



Executive and Sports Meeting

Minutes

11 October 2022

Next Meeting: Thursday, 20 November 2022 5 PM

Attendees: Mike Wilson, Mike O'Neal, Jonny Hipp, Preston Johnson, Alvin Weaver, Omar De La Rosa, David Cardenas, Joy Taylor

The Executive and Sports meeting was held on October 11th via teleconference.

President Mike opened the meeting and set the agenda to discuss the following:

1. Introduction and Welcome, New Youth Chair: Welcome David Cardenas! And thank you for taking on this challenge.
2. Back brief Action Items from 10/4/2022 meeting
 - Jonny noted that rooms have been reserved for the Annual meeting.
 - Reimbursement policy for Annual meeting has been published.
 - Registrations have been paid for Annual meeting; have not received receipt for payment.
 - Mike O visited site to review and met with David and Assistant Director of Park. Learned that schools use Starcke Park for XC races and the course is already marked – will leave the markings for us to use in November. Noted that the walk-thru went well. Parking for the park looks good and should be able to manage for our XC races. Ground areas are well kept for races, including no tall grass
3. Marketing
 - Facebook - posted
 - Association Website – posted
 - USATF Website - posted
 - Athletic.net Website - posted
 - Association Eblast - sent

- Event Flyer – completed. Omar noted that he is ready to send out over next 2 to 3 weeks
- T-shirts (Top 3 winners, Volunteers) – open discussion

Mike W noted do we want to add t-shirts to give to the top 3 winners in each age group in addition to the medals, “Texas Southern XC Champion 2022”? All voted YES. Mile W and David will work on shirt order

- Radio, Newspaper – Mike O asked about radio or other marketing in Seguin that we could get information out? Noted that we should investigate what’s available. AI: David will set up with local radio and newspaper.

4. Administrative Operations

- Sanction Event – approved
- Meet set-up Athletic.net – complete and active
- Meet Schedule – posted; Mike W noted that we are going to combine the 15-18 girls/boys each – same as Nationals
- Keep an eye on numbers of athlete entries – Jonny has created a spreadsheet to track entries, separated girls and boys, and distributed – will continue to do so. Jonny noted that we have 4 registered athletes to date, but Swift – large club – has not signed up yet. David noted that he has about 30 athletes that are not registered yet also.
- Special guest – the city manager or parks and recreation representative – introduce at mid-schedule to recognize and introduce; President will not be at race, but VP will and can do the introduction/recognition
- Site Survey – site approval and event lay-out; Action Item (AI): David, Mike W, Mike O, and Kyle Kramm on 10/21; Mike W noted that he will certify the course after review and will need the final information on the construction area before can send in. Noted that construction is going on right now and the course goes around the area. This should be complete by 11/12. Jonny asked is the start/finish in the same place for the races? Same, except for 2K.
- Medical, safety – Sequin Police, Fire & Rescue – will provide; AI: Mike O will reach out to his son and fellow Troopers to see if they will work, pay rate. Omar asked about the level of trainer(s) will we have access to, and will they be on the course – will need 4x4 or 4-wheel drive to maneuver around course (see logistics); Omar asked about school personnel or other for Medical? AI: David will work with Marissa as she has a PA & Nurse as part of her team
- Officials – invites sent out via Sign-Up genius (Preston) Omar noted that we have an official that has signed up for 2 positions – Starter & Course Official. Mike O noted that Preston/Omar will need to review this to check the sign-up, correct any overlays before our meetings so that we have an accurate count.
- Volunteers – invites sent out via Sign-Up genius (Preston)

Mike O noted that we need to keep volunteers and officials separate on registering through Sign-Up genius to track the numbers for each. Group TLC can have up to 20 volunteers; Total 63 have signed up/registered. Action Item: will need to get a list of volunteers from TLC for commitment, at least 10 names on the list. Jonny asked: do volunteers have to go through USATF process before the race? Mike W noted that Yes and No: Meaning, Yes should go through Safesport, but USATF allows a volunteer to work up to 2 meets without passing Safesport training. We will need to track the volunteers. Action Item: Mike O will check with USATF to see if there are any updates on this requirement.

5. Logistics Preparations

- Reserve U-Haul
- Reserve Gator – noted we should have 2: 1 at start and 1 at end; use by fire department; will need 4x4 or 4-wheel drive
- Reserve Golf Cart – will not work on course
- Event Equipment loading/unloading (identify personnel, day, and time) – noted will need on Friday for setup
- Site Set-Up (Friday afternoon, hotel accommodations – ensure ‘Association Ready’ with appropriate banners, markings; Mike W noted we will need hotel accommodations especially for the set-up on Friday, look for 3-star hotels. AI: David will send list of hotels to Jonny – at least 5 rooms. Alvin noted that he would be there around mid-day on the Friday.
- Packet Make-Up (identify personnel)
- Packet Pick-Up (identify personnel, # of envelopes, # of wristbands, # of chip bibs, # of volunteers, safety pins (in bulk), chairs, etc.) – noted that chip bibs are \$1.25/bib. AI: David to handle getting chip bibs through his contact from New Braunfels – with closing registration on 11/6, should be able to manage the turn-around time.
- Check-In (clerking) Station (# of officials – 1 or 2 – markers or hi-lites, pens, tent, etc.)
- Officials (staging areas, starters, route officials, etc.) – about 20 officials
- Awards (1st, 2nd, 3rd place awards, T-shirts, tent, Association backdrop) – Mike W to get backdrop from storage
- PA systems for announcements (nation anthem, recognitions) – Mike W noted that would like to also play ‘Proud to be an American’ by Lee Greenwood. Noted that the Pavilion has a good platform for awards and has electricity.
- Timing Station (tent, computers, printers, printer paper, heat sheets to clerk the morning of, etc.) – Noted that we should bring all components to have as backups in case is needed, extra paper, and should be connected to awards area. Mike W noted that Sue Humprey know the award area very well and has expressed interest in helping us in this area.

- Update timing system with USATF templates – noted we will use David’s timing system and will need training on the timing system
 - Upload athletes in Hytek prior to event
 - Event Banners and Signage (set up the day before during the set-up process)
 - Tents (set up the day before) – noted that we will also need ice
 - Water Stations – David noted that Niagara usually donates water for the events; AI: David will reach out to them for water donation; also, will reach out to local EMS for their assistance
 - Ice/Coolers
 - Portable toilets/Sanitation – Noted that there are restrooms on site, however, will need more. Mike W noted that we should get the cost, pay for them, and have them delivered. AI: David will get information to Jonny
 - Trash cans
 - Park Clean-Up (during and post event)
6. Other
- Restaurants – want close to venue; AI: David to recommend local place for night before dinner, breakfast.
 - Next Meeting – AI: Joy will send out email for selection of date for next meeting
 - AI: Jonny to send list to David as to what he can take care of.

Prepared By:

Joy Taylor, Secretary
USATF Texas Southern Association
secretary@texassouthern.usatf.org
 Mobile: 303-587-7414