

GENERAL INFORMATION

APS high school track & field teams are responsible for hosting middle school track & field meets according to the middle school track & field meet format provided by the APS Athletic Department. The middle school track & field schedule identifying meet hosts and participating teams is posted on the APS Athletic Department website under *MS Schedules*. In addition, meet host assignments are posted on the APS Athletic Department website under *Athletics Calendar*.

With the exception of the end-of-the-season meets (i.e. APS East Meet/APS West Meet), high school track & field teams have the option for boys and girls teams to host middle school meets together or separately. The school athletic director along with the head track & field coaches for each school shall determine which program (the boys, the girls or both) will be hosting assigned meet(s) and notify the APS Athletic Department by the deadline communicated to school athletic directors.

Prior to hosting a meet, the head coach(s) from the host school and the meet director are responsible for reviewing host responsibilities, the middle school meet format and event result forms. Meet kits with supplies and equipment necessary to host a meet will be provided; kit contents are to be accounted for before and after the meet. Each high school host will be provided a host packet to include the following:

- APS Middle School Track & Field Schedule
- APS Middle School Track & Field Meet Hosting Responsibilities
- APS Middle School Track & Field Meet Format
- Event Result Forms

HOSTING RESPONSIBILITIES

- Assume the role of the meet director and the assistant meet director (to be members of the host coaching staff)
- Assume the role of the meet referee (to be the meet director)
- Conduct a coaches meeting fifteen minutes prior to the first scheduled event and coordinate lane assignments
 - Conduct a random draw for lane assignments - each school shall be assigned one lane for running events
- Provide a meet announcer
- Coordinate, oversee and assign event officials and event personnel for meet events
- Event officials and event personnel may include: high school track & field coaches/athletes/volunteers
- Set up and put away equipment and supplies necessary to conduct meet events
- Meet event kit will include:
 - office supplies
 - clipboards
 - digital stopwatches
 - tape measures
 - inspector flags
 - cones
 - relay batons
 - discuses
 - shots
- Items to be checked out from and returned to the event manager if needed:
 - electronic starting pistol and portable PA system
 - printing stopwatch
 - radios
 - megaphones

Hosting responsibilities continued...

- Starting blocks will be available - use is optional
 - Starting blocks shall be accessible to schools and returned when not in use for others to access
- Manage event results on event result forms provided
 - Competitors in each event are to wear a label identifying school name, event, grade & gender
 - Event result forms are to include each competitor's label and event results (e.g. time, distance, height)
 - Running event results are to be listed by order of completion for each event per grade, per gender, per heat
Exception: 1600M and 800M results are listed by order of completion per gender regardless of grade
 - Field event results are to be listed by event per gender
- Collect event results for all events - compile and submit all event results to the event manager

EVENT MANAGER

An event manager will be present for all middle school track & field meets assuming the following responsibilities:

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

HOSTING COMPENSATION

Compensation for hosting a middle school meet will be provided for the team(s) hosting a meet along with compensation for the meet director and the assistant meet director. The following allocation and contribution guidelines apply:

- Meet Director: \$75.00 Must be a paid, contract coach (may not be a volunteer coach)
Allocation may be donated to host team contribution
- Meet Assistant Director: \$50.00 Must be a paid, contract coach (may not be a volunteer coach)
Allocation may be donated to host team contribution
- Host Team(s): \$375.00 Allocation amount per meet during the regular season
Contribution when co-hosting may be divided equally per team or may be afforded to one designated team

One week prior to meet assignment, notify the APS Athletic Department of the following:

- Name of coaches assuming the role of the meet director and the assistant meet director
- Preferred means of distribution for compensation
 - Indicate if direct payment is to be provided to the meet director and the assistant meet director or if allocation is to be donated to the host team contribution. If direct payment is preferred, provide APS employee number(s).
 - Indicate how the team contribution shall be divided when the boys team and the girls team are co-hosting a meet.