

NEEDED FOR AGE-HANDICAPPING T&F MEET

SUPPLIES:

- Food for officials
- Drinks for officials
- Shade for athletes
- Ice
- Ice containers for drinks
- Cigar boxes for cash
- ✓ 3 canopies
- Rocks
- Batteries
- Wind Guage
- ✓ Rakes
- ✓ Shovels
- ✓ Victory stand
- ✓ Timers' platform
- Scotch tape
- Masking tape
- Stapler
- Stop watches
- Conversion book
- Copy machine
- Coffee
- Bullhorn
- Spikes to sell
- Pencils
- 8 Clipboards
- Long tape
- 1-meter ruler
- 3m tape
- ✓ Chalk for shot put/discus
- ✓ 60° angle
- ✓ Tape for shot/discus/jav/ham
- ✓ 2 registration tables
- ✓ 1 trophy table
- ✓ 2 sales tables
- ✓ 1 information table
- 1 announcer table
- ✓ 10 chairs
- ✓ String to block canopy from athletes
- ✓ Keys to all rooms
- ✓ Sprinkler shut off procedure
- ✓ Lights -how to turn on
- Concession stand open?
- Cardboard for signs
- Trophies
- ✓ Microphone
- Marking pen
- Pencils
- Results SASE envelopes  
& comments on meet
- T-Shirts
- Beer for prize
- Cash for prize???
- ✓ Plastic bar for HJ
- 6 jumps for all or 6/3?
- Screwdriver for pit measurement?
- Tape for shorter toe-board

PERSONNEL:

- |  |          |
|--|----------|
| 1. Meet director                         | Al       |
| 2. Logistics director                    | Sandy    |
| 3. Track clerk-of-course                 | Bill     |
| 4. Field clerk-of-course                 | Christel |
| 5. Starter                               | Ralph    |
| 6. Head Timer                            | Ed       |
| 7. Timer                                 |          |
| 8. Timer                                 |          |
| 9. Timer                                 |          |
| 10. Timer                                |          |
| 11. Timer                                |          |
| 12. Timer                                |          |
| 13. Strong guy to move pole vault pit    |          |
| 14. " " " " " "                          |          |
| 15. " " " " " "                          |          |
| 16. " " " " " "                          |          |
| (Also high jump pits & hurdles)          |          |
| 17. Extra hurdle crew person             |          |
| 18. " " " "                              |          |
| 19. Registration desk chief              |          |
| 20. " " helper (late entries)            |          |
| 21. Sales person                         |          |
| 22. Sales person                         |          |
| 23. Gofer, with car                      |          |
| 24. Gofer, track area                    |          |
| 25. Announcer                            |          |
| 26. Spotter                              |          |
| 27. Runner for announcer                 |          |
| 28. Trophy presenter                     |          |
| 29. Handicap calculator                  | Pete     |
| 30. Information booth person             |          |
| 31. Official for high jump               |          |
| 32-33. Helpers                           |          |
| 34. Official for pole vault              |          |
| 35-36. Helpers                           |          |
| 37. Official for long jump & triple jump |          |
| 38-39. Helpers                           |          |
| 40. Official for shot & discus           |          |
| 41-42. Helpers                           |          |
| 43. Official for hammer & javelin        |          |
| 44-45. Helpers                           |          |
| 46. Concession stand or food seller      |          |
| 47. " "                                  |          |
- 1 lap counter for each 2 runners in 5K & 1500
- Pay key people

PERSONAL SUPPLIES (carry)

Stop watch  
Single dollar bills  
Running shoes  
Checks for personnel  
Pen  
Pencil  
Marking pen  
Thumbtacks

ENTRY FORM:

Include T-shirt check-off?  
Dinner/banquet check-off?  
  
Instant photo service  
  
Sponsor  
  
Funny trophy  
  
Most determined person award  
  
Outstanding athlete - most points

Extra fees for late entries

Use Adler's mailing list  
Use Vernon's list  
Use Miller's list  
Etc.

