

South of England Athletics Officials' Association
Track Sub-committee



ON THE TOP STEP OF THE JUDGES' STAND

A Guide for new Grade 1 Track Officials

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Chief Starter

Relay whistle procedure.

Chief Photofinish

Results procedure - how many copies are required?

Notification of disqualifications.

Chief Timekeeper

Signals and results procedure.

Are any specific flags required?

Clerk of the Course

Check all equipment, flags and cones are in place.

Drinks, if required, for distance races.

Is a signal arranged with the Chief Marksman to indicate that track is ready?

Track Steward

Seeding sheets and results system.

Track Officials Briefing

Introductions.

Any worksheet alterations.

Infringements - verbal/written/speaking to athletes.

Spare paperwork.

Hurdles - does the Clerk of the Course require help?

Wind Gauge/electronic LBB- is anyone unsure of operation?

Where First Aid is situated.

Athletes warming up.

Only competing athletes in competition area (Field as well).

Safety - Long throws/Wind Gauge; LBB - don't lay down.

Mobiles/walkmans etc

Photography

LBB procedure

Relay draws - hand out to Chief Take Over Judge.

Notify relay procedure.

INTRODUCTION

Congratulations on achieving Grade 1 status and I hope you enjoy the new experiences which will come your way.

I would like to thank all those senior Officials who have given us the benefit of their experience in putting this booklet together.

Included are sections on attending your first National Meeting, Chiefing Photofinish, a Track Referee's checklist, the duties of a Clerk of the Course at an Indoor Meeting, the role of the Meeting Manager and a guide for writing a Meeting Report.

I hope you find this booklet helpful and I would welcome any comments for improvement.

Terry Williams

Chairman of Track Sub Committee

YOUR FIRST NATIONAL MEETING

It is not always easy to find where you enter an arena if you are visiting for the first time, especially the Indoor arenas (eg at the Birmingham Indoor Arena you enter by the Stage Door). Even when you do get in there are rarely signs to Officials Report and the Stadium Staff sometimes don't know. Look to see who else is going that you know and try to arrange to meet up with them. You will also have to report a lot earlier than for other meetings so allow sufficient travelling time. These are often very long days, with 'unsociable' hours so check the refreshment arrangements – food can be insufficient for the length of time and beware the offer of money added to expenses for refreshment. Take your own food – don't rely on getting it there as it may only be fast food. There is normally an adequate supply of water although this is sometimes limited to so many bottles per person per day. Coffee and tea are normally in the Officials room, therefore make sure you have a plentiful supply of liquid. Remember, Indoor Arenas have a very dry atmosphere, especially televised meetings.

You are likely to be working in teams so that you first report an incident to your Team Leader who will have a radio and will report in to the Referee. You may have a card to signal with. You will normally need to do a written report so ensure you have enough with you (the Referee will give you a few but others will be available from the Referee/Track Steward). Sometimes you will find that you are closer to another team leader or the Referee and if so report to them. It is very important to report incidents quickly so that the Referee can hold the result. You need to report everything no matter how insignificant as it may be a back up report to another Official's report and the Referee needs confirmation if a disqualification is likely. Also, with a minor infringement, the Referee is aware before any protest. Reports need to be clear but with as much detail as you can give ie: number; lane; what happened; number of strides and how far inside the lane. You will need to mark on a map of the track where the incident took place. A different style report form giving rule numbers is often used.

You will need to be aware of IAAF Rules

Track Referee's Check List

This check list should be read in conjunction with the details in the booklet for new Grade 2 Track Officials entitled "Nearing the Top of the Judges' Stand" which is on the SEAOA website or can be obtained by contacting Terry Williams. This checklist is aimed at Officials who will now be Refereeing at Territorial level but should also assist as you progress to National level but you will also need to bear in mind the additional problems should TV be present.

The days prior the meeting

Establish under which rules the meeting is being held.

Obtain any competition rules.

Is there a Technical Meeting - if so, when & where.

What is the qualification from heats to finals.

Are radios provided - if so, how many?

