



UK YOUTH DEVELOPMENT LEAGUE

GUIDE TO HOSTING A LEAGUE MEETING

Action to be taken when asked to host:

1. When requested by your Area Coordinator, contact your local track to check on availability and place provisional bookings.
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, Starter's assistant, Field Referee, Track Referee, Chief Timekeeper) and appoint a Covid Officer to oversee a team of volunteers to carry out the necessary Covid related tasks. 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.
 - Make sure you familiarise yourself with the Covid restrictions that are relevant in your area:
www.englandathletics.org/athletics-and-running/news/guidance-update-2021
www.welshathletics.org/en/page/return-to-athletics

Further action

4. Appoint other roles as necessary to include: Results Recorders, Announcer, your own team of Officials (as per league rules) and someone to check that all Track & Trace documentation is completed. NB Chief officials cannot also double up as club officials.
5. 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)).
6. Recruit other helpers from your club to assist at the meeting, these can include Coaches, Parents, and any other willing volunteers.
7. Contact your local First Aid provider and confirm dates for meeting(s).
8. Confirm track booking is intact and provide the stadium management with copy of 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

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

12. Advise of any stipulation regarding spike length or type.
13. 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.
14. Advise visiting clubs that all officials' declarations to be entered onto the Team Managers' Portal as early as possible to allow for the allocation of officials into working bubbles. This includes any volunteers assisting with the officiating.
Advise all clubs that teams must be declared on the portal at least 24 hours before start of the meeting, as per league rules, and that any changes to the team MUST be made electronically. There will be no paper declarations or changes used.
15. 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.
16. Confirm with all your officials and helpers their availability, replace if necessary. Assign all duties where necessary and confirm reporting times. Make sure you have sufficient volunteers to assist the Covid Officer in their duties and ensure that the provision for PPE is in hand (as per your Home Country guidance).

Last Minute Preparations

17. 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.
18. Ensure all the following are available: Rules including the 2021 addendum, the Constitution, computer & printer (results program preinstalled), track pads, field cards, competition licence to display, 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). 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

19. Ensure that all athletes, officials, team managers and other visitors have registered their details for Track & Trace purposes. PPE should be available for those who require it.
20. Make sure that everyone in attendance is aware of the whereabouts of the Covid officer and their team.
21. Ensure all clubs are aware of the location of First Aider(s).
22. Check that all officials (& 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: <https://myathletics.uka.org.uk/licencecheckofficial/>
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.
23. 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

24. Gather all match paperwork together and place in the large envelope provided by the league; this needs to be posted to the League Administrator on the Tuesday following the match. (NB **This is not a pre-paid envelope so you will need to pay for postage – DO NOT USE A RECORDED DELIVERY SERVICE, second class post is fine**). The delay allows your recorder to check any amendments against the results slips and field cards.
25. On the evening of the fixture, the host club shall send the match and all individual results to the League Webmaster - stuart@ukydl.org.uk and your League Area Co-ordinator, by email.
26. 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**. A full set of results must be emailed to the League Administrator and Results Coordinator at the same time.

Administrator:	marian@ukydl.org.uk
Results co-ordinator:	alan@ukydl.org.uk
27. Any further corrections to the published results should be sent to the League Administrator within two weeks, as per league rules.