

TRACK & FIELD

THE #1 TRACK & FIELD MEET MANUAL

PRE-MEET PREPARATION

Roles and Responsibilities of
Meet Officials

BOUND FOR EXCELLENCE

A Comprehensive Guide to
Running a Successful
Track & Field Meet

MEET CHECKLISTS

Checklist for Running a
Successful Track Meet

POST-MEET PROCEDURES

Post-Meet Procedures and
Evaluation



Track & Field
Materials &
Templates

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IN THIS MANUAL

BOUND DIRECTOR NOTE

Here at Bound, we understand that hosting a track & field meet can be challenging and requires proper planning and execution. That is why we have created a comprehensive manual on "How to Run a Track Meet," which provides information and strategies to help simplify the administrative challenges of hosting a track & field meet.

This manual covers everything from pre-meet planning and logistics to running the meet and meet officials & duties. The Meet Director is responsible for serving as the administrator and supervisor of the meet, securing knowledgeable and competent meet officials & workers for all events, coordinating the promotional and planning activities of all aspects of the meet, and seeing to the needs of contestants, officials, and spectators. Let Bound help you to make your meet a great experience for your student-athletes.

www.lets.gobound.com

Scott Garvis C.M.A.A.
Bound Athletic Director in Residence

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THREE EASY STEPS IN PLANNING YOUR TRACK & FIELD MEET



Preparations & Communication

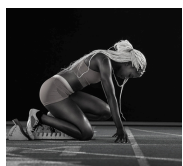


In this step, we focus on setting the foundation for the track & field meet by choosing a suitable date and sending out personalized

invitations along with comprehensive information to schools and coaches, ensuring effective communication and preparation for the event. Additionally, create & distribute engaging promotional materials & generating interest among the local community for the upcoming track & field meet.



Registration & Entry Management



Utilize Bound Meets as your Registration & Entry method: Simplify the registration process by using Bound Meets, an online platform that facilitates easy registration.

Decide on meet entry fees: Determine entry fees based on event participation and communicate the fee structure clearly to schools and coaches during the registration process. Set up events, define event descriptions, schedules, and entry guidelines for participants.



Event Logistics & Operations



Secure meet officials, the earlier the better: Arrange for experienced track & field officials well in advance using the Bound Official Contract Tool to ensure a well-coordinated & officiated meet.

Secure Track Event Workers: Recruit capable event workers for track events, including timers, starters, and lap counters, by providing clear role descriptions and inviting them to participate. Order needed meet equipment and awards: Purchase essential meet equipment and



PRE-MEET PLANNING & LOGISTICS:

By Scott Garvis

The success of your event hinges on the planning and logistics that occur well before the first race even begins. The pre-meet planning and organization of logistics is a critical component of ensuring that the meet runs smoothly and efficiently.

There are many important details to consider when organizing a track and field meet, such as securing the venue, ordering equipment, recruiting officials and volunteers, and coordinating with teams and coaches. By taking a proactive approach to pre-meet planning and logistics, you can ensure that your event is well-organized, safe, and enjoyable for all participants and spectators. This section of the manual will outline key considerations and best practices for pre-meet planning and logistics.

Track & Field Meet Tip: One tip that would make Pre-Meet Planning & Logistics easier is to create a detailed checklist and timeline for all tasks that need to be completed leading up to the meet. This can help ensure that nothing is forgotten and that everything is completed in a timely manner. It can also help identify any potential issues or conflicts that need to be addressed before the meet. Additionally, delegating tasks to a team of volunteers or staff members can help spread out the workload and make the planning process more efficient.

