

# SEAOA

TECHNICAL SUPPORT OFFICIALS'  
-or- ANCILLARY DUTIES at SEAA Promotions  
-or- Dogsbodies are not just for Christmas.

<b>A</b>	SEAA Hon. TSO. Co-ordinator, Jill Wright, 32 Chavey Down, ASCOT SL5 8RR Berkshire. Tel: 01344 885475	SEAA Competition Limited, Crystal Palace NSC, Ledrington Road, LONDON SE19 2BB Tel: 020 8778 7167 Fax: 020 8659 6552 EMAIL: <a href="mailto:south@sseaa.freeseve.co.uk">south@sseaa.freeseve.co.uk</a> WEB SITE : <a href="http://www.seaa.org.uk">www.seaa.org.uk</a>
<b>B</b>	ALL rostered Officials' share the responsibility for the events starting on time and for the meeting to run smoothly, thus allowing the Athletes the best possible competition conditions.	
<b>C</b>	Rules of Competition Handbook(s) : Safe Code of Conduct Handbook : Venue Map "Got them packed ?" Locate OFFICIALS' RECEPTION on arrival.	
<b>I</b>	<p style="text-align: center;"><b>MEETING MANAGER</b></p> <p style="text-align: center;">Arrive Very Very Early</p> <p>The <b>Meet.Man.</b> shall assume overall responsibility for the running and control of the meeting.</p> <p style="text-align: center;">They will also have usually allocated TSO's the most cramped, isolated and 'operationally challenging' cupboard in which to work.</p> <p style="text-align: center;">Please don't moan in case your W-T is accidentally switched on !</p> <p>Instead, think positively about the benefits of "grassroots funding" for the Sport we all love. X</p>	

## ANNOUNCER

### Arrive Very Early

in order to check the equipment and get people to check how you "sound" around the ground.

You need a programme (and any changes), the event timetable, list of competitors, seeding sheets, throwing/jumping order, a pair of binoculars and lots of helpers.

Announce events before they start, giving information about events that are happening and then read out results.

The announcer is responsible for keeping the public informed of the names and numbers of the competitors taking part in each event, together with all relevant information such as:

- Composition and number of heats \*
  - Lane draws and throws/jumps order \*
  - Athletes seasonal/personal best
  - Records - events, age group, National, CBP's, Championship Holders etc.
  - Announce qualifiers for subsequent rounds.
  - Announce the presentation of medals.
- There will be a presentation timetable.

Hopefully you will have a radio/W-T for receiving information, including timing of events and progress of field events.

- Listen for the starter's whistle, then turn OFF the microphone until the race has started.
- Be aware of field event trials and any Athletes on a runway.
- Try not to interrupt them.

You will receive tons (and possibly tonnes), of paper during the course of a meeting - Track Seeding Lists \* and Field Order \* are pretty important.

The split of duties in the Announcing Team will normally be decided by the Chief.

Personal reminiscences, social arrangements for the evening and a subjective assessment of an athlete or an official's performance are best kept for your autobiography - Learn exactly how to operate the

**OFF SWITCH !**

## CALL ROOM MANAGER

### Arrive Early.

You will be responsible (with an assistant[s]), for the final reporting and dispersal of the Athletes to their event location.

At fairly major meetings a START LIST will be generated by the Meet. Man. At other meetings you will need to collect Athlete Lists from the Competitors' Steward and/or Seeding - keep a record of the number of subsequent rounds in each event.

- Check competition numbers back and front, club/regional/national vests at Championships, cover up advertising (with masking tape) - that does not comply with Rules of Competition.
- Issue Photo-Finish numbers according to the Start Lists that you have received.

Field event Athletes will already have handed-in their implements to Tech. Man. for checking before they assemble.

- Tell the Athletes their lane draw or jumping/throwing order.
- Tell the Athletes the count-down time to the point when they leave the Assembly area.

\* Keep the group together. \*

Toilets should be adjacent to Final Call Room. Pleasantly advise Agents/Managers where to go !

W-T the Meet. Man. the names and competition numbers of athletes who have failed to report.

At a busy meeting you should have a Chief Ass. who will issue a Work Sheet with your duties clearly listed - the duties might also include 'round-up' from the designated warm-up area.

- Take the Athletes to their start location/event site at the prescribed time.

You should maintain a series of reporting areas/ wait zones/pens for forthcoming events so that Athletes may report to Assembly by the correct Report /Check-in Time.

