

TO: Any school interested in bidding for Sectionals/State Qualifier for the spring of **2012**.

FROM: Mr. Lance Bush, Section V Girls' Track Coordinator  
Mr. Kevin Rosko, Section V Boys' Track Coordinator

Listed below are the items that we will need to run a smooth and successful Sectionals and/or State Qualifier at your facility:

1. A written contract including all expenses for the Section V President to sign.
2. Starting blocks - 8, plus 2-3 Moyer blocks or allow schools that use them to bring them.
3. Long jump and triple jump runways and pits - 2 (roto-tilled).
4. Rakes (1) and brooms (2) at each pit.
5. 2 sets of high jump pits, standards, crossbars - legally set-up ready to go and then put away (3 for State Qualifier if possible).
6. 1 set of pole vault pits, standards, crossbar - same as #5 (2 for state qualifier).
7. Hurdles - 80.
8. Steeplechase water pit filled and barriers if available.
9. Officials stand and lap bell if available.
10. Access to phones, Xerox machine, fax machine, P.A. system for on field use.
11. Table (1) and folding chairs (3) at awards area.
12. Tables (2) and folding chairs (5) to conduct coaches' information meeting.
13. Table (1) and folding chairs (4) at clerking area.
14. Tables (2) and folding chairs (5) at the finish line.
15. **F.A.T. equipment and operator (if available).**
16. Wind anemometer (if available).
17. Including site supervisor, 3-4 workers who will be specifically assigned to the entire event to help find and set-up equipment. These people should have knowledge of where any track and field equipment might be, etc. These individuals will be responsible for set-up, clean-up, bathrooms, and locker rooms. Bathroom facilities must be adequate for a crowd of at least 1500 people or more.
18. Arrange for an ambulance or certified athletic trainer on site.
19. Provide ticket takers/gate security (single meet 2 each, double meet 3 and 4).
20. Sector lines for shot put minimum 55' long, sector lines for discus minimum 170' long.
21. Lights around track for nightfall (required Friday night/late Saturday).
22. If available, use of field press box.
23. Scales to weigh shots, discuses, and pole vaulters.
24. 200' tape measure for discus, 100 foot tape measures for shot, long & triple jumps.
25. Tent 10x10 minimum for FAT at finish line, electricity on field for FAT.

Bids should include the total cost of your school putting on the meet, this includes everything. Any costs over and above the original bid will be the schools responsibility. Thank you for your continued time and efforts in helping to provide the athletes of Section V with a top quality facility to showcase their talents and be the very best that they can possibly be.

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