

The South of England Athletics Officials' Association

Moving Up the Judges Stand



*A guide for new
Grade 3 Track
Officials*

produced by
SEAOA Track Sub Committee



Sponsored by
Hampshire AA
January 04

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The South of England Athletics Officials' Association

Merchandise for sale

Association ties £10

Baseball caps £5

all available from:

Ros Alterman
42 Denchworth Road
Wantage
Oxon
OX12 9ES

Tel: 01235 763174

Fax: 01235 224046

Email: rosalterman@seaoa.co.uk

Association Lapel Badges including engraved nameplate are available direct from:

Fred Wooding
Sportsform
52 Bromham Road
Bedford
MK40 2QG

Price £3.50 including postage, packaging and engraving

Cheques should be made payable to Sportsform

Moving Up the Stand

Introduction

This booklet has been prepared to assist Track Officials following their promotion to Grade 3.

You will now be asked to take on some other duties when you are officiating and we hope that this booklet will help you to undertake these duties with confidence. Obviously, to progress further you will need as much varied experience as possible.

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 2

See current UKA Rule Book - Appendix E

At least two years satisfactory experience as a grade 3 before being recommended for upgrading. This is the minimum time before upgrading can be considered and you need to attend a good number of meetings of various types.

Keep a record of all your meetings and print the name of the Referee at each meeting on your list. Your County Officials' Secretary should provide a printed form for this purpose but if you do not receive one please contact the Track sub-committee Chair (details in the front of this booklet). Send your completed form to your County Officials' Secretary by the end of September each year.

You require at least two satisfactory written reports from 2 different experienced higher graded Officials in the same discipline at two separate meetings. You should supply a stamped envelope addressed to your County Officials' Secretary in which the Reporting Official can send the report and one for yourself for the Official to send the debrief form to you.

Your County may recommend that you officiate at an area meeting to gain experience. It is the responsibility of your County AA to recommend upgrading (or not) with reference to these reports. Your reports are then considered by the South of England AA Officials' Committee and, if the recommendation is confirmed, a formal notice of upgrading will be sent to you.

County Officials' Secretaries

Bedfordshire - David Brown, 15 Maple Close, Biggleswade, Beds. SG18 OEE Tel: 01767 600094

Berkshire - Jill Wright, 32 Church Rd, Chavey Down, Ascot, Berks. SL5 8RR Tel: 01344 885475

Buckinghamshire - Nick Folwell, 4 Bishopstone, Bradville, Milton Keynes, Bucks. MK13 7DJ Tel: 01908 579978

Cambridgeshire - Al Weaver, 18 Cookson Close, Yaxley, Peterborough, Cambs PE7 3WN Tel: 01733 246572

Cornwall - Mike Hanson, 2 Bay Villas, Long Rock, Penzance, Cornwall TR20 8HZ Tel: 01736 719428

Devon - Keith Reed, 41 Cleeve Dr, Ivybridge, Devon PL21 9BW Tel: 01752 893573

Dorset - Ron Little, 6 West View Rd, Poole, Dorset BH15 2AZ Tel: 01202 247509

Essex - Alan Jackson, 2 Harvesters, Festival Gardens, Tolleshunt D'Arcy, Maldon CM9 8TX Tel: 01621 868772

Hampshire - Terry & Eileen Williams, 73 Marrowbrook Lane, Cove, Farnborough, Hants. GU14 0AE Tel: 01252 664455

Hertfordshire - Peter Lee, 44 Baldock Road, Letchworth Garden City, Herts. SG6 2EE Tel: 01462 686758

Kent - Gill Freeman, 32 Park Crescent, Erith, Kent DA8 3DE Tel: 01322 330428

Middlesex - Richard Darby, 14 Chandos Rd, Eastcote, Middx. HA5 1PR Tel: 020 8868 8930

Norfolk - Gaye Clarke, 69 Roman Bank, Long Sutton, Spalding, Lincs. PE12 9LB Tel: 01406 362593

Oxfordshire - Alan Vincent, 9 Lawrence Leys, Bloxham, Oxon OX15 4NU Tel: 01295 720809

Somerset - Larry Tullett, Rosling Cottage, The Bridge, Bourton, Dorset SP8 5BD

Suffolk - Tony Cheatham, 13 Longfield Rd, Capel St Mary, Ipswich, Suffolk IP9 2UA Tel: 01473 311290

Surrey - Michael & Patricia Cole, Tanglin, 264 Lower Rd, Bookham, Leatherhead Surrey KT23 4DL Tel: 01372 458650

Sussex - Michael Carrington, 115 Coates Avenue, Horsham, West Sussex RH12 2AF Tel: 01403 260556

Wiltshire - Ray Bell, 35 Sherford Road, Greenmeadow, Swindon, Wilts. SN2 3PR Tel: 01793 723863

Health and Safety

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.

