

## **UKA EQUIPMENT STORAGE GUIDANCE**

### **1. Miscellaneous Equipment**

#### **1. Microphones etc.**

Store in the box, on a shelf out of harm's way or in a filing cabinet. Keep dry.

#### **2. Referee's Kit**

Store in the original box. Check all small weights are present.

#### **3. Weighing Scales**

Store in the original box.

#### **4. Wind gauges**

Store in the original hard case/box. Remove batteries if stored for a prolonged period.

#### **5. Clocks**

Store assembled. Hang on suitable brackets on a wall. If they have to be stored on a rack, stack them face to face to avoid damage.

#### **6. Measuring tapes**

Store open reel tapes on a hanging rack and closed tapes in a box or filing cabinet. Separate different lengths.

#### **7. Plasticine rollers, scrapers, board lifting hooks etc.**

Store in boxes or in a filing cabinet.

#### **8. Flags**

Can be rolled in pairs or threes (red, white, yellow) and stored on racks or in plastic bins. Hang up to dry after use if wet before storing.

#### **9. Long Jump boards and plasticine no-jump indicators**

These can be stored on shelves or brackets, but need enough support to ensure that no-jump indicators do not sag.

#### **10. Wooden Rakes**

Store upright on brackets or pegs.

#### **11. Scoreboards**

Store upright, fully assembled. Otherwise, separate head from base and store head upside down. Number shutters are vulnerable to damage unless stored carefully.

**Keep a supply of plastic crates so that these can be made up with the small equipment required for a particular field event.**

## **2. Pole Vault and High Jump equipment (if stored inside)**

### **1. Landing beds**

Keep out of any standing water. This might be on pallets. Store on their sides with the wear sheet neatly rolled.

### **2. Pole Vault stands**

If possible store upright. If stored horizontally, they must be supported at both ends and in the middle. Simple wooden trestles can be constructed. The arms which support the bar are particularly vulnerable to damage.

### **3. Vaulting Poles**

Keep in the original cardboard tubes, or plastic water pipes. Best stored horizontally supported at both ends and in the middle.

### **4. High Jump stands**

Store upright. If stored horizontally, they must be supported at both ends and in the middle.

### **5. Cross Bars**

Store horizontally on hooks or brackets. They must be supported at both ends and in the middle. Separate High Jump and Pole Vault bars for convenience.

**Pole Vault and High Jump stands can be stored on top of landing beds, under roll over covers outside. Beds stored under roll-over covers must be on pallets or frames.**

### **3. Implements**

**It is essential that training and competition equipment are kept separately and that an effective signing out and return system is in place for all implements and small equipment, otherwise significant losses will occur.**

#### **1. Javelin**

Keep upright with points resting on a soft surface such as wood. Do **not** use unprotected spring clips since these will damage the paint surface. Store in a warm, dry area. Keep Javelins of a particular weight together.

#### **2. Discus**

Store on edge in wooden trays or racks. Store in a warm, dry area. Keep Discus of a particular weight together.

#### **3. Shot**

Store on a wooden rack or in compartmentalised trays. Store in a warm, dry area. Keep Shot of a particular weight together.

#### **4. Hammer**

Hammers must be stored hanging from the handles to keep wires straight. Suitable hooks or brackets should be provided. Store in a warm, dry area. Keep Hammers of a particular weight together.

### **4. Track Equipment**

#### **1. Hurdles**

On a trolley, or normal way up in sets of ten.

#### **2. Steeplechase Hurdles**

If it is impossible to provide indoor storage, they should be stored off the grass and preferably with feet raised off the ground to prevent corrosion.