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(DEPARTMENT OF EDUCATION AND CULTURE)
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DEPARTMENT MEMORANDUM
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LIST OF ESSENTIAL SUPPLIES AND EQUIPMENT
FOR HOLDING ATHLETIC MEETS

To the: Bureau Directors
Regional Directors
Heads, Staff Services
Coordinator, State Colleges
and Universities

1. Enclosed as annex to this Memorandum is a list of supplies and equipment considered essential for the holding of athletic meets-provincial, regional or national.
2. Efforts should be made to acquire all the equipment and supplies listed to insure smooth operation and effective management of the meets.
3. Immediate dissemination of this Memorandum is desired.

(SGE.) JUAN I. MANUEL
Secretary of Education and Culture

Incl.:
As stated

CHECKLIST OF EQUIPMENT AND SUPPLIES
FOR HOLDING ATHLETIC MEETS

I. TRACK AND FIELD:

1. Two (2) bright-colored megaphones for the starter and recall starter.
2. Two (2) starting pistols for the starter and recall starter.
3. (2' x 3') plywood painted black adjustable in height to be used as background for the starter's pistol so that the smoke could be seen visibly by the judges at finish and the timekeepers.
4. One elevated stand for the starter - one foot high.
5. Ninety (90) hurdles - if the track has 8 lanes, the ten (10) extra hurdles are for replacements. Each hurdle should be adjustable to heights - 2'6", 2'9", and 3'6".
6. One (1) judges' and timekeepers' stand. Consult the IAAF handbook for painting, weight and knocking the pressure.
7. Indicate on the side of the cement border the ten placements of hurdles - 110-M.H.; 100-M.H.; 200-M.H.; 400-M.H.; and the relay zones. (Consult the handbook for correct measurements.)
8. Mimeographed or printed forms (REPORT OF RESULTS) for the chief judge at finish and judges at finish, chief timekeeper and timekeepers, lane umpire and field judges, 300 copies each.
9. Eleven (11) stopwatches - eight (8) for timekeepers and three (3) for field judges.
10. Two (2) pairs of jumping standards - one (1) for the pole vault and one (1) for the running high jump.
11. Twelve (12) cross boards; six (6) for the pole vault and six (6) for the high jump. See handbook. (aluminum or wood).
12. Take-off boards - one (1) for the triple jump and one (1) for the long jumps (See handbook for specification.)
13. One (1) spreading fork for loosening the sand in the pit.
14. One (1) wooden rake for leveling the sand in the pit.
15. One (1) T-bar for placing the cross bar in pole vault.
16. Throwing sector for the javelin. (Consult the handbook.)
17. Two (2) aluminum javelins for men and two (2) aluminum javelins for women.
18. One (1) jumping foam for the high jump and one (1) jumping foam for the pole vault.
19. Five (5) discs for men and three (3) discs for women.
20. Two (2) iron or brass shots one for men and one for women.
21. One (1) wind gauge.
22. Indicate the starting of all track events on the side of the cement border.
23. Black and blue for the drawing of the lanes for the runners.

24. Fourteen (14) batons for the relays both for men and women.
25. Track and field scoreboards for both men and women.
26. Finish post painted white (4'6" x 3' x 3/4").
27. Two (2) rolls of breakable yarns for the finish line.
28. Thirty (30) sacks of white lime for lining and relining of lanes.
29. Four (4) pieces of rounded plywood 16" in diameter - two (2) pcs. painted white and two (2) pcs. painted red for signal in the start and finish.
30. Five (5) rollers to line track oval, diamonds and courts.
31. Fifteen (15) light portable chairs for lane umpires.
32. Sixteen (16) stools, - eight (8) stools to be placed at the starting line and eight (8) stools to be placed at the end of the track after the finish.
33. Nine (9) small portable tables for the recorders in the field events.
34. Ten (10) big umbrellas for the field recorders.
35. Forty (40) flaglets for the markers in javelin and discus (galvanized iron with handles).
36. One (1) box of chalks.
37. Track and field athletes' numbers made of cloth 6 1/2" x 8 1/2"; a pair of numbers for every athlete with safety pins; 18 pairs for men and 15 pairs for women.
38. Track and field athletes, numbers made of cloth 6 1/2" x 8 1/2"; a pair of numbers for every athlete with safety pins; 12 pairs for boys and 10 pairs for girls. (Jr. Track and Field).
39. Forty pairs of numbers made also of cloth 8" x 12" for athletes participating in the long distance run starting from the 5,000-M. - numbered from 1 to 40.
40. Eight (8) long benches for the use of athletes participating in the field events.
41. Two (2) height indicators for jumps.
42. One (1) portable Victory stand - awarding ceremonies first place to fourth place.
43. One (1) toe board for shot put.
44. One (1) cemented throwing circle for discus. Follow strictly the specification from the handbook.
45. One (1) cemented throwing circle for the shot put.
46. One (1) vaulting box for the pole vault to be placed in the jumping pit.
47. Jumping pits for pole vault and high jump should be filled with sacks of hay, rice husks or rubber foam.
48. Jumping pit for long and triple jumps - filled with fine clean sand.
49. Ten (10) pairs of starting blocks.
50. Eight (8) wooden mallets to drive the nails of the starting blocks.
51. Two (2) 50-motor steel types.