Is the Track certification available - contact the Meeting Manager.

Select a Chief Judge and contact him/her.

Contact the Clerk of the Course with any requests.

Prepare a worksheet - are any reports required?

Are any split starts anticipated - if so, contact the Clerk of the Course.

Prior to the meeting on the day

Check track equipment with the Clerk of the Course.

Collect result and wind gauge pads.

Are there any programme changes?

Where is First Aid situated?

Collect and distribute radios.

Is there a runner for results?

Are there any rules in place regarding athletes warming up? Check with Meeting Manager.

Is the Judges' stand in a satisfactory position?

Advise Officials of briefing time as they arrive. Give out worksheets.

Ascertain procedure for photography

Liaison with other Chief Officials

Field Referee -

Javelin and High Jump - encroachment onto track and removal of cones.

Are any long throws in operation when wind gauge is in use?

Non – competitors on the infield - co-operation between Track & Field.

might be experiencing difficulties or whose performance might warrant consideration for upgrading.

Reports are read and due notice is taken.

Reports should be written as soon as possible.

- Make notes as you go
- If there is anything you consider urgent a phone call asap, before the report gets there helps.

Whenever possible comments should be constructive.

- You saw what happened and you can suggest what would have helped in that situation on that day
- Keep to the point
- Remember it's a "snapshot" that place, that person, that day.

When grading Officials

- That place on that day
- Comments to support your grading, relevant and to the point.
- Everybody has the odd bad (and good) day

At all National/International Meetings the Referee will report on the performance of their team members.

At International Meetings and Indoor Meetings there is limited, if any, judging although the Chief Judge and Track Steward usually try to take the result perhaps with another 2 or 3 Officials. There will not be a Judge's stand in the Centre of the track so you are doing this from the public stand. Numbers are frequently 3 or 4 figure numbers, even at National Age Group events, and therefore you might wish to try judging by leg numbers/lanes. At National/International Events competitors sometimes have their names and not numbers as identification.

If it is a TV Meeting you need to be as inconspicuous as possible whilst still doing the job. You will have a stool which you take with you when umpiring and you sit until the race starts. At some meetings you will need to sit the whole time - this will be confirmed by the Referee. You will be asked not to obstruct advertising boards and it can be very difficult not to do this and still do your job effectively. You need to note the position of TV cameras when deciding if you are obstructing the boards. At all National Meetings you will be asked to withdraw from the centre of the arena when on a break and there are normally seats allocated for Officials in the stand. You are also not usually allowed to take your bag into the centre of the arena or eat your food there.

Beware the dress code: it is normally a white polo shirt. You can get one from UKA but they only have them up to Large and they tend to shrink. However, it can be quite cold both indoors (especially Sheffield) and at meetings that run well into the evening. We were recommended to wear a T-shirt underneath but this doesn't stop your arms getting cold!

Indoor Meetings: Remember that it is a 200m lap and therefore you need to ring the bell for 400m at the end of the first lap and 800 at the end of 3 laps.

The 400 break line is at the beginning of the home straight: 800 at the beginning of the back straight.

Umpiring positions are numbered differently indoors. The Referee should give you a map.

You are sometimes standing on a dais and/or looking through a small hole to umpire lanes or umpiring from the public concourse. This can make communication of an infringement difficult. You need to know where your Team Leader is or another Team's Leader if they are closer.

Clerk of Course Indoors

Prior to meeting

- a) Ensure you know the programme. Prepare C/C work sheet with duties required for each event
- b) Liaise with Technical Manager and Track Referee. Inform both if you have to withdraw. Check arrival time and anything in particular you should do with Technical Manager.

On Arrival - Meet Technical Manager (who is your Chief)

- a) Register and deal with expenses form.
- b) Check any changes to programme
- c) Obtain radio
- d) Ascertain when Referee having meeting with umpires
- e) Find equipment store – meet staff- who is i/c? Where are they based? Radio links.

