

# Host Club Responsibilities

The meeting is held under UK Athletics rules for competition taking into account any Southern Athletics League rules.

The **host club** is the meeting organiser at whose 'home track' the competition is to be held; they are identified as **Club 1** on the timetable.

It is the responsibility of the host club to ensure that

- the facility and equipment to be used complies with the minimum standards required as described in the current UK Athletics **Rules For Competition**.
- any officials appointed by them are suitably qualified, have an officials pass and hold a current CRB certificate. This can be checked by referring to the area officials' organisation or UK Athletics.

All officials on duty, the chiefs appointed by the host club and all others used by any clubs, need to 'sign in' using the documentation available through the league. These forms are to be supplied to the discipline chiefs appointed by the host club and requests the information required.

## 1 Initial Preparation

As soon as it has been confirmed that you are the host club then you need to start taking action. If you have **any** issues then you should contact the SAL Secretary immediately.

The main actions are:

### **A Confirm the track booking.**

It is a good idea to provide the track management with a full timetable of events

- to ensure they can provide equipment which meets the required standards.
- To confirm the equipment will be readily available on the day
- to agree the level of staffing that they will provide to move any equipment such as hurdles and steeplechase barriers; you may need to provide additional assistance.

### **B Appoint the Chief officials:**

The promoting club shall ensure that a suitably qualified Chief Starter, a Chief Timekeeper, a Track Referee, a Marksman and a Field Referee are all appointed, in addition to a Meeting Manager and an Announcer. Appoint someone to be responsible for ensuring that all equipment required is available for use on the day and that hurdles and steeplechase barriers are adjusted and moved into place in a timely manner to allow the event(s) to progress according to the timetable.

You should be aware that these people are **in addition** to any officials requirements and are not included for any "points for officials" awards. Ensure that they each have a copy of the league timetable and Rules.

### **C Arrange for First Aid cover.**

The announcer should make everyone aware of who they are and where they are situated. Some facilities offer first aid through their own staff but most often it is available via the St John Ambulance or some similar organisation. Whoever it is they must be readily and quickly available

### **D Arrange for a Results recording team.**

It is preferred that the official league results software is used as this is designed for use in this league and automatically produces results in the format preferred and allows team declarations to be made using the matching team declaration sheets. Use of this software also assists in the easier processing of the results on the league website and production of results in the format required by Power of 10 etc

### **E Make arrangements for refreshments for officials and visiting clubs.**

Officials and others often bring their own refreshments with them but if you can offer something extra for officials in the form of sandwiches etc and especially have a regular supply of drinks then this is preferred. This can often offer an opportunity for clubs to sell refreshments to other visiting athletes and parents which will bring in some extra income to the hosting club.

## **2 Later Preparations**

### **A Check that all arrangements are still in place on a regular basis.**

It is better to have time to make alternative plans rather to find out too late that something has changed or that your Chief appointments are no longer available.

### **B Circulate all visiting clubs and officials at least 14 days before the event**

Do not assume that clubs or officials know everything required of them. As you are responsible for the organisation of the meeting then you should ensure that you inform **all** visiting clubs and your appointed officials:

- Travel directions to the venue with a map and a post code where possible.
- Advise of any alterations to the standard field timetable due to local conditions
- Advise of any other issues affecting the meeting, parking, road works, etc
- Who the meeting organiser is and a contact telephone number for him / her and the stadium; in case of travel problems etc.
- Confirm the meeting chief officials to whom their officials should report on arrival.
- Confirm that they need to provide 2 track judges, 2 timekeepers and a minimum of 4 field judges one of whom **must** be qualified and able to lead the team at the events for which they have a responsibility.
- Confirm the field events that they are responsible for and lane 'draw' number.
- Confirm where they should hand in team declarations or team changes.
- Advise where team declarations may be sent in advance of the meeting which will save some time on the day for the results team. Ensure them that changes are not only expected but can be made in advance of any individual event being held on the day.
- Advise all that their team managers have the responsibility to ensure that athletes are on time for their event and not to rely on the public address system.

### 3 On the day

- Ensure that your meeting organiser is free of all other duties which would prevent his / her availability to resolve any issues which may occur.
- Ensure that all your Chief officials and ancillary officials are present and that the stadium staff and others are aware of the timetable and order of events.
- Ensure that your results team is in place and ready to accept team declarations or changes
- Ensure that you announcer informs all of any health and safety notices required by the facility as well as informing about first aid, declarations, refreshments and any other matters throughout the day such as latest points scores, etc.
- If available to take away advise team managers about the arrangements for collecting match results, else inform them how / when they can expect results. Final match scores should be made available to all by announcement at the meeting conclusion.
- Ensure that, should any records be broken, that the relevant signatures have been obtained.
- It is the responsibility of the meeting manager to collect details of the officials who have been on duty on behalf of the clubs, the **Chief Officials** have the final say on this matter, the signing in list acting as an information guide only and not to be taken as proof of being 'on duty'.

### 4 At the End of the day / after the meeting

- Check to ensure that the meeting aggregate points are correct, if not look for recording errors
- Inform the League Secretary of the point scores. This can be by telephone but should be done by email to [secretary@southernathletics.org.uk](mailto:secretary@southernathletics.org.uk).
- Send the **complete** league results programme (or paper results if the results have been recorded by hand) to the League Secretary. This is most easily done by email to [secretary@southernathletics.org.uk](mailto:secretary@southernathletics.org.uk). The League Secretary can more easily produce the files required by Athletics Weekly, Power of 10 and the SAL website. Most importantly any recording issues can also be resolved directly using the programme sent.
- Keep all the master recording sheets safely. This must include everything - judges sheets, officials sheets, team declarations and athlete change sheets.
- Any problems should be reported to the League Secretary.