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PRE-MEET CHECK LIST

- Set the date of the meet
- Utilize Bound Meets as your Registration & Entry method
 - [How to Setup Meet Registrations in Bound](#)
 - [How to Submit Meet Entries](#)
- Decide on meet entry fees
- Decide on a meet schedule
 - [Order of Events Examples](#)
- Send out meet invitations and a coaches' information sheet
 - [Track & Field Meet AD Coach Letter Example](#)
- Send out promotional meet information to the media
 - Use Bound Social Media to Promote your Track & Field event
- Prepare Heat Sheets & Track Field Program
 - [Example Track & Field Meet Program](#)
- Order needed meet equipment, starting shells, hip numbers, crossbars, etc.
- Decide on the type of meet awards and place order for awards
- Secure meet officials, the earlier the better
 - [Utilize the Bound Official Contract Tool](#)
- Secure Track Event Workers
 - [Track Event Staff Invite Letter](#)
- Plan the method of handing out awards
- Plan a method of controlling traffic on the track and field event areas. If possible, it is best to designate an entrance gate(s) and exit gate(s)
- Designate areas for bus parking, meet check-in, the clerk of the course, award stand, meet center (announcer, scorer, timing system operator), and implement weigh-in area
- Ready facility for meet
 - Field Event Preparation | [Field Event Diagrams](#)
 - Hurdle Placement | [Track Marking Color Chart](#)
 - Flag off Field Event Areas with caution tape
 - Prepare Hurdles | [Hurdle Heights Chart](#)



Meet Supplies & Equipment

MEET SUPPLIES & EQUIPMENT

By Scott Garvis

Organizing a successful track meet requires careful planning, attention to detail, and a well-thought-out strategy to ensure that everything runs smoothly. One of the most important aspects of organizing a track meet is ensuring that you have all the necessary supplies on hand.

From starting pistols to timing equipment, hurdles to batons, and first aid kits to refreshments, there are numerous items that you will need to procure to ensure that your event runs smoothly.

In this guide, we will outline the essential supplies you will need to organize a successful track meet, as well as offer some tips on where to purchase them and how to keep them organized on the day of the event.

With the right preparation and attention to detail, you can ensure that your track meet is a memorable and successful event for all involved.

Track & Field Meet Tip: Create a Track & Field Supply Box with all the necessary items you need: Staples, Stapler, Tape, Paperclips, Markers, Manila Envelopes for Awards, Ream of Paper, Pens, Pencils, Clipboards, garbage bags, Weather Writer, barricade/caution tape, envelope crates to organize awards, scissors, binder clips, extension cords, power strip, etc....



SUPPLIES CHECK LIST

Here is a list of Supplies that may be needed for your track meet:

- Stopwatches/timers
- Walkie-Talkies/Radios
- Starting gun
- Whistles
- Clipboards and pens
- Scoreboard or Video Board to Hy-Tek to display Results
- Timing equipment (e.g. electronic timing system)
- Measuring tape for all field events
- High jump and pole vault standards and bars
- Shot put, discus, and javelin implements
- Batons for relays
- Cones or markers for marking event areas
- Water coolers and cups for athletes
- Medical supplies (e.g. first aid kit, ice packs, emergency contact information)
- Garbage bags and trash cans
- Sunscreen and hats for staff working outside
- Rain gear in case of inclement weather
- Portable toilets for athletes, coaches, and spectators
- Event signage (e.g. directional signs, event schedule, and parking signs)
- Tents or canopies for shade and shelter for staff, athletes, and spectators

Note that the specific supplies needed may vary based on the type and size of the track meet. It's important to plan ahead and ensure that all necessary supplies are available and in good working condition.



EVENT WORKERS

Hosting a track meet can be a complex undertaking with many moving parts. To ensure that everything runs smoothly and safely, it's essential to have a well-planned event worker checklist and staffing plan in place. Here is a comprehensive guide to hosting a successful track meet.

Pre-Meet Checklist

Track & Field Meet Tip: Utilize the Bound Worker Management Tool to assign or have event staff sign up directly to your Bound event management program. [Resource Link:](#)

Event Worker Assignment Document Example

Here are the roles that you should consider having at your track meet, along with a brief description of their responsibilities:

1. Meet Director: Oversees all aspects of the meet, including planning, organization, and communication.
2. Starter: Starts each race and ensures that all athletes are ready and in the correct lanes.
3. Clerk of Course: Coordinates the athletes in the waiting area and ensures that they are in the correct order for their event.
4. Head Timer: Supervises the timing system and ensures that all times are recorded accurately.
5. Finish Line Judges: Record the order of finish for each race and make sure that the correct athletes are awarded.
6. Lap Scorer: Records the number of laps completed by each athlete in distance races.
7. Field Event Judges: Measure and record the distance or height achieved by each athlete in field events.
8. Implement Inspector: Inspects all implements used in field events, such as javelins and shot puts, to ensure that they meet safety standards.
9. Announcer: Provides information to athletes and spectators about the order of events, the status of the meet, and any important announcements.
10. Medical Personnel: Provide first aid and emergency care as needed.
11. Security: Ensures that the meet is safe and secure for all participants and spectators.
12. Volunteers: Assist with various tasks, such as handing out water and collecting results.

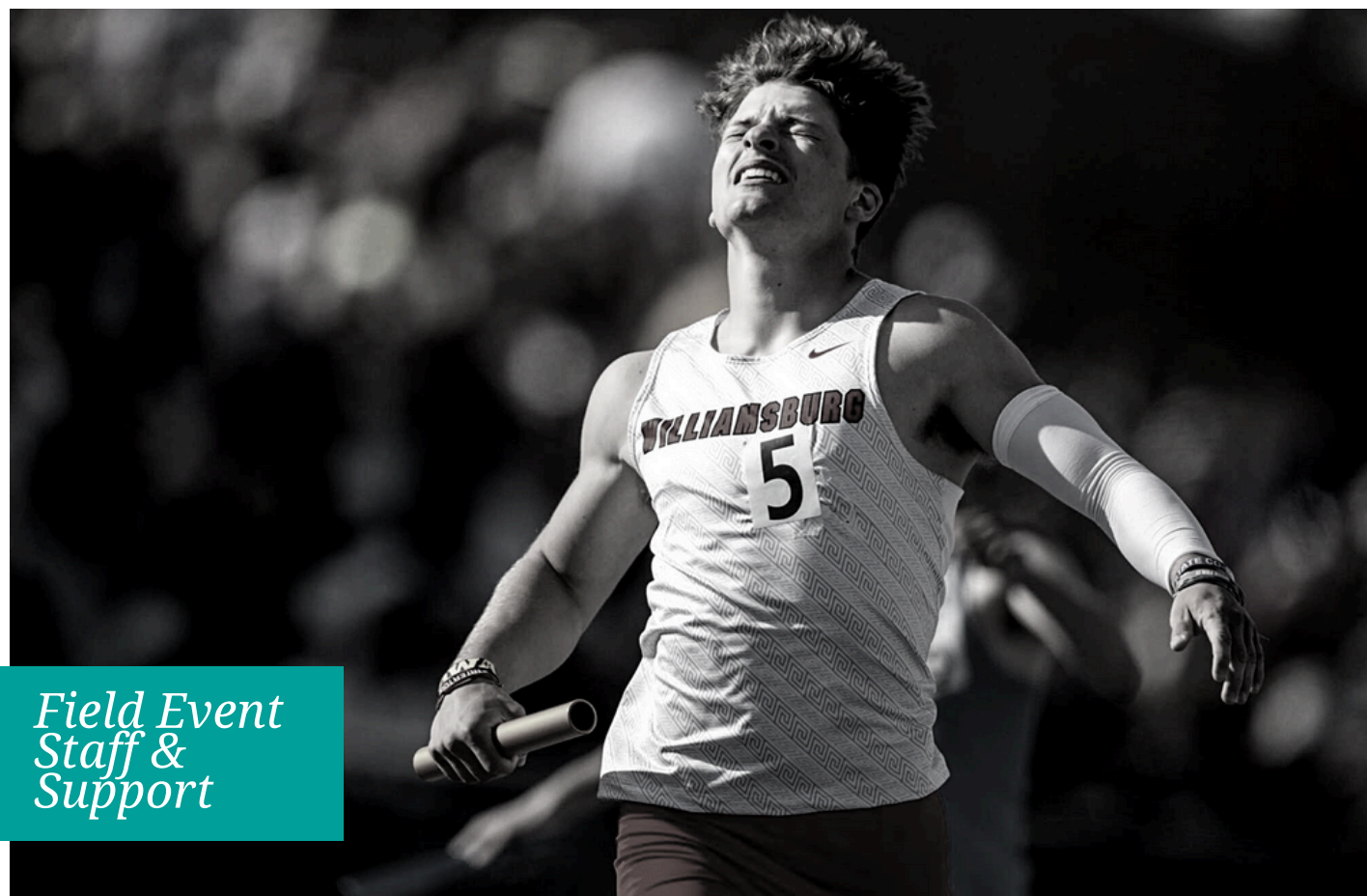
TRACK & FIELD MEET STAFFING PLAN



The number of staff members needed for each role will depend on the size and complexity of your meet. Here is a general guideline for how many staff members you should have for each role:

- Meet Director: 1-2 people
- Starter: 1-2 people
- Clerk of Course: 1-2 people
- Head Timer: 2-3 people
- Finish Line Judges: 1-2 people per lane
- Lap Scorer: 1-2 people
- Field Event Judges: 2-4 people per event
- Implement Inspector: 1-2 people
- Announcer: 1 person
- Medical Personnel: 1-4 people
- Security: 2-4 people
- Awards: 1-2 people
- Volunteers: As many as needed





Field Event Staff & Support

FIELD EVENT & SUPPORT STAFF

By Scott Garvis

One of the crucial aspects of hosting a successful meet is ensuring that all field events are adequately staffed. From setting up the event areas to recording results and managing the safety of participants and spectators, field event staff plays a critical role in the success of the competition. In this section, we will outline the various roles and responsibilities of field event staff and provide guidance on how to recruit and train these individuals to ensure a smooth and efficient meet.

By ensuring that all field events are staffed with knowledgeable and competent workers, we can help ensure that our athletes have a safe and enjoyable competition experience.

