

IUAA Track & Field report 2000

IUAA Track & Field Championships 2000

April 14th & 15th

Hosted by University of Limerick

Host College Report

The 2000 IUAA T&F Intervarsities like preceding championships brought its share of problems. In preceding years problems were overcome the following year so it is hoped that this trend can continue and that the problems arising at this years championships will not raise their heads in 2001. All championships cause their share of problems, many blame lack of planning, in this case I would add to the list an uncertainty regarding facilities and lack of cooperation and/or communication between members (hosts included).

Each college was sent out the entry forms in ample time and the closing date was announced. It was noted that it was 3 weeks in advance of the event but the fact that those administering the event were not available to commit more than a few hours a week to the event made this a necessity. Fulltime students cannot afford to give up a lot of time at this stage in the year and hence deadlines were set in accordance with these constraints. It should be noted that in the run up to the event the main event coordinator needs to be able to commit full time to organisation for at least the preceding week.

The problems that arose may not have been noticeable to the untrained eye, in fact spectators would never have known of these issues, to the participants and officials along with organisers on the other hand some were glaringly obvious. However, they are preventable, now that they have become an issue prevention becomes easier.

The problems:

- *Entries:* some colleges ignored the deadline and were not omitted from the competition. This needs to be addressed. The fact that the closing date was early is no excuse, one college not alone got the entries in on time but made amendments where necessary and got those in one week prior to give organisers time to make the amendments. Complaints were made that the entries as listed on the programme were not the same as on the starting lists; this can also be addressed in the selection of a cut-off point for entries.
 - It is proposed that a final two week or maybe ten day deadline be used for T&F championships, after which no alterations can be made but for substitutions on the weekend. This date should be set as a cut-off for acceptance of entries, if they are not in they should not be accepted and the athletes should not be eligible to run.
 - One week is needed to complete a programme so that it is ready in ample time for the event — hence the 10 days/2 weeks, also people must allowed time to sort events, race numbers etc and double check them before going to print — not a luxury afforded to this years organisers.

- *Officials:* the task of providing officials fell to somebody who did not have any experience at organising an event such as this hence some problems arose. In their defence UL provided (apart from IUAA exec.) the majority of officials on the weekend, for a college with 2 sports degree programmes and a large club this was difficult and the lack of officials from other colleges was obvious (some did help out).
 - It is proposed that each college be asked to bring along at least 1 official for each day to provide ample supply of officials — an excess is never going to be a problem.
 - A list of officials and approximation of numbers may help the uninitiated.

- *Event registration:* a registration tent was available but there was a delay as the printing of start lists caused a problem — lack of power supply — the building site caused this and was unavoidable, as there was not enough time to do it earlier as some entries and changes were so late!
 - There was also a problem with the checking in of athletes who were not present at the heat time — proposed that all heats are called to start (it can be announced that there will be no heat in advance to save athletes having to warm up but calling them to start line should become part of regulations. This should avoid any confrontations in future.
 - Registration and entry of ineligible athletes arose this year — it is proposed that regulations be pointed out and spot checks be done — hence all ID numbers should be required and entries not accepted if one is not supplied.

- *Results:* there was an issue with the fact that only one computer was available for the event. The competition secretary should be available to help coordinate results.
 - Two computers for results would help one for track one for field, one person to process each and a runner to help each.
 - Results should be posted as processed apart from team scores — suspense on team results is always good!!
 - Competition secretary help with collating results so that 1 person isn't left with job of collating and sending out results to all colleges. Results should be ready to go on Sat night, not left to be redone afterwards. — Again two computers might help the issue.

Other issues arising:

- Heats made out prior to event and altered on weekend may be helpful.
- Meal should be organised well in advance
- DJ etc should be booked well in advance
- Theme night adds to the occasion
- Insurance may be an issue for hosts if the track is not on college grounds — check this out — all clubs should be covered within student union cover if not their own club cover, so public liability is required, clubs should be encouraged to take responsibility for insurance of own athletes so as to avoid incidents — unless facility or directly event related, going back to hosts.

In summary a track & field championships takes a lot of hard work from many committed people and communication and cooperation between members, hosts and IUAA executive is paramount to the success of championships. Press coverage is also a necessity to give status to or championships and is something that should be addressed for all championships not alone T&F. Problems point the way to solutions and therefore this years problems will hopefully not be seen in 2001, yet I'm sure 2001 will provide it's own difficulties.

