

# Event Organisation

- This is a workshop, not a presentation!
- People work differently, but equally successfully.
- Your knowledge and experience are vital to the success of the next hour!



# Planning

- A clear, written statement of responsibilities is essential, with each task allocated.
- A timeline and dates for the completion of each task will help you track progress.
  - Choosing a suitable date and venue
  - Inviting officials
  - Booking accommodation
  - Recruiting local volunteers
  - Event doctor and physios
  - Making a site visit
  - Issuing a prospectus
  - Booking advertising
  - Receiving and collating entries
  - Preparing a timetable
  - Collating results etc.
  - Feedback to inform change
- For most (if not all) events, a preliminary site visit is essential. Following the athlete route is a good way of starting off and such routes need to be planned.

**Who needs to be involved?**



# Venue Location

- Catchment area for athletes → travel infrastructure → cost.
- Catchment area for officials → travel infrastructure → cost.
- Catchment area for spectators → travel infrastructure → cost.
- Available accommodation (and affordability). Will you supply details? (Will athletes/officials letters be proof read?)
- Conflict with a desire for geographical 'spread'?
- Hire costs and possible sources of help. Can you prune costs without detriment to the event?
- Availability of local help and support.



# Venue Facilities

## Have a go! What spaces do you need?

- **VIP – seating and catering**
- **Officials – registration and catering\***
- **Athlete registration – is there also any accreditation system?\***
- **Changing and toilets**
- **Warm-up areas\***
- **Call room(s)\***
- **Kit recovery (post event control)**
- **Physio room**
- **First Aid room**
- **Doping control**
- **Medal ceremonies\***
- **Meeting secretariat/results (TIC?)\***
- **Announcers' box\***
- **Press and photographers**
- **Vendors**
- **Public admission/seating/toilets/refreshments**
- **Technical Manager/Equipment store\***



# Parking

- **Signage**
- **Officials (esp. Starters)**
- **VIP**
- **Athletes and spectators**
- **Vendors**
- **Stewarding**
- **Charging?**
- **Police liaison**



# **Your turn again!**

## **Athlete registration**

### **What do you need to think about?**

- **Athlete registration**
  - Separate entrance and exit routes
  - Plenty of waiting space
  - More tables than you think! (Working space + numbers laid out)
  - Chairs
  - PCs/Laptops (or paper lists)
  - Power points
  - Extension cables
  - Appropriate secretarial supplies
  - Entry lists and forms
  - Numbers
  - A lorry-load of pins!
  - An adequate number of stewards
  - Timetables / Call-up schedules on display



# Officials' registration

## What do you need to think about?

- **Officials' Registration**
  - A couple of tables and chairs. (Space for duty sheets etc.)
  - 'Meeters and greeters'
  - Signing in sheets
  - Programmes
  - Spare expense forms
  - "The treasurer!"- with a large float or cheque book!
  - Duty sheets
  - Lunch bags
  - Tea, coffee and water 'on tap'
  - All in a big enough space!



# Call – room

## What do you need to think about?

- **Call-room**
  - One or two?
  - Plenty of space
  - Screening / barriers
  - A couple of tables
  - Chairs (How many?)
  - Suitable labelling
  - Access to toilets?
  - Temperature
  - The magic box! (What's in the box?)
  - Leg numbers
  - Spare pins
  - Start lists (PC terminal?)
  - Procedures for re-claiming contraband items
  - Athlete routes





# Post-event control and medal ceremonies

## What do you need to think about?

- **Post-event control**
  - Do you need a formal space?
  - Are systems in place for kit-recovery and/or doping control?
  - Do you have an organised system for athletes leaving the track / field event site?
  - How do athletes arrive for medal ceremonies / other presentations?
  - **Medal ceremonies**
    - Assembly space
    - Medals laid out
    - Confirmed results
    - Podium 'dressing'
    - Link to announcers



# Doping Control

## What do you need to think about?

- **Doping Control**
  - Will there be doping control?
  - The required provision is clearly defined
  - Are consent forms needed?
  - How will chaperones gain access to athletes?



# Technical Manager

## What do you need to think about?

- **Equipment store**
  - Space to receive personal implements (additional tables outside the store)
  - A system for recording and reclaiming these
  - Space to weigh and check equipment (Power outlets)
  - Space to assemble equipment for each event
  - Trolleys or similar
  - A pre-event inventory of available equipment
  - How are vaulting poles managed?