Inside arena

- 1) Walk track – Health & Safety etc. Check track condition & all markings - do this with the Referee if available. If there are any bumps on the straight - lift to see if any rubbish is underneath.
- 2) Set out break lines with green flags.
- 3) Locate green cones for break line. Be at break line to put out & remove cones.
- 4) Set out cones and check after each race as the vibration causes them to move. Cones around inside – minimum of 10m on straight; 1.5m on bends. Keep checking on position of cones throughout the meet-

You may need to chair the Technical Meeting. (See a typical agenda below)

Agenda for Technical Meeting

- 1 Timetable
- 2 Amendments
- 3 Lane Draw
- 4 Site Plan - weighing in, doping etc
- 5 Starting Heights and Progression
- 6 Scoring
- 7 Other Technical Points
- 8 Accreditation
- 9 Numbers
- 10 Opening Ceremony
- 11 Final Call Times
- 12 Anti Doping Control
- 13 Relay running order
- 14 Packed Lunches, Hospitality
- 15 Presentations
- 16 Jury of Appeal - appoint if necessary
- 17 AOB

WRITING A MEETING REPORT

Comments are valid for both Meeting Manager and Track Referee.

Why write Reports?

- To **inform** organising body of administration problems so they can be considered and/or rectified before the next promotion
- To **alert** organising body to problems at a venue which they can consider before the next promotion - possibly remedied through timetabling, restricting numbers, consultation with owners/administrators of venue
- To **inform** selection committees of performance of Officials acting in that capacity **on that day.**
- To **alert** selection committees to the situation of Officials who

15. Ensure that all material is returned at the end of the meeting and that a copy of all results goes to the office.

16. Add Walkie Talkie allocation to First Aid (St Johns etc) and ensure they have been briefed before the meeting on Health and Safety issues with regards to Track etiquette.

17. Ensure that Accident and Incident report forms are completed if necessary.

18. Observe as much of the Meeting as you can and remember to make notes all the time on a small notepad of any problems, how they were resolved and things that need attention for next year. You will need to do a Meeting Manager's report at the end which should include comments on the Chief Officials and any other Official you wish to mention as well as comments on the facilities, timetable and problems etc. with any constructive ideas for the future.

This outline is suitable for all Southern Meetings but if it is a televised or National Meeting then the following also needs to be taken into consideration.

Track start lists, field cards... to go to scoreboard, press, TV.

If photofinish in operation then results procedure needs to include press, TV, scoreboard etc. Sometimes there is a direct feed of results from photofinish. If results are being produced somewhere else ensure that a copy is being sent back to photofinish for checking.

You may also need to check on facilities for doping control... apart from providing the facilities and water provision etc then you leave them to work.

You may need to consider kit carriers and routes taken.

You may also need to gather all documentation, signatures, photos, etc required for record ratifications.

- ing, ensuring progress of races is not interfered with.
- 5) Set out flags, red/white – make umpires aware of where kept
 - 6) Remove cones at lanes start & finish for straight races/replace afterwards
 - 7) Set up lap board and bell
 - 8) Set up stands for circular races
 - 9) Set up stands for straight races
 - 10) Provide rubbish bag for judges.
 - 11) Provide relay batons if required.
 - 12) Check colour markings for hurdle positions – might have to measure out & might be different colour.
 - 13) Check availability of hurdles – any broken – spares – extra lane required? Will they adjust to lowest height required?(IAAF rules).
 - 14) Set up hurdles as required, check lanes required with Referee
 - 15) Consider taping off spectator areas
 - 16) Ascertain heats in races
 - 17) Check if field events likely to be on at same time as track
 - 18) Check if required to provide starting blocks-usually Starter's responsibility – if electronic timing will be provided by timing company. You need to watch that they are removed in time and help if necessary.
 - 19) Check for lane boxes - may have to move for different races
 - 20) Stools for umpires
 - 21) Keep brush available
 - 22) Check for safety pins after the HJ (athletes use them to hold down check marks).
 - 23) Keep track clear of debris. Ensure there is emergency access for runners leaving the track – at least 1 metre, even around high jump fan.
 - 24) As events finish remove equipment specific to that event. Clear track of all equipment at end of meeting.

