

HOST GUIDELINES



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1. Scope of this Document

USA Deaf Track & Field (USADTF), as one of its action plan, was to establish Track & Field Classic for high school deaf athletes across the United States. This mission has been accomplished on 5 April 2008 at the Texas School for the Deaf campus in Austin, Texas. The 1st Berg/Seeger Classic was a success with 12 participating schools and a total of 139 athletes.

Originally, the Berg/Seeger Classic Guidelines document was intended for the Host Guidelines and the General Rules to be combined as one. This was used between 2008 and 2016. The original document was then split into two: Host Guidelines and General Rules.

This Berg/Seeger Classic Host Guidelines document was created with the main purpose to provide and help the next host to run a successful track & field meet. Berg/Seeger Classic Host Guidelines was produced by the coaches and USADTF representative in attendance.

1.1. Document Revision

Athletic Directors from participating schools or their assignee and an USADTF representative shall have the rights to make improvement to this document which has positive impacts on athletes and future host. Revision voting shall take place during the wrap up meeting the day before or after the event and shall take effect for next year's event.

1.2. Revision History

See **Appendix 7** for revision history.

2. Track & Field Meet – General

2.1. Background

Thomas Berg and Ruth Seeger were part of the first USA Team going to Deaflympics in 1957. They had coached for over 85 years combined. They have coached numerous National Champions, All-Americans, Deaflympians and many of their athletes broke many national and world records.

The Berg/Seeger Classic is to honor these coaches for their outstanding coaching and contribution to track and field among Deaf athletes for so many years.

For a longer biography version, please see **Appendix 1**.

2.2. Name of the Meet

The name of the meet shall be “**Nth Berg/Seeger Classic**” where N is the subsequence number of times Berg/Seeger Classic had hosted. The numbering increment shall be in English version, not Roman numerical. Please see **Appendix 2** for history of Berg/Seeger Classic.

2.3. Meet Logo

The official Berg/Seeger Classic logo is as exactly as shown on the cover page of this document. Logo was designed by Heather Withrow. Logo shall not be modified or tweaked inside or outside.

2.4. Sanctioned Meet

USADTF shall apply and have this meet be officially sanctioned by National Federation of State High School Associations (NFHS). Please refer to NFHS website (www.nfhs.org/sanctioning) for sanctioned application form. It is recommended to do this at least six (6) months in advance prior to the meet date to avoid late penalty fee.

2.5. Meet Date

It is encouraged and preferred to have Berg/Seeger Classic fall on third (3rd) weekend of April. The host may have a different weekend for a reason(s). The decision will be voted during the coaches meeting. See **2.6** for details.

2.6. Future Meets

The voting for future meets shall be decided during coaches meeting the day before or after the conclusion of the event. Future host shall give short presentation giving details such as specific date of competition, meet location with description of the stadium like type of running surface, number of lanes, jumping pits, throwing sectors, and accommodations. Each representing school shall cast one vote and USADTF representative will get one vote. Ideally, it is recommended to have meet location alternate every year such as south, east, west, and north. If there are no more than two bids for same year, then the location will not be an issue.

2.7. Certified Officials

The host school will provide at least three or more certified USATF officials. The starter is to be certified by USATF and be the same person throughout entire day. One will oversee the field events and the other for running events.

2.8. Timing Device

All running events must use professional fully automatic time (FAT) device such as FinishLynx, FlashTiming, or Omega Hawk Eye. Hand timed will not be accepted.

The host will be responsible to cover the expenses for electronic timing device. The host may incorporate the Entry Fees to cover the FAT equipment rental cost. Also host could seek sponsors to cover the cost to avoid the burden on visiting team's Entry Fees expenses.

2.9. Competition Schedule and Track & Field Events

Please refer to Berg/Seeger Classic General Rules for established competition schedule and which track & field events will be used during Berg/Seeger Classic.

2.10. Accommodation

Host school shall provide dormitory for visiting schools. Alternatively, if dormitory is not available, the host's gym could be used in its place or for use in overflow situations. In case if a number of beds are not available to meet the demand of large participants, host school shall negotiate nearby motels/hotels for cheaper rates for the visiting schools. If large participants are unexpected, therefore the dormitory will be first come, first serve basis. Visiting schools will be responsible for the motel/hotel expenses.