Athletes must report at this time - any late arrivals may only compete at the discretion of the relevant Referee/Meeting Director.

3	<p><b>COMPETITORS STEWARD (Numbers)</b>  <b>Arrive Very Early.</b>          Liase with SEAA Office/ Meet. Man. <u>who</u> will be bringing the NUMBERS, PINS and COMP. LISTS, and at what TIME these will arrive.</p> <ul style="list-style-type: none"> <li>• Collect complete copy of Prog. and check Rules of Comp. page.</li> <li>• Give out respective NUMBERS CARDS (two), to the competitors as assigned in the Programme.</li> </ul> <p>[ Competitors may have one number for all events OR different numbers for each event.]</p> <ul style="list-style-type: none"> <li>• <u>Circle</u> or <u>Tick</u> Competitors against their event as they register.</li> <li>• At the designated time a member of the Seeding Team will come and collect the Competitors Registration Lists and the unclaimed Number Cards for that event. The Jumps/Throws Referee will usually collect the Field Registrations.</li> </ul> <p>Have a thick, black magic marker pen in case you need to make up a temporary number in an emergency - assorted/spare Pho-Fin. numbers are a useful alternative - befriend a Marksman for cast-offs.</p>	<p><b>DOPING CONTROL</b>  <b>Arrive On Time</b>          Check with the Sport England Doping Control when you are needed.          The person I/C the doping control will identify the finishing position and the event (a secret random draw determines these - you may be asked to witness the random draw).</p> <ul style="list-style-type: none"> <li>• You will need the meeting programme.</li> <li>• In a Field event you will wait near the competition area.</li> <li>• For a Track event wait near the finish line.</li> <li>• You will identify the athlete to the person doing the test who will advise the athlete of her/his rights and the location of the Doping Control Room and the time scale in which they expect the Athlete to present themselves for testing.</li> <li>• Escort the athlete from the competition area of their event and remain with them until they present themselves for testing.</li> </ul> <p>Sealed drinks are available for the athlete in the Doping Control Room.</p> <ul style="list-style-type: none"> <li>• <u>Stay</u> with the athlete until you are released by the tester.</li> </ul> <p>Chaperoning duties can last a long time!</p>
	<p><b>ATHLETE STEWARD</b>  <b>Report Very Early</b> to the Call Room Manager. You will operate as part of the CALL ROOM TEAM and will assist the Call Room Judges. You will be allocated to an individual Track Heat/Final or Field event Pool/Final. Your main role will be to accompany and supervise Athletes on their journey through the Call Room system according to the CALL- UP SCHEDULE. You will carry the duly completed START LIST and other information to the start site of an event and stay with the Athletes until they return to the Mix Zone. Refer to 'What Do Athlete Stewards Do ?</p>	

<p style="text-align: center;"><b>4</b></p>	<p style="text-align: center;"><b>GATE STEWARD</b>  <i>Arrive Very Early</i>  The first FACE that greets Gladiators and Plebeians and Celebs has got to be warm and welcoming and oozing wisdom.  This duty may also be linked to Prog. Sales and duties can be effectively shared.  Entry might or might not be by Programme.  Check with <b>Meet.Man.</b> about local arrangements - sell/check entry Tickets, and remember  <b>Raffles Raise Revenue.</b>  <i>Arrive Very Early</i> because the Athletes and their supporters will <b>Want Info.</b>  Direct Athletes to Registration.  Direct Spectators to seating blocks, the toilets, changing rooms, the bookstall, the athletic gear stalls, the Standards Officer, the Results Board, the VIP Box.  Be aware of Disability Access issues.  Sometimes a series of well located direction/Info. Signs - <b>BIG NOTS</b> - will save you repeating yourself....  Pay in money receipts to Meeting Manager and return unsold Progs./Tickets, as these may be needed for tomorrow at two day meetings.</p> <ul style="list-style-type: none"> <li>• Don't forget Umbrella and/or Sombrero.</li> </ul> <p style="text-align: center;"><i>Official Togs give out a message.</i></p>	<p style="text-align: center;"><b>OFFICIALS' RECEPTION</b>  <i>Arrive Very Early</i>  Locate and operate from a logical spot.  Obtain a list of Officials' (from the programme or <b>Meet. Man.</b>).</p> <ul style="list-style-type: none"> <li>• Check Off/Highlight NAMES as the Officials' report.</li> <li>• Advise those who have been allocated a <b>W-T.</b></li> <li>• Give out programmes.</li> <li>• Distribute travel claim forms.</li> <li>• Give out timetable changes.</li> <li>• Give information about catering provisions and /or distribute Refreshment tokens.</li> <li>• Describe type and location of First Aid/Paramedic Services at the meeting and local A&amp;E Unit.</li> <li>• Collect in travel claim forms.</li> <li>• You may be asked to distribute 'nosh' to busy workers or 'do a bit of admin'. for the <b>Meet.Man.</b></li> </ul> <ul style="list-style-type: none"> <li>• Collect in Revenue from vendors.</li> <li>• Collect in <b>W-T's</b> at meeting end.</li> </ul>