52. One (1) 100-meter steel tape.
53. Two (2) vaulting poles.
54. Two (2) pushcarts with rubber wheels to transport and collect equipment and bundles.
55. Four (4) removable obstacles, one (1) permanent water obstacle for the 3,000-meter steeplechase. The permanent obstacle to be placed on top to the side of the water tank.
56. One (1) cemented water tank for the steeplechase.
57. Six (6) red flags 12" x 16" with one and a half meters wooden handles to be used in indicating erec sectors of denunciations and lines of throws.
58. Twenty (20) white flags 8" x 12" with wooden handles.
59. Four hundred (400) starting caps.
60. Shot put conveyor.
61. Printed forms for reporting final results of track and field events.
62. Lap scoring device for distance races.

II. BASKETBALL:

1. Five (5) official basketball balls.
2. Two (2) long benches 12 ft. long for the players and coaches.
3. One (1) long table for the timekeepers and scorers with corresponding chairs.
4. Playing court with standard goals, backboards and nets. Courts properly lined.
5. Two (2) water containers with stand and enough drinking glasses.
6. Five (5) circular plywood 6" diameter with handles numbered 1 to 5 to indicate players of the fouls committed.
7. One (1) basketball table clock and two stop watches.
8. One buzzer each for the teams playing.
9. A copy of the latest basketball rule book.
10. A copy of the official basketball score book.
11. One (1) big scoreboard and pieces of chalk and eraser.
12. Forms for reporting the result.

III. BASEBALL:

1. Baseball diamond (consult rule book for correct measurement).
2. A big scoreboard properly placed.
3. Unit names of participating teams painted in bold letters big enough to be read by the audience at a distance.
4. One (1) strike and ball indicator.
5. Two (2) genuine official baseball balls.
6. One (1) rubber inflated body protector for the Umpire behind the plate.

7. Two (2) long wooden benches 12' long with roofing for players and coaches.
8. Two (2) tables with chairs and shade for the scorers.
9. One (1) baseball score book - official.
10. One (1) set of bases together with the pitcher's rubber plate.
11. One (1) rubber home plate.
12. Two (2) red flags 18" x 24" with 2-foot wooden handle to indicate the foul lines.
13. Two (2) water containers with stand and enough drinking glasses.
14. Guide markers made of wood for lining and re-lining the batter's box.
15. One (1) roller for lining.
16. Two (2) walkie-talkies; one for the scorer and one for the keeper of the big scoreboard.
17. A copy of the latest baseball rule book.
18. Forms for reporting the results.

IV. SOFTBALLS AND LITTLE LEAGUE BASEBALL (Separate Diamonds)

1. Two (2) scoreboards - one for the softball and one for the Little League Baseball.
2. Unit names and numbers for scoring.
3. One body protector for the umpire in softball and another rubber inflated body protector for the umpire in Little League Baseball.
4. Two (2) strike and ball indicators.
5. Two (2) masks; one for the softball and one for Little League Baseball.
6. Two (2) doz. official softballs.
7. Two (2) doz. official Little League Baseball balls.
8. Two (2) long benches with shade for softball players, coaches and chaperons.
9. Two (2) long benches with shade for Little League Baseball players and coaches.
10. A table with chairs for the Little League Baseball scorers.
11. A table with chairs for the softball scorers.
12. Three (3) official score books - one for the softball; one for the softball women and one for the Little League Baseball.
13. Two (2) walkie-talkies for the scorers.
14. Official rule books for the softball and Little League Baseball.
15. Forms for reporting results.
16. Two (2) sets of bases with pitcher's rubber plate.
17. Two (2) rubber home plates.
18. Four (4) red flags 18" x 24" with wooden handles 2 meters long for the foul lines.
19. Two (2) water containers with stand and enough drinking glasses.
20. Rollers to line and re-line the diamonds.