The occasion takes work and commitment but can be enjoyed and the work is in the end justified, if you get to put 4 out of 4 cups in the trophy cabinet the day after hosting such a championship....

Siobh n O'Keeffe
Vice President IUAA
Chairperson ULAC AY 1999/2000

Siobh n O'Keeffe
Vice President IUAA

PESS Dept., UL
siobhan.okeeffe@ul.ie

1. Personnel:

- A number of personnel were needed to host the event. Experienced officials were contacted to fill the vital roles of track referee, field referee, starter, and assistant starter.
- Also officials needed to be arranged for the individual field events. The officials for the earlier events were arranged before hand. Others later on in the programme were organised on the day. These officials were also given personnel to carry out the various tasks of measuring the throws, raking the sand pits etc. These were all prearranged beforehand, and performed their task well on the day.
- We also had a personnel officer who's role it was to ensure the events officials knew when to turn up, ensured that their helpers were there on time, and also organised any additional help that was needed.
- A first aid attendant was also present for the two days and dealt with a few minor problems.

2. Accommodation

- Original club committee for Intervarsities appointed Accommodation/Food Officer (Norah).
- Potential accommodation list formulated from Tourist Office Information and Phonebook.
- Each hotel/hostel/B&B phoned and asked to post/fax details of rates, and availability for the weekend of 14th — 16th April.
- A list of reasonably priced premises in near proximity to the track as compiled and sent to all the colleges with a cover letter in the initial information pack.
- Some colleges faced difficulty finding accommodation due to the Munster v Stade Francais match on in Thomond Park on Saturday 15th.

3. Programme

Advertisement Space

- Began by offering Advertisement space for sale in the program in order to raise funds where the sponsor-an-athlete programme failed.
- Ads came in three sizes, full page (£50), half pages (£30) and quarter pages (£25).
- The committee divided into groups of two and following the distribution of sponsorship request letters, visited shops and businesses in the Castletroy and Limerick City Centre areas.
- Presented each shop with a copy of the letter they had already received and explained what we were looking for: Advertisements, spot prizes or any other donation they would wish to make.
- Most businesses requested that we call back at a later date, which we did.....repeatedly.

4. Merchandise

- The committee decided to have two different items for the Intervarsity. They felt that as well as the usual T-Shirts with printed logo, that a tie pin badge with logo would make the first Intervarsity of the millennium more memorable. It was later decided that these commemorative pins should be given out free to all the athletes.
- A leading artist from the National College of Art and Design, Dublin designed the 'UL 2000' logo and various variations of the same. The logo was used on all merchandise, the programme, the T-Shirts and on the badges.
- One hundred grey premium T-Shirts, with the logo across the front were purchased from 'Screen Graphics', Limerick. UL athletics Club also purchased a further 50 T-Shirts, with print on the back. The cost of the general T-Shirts was £600, with them selling at £6 each.
- 750 tie pin badges were purchased from 'Stonecraft', Limerick. The total cost of the pins was £750. All athletes received a commemorative pin free of charge.
- The committee put together the programme and it was published by 'Snap Printing' Limerick. Further information regarding the programme can be found in Section 3. The programme costs came to £385.

5. Entertainment

- Location: Fitzpatrick's Hotel, Bunratty
- Look for a suitable hotel as regards location, size and availability. This must be done well in advance e.g. November. Several things must be enquired about - insurance, cost, deposit, cloakrooms, bar extension, car park.
- Hire DJ/band for the night.
- Enquire about dinner voucher for raffle, sponsorship for programme.
- Ensure hotel know about the theme night for the banquet.
- Confirm hotel and number attending banquet about 2 weeks prior to event and again just before the night. Tell the hotel what time people will start arriving at.
- Book buses for transporting athletes to and from Fitzpatricks.
- Print tickets for banquet and distribute them to the colleges.
- Arrange for all the athletes to meet in the Stables Bar, UL before going to the banquet and also for the buses to arrive here at 6:30pm.
- Send thank-you letter to the hotel and also pay them any outstanding amount due.
- Fitzpatrick's hotel in Bunratty played host to the first I.U.A.A. Track and Field Championships Banquet of the new millennium, which proved to be a very successful night. A theme of "movie madness" was decided on with each college dressing up as characters from various films. Many compliments were passed about the quality of the meal and service, which was superb. The subsidised meal cost £16 per person. All the staff were extremely helpful and accommodating which helped provide an enjoyable night. Most members of the I.U.A.A. Executive Committee were present at the dinner. After the meal, Eric Brady, President of the I.U.A.A. presented the relay medals and the cups to the successful teams after announcing the winners of each cup. The hosts University of Limerick A.C. then presented their men and womens team captains with a small token of appreciation for all their hard work throughout the year. Trinity College, Dublin were acknowledged as the hosts for next years championships. The DJ played until about 2:30 a.m. after which the

buses were on hand to return the athletes to their respective hotels, hostels etc. after a very enjoyable and successful night.

