

The South of England Athletics Officials' Association

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The South of England Athletics Officials' Association



Nearing the Top of the Judges Stand



*A guide for new
Grade 2 Track
Officials*

produced by
SEAOA Track Sub Committee

Sponsored by Hampshire AA January 2004

Useful Contacts

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Any track official must consider all the health and safety points given in their H&S talks. Here are a few reminders of the main points affecting them.

1. Never cross the throwing areas or go inside the roped off area.
2. If operating the wind gauge be aware of any throwing events taking place.
3. Always be on the look-out for any problems with track surface, kerbing, hurdles etc that may affect athletes and officials. Assess the level of risk and act accordingly.
4. Always carry an accident report form to a meeting in case you need to fill one in.
5. Don't be afraid to cancel an event if you deem it unsafe.
6. Don't forget to sign in at an event.
7. Always check the judges stand carefully before using it.
8. Use weights to hold down wind gauge or lap board and bell in extreme wind conditions.
9. Umpire from the outside of the track and take great care crossing the track as athletes may be racing or warming up.
10. Stack hurdles well away from the track (at least a body's falling distance).
11. Be aware of people who wander on to the track and should not be there (coaches, parents, team managers and unofficial photographers) and deal with them appropriately. Reposition an official photographer if necessary.

Wind Gauge - does everyone know how it operates? - if not allocate someone to do a teach in (CoC)

Breaks - let me know if you require any more & arrange with next Umpire to cover.

First Aid - where is it?

Safety - Inside positions? - Wind Gauge - be aware of long throws - can you use CoC as Spotter

AT THE END OF THE MEETING

Say thank you to all of your team

Return Spare Result

Run for the Car!!!!!!!!!!!!!!!!!!!!!!

Nearing the Top of the Stand

Introduction

This booklet has been prepared to assist Track Officials following their promotion to Grade 2 and we hope that it will be of assistance.

You will now be receiving correspondence from the South of England AA Officials' Secretary for SEAA meetings, requests for help from the British

Athletics League, UK Women's League and various other meetings. It is important that you return these forms in good time.

Don't forget, if you have any problems or just wish to discuss something, please get in touch with me or any other member of the Sub-committee.

Terry Williams Sub-committee Chairman.

To Become a Grade 1

See current UKA Rule Book - Appendix E

The South of England Officials' Committee receives all reports on Grade 2 Officials. It meets during the winter to review these reports and consider recommendations.

You should attend a variety of meetings for at least 3 years. You will receive a list of South of England meetings and you should make yourself available for as many of these as possible.

Keep a record of your meetings as before. Your form will be provided by the SEAA Officials' Committee. Send this completed form to the SEAA Officials' Secretary by the end of September each year.

Officials who have served a minimum period of two years in Grade 2, and are considered to have shown Grade 1 potential through reports, may be invited, at the discretion of the SEAA, to sit the advanced examination. Please note that this is minimum time. The examination covers both UKA and IAAF Rules and takes place during the winter. After passing the written examination the SEAA will arrange written reports from separate meetings by different experienced higher graded Officials. In order to be recommended for upgrading you require at least 3 satisfactory reports two of which must be from the season of recommendation and, additionally you must have a report as Clerk of the Course - Track. You may obtain extra reports yourself.

You should be familiar with photo finish equipment and this should be shown on your list of duties.

A sub-committee considers these reports and makes recommendations to the SEAA Officials' Committee who, in turn, recommend to the National Officials' Committee.

TRACK REFEREE -

BEFORE THE MEETING DAY

Get a copy of the rules

Get a list of the Judges and prepare a worksheet (Has anyone requested a report?) If so you need to 'pair' them with the reporting Official. Don't forget to add a key. Do you want a Chief Judge in which case ask them before you prepare the Chart

Try to ensure that one member of each Relay Takeover Team is at the stand the race prior to the Relays for any last minute instructions. Make sure you have Infringement slips (including Relay report forms), track maps, lap charts and wind gauge slips (if in use).

ON THE DAY - PRIOR TO THE MEETING STARTING

Walk the Track preferably with the Clerk of the Course

Ensure Judges' Stand is in a suitable position and rubbish bag/bin Liaise with Clerk of the Course that equipment is all in place and safe and that they have liaised with Chief Marksman re signals when the Hurdles/Barriers are set and/or Track has been cleared.