AGE-HANDICAPPING SUPPLIES/FORMS

Heat sheets:

- 1) White - original - awards/official copy
- 2) Yellow - announcer (results)
- 3) Pink - post on wall (results)
- 4) Goldenrod - announcer - entries
- 5) Blue - post on wall - entries
- 6) Green - extra - results if press comes or  
for registration desk

Flourescent markers for lanes

Thumbtacks for flourescent markers

Alphabetical entry file - registration desk

Entry spread sheet " "

Post schedule for athletes

Post schedule for registration desk

GOOD MEET:

Numbers  
Pins  
Athlete's packet (alphabetized)  
Program in packet  
Results SASE envelope & comment sheet  
NMN or NMN card

Separate hurdle races by hurdle-height

Anyone can use anyone's shot/discus/jav/ham

SANDY 366-1112

● SAT. AT TRACK

1. For 100, Mark off on side w/white labels each meter mark, 1 thru 20. (OR IN LANE 8)
2. Mark off w/ fluorescent, 200 + 400 ft.
3. Place all lane 1 labels on curb.
4. Post on wall
5. Set up trophies
6. Put up tables
- ~~7.~~ Redo 400 - LW 718 - SB 12
8. For 200, give 'em approx hcp on 15 or 20 m line.

clay key people

Results envelopes (blank)

People fill out if they want them

✓ Food

NMN's

✓ Drinks

✓ Ice

✓ Alphabetical list

✓ Cigar box for cash

✓ Personnel: # people

✓ Late entries - 1

✓ Age books } - 1

✓ NMN subs } ~~50~~

✓ T-shirts }

✓ Hcp person |

✓ Trophies |

✓ Announcers |

✓ Go Fer |

✓ Starter |

✓ Head Timer |

✓ Clerk - Bill |

✓ Field - Christel } |

Officials -



INSTANT Photo Service

Sponsor

Beer prizes

Funny trophy

Most determined person  
award

Numbers

Pins

Include T-shirt on form?

Dinner / banquet

NMN cards

Ice ✓

AL

LAP COUNTER

AI (Announcer)

✓ HEAT SHEETS ✓

AI

1. Post on Wall
2. Start → Starter
3. Back-up

✓ LONG TAPE ✓

NICK

✓ TAPE 100' ✓

Christel

✓ CLIPBOARDS (6) ✓

"

BILL ✓ PENCILS (6) ✓

AL

✓ WHITE OR COLOR TAPE ✓

AL

✓ (for marking heaps)

✓ CONVERSION BOOK ✓

AL

✓ RAKE ✓

Sandy

✓ SHOVEL ✓

"

✓ CIGAR BOXES ✓

Bill

✓ ENTRY FILE - Alphabetized ✓

AL

? BULLHORN ✓

Sandy

→ FOOD + DRINK FOR OFFICIALS ✓

? TRASH CAN w/ DRINKS ✓

✓ STOP WATCHES ✓

2 - SANDY 5 - TAC  
1 - NICK

? SPAVE CHALK ✓

NICK - MRS. MUSAR?

✓ SPREAD SHEET ✓

AL

SMALL 2M METRIC TAPE FOR HJV

✓ People to Move VAULT + JUMP

? BULL HORN ✓

Sandy

? 50' TAPE FOR SHOT ✓

✓ CHALK / ARC ✓

"

✓ 60° ANGLE ✓

"

✓ 2 REGISTRATION TABLES ✓

✓ 1 AWARDS TABLE ✓

✓ ANNOUNCER

✓ FOOD FOR OFFICIALS ✓ no beer - 3 dozen soft drinks

1/4" PIN SPIRES  
NO PYRAMID "

LONG JUMP	CHRISTEL	PIT RAKER
<del>TRIPLE</del> JUMP	"	"
POLE VAULT		2 people
80M H	"	Tape
HIGH JUMP		2 people

5K		1 lap counter per <sup>2</sup> people
1500		" "

SHT		3 people
High JUMP - plastic bar?		