3. Volunteers

3.1. Core Volunteer Chairs

Below is the general example of a key individual chair which handles the specific tasks. Other than not listed below, the host could create an additional volunteer chair to distribute responsibility.

3.1.1. Hospitality

Hospitality chair's responsibility includes:

- Coordinate with residential dorm housing for participating schools.
- Make meal arrangements during their stay through out the weekend.
- Catering for coaches and volunteers during lunch break day of the meet.
- Assist local transportation arrangement for pickups/drop offs for all participants who travel via air.
- Coordinate warm welcome event for athletes/coaches the day before the meet. Also, have social event the evening after the meet.

3.1.2. Awards

Award chair's responsibility includes:

- Orders medals for individual events (1st, 2nd, 3rd, 4th, 5th, and 6th) and relay events (1st, 2nd, and 3rd). See **Appendix 3** for number of medals breakdown and sample design.
- Banner for boys/girls Team Overall Championships. It will be the host's responsibility to provide such a banner for each winning team. USADTF may assist with this if feasible and possible. Please refer to **Appendix 4** for information on banner size and further description.
- A total of 12 plaques for:
 - 6 - Boys/Girls Team Overall Standings (1st to 3rd places)
 - 2 - Boys/Girls Best Track Athlete
 - 2 - Boys/Girls Best Field Athlete
 - 2 - Boys/Girls All Around Athlete
 - Other type of awards may be added to give out "recognition/thank you" for sponsors.

Please refer to **Appendix 5** for award naming and criterion for selecting top individual awards.

- You may incorporate order event t-shirts for athletes, coaches and as well for volunteers in different set of colors. Example: athletes/coaches will have white t-shirts while the volunteers have yellow shirts.
- Have all medals (1st to 3rd), plaques, and banners in place separately for the award ceremony right after the very last event concluded. This includes having podium (1st, 2nd, and 3rd) in place facing the audience. From the audience's view standpoint, 1st place podium shall be in the middle, 2nd place podium shall be on the left side, and 3rd place podium shall be on the right side. Example: 2nd | 1st | 3rd
- Medals for 4th to 6th will be packed in large brown envelopes individually based on team and gender. Example: "Texas – Boys" and "Texas – Girls" in two separate envelopes. For

each 4th to 6th medal awarded, write a note on the envelope as in “5th – John Doe – Triple Jump”.

- To help speed up the awards ceremony, host either could give out medals throughout the day after each official result has been posted or have two separate awards ceremonies, one during lunch break from morning finals and the other after supper from afternoon finals.

3.1.3. Results

This chair is recommended for person who has a deep knowledge and understanding of how to use result format for track & field. Also be able to handle tasks in such fast paced environment for instance, create and publish results immediately after each official event has concluded.

- a. Need to have several volunteers known as “runner” which brings official finish line sheet from head timer to press box. After the data has been posted on the database, print event result and hand over to the announcer for visual and/or audio cues. Then have “runner” to go down and post the event results in a public place. Usually on the ground stand near the concession or entrance.
- b. From time to time, usually after every five events concluded, summarizes and update the current Team Overall Points standings for both genders. Hand out a copy to announcer for visual and/or audio cues and other to post it on the results board.
- c. After the very last event, immediately create and make three (3) copies of top 3 boys/girls medal finishers of all events. Hand one to award ceremony chair, interpreter, and announcer.
- d. Create and publish Final Results. Have two (2) copies for each participating schools. The Final Results shall include:
 - i. Summary of the winner for Team Overall Championships, Best Track Athlete for boys/girls, Best Field Athlete for boys/girls, and All Around Athlete for boys/girls.
 - ii. List of participating schools
 - iii. Team rosters of each participating schools
 - iv. Detailed results during Preliminary and Final rounds
 - v. Total team points
 - vi. New meet records
 - vii. Updated meet recordsThe “nice to have” would include such as:
 - i. Top 15 individual points earned for each gender
 - ii. Medal count of each school
- e. Convert Final Results summary into electronic version such as PDF and distribute via email attachment to all Athletic Directors, Coaches, publication of any kind, and USADTF.

