

# National Officials Committee Of USA Track & Field



## ***A Guide for USA Track & Field Officiating ©*** **(2002, Version 4)**

Part of the USATF National Officials Training Series on how to officiate. This manual is intended for both the novice and seasoned official. It covers the details of each job and how it should be performed. This manual can be copied and used for officials training only.

Price \$ 15



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Of USA Track & Field**



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Unit 1  
Administration of Track & Field Officiating

# UNIT 1 -- ADMINISTRATION OF TRACK & FIELD OFFICIATING ©

## Introduction

This is the 2002 update of the *Guide to Athletics Officiating*, which was first presented to the National Officials Committee at its 1987 TAC/USA (now USA Track & Field) Convention meeting and updated once in November, 1992, and November, 1999. It includes the 2002 rule changes for all the rulebooks. It is intended as an overview booklet to be distributed at Association certification clinics. This resource offers basic information needed by the track and field official in the meet situation. Unit 1 sets the historic and administrative foundations for the development of effective officiating practice. Unit 2 focuses on the information needed to officiate competitions on the track. Unit 3 offers an overview of the basics for officiating field events. Unit 4 covers the art of officiating a Race Walk competition. Unit 5 is in draft form and focuses on Long Distance Running and Cross-Country competitions. A series of figures are included to provide sample forms, illustrate best practice locations, and summarize some of the key rule differences between sanctioning organizations. These are located at either the end of each unit or in the appendix. The sanctioning organizations covered include USA Track & Field, International Amateur Athletic Federations, the National Collegiate Track & Field Association (and National Association of Intercollegiate Track & Field), and the National Federation of State High School Associations. Thanks go to Lawrie Robertson who as Training Chair in the early 1990 and as continuing member of the Training Subcommittee has continued to help update and improve this manual. This manual is intended for the new official but has information for the veteran as well. As officials find an interest in a particular discipline they can find more details about that discipline in one of the monographs published by the Training Subcommittee. They are available on the Officials website, which can be found from the USATF website at [www.usatf.org](http://www.usatf.org).

## History of Track & Field Officiating

The earliest evidence of competitive track and field dates back to ancient Egypt according to Peter Matthews, author of *Track and Field Athletics: The Records*. Matthews traces the first organized track and field competition to 3800 BC in Egypt's Memphis. He notes the following as other significant milestone dates in the competitive athletics' development:

- 776 BC First known Olympic Champion, Coroibos, is crowned
- 490 BC Battle of Marathon and Pheidippides famous run to Athens
- 324 BC First indoor athletics competition is conducted for Alexander the Great
- 1275 AD First reference to "putting the weight"
- 1837 First track built for footrace competitions at Lord's Cricket Ground, London
- 1876 First use of a starting pistol in competition
- 1891 First use of electronic timing
- 1914 Third meeting of the International Amateur Track & Field Federation issues first international set of rules
- 1932 First use of photo-finish equipment to determine the order of finish
- 1979 Establishment of *The Athletics Congress of the United States of America (TAC)*
- 1992 *The Athletics Congress of the United States of America* becomes *USA Track & Field (USATF)*

**Amateur Sports Act of 1978.** The federal Amateur Sports Act of 1978 established the basis for a separate national Track and Field organization. By November 1980, Congress required the creation of autonomous national governing bodies for all sports participating in the Pan American or Olympic Games sports. Each sport was to govern its own development and be chartered to serve as the national federation representative to the corresponding international governing bodies. The principal effect of this legislation was the break up of the ninety-year dominance of the Amateur Athletic Union (A.A.U.) in eight major Olympic sports, including the sports of "Athletics". It is better known as "*Track & Field*" in the United States and includes the disciplines of track and field, long distance running, cross country and race walking.

Track & Field became the first of the Olympic-program disciplines to become independent of the A.A.U. with the formation of *The Athletics Congress of the United States of America (TAC/USA)* in August 1979. As such, TAC and now USATF serves as the national federation and as America's representative to the International Amateur Athletic Federation (IAAF.). Headquartered in Monte Carlo, the International Amateur Track & Field Federation is the international governing body for Athletics which is how Track & Field is known in the rest of the world.

Under the name, *The Athletics Congress of the United States of America*, this organization has served as the national governing body for these disciplines and as the United States member of the world governing body for athletics, the International Amateur Athletic Federation (IAAF), from its creation in August 1979 until name change in December 1992. At its 1991 Convention, the organization's members elected to change its name to one, which the general public could easily identify, namely, Track and Field. Effective with the December 1992 Convention, *The Track & Field Congress of the United States of America*, officially became *USA Track & Field*.

Through its nationwide membership of over 2,500 clubs, schools, colleges, universities and other national sport organizations, USA Track & Field promotes programs of training, development and competition for men and women from ages 8 to 100 plus. Working within its charter to be responsible for advocating for the interests and protecting the eligibility of its 75,000 registered athletes, USA Track & Field develops and enforces the rules of competition and administers a national program in athletics.

Its 57 geographically based associations provide local administration of USA Track & Field programs services and governance. Each association is chartered by USA Track & Field to govern through written by-laws and elected officers.

At both the local and national levels, USA Track & Field is a constituent-based organization run by its members through the work of associations, standing sport committees, standing administrative committees (e.g., the National Officials Committee) and special purpose committee. According to its federal charter, at least 20% of the membership of all USA Track & Field committees should include active athletes.

## **Administration of Track & Field Officiating**

### **Certification of Track & Field Officials**

**National Officials Committee.** As the national governing body for the sports of athletics, USA Track & Field is responsible for training and certifying those officiating these sports through its National Officials Committee.

According to Section H (*Officials*) of Article 17 (*Administrative Divisions*) of the USA Track & Field Bylaws, the National Athletics Officials Committee shall:

- i Certify, train, and generally supervise officials of all disciplines of Track & Field;
- ii Establish and monitor the overall requirements for the training and certification of officials;
- iii Delegate to Association Officials' committees such duties as this committee directs;
- iv Develop and encourage the use of standard uniform attire to be worn when officiating;
- v Request, when appropriate, advice and reports from Association Officials' committees concerning the training, certification, and other activities that it is conducting; and
- vi Provide each Association Officials' committee, when appropriate or requested, with forms, examinations, clinic programs and other material or know-how to assist the Association Officials' committee in carrying out its duties.

**Certification:** Consistent with guidelines provided by USA Track & Field's National Officials Committee, each local USA Track & Field association is to elect or appoint an Officials Certification Chairman. Each association chairman is to provide an ongoing program to train and certify the officials needed for athletics competitions throughout the geographic area served by the association up to the Master Level Referee position. Progressive levels of certification have been established by the National Committee to recognize greater degrees of experience, training and demonstrated competence held by individual officials. These are the *Association*, *National* and *Master* levels of certification.

Certification of officials through USA Track & Field establishes the minimum standards of proficiency. Training and certification of track and field officials is central to USA Track & Field's goal to insure fair and safe competitive opportunities for its members. The training and certification processes promote a serious and professional approach to officiating. Seeking certification demonstrates the official's commitment to excellence, proficiency and personal development. As the official gains experience, exposure to correct officiating practices and additional training, USA Track & Field recognizes this skill development through progressive levels of certification -- *Association* to *National* to *Master*. Each certification level is subject to review each Olympiad. Officials inactive or minimally inactive during the previous Olympiad may have a specific skill area or their entire certification level reduced by one level.

**Progressive Levels of Certification:** Prior to becoming a certified official, prospective candidates are encouraged to function at the *Pre-Association* level for one year. This permits the novice official to gain a range of officiating experience and to appreciate the expectations and responsibilities inherent in being an USA Track & Field certified official. The following minimum requirements have been established for each level of certification:

**Association:** To become an Association level official, the individual is expected to attend a training clinic, satisfactorily complete an open book examination on the rules of all aspects of track and field and submit a completed certification form to the Association Certification chairman.

**National:** After serving as an *Association* level official (preferably for at least two years), the official seeking the *National* level must submit a meet resume listing meets in which he/she officiated during the prior two years and indicate any clinic(s) attended during this period and meet any association requirements for attaining

the *National* level rank. A *National* level official should be able to head up an event at a major meet in an association and work as an official at national championships.

**Master:**

The Master level certification is reserved for a limited number of the most outstanding officials who have achieved mastery in a specific area of officiating. Through experience, demonstrated competency and a commitment to high quality objective officiating, these officials have developed the skills necessary to serve in a leadership role in their area of specialization at a major national or international competition. To be considered for this rank, the candidate must provide *two* written recommendations outlining their qualifications, one from each of the following: (1) a current *Master* level official and (2) a meet director or coach. As well, the candidate must present a meet resume listing meets in which he/she officiated during the prior two years, indicate any clinic(s) attended during this period. Prior to submitting his/her application, the candidate must have a minimum of *three* years experience at the *National* level. The candidate will be required to indicate his/her area of mastery from the following categories of officiating: A *Master* level official should serve in a leadership role to develop other officials in his or her area of expertise. He or she should be able to be a lead official at a national championship.

- |                         |                    |
|-------------------------|--------------------|
| • Starting              | • Race Walking     |
| • Track Events          | • Horizontal Jumps |
| • Vertical Jumps        | • Throws           |
| • Long Distance Running | • Multi-Events     |

**Master Referee:**

The Master level certification as a referee is reserved for a very small number of outstanding officials who have demonstrated their ability and competence as lead officials and who have a great deal of technical and practical knowledge of the rules of track & field. To be considered for this rank, the candidate must (1) take an open book test on the rules for USATF, but also for NCAA and high schools, particularly where they differ significantly which is sent to the National Official Committee for correction and evaluation, (2) have a minimum of three years experience as a referee in the discipline the candidate seeks to be upgraded in, (3) two written letters of recommendation, one from a meet directors, and one from his or her certification chairs, NTO, ATO or ITO; (3) resume of the last three years showing his assignments as a national level referee. Here are five discipline areas for certification:

Track Referee	Field Referee
Combined Events Referee	Race Walk Referee
Long Distance Running Referee (Including Cross Country)	

## Qualities of an Effective Certified Official

The effective certified official takes an *athlete-centered* approach and is characterized as a reliable individual, knowledgeable of the rules of the sport, able to objectively and impartially officiate each competitive situation, proactive and proficient in his/her duties, and ethical in his/her approach to officiating. To this end, USA Track & Field has developed an Official's Code of Ethics (see Appendix

II) which outlines the appropriate conduct of an USA Track & Field certified Official. Every USA Track & Field official should:

1. Be punctual in commitment and in honoring assignments
2. Dress appropriately -- There are two national uniforms. The first is used indoors and depending on local choice during the spring and fall. It consists of black shoes and socks, mouse gray slacks or dress, navy blue tie or scarf with thin red and white stripes, and navy blue blazer with nametag attached. The tie can be purchased from a US Postal Service uniform store. The other uniform is used during the summer and in some associations as the outdoor uniform. It consists of white shoes and socks, khaki slacks, shorts or dress, and white shirt.
3. Refrain from smoking in the vicinity of the event
4. Refrain from consuming alcoholic beverages on the day of the event
5. Be positive, and not rude; friendly, not companionable
6. Never hamper, embarrass or berate fellow officials
7. Know the rules of competition and their appropriate interpretation
8. Ignore spectator and coaches comments
9. Expect no compensation other than personal satisfaction, and
10. Approach each meet as a "Prestigious Meet"

## Meet Planning and Organization For Major Competitions

### Pre-Meet Planning -- The Role of the Games Committee

**Organization:** Planning must begin well in advance of an actual event--ideally 12 to 18 months or more out. Individuals involved in planning must discuss all aspects of the event and openly share their goals and expectations for the event. Considerable thought must go into the development of a comprehensive plan to guide the philosophy and execution of event planning and implementation. To quote Lewis Carroll's Cheshire Cat: *"if you don't know where you are going then any road will get you there."*

Planning a major athletics event should begin many months in advance. Hosting a national championship often requires 12 - 18 months of advance planning for skillful execution. As the primary planning vehicle, the Games Committee should involve a group of individuals representing a wide variety of disciplines. Complementing the technical knowledge of the track and field community, games committee membership should draw upon experts in sports administration and event management, finance, housing, transportation, publicity, media and community relations, advertising and promotion, government, and sponsorship.

**Leadership:** Consistent leadership with the appropriate talents and discipline to detailed planning and follow-through are essential to the Games Committee's and the event's success. To achieve this, the Games Committee should have a chair, secretary, and treasurer. Skillful leaders delegate tasks in manageable portions to busy volunteers, offer a clear vision the desired outcome, and proactively anticipate needs and challenges. They resolve issues, adroitly coordinate the skills of diverse talents and perspectives in a common direction. They establish and enforce clear deadlines for achieving interim and final objectives, and keep the members energized and inspired to sustain their efforts throughout the entire planning period. Generally, the person who initiated the original event concept assumes the Meet Director/Chair role. However, if that person's talents and interests reside more in coaching than administration, they would be well advised to designate a Games Committee Chair with the requisite administrative talents combined with a thorough understanding of the sport to serve as Meet Director.



**Structure.** This Chair acts as the central coordinator, keeping the Committee's work focused and on schedule. The Chair assigns tasks, monitors their timely completion and maintains a big picture vision for event development. In delegating tasks Committee volunteers, it is wise to follow the principle of *one person, one job* and to establish subcommittees to handle such complex tasks as:

- Officials selection and assignments
- Entries and registration (including credentials and communications)
- Housing
- Transportation
- Sponsorship (includes a representative from prime sponsor and host institution)
- Media relations
- Hurdle and work crews
- Equipment and materials (including track and field setup)
- Hosting/Social Events
- Awards and scoring

More details about event and meet planning can be found in the Event Manual, which is available from the National Officials Committee.

**Work Program.** Once the Committee and Subcommittees are organized, a work plan and budget are the first order of business. In developing the detailed work plan and schedule, it is useful to start with the date of the event and work backward to identify all important details and the time required to complete each (i.e., the *critical path*). Regular meetings should be scheduled near critical deadlines to monitor each subcommittee's progress, assess emerging challenges, and direct resources to where they are most needed. This plan provides the basis for establishing the event's budget, sponsor requirements and deadlines for ordering needed materials. If the process covers a 12-18 month period, all critical items should be ordered and details completed at least 6 months prior to the event and deliveries scheduled with at least 6 weeks to spare. This permits the final months and weeks to be devoted to the attention to detail, which transforms a good event into a memorable experience.

**Communications:** Effective communication establishes in the minds of officials, sponsors, the public and, most importantly, the participating athletes an expectation of excellence and confidence in the event's execution. For example, major multi-day events require between 120 and 200 competition officials who must be notified of the opportunity to officiate far enough in advance for both a fair selection process and to set aside the required time.<sup>1</sup> Steps would include coordinating with the National Committee to establish a selection committee, acquiring mailing labels of national and master level officials, issuing an invitation and application, notify selected officials of their assignments with an acceptance reply card, providing meet-related information (including housing options) and officiating schedule, and a final confirmation of arrangements. The Games Committee should also arrange for the officials' check-in, credentialing procedures, needed officiating equipment and refreshments and determine if a commemorative gift or special clothing will be provided.

Entries and registration materials should be sent as early as possible to prospective competitors, club or schools, and coaches. The entry information brochure or packet should cover such details as an entry form, declaration deadlines, any special procedures or rules applying to the competition (e.g., one false start), use and checking of implements, proposed meet schedule, housing and meals arrangements, location maps, and any qualifying standards.

At athlete check-in/declaration each competitor's packet should include such items as:

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<sup>1</sup>Included in Appendix is the National Athletics Officials Committee's recommended guidelines and time schedule for selecting officials for major championships and selection events.

- Event numbers and pins
- Event instructions and procedures
- Final meet and activities schedule
- Diagram of the facility indicating key locations and support areas
- Protest forms and procedures
- Listing of competitors
- Any complementary tickets

**Assigning Competitors.** Immediately following the deadline for receiving entries, the Meet Director, Referee, and Clerk of the Course should meet to establish the heat and lane assignments and establish the order for field events.<sup>2</sup> If the entry deadline is sufficiently in advance of the event, this information should be then provided to those assembling the event program and competitor's packets. Multiple copies of heat and lane assignments are needed. Entry information is then ready for distribution to the clerk, announcer, finish line and starter or to the field event area during the course of the meet. If time permits and wet weather is expected to be a factor, it is wise to consider the use of waterproof paper or multiple copies for the clerks and field event recorders.

**Information Coordination:** Efficient practices and the effective organization and coordination of efforts between the announcer, clerk, starter and finish line help assure that the track portion of the meet can maintain its printed time schedule and athletes can prepare for the competition. A system of radio communications should be established between the announcer, clerk, finish line and each major field event area to permit last-minute revisions (e.g., scratches, adds). Written procedures should be distributed to these positions describing how problems will be resolved, protests handled and information distributed during the meet. The announcer should be provided with a written script outlining the announcements to be made with a specific time schedule for making each announcement, particularly event call times.

## Flow of Officiating Responsibility During the Meet

**Officiating Authority and Responsibility.** As noted, major multi-day events require up to 200 certified officials, while less major events require a minimum of 40 experienced officials. Figure 1-1A and 1B illustrates the range of officiating assignments to be filled, the flow of responsibility for supervising and reviewing decisions, and both the minimum and ideal (in ***bold italics***) number of officials required. As illustrated, each competition official is accountable to one of five *supervising* officials (Clerk of the Course, Starter, Chief Finish Judge, Chief Umpire, or the Chief Field Judge) who work under the direction and authority of the Meet Referee(s). The Coordinator of Officials often carries out the non-officiating coordination role at a major meet. Using this information, Figure 1-2 illustrates an example of officiating assignment form.

### Meet Referee

Once the competitions commence authority for the conduct of the competitions and meet schedule shifts from the Meet Director to the Referee. Often in major meets, to assure quick decisions, separate Referees are designated for track events, field events, events held outside of the stadium and race walk competitions (see Figure 1-B). The Referee is present to interpret and render decisions relating to the rules of competition, to decide all questions relating to the actual conduct of the meet, and to help document record performances. To maintain a positive athlete-centered philosophy of officiating, it is essential that this person be a very experienced certified official with a reputation for objectively

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<sup>2</sup>See Chapter 2 for the description of how heats are to be formed and lanes to be assigned and the Appendix for sample forms.

interpreting rules; be free of influence from such extraneous factors as the athletes involved, popular opinion or prior history; and be able to make difficult decisions.

The decision of the Referee is final in all matters and without appeal except in those meets or events in which a Jury of Appeals has been established for that special purpose. If prize money is involved then a Jury of Appeals should be established. Decisions of the Starter with respect to the legality of the start are also final but now can be appeal to the Jury of Appeals in USATF and IAAF meets. The Referee has the power to decide on any questions relating to the conduct of the competitions for which no provision in the rules has been made. The Referee is to review all reported violations and, when appropriate, to disqualify competitors. The referee also reviews all protests, verifies all national and world records, and declares if an event is to be void or the schedule is to be altered. Therefore, the Meet Director should fully inform the Referee of any special rules applying to the competition and supply the Referee with all information provided to the competitors or their coaches.

## **Coordinator of Officials**

The coordinator hands officials questions and problems up to the time of the start of the competition. He or she continues to hand the non-technical aspects of coordinating and caring for the officiating staff so that the referees can focus on the meet itself.

## **Chief Officials**

Central to the Referee's ability to manage the meet is the delegation of responsibility to chief officials who provide leadership and coordination in the areas of:

- Clerking
- Starting
- Finish Line
- Umpiring
- Multi-Events
- Race Walk Judging
- Field Events
- Competition secretary/Computer

**Chief Clerk:** The chief clerk should be an experienced official who is well organized, flexible and creative, decisive and appropriately assertive, and able to communicate a sense of "calm control" in heated situations. Prior to the meet, the Chief Clerk assists the Meet Director and Referee in establishing heats/flights and assigning competitors to lanes. The Chief Clerk should take the lead in assigning and briefing her/his Assistant Clerks. During the competition, the Clerks are responsible for checking out the facility to identify all starting lines, checking in competitors and verifying their lane assignments, getting redraws done and reassigning lanes due to late scratches, briefing competitors on the method of advancing and other vital information, checking competitor uniforms and numbers, gathering and escorting competitors to the start line on time, setting competitors in their proper lanes and helping to maintain the meet schedule. A decision needs to be made depending on the size of the meet and the location of field event venue, whether the clerks will check in field event athletes or the individual event flight coordinators will do that job.

**Head Starter.** Assisted by two to three Assistant Starters, the Head Starter is responsible for identifying all start and finish lines, testing all equipment, positioning the Start crew to appropriately monitor the starting process, providing necessary starting instructions to competitors and assuring that all competitors have a fair start. The Head Starter must be aware of any special rules applying to the competition (e.g.,

imposition of the "no false start" rule in NCAA and high school competition), special equipment being used in the start, methods to indicate a Fully Automatic Timing system failure/recall, coordination/communications with the Finish Line personnel, and other information vital to the smooth operation of the meet.

**Chief Finish Judge.** Having the lead responsibility for supervising the conduct of the Finish Line, the Chief Finish Judge is assisted by the Head Timer, the Finish Line Coordinator and the Photo Finish Panel. The Chief Finish Judge assigns officials to specific places in order to determine the finish order of competitors and works with the Head Timer to assure that all competitors receive an official time and place. The Chief Finish Judge observes the finish and renders a decision only in the case of a disagreement over the order of finish.

Similarly, the Head Timer assigns timers by place, observes the finish and renders a decision only in the case of a disagreement in the assignment of times to places. The Head Timer should start a watch with each race to assure a backup time should a timer fail to start his/her watch with the smoke of the Starter's pistol. When possible, the timers and judges should stand on an elevated stand at least 16 feet back from the finish line. When more than one timer and/or finish judge has been assigned to a place, if feasible, these officials should be divided evenly on both sides of the track.

It is recommended that the most experienced timers and finish judges be assigned to places three through six (i.e., the most difficult to time and pick). An adequate cadre of officials permitting, it is recommended that separate recorders be designated to gather and record all times and places in a consistent order (e.g., first place, then second place, ...). This approach facilitates the finish process and keeps the meet on schedule by permitting the timers and finish judges to quickly return to their positions ready for the next event. Meanwhile, the recorders compile the results and turn them over to the Photo Finish Panel.

Where an approved photographic or fully automatic timing (FAT) device operates properly at the finish, the film, or picture must be reviewed by the Photo Finish Panel before a final decision as to the official order of finish is made. No announcement as to the order of finish should be made prior to this review by the Photo Finish Panel. The photo, copy of computer disk and the Panel's findings are attached to the recorders' results and submitted to the meet competition secretary. These should be kept in a file by the Meet Director for reference by the Jury of Appeals (in the case of a protest) and as part of the documentation of the meet.

While the times and places are being recorded, the Finish Line Coordinator raises a red flag from the middle of the track. As soon as the timers and judges have returned to their positions and the Chief Finish Judge indicates that the Finish Line area is ready, the Finish Line Coordinator raises a white flag to indicate to the Starter that the Finish Line is prepared for the next event.

**Chief Umpire:** Directly responsible to the Referee, the Chief Umpire supervises all umpires assigned to observe competitions on the track and roads (including race walk competitions). The Chief Umpire ensures that each umpire is properly positioned to observe all portions of the track. When one or more umpires observe a possible violation, a yellow flag is raised to indicate a desire to consult with the Chief Umpire. Each umpire who observed the incident then independently prepares a written report. An uninvolved umpire can assist the involved umpires by raising her/his yellow flag while the written incident report is prepared. If after discussing the incident with the umpire(s) the Chief Umpire is satisfied that a possible violation has been observed and sufficiently documented by the umpire's written report, she/he signs the form and turns it over to the Referee for a decision. The Chief Umpire and individual umpires are assistants to the Referee. As such, they have no power to render decisions.

**Chief Race Walking Judge.** Working with the Race Walk or Meet Referee, the Chief Race Walking Judge is responsible for coordinating the assignment of judges and their card runners, the Chief Judge's recorder and disqualification posting board staff. The Chief Walking Judge is the sole person empowered to remove a disqualified competitor from the competition. Along with the other walking judges, the Chief Judge actively observes the legality of the walker's technique.

Each judge, acting independently, may warn a competitor on the verge of violating one of race walking's two rules (i.e., the advancing leg must straighten from the moment of first contact with the ground until the leg is in the vertical upright position and the walker must maintain continuous contact with the ground to the human eye) or issue a warning card if the walker is violating these rules. A red warning card may be issued at any time without a preliminary verbal warning being issued, but it is preferable to issue a warning prior to issuing a red warning card. If three separate judges issue a red warning card on the same competitor, the Chief Race Walking Judge informs the competitor by issuing a red paddle and that competitor is to remove his number and immediately leave the competition.

As with all other track competitions, the umpires are responsible for observing such violations as jostling, impeding, leaving and returning to the competition area and unsportsmanlike conduct. If these violations are observed, the umpire is reporting them in the normal manner. However, only trained certified race walking judges are permitted to render decisions relating to the legality of a walker's technique. The timely decision of the judge is final and without appeal.

**Chief Field Judge:** The Chief Field Judge insures that all implements, circles, runways and landing areas are in accordance with the rules of competition. As the supervisor of field event officials, the Chief Judge directs the head officials for each event and reports possible violations to the Referee. The Chief Field Judge assists the Referee in measuring all potential record performances and oversees the work of the implement weigh-in officials and wind gauge operator for field events.

**Competition Secretary:** The competition secretary (called a scorer in NCAA and high school rulebooks) prepares the entrants and start lists and other worksheets for use by other officials working closely with the Clerk of the Course and the Referee in the reformation of heats and the preparation of start lists for subsequent rounds of competitions. The competition secretary also collects the results of each events and other documentation (photos, disks, protests, and field sheets) and consolidates and scores the meet. As soon as possible the competition secretary will communicate the formal results to the Announcer, Press Steward and other appropriate officials. The competition secretary will organize the paper work and turns it over to the meet director.

## **Meet Support**

Referring back to Figure 1-1, a major portion of the labor required to effectively manage a meet requires highly skilled, but not necessarily certified, personnel. These positions fall within the category of *meet support* and are responsible to the Meet Director. Although not competition officials, these support positions play an important role in ensuring the smooth operation of the meet. These positions include the announcer, press steward, physician, field communications personnel, marshals, performance board operators, recorders of records, and hurdle and work crews.

**Announcer:** In the fewest possible words, the announcer is to inform the public and competitors with only that relevant information which is required to introduce competitors, permit the meet to proceed on schedule and announce the results. The actions of the competitors should speak for themselves. Thus, the truly professional announcer understands that it is inappropriate to arouse crowd emotions for one competitor over another, comment on officiating decisions or to provide information to competitors

which might influence the outcome of the competition. To ensure that all announcements are made on schedule, it is wise to provide the announcer with a script outlining what announcements are to be made and when they are to be made. Methods for quickly communicating between the announcer and the Clerk, Starter, Chief Field Judge and Chief Finish Judge and the various field venues should be in place.

**Press Steward:** The Press Steward collects the results, including all times, places, distances, heights and wind readings. These are organized to provide the Meet Competition secretary, Announcer, Press and the Recorder of Records with a centralized location for results and meet information.

**Marshals:** A cadre of Marshals should be assigned to oversee the competition areas and keep them clear of those not directly involved in the competition or its officiating. They are to permit only officials, competitors and appropriate credentialed personnel with the competition area or course.

**Hurdle and Work Crews:** Hurdle and work crews should be provided to move equipment or assist with repairs. These positions are essential to maintaining the meet schedule and the proper setup of all equipment, implements, and competition areas. Prior to the start of competitions, the Meet Director should provide the Hurdle Crew a schedule for their activities and the specifications for each hurdle event.

For a multiday meet the work or field crew needs to be more than just equipment people. They need to know the events and thus how each venue should be set up. This group will normally be headed by the Technical Manager whose role it is to make sure that the track and venues are ready for competition. The importance of this person is now recognized as there is an officials' category for Technical Manager. Details of this role can be found in the USATF National Officials Committee's monograph of the same title.

**Stewards:** Stewards are assigned, when needed, to supplement competition officials for less technical or non technical roles, particularly in large meets when there is a shortage or limit of competition officials. They can be certified officials or volunteers.

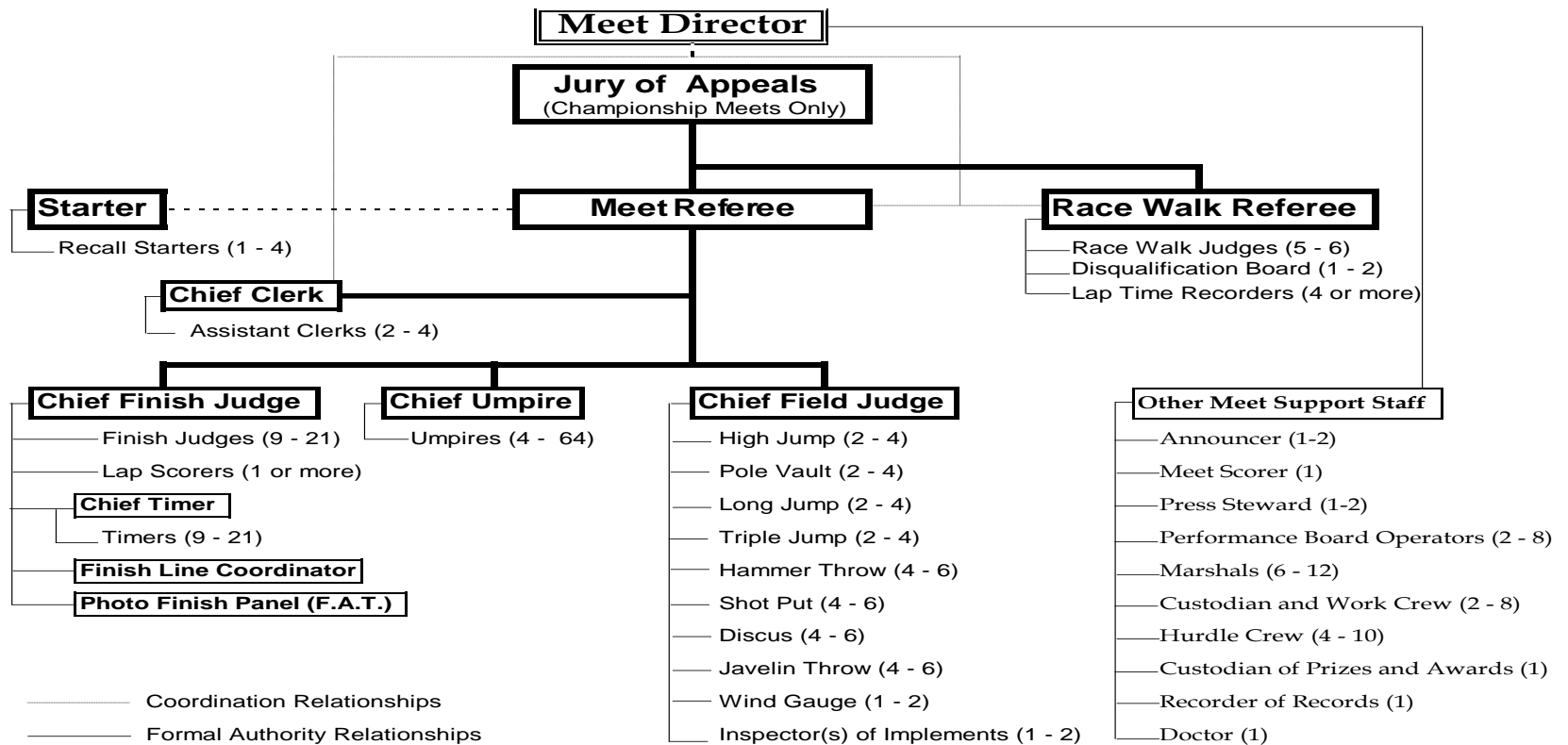
**For throws:** a) During the warm-up period may help as retriever. b) When needed, will accompany athlete to see coaches, to and back from the rest room, or back to clerking or training area. At major events an official must accompany athletes at all times after check-in.  
*Needed:* Normally at least one for every 5-8 athletes in an event.

**For jumps:** When needed will accompany athlete to see coaches, to and back from the rest room, or back to clerking or training area. At major events an official must accompany athletes at all times after check-in.

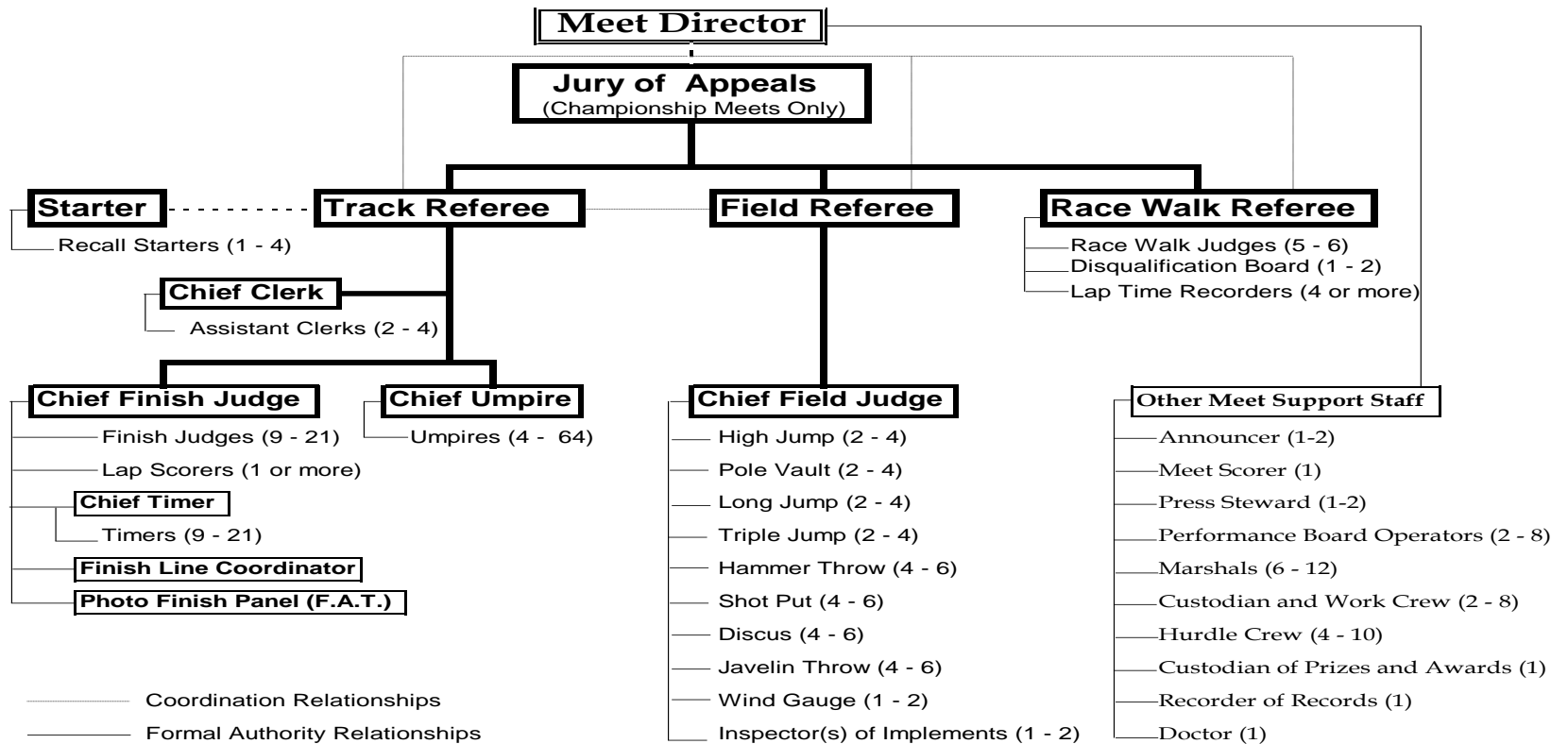
*Needed:* Normally at least one for every 5-8 athletes in an event.

