



MEETING REPORTS

COMPETITION DIRECTOR

Report & Guidance Notes for Completing Meeting Report

It is important that you complete your report within two weeks of the meetings. Failure to do so may result in your position on the IOG / ICOG being reviewed.

Consistently late / non return of reports will be noted by the Peer Group and may affect future selections at this level.

**UK ATHLETICS TECHNICAL COMMITTEE
CONFIDENTIAL MEETING REPORT FORM**

A report byacting as **COMPETITION DIRECTOR**
at theon the2011

PLEASE comment on **administrative** and **organisational** matters, plus the work and performance of members of your team under the following headings, and also make any other relevant comments affecting the smooth running of the meeting. The report will expand as you type.

DETAILS RECEIVED BEFORE THE MEETING

BRIEFING BEFORE THE MEETING

FACILITIES AND EQUIPMENT AT THE STADIUM

COMMENTS ON THE TIMETABLE

COMMENTS ON TECHNICAL OFFICIALS/ANCILLARIES

GENERAL REMARKS

Signature .

Date

GUIDANCE NOTES FOR COMPLETING MEETING REPORT

PLEASE complete this form in **black** ink and return this form, as soon as possible, to the **National Technical Delegate, Andrew Clatworthy and John Pickles** within two weeks of the meeting.

Where no NTD has been appointed to the **Meeting Manager, Andrew Clatworthy and John Pickles**

Andrew Clatworthy ajc.athletics@btopenworld.com
26 Columba Drive, Leighton Buzzard, Beds. LU7 3Y

John Pickles baldnbeautiful@btinternet.com
3 Regency Lodge, 69 Pitville Lawn, Cheltenham GL52 2BJ

either by post or E-mail so that any relevant comments can be acted on. For TV meetings, copies may be supplied to Fast Track for action.

When submitting your report please make it clear within the file title who it is from and for which meeting. A suggested format would be:

CD Aviva Grand Prix 210210