A Manual for the Management of Indoor Track Meets at Virginia Tech

by

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CHAPTER 1

Introduction

In the administration of college athletics no area is of greater importance than the management of athletic contests. When properly managed, sporting events provide athletes the opportunity to compete in a fair and safe environment, satisfy the entertainment needs of all spectators, and enhance the relationship to peer institutions. The image conveyed to the public through the hosting of the competitions of all sports is vital for the continuing success of the athletic department and the entire university.

Statement of the Problem

Adequate organization and planning are vital to all aspects of athletic administration and are the keys to successful event management. Hosting any athletic event involves responsibilities in a diverse number of areas such as concessions, security, and tickets. A written game operations manual that outlines the tasks to be done in each area of event preparation serves as a useful administrative tool to ensure all necessary steps are taken so that the contest runs as efficiently as possible.

The problem that serves as the basis for this project is that Virginia Tech does not have an operations manual for every sport. While there are certain areas that apply to all
sports, each sport has its own unique needs that must be considered when serving as host of an athletic contest. Track meets in particular require a great deal more planning in certain areas due to the large number of separate events involved at each meet and the fact that many events are conducted at the same time throughout the competition.

**Purpose**

The purpose of this project was to create a meet operations manual to assist in the administration of all future indoor track meets hosted by Virginia Tech. The use of this manual should serve as a reference, to the athletic administrators and track coaches, that outlines the tasks and preparations involved in hosting an indoor meet at the high school and college level before the season begins, the day of the meet, and after the season ends. It should help Virginia Tech enhance the quality and enjoyment of each contest for all competitors and spectators.

**Justification**

The fact that Virginia Tech hosted six meets and had one of its most successful teams during the 1992 indoor track and field season further solidifies the need for a meet operations manual. Hosting a large number of meets increases the opportunities for the university to enhance its reputation as a competitor and institution in the eyes of the public, visiting schools, and recruits. A meet operations manual
could enhance the ability of the Virginia Tech track coaches and athletic administrators to host events of a consistent high quality that could serve to attract the best athletes from peer institutions and also assist in recruiting the young talent necessary to solidify the future success of the track and field team.

**Delimitations**

This project has been completed with the following delimitations:

1. This manual has been created and should be applicable to all indoor track events hosted by Virginia Tech at Rector Field House, located on the Virginia Tech campus in Blacksburg, Virginia.

2. The steps of preparation outlined in this manual does not include the assembly requirements for the 200 meter oval track, 55 meter sprint track, jumping event runways and sand pits, throwing event circle and stopboard, pole vault runway, meet officials' platform, or scaffold towers.

3. The manual should be equally applicable to each competition with consideration given to the schedule of events which may differ slightly from meet to meet or level of competition.

4. This manual has been completed for use by whomever the Virginia Tech Athletic Director designates as responsible for
the management of hosted indoor track meets and its use is not restricted to the head and assistant track coaches.

Summary

There are many areas which must be addressed in the administration of indoor track meets. Whether an indoor track meet at Virginia Tech or a football game at the University of Michigan, the key to remember is the public, athletic boosters, students, opposing teams, and school administrators have the right to expect well managed events that will enhance the image of the athletic program and entire institution. The meet operations manual detailed in the chapters that follow should help the Virginia Tech Athletic Department to enhance its image to all patrons of its future indoor track meets.
CHAPTER 2

Review of Literature

Introduction

Within the vast scope of subject areas encompassed by the field of sport management the area of athletic event management is among the most diverse and important to study in terms of being a successful administrator of any type of organized athletic program. Whether it be a community recreation department, a college athletic department, or professional sports organization, each requires a certain level of skill in the management of athletic events to be and remain successful. Regardless of the sport or level of competition all athletic events require a certain degree of organization and planning to ensure that competition takes place in a safe and fair environment and that the needs of the athletes, coaches, spectators, media, and school are satisfied (Moran, 1990). In this chapter literature regarding the major areas of concern in the management of indoor track meets will be reviewed. Most areas covered will apply to any type of athletic event and are crucial for the accomplishment of the goals and objectives set for an athletic program.

Important Aspects of Event Management.

Effective event management incorporates many areas within the sport management field. For instance, coordinating any type of athletic competition requires knowledge in aspects of
facility management, sport marketing and promotions, sport law and risk management; basic accounting and managerial skills; and that one be a good leader and communicator (Moran, 1990).

Different sports require different levels of preparation. Football games, because of large crowds, require much more planning and organization in such areas as facility maintenance, promotions, security, and tickets than less publicized sports with smaller fan support. Indoor track meets require a great deal of organization as well, not due to the crowd size, but because a single track meet unlike the majority of sports that have one game or competition at a time has several events being carried out at the same time.

Planning and Scheduling

Adequate preparation and planning are vital to all areas of athletic administration and are the keys to successful event management. There are many areas of concern when hosting an indoor track meet that can and must be planned for well in advance of the competition. Meet dates, opponents, and sponsors, personnel and staff, the operating budget, facilities, and necessary equipment are all items that must be considered months before the track season begins (Moran, 1990).

Planning is especially important because it allows the athletic director and track coaches to have these areas accounted for so that the unexpected problems that inevitably
arise when hosting a meet such as the automatic timer malfunctions, power outages, and staffing shortages can be given the proper attention. Checklists are very useful planning tools because they serve as a safeguard against overlooking last minute details and help insure good organization in the hectic time prior to the beginning of a meet (Moran, 1990).

It is important to note that the planning process for indoor track meets is a continuous process that must be carried out before, during, and after the season. Such a process will allow for better organization of the current season and enable improvements needed for future seasons to be recognized (R. Whitenack, personal communication, January 22, 1992).

Indoor track meets are different from most other athletic contests because of the number of separate events and competitors involved. At a meet there are several events that are held simultaneously with competitors from the same team required to be at different locations within the facility at the same time. Scheduling is the most important part of the planning process for indoor meets because teams must know where and when each event is being held so that competitors will not miss their event. Proper scheduling requires that packets containing all meet dates and general information be sent out to area institutions and Virginia high schools months
before the indoor season begins. A deadline should be established for teams to respond as to which meets they plan to attend. Additional information containing entry forms and deadlines, a schedule of events, a schedule of all meets to be hosted by Virginia Tech for the season, and hotel information is then sent to interested schools so that the number of teams attending each meet and the scheduling of events can be completed. Entry deadlines should be no later than four days prior to the meet so that event heats can be properly planned. Final adjustments to event schedules are made the day of the meet prior to the beginning of competition. When properly organized, a meet typically can "run itself" due to the large amount of planning completed in advance (R. Whitenack, personal communication, January 22, 1992).

**Personnel and Staffing**

The performance and composition of the game management staff plays a significant role in the public's perception of the host institution of any athletic event. The most lasting impression spectators and visiting competitors have of a university and its athletic department is the way they are treated by the staff members of an athletic game or meet. When personnel are properly selected, organized, and coordinated, the meet will most likely run smoother. Fans and competitors may then leave with a positive impression regardless of who won or lost (Elliot, 1989).
The number, selection, and organization of the event staff depends on the size and design of the host facility, the sport involved, and the number of spectators expected to attend. Crowd size is the most significant factor to consider due to crowd control and safety considerations; larger crowds require more staff persons and more thorough planning and coordination of their duties and responsibilities. When selecting their event management staff, administrators should choose individuals that are experienced, dependable, considerate, and realize the importance of their role in creating a positive impression of the institution and its athletic department to all patrons (Elliot, 1989).

