



UK YOUTH DEVELOPMENT LEAGUE

GUIDE TO HOSTING A LEAGUE MEETING

Action to be taken when asked to host – November / December

1. Following the Leagues AGM where fixture dates are confirmed or when requested by your Area Coordinator, contact your local track to check on availability and place provisional bookings.
2. Once the league has confirmed the dates required for your club to host, confirm the necessary date / dates with the facility provider in writing and request written confirmation.
3. Appoint all the necessary Chief Officials required for the meeting (Meeting Manager, Starter, Marksman, Field Referee, Track Referee and Chief Timekeeper). Please note that under the new Licensing criteria, all chief officials must be at least level 2 for a level 1 meeting - all YDL meetings will be classed as level 1 fixtures unless you wish to apply independently for a level 2 licence, in which case all chiefs must be at level 3 or above.
 - a. If you have any problems in obtaining suitably qualified officials, contact your local County Officials Secretary and your YDL Area Coordinator.

Further action – January / February

4. Appoint other roles as necessary to include, Results Recorders, Announcer, your own team of Officials (as per league rules) and visiting Team Reception. **NB Chief officials cannot also double up as officials.**
5. If you intend to apply for a level 2 license, you must apply to UKA. Further details about track and field licensing may be obtained from the UKA website: (<http://www.uka.org.uk/competitions/track-field-licensing/UKA Official Website | Track & Field Licensing>).
6. Recruit other helpers from your club to assist at the meeting; these can include Coaches, Parents and any other willing volunteers.
7. Contact your local First Aid provider and confirm dates for meeting / meetings.
8. Confirm track booking is intact and provide the stadium management with copy of programme of events and or timetable. Any problems at this stage contact your League Area Coordinator.

Final Preparations – At least Two Weeks before the match

9. Inspect the facility to ensure all equipment is in full working order and there are no issues affecting health & safety.
10. All visiting clubs should be sent travel directions, name and contact number of the match organiser and stadium telephone number.
 - a. Advise any changes to the timetable due to local health & safety issues.
 - b. Advise of any stipulation regarding spike length or type.
11. Request an emergency mobile contact number (ie someone who will be travelling with the team) from all visiting clubs in case of a last minute emergency situation.
 - a. Advise visiting clubs that all team declarations to be entered onto the Team Managers' Portal at least 24 hours before start of the meeting, as per league rules.

12. Make sure that your results recorder's details are added to the Team Manager portal in good time and advise them to familiarise themselves with the results programme.
13. Confirm with all your officials and helpers their availability, replace if necessary. Assign all duties where necessary and confirm reporting times.

Last Minute Preparations

14. Prepare field cards using competition draw order from League paperwork, these can easily be printed from the League's results program once the computer is set up for the match.
15. Ensure all the following are available, Rules & Constitution, computer & printer (results program preinstalled), track pads, field cards, officials signing in sheets and photographic Day Passes, competition licence to display, timetable to display, accident guidance notes and report form. Non-scoring numbers where needed (In the LAG it should be possible to use team bib numbers, as only two non-scoring athletes are allowed). The license should be on display; this can be downloaded from the YDL website, unless you have applied for a level 2 license independently, in which case this will have been sent to you.

On the Day

16. Ensure all clubs are aware of the location of First Aider(s).
17. Ensure a hard copy of each team declaration sheet showing full amendments (if any), is handed to the results recorders as soon as possible before the start of the match.
18. Check signing in sheets – all qualified officials MUST include their URN or date of birth in order that they can be verified. Together with the relevant referee check that all officials are present at event sites. NB The new licensing criteria specify that for a level 1 meeting, there must be at least 2 qualified judges on each field event and for long throws and Pole Vault at least one of these must be at level 2 or above.
19. On completion of the match ensure that each competing team has a set of results to check through. If you have used a Wi-Fi connection or mobile hotspot this could be emailed to teams as soon as the match has finished or, if not, print a set of results for each team so that they can be taken away with them. Results must be with team managers as soon as possible, as per league rules. Please ask them to contact you within 24 hours of any amendments.

Post-Match

20. Gather all match paperwork together and place in the large envelope provided by the league; this needs to be posted to the League Administrator on the Tuesday following the match. The delay allows your recorder to check any amendments against the results slips and field cards.
21. On the evening of the fixture, the host club shall send the match and all individual results to the League Area Co-ordinator and the League Webmaster by email.
22. The host club must then email the corrected results to Athletics Weekly and Power of 10 by **09:00 on the Tuesday following the match**. A full set of results must be emailed to the League Administrator and Results Coordinator at the same time.
Administrator: marian@ukydl.org.uk
Results co-ordinator: alan@ukydl.org.uk
23. Any further corrections to the published results should be sent to the League Administrator within two weeks, as per league rules.