Acting as Track Referee

The duties of the Track Referee are:

- 1) Have charge of all track events.
- 2) Allocate duties to Track Judges and Umpires
- 3) Decide the result in the event of any difference between the Judges.
- 4) Deal with any disputes as provided by the rules.

1) The Referee is directly or indirectly responsible for everything that happens on the track and must ensure that the Rules of Competition are observed at all times. The Referee needs to liaise with the Meeting Organiser, Starters/Marksman, Chief Timekeeper, Clerk of the Course and Announcer for the meeting to run efficiently.

2) When allocating duties you must be certain that there are sufficient judges on the stand to obtain as accurate a result as possible. You must also attempt to allocate umpiring duties so that you can be reasonably certain that no rules have been infringed during the event. If you have insufficient Officials to allocate umpiring duties you should do your best to view the race from the top of the stand. When allocating duties try to ensure that your Officials have a variety of duties during the meeting and endeavour to give all your Officials the opportunity to judge a sprint race, even if they are inexperienced. It is the only way they will gain the confidence to progress. Encourage inexperienced Officials to take a high position on the Judge's stand. Try to congratulate Officials when they have done particularly well with a result or given a good and accurate report. Try to avoid giving Officials a long walk between umpiring duties eg from one end to the other. You should put your more experienced Officials in charge of relay take overs. Try to ensure that your Officials have the opportunity to have a break if it is a long meeting or a very hot day.

3) At the end of a race the Officials will hold up their boards for you to read the result. If all are agreed all you need to do is transfer the result to the result pad or give it to the Track Steward to do so. With longer distance races it is quite normal to ask one of your Judges to call out the result. Any variations can be identified when the Judge has completed calling the result. If the result is not unanimous the Referee has to decide the result by using a majority basis. Most Referees do not bring their own result into consideration unless the Judges are evenly split in their decision. In sprint races the Referee should have one judge concentrating on the last 3 or 4 and may therefore wish to give preference to this result. The Referee must inform the Judges what result is being given in.

4) The most difficult task facing the Referee is that of whether to disqualify an athlete from the competition. When this decision has been made the athlete should be informed as quickly as possible with the reasons for the disqualification. You should ensure that the result is not sent forward before the disqualification takes place and that the offending athlete is shown on the result sheet with the DQ and no time. It is most unfortunate if the first notice athletes have of their disqualification is to hear it over the loud speaker.`

Photofinish

What is it?

A camera that takes a continuous picture of the finish line as the athletes pass through it.

A timing device at the start of the race (hence the cables round the track) - started by the sound from the gun.

How do I get a result?

There are three parts to the operation

1)

Set up the race on a computer screen (called the capture machine). Put in the race title and see that there are connections to the start and to the camera. Save the picture produced at the end of the race.

2)

Use a hand-held 'button'. Press this button as the athletes approach the finish line and hold it until all athletes have crossed the line. (This operates the camera to take a picture).

3)

On a different computer screen (called the reader) view the picture produced by the capture machine. Athletes are identified by lane number. To do this you need the draw sheet produced by the seeders. There is a cursor on screen. You move this to each athlete in turn, entering the athlete's number. The time is entered automatically. Check your result against the track judges' and timekeepers' results for any obvious errors. In close finishes your result may not agree with the track result.

You also need to enter the competitor number of athletes who do not start (DNS) and those who started but do not finish (DNF). These you observe for yourself. Additionally enter the number of any athlete who is disqualified (DQ). The track referee gives this information to you.

Finally, print the result.

Duties should be allocated, wherever possible, to avoid male stewards having physical contact with female competitors and vice versa.

Chief Funnel Stopper:

Allocate the required number of stoppers to each funnel - ensure that a stopper is available in the event that the previous batch of runners has not been cleared before the next arrives.

Ensure that Stoppers are fully aware of their role and responsibilities.

Funnel Stoppers:

Place themselves behind the last competitor in each batch in their respective funnel and remain in that position until they reach the end of the funnel.

Ensure that no competitor from behind passes them in the funnel.

Retain the segregation between the 2 groups of competitors.

Ensure that the Recorders are aware when 1 batch finishes and another batch starts.

Depending on the size of the event, some of these duties will be amalgamated.

Guidelines for the Duties of a Track Referee's Steward

Equipment

Usual waterproofs, food, drink, etc.

Pencils, pens, clipboard, stapler, sellotape, scissors.

Large & small plastic sleeves/folders for papers etc.

A large sheet of plastic to cover the table on wet days.

Bulldog clips to contain various papers eg, results, seeding sheets, wind gauge slips, finalists, photo finish results, infringement reports. It is a good idea to have these labelled with the appropriate headings.

Paperweights - stones from the garden are very useful.