**For track:** Usually available at clerking areas, if needed, and at finish line to escort athletes. Can be used as drug couriers. Can be used to supplement clerks as clerking assistants.

**Figure 1-1a**  
**Meet Organization w/o Field Referee**



**Figure 1-1b**  
**Meet Organization with Field Referee**





## Figure 1-2 OFFICIALS ASSIGNMENT FORM

<b>Meet:</b> _____			<b>Date:</b> _____		<b>Officials Coord.</b> _____	
<b>Track Referee</b> _____			<b>Walk Referee</b> _____		<b>Field Referee</b> _____	
<b>Starter</b> _____			Recaller _____		Recaller _____	
<b>Chief Clerk</b> _____			Assistant Clerk _____		Assistant Clerk _____	
<b>Chief Finish Judge</b> _____			<b>Chief Umpire</b> _____		<b>Chief Field Judge</b> _____	
Place	Finish Judge		Umpire	Area #	Implement	Weigh-in
_____	_____		_____	1		
_____	_____		_____	2	Wind Gauge (Track)	
_____	_____		_____	3	Wind Gauge (Field)	
_____	_____		_____	4	Long Jump Chief	
_____	_____		_____	5		
_____	_____		_____	6		
_____	_____		_____	7	Triple Jump Chief	
_____	_____		_____	8		
_____	_____		_____	9		
_____	_____		_____	10	High Jump Chief	
_____	_____		_____	11		
_____	_____		_____	12		
_____	_____		_____	13	Pole Vault Chief	
_____	_____		_____	14		
_____	_____		_____	15		
_____	_____		_____	16	Hammer Chief	
<b>Chief Timer</b> _____			<b>Finish Line Coord.</b> _____			
Place	Timer	Watch #	<b>Photo Panel</b> _____		<b>Javelin Chief</b> _____	
_____	_____	_____	_____			
_____	_____	_____	_____			
			<b>Chief Judge</b> _____			
			Race Walk Judge	Jud. #	<b>Shot Put Chief</b> _____	
_____	_____	_____	_____	1		
_____	_____	_____	_____	2		
_____	_____	_____	_____	3	Discus Chief	
_____	_____	_____	_____	4		
_____	_____	_____	_____	5		
_____	_____	_____	_____	6		

Figure 1-2 (cont.)

OFFICIALS ASSIGNMENT FORM

				Technical Manager	
Place	Timer	Watch #			
			Lap Score Chief	Disqualification Board	

**Figure 1-3**  
**EVENTS & MAKE-UP OF HEATS**

<u>INDOOR EVENTS</u>	<u>OUTDOOR EVENTS</u>	Distance	Number Reporting	Maximum Number or in Final	1	2	3	4	5	6	7	8
50 Meters	100 Meters											
55 Meters	200 Meters	1500	17	12								
60 Meters	400 Meters	3000	19	14								
300 Meters	800 Meters	5000	21	16								
400 Meters	1000 Meters	10000	25	Section of not more than 24								
500 Meters	1500 Meters											
600 Meters	2000 Meters											
800 Meters	3000 Meters											
1000 Meters	5000 Meters		1	2	3							
2000 Meters	10,000 Meters		6	5	4							
3000 Meters	100 Meter Hurdles		7	8	9							
5000 Meters	1100 Meter Hurdles		12	11	10							
50 Meter Hurdles	400 Meter Hurdles		13	14	15							
55 Meter Hurdles	3000 Meter Steeplechase		18	17	16							
60 Meter Hurdles	1 Mile		19	20	21							
			24	23	22							
<u>INDOOR EVENTS</u>	<u>OUTDOOR EVENTS</u>											
800 Meters (4 x 200)	400 Meters (4 x 100)											
1600 Meters (4 x 400)	800 Meters (4 x 200)											
3200 Meters (4 x 800)	1600 Meters (4 x 400)											
6000 Meters (4 x 1500)	3200 Meters (4 x 800)											
1100 Meter Sprint	6000 Meters (4 x 1500)											
Medley												
4000 Meter Distance	1600 Meter Sprint Medley											
Medley												
	4000 Meter Distance Medley											
	440 Meter Shuttle Hurdles											

**National Officials Committee  
Of USA Track & Field**



**A Guide for USA Track and Field Officiating  
(2002, Version 4)**

Unit 2  
Officiating Track Events

## UNIT 2 -- OFFICIATING TRACK EVENTS

### Introduction

Track and Field competitions during the year are divided between the indoor and outdoor seasons. In the United States, the indoor season generally starts in December and concludes with the championships in late February or early March. American outdoor competitions are held from February through early August, with the European season concluding in September.

Rules for each venue vary only slightly, but the facilities hosting the competitions are very different. Although the specific rules governing the composition of indoor facilities offer a great deal of latitude, outdoor running and walking record performances may only be established on an unbanked track composed of a substance on which normal running spikes can be used. The rules are quite specific concerning records. Indoor records may only be established where the track circumference does not exceed 220 yards. Outdoor records may only be set on a track where the radius of the outside lane does not exceed 60 meters. For races of 200 meters or greater, record performances must take place on a track which does not exceed 440 yards in circumference, and the race must have started on some part of that circumference.<sup>3</sup>

While there are differences between the events held for male, female, youth, masters and disabled athletes, generally the track events where record performances are kept are:

#### INDOOR EVENTS

50 Meters	500 Yards
55 Meters	500 Meters
60 Meters	600 Yards
200 Meters	600 Meters
220 Yards	800 Meters
300 Yards	880 Yards
300 Meters	1000 Yards
400 Meters	1000 Meters
440 Yards	50 Yard Hurdles
1500 Meters	50 Meter Hurdles
1 Mile	55 Meter Hurdles
2000 Meters	60 Yard Hurdles
2 Miles	60 Meter Hurdles
5000 Meters	

#### OUTDOOR EVENTS

100 Meters	2000 Meters
200 Meters	3000 Meters
400 Meters	5000 Meters
800 Meters	10000 Meters
1000 Meters	100 Meter Hurdles
1500 Meters	110 Meter Hurdles
1 Mile	400 Meter Hurdles

Indoor race walk competitions range from 1500 meters to 10,000 meters, and outdoor race walk competitions on the track generally range from 1500 meters to 20,000 meters.

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<sup>3</sup>The exception is the Steeplechase event where the water jump may be placed either inside or outside the circumference of the track.

In addition, national record performances are recognized for the following relay events

## **INDOOR EVENTS**

800 Meters (4 x 200)  
 1600 Meters (4 x 400)  
 3200 Meters (4 x 800)  
 6000 Meters (4 x 1500)  
 1100 Meter Sprint Medley (400-200-200-300)  
 4000 Meter Distance Medley (400-800-1200-1600 or 800-400-1200-1600)

## **OUTDOOR EVENTS**

400 Meters (4 x 100)  
 800 Meters (4 x 200)  
 1600 Meters (4 x 400)  
 3200 Meters (4 x 800)  
 6000 Meters (4 x 1500)  
 1600 Meter Sprint Medley (400-200-200-800 or 200-200-400-800)  
 4000 Meter Distance Medley (400-800-1200-1600 or 800-400-1200-1600 or 1200-400-800-1600 or 1200-800-400-1600)  
 440 Meter Shuttle Hurdles (4x110)

## **Officiating Positions and Responsibilities**

### **Clerk of the Course**

The Clerk of the Course is responsible for maintaining the track time schedule, checking in competitors, gathering athletes prior to the competition, assigning lanes, providing adequate preliminary instructions, and escorting competitors to the starting line to place them in their correct lanes. Thus, the Clerk must be a well-organized person with able assistants to carry out each assignment in a manner, which contributes to a fair and positive experience for each competitor. When changes occur, it is important that the Clerk have the procedures and means to provide this information to the announcer and finish line.

The Clerk must be knowledgeable of the rules governing the forming of heats and assigning lanes. For races run partially or completely in lanes, the number of heats required is determined by dividing the number of entered competitors by the number of available lanes on the track (races through 800 meters and relays through the 4 x 400 meters). Central to forming heats is to weigh "place" first and "time" second. Each group of place winners is seeded as a unit by their times--first seeding winners, then second place competitors, then third and so on. If two runners from the same team fall within the same heat, the slower person should be moved to another heat. Lanes are drawn by lot in the first round for races run entirely or partially in lanes when quarterfinals or semifinals are conducted. For all other rounds, two draws are made. The first draw is for athletes achieving the four best times in each heat (assuming an 8-lane track), and these competitors are drawn for assignment to lanes 3, 4, 5 or 6. The second draw is for the four slower advancing competitors to determine the assignments of lanes 1, 2, 7 and 8. With the track meet computer programs now available, the competition secretary rather than the clerk normally handles this function at most meets.

For longer distance events the following table provides the guidance for determining heat size and the number of competitors assigned to each heat:

<u>Distance</u>	<u>Number Reporting</u>	<u>Maximum for a Final</u>
1500	16 or more	12
3000	18 or more	14
5000	20 or more	16
10000	24 or more	Sections of not more than 24 per section

As illustrated in clinic slides in the Appendices, when preliminary heats/races are used to narrow the field for a fair final, the following procedure is to be used:

- Returning to our example of forming two semi-final heats with 8 competitors in each semi:

n1 = Fastest remaining competitor (i.e., fastest 6th place finisher)

**Semi-Final Heat #1****Semi-Final Heat #2** (left to right, right to left)

1a  
2a  
2b  
3b  
3c  
4c  
5a  
n1

1b  
1c  
2c  
3a  
4a  
4b  
5b  
5c

5. **Assign Semi-Final and Final Lanes by Draw.** For each semi-final heat and for the final, assigned competitors are divided into two groups. If eight lanes are available, the four fastest competitors from the preceding heat are drawn for lanes 3 through 6 and the remaining four slower competitors are drawn for assignment to lanes 1, 2, 7 or 8.

When heats are set then complete or print out the heat sheets comparable to Figure 2-1 in sufficient copies for the announcer, finish line and clerks. Note for tracks with other lane counts see Rule 75.1.(h). There are some differences for masters and youth and for other jurisdictions.

**Athlete Check-in:** Upon arriving at the track, athletes and coaches should check with meet management to secure competition bibs (if not previously issued), the final meet event schedule, and to declare. The Games Committee should provide the Clerk with the names and race numbers (if required) of all competitors entering in running and walking events. This information is gathered either through pre-registration or by the clerks as athletes assemble at the *Clerking Area* to check-in.

**Assembling Athletes.** The "Clerking Area" or "Clerk Circle" is a visible restricted access area where the announcer directs athletes for final check-in at least 30 minutes prior to the event's scheduled start time. This area is to be kept clear of coaches, spectators, and athletes not involved in an upcoming event. The Assistant Clerks help Marshals with this important task. It is important that this area remain clear to ensure that a controlled atmosphere is established for issuing instructions and providing information. The clerk should confirm the presence of each athlete and inform the athlete's heat and lane assignment; verify uniforms, shoes and numbers; issue hip numbers (if required) and check spikes. This is also the time to inform the athletes of the method that will be used to advance from the preliminary rounds/heats into the finals, and the correct method of starting and running the upcoming event (e.g., use of waterfall or staggered lanes, break line rules, use of alleys or boxes, relay zone locations, etc.).

**Escorting the Athletes:** When the athletes are escorted to the start line, the Clerk must allow time for the Starter's *brief* instructions and commands review, adjusting starting blocks, and positioning all relay members in the appropriate zones (also see Figure in Appendix on Clinic slides). Figure 2-2 illustrates the typical location of various start lines, finish lines and relay zones for a 400 meter track. The Clerk should be aware of any special start lines and unique features or considerations (e.g., steeplechase and race walk start lines). Once competitors are placed in their start position, the clerk then reports to the Referee and Starter any changes in the number or position of competitors or heats resulting from absent athletes. A runner should be available to take revised clerk sheets to the finish line area.

## The Starter

According to Aspland and Hathway's *Starting and Timekeeping*:

"A good Starter must be physically and mentally alert. He should approach the job as an athlete does a race, by making sure that he is completely fit. He must have naturally quick reactions and



good eyesight. He should be capable of good command, with a good clear speaking voice, and a dominant, though not overbearing, personality. Self-confidence, quiet determination and patience are often called upon to meet with difficult situations that sooner or later, will arise. The Starter who panics is lost. There is no one to appeal to when difficult decisions have to be made, in what is possibly the loneliest job on the athletics arena. Such decisions must be made instantaneously."<sup>4</sup>

The task of the Starter and Recall Starter is to make sure that no unfair advantage is given to any runner leaving the start line. For this reason, the Starter has complete control of competitors at the start line. The Starter is the sole judge as to whether any competitor has left the start marks early or received any advantage. If no prior instructions have been given, the Starter must also review with the competitors the start commands prior to each race. When electronic blocks are used, the Starter shall use the system's recorded reaction time tape to backup the false start recall and/or to ascertain which competitor(s) false started. Only the IAAF allows a review of a starters decision.

**Start Requirements and Commands.** The starter should be in a position so that he or she has full visual control over all runners during the starting procedure. It is recommended that the starter be positioned to be equidistant from all runners particularly on staggered starts. For races using crouch starts, it is necessary that the Starter be so placed so as to be able to ascertain that all runners are currently steady in their Set position before the gun is fired. In races up to and including, 110m Hurdles, the Starter shall be placed in front of, or on, the extension of the start line. The Starter should ascertain that the Finish Line is ready before call up the runners to the starting line. The Starter must keep in mind that the hands or feet of a competitor may be located up to but not touching the starting line. The recall starters share in the starter's responsibility to ensure a fair start. In 2002 in IAAF and USATF open competitions no penalty is imposed for the first false start by an individual but the individual will be disqualified for a second false. Starting in 2003 IAAF rules call for no penalty to be imposed for the first false start, which is charged to the field but the Starter shall disqualify any offender for the next false start.<sup>5</sup> The Recall Starters may also be assigned to recall the race if the automatic timing device fails to operate at the start.

Starting blocks must be used for all Junior and Open races up to and including 440 yards and the leadoff leg of relays where that leg does not exceed 440 yards. They must not be used for any other race. Blocks and starting stance are optional for youth divisions of Bantam, Midget and Youth and Masters events. Moy blocks are not legal in open competition.

**Races Up to 440 Yards.** The start commands for races up to and including the 440 yard dash are:

<i>On Your Mark</i>	Competitors place themselves at their start marks ready to take the final set position. If in the starting blocks (both hands and one knee must be in contact with the ground and both feet in contact with the starting block) except for masters and Youth in Bantam, Midget and Youth Divisions where stance and use of blocks is optional,
<i>Set</i>	Competitors must, without delay, come to the final start position remaining still, with both hands must be in contact with the track surface and feet in contact with the blocks (exception for Masters and youth divisions noted above, one or both hands or feet may be in contact), and
<i>The pistol is fired</i>	Competitors leave their marks remaining in their assigned lanes as they were instructed.

**Races Over 440 Yards.** The start commands differ in races at distances over 440 yards. The commands for these races are:

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<sup>4</sup>J. W. Aspland and H. A. Hathway, *Starting and Timekeeping*, Amateur Athletic Association, London, U.K., 1977, p. 5.

<sup>5</sup>USATF Masters, National High School Federation and the NCAA/NAIA use a one false start rule in which the charged competitor is eliminated after the first false start.

*On Your Mark*

Competitors move up to the start line from an imaginary line 3 meters behind the starting line and come to a steady position, and

*The pistol is fired*

Competitors leave their marks.

## The Finish System

The suspense and drama of the track competition are often focused on the activities at the finish line. Here the effective coordination of the various skills and abilities of the finish officials becomes evident. Other officials who assign times to each competitor complement officials who determine the correct finish order. These tasks are supervised by the Chief Finish Judge who makes the final decisions concerning the places of each race and assigns the duties to other judges.

At every meet an official is to be designated as Chief Timer. This official must supervise the timing and recording of all times, immediately check that any record performances are recorded correctly, and maintain the orderly assignment of accurate times to each competitor. In assigning timers, whenever possible, the Chief Timer should assign a timer to cover every place. However, as a minimum for scoring meets, the Chief Finish Judge shall assign Lap Scorers (and a Special Lap Scorer), Finish Judges and Timers to pick or time one more place than the number of places to be scored.

Lap Scorers, Timers and Finish Judges should work as part of a team, seeking accurate finish results for every finisher. Where there are two or more competitors finishing closely, care should be taken to record the position of each athlete in relation to each other (i.e., inside, outside, middle of track). This is especially important when close finishes are between those occupying the inside and outside lanes.

## Lap Scorers

Lap Scorers are assigned to keep track of the number of laps completed by each competitor in races of 1500 meters or longer. Each Lap Scorer should not be responsible for more than four competitors (six in the case of Race Walks of 20 kilometers or greater and Ultra-marathons).<sup>6</sup> A Special Lap Scorer shall be appointed by the Chief Finish Judge to notify each competitor concerning the number of laps she/he still has to complete. The Special Lap Scorer (or her/his designee) shall indicate the final lap of the race for each competitor by ringing a bell. The Special Lap Scorer shall call out the order of finish to assist the Finish Judges and Timers identifying assigned placers. Instructions for lap counting and intermediate timing sheets used for lap verification are shown in Figures 2-6 through 2-8 for varying distances. Chips can now be used in place of lap scorers.

## Timing

**Timing Methods.** Two methods of timing are considered official--hand timing and fully automatic timing. A timing device which operates automatically only at the start or finish is not acceptable for producing official times. Hand times are taken using either stopwatches or manually operated electronic devices.

When an approved digitally recording, video or photographic device with fully automatic electrical timing is used to record the finish, the official photo or image is turned over to a Photo Finish Panel for review and preparation of official results. A video tape system may also be used to record the finish places and times if it meets all of the technical requirements which have been established and if it has been calibrated by an independent testing laboratory. However, should the Referee determine that the fully automatic timing equipment is not operating properly, then the hand times

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<sup>6</sup>To meet USATF record requirements, Lap Scorers should also maintain the lap times for each assigned competitor for Race Walks, Ultra-Marathons and other long distance events using multiple laps rather than a loop or point-to-point course.

shall be official. Typical examples of each system are the computer finishline systems such as Omega or Finish Lynx™, Pyroflash™ and Accutrak™.

**Taking and Recording Times:** The competitor's time shall be taken from the flash/smoke of the Starter's pistol or approved apparatus to the moment at which any part of the competitor's torso (as distinguished from the competitor's head, neck, arms, hands, legs or feet) reaches the perpendicular plane of the nearer edge of the finish line. When possible there should be three official timers assigned to time each scoring place and one or two alternative timers who shall time the winner of each event. Ideally, every competitor should receive an official time.

As illustrated below, if two of the Official timers' watches agree and the third assigned to that place disagrees, then the time shown by the two agreeing watches shall be the official time. If all three watches disagree, the time shown by the watch recording the middle time (not the average of all three) shall be the official time. If for any reason only two watches record the competitor's time, and they fail to agree, the longer time of the two shall be accepted as the official time.

Watch #1	Watch #2	Watch #3	Official Time
10.7	10.7	10.8	<b>10.7</b>
10.3	10.5	10.6	<b>10.5</b>
10.3	10.4	N.T.	<b>10.4</b>

In all hand-timed races on the track, the times shall be rounded to the 1/10th of a second. The times for races partly or entirely outside the stadium (e.g., 50 K race walk or marathon) shall be recorded to the next longer full second (i.e., a marathon time of 2 hours, 9 minutes 44.3 seconds shall be recorded as 2:09:45). If a digital watch or a manually operated electronic timer is used which records times to the 1/100th of a second, all times not ending in zero in the second decimal (1/100th of second) shall be rounded up to the next longer 1/10th of a second. For example:

Digital Time -- **Official Time**

1:44.21 = **1:44.3**

1:44.20 = **1:44.2**

1:44.29 = **1:44.3**

Fully automatic timing for track races up to and including the 10,000 meters shall be recorded to next longer 1/100th of a second. The times for track races longer than 10,000 meters shall be recorded to the next longer 1/10 of a second (except when the 1/100th ends in zero). Any race run partly or entirely outside the stadium shall read to the 1/100 of a second and recorded to the next longer whole second.

## Picking and Timing Techniques

**Assignment:** Finish line personnel are assigned to the tasks of determining an order of finish and assigning finish times. In carrying out these duties, the finish line official must always stay alert, maintain a calm attitude, and never get flustered, even during a difficult situation such as a blanket finish of eight competitors. An effective finish line official must not only have quick reactions, but also the ability to concentrate without distraction on the order of finish and selecting the correct competitor to time or pick.

**Time and Pick by Place, Not by Lane.** Finish Judges are responsible for determining which competitor finished in a specific finish place. Timers are responsible for timing a specific finish place. Thus, with the exception of the Multi-Events, Timers and Finish Judges are assigned by the Chief Finish Judge to time and pick a competitor for a specific finish place and not to time or pick competitors by lane! Because the middle of the finish pack runners are the most difficult to distinguish, the Chief Finish Judge should assign her/his most experienced Timers and Finish Judges to places 3 - 5. If a FAT system is being used and is functioning properly then places will be assigned from the finish

image. The Finish Judges places will be used as backup. The first place hand time is of particular importance since in the case of a timer start malfunction it may have to be used in conjunction with the interval times from the FAT system to fabricate the results.

**Location:** To properly observe the finish and to distinguish between close finishers, all finish line personnel should stand in an elevated position at least 5 meter back from, and in line with the finish line (see Figure in Clinic section of Appendices). Both Timers and Finish Judges must concentrate on the race. They are to follow the race from the moment competitors are brought to the "set" (or "*on your marks*") position at the start line until their assigned placer's torso crosses the vertical plane of the finishline. They should concentrate on the entire event well beyond the finish line in order to accurately assist with the proper recording of times and placers.

**Proper Technique:** Timers should become familiar with the operation of the watch well before the start of competitions. The watch should be held face up in the palm of the hand with the index finger on the start button. Concentrating on the Starter's pistol, not the runners, the watch is started the instant the flash or smoke is seen, not with the sound. After starting the watch, the Timer must always check that the watch is running properly. If for any reason, the watch did not start or the time is suspected to be incorrect, the Timer should immediately notify the Head Timer or Chief Finish Judge. Backup (alternate) Timers should be pre-assigned and ready to cover such situations.

When the competitors are approximately 10 meters from the finish, the Timers and Finish Judges should turn their attention to the finish line so that they can effectively distinguish the order of finish, giving particular attention to close competitions between athletes on opposite sides of the track. It is essential that the official's concentration is not broken at the moment the assigned placer crosses the finish line (see appropriate Figures in Clinic Slides in the Appendices).

Since competitors may or may not have competition bib or hip numbers, it is valuable in closely contested events (e.g., the sprints and hurdles) for the Timers and Finish Judges to record the lane number of the placer and to visually follow that placer down the track to identify distinguishing characteristics such as uniform colors and physical attributes. To avoid blocking the view of another finish line official, in shorter races Timers and Finish Judges should remain on the finish stand until all competitors have crossed the finish line before leaving their places and seeking the name and number of an assigned competitor or conferring with other officials assigned to the same finish place. The times and places are then reported in consistent fashion to the Chief Finish Judge (e.g., first place, then second, then third, etc.).

To assist the Timers and Finish Judges (in the event that Lap Scorers are not assigned), the Chief Finish Judge shall be responsible for ringing a bell or otherwise signal the final lap for each competitor (starting in 1998) in races of 1500 meters or greater and to call the order of the finish. When qualifying heats are conducted for any race, the Chief Timer shall record all of the times in every heat. These should be made available, if needed, in the event that the fully automatic timing (FAT) device fails to operate in any of the heats.

When an official serves in the dual capacity of Timer and Finish Judge, the order in which the competitors finish is of primary importance. In this situation, the official must track the assigned placer beyond the finish line, distinguish the placer by some identifying characteristic (before moving off the finish stand), and gather the placer's identifying information prior to reporting the placer's finish time. A sample timing sheet is shown in Figure 2-9.

## Umpiring Practices

Umpires are responsible for observing the competitions on the track and preparing a brief written report when it appears that any competitor has gained an unfair advantage or has committed a foul against another competitor. Perhaps no other officiating job requires as much continuous concentration, stamina and knowledge of the rules of track events as that of umpiring. Unfortunately, too often Meet Directors and Officials Selection Committees underestimate the importance of this role and either do not assign an adequate number of Umpires to properly cover the track (the absolute

minimum number is four), or they assign this task to officials not specifically trained and experienced in this critical role.

Prior to the start of competitions, the Chief Umpire should conduct a brief meeting with the Umpires. This meeting should cover the following:

- Rules and procedures to be used at this competition (use of flags, unique features of the competition area, positions to be used, use of chairs, marching in or out).
- Method of reporting possible infractions and incidents.
- If available, an event schedule and "*start sheets*" indicating scheduled start times by event, competitor lane assignments, school/team, hip and/or bib numbers and other useful information to facilitate the work of the Umpire.<sup>7</sup>
- A review of the event schedule and a discussion of specific considerations and potential problem areas (e.g., coverage of the steeplechase or 400 meter hurdles).
- Assignment of Umpires to specific locations and any special assignments (e.g., coverage of the breakline and relay zones).

From the time the Starter begins the race until the final competitor crosses the finish line, the Umpires become the subjective interpreters of the competitor's action. Ever alert, the Umpire must know both the content of the rules and their appropriate application to all situations. Umpires are also responsible for ensuring that the track is ready for the competition. These duties include:

- Being acquainted with all of the track markings in her/his assigned area to ensure the proper placement of hurdles, steeplechase barriers and water-jump entrance/exit areas, breakline indicators, relay zone assignments, and the best locations for viewing the competitors.
- Performing a final check for the proper placement and height of hurdles and barriers.
- Signaling the Starter if the track is obstructed or a problem has arisen that should delay the start of the event.
- Signaling the Starter when the relay competitors are set in their assigned lanes.

It is the duty of every Umpire to observe each assigned competitor closely as they pass before her/him. In the case of a possible foul or rule violation by a competitor or other persons, the Umpire is to indicate the need to convene with the Chief Umpire by raising a yellow flag and to keep it raised until the Chief Umpire (or designated Assistant Chief) arrives to review the incident report. This flag merely indicates that an Umpire wishes to confer with the Chief Umpire and/or Referee.

**Reporting.** In preparing her/his incident report, the Umpire should precisely describe in writing using definite terms what was observed answering the questions of who, what, where, when and how. The location of the incident should be marked on the track with tape, and the Umpire's report should describe who she/he believes caused the incident, who was affected and if the Umpire believes that any advantage/disadvantage resulted. A precisely written report (i.e., no *waffle* words such *might* or *appeared* unless there is uncertainty) is critical to the Referee's ability to determine what action should be taken and to fully document the incident for later use in responding to a protest or inquiry. Thus, even if the Umpire is convinced that no infraction has occurred, but an incident has occurred which might result in a protest, a detailed report should be prepared and provide to the Referee.

Umpires are to remember that they are merely assistants to the Referee, to whom the Chief Umpire reports. As such, Umpires have no power to render any final decisions and should keep their opinions regarding the Referee's decisions to themselves.

## Common Infractions

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<sup>7</sup>At all major invitationals and championships/selection meets the "*start sheets*" are a must.

The Umpire must be observant for a wide variety of possible fouls or infractions. Some of the most common are described below.

**Breakline Infractions:** Each competitor must remain in her/his respective assigned lane until reaching the breakline painted on the track, and usually indicated by flags held by the Umpires and/or some other indicator (e.g., small cones, half tennis balls, or flags set on each side of the track). Any competitor who crosses into another lane prior to this line may possibly be disqualified.

**Lane, Impeding or Jostling Infractions:** In all races run entirely in lanes, each competitor must stay in her/his respective lane from start to finish. For outdoor races of 800 meters or greater, each competitor must maintain her/his lane position until the designated breakline. On the final straight of the final lap competitors must maintain their lane positions except to overtake others. When not running in lanes, a competitor must not cross in front of another competitor until that competitor is at least two meters beyond the nearest competitor. When not running in lanes or changing lanes after passing the breakpoint, any competitor moving to the inside or passing must not interfere and so normally should have at least a two yard/meter advantage (1 full stride in NCAA/NAIA meets) before crossing over in front of the nearest competitor(s). The rules require that any competitor who jostles, runs across or obstructs another competitor in a manner which impedes the other competitor's progress shall be liable for disqualification in that event. Obstruction only requires that the other runner be impacted, e.g. chopping his or her step even without contact is interference.

In races requiring competitors to remain in assigned lanes for all or portions of the event, the competitor may be disqualified if observed to have apparently deliberately run outside her/his assigned lane on the curved portion of the track or to have impeded another competitor on any portion of the track. Unfair advantage can be considered to have been gained when an athlete takes one or more steps with one or both feet on or over the inside lane line.<sup>8</sup> However, no competitor is to be disqualified when running on or outside the outer lane line on the curve or outside the lane lines on the straight-away with no advantage gained *unless* interference has occurred or that competitor has impeded another competitor by her/his action.

**Hurdle Infractions.** All competitors must clear, within the assigned lane, the required number of hurdles. This must be achieved without running around the hurdle, dragging a leading or trailing leg alongside or below the level of the hurdle bar, intruding into another lane by the competitor or her/his hurdle, or deliberately knocking down a hurdle with a hand. *As of 2000 it is a foul in the NCAA to knock down a hurdle by hand or foot, deliberate or not.*

**Relay Infractions.** In relay races, the baton must be passed within the exchange zone as designated on the track. The runner must remain within her/his lane and not interfere with other team exchanges. It is the baton's position, not the body of either competitor that is the decisive point in determining if the exchange occurred within the exchange zone. The baton must be within the zone at the point of exchange. It must be carried by the hand, and if dropped, must be recovered by the competitor who dropped it (whether inside or outside the exchange zone).<sup>9</sup>

Umpires can proactively help avoid possible infractions by checking to see that all competitors are in their correct lanes and zones, and by reminding all waiting competitors to stay in their lanes during and following the exchange.

**Steeplechase Infractions:** The competitor must go over or through the water obstacle and must go over the hurdles as in hurdle events, except that the competitor may vault or step on the hurdle. The competitor must also run within the designated running areas at all times.

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<sup>8</sup>Please note that each rule making body has separate criteria for determining unfair advantage (e.g., the NCAA rule focuses on the location of the left foot while the high school rules require three contiguous steps by either or both feet) and the official must be familiar with each.

<sup>9</sup>In High School or NCAA meets, a dropped baton inside the exchange zone may be picked up by either competitor.

**Race Walking Infractions.** Race walk competitors must adhere to all of the basic rules of track competitions and it is the Umpire's responsibility to observe these competitors to ensure that they do. In addition, race walk competitions are governed by two technical rules that are enforced by a separate set of Race Walk Judges specifically trained and designated for this special purpose.

The two technique rules enforced in all Race Walk events are:

- the walker must straighten her/his leg for one moment while it is in the support phase; and
- the walker must maintain unbroken contact with the ground.

**Assistance Infractions:** Except for the officially authorized assistance provided to all competitors in an event (including that offered to competitors in road races, long distance running and walking events on the track), any competitor who receives any assistance from an unauthorized person may be disqualified by the Referee. Intermediate times and preliminary winning times may be displayed on officially designated devices, however such times must not be communicated to the competitors by persons in the competition area unless they are designated to do so by the Referee. Verbal or other communications, without the use of any technical device, from an individual who is not in the competition area shall not be considered assistance.

Each Umpire must be keenly aware of the limits of her/his authority, whether in the stadium, in cross-country competitions or on the roads. Under no circumstances shall an official, except those designated specifically to do so<sup>10</sup>, provide any communication to competitors during the competition that might influence the outcome of that competition. If a potential infraction is observed, the official is not to communicate this to any persons other than the Chief Umpire and Referee. After the completion of the event, a decision can be rendered on whether an infraction has occurred. If none is found by the Referee to have occurred, the results stand.

In the case of injury, the Umpire should never touch or aid a fallen competitor, and should keep coaches and others from gathering around or assisting the competitor. Only medical personnel are allowed to help an injured competitor.