Pre-meeting briefing

Check to see if you are required to show the athletes the direction in which to leave the track after straight races or will the finish umpires do this.

Equipment

- 1) Tape measure
- 2) Spring balance
- 3) Tape
- 4) Rule Book
- 5) Spirit level
- 6) String
- 7) Hammer
- 8) Screwdriver

Breaks 800m – start of back straight

400m – start of home straight

300m – start of back straight

CHIEFING PHOTOFINISH

The purpose of chiefing photofinish is to capture placings and times for every race and to issue the result. In order to achieve this the Chief has to manage a team of operators and ensure that their result is correct.

On appointment as Chief it is first necessary to establish which system is to be in use as this will affect the number of team members required and the way duties are allocated. It is also important to find out the level of expertise of the team members to ensure efficient working on the day. Finish Lynx and Omega/Tissot are the main systems in use at present, the latter being the one in use at televised meetings. (Selecta D is still used at indoor meetings at Bedford but the company has now gone bankrupt.)

Prior to any meeting it is essential that the Chief ascertains how

signing sheets for trophies; and that information is readily available to athletes, spectators and officials conducting presentation ceremonies.

6. Make sure enough runners are available and ascertain the routes they will be required on.
7. Give full details of competitors to Announcers if they have not received it before the day.
8. Check scoring procedure and recorders, result process.
9. Seeding sheets to go to Marksman, Announcer, Recorders Track Referee, Photofinish. (Chief Timekeeper may also request one)
10. Ensure liaison between Seeders/ Track Ref/ Ch Timekeeper for qualifications from heats for further rounds. Remember procedure may need to include photofinish at some meetings.
11. Agree seeding procedures with Track Referee if this is not already laid out in the programme, inform Seeders.
12. Check lines of communication to ensure that Announcers, Seeders, Marksmen and Photofinish coordinate their activities. To facilitate this distribute walkie talkies to the following; Track Referee, Chief Timekeeper, Photofinish, Seeding, Chief Marksman, Technical Manager, Field Event Spotters, Announcer and if more then also to Field Referee, Clerk of Course Track and Field.
13. Arrange for results to be made available during the meeting and copy to Standards Officer where appropriate.
14. Throughout the meeting maintain regular verbal contact with all senior Officials and groundstaff. Endeavour to resolve problems that arise which might affect the smooth running of the meeting.

that may be required.

b) field event storage facilities and range of equipment. Liaise with Technical Manager(who should be there early).

2. Check on delivery/ collection of programmes, numbers and pins, result sheets, completed field cards, declaration sheets, entries, seeding sheets, contracts, photocopier, copying paper.
3. Check where Officials reception is, what catering arrangements and payment of expenses have been arranged.
4. Check timetable when received and consult with Referees and Chiefs if necessary.

Before the meeting ... Make sure all directional signs are up and make sense. (always take extra large paper, black markers, sellotape, blutac for use if extra signs needed.) Personal equipment box should always include scissors, extra numbers if you have them, extra leg numbers if you have a private supply, field cards for photocopying in case office do not provide enough, extra track pads and wind gauge pad for same reason. Add a stapler, some empty files and plastic wallets for storing any material. Make sure you have all relevant rule books and if possible for Multi-events a points table for all the events occurring.

During the meeting

1. MAINTAIN OVERALL RESPONSIBILITY FOR THE RUNNING AND CONTROL OF THE MEETING
2. Meet with Referees, Technical Manager, Chiefs to confirm availability of Officials and equipment.
3. Supply Field Referee with completed field cards.
4. Track Referee to receive result pads.
5. Make sure Presentation Steward has all required material and

many copies of the result are required and what the distribution is both in terms of destination and how they are going to be transported. Communication with the Start Team is vital in case there is a need to hold the start for technical reasons. Liaison with the Track Referee is also essential in order to identify disqualified athletes or the finish order in longer distance races when the leg numbers have not been fully identified from the picture.

