

ATHLETICS OMNIBUS – THE LOC PREPARING FOR AN EVENT

From the Athletics Omnibus of Richard Stander, South Africa

1. INTRODUCTION

Many factors should be taken in consideration before a decision is taken to host an event of provincial, national or international level. Some of the factors that should be taken in consideration are:

- Are you familiar with current competition regulations, practices and procedures?
- What other events of stature were organized on the targeted venue?
- What kind of support is available from the community, local and provincial Governments?
- What are the weather conditions during the targeted event date?
- What is the culture of sport in the target area?
- What type of public transportation is within walking distance e.g. train station, taxi rank, bus station, public road system and parking space?
- How far is the closest airport and availability of flights?
- What is the availability and amount of accommodation close to the facility?
- Is a big screen available for replays?
- How is the security in the area?
- Is the public address system effective?
- What is the media support in the area?
- Is TV and radio coverage possible at the event?

2. COMPILING A LOCAL ORGANIZING COMMITTEE (LOC) THAT CAN DELIVER AN EVENT/RACE

Compile a Local Organizing Committee (LOC) to organize an event/race. Each member on the LOC has a specific function. All members of the LOC report to the Convenor. The LOC will consist of the following members:

- 2.1. Convenor
- 2.2. Competition Director
- 2.3. Meeting Manager
- 2.4. Technical Manager
- 2.5. Events Presentation Manager
- 2.6. Chairperson: Logistics Committee
- 2.7. Chairperson: Event Presentation Committee
- 2.8. Chairperson: Competition Committee
- 2.9. Chairperson: Technology Committee
- 2.10. Chairperson: Media Services Committee
- 2.11. Chairperson: Commercial Operations Committee
- 2.12. Chairperson: Promotion Committee
- 2.13. Chairperson: Protocol Committee
- 2.14. Chairperson: Administration Committee
- 2.15. Chairperson: Marshals Committee
- 2.16. Chairperson: Joint Operational Committee (JOC)

3. DUTIES OF THE LOC

3.1. Convenor

The Convenor will be the Chairperson of the Club, Provincial Federation or National Federal Federation depending on the level of the competition.

3.2. Competition Director IAAF Rule 122

The Competition Director shall plan the technical organisation of a competition in cooperation with the Technical Delegate(s), where applicable, ensure that this plan is accomplished and resolve any technical problems together with the Technical Delegate(s).

He shall direct the interaction between the participants in the competition and, through the communication system, shall be in contact with all the officials.

3.3. Meeting Manager IAAF Rule 123

The Manager shall be responsible for the correct conduct of the Competition. He shall check that all officials have reported for duty, appoint substitutes when necessary and have authority to remove from duty any official who is not abiding by the Rules. In cooperation with the appointed Marshal, he shall arrange that only authorised persons are allowed in the centre of the arena.

Note: For competitions of longer than four hours or over more than one day, it is recommended that the Manager has an adequate number of Assistant Managers.

3.4. Technical Manager IAAF Rule 124

The Technical Manager shall be responsible for ensuring that the track, runways, circles, arcs, sectors, landing areas for field events and all equipment and implements are in accordance with IAAF Rules.

3.5. Event Presentation Manager

The Event Presentation Manager shall:

- 3.5.1. Plan, in conjunction with the Competition Director, the event presentation arrangements for a competition, in cooperation with the Organisational and Technical Delegate(s), as and where applicable.
- 3.5.2. Ensure that the plan is accomplished, resolving any relevant problems together with the Competition Director and the relevant Delegate(s).
- 3.5.3. Co-ordinate the activities of the Sector heads responsible for the various sectors.
 - 3.5.3.1. Sector head will take responsibility over smaller more manageable sections of the event. In Road races for example a Sector head will take charge of the finish area, while another sector head will take charge of a waterpoint and the surrounding area of the course, etc.
- 3.5.4. Direct the interaction between the members of the event presentation team, using the communication system to be in contact with each of them.

3.6. Logistics

The Logistics Committee will arrange for the travel, accommodation and placing of:

3.6.1. VIP, LOC and Officials Accommodation

- 3.6.1.1. What accommodation will be used?
- 3.6.1.2. Name of Hotel
- 3.6.1.3. Physical address
- 3.6.1.4. Contact details
- 3.6.1.5. Proximity to Stadium
- 3.6.1.6. Welcome/information desk needed?

