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

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

- Fluorescent markers for lanes
- Thumbtacks for fluorescent markers
- Alphabetical entry file - registration desk
- Entry spread sheet
- Post schedule for athletes
- Post schedule for registration desk

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

GOOD MEET:

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

Extra fees for late entries

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

Separate hurdle races by hurdle-height
Anyone can use anyone's shot/discus/jav/ham
Sandy 366-1112

SAT. AT TRACK

For 100,
1. Mark off on side w/white labels each meter mark, 1 thru 20, (or in lane 8)
2. Mark off w/ fluorescent, 200 + 400 H.
3. Place all lane 1 labels on curb.
4. Post on well
5. Set up trophies
6. Put up tables
7. Redo 400 lab, lane 9
8. For 200, give em approx hcp on 15 or 20 m lane.
Pay key people
Results envelopes (blank)
People fill out if they want nan

Food
NMN's
Drinks
Ice

Alphabetical list
Cigar box for cash

Personnel: # people

Late entries - 1
Age books - 1
NMN suits - 1
T-shirts - 1
Top perum - 1
Trophies - 1

Announcer - 1
"Go Fer" - 1
"Starter" - 1

Head Timer - 1
"Clerk - Bill" - 1
"Field - Christel" - 1
Officials - 1
Copy machine  Coffee
Canopies  Rocks
Batteries  Wind Gauge
Rakes  Shovels
Victory Stand  Timers platform
Stop watches  Conversion book
Scotch tape  Masking tape
Stapler
Post entry on wall (close to req. area) 
Post schedule for athletes
Post entry/exit
Post results on athlete
Instant Photo Service Sponsor
Best prizes
Funny Trophy
Most determined team award

Numbers Pins

Include T-shirt in form?
Dinner/banquet

WMN cards
ICE

LAP COUNTER
HEAT SHEETS
LONG TAPE
TAPE 100'
CLIPBOARDS (6)
PENCILS (6)
WHITE OR COLOR TAPE
ENTRY FILE - Alphabetized

BULLHORN
FOOD + DRINK FOR OFFICIALS
TRASH CAN w/ DRINKS

STOP WATCHES
Spare Chalk
SPREAD SHEET

SMALL 2M METRIC TAPE FOR HJV

People to Move VAULT + JUMP
Bull Horn
50' TAPE FOR SHOT
CHALK / ARC
60° ANGLE

2 REGISTRATION TABLES
1 AWARDS TABLE
ANNOUNCER
FOOD FOR OFFICIALS
<table>
<thead>
<tr>
<th>Event</th>
<th>Caller</th>
<th>Pit Raker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Jump</td>
<td>Christel</td>
<td>Pit Raker</td>
</tr>
<tr>
<td>Triple Jump</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pole Vault</td>
<td></td>
<td>2 people</td>
</tr>
<tr>
<td>80m H</td>
<td></td>
<td>Tape</td>
</tr>
<tr>
<td>High Jump</td>
<td></td>
<td>2 people</td>
</tr>
<tr>
<td>5K</td>
<td></td>
<td>1 lap counter per 2 people</td>
</tr>
<tr>
<td>1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shot</td>
<td></td>
<td>3 people</td>
</tr>
<tr>
<td>High Jump - plastic box?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HH</td>
<td></td>
<td>May not be Hurdles available</td>
</tr>
<tr>
<td>IH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Bill picks up cards from Reg.
Termone (runner) takes & start line w/ Bill
run card to Lewis at finish
Times give time to Lewis w/ clipboard
Termone takes card to announce & awards
Louie Ramiro
881-1587 - w
765-5646 - g

Alan Amendoa
P#-248-2782
official

Rozina - permit
213-625-6886
Cashier's Check

L.A. Unified School District
Rosina Long
Room G-308  213-625-6886

CAUSD
Youth Service Section
Student Auxiliary Services
405 N. Grand Ave
CA  90012

Permit # 7284
7/28/78

Poster shop
Flour, water, poster paper
Knives, thin cut
2" strips
1. Tape (200) Metric
2. Clipboards (6) Chico
3. Pencils (6) 6# (not masking tape)
4. White Tape
5. Measuring device: Chico
6. Conversion stick: 6#
7. Beam to take pit
8. Al - uncle demo

Pole Vault
Need 3 people
No tape
Measuring stick - Birmingham

Call Bernice, how many hours on ground
SOME - Chester Will Do
  1. Missing tape
  2. Run separately, together, if back separated

Steps: Add - 6 event
      Have all entries in file - alphabetized
      Bucket

Food & Drink for officials
Trash can - Drinks
Plastic
Alcohol Sheets for 1 drink per official
(Chester's son may take can 1st)
Can concession stand to open 1 am sell stuff, etc.
Step watch - ask Remings
Heat Sheets
5. Post on Wall
1. Clerk → Starter
2. → Finish → Awards/Results
3. → Post on Wall

Spread sheet
Christel:

4) T-shirts?
5) Numbers?
6) Entry lists (heat sheets)
7) Why check in 1 hr. ahead
8) Field event procedure
9) Long, long ruler/tape
10) Measure field in " or m

18) Victory stand

x91) Box for starter to stand on
1. Our small metric tape - 2 meters
2. Elastic cord bow - essential

5X/517 - Next lap courses

X 1. Heavy log pole vault
X 2. Cones

SF
1. Check Cure
2. 50' tape
3. etc. etc.
4. 60' tape
5. That done
6. Anyone can
Past section or well

Extra fee for past section - $0.5
1) Big Layout by Event

619-321-1878  Bill Adler

1st National Masters News Meet
Age Handicapped Meet
August 27, 1984

400 Meters ☑  1st Place

1st Place
1. Call Sandy at Birmingham
   His meet director - pay him $100 - 9200
   Sandy Seker - clerk of course
   He'll get clearance + filing. 4-9 pm

2. 1st choice - SAT. August 23
2nd    - SAT. August 16
3rd    - SUNDAY August 24
4th    - SUN. August 17

3. **Insurance**
   Waiver

4. Sandy will like people - shot, throw

5. Starters - Bill Know

   John Sweden

6. Mail out Entry forms - Bill has
   500 names & clubs.

7. Give Bill criteria I'll draw entry for

8. Jim George will help + bring 6 people

9. 6 timer: 20 3 runners. 3 at shots + Field events
10. 4 x 6 file cards for each event.
11. After race, head starter asks time of each. times. Look in results.


13. Bill will go for funding.

14. All ret. entry fee

15. Awards - Detco - Pasadena
   *3 in *4 each. In Olympic, Los Davis, etc. per event.

Dave Curran 818-793-1105
All will handle.

16. All - schedule
17. Bill - entry form
18. All - both side. All officials, start, call starter (yes)
Use VR-20 if available.
19. T-shirts - All ask Nike
   Name of event on T-shirt

20. No Accout-raise

21. Presentation - Victory Stand Awards

22. Bill will set up account. Entries
   mailed to Bill.

23. Late entries - ☑ Must be in by —
from CHRISTEL's point...

You need: 50' Tape  Shot Put
√ Tape  L.J + T.J.

metric ?
√ tape for shorter trackboard
Jumps

√ Screwdriver for pit meas.
√ Clip boards - I have 6
masking tape f. hurdles ?
√ pencils
Events closer together
No sprints after dark

Personnel (corr)
4 guys in pits
4 - hurdles
1-meter ruler
2 or 3 tapes
10 clipboards
Thumbtacks
Pencils
Marking pen
Sprinklers turn-off
Keys to all rooms
Ice chests
5 tables
1 string to block tables
Microphone
Trash basket
Cardboard for signs
Trophies
Spikes