Ensure you have flags (3 sets if Relays & batons)

Liaise with Chief Timekeeper - does he want a signal? and he he liaised with CoC re any flags required?

Liaise with Chief Marksman for Relay Draws (4 sets)

If Photofinish liaise with Chief re turns (ensure your Judges know of any turns) and holding result if any possible Disqualification

Make sure you have result pads. How many copies required & is there a runner for Track Steward.

Ensure there is Table & Chair for Track Steward.

Liaise with Field Referee regarding High Jump and Javelin where Competitors may be encroaching onto the Track for their run ups. Do they want your CoC to help 'if he/she is available'?

BEFORE MEETING BRIEFING

Hold this at least 15 minutes before the meeting is due to start.

Introductions if necessary.

Explain any variations/alterations to worksheet if necessary.

Infringements- do you want to know about all or do you want Judges to advise athletes and then you - this is can be a minefield. Do you want verbal first and then written?

Does CoC require help with hurdle moves?

Spare Forms - where?

Duties as Clerk of the Course: Not usually applicable unless appointed in that capacity in which case a separate report form is available. However at smaller Meetings comment on any help or otherwise with hurdles and/or Steeplechase barriers etc.

Other comments: This section gives you the opportunity to expand on specific subjects. Try to start with good points and give advice/solutions on areas for improvement. Your recommendation should be reflected in these comments.

N.B. Complete the form as soon as possible after the Meeting while details are still fresh in your mind and also in order that the candidate can act on your advice. In any case reports must be submitted within 21 days.

Confidential Report

The top quarter of the form gives the basics concerning the reporter and reportee Officials plus the Meeting. Many treat the weather conditions with a short comment i.e. 'wet' or 'sunny'. The conditions can have a marked effect on an Official's performance so try to expand if necessary to say 'Cold with heavy rain all afternoon' or conversely 'Very hot and humid all day'.

You then have the grid to complete and these marks should be confirmed by your de-brief comments. Bear in mind that a 'B' (Good) is fine for ungrading and an 'A' is really Outstanding. Don't forget the headings which are not applicable (N/A)

Punctuality - be sensible if a candidate is not there at the appropriate time for reasons out of their control e.g. M25!

Dress and appearance - was it neat and tidy and appropriate for the weather conditions.

Finally, your recommendation should coincide with your debrief comments to the candidate. Don't forget the 'Other' could also relate to the Meeting not being of sufficient standard to warrant full recommendation.

Responsibilities of a Chief Judge

1) To deputise for the Referee in his/her absence and to support the Referee throughout the meeting.

2) When the Referee is dealing with any matter (qualification for the next round, query from an athlete, report from an umpire etc) the Chief Judge should be alert for anything else that is happening at the same time and should ensure that the events continue as per programme if possible.

3) If the Referee is occupied, deal with items as they arise. Refer back to the Referee if you think any serious action is called for (e.g. run off, disqualification) as his/her decision is final.

4) The Chief Judge usually sorts the result and relays it to the Track Steward.

5) Use your initiative, but remember that the Referee has charge of all Track Events.

Notes for Clerk of the Course - Track

Personal Equipment

Timetable; Rule Book (UKA and/or IAAF)

“Crib sheet” for hurdle heights, ages, sexes, toppling weights, track markings and positions for barriers at the start of different steeplechases.

A flag or coloured card for signalling to the Referee/Chief Marksman that the track is ready.

Steel tape or measuring stick.

Spirit level.

A longer tape is useful or can usually be borrowed from the Stadium or a Field Judge.

Screw driver, small hammer.

Tape (different colours are useful).

Spring balance to test toppling weight of hurdles.

String/rope (for attaching weights to wind gauge in windy conditions).

Usual waterproofs, food etc.

Pre Meeting Preparation

Familiarise yourself with hurdle heights and weights for relevant age groups for the meeting, also colours of the track markings for each distance. A crib card is handy (number of holes showing is often used by ground staff but not all hurdles are the same so ALWAYS CHECK with a measure). If there is a steeplechase, know which barriers should be placed on the track at the start of the race and which go out after. Make a list of requirements for the day of competition e.g. lap board and bell, batons, flags, judges' stand, wind gauge, table and chairs for Track Steward and Judges, rubbish bag at stand. Mark the programme or compile a timetable for the requirements for each event and when to do them. It is useful to make copies of this for the ground staff.