Track & Field Meet Tip: Provide detailed instructions and training for each event. This can include information on setting up and breaking down equipment, rules and regulations specific to the event, and safety protocols. By ensuring that all Field Event Staff members are well-informed and properly trained, the meet director can help to ensure that each event runs smoothly and efficiently. Additionally, providing clear communication channels and a designated point person for any questions or issues that arise can also help to alleviate any confusion or stress for Field Event Staff. Have a radio at each field event to assure efficient communication throughout the meet in requesting PA Announcements & Calling for athletes.



FIELD EVENTS

Here is a breakdown of the field event staff for each event and their duties and responsibilities, as outlined in the NFHS Track Meet Manual:

High Jump: [NFHS High Jump Instructions](#)

1. Chief Judge: responsible for overall coordination of the event, including ensuring that all rules are followed and that the competition runs smoothly. This person will oversee the other judges and make all final decisions.
2. Vertical Measurer: responsible for measuring the height of the bar and ensuring that it is set correctly for each attempt.
3. Bar Raiser: responsible for raising the bar to the appropriate height after each successful jump.
4. Landing Pad Attendant: responsible for ensuring that the landing pad is properly placed and in good condition, as well as assisting athletes in getting off the pad safely.
5. Clerk of Course: responsible for organizing and calling athletes for their attempts and maintaining the official order of jumps.

Shot Put: [NFHS Shot Put Instructions](#)

1. Chief Judge: responsible for overall coordination of the event, including ensuring that all rules are followed and that the competition runs smoothly. This person will oversee the other judges and make all final decisions.
2. Head Judge: responsible for judging the throw and calling fouls if necessary.
3. Measurer: responsible for measuring the distance of each throw and recording it accurately.
4. Implement Inspector: responsible for inspecting each shot put for compliance with regulations.
5. Circle Steward: responsible for ensuring that the throwing circle is in good condition and that athletes follow the correct throwing technique.



FIELD EVENTS

Here is a breakdown of the field event staff for each event and their duties and responsibilities, as outlined in the NFHS Track Meet Manual:

Discus: [NFHS Discus Instructions](#)

1. Chief Judge: responsible for overall coordination of the event, including ensuring that all rules are followed and that the competition runs smoothly. This person will oversee the other judges and make all final decisions.
2. Head Judge: responsible for judging the throw and calling fouls if necessary.
3. Measurer: responsible for measuring the distance of each throw and recording it accurately.
4. Implement Inspector: responsible for inspecting each discus for compliance with regulations.
5. Circle Steward: responsible for ensuring that the throwing circle is in good condition and that athletes follow the correct throwing technique.