<p style="text-align: center;"><b>5</b></p>	<p style="text-align: center;"><b>PRESENTATION</b></p> <p style="text-align: center;"><i>Arrive On Time</i></p> <p>Responsible for all aspects of the medal presentations during the meeting .</p> <p>Liase with the Meeting Director/Meeting Organiser regarding place, time and duration of medal ceremonies.</p> <ul style="list-style-type: none"> <li>• Has anybody been asked to present medals?</li> <li>• Find a variation of people to present medals.</li> <li>• Collect athletes from their event and take them to the presentation area. Don't let them escape !</li> <li>• Sort out the medals ready for each event.</li> <li>• Liase with the Announcer for her/him to read out the names, positions and performance <u>and</u> the name of the Presenter.</li> </ul> <p><u>Ensure Medal ceremonies do not overrun and interfere with ongoing events.</u></p> <ul style="list-style-type: none"> <li>• Keep a record of medals presented and those not collected.</li> <li>•</li> </ul>	<p style="text-align: center;"><b>RESULTS and RECORDERS</b></p> <p style="text-align: center;"><i>Arrive On Time</i></p> <p>This may be one, two or three jobs [or all three !]</p> <p>Procedure will vary depending on what system is being used.</p> <p>Keyboard skills are likely to be useful but are not essential.</p> <p>Accurate and legible Records are essential.</p> <ul style="list-style-type: none"> <li>• Write/type results from the Field Referee in performance order. Write/type names against results from the Track Referee and Chief Timekeeper.</li> <li>• Identify records/standards against the list provided or programme.</li> <li>• Photocopy and DISPLAY on the Results Board.</li> <li>• Distribute to the Standards Officer, Announcer and others as required.</li> </ul> <p>(Photofinish usually distribute to Track and Timekeepers and Announcer)</p> <p>NOTE 1. Photofinish may print and distribute all track results.</p> <p>NOTE 2. In some programmes it is possible to write the results against each event. This can then be used as a reference copy for the Meeting Director.</p> <p><b>KEEP ALL ORIGINAL RESULT SHEETS SAFELY.</b></p> <p>[SUPPLY Team Managers and Reporters (who identify themselves), with a printed copy of the Results - it will remove the need for 'filching' through your expertly arranged Result Sheets.]</p>

## SEEDING

Arrive On Time having read Appendix D in UKA Rules of Competition Handbook.  
Check with SEAA Office who is bringing the SEEDING PADS.

Locate a windless place close to Announcer and Recorders and Photo-Fin.

Liase with Comp. Stew. and check advertised Reporting Time.

Liase with Track Referee / Meet. Man. to establish qualifying conditions for progression to subsequent rounds / Finals.

- Receive or collect list of athletes who have reported and the un-issued Number Cards.
- Place them into heats (from their declared best time), according to Rules specified for the meeting.
- Do a random draw for lanes. Have a pack of cards for random draws for track lanes/start positions.
- Distribute Seeding Sheets (8 copies) to Chief Marksman (2 copies), Announcer, Photo-Fin., Track Ref., Ch.Time., and KEEP Seeders Copy, (+Results if you have the strength).
- Receive the track results and times. [Hand written or Pho-Fin. Print]
- \* Hand Times and Electric Times will have a direct bearing on progression to next rounds.
- Put the athletes in order of their performance from the various heats.\*  
Draw the lane order for the next round, according to Rules specified or agreed at the meeting.
- Distribute Seeding Sheets (8 copies) to Chief Marksman (2 copies), Announcer, Photo-Fin., Track Ref., Ch.Time., and KEEP Seeders Copy, (+Results if you have the strength). (+ Score Board Operator...if...?)

