

Hosting info

IN ADVANCE

1. The stadium is booked already (might be an idea to check, though!!)
2. You do NOT have to pay the hire bill. If an invoice is sent to you in error simply forward it to the treasurer, Dan Hunter, 5 Church View, Heighington, Newton Aycliffe, Co Durham, DL5 6PN Daniel@hunter.me.uk
3. You do NOT have to book OR PAY FOR first aid cover – the league has done that for you.
4. **You DO need to check that the stadium has received the PROGRAMME OF EVENTS** and equipment list sent by the league secretary earlier, and **YOU** need to check that everything is in order for the match. If not, contact the divisional secretary –
 - Div 1 - Keith Willshire 01670362668 keithw53@keithw53.plus.com
 - Div 2S - Toby Jones 07798 872736 Toby@jonesandfather.com
 - Div 2N - Gary Curtis 07957 216 182 garydcurtis71@yahoo.co.uk
5. You do NOT appoint the principal officials; they have been done for you. Also you do NOT pay their expenses – that will be done by the divisional secretary at the end of the match.
6. **SEND CONFIRMATION OF THE FIXTURES TO VISITING CLUBS AND PRINCIPAL OFFICIALS and LIST THE FIELD EVENTS EACH CLUB WILL BE RESPONSIBLE FOR (with times)**
7. Ensure that your results and announcing team –which should be THREE in number – **has made contact with Graham Hall at least TWO weeks before your match (grahamhall24@gmail.com) to arrange download of the results files and receive any required support**, and that your announcing team is familiar with the equipment to be used. **The results program produces field cards specific for each meeting – please print them** – preferably NOT on paper, card is best. **N.B. The computer to be used should have Excel 2010 or later** – if not, contact Graham at once.
8. Also that the signing-in forms for the principal officials – timekeeper, track judge, field referee, starter and marksman, plus the camera declaration have also been downloaded from the website together with each club's official declaration form (timekeeper, track judge, and four field officials of which at least one should be level 2.

ON THE DAY

1. You should have made up not less than 48 meals for officials – 6 teams @ 6 each, 5 principal officials, 4 for announcer/computer operators, 1 for divisional secretary, plus a couple of spares.
2. Set out signing-in forms for timekeepers, track judges, field teams, principal officials and camera declarations. These will be collected by the Divisional Secretary at the end of the meeting **who will tell the results team how many points to award each team for officials.**
3. Also field cards ([see 7 above](#)) and self-carbonised track pads. If you have no track pads, contact your Principal Track Judge who will probably have some. In emergency contact Chris Betts.
4. The announcer should call up for events 15 minutes in advance of each event and try to keep spectators aware of the points match score.
5. Pins should be provided by the visiting clubs, it may be prudent to have some spares around.
6. Club vest numbers will be provided to the teams at match one by the divisional secretary. ALL athletes will have an individual number.
7. The principal officials will monitor the progress of the match and deal with any relevant queries.

AFTER THE MATCH (important)

1. **Give a provisional paper copy of the results to the team managers**, and e-mail updated copy of results program back to grahamhall24@gmail.com. These results will be scrutinised by the divisional secretaries and then the league will then arrange to distribute the approved results to other sources – e.g AW, Power of ten, etc
2. **Each of the team managers present on the day *MUST* inspect the provisional results posted on the webside and contact Graham Hall with any corrections WITHIN 24 HOURS *PRIOR* to the results being sent to Power of ten.**

2020