LUCA has prepared a guide to help competition organisers plan and execute a track and field meeting. The guide is built on the experience of our own competition organisers and supplemented with advice from the LICC and England Athletics. The guide is suitable for events ranging from varsity matches to larger competitions. We always welcome feedback to improve the guide. Please write to james@london-athletics.com.

# How to use this guide

* Click on the hyperlinks to be directed to more information
* Remember that this is a *guide* and is not designed to provide an answer to every question about organizing a track and field meet.
* Read the whole guide in advance. Documents that are required on the day will need to be printed or ordered *before* race day. Give yourself plenty of time and prepare for the unexpected (printers breaking, delays in delivery etc).

# The Guide

1) Appoint an Organising Committee and a Meet Director.

2) Follow the checklist below. The checklist can also be downloaded as a word document here.

|  |  |  |
| --- | --- | --- |
|  | Item | Notes/Links |
| 1 | Venue Booking | List of tracks in London |
| 2 | Draft timetable | More information here |
| 3 | Information sheet | Template |
| 4 | UKA permit | More information here |
| 5 | Invite officials  | More information here |
| 6 | Invite first aider | List of providers here |
| 7 | Set deadline for entries if desired | One week before advised |
| 8 | Send entry sheet and publish documents online | Teamsheet templateGuest template |
| 9 | Purchase numbers | Two per number (front and back)www.first4numbers.co.uk |
| 10 | Purchase medals (if necessary) | Classicminitures.com |
| 11 | Process entries into spreadsheet (inc. number assignment and seeding) | Template  |
| 12 |  |  |
| 13 |  |  |
|  | **Things to bring on the day** |
|  | Name/number list |  |
|  | Numbers (organised by team where possible) |  |
|  | Timetable |  |
|  | Catering for officials/volunteers |   |
|  | Field cards | Template  |
|  | Track cards | Templates but advised to buy from www.\_\_\_.com |
|  | Walkie talkies | Hire from LUCA  |
|  | Permit |  |
|  | Officials expenses forms | Template |
|  | Withdrawal forms |  |
|  | Float |  |

## Organising Committee

An organizing committee should preferably represent a cross section of stakeholders (members from different clubs, coaches, athletes, officials etc). Effective committees are large enough to handle the workload but small enough to work efficiently. Make sure each member of the OC understands their primary responsibilities, but remains flexible enough to pick up other responsibilities if necessary.

We recommend the following roles on an organizing committee;

* Venue Secretary
* Officials Secretary
* Entries Secretary
* Treasurer

In addition, the following roles may be appointed to the committee;

* Media secretary

## Meet Director

The Meet Director is the person responsible for chairing the organizing committee. This person is crucial to the entire execution of the event. They must be a person who understands the sport and is able to direct the work of others and have a general understanding of all the tasks. This person is the coordinator of the total event and must keep an eye on both the big picture and the smaller details. .