3.6.2. Athlete Accommodation

- 3.6.2.1. What accommodation will be used?
- 3.6.2.2. Name of Hotel
- 3.6.2.3. Physical address
- 3.6.2.4. Contact details
- 3.6.2.5. Proximity to Stadium
- 3.6.2.6. Welcome/information desk needed?

3.6.3. Transport – Separate transport for Dignitaries and athletes

- 3.6.3.1. From place of arrival to accommodation and return at end of event
- 3.6.3.2. From accommodation to training sites and/or return to stadium
- 3.6.3.3. From accommodation to any official functions / activities and return

3.6.4. Arrival and Departure

- 3.6.4.1. Transport desk needed at airport?

3.6.5. Venue Management

- 3.6.5.1. Cleaning (including tribunes, toilets, offices and working areas, competition area, parking areas and outside stadium)
- 3.6.5.2. Parking area control
- 3.6.5.3. Catering facilities and arrangements (for spectators, VIP's and officials)
- 3.6.5.4. Directional signage (requirements, installation, removal)
- 3.6.5.5. Access control and security
- 3.6.5.6. Utility installation (supplies of power, water)

- 3.6.5.7. Technology installation (phone lines, cabling, video screen, etc.)
- 3.6.5.8. Venue decorations
- 3.6.5.9. Ticket collection
- 3.6.6. Venue VVIP and VIP Hospitality**
 - 3.6.6.1. VVIP and VIP (tribune/seating)
 - 3.6.6.2. Facility set-up
 - 3.6.6.3. Catering
 - 3.6.6.4. Access Control
- 3.6.7. Venue Seating**
 - 3.6.7.1. Seat allocation for VIP's, athletes, spectators, etc.
 - 3.6.7.2. Access and Security
- 3.6.8. Joint Organizing Committee (JOC) Control and Command Centre**
 - 3.6.8.1. Health and Safety - Risk Management facility
 - 3.6.8.2. Medical Services - First Aid Services and Athlete Care facility

3.7. Event Presentation

The Event Presentation Committee will link the marketing strategy with the Announcers to ensure consistency in the "look and feel" of the event/race

- 3.7.1. Announcer/s
- 3.7.2. Announcer assistant/Statistics Advisor
- 3.7.3. Music Producer
- 3.7.4. On-field Announcer

3.8. Competition

The Competition Committee will facilitate the process of delivery to ensure an environment conducive to credible performance by the athletes participating.

3.8.1. Facility and Equipment Preparation

- 3.8.1.1. Competition facilities
- 3.8.1.2. Warm-up Facilities
- 3.8.1.3. Competition equipment IAAF approved
- 3.8.1.4. Equipment Support Crews

3.8.2. Competition Management Preparation

- 3.8.2.1. Key Appointments
 - A Competition Director
 - B Technical Manager
 - C Meeting Manager
 - D Chief Marshals
 - E Track Events Referee
 - F Field Events Referee
- 3.8.2.2. Competition Timetable
 - A Main event
 - B Pre-programme
- 3.8.2.3. Entries
 - A Main event
 - B Pre-programme
- 3.8.2.4. Technical Officials

3.8.3. Competition Management Operation

- 3.8.3.1. Technical Meeting
 - (To be attended by ASA Representative, Provincial Representative, Jury of Appeal, LOC, Technical Officials, Competition Director, Doping Control Delegate)
 - A Equipment Management
 - a Delivery
 - b Installation
 - c Storage
 - B Call Room
 - a On-field and Post-event Operation
 - C Competition area prepared according to ASA and IAAF standards
 - D Coordination of 'basket crews' in orderly manner
 - E On-field security

3.8.4. Doping Control

- 3.8.4.1. Facilities and Equipment
 - A Waiting Room
 - B Working Room
 - C Separate Male and Female Toilets
 - D Fridge
 - E Bottled Water
- 3.8.4.2. Operation
 - A Process of identifying candidates for testing
 - B Process of reporting to doping room
 - C Process of doping
 - D Process of recording

3.9. Technology

The Technology Committee will ensure the accurate collecting and distribution of results.

3.9.1. Timing System

- 3.9.1.1. Rental of timing system

3.9.2. Printing and Copying

Distribution of start lists and results to:

- 3.9.2.1. Call Room
- 3.9.2.2. Warm-up Area
- 3.9.2.3. Media Tribune
- 3.9.2.4. Announcer/s

3.10. Media Services

The Media Services Committee will prepare the media facilities and provide the media with information as requested by them.