### **Reporting a Possible Infraction**

To report a possible rule infraction that could result in disqualification, the Umpire must be able to clearly describe the circumstances relating to what she/he observed. This report is essential to the Referee's review of the possible infraction. For this reason, a clear and specific written record of what was observed should be prepared as soon as possible. In preparing this report, the Umpire should always:

1. Carry paper and pencil to record information.
2. Use the proper forms provided by the Chief Umpire.
3. Signal the Chief Umpire immediately by holding a yellow flag at the spot of the infraction (this can be held by a colleague while the Umpire prepares her/his report).
4. Record:
  - name of the event
  - heat number
  - time of day
  - lane number
  - bib number(s) of involved competitor(s)
  - hip number of the competitor (if used)
  - team affiliation
  - uniform colors
  - brief and specific description of the possible violation

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<sup>10</sup>These permitted communications by designated officials include providing lap times, laps to go and signaling the designated breakpoint or final lap.

Figure 2-3 is an example of the Umpire's "*Incident Report Form*" which can be used to report a possible infraction or report on an incident where no infraction occurred. The Umpire should make every effort to provide a specific and complete report even if the possible infraction seems insignificant. Frequently, a report that no actual infraction took place assists the Referee to sort out controversial situations. When completing the report make sure to clearly indicate where the infraction occurred (see Figure 2-5). Upon display of a yellow flag, the Chief Umpire should move quickly to gather the report from the involved Umpire(s). If the incident was observed by more than one Umpire, each Umpire should prepare a separate report and the Chief Umpire should confer with each on a separate basis. The Umpires should not leave their assigned position unless summoned to clarify the report. The Meet Referee has the final say, and may or may not disqualify based on the full appraisal of the complete situation.

When umpiring track events, the following information and tips should be considered:

1. Competitors may be disqualified, but only by the Referee.
2. Competitors who commit infractions quite often hinder themselves as well as others.
3. Optimum locations for umpires are on curves and at the exit end of relay take-over zones.
4. The umpire's job begins the moment the race starts and is not completed until the last competitor crosses the finish line.
5. Another competitor does not have to have been touched for an infraction to occur.
6. Most relay infractions occur as runners exit the exchange zone so when the number of umpires is limited, attention should be given to the exit end of the zone.
7. Extra care should be taken to observe those competitors who are hidden behind obstacles or in the middle of packs.
8. Every Umpire must know the intent as well as the content of each rule.

Figure 2-4 indicates the recommended (minimum) placement of umpires on an outdoor track. The priority positions are the four corners starting with the 300-meter position and working clockwise around the track. The next two critical positions are those in the center of the curves followed by the other positions, as umpires are available.

In conclusion, the excitement and drama of the athletics competition should result from the actions and efforts of the competitors, never from the officials. Ideally, we are invisible unless needed and are happiest when all competitions are free of infractions and conflict.



Figure 2-1

## HEAT SHEET

**Instructions** Please print all information; record times to next higher 1/10 second.

EVENT \_\_\_\_\_

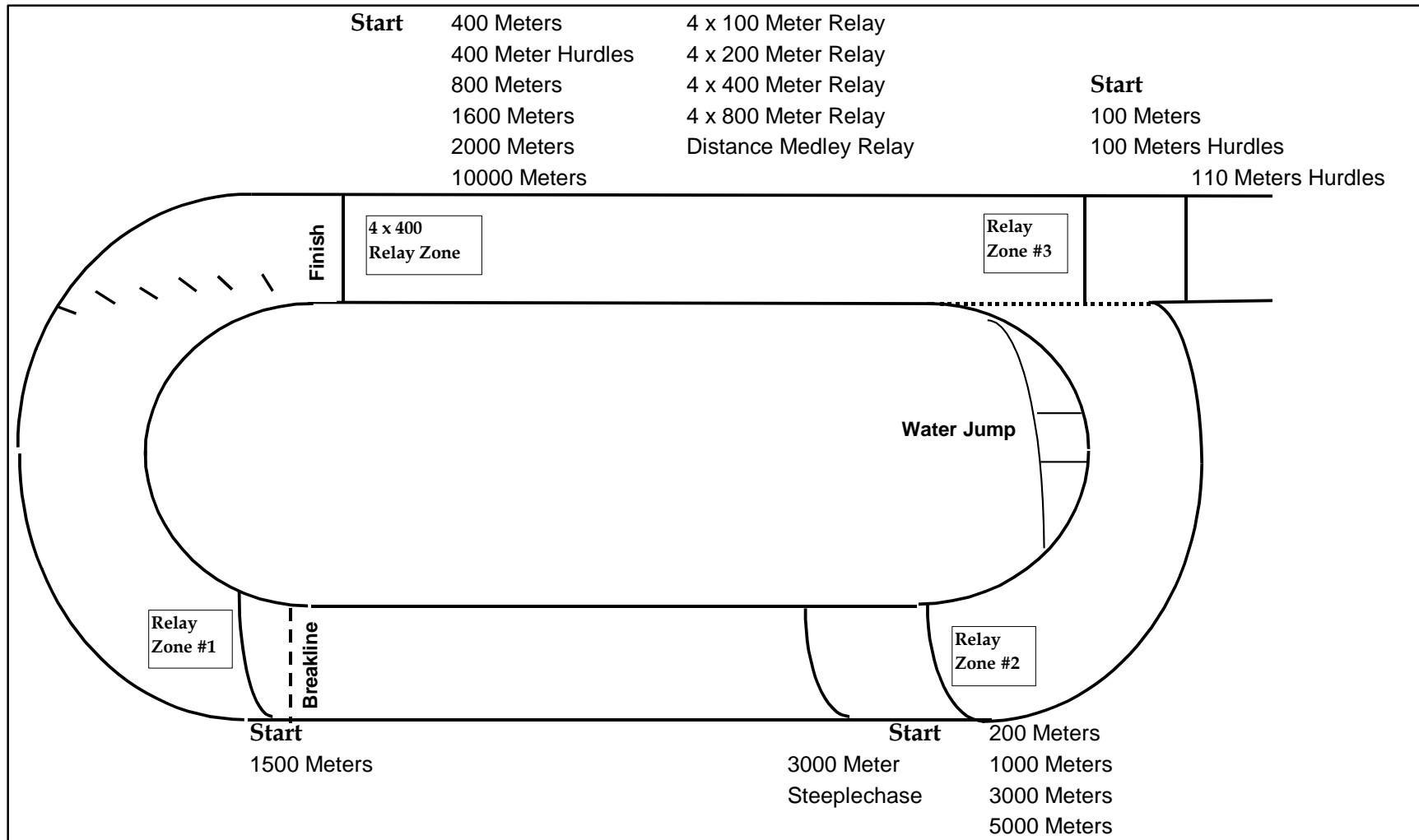
SCORING \_\_\_\_\_  
NON-SCORING \_\_\_\_\_

Heat \_\_\_\_ of \_\_\_\_ Heats

LANE	FIRST NAME	LAST NAME	SCHOOL	PLACE	TIME (in 1/10 sec.)
(Please Print all 4 team members' names in the order that they will run)					
1					
2					
3					
4					
5					
6					
7					
8					

**Figure 2-2**

**LOCATION OF STARTING LINES (400 Meter Track)**

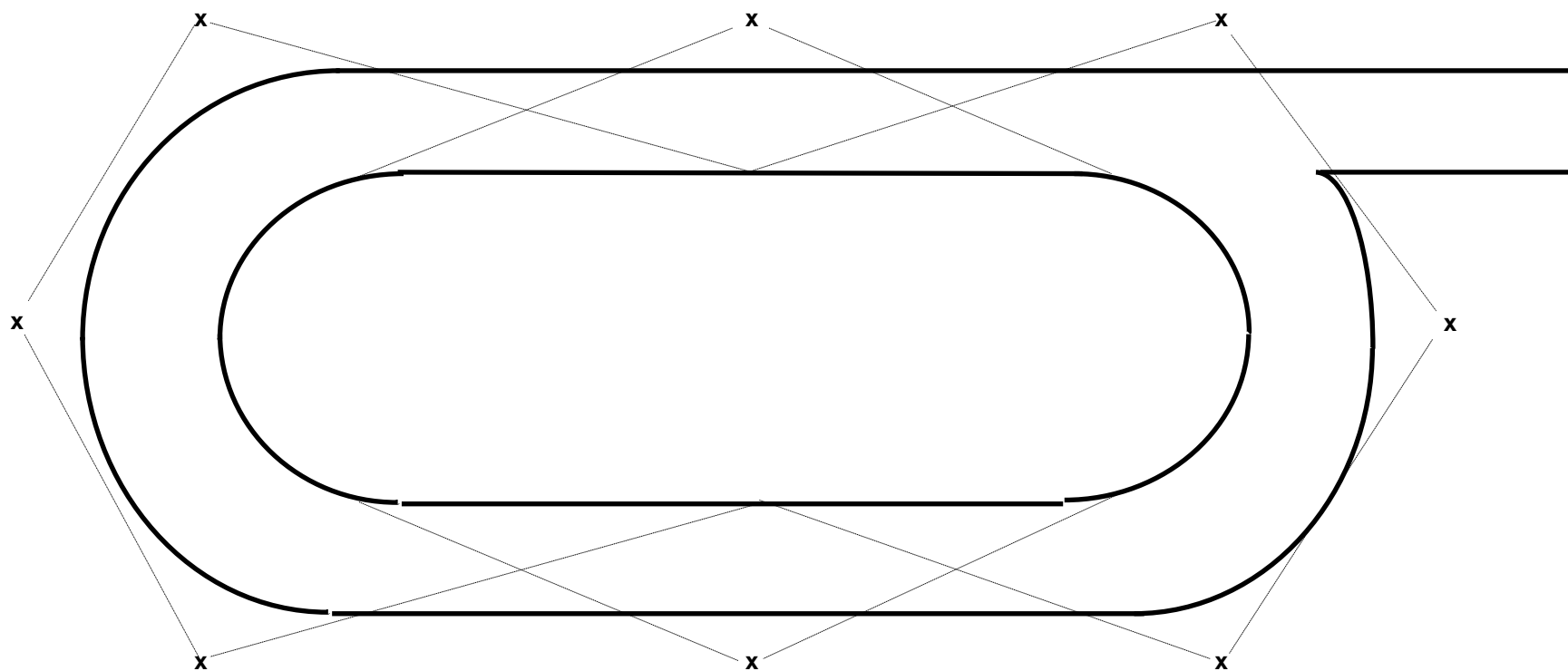


**Figure 2-3**  
**UMPIRE INCIDENT REPORT FORM**

Name of Meet: _____		Date: _____	Session: _____
Event: _____	Men's or Women's (circle) _____	Heat #: _____	Hip #: _____
Competitor Bib #: _____	Lane #: _____	Team: _____	Uniform Colors: _____
Description of Possible Infraction (who?,where?,when?,what?,how?) -- Lane ____ Hurdle Infraction ____ Jostling/Impeding ____ Relay ____ Other ____			
_____			
_____			
_____			
Signature of Umpire: _____		Time of Day: _____	Certification # _____
Signature of Chief Umpire: _____		Time of Day: _____	Certification # _____
_____			
Decision of Referee: _____			
_____			
_____			
Decision based on USATF Rule Number _____ on page _____ of the 200_ USATF Rule Book			
Signature of the Referee: _____		Time of Day: _____	
_____			
Decision of Jury of Appeals: _____			
_____			
_____			
Decision based on USATF Rule Number _____ on page _____ of the 200_ USATF Rule Book			
Signature of Chair of the Jury of Appeals: _____		Time of Day: _____	Certification # _____
_____		_____	_____

**Figure 2-4**

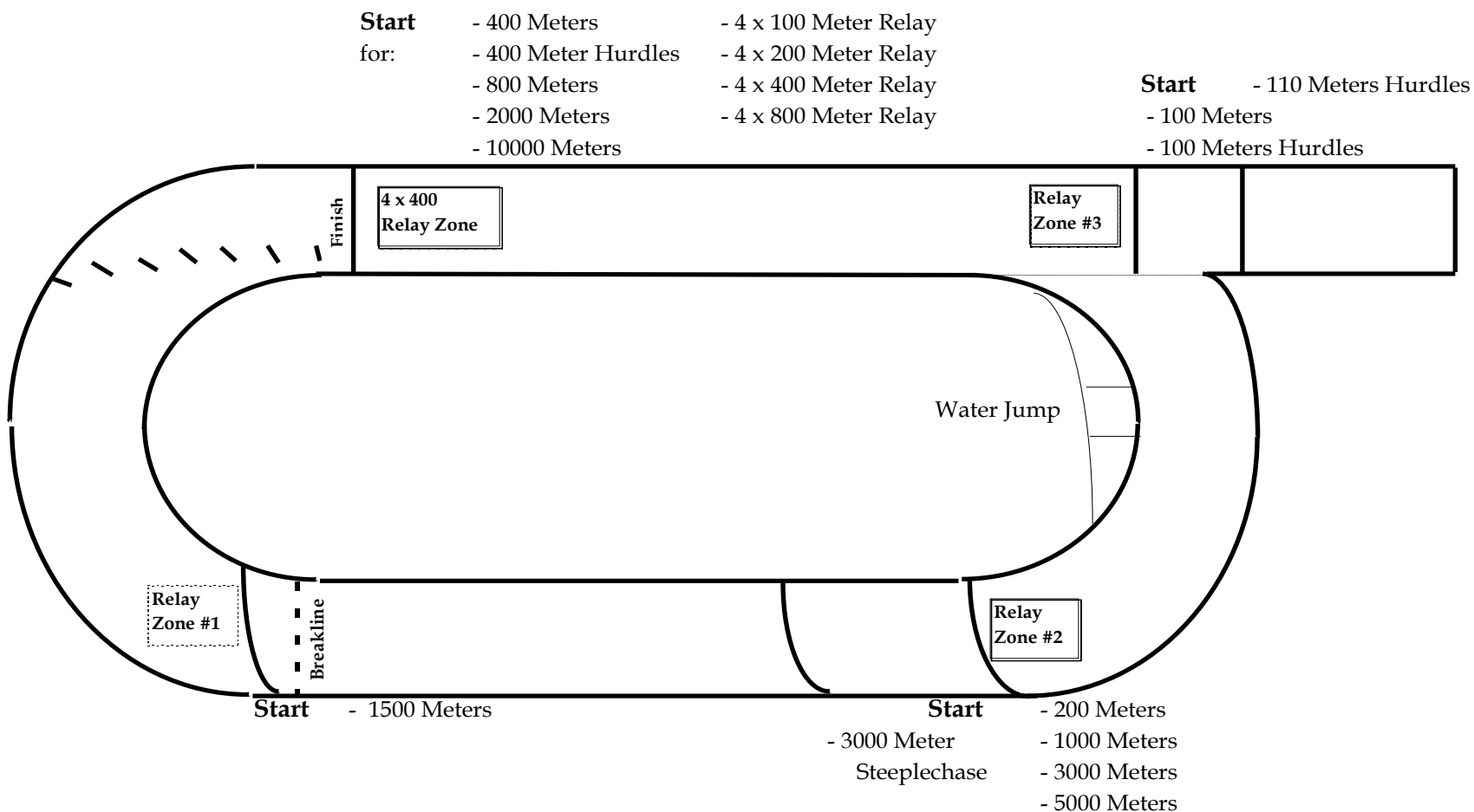
**UMPIRE LOCATIONS AND COVERAGE (A Minimum Level)**



**Figure 2-5**

## UMPIRE INCIDENT REPORT LOCATION

**Instructions:** Indicate the location on the diagram where the incident took place and any other relevant information.



**Additional Comments:**

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**Figure 2-6**

## **SPLIT TIMER/LAP COUNTER INSTRUCTIONS**

**Task:** Your job is to note for each competitor who you are assigned to follow his/her accumulated race time for each completed lap. This time is recorded each time that competitor crosses the Finish Line. Each lap sheet offers a place in the "*Event Time*" column to record this lap split. *Laps/Distance Completed* and *Laps to Go* columns are provided for reference. Check your "*Laps to Go*" with the posted laps to go.

Thank you for assisting in this important officiating task. Securing an accurate accounting of the lap splits for each competitor is important since it is required documentation to support any application for U.S. or World Best mark for both single age and age category record performances. Please remember that your primary task is to record every assigned split, not to become a race spectator or to be distracted by anything that happens. If you miss a split, do not let that distract you from getting all of the rest correctly recorded.

The following instructions are offered to assist you with this task.

1. **Identify Your Assigned Competitors:** You will be assigned no more than three competitors to follow and record their lap split times. As the competitors are placed on the Start Line prior to the start of the race, walk over and visually identify each assigned competitor and write his/her uniform description in the appropriate box on the form.
2. **Location:** Position yourself just short of the Finish Line so that you can see each competitor's race time (on the large clock) as she/he completes the lap by crossing the Finish Line. Record this accumulated time in the "*Event Time*" column box for that completed lap.
3. **If You Miss A Competitor:** Please make every attempt to record the completed lap split of every assigned competitor for every lap. If you miss a competitor, redouble your efforts to get an accurate split the next time that competitor crosses the line. After the race, estimate the missing split by the averaging the splits that you did record. Do not dwell on making a mistake, often it is not possible in a tightly bunched race to see everyone. Remaining alert, use your best judgment.
4. **After the Race is Completed:** Once all of your assigned competitors have finished, review your forms and make sure that no split boxes are left blank. Your supervisor will inform you if one of your competitors has dropped out or has been disqualified. If this happens, please mark this on the sheet. Then turn your sheets into your supervisor and prepare for the next event.

If you have any questions, do not hesitate to ask your supervisor or the Walks Referee.

Again, thank you for your serious attention to this important task!

Figure 2-7

Split Timer/Lap Recorder Competitors Assignment Sheet

EVENT: _____		
START TIME: _____		
SPLIT TIMER'S NAME	COMPETITOR'S RACE NUMBER	COMPETITOR'S NAME
<hr/>		
1. _____	A. _____	_____
	B. _____	_____
	C. _____	_____
2. _____	A. _____	_____
	B. _____	_____
	C. _____	_____
3. _____	A. _____	_____
	B. _____	_____
	C. _____	_____
4. _____	A. _____	_____
	B. _____	_____
	C. _____	_____
5. _____	A. _____	_____
	B. _____	_____
	C. _____	_____
6. _____	A. _____	_____
	B. _____	_____
	C. _____	_____
7. _____	A. _____	_____
	B. _____	_____
	C. _____	_____
_____	A. _____	_____
	B. _____	_____
	C. _____	_____

**Figure 2-8  
LAP SCORING SHEET - 10,000 METERS**

<b>Team or Uniform Colors</b>	<b>Laps/Dist Completed</b>	<b>Team or Uniform Colors</b>	<b>Laps to Go</b>	<b>Team or Uniform Colors</b>
<b>Competitor's Hip #</b>		<b>Competitor's Hip #</b>		<b>Competitor's Hip #</b>
<b>Competitor's Bib #</b>		<b>Competitor's Bib #</b>		<b>Competitor's Bib #</b>
<b>Event Time</b>	<b>Start</b>	<b>Event Time</b>	<b>25</b>	<b>Event Time</b>
	1 - 400		24	
	2 - 800		23	
	3 - 1,200		22	
	4 - 1,600		21	
	5 - 2,000		20	
	6 - 2,400		19	
	7 - 2,800		18	
	8 - 3,200		17	
	9 - 3,600		16	
	10 - 4,000		15	
	11 - 4,400		14	
	12 - 4,800		13	
	13 - 5,200		12	
	14 - 5,600		11	
	15 - 6,000		10	
	16 - 6,400		9	
	17 - 6,800		8	
	18 - 7,200		7	
	19 - 7,600		6	
	20 - 8,000		5	
	21 - 8,400		4	
	22 - 8,800		3	
	23 - 9,200		2	
	24 - 9,600		1	
	Finish Time		0	

**Event:**

**Date:**

**Start Time:**

**Lap Timer:**

**Certification Number:**

*(Please Print Your Name)*

Sheet \_\_\_ of \_\_\_ Sheets



Figure 2-9

## USA Track & Field -- Event Timing Sheet

<b>EVENT NUMBER</b>	<b>HEAT NO.</b>	<b>DISTANCE</b>						<b>RECORDS</b>	
								Stadium:	
								U.S.:	
								World:	
<b>FINISH PLACE</b>	<b>1<sup>ST</sup></b>	<b>2ND</b>	<b>3RD</b>	<b>4TH</b>	<b>5TH</b>	<b>6TH</b>	<b>7TH</b>	<b>8TH</b>	
<b>ASSIGNED PLACE:</b>									
1st & 3rd									
1st & 3rd									
1st & 4th									
2nd & 4th									
2nd & 5th									
2nd & 6th									
3rd & 7th									
4th & 8th									
1st & 5th									
<b>FINISH PLACE</b>	<b>9TH</b>	<b>10TH</b>	<b>11TH</b>	<b>12TH</b>	<b>13TH</b>	<b>14TH</b>	<b>15TH</b>	<b>16TH</b>	
Timing Machine									
<b>FINISH PLACE</b>	<b>17TH</b>	<b>18TH</b>	<b>19TH</b>	<b>20TH</b>	<b>21ST</b>	<b>22ND</b>	<b>23RD</b>	<b>24TH</b>	
Timing Machine									

# Official Protest Form



Figure 2-11

## WIND GAUGE FORM - TRACK

USA Track and Field	USA Track and Field
Race: _____	Race: _____
Heat Number: _____	Heat Number: _____
Semi Number: _____	Semi Number: _____
Final: _____	Final: _____
Gauge Position: _____	Gauge Position: _____
_____	_____
_____	_____
Meters Per Second Reading:	Meters Per Second Reading:
<div style="border: 1px solid black; width: 150px; height: 30px;"></div>	<div style="border: 1px solid black; width: 150px; height: 30px;"></div>
Remarks: _____	Remarks: _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
N.A.O.C. - 11/91	

**National Officials Committee  
Of USA Track & Field**



**A Guide for USA Track and Field Officiating  
(2002, Version 4)**

Unit 3  
Officiating Field Events

# UNIT 3 -- OFFICIATING FIELD EVENTS ©

## Introduction

Field event competitors combine the talents of speed, strength and control. Field events are categorized as either *throwing events* (from a circle as in the Shot Put, Discus, Weight and Hammer, or from a runway as in the Javelin), or as *jumping events*, both vertical (the High Jump and Pole Vault), or horizontal (Long Jump and Triple Jump).

The central role of the field events official is to focus on detail and maintain consistency. Field events officials must be attentive to watch for correct form, approved equipment, time constraints, accurate and consistent measurement, and fair competitive opportunities for every competitor. Most importantly, each field event official must give her/his full attention to maintaining safety at the competition site.

## General Rules for Field Events

Common to officiating all field events is the attention given to ensuring that each competitor competes with an equal advantage in relation to the equipment used and the competition conditions. As well, the officials are to ensure that each performance is measured consistently, accurately, and without bias. Duties required of the field events official include: grooming the field, preparing areas and inspecting the equipment to ensure equal competition conditions. Areas of common concern to officiating all field events include:

- organizing and gathering the competitors
- preliminary trials
- calling the competitors
- absence of competitors
- monitoring for illegal assistance
- taping aids
- shoe restrictions
- inspection and use of field event implements
- taking measurements
- recording measurements
- actions of the official

**Organizing and Gathering Competitors:** As with the Clerk in track events a major task of the field event official is to organize and gather the competitors for the competition. This includes checking in competitors, providing basic information and grouping competitors into flights.

**Preliminary Trials and Qualifying Rounds:** When there are more than six competitors preliminary trials in throws or horizontal jumps may be used to select those competitors who will be permitted to participate in the finals. The number of finalists in field events should not be fewer than 8 (6 or less in some competitions and jurisdictions)<sup>11</sup> and should be equal to the number of lanes on the track. In the preliminary trials each competitor is allowed three *trials* or attempts. These trials are taken in an order determined by lot. The finalists are then allowed three additional trials. Where there are 8 competitors or fewer, each competitor is allowed 6 trials, even if none of the first 3 trials is ruled a *fair* attempt in USATF and IAAF. However, they must have a fair attempt in high school and NCAA meets to be in the finals. The order of competition in the finals is in the reverse of their place order for all competitions, i.e. with the leader going last. In international and national championships if more than 15 competitors are entered, qualifying rounds are used to select

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<sup>11</sup>National High School Federation Rule 6-2-4 indicates: "When preliminaries are held, one or more competitors than there are scoring places shall qualify for the finals." Note that the Games Committee has discretion to allow as many competitors as desired over this minimum number of finalists. All rules now allow the four throw option instead of preliminary and final throws.

the 12 competitors (plus all ties although tiebreak rules must applied first) which advance to the competition proper. In qualifying rounds, each competitor is allowed three attempts to reach the qualifying standard established prior to the competition by the Games Committee. Once a competitor has achieved the automatic qualifying standard, that competitor is not allowed to continue in the qualifying competition.

When necessary, the qualifying competition may be divided into groups, or *flights*. These flights shall be conducted as if they were separate competitions with a warm-up period between the flights. The number of athletes per flight usually varies from 8 to 12 although high school allows flights as small as 3. If there is a qualifying round then no preliminary trials or final shall be conducted in flights. Marks achieved in the qualifying rounds do not carry forward to the competition proper. Flights are more common in high school, youth, masters and collegiate meets, because there isn't time for a qualifying round. In such cases the best 8 from the flights advance to the finals. Rotating flights of 4 or 5 can be used in vertical jumps until there are 12 or fewer competitors.

**Calling Up the Competitors.** The Head Judge of the event or Flight Coordinator in larger meets *calls* each competitor to begin her/his trial. As a common practice this call includes the competitor who is *up* (whose trial is now underway), the competitor who is *on deck* (the next one in line to compete), and the competitor who is *on hold* (the third in line to compete).

**Absence of Competitors and Time Limits:** Unless a competitor receives permission from the Chief Field Judge in advance to enable her/him to compete in some other event, the competitor must make her/his attempt in the turn established by the event official when called. The timing varies by the number of athletes remaining in the competition, whether it is a multievent and/or which rule book the competition is being conducted under. Consequently it is recommended that you review the individual rulebook. Generally, the competitor must start the attempt within one minute for all but high school pole vault and throwing competitions which allow a minute and a half. Exceptions to this time limit are provided for in the final stage of competition in the pole vault and high jump when there are one, two or three competitors remain or when a competitor must make consecutive attempts in any field event as shown in the following table.

Time in Minutes for Trials

	----- OPEN -----			---COMBINED-EVENTS <sup>a)</sup> ---		
	FIELD	HJ	PV	FIELD	HJ	PV
<i>Greater than 3</i>						
USATF/IAAF	1	1	1	1	1	1
NCAA	1	1	1	1	1	1
HS Jumps	1	1	1 1/2	1	1	1 1/2
HS Throws	1 1/2			1 1/2		
<b>If 2-3 remaining<sup>b)</sup></b>						
USATF/IAAF	1	1 1/2	2	1	1 1/2	2
NCAA	1	2	3	1	1 <sup>a)</sup>	1 <sup>a)</sup>
HS Jumps	1	3	4	1	3	4
HS Throws	1 1/2			1 1/2		
<b>If 1 remaining</b>						
USATF/IAAF	1	3	5	1 <sup>d)</sup>	3	5
NCAA	1	4	5	1	2 <sup>c)</sup>	3 <sup>c)</sup>
HS Jumps	1	5	6	1	5	6
HS Throws	1 1/2			1 1/2		

----- OPEN ----- ---COMBINED-EVENTS <sup>a)</sup> ---

	FIELD	HJ	PV	FIELD	HJ	PV
<b>CONSECUTIVE ATTEMPTS</b>						
USATF/IAAF	2	2	3	2	2	3
NCAA	1	2	3	1	2	3
HS <sup>e)</sup>	-	-	-	-	-	-
<b>WARNING</b>	<b>FIELD</b>	<b>HJ</b>	<b>PV</b>	<b>FIELD</b>	<b>HJ</b>	<b>PV</b>
USATF/IAAF	1/4	1/4	1/4	1/4	1/4	1/4
NCAA	1/2	1/2	1/2	1/2	1/2	1/2
HS <sup>e)</sup>	-	-	-	-	-	-

Table Footnotes:

*Because these rules continues to be an area for change, please review your rulebook when moving from event to event or meet to meet to make sure you are applying the appropriate time increment.*

- a) Note the differences in the rules.
- b) Note to be fair to all competitors this change occurs when a new round is started with only 2 or 3 remaining then all should be given the extended time for each jump including their first jump.
- c) There is no rule covering this item but with one remaining the consecutive jump rule applies.
- d) Same as consecutive attempts after the first attempt which will have the normal time limit unless a consecutive attempt. (Note this normally applies only to vertical jump competitions since other event should not have more than one attempt per round.)
- e) There is no rule for this.

Failure to begin a trial in the time prescribed is considered a *failed* attempt by the competitor. If permission is obtained, the competitor may take the deferred trials at the conclusion of the round in progress. However, under no circumstances is the Pole Vault or High Jump bar to be lowered for a competitor who missed a round. In the finals of a NCAA meet all attempts must be taken in the proper order.

**Illegal Assistance:** Under the current rules, no coaching is permitted during the competition within the *competition area*.<sup>12</sup> If the official feels that this is occurring, the official is to issue a warning to the offender and the competitor. If there is a recurrence, the athlete can be disqualified from further competition in the event. Under USATF and IAAF rules an athlete must stay in the competition area. In practice this means that a field athlete cannot cross the track to consult with a coach. An athlete can not have any technical device with them at the event, i.e. a radio, mobile phone, video, CD or like device. A competitor may not view videotape during the competition. However, hand signs, yelling is allowed. In major IAAF and USATF competitions, seating for coaches should be provided near the competition area.

**Taping Aids:** The taping of the hands or fingers is not allowed, unless it is to protect an injury, wound or cut and it is approved by a physician. However, the taping of the wrist is acceptable. Likewise the taping of individual fingers of a competitor and the use of gloves with the fingertips exposed is allowed in the Hammer and Weight Throw.

**Shoe Restrictions.** The maximum height allowed for sole in the high jump and long jump is 13 mm and the maximum heel thickness for the high jump is 19 mm. In other events shoes may be of any thickness.

**Recording Measurements.** Distances must be measured in meters and shall be recorded to the nearest centimeter below the distance covered (i.e., fractions must be ignored) for all field events in NCAA, USATF and IAAF meets. In high school the Discus, Hammer and Javelin throws shall be measured and recorded in the nearest inch below the distance covered or if metrically to the nearest centimeter below the distance covered. The other field events in high school are measures to the next quarter inch below the actual distance measured or centimeter.

**Actions of the Official:** Once a competitor has completed the attempt, the Head Judge (holding the flags) will indicate whether the attempt was legal or illegal by raising either the white or red flag respectively once the athlete has left the circle, runway or pit. The Head Judge will immediately close the competitive area. If it is a fair attempt, the officials will measure the throw or jump and record the result on the event sheet (see Figure 3-1). In either case the official will

<sup>12</sup>The NCAA rules permit coaches to confer with athletes for meets involving 5 or fewer teams. The National High School Federation permits coaches to converse between events or trials as long as it is not in an area restricted to contestants and meet officials as well as in a unrestricted area.

then prepare the facility for the next competitor and will then call the next competitors. The competitor's allotted time then begins when her/his name is called. At the fifteen second point (30 seconds in NCAA), the official watching the clock will raise a yellow flag or call out 15 (30) seconds unless the athlete is already in motion. The flag should be held up until the time has elapsed.

## Throwing Events

**Use of Field Event Implements:** Normally, each competitor shall be allowed to use a personal implement provided that it meets legal specifications. If accepted it is generally considered a meet implement for that meet. There are exceptions for NCAA, and Masters implements and the Youth Javelin where an individually owned implement can only be used by other competitor with the permission of the owner. The Games Committee shall set a time and place for the inspecting, weighing and measuring of all implements to be used in the meet. However, in some competitions, the meet may supply the implements.

**Use of Illegal Implements.** A field event competitor shall be disqualified if the competitor uses an implement that has been illegally altered after having been official inspected or uses an unapproved and illegal implement (including warm-up throws). All records and/or points scored with the use of such illegal implements shall be canceled.

**Taking Measurements.** All measurements of distance shall be made with a certified steel or fiberglass tape. When measuring throwing events, that part of the tape that records distance (the non-zero end) is held by the official at the circle, scratch line or takeoff board. The tape should be pulled true and straight and some slight tension is maintained during the measurement. All records will be measured by a scientific device or certified steel tape.

**Implements and Throwing Areas Specifications:** At the *Open Athlete* level, the throwing events are the Shot Put (men use a 16 pound put {7.260 kilograms}, women use an 4 kilogram implement),<sup>13</sup> the discus (men use a 2 kilogram discus and women use a one kilogram discus),<sup>14</sup> the javelin (men use 800 grams and women use 600 gram javelins)<sup>15</sup>, the hammer (men use 16 pound and women use 4 kg hammers), and the weight (Men use the 35 pound and 56 pound weight and women use the 20 lb. weight).

With the exception of the Javelin, all throwing events are contested from a circle which is made of a quarter inch iron or steel band, the top of which is sunk flush with the ground outside. The surface within the circle is to be a firm level surface 2 centimeters lower than the upper edge of the rim of the circle. The inside diameter of the circle is 2.135 meters (7 feet) for the Shot Put, Weight Throws and Hammer Throw and 2.50 meters (8 feet 2 1/2 inches) for the Discus Throw. The circle edge is painted white and marked so as to clearly divide the circle into front and back halves. In all cases the implement must land totally within the in lines marking the sector such that the mark made by the implement or the head of the implement (excluding the wire or chain handle of the Hammer and Weight and the shaft of the javelin). Except for the javelin and high school throws the sector angle is always 40 degrees until 2003 when the USATF and IAAF sectors will change to 34.92 degrees or 0.6 meters width for every meter out from the center of the circle. For all javelin sector the distance between the sector lines is define as  $R/2$  or 0.5 meters width for every meter out where R is the distance out along the sector line (radius) from the center of the circle used to form the foul line arc (see Javelin chart in the Appendix). In the high school discus the sector can be either 40 or 60 degrees and the shot-put sector is 65.5 degrees or equivalent to putting the inside of the sector lines along the radius that pass along the edge of the toe board. See Appendix for officials location for each event.)

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<sup>13</sup>The National High School Federation competitions use a 12 pound shot for boys and 4 kilogram shot for girls. For USATF Youth see Rule 241 and for Masters' age group implements see Rule 262.

