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1. Overview

Princeton Athletic Club of Princeton, New Jersey, Inc. (PAC) proposes to conduct community track and field meets at Nottingham High School on selected dates in 2019. The initial choice of dates are Wednesdays, June 5, 12, 19, and 26, 2019.

The goal is to offer the broadest range of events, open to the widest range of ages and abilities, as practicable to do in a safe, fun, fair manner.

This includes all the running events, as well as all of the other components of track and field: hurdles, throws, including discus and javelin, and jumps, including high jump, and, at some time, pole vault. Putting the full program together may be a project that extends over years.

The membership of PAC is drawn predominantly from Mercer County, with no one municipality having a majority.

The proposed activity is open to all. The weeknight evening schedule makes the event especially appealing to local people. By staging at Nottingham, it is most convenient to people in the vicinity of Nottingham.

Track and field is well suited to accommodating a range of performance. Seven and eight year olds take their turn doing the 100m dash, and later on, the post-collegiate athletes run their heat. Field events feature one athlete at a time jumping or throwing. In this way, the activity allows for competition within competitive groups while encouraging universal support of athletes for each other.

In my experience conducting this kind of activity, participants have been approximately 50% youth, 20% their parents, 20% other adults from the area, and 10% regional high performance competitors. Within the meets I have directed, there have been half a dozen attempts to qualify for national or international competition. We have had one recent (2012) Olympian participate and qualify for the Commonwealth Games.

2. Details of Event

The activity will be conducted as a USA Track and Field (USATF) sanctioned event. The intention is to hire in fully automatic timing (FAT). A combination of paid and volunteer officials manage the competition. The logistics of the event, such as registration, are handled by a volunteer crew.

For each date, set-up begins approximately 5 PM.

Most registration is done on-line, in advance. Day-of registration is planned to start 5:10 PM.

Field events begin at 5:30. Throwers bring their own implements. PAC provides youth shot puts with appropriate weights for each age group. If finances permit, PAC will obtain other throwing implements for youth.

Track events begin at 5:50 if there is a slow heat for the distance event, otherwise, 6 PM. Heats are selected using a combination of age and athlete-reported seed times.

The final events on the track are relays. Relay teams may be formed on the day.

Clean-up begins not later than 8 PM, and is on-going even as the track events conclude.

We expect to be completely done by 8:45. This is dependent on number of competitors. In my experience, we have always been finished early. The timing professionals have significant equipment to break down. This has always been complete by 8:45. They are prepared to break down last.

It is dark at 9 PM.

3. Financial

It appears that, according to HTSD Board Policy 7510, this use falls either under Tier 3 or Tier 5. The facility use fees appear to be the same under either tier. The activity is planned to occur at the athletic fields and not inside of a school building.

The events are expected to run at a loss. The opportunity for people to participate in the sport of track and field is part of the core mission of PAC. PAC is a 501(c)3 nonprofit organization.

As noted below, part of the expenses are to improve the throws area at Nottingham. This is a commitment made before any money has come in.

There is an entry fee for competitors and no charge for spectators, similar to any community 5K run.

The entry fee is subsidized for everybody. This is another way of saying we expect the events to run at a loss. The entry fee is expected to be approximately equal to that for an ordinary community 5K run. Some people choose to make an additional donation. In this way, we avoid the burden of determining who has “need.”

PAC may solicit sponsors. Sponsors obtain publicity benefits similar to any community 5K run such as a logo on an event T-shirt, display at the event, or naming part of the event.

PAC invites the participation of a parent booster organization for Nottingham teams, in particular the track and field team, both as volunteers on the event crew, and to solicit local businesses to sponsor.

In corresponding measure, the booster organization will benefit. The details will be determined with the booster organization.

4. Insurance and Risk Management

PAC carries liability insurance for all of its activities through a program of Road Runners Club of America. This insurance is done on a calendar year basis, so an insurance certificate would be available around the new year.

For this event, PAC gets a specialist policy for the dates of competition through USA Track and Field (USATF). This policy is an integral part of USATF sanction. The certificate is not available until after the event is approved.

USATF sanction requires PAC to file its safety plan with USATF.

When a start pistol is used, PAC hires a professional starter. The starter maintains personal control of the start pistol at all times. This is what the starter is paid to do.

As needed, PAC hires other professionals to provide a safe, fair event. Usually, this means hiring a second professional official. Our source of officials has been Capital Track and Field, the same organization that provides officials for high school track meets.

Some track and field events, such as pole vault, present particular hazards. If we are not doing the special safety planning for pole vault, we are not doing pole vault. USATF will not write insurance but that we have a satisfactory safety plan in place with USATF.

PAC takes measures to limit cash on site. Most registration for the event is on-line. Day-of registration can usually be done by credit card. PAC has a two-person rule whenever there are cash transactions. When necessary, it has been possible to operate events with no cash.

5. Facilities needed

The track, including the jumps areas on the infield. Due to the nature of the event, the football field within the track oval would not be available for separate use at the same time.

The throws area north of the track. This includes the shot put, discus, and javelin landing areas.

Access and use of the press box at the track is preferred. If the box is ordinarily staffed by students for high school activities, I would be interested to make an arrangement to get a student to help with our event.

Toilet facilities need to be determined. During the site visit, portable toilets were observed. We need specific confirmation whether portable toilets will be in place. If not, we will confirm other arrangements prior to the event.

We need to determine a source of potable water available on site. A spigot is fine, as we can use it to fill water jugs.

We prefer that toilet and water facilities be available outdoors. It is easier to conduct the event with no access to buildings.

6. Equipment needed

Whatever the track and field team expects a host site to provide for a meet, we want to use.

Field events by their nature require equipment that is installed seasonally and difficult to transport over the roadways. For the proposed dates, the field event equipment would already be installed or at the ready.

The high jump landing mat should be installed. Standards and crossbar should be installed or accessible.

If pole vault is on the program, the pole vault system should be installed. Usually, standards are left in place. Crossbar should be accessible. As mentioned above, pole vault requires special safety planning. **Athletes bring their own poles. No safety plan, no pole vault.**

The long jump take-off board should be installed. Rake, shovel (and watering can, if used) should be accessible.

Hurdles are to be accessible.

If starting blocks are made available to visiting track teams, then starting blocks should be available. **We advise all athletes to bring their own starting blocks.** Adults often have them. Youth may not.

The discus safety net (also called a cage) should be installed.

For shot put, javelin, and discus: the throws area is ordinarily painted with lines for the track season. The lines are to be maintained. Even if they are not freshly repainted, they are not to be obliterated either. We can determine whether an additional application of field paint is needed and at what cost. **Athletes bring their own throwing implements. To the extent possible, PAC provides youth throwing implements.**

On the site visit, it was determined that the shot put and discus rings do not meet USATF requirements.

PAC can provide HTSD, at the expense of PAC, with compliant rings for installation, with the expectation that the rings will be installed at Nottingham so that the shot put and discus will meet USATF requirements. Such rings are available from, for example, VS Athletics, shown there as items 3946 and 3823.

Nottingham will keep the rings and have the improved facility for its own programs “forever.”

A reasonable number of tables and chairs suitable for outdoor use should be accessible, assuming Nottingham possesses them. We typically use four tables and eight chairs for meet administration.