The event management staff of an indoor track meet should cover the following areas required at most university-hosted athletic events: administrative personnel--including the facility director, head and assistant track coaches, a public address announcer, sports information and clerical staff, security personnel--police and ushers, safety and emergency medical personnel--athletic trainers, ticket takers, concessions staff, and maintenance personnel (R. Whitenack, personal communication, January 22, 1992). Each indoor meet, according to the rules of the National Collegiate Athletic Association (NCAA), requires persons to serve as event starters, clerks of the course, timers, field judges, event clerks, and an event scorer. These positions are important to
indoor track meets because of the amount of record-keeping required due to the large number of events and competitors (NCAA, 1992).

Facilities and Equipment

Another factor that is critical to the successful management of an athletic event is the condition of the facility and equipment used. The image derived from the facility appearance has a significant impact on the attitudes of spectators and visiting competitors towards the host of a particular event. Well maintained facilities and equipment make the contest safer and more enjoyable for all persons involved. Such attention to maintenance will also increase the pride and morale of the university as a whole, the athletic department, and most importantly, the athletes in competition (Moran, 1990).

When preparing facilities for indoor track meets exclusively, the first step is to ensure that the use of the facility for each meet has been properly scheduled and approved. This should be handled months before the season begins. Once confirmed, the facility should be cleaned and all equipment taken out of storage and carefully checked for wear or damage. Any repairs or adjustments needed for the facility or equipment should be documented and handled as soon as possible to guard against potential injury and/or lawsuits (Moran, 1990).
Parking and concessions are also areas related to the facility that must be considered prior to and during an indoor meet. Parking for participants and spectators should be as close to the meet as possible and parking lot attendants provided if space is limited or large crowds expected. Concessions should be conveniently located and appropriately packaged such as drinks sold in cups rather than in bottles or cans so that items sold enhance the enjoyment of the meet without jeopardizing the safety of the athletes, officials, or spectators (Moran, 1990).

The most important equipment for a track meet is the oval track and sprint track. Collapsible tracks typically require several workers many hours to set up, adjust, and maintain. Due to the large expense involved with top-quality tracks, it is important that all workers be well-trained and closely supervised by the track head coach and/or the administrator in charge of the facility to ensure all work is done properly. It is also important, if using collapsible tracks, to schedule all meets as close together as possible so that the tracks are only put together once a season. This can reduce the wear and tear on the tracks and save a great deal of labor and expense (R. Whitenack, personal communication, January 22, 1992).

Once the tracks have been set up, all other equipment is taken out and arranged the day prior to the meet. All video equipment and automatic timers, the scorer's table, chairs,
and sign-up tables are set up; all event equipment including hurdles, cross bars, starting blocks, starting guns, stopwatches, and measuring tapes must be distributed to the appropriate areas; the concession and medical treatment areas are set up; and all maintenance equipment such as brooms, rakes, shovels, and garbage cans must be strategically placed. Immediately following the facility preparation, it is important to inspect all areas and make note of any missing equipment or necessary repairs to ensure that everything is in place for the contest (J. Arther, personal communication, February 21, 1992).

There are special concerns, in addition to the setting up of equipment, that must be considered when preparing a facility for indoor track meets. Safety and security measures such as locking all but the main facility entrance from the outside, ensuring all facility exits are unobstructed and all fire codes are followed, requiring tickets for all non-competitors, having heavy spectator traffic areas roped off from competition areas, roping off spectator seating areas, and incorporating a risk management plan, will help ensure the safety of all bystanders and competitors (R. Whitenack, personal communication, January 22, 1992). The accessibility of the facility and meet to the handicapped is required by law and must not be overlooked. A good public address system and a well-trained meet announcer are vital to be sure all events
are started on schedule, any emergency announcements or schedule changes are made, and all event results are properly conveyed (Moran, 1990).

**Publicity and Promotions**

Another area of concern before and during any athletic event is promotions and public relations. For indoor track it is important to promote all meets as much as possible to the students, public, and local media in the months prior to the start of the season. Because for most institutions track is a non-revenue producing sport, it is especially important to get all of the free publicity possible due to the lack of an advertising budget. At each meet it is critical that the needs of all media be met so that the coverage of the event is a simple and enjoyable process. The representative for track from the sports information office of the athletic department should be on hand to provide assistance and information when needed. It is crucial that every event runs smoothly and that all event personnel convey a positive image so that the media and the public will encouraged to support future competitions (Tuckett, 1989).

**Event-Day Considerations**

Athletic administrators and event coordinators must address certain areas immediately before and during an athletic contest to ensure that potential problem areas are revealed and the entire operation runs smoothly. For
instance, at an indoor track meet a meeting should be held with all meet operation personnel: ticket takers, ushers, clerks of the course, starters, timers, field clerks, line judges, markers, and scorers. At the meeting, all pertinent rules and regulations should be discussed and any questions answered. It is important that each person be comfortable with his or her job so that all events run in a timely fashion and a positive image be conveyed to all patrons and competitors (Elliot, 1989).

It is also important that a coaches meeting be scheduled prior to the competition so that coaches are made aware of any meet rules and schedule changes. This meeting also allows each coach the opportunity to make any last-minute withdrawals from events and a chance to ask any questions (R. Whitenack, personal communication, January 22, 1992).

The management of information is also of special concern for an indoor meet to be hosted successfully. All schedule changes, competitor withdrawals from events, and event results must be properly documented to help ensure total reliability. Because of the large number of events and competitors, it is crucial that all clerical staff be highly dependable and dedicated. A computer and photo-copier are very useful in the management of information and the timely notification of results to all competitors and spectators. It is essential that this information be as accurate as possible to ensure the
awards are properly distributed and enable the host institution to maintain a high level of credibility (J. Arther, personal communication, April 9, 1992).

Summary

In this chapter literature regarding the major areas of concern in the preparation and management of indoor track meets was reviewed. First, the important aspects of event management involved in the hosting of indoor track meets was discussed. Next was a review of meet planning and scheduling requirements, followed by the personnel and staffing considerations. The facility and equipment requirements and the necessary publicity and promotional preparations were then detailed. The chapter concluded with a review of the specific areas of concern on the day the meet is held.
CHAPTER 3
Methodology

Introduction

This chapter focuses on the format and context of the project. First, the purpose of the manual is presented, and then the procedures used in collecting the necessary information for the completion of the project are detailed. In conclusion, the design and layout of the subject areas of the manual are outlined in the order of appearance, and a brief discussion of the topics covered within each subject is provided.

Purpose

The purpose of this project was to provide the athletic administrators, track coaches, and maintenance personnel at Virginia Tech a reference to use when preparing to host an indoor track meet. The procedures and information outlined in the manual should help insure that future meets hosted by Virginia Tech are consistently well-managed, safe, and satisfy the needs of the athletes, coaches, spectators, administrators, and institution as a whole.

Procedure

The information contained in this manual was collected and compiled in the following manner:

1. The need for such a manual and general ideas relating to its content and format were presented to the
author by Mr. Don Perry, Assistant Athletic Director at Virginia Tech.

2. Interviews with Russ Whitenack, head men's and women's track coach at Virginia Tech, and his assistant, Jay Arther, were conducted.

3. The author attended and participated in the preparation for two indoor track meets hosted by Virginia Tech during the 1992 indoor track season.

