

- I. Procedure Name: Usage of the Track Facility at Booker T. Washington High School for Track Meets
- II. Basic Procedure: These operational procedures establish the process for the use of the track facility at Booker T. Washington High School (BTWHS) for track meets.
  - A. Scheduling of Meets
    1. Request for a date to host a middle school or high school track meet at BTWHS must be submitted to the BTWHS Athletic Director no later than November 30<sup>th</sup> of each year.
    2. BTWHS Athletic Director and the Assistant Principal for Facilities will determine availability of track for the requested date at the conclusion of the FHSAA District Track scheduling meeting during Week 24 (1<sup>st</sup> week of December) each year.
  - B. Concessions
    1. BTWHS will be in charge of concession sales at meets hosted by BTWHS.
    2. Concession sales for any meet not hosted by BTWHS will involve the host school coordinating with BTWHS and setting up a stand-alone concession area.
    3. If the host school chooses not to provide concession sales they are to inform the BTWHS Athletic Director and the Assistant Principal for Facilities at least two (2) weeks prior to the meet.
  - C. Track Meet Equipment
    1. The following equipment will be provided by BTWHS for use in the track meet:
      - a. High jump mats, high jump standards and bar
      - b. Pole vault mats, pole vault standards and bar
      - c. Starting blocks and hurdles
      - d. Electricity, two (2) extension cords, five (5) six-foot tables
      - e. Public address system
    2. The following items will be provided by the host school:
      - a. Tents for the timing company
      - b. Rakes, shovels, ground stakes, marking cones, field paint and striper, clipboards, measuring tapes, etc.
      - c. Competition equipment such as shot put, discuss, pole vault, javelin, etc.
  - D. Track Meet Setup
    1. The host school will be responsible for setting up the track facility for the meet.
    2. The equipment provided by BTWHS will be accessible to the host school meet director at least two (2) hours prior to meet start time.

3. Any BTWHS equipment used in the meet will be inspected for damage. Any damage should be reported to the BTWHS Athletic Director and the Assistant Principal of Facilities no later than one day after the meet.
4. Missing equipment should be reported to BTWHS and replacement is the responsibility of the host school.

E. Custodial Services

1. The host school is responsible for the cost of the custodial services.
2. The host school will be responsible for contacting the BTWHS Assistant Principal for Facilities at least two (2) weeks prior to the meet date to set up and pay for custodial services.
3. One custodian will be assigned to each meet.
4. If a large invitational type meet is held, additional custodial services may be required.

F. Event Security

1. The host school will provide one administrator or athletic director to supervise the meet. A coach of a team competing in the contest may not serve as an administrator on duty.
2. The host school is responsible for providing a law enforcement officer to be present for the entire meet.
3. If a large invitational type meet is held, additional security may be required.