- 3.10.1. Accreditation
- 3.10.2. Facilities
 - 3.10.2.1. Seating
 - 3.10.2.2. Working area
 - 3.10.2.3. Access to power and telephone lines
 - 3.10.2.4. Delivery of printed information (start lists, results, etc.)

3.11. Commercial Operations

- 3.11.1. Clean Venue
- 3.11.2. Venue Advertising
- 3.11.3. VIP tickets and Hospitality

3.12. Promotion

- 3.12.1. Promotional materials
- 3.12.2. Ticketing
- 3.12.3. Venue and site decorations
- 3.12.4. Event programmes

3.13. Protocol

- 3.13.1. VIP Recognition
- 3.13.2. Transport / Parking
- 3.13.3. Accreditation

3.14. Administration

- 3.14.1. Staff Requirements
- 3.14.2. Volunteer Management
- 3.14.3. Financial Management
 - 3.14.3.1. Budget
 - 3.14.3.2. Cash Flow

- 3.14.3.3. Approval of Expenditure
- 3.14.3.4. Insurance (health, accident, liability, etc.)

3.15. Marshals

The Marshals Committee will provide Marshals as requested by the various Committees and Sector Heads on the LOC. Marshals will be needed at:

- 3.15.1. Route Marshals – Road, Cross Country, Race Walking
- 3.15.2. Victory Ceremony
- 3.15.3. Mixed Zone
- 3.15.4. JOC Command Centre
- 3.15.5. Electronic Time
- 3.15.6. Doping room
- 3.15.7. Parking area
- 3.15.8. VIP area - Inside
- 3.15.9. VIP area – Entrance/main gate
- 3.15.10. VIP Area - Seating
- 3.15.11. Warm-up area
- 3.15.12. Call room
- 3.15.13. Announcers room
- 3.15.14. First aid room
- 3.15.15. Assize office
- 3.15.16. Results room
- 3.15.17. Lane draw table
- 3.15.18. Main gate
- 3.15.19. Appeal Board
- 3.15.20. Javelin Throw
- 3.15.21. Discus Throw
- 3.15.22. Shot Put
- 3.15.23. Hammer Throw
- 3.15.24. Long Jump
- 3.15.25. Triple Jump
- 3.15.26. High Jump
- 3.15.27. Pole Vault
- 3.15.28. Hurdle placing
- 3.15.29. Wind Meter - Jumps
- 3.15.30. Wind Meter - Track
- 3.15.31. Corner Judges
- 3.15.32. Place Judges
- 3.15.33. Track Judges
- 3.15.34. Starter

3.16. Joint Organizing Committee (JOC)

The event will attract a large group of people to the City or Town where the event is hosted. The increased volume of people brings about additional strains to, the social and infra-structural services of the local community as well as the visitors attending the event. To plan and manage the expected strains on the local community and its infrastructure as a result of the event, a Joint Organizing Committee must be compiled to prevent or manage any form of disaster related to the event.

- 3.16.1. The Joint Organizing Committee (JOC) will ensure a disaster free environment in which the event can take place.
- 3.16.2. The Joint Organizing Committee (JOC) will:
 - 3.16.2.1. Identify the areas that will be effected as a result of the event
 - 3.16.2.2. Identify the possible treats as a result of the event taking place.
 - 3.16.2.3. Define a operational plan
 - 3.16.2.4. Implement a zero tolerance approach for the duration of the event.
 - 3.16.2.5. Identify the policy in the cases where force must be used.
 - 3.16.2.6. Prepare an execution plan
 - 3.16.2.7. Identify reporting times and methods
 - 3.16.2.8. Identify communication methods
 - 3.16.2.9. Define the administration and control system related to any actions taken.
 - 3.16.2.10. Compile a list of contact details of all members serving on the JOC.