3.1.4. Field Marshal

This is a core and energetic assignment during the day of meet. Majority number of volunteers will work with this Field Marshal chair, therefore communication is essential. Below are various task breakdowns of specific assignment for volunteer roles to assist smooth transitions during the meet:

- a. **Basket runner** – volunteers will carry individual basket of athlete’s personal items to the finish line for every preliminary heat and final rounds.
- b. **Hurdles crew** – volunteers set up and align hurdle in each lane according to 100m, 110m and 300m hurdles mark. Also, clear out hurdles after each event had run.
- c. **Implement carrier** – volunteers will pick up and carry implements such as discus, javelin, or shot put back to the throwing area. Note: to prevent injuries, volunteers need to have keen eyes to watch out for the flying implements in the air.
- d. **Tape measuring** – for each field event, need to have two (2) or three (3) volunteers to spot the landing of the implement and straighten the tape for judge to record the official measurements. Two volunteers are needed for long jump and triple jump. Three for discus,

javelin, and shot put. To help speed up the process, the measurement must be measured on every jump/throw. All persons involving the measurement must be experienced and know the rules.

- e. **Height adjuster** – this is for high jump. Two volunteers adjust the increment of the bar height and align the bar squarely against the landing pit.
- f. **Rake pit** – two (2) volunteers is needed to rake the sand on every jump for long jump and triple jump events. The sand has to be evenly smooth and flat before the next jumper perform the jumps. The speed of the raker is also essential. Make sure the clusters of the sand are broken down into fine pieces and sprinkle with water the night before the event. This ensures the athletes will have a safe and soft landing zone.
- g. **Call room** – before each running event begins (20 minutes prior), volunteers will have the preliminary and final heat sheets to verify athletes' names and lane assignments. Also verify the names in correct leg order for all relay events and check that the matching order uniforms are in order. Prior to the start of each event, pass down the heat sheet to the head timer. Call room or known as check in booth usually either set up approximately 10m inside away from the finish line or place center 10m behind the 110m hurdles start line. A large covered canopy and bleachers are required.
- h. **Finish line** – each volunteer spot the finisher in exact order and report to the head timer and judge to record their electronic time on finish line sheet.
- i. **Lane baton exchange spotter** – this is for 4x100m and 4x200m relay events. Each exchange zone will be assigned a spotter. The spotter shall observe that the baton is being exchanged within the zone according to rulebook. The spotter shall be an experienced adult.

It is suggested that Field Marshal chair to go through a “dry run” the weekend before the event to ensure the volunteers understand their roles during the event. Other possible is to do host's regular meet or go to another local meet and study how they run the event.

3.2. Number of Volunteers

A total number of volunteers generally decide by the host which could handle a successful event. Generally, concept a total number of volunteers go by 1 volunteer for every 4 athletes. Example: 200 athletes = 50 volunteers.

4. Checklist

For general checklist, please see **Appendix 6** for details.

5. Others

For all else not mentioned in this Berg/Seeger Host Guideline document, please contact a USADTF representative for any consult or recommendations.

Appendix 1 – Biography of Ruth T. Seeger and Thomas O. Berg



Ruth T. Seeger – Born on 20 May 1924 in Rochester, Minnesota. She was always a tomboy growing up. As an adolescent, she saw Babe Didrickson compete and was from that point on, hooked on athletics. Seeger taught track and physical education at TSD for 36 years, and is the namesake of TSD's Seeger Gym. She established the Girls Athletics Association and formed the first girl's track, volleyball and softball teams. Over the years, her students accumulated a total of 34 medals competing at the World Games for the Deaf, and Seeger was the U.S. women's track coach for the games in '65, '69, '73, '77 and '85. Seeger has won her share of medals over the years as well, totaling over 300. Most recently in discus and long jump, Seeger took gold in her age group at the 2005 Summer National Senior Games. In 1998, she was inducted into the Texas Senior Olympics Hall of Fame. She died peacefully from this world on 13 April 2014 at the age of 89.



Thomas O. Berg – Born on 15 February 1922 in Butte, Montana. Thought to be "the greatest coach in deaf track and field history", discovered his passion for sports in the early 1940's while in college. Berg coached university sports for more than 30 years and was handpicked to coach the track and field team at the US International Games for the Deaf in Milan in 1957. He was also the head track coach for the USA World Games for the Deaf in '61, '69, '73, '77 and '89. He was the first chairman of the Deaf Athletics Federation of United States (DAFUS), and was nationally accepted among hearing and deaf coaches as a leader in many national sports organizations. Berg's athletes over the years won a number of medals and he himself was the recipient of many awards, including the Knute Rockne College Track Coach of the Year in 1962, and the Art Kruger Service Award from the USA Deaf Sports Federation in 1985. He lived through a long life till the age of 87. He passed away on 28 September 2009. On

17 April 2012, Gallaudet University Athletics Department held a luncheon and ribbon cutting ceremony to honor Berg by naming the track in his name, Thomas O. Berg Track at Hotchkiss Field.