On the Day

Arrive in good time (1 - 1 and a half hours ahead, 2 hours for a big meeting). Find the equipment store and ground staff and introduce

However if the opportunity arose did they deal with the incident calmly, away from others after allowing the athletes some recovery time or not?

Relationship with other Officials: Did they speak to all the other Officials or just those they knew? Did they ask questions especially following an incident quietly and privately or loudly and publicly? Were they a good team member? This could all be affected by whether the Referee keeps a friendly and efficient team spirit.

Leadership: Normally applicable to the Referee but can be observed if the candidate is in charge of a relay take over with allocation of duties and general team work.

Boardwork and judging ability: Could results be read (type of pencil etc.) and were they with the majority and/or photo finish (were they being turned and did photo finish turn a result back to them? Make sure you check the photo finish results and if so make a point of congratulating them.) If they were unable to get the full result was their content correct and was it a close race. No guessing or copying. How did they get on with taking the last 4?

Umpiring ability: Did the candidate take up good positions for the best view i.e. Break line or when fencing is very close to the track. Were infringements spotted and reported or missed or ignored.

Infringement reports: Were they clear and concise with all the details to enable the Referee to make a quick and correct decision or were reports vague. If a written report was requested, comment on whether full facts were included and form neatly completed.

Use of worksheet: Did the candidate understand the abbreviations and ask if unsure before the Meeting got underway. Did they read ahead to enable them to be in position in time especially if there were any lengthy moves.

Wind gauge: Did they ask advice if they had not seen the model before. Did they know the different time settings and was the reading correctly rounded up or down?

The Debrief Form

Don't Forget:

1. Look for positive comments, the negatives normally appear without you having to look for them.
2. Always try to start a section with a positive comment and, with any shortcomings, look to using words such as 'Try to' or 'Consider' to provide a solution.
3. Try to address the report to the candidate in the first person e.g. "You were a good team member ..."
4. Encourage but be honest and remember you are now part of the 'Guardian of Standards Team' for Track Officials.
5. Not all headings will be appropriate at all levels.
6. At a convenient time, usually at the end of the Meeting allow time for a verbal debrief of the candidate. Try to start with good points and follow with areas for improvement finishing with your decision. Once again be honest and prepared to discuss matters.

Knowledge of the Rules Concentrate on UKA Rules. Information can be gleaned in conversation during the Meeting especially if the duty sheet has been correctly prepared. Bear in mind length of time as an Official, grading and whether the candidate is prepared to discuss incidents. For Grade 2s consider IAAF Rules as well.

Application and Interpretation of Rules: If you notice incidents are or are not reported due to wrong understanding of a rule or otherwise, comment should be made. However, this could be N/A.

Ability to make quick and correct decisions: Consider how quickly the candidate reported an incident to the Referee. Was it too hasty and incorrect or too slow leaving the Referee with a problem with the result declared. This may also be N/A.

Understanding and handling of athletes: This would depend on the Referee's instructions as he/she may wish to deal with all athletes.

yourself. Walk around the track to verify the markings, starts, break line etc. Ascertain whether there have been any programme changes. Liaise with the Referee, Chief Timekeeper, Chief Starter and Chief Marksman. If there is a steeplechase check how long the water jump takes to fill. Put out table and chairs for Track Steward and Judges; check position of Judge's stand (ideally, at least 5 metres from and in line with the finish line); erect wind gauge 50 metres from finish line, 1.22m high and not more than 2m from the edge of the track adjacent to lane 1. Check that it is working in the correct direction and, if not, mark it and inform the Referee. Check the height and whether it is level (use your spirit level). Is the battery OK? Is there a spare battery? Mark the break line with flags. Put batons, red/white flags, lap board and bell by the Judge's stand. Check the availability of starting blocks. Check that the Marking team will be responsible for moving these. Is there a telephone at the finish? Are lane boxes required and, if so, who is going to deal with these?

Hurdles

300/400 Hurdles are often the first events at a meeting.

If 300 Hurdles is first adjust the heights and weights of the first 3 flights ready for 400 Hurdles; remove flight 3 from the track. Place the remaining 7 flights, correctly adjusted, on the track.