Long Jump: [NFHS Long Jump Instructions](#)

1. Chief Judge: responsible for overall coordination of the event, including ensuring that all rules are followed and that the competition runs smoothly. This person will oversee the other judges and make all final decisions.
2. Horizontal Measurer: responsible for measuring the distance of each jump and recording it accurately.
3. Take-off Judge: responsible for determining whether the athlete has left the board from the correct foot and if there are any fouls.
4. Pit Steward: responsible for ensuring that the pit is in good condition and that athletes are able to get out safely.
5. Clerk of Course: responsible for organizing and calling athletes for their attempts and maintaining the official order of jumps.

FIELD EVENTS STAFFING PLAN



Here is a checklist of the number of staff for each position for the field events:

Example Worker Assignment WorkSheet

High Jump:

- Chief Judge: 1
- Vertical Measurer: 1
- Bar Raiser: 1
- Landing Pad Attendant: 1
- Clerk of Course: 1

Shot Put:

- Chief Judge: 1
- Head Judge: 1
- Measurer: 1
- Implement Inspector: 1
- Circle Steward: 1

Discus:

- Chief Judge: 1
- Head Judge: 1
- Measurer: 1
- Implement Inspector: 1
- Circle Steward: 1

Long Jump:

- Chief Judge: 1
- Horizontal Measurer: 1
- Take-off Judge: 1
- Pit Steward: 1
- Clerk of Course: 1



Field Event
Staff &
Support

MEET OFFICIALS & DUTIES

By Scott Garvis

Another one of the most important aspects of organizing a successful meet is ensuring that the meet officials are knowledgeable and competent in their respective roles. Meet officials play a critical role in ensuring that the meet runs smoothly and that all athletes have a fair and safe competition.

It is the responsibility of the Meet Director to secure meet officials and assign them specific duties. It is the responsibility of the Meet Director to secure meet officials and assign them specific duties.

This section of the manual outlines the roles and responsibilities of various meet officials, including the starter, referee, head field judge, and clerks of the course.

By understanding the duties of each official and ensuring that they are properly trained and informed, the Meet Director can help ensure that the meet is conducted fairly, efficiently, and without incident.

Track & Field Meet Tip: Make sure you provide your meet officials all the necessary information they need to effectively officiate the track & field meet. Provide your meet officials with access to water and food as a thank you for officiating.



OFFICIAL DUTIES

- **Referee:** In charge of all activities during the competition. Responsible for the conduct and supervision of all meet officials. Responsible for receiving written protests. Act upon any protests. Rule on any race infractions and interpret the rules of the meet. Consult with the Jury of Appeals when situations arise.
- **Announcer:** Keep runners, coaches, and spectators updated as to the race schedule. Give pre-event calls: First Call, Second Call & Third & Final Call. Coordinate presentation of awards (medals to top three). Results of the event prior to the last event contested will be announced after each race. Announce team scores after every three events scored (3, 6, 9, 12, 15) and prior to the start of each 1600-meter relay. Alert Event Timing Official when relay exchange zones are ready. Recognize all meet officials and workers during the meet (not all at one time). Make any related public service announcements.
- **Clerk of the Course:** Position each competitor in their proper race (heat) and starting position (lane). Distribute hip numbers for all races. Participants are to place competitor numbers on their left hip. Inform that these numbers must stay visible. Remind runners that they **MUST** finish in their assigned lane. Release the heat/competitors to the assistant clerk. Check for uniform compliance.
- **Clerk of the Course Assistant #1:** Escort the heat/competitors to the first holding area located at the middle of the straightaway after they are released from the Clerk of the Course. Make sure competitors stay off the track until they are called for their race. Assist in any manner requested by the Clerk of the Course.
- **Clerk of the Course Assistant #2:** Escort the heat/competitors from the first holding area to the starting line. Make sure competitors are in their proper lane and starting position. Assist in any manner requested by the Clerk of the Course.
- **Starter:** Gives commands to begin the race. If an athlete commits a false start, the starter will signal the race to be stopped and the athlete who committed the false start will be disqualified. Ensure all athletes have their starting blocks and have them properly set up on the track. Ensure that all athletes are in their proper lane before starting the race.