4. Literature relating to event and sport facility management was reviewed.

5. The NCAA manual regarding the rules for men's and women's track and field was consulted.

Design

The manual is organized chronologically into the following five subject areas: (a) pre-season responsibilities, (b) pre-meet responsibilities, (c) meet day responsibilities, (d) post-meet responsibilities, and (e) post-season responsibilities. These procedures are followed by a series of six appendices containing information referred to throughout the manual.

Pre-season Responsibilities

In this section those preparations required prior to the start of the indoor track season are presented. These are responsibilities that are generally handled before the season begins and are required before the first meet is held. First,
there is a discussion as to how meet dates and sponsors are secured. Next, the facility preparations are outlined: the scheduling of Rector Field House, the concessions and parking responsibilities, the security and staffing decisions, and the equipment requirements. This section concludes with a discussion of the fiscal and budgetary concerns for the season—how programs and correspondence are printed and paid for, meet officials and staff are paid, and miscellaneous expenses covered.

**Pre-Meet Responsibilities**

This section contains the steps that must be completed and repeated before each meet during the year. First, there is a discussion as to how entry forms are processed, entry deadlines set, and what additional meet information is sent. Next, the order of events and how the individual events are scheduled is then discussed. Finally, with the exception of track preparation, the steps for preparing the field house for each meet are outlined.

**Meet-Day Responsibilities**

On the day each meet takes place there are a number of activities that must be completed before the competition can begin. In this section the schedule of activities and responsibilities on the day of each meet is mentioned. This schedule details what meetings are held, how event results are posted, and general areas of concern during the meet's
progression. This section concludes with a discussion of important areas of concern for the meet director during each meet.

Post-Meet Responsibilities

Following the completion of a meet certain steps must be taken to conclude the competition and the use of the field house. The steps for closure of the meet and preparing the field house for future use are detailed in this section.

Post-Season Responsibilities

This section contains information on what must be done at the conclusion of the final indoor meet of the season. There is a discussion detailing the information that must be compiled for the season. Next, the steps necessary to conclude the use of Rector Field House for indoor track meets and prepare it for other uses is detailed. Finally, the steps taken to evaluate and critique the past season and to plan for the next season is outlined.

Appendices

The appendices contain explanatory information that supplements the manual. The first appendix is a diagram of Rector Field House detailing how the tracks and equipment are arranged within it for each meet. The second appendix is a compilation of sample correspondence that is sent by the track office to potential competitors. The third appendix is a list of the specific events used at high school and college indoor
meets hosted by Virginia Tech. The fourth appendix is an inventory of the equipment needed for hosting an indoor track meet. The fifth appendix details the specific duties of the meet officials and support personnel required at each meet. The final appendix is an outline of the equipment and personnel needed for each track event and each field event during an indoor meet.

Summary

This chapter described the design and procedures incorporated in the development of this manual. A review of this chapter allows one a better understanding of how and why this manual was put together, and greater appreciation and confidence in its future use at Virginia Tech.
CHAPTER 4

The Manual

Introduction

The following pages comprise the completed manual for the management of indoor track meets. The first pages provide the outline of the manual. This is followed by the completed manual and appendices.

Manual Outline

I. Pre-Season Responsibilities
   A. Meet Scheduling and Sponsorship
      1. Meet dates
      2. Sponsors
   B. Facility Usage
      1. Scheduling and season preparations
      2. Concessions and parking
      3. Personnel requirements
   C. Financial Responsibilities
      1. Meet programs and correspondence
      2. Personnel wages
      3. Miscellaneous expenses

II. Pre-Meet Responsibilities
   A. Meet Invitation and Entry Procedures
      1. Initial correspondence
      2. Meet information packets
      3. Entry form processing
B. Meet Programs and Time Schedule

C. Facility Preparation
   1. Who is responsible
   2. The sequence of preparation tasks

III. Meet-Day Responsibilities

A. Activity Schedule
   1. Arrival time
   2. Final facility and equipment preparations
   3. Personnel meeting
   4. Coaches meeting

B. Meet Director Responsibilities
   1. Coordination of meet events
   2. Personnel management
   3. Problem-solving

IV. Post-Meet Responsibilities

A. Event and Meet Results
   1. Processing and distribution
   2. Recording broken event records

B. Equipment Storage

C. Facility Clean-Up

D. Post-Meet Evaluation

V. Post-Season Responsibilities

A. Record-keeping Requirements

B. Facility Clean-Up

C. Post-Season Evaluation
Pre-Season Responsibilities

Meet Scheduling and Sponsorship

Meet dates. The dates of the meets should be scheduled in the Fall preceding the upcoming season. Meets should be scheduled for every weekend in January and February. College meets should be scheduled on the second and/or third weekends in January and all weekends in February--dependant upon the number of events planned for the indoor season. The third weekend in January, in particular, should be when the most important meet is scheduled. High school meets should be scheduled on the first and last weekends in January.

Meet sponsors. Corporate sponsors for the meets are secured by the Director of Sports Marketing of the athletic department. Secured sponsors, depending on the amount and type of support given, should be given the opportunity to have their names used in the title of one of the upcoming meets, and/or advertising space in the meet program. Corporate sponsors should provide the awards for the top three finishers in each event. One local hotel chain should be designated as the meet headquarters for the entire indoor season--supplied with all schedule changes and other meet information for the convenience of guest teams. This hotel should be given exclusive advertising rights over any other hotel chain in the meet program for the entire season.
Facility Usage

Scheduling and season preparations. The scheduling of Rector Field House for the entire indoor track season is completed by the Athletic Facilities and Scheduling Manager of the athletic department. Once the exact dates of the meets to be hosted have been determined the facilities and scheduling manager should be notified in writing.

Immediately following the end of the Virginia Tech football season, Rector Field House should be prepared for indoor track meets. These preparations are required only once each indoor season and include the assembly of the oval track, sprint track, long jump runways and sand pits, pole vault runway, scaffold towers, and meet officials' platform. In addition, all landing pads and cross bar supports for the pole vault and high jump events must be set up in the appropriate areas, the circle and stopboard for the throwing events, and bleachers from the soccer field set out. All other equipment and supplies remain in storage until needed for each meet. A diagram detailing the layout of the oval and sprint tracks and other important areas within the field house can be found in Appendix A.

Concessions and parking. Arrangements for the sale of concessions should be made by the Assistant Athletic Director in charge of athletic facilities, in the Fall preceding the season. If concessions are contracted out to a third party,
a percentage of the profits should go to the athletic department for the track and cross country teams. These arrangements should also be made by the assistant athletic director.

Parking for track meets should not require the use of parking attendants. Competitors should be provided a map of the Virginia Tech campus along with other meet information mailed prior to the season.

**Personnel requirements.** All meet personnel are secured prior to the season by the facilities and scheduling manager. This manager should be notified by the meet director as to the number of meet officials and support staff needed for the season and the duties that these persons are expected to carry out. It is important that the meet director specify the tasks of the personnel required so that all persons secured are dependable and qualified to carry out the duties required of them for the upcoming season.

The following meet officials should be secured for each indoor meet: (a) two starters, (b) two assistant starters, (c) two clerks of the course, (d) six timers, (e) five field clerks, (f) three line judges, (g) one scorer, (h) one assistant scorer, and (i) five markers. The support personnel needed for each meet are as follows: (a) one meet announcer, (b) two Acutrack timer operators, (c) two Pyrotimer operators,
Financial Responsibilities

**Meet programs and correspondence.** All printing expenses of meet programs, time schedules, entry forms, and other correspondence relating to all meets should be paid for by the Virginia Tech Track Team. Payment should come from either funds allotted from the team's annual budget or revenues from program advertising.