Appendix 2 – History of Berg/Seeger Classic

Date	Edition	Host	# of Schools	# of Athletes
5 April 2008	1 st	Texas School for the Deaf – Austin, TX	12	139
17-18 April 2009	2 nd	Texas School for the Deaf – Austin, TX	9	102
16-17 April 2010	3 rd	Model Secondary School for the Deaf – Washington, DC	10	126
15-16 April 2011	4 th	Indiana School for the Deaf – Indianapolis, IN	15	187
20-21 April 2012	5 th	Arizona State Schools for the Deaf and the Blind – Tucson, AZ	14	132
11 May 2013	6 th	Minnesota State Academy for the Deaf – Faribault, MN	9	94
12 April 2014	7 th	Kentucky School for the Deaf – Danville, KY	16	211
18 April 2015	8 th	Kentucky School for the Deaf – Danville, KY	14	192
23 April 2016	9 th	Texas School for the Deaf – Austin, TX	19	224
08 April 2017	10 th	Texas School for the Deaf – Austin, TX	17	225
14 April 2018	11 th	California School for the Deaf – Fremont, CA	21	223
06 April 2019	12 th	California School for the Deaf – Fremont, CA	19	220
2020 & 2021	Canceled due to COVID-19 impact			
09 April 2022	13 th	Texas School for the Deaf – Austin, TX		

Appendix 3 – Number of Medals and Sample Design

This shows the number of medals for boys and girls in each event. Individual events will be awarded for 1st to 6th and relay events are awarded for 1st to 3rd.

Event	Boys						Girls					
	1st	2nd	3rd	4th	5th	6th	1st	2nd	3rd	4th	5th	6th
100m	1	1	1	1	1	1	1	1	1	1	1	1
200m	1	1	1	1	1	1	1	1	1	1	1	1
400m	1	1	1	1	1	1	1	1	1	1	1	1
800m	1	1	1	1	1	1	1	1	1	1	1	1
1600m	1	1	1	1	1	1	1	1	1	1	1	1
3200m	1	1	1	1	1	1	1	1	1	1	1	1
110m Hurdles	1	1	1	1	1	1	-	-	-	-	-	-
100m Hurdles	-	-	-	-	-	-	1	1	1	1	1	1
300m Hurdles	1	1	1	1	1	1	1	1	1	1	1	1
Long Jump	1	1	1	1	1	1	1	1	1	1	1	1
Triple Jump	1	1	1	1	1	1	1	1	1	1	1	1
High Jump	1	1	1	1	1	1	1	1	1	1	1	1
Shot Put	1	1	1	1	1	1	1	1	1	1	1	1
Discus	1	1	1	1	1	1	1	1	1	1	1	1
4x100m Relay	4	4	4	-	-	-	4	4	4	-	-	-
4x200m Relay	4	4	4	-	-	-	4	4	4	-	-	-
4x400m Relay	4	4	4	-	-	-	4	4	4	-	-	-
4x800m Relay	4	4	4	-	-	-	4	4	4	-	-	-
*Reserve	1	1	1	1	1	1	1	1	1	1	1	1
TOTAL	30	30	30	14	14	14	30	30	30	14	14	14

1st	60	2nd	60	3rd	60	4th	28	5th	28	6th	28
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GRANT TOTAL

264

*For reserve, add 2 each for 1st, 2nd, 3rd, 4th, 5th, and 6th in case of tie.

1st to 3rd could use the sample medal design below in gold, silver, and bronze. 4th to 6th could use generic medals or ribbons.



