

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.
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 - Dave Thomas 07950 899797 alun_thom66@hotmail.com
 - Div 2 - 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 – this will be done electronically.
6. Ensure that your results and announcing team for Div2, announcer only for Div1 make contact with Gary Curtis at **least TWO weeks** before your match (garydcurtis71@yahoo.co.uk) 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. **Each of the team managers present on the day MUST inspect the provisional results posted on the website and contact Gary Curtis with any corrections WITHIN 24 HOURS PRIOR to the results being sent to Power of ten.**