- 3.16.3. The Members of the JOC must be citizens from the local community for logistical reasons.
- 3.16.4. Jointly, the JOC must compile a Disaster Management Plan.
- 3.16.5. Each member on the JOC has a specific function in the Disaster management Plan.
- 3.16.6. All members of the JOC report to the Convenor of the JOC.
- 3.16.7. The Convenor of the JOC report to the Convenor of the LOC.
- 3.16.8. The Disaster Management Plan must be implemented and controlled from a Command Centre
- 3.16.9. The Command Centre must be close to where the main event will take place.
- 3.16.10. The Convenor of the JOC will be present in the Command and Control Centre for the duration of the event.
- 3.16.11. The Command Centre must be fully operational at least 3 hours before the start of the event.
- 3.16.12. The JOC can only close down once all Members of the JOC reported back to the Convenor of the JOC.
- 3.16.13. The JOC will consist of the following members:
 - 3.16.13.1. **Police Services Representative**
Prepare a strategy to curb theft from vehicles parked in area where the event takes place.
Identify areas where general robberies can take place.
 - 3.16.13.2. **The Traffic Department Representative**
Prepare a strategy of how the traffic will be managed as a result of the event taking place in the City or Town.
 - 3.16.13.3. **The Fire Department Representative**
Prepare a strategy where potential emergencies can develop as a result of the event taking place.
 - 3.16.13.4. **Security Services Representative**
Consist of a local Security Company working hand in hand with the Local Neighbourhood Watch and will do the foot control in the identified areas. Jointly they will prepare strategy to prevent petty crimes. The Security Services will not act on any incidents but will report it to the JOC Command and Control centre.
 - 3.16.13.5. **Emergency Services Representative**
Prepare a strategy to prevent or manage any medical emergency that might happen as a result of the event.
 - 3.16.13.6. **Marshals Representative**
Prepare a strategy to facilitate the controlled movement of spectators and participants during the event in and around the Stadium and on the route in the case of Road Races, Cross Country or Race Walking Events.

4. THE PROCESS OF ORGANIZING AN EVENT

4.1. APPLICATION TO ORGANIZE AN EVENT

Before a date for an event can be considered as final, approval must be given by the National Federation. The Applications are submitted and approved on an annual basis. The applications are made by the Provincial Representatives on behalf of the Organising Committees, clubs, schools, etc. Depending on the level of the competition, the following documentation should accompany the application:

- 4.1.1. Letter of support from the Executives Board of the Province, Club, School, etc.
- 4.1.2. Letter from the Provincial Government confirming the right of free passage to all parties involved, financial support, etc.
- 4.1.3. Letter from the Executive Mayor of the Local Government where the event will take place. The letter should confirm that the Local Government is committed to the event and specify if their support include infrastructural support, financial support, etc. This commitment should also ensure the tourist department, human resources department, traffic department, maintenance department and security and safety services.
- 4.1.4. Letter of the venue owners that the facility is available for the event. This availability includes a "clean" stadium, list of facilities availability, etc.
- 4.1.5. A list of accommodation available and the total amount a beds available within a 20km radius.

Approval will be based on:

- The credibility of the Province, club, school etc. who will organize the event.
- The credibility of the facility such as lay-out of the stadium (competition area, warm-up area, technical equipment, etc).
- The credibility of the infrastructure of the public transport (airport, trains, busses, taxis, roads, etc)
- The letters of support of stakeholders.

The following information must also be considered before a Local Organizing Committee (LOC) can start to organize an athletics event:

4.2. DATE OF EVENT

Only events date listed on the provincial or National Events Calendar will be regarded as official events.

Events that are not registered with the National Federation will have no legal status and performances and records will not be acknowledged and will not be considered for the selection of representative teams.

4.3. NAME OF EVENT

The name of the event should give clarity in which area it is taking place, which club is organizing it, e.g. Paarl AC

If the event is sponsored, the sponsors' name can form part of the name of the event e.g. Nedbank Paarl AC Road Race. It is advised that the sponsor's name should only form part of the name of the event, if the sponsor cover more than 75% of the operational expenses of the event.

Once the event carries the name of a sponsor, the opportunities for other sponsors to become involved are significantly reduced.

4.4. LEVEL OF COMPETITION

The name of the event should clearly specify the quality of the event, e.g. National Championships, Fun Run, Prestige Meeting, Night Race, etc.

The list of all teams, clubs, provinces, etc that will be involved in the event should also be specified.

The marketing strategy of the event should elaborate on this point.

4.5. TARGET GROUP

The name of the event should clearly specify the age category that is targeted, e.g. Senior, Masters, Junior, etc. The marketing strategy of the event should elaborate on this point.

4.6. SPECIFIC INFORMATION SUCH AS T+F, RR, CC

The name of the event should describe what type of event it is, e.g. Track and Field, Cross Country, Road Running, Race Walking, etc. The marketing strategy of the event should elaborate on this point.