Appendix 4 – Banner

The banner should be white vinyl, in the size of 3' x 3'. The flexible vinyl banner material is hemmed on four sides with grommets on upper corners. Include cardboard tube for the winners which this will be handy for them to travel back home. Below outlines what should be included on the banner:

- 1 or 2 color borders which reflect host's school colors
- Berg/Seeger Classic logo
- City, State
- Text: Boys Champions / Girls Champions
- Text: Year

Sample A) 1 Color Border (Blue):



Sample B) 2 Color Borders (Maroon & Gold):



Appendix 5 – Award Naming and Criterion

The plaque designs should be by the host's discretion. This could be made by the host's vocational class or use trophy shop nearby. Host could obtain sponsor to cover the cost. Below outlines what shall include on the plaque for team and individual awards:

Team Awards

- Berg/Seeger Classic logo
- Text: Thomas O. Berg Award / Ruth T. Seeger Award
- Text: Team Overall Standings
- Text: Champions / Runner-Up / 3rd Place
- Host's school logo
- Text: City, State
- Text: Date (as in April 15-16, 20xx)
- Option: Sponsor logo or text

The 2nd place plaque will be smaller than the 1st place plaque. Same goes for 3rd place plaque be smaller than the 2nd place plaque.

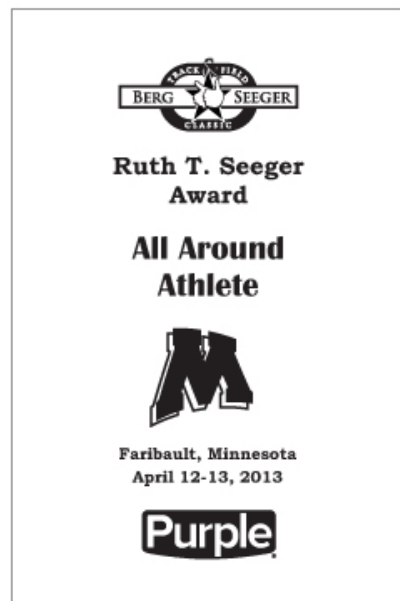
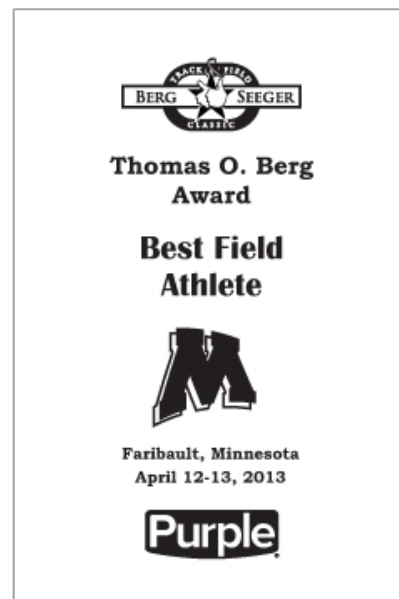
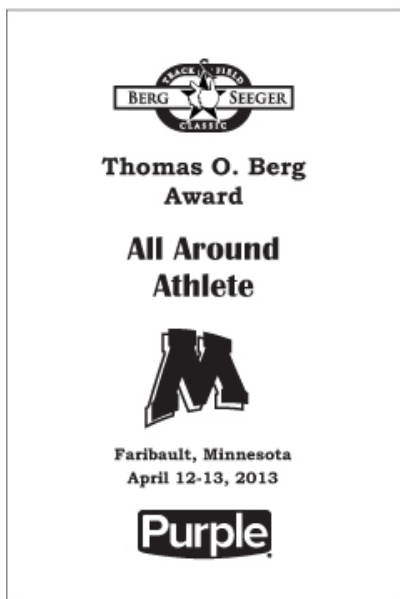
Sample:



Individual Awards

- Berg/Seeger Classic logo
- Text: Thomas O. Berg Award / Ruth T. Seeger Award
- Text: Best Track Athlete / Best Field Athlete / All Around Athlete
- Host's school logo
- Text: City, State
- Text: Date (as in April 15-16, 20xx)
- Option: Sponsor logo or text

Sample (next page):



Selection Committee

The selection committee for the top individual awards will consists of two (2) from the host committee and one (1) from USADTF representative.

The selection committee will consider high level results, such as observation and statistics of both an objective and subjective nature, which pertains to the criteria listed below. The general philosophy that will prevail throughout the selection process will be to identify the athlete that will make the top individual award. Individual evaluation will be completed on each athlete considered and utilized as part of the final decision making process.

The following criterion outlines below how each individual award is being selected:

Best Track

- Identify standout track athlete that has performed in high level such as athlete's time(s) are outstanding.
- Athlete's performance in the relay events will be the least consideration.
- Athlete's multiple running event placing results will not be weighted and do not constitute a selection for the award. The most important factor is athlete's time(s) results. However, when come to tiebreaker, athlete's multiple running events results, (including relay) will be considered.

