



2011 AAU Athletics National Qualifier Track and Field Meet Requirements and Bid Packet

Organizing Host/Committee

This committee should bring together a representative cross section of a community or area track and field leaders and coaches, newspaper and radio, business, service clubs, Chamber of Commerce, industry, civic officials and labor-to present the idea.

Items to be discussed include type of meet, date of competition, facilities available, tentative list of teams and available athletes, tentative budget and the recommendation for selection of a Chairman. After a chairman is selected, the committee should choose a meet director- someone who has a thorough understanding of track and field and has a good relationship with schools, colleges and clubs in the region.

Meet Director

In the smallest or the largest meet, the Meet Director is the key to the entire presentation. He or she must be a person who not only understands the sport but must also be able to direct the efforts of others and have a general understanding of all aspects of the undertaking. They must be able to foresee everything that must go into the meet in the way of planning. They should be flexible and creative. The Meet Director shall serve as the coordinator of the event.

**** TWO (2) YEAR BIDS WILL BE ACCEPTED BUT NOT GUARANTEED****

Check List of Helpful Suggestions

Please use this checklist to make sure that you have provided for and prepared for all components of a track and field meet.

Secure Facility-Required

An facility needs to be obtained to run the meet. Your facility must have the capability of contesting all events.

Date - All National Qualifier meets must be completed by July 3, 2011

The date that is determined should not conflict with any other local, regional or national events (including USATF events in your area). This will allow for increased participation from local clubs and athletes.

Sanction - Required

National Qualifier sanctions **MUST** be completed through the National Office, **NOT** online. Your District event(s) must be sanctioned online at www.aausports.org. Event Sanctions are subject to approval. District events are approved by the District Sports Director, and National Qualifier events are approved by the AAU National Office. All athletes and coaches must have a current AAU Membership to participate in an AAU Sanctioned Event.

Entry/Registration - Required

Prepare a Meet Information Sheet to comply with the requirements of the AAU. **The use of the Coach O On-line Registration program is mandated.** All meet information sheets must include the following:

Junior Olympic Games Declaration & Registration Info:

Those athletes that qualify for the AAU Junior Olympic Games in New Orleans, LA must declare and register for the meet at www.aauathletics.org before **July 21, 2011**. **No entries will be accepted after midnight EST (9:00 PM on the West coast) July 21, 2011.** Do not jeopardize your athlete's chance of competing by not completing this step before the AAU Junior Olympic Games.

Also, it needs to include:

- This event is sanctioned by the Amateur Athletic Union of the U. S., Inc.
- All participants must have a current AAU membership.
- AAU membership may not be included as part of the entry fee to the event.
- AAU membership must be obtained before the competition begins except where the event operator has a laptop available with an internet connect. Participants are encouraged to visit the AAU web site www.aausports.org to obtain their membership.

Entry Fees

Determine fee, if any, to be charged, not to exceed \$25.00 for a AAU National Qualifier Meet. This should be in line with fees charged by other meets and in accordance with the National AAU Athletics Handbook.

Promotion

Select a publicity director who is well versed with the sport and who has a good relationship with local newspapers in sports and general news. Early releases relating to the planning and progress of the meet are important. The AAU National Office will help by advertising through Email Blasts and posting your Event Flyer.

Tentative Schedule of Events

As soon as the meet has been developed the Meet Director should organize a tentative schedule of events. The best guidance for this task is knowledge of the events and the rulebook. The schedule must not only follow a proper order but interval of time between each event must be allowed for the completion of the previous event and the calling of the next event. Other details should acknowledge the variety of events to maintain spectator interest. **All AAU National Qualifier Meets will follow the schedule of events set by the AAU Athletics Executive Committee.**

Awards

You must order awards directly from the AAU, just visit www.aausport.org for more information. All National Qualifier Meets MUST use **AAU Championship medals** for 1st – 3rd place finishers in each event contested, including all competing relay team members. If you are awarding ribbons for 4th – 8th place, they must be AAU Ribbons.

Meet Program - Optional

The program is one of the strongest aspects of a meet. A good program brings spectators back next year and is also a document which athletes' prize. Advertising sales, program editing, and program sales are all important. An editor should be selected. The Games Committee should take the task of personal contacts for advertising. Sometimes a local service organization such as the Junior Chamber of Commerce will assist with the task for the public service recognition.

Officials

Working with your local USATF officials association is very important. No meet can be properly conducted without competent officials. The supervisor of track and field officials for your local association should be notified of your requirements at least 3 months before your meet. Visit www.usatf.org to find out who is your associations officials chairperson.

Information for Athletes, Teams and Coaches

Make certain that detailed information is mailed or posted on a website in advance so that all persons concerned can be informed.

Transportation and Housing

A sub-committee should arrange information to be available about car rental and motel-hotel information.

Security

A local police representative should be invited to serve on your Games Committee. With this relationship you may avoid off-duty charges. They can assist you with crowd and traffic control. It is very important for the meet director to have security for the safety of all those involved with the meet. Police Explorers from your local police department might be a source for you to contact.

Announcer

Do not select someone who likes to talk for the job. Get a genuine authority on the microphone, one that is impartial and has a good voice. He or she will help your meet. He should have adequate assistance.

Trainers

First aid, medical and training facilities for athletes are a necessity! Local school and club trainers are often willing to assist if supplies and facilities are provided by the meet. You should have a doctor on your Games Committee.

Officials Meeting

Conduct an Officials Meeting before the start of the meet. The meeting is important because they are the persons who carry out the rulebook. They should know all about your facilities as related to the assignment.