4.7. INCENTIVES ON OFFER

Incentives on offer such as medals, prize money, spot prizes, etc must form part of the marketing strategy prior to the event.

4.8. HOST OF THE EVENT

The name and image of the event organizer must be prominent during the application and the marketing process.

4.9. STARTING TIME

The starting time must be specified during the application and the marketing process.

4.10. VENUE OF EVENT

The venue of the event must be specified during the application and the marketing process.

4.11. CONTACT PERSON

The contact person to obtain more information from must be specified during the application and the marketing process.

4.12. CONTACT DETAIL

The contact detail such as telephone numbers, fax numbers, e-mail numbers and websites should be clearly specified during the application and the marketing process.

4.13. JURISDICTION AND RULES

Under whose jurisdiction the event is taking place e.g. "Under the Rules of Athletics South Africa" must feature prominently during the application and the marketing process.

5. APPLICATION APPROVAL CONDITIONS

- 5.1. Event Organizers must be affiliated to an accredited Federation or Organization.
- 5.2. An application for an event to take place must be applied for on an annual basis.
- 5.3. Only approved events will be listed as official events on the Events Calendar of the Federation.
- 5.4. Third parties such as companies, associations, schools, etc. must carry the approval of the local Athletics Club before an event can become official. The following conditions normally applies:
 - 5.4.1. A third party such as a sponsor will use the event to market a product or to promote sales, etc. and will not take ownership of the event.
 - 5.4.2. All enrolment fees relevant to the event will belong to the organizing club.
 - 5.4.3. The sponsorship money will primarily be used to organize the event. Enrolment fees can only be used to fund the event with the approval of the organizing club.
 - 5.4.4. The third party is entitled to a maximum organizing fee of 15% of the gross income.
 - 5.4.5. Profits for the club from the event must be at least 15% of the gross income. The shortfall on this clause will be deducted from the organizing fee of the third party.
- 5.5. The marketing of the event must start at least 1 month prior to the start of the event. The following information must be part of the marketing campaign;
 - 5.5.1. Date of event
 - 5.5.2. Name of event e.g. Invitation Meeting, Championships, Coaching Course, etc.
 - 5.5.3. Target group e.g. seniors, juniors, masters, etc.
 - 5.5.4. Specific information such as Track and Field, Cross Country, Road Running 10km, 21.1km, Introductory Coaching Course, etc.
 - 5.5.5. Incentives that will be issued e.g. medals, prize money, spot prizes, etc. Specify the amount of medals that will be issued, the size of the prize money, the amount of spot prizes, etc.
 - 5.5.6. Organising Club, School, etc.
 - 5.5.7. Starting Time
 - 5.5.8. Venue of event
 - 5.5.9. Contact person
 - 5.5.10. Contact number; Cell phone and land line number
- 5.6. Event organisers of events must remain in good standing with the Federation.
- 5.7. The event will take place as published and according to the scheduled time and programme.
- 5.8. A complete set of results must reach the Federation within 2 working days after the event.
- 5.9. Records broken at the event must be ratified according to the specified rules of the Federation.
- 5.10. In the case of an event at provincial or national level, the event must take place on a track, course or route previously tried and tested in another meeting.
- 5.11. Event Organizers will forfeit their first right to a date on the following year's events calendar:
 - 5.11.1. If the event organizers change venues and dates or cancel events after the Events Calendar of the Federation was published.
 - 5.11.2. If the event generates negative publicity.
 - 5.11.3. If the track, course or route is not prepared in accordance with Federation Rules. The track, course or route must be ready for final inspection at least one hour before the start of the event.
 - 5.11.4. If the track, course or route does not prioritise the safety of the participating athletes.
 - 5.11.5. If the incentives issued are not in line with what was published.

- 5.11.6. If a set of results are not made available to the Federation.
- 5.12. Approval of an event can be withdrawn after an event is approved if:
 - 5.12.1. The event organizers become in bad standing with the Federation.
 - 5.12.2. The event organizers do not submit any published material such as fliers, enrolment forms, etc. to the Federation for approval.
 - 5.12.3. The federation will take no responsibility for any financial losses as a result of an application been turned down, or withdrawn, of an event after approval was given.

6. PRACTICAL GUIDELINES TO ORGANISE AN EVENT/RACE

The Practical Guidelines are applicable to all athletics events/races.