Be prepared to go on walk-a-bout, outside, for distribution of Seeding Sheets - an arena-wise 'runner' is worth recruiting at busy meetings.  
KEEP the SEEDERS COPY in a SAFE PLACE.

## PROGRAMME SALES

This duty may also be linked to Gate Duty.

Arrive Very Early and recce. your pitch.

Bring a welcoming smile and your best PR style.  
If possible find out the cost of programmes in advance (from SEAA Office), and provide yourself with some relevant loose change or request a float from the organisers.  
Find out from the Office who will be bringing the Progs. and how many will be printed.  
Ascertain how many of these will be needed by Officials' and deliver these to Officials Reception.

Progs. Raise Revenue.

Pay in money receipts to Meeting Manager and return unsold Progs., these may be needed for tomorrow at two day meetings.

Programme Sales are usually the only source of revenue on the competition day and therefore generate important INCOME.

Official Togs give out a message.

## PRESS / PHOTOGRAPHER STEWARD

Arrive On Time

Bibs with Numbers may need organising and records of those approved for entry with a permit will need listing. Coloured/Numbered Camera Tags will need attaching to equipment.  
Check Lists detailing Health & Safety Code will need distributing.

## ELECTRONIC SCOREBOARD OPERATOR

Arrive Early

Hunt down the Operating Manual before the day of the meeting.

Check System and Linkages on the day.  
Establish numerical spacings and format.

Practice with a series of Info Lines before the competition begins.

Ensure that you are on the Seeding/Field Order/Results delivery list.

Store on memory/disc, with code, each displayed page so that it can be recalled at a later time.

7	<p style="text-align: center;"><b>STANDARDS OFFICER</b></p> <p style="text-align: center;">Arrive On Time</p> <p style="text-align: center;">Bring the appropriate PENS.</p> <p>After reporting to Officials' Reception find somewhere comfortable to work which is accessible to the Athletes. Then tell <b>Meet. Man.</b>, Results and the Announcer where you can be located.</p> <p>Ask the Announcer to broadcast your location at least once each hour.</p> <p>You obviously need the current Standards Lists for each age group competing and a good supply of Standards Certificates.</p> <p>Contact SEAA Office/<b>Meet. Man.</b> to ascertain <u>who</u> will bring these to the meeting.</p> <ul style="list-style-type: none"> <li>• You will receive Results.</li> <li>• Athletes will come to you.</li> <li>• Check their performance against the Standards List and then write out their Certificate.</li> <li>• Make a record of the number and type of Certificate issued and return the paperwork to the <b>Meet. Man.</b> at the end of the day with any monies collected.</li> </ul> <p>All Athletes like complimentary comments about their performances.</p>	<p style="text-align: center;"><b>IN-FIELD SPOTTER</b></p> <p style="text-align: center;">Arrive On Time.</p> <p style="text-align: center;">Collect from <b>Meet. Man.</b></p> <p>a <b>W-T</b> and the card of Operating Channels.</p> <p>Liase with Announcer. Presentation, Registration (Comp. Stew.), Assembly, Field Referee and <b>Meet. Man.</b></p> <p>Then visit each Field event site and try a 'test-call' in order to check the system is working. You will usually be directed as to what to do. If not, use your initiative and always remember to speak clearly and objectively.</p> <p>Announcers are often juggling several bits of paper or making announcements. They need factual information about an Athletes progress, not opinion. Choose your 'air-time' logically. Strike up a friendship with the Announcer and sort out an operating pattern between you. You will be outside for most of the meeting.</p> <p style="text-align: center;"><b>W-T COMMUNICATIONS</b></p> <p>If on Presentation, maintain a good operating relationship with the Chief of Presentation.</p> <p>If on Opening and Closing Ceremonies, maintain a good operating relationship with the Announcer. Feed objective information about Marching Order and Teams because the Announcers will not be able to see behind the scenes.</p>



SEAOA

SEAA

TECHNICAL SUPPORT OFFICIALS'

MEETING MANAGER

TECHNICAL MANAGER

ANNOUNCER

PRESS / PHOTOGRAPHER STEWARD

COMPETITORS STEWARD (Numbers)

CALL ROOM MANAGER

ATHLETE STEWARD

DOPING CONTROL WALKIE-TALKIE

GATE STEWARD STANDARDS OFFICER

OFFICIALS' RECEPTION

PRESENTATION PROGRAMME SALES

RESULTS & RECORDERS