**Personnel wages.** The payment of meet personnel should be the responsibility of the facilities and scheduling manager, and accounted for in the annual athletic facilities budget. This budget is prepared by the assistant athletic director in charge of facilities.

**Miscellaneous expenses.** Large expenses needed for meet equipment or repairs should be allotted for in the athletic facilities budget. Other lesser expenses or expenses of the track team should be included in the track team budget.

Pre-Meet Responsibilities

Meet Invitation and Entry Procedures

**Initial correspondence.** In the Fall preceding the indoor track season a letter should be sent to university and high school track coaches outlining the dates of the upcoming meets and all entry deadlines. Coaches should be given a form to
complete and return by a set deadline to indicate the meet or meets their team will be interested in attending and what additional meet information they wish to receive. An example of the letter can be found on the first page of Appendix B, which contains examples of all types of meet information.

**Meet information packets.** After information request forms are received, packets of information regarding each meet are put together and mailed to interested coaches. Each packet should contain entry forms, a schedule of the individual events, a list of the indoor invitationals sponsored during the indoor season, a map of the Blacksburg area, the name of the hotel serving as the track headquarters for the indoor season, and local hotel rates. Examples of this information are provided in Appendix B.

**Entry form processing.** All entry deadlines are typically on the Monday preceding the weekend of the meet and must be strictly followed. On the deadline date all entries received must be entered into a computer—using the Clerk of the Course software package—and all entry fee payments processed. The head track coach should use this information to set up all heats for the individual events according to the times, distances, and heights, sent in by all coaches. The fastest qualifying times should receive the most favorable track position. As an example for the distance events 800m or greater the fastest qualifier should get the furthest inside
track position of the eight front row positions, the second fastest the next front row position, the third fastest is next, and this should continue until the front row is filled. The ninth fastest qualifier should attain the furthest inside track position on the second row, the tenth is next, and so on. The number of rows and heats should depend upon how many competitors are entered in each event—a large number of entrants should result in more rows per heat and, if necessary, more heats. For field events—jumping and throwing events—competitors should be ranked by the greatest distance or height among the entries and the events scheduled in the reverse order of rank. Typically the athletes with the greatest qualifying distance or height should be scheduled last on the roster and those with the lowest distance or height scheduled first.

Meet Programs and Time Schedules

The meet program should be put together using the entry information and should consist of the rosters of the competitors for each individual event in order of lowest time, greatest distance, or greatest height. Each list should have the name of the meet, the location, the date, and the event name at the top; followed by the rank and entrant number, name, school and qualifying mark of each competitor. The time schedule is a listing of the meet events in the order of the time of day each is to be held. Two days prior to the meet
any needed revisions to the time schedule or meet program should be made and all of the necessary copies printed. An example of an event roster from a meet program and a revised time schedule can be found in Appendix B. A complete listing of the possible events to be used for high school and college meets can be found in Appendix C.

Facility Preparation

The day before the meet the field house should be prepared for the meet by the head track coach, assistant track coach, and available support personnel. The following is a list of the tasks that should be completed in order of priority:

1. The oval track turns should be pulled in—requiring approximately 45 people—and both the oval track and sprint track tightened.

2. All equipment, both tracks, the meet officials' platform, event runways, and scaffold towers should be checked for damages. Any damages should be documented and repairs or replacement made as soon as possible.

3. The sand in the two long jump pits should be watered down for approximately 45 minutes.

4. An area at the rear of the field house should be sectioned off for the Clerks of the Course containing
two tables. All competitors in an event will meet in this area prior to the start of each event.

5. An area should be roped off around the Start/Finish line of the oval track for competitors only.

6. The sectors for the shot put and weight events should be lined off and the area roped off for safety.

7. Both sides of the sprint track should be roped off from start to finish and the starting blocks set out.

8. Thirty hurdles should be set up at the correct height and placed on the sprint track at the proper intervals.

9. Four tables should be set up in front of the concessions area for the team coaches to record all event withdrawals--one for all men's running events, one for all women's running events, one for all men's field events, and one for all women's field events.

10. The starting area of the sprint track should be barricaded to keep the area clear of non-competitors.

11. Place two tables at the entrance door for gate materials--tickets, meet programs, revised time schedules, and season schedules.

12. Revised time schedules should be posted on the outside of the field house doors.
13. Place two tables and six chairs on the meet officials' platform in the center of the inside of the oval track for meet officials and the public address announcer. The computer and public address system should be placed on these tables and the entire area roped off. Two box stands should be placed at the officials' platform and a third at the starting line of the sprint track.

14. Put all headsets, clipboards, tape measures, stopwatches, starting guns, pens, pencils, and batteries for meet personnel on the scorers table platform inside of the oval track. Recording sheets should be kept separate for each field event.

15. Tape a skirt of material around the meet officials' platform and tables to allow for equipment and supply storage.

16. Put down four new take-off boards for the men's and women's long jump and triple jump events.

17. Move trash cans to the infield, beside of the concession stand, and in front of the bleachers.

18. A section of bleachers should be placed in the infield of the oval track, one section placed outside of the second turn of the oval track, and the remaining sections aligned in a straight row parallel to the sprint track.
19. In the scaffold tower at the end of the bleachers at
the finish line of the sprint track two high-
intensity lights, the Acutrack automatic timer
system, a television, a videocassette recorder, and
a video camera should be set up. The area should be
roped off at the end of the bleachers and in front of
the tower to keep it clear of competitors, coaches,
and spectators.

20. The Pyrotimer timing system, a television, video
camera equipped with a tripod, and video cassette
recorder should be set up on a scaffold tower on the
inside of the oval track at the start/finish line and
should be used for the running events on both tracks.

21. Put out shovels, rakes, and brooms for the long jump
pits; the crossbars, and landing pads for the pole
vault and high jump; and the height indicator and bar
adjusters for the pole vault.

22. An area should be roped off beside of the pole vault
runway to keep spectators, other competitors, and
non-competitors clear.

23. The training room and concessions area should be
cleared so that the training and concessions staff
have ample space to set up their equipment and
supplies.
24. Meet packets and programs should be placed at the team entrance of the field house and signs posted designating the team entrance from the general public entrance.

25. The equipment inventory sheet, found in Appendix D, should be used to determine if all that is needed is on hand for the meet.

26. All doors should be locked from the outside and checked for adherence to state and local fire codes.

Meet-Day Responsibilities

Activity Schedule

Arrival time. It is important that all meet officials and support staff arrive well before the start of the meet so that all needed personnel can be accounted for. Therefore the meet director and any assistants; meet officials--clerks of the course, starters, assistant starters, timers, field clerks, line judges, markers, and scorers--and all support personnel--meet announcer, sports information representative, trainers, and ushers--should be at the field house at least one hour and thirty minutes before the meet is scheduled to start.

Final facility and equipment preparations. The following is a list of the last-minute facility and equipment preparations and procedural steps necessary before the meet begins:
1. The doors for the team and public entrances should be unlocked one hour before the first event is scheduled to start.

2. The concession area—which is also where all meet awards should be kept—and training room should be opened.

3. The heating blowers in the pole vault area and near the Acutrack timing device should be shut off prior to the competition.

4. A staff member should be assigned to the front tables containing the event rosters to assist coaches in making event withdrawals—scratches—as quickly and accurately as possible.

5. Make certain the copier is operational and has paper, and that the computer, Acutrack, Pyrotimer, video equipment, and public address system are all functioning properly.

