

## Mega Meet Duties

### Athletic Director -

- Check out meeting Room Friday eve and Saturday, East Gym Saturday
- turn off sprinklers for Friday evening and Saturday during the day
- Athletic Trainer
- Custodian on Duty / Washrooms and empty outside garbage cans
- Chairs for workers
- Flag For Pole
- Meet workers -also sandwich / pop-water and Shirt Size count tell them to be ready to go in front of the pressbox at 8:50am Sat, we will explain duties then
- Press Box Supplies- pencils, staplers, tape, Envelopes for packets, results, & awards
- Cookies and Lemonade in Press Box for workers
- Treats for Coaches in the Board Room
- In case of bad weather set up answering machine

### Custodians

- Line Throw events and set garbage cans (lots) Till the LJ pits
- check/ scoreboard and power at finish
- Track blown off

### Print room

- printing booklets on Friday evening
- Get key for print Machine

### Head Timer &

- Time all first places and all places in distance races. when possible all

places in sprints

### Recorder

- Judge finish line exchange zone
- Help organize places at finish and assist starter

### Boys Coach

- Inform Media
- Meet info packet
- Order T-Shirts & door prizes
- Computer setup
- FAT System setup
- Order Medals and Ribbons
- Seeding
- Clipboards

- Setup bins in Press box - one for each boy and girl event from finish line, two labeled to be done and finished for each computer entry person, one for the announcer to read, one for medals after the announcer reads them

- Walkie Talkies

- Web Site

### Girls Coach

- Set up Concessions
- National Anthem singers ready at 9:20 in press box
- Athlete worker cleanup list for Fri
- Friday setup Pennants & clean grounds
- Tape measures in press box
- Hurdles setup in 5-8
- Help w/seeding & order pizza for 7:45pm
- Run Coaches Mtg

- Order Cakes and Pick Up
- Athlete Workers for meet

### Assistant Coaches Field Events

- Help Enter Team Scratch Adds
- Take teams to JV meet on Friday
- After Friday meet help setup for meet
- Run Field worker meeting at 8:45am in front of the press box 9:00 allow warmups to begin for first flight
- Setup event areas: pits, field, indicators
- Check back with all areas throughout the meet
- Be available to talk to coaches
- Head Officiate Field Events
- Talk nice and calmly to coaches

### Assistant Coaches Running

- Help Enter Team Scratches
- Take teams to JV meet on Friday
- After Friday meet help with entries check in the board room
- Setup cones on track
- Flags, Chalk tennis balls to the zones
- Run student worker meeting @ 9:00am in front of the press box for hurdles, food runners etc.

- Be an assist starter for 2, 3 and 4 turn stagers.

- Move hurdles and get ready for next event

- Assist at finish line for distance races and exchange zones

- Hand out cards at the end of 8 - 16 - 32