OFFICIAL DUTIES

- **Head Field Judge:** Coordinates with other Field Judges and oversees the conduct of each field event. Decides all protests concerning field events. Ensures the proper marking of all jumps and throws. Assigns field event workers to the event and ensures they understand their duties. Ensures that all rules governing the field events are followed. Determines if a measurement is official or unofficial.
- **Field Judge:** Responsible for measuring each attempt in their assigned field event. Reports the distance of the attempt to the head field judge. Makes sure that competitors do not cross the foul line or foul board. Assists in any manner requested by the head field judge.
- **Implement Inspector:** Inspects all implements used in throwing events before they are allowed to be used. Ensures that implements meet all specifications for the event. Monitors the use of implements during the event to ensure they are not damaged or altered. Submits a report to the head field judge after each event.
- **Jury of Appeals:** A panel of officials who make the final decision on any protests that have been submitted. The panel consists of three officials who are not associated with the protest or the competitor involved. They will consider any written protest submitted by a coach or competitor and will make a ruling based on the rules of the meet.
- **Awards Person:** The Awards Person is responsible for assembling the awards for the track meet and ensuring that each participant receives the correct medal for their respective event.



Administrating the Meet

RUNNING THE MEET

By Scott Garvis

In order to successfully run a track meet, it is important to have a designated administrator who can oversee and supervise all aspects of the event. This person will be responsible for coordinating and planning all aspects of the meet, including securing competent officials and workers for all events, ensuring that all technical details are taken care of, and making sure that the needs of contestants, officials, and spectators are met.

The administrator will work closely with the various officials and workers involved in the meet, including the announcer, clerk of the course, starter, and timing officials, to ensure that everything runs smoothly and efficiently.

The administrator will also be responsible for announcing team scores, recognizing meet officials and workers, and making any necessary public service announcements. Overall, the administrator plays a crucial role in ensuring that the meet is a success, and that all participants and spectators have a positive and enjoyable experience.



MEET DIRECTOR

- Serve as the administrator and supervisor of the meet
- Be responsible for securing knowledgeable and competent meet officials and workers for all events
- Be certain that all officials and workers know and understand their assignments and duties
- Coordinate the promotional and planning activities of all aspects of the meet
- See to the needs of contestants, officials and spectators, and ensure all technical details of the meet have been done
- See that all events are seeded and heats and flights are assigned
- Keep the meet rolling once the first running event starts
- Ensure the announcer, clerk of the course, starter, automatic timing official, and event timing official work in sync
- Have an Event Timing Official assigned to keep the meet running on pace
- Ensure there are three minutes between each event and 90 seconds between each heat of an event
- Announce team scores after every three events scored (3, 6, 9, 12, 15) and prior to 4x400 meter relay
- Recognize all meet officials and workers during the meet (not all at one time)
- Make any related public service announcements

Track & Field Meet Tip: One tip that would make Pre-Meet Planning & Logistics easier is to create a detailed checklist and timeline for all tasks that need to be completed leading up to the meet. This can help ensure that nothing is forgotten and that everything is completed in a timely manner. It can also help identify any potential issues or conflicts that need to be addressed before the meet. Additionally, delegating tasks to a team of volunteers or staff members can help spread out the workload and make the planning process more efficient.



Post Meet Organization

POST MEET ORGANIZATION

By Scott Garvis

The post-meet organization is just as crucial as the preparation leading up to the meet. It is important to have a plan in place for the efficient handling of equipment, clean-up of the facilities, and the dissemination of results.

In addition, it is essential to ensure that all financial transactions are accounted for and that any outstanding issues or disputes are resolved promptly.

This section will outline important details to consider during the post-meet phase, so that the overall success of the meet is not compromised.