6. Any coaches with problems or questions should be taken to the meet officials' table for assistance, and any corrections made on the computer.

7. Two-way radio headsets should be distributed to meet officials as follows: (a) men's long jump—two, (b) women's long jump—two, (c) the meet announcer, (d) the starter of the sprint track events, and (e) one for the Acutrack and Pyrotimer towers.
8. After all scratches are recorded the final schedules for all sprint track events should be posted on the wall nearest to the sprint track. All heat schedules for the oval track events and field events should be posted on the tables in front of the concessions area.

9. The meet begins and each event should begin according to the revised time schedule. Any changes in event starting times necessary once the meet has started should be announced several times over the public address system.

10. As the meet progresses, results of the completed events should be posted on the wall nearest the starting line of the sprint track and a copy placed at the awards stand in the concessions area. Awards should be picked up by the athletes upon notification of the event results--no formal awards ceremony should be scheduled.

**Personnel meeting.** Approximately 45 minutes before the competition begins a meeting should be called with all meet officials and support personnel to distribute all clipboards, stopwatches, tape measures, and starter pistols. All applicable rules should be reviewed and questions answered before officials are sent to begin the check-in of each event. Any shortages in personnel should be addressed by the meet
director at this time. Job descriptions outlining the duties of all meet officials and support personnel can be found in Appendix E.

Coaches meeting. Approximately 30 minutes before the meet begins a coaches meeting should be held to discuss rules, the number of competitors that will comprise the finals of applicable events, the restricted areas for coaches, competitors, and spectators, the posting of results, how protests should be filed, where awards are to be picked up, and any other information deemed necessary by the meet director.

Meet Director Responsibilities

Coordination of meet events. Once the meet begins the main responsibility of the meet director should be to see that the event time schedule is strictly followed so that all events begin on time and the meet runs smoothly. The meet director should also supervise all competition areas to be sure roped off areas are kept clear, ensure that event check-in is operating without delay, starting areas are not congested, and meet officials are stationed properly.

Personnel management. In addition to making sure that all events are fully staffed with the proper officials, it is also the meet director's responsibility to supervise these officials to help ensure they are fulfilling their assigned duties. If there is a shortage in personnel the director must
notify the facility scheduling manager as soon as possible and, if necessary, perform the missing person's duties until a replacement arrives.

**Problem-solving.** The meet director should also be able to handle many of the problems that can arise during a meet. Scheduling conflicts, reporting errors, coaches protests, and equipment failures are all areas of concern throughout a track meet. The meet director should anticipate these problems before the meet begins and be prepared to take the necessary steps to see that any or all are alleviated as quickly as possible. A list detailing the equipment and personnel required for each type of event, such as the one found in Appendix F, can be a useful tool in helping the meet director organize events so that the meet can "run itself" and allow more time for concentrating on problem-solving and the supervision of all meet areas.

**Post-Meet Responsibilities**

**Event and Meet Results**

**Processing and distribution.** As the meet progresses the results of the completed events should be recorded, announced over the public address system, and copies posted on the wall nearest to the sprint track and taken to the awards stand in the concessions room. All results should be tallied, double-checked for accuracy, duplicated, and copies given to all
coaches and athletes. Meet results should be faxed by the
sports information representative to all schools represented
in each meet and the local media of Virginia Tech.

**Recording event records broken.** Any NCAA records broken
during the competition should be recorded by the coach of the
athlete and submitted by him or her to the NCAA office. Any
Virginia Tech track records broken should be noted and
recorded after the indoor season has concluded. Only NCAA or
Virginia Tech indoor track records should require special
recording--meet records from year to year should not be kept.

**Equipment Storage**

At the conclusion of the meet all equipment and supplies
should be collected from meet officials and support staff.
All event equipment should be taken down, its condition
checked so that any damages can be noted and repaired, and
stored in the room adjacent to the concessions area. The
Acutrack and Pyrotimer timing systems, television sets, video
cameras, video cassette recorders, computer, photo-copier, and
public-address system should be taken to Jamerson Athletic
Center for storage in either the track office or equipment
room.

**Facility Clean-Up**

Once all equipment has been stored a small crew should be
assigned to pick up and dispose of all trash accumulated
during the event. The heating blowers should be turned back
on, all bleacher sections tipped over, lights turned off, and all doors inside and outside of the field house locked.

**Post-Meet Evaluation**

In the week following each meet during the season there should be a meeting between the meet director, all track coaches, and the facilities and scheduling manager to discuss the meet. At this meeting the overall success of the meet should be evaluated in terms of the following areas: (a) spectator and competitor feedback, (b) record-keeping or scheduling errors, (c) adherence to the event time schedule, (d) personnel performance, and (e) equipment and facility preparation. Any areas of particular concern should be documented and given particular attention before the next meet.

**Post-Season Responsibilities**

**Record-Keeping Requirements**

**Meet records.** At the conclusion of the final hosted indoor meet all event and financial records are compiled and recorded. Only NCAA or school records that are broken by a member of the Virginia Tech track team during the indoor season—whether a home or away meet—should be placed into the university records by the head track coach. No record of individual meet records should be maintained.

**Financial records.** The gate receipts, part of the concession profits, printing costs, and any small
miscellaneous expenditures should be recorded by the head track coach at the conclusion of the indoor track season. These figures should be taken into consideration when the annual budget for the track team is formulated. The wages of meet personnel and any large equipment or miscellaneous expenses incurred for the hosted meets must be recorded by the facilities and scheduling manager and be considered in the annual athletic facilities budget prepared by the assistant athletic director.

Facility Clean-Up

At the end of the final indoor meet the following steps, in addition to the storing of equipment and picking up of trash, must be taken to conclude the use of the field house for the indoor track season and prepare it for other uses:

1. The oval and sprint tracks, long jump runways, pole vault runway, sand pits, scaffold towers, and meet officials' platform, should be disassembled and taken to Lane Stadium for storage.

2. All landing pads, the high jump and pole vault cross bar supports, and the circle and stopboard for the throwing events, should be stored inside of the field house.

3. All bleacher sections should be removed and taken to the soccer field for the remainder of the year.
Post-Season Evaluation

At the conclusion of the season a meeting between the meet director, Virginia Tech head track coaches, facilities and scheduling manager, assistant athletic director for facilities, director of sports marketing, and the athletic director should be held to discuss the past indoor season. An evaluation of the season should consider the previous evaluations of the individual meets and focus on those problem areas which were most frequently encountered throughout the entire season. Determinations as to the source of each problem area should be made, so that viable solutions can be created so that such problems are less likely to occur in future indoor seasons. Recommendations should be made concerning not only how to solve past problems, but also on preventing such problems in the future, improving the quality of each meet for all competitors and spectators, and enhancing the reputation of the track team, athletic department, and the entire university.
References


APPENDIX A

Rector Field House Diagram
(Appendix A continued)

Diagram Index

A. Event check-in area  M. Bleachers
B. Training room  N. Sprint event Starter box
C. Throwing event area  O. Sprint event starting area
D. Oval track  P. Areas unavailable for use
E. Pole vault runway  Q. Event results postage area
F. Men's long jump runway  R. Scratch tables
G. Women's long jump runway  S. Oval and field event rosters
H. Pyrotimer scaffold tower  T. Team and public entrances
I. Meet officials' platform  U. Men's restroom
J. High jump event area  V. Women's restroom
K. Sprint track  W. Equipment storage room
L. Acutrack scaffold tower  X. Concessions and awards area