Meet Management Team

A meet management team should be appointed to direct the mechanics of the meet on the day of competition. They should have a minimum of 5 assistants. Their responsibilities and assignments shall be determined by the Meet Director.



Suggested Guidelines District Meet Qualifier

Meet Management Guidelines:

1. **Use of the Coach O On-line Registration program is mandated for registration at the AAU District Qualifier level.**
2. After District Meet date(s) have been determined in each District, the District Sport Director should notify the AAU National Office of the following:
 - a. Date(s) of meet
 - b. Location
 - c. Schedule of events
 - d. Contact information
3. **FULLY AUTOMATIC TIMING IS MANDATED.**
4. Meet properly sanctioned according to the AAU Code.
5. Adequate officials to properly conduct meet. Your local USATF official's chairperson can give you a list of names to assist you in finding officials.
6. **AAU CHAMPIONSHIP MEDALS MUST BE USED.**
7. Security and medical personnel available in case of an emergency.
8. **It is mandatory that all results be forwarded to the AAU National Office, AAU Junior Olympics Hy-Tek Team and AAU Junior Olympics Meet Director within 4 hours after the conclusion of the meet.**
9. Additional District Qualifiers require approval of the AAU National Qualifier Program Coordinator.

Stadium Guidelines/Requirements:

Depending on the amount of athletes you expect for the meet you should be prepared to handle all athletes and spectators. The AAU Athletics Executive Committee recommends that you select your meet venue based on the facility standards set below.



Guidelines for hosting AAU National Qualifier Meets

The following guidelines were developed by the AAU Athletics Executive Committee are expected to be followed by the National Qualifier Host and/or Meet Director. These guidelines are to insure the quality and consistency of all meets. Please contact an AAU Athletics Executive Committee member for any questions and/or advice. www.aauathletics.org

Meet Management Requirements:

1. **Use of the Coach O On-line Registration program is mandated for registration at the AAU National Qualifier level.**
2. Meet properly sanctioned according to the AAU Code.
3. National Qualifier Meet Host Organization must notify the AAU National Office of the following:
 - a. Date of meet
 - b. Location
 - c. Schedule of events
 - d. Contact information.
4. Send any and all paperwork/flyers etc. to the AAU National Office to be posted.
5. **It is mandatory that all results be forwarded to the AAU National Office, AAU Junior Olympics Hy-Tek Team and AAU Junior Olympics Meet Director within 4 hours after the conclusion of the meet.**
6. Awards should be ordered 30 days prior to the meet. All National Qualifier Meets MUST use **AAU Championship medals** for 1st – 3rd place finishers in each event contested, including all competing relay team members. If you are awarding ribbons for 4th – 8th place, they must be AAU Ribbons.
7. Security and Medical personnel available in case of emergency.
8. Adequate officials and volunteers to properly run meet. Prefer Certified USATF Officials.
9. **FULLY AUTOMATIC TIMING IS MANDATED**
10. The Hy-Tek program provided by the AAU National Office must be used. There will be no exceptions.

Stadium Guidelines/Requirements:

Depending on the amount of athletes you expect at your AAU District Qualifier or AAU National Qualifier Meet will determine the minimum requirements.

1 - 500 ATHLETES	500 or MORE
Minimum of 8 lane track	Minimum of 8 lane track
1-2 horizontal jumping pits	2 or more horizontal jumping pits
1-2 high jump pits	2 or more high jump pits
1-2 shot put rings	2 or more shot put rings
1 pole vault pit that meets NFHS guidelines	1 pole vault pit that meets NFHS guidelines
Seating capacity of at least 1,000	Seating capacity of at least 2,000
Proper restroom facilities	Proper restroom facilities
1 discus ring located outside stadium	1-2 discus ring located outside stadium
1 javelin area located outside stadium	1 javelin area located outside stadium
Proper warm up area	Proper warm up area
* IMPORTANT - Throwing sector lines can not intersect any other throwing area	



**AAU NATIONAL QUALIFIER
2011 BID APPLICATION FORM**

A. NATIONAL QUALIFIER MEET INFORMATION:

2011 Club Level 2 Membership ID: _____

Date of Competition: _____
(Please indicate dates for both Multi Events and Track & Field events if separate)

Facility/Venue: _____

Event Contact: _____
(To be listed on website for further information)

Email: _____

Phone: _____

Meet Director: _____

Email: _____

Phone: _____

A. HOST ORGANIZATION

Name of Host Organization: _____

Address of Host Organization: _____

Host Organization Contact (Name): _____

Phone Numbers: _____ [Office]

_____ [Home]

_____ [Fax]

B. VENUE

1. Name: _____
Address: _____
City, State, Zip: _____
Site Coordinator: _____

Description of Venue and Field Event areas in relation to National Qualifier Meet Requirements listed above:

C. LOCAL AAU DISTRICT

Name of Local AAU District: _____

Whom have you been in contact with from the local AAU District? _____

You must include a letter of support from local AAU District representative supporting your bid for this championship.

D. COMMUNITY SUPPORT

Have you notified the Chamber of Commerce and/or Convention and Visitors Bureau? Yes [] No []

Contact: _____

Title: _____

Address: _____

Phone Numbers: _____ [Phone]

_____ [Fax]

*Please attach a photo of
venue/complex here*

- **Bid deadline January 15, 2011**
- Complete all forms in this section and be prepared to answer questions from the AAU Youth Athletics National Chair.
- Be prepared to answer questions from the AAU Athletics Executive Committee.
- Complete all forms in this section and send *three copies* to:

AAU National Headquarters
Attn: AAU Athletics
P.O. Box 22409
Lake Buena Vista, Florida 32830