V. LAWN TENNIS (Men and Women) Separate Courts

1. Well surfaced courts (asphalt, cement, shell) and properly lined.
2. Two (2) official nets.
3. Two (2) scoreboards - one for each court.
4. Two (2) referees stands.
5. Four (4) chairs for the linesmen.
6. Four (4) white flags with handle for the linesmen.
7. Six (6) tennis balls for the tournament.
8. Two (2) water containers ~~continuously~~ filled with water with stand and enough drinking glasses.
9. Four (4) "picket" boys to assist in picking balls.
10. Forms for reporting results of the games.

VI. ARCHERY (MEN AND WOMEN)

1. Twelve (12) target butts with enough target faces (100 pcs.).
2. Marked distances for the shooting range.
3. Four (4) long benches with shade for the players.
4. Tables with chairs for the scorer and referee.
5. Back stop for the target butts and arrows.
6. Water container with stand and shade and drinking glasses.
7. Pieces of chalk and two blackboards.
8. Area for the archery range should be well secured from audience with a fence.
9. Forms for recording and reporting the results.

VII. TABLE TENNIS (MEN AND WOMEN) - (Separate official tables)

1. Two (2) sets of official nets.
2. Two (2) official tables properly lined.
3. Two (2) referees stand and eight scoreboards.
4. Four (4) dozens official balls.
5. Four (4) long benches for the athletes and coaches.
6. Two (2) water containers with enough paper cups.
7. Table tennis area should be well marked to prevent audience from crowding the players. Table tennis should be held indoors.
8. Forms for reporting final results.

VIII. SWIMMING FOR MEN AND WOMEN

1. Standard swimming pool. (See swimming pool specifications.)
2. Starting stands enough for the number of lanes.
3. Eight (8) starting stands, one for each lane (8 lanes).
4. Eight (8) stop watches.
5. Enough bathrooms for pre-swimmers.
6. Swimming scoreboards.
7. Rope with floats for the lanes.
8. Two (2) starting pistols with 150 starting caps.
9. Medical booth with personnel and medicine.

10. Two (2) transistorized megaphones.
11. Two (2) life servers.
12. Forms for entries and final results.

IX. GOLF

1. Well surfaced (concrete or asphalt) court with lines.
2. One (1) golf net.
3. One (1) referee's stand.
4. One (1) scoreboard.
5. One (1) table, with stool and chair.
6. One (1) dozen official golf balls.
7. Two (2) white flags with handle to be used by line men.
8. Two (2) long benches for player and coach.
9. Water container with water and drinking cups.
10. Forms for reporting final results of the games.

X. FOOTBALL

1. Football playing field.
2. A pair of goal posts.
3. Two (2) standard goals.
4. Two (2) white flags with handle for use line men.
5. Four (4) red flags to be placed on the four corners - with wooden post 1.50 meters long.
6. Eight (8) official football balls.
7. Two (2) stop watches.
8. Two (2) long benches with shade for players and coaches.
9. Two (2) water containers with stand and enough drinking water paper cups.
10. Forms for reporting final games.

XI. CHESS

1. Seven (7) sets complete chess boards.
2. Six (6) playing tables with enough chairs.
3. Six (6) chess table clocks.
4. Room spacious for the tournament.
5. One (1) big chess scoreboard fixed against the wall.
6. Forms for reporting final games.

XII. CYCLING

1. Two (2) starting pistol with enough starting caps.
2. One (1) lap scoring indicator.
3. Four (4) white flags for signals.
4. One (1) roll breakable yarn for finish. Flask or dices.
5. Thirty-six (36) pairs of cyclist numbers 8" x 10" numbered 1 to 36.
6. Forms for reporting final results.

PREPARED BY:

SPORTS DEVELOPMENT PROGRAM SPECIAL COMMITTEE