1. Televised Meetings: Tissot is currently the system in use. The team is likely to be 3 including the Chief. Omega technicians will operate the equipment and the team will cover duties such as Reader, Spotter and Results.

- a) **Reader** stands behind the Read computer operator, checks the position of the cursor and should give **either** the athlete's bib number or **preferably the draw or lane number** from the seeding sheet, checks the wind speed is entered etc.
- b) **Spotter** checks that the athletes on the track match the seeding sheet, spots any empty lanes(DNS) and any non-finishers(DNF) to pass to the Reader. It is useful to check that the scoreboard matches the read result.
- c) **Chief/Results** checks the result with the Results Service eg. Delta Tre before issue. File race result with the complete photo – check for National records which need an extra photo. Check returning printed result against the original. There needs to be an image of every athlete on the print.

Chief must oversee everything and, if possible, the pre-meeting tests run by Tissot. Chief will be asked to sign the test form agreeing that everything is in order. A zero gun test must be carried out to confirm the response time of the system ie. that timing starts less than one thousandth after the gun fires.

2. Other Systems: With other systems the team will number perhaps 4 – 6 and will be responsible for the operation-

i.e capture of every race, reading the result, distributing results.

Chief is responsible for checking the setting-up of the equipment and for carrying out a zero gun test as above. The organisation of the photofinish team is vital to the efficient running of the results system. It is desirable that all of the team experience every duty and that inexperienced members are supported/instructed in such.

The tasks to be covered are **Capture, Read and Results/Communications**. With a team of 6(luxury!) Chief can operate 3 pairs with a 'novice' teamed with an experienced operator. It is normal practice to allocate a block of races to each pair, rotating the pairs around the 3 duty areas. For example, 1 pair would operate **Button and Capture Computer**; the second would operate the **Read Computer and Read**; the 3rd pair **Collect** 'manuals' from Timekeepers and Track Judges, **check** them against the Photofinish result and **issue** the photo finish result to all points. Within each pair team members should change roles in order to experience all aspects of photofinish.

Chief's job is to oversee all functions and to deal with any queries that arise.

If less than 6 operators are appointed to the team it is normal practice to rotate team members one position at a time, thus ensuring continuity of operation but still allowing supervision of those with less experience. The sequence in which operators rotate is important if any of the team need instruction. The Reader should move to Read Computer having had an opportunity to watch the previous operator at work. Similarly, button pusher followed by capture computer since the button pusher will be able to watch the capture operator at work as soon as the button pressing has been completed.

The position on the timetable where teams change duties is important. Changing immediately after a crowded middle distance race is normally undesirable because the reading of the picture may take additional time if leg numbers are not identifiable.

It is vital that standard procedures operate at all levels of competition so that any Photofinish Official is comfortable at any Meeting. For example, when heats are involved no result should be issued until all heats in the series are completed. This causes delays for 2nd round seeders but ensures that all heats are issued with the same type of result (i.e. all electronic or all manual) rather than early issues having to be recalled if there is a failure of the system.

It is essential to read the photo in the order of finishing and not dot about as sometimes the results are a direct feed from photofinish. In long races, to ensure that all athletes receive a finish time it is essential to capture every athlete after the winner and complete a chart with ticks to show finishers and crosses for those still with lap (s) to go. This ensures that, even if lap charts fail, it will still be possible to find an athlete's time as they are in the 'picture'.

MEETING MANAGER

Uk Athletics definition... The Meeting Manager shall assume overall responsibility for the running and control of the meeting.

In essence they need to react to any situation which arises during the Meeting. It is essentially a trouble-shooting role, where immediate remedial action is often needed to ensure the smooth running of the meeting.

Meeting Manager - outline of duties

Prior to the meeting

1. Liaise with Meeting Co-ordinator to check on arrangements at the venue...a) ground facilities ...changing rooms.. athletes/ officials, warm-up area, administration, medical/ first aid/ physio, guest area, public admission areas, presentation, car parking. Also check on safety procedures and any special track markings