Re-adjust the hurdles after 300 Hurdles. If 400 Hurdles is first, remove flight 3 and adjust remaining 7 flights of hurdles at the end of the race. Aim to place the hurdles nearest the start first so that athletes can warm up but be ready to realign them prior to the commencement of the race. Stand near the start of the race so that any knocked hurdles can be replaced and checked in case of any false starts. During hurdles races be ready to replace fallen hurdles. Always check after moving the hurdles that the heights and weights are correct and make sure the hurdles are in line and not touching. Replace any hurdles which are badly warped. Check the top bar is the correct way round as protruding bolts are dangerous. If there is a gap between hurdle races, adjust the hurdles to the height and weight next needed and stack by the correct mark for the next race at the side of the track.

If there is a middle distance race between hurdles races obtain the Track Referee's approval to place some hurdles on the track during the race leaving the inside 3 or 4 lanes clear.

- Always know how many lanes are required and that there are enough good hurdles available. Always count the number of flights. Brief your helpers but always check yourself. Signal to the Referee and the Chief Marksman when the hurdles are ready and again when the track is clear after completion of the hurdle races.

Steeplechase

- Ensure that the water jump is filled in good time. Arrange for the relevant barriers to be placed on the track before and after the start of the race and check that they are the correct height as some tracks have adjustable barriers. The barriers must face the right way. Remove the kerbing from the Water Jump and make sure it is replaced afterwards. If the Water Jump is on the outside of the track make sure there are cones in the correct position. Ascertain if an extended barrier is required for the first jump. Most tracks have only 4 barriers. Ensure that appropriate barriers are removed between heats and all barriers at the end of the races. Signal to the Referee and Chief Marksman when all is ready for the start and again when the track is clear. The Chief Timekeeper will probably want a flag placed at the 1000m and 2000m points in a 3000 S/C. One flag is always on the 2000m S/C start line (30m from the finish) and the second will be 18m back from the 200m start line in lane 1 (inside water jump) or 60m after 200m start line in lane 1 (outside water jump) on a standard track. If it is not a standard track the Stadium Staff should be able to tell you where the flags go.

Always know the number of heats and let your helpers know. Aim to keep the track clear at all times, especially watch areas by the Javelin and High Jump where athletes place their markers on the track. Also watch the back straight where athletes congregate and warm up. Pole Vaulters and Jumpers are often here as well.

Introduction to Report Writing

First of all we must remember that without people being prepared to submit reports on us we would not have progressed to where we are now. It is therefore very important that we do our best when preparing reports. Not everyone has the aptitude to write reports and if you do not feel capable then do say so. It is only fair to your colleagues and your honesty will be appreciated.

The notes which follow are for guidance and will hopefully be of help.

First of all it is important to stress two points:

- i) You are reporting on the person as a judge/umpire and not as a Referee.
- ii) It is your colleague's performance on the day that counts and not what you may have observed at previous meetings.

Generally, reports will only be accepted from a higher graded Official having had a minimum of 1 year's experience in a higher grade within the same discipline as the Official seeking the report.

It is beneficial if you have been asked to do the report prior to the day of the Meeting but quite often this is difficult for a Grade 4 to arrange. This could be because they are too shy or nervous to ask or a lack of knowledge of how the system operates - the latter I am sure we are all well aware of. When prior notice is given and a duty sheet is produced the onus is on the Referee to ensure you can observe your colleagues performance - this can be a little difficult for the referee if there are a number of people on report.

On the day of the Meeting ensure you are in possession of a debrief form so you can make notes as you go, both positive and negative, and don't dare to be late. Greet your candidate in a friendly and cheerful fashion and you should then be given two stamped addressed

envelopes, one addressed to the candidate and the other either to their

County Officials' Secretary (Grades 3 and 4) or Don Turner SEAA (Grades 1 and 2)

EVENT	J	LBB	LS	L3/4	WG	BL	POS 1-8	POS 1-25	POS 9-25	POS 17-25	HI-4 WJ	T O 1-3	T O IN-OUT
100	*			*	*		*						
200	*			*	*		*			*			
400	*			*				*					
800	*	*				*			*				
1500	*	*							*				
3000		*	*						*				
5000		*	*						*				
10000		*	*						*				
70-110 H	*			*	*		*						
400 H	*			*				*					
STEEPLECHASE	*	*	*						*		*		
4 X 100 RELAY	*								*			*	

If it is a very hot day check with the Referee if he/she requires water and/or sponges for the distance athletes and, if so, provide this. Track Judges sometimes need a drink as well!