Track & Field Meet Tip: One tip that would make Pre-Meet Planning & Logistics easier is to create a detailed checklist and timeline for all tasks that need to be completed leading up to the meet. This can help ensure that nothing is forgotten and that everything is completed in a timely manner. It can also help identify any potential issues or conflicts that need to be addressed before the meet. Additionally, delegating tasks to a team of volunteers or staff members can help spread out the workload and make the planning process more efficient.



POST MEET CHECKLIST

As a Track & Field Meet Director, here is a list of things to do after the meet:

- Collect all equipment and supplies, ensuring that everything is accounted for.
- Clean up the meet venue and ensure all equipment is properly stored.
- Evaluate the performance of the meet officials and workers, making note of any issues that need to be addressed.
- Review the results of the meet and ensure that they are accurate and complete.
- Upload results to the Bound platform (e.g. online databases, school website, meet website) for public access.
 - [Importing Hytek Meet Results Data Into Bound](#)
- Organize the distribution of medals and awards to the winning athletes and teams after the completion of the meet.
- Pay all invoices and expenses associated with the meet.
- Send thank you notes or emails to all meet officials and workers.
- Write a report summarizing the meet and any issues that arose during the competition.
- Review the report and make recommendations for improvements for future meets.
- Archive all documents related to the meet, including the report, results, and any other relevant information.



EMERGENCY RESPONSE PLAN

By Scott Garvis

Ensuring the safety of all athletes, spectators, and staff is of the utmost importance. It is essential to have a comprehensive emergency response plan in place to handle any unforeseen circumstances that may arise during the meet.

This plan should address various emergency scenarios, such as severe weather, medical emergencies, or security threats. Having an effective emergency response plan will provide peace of mind to all involved and help

ensure the smooth and safe operation of the track and field meet. The purpose of this emergency response plan is to provide guidance and procedures to be followed in the event of an emergency at a track & field meet.

Having an emergency response plan in place for a track & field meet is critical to ensuring the safety and security of all participants and spectators. It is important to review and update this plan regularly to ensure that it remains relevant and effective.

Track & Field Meet Tip: Ensure that all emergency equipment, such as first aid kits and AEDs, are easily accessible and in good working condition.



EMERGENCY PLAN

Emergency Contact Information:

- Call 911 for any life-threatening emergency
- Contact the nearest medical facility for non-life-threatening injuries
 - [Emergency Contact Resource](#)
- Contact the local police department for security issues

Emergency Procedures:

- Medical Emergency: [Resource Link:](#)
 - In the event of a medical emergency, the nearest medical facility should be contacted immediately.
 - First aid should be administered by qualified personnel, if available.
 - The meet director should be notified of the situation immediately.
 - The meet director should determine if the event needs to be delayed or canceled.
 - If transportation is required, a designated person should be assigned to accompany the injured person to the hospital.
- Severe Weather: [Resource Link:](#)
 - In the event of severe weather, the meet director should monitor local weather reports and make decisions regarding meet cancellation or delay.
 - The meet director should ensure that all participants and spectators are evacuated to a safe location in the event of severe weather.
 - [Lightning Guidelines](#)



EMERGENCY PLAN

- **Security Incident:** [Resource Link:](#)
 - In the event of a security incident, the local police department should be contacted immediately.
 - The meet director should notify all participants and spectators of the situation and provide instructions on what to do.
 - If necessary, the meet director should consider canceling or delaying the event.
- **Fire Emergency:** [Resource Link:](#)
 - In the event of a fire, the nearest fire department should be contacted immediately.
 - All participants and spectators should be evacuated to a safe location.
 - The meet director should ensure that emergency personnel have access to the site of the fire.
- **Bomb Threat:** [Resource Link:](#)
 - In the event of a bomb threat, the local police department should be contacted immediately.
 - All participants and spectators should be evacuated to a safe location.
 - The meet director should follow the instructions of the local police department.
- **Power Outage:** [Resource Link:](#)
 - In the event of a power outage, the meet director should determine the cause and expected duration of the outage.
 - The meet director should consider delaying or canceling the event if the power outage is expected to last for an extended period of time.