

## 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, Robert Symonds, 4 The Croft, Thornholme Road, Sunderland, SR2 7NR.  
Email: symondsr@hotmail.com
3. You do NOT have to book OR PAY FOR first aid cover – the league has done that for you.
4. **Please email your divisional secretary to confirm that you have everything in hand (or not) FIVE days before your fixture**
  - Div 1 - Gary Curtis 07957 216 182 garydcurtis71@yahoo.co.uk
  - Div 2 - Toby Jones 07798 872736 - toby@jonesandfather.com
5. You do NOT appoint the principal officials; they have been done for you. Also you do NOT pay their expenses – this will be done electronically.
6. 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. **N.B. The league will now provide a laptop and printer on the day .**
7. The league will provide self-carbonised Track pads and Field cards for each match will be provided by the league via the Divisional Sec.
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. 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.
2. The host club must provide an additional volunteer to assist with Photo Finish, in both divisions.
3. 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.
4. Pins should be provided by the visiting clubs, it may be prudent to have some spares around.
5. Club vest numbers will be provided to the teams at match one by the divisional secretary. ALL athletes will have an individual number.
6. The principal officials will monitor the progress of the match and deal with any relevant queries.

**AFTER THE MATCH (important)**

1. E-mail the final copy of results program back to [grahamhall24@gmail.com](mailto: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 website and contact Graham Hall with any corrections WITHIN 24 HOURS *PRIOR* to the results being sent to Power of ten.**

2024