Y. Spectator barriers
APPENDIX B

Meet Correspondence

General Information Letter

VIRGINIA TECH ATHLETIC DEPARTMENT
Jemerson Athletic Center/Cassell Coliseum
P.O. Box 158, Blacksburg VA 24063-0158

September 30, 1991

Dear Coach:

Virginia Tech will be hosting several invitations during the 1992 Indoor Track season. Our track is a 200 meter banked track with a composition surface. If you are interested in meet information, please fill out and return the form below to:

Coach Russ Whitenack
Virginia Tech Track Office
PO Box 158
Blacksburg, VA 24063

January 18  Santee/Marriott Invitational
February 1  Diet Pepsi Women's Invitational
February 15 Metro Conference Indoor Invitational (Metro Schools Only)
February 22 Wendy's Invitational

Please send information on the following indoor meets:

<table>
<thead>
<tr>
<th>Date</th>
<th>Meet Name</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 17 &amp; 18</td>
<td>Santee/Marriott Invitational</td>
<td>- entry due January 6</td>
</tr>
<tr>
<td>February 1</td>
<td>Women's Invitational</td>
<td>- entry due January 17</td>
</tr>
<tr>
<td>February 15</td>
<td>Metro Conference Indoor Invitational</td>
<td>- entry due February 3</td>
</tr>
<tr>
<td>February 22</td>
<td>Virginia Tech Invitational</td>
<td>- entry due February 10</td>
</tr>
</tbody>
</table>

Entry fee for all meets will be $75.00 per team or $15.00 per person. Entry forms will not be processed without the entry fee.

Coach_________________________________  University________________________
Making Address_________________________  City, State, Zip____________________
Area Code:_______  Phone:______
Meet Information Packet Cover Letter

COACHES REMINDER
Deadline Dates - Indoor Invitationals

Dear Coaches:

Enclosed you will find a packet of information detailing the indoor invitationals that Virginia Tech will sponsor during the months of January and February. Please note the deadline dates for the entry forms. We will not accept late entry forms. The entry fee is $75.00 per team (men and women are separate teams) or $10.00 per athlete made payable to Virginia Tech Athletic Department and the checks must accompany the entry fee. Late entry payment may be made at the door; the fee is $100.00 per team; this includes a $25.00 late entry fee penalty:

January 22 & 23  Marriott Invitational
Deadline Date is January 11th

February 6  Pepsi Women's Relay
Deadline Date is January 28th

February 13  Open Invitational
Deadline Date is February 1st

February 19 & 20  Metro Conference Indoor Championships
Deadline Date is February 1st

February 27  Open Invitational
Deadline Date is February 15th

Please remember to enter no more than one (1) relay team per school, no more than three (3) per field event, 200, and dashes. If any additional information is needed or if you have any questions, please give me a call at (703) 231-5427.

Sincerely,

Russ Whitenack
Head Coach

/scce

A Member of the Metro Conference
Sample Entry Form

Holiday Inn Invitational
February 22, 1992
Entries due Monday, February 17, 1992
Fax Entries to: (703) 231-3060

<table>
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Please list athlete's name and performance. Field events in feet and inches. Please indicate if times are FAT. Only one relay team per school and list total time.
## Sample Time Schedule of Events

**HOLIDAY INN INVITATIONAL**  
February 22, 1992  
Schools are limited to 3 entries in all field events  
200, 55, and 55HH

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<td>10:00am</td>
<td>Triple Jump - Mens</td>
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<td></td>
<td>Long Jump - Womens</td>
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<tr>
<td></td>
<td>High Jump - Womens</td>
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<tr>
<td></td>
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<td></td>
<td>Pole Vault</td>
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<tr>
<td></td>
<td>5000 - Mens</td>
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<tr>
<td></td>
<td>55HH Womens Trials - Top 54 to seeded sections</td>
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<tr>
<td>10:30am</td>
<td>55HH Mens Trials - Top 54 to seeded sections</td>
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<tr>
<td>11:00am</td>
<td>5000 Womens</td>
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<tr>
<td>12:00pm</td>
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<td>55 Dash Mens Trials - Top 54 to seeded sections</td>
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<td>Triple Jump - Womens</td>
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<td>7:20pm</td>
<td>4x800 Mens</td>
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(Appendix B continued)

Sample Season Schedule

**VIRGINIA TECH TRACK AND FIELD SCHEDULE**

**INDOOR**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 18</td>
<td>Santee Marriott Invitational</td>
</tr>
<tr>
<td>January 24-25</td>
<td>Bud Light Invitational at ETSU</td>
</tr>
<tr>
<td>February 1</td>
<td>Pepsi Women’s Relays</td>
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<td>February 1</td>
<td>VMI Men’s Relays at VMI</td>
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<tr>
<td>February 8</td>
<td>Wake Forest and West Carolina</td>
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<tr>
<td>February 15</td>
<td>Metro Invitational</td>
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<tr>
<td>February 22</td>
<td>Holiday Inn Invitational</td>
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<tr>
<td>February 29</td>
<td>Richmond and Liberty</td>
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**OUTDOOR**

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<tr>
<td>March 21</td>
<td>Wake Forest Invitational</td>
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<td>March 28</td>
<td>Battleground Relays at MWC</td>
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<td>April 3-4</td>
<td>Colonial Relays at W&amp;M</td>
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<td>April 10-11</td>
<td>Dogwood Relays at Univ. of Tennessee</td>
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<td>April 18</td>
<td>ASU Invitational</td>
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<tr>
<td>April 22-25</td>
<td>Penn Relays</td>
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<td>May 9</td>
<td>Tulane Invitational</td>
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<tr>
<td>May 16-18</td>
<td>Metro Conference Meet at Tulane</td>
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</table>
Dear Coach:

Enclosed please find a map of the Blacksburg area. We hope that it will help you when you come to town. If you need accommodations while you and your team are in town, I suggest that you stay with one of our meet sponsors. They give very good rates for visiting teams.

Holiday Inn - Route 460 - 3503 South Main Street, Blacksburg, VA
(703) 951-1330
The Blacksburg Holiday Inn is under new management and will be the meet headquarters for the Holiday Inn Invitational for the meet on February 22. They will give a special athletic rate of $40.00 per room. Please ask for the track meet rate. The Holiday Inn will also arrange team meals or pre-race meals. Holiday Inn is located about 2 miles from the Rector Fieldhouse.

Blacksburg Marriott Hotel - 900 Prices Fork Road, Blacksburg, VA
(703) 552-0827
The athletic rate is $47.00 per room. This is a special rate and must be asked for at the time of reservation. This is the closest hotel to the Rector Fieldhouse.

Comfort Inn - 3705 South Main Street, Blacksburg, VA
(703) 951-1500.
The athletic rate is $46.00 per room.

