

HOSTING JUNIOR VARSITY TRACK & FIELD MEETS 2021-2022

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, under *Athletics Calendar*; the assigned hosts for each meet are identified in the name of the event on the Athletics Calendar.

Electronic entries WILL NOT be required during the 2022 Spring JV Track season (example-entries WILL NOT be submitted via MileSplit as done with varsity meets). All events will be open to JV Track programs invited to the scheduled meets and participants will be able to compete by checking in at events with meet hosts. Blank or generic Finish Line Sheets or Field Event Result Sheets will be available for use at the meet site. Results will be posted electronically on the APS Athletic Department website, it will be the responsibility of each host school to submit results for their events to the Event Manager at the stadium. 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
- Determine how meet will be conducted per “all-comers” and gather event results for Event Manager
- Conduct a coaches meeting a minimum of fifteen minutes prior to the first scheduled event
- 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 generic heat sheets provided

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 per Host A/Meet guidelines

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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 per Host A/Meet guidelines

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
- 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