

## Actions and planning for Hosting a YDL fixture

What		When	Who	Progress / Comment
<b>1. Action to be taken when you are asked to host:</b>				
1	Place provisional bookings at track - needs Trackmark	As soon as offer to host is made/ requested		
2	On confirmation of hosting date from league, confirm the track booking (written confirmation) <ul style="list-style-type: none"> <li>Send timetable etc to track when available</li> </ul>	January  When available		

<b>2. Getting everyone in place</b>				
1	Appoint Meeting organiser to co-ordinate everything before and on the day – this is a different role to officials named below:	As soon as offer to host is confirmed	Committee	
2	Appoint Chief Officials <sup>1,2</sup> : <ol style="list-style-type: none"> <li>Meeting Manager – different role to Meeting Organiser</li> <li>Starter</li> <li>Starter's assistant</li> <li>Field Referee (L2 and above)</li> <li>Track Referee (L2 and above)</li> <li>Chief Timekeeper (L2 and above)</li> </ol>	January	Officials' co-ordinator for officials.  Committee for Meeting Manager	<ol style="list-style-type: none"> <li>Meeting Manager needs to make athletics decisions on the day – can be the same as the Meeting Organiser but it is a different role.</li> <li>Names of chiefs</li> </ol>
3	Add the names and URNs of your Chief officials onto the Team managers' portal	February		
4	Book First Aid arrangements	2 months before event		
5	Appoint other roles: <ol style="list-style-type: none"> <li>Results Recorders (x 2 for double headers)</li> <li>Announcer</li> </ol>	2 months before event	Committee	

<sup>1</sup> 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. 3. If you intend to apply for a level 2 license, you must apply to UKA and World Athletics. 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)).

<sup>2</sup> If you have any problems in obtaining suitably qualified officials, contact local County Officials Secretary and your YDL Area Coordinator

	3. Clerks of the course to help set up equipment and maintain during day, and take down 4. Club Officials 5. Officials' refreshments on the day 6. Refreshment stall manager and helpers			
6	Decide / action hire of: 1. Photofinish 2. EDM(s)	As soon as track is confirmed	Meeting Organiser	
7	Set up: 1. How will officials' refreshments be ordered / made?	2 months before event		
8	Provision of results hardware. Clarify who is supplying: 1. Laptop(s) 2. Printer(s) 3. Wifi and / or other networking	2 months before event	Meeting Organiser and Results Recorders	

<b>3. Final Preparations – <u>At least two weeks before the match</u></b>				
1	Inspect the facility to ensure all equipment is in full working order and there are no issues affecting health & safety.		Meeting Organiser/ relevant referees	
2	All visiting clubs to be sent an email to the main contacts including: 1. travel directions 2. name and contact number of the match organiser 3. stadium telephone number 4. timetable and reminder of where to find duties 5. any changes to the timetable due to local health & safety issues 6. of any stipulation regarding spike length or type		Meeting Organiser	

	<ol style="list-style-type: none"> <li>7. 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.</li> <li>8. Reminder to make sure that all officials' details (including non-qualified officials) have been added to the Team Manager's portal as soon as possible and at least a week before the event</li> <li>9. Reminder that athlete 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.</li> <li>10. arrangements for refreshments <ol style="list-style-type: none"> <li>a. officials</li> <li>b. athletes / spectators</li> </ol> </li> <li>11. Stand / wet weather facilities / space for gazebos</li> </ol>			
3	<p>Send copies of the following to external Chiefs / Referees / Meeting Manager</p> <ol style="list-style-type: none"> <li>1. travel directions</li> <li>2. name and contact number of the match organiser</li> <li>3. stadium telephone number</li> <li>4. timetable and reminder of where to find duties – for double header field duties are not on the YDL website</li> <li>5. any changes to the timetable due to local health &amp; safety issues</li> <li>6. any change in field event order due to track layout or regulation</li> <li>7. of any stipulation regarding spike length or type</li> </ol>		Officials Administrator	

