

interpret any instructions/directions.

- D. Meet director should have some experience in track and field.
- E. A paddock area should be designated and runners should report in at this area before they compete. Preferably, this should be a covered area.
- F. An Athletic Trainer and/or First Aid Station should be set up at the track so it is visible and everyone knows where it is.
- G. Water should be provided at the track.
- H. Perhaps lunch/cafeteria food should be brought to the track so athletes do not miss an event.
- I. In the event schools leave early and there is no Award Banquet, to speed up awards ceremony, field event awards should be given out between or during running events. All running events awards should be given out at the end of the meet. Certificates could be given out or mailed to coaches at a later date.
- J. Hearing Aids are allowed.

#### OTHER HELPFUL HINTS:

- 1. Get as many volunteers as possible:
    - A. Scoring - 2 people: 1 for girls' Board  
1 for boys' Board
    - B. Inputting information on computer - 2 people
    - C. Awards - 3 people: 2 to give out medals  
1 to track down athletes
    - D. Cards - 2 people: 1 for 1<sup>st</sup>, 2<sup>nd</sup>, Last Call Cards  
1 for Event Card
    - E. Announcer - 1 person
    - F. Interpreters - 2 to 4 people so they can take breaks
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