

Five Easy Steps to Hosting a Qualified Local Meet:



1. Check Us Out

Go to Hershey's Track & Field Games website at www.hersheystrackandfield.com. You can view and print the HT&FG Official Rule Book by clicking on the Organizers tab or within event manager by going to Tools>Meet Materials>Print.

2. Contact Your State/Provincial Coordinator

You can find your coordinator by going to the website and clicking on the Organizers tab>Locate Coordinators. Let your coordinator know you are interested in hosting an event. They will be a good resource in helping you plan your event and answering any questions.

3. Access Our On-Line Event Manager Program

You must register your account profile as a Local Coordinator in Hershey's event manager program. Go to www.hersheystrackandfield.com homepage and click on Event Manager Login. Event Manager is filled with helpful information and material to make hosting a track & field event easy.

a. Secure a location for the track meet, date and time. All you need is a place to run, jump and throw – a track is not even necessary. Past events have been held on airport runways and in open fields.

b. You must register the event by going to Tools> Events> Add Event (it will have to be approved by your state/provincial coordinator in order to post to the public site). You have the option to register your event as a Closed Meet for school fun/field days, programs with specific enrollment, or meets restricted by a local agency/organization; your event will post to the public site as a Closed Meet. When you register your event, you also can select to receive a Fast Track to Sports teaching kit (while supplies last).

c. Go to Tools>Meet Materials>Print/Customize to access forms, flyers, certificates, materials catalog (vendors), etc.

d. After the event, log back into event manager to submit the meet results form and the participation report found on your homepage.

4. Gather Equipment - Free Activation Kit

The most important items of equipment are softballs, measuring tapes and stopwatches. As a new coordinator or community, your state/provincial chair will submit your name to receive a free Activation Kit which includes items mentioned above (while supplies last).

5. Recruit Volunteers

The number of volunteers will depend on the size of your event. Keep in mind, some volunteers could perform several duties. Potential volunteers include recreation department staff members, service clubs, track clubs, parents or members of a high school track team. Larger events will need to have multiple volunteers performing the same function.

Five Helpful Tips:

1. Make it fun for the kids, volunteers, and you!!
2. Don't wait until the last minute to round up volunteers.
3. Each participant must register by completing a Local Entry Form. The forms can be found in our rule book and in the event manager area by going to Tools> Meet Materials> Print.
4. Consider sponsorships to provide ribbons, t-shirts, etc. Certificates and flyers are available in event manager by going to Tools> Meet Materials> Customize.
5. Remember, your kids could qualify for their Regional Team and experience an all-expense paid trip to Hershey, Pa. in August to compete in the North American Final.

Let the games begin in your community.

If you would like to host a local Hershey's Track & Field Games event or volunteer to participate in an event in your area, go to our website at www.hersheystrackandfield.com to find contact information for your state/provincial chair and/or locate an event in your area.



www.hersheystrackandfield.com

www.nrpa.org

www.athleticscanada.com

www.aahperd.org/naspe



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