6.1. ONE YEAR TO 6 MONTHS IN ADVANCE

- 6.1.1. Compile a Local Organizing Committee (LOC).
- 6.1.2. The LOC will determine which date is suitable for the event/race. The date is subject to approval by the relevant Athletics Federation.
- 6.1.3. Register the event/race with the Provincial Athletics Federation. Once approved, the event/race will be listed on the Provincial Events Calendar. Only the results on the Provincial Events Calendar will be referred to as official results.
- 6.1.4. Ask permission from town council to use stadium, street or park where the event will take place.
- 6.1.5. Ask for use of traffic department
 - 6.1.5.1. Parking control and security
 - 6.1.5.2. Reserve fields and facilities
 - 6.1.5.3. Reserve comfort facilities e.g. toilets
 - 6.1.5.4. Permission to place sponsor posters.
- 6.1.6. Send notice of race to the relevant Athletics Federation.
- 6.1.7. Prepare an event budget.
- 6.1.8. Negotiate with sponsors to help cover the cost. In return offer:
- 6.1.9. TV coverage of race. TV coverage is subject to approval of the National Federation.
 - 6.1.9.1. Radio pre-race coverage
 - 6.1.9.2. Press coverage
 - 6.1.9.3. Pamphlets (fliers) carrying the Sponsors' marketing material
 - 6.1.9.4. Link business name to the event/race, etc.
- 6.1.10. Appoint a public relations officer
- 6.1.11. Prepare course design
 - 6.1.11.1. Length of race
 - 6.1.11.2. Distance markings
 - 6.1.11.3. Lay-out of the track
- 6.1.12. Organise selling of refreshments
- 6.1.13. Appoint caterers for guests
- 6.1.14. Organise souvenir stall

6.2. TWO MONTHS IN ADVANCE

- 6.2.1. Apply for appropriate insurance cover
- 6.2.2. Order pamphlets and posters to advertise the event and distribute it at preceding events
- 6.2.3. Order licence numbers and temporary licence numbers
- 6.2.4. Book first aid service, medical tent and doctor in attendance
- 6.2.5. Send invitations to guests of honour
- 6.2.6. Discuss preparation of track with track authorities.
- 6.2.7. Appoint officials and track marshals
- 6.2.8. Invite athletes through their provinces and clubs
- 6.2.9. Send invitations to guests of honour
- 6.2.10. Make appointment with sponsor and discuss:
 - 6.2.10.1. How many entry, function and parking tickets for their guests
 - 6.2.10.2. Position of advertisement material
 - 6.2.10.3. Message from Director and photo for programme
 - 6.2.10.4. Sizes of T-shirts etc. for officials and athletes

6.3. ONE MONTH IN ADVANCE

- 6.3.1. Give a progress report to the executive and public relations officer (P.R.O.)
- 6.3.2. For Distance Races Events:

- 6.3.2.1. Order water sachets, sponges, water buckets, etc. for watering points
- 6.3.2.2. Order ice blocks for each watering point
- 6.3.2.3. Order medals, badges and T-shirts
- 6.3.2.4. Appoint teams to man watering points
- 6.3.2.5. Appoint officials and track marshals
- 6.3.2.6. Appoint main announcer and start announcer
- 6.3.2.7. Organise final results marshals
- 6.3.2.8. Organise course radio contact
- 6.3.2.9. Appoint motor cyclist leader
- 6.3.2.10. Organise cash control panel
- 6.3.2.11. Organise clean-up teams for the:
 - Field and surrounding area
 - Course route area
- 6.3.3. For Track and Field Events finalise the program based on the events of the athletes who accepted the invitation. The following information should be in the programme:
 - 6.3.3.1. Programme lay-out
 - 6.3.3.2. Cover lay-out
 - 6.3.3.3. Messages and photos of sponsor and President
 - 6.3.3.4. Advertisement material
 - 6.3.3.5. List of officials
 - 6.3.3.6. Timetable of events
 - 6.3.3.7. Names of competitors next to event
 - 6.3.3.8. Action photos of competing athletes
 - 6.3.3.9. Records
- 6.3.4. Give final number of guests and officials to caterers
- 6.3.5. Finalise hotel and flight bookings for athletes etc.
- 6.3.6. Organise printing of:
 - 6.3.6.1. Programme
 - 6.3.6.2. Entry tickets according to colour codes e.g. VIP's and administrators - green, officials - blue, coaches - red, athletes - pink, press - white, parking - yellow
 - 6.3.6.3. Function tickets
 - 6.3.6.4. Meeting numbers
 - 6.3.6.5. Numbers for electronic time
 - 6.3.6.6. Collect pamphlets and posters
- 6.3.7. Order water sachets, sponges, water buckets, etc. For watering points (walk and 10 000m races)
- 6.3.8. Appoint teams to man watering points
- 6.3.9. Organise course radio contact (20km walk)
- 6.3.10. Order medals, badges etc.
- 6.3.11. Organise course radio contact (20km walk)
- 6.3.12. Organise cash control panel
- 6.3.13. Organise clean-up teams
 - 6.3.13.1. Track and surrounding area
 - 6.3.13.2. Course route area
- 6.3.14. Give final number of guests and officials to caterers. Discuss menu.
- 6.3.15. Refreshments must be given at:
 - 6.3.15.1. News media function +/- 2 weeks prior to competition
 - 6.3.15.2. Managers and officials meeting day before competition
 - 6.3.15.3. Reception of VIP's prior and during meeting
 - 6.3.15.4. Function for athletes, team managers, officials and VIP's at conclusion of the meeting.