<sup>14</sup> The National High School Federation competitions use a 1.6 kilogram Discus for boys and a 1 kilogram for girls. USATF Youth Athletics uses a 1 kilogram Discus for boys ages 9-14 and 1.6 kilogram Discus is used for boys ages 15-18. A 1 kilogram Discus is used for all girls competitions.

<sup>15</sup>The only exception is USATF Youth Athletics in which boys ages 13-14 use a 600 gram javelin and an age determine range of weights for Master competitors (see the Master section of the rules).



**Throwing Within the Circle:** In all throwing events within a circle, the competitor is permitted to touch the inside edge of the iron band or stop-board. The competitor must begin the throw from a stationary position within the circle. After the competitor has stepped into the circle and commenced a throw or put, if she/he touches the top of the circle or stop-board or the ground outside the circle with any part of her/his body, it is considered a foul. If she/he improperly releases the implement in making any attempt that is also a foul. However, the competitor is allowed to interrupt an attempt once started, lay down the implement inside or outside the circle, leave the circle and then return to a stationary position before beginning again. If the competitor chooses to interrupt the attempt she/he must leave the circle from the rear half, re-enter the circle and begin again within the time allowed for that individual event.

A competitor must not leave the circle until the implement has touched the landing surface. The competitor's first step in exiting which touches outside the circle must be completely behind the white line which is drawn outside the circle running theoretically through the center of the circle. In high school the thrower must leave under control and wait for the official to say mark once the implement has landed.

**Time Limits for Throws:** Time limit for all throws are one minute except for high school which still has a minute and a half. The time for consecutive throws including in combined events in the IAAF and the USATF competitions is 2 minutes.

**Measuring the Throw.** Measurement of a completed throw is made from the nearest mark made by the fall of the implement inside the sector lines, not the center of the impact area. Measurements are made from the implement mark in the field to the inside edge of the circumference of the circle along a line from the mark in the field to the center of the circle. These measurements should be made immediately after the throw (see above for measurement requirements). Whenever immediate appeal is made regarding a decision that a throw was a foul or invalid, the throw should be measured to protect the rights of all concerned, should the appeal be upheld. Such a measurement should not be marked on the official result sheet or announced to anyone unless the appeal is upheld.

Distances are measured in meters and recorded to nearest centimeter except in high school where the increment is the quarter inch except for the Discus, Hammer and Javelin where the distance is measured and recorded in the whole inch below the distance covered.<sup>16</sup> All measurements must be made with either a certified steel or fiberglass tape. For measurements involving field event records, a steel tape must be used. Record attempts must be measured by at least three judges including the event's Head Judge, under the direction of the Referee or Head Field Judge. The Referee or Head Field Judge need not be present but should make sure that the measurement is done properly.

Typical locations for officials in each of the throwing events are shown in Figures 3-2 through 3-5.

## **The Shot Put**

The Shot is put from the shoulder with one hand only. At the time the competitor takes a stance in the ring to commence a put, the Shot shall touch or be in close proximity to the chin and the hand shall not be dropped below this position during the act of putting. The Shot must not at any time be brought behind the line of the shoulders. In summary, the rules affecting the Shot Put include:

1. The competitor must not leave the circle until the implement has touched the ground and thereafter must exit only from the rear half of the ring.
2. The competitor may touch the inside of the iron band only.
3. The competitor must start from a stationary position.
4. The Shot must be held in close proximity to the neck or chin--the throwing arm must not drop behind or below the shoulder level.
5. The competitor may not touch the top of the stop-board.
6. Any part of the body may extend over the band or stop-board provided it does not touch the ground outside the circle.

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<sup>16</sup>The National High Federation measures to the nearest lesser 1/4 inch in the Shot Put and nearest whole inch in the Discus and Javelin.

7. Both trial and final throws will count toward the best throw for the competition.
8. If the throwing implement lands on a sector line,<sup>17</sup> it is considered a foul.
9. To break ties, go to the next best performance.
10. The throw is not started within the appropriate time limit.

## **The Weight Throw**

In throwing the Weight (20,35 and 56 pound), the competitor may assume any position he or she choose and must use both hands. If the weight breaks in the circle or while in the air, it is not counted as a trial provided the throw was made in accordance with the rules. In the Weight Throw events, if as the result of the implement breaking, the competitor loses his balance and commits a foul, it shall not be charged against the competitor and the athlete will be awarded another throw.

## **The Hammer Throw**

In the starting position prior to the preliminary swings or turns, the competitor is permitted to rest the head of the Hammer on the ground inside or outside the circle. It is not considered a foul throw if the head of the Hammer touches the ground while the competitor is making his preliminary swings or turns. If, however, the competitor stops the swing and begins the trial again after the Hammer has touched the ground, then it is considered a foul throw. If the Hammer breaks during the throw or while in the air, it shall not count as a throw if the throw was made in accordance with the rule. In the event that the competitor thereby loses his/her balance and commits a foul, it shall not be charged against the athlete and will be awarded a substitute throw. The rules affecting the Hammer Throw are summarized below:

1. The competitor is to commence the throw from a stationary position inside the circle.
2. Prior to preliminary swings or turns, the head of the Hammer may be put on the ground inside or outside the circle.
3. The competitor may touch the inside edge of the circle.
4. The competitor must not leave the circle until the Hammer has touched the ground.
5. The competitor must leave from the rear half of the circle.
6. The head of the Hammer may touch the ground while making preliminary swings or turns; however, after doing so, it will be considered a foul if the competitor stops the attempt to begin the trial again.
7. If the Hammer breaks during a throw or while in the air the attempt is not counted. Also, if in this situation the competitor thereby loses his balance and commits a foul, it shall not count against him.
8. The throw is legal if the ball of the Hammers falls within the sector yet the wire and handle contact the ground outside the sector.
9. If no rules have been broken, a competitor may interrupt a trial once started, may lay his Hammer down, and may leave the circle before returning to a stationary position and beginning the trial within the time limit.

When possible the doors of the hammer cage should be closed down so that the hammer won't land outside the sector at a distance of less than about 180 feet unless it goes over the cage. To set up the cage properly measure out from the center of the circle to point which in the center of the sector and about 5 feet from the center. The open gate will normally be parallel or nearly parallel to the sector line depending on the position of the gate hinge pole. The closed gate should be perpendicular to the sector line and preferable into the sector by a meter or so. If it is a NCAA cage, then the resulting opening will be larger. If set this way most throwers will have no problem unless the under or over rotate before releasing.

## **The Discus**

The Discus is thrown from a circle with an inside diameter of 2.5 meters (8 feet, 2 1/2 inches). The competitor may adopt any position she/he chooses and make any number or types of turns as she/he wishes before releasing the Discus. As with other events thrown from a circle, the general rules applying to the Discus include: beginning from a stationary position within the circle, interruption of a trial and exiting from the rear half of the circle.

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<sup>17</sup>The sector arc is 40 degrees for all jurisdictions except the National High School Federation, which uses an arc of 65.481 degrees (the arc of the stopboard) until 2003.

In the landing area, the Judge must mark the point at which the discus lands nearest to the throwing circle. If the discus lands on its front edge, a curved mark will be clearly seen. If it lands and then tilts forward onto its front edge, the judge must take special care to identify the correct point to mark. Thus, the official should be alert to check if this mark was created by the initial impact (i.e., back edge of the first point of contact) or as a result of the implement bouncing. These decisions must be made quickly and with authority. The rules affecting the discus throw include:

1. The competitor must start from a stationary position within the circle.
2. Any part of the competitor's body may extend over the band provided that no part of the body or apparel touches the ground outside of the circle.
3. The competitor must start from a stationary position within the circle.
4. The competitor may touch the inside of the iron band only.
5. If the discus lands on the sector line,<sup>18</sup> it is considered a foul if the discus lands on the sector line,<sup>19</sup> it is considered a foul.
6. The competitor must not leave the circle until the implement has touched the ground. (In high school the competitor must be under control and wait for the official to call mark before leaving.)
7. The competitor must exit only from the rear half.
8. Both trial and final throws will count toward the best throw.
9. To break ties, the Head Judge must go to the next best performance.
10. The throw is started before the end of the appropriate time limit.

The discus cage is set with both gates open and parallel to the sector lines normally unless a potential safety problem dictates that the gate open be closed down.

## Throwing the Javelin

The Javelin is thrown from a runway of not more than 36.5 meters (120 feet) or less than 30 meters (98.5 feet) in length.<sup>20</sup> This runway is marked by two parallel lines that are 4 meters apart. The throw is made from behind an arc of a circle drawn with a radius of 8 meters (26 feet, 3 inches). This arc line is a board made of wood or metal 7 centimeters in width painted white and sunk flush with the ground. Lines are drawn from the extremities of the arc at right angles to the parallel lines marking the runway. The sector lines extend from the extremities of the arc from a distance of at least 91.5 meters (300 feet, 3 inches). The ends of the sector lines may be marked by flags.

The competitor is required to hold the Javelin in one hand so that the little finger is nearest the point and the thrower's last contact with the Javelin is the grip. At no time after preparing to throw and until the Javelin is released may the competitor turn completely around so that his back is towards the throwing area (i.e., the competitor may not rotate through a full 360 degrees before releasing the Javelin in the act of throwing). Also, the Javelin must be thrown over the shoulder or upper part of the throwing arm and may not be slung or hurled.

To be considered a valid throw, the Javelin landing point must fall completely within the inner edge of the sector lines. In addition, in Open competitions the tip or the point of the metal head must strike the ground before any other part of the Javelin (certain exceptions are made for age-related competitions). The competitor must not touch the arc or the lines drawn from the extremities of the arc, or the ground beyond the arc, or parallel lines from any part of the competitor's body. The competitor must leave the delivery area from behind the arc only after the Javelin has touched the ground.

Also, the competitor may not place any marks on the runway itself, but may place up to two marks provided by the Games Committee along the side of the runway. If the Javelin breaks at any time during the throw or flight, the attempt is not counted. In summary, the key rules relating to Javelin competitions include:

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<sup>18</sup>The sector arc is 40 degrees for all jurisdictions except the National High School Federation, which uses an arc of 60 degrees.

<sup>19</sup>The sector arc is 40 degrees for all jurisdictions except the National High School Federation, which uses an arc of 60 degrees.

<sup>20</sup>NCAA and National High School Federation rules make no provisions for maximum runway length, but sets a minimum length of 36.5 meters for the Javelin event.

1. The Javelin is held by the grip in one hand only, with at least the little finger on the grip or whipcord.
2. While in the act of throwing the Javelin, the competitor may not do a 360 turn around during his runup.
3. The Javelin must be released with an over the shoulder motion only. No side arm or below the shoulder releases
4. On the run up, the competitor may not touch the arc line, the ground beyond the arc, the parallel lines, or cross either parallel line.
5. The competitor may not place any marks on the runway.
6. The competitor must remain in the delivery area behind the arc until the Javelin strikes the ground; then leave from behind the arc and the lines drawn from the extremities of the arc.
7. If the Javelin breaks at any time during the course of the throw, it shall not count, provided that it was a legal throw up until that point.
8. The throw must be started during the appropriate time limit.
9. Each competitor is credited with the best of his or her throws.
10. To break ties between competitors, the next best performance is used.

## Jumping Events

The jumping events are divided between the *horizontal jumps* (Long Jump and Triple Jump) and the *vertical jumps* (Pole Vault and High Jump). While there are a few exceptions between the general rules governing all field events and the jumping events, the officials at the jumping events must also give attention to grooming the facilities more often and pay particular attention to the accuracy of their measurements. Some typical locations for officials for both events are shown in Figures 3-6 and 7.

### Horizontal Jumps -- Long Jump and Triple Jump

**Time Limits for Horizontal Jumps:** Time limit for horizontal jumps is one minute except for high school which still has a minute and a half. The time for consecutive jumps including in combined events in the IAAF and the USATF competitions is 2 minutes.

#### The Long Jump

Competitors in the Long and Triple Jump share common facilities. For both events, the runway is an unlimited length (minimum runway length is 40 meters except the IAAF which has a limit of 45 meters from the foul line), 4 feet wide and flush with the level of the landing pit. The landing pit is 3 meters (9 feet) wide and 10 meters (32 feet, 9 inches) long as measured from the end of the take-off board to the end of the landing pit. The Triple Jump utilizes two additional take-off boards to respond to different levels of competition (see Figure 3-6 for officiating positions).

All jumps are measured at a 90-degree angle from the far edge of the take-off board. To assist the official in determining if the competitor has fouled by stepping over that board, a board of plasticine or other suitable material which retains an imprint is placed in front of (on the landing pit side) the take-off board.

The measurement of the jumps is made at right angles from the take-off line or the extension of the take-off board parallel to the runway, to the nearest break in the landing area made by any part of the competitor's body including clothing. To ensure the correct measurement of the jump, it is essential that the surface of the sand in the landing area be groomed level with the top of the take-off board. After the competitor has left the pit beyond her/his landing point, the official first determines which mark is closest to the take-off board side of the landing pit. If undecided between two marks, the official should consult with the Head Judge and if still undecided, both marks should be measured. The official then enters the pit just beyond the point where the competitor landed. With a spike and the zero end of the tape, the official then marks the spot closest to the take-off board. The official should hold the tape even with the front edge of the spike.

During the competition, the competitors are not permitted to place any marks on the runway or in or around the landing pit area. However, markers supplied by the Games Committee may be placed alongside the runway.

**Foul Jumps.** It is considered a foul if the Long or Triple Jump competitor:

1. Touches the ground beyond the take-off line or the take-off line extended with any part of her/his body or apparel, whether running up without jumping or in the act of jumping; or
2. Takes off to either side of the take-off board, whether beyond or behind the take-off line extended; or
3. In the course of landing, touches the ground outside the landing area nearer to the take-off line extended than the nearest break in the landing area made by the jumper; or
4. After completing a jump, walks back into the landing area (USATF and NCAA); or
5. Employs any form of somersaulting before reaching in the landing pit.
6. The jump is not started within the appropriate time limit.

## **The Triple Jump**

The Triple Jump is conducted under all the same rules of competition as the Long Jump except for the event's technique requirements and the placement of the take-off board. In supervising Triple Jump competitions, the official must monitor attempts for correct technique and use of the designated take-off board. In the Triple Jump, the competitor must first land on the same foot which was used on her/his take-off; the other foot must be then used for the second landing; and either or both feet may be used for the third landing (see Figure 3-8 on form). It shall not be considered a failure or foul if the competitor, while jumping, touches the ground with the "*sleeping*" or "*trailing*" leg.

The placement of the take-off board depends upon the caliber of the competition. In major male competitions, the take-off board is placed at least 13 meters from the landing area. For major Open Women's competitions, the board is placed at least 10 meters from the landing area.

## **Vertical Jumps -- Pole Vault and High Jump**

**Rules Specific to the Vertical Jumps.** Although contested under most of the general rules governing all field events, the Pole Vault and High Jump also share some exceptions to these competition rules. For example, the height of the cross bar at the start of competition and the increments that the crossbar is raised are determined prior to the meet by the Games Committee. This decision is announced to the competitors prior to the start of the competition. The measurement of the crossbar's height must be made with an acceptable tape or a bar graduated in centimeters. This measurement is made in a perpendicular manner from the ground to the lowest part of the crossbar's upper side. Good procedures require that in all cases of attempts at record heights, the judges should check the measurement of the bar prior to each attempt. The placement of the bar should also be checked when the bar has been moved to a new height or displaced for any reason. The underside and front of the crossbar should be distinguishable, and the bar should always be replaced in the same position each time. Typical positions for vertical jump officials are shown in Figures 3-9 through 3-11.

Each competitor is to be credited with the best of all jumps or vaults in the competition, including jumps taken in any jump-off resulting from a first-place tie. A competitor may, at her/his discretion, commence jumping or vaulting at the starting height or at any subsequent height. If a competitor foregoes a trial at a certain height in IAAF or USATF competitions, she/he thereby forfeits her/his right to jump again at that height. In NCAA and high school competitions a jumper passes only one jump at a time. Three consecutive failures to legally clear a height disqualifies the competitor from further jumping except in the case of ties for first place. A competitor may forego his second or third attempts at a particular height (after failing both the first and/or second time) and continue to jump or vault at a subsequent height. However, the failure(s) carry forward to the subsequent height.

## **Order of Competition**

Before the competition begins, the official should discuss with each athlete the height at which she/he plans to enter the rotation of competitors. If there are more than 15 competitors in USATF, the competitors should be called up in

"rotating flights" or groups of five. Rotating flights or "five alive" is the recommend method for NCAA and high school competitions where there are more than 5 competitors. In a NCCA meet when there are fewer than 9 competitors then you switch to a continuous flight. Each competitor in the flight takes her/his first attempts in the order called. When a competitor clears the height, a sixth competitor on the roster is added to the flight and takes her/his first attempt at the height. The athlete who cleared the height must now wait until the bar is again raised. Each time the bar is raised, one round of the competition is considered complete. Except in the event of a tie for first place the bar may not be lowered. This "rotating flights of five" (i.e., "five alive") method ensures that five competitors are actively attempting to clear the current height.

The winning competitor may continue to jump or vault until either retiring from the competition or has three consecutive failures. During this phase of the competition, the height to which the bar is to be raised is decided after consulting with remaining competitor except in combined event competitions. In USATF and IAAF competitions the bar may be raised to record height if all competitors agree.

## Recording Results

Prior to the competition, the Games Committee prepares the recording form and this is provided to the Head Official. Because the order of finish is based upon the competitor's best performance and, in the case of ties at the ultimate height, the number of misses, it is important that accurate records are kept. The standard notations are:

<b>Cleared</b>	<b>Failed</b>	<b>Pass</b>
<b>O</b>	<b>X</b>	<b>- or P</b>

**Determining the Results.** If two competitors clear the same height, the higher place is awarded to the competitor with fewest misses at the highest height cleared by both. If the competitors are still tied, the competitor with the fewest misses throughout the competition, up to and including the height last cleared shall be awarded the higher place. If they are still tied and it is for first place, a jump-off must be conducted.

The procedure description for a jump-off is slightly different in each rulebook but the intent is the same. Now in all meets each tying competitor for first place is allowed one additional attempt at lowest height any of the tying competitors attempted above the tying height. There are no passes allowed. If all miss at this height, the bar is lower to the next lower height. If all clear at this height, the bar is raised again. This raising and lowering continues until only one competitor remains. The increment for these changes is fixed depending on the rulebook. See Table below. Jump-offs are conducted only in the case of a tie for first place. If, after counting the misses in the entire competition, ties which occur for places other than first remain as ties and are so recorded (for an example see Figure 3-12).

### Tie Breaking Increments

Rulebook	High Jump	Pole Vault
USATF/IAAF	2 cm	5 cm
High School	1 in	3 in
NCAA	3 cm	8 cm

### Timing Time in Minutes for Trials

--- OPEN --- COMBINED EVENTS

	HJ	PV	HJ	PV
<i>Greater than 3</i>				
USATF/IAAF	1	1	1	1
NCAA	1	1	1	1
HS	1	1 1/2	1	1 1/2
<b>If 2-3 remaining<sup>b)</sup></b>				
USATF/IAAF	1 1/2	2	1 1/2	2

NCAA	2	3	1 <sup>a)</sup>	1 <sup>a)</sup>
HS	3	4	3	4
<b>If 1 remaining</b>	HJ	PV	HJ	PV
USATF/IAAF	3	5	3	5
NCAA	4	5	2 <sup>c)</sup>	3 <sup>c)</sup>
HS	5	6	5	6
<b>CONSECUTIVE ATTEMPTS</b>				
USATF/IAAF	2	3	2	3
NCAA	2	3	2	3
HS <sup>e)</sup>	-	-	-	-
<b>WARNING</b>				
USATF/IAAF	1/4	1/4	1/4	1/4
NCAA	1/2	1/2	1/2	1/2
HS <sup>e)</sup>	-	-	-	-

a) Note the differences in the rules.

b) Note to be fair to all competitors this change occurs when a new round is started with only 2 or 3 remaining then all should be given the extended time for each jump including their first jump.

c) There is no rule covering this item but with one remaining the consecutive jump rule applies.

d) Same as consecutive attempts after the first attempt which will have the normal time limit unless a consecutive attempt. (Note this normally applies only to vertical jump competitions since other event should not have more than one attempt per round.)

e) There is no rule for this.

## Warm-Up Times

Division	Time/ Jumps	When	Enter
High School	1 Jump at height change w/o bar	3 Consecutive Heights Passes	Must Enter
Youth	1 jump at height change w/o bar as earned	3 Consecutive Heights Passes	No
Masters	1 jump at height change w/o bar as earned	3 Consecutive Heights Passes	No
Open	None		
IAAF	None		
NCAA	1.5 min HJ, 2 min PV at height change w/o bar	One hour since last jump	No

## The High Jump

In the High Jump the athlete must take off from one foot. A failure to clear the bar is charged against the competitor when the bar is dislodged due to some action of the athlete or if the attempt is not made within the allotted time.

Knocking the bar off the supports with any part of the body or touching the ground beyond the plane of the uprights or plane extended without clearing the bar, the attempt counts as a failure. If in attempting a jump the competitor touches the landing area with her/his foot and, in the opinion of the judge, no advantaged is gained, the jump should not for that reason be considered a failure.

Unless the Referee considers the take-off or landing pit has become unsuitable, the uprights or posts shall not be moved during competition. In such a case, the change shall be made only after a round has been completed if at all possible.

In summary, the rules specific to the High Jump include:

1. Normally, the standards are not moved once the competition begins, and never during the middle of round of competition (unless they are knocked out of place).

2. The crossbar is circular with flat rectangular ends until 2003 and marked so the bottom and front sides remain constant. In 2003 the ends of the bar will be semicircular for IAAF and USATF competitions.
3. The landing pad must not extend into the plane of the crossbar. In USATF and IAAF meets it should be behind the marked foul line.
4. Shoes may not incorporate springs or have soles thicker than 13mm including ridges and heels can be no more than 19 mm.
5. A windsock should be located near the take-off area.
6. The takeoff of a legal jump is from one foot in front of the nearest edge of the uprights.
7. The starting height and all successive heights are to be determined by the Games Committee until only one jumper remains.
8. Each jumper may put up to two marks to indicate her/his approach. If the Games Committee does not supply a marker, a competitor may use adhesive tape, but not chalk or anything else that leaves indelible marks.<sup>21</sup>
9. A failed jump attempt occurs when:
  - a) The Judge concludes that the bar fell because the jumper knocked it off, not because the wind blew it off or because the pad jarred the standard knocking the crossbar off. It is immaterial whether the jumper leaves the pad before the crossbar falls. Only in a high school meet is it a foul if the bar is knocked off as a result of the jumper leaving the pit, assuming the jumper did not hit the bar while jumping.
  - b) The jumper touches the ground or pad beyond the plane of the front edge of the crossbar, or the plane of the crossbar extended, without first clearing the bar. This plane will be marked with a 5 cm line the edge nearest the jumper being aligned with the front edge of the standards and running 3 meters beyond either standard.
  - c) If the jumper fails to jump within the allotted time (see above). Competitors are allowed a maximum of 3 attempts at each height.
10. Competitors may take all 3 attempts or pass any or all attempts.
11. A "pass" is for that height in USATF and IAAF and 3 "pass marks" should be recorded to indicate that the jumper has passed the height completely.<sup>22</sup>
12. A pass must be indicated by the competitor before she/he is called up.

## The Pole Vault

Officiating the Pole Vault is conducted in a similar fashion to the High Jump. Time increments are shown in the table above. In this form of vertical jumping the competitor is aided by the use of a pole. Although the pole may be of any material or combination of materials and of any length or diameter, the pole's basic surface must be smooth. The pole may, however, have a binding of not more than 2 layers of adhesive tape of uniform thickness at the holding area. This tape restriction does not apply to any binding at the bottom end of the pole with protective layers of tape so long as this does not exceed 30 centimeters. In order to obtain a better grip competitors are permitted to use an adhesive substance such as resin or a similar substance on their hands or on the pole during the competition. The use of tape on the hands or fingers is not allowed except in cases where it is necessary to cover open cuts. Although gloves may not be used, forearm covers are permitted.<sup>23</sup>

The take-off box for the Pole Vault can be made of wood, metal or other suitable rigid material sunk level with the ground. The standards supporting the crossbar may be moved forward or back, but not more than 0.4 meters (15 inches), in the direction of the runway. They may not be moved more than 0.8 meters (31 inches) toward the landing area.

Before the competition starts each vaulter should inform the official of the position he wants the standards set at during the competition. This information should be recorded on the recording sheet. If the competitor wishes to make changes during the competition, these should be made before the standards are set to his initial marks. If failing to do so, the time required to reset the standards may be subtracted from the time allotted to the athlete for that individual attempt. In all but IAAF competitions the standards may not be set before the zero point which is at the top inside edge of the back of the take-off box.

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<sup>21</sup>NCAA rules do not permit any competitor's mark within 2 meters of either standard.

<sup>22</sup>The NCAA rule permits the competitor to pass on an attempt and still take 2 additional attempts at the height.

<sup>23</sup>NCAA rules permit the use of gloves in the Pole Vault.



In summary, the rules specific to the Pole Vault include:

1. After leaving the ground in an attempt, the competitor is not permitted to move his lower hand above the upper hand or move the upper hand higher on the pole.
2. The length of the runway is unlimited.
3. Measurements for records must be made with an acceptable steel tape or bar graduated in centimeters. All new heights shall be measured, and record heights remeasured, if the bar is displaced.
4. No marks are to be placed on the runway, but one or two markers can be placed alongside the runway.
5. A competitor may, at his discretion, commence vaulting at the starting height or any subsequent height.
6. The winning competitor is entitled to continue vaulting at the heights he determines (as long as greater than 2 cm. Increments) until he has forfeited his right to compete further by three consecutive misses.
7. Poles may not have a binding of more than 2 layers of tape at the grip end of the pole.
8. Gloves may not be worn except in a NCAA meet.
9. If the competitor clears the bar, it is not a foul if the pole passes underneath the crossbar.
10. It is not a foul if the pole breaks during an attempt. In such a case the valuter will be awarded another attempt.
11. It is not a foul if a vaulter runs outside the white lines marking the runway at any point.
12. It is considered a foul if the vaulter:
  - Knocks the crossbar off the pegs it was set on due to the actions of the competitor while vaulting.
  - Before taking off, touches with any part of his body or pole, the ground (including the landing area) beyond the vertical plane of the upper part of the stop-board of the take-off box with any part of his body or pole without first clearing the crossbar.
  - After leaving the ground places his lower hand above the upper hand or moves the upper hand higher on the pole.
  - Or any other person touches or catches the pole unless it is falling away from the crossbar or uprights. If the pole is touched and the official in charge of the event is of the opinion that the bar would have been knocked off if the intervention had not occurred, the vault shall be regarded as a failure.
  - Fails to initiate an attempt within the time allotted.
  - During the jump the vaulter deliberately steadies or replaces the bar.
  - Fails to initiate an attempt within the time allotted.
  - In NCAA and high school, leaves the ground without clearing the bar.
  - In high school only knocks the bar off while getting out of the pit.

# FIELD EVENT RECORDING SHEET

## SHOT PUT

## DISCUS

## ***LONG JUMP***

## TRIPLE JUMP

**Meet:** \_\_\_\_\_

Men: \_\_\_\_\_ *Check*

**Start Time:** \_\_\_\_\_

Women: \_\_\_\_\_

[illegible]

