

# HOSTING JUNIOR VARSITY TRACK & FIELD MEETS

## GENERAL INFORMATION

APS high school track & field teams are responsible for hosting junior varsity track meets according to the junior varsity track & field meet format provided by the APS Athletic Department. Each junior varsity meet will be assigned three hosts. The junior varsity track & field schedule is posted on the APS Athletic Department website, [www.aps.edu/athletics](http://www.aps.edu/athletics), under *Athletics Calendar*; the host schedule and host responsibilities are attached to each scheduled meet.

Prior to hosting a meet, head coaches are responsible for reviewing host responsibilities, meet format and heat sheets. Heat sheets will be posted on the APS Athletic Department website by 9:00am the day of meet. **Host A will print and provide necessary copies of heat sheet packets the day of meet.** Meet kits with supplies and equipment necessary to host a meet will be provided for meets; kit contents are to be accounted for before and after meet.

## HOSTING RESPONSIBILITIES

### HOST A

- Assume the role of meet director
- Assume the role of meet referee
- Print, distribute and collect heat sheets for ALL events (jumping, running & throwing)
- Conduct a coaches meeting a minimum of fifteen minutes prior to the first scheduled event
- Provide a meet announcer
- Assign, coordinate and oversee meet officials and personnel for running events
- Meet officials and personnel may include: high school track & field coaches/athletes/volunteers
- Set up and put away equipment and supplies necessary to conduct running events
- Running event kit will include:
  - ◊ office supplies
  - ◊ clipboards
  - ◊ digital stopwatches
  - ◊ inspector flags
  - ◊ relay batons
  - ◊ lap cards
  - ◊ cones
- Items to be checked out from and returned to the event manager if needed:
  - ◊ electronic starting pistol and portable PA system
  - ◊ printing stopwatch
  - ◊ radios
  - ◊ megaphone
- Manage and record running event results on heat sheets provided by Host A
- Collect jumping and throwing event results from hosts; compile and submit ALL event results to the event manager at the conclusion of meet

### HOST B

- Assign, coordinate and oversee meet officials and personnel for jumping events
- Meet officials and personnel may include: high school track & field coaches/athletes/volunteers
- Set up and put away equipment and supplies necessary to conduct jumping events
- Jumping event kit will include:
  - ◊ office supplies
  - ◊ clipboards
  - ◊ tape measures
  - ◊ radios (check out from and returned to Host A)
- Manage and record jumping event results on heat sheets provided by Host A
- Submit jumping event results to Host A at the conclusion of meet

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## HOST C

- Assign, coordinate and oversee meet officials and personnel for throwing events
- Meet officials and personnel may include: high school track & field coaches/athletes/volunteers
- Set up and put away equipment and supplies necessary to conduct throwing events
- Throwing event kit will include:
  - ◊ office supplies
  - ◊ clipboards
  - ◊ tape measures
  - ◊ radios (check out from and returned to Host A)
- Manage and record throwing event results on heat sheets provided by Host A
- Submit throwing event results to Host A at the conclusion of meet

## EVENT MANAGER

An event manager will be present for all junior varsity meets

- Directly communicate with hosts regarding host responsibilities and event specifics/updates
- Ensure the assigned athletic trainer is present before events begin
- Check out/check in track & field host kits, verify contents before and after meet
- Check out/check in electronic starting pistol and portable PA system
- Ensure accessibility to equipment storage units, restrooms and press box
- Collect meet results from Host A upon the conclusion of the meet
- Clear facility of spectators, teams and coaches upon conclusion of event
- Monitor weather conditions and determine necessary action with meet hosts and athletic trainer
- Assist in emergency situations in conjunction with the meet hosts and athletic trainer
  - ◊ Coordinate facility evacuation when necessary
  - ◊ Contact APS School Police as needed, call 243-7712