# Warm-Up Area

## What do you need to think about?

- **Warm-up area**
  - What is available?
  - How will you 'police' this area? (Do you need to?)
  - How does the existence or absence of warm-up facilities affect event timings?



# Secretarial / admin area

## What do you need to think about?

- **Secretarial / admin area**
  - Power supplies.
  - Is result production part of this or a separate space?
  - Photocopying / printing facilities.
  - You need some privacy, to concentrate. How do you achieve this?



# Announcers

## What do you need to think about?

- **Announcers' box**
  - **Sight lines**
  - **Start lists and results**
  - **Communication system**
    - **Scoreboards and field event spotters)**
  - **Number and type of microphones**



# Event sites and facilities

- **What does track certification tell you?**
- **Do you need facilities for all events?**
- **Do you need provision for concurrent pools?**
- **Do you need more than one site per event for other reasons?**
- **Are there timetabling restrictions?**
- **Can timetable modifications solve any difficulties?**
- **Are there facilities outside the main stadium? (Are they fit for use?)**
- **Can equipment be shipped in from elsewhere?**
- **Do you need to make provision for shelter?**



# Timetabling

- **How many days? Will athletes want to travel two days?**
- **What are likely event clashes?**
- **What do the rules say about recovery times?**
- **What constraints are imposed by the number and layout of field event sites?**
- **Who are your 'customers'?**
- **What effect will any event presentation have on timetabling?**
  - **Two minute track intros?**
  - **Are field event intros feasible?**





# Timetabling – some guidelines

- Sprints and hurdles at 6 minute intervals.
- You can probably do other track events up to 800 at the same intervals.
- 1500s at 8 minute intervals.
- Longer distances are more problematic because the range of ability may vary more. Look at the likely slowest times.
- Keep records, and use previous data. Where did it work/not work last year? Collect other people's timetables?
- Horizontal jumps and long throws – 75 seconds per trial.
- Shot – 60 seconds per trial.
- High jump – 7 trials per athlete x 75 seconds.
- Pole vault – 7 trials per athlete x 2 minutes
- ..... don't forget to include warm-up time
- Are there competition specific rules which reduce the number of trials?
- Younger athletes will be quicker in field events.
- A graphic really helps (MS Excel)





# Call – room Schedules

- **Track events**
  - 10 minutes + 10 minutes (15 for hurdles)
    - or 15 minutes + 5 minutes + 10 minutes (15 for hurdles)
- **Horizontal jumps and long throws**
  - 10 minutes + 30 minutes
- **Pole vault**
  - 10 minutes + 60 minutes
- **High jump**
  - 10 minutes + 40 minutes
- **Shot**
  - 10 minutes + 20 minutes

**Major events guarantee two throws in competition order at the event site**



# Paperwork and results

- **Start lists (Write a distribution list)**
  - The most effective system for start lists is that the paperwork follows the athletes. (Who needs them?)
- **Results room**
  - Suitably sophisticated photo-copiers
  - Service back-up
  - Adequate supply of paper (colour coding?)
  - Filing trays
  - Photos and results 'live' to website
- **Who needs results? (Write a distribution list)**
  - Event Management / Secretariat
  - Announcers
  - Presentation
  - Seeders
  - Track Referee
  - Photo Finish
  - Chief Timekeeper
  - Press
  - Public display
  - Sales



# Who do you need?

- Meeting management – how many? What are they trying to achieve?
  - Meeting secretariat
  - Registration / number stewards
  - Call room stewards
  - Basket carriers
  - Starters
  - Starters' assistants
  - Track judges / umpires
  - Timekeepers
  - Photofinish judges
  - Field judges
  - Technical manager
  - Clerks of course
  - Event doctor
  - Physios
  - First aid
  - Athletes' stewards
  - Results manager
  - Results stewards
  - Programme stewards
  - Parking stewards
  - Gate stewards (Cash-box and float)
  - Stadium staff
- Each team of judges needs its Chief(s)



# What's in your 'crash' box?

- Seeding / draw sheets
- Track results pads x 2
- Field result cards (horizontal jumps and throws + vertical jumps)
- Spare numbers
- Spare leg numbers
- Pins
- Stapler and spare staples
- Plastic bags and labels
- Copier / printer paper
- Sticky labels
- Scissors
- Pens and pencils
- Markers
- Blue-tack
- Drawing pins
- Paper clips



**... and when the shouting dies down .....**

- **Devise a report/feedback system**
- **Make sure you have a wash-up meeting**
- **Learn from the feedback and make changes**



# **Thank You For Your Contributions and For Listening!**



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