



# 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).
  - a. If you have any problems in obtaining suitably qualified officials, contact your local County Officials Secretary and YDL Area Coordinator.

### Further action – January / February

- 4 Appoint other roles as necessary to include, Results Recorders, Announcer, Team of Officials (as per league rules) and visiting Team Reception.
- 5 Recruit other helpers from your club to assist at the meeting; these can include Coaches, Parents and any other willing volunteer.
- 6 Contact your local First Aid provider and confirm dates for meeting / meetings.
- 7 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

- 8 Inspect the facility to ensure all equipment is in full working order and there are no issues affecting health & safety.
- 9 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.
- 10 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 of the email address for all team declarations to be sent to the match recorder at least 24 hours before start of the meeting, as per league rules.
- 11 Confirm with all your officials and helpers their availability, replace if necessary. Assign all duties where necessary and confirm reporting times.

### Last Minute Preparations

- 12 Prepare field cards using competition draw order from League paperwork, these can be printed from the Leagues results program once the computer is set up for the match.

- 13 Ensure all the following are available, Rules & Constitution, computer & printer (results program preinstalled), track pads, field cards, officials signing in sheets and photographic signing in sheets, competition permit to display, timetable to display, accident guidance notes and report form. Non-scoring numbers (must be different from match numbers).

## On The Day

- 14 Ensure all clubs are aware of the location of First Aider(s).
- 15 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.
- 16 Along with the chief officials, check signing in sheets and that all officials are present at event sites.
- 17 On completion of the match have a full set of results for each competing team to take away with them. If not, email results as soon as possible to team managers, as per league rules. Please encourage them to contact you within 24 hours of any amendments.

## Post-Match

- 18 Gather all match paperwork together and place in the large envelope provided by the league and post to the League Administrator within 48 hours of the match.
- 19 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.
- 20 The host club must then send 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 sent to the League Administrator and Results Coordinator at the same time.
  - a. [marian@ukydl.org.uk](mailto:marian@ukydl.org.uk)
  - b. [alan@ukydl.org.uk](mailto:alan@ukydl.org.uk)
- 21 Any further corrections to the published results should be sent to the League Administrator within two weeks, as per league rules.