

## **A GOOD OFFICIAL KNOWS ABOUT**

RULES; TYPES OF EVENTS; OFFICIATING PROCEDURES.

### **THE WAY FORWARD**

You will need to complete your database form (the Region is South) if you have not already done so. You then need to Officiate at 2 meetings and get your log sheet signed. Send your completed log sheet and your database form to your COFSEC.

You will need a **CRB** check which UKA will pay for.

### **GUIDANCE NOTES**

**Step 1:** Telephone CRB on 0870 909 0844 and ask for an **Enhanced Level** disclosure. Give your name, address, time at address, date of birth and other **individual information**.

The registered body is **UK Athletics Ltd**—number **22525500000**

The position applied for is **Technical Official**

Please state that you are a **volunteer**.

**Step 2:** You will be sent a pre printed part-completed form. Check details and correct any errors; complete remainder of form in accordance with the guidance booklet using **black ink**.

**Step 3:** Take your form and **3 methods of identification** to your club verifier (Chairman, Secretary or Welfare Officer). They will complete section x.

If you are not affiliated to a club refer to your COFSEC.

**Step 4:** Send your completed form to

Athletics Welfare

PO Box 332

Sale

M33 6XL

**DO NOT SEND THIS DIRECT TO THE CRB**

**If you wish to progress as an Official you will need to take a Level 2 course in your chosen discipline. Please contact your COFSEC for details.**



### **Level 1 Assistant Officials Award**



Compiled by Eileen and Terry Williams  
Hampshire Athletic Association



## **OFFICIAL'S EQUIPMENT**

All Officials need a clipboard, pencils, rubber (Field Events) a large clear plastic bag (to keep the clipboard dry), wet weather gear, sun protection. You need to take your own refreshments unless you know that they will be provided, but, in any case, plenty of drinks. UKA Rule books can be obtained free of charge by joining the South of England Athletic Official's Association.

A marksman also needs a supply of pins, a highlighter pen and a reliable watch.

A Starter needs a starting pistol, whistle and a reliable watch.

A Track judge also needs a supply of paper, preferably ruled into columns.

A Timekeeper also needs a stopwatch.

A Field Judge preferably needs a spike, warning horn and repair roller.

## **OFFICIAL'S DRESS**

Officials need to be easily identifiable. You should wear a white polo shirt and dark trousers/skirt/shorts. White trousers/skirt/shorts are acceptable for ladies in hot weather. Most Counties sell white polo shirts with their County logo. A dark sweater/fleece should be worn for cold weather.

## **A GOOD OFFICIAL IS:**

FAIR; UNOBTRUSIVE; SENSITIVE; SYSTEMATIC; FIRM; OBJECTIVE; DECISIVE; CONSISTENT AND CALM; ABLE TO CONCENTRATE.

## **A GOOD OFFICIAL CAN:**

MEASURE AND TIME ACCURATELY; MAKE JUDGEMENTS; RECORD OBSERVATIONS; ENSURE SAFETY & REPORT CONCERNS; GET ON WELL WITH OTHER OFFICIALS AND ATHLETES; FOLLOW PROCEDURES AND APPLY RULES.

Officials in the sector have acknowledged the horn

#### **a) Shot**

Competitors may not start their throw outside the circle and may not touch the top of the stop board with any part of their body. The shot must be **put** not thrown i.e. it must be released from the neck or chin, not the shoulder. The measurement is taken from the part of the landing mark nearest to the stop board to the inner edge of the stop board with the tape pulled through the centre of the circle.

#### **b) Discus/Hammer**

These are thrown from a cage. The rear (larger) circle in the cage is for Discus and the front(smaller) circle is for Hammer. Athletes **may not** touch the ground outside the circle with any part of their body. The measurement is taken from the point where the discus/hammer first touches the ground to the inner edge of the circle with the tape pulled through the centre of the circle.

#### **c) Javelin**

The javelin must land point first. An Official with red and white flags judges this at some distance from the throwing area in order to get a good view. The measurement is taken from the landing point to the inner edge of the throwing line with the tape pulled through a mark on the run way.

#### **MEASURING FOR HEIGHT: High Jump/Pole Vault**

Up to 3 attempts at each height are allowed. Competitors do not have to jump at each height. 3 consecutive failures mean that the competitor is out of the competition. A failure is knocking the bar off; breaking the plane of the upright; taking off from 2 feet (High Jump); running out of time. Successful attempts are recorded with a o and failures with an x. When competitors have an equal best height they are separated first by the number of attempts they took at that height and then by the total number of failures. If this fails to separate them, they are given equal positions unless it is for 1<sup>st</sup> place in a Championship, in which case they have to have a jump off. In Leagues they share the points. In some competitions, in order to save time, competitors are limited to 7 attempts unless they have 3 consecutive failures before then.

## **LEVEL 1 – ASSISTANT OFFICIALS AWARD**

Officiating is split into 4 sections called **Disciplines**. These are: **Starting and Markmanship; Track Judging; Timekeeping; Field Judging.**

Starting and Markmanship, Track Judging and Timekeeping are to do with **THE RACE**, whilst Field Judging covers all **Jumping** and **Throwing** events.