Result pads, large and small are usually supplied by the organiser and often the Track Referee has spares but it is useful to have some spares yourself. You might want to head up the result sheets in advance if you know the programme. You might also wish to have a few wind gauge slips, infringement report slips and lap charts in case they are needed.

Before the Meeting

Report to the meeting organiser and liaise with the Track Referee.

Make sure that there is a table and chair for the Track Steward.

Check for any programme changes and amend programme if necessary.

Tape an amended copy of the programme to the Steward's table. Ascertain how the results will be communicated or where they should go. Venues vary i.e.

Telephone direct to photo finish

Walkie talkie to photo finish

Basket and/or clip on a piece of string to Recorders.

Result Sheet to Timekeeper's Steward who will fill in and pass on the "Results".

Who will take results to the Recorders? Is there a runner? Liaise with the Timekeeper's Steward if there is one. If not speak to the Chief Timekeeper. Ascertain how many copies of results are required. This will vary with the standard of the meeting and facilities available. Keep a copy for yourself if photo finish is being used. Check where Seeding and Results are located. If there is a telephone or walkie talkie check which numbers/channels should be used. Check that equipment is working.

During the Meeting

Head as many result sheets as possible in advance with meeting, event number, event, age group, heat/semi-final/final. On receipt of seeding sheets place in the appropriate clip in time and heat order. When received, file results, finalist lists, wind gauge slips and photo finish results in order. Keep any infringement reports in a clip. When the photo finish result is received, staple all documentation for that race or set of races together i.e. seeding sheet, result, wind reading and photo finish result and move to another clip. At the end of each race move to the side of the Judge's Stand to receive the finishing order from the Referee or Chief Judge. Wait until he/she actually tells you and do not write this down whilst the Judges are being told the result. It is a good idea to read this result back to the Referee/Chief Judge. Receive the wind speed and write it on the result sheet ensuring that it is correctly rounded up or down as appropriate. Pass on the result as arranged. If the photo finish result is different inform the Referee. It is useful to have a sheet on a clipboard to record this as it will stop judges going through your paperwork to check their results. Check the seeding sheets to get the numbers of any competitors who did not start/finish and put this on the result slip. If an athlete is disqualified make sure this is recorded on the result slip. Sometimes

funnel and ensure that they are at their stations in time for the race.

Receive the completed recording cards and pass to the results team.

Funnel Recorders:

Record the order of finish of all competitors in their funnel and pass the completed cards to the Chief Funnel Recorder. To achieve this the Judge reading the number cards should face the approaching competitors and the Recorder should face the Judge with his/her back to the competitors, looking only at the recording card.

Disc Stewards (Optional, depending on system used):

Ensure that sufficient discs are available for each race and sorted into order for issuing. Issue 1 disc to each competitor in the order that they leave the funnels.

Chief Funnel Steward:

Allocate duties to Funnel Stewards and ensure that they are all at their stations before the finish of each race. Direct the operation and ensure that problems are dealt with efficiently without hampering progress in the funnels.

Funnel Stewards:

Report to the Chief Funnel Steward at the start of each race. Ensure that the funnels are kept clear of spectators. Ensure that competitors flow through the funnels as quickly as possible. Ensure that the Recorders can carry out their duties unhindered. Assist the smooth passage of competitors through the funnels and, maintain their position in the funnel until recorded. Remain within the confines of the funnels and do not enter the finish area.

Cross Country Official's duties

Referee:

- Referee the event and settle any points of dispute submitted to him/her.
- Place the runners under starters orders.
- Declare the result of the race and winners of team and individual awards and pass them to the Secretary.
- Instruct Chief Officials about any particular conditions for the event. Instruct Assistant Referee on his/her role.
- Fill any vacancies among the Officials.
- Ensure the course is laid out satisfactorily before races begin.

Line Judge:

- Place the runners in their order of finishing

Chief Rope Controller:

- Decide when to operate each funnel and direct the movement of Rope Control Stewards.

Rope Control Assistant:

- To work under the chief Rope Controller and direct the competitors into the appropriate funnel before they reach the Rope Stewards.

Rope Control Stewards:

- Work under the chief Rope Controller and move across with their guide ropes as directed by him/her.

Chief Funnel Recorder:

- Receive from the event organiser the recording cards and distribute them to the Funnel Recorders.
- Allocate the Funnel Recorders to their respective positions on the

you will be asked to hold the result whilst the Referee is obtaining reports from Umpires before a decision on disqualification is made.

If there are several heats of a sprint race in quick succession you may not take them to the Timekeepers until after a set of races eg. each age group.

Listen to the Public Announcements for anything relevant to the Track Referee e.g. a straight final instead of heats. Inform the Referee and amend the programme on your table.

Have a clipboard and spare paper handy as sometimes the Referee will require notes to be made regarding infringements or non appearance for a final.