Stadium Opening Times: 0800hrs for officials; 0830hrs for others

Cost of Entry: £3 for spectators; free if valid coaching licence shown.

Programme: If available £1 for spectators if paid entrance; otherwise £3

Radio Allocations: Agreed by NTD, list printed by office and available in sign in area.

Sign in Sheets: Printed by office and available in sign in area.

Timetable: Available via event page on [www.scottishathletics.org.uk](http://www.scottishathletics.org.uk)

Call Room Schedule: available via event page on [www.scottishathletics.org.uk](http://www.scottishathletics.org.uk)

**DECLARATIONS**

Where: Level 3 Concourse

When: Report at 0815hrs, open at 0830hrs

Who: Allocated officials plus any other officials who wish to make themselves available.

How: One way system athletes declare for event, sheet circled athlete moves to Number collection with number slip.

Start Lists: Displayed at Warm Up Area following declarations closing and seeding of subsequent heats if required.

Results: Posted on wall inside arena.

Standard team briefings will be as follows:

**Chiefs** briefing 70mins prior to first event in **NGB1**

**Declarations** briefing at 0815hrs in **Declarations**

**Field** briefing 60mins prior to first event in **NGB1**

**Start** briefing 45mins prior to first event in **Final Call**

**Zero Gun Test** 30mins prior to first event

**Timekeepers** 15mins prior to first event in **Timekeepers section of stand.**

**Photofinish** 90mins prior to first event in **Photofinish Room**

**Track** briefing 30mins prior to first event in **NGB2**

**Call** Room briefing 60mins prior to first call time in **Call Room**

**TRACK EVENTS**

800m Races: Refer to IAAF rules. NO Curved start. Max 8 athlete per heat, double up lane 1 and 4 if required. This includes Combined Events.

1500m Races: Maximum 10 per race.

Lane Draw: Random Lanes

Hip Numbers: Right Hip only for races of 300m and above.

Presentations: Medallists to be held by track steward and escorted to presentations.

Lane Draw:

200m/300m/400m 800m

Rank Hip No. Lane Rank Hip No. Lane

1 6 6 1 8 6

2 5 5 2 7 5

3 4 4 3 6 4

4 3 3 4 5 4

5 2 2 5 4 3

6 1 1 6 3 2

7 2 1

8 1 1

**FIELD EVENTS**

National Indoor Open: 3 trials only

Qualification: 3 trials, championships - top 8 an additional 3 trials. If less than 8 athletes all get additional 3 trials.

Presentations: Medallists to be escorted from event area to presentations.

EDM: 2 EDM’s will be available for horizontal jumps only.

**WARM UP AREA**

Safety: Etiquette drafted, mentioned in athlete info, on website and posted on wall.

Volunteer to man area with Adda Box.

General: Start Lists, Call Room Schedule, Heat Draws to be posted in this area.

**CALL ROOM**

Where: Level 2 Social Area + Old Shop area if required. See Event Layout map for details

Call Room Schedule: Created by NTD, printed by office. Posted at Declarations, Warm Up and Call Room. White board available at Call Room and Warm Up to show if call room on or behind schedule.

Max 10mins in call room required.

Paperwork: One Track heat per page. – 3 copies – 1 to be kept, 2 to go to Volunteer/Check in desk

Field Cards printed directly to Call Room – 4 copies – 1 to be kept, 3 to go Volunteer/Check in desk

Volunteers at desk will check in Track athletes and lane, will hand paperwork to last athlete to take to Call Room.

If necessary, track paperwork can be taken out to holding area by same athlete.

Call room will need to inform PF/Track ref of any ‘no shows’.

Volunteers will check in Field athletes and hand paperwork to last athlete to take to call room.

Field should send chief + one other to collect athletes from Call Room as they may need to help to check for items to be confiscated and spikes.

Confiscated items should be passed to kit collection area.

Athletes deposit any kit to boxes as they enter arena.

Circular track kit boxes will be beside S Institute area; straight track kit boxes will be against roller door of store on back wall.

Athlete stewards will distribute paperwork to start team and track team at finish of race, escort athletes to start and collect at finish.

Athletes will be escorted from track to kit collection area. Any confiscated items to be uplifted at kit collection.

Kit collection area will need black bin bag and supply of bowls and gloves from First Aid.

Athlete steward/kit collection could have a radio.

DNS/No Show: Call room to advise PF and Track Referee of blank lanes.

Hip Numbers: Will be applied by Call Room to be worn on RIGHT hip only and for races of 300m and above only. 2 Pins will be used in addition to sticky surface. Marks-team to ensure numbers are visible to Photofinish camera at start.

**RESULTS**

3 volunteers on results, one will collect field cards from field ref.

Field events will complete a medal result sheet and escort athletes to presentation. All other field event athletes should be escorted to kit collection area to leave arena.

Track – hold 1, 2, and 3 at end of race. On confirmation of result, escort athletes to medal presentation.