

Technical Manager Checklist

(Created for national championship meets; modify as necessary for other competitions)

Field Event Venues

All Venues

- No actual/potential overlap between event venues
- Barriers in place to keep all persons outside of runways, throwing, landing, and adjacent areas
- Safe areas designated for media/photographers
- Fluids & trash cans for athletes & officials
- Benches for athletes and chairs for officials; location
- Timing devices available and fully charged
- Wind indicators set up as appropriate
- Cones available to indicate venue closure
- Warm-up and practice areas meet safety concerns
- Old tape or chalk marks removed

All Throws Venues

- Sector lines are accurate
- Center point marked; center-of-circle lines/arc and arc lines extensions properly marked
- Circle and cage clear of loose material, sector has no solid objects to damage or cause an implement to skip, no holes/objects to trip officials/volunteers
- Implements placed in safe area outside cage/circle
- Distance lines marked if desired

Throws Cage

- Meets minimum dimensions
- Netting has no holes/gaps; has “give” to minimize ricochet effect; bottom is secured and on ground
- Adequate travel of doors/panels/gates and ability to anchor them in open and closed positions

Throws Circles

- SP, HT, WT– 2.135m diameter; DT- 2.50 m diameter
- Sunken circle or raised rim at correct height
- If insert is used - fits properly and is tight
- If wooden circle – is properly secured
- SP toe board sturdy and in place
- SP return, if used, in reasonable location
- Portable circle level with landing area

Javelin Throw

- Runway - smooth, 4m wide, lines, clear
- Arc properly laid out; side markings in place

Vertical Jumps

- Pits are proper size
- Area surrounding the pits is clear of obstructions
- Runway/apron clear and safe
- Standards are sturdy, placed correctly
- Adequate crossbars available, marked
- Zero line in place and sufficiently long
- PV extenders available if needed

Horizontal Jumps

- Runway sufficient length, smooth, clear
- Pits are full of sand, dampened, and turned
- Take off boards smooth, secured, level with runway
- Adequate plasticine boards available
- Adequate rakes, brooms, shovels available
- Pit edges properly marked and visible
- Measuring equipment set up properly
- Wind gauge in proper location and direction

Track

- Surface level without bumps, bubbles, holes, gaps
- Adequate curbs in place, and cones as needed
- Barriers/controls to keep all persons outside track
- Staging area siting for athletes waiting for events
- One meter obstacle-free zone inside & outside track
- Wind gauge in proper place & direction
- Timing, data, broadcast cables not safety issues
- Lap counter and bell in correct position
- Water station, if needed, properly set up, located

Markings

- Properly marked for all starts, hurdles/barriers, alleys, break lines
- Create temporary or permanent marks if needed
- Color-coded sheet available for clerks, hurdle crew
- Finish lines properly marked for photo timing

Starting Blocks

- Blocks are easily adjustable
- All spikes are in place and tight
- Adequate number blocks, and cart

Cones

- Adequate number of cones available for: steeplechase diversion, alleys, break lines

Hurdles/SC Barriers

- Adequate number of hurdles available plus spares
- Hurdles are available in warm-up and practice areas
- Hurdles are in good condition, legal, heights easily adjusted & marked; counterweights are adjustable
- Hurdle locations are properly marked
- SC water jump pit is proper size, filled
- SC barriers sturdy, adjustable to proper height
- Curbing can be removed for inside water jump

Clerking

- Safe, easy access to venues, warm-up areas

Resources

Tools and Supplies

- Rolls of Athletic Tape, masking Tape. Duct Tape
- Rolls of various colored tapes (3/4" wide}
- Plastic Ties of Various lengths (4 "6" & 8")
- 12-25' Steel Measuring Tape, 90 m. Steel and one or more 100 m fiberglass tapes.
- Allen wrenches both metric and imperial
- At least a 6" Crescent wrench and a 6" side cutter
- Flat Head and Philips 6" screwdrivers
- Hammer
- 6" Pliers and slip joint wrench

- Plumb Bob
 - Permanent Markers and/or paint sticks
 - Sprinkler Marker Flags
 - Staple gun to staple temporary lines on track if wet
- (See USATF Technical Mgr Manual for other equipment)

Books

- Applicable rule book(s)
- IAAF Track and Field Facilities Manual
- IAAF Referee Manual