

How To Be Technical Manager



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For all Territorial, UKA and IAAF meetings a senior official is appointed as a Technical Manager. He/She will have had a lot of experience and have a good understanding of the overall organisation of athletics meetings as it will be necessary to work closely with the stadium staff, Meeting Manager, television, etc. as appropriate.

The Technical Manager will be totally responsible for the track, including steeplechase barriers, starting blocks and hurdles, runways, throwing circles and arcs, safety cages, landing areas and all equipment to make sure they are all safe and conform to the rules.

Normally the Technical Manager will have overall supervision of the Clerks of the Course, both Track and Field. They are responsible for seeing that each facility site is ready for competition.

BEFORE THE DAY

If possible visit the track to see the condition of everything for yourself. Should this not be possible find out which senior official lives nearby and liaise with him/her. Check there are sufficient implements and equipment of a suitable standard for the competition and in a good condition. Check the hurdles and starting blocks adjust easily. Enquire about how the stadium will be staffed on the day.

ON THE DAY

Arrive in plenty of time to carry out all necessary duties and ensure the clerks of the course do the same.

After the meeting ensure the Clerks of the Course have collected all the stadium equipment and that all private implements have been returned to the owner.

Stadium

Safety Ropes and Barriers

Are these all in the correct position? Reposition if necessary.

Throws

Safety Cages

Are there any holes in the netting? Repair.

Do the gates work correctly? Can they be locked in position?

Is the netting anchored firmly around the base?

Sectors and Circles

Check the sector markings. Check the center of the circles and Javelin 8m are marked.

Check that there is a 75mm line through the center of the circles & extensions on the Javelin arc.

Check the smoothness of the circle surface. Depth of rim. Clear drainage holes.

Check the Shot stop board.

Jumps

Vertical

Are the landing areas and the immediate surroundings safe for jumping?

Are the uprights vertical?

Do the stands adjust easily without slipping?

Are droppers available for the pole vault if required?

Are there spare competition bars/practice bars?

Horizontal

Check all take-off boards and blanking boards for stability and horizontal movement.

Are they level with the ground? Can the leveling bolts be adjusted easily and do the take-off boards fit all the necessary board sockets? Do the plasticine indicators fit the take-off boards?

Pits

Have these been dug over? Is there enough sand? Is it level with the runway and the take-off board? Is water accessible if necessary?

EDM, scoreboards, wind gauges, time clocks

Are these all set up and working correctly?

Are there spare batteries available?

Implements

Are they safe, the correct size, weight and material.

Private implements should go out to the event with the stadium implements and be returned to equipment room for collection after the event.

Tips for checking implements: -

SHOT	Weight, diameter, is it round? Check several times, is the surface smooth? Are there flats or indentations to give extra grip?
DISCUS	Weight, diameter - including the centre plate, thickness - centre and rim, symmetry, flatness of sides, smoothness - rim and surface.
HAMMER	Weight, diameter of head, centre of gravity, length, wire – straight or damaged, handle, spindle - worn or seized?
JAVELIN	Weight, length, grip, centre of gravity, smooth surface, specifications to tip and to tail, metal head - size, is it loose?

EQUIPMENT

WHAT WILL I NEED in addition to my judging kit?

- screwdrivers - varying sizes and types
- spanners - varying sizes
- oil - WD40 spray
- tape - marking and binding
- labels to mark implements
- steel tape marked off for measuring javelins
- Allen keys - specifically 8mm with long shaft for new take-off boards and 5mm for discus (Nelco are Imperial sized Allen screws!)

also useful are: -

- calipers
- knife edge
- spirit level
- wedges - assorted washers and lolly sticks
- facilities check sheet for setting up
- permanent marker
- chalk
- wire brush

It is good practice to prepare a checklist of tasks to be done and the equipment required for each event. It is so easy to overlook even the most obvious item on occasions but with the help of a list each item and event can be checked off as it is dealt with.

Implement lists for each event are very useful, one for you and one for the event leader or implement control official. These allow you to list stadium and private implements and the markings used on them to identify them as checked correct for use.

If you wish to find out about the South of England Athletics Officials Association then please write to the membership secretary: -

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