Best Field

- Identify standout field athlete that has performed in high level such as athlete's measurement(s) are outstanding.
- Athlete's multiple field event placing results will not be weighted and do not constitute a selection for the award. The most important factor is athlete's measurement(s) results. However, when come to tiebreaker, athlete's multiple field event results will be considered.

All Around

- Identify standout athlete who has performed outstanding in both track and field events.
- Athlete's total individual points will be considered as long the points came from both track and field results. Also made the difference in team overall standings.
- Demonstrate good sportsmanship.

Below list past Berg/Seeger Classic winners.

Ruth T. Seeger Award

<u>Year</u>	<u>Team Overall Champions</u>	<u>Best Track Athlete</u>	<u>Best Field Athlete</u>	<u>All Around Athlete</u>
2019	Texas School for the Deaf	Rajena Guettler (SR) Maryland	Ashlene Etkie (JR) Texas	Cassidy Perry (SR) Maryland
2018	Texas School for the Deaf	Jaida Scott (JR) Texas	Daijuna Williams (SR) Fremont	Ashlene Etkie (SO) Texas
2017	Texas School for the Deaf	Jaida Scott (SO) Texas	Daijuna Williams (JR) Fremont	Cassidy Perry (SO) Maryland
2016	Maryland School for the Deaf	Shanieka Coleman (SR) Mississippi	Emelia Beldon (JR) Maryland	Daijuna Williams (SO) Fremont
2015	Maryland School for the Deaf	Shanieka Coleman (JR) Mississippi	Isabella Paulone (SO) Indiana	Daijuna Williams (FR) Fremont
2014	Minnesota State Academy for the Deaf	Shanieka Coleman (SO) Mississippi	Ruth Ballentine (JR) Minnesota	Kori Koss (SR) Wisconsin
2013	Minnesota State Academy for the Deaf	Shellane McKitty (SR) New York – Fanwood	Tabitha Anderson (JR) Minnesota	Simone James (JR) Indiana
2012	Model Secondary School for the Deaf	Elissa Letendre (SR) Learning Center	Lori Eldred (JR) Model	Sabina Shysh (SO) Arizona
2011	Minnesota State Academy for the Deaf	Elissa Letendre (JR) Learning Center	Amanda Feliciano (JR) Wisconsin	Jasilyn Williams (JR) Texas
2010	Maryland School for the Deaf	Elissa Letendre (SO) Learning Center	Jessica Ginyard (SO) Pennsylvania	Claire Tucker (JR) Maryland
2009	Maryland School for the Deaf	Paige Brewer (FR) Maryland	Michele Giterman (SR) Texas	-
2008	Model Secondary School for the Deaf	Keisha Howard (SR) Riverside	Erin Philips (SR) Louisiana	-

Thomas O. Berg Award

Year	Team Overall Champions	Best Track Athlete	Best Field Athlete	All Around Athlete
2019	Texas School for the Deaf	Miguel Pavao (JR) Maryland	Calel Aramboles (JR) Fremont	Kenmarkis Meeks (SR) Mississippi
2018	Texas School for the Deaf	Jadan Anderson (SR) Texas	Calel Aramboles (SO) Fremont	Kenmarkis Meeks (JR) Mississippi
2017	Maryland School for the Deaf	Brady Perry (JR) Maryland	Calel Aramboles (FR) Fremont	Egan Seremeth (SR) Maryland
2016	Minnesota State Academy for the Deaf	Bobga Tete (JR) Maryland	Kyrell Cummings (JR) Minnesota	Anthony Barger (SR) Minnesota
2015	Minnesota State Academy for the Deaf	Gashaw Duhamel (JR) Model	Garrett Springer (SR) Minnesota	Zachary Richardson (SO) Texas
2014	Minnesota State Academy for the Deaf	Gashaw Duhamel (SO) Tennessee	Garrett Springer (JR) Minnesota	Nick Jones (SR) Missouri
2013	Minnesota State Academy for the Deaf	Taylor Pierce (SO) Minnesota	Shaun Novella (SR) Minnesota	Malcolm Harris (SR) Oregon
2012	California School for the Deaf – Fremont	Mohamed Kamara (SR) Maryland	Gregory Spriggs-Cudjo (SR) Fremont	Taylor Koss (SR) Wisconsin
2011	Texas School for the Deaf	Trey Gordon (SR) Unattached	Jonathan Ford (JR) Texas	Taylor Koss (JR) Wisconsin
2010	Texas School for the Deaf	Kyle Winter (JR) Texas	Patrick Jennison (SR) Wisconsin	Jay Hill (SR) Texas
2009	California School for the Deaf – Fremont	Tony Guido (SR) Fremont	Marcus Gentry (JR) Texas	-
2008	Texas School for the Deaf	Delvin Furlough (SR) Texas	Jamie Hill (SR) Alabama	-