HH } may not be 80Hurdles available  
IH }

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Bill picks up cards from Reg,  
Terhune (runner) takes to start line w/ Bill  
" runs card to Lewis at Finish  
Times give time to Lewis w/ clipboard  
Terhune takes card to announcer & awards



Louie Ramirez

881-1587 - W

765-5640 - G

Alan Amundson

PIP-248-2782

official

Rozina - permit

213-625-6886

~~Sandy Scheer~~

Sandy Scheer  
366-1112

Cashier's Check

LA Unified School District

ROSINA LONG

Room G-308

213-625-6886

CAUSD

Youth Service Section

Student Auxiliary Service

401 N. Grand Ave

CA 90012

PERMIT # 7284

7/28/76

Poster ship.

Flourescent poster paper

Knives that cut

2" strips

- L J/TJ 6 jumps each  
Metric
1. Tape (no) Chris
  2. Clipboards (6) "
  3. Pencils (6) AL
  4. White tape " (NOT MASKING TAPE)
  5. Measuring device Chris
  6. Conversion book AL
  7. Person to take pit "
  8. " "

AL - make caps

Pole vault  
Need 3 people  
No TAP  
Measuring stick - Birmingham?  
Birmingham  
Rater  
Shovels  
(Chris does that too)

Call Dennis and ask how you are going

SOMA - Christel Will Do

1. Masking tape
2. Run separately, together, if lane separated

SLIPS: Add \_\_\_\_\_ to count

Have all entries in file - alphabetized

Bunhorn

Food & drink for officials

Trash can - drinks

Plastic

Ask Shonta for big 2 drinks per official

(see Christel's mom may take care of it)

Can concession stand to give & us sell  
stuff, too.

Stop watches - ask Reimings

## HEAT SHEETS

5. POST ON WALL

1. CLERK → STARTER

2. " → FINISH → AWARDS / RESULTS

3. " → POST ON WALL

Spread sheet

## Christel:

✓1) T shirts ?

✓2) Numbers ?

✓3) Entry lists (heat sheets)

