

Guide to Organising a League Meeting

Action to be taken when asked to promote – October – December.

- Check the availability of track and whether it has a current TrackMark certification.
- Confirm track booking in writing – keep copy of correspondence; copy to League Secretary.
- Appoint your chief officials for the meeting (Starter, Marksman, Field Referee, Track Referee & Chief Timekeeper).
- If you are having difficulty in finding suitable officials, contact your County Officials' Secretary.

Action to be taken – January – February.

- Recruit helpers from all areas of the Club. Qualified officials, committee members, coaches, parents and maybe senior non-competing athletes. All help should be gratefully accepted.
- Jobs should include:
 - Computer Operators for the results program.
 - Announcer.
 - Someone to welcome officials and check everyone in.
- Confirm your track booking is intact – you may need to complete a form.
- Give the stadium manager or ground staff a copy of the programme or timetable.
- If there are any problems at this stage contact the Div. Sec and/or League Administrator.
- Contact your local First Aid groups/Paramedic organisations to provide First Aid cover.
- Confirm any arrangements in writing.
- If unable to provide such cover, then find out if a doctor, nurse or first-aider who is a member of your Club can help.

Final preparations – about **three weeks before** the meeting.

- Check with the stadium that all the necessary technical equipment is available and in good working order.
- Send a letter to all competing Clubs detailing:-
 - a. Travel Directions.
 - b. Advice on any changes to the Field Event timetable due to local conditions.
 - c. Name and contact number of the match organiser & the stadium telephone number.

Last minute preparations.

- Contact your helpers and replace where necessary.
- Assign all duties and make sure that everyone is aware of the reporting time.
- Check the following are ready and available:
 - a. Rules and Constitution.
 - b. Computer results programme, computer and printer for printing Field cards.

- c. Track pads.
- d. Officials' signing-in sheets.

On the Day.

- If your role is to be Meeting Organiser, keep yourself free to deal with issues that may arise and ensure that every duty is being carried out.
- Ensure that sufficient refreshments are available for all the officials and helpers.
- Check that all team declarations, including officials, have been entered on the team portals.
- Together with the Chief Officials, check the Officials' signing-in sheets.
- If possible, have a full copy of the results for teams to take away.
- Ensure the divisional secretary takes away all the paperwork together with the results on a memory stick.

After the meeting.

Within 24 hours of the meeting:-

- Email a copy of the results to the Divisional Secretary if he was not in attendance at the match and post all of the paperwork (field cards, track slips, signing-in sheets, etc.) to him/her to enable the results to be scrutinised.
- Where the division does not have a divisional secretary, email the results and post the paperwork to the League Secretary for scrutiny.
- The Divisional Secretary or League Secretary (as appropriate) will retain the paperwork until the end of the season.
- Email a PDF copy of the results to all clubs at the match for post-match checking for correct spelling of names, etc. if they were unable to take a copy away with them on the day.
- **DO NOT** send any results to Power of 10, Athletics Weekly or any other publishing body. The League Secretary will do this after the results have been scrutinised.