Appendix 6 – General Checklist

- Measurement Tapes
 - 1 – 200' tape for discus/javelin
 - 3 – 50' tape for long jump/triple jump/shot put
 - 1 – 25' tape for high jump
 - 4 – measuring canes (known as official's helper) for shot put, discus, long jump, and triple jump
 - 4 – rakes for long jump and triple jump pits (if use 1 jumping pit, 2 rakes)
 - 8+ – starting blocks
 - Starter gun and blanks
 - Weigh-in scale for shot put, discus, and javelin. Scale must have two methods to identify both in kilograms (metric) and pounds (English). Digital scale is ideal.
 - Shot put Boys 12 lbs Girls 4kg
 - Discus Boys 1.6kg Girls 1kg
 - Javelin Boys 700g Girls 600g
 - Orange cones
 - 8 – small cones (about 2-3" high) for 800m, 4x400m, and 4x800m breaking line placements
 - 8 – large cones for shot put & discus (1 each on far end of foul line) and long jump & triple jump (1 each end between take off board)
 - Foul line markings in place for shot put, discus, and javelin
 - Distance markings in place for shot put, discus, and javelin
 - Shot put – marking starts at 20' and for every 5' to 50'
 - Discus and Javelin – marking starts at 60' and for every 20' to 140'
 - Football sideline markers
 - Long jump – use 10 & 20 marker
 - Triple jump and shot put – use 20, 30, 40 & 50 marker
 - 16 Baskets - each 2 baskets have same lane number marking for identification
 - 8 Flags (red/white color flags on each end)
 - Make a list of all color markings available on track for specific events such as markings for:
 - 100m hurdle placements
 - 110m hurdle placements
 - 300m/400m hurdle placements
 - 4x100m relay exchange zones
 - 4x200m relay exchange zones
- The list shall be distributed to all coaches during first meeting.
- Clipboards/pencils for all field events, call room, and score keeper/judge
 - Large brown envelopes – store medals for 4th to 6th places for boys and girls teams individually
 - Water stations materials in place
 - Water/electrolytes replacement fluid
 - Cups
 - Tables
 - Barrels/trash bags
 - Awards area
 - Tables/chairs
 - Podiums for 1st, 2nd, 3rd / announcing stand
 - Award display area, with awards arranged in order of distribution
 - 2 large posting boards (First board is for competition schedule, heat/lane assignments, meet records, & Top 10 Performances list. Second board is for official results). Place both boards right side of the bleachers facing the track and near the finish line.
 - Call room area
 - Large covered tent (covers approximately 20 people)
 - Tables/chairs/bleachers
 - Chute materials (stanchions, rope)
 - Signage prepared for field and running events, large eraser whiteboard may be suitable
 - Signage for all field meet records (USADTF will prepare this, host provide stakes to hold in place)

Appendix 7 – Revision History

Below is the version history how this document has evolved over the years.

- v1.0** -Implemented by USADTF with feedback from Jesse Bailey, Brian Bippus, Steven Fuerst, and Darrin Green (11 July 2008).
- v1.1** -Revised after coaches meeting in Austin, TX (18 April 2009)
- v1.2** -Revised after coaches meeting in Washington, DC (25 April 2010)
- v1.3** -Revised after coaches meeting in Indianapolis, IN (22 April 2011)
- v1.4** -Revised after coaches meeting in Tucson, AZ (24 April 2012)
- v1.5** -Revised after Berg/Seeger committee meeting in Faribault, MN (14 May 2013)
- v1.6** -Revised after email ballot from participating schools based on issues in Danville, KY (21 April 2014)
- v2.0** -Revised after coaches meeting in Austin, TX (22 April 2016). Split Berg/Seeger Guidelines into two documents: Host Guidelines and General Rules
- v2.1** -Update history and winners (04 June 2021)