**X = Foul      - - = Pass**

### Place Winner

### Distance

1st			
2nd			
3rd			
4th			

### Place Winner

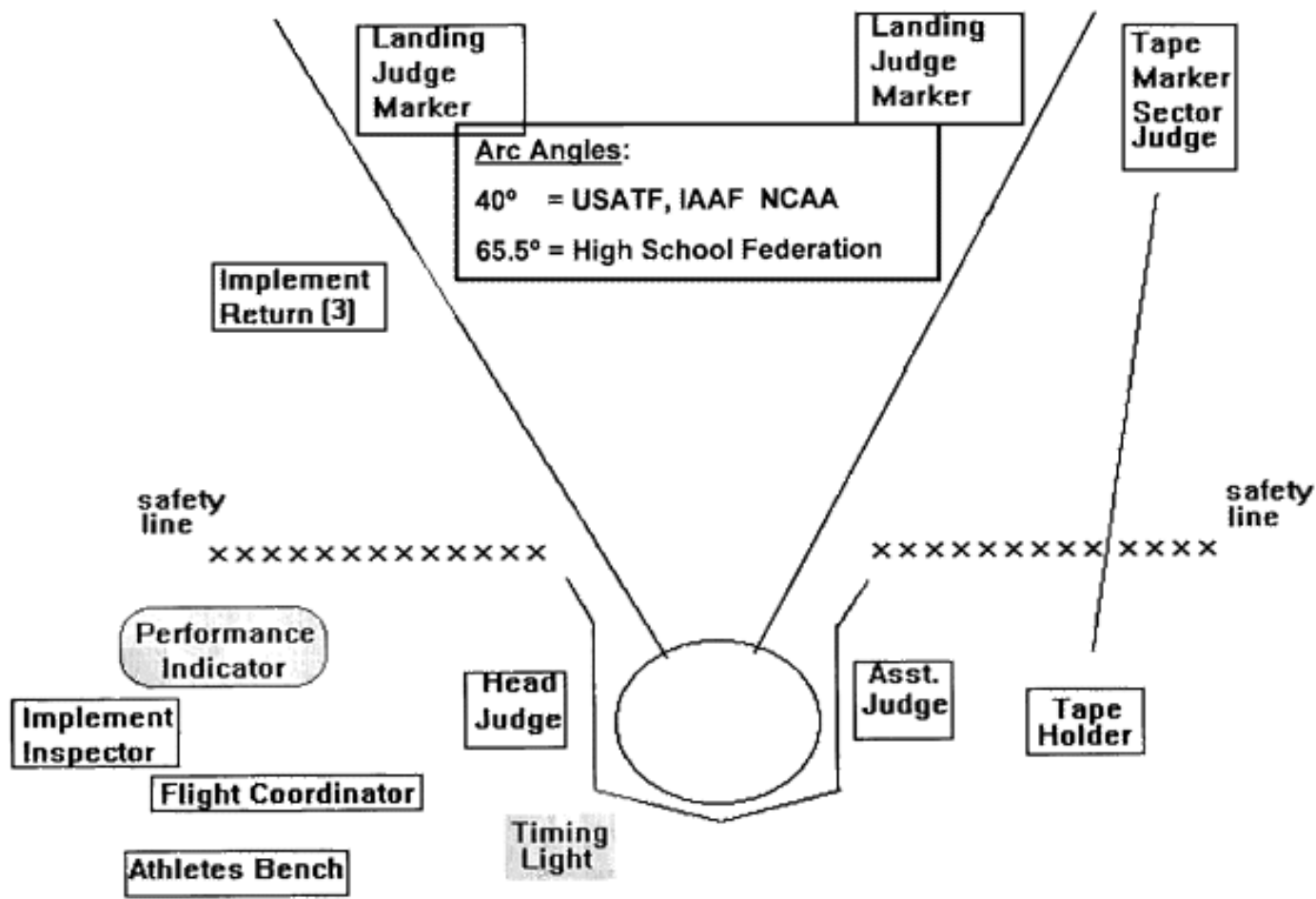
## School

### Distance

5th		
6th		
7th		
8th		

Figure 3-2

# Discus and Shot Put Officiating Positions



# Hammer/Weight Throw Positions

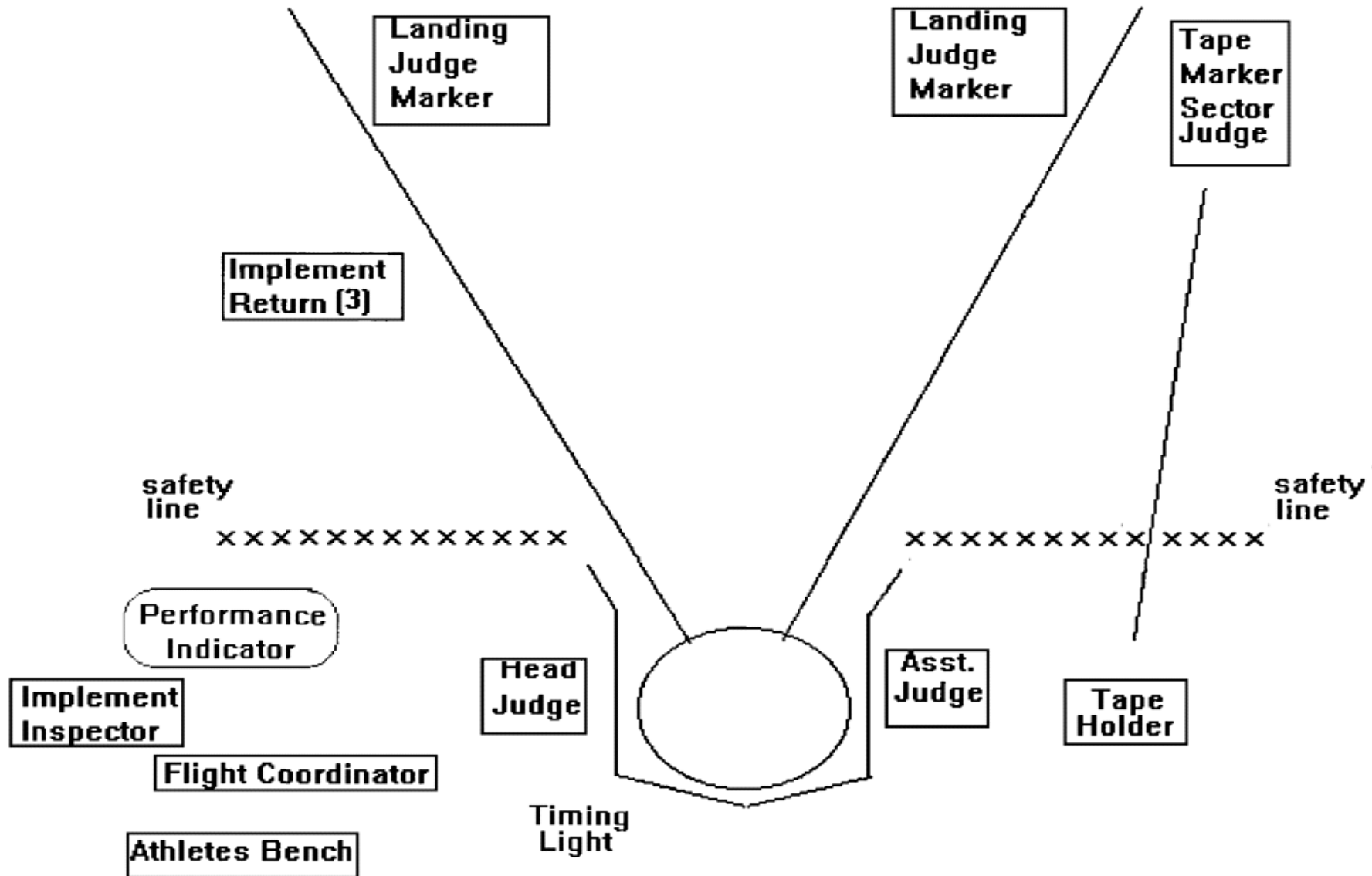


Figure 3-3

# Javelin Throw Officiating Positions

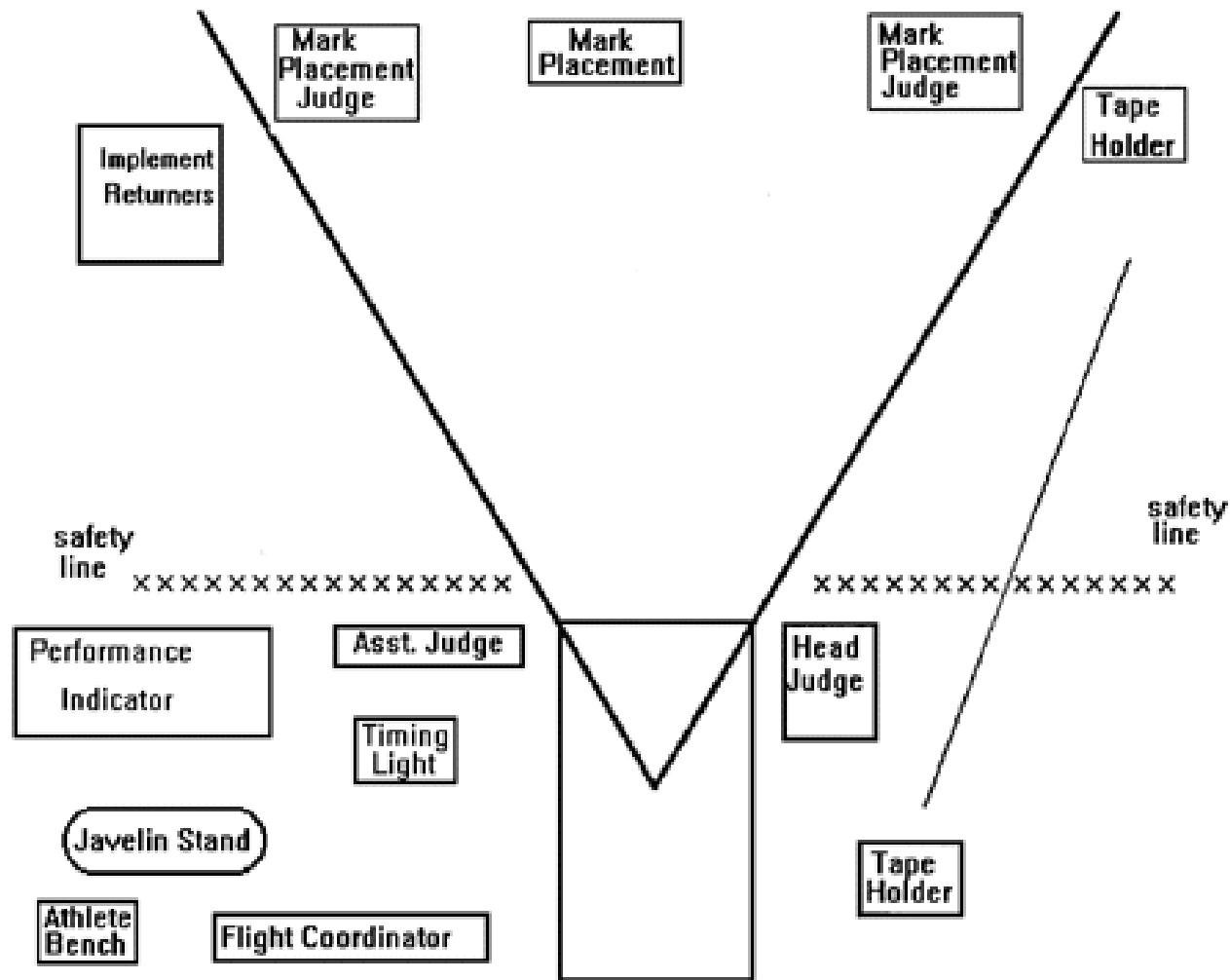


Figure 3-4

# Figure 3-5

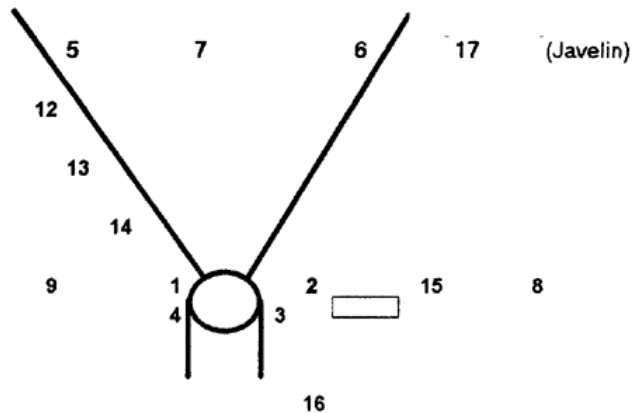
## USATF OFFICIALS THROWING POSITIONS AND ASSIGNMENTS



Date: \_\_\_\_\_

Meet: \_\_\_\_\_

10 11



Official's  
Assignment

Time\_\_\_\_  
Shot Put  
M

W

Time\_\_\_\_  
Discus  
M

W

Time\_\_\_\_  
Javelin  
M

W

Time\_\_\_\_  
Hammer  
M

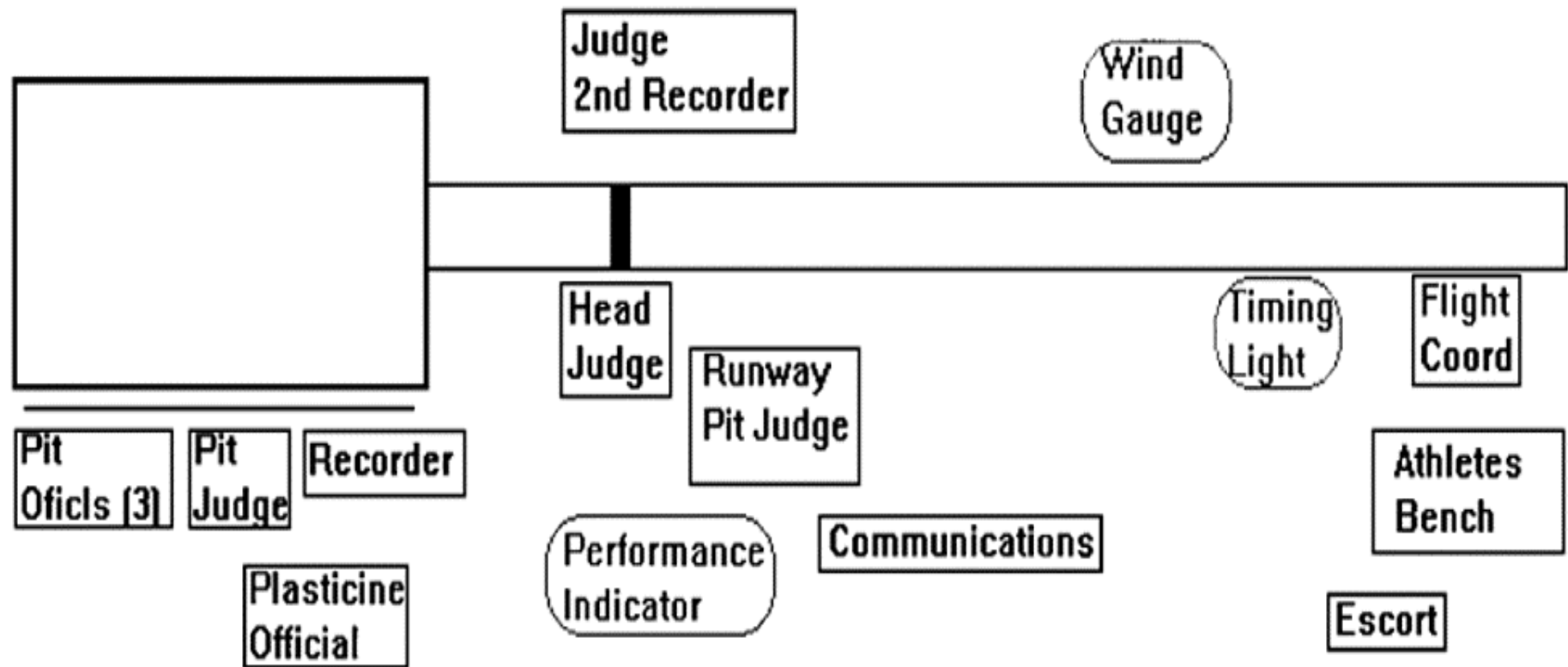
W

1. Event Head/Flags
2. Flight Coordinator/  
Clock Operator
3. First Recorder/Judge
4. Second Recorder/  
Reader/Judge
5. Marker/Sector Judge
6. Marker/Sector Judge
7. Marker/Measurer
8. English Board
9. Metric Board
10. Escort
11. Escort
12. Retriever
13. Retriever
14. Retriever
15. Implement Inspector
16. Marshall
17. Javelin Landing

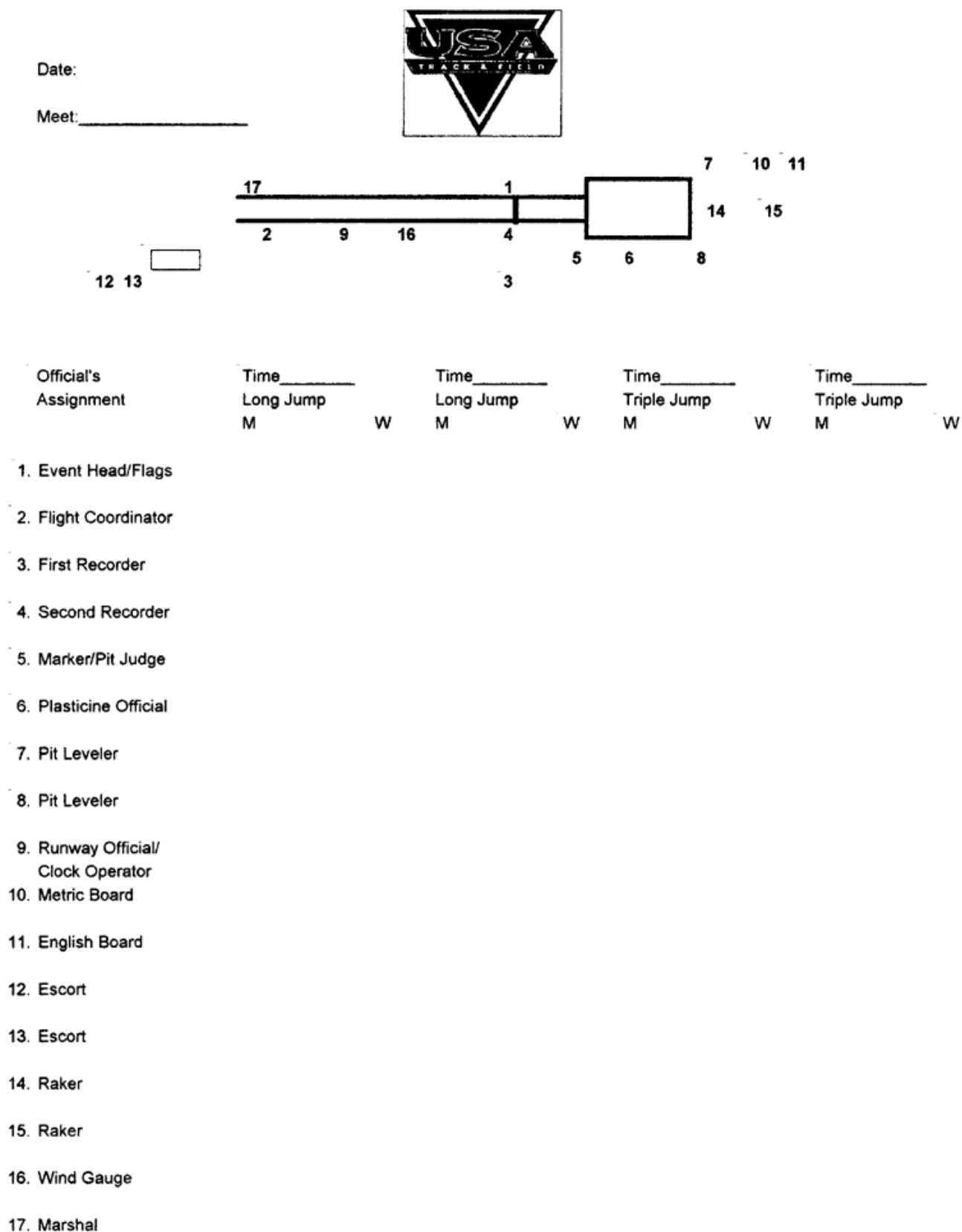
THRASGN.XLS

Figure 3-6

# Long/Triple Jump Positions



# USATF OFFICIALS HORIZONTAL JUMP POSITIONS AND ASSIGNMENTS



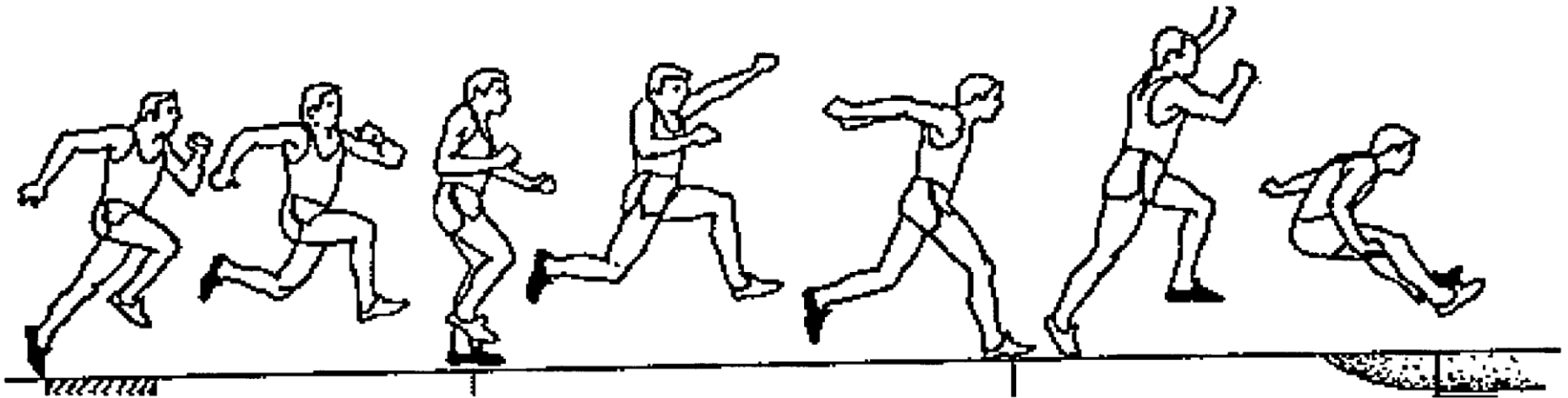
LJASGN.XLS

Figure 3-7



Figure 3-8

# Triple Jump Technique



# High Jump Officiating Positions

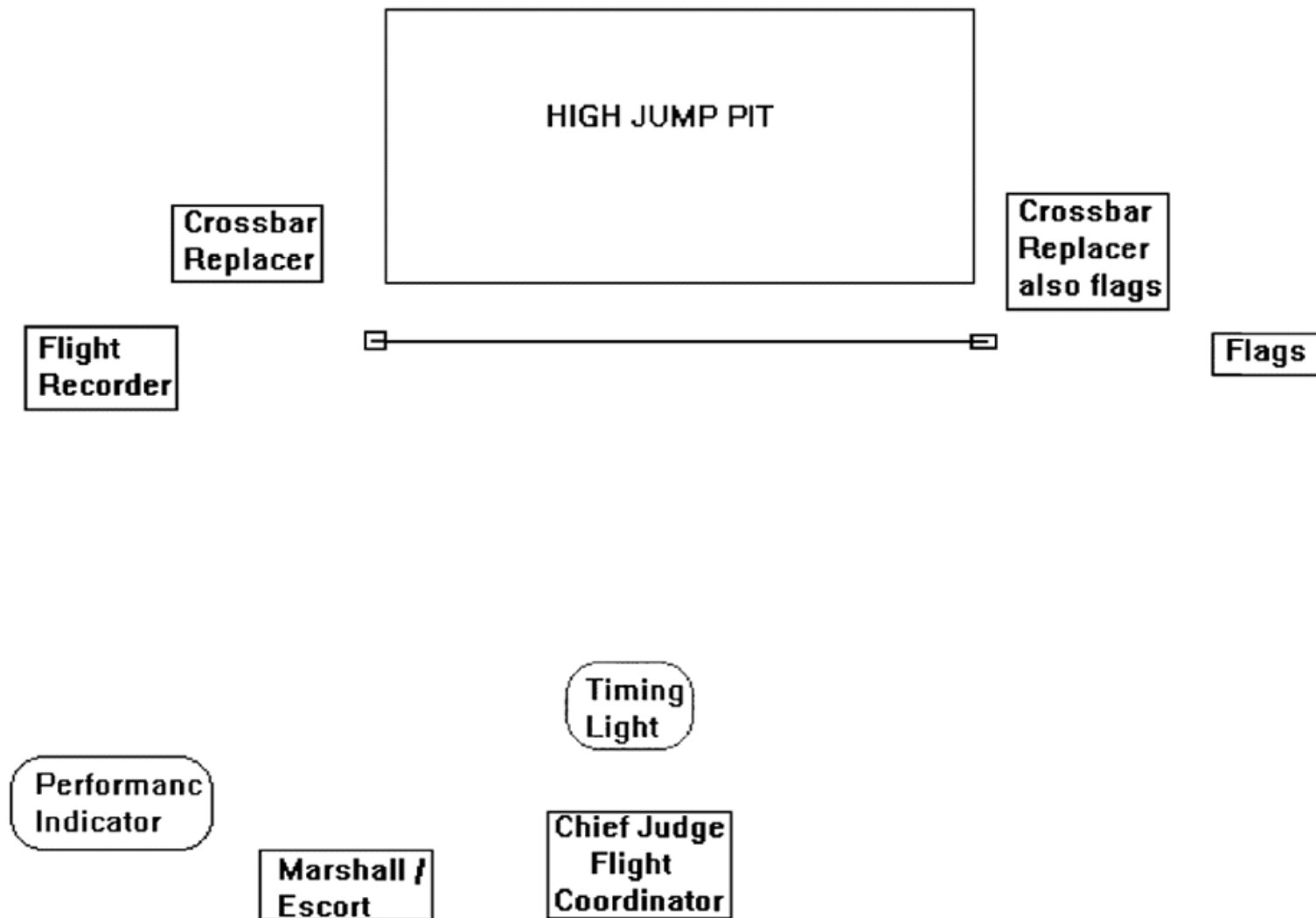
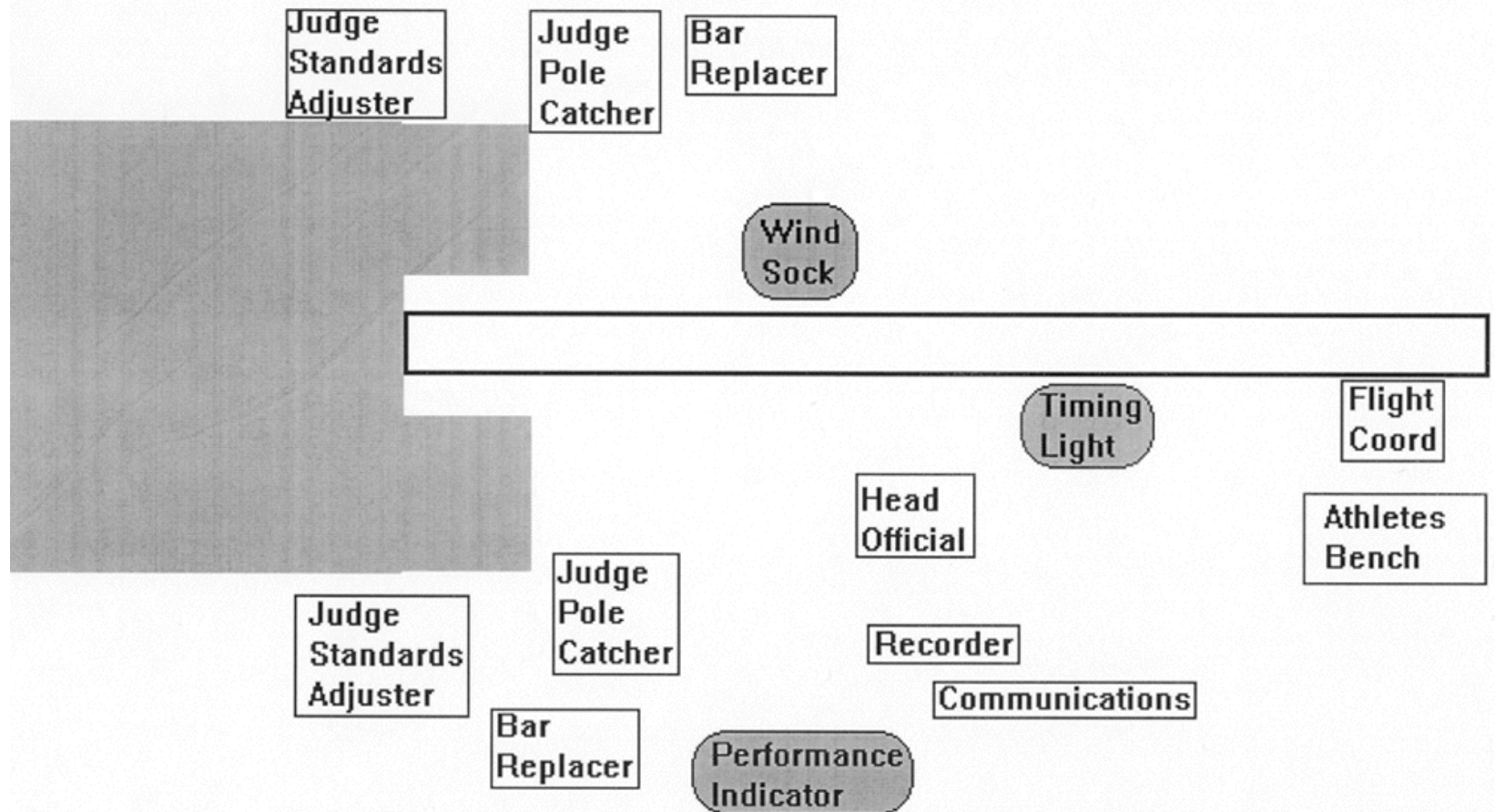


Figure 3-9

Figure 3-10

# Pole Vault Officiating Positions



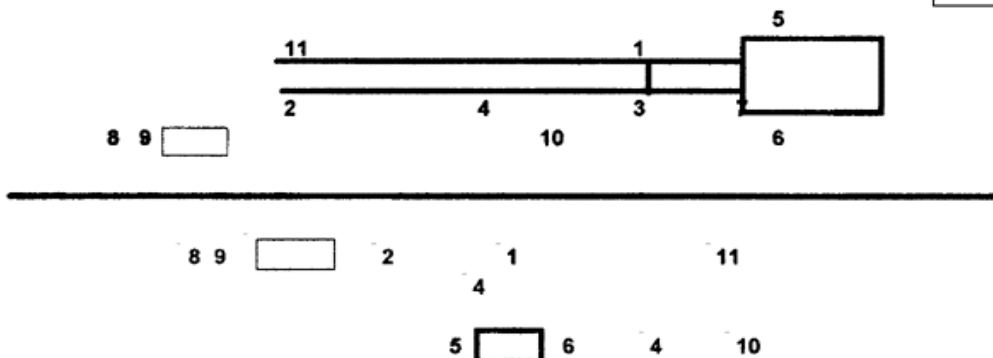
## USATF OFFICIALS VERTICAL JUMP POSITIONS AND ASSIGNMENTS

Meet: \_\_\_\_\_

Date: \_\_\_\_\_



### POLE VAULT



### HIGH JUMP

Official's Assignment	Time _____ High Jump M	W	Time _____ Pole Vault M	W	Time _____ High Jump M	W	Time _____ Pole Vault M	W
1. Event Head/Flags								
2. Flight Coordinator/ Clock Operator								
3. First Recorder/Judge								
4. Second Recorder/ Runway Official								
5. Bar Raiser/ Standard Setter								
6. Bar Raiser/ Standard Setter								
7. Pole Catcher								
8. Escort								
9. Escort								
10. English/Metric Board								
11. Marshall	_____		_____		_____		_____	

Figure 3-11



Figure 3-12



## VERTICAL JUMP SCORING

COMPETITION						TOTAL MISSES	JUMP OFF			FINISH	PLACE
1.75M	1.80M	1.83M	1.86M	1.88M	1.90M		1.88M	1.86M	1.88M		
A	O	O	XO	XO	XXX	2	X	O	X	2	
B	P	O	XO	XO	P	XXX	2	X	O	O	1
C	XO	O	XO	XO	XXX	3				3	
D	P	XO	XO	XO	P	XXX	3			3	
E	XXO	O	XXO	P	XXX	4				5	

Marks

**X** = FAIL   **O** = CLEARED   **P** = PASS

# **National Officials Committee of USA Track & Field**



## **A Guide for USA Track and Field Officiating © Version 5a (9/99)**

Updated 1/2002 for USATF and IAAF Changes

**Unit 4  
Race Walk Officiating**

## UNIT 4 – OFFICIATING RACE WALKING EVENTS ©

Walking has emerged as one the most popular forms of recreation and competition in the world. Walking competitions are now offered at all age classifications and ability levels--from novices to Olympic elite. With this interest comes the need for trained and knowledgeable judges and specially trained officials able to properly apply the rules of race walking to the competitive situation. While some procedural differences exist in youth athletics and master level competitions, the basic rules apply (*see the current USATF Rules of Competition for the exceptions to the general rules for Youth and Master competitions*)

For sanctioned competitions, specialized certified officials referred to as "*Race Walking Judges*" and "*Race Walking Officials*" are required. Under the sport's rules, Judges are given a unique authority. The Race Walking Judge shall have the sole authority to determine the fairness or unfairness of walking and their rulings thereon shall be final and without appeal. These judging decisions are made as seen by the human eye and may not be assisted by a technical device such as a video camera.

*Race Walking Officials* are competition officials specifically appointed to assist in the administration of the race walking event(s). Their responsibilities include administering the warning board, recording information for the Chief Judge, assisting the Chief Judge and or other Judges, overseeing and coordinating the function of the Lap Counters. They also perform such other relevant duties as may be required by the Chief Judge, the Referee, Coordinator of Officials or Meet Director. As an athletics competition, race walk events utilize the same umpires and the other certified officials required for other track and road events. When needed, as certified officials, Judges and Race Walk Officials should be prepared to assist with other officiating duties once the race walk competition processes are completed.

### Chapter Two Definition of Legal Race Walking

Race Walking is defined in the rules as:

*A progression of steps so taken that the walker makes contact with the ground so that no visible (to the human eye) loss of contact occurs. The advancing leg must be straightened (i.e., not bent at the knee) from the moment of first contact with the ground until the leg is in the vertical upright position.*

### Chapter Three Race Walk Competition Officials

In addition to the officials used to conduct all track event, the *competition officials* for race walk events include the Referee, Chief Judge, Judges, Chief Recorders, Chief Lap Scorer, and Chief of the Warning Board.

#### ***Race Walk Referee***

For major race walk competitions, a separate Referee should be designated. This person should always be a certified official knowledgeable in the rules and logistics applying to race walking competitions. This position oversees the course set-up, assigns and places competition officials, makes policy decisions relating to the competition, observes the competition and renders decisions on all matters not specifically assigned by the rules to the Chief Judges or the Judges. For USATF National Championships and major international team selection events, the National Race Walk Committee Chair either serves as the Referee or designates a Master Level Certified Official to this role.



## **Judges**

The Judge's primary function is to independently judge the legality of each competitor's progression. Their decisions are final and without appeal. Through extensive experientially based training and attaining special certification requirements; this sport's judges develop the expertise to discern infractions in technique. When umpires are not assigned to the entire course, Judges must also remain alert to enforce both walking's technique rules as well as the general rules of competition.

## **Selection**

Normally, the Games Committee will select the competition judges. However, for national championship and team trial competitions, selection is based on the recommendations of the Men's and Women's Race Walk Committee.

## **Number of Judges**

A race walk competition must include *a minimum of three currently certified judges*. For a record to be recognized there must be a minimum of four judges for indoor and outdoor track events and at least six for road events. At least half of these judges must hold a National or higher level judging certification and at least one of these judges must be either a Master or IAAF level Judge. According to USATF Rule 39, the recommended maximum number of judges required to judge a competition held completely on the track is five for indoor and outdoors there should be five judges, including the Chief Judge. For events contested fully or partially on the roads, there should be a minimum of six to a maximum of nine judges, including the Chief Judge. Factors to consider in determining the number of judges assigned to a road course include course design, number of judging observation opportunities, size of loops and whether or not the road event will start and/or finish within the stadium. In nearly all of the elite international level competitions, the Chief Judge actively judges the competition.

## **Race Walk Officials**

As noted above, in addition to judges and umpires, the race walk requires the following competition officials and chiefs: Recorder, Warning Board Operator and Lap Timers/Scorers. These are functions that should be filled by specially trained USATF certified officials. For championship and trials level competitions, it is recommended that two competition officials are assigned to receive and record "red warning cards" collected from the judges.

## **Recorder(s)**

The Chief Recorder is responsible for maintaining an accurate and complete record of all caution and warnings issued. Because materials need to be organized systematically and quickly, two competition officials, working as a team, should be assigned to this role. They need to carefully organize submitted Judge's warning cards (red) to ensure that the Chief Judge can be immediately informed when three warning cards (submitted by three separate judges) are received for a given competitor. If three red judges' warning cards have been submitted for a competitor from three different judges, the recorder promptly notifies the Chief Judge that the requirements for a disqualification have been met. Prior to notifying the walker of disqualification, the Chief Judge should double check that the cards are filled in properly and from three different Judges. Otherwise, no cards are shown to any Judge, spectator or official.

Each red Judge's warning card is to be properly recorded on a special *Judge's Summary Sheet* that indicates the athlete by number and the Judge by name and number. Incomplete warning cards



Competitor's Number	Time of Day

Reason $\sim$ or $\rangle$	Bent Knee	
	Loss of Contact	

Judge's Number

12/1/97hnd

② = Warning, Bent Knee

[illegible]

Each lap scorer should be provided with a folding chair, pencil, lap sheets and clipboard. Ideally, lap scorers have a table to facilitate recording times and laps (see Event Planning Checklist). An approach that has worked well is to place these persons on risers wide enough for tables and a

supervisor to move behind the seated personnel to check the sheets to ensure their accuracy. The supervisor should bring a small pencil sharpener.

Ideally, time reference is displayed on a large digital clock visible to both competitors and the Lap Scorers. An ideal location is at the even thousand meters mark (i.e., 1000, 3000, 5000 meter mark or 2000, 4000, 6000 meter mark. This approach reduces errors and provides clock times that make sense to competitors. It allows Lap Scorers to verify that laps correspond to times. A *laps to go* board with large numbers is also needed in many races, for competitors' viewing. An equally visible sign pointing to the exit direction back to the stadium is recommended. For major events, a video camera and tape recorder can also help to provide a *fail-safe* verification that a walker has gone the correct number of laps.

### ***Other "Competition Officials"***

#### **Umpires and Marshals**

Race walk competitors are under the same rules of competitor conduct that govern that of any other track competitor. To provide consistency, umpires are needed for both the road and track portions of these events. They should be placed by the Chief Umpire to monitor turns, observe for impedance and illegal assistance, course exit and re-entry by competitors and possible provision of unauthorized aid. Like the judges and support officials, they should be provided with comfortable folding chairs, refreshments and, whenever possible, shaded locations should be used (for the 50 K, it is at least a 4.5 hour task). These competition officials should be certified umpires and knowledgeable concerning race walk and road competition situations.

Marshals at race walk events should primarily focus on crowd control and to assist fellow officials. They are to keep the competitive area (any part of the road or track surface) clear.

All officials should be reminded of the critical importance of remaining impartial during the event. Officials are not permitted to show support for any individual's efforts. Experienced officials should remind their assistants not to "*go native*" on the event by either becoming cheering spectators or by taking pictures during the event.

## **Chapter Four Support Officials**

### ***Chapter Five Announcer – Information/Education***

Rather than just a pleasant voice, the announcer should have some familiarity with the race walk event. Announcers should use this role to educate the spectators about the event. However, clearance for announcing any Warning's must come from the Chief Judge via the Event Referee. Problems have arisen when an overeager announcer has formed his/her own conclusions about what has occurred.

### ***Card Collection***

For road walks, at least three card collectors on bicycles should be assigned to circulate the course to quickly bring red warning cards from the judges to the recorder and warning board. For track events, one card collector per judge is recommended. Prior to leaving the judge, the card collector should check that the card information is completed and signed by the judge. Card collectors should take care not to go near timing systems or interfere with competitors. These support officials can also deliver refreshments to the judges, but their primary mission is to get the cards back to the recorders quickly. Provision of radio contact between at least one cyclist, the medical area and the recorder is recommended to note injuries, drop outs, locate specific competitors and other vital information. Card collectors should circumnavigate the course in the opposite direction of the

competitors (avoids startling the competitors). Card collectors should also keep the red warning cards out sign to avoid influencing a judge.