6.4. ONE WEEK IN ADVANCE

- 6.4.1. Give a progress report to the executive and P.R.O.
- 6.4.2. Have a meeting with the traffic department
- 6.4.3. Ask land surveyor to certify the course length or the track lay-out
- 6.4.4. Check delivery dates of all orders
- 6.4.5. Check all equipment to be used on the race, e.g., stopwatches, start and finish banners, start gun, public address system, etc.
- 6.4.6. Collect banners from sponsors
- 6.4.7. Check availability of secondary equipment e.g. photo copiers, assize equipment, warm up facilities
- 6.4.8. Confirm availability of flags

- 6.4.8.1. RSA
- 6.4.8.2. ASA
- 6.4.8.3. Province
- 6.4.8.4. Municipality / club / etc.
- 6.4.8.5. Sponsor
- 6.4.9. Finalise appointment of officials, corvee, etc. according to officials check list
- 6.4.10. Prepare envelopes for athletes, including
 - 6.4.10.1. Welcome letter
 - 6.4.10.2. Competition number and pins
 - 6.4.10.3. Programme
 - 6.4.10.4. Reception tickets
 - 6.4.10.5. Gifts from the sponsor
- 6.4.11. Prepare the following forms
 - 6.4.11.1. Lane draws
 - 6.4.11.2. Field event cards
 - 6.4.11.3. Time keepers cards
 - 6.4.11.4. Place judgement cards
 - 6.4.11.5. Wind meter cards
 - 6.4.11.6. Rounds cards
 - 6.4.11.7. Score book in the case of team competitions.

6.5. ONE DAY BEFORE THE EVENT

- 6.5.1. Give a final progress report to the executive and P.R.O.
- 6.5.2. Confirm all officials and have a meeting with the chief judges.
- 6.5.3. Confirm with the guest of honour to hand out medals
- 6.5.4. Organise cash float
- 6.5.5. Confirm correctness of all equipment
- 6.5.6. Confirm delivery of all orders
- 6.5.7. Check with catering committees
- 6.5.8. Check the ablution block and catering facilities
- 6.5.9. Prepare envelopes with prize money
- 6.5.10. Prepare envelopes for payment of officials
- 6.5.11. Discuss reception procedures with master of ceremonies
- 6.5.12. Check the assize equipment and assize forms
- 6.5.13. Place numbers for electronic timing in envelopes according to event sequence

6.6. BEFORE THE EVENT

- 6.6.1. Put out distance markings
- 6.6.2. Put out sponsor banners
- 6.6.3. Set up table for late entries
- 6.6.4. Set up start and finish banners
- 6.6.5. Set up funnels at finish line
- 6.6.6. Check positions of traffic officers
- 6.6.7. Check if all equipment is in place
- 6.6.8. Check if all officials and corvees are in place
- 6.6.9. Check if all officials have received their relevant forms
- 6.6.10. Check the progress of the caterers in the VIP lounge and reception hall

6.7. AFTER THE EVENT

- 6.7.1. Hand out medals
- 6.7.2. Collect all equipment and return to store rooms
- 6.7.3. Letters of thanks to sponsors and everybody who helped. If possible organise an 'after party'.
- 6.7.4. Press release to media
- 6.7.5. Prepare financial report for executive
- 6.7.6. Prepare technical report of race for executive.
- 6.7.7. Send copy of results to province and selectors.

