

# TRACK & FIELD MEET

## Staffing & Supplies Checklist



### STAFFING

#### **Required:**

- ☐ **Youth Chaperones** - we recommend approximately 1 per every 8 children, but check your school's/community center's mandated adult-to-child ratio.
- ☐ **Event Director** – to direct other staff/volunteers, make announcements, keep events on schedule, start the races or designate those tasks to others, etc.
- ☐ **Clerking captains** – have one or more people to organize kids at the start into divisions and heats and create the heat sheets for sprinting events. Recruit extra help for the relays and consider putting someone in charge of organizing each relay leg.
- ☐ **Starter** – have one person start each race.
- ☐ **Timers** – aim to have one timer per lane for the sprints with an additional person to monitor the finish line and collect and record times; for longer races use one timer to call out times, one person to record the times, and one or two people to monitor the finish and keep runners in their finish order.
- ☐ **Field event staff** – have two or more people for each field event to organize the heats (also known as flights in field events) and heat sheets and to monitor, measure, and record the jumps/throws.
- ☐ **Nurse/EMT** - if necessary (follow your school's/community center's emergency protocol)

#### **Optional/Situation Dependent:**

- ☐ **Awards** -- If giving out awards after each heat, assign one or two people to that task
- ☐ **Scoring** – if scoring events across heats, have someone on hand to collect the heat sheets and tabulate results
- ☐ **Heat sheet runner** -- to pick up heat sheets and bring them to the finish before the event starts
- ☐ **Water** – have one or two people to give out water if water fountains are not available
- ☐ **DJ and/or Announcer** – use them to keep the energy high and the events orderly and on schedule if you have a sound system

*All staff can help setup/cleanup and all staff should always be alert and ready to help children in need.*

## SUPPLIES

### *Required:*

- ☐ **Stopwatches** – to time the running events (one per lane if possible)
- ☐ **Whistles** – to start races
- ☐ **Measuring tapes** – to measure throws and jumps
- ☐ **Heat/record sheets (with clipboards and pens)** – to record each athlete's time/distances
- ☐ **Sign for schedule of events**

### *Optional/Situation Dependent:*

- ☐ **Measuring wheel** – to measure the track if start and finish locations are not pre-marked
- ☐ **Tape/Chalk** – to mark the start/finish and lanes
- ☐ **Stickers** – for athlete information and ease of scoring
- ☐ **Colored wrist bands** – or other division identifiers
- ☐ **Awards** – to recognize each participants' efforts
- ☐ **Shot puts** – or other throwing devices depending on the field events you include
- ☐ **Sand pit and rake** – for the long jump if included (rake is to keep the pit clean between jumps to aid measurement)
- ☐ **Other field event equipment** – as needed for the events you choose
- ☐ **Water, cups, table** – to hydrate participants if water fountains are not available (24 oz or 3 cups per participant)
- ☐ **Sound System** – for music and announcements (can include music player, speakers, microphone, and/or bullhorn)