6. Catering

- In order to ensure food was available on campus during the event, Kilmurry Shop and the Stables were approached, and product sponsorship was sought to cover drinks for the athletes.
- The Stables — opened all day Friday and Saturday serving hot and cold food, although not many athletes availed of this service because of the distance from the track, and the full timetable of events. Management sponsored 30 dinner vouchers to the value of £3, and 20 were purchased by the club to cover the meals of the officials over both days. The Stables was also the venue for meeting to get the bus to the banquet on Saturday night.
- Campbell's Catering on campus were approached to determine the viability of selling hot drinks, fruit and sandwiches in Kilmurry Shop over the weekend - an advantage for the athletes due to its proximity to the track, and a possibility for Campbell's to make a profit on the sale of foods the athletes were likely to buy. Despite persistent letters, and calling to the office, the relevant contact person remained elusive. Opening of the shop was confirmed however, and on the day shop the numbers entering and asking for fruit and sandwiches encouraged the management to stock up properly for Saturday. (Norah)
- River Rock was approached and promised 600 bottles of water, which were to be distributed along with 300 bottles Sport Lucozade, also received through sponsorship due to a direct response to a fax sent from the committee (John, Norah). The bottles were unattainable on Friday due to a lost key, however the Lucozade was distributed to the athletes from all of the colleges on Saturday.

7. Facilities / Equipment

- Car park — the car park beside the East gate was assigned for the arriving college buses to park in, and attendants were present on both Friday and Saturday to direct the athletes to the track via the pitches, and over the hill. Despite expectations of difficulties due to the number of buses arriving and departing from this car park every Friday there was no major hassle encountered.
- First Aid — A Red Cross ambulance and staff was arranged for the two days (Norah) however there was some problems with this and on the day a qualified First Aider and Physiotherapist were present in the registration tent. The services were adequate, and availed of, despite the original plans for an emergency service to be present.
- Track Building — The committee were consistently told until a month before the weekend of the actual event, that the track building would be accessible for the weekend. No track building meant no toilets, no changing rooms, no office to compute results, no commentary box to hold the electronic timing and photo finish equipment, no room for registration, no sales point for t-shirts or programmes, no shelter for athletes if it rained. The late arrival of the news caused some panic, but this severe lack of facilities was overcome, and the event ran smoothly as a result.
- Toilets — Four Portaloo's were rented from Walsh Ltd., and were located near the

- registration tent and finish line.
- Changing rooms in the sports building were available, and directions were signposted. Kilmurry Hall was also open at various times over the two days as a changing/stretching/sheltering facility. Luckily it did not rain until the last half hour of the event on Saturday so the athletes stayed warm and dry.
- A Portacabin was rented for the event, so that the electronic timing equipment could be set up at the finish line, and the photo finish camera was set up on the roof of the cabin. The results computer was also installed in the cabin, and Kilmurry Hall was also used as a power point for the computer.
- A tent was borrowed from Sarsfield army barracks, and erected on the field beside the finish line. Registration tables were set up inside, and a sales point was established here for t-shirts (sold at £5 each) and programmes (sold at £1 each). Some athletes also sold t-shirts around the track. The tent was also the information point — any queries or problems were addressed to the committee members in the tent.

Equipment Needed for the day

Maintenance staff were contacted and informed of the dates of the competition so that they could set up the field events.

- Pole Vault area (mattresses, bars etc.)
- Cage (for discus and hammer)
- High jump (poles and mattresses)
- Sand pits (had to be dug for the long jump and triple jump)
- Prior to this the competition all equipment had to be checked to see that we had the necessary equipment (e.g. 80 hurdles, shot putts etc...) and that it was in a good state of repair.
- On the day of competition however equipment such as measuring tapes and rakes were fetched just before the event. This resulted in some field events starting behind schedule. In retrospect more careful planning of equipment for each event would have alleviated this problem.
- Electrical timing and a wind gauge had to be organised and confirmed for the two days of competition. A portacabin had to be provided to house a computer for the timing and to print out results sheets etc.
- Electricity had to be provided so that the above could work.