	8. 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. 9. Refreshments arrangements 10. officials' sign-in arrangements			
4	Host Club Team declarations on the Team Manager's Portal for: 1. officials' details (including non-qualified officials) 2. Competing athlete 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.		1. Officials' Organiser 2. Team Managers	
5	Results Recorders 1. Add details are added to the Team Manager portal in good time 2. Ensure that they familiarise themselves with the results programme.		Results Recorders	
6	Confirm with all your officials and helpers their availability, replace if necessary. Assign all duties where necessary and confirm reporting times		Officials Coordinator for officials Meeting Organiser for others	
7	Meeting Manager to familiarise themselves with: 1. League Rules 2. League Constitution 3. Timetable and special arrangements 4. any changes to the timetable due to local health & safety issues 5. any change in field event order due to track layout or regulation 6. of any stipulation regarding spike length or type 7. First Aid arrangements		Meeting Manager	

4. Final Week Preparations				
1	Set up laptop and printer(s) for the match results – install results software and make sure it works		Meeting Organiser and Results Recorders	
2	Print field cards <ul style="list-style-type: none"> <li>print from the League's results program once the computer is set up for the match and the teams downloaded</li> </ul>		Meeting Organiser and Results Recorders	
3	Copies of following need to be available at the match: <ol style="list-style-type: none"> <li>Rules</li> <li>Constitution</li> <li>Track pads</li> <li>Field cards printed from the software</li> <li>competition licence to display –               <ol style="list-style-type: none"> <li>downloaded from the YDL website, unless</li> <li>have applied for a level 2 license independently, in which case this is sent direct to the club.</li> </ol> </li> <li>Multiple copies of the correct timetable to display</li> <li>accident guidance notes and report form</li> <li>Non-scoring numbers and recording sheet</li> </ol> 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.		Meeting Organiser	

5. On the day – before and during the match				
1	Ensure all clubs are aware of the location of First Aider(s).		Meeting Manager and / or Meeting Organiser	
2	Check Officials <ol style="list-style-type: none"> <li>1. Check that all officials who have signed in (including volunteers) have been registered on the Team Manager portal including the URN (qualified officials) If not pre-checked, verify the officials' grade on: <a href="http://myathletics.uk">Licence Check - Official (myathletics.uk)</a> using the URN</li> <li>2. Together with the relevant referee, check that all officials are present at event sites and have registered on the portal<sup>3</sup></li> </ol>		Meeting Manager	

6. On the day – AFTER the match				
1	Take an electronic copy of the Results		Meeting Organiser and Meeting Manager	
2	Take all match paperwork home in in the envelope provided by the league: <ol style="list-style-type: none"> <li>1. result sheets</li> <li>2. declaration sheets</li> <li>3. non-scoring sheets</li> <li>4. track results</li> <li>5. field cards and;</li> <li>6. officials' signing in sheets</li> </ol> this is used to check any queries from team managers in the first 24 hours after the match		Results recorder(s)  With support of Meeting Organiser	

<sup>3</sup> 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.

3	On the match day evening / immediately the match has finished:  1. Email results to club contacts a. Request amendments withing 24 hours 2. email the match and all individual results to: a. the League Webmaster - <a href="mailto:website@ukydl.org.uk">website@ukydl.org.uk</a> ; and b. your League Area Co-ordinator		Results recorder(s) With support of Meeting Organiser	
4	Check amendments received against the results slips and field cards before they are sent to, and posted on, Po10.		Results recorder(s) With support of Meeting Manager	
5	Email the corrected results by 09:00 on the Tuesday following the match to: 1. Athletics Weekly 2. Power of 10 by 3. the League Administrator <a href="mailto:marian@ukydl.org.uk">marian@ukydl.org.uk</a>	09:00 Tuesday	Results recorder(s) With support of Meeting Organiser	
6	Post all match paperwork to the League in the envelope provided, on the Tuesday following the match using <b>second class post</b> ).	Tuesday	Results recorder(s) With support of Meeting Organiser	Need to add postage so may need to go to a Post Office

<b>7. After the match</b>				
1	Any further corrections to the published results to be sent to the League within two weeks.		Results recorder(s) or Team managers With support of Meeting Organiser	