crew members. If you are a crew member, find your crew chief and introduce yourself.

Be ready for warm-ups to start on time. Officials are expected to participate during warm-ups. Control the runway or circle, keep the warm-ups efficient, retrieve implements as needed.