



UK YOUTH DEVELOPMENT LEAGUE

GUIDE TO HOSTING A LEAGUE MEETING

Action to be taken as soon as possible when you are asked to host:

1. Contact your local track to check on availability and place provisional bookings. In 2024 all fixtures are required to be held on tracks who have achieved Trackmark.
2. Once the league has confirmed the dates required for your club to host, confirm the necessary date(s) with the facility provider in writing and request written confirmation.
3. Appoint all the necessary Chief Officials required for the meeting (Meeting Manager, Starter(s), Starter's assistant(s), Field Referee, Track Referee, Chief Timekeeper). Please note that the Field Referee, Track Referee and Chief Timekeeper must be at least level 2 for a YDL meeting (all YDL meetings will be licensed as level 1 fixtures; if you wish to apply independently for a level 2 licence all chiefs must be at level 3 or above).
If you have any problems in obtaining suitably qualified officials, contact your local County Officials Secretary and your YDL Area Coordinator.

Further action

4. As soon as you are able, add the names and URNs of your Chief officials onto the Team managers' portal.
5. Appoint other roles as necessary, to include: Results Recorders, Announcer, your own team of Officials (as per league rules). NB Field referees cannot double up as club officials.
6. If you intend to apply for a level 2 license, you must apply to UKA. Further details about track and field licensing may be obtained from the UKA website: ([http://www.uka.org.uk/competitions/track-field-licensing/UKA Official Website | Track & Field Licensing](http://www.uka.org.uk/competitions/track-field-licensing/UKA%20Official%20Website%20|%20Track%20&%20Field%20Licensing)).
7. Recruit other helpers from your club to assist at the meeting, these can include Coaches, Parents, and any other willing volunteers.
8. Contact your local First Aid provider and confirm dates for meeting(s).
9. Confirm track booking is intact and provide the stadium management with a copy of the programme of events and or timetable. Any problems at this stage contact your League Area Coordinator.

Final Preparations – At least Two Weeks before the match

10. Inspect the facility to ensure all equipment is in full working order and there are no issues affecting health & safety.
11. All visiting clubs should be sent travel directions, name and contact number of the match organiser and stadium telephone number.
12. Advise any changes to the timetable due to local health & safety issues.

13. Advise of any stipulation regarding spike length or type.
14. Request an emergency mobile contact number (ie someone who will be travelling with the team) from all visiting clubs in case of a last-minute emergency situation.
15. Make sure that all your officials' details have been added to the TM portal, including non-qualified officials. Advise visiting clubs that all their officials' declarations must be entered onto the Team Managers' Portal as early as possible. This includes any volunteers assisting with the officiating.
16. Advise all clubs that teams must be declared on the portal at least 24 hours before start of the meeting, as per league rules, this includes all non-scoring athletes, and that any changes to the team MUST be made electronically. There will be no paper declarations or changes used.
17. Make sure that your results recorder's details are added to the Team Manager portal in good time and advise them to familiarise themselves with the results programme and guidelines.
18. Confirm with all your officials and helpers their availability, replace any if necessary. Assign all duties where needed and confirm reporting times.

Last Minute Preparations

19. Prepare field cards using competition draw order from League paperwork, these can easily be printed from the League's results program once the computer is set up for the match.
20. Ensure all the following are available: Rules, the Constitution, computer & printer (results program preinstalled), track pads, field cards printed from the software, competition licence to display, correct timetable to display, accident guidance notes and report form. Non-scoring numbers where needed. In the LAG it should be possible to use team bib numbers, as only two non-scoring athletes in the nominated events are allowed, however if this is not possible, please ensure that all non -scorers are declared on a separate sheet (as well as on the portal) this must show their new bib number AND the corresponding club bib number on the portal.
21. The license should be on display; this can be downloaded from the YDL website, unless you have applied for a level 2 license independently, in which case this will have been sent direct to your club.

On the Day

22. Ensure all clubs are aware of the location of First Aider(s).
23. Check that all officials (including volunteers) have been registered on the Team Manager portal, which should give details of their URN (qualified officials) in order that they can be verified on the UKA Licence Checker.
Together with the relevant referee, check that all officials are present at event sites and have registered on the portal. NB The licensing criteria specify that for a level 1 meeting, there must be at least 2 qualified judges on each field event, and for long throws and Pole Vault at least one of these must be at level 2 or above.
24. On completion of the match all results must be emailed to teams as soon as possible after the match has finished, as per league rules. Please ask them to contact you within 24 hours of any amendments.

Post-Match

25. Gather all match paperwork together and place in the large envelope provided by the league; this is used to check any queries from team managers in the first 24 hours after the match; it will then need to be posted to the League Administrator on the Tuesday following the match. (NB **We don't provide a pre-paid envelope so you will need to pay for postage, second class post is fine**). This short delay allows your recorder to check any amendments against the results slips and field cards before they are sent to, and posted on, Po10.
26. On the evening of the fixture, the host club shall send the match and all individual results to the League Webmaster - website@ukydl.org.uk and your League Area Co-ordinator, by email.
27. The host club must then email the corrected results to Athletics Weekly and Power of 10 by **09:00 on the Tuesday following the match**. At the same time, a full set of results must be emailed to the League Administrator - marian@ukydl.org.uk. Please do not delay this as the results must be verified in time for them to be included in the ongoing league tables before the next match.
28. Any further corrections to the published results should be sent to the League within two weeks, as per league rules.