Signs

- For all major events, signs must be posted up to direct participants to their destination. As the colleges were arriving in buses from both the city side and the Dublin roadside, signposts had to be made to direct them to the East gates car park. Also directions to the Stables, Sports Building, Registration and Toilets had to be made. On the morning of the Varsities, during the Administration lecture, the class were instructed to lend a helping hand. Each pair were given signs and preceded to go out around the campus and surrounding area to post the signs up. More signs were put up highlighting the route to the track, also pointing out the direction of the toilets and Registration.

8. Administration

Entries

- The format of the entry form was decided.
- This was then posted / emailed to all the colleges.
- The closing date for receipt of entry forms was set and the colleges were informed.
- The entries received were sorted by first numbering each athlete and then categorizing them by event.
- The sorted entries were put onto computer in spreadsheet format so that it could be used during the actual event.

Registration & Substitutions

- Originally the UL track building was supposed to be available as the registration area. However, as it was not completed an army tent was obtained and this was set up on the infield, close to the finish line.
- On the day, provisional starting lists were printed for each event and kept in the registration area.
- Each athlete was asked to come to the registration area to register themselves for each of their events.
- This was done by simply highlighting their name on each list.
- There were substitution forms available, which gave details of the college, event, athlete being changed, and their number, and the athlete subbing in and their number.
- This form was then signed by the team captain and the registering official
- Only athletes who were competing in other events were allowed to be subbed in.
- No new entrants were allowed on the day.
- When an athlete was substituted out of an event their name and number was crossed out on the starting list and the name and number of the new athlete inserted.
- There are specific rules governing substitutions on relay teams, which are outlined in the IAAF Handbook, and these were abided by.
- Registration for each event was closed about 20 minutes before the start of each event. Entrants were given plenty of prior notice of this over the PA system that was in use.
- The final starting lists including substitutions were then by given to the results room/area so they could make the necessary changes to their spreadsheets and give starting lists to the officials at the start line / field event.

Results

- There was a separate results area that only officials could enter. This was set up in the portacabin, again because the track building was incomplete.
- This area should contain the laptop computer that was being used to store the entrants and events. Initially two laptops had been obtained but there was a problem with one of them. Ideally normal PC's would have been more efficient and at least two of these would be needed.
- The officials in charge made the necessary changes to the final starting lists such as substitutions and withdrawals as they were received.
- The final starting list was then printed up and given to the official at the particular event.
- As each event was completed the officials inputted the results onto the formatted

spreadsheets.

- At least one copy of each set of results was then printed and posted up in a place that all the athletes could view them.

9. Compilation of Results

- This was done the week following the Intervarsities. First the lists of results were sent by email to each participating college and then posted out to them a week later.

10. Sponsorship

Sponsorship was approached in the following ways

- ‘Sponsor an athlete’ proposal was discussed and letters posted to local businesses in Castletroy. There were no positive responses to this despite follow up contacts.
- Thirty-five local sports, clothing/boutique stores plus sports physiotherapists and taxi businesses located in the Limerick city and local environs were obtained from the ‘yellow pages’ and letters written to these businesses outlining the event and asking them to advertise their businesses in the Intervarsity Athletics programme. This was followed up by personal calls on these businesses by members of the group. Again nothing positive resulted and the general response by the businesses was that it was not company policy to sponsor events.
- A raffle was run to cover the banquet tickets for the club. Club members sold fifteen £1 tickets and the raffle prizes donated by local businesses.
- Two discos were run at ‘The Lodge’ for £2 and £3 and tickets sold by club members.

A very successful ‘Full Monty Night’ was also run.

Income and Expenditure

Income	Expenditure		
	IR~		IR~
Sponsorship	500	*Banquet subsidisation and guest tickets (IUAA)	2000
Fundraising		D.J and Equipment hire	230
- Discos	900	Electronic Timing	500
- Full Monty	1200	Commemorative Pins	750
- Raffle	400	Buses	1000
Clubs and Societies Special Application	2000	Portacabin Hire	100
IUAA Grant	500	T-Shirts	600
**TShirt and Programme Sales	400	Programmes	385
		Dinner Vouchers (officials)	60
Total Income	5900	Total Expenditure	5625
Total Income over Expenditure	275		

*Total Banquet cost was £6000 including bar extension.

**All Programmes were sold but only 50 T-Shirts.