



# How to be a Technical Manager

Produced by the South of England Athletics Officials  
Association, Field Sub-Committee

Issue 5  
December 2014

For all Territorial, British Athletics and IAAF meetings (i.e. meetings above County Level – see “Appointment of Officials” within Appendix E of the 2014-2016 UKA Rules for Competition) a senior official should be appointed as a Technical Manager / Equipment Officer. This may be seen as best practice at County and other lower level meetings, subject to availability of sufficient suitably qualified officials). 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. Indeed at National / International Level Meetings, there will normally be separate appointments for the Technical Manager and the Equipment Officer: refer to Appendix E of the 2014-2016 UKA Rules for Competition and <http://www.britishathletics.org.uk/competitions/officials/management-roles/> for details of responsibilities.

This booklet is aimed primarily at those meetings at which the duties of the Technical Manager and Equipment Officer are combined, and the two roles are thus for these purposes viewed as being synonymous. In the interests of brevity the role is hereinafter simply referred to as a “Technical Manager”.

The Technical Manager will have primary responsibility for equipment **throughout the facility**: not only for Field events (including runways, throwing circles and arcs, safety cages, landing areas and all implements) but also on the Track (including steeplechase barriers, starting blocks and hurdles), 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, though those will also need to work closely with the respective Referees. 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. See also the information included in the South of England Athletics Officials Association booklet, *“Oh no! You have been asked to be the Field Referee.”*

Depending on the level of the meeting and if time permits, it will be best practice for the Technical Manager to prepare a duties sheet for the Clerks of the Course. At a minimum, the Technical Manager will wish to check that the Clerks have a basic familiarity with the duties required of them and clarity as to when they are expected to arrive at the facility. There are a number of checklists available to assist Clerks (e.g. on the England Athletics website at <http://www.englandathletics.org/england-athletics-officials/track-and-field-officials/field-event-checklists> ), and there are often workshops organised at the South of England Athletics Officials Association’s Annual Conference, covering the duties of Clerks of the Course. Check the members’ area of the South of England Athletics Officials Association website for slide presentations from those workshops.

Given that it is a requirement (at all disciplines) for progression as an Official to Level 3 to have received a report on ability as Clerk of Course, the Technical Manager may well be asked to write a report, and some advance preparation should be given for that, as is the case whenever a report is to be given.

As the Technical Manager will have responsibility for checking both stadium and private implements, he / she should also prepare and print implement control sheets for each event. If it is intended to use labels for identifying implements (see below), those should also be printed in advance. Especially if large numbers of private implements are expected to be submitted and / or if there will be a wide variety of age groups involved, it may be worth checking, listing and marking stadium implements on the day prior to the competition.

## 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 owners.

### 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 centre of the circles and Javelin 8m are marked.
- Check that there is a 75mm line through the centre 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 levelling bolts be adjusted easily and do the take-off boards fit all the necessary board sockets? Do the plasticine No Jump 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?
- Implements should be easily identifiable, either by the use of labels or (as is becoming more the norm) by being marked with a suitable pen or waterproof marker.
- Private implements should go out to the event with the stadium implements, and either be returned to equipment room for collection by their owners after the event (usually the practice at higher level meetings) or signed for / collected by athletes at the event site immediately after the competition. Ensure that the Field Referee has been made aware as to which method will be used, so that Field Judges can be briefed accordingly.

### 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 discus are Imperial sized Allen screws!)

also useful are: -

- callipers
- 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 when they have been accepted as correct for use.

If you wish to find out about the South of England Athletics Officials Association then please write to the Membership Secretary at [membership@SEAOA.co.uk](mailto:membership@SEAOA.co.uk).