### **THE RACE**

#### **a) The Start: Starters and Marksmen**

The start is controlled by the starter and his assistants(marksmen). The Starter ensures that the start is fair. The Marksmen checks the athletes in; checks that they have a number back and front each fastened with 4 pins; allocates the lanes to the athletes.

He then hands over to the Starter who blows a whistle to the Chief Timekeeper. The Chief Timekeeper checks that all the Track Judges and Timekeepers are ready and signals back to the Starter by a pre-arranged signal. The Starter will then call the athletes to their marks and the Marksman should check that they all have their toes behind the line and for sprint starts that their fingers are also behind the line and that they have 1 knee in contact with the ground. The Marksman then stands back for the Starter to start the race.

**Commands for all races up to and including 400m:** On your marks; set; bang.

**Commands for all races over 400m:** On your marks; bang.

A competitor is disqualified if he/she commits 2 false starts. If a false start occurs the Starter will ask the marksman to warn the appropriate athlete.

#### **b) The Finish: Track Judges**

Track Judges decide the result and ascertain that the race is completed in accordance with the rules. The Track Referee is in charge and allocates duties to the rest of the Judges.

The finish is judged when the torso (not head, neck, hands, arms, legs or feet) of the athlete reaches the edge of the finish line nearer to the start. To do this the judges have a stand on the inside of the track in line with the finish. Watch the race until about the last 20 metres and then watch

the finish line. The Judges write down all the athletes' numbers in the order in which they cross the line. Don't worry if you don't get them all as this only comes with practice; write down only what you are sure of. **Don't copy and don't guess** as this can affect the result. In sprint races 1 Judge is usually allocated to write down only the last 3 or 4. At the end of the race hold up your board for the Referee to see. Don't call out what you have got – the Referee will look at the boards and decide the result which he will then announce. **Don't bluff – it is not a contest.** Track judges also have to keep a lap chart for races over 1500m to ensure that all competitors complete the full distance. They are responsible for keeping the lap board correct in races over 400m and ring the bell for each competitor at the start of that competitor's last lap. They operate the wind gauge if it is in use. They also act as umpires around the track to ensure that the race is fair; e.g. ensuring athletes stay in their own lane if appropriate, watch for pushing or stepping off the track and making sure that the relay baton is changed within the relay box. If you see anything wrong when acting as an umpire, you should report the facts to the Referee.

### **c) The Finish: Timekeepers**

Timekeepers ensure that all athletes get a time. Timekeepers time a place – not a lane. The Chief Timekeeper will allocate your duties. When the Starter blows his whistle concentrate on the Starter and start your watch on the flash (or smoke if there is no flash) from the gun. Stop the watch when the torso (as for Track Judges) of the athlete you are timing crosses the edge of the finishing line nearer to the start. You cannot start your watch at the instant that the gun fires, you have a certain reaction time. In the same way, you should wait until you see the athlete hit the finish line before you start to react and stop your watch. If you stop your watch at the instant the athlete reaches the finish line you will have "lost" your reaction time at the start and your time will be too quick. It is important that you try to get the same reaction time at the start and the finish so that they cancel each other out. The best way of achieving this is to try to be as relaxed as possible at both the start and the finish. Let the Chief Timekeeper know immediately if you have a problem i.e. your watch doesn't start or you miss the finish. Round your time up to the next 1/10<sup>th</sup> second i.e. 10.41 = 10.5. **Don't bluff – it is not a contest.**

You will also be asked to undertake other duties such as calling lap times and keeping a lap chart.

### **FIELD JUDGES**

Field Judges ensure that distances are accurately measured and recorded and rules of competition are obeyed. All Field Events have a time limit per attempt – usually 1 minute.

### **MEASURING FOR DISTANCE**

The zero end of the tape measure is always at the point where the athlete or implement lands. This point is judged by the "Spotter". The tape must be pulled through the take off point/scratch line/circle and read by another Official who will record the distance on the result card. All measurements are taken to the centimetre below, once the trial has been completed and the competitor has left the pit/circle/area. Normally, all athletes have 3 attempts and often the best 6 or 8 at the end of 3 rounds have a further 3 trials. The best trial is recorded for the final result.

### **a) Long Jump**

Athletes must not put any part of their foot over the end of the take off board nearer to the pit – this is a NO JUMP. They must not jump to the side of the pit and must not walk back through the pit. The measurement is taken in a straight line from the mark made in the pit by the athlete, nearest to the board, to the edge of the take off board nearest to the pit.

### **b) Triple Jump**

Athletes must complete the correct sequence of 1 foot to the same foot to the other foot before jumping into the pit. Other rules are as for Long Jump.

### **THROWING EVENTS**

The implement must land **completely within** the sector lines in order to be a valid throw. Athletes must leave the circle/area to the rear. All implements **must be carried back**. Officials in the sector **must** raise their arm to acknowledge the warning horn in Javelin, Discus and Hammer events and then be careful to **watch the thrower until the throw has been completed**. The competitor shall not be allowed to throw until all