For races finishing with the stadium, special consideration should be given to how to get cards to the Chief Judge once the Chief Judge has returned to the stadium for the finish. Plans should also be developed on how to get the proper number of watches out onto the course to the lap counters/split timers from the track.

### ***Communications***

For major events planners may want to consider a highly secure closed band radio to ensure close coordination between the Chief Judge, the Recorders, and the Chief Lap Scorer and the Warning Board Chief. An assistant can be assigned to the Chief Judge with a radio with an earphone or headset. This will permit the Chief Judge to be notified quickly when a third card has been received while not being influenced by transmitted information. The Chief Judge can then quickly return to the Warning Board/Recorder's area to verify the warning cards prior to notifying the athlete of their disqualification from the competition. A procedure should be in place to inform both the Chief Lap Scorer and the Announcer once the Chief Judge has informed an athlete of her/his disqualification. Once the Chief Judge formally notifies the athlete, the third dot or X can be displayed on the warning board.

## **Chapter Six Race Walk Judging Practices**

### ***Judging Set-up and Locations***

Each Judge should be supplied with a map of the course, hat, appropriate armband, chair, tally sheets, caution paddles, and periodic refreshments. Judging locations will be established by the Chief Judge (elected by the other judges) and coordinated with the event Referee.

The judges need a quiet secure place to hold a meeting at least 30-60 minutes prior to the start of the race and immediately following the conclusion of the event. For events conducted partially or wholly on the road, provision should be made for ensuring that three judges required to observe the start can move quickly to their positions on the course and that three judges are returned to the stadium to cover the finish. Electric carts should be provided both to transport these judges and to permit the Chief Judge to move around the road course in order to quickly deliver the red paddle if a disqualification is necessary.

### ***Judging***

Much like the Triple Jump Official, the Race Walk Judge silently focuses on the legality of the competitor's technique. All judging is to be done independently of the actions of other judges. Each judge is to make her/his decisions based solely on what the judge observes as each competitor moves through the *judging zone* immediately in front of them. In race walk competitions, technique infractions are most likely to occur when:

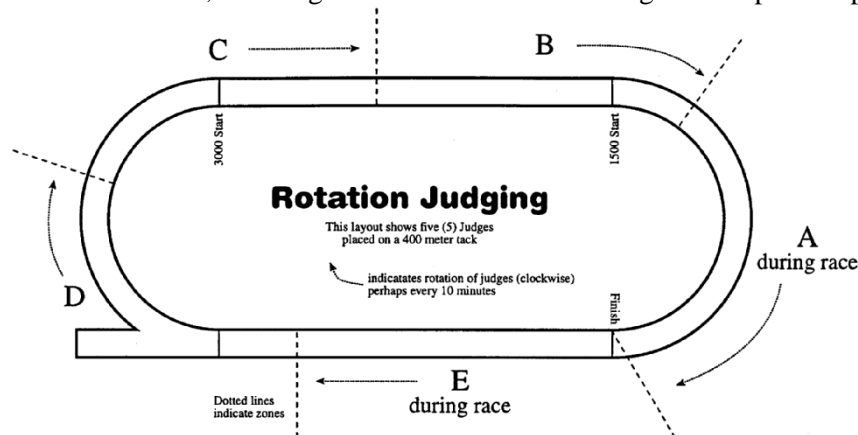
- Walkers move off the start line
- One walker is passing another walker
- Packs of walkers are walking together (especially important to observe interior competitors)
- Walkers move around turns
- Walkers pass through the refreshment stations
- Competitors sprint to finish or catch a competitor during last 100 meters of the event

## Fixed Zone Method

The Chief Race Walking Judge may employ one of two methods for positioning judges around the track – fixed zone assignment and the zone rotation method. In the *zone assignment*, each Judge is assigned to cover a specific portion of the competition area. The Judge is to move back and forth within the designated zone. This method is the easiest for the novice Judge to use since it is the simplest.

## Zone Rotation Method

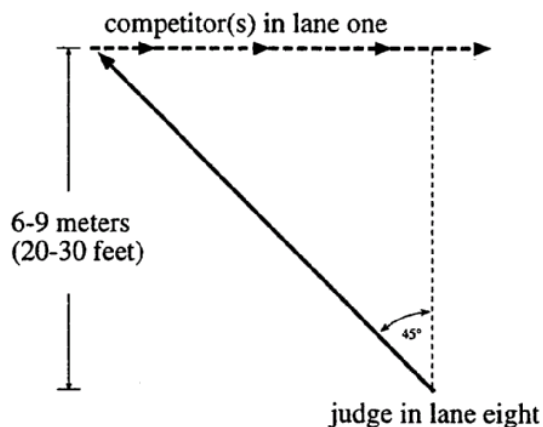
The *zone rotation* method allows the judges to move from one zone to the next around the track in a clockwise direction, covering all areas of the track during the competitive period.



Generally used in races of 20 kilometers or greater, this approach requires all of the judges to work together and move at about the same time at a specific time of day (e.g., every 15 minutes on the quarter hour). The main benefit of this method is to give the judges a different view of the walkers throughout the race. The rotation method is best employed when a more experienced group of judges who are able to focus on their immediate area, ignoring the actions of other judges, and move properly to the next area at the specified time of day.

## Judging Range

Once assigned to a zone the Judge should take a position that presents a clear view of the legs and bare knee actions of the competitors. The Judge's *judging range* is limited to a 45° angle perpendicular to the competitors—walkers are *never* to be judged face-on or from the rear. For track events, the ideal judging position is in the outside lane where the inner raised curb will not block the Judge's view of the contact points of the walker's feet. Occasionally, the judge should move to the inside of the track to observe for straightening violations.

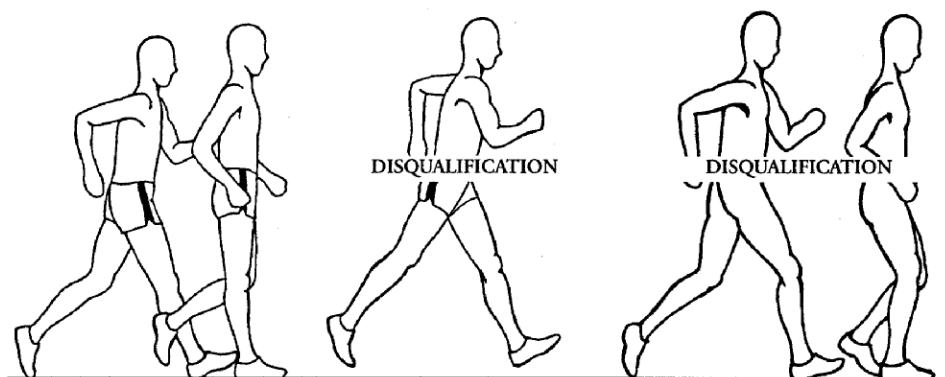


Concentrating only on the lower half of the competitor's body, the Judge may stand, crouch or kneel as the walkers pass by. The Judge should not run along side of the competitors. For road events, the Judge should select a position that is visible to the competitors and allows for a clear view of each walker's contact with the road surface. Again, for either venue, Judges should not attempt to determine the legality of the competitor's technique directly from her/his front or rear.

### ***Judging Calls and Disqualification***

Race walking competitions, whether on the track or on the roads, must be judged for compliance to the two technique rules of the sport. These are:

- The walker must straighten her/his advancing leg from the first moment of contact with the ground until it is in the vertical upright position (i.e., *Straightened Leg, no bent knee*); and
- The walker must maintain contact with the ground (i.e., *Continuous Contact*) so that no visible (to the human eye) loss of contact occurs.



### **Independent Decisions**

All walking Judges are to judge the race independently. They are not allowed to speak to each other during the competition. In track events, Judges must take extra care not to be influenced by the actions of any other Judge in deciding to issue a warning or disqualification.

### **Caution vs. Warning**

The primary purpose of the race walk Judge is to ensure the fairness of the race. This is achieved by *cautioning* competitors whose technique is "on the edge of illegality" and to issue a red *warning*


(formerly known as disqualification) card for those competitors whose technique is clearly illegal (through loss of contact or failure to straighten the leg). If the violation of the technique is sufficiently flagrant and/or unexpected (e.g., running off the start line), a *warning card* may be issued without first issuing a formal caution (via a paddle or sign – see below) to the offending competitor. However, it is valuable whenever possible to first issue a caution to the competitor prior to submitting a warning card if that competitor's form deteriorates from being on the edge, to being clearly illegal. The individual Judge has the sole authority to determine the fairness or unfairness of each competitor's walking and the **Judge's decisions are final and without appeal**. Thus, extra requirements are placed on those persons seeking certification as a race walk Judge.

## Point of Concentration – Legs and Feet


Each walker has her/his own unique *style* and some walking styles attract more attention than others do. In viewing competitors, judges must focus on the walker's adherence to the rules, not their distractions caused by style differences. As walkers become more fatigued, the chances are greater that their form may appear to become more marginal. However, the Judge must remember that a call is issued only when the Judge personally decides that a walker is either on the edge of legality (a caution is issued via paddle and/or voice) or is clearly walking illegally (a warning card issued). Concentrating on the competitor's legs and feet, the Judge's decision should never be influenced by what another Judge has done, by what spectators or coaches may say, or by an unusual walking technique.

## Cautions

A Judge should caution walkers when the walker's mode of progression indicates that she/he is in danger of ceasing to comply with the definition of walking. The cautioned competitor is not entitled to a second caution from the same Judge for the same offense during the remainder of the competition. The Judge records all issued cautions and issued warning cards in separate columns on the Judge's Tally Sheet. In the appropriate column, the Judge should record the competitor's bib number, a symbol indicating the type of offense and time of day. The Judge signs at the bottom and notes their assigned number (see below).

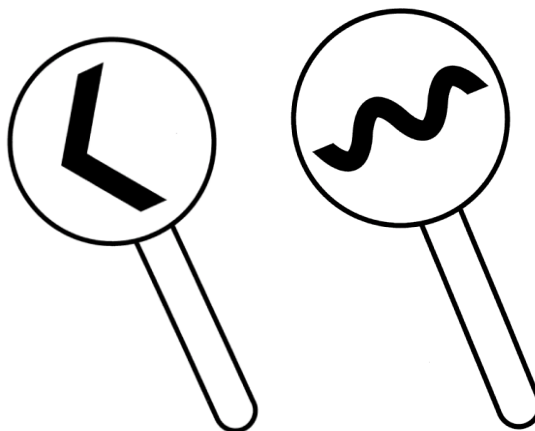


USA  
Athletics



Judge's Tally Sheet

JUDGE'S NAME (PLEASE PRINT)				JUDGE'S NUMBER	
12/1/99nd			Date		
Comp. #	Caution		Comp. #	Warning	
	Reason ~ or >	Time of Day		Reason ~ or >	Time of Day







The recommended form of issuing cautions is through presenting the walker with a yellow paddle with symbols indicating either loss of contact (~) on one side and failure to straighten (>) on the other (see example above). If paddles are not available, then the words “loss of contact” or “failure

to straighten” may be used—before using audio cautions the Judge must be sure that no competitor is either hearing impaired or not fluent in the English language.

## Warnings

When a warning card is to be issued and submitted, the Judge is to complete all of the necessary information (event, walker's bib number, type of violation, time of day, Judge's signature and Judge's assignment number) on the Judge's Warning Card (see below). This card is submitted via a Card Collector to the Recorder, not to the Chief Judge. The recorder then *posts* the warning on the

		<b>Judge's Warning Card</b>	
			Athletics
Competitor's Number	Time of Day		
Reason  or 	Bent Knee		
	Loss of Contact		
Name (please print)		Judge's Number	
Signature		12/1/99/nd	

recording sheet. If this card is either the walker's first card or a second warning card issued by a different judge, the recorder posts large red dot or X next to the walker's bib number on the *warning posting board*. The warning posting board is a large board easily visible to the walkers. Preferably the warning posting board is in a location approaching the finish line of the track or near the end of the road loop.

When in the opinion of three separate judges, a competitor's mode of progression fails to comply with the definition of walking during any part of the competition, that competitor shall be disqualified. Upon receiving the three cards from the Recorder and verifying that they have come from three separate judges, the Chief Judge (and only the Chief Judge) notifies the walker with a red paddle that she/he is

disqualified. That competitor is to then remove her/his bib number and immediately leave the track/race course. The third red dot is not to be posted until the Chief Judge has notified the disqualified competitor.

Disqualification notification may be given immediately after the competitor has finished, if it has not been practical to notify the offending competitor during the race.

## Judging – In Summary

Judges have the unique authority to disqualify and this decision is final and without appeal.

- Ideally there should be a minimum of 5 or more certified Judges, one of who is designated as the Chief Judge. On road courses there should be 6 to 9 Judges plus a sufficient number of Race Walking Officials. All of these officials should be currently certified and are to be considered competition officials.
- The Judges should be stationed around the track (or road loop) in a manner that ensures coverage of the entire track (or road loop). Along with the Chief Judge, two additional Judges should be assigned to observe the event's start and finish processes.
- Judges are either assigned to a fixed area or may, at a designated time, rotate to a new judging area moving in a direction opposite to that of the competitors.
- The Chief Judge generally judges an area close to the start and finish line focusing on judging the legality of each competitor and, as needed, communicating disqualifications to offending competitors. However, the Chief Judge should circumnavigate the entire track or loop to confirm that the judges are in their assigned zones and to make sure that the judges properly cover the course.



- Judging is to be done within a 45° angle (i.e., *judging range*) perpendicular to the competitors, never from the front or rear of the competitors.
- The Recorder generally remains in a fixed location near the finish line so that warning cards can be delivered quickly, sorted, posted on the recording sheet and, if appropriate, warning cards posted on the warning posting board. The Recorder maintains a record of all warning cards issued in a matrix format by Judge and competitor on the Judges Summary Sheet. Following the race, the Recorder gathers the Judge's Tally Sheets and records all cautions noted by each Judge.
- It is also helpful to assign a "*card collector*" to each Judge (cyclists for road events) to pick up the red warning cards and take them from the Judge to the Recorder.

### **Warnings Leading to Disqualification**

Only two technique criteria may be used to determine if the competitor should receive a red warning card. These are:

- The walker must straighten her/his advancing leg from the time of the first contact with the ground until it is in the vertical upright position (i.e., *Straightened Leg or bent knee*); and
- The walker makes contact with the ground (i.e., *Continuous Contact*) so that no visible (to the human eye) loss of contact occurs.

### **Communication with the Competitor**

- Communications by Judges to competitors should be as minimal as possible and primarily visual rather than oral.  
Yellow cautioning paddles are recommended to visually communicate cautions to competitors whose technique is on the edge of illegality. Two symbols used to communicate this information are placed on opposites of the paddle indicating either loss of contact ( ~ ) on one side and failure to straighten the leg (>) on the other. If no paddles are available, a yellow flag may be used along with the words: "Caution: number X, loss of contact" or "Caution: number X, failure to straighten." No other communications are generally necessary.
- Only the Chief Judge may communicate a disqualification decision to a competitor.

### **How a Warning/Disqualification Occurs**

- Three (3) separate judges must issue a warning card on the same competitor. Any Judge, including the Chief Walking Judge, may issue a warning card and all three cards do not have to be for the same violation (e.g., 2 loss of contact, 1 bent knee).
- If the walker is on the edge of illegal walking, but still walking within the rules a competitor may receive any number of "*Caution Calls*" from different judges.
- If the competitor is clearly walking illegally, this competitor can be issued a warning card without receiving any prior cautions from that Judge.
- The Judges should make sure that any warning cards are quickly submitted.
- Upon disqualification, the competitor must immediately leave the track or course and remove her/his competitor number bib. The Chief Judge should make every effort to personally notify any disqualified competitor who has already finished the event.

## Chapter Seven Race Walk Event Logistics

### ***Judges Meetings***

After the race has concluded, each Judge submits her/his completed Judge's Tally Sheet to the Recorder for entering on the Judge's Summary Sheet. Brief Judges meetings are generally conducted prior to and immediately after the race. At the pre-race meeting, the Judges elect a Chief Judge. The Chief Judge assigns an identification number and initial location to each Judge. Based on these assignments, the Chief Judge assigns the two Judges closest to the start/finish line to join her/him in watching the critical first 100 meters of the start. Three Judges also need to observe the last hundred meters of the finish process (ensuring that the necessary three Judges are available should a walker take unfair advantage at these points).

The post-race meeting offers the Chief Judge (with the assistance of her/his Recorder and the Race Walk Referee) the opportunity to review the calls with the Judges and debrief on the event. If several events are scheduled as part of the overall competitions, this meeting offers an opportunity to plan changes in the subsequent event(s).

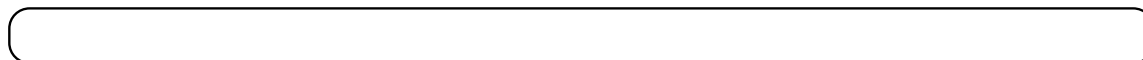
### ***When Multiple Races are Conducted***

**When a series of race walk events are held in succession, it is helpful to select each event's Chief Judge in advance, rotating these assignments. It is also useful for both the Chief Judge and the Recorder to be exempted from participation during the next event (i.e., rotating the Recorders for each event). This time can be used to gather and record the tally sheets, double check the Summary Sheet, gather the lap sheets and turn in a complete packet to the results area for announcement, scoring and filing. It is vital that the lap sheets recorded for each competitor be submitted as part of the final results to provide a complete written record of the event should an age group or other record later require this documentation. Finally, for all race walk competitions, a copy of the Judges' summary must be posted (generally with results) so competitors can be informed of the caution and warning calls issued.**

### ***Course Layout and Set-Up***

In addition to officiating considerations, an effectively executed event begins with care in the planning of the course and logistical support arrangements. The Games Committee needs to establish and assign a crew devoted to course design and its appropriate set up.

#### Course Design



Competitions held partially or completely on the roads are to be contested using a loop course. The course should be designed to permit the judges to observe walkers in both directions and provide turning radiuses of 5 or more meters. According to USATF Rule 150.4 (a) (*Courses and Conditions for Walking Events*): "In championships, the circuit for 10 kilometer and longer race walks shall be a maximum of 2500 meters. The circuit for race walks under 10 kilometers shall be a maximum of 1250 meters."

Lap scoring and recording of race walks is paramount. Sample instructions and forms are shown in Figures 4-3 and 4-4.

## Track Portion

Ideally, any period of time spent on the track is simplified for the athletes by limiting this to as close to one full lap each both at the start and finish. If multiple laps are needed, it is best to require these laps to be completed at the start portion when the athletes are fresh and on the same lap, rather than when they return to the track for the finish. The movement from the track to the road should be as straight as possible (free of sharp turns) and well marshaled with room for judging this section of the competition. The majority of the details described below are applicable to both the men's and women's events, but the logistics of implementing them is simpler for the shorter distances.

## Road Portion

Once on the roads, the course should permit two-way judging and a minimum of exhaust causing vehicles – only electric vehicles and bikes should be allowed to come within 50 feet of the competitors. Turn radii should be as wide as possible to maintain walker momentum and prevent *running the turns*, which can occur, at this level. If the loop course permits, the opportunity to use two-way judging offers the most effective viewing by the judges. Two-way judging is where each Judge is provided with two opportunities each lap to view each competitor by mere walking between sides of the loop. The Chief Judge will be responsible for identifying specific judging locations.

## Course Marking and Turns

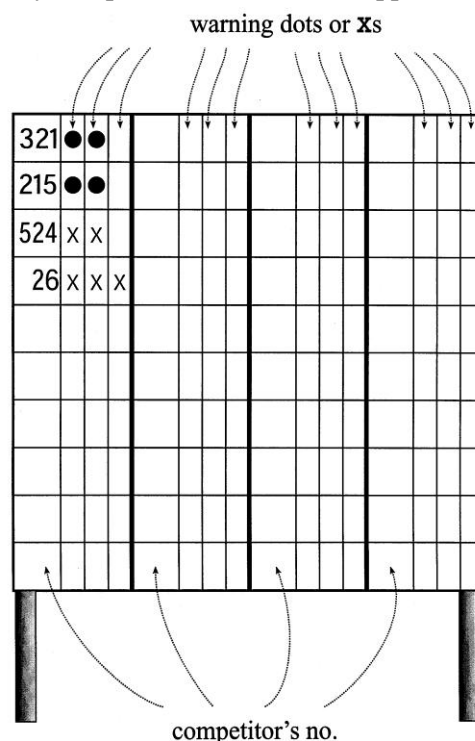
Turns are where most courses are flawed. Turns not only have to be wide, but cone placements should be spray painted onto the road surface to assure proper placement on race day in order to maintain the integrity of the course measurement. If at all possible, the person responsible for certifying the course should be the sole person responsible for actually placing the cones on race day to ensure that the course will be completed exactly as measured. This person and the Referee should make a final check of the course to verify proper placement not more than 30 minutes prior to the start time (armed with spare cones and the authority to countermand any other person's decisions). To ensure record integrity, pictures of the placement would also be useful.

## Warning Posting Board

The warning posting board(s) should be sized to easily read by competitors. An effective approach is to use *yellow boards* with black lines drawn in such a way that there is room for two columns of 6" wide race numbers and up to 3 red dots or large "X's" each.

Ideally, red paper circles cut 3" - 4" in diameter are used and taped onto the board as needed. A complete separate set of bib numbers (same numbers as the competitors' numbers) should be prepared in advance to cover each competition or hand written on cards for posting on the board.

This area needs to be sufficiently spacious to provide clear visibility of all the warning boards used during the competition. Each of the boards should be attached to movable tripods that can be firmly anchored against the wind. This area should be supplied with folding chairs, plenty of tape, scissors, binoculars (to help spot a to be disqualified athlete for the Chief Judge) and separate tables for each of the functions.



## Starting and Finishing Procedures

Preparing a stadium-based start and finish with road loops present, challenges include:

- Establishing the number of laps on the track at the start and the finish procedures
- Allowing extra time for the Chief Judge's instructions to the competitors
- Getting the judges from the stadium to the course and back to the stadium
- Distributing the split reading/recording watches and determining where any digital clocks will be placed
- Appropriately notifying athletes when they should exit the road loop to return to the stadium
- Getting disqualification cards back to the Chief Judge once he/she has returned to the stadium
- Ensuring that athlete numbers are clearly visible on the front and the back to permit easy viewing of the numbers for quick decision making

Care should be taken to ensure that the exit from and entrance back to the stadium is kept clear for the competitors and designated officials. Competitors must be clear about how many laps are to be spent on the track at the start as well as when they return for the finish. Near the point where finishing competitors are directed to re-enter the stadium, personnel should be assigned to differentiate finishers from lapped competitors.

## ***Event Support***

### Police

Prior to the start coordinating procedures need to be established with any police used to close or limit access to the road course by vehicular traffic. Ideally, the road portion of the course should be cleared of all vehicular traffic at least 2 hours prior to the start of the road event and for 1 hour following the event completion by the last finisher. Generally, safe set-up and takedown requires this amount of time. Too often the police either close off the entire course too late or open it back to traffic too early. Police need to be distributed along the course since marshals may require their assistance. One officer in charge should be assigned to a fixed location (e.g., Warning Board/Chief Judge's recorder's table) to take care of any course or spectator problems quickly. It is always nice to have a special T-shirt for every officer assigned to the event as an appreciation gift.

### Support Equipment

Such key elements as the competitor "sanicans", the warning posting board, recorder, umpires, and split timing/lap counting personnel should be located in the middle of the street between the two sides of the course (i.e., visible to competitors and easy to make off-limits to coaches and spectators). Competitors must be provided with unobstructed views of the warning posting board, lap postings and the large clock. The Recorder should be seated next to the warning posting board personnel. All lap scorers/split timers should have clear visibility of the competitors they are responsible for recording and timing. All spectators and coaches need to be prevented from accessing these areas. Especially for the 50K, at least two "sanicans" need to be available solely for competitors (with signs stating "*For Competitors and Officials Only*") and located in such a way that they can be accessed without cutting the race distance traveled. These support functions are best located in the middle of the road. Restrooms for spectators also need to be provided so that they stay out of those for athletes and officials and do not cross the course.

## Refreshment Tables

Refreshment and aid tables should be placed on the right side of the course, outside the tangent line, leaving 6–8 feet of the course clear from obstruction (from the tangent line in from the left edge). It should be located on a straight portion of the course at least 100 meters prior to a turn to avoid slowing the field and far enough off the course to permit competitors to ignore the tables if they choose. Tables should be consistently placed and indicated by visible overhead signage in a series with water table first, then personal refreshment, and then a final water table. This approach permits those who fail to find/secure their personal refreshment to at least get water. For the 50K, each competitor is entitled to designate one "special refreshment" handler to stand at this table and distribute this refreshment to his/her competitor. Water should be dispensed in 4-6 ounce *paper* cups (so they crush when stepped on) distributed along the table at a minimum of 6" intervals (to avoid being mowed down). There should be enough cups at each refreshment stand for at each competitor for each lap raced.

Sponges should be available at both 100 meters prior to and after the refreshment area tables. Volunteers need to be assigned to both fill cups (from sealed bottled containers free of any possibility or accusation of tainting), and to gather up cups and sponges quickly from the course with garbage bags. Sponges should not be reused and should be cut to fit easily in the hand. They should not be wrung, but rather be very wet. Volunteers for these tasks should be drawn from experienced road running or walking clubs so that they understand the proper process of handing items to moving athletes.

## Spraying

Many competitors will not want to be sprayed, while some will love it. If used, an athlete aware of how to spray properly should do any spraying. Use only a fine mist to the torso and only to the head if requested, never near the feet (a real blister maker!). Spraying should require the walker to veer slightly to the outside of the course to receive it (i.e., choosing to be sprayed). Water resulting from the spraying area should drain away from the course to prevent build-up.

## Medical

At several events walkers have come seriously close to having a fatal heat stroke. Medical personnel may need to be spread throughout the loop to ensure quick access and an evacuation plan should be developed to quickly evacuate a downed athlete to emergency services. Consideration needs to be given to the circumstances under which an athlete is removed from the course and to how official medical authorities will be notified of an athlete experiencing problems that could lead to such a decision.

## Refreshments for Course Officials

Do not forget that course personnel and the judges need refreshments too! Someone should be assigned to circulate the course with liquid refreshments (and some food during a longer race such as the 50K). These persons can suffer heat problems too!

## Course Map

A map should be prepared which indicates the location of such key features as toilets for competitors and officials, lap/split counting, the warning board, Chief Judge's recorder, spraying station, and refreshment and sponging tables. This should be distributed to all officials, competitors and key volunteers.

## Course Access

The course areas should be cordoned in such a way as to provide good spectator areas, but also to free the competitive area from spectators crossing or coaches getting onto the course.

## Event Checklist

It is useful to develop a comprehensive checklist of things *to do* that would make day of race set up go more smoothly. Critical staff should expect to arrive about 90 minutes prior to the start to set everything up and the course volunteers need to arrive not less than 45 minutes prior to the start. It takes a while to get things organized.

Though by no means exhaustive, the checklist items should include:

## Course Set-up

- Cones to mark all turns and key sections of the course
- Radio communications with all critical personnel with a communications center
- Clearly visible clock at start/finish line
- Provide all needed tables and chairs for lap counters, recorders and other officials
- Provide an appropriate number of sanicans and plan for their monitoring by officials

## Lap Counting, Warning Posting Boards and Competition Support

- Tables and chairs for lap counters and a separate set for the Recorder and the warning posting board staff
- Provide 1 lap scorer for each 2-3 competitors (depending on the length of the race)
- Provide adequate cyclists, bicycles to gather cards during the event
- Entry and lap counting sheets set up the day before, last minute entries verified by head lap counter (who makes sure a lap counter is assigned to each entry)
- Lap splits taken on each competitor and on each lap
- Lap counter to call out laps to go along with a recorder to confirm leader's lap count
- Numbers are to be worn front and back of singlet with enough pins with men's and women's numbers designated differently
- Prior to the start process introduce the lap counters to the athletes they are assigned to track – to confirm faces with numbers and uniforms
- Lap counting/timing sheets with no more than 6 athletes per counter for roads and no more than 3 per counter for track competitions
- Warning boards (enough to cover 50% of field), black numbers on white card stock, red 2" x 2" dots/squares, tape, scissors (located near lap counters)
- Provide 100 red Warning cards, 25 judges tally cards, up to 9 paddles and 3 judges recorder sheets
- Adequate scotch tape, pencils, clipboards, box of paper clips and stapler

## Communications and Aid

- Radio communication between one cyclist and the start/finish to report problems and drop-outs
- Athlete instructions should include notice about the prohibition of beeping (pacing) watches, and any covering of the bare knee, along with the disqualification and warning procedures review
- First aid with at least 2 trainers

- Provide water stop/sponging station operators
- Water and enough paper cups to provide water each lap to each athlete
- Wet sponges in addition to cups for all athletes at water station (at separate tables)
- Garbage bags and a person assigned to pick up discarded cups from the course
- Persons to both hand out and pick up water

### Competition Officials:

- Planning of judges locations in advance and provision of maps, clipboard, disqualification cards, call report forms and pencil to each Judge (judges' locations should permit 3 judges to be at the finish of both the women's and men's events)
- Adequate judges should be identified to properly cover the course and observe the walkers throughout the competition.
- Referee of walk
- Umpires to monitor the course for non-technique violations (including course cutting and exit/re-entry points on the course, illegal provision of aid/substances, interference/impeding)
- Chief Judge's Recorder
- Chief of the Warning Board

### Post-Event Details

Only the Referee has the authority to permit the release official results. Until this occurs, all results are unofficial and pending late any late and/or reversed disqualification postings. Following the event, the judges out on the course need to be brought back for a brief post-race meeting and to assure that all caution calls have also been properly recorded on a final tally sheet.

**Figure 4-1 – Sample Race Walk Assignments Matrix for 5K Walk**

Heat			1	2	3	4	5	6	7
Start Time			7:00	7:50	8:40	9:30	10:20	11:10	12:05
Men									
Women			60+	45-59	30-44	70+	55-69	45-55	30-45

Judge	Title	Judge #							
Roy Eberle	Judge	1	Off	Off	Judging	Judging	Off	Judging	Off
Bill Hickman	Judge	2	Judging	Judging	Judging	Head Judge	Compiling	Off	Judging
Darlene Hickman	Judge	3	Judging	Judging	Head Judge	Compiling	Judging	Head Judge	Compiling
Jan Kavadas	Judge	4	Judging	Off	Judging	Judging	Off	Judging	Off
Dan Pierce	Judge	5	Off	Judging	Off	Judging	Judging	Judging	Head Judge
Gwen Robertson	Judge	6	Off	Judging	Judging	Off	Judging	Judging	Judging
Martin Rudow	Judge	7	Judging	Head Judge	Compiling	Off	Head Judge	Compiling	Judging
Elaine Ward	Judge	8	Head Judge	Compiling	Off	Judging	Judging	Off	Judging

Head Judge	E. Ward	M. Rudow	D. Hickman	B. Hickman	M. Rudow	D. Hickman	D. Pierce
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Race Walk Official		1	2	3	4	5	6	7
Lawrie Robertson	Referee							
Jim Bean	Coordinator							
Bev LaVeck	Trouble-Shooter	Warm-up	Race	Trouble Shoot	Trouble Shoot	Trouble Shoot	Trouble Shoot	Trouble Shoot
Eric Zemper	Overall Officials	Trouble Shoot	Trouble Shoot	Trouble Shoot	Trouble Shoot	Trouble Shoot	Trouble Shoot	Trouble Shoot
Carole Langenbach	Timing							
Rob Franks	Lap Counters							

Larry Taylor	Recorder #1	Recording	Compiling	Recording	Compiling	Recording	Compiling	Recording
Fred Smith	Recorder #2	D.Q. Board	Recording	Compiling	Recording	Compiling	Recording	Compiling
Sally Jones	Disqualification Board							



## JUDGE'S NAME (PLEASE PRINT)

JUDGE'S NUMBER

Event Name	Date
------------	------

[illegible]

JUDGE'S SIGNATURE

2/24/98brd



### Figure 4-3 – Judges Summary Sheet

## Explanations

∩ = Caution, Loss of Contact

› = Caution, Bent Knee

⊙ = Warning, Loss of Contact

⊗ = Warning, Bent Knee



## Judge's Summary Sheet



CHIEF JUDGE'S SIGNATURE

[illegible]

02/24/98 brd

## Sample Instructions

**Instructions:** You are to record both each assigned competitor's correct lap and lap splits on the form.

### Sample Instructions: 5,000 Meter Track Walk

1. Work as a team with those around you to identify your assigned competitors. If you get confused about laps, check your lap times for consistency and let your supervisor know that there is a problem.
2. You are to record the lap split at your assigned location **for each** competitor assigned to you.
3. Once all of your assigned competitors have finished, turn in your completed lap sheet to the Chief Lap Scorer for review and submission to the appropriate meet officials.

### Sample Instructions: 10/20,000 Meter Road Walks Starting in the Stadium

1. Work as a team with those around you to identify your assigned competitors. If you get confused about laps, check your lap times for consistency and let your supervisor know that there is a problem.
2. You are to record the lap split at your assigned location **for each** competitor assigned to you.
3. You need to remember that the competitors complete \_\_\_\_ laps of the track (approximately \_\_\_\_ meters plus) before exiting to the street. This track portion constitutes lap #1.

#### 10K Competitors Starting on the Track

1. The **competitors** complete \_\_\_\_ *full laps on the roads* before being directed back to the stadium for the finish of their **10,000-meter** distance.
2. ***Return to the Stadium:*** Be alert concerning which of your assigned walkers are on their last road lap and need to be directed into the stadium for their finish. You are the person primarily responsible for assuring that each competitor walks the correct number of laps on the road.

#### 20K Competitors Starting in the Stadium

1. Those in the **20K** competition complete \_\_\_\_ *full laps on the roads* before being directed back to the stadium for the finish of their **20,000-meter** distance.
2. ***Return to the Stadium:*** Be alert concerning which of your assigned walkers are on their last road lap and need to be directed into the stadium for their finish. You are the person primarily responsible for assuring that each competitor walks the correct number of laps on the road.
3. Once all of your assigned competitors have finished, turn in your completed lap sheet to the event referee.