After the Meeting

After the last race requiring any of the equipment or at the end of the meeting, return all equipment to the store. Thank the Ground Staff for their help.

Compiling a Duty Sheet

- Judges: Always have an odd number of judges. 3 or 5 depending how many Officials you have. More does not necessarily make it easier to get a result. The Referee's board does not count unless you have insufficient judges. Use a last 3 or 4 in sprints up to 200m depending on the level of competition (you can put 2 Officials on this duty). If you are using a Chief Judge, their board counts as 1 of the 3 or 5. Umpiring is often more important than judging especially if you have photo finish.
- Lap Board & Bell: all races over 400m. You can add a J (LBBJ) if you want this person to take a result. Use an assist for races where you expect to get lapping eg. 3000 +
- Break line: used for 800m and 4 x 400m Relay. Add a 14 (BL14) as this indicates that you expect the umpire to watch the race and report any other infringements.
- Wind Gauge: used in all races up to and including 200m if available.
- 4 x 100: Keep your stand to a minimum in order to load your take overs. You need a minimum of 2 on each take over. Take over 1 and 2 need more than take over 3. If you have 8 lanes in use with athletes using the acceleration boxes you ideally need 4 on each take over.

4 x 400: If using the short stagger you will need 1 umpire on “in” and 1 on “out” but it is better to have 2 on the “in” if you have enough judges. Don’t forget the break line. If using the long stagger you need to allocate judges to each end of each lane for the first take over. They could normally cover 2/3 lanes each on either “in” or “out”.

7. Lap Score/Lap Chart: Used in all races over 1500m. 3 or 5 judges allocated to this as for your stand. 1 of these will be a LBB Assist. When there are large fields with lapping expected use 5 lap charts.

8. Breaks: Fair to all. If an all day meeting give a lunch break of about half an hour and at least 1 other comfort break. Generally you do not need to allocate a break for a meeting of 3 - 4 hours

9. Steeplechase: 1 Official on each barrier + 1 on the Water Jump. If insufficient Officials you can cover barrier 1 & 4 from the stand and you can always cover barriers 2 & 3 with 1 Official strategically placed on the back straight.

10. Hurdles: 300/400 Put out as many Officials as possible but particularly cover the 3 corners i.e 13; 17; 21. If you have plenty of Officials allocate them to a flight not an umpiring number. In all hurdles cover the finish (5 - 8). Sprint hurdles cover both ends of the track i.e. 1 - 4 and 5 - 8. Try to use as many umpires as possible as it is not easy to watch more than 2 lanes.

11. Umpiring Positions: Do not use inside positions - Health & Safety.

For 100m and Sprint Hurdles, a 25 is useful as well as the end positions if you have enough. 16 is a useful position for a 200 as it allows you to watch from behind the start. Make sure that you cover the corner positions (13; 17; 21) for races run in lanes on the circular track. If you have enough umpires you need to place them every 2 positions round the track. Try to ensure that you have at least 1 and preferably 2 Umpires on the first bend of an 800 as well as the break line Official (e.g. 11 and 13 or 10 and 12). Use a position 6 for middle distance races in order to watch the finish. This can be combined with a position 10 (10/6).

12. Check: when completed check across your duty sheet to make sure that your number of judges is correct and that you haven’t missed anything vital e.g. BL/LBB/WG. Check down the columns to see that you have been fair and that everyone has the correct breaks. Count the number of visits to the stand by each judge and how many races per visit if known. Is your distribution of essential duties (BL/LBB etc) fair. Are umpiring duties well spread - is an Official always at the same area of the track when umpiring? Check the time that any 1 Official is out umpiring - in a meeting with a lot of Officials this could be 1 - 1 and a half hours but not longer. Check the moves - ideally Officials should gradually move round the track but this is seldom possible. However, position 16/17 should not be straight before or after working on the stand and definitely not after a wind gauge duty as the Official has to take the slip back to the stand. The use of a highlighter pen can help to make this pattern clear.

13. Either appoint a track steward or allocate this to various members of the team in blocks.

14. Make sure that you put a key on your duty sheet. Finally, if you appoint a Track Steward, Clerk of the Course or Chief Judge make sure that you ring them beforehand so that they come prepared.