Sincerely,

Russ Whitenack
Head Coach

I/cct
Blacksburg Area Map
### Sample Meet Program Roster

<table>
<thead>
<tr>
<th>Rank</th>
<th>Entrant #</th>
<th>Name</th>
<th>Event</th>
<th>Affiliation</th>
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<tbody>
<tr>
<td>1</td>
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<td>Menka Scott</td>
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<td>Yandisa Wilder</td>
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<td>5</td>
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<td>Jessica McMullin</td>
<td>17.01</td>
<td>Lynchburg</td>
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<td>445</td>
<td>Shami Alcorn</td>
<td>17.00</td>
<td>VT</td>
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<td>7</td>
<td>154</td>
<td>Jennifer Kalamick</td>
<td>16.10</td>
<td>GPTC</td>
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<td>454</td>
<td>Krista Mark</td>
<td>16.09</td>
<td>VT</td>
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<td>VT</td>
</tr>
<tr>
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<td>Carlotta Thompson</td>
<td>16.02</td>
<td>VT</td>
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<td>449</td>
<td>Dorthea Ku</td>
<td>16.00</td>
<td>VT</td>
</tr>
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<td>12</td>
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<td>16.00</td>
<td>VT</td>
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<tr>
<td>13</td>
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<td>Cathy Richards</td>
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<td>WFU</td>
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<tr>
<td>14</td>
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<td>Bridge</td>
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<td>Rebecca Richards</td>
<td>15.05</td>
<td>WFU</td>
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**Holiday Inn Invitational**

**Rector Fieldhouse**

**February 22, 1992**

**Women's Long Jump, Women**

**As of 02-21-1992**

**Event # 34**

---

**Clerk of the Course**

**1991 Tournament Specialists**

---

**Rank**

**Entrant #**

**Name**

**Event**

**Affiliation**
(Appendix B continued)

Sample Revised Time Schedule

Revised Schedule
HOLIDAY INN INVITATIONAL
February 22, 1992

9:00am  Fieldhouse Opens - Coaches make final scratches
10:00am Triple Jump - Mens
          Long Jump - Womens
          High Jump - Womens
          35 lb. wt. - Men; Women 20 lb. wt. to follow
          Pole Vault
          5000 - Mens
11:00am 55HH Mens Trials - 9 Heats
          5000 Womens
11:15am  Mile Mens
11:45am  Mile Womens
          55 Dash Mens Trials - 9 heats
12:00pm Shot - Womens
          400 - Womens
          HJ - Mens
          TJ - Womens
12:10pm 400 Men
12:40pm 500 Men
12:50pm 500 Women
1:00pm  Long Jump - Mens
          55 Dash Womens Semi - 3 heats
1:05pm  55 Dash Mens Semi - 3 heats
1:15pm  55HH Mens Semi - 3 heats
1:25pm  55HH Womens Semi - 3 heats
1:30pm  Shot - Mens
          800 Women
1:40pm  800 Men
2:05pm  1000 Men
2:20pm  1000 Women
2:30pm  55HH Womens Finals
2:35pm  55HH Mens Finals
2:45pm  55 Dash Womens Finals
2:50pm  55 Dash Men Finals
3:00pm  3000 Women
3:15pm  3000 Men
3:40pm  200 Women
3:45pm  200 Men
4:10pm  4 x 400 Women
4:15pm  4 x 400 Men
4:30pm  4 x 800 Women
4:40pm  4 x 800 Men
## APPENDIX C

### Track Meet Events

#### Oval Track

**College Meets**

- 5000m men's and women's
- 3200m relay men's and women's
- 3000m men's and women's
- 1600m relay men's and women's
- 1500m men's and women's
- Mile men's and women's
- 1000m men's and women's

**High School Meets**

- 3200m men's and women's
- 3200m relay men's and women's
- 1600m men's and women's
- 1600m relay men's and women's

#### Sprint Track

**College and High School Meets**

- 55m high hurdles men's and women's
- 55m dash men's and women's
Field Events

Inside Oval Track

College and High School Meets
- Long Jump men's and women's
- Triple Jump men's and women's
- Pole Vault men's
- High Jump men's and women's

Outside Oval Track

College Meets
- 20lb weight women's
- Shot Put men's and women's
- 35lb weight men's

High School Meets
- Shot Put men's and women's
APPENDIX D

Equipment Inventory

Pre-season and Assembled Equipment

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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</tr>
<tr>
<td>1</td>
<td>sprint track</td>
</tr>
<tr>
<td>7</td>
<td>bleacher sets</td>
</tr>
<tr>
<td>1</td>
<td>throwing event circle</td>
</tr>
<tr>
<td>1</td>
<td>throwing event stopboard</td>
</tr>
<tr>
<td>2</td>
<td>scaffold towers</td>
</tr>
<tr>
<td>2</td>
<td>long jump runways</td>
</tr>
<tr>
<td>1</td>
<td>pole vault runway</td>
</tr>
<tr>
<td>2</td>
<td>long jump pits</td>
</tr>
<tr>
<td>1</td>
<td>meet officials' platform</td>
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Running Events

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<tr>
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<td>8</td>
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<td>8</td>
<td>starting block sets</td>
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<td>4</td>
<td>starter pistols</td>
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<td>2</td>
<td>televisions</td>
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<td>2</td>
<td>video cameras</td>
</tr>
<tr>
<td>1</td>
<td>bell stand/lap counter</td>
</tr>
<tr>
<td>1</td>
<td>Acutrack timing system</td>
</tr>
<tr>
<td>1</td>
<td>Pyrotimer timing system</td>
</tr>
<tr>
<td>4</td>
<td>boxes of pistol blanks</td>
</tr>
<tr>
<td>2</td>
<td>video cassette recorders</td>
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</table>

Field Events

<table>
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<tr>
<th>Qty.</th>
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</thead>
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<tr>
<td>3</td>
<td>high jump crossbars</td>
</tr>
<tr>
<td>3</td>
<td>pole vault crossbars</td>
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<tr>
<td>2</td>
<td>pole vault bar adjusters</td>
</tr>
<tr>
<td>2</td>
<td>high jump landing pads</td>
</tr>
<tr>
<td>4</td>
<td>long jump take-off boards</td>
</tr>
<tr>
<td>2</td>
<td>high jump bar supports</td>
</tr>
<tr>
<td>2</td>
<td>pole vault bar supports</td>
</tr>
<tr>
<td>1</td>
<td>pole vault landing pad</td>
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<td>measuring tapes</td>
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56
### Miscellaneous

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<td>computer</td>
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<tr>
<td>30</td>
<td>two-way radio headsets</td>
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<tr>
<td>100</td>
<td>pencils</td>
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<td>box of paper</td>
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<tr>
<td>12</td>
<td>tables (6')</td>
</tr>
<tr>
<td>1</td>
<td>flagged rope roll (400')</td>
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<tr>
<td>3</td>
<td>shovels</td>
</tr>
<tr>
<td>3</td>
<td>box stands (3'x 3'x 3')</td>
</tr>
<tr>
<td>1</td>
<td>photo-copier</td>
</tr>
<tr>
<td>1</td>
<td>printer</td>
</tr>
<tr>
<td>60</td>
<td>batteries</td>
</tr>
<tr>
<td>20</td>
<td>clipboards</td>
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<tr>
<td>50</td>
<td>orange cones</td>
</tr>
<tr>
<td>32</td>
<td>chairs</td>
</tr>
<tr>
<td>1</td>
<td>garden hose (300')</td>
</tr>
<tr>
<td>3</td>
<td>rakes</td>
</tr>
<tr>
<td>3</td>
<td>brooms</td>
</tr>
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</table>
Meet Director

The central person behind the success of a track and field meet. This person must foresee all needs of competitors, coaches, officials, and spectators; ensure that all the technical details of the meet have been taken care of within the requirements of the rules.

Duties:

A. Organize and conduct meet promotion.
B. Provide and prepare track and field grounds.
C. Provide facilities and equipment.
D. Provide full and orderly information to all competing schools.
E. Appoint and inform officials and prepare officials materials.
F. Arrange meetings with officials, coaches, staff, and competitors as needed.
G. Inform competing schools of suitable lodging, dining, and ground transportation.

