



English Schools Athletic Association

Track and Field Schools Cup Final

Horspath Athletic Track Stadium, 2017

Call Room Information for Team Managers

Dear Team Manager

For the past three years we have operated a Call Room for all Track athletes at the ESAA Track and Field Schools' Cup Final. Outlined below are the arrangements that will be followed on Saturday. I would appreciate it if you and your colleagues would familiarise yourselves with the arrangements and ensure that your athletes are fully aware of the process – it is different for Field AND Track events. Can I also recommend that you familiarise yourself with the ESAA Track and Field Schools' Cup Competition Rules on pages 49-51 in the 2017 ESAA Handbook.

All Athletes

All Athletes will be expected to wear the allocated numbers provided to your team by ESAA. The team's numbers will correspond directly those published in the programme, these are provided by the ESAA for the final. In turn, your official declaration will determine the numbers allocated to each athlete.

Registering for Field Events

All Field events will Register directly at the Event Area as listed in the programme (see Stadium Layout, in programme). It is here that athletes will be checked against the declared list on the field card and must be displaying the CORRECT numbers. It is vital that Athletes display the correct numbers during competition. Please check these carefully against your official team declaration.

Numbers **must** be worn front and back for all field events, except Pole Vault and High Jump where only one number is necessary; numbers should be secured at all four corners with pins.

Call Room Procedure for Track Events

- The Lane Draw states which heat your athlete will run in; athletes must arrive at the "Call Room" at the appointed time. *For example if an athlete is drawn in Heat 2 of Track Event 2 (T2), they must arrive at 11.03.* This information is found on the Call Room Schedule.
- Each event and heat has been assigned a "Pen", athletes must go to the "Call Room" and check in at the correct pen (ESAA officials will be present to help athletes).
- In the pen EVERY Athlete will be required to show their NUMBER and state their name. **Names and Numbers must match according to your official team declaration.** Please ensure that athlete numbers are secured with 4 pins (one at each corner), front and back for all track events.
- Substitutions can only be made in accordance with rule 72 page 49 of the 2017 ESAA Handbook:

"The reserve will only be allowed to substitute in the event of an injury being sustained during the meeting, and only then at the discretion of the Referee. The substitute may only compete in the event(s) in which the injured athlete was entered".
- The Call Room will close for ALL INDIVIDUAL Events 10 minutes after the opening time. All Relays close 9 minutes after opening. Athletes MUST register in the Call Room at the allotted time. If there are any difficulties team managers should communicate with the Call Room Manager directly.
N.B. if an athlete is competing in T22 IG 800m and T25 IG Relay a Team Manager must communicate this to the Call Room Manager and suitable arrangements will be made.

If you have any questions please see me on the day or email ken.burkett@yahoo.co.uk

Ken Burkett, Call Room Manager, ESAA Track and Field Cup Final.