**Figure 4-3 – Example of a 3 Competitor Lap Scoring Sheet**

<i>Use A Pencil</i>  Please Print All Information  Laps to Go	Competitor's Name		Competitor's Name		Competitor's Name	
	Age Group/Gender		Age Group/Gender		Age Group/Gender	
	Uniform Colors		Uniform Colors		Uniform Colors	
	Competitor's Bib #		Competitor's Bib #		Competitor's Bib #	
Start - 12.5	EVENT TIME	Laps/Dist. Completed	EVENT TIME	Laps/Dist. Completed	EVENT TIME	Start - 12.5
12		0.5 -- 200		0.5 -- 200		12
11		1.5 -- 600		1.5 -- 600		11
10		2.5 -- 1,000		2.5 -- 1,000		10
9		3.5 -- 1,400		3.5 -- 1,400		9
8		4.5 -- 1,800		4.5 -- 1,800		8
7		5.5 -- 2,200		5.5 -- 2,200		7
6		6.5 -- 2,600		6.5 -- 2,600		6
5		7.5 -- 3,000		7.5 -- 3,000		5
4		8.5 -- 3,400		8.5 -- 3,400		4
3		9.5 -- 3,800		9.5 -- 3,800		3
2		10.5 -- 4,200		10.5 -- 4,200		2
1		11.5 -- 4,600		11.5 -- 4,600		1
Finish Time		12.5 -- 5,000		12.5 -- 5,000		Finish Time

Timer's initials-under  
each finish time:

Event: \_\_\_\_\_

Heat #: \_\_\_\_\_

Lap Timer: \_\_\_\_\_

*(Please Print Your Name)*

Official's USATF Certification Number (if any): \_\_\_\_\_

**National Officials Committee  
of USA Track & Field**



**A Guide for USA Track and Field Officiating ©  
Version 1a (1/02)**

Unit 5  
Long Distance Running and Cross-Country Officiating

# **Unit 5 – Officiating Long Distance Running and Road Events**

Long distance running events present several challenges to the official accustomed to the precision and control that characterizes stadium events. Long distance events conducted on public roads requiring extensive planning, attention to detail and safety considerations. Chapter 5 focuses on the special requirements and considerations for officiating long distance running and road events.

## **Sports Governance**

### ***Governing Bodies***

This section opens with a description of the various governing bodies that influence the conduct of long distance athletics competitions.

The International Olympic Committee (IOC) has the authority for conducting the Olympic Games and the United States Olympic Committee (USOC) for selecting the U.S. Olympic Teams.

The U.S.O.C. supervises a number of activities to support the success of U.S. athletes in Olympic competitions including funding development efforts through the Olympic Foundation.

The International Amateur Athletic Federation (IAAF) is the international governing body for “athletics” (track and field, race walking, long distance running, and cross-country) for all international athletics competitions.

USA Track & Field (USATF) is the national governing body for “athletics” (i.e., track, field, race walking, cross country and long distance running) for the United States and elects representatives to the USOC and IAAF. It holds an annual meeting to develop and refine the rules of competition and coordinate the development of national and international level competitors at the youth, open and masters levels. It governs through the work of sport and administrative committees as well as the efforts of local associations.

USATF has divided the nation into 56 geographic associations. Each association is charged with the responsibility of governing the conduct of local USATF competitions, and training and recommending the certification of officials working within a specific geographic area.

### ***National Officials Committee***

An administrative committee of USATF, the National Officials Committee seeks to:

- Promote excellence in athletics and officiating through the continuous training and support of officials.
- Promote a consistent standard of skills for all those engaged in officiating USATF sanctioned competitions.
- Ensure that all competitors have a fair opportunity to compete within the rules of the national governing body.

### **Officials Training and Certification**

USATF’s National Officials Committee and its national officials education program is charged with the task of offering instructional materials and support to all elements of USATF officiating – track and field, cross country, race walking and long distance running. Working in concert with USATF’s various sport committees, the Officials Committee guides the training and certification of athletics officials by:

- Establishing training, testing and certification (requirements for “National” and “Master” level officials within the disciplines of Track and Field, Race Walking and Long Distance Running.
- Providing training and technical assistance materials to assist the association officials committee chairpersons.
- Helping to select officials for major national and international competitions, and team selection events.

An Officials Education Program has been established to enhance the training and skills certification of USATF officials through offering a standard body of knowledge and guiding officiating values. This program:

- Establishes 3 levels of domestic certified officials that are *Association*, *National*, and *Master*. Each level requires an increased degree of experience, competency and commitment.
- Provides minimum certification requirements administered by the local USATF association. These can include requiring the candidate to attend classroom instruction, demonstrate skills under the supervision of certified officials, and pass the national rules review exam.
- Recognizes the need to develop specialized curricula for officiating track and field, race walk officiating and long distance events.
- Permits each certified official’s personal interests to be drawn to those events and sports within “athletics” that most interest her/him.
- Emphasizes that the truly effective official is one who realizes that developing and honing officiating skills is a lifelong process and continually seeks opportunities to learn new skills and adopt improved methods.

### ***Pertinent Sport Rules***

The next section offers a brief overview of the pertinent rules that apply to the conduct of long distance running events. USATF *Rules of Competition* are consistent with the IAAF competition rules and are developed with the active input of the various sport and administrative committees (e.g., the Women’s Long Distance Running Committee). USATF has also developed *Guidelines for Fair Competition in Road Racing* (adopted in 1988) to guide the conduct of major road races. Together, these provide the authority required ensuring a safe and fair competition. These rules and guidelines form the basis for all enforcement actions taken by a USATF official. For the complete text of the rules consult with the *International Amateur Track & Field Federation Handbook* (available at [www.IAAF.org](http://www.IAAF.org)) and *USATF Competition Rules* ([www.USATF.org](http://www.USATF.org)).

Each official should become fully conversant with these rules and guidelines in their entirety. At the same time, the official should be aware that the rules and guidelines, as with any rule or law, are subject to interpretation and judgment. It is this interpretation that may effect both the application and enforcement of a particular rule or guideline in the event situation. There is no substitution for common sense, fairness and sound judgment. Applicable USATF rules include:

- Rule 143 — Assistance to Athletes: states in essence that no individual shall give assistance of any type to a competitor, except with the prior approval of the event referee. This “assistance” includes pacing a competitor or providing intermediate times, advice or information within the “competition area.” Services provided by the event’s medical staff to competitors during the competition are permitted.

- Rule 165 — Road Races: includes a provision for removing a competitor for a medical reason by an officially appointed member of the event's medical staff. It also outlines guidelines for marking distances, ensuring runner safety and offering liquid aid refreshments.
- Rule 167 — Cross-Country Competitions: outlines both the general and specific requirements for the layout of cross-country events. These include how the course should be marked, difficulty of terrain and obstacles, course distance, and the starting procedures. Also covered are officials, season, distances, scoring procedure, and teams.
- Rules 7 and 15-18 — Men's Long Distance Championships: specify requirements for conducting USATF championship events in men's cross country, marathon, road races, and sectional or regional long distance track, road and cross country championships. These include requirements for the race distance, entries, course marking, measurement, and awards.
- Rules 2-21 — Women's Long Distance Championships: state the requirements for conducting USATF championship events in women's cross country, marathon, road races, as well as sectional/regional long distance track, road and cross country championships. These include requirements for the race distance, entries, course marking, measurement, and awards.
- Rules 3-31 — Officials and Games Committee: describe distance event officiating guidelines. These cover organization, roles, responsibilities, authority and tasks.
- Rule 32 — Referee: describes referee's duties and notes that in long distance running events a jury of appeals shall be appointed to review rulings such as those resulting from the enforcement of Rule 66.
- Rule 66 — Assistance to Athletes and Attendants: outlines the requirements of a fair competition and specifically notes illegal forms of assistance such as pacing of competitors by anyone within the competition area not participating in the same event. "Men and women shall not be considered to be in the same event." Since Rule 66 is so critical to maintaining the integrity of long distance competitions, the complete text is provided as follows:

#### Assistance to Athletes

Except as provided in road races (Rule 132) and in long distance walking events (Rule 15), during the progress of an event, a competitor who shall receive any assistance whatsoever from any person may be disqualified by the Referee. "Assistance" includes giving help or conveying help to an athlete by any means, including a technical device. It also includes pacing in running or walking events by persons not participating in the event, by lapped competitors, or by any kind of technical device. Men and women shall not be considered to be in the *same event*.

A hands-on medical examination during the progress of an event by officially designated medical personnel shall not be considered unfair aid or assistance.

Medical personnel, authorized by the Games Committee or Referee to do so, has authorization or authority to examine any athlete who appears to be in distress, and, if in that official's opinion, it is in the athlete's health and welfare, may remove the athlete from the competition.

In a track event, any competitor competing to lose or to coach another competitor shall forfeit his right to be in the competition and shall be disqualified.

Intermediate times and preliminary winning times may be officially announced and/or displayed. Otherwise such times must not be communicated to the athletes by persons in the competition area without the prior approval of the Referee.

### *Attendants*

- (a) No attendant or competitor who is not actually taking part in the race shall accompany any competitor on the mark or in the competition, nor shall any competitor be allowed, without the permission of the Referee or Judges, to receive assistance or refreshment from anyone during the progress of the race, except as provided by Rule 66.2, Rule 132.2, and Rule 15.3.”
- Rule 131 — Running Events: defines the two types of long distance running events — “fun runs” and “competitive” road races. It offers recommendations and requirements governing these types of competitions, including distance, timing procedures, and joint “fun run” competitions with “competitive events.”
- Rules 132-133 — Course Requirements and Standards: indicate provisions for course layout and management, refreshment and sponging stations, distance indicators, elapsed times and splits, vehicular traffic, first aid facilities and the lead vehicle.
- Rule 134 — Course Monitoring and Marking: describes the requirements for marking the course, and recommendations on runner identification, finish area design and procedures.

## **Event Planning**

This section discusses principles, planning details and approaches that can be used to provide a well-officiated long distance event. Appreciating the “big picture” details of event planning facilitates the official’s understanding of how each task contributes to an effectively officiated event.

Content is based on the techniques and procedures used by many of our nation’s most effectively officiated races. Throughout the remainder of the text, these methods and techniques will be offered under the title *Commonly Used Techniques*. These are considerations that can help a race provide a fair, safe and competitive experience to all participants. However, the novice official should realize that these reflect only a sampling of the variety of effective approaches race directors have used in planning and administering successfully officiated events. In the final analysis, the specific details of race planning and execution rest with the race director.

Race directors and their planning committees prior to race day consider a number of elements that require care in planning and close coordination with public authorities. On race day, the official’s role is to assist in executing this plan. Given the many factors that have gone into the design, it would be inappropriate for any official to unilaterally seek to change course design, start or finish elements.

### ***Course Design, Certification and Sanction***

Safety and reasonableness should guide the course selection and such design decisions as assembling the field on the starting line, creating a start area that can handle the expected field and a finish area that can remain available to finishers for at least 90 minutes. These decisions in turn dictate the need for officials, support personnel, public permissions, attention to community impacts and expertise required to administer the event.

### **Starting Area**

For events held on roads, the starting area should be established on a safe level surface at least 30’ wide and deep enough to handle the expected field. When starting on a public road, it is desirable to have a staging area immediately adjacent to the road and then move the competitors out onto the road 1-5 minutes prior to the scheduled starting time.



## Commonly Used Techniques – Start Area Planning Considerations

- **Start on Time.** Effective races start at the exact time promised in the pre-race information/brochure. They recognize that the chronically late or the failure to adequately plan for day of race entrants should not penalize prompt runners. This means that all day of race registrations should cut-off 45 minutes in advance of the start time with announcements made starting 1 hour prior. No allowance should be made for latecomers – the race director should make this principle clear to all sponsors at the time the basic sponsorship arrangements are made.
- **Pace Signs.** For road races and marathons, competitors are often arranged within the starting area according to the pace at which they are intending to run the race, with fastest athletes nearest the starting line. When the approach is taken, signs are used to marshal people from a gathering/staging area to the start area — beginning with the fastest competitors.
- **Starting Line — Use of Fake Line and Young Competitors.** For very large races with invited runners, a fake starting line at least 15' behind the true starting line may be used. This permits the invited runners to be placed on the true starting line and helps protect the integrity of the course measurement (certification). Many races prohibit children under age 12 from the first five or so rows of runners. It has been found that while they may be able to get out fast, young runners tend to fall off the pace quicker and are hard for older runners to see.
- **Announcer's Role at Start.** During the period of assembling of competitors to the start, generally the announcer's primary responsibility is to provide only that information which can help ensure a safe, fair, and on time start. Competitors should be reminded to align themselves with the "per mile" pace signs. Under a new rule passed for 2002, there will be a 5 minute, 3 minute and 1 minute warning given before the start of a cross-country race.
- **Warnings.** Many races provide announcements (or warning shots) at five-minute intervals starting with 15 minutes prior to the printed starting time. For large races, the following additional announcements are commonly used:
  - One minute until the start
  - 30 seconds to the start
  - 10 seconds to the start

***Note:** Countdowns to the start are not recommended. Generally, this practice results in early starts thus potentially invalidating any records that may be achieved.*

- **Starting Commands.** According to USATF rules for starting distance events, the first command is ***On Your Marks*** followed by the firing of the gun. In accordance with USATF Rule 6, a 32 caliber blank gun should be used. An elevated starter and the simultaneous release of balloons may also be used to aid starters at very large races. Although USATF rules indicate that timing is to be initiated with the smoke of the starter's pistol, USATF's Road Running Technical Committee recommends that timers initiate their watches with the first forward movement of the runners beyond the starting line, if this forward movement precedes the actual firing of the gun and a well-conceived procedure for the simultaneous starting of all watches (other than the smoke) can be achieved.
- **Count-Up.** For larger races, the announcer may read the race time until all starters have crossed the starting line and commenced the race. This provides slower runners with a means to calibrate the true time taken to run the course.
- **Wheelchair Starts.** Special consideration should be given to the starting requirements of wheel chair competitors. Commonly, the practice is to start these competitors 15 minutes

prior to the start of the runners. This permits these competitors to move out quickly without the possibility of collision with the runners. With the front wheel touching, but not crossing, the marked starting line, the start command should be the same as for the runners.

- **Cross Country Starts.** For cross country races, each team is usually assigned a starting box along an arced line which allows at least three members of each team to line up on the starting line equally distance from an established focal point. Unattached competitors are generally assigned to specific boxes spread along the starting line — as established by a draw.
- **Dogs and Other Potential Hazards.** There is a disturbing tendency of certain novice runners to run with their pet or strollers. These represent a danger to both the animal and child as well as to other competitors. To counter this growing problem, some races assign a marshal to review the starting area to ensure that no pets or strollers are permitted in the event. In such cases, provisions should be made to take care of pets and small children during the event (to avoid possible conflicts with entrants). Some race entry forms specifically state that no pets or strollers are allowed.

### Course Certification

Once a course is designed, it is essential that the director arrange for the course to be measured and registered as a USATF certified course by employing a USATF Course Certifier. According to USATF rules:

- Races may only advertise that the course is “certified” after it is approved by USATF as “certified.”
- Road Running Technical Committee’s (RRTC) Course Certifiers are to be used to measure and certify the course within the Technical Committee’s specified tolerances.

To certify the course, the race director should contact the “USATF Regional Certifier” serving the association for assistance. A list of current Regional Certifiers is available from: USA Track & Field, P.O. Box 120, Indianapolis, Indiana, 04626.

### Association Certification Committee

Some USATF associations have a Course Certification Committee created to facilitate the accurate measurement of courses within the Road Running Technical Committee’s strict measurement guidelines. This certification committee’s function is to monitor the status of the certification of racecourses within the association by working closely with the RRTC national certifier responsible for the program in the association. The committee should sponsor measurer training, maintain measuring equipment, and take action to discourage the false advertising of races claiming that their course is USATF certified when it is not.

### Certification Requirements

USATF Rule 133 establishes the following requirements for course certification:

- Courses may be designated as “USATF Certified” only if a national certifier, who is approved by the Certification Chairperson of the Road Running Technical Committee of The Track & Field, has determined that the shortest possible route is measured with reasonable accuracy.
- Courses meet certification standards if the measurements demonstrate that the course is at least the stated distance. To ensure that a course is not short, the measurement must include

an additional 1/1 of the stated distance. For more detailed information on course certification, officials are encouraged to secure USATF's Course Measurement Handbook that is available from USA Track & Field (P.O. Box 120, Indianapolis, Indiana, 04626).

## Preservation of Course Integrity and Record Performances

**Number Checkers.** Number checkers are a special group of course judges who are responsible for recording the race numbers of all competitors passing a randomly selected set of checkpoints. They are frequently used in longer races to catch course cutters or those jumping into the race after the start. This can be achieved by using videotape, reading numbers into a tape recorder, a written checklist or a combination of these.

**Final Course Inspection.** It is also useful for the person who measured the course to ride the course just ahead of the competitors to perform a final course inspection and ensure that the course is run as measured.

**Records Validation.** A national or world's best open class or age division performance is validated as follows:

- Witness to the actual race must provide to the Validation Chairperson of the Road Running Technical Committee of USA Track & Field, or a designee, a complete and precise map or description of the shortest possible route that was available to the record claimant during the race.
- The actual course must be evaluated and approved as accurate by an expert designated by the Validation Chairperson of the Road Running Technical Committee.
- Record "performances will not be accepted if the remeasurement shows that the actual course distance was shorter than the stated distance." (Rule 185).

**Records Coordinator.** With so many potential age group records available for breaking, it is also helpful to identify prior to the event a person knowledgeable in the rules pertaining to records who will have all the necessary records forms. When a possible record is established, this person will collect the times and timer signatures, as well as the signatures of all other officials who must sign the form (e.g., starter, lap counters, race walk judges...).

**Marshals.** To strengthen the case for a record and assist in the certification validation process, it is helpful to assign marshals to be assigned to critical points along the course to take appropriate actions to ensure that the course is run as measured. When physical barriers or other means are not able to prevent course cutting, cones should be placed on painted dots to demark the approved turning radius or approved course boundary.

## USATF Event Sanction and Insurance

### Sanction

A *sanction* is the written approval of an application that is reviewed and approved by the local USATF association. It is required to secure the USATF insurance and, often, to secure the services of USATF certified officials.

**Sanction Fees.** The local association collects two types of fees for sanctions. These are the local fee and the national fee. The association keeps the first and forwards the second to the USATF national office. Fees are directly related to the number of expected entrants and include the insurance coverage (see below).

**Regulation XIV Sanction.** A national sanction (also known as a Regulation XIV Sanction) is the written approval required whenever cash of any amount or individual prizes exceeding \$250 in value are to be awarded.

**Prior Approval.** All sanctions must be approved in advance of the event. Both the course certification and sanction(s) must be approved before being advertised in any race materials.

## **Liability Insurance**

Those securing an approved sanction are named as additional insures on USATF's policy providing liability coverage for an event. This covers liability claims against the sponsor(s), race management, officials and other groups named on the policy rider.

**Note:** USATF officials should only work those events in which they are covered against potential liability claims.

## **Government Issued Permits**

Special use permits may be needed. These include permits for the use of parks, streets and facilities. These can take several weeks to process, so acquiring the permits and identifying any special permission should be initiated at least two months in advance of the event.

## ***On Course Logistics***

### **Aid Stations**

If placed in charge of the aid stations, keep the following suggestions in mind. [For more information refer to USATF's *Sports Medicine Manual for Long Distance Running* by Dr. John Robertson]

**Types of Stations.** Normally there are three kinds of aid stations:

- liquid refreshment
- medical and
- sponge

**Location.** Depending on climatic conditions, liquid refreshment aid stations should be available to competitors for all races over 5 kilometers and should be not more than 5 kilometers apart. In addition, there should be both medical and water provided at separate stations both at the start and just beyond the finish line area for all events.

**Organization.** Most major events recognize the value of each on-course aid station being organized in exactly the same manner. Experience indicates that the stations be provided in the following order:

- |                 |                    |
|-----------------|--------------------|
| 1 <sup>st</sup> | liquid refreshment |
| 2 <sup>nd</sup> | medical            |
| 3 <sup>rd</sup> | sponge             |

## **Liquid Refreshment Stations**

**Importance.** Liquid refreshment is critical to the safety of runners, particularly during hot periods. USATF recommends that stations be located at both the start and the finish areas, as well as at regular intervals along the course.

**Location.** In large races, to ease the runner's access to needed liquid refreshment, many runners indicate that it is helpful if stations are located on both sides of the road. They request that be advertised at least

1 meter in advance of the station. Some races achieve this by using large folding sandwich / \ boards with “H2O” noted in large print.

**Refreshments.** A number of races divide each liquid refreshment station into 3 clearly designated sections using several key principles.

**Identical Look and Feel.** Each station looks identical to all other refreshment stations. For major events, the refreshments can be placed in the following order:

- |                 |   |
|-----------------|---|
| 1 <sup>st</sup> | plain water                                     |
| 2 <sup>nd</sup> | electrolyte replenishment                       |
| 3 <sup>rd</sup> | personal (choice) aid containers                |
| 4 <sup>th</sup> | backup water for those not finding their bottle |

**NOTE:** *By putting the personal aid third, it reduces the possibility that other runners will knock down or improperly take the personal aid of others. If this arrangement is used, there should be backup water just beyond the personal aid station to permit runners unable to find their containers to secure needed liquid replenishment.*

**Adequate Separation.** Each station should be separated by at least 20 meters and enough water is provided for every 1.25 runners, except in hot conditions where there is enough water for each runner at each station. Runners often use one cup of water to cool their head and neck and then a second for replenishment.

### Personal Choice Refreshments

Some competitors may choose to leave a personal form of refreshment at the station in a marked container. Experience indicates that it is wise to always locate personal choice refreshment containers at the end of each refreshment station on a consistent single side of the running path.

Each race establishes its own procedures for delivering personal choice refreshment to the station locations and how they are organized at the station. Often the competitor is expected to ensure the delivery of each personal aid container, along with a list of the stations that they are to be placed to a designated location prior to the event’s start. These containers should be distinctively marked. Often, races require that the runner’s number be tape to or written on the container.

### Sponge Stations

If placed in charge of a sponge station, the keep the following considerations in mind:

- USATF rules recommend sponge stations be located half way between the liquid refreshment stations for races of 2 kilometers or greater. Only sponges and water should be offered.
- Several races have found that natural sponge cut into 3” x 3” squares is the most effective. At each station, a commonly used ratio is one sponge for every 1.5 competitors. Sponges should be gently squeezed to remove excess water, but in a manner which retains most of the water.
- Technique: To effectively offer the sponge, they are held out to the runners with two fingers. Containers should be available 2-4 meters beyond the exit of each station to receive used sponges.

- Following the race, all sponges should be thoroughly washed and rinsed clean, then dried in a clothes drier (low temperature). Storage should be in cardboard boxes (allows breathing to occur), not in plastic bags.
- If asked to organize the medical stations, the keep the following suggestions in mind. [For more information refer to USATF's Sports Medicine Manual for Long Distance Running by Dr. John Robertson]

**Location.** Often medical stations are located at least 5 meters beyond the refreshment station. To be effective, they should be clearly marked (white balloons with a red cross or signs — \ shaped sandwich board type signs work well). It is recommended that the main medical station be located just beyond the finish line and well coordinated with the finish line and course communications system.

**NOTE:** *The most important priorities at the end of the finish chutes are medical services and quick access to water.*

### **Commonly Used Techniques - Refreshments Processing**

If placed in charge of aid stations, consider the following principles used by many successful races:

- Cups adequately spaced to permit ease of handling and minimum spilling. Cups are to be no more than 2/3's full.
- In filling the cups, they are arranged on the table and a pitcher is used to pour the water to desired height — cups are not dipped.
- In dispensing cups, volunteers hold the cup gently with the arm relaxed and outstretched while moving the arm in the same direction, as the receiving runner is moving. Each giver calls out what they are offering (e.g., "WATER," "WATER").
- Waxed paper cups are used, since plastic containers/cups tend to shatter and pose an injury threat to runners.
- Advance signs or balloons are used to identify the refreshment station. Cups can be offered with lids and straws to permit runners to carry the liquid between the stations and drink it slowly (e.g., no air).
- Move with the runners in dispensing aid.
- Use pre-rinsed garbage bags to line cans (i.e., to rid the taste), squeeze 1 lemon/each 1 gallons to freshen the water and electrolyte replenishment should be diluted at half strength.
- Put trashcans at the end of the station for discards.
- Offer enthusiastic support to all the runners.
- Ensure that the volunteers do not narrow the running path in their enthusiasm to hand out liquids.
- For major events, separate water tables for men and women can be designated and marked.
- A person is assigned at the personal aid table to upright fallen containers, which have been upset by previous competitors.
- If possible, personal aid bottles are marked with the race number and arranged in numerical order on the tables with plenty of room around each bottle.
- If spraying is offered, the sprayer is placed to the side of the road in an area where there is a drain or slight slope to carry the water away from the running path. Choosing spraying should be a decision of the individual competitor. When offered, spraying should be limited

to the “strike zone” (chest to knees) away from the feet — spray people in the face only if requested.

- All on-course personnel should know the course, location of the nearest medical station and procedures for evacuating an injured runner.

### **Medical Aid Personnel**

Ideally, each station would have an emergency medical technician (EMT). At a minimum, the primary medical station located in the finish area should have a medical professional on duty. Medical/first aid personnel should be clearly designated to ensure that the athletes can easily seek needed assistance.

### **Commonly Used Techniques – Medical Stations**

- Each station provides shade or weather protection, has a cot or stretcher, basic first aid supplies, water, blankets/space blankets (even in warm weather blankets are needed) and radio contact with the finish area and the race’s medical director.
- Medical evacuation is carefully planned and arranged for in advance. The procedures are written and distributed to medical station personnel. Evacuation routes are developed for each station and the finish area. An aisle is designed through the finish area to permit the access and egress of an aid vehicle.
- Medical personnel are used who understand the special needs of runners.
- The normal casualty rate for a 1K is 5% of the field. This goes up to 12-14% for marathons. At the finish of longer races, plan for at least one medical person for each 4 expected casualties.
- Two doctors (one of which is either a podiatrist or orthopedic specialist) complemented by a number of RN’s provide the basic support. Registered Nurses (RN’s) seem preferable to Licensed Practical Nurses (LPN’s).
- In many areas, the local chapter of the American Red Cross is a good source for on-course medical support volunteers.
- Races of 2 kilometers or greater may wish to consider two finish area medical tents — one devoted to foot injuries and the other devoted to more serious medical problems.
- Special medical conditions, allergies, etc. can be indicated on the back of the runner’s race numbers.
- A private area should be provided for taking rectal temperatures, and rest rooms should be close to this station. It can also serve any required drug testing.
- For foot and orthopedic injuries, a chair is preferable to a cot.
- An electronic thermometer saves time.
- Both warm and cool liquids are necessary. A good warm liquid is tea with honey.
- Many longer races have a separate channel for calling in medical emergencies and a direct communications link to the ambulance or aid vehicle.

### **Splits**

**Official Watches.** For record purposes, USATF rules indicate that all official watches are to be started with the smoke/flash of the starting gun — not by radio! Watches should be started with the smoke and then delivered to the split reading areas ahead of the competitors.

**Split Coordinator.** The race director may assign an official to the task of planning the logistics for starting the split watches and delivering them to the split timers on the course. If you are assigned to the task of splits coordinator, it is wise to prepare a systematic plan to take started watches from the start to the locations where splits will be provided. Immediately prior to the start, review with the individual split timers their exact split locations and the plan for delivering the watches (and/or split readers) to the split locations. Watches should be delivered at least 3 minutes prior to arrival of the runners.

**During the Race.** As the coordinator delivers the watches to each split location, it is valuable to check each watch to assure that it is working properly. Each split reader should be asked to describe his/her task and demonstrate how splits will be read — making sure the reader “projects” when reading splits. At least two backup watches are usually started and accompany the split coordinator around the course. If unused, spare watches can provide backup support to the finish line.

**Volunteer Pickup.** Provision should be made to assure that all course volunteers can easily return to the assembly or finish area, particularly in marathons.

**Reading Splits.** If placed in charge of coordinating the intermediate times (splits), the USATF certified official should keep the following considerations and commonly used principles in mind:

**Frequency.** Splits should be read at consistent intervals through the entire course — at a minimum of every 5 kilometers. For marathons and large-field races, events often provide splits at the first and second mile (to assure that everyone gets a true per mile pace) and then either every mile or every 5 kilometers thereafter. Frequently, split times are provided at the halfway mark for marathons.

**Starting the Watches.** According to USATF rules, visible viewing of the smoke from the starter’s gun should start all split watches – watches should not be started by sound via radio. At least two spare backup watches are recommended.

**Delivering the Watches.** Commonly, the watches are then delivered to the split readers. In delivering the watches, they should be checked and the split reader should be asked to describe his/her task and demonstrate how splits will be read.

**Signs and Large Clocks.** Consistently located signs and a line on the road help by marking the spot where each split is called. Large digital clocks can also be used to provide added support. Normally, these are established above the running surface (indicating the distance) and, where feasible, visible for at least 1 meters.

Each split reader should take care not to block the sign or clock from the runner’s view — i.e., stand behind it. Spectators should also be kept well back from the split locations.

#### Commonly Used Techniques – Split Provision

- Splits are read in a loud, clear voice directed at each runner — first to last.
- The minutes (and hour) are read at least every 1 seconds, with the seconds read off in between. Teams of readers are used for those positions requiring splits to be read for 15 minutes or more.
- If personnel allows, some race directors assign a person 25 meters beyond the split timer calling from a sheet indicating the runners’ current per mile/kilometer pace.
- Split reading is directed toward the athlete, making sure that the reader projects without allowing his/her voice to crack.
- The reader stands just beyond the distance mark and clock (if available).



- Effective readers do not assume the runners will see their time if a clock is present — experience indicates that at least 4% will not see the time and are relying on hearing the split.
- The split reader remains positive and enthusiastic toward the runners realizing they have been looking forward to hearing from the reader for some time — their diligence makes it worth the trip!

## ***Event Personnel – Support Officials and Competition Officials***

### **Support Officials**

**Course Coordinator.** In many larger races, race directors have found it helpful to assign a Course Coordinator to the overall responsibility for course planning, equipment and personnel. For races over 1 kilometer, special function supervisors (e.g., area or sector supervisors, split readers, communications support, marshals, refreshment, and first aid stations) can assist the Course Coordinator.

**Area Supervisors.** Often race directors find it helpful to divide the course into 5-kilometer sectors, each under a separate supervisor who can then report directly to the Course Coordinator. Under this approach, course marshals then report to a geographic sector headquarters rather than converging on the busy start or finish areas. When this approach is used, volunteers are assigned to an area supervisor who is then responsible for explaining their duties and assigning them to their designated positions. On race day, the volunteer reports directly to the sector supervisor for final instructions.

### **Event Referee and Race Director**

When serving as an *event referee*, the official should remember that he/she is serving under the race director. The referee's primary focus should be on supervising the officiating necessary to for a fair competition. When necessary, the referee rules on reports generated by the competition officials or receives any protest.

As the event manager having final responsibility for the event, the *race director* is to be kept informed of all-important information brought to the event referee's attention. The race director is to be consulted prior to the referee making any decision that might affect event results. The race director should only make any public comments once a decision is final.

### **Competition Officials**

USATF competition officials are to remain conscientious to their duties and, when required, render an objective report of observations. Working under the supervision of the event's referee (major team selection, prize money or championship events) and race director, USATF officials are expected to be knowledgeable both of content and appropriate application of the rules and guidelines. USATF officials are to be consistent and impartial in their enforcement responsibilities without regard to either an individual athlete's notoriety or history and ignoring any criticism that might result from the fair application of the rules to the situation. Whenever possible, the official should give the benefit of the doubt to the athlete.

### **Course Marshaling**

**Marshal's Role/Tasks.** Marshals are to ensure that the full competitive area remains unobstructed and available to all official competitors. Normally, the primary tasks of the course marshal are to:

- Provide directional information to the runners to ensure that each runner runs the designated course.

- Prevent cars, bicycles, dogs, trash, pedestrians, or spectators from impeding the path of the athletes.
- Assist the umpires by reporting possible violations of the USATF rules or guidelines to the event referee.

In major events, each course marshal position should be provided with a written description of duties and responsibilities. This should include an area map indicating the location of the assignment, any necessary directional signs/pointers, and specific instructions about the proper direction for the runners to take.

**Go Native Problem.** A consistent problem of major events is when the marshals either turn into spectators or use their position to become a privileged photographer. All volunteers should be reminded that they have a single task to perform which requires their total concentration to accomplish it.

## Course Umpires

**Umpire's Role.** The umpire's primary responsibility is to assist in the enforcement of USATF rules and its proposed guidelines on pacing and other forms of prohibited assistance.

**Umpire Selection.** The race director or designee normally selects umpires. They should be selected from the area's most knowledgeable and experienced officials. If possible, these individuals should be USATF LDR certified officials. To be effective, umpires must know the special rules, guidelines and circumstances that apply to distance events. Umpires should be provided with written job descriptions that include information on prohibited assistance and applicable USATF rules, and procedures for reporting potential violations.

**Placement.** It is recommended that umpires wear the same attire as other event officials. Depending on the length of the race, five (5) or more umpires should be appointed and assigned to randomly selected locations throughout the length of the course.

**What to Look For.** Potential violations include cutting the course, premeditated pacing or assisting an athlete by a non-competitor, registered and unregistered competitors joining the race at a point after the start, or providing unauthorized splits or liquid refreshment.

## Definitions of Possible Violations

The USATF Guidelines for Fair Competition in Road Racing offer the following definitions apply to pacing and prohibited assistance:

**Pacing.** Pacing is a premeditated or prearranged act of accompanying one or more competitors in a long distance running race for the purpose of enhancing the performance of the competitors. As recognized in USATF Rule 66, pacing does not include officially designated rabbits that are to be available to all competitors.

**Assistance.** Prohibited assistance is an act by one or more persons (whether or not such person or persons are competitors) which is intended and has the effect of providing (i) an unfair advantage to one or more competitors and/or (ii) a disadvantage to the competitors.