Clerks of the Course

With the help of assistant clerks, the clerks of the course shall be responsible for the following areas.
(Appendix E continued)

**Duties:**

A. Maintaining the track time schedule.

B. Calling together and placing athletes to their proper positions, with needed instructions related to their event prior to the start.

C. Placing all team members for all relay races, especially sprint relays in their proper position on the track.

D. Responsible for any duties as assigned by the starter or games committee.

**Starter**

The starter has entire control over competitors of track events when on their marks and during the start of the event. The starter, along with the assistant starter(s), shall decide, without appeal, whether a start is fair and legal, or what athlete shall be charged with a false start. The starter shall be responsible for the following duties as outlined below.

**Duties:**

A. For starting races according the schedule, promptly after the athletes have been directed by the clerk of the course.

B. For answering questions regarding the rules and conditions at the start of each race.
C. For signaling by a bell or pistol the start of the last lap of each race (if no lap counter is available) and any false starts.

**NOTE** In staggered starts, the starter is to take a stationary position such that the distance between he or she and all competitors is approximately the same.

**Assistant Starters**

The meet director shall appoint assistant starters with the power of recall in case of an unfair start. Such assistants are of special value when the starter has difficulty seeing the entire field.

**Timers/ Judges of the Finish**

There are six timers for each running event on the oval track, each responsible for the times of certain placers. For example, one timer may get the times of the first, fifth, and eighth place finishers. Timers are also responsible for judging the place of the runners.
Field Clerk

Each jumping and throwing event has a clerk with the following responsibilities:

**Duties:**

A. Keep a record of the competitors in each flight (usually from 5 to 7 competitors per flight).

B. Keep records of jump distances and heights (with the top six or seven distances or heights making the finals of an event).

C. Announce the athletes in order of competition (the athlete that is up, next, and third in order).

Line Judge

For the jumping events--excluding the high jump--and throwing events, this person is responsible for ensuring that each competitor executes each event within the boundaries of the rules. This person determines whether or not a jump or throw is acceptable (fair) or unacceptable (foul) in accordance with starting lines and or boards.
Marker

This person is responsible for measuring the height and distance of jumps.

Duties:

A. Take the zero of the rule to the mark of the jump.
B. Level the sand in the jumping pit after each jump.
C. Raise the cross bars for the high jump and pole vault events.
D. Read the jump distance to the field clerk.

Scorer

The scorer and assistants shall keep a record for the meet director of the complete results in all events: team scores, individual place winners, winner performances, and such additional information as may be available.

Support Personnel

Meet Announcer

The announcer, with the help of assistants and the use of a public-address system, shall give such meet information to the spectators as will increase their enjoyment and interest
in the competition and competitors. Relevant information is to be given in the fewest possible words with a minimum disruption of attention from the competition itself. The following is considered relevant information:

A. Names and affiliations of all competitors.
B. The time and location for competitors to report to the clerks of the course (at least 30 minutes prior to the start of each event).
C. Any changes in the scheduling or order of events, the deadline for scratches for each event, and any meetings with coaches or meet officials--when needed.
D. Any announcements which will assist in the enforcement of the meet rules and procedures to competitors and spectators.
E. All results--placings, times, distances, heights, records--as soon as possible upon the completion of an event.

Acutrack and Pyrotimer Operators

These individuals are responsible for the operation of both electronic timing systems and the recording of the results. Each operator should be familiar with the equipment, well trained in its use, and capable of recognizing when the system is not functioning properly.
(Appendix E continued)

**Track Sports Information Representative**

**Duties:**

A. Responsible for recording all results and meet statistics, and entering all pertinent information in the university athletic records.

B. Responsible for meeting all members of the press' needs prior to and during the meet and reporting meet results to the local media.

C. Faxing meet results to all schools in the competition and to all media.

**Trainers/ Medical Staff**

The main responsibility of these persons is to respond to the medical concerns of all competitors and spectators as needed. They must be properly trained and experienced so that they can adequately meet the needs of the athletes in the prevention and treatment of injuries. These persons must have the necessary equipment to treat any foreseeable injury in a competition of this type, and must be able to recognize when more advanced and urgent medical assistance is required.

**Ushers**

These persons are responsible for the sale of tickets to the general public and the security of the facility throughout the competition. They must ensure that the competitors'
entrance and the spectators' entrance are separated, and that each person not competing and without prior approval purchases a ticket before entering the facility. To ensure the safety of all in attendance they must also assist in keeping spectators out of roped off competition areas and know the steps to follow in case of an emergency.
APPENDIX F

Event Equipment and Staffing Requirements

Oval Track Events

College and High School Meets

**Equipment Requirements**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td>1 oval track</td>
<td></td>
</tr>
<tr>
<td>8 electronic stopwatches</td>
<td></td>
</tr>
<tr>
<td>2 boxes of pistol blanks</td>
<td></td>
</tr>
<tr>
<td>1 video cassette recorder</td>
<td></td>
</tr>
<tr>
<td>1 Pyrotimer timing system</td>
<td></td>
</tr>
<tr>
<td>1 bell stand/lap counter</td>
<td></td>
</tr>
<tr>
<td>2 clipboards</td>
<td></td>
</tr>
<tr>
<td>1 scaffold tower</td>
<td></td>
</tr>
<tr>
<td>16 batteries</td>
<td></td>
</tr>
<tr>
<td>2 starter pistols</td>
<td></td>
</tr>
<tr>
<td>1 video camera</td>
<td></td>
</tr>
<tr>
<td>1 television</td>
<td></td>
</tr>
<tr>
<td>1 bleacher set</td>
<td></td>
</tr>
<tr>
<td>10 pencils</td>
<td></td>
</tr>
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</table>

**Staffing Requirements**

<table>
<thead>
<tr>
<th>Role</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 starter</td>
<td></td>
</tr>
<tr>
<td>2 Pyrotimer operators</td>
<td></td>
</tr>
<tr>
<td>1 assistant starter</td>
<td></td>
</tr>
<tr>
<td>6 timers</td>
<td></td>
</tr>
</tbody>
</table>
(Appendix F continued)

Sprint Track Events

College and High School Meets

Equipment Requirements

1 sprint track
40 high hurdles
1 Acutrack timing system
2 boxes of pistol blanks
8 batteries
10 pencils

1 box stand (3'x 3'x 3')
8 starting block sets
2 starter pistols
4 two-way radio headsets
2 clipboards

Staffing Requirements

1 starter
2 Pyrotimer operators
4 persons to set up hurdles

1 assistant starter
2 Acutrack operators
2 scaffold towers
Field Events

Inside Oval Track

College and High School Meets

Equipment Requirements

2 long jump runways
4 long jump take-off boards
3 pole vault crossbars
2 pole vault bar adjusters
3 high jump crossbars
2 high jump landing pads
14 clipboards
22 two-way radio headsets
48 batteries
12 chairs
2 long jump pits
1 pole vault runway
2 pole vault bar supports
1 pole vault landing pad
2 high jump bar supports
8 measuring tapes
3 rakes
3 shovels
70 pencils
3 brooms

Staffing Requirements

4 field clerks
4 markers
2 line judges
(Appendix F continued)

Outside Oval Track

College and High School Meets

Equipment Requirements
1 throwing event circle
1 measuring tape
2 batteries
2 clipboards
1 throwing event stopboard
1 two-way radio headset
1 chair
10 pencils

Staffing Requirements
1 field clerk
1 marker
1 line judge