✓4) Why check in 1 hr. ahead

✓5) Field event procedure

✓6) Long, long ruler/tape

✓7) Measure field in  
" or m

✓8) Victory stand

✓9) Box for starter to stand on

HJ

1. One small metric tape - 2 meters
  2. Plastic con bar - essential
  3. F
- 3 People to move

9/6/1570 - Need leg carters

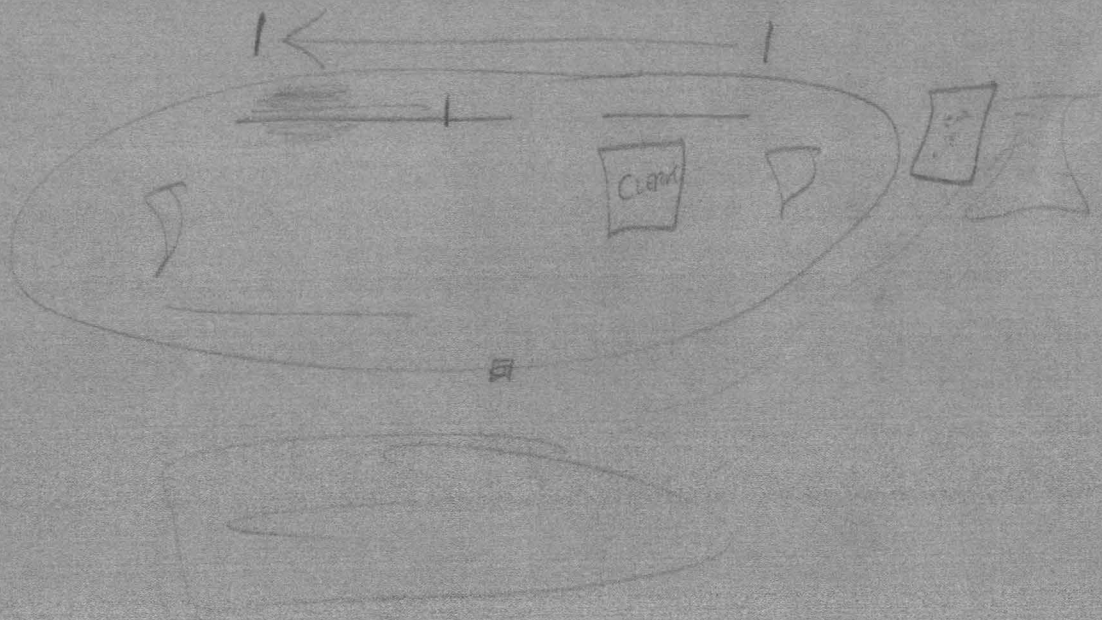
PV

- X 1. Flaps by pole vault
- X 2. Cones

We need our people to move poles.  
Poles?

SP

1. Check area
2. 50' tape
3. cone or 2
4. 60' angle
5. TRIT Yaw
6. Anyone can set camera



Post entries on wall

• results

Extra fee for post entries - 0.5



1) Big Layout. by Event

619-321-1878

Bill Adler

1ST NATIONAL MASTERS NEWS MEET

~~Ag Handicap Meet~~

August 27, 1986

400 Meters ~~1ST PLACE~~

1ST PLACE

Bill

1. CALLS SANDY at BIRMINGHAM  
His meet directn - pay him \$100 - \$200  
Sandy Schen - clerk of course  
He'll get clearance + file. 4-9pm
2. 1st choice - SAT. AUGUST 23  
2nd " - SAT. AUGUST 16  
3rd " - SUN. AUGUST 24  
4th " - SUN. AUGUST 17
3. INSURANCE  
Waiver
4. Sandy will use people - shot, discuss
5. Starter - Bill Woot  
John Skeese
6. MAIL out Entry forms. Bill has  
500 names + clubs.
7. Give Bill CRITERIA + bill drawn early for
7. DIM George will help + bring to people
9. 6 times; 2 or 3 runners. 3 at shot + Field events.

10. 4x6 file cards for each event

11. After Race, head starter asks time of each timer. Look into forms.

12. Get numbers.

13. Bill will go for funding.

Pete Mundle  
HANDICAPPING

1st Annual { National Marton News  
Pete Mundle  
LAUAC

Age-Handicap Meet

(Avoid Dual meetings)

14. Al sets entry fee

15. Awards - Debra - <sup>Palmdale</sup> 3 medals/trophies per event  
\*3 or \*4 each for Olympic Lynda Meet

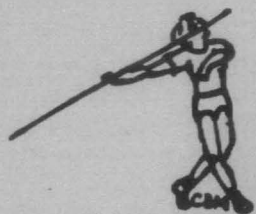
Dave CURRAN 818-793-1105  
Al will handle.

16. Al - schedule

17. Bill - entry form

18. Al - look into TAC officials, state  
+ recall starter (fee)  
Use VHS if available.

19. T-shirts - Ask Nike  
Name of meet on T-shirt
20. No Acco-track
21. Presentation - VICTORY STAND Awards
22. Bill will set up account. ENTRIES  
mailed to Bill.
23. Late entries - ~~0~~ Must be in by —!



from CHRISTEL's point...

You need: 50' Tape  
Shot Put

✓ Tape L.J. + T.J. ✓  
" H.J. ✓

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metric?

✓ tape for shorter tree-board

Jumps

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✓ screw driver for pit meas.

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✓ clip boards - I have 6  
masking tape f. hurdles?

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✓ pencils

Events closer together  
No sprints after dark

## Personnel (cont)

4 guys for pits

6 " " hurdles

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✓ 1-meter ruler

✓ 2 or 3 tapes

✓ 10 clipboards

✓ Thumbtacks

✓ Pencils

✓ Marking pen

✓ Sprinkler turn-off

✓ Keys to all rooms

✓ Ice chests

✓ 5 tables

✓ String to block tables

✓ Microphone

✓ Trash basket

✓ Cardboard for signs

✓ Trophies

✓ Spikes