



## NHTOA VENUE INSPECTION CHECKLIST

This Checklist is meant to serve as a general guideline and is not meant to be a comprehensive list of what to be on the look out for. You should always review the specific rules for each event as well as review the NFHS Official's Manual for more specific information.

### THROWS

#### Venues (General)

- ☐ Is the venue adequately marked with fencing/roping to keep spectators out?
- ☐ Is there a reasonable possibility that a non-competitor could cross the approach area, runway, or sector?
- ☐ Are other events adjacent to the throwing area in danger of stray implements?
- ☐ Is there adequate supervision of the warm-ups?
- ☐ Are officials controlling the circle/runway and sector during warm-ups and competition?
- ☐ During warm-ups and competition, watch for athletes, officials, or spectators who might cross the landing area – do not allow throws if anyone other than a marking official is in/near the landing area
- ☐ Will the throwing area have adequate supervision during warm-ups and competition?

#### Circles (Shot and Discus)

- ☐ If the circle is wood (portable), is it secured so it will not slide when used?
- ☐ Is the circle smooth, but not slippery, and the area outside the circle clear of obstructions?
- ☐ Are the lines indicating the back half of the circle present (2" wide by 8" long painted lines)
- ☐ Is the circle free of debris (sand, leaves, stones, rubber pellets, etc.)?
- ☐ Are there items (i.e. brooms, towels) for cleaning the circle surface if needed?

#### Discus (Cage)

- ☐ Officials should be stationed in a safe zone – AT LEAST 3-feet beyond the stretch point of the netting surrounding the discus cage
- ☐ Are there any holes in the cage and/or netting?
- ☐ Are there any weak spots in the cage and/or netting?
- ☐ Is the netting securely fastened?
- ☐ Is the spectator area a safe distance behind cage and away from the sector/runway?

#### Javelin

- ☐ Are javelins being carried vertically?
- ☐ Is the runway smooth with no holes or bumps, and is the area around the runway clear of obstructions?
- ☐ Is the runway the proper width (13' 1-1/2" or 4 meters)?
- ☐ Are the lines projecting out from either side of the foul arc present?
- ☐ Is the center point in the middle of the runway visible – 8 meters from the foul line (arc)?

**NHTOA VENUE INSPECTION CHECKLIST****Sectors (Shot/Discus/Javelin)**

- ☐ Is the implement landing area smooth with no bumps or holes?
- ☐ Is there a possibility that thrown implements will land on track?
- ☐ If temporary lines, are they anchored securely and people do not trip over the anchors?

**VERTICAL JUMPS (High Jump and Pole Vault)****Pits**

- ☐ Are the pits at least the minimum size required and compliant with the latest rule requirements?  
(If not, DO NOT CONDUCT THE EVENT)
- ☐ Are the pads positioned accurately and securely – is there a common cover?
- ☐ Are there any holes in the pads?
- ☐ Are the pads free of debris?
- ☐ (Pole Vault) Is the plant-box collar present?
- ☐ Are the standards placed correctly?
- ☐ Is the area surrounding the pit clear of obstructions?
- ☐ Is there a possibility that a crossbar or pole will be knocked onto the track?
- ☐ Will an exiting athlete obstruct the running events?
- ☐ Are hard items projecting out from under the pits protected with at least 2” of foam padding?

**Aprons or Runways**

- ☐ Is the area or runway of sufficient size/length?
- ☐ Is it free of debris (sand, leaves, stones, etc.)?
- ☐ Does the approach area cross the track, cross a drain, or change surface?
- ☐ Are other events taking place at the same time in the area?
- ☐ Is there adequate room for athletes and officials to conduct the competition without impeding another event?

**HORIZONTAL JUMPS (Long Jump and Triple Jump)****Pits**

- ☐ Is the sand at the same level as the runway?
- ☐ Is the sand turned over, raked, soft, and free of debris?
- ☐ Is the area surrounding the landing area clear of obstructions?
- ☐ Will landing in the pit put sand on the track? If yes, is there a plan to address this situation?
- ☐ If the pit is surrounded by drainage plates, are they unbroken and secure?
- ☐ Will raking activity potentially obstruct the running events?
- ☐ Are rakes and other tools placed in such a way as to avoid injury?
- ☐ Will an exiting athlete obstruct the running events?

**NHTOA VENUE INSPECTION CHECKLIST****Take-Off Boards**

- ☐ If wooden, is it smooth (not slippery) and level with the runway, and is it secure?
- ☐ Are painted take-off/foul lines clear and well defined?
- ☐ Are there adequate take-off boards for the level of competition?

**Runways**

- ☐ Is the length sufficient?
- ☐ Is the runway free of debris?
- ☐ Is the location of the runway near the track?
- ☐ Are other events taking place at the same time in the same area?
- ☐ Is there a reasonable possibility that a non-competitor could cross the runway or landing area?

**TRACK****Surface**

- ☐ Is the surface level without bumps, bubbles, holes or gaps (tripping hazards)?
- ☐ Is the track clear of obstructions?
- ☐ Are the curbs in their appropriate place? If not, are there cones?
- ☐ Are all track markings accurate and clear (start lines, exchange zones, cut-in line)?

**Venue**

- ☐ Is there an obstacle-free zone on the inside and outside of the track?
- ☐ Is the track properly cordoned off to keep spectators from entering and to control entrance to venues?
- ☐ Is there a location for competing athletes to wait for their heat/section?
- ☐ Is there an easy exit from running events?