## USATF Guidelines on Assistance

The USATF *Guidelines for Fair Competition in Road Racing* are based on the applicable rules of USA Track & Field of the USA Competition Rules. These include the following guidelines for major events:

- Giving unfair advantage to a competitor by anyone on the course, for any reason, is not allowed. Such actions may result in disqualification of the athlete(s) involved. Examples of prohibited behaviors include:
  - 1) Pacing (a specific form of prohibited assistance) for any portion of the competition.
  - 2) Any person on the course or course vehicle conveying any information which has the effect of giving unfair advantage, such as information relative to the status of other competitors.
  - 3) Any actions by individuals on the course or by competitors that is distracting, distressing or disruptive to other competitors.
  - 4) Receiving unofficial splits, medical or refreshment support, or technical aid from any unauthorized person on the course.
  - 5) Being accompanied for any portion of the race by an unregistered person or non-competitor.
    - a. The only persons to be allowed on the course are to be appointed officials, athletes with official race numbers, race personnel and other authorized/credentialed persons.
    - b. All persons who have access to the race course or to the competitors during the competition, are to refrain from any action which could be deemed as pacing or giving of “prohibited assistance”.
    - c. No credentialed person or official is to engage in unnecessary communications with competitors.
    - d. All persons on the press vehicle, lead vehicles or bicycles, are to be reminded that they are there as a matter of privilege and not of right. As such, they are to remain impartial and refrain from giving instructions to competing athletes or acting as a cheering section.
    - e. Officially designated lead vehicles or bicycles are to be instructed to maintain a speed and distance that will not have the effect of pacing any competitor. Only official bicycles are to be allowed on the course. All vehicles and bicycles should avoid staying with one runner.
    - f. All race volunteers should be made aware of the intent of these Guidelines. It is recommended that all umpires and on-course officials with supervisory responsibilities be furnished with the complete Guidelines and recommendations for warning athletes.
    - g. Fixed clocks with high visibility to all competitors should be placed along the course and should not be restricted solely to the lead vehicle, bicycle or car.

## On Course Official’s Role in Enforcement

### Preventive Approach and Warnings

**Prevention.** The most effective way to minimize the possibility of a rules violation is to take actions prior to the event that provide an assurance of adherence to USATF rules. Enforcement of USATF’s rules and guidelines prohibiting unfair assistance starts with race management and is supported through the efforts of the USATF official.

Another effective prevention measure is for the race brochure to cite USATF’s Rule 66 and summarize its guidelines, note possible consequences violators and indicate that judges will be provided to monitor the course.

**Limit Actions to Warning.** Other than issuing a verbal warning, neither the umpire nor marshals should take any other action against a potential violator. The warning should indicate that the activity is illegal

under the USATF rules and could result in the competitor's disqualification. However only the referee has the power to disqualify a competitor.

Before issuing a "warning" to an athlete or a report to the referee, officials should distinguish between spontaneous assistance among competitors and pacing and other forms of prohibited assistance.

**Method of Warning.** Verbal warnings should be given in a manner least likely to disrupt the performance of competitors. Examples of possible warnings include:

- *"Number 1526, stop running with number 229. Both (or one) of you may be disqualified"*
- *"Stop giving number 411 split times (or water). She may be disqualified for . . . (state the reason)."*

**Observe Both Competitors and Non-Competitors.** Officials should report any behavior by credentialed or official race personnel, which appears to constitute an infraction. If necessary, warnings should be issued to offenders.

**Discretion.** There are varying degrees of *assistance*. Reports should be submitted when the course judge believes that the observed activity was an effort to unfairly give advantage to one competitor over other competitors or assisted the competitor to achieve a time or award that they would be less likely to achieve without assistance. Unfair prohibited assistance also includes activities, which disrupt the concentration or efforts of the other competitors.

### Umpire's Report

When a possible violation is observed, the umpires should write down what they saw, even when the inspector has doubts. This report should include:

- Time of the day and course location of the possible infraction.
- Describe what was observed, and specifically, the nature of the alleged violation. Indicate, when possible, the competitor's number and describe the outfit.
- Describe any non-competitor involved (i.e., height, clothing, distinguishing features, hair color, . . .).
- Print the umpire's name and USATF Certification number or address.
- As soon as possible, the inspector should submit a signed copy of the written report to the referee.
- As soon as possible, the referee should inform the race director that a possible infraction has been reported.
- Any competitor who feels that pacing or any other form of prohibited assistance or Rules violation has taken place should be reported.

Incidents should be reported within the following guidelines:

- The race director or referee is to be notified of intent to protest within 90 minutes of the protesting competitor's completion of the race.
- In accordance with USATF Rule 73, the protesting competitor must then submit a written protest within 15 minutes of the announcement of the race results.

## **Referee and Jury of Appeals**

Selection of the referee and jury of appeals is made by the race director. It is recommended that these persons be individuals who are knowledgeable in the appropriate application and interpretation of the USATF rules in the road race context.

### **Commonly Used Techniques - Approach to Enforcement**

- For all events granting cash prizes, either the Race Director or his/her designee should be identified prior to the event as the Event Referee who will rule on all issues regarding the enforcement of the USATF rules.
- In National Championships, qualifying events, and when large cash prizes are awarded, it is wise to also appoint a Jury of Appeals to review the decisions of the Referee.
- When a protest or report is submitted to the referee, the following procedure should be considered:
- The referee promptly reviews the competitor's protest, checking with the appropriate umpires concerning the allegation, and then determines if an infraction of the USATF Rules may have occurred. The referee's finding should cite the applicable USATF Rule(s) and the grounds supporting the finding.
- In rendering a decision, the referee should give the benefit of the doubt to any accused athlete(s). The options generally available to the referee are:
- To determine that no violation or infraction of the rule occurred;
- To reprimand and caution the competitor(s), but not disqualify.
- To disqualify one or more competitors. Disqualification should only be given in those rare cases where the violation was flagrant or serious damage was inflicted on other competitors.
- The referee's written decision is to be given promptly to the race director.
- Throughout, the only spokesman should be the race director. For all others, it is recommended that the best comment be "no comment". The race director should become aware of the facts reported and refer to the written reports and known information when discussing the alleged incident.

In major events, it is helpful to assign to the referee the tasks of verifying the times, coordinating record information, and ensuring that the course as measured was followed.

### **Commonly Used Techniques – Assignment and Tasking of Personnel**

**Job Descriptions.** It is helpful to have a clearly worded job description prepared for each volunteer's position. These describe the task to be performed, arrows for course directions, and the location of the job. The description also provides the volunteer with a ready reference as the runners approach.

**One Person, One Job.** A basic principle that should guide all race assignments is to provide each volunteer with only one job on race day. As an official, you should limit your activities to a single task and give that task your full concentration.

**Pre-race Meeting.** For large events, it is helpful for the head official for each area to meet with the race director on an evening 2-3 days prior to the race. This meeting permits the key people to receive and review their assignment, and secure answers to any remaining questions.

**Final Briefing.** On race day, it is also helpful for each head official to conduct a final briefing with their area's volunteers at least 9 minutes prior to the start of the event.

## ***Finish Area***

Long distance finish area responsibilities have many parallels to those of the track and field finish line. As a result, certified officials may be asked to either coordinate finish area activities or play a major role in generating accurate results. However, it is important to understand the special elements that make the long distance event finish area tasks unique. Below are offered a number of considerations that the USATF certified official should consider if he/she is selected to direct a long distance event finish area.

### **Commonly Used Techniques – Finish Area Design**

The race director takes care in selecting an appropriate finish area. Usually, they select a safe, flat, sufficiently wide and deep enough area to accommodate the size of the event. If possible, the final approach to the finish line should provide a 15-2 meter straight to promote a more competitive finish. The design considers the special requirements of wheel chair participants and facilitates the access and egress to participants and spectators.

The design also anticipates the need for emergency evacuation, provides finishers with easy access to water and first aid, ensures effective crowd control and facilitates moving the volume of finishers away from the finish area.

In designing a course, many race directors begin by selecting a safe flat finish area, then work backwards to select the start area. This approach recognizes that the finish area is occupied for a much greater length of time than the start.

### **Finish Area Tasks**

The following are finish area tasks that the certified official may be asked to undertake.

### **Finish Area Crowd Control**

**Tasks.** The crowd control marshals help make sure that spectators and finished competitors stay off the running path. Frequently they are asked to verbally attempt to prevent runners with dogs and unregistered runners (a.k.a. “Turkeys” or “Interlopers”) from entering the finish area.

To this end, effective marshals need to anticipate potential problems and direct pedestrian traffic in such a way as to ensure that every competitor has a clear path to the finish line.

**Marshals at the Finish.** Finish area marshals should refrain from:

- Yelling at anyone, they only get more hostile. Instead, marshals should talk quietly and calmly to them.
- Grabbing either people or dogs — they tend to snap back.
- Taking their eyes off the runners or getting in their way.

In general, effective marshals are as invisible as possible.

### **Announcer**

Many races have found that the announcer can effectively only carry out two assignments at the finish line — inform the crowd about the race/finishers and help maintain order. These announcers do not try to give unnecessary information to the finishers or talk all the time, since they know that these efforts merely become “white noise” to the finishers.

## Timing

**Requirements for Records.** USATF Timing Requirements For Record Performances - According to the Road Running Technical Committee:

- For open and all-comers records, at least three (3) stopped times must be taken, recorded and signed for. In addition to a printout timer, you should have at least two official watches reserved to record the stopped times on the lead male and female runners, as well as any known potential age group record-setters in the field.
- USATF Rule 37 indicates that “times for races partly or entirely outside the stadium shall be converted and recorded to the next longer full second...” In recording times of potential record performances, the USATF record form requires that times be properly documented and identified by the signature, address and USATF official’s number (if applicable) of the responsible timer. In such cases, each stopped time is to be checked by the chief timer to ensure that the time has been properly recorded.
- Prior to the start, at least three (3) watches as are designated as “official” and any others as alternates. Procedures are to be in place to ensure that times are recorded for each finisher and verified by a separate random timing system.

**Timing Equipment.** The most frequently used timing devices are electronic stopwatches, printout timers and digital readout clocks. The latter are unofficial and for information only. Started with the gun and then left alone until the finish, this equipment prints time and place for each finisher. Many models also permit separate timing for each finish chute and can handle five or more finishers per second. Commonly, this timing equipment produces a written printout of times, which must be later rounded up to the next whole second in producing results (e.g., 49:59.1 = 5:).

For very long races it may be helpful to rotate the printout timing positions so that they do not become fatigued and inattentive.

### Special Place Timing

Many races make special provisions to quickly and accurately record the times of top finishers. As well, when wheelchairs or race walk competitors start prior to the runners, special place timing is required to ensure these athletes an accurate time. Generally:

- A timer using a split watch is assigned to record the exact finish time of the first place man, first place women and top finishers in any special divisions (e.g., race walk, wheelchair...).
- Remember, three separate watches are needed to time American and World records.

### Select or Random Timing

USATF rules for records require that in all cases select timing have priority over printout timing. This means that select times must be recorded on the results first and then printout times are used to fill in the remaining times between each recorded select time. This ensures that the failure to record a finisher on the print out will not distort (via accordion effect) the listed times of subsequent finishers.

Select timers randomly select finishers (at least every tenth finisher) and record individual race numbers and finish times on either a “tick sheet,” pad of paper or special timing equipment. Usually in teams of two (one spots and one records), select timing teams are placed at the finish line (one team for every chute entrance) and record the race number and times of as many finishers as they can accurately record throughout the entire finish period. Accuracy is more important than quantity. For more information see Road Race and Finish Line Management. NOTE: Technological advances now permit this process to be recorded electronically, however, it is always wise to include a manual backup system.

USATF's Running Stats requires that select timing be used in documenting all road records.

USATF rules require that select timing be the primary means of verifying times, and take precedence over the printout timer's times which are to be used merely as a means to fill in times not recorded by the select timers.

**Timing Validation.** When potential records are established, it is essential that times and timing procedures be verified to ensure that USATF's requirements for documenting records have been followed. The designated referee, race director or their designee should be assigned to this task.

## Commonly Used Timing Techniques – Finish Timing

Effective finish officials read times to **all finishers**:

- Equipped with a bullhorn, a person can be designated to read the finish time to each finisher. Regardless of whether or not a clock is present, this practice is important since at least 4% of the finishers will not see a digital clock. People, when exhausted, hear but do not see information.
- Finish times and the location of the water are the most important items of information provided to finishers. Frequently two officials are designated to ensure that times are read to each finisher.
- In reading times, ignore the 1/1's and 1/1's — they do not apply to long distance races where all finish times are rounded up to the next whole second.

## Finish Chute Personnel

Below are basics, however for a more detailed description of techniques and alternatives the official should secure a copy of USATF's *Road Race and Finish Line Management*. This excellent publication provides a wealth of technical information.

### Chute Systems

Most races use a series of chutes (lanes) to channel the flow of finishers in order to facilitate the accurate timing and placing of large numbers of finishers. They are either *open chute* systems, or for smaller fields, *closed chute* systems. Finishers are generally timed at the front end of the chute lane and the order of placement is established at the far end of the chute.

### *Closed Chute System*

Close chute systems allow finishers to enter a single open chute at a time. Generally, this approach employs a series of gates (ropes or pennants) to move runners into a single chute. As a new chute is opened, the chute director sends a pre-numbered card down the chute ahead of the lead finisher. This card is placed on the spindle/spike/cord to designate which of many chute openings are represented by the subsequent runner identification tag.

**Closed Chute Positions.** The positions commonly needed to operate an effective chute system include:

- **Chute Director.** Usually, this person is designated to be in charge of all decisions affecting the finish area operation. This person determines which chute or chutes will be available to finishers. When a "closed chute" system is utilized, the Chute Director hands out the chute cards and directs gate operators.
- **Gate Operators.** When a closed chute system is employed, gates are used to open and close individual chutes in order to divide finishers into manageable groups. The gate operators



must move quickly and decisively, upon command of the chute director, across the running path when a break in the stream of runners offers this opportunity. A chute should be allowed to become no more than 2/3's full before it is closed and a new one is opened.

- **Chute Card Runner.** In a closed chute system, each chute/lane is assigned a chute card runner who takes a pre-punched, prenumbered card down the chute to the puller ahead of the first finisher entering that chute. This is then placed information side down on an empty spike, cord or spindle.

### *Open Chute System*

Open chute systems permit finishers to enter any chute/lane they wish and times are estimated. This permits large volumes of finishers to be timed and placed in a relatively compact finish area without finishers backing up over the finish line. Usually, this method uses a multi-lane timing system that permits the separate timing of each lane/chute. Connected to a computer, the times are sorted by lane in the results area. This permits the finishers to enter any chute they wish. Open systems are generally recommended for races in which a large number of finishers will reach the finish line within a short span of time — e.g., a race with more than 2,5 entrants or for race distances of 8 Kilometers or shorter.

### Timers and Select Timing – All Systems

As noted above, two types of timing are required for USATF records — times for each finisher, overall timing and random/select timing of finishers.

- **Every Finisher (Total Field Timing).** Timers are designated to time every person who crosses the finish line. This is often accomplished by using a printout timing mechanism. Care needs to be taken not to miss anyone.
- **Select Timing.** A second set of timers is to be designated to record the race number and finish time of randomly selected finishers (at least every 10th finisher). Accuracy is essential since these “select” times are to take priority in assembling results over those recorded for 1% of finishers. For very large races, it is wise to have several teams of select timers assigned to 2-4 chutes each.

### Sorters

Sorters are frequently used to ensure that the correct order of finish is maintained as runners enter the chutes.

### Aides to Finishers

Usually stationed in aisles between the chutes, aides are there to assist those runners unable to independently walk the length of the chute. Experience and feedback from athletes indicate that aides should never touch or aid a finisher unless it is absolutely necessary!

However, when the finisher is clearly not able to walk the chute under his/her own power, (working in teams of two) one aide should help the athlete, while the other removes the finisher's i.d. tag and takes the finisher's place in line to give it to the spikers/pullers at the end of the chute.

### Puller and Spiker

Many races use the following principles in removing runner identification tags and placing them on spindles/spikes.

- Paired teams of pullers and spikers are generally needed to remove the runner identification tags and place them (**one at a time** and information side down) on either a spike, cord, or oversized safety pin-type spindle. The numbered “chute card” must always precede the first runner identification tag on the spike.
- When the registered runner has no tag, the puller will have pre-punched blank cards and will write in pencil the runner’s race number on the card and use this as a substitute for the i.d. tag. However, the disturbing number of unregistered runners who rudely enter the chute and must also be recorded. When this happens, the puller records the place by handing a card marked with a “T” (for turkey) to the spiker. **NOTE:** *The chute systems require that a tag or card be placed on the spike for every person who enters the chute. This is because a time is recorded when a person enters the chute. The results people will sort out the “turkeys”.*

### Pullers

When possible, runners should be asked to remove their runner identification tag as they move down the finish shoot. The puller is there to remove those tags not yet removed from race numbers and hand it one at a time to the spiker.

**NOTE:** *Experience indicates that only women should be employed for this task.*

### Spikers

The *spiker* places the individual tag *one at a time* information side down on the spike. The spiker is to make sure that every time his/her designated chute opens a new spike is used and a numbered chute card precedes the first runner identification tag.

**NOTE:** *Experience indicates that the spiker should never place more than one tag at a time on the spike. It has been tragic to see a handful of tags dropped at the finish of a marathon.*

It is also recommended that in addition to collecting the identification tags there should be teams assigned to record the race numbers of finishers as they exit the chute. This provides a back up should the tags be mishandled.

## Commonly Used Techniques – Finish Area

- Since the crowd in the finish area has a natural tendency to move forward onto the running path, a visible boundary (curb, line, ropes, pennants, barricades) is often designated which the crowd must stay behind. Designating a “no-man’s-land” or “moat” between the spectators and finishers is also used as an effective crowd control and finish area management technique.
- Soliciting spectator assistance in self-marshaling the area is helpful. Children, “macho men”, over eager photographers, and pets tend to be the major sources of problems for finish area officials and finishing competitors.
- To effectively deal with this problem, many races designate a special area for official photographers. Prior to the arrival of the first finisher, they are briefed on permitted activities — this lessens the possibility of an emotional interchange at a critical moment during the rush of finishers.

### Results

The following approaches and principles result from experience at large numbers of road races. If you are asked to coordinate the results area, you may find these ideas useful. Smaller races tend to generate

results manually, while for larger races computerized results are the norm. There are several effective ways to organize the results generation tasks and race director will determine the method to be used.

## Results Area Principles

The area where race results are assembled should be located near to the finish area, but in an inconspicuous and unmarked location. The area should be cordoned off and marshaled to minimize outside interruptions.

This area should be weather protected with tables and chairs provided for the volunteers.

## Computerized Results System Use and Requirements

Although a computerized system can be used for any size race, it is required any time an open chute system is employed and highly recommended for races having over 2,500 entrants or when less than 9 minutes is available to produce the awards results. Properly programmed computers can produce impressive results quite rapidly and can quickly remedy any errors.

When a computer is used, it is important to remember that USATF rules require that select times take priority over printout timing systems. Therefore, the program must permit the select times to be entered in such a way that they result in an adjustment of any times that come directly to the computer.

It should always be assumed that a computer failure is possible and thus a manual backup system should be in place and operating until the results are completed.

## Manual Results System Use and Considerations

A manual results system should only be used as the primary results system when a “closed chute” system is employed and as a backup to any computer system. Generally, first priority should be given to accurately recording the information needed for the awards ceremony. Example of *Assembly Line System of Results Generation* is offered below.

## Sample Organization of Manual Results Personnel

It generally takes at least 1 people to manually produce results and 4-6 to complete a computerized system. People selected should have a reputation for accuracy and remaining calm under pressure. An assembly line approach which has been found to be effective is to divide the results crew into five two-person teams (one reads, one records) as follows:

### Team #1 — Awards

Beginning with spike #1, sort through the spikes to identify the top 5 men and women, and the award winners for each division. These are recorded on the carbonless award ceremony forms. The spikes are then passed to Team #2.

### Team #2 — Tag Information

Using one results sheet for each numbered spike of tags, record the spike number (first card) on the sheets top right corner. Without removing the tags from the spike, Team #2 records the name, race number, sex/age/wheelchair/race walk division on the sheets. There can be several teams working on this task at the same time.

As soon as a spike's information is recorded, the spike should be placed in a safe location. Tags should remain on the spike until at least 12 hours following the awards ceremony, since they represent proof of the order of finish.

### Team #3 — Place

Team #3 then goes through the results sheets, starting with the results on sheet #1, and records the overall finish place on the sheet and passes it to Team #4.

### Team #4 — Select Times

Using the race number and select timers' sheets as the reference, the "select times" are entered onto the results sheets by scanning to match race numbers. The sheets are then passed to Team #5.

### Team #5 — Remaining Times

The printout timer's tape is used to fill in the remaining times between the select times recorded by Team #4. Remember, the "select times" always have priority over the printout timer's times in assigning the official time to each competitor. Team #5 then returns the sheets to Team #1.

### Team #1 — Verification and Entering of Finish Times/Places on Awards Sheet

If time permits, Team #1 now takes the completed sheets and verifies that the information Team #1 originally recorded is correct. Times and places are then noted for each of the age division and category winners.

NOTE: No matter what system is used, it is recommended that age division awards not be announced at the awards ceremony if it is scheduled within 3 hours of the race's finish. Experience indicates that there is nearly a 1% likelihood that at least one error will be made when the pressure of meeting a tight deadline is placed on the results personnel. If the sponsor requires that division places be announced, finish times should not be provided in announcing the results.

## Commonly Used Techniques – Results

If you are asked to coordinate the results area, you may find the following tips helpful:

- Age, sex and any other divisions can be designated with distinctive colors or slashes on the runner identification tag. When feasible, race numbers should also reflect divisions.
- Three-part carbonless results sheets can be prepared — one each for the top 5 men, top 5 women and each award division. This permits copies be distributed to the awards ceremony, race director and the results area file. All results information should be double checked prior to release.
- Enough i.d. tag spikes should be provided to assure that none have to be used more than once in a race. This permits the tags to remain on the spikes until the race results are fully tabulated and verified.
- Whenever results information is recorded, it is strongly recommended that people work in teams of two — one reads and one records. The reader verifies the accuracy of the information entered by the recorder.

### Documenting Records

Should a record be established, the race director is responsible for gathering all of the needed signatures and certification numbers (starter, timers, race walk judges,...etc.) on the USATF records form.

In general, the race director is to submit the following information to USATFSTATS, 7745 S.W. 138<sup>th</sup> Terrace, Miami, Florida 33158 (RUNNING TIMES provides a current list of approved state representatives who have the authority to process and help verify records):

1. Properly signed and completed record form.
2. A complete copy of the results.
  - The date of birth and address of each record applicant.
  - A copy of the select timing sheets signed by the select timer(s).
  - A copy of the course certification documentation and a map of the course.
  - For races using multiples of a closed loop course, lap sheets should also be signed and sent.

Should a possible record performance be made, the timers, starter, and select timing teams should remain available to the race director until all the basic paperwork is completed.

### **Commonly Used Techniques - Records**

- All forms are prepared in advance (see Appendix D for samples)
- When using a computer, an “expert in generating computerized race results” is used, not just a computer expert.
- An announcement is made regarding how results will be posted. It is best to send individual results by postcard to each competitor and then post complete results in a local newspaper or at several area locations within three days of the event.

### **Special Requirements of Specific Events**

Within long distance athletics there are a number of disciplines, venues and sports, each having its own special requirements and considerations. It is important for the USATF certified official to appreciate these requirements in preparing for an officiating assignment.

This section features four areas for particular attention — marathons and ultra events, road races, cross country, and special divisions. Principles commonly considered by the directors of these events are discussed. Because of the careful pre-planning required, it is essential that event director be consulted before any changes are made.

#### ***Marathons and Ultra Running Events***

##### **Preparation**

Because of the distance and complex logistics involved, these events require more thorough pre-race planning and preparation.

##### **Logistical Support**

**Volunteers.** Generally, a minimum of 25 volunteers are needed to meet course and finish requirements — first aid, liquid refreshment, course marshals, split timers/readers, number checkers at random points, communications, umpires. . . .

**Consistency.** A consistent “look” is required in course marking, the distance between split times, the apparel worn by course marshals and first aid personnel, and in the lay out and location of aid stations. Race directors achieved this by keeping split timing and aid station signs on the same side of the course, arranging aid station items in the same order, and having each station or split area look identical to every other.

**Stations.** Medical and liquid refreshment/feeding stations are usually staffed by trained personnel and supported by effective communication and medical evacuation systems. A means for restoring body temperature and the provision of shade/shelter is usually needed at all aid stations and in the finish area.

**Communications.** A communications system, which is free of interference and linked to a central communications center is important.

**Emergency Evacuation Procedures.** Detailed procedures should be planned and in place.

**Splits.** Regular and accurate splits should be offered and supported by consistently located and visible distance markers.

**Road Closure.** Increased attention to use of road signs, road closures and police support is important.

**Finish Aides.** Increased numbers of personnel to assist finishers are helpful.

**Equipment.** More extensive equipment requirements should be planned.

### Course Design and Locations

The following commonly used principles guide the planning of many successful road races. A useful principle is to keep it *safe and simple*.

According to USATF's Road Running Technical Committee, "For all road records, the start and finish of the race must lie closer than 1% of the race distance apart, as measured along the straight-line distance. In addition, the course may not have a net decrease in elevation exceeding two parts per thousand (i.e., 2 meters per kilometer or 1.28 feet per mile). Records made on a course that do not meet these requirements may be recognized and listed additionally as point-to-point records.

*NOTE: The reason for this distinction is the impact of a tailing wind and gravity on performances.* Adequate planning, equipment and volunteers should be provided to assure that the event is both safe and challenging.

### Key Decisions to be Made by the Race Director

- Objectives for holding the race and scope of the budget.
- Course location and design.
- Distance
- Whether or not to accept day of race entries.
- Prizes and giveaways

### Permits

Special use permits may be needed. These include permits for the use of parks, streets and facilities.

### *Cross Country*

#### Teams

Generally, teams composed of 3-5 scorers plus 1-2 displacers are an essential element of the sport. Special considerations for the race director include:

- Preparing team entry packets — generally pre-entries are required.

- Establishing procedures for team declarations, check-in, pre-event coaches meeting, scoring and results posting.

## Course

Most effective cross-country courses are on safe, but challenging, terrain with appropriate course marking (chalk line, directional arrows and consistently place colored flagging). Although cross-country courses do not require certification, every effort ought to be made to ensure that they are accurately measured. Information on “off-road” course measurement is available from USATF’s Road Running Technical Committee.

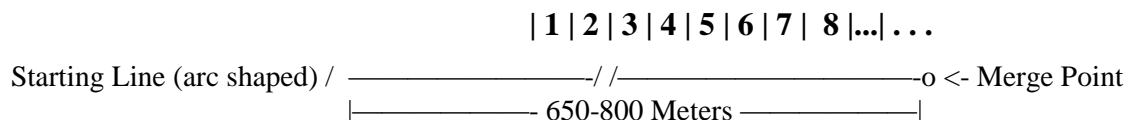
## Design

Course considerations include the location of the hills, flat areas, obstacles, and path width. For example, a model senior level championships course would be wide and straight for at least the first 65-8 meters. It should have gentle turns during the first mile, provide a wide variety of terrain and challenges over the remainder, and end with a flat spacious finish area clearly visible to competitors from at least 4 meters out.

## Start

For larger cross country races, usually each team is assigned to a “starting box” along an arced line which allows for at least three members of each team to line up on the starting line. The arc shaped starting line (see diagram below) assures that each team is an equal distance from an established visible merge point at least 65-8 meters out on the course. Unattached competitors should be assigned to specific boxes spread along the starting line — as established by a draw.

Example of assigned team/individual *Starting Boxes*:



## Cross Country Officials

### Clerks

Clerks should be assigned to place each team and any individual competitors in their assigned box(es).

### Umpires and Marshals

Turn judges and marshals should be assigned at all critical points to guide competitors through loops, to open and close gates (for 1<sup>st</sup> or 2<sup>nd</sup> loop), and to keep the crowd back from the course. It is helpful for turn judges to be provided with written instructions which include a course map, direction of turns and a dot indicating that judge’s location on the course. No judge or marshal should have more than one task to perform.

### Finish

Should be flat (not uphill), visible, wide and deep, with firm footing. The finish system must be designed to accommodate a brief rush of finishers (often lasting no longer than 3-5 minutes).

### Team Scoring

Primary scoring methods include quick score, total team time and team member finish placement. The approved method for team scoring USATF Cross Country (except women’s cross-country), Road and

Race Walk Championships is described in Rule 7 of the USATF rules. Scoring for USATF Women's Cross Country Championships is described in Rule 21 of the USATF rules.

#### Quick score (An Unofficial Score)

Generally this is used as an unofficial method to give teams an idea of how they did. Quick scoring requires envelopes to be provided to the coach/team representative, and a cumulative place card to be handed to each finisher.

The coach then records the finisher's name on the back of the card, totals the team score on the front of the envelope and submits the envelope (with place cards enclosed) to the results area. The quick score documentation also provides an effective "back-up" system for the results officials to refer to when problems arise.

#### Total Team Time Method

USATF Rule 7 indicates: "scoring for the team championships for cross-country (except women's cross country), long distance and road running and race walking championships and the resolving of ties in each event shall be as follows:

- Team scoring shall be the aggregate time of the scoring members. The lowest aggregate time determines the team championships.
- In the event that the Games Committee determines that scores for the winning team(s) cannot be determined by the aggregate times due to clock failure or other reasons, scoring shall be according to the finish places of the scoring members of each team and the team with the lowest aggregate shall be declared the winner. In such cases, unattached or individual competitors, athletes of incomplete teams and those of non-scoring team members shall be eliminated from team scoring.
- In the event of a tie between two or more teams, it shall be resolved by determining which team's last scoring member has finished nearest to first place. If the tie still exists, the next-to-the-last scoring members are compared in the same manner, etc.

If a team fails to finish with a complete scoring team, the team members finishing shall be counted as individuals in the race results and shall be eligible to receive individual awards. Runners of incomplete teams and individual competitors will be eliminated from team scoring.

In the event of a tie between two or more individual runners, each shall score the number of points determined by dividing the total of the finish places of the runners involved by the number of runners who have tied."

#### Finish Placement

The finish placement method to be used for women's association and national cross country championships is described in USATF Rule 21 as follows:

- "Team scoring shall be the total of the finishing positions of the scoring members. The team with the lowest total points determines the team winner.
- Teams with less than five finishers shall not be scored as a team.
- In the event of a tie between two or more teams, it shall be resolved by determining which team's last scoring member finished nearest to first place."

**NOTE:** *Many road races include a team competition (e.g., corporate teams). The finish placement method is recommended as a quick and practical means for determining team ranking.*



## ***Event Divisions – Race Walks and Competitions for the Disabled***

### **Start**

To permit these competitors to safely and efficiently leave the starting area, many events start these athletes a minimum five minutes in advance of the runners.

### **Splits and Timing**

It is helpful to assign a specific group of volunteers to give splits and record the finish times of these competitors.

### **Judges — USATF Race Walk Committee Recommendations**

- Race Walk competitions should only be contested when at least four qualified judges are available to judge the event.
- If possible, race walk judges should be placed throughout the course and should be provided with a bicycle or other means for getting to various points on the course.

### **Finish and Results**

- Use of a special chute on one side of the other finish chutes is recommended. This chute should be wide enough to accommodate a wheel chair.
- A column on the results sheet should be designated for special divisions. “RW” can be used to designate race walkers and “WC” can be used to designate wheel chair athletes.

### **Awards**

USATF recommends that awards fairly and equally recognize that these athletes are as skilled and committed to excellence within their discipline as those who run are.

## **Conclusion**

The goal of this course is to provide the information needed by the USATF official to be effective in any officiating capacity in long distance athletics competitions. Through a detailed understanding of the key components commonly used by successful events, the certified official will understand the big picture and how he/she can assist the race director in assuring a safe and fair competition for all participants.

### ***Supportive/Collaborative Role***

In conclusion, our role is to work collaboratively with the race director to ensure a fair and safe competition within the rules and guidelines developed by USA Track & Field.

There Are Numerous Resources Available to the Long Distance Official, Including:

- Books, Publications and Newsletters
- Road Running Club of America has numerous publications and support materials
- Expertise of Experienced Race Directors
- Attending Clinics and Meetings — Officiating and Race Directors
- Expanding One’s Personal Experience and Perspectives

Questions and Answers  
Discussion  
Rules Review

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ABOUT THE AUTHORS

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## Appendix for Unit 5 – Considerations for Effective Race Planning

As in track and field, it is not enough for the USATF certified long distance athletics official to understand a single officiating task. To be effective, the certified official should have a basic understanding of the "big picture" and the essential components necessary to assure safe and fair competitions. This Appendix provides an overview of some of considerations used by race directors in planning effective long distance events. Assurance that an event has been properly planned should be a consideration in the certified official's decision to agree to participate as an event official.

### *Planning Principles*

The following commonly used principles have been used in successfully planned and administered long distance events:

1. Doing first things first:

Adequate time is allowed for detailed planning, forming a committee, delegating tasks, establishing race objectives and securing sponsorship to cover costs. If objectives are clear, choice of sponsorship and mutual obligations and expectations are more likely to be appropriate.

2. Establish a set of objectives (philosophy) to guide planning; for example:

- a. To keep the event runner-centered.
- b. To be thorough, seeking excellence in every aspect.
- c. To promote the concept of delegation (with authority commensurate to assigned responsibilities).

**If changes are required for the good of the event or safety of the competitors, the reason is explained for making the change. It is recognized that the lack of delegation and communication is where failure lives!**

- d. To communicate in writing the race's objectives and share them broadly.
- e. To consider every effort as building a tradition.
- f. To recognize and appropriately acknowledge the contributions of volunteers and sponsors.
- g. To keep sponsors and volunteers informed through purposeful meetings and regular updates thereby building investment and monitoring details.
- h. To keep all promises.

3. Establish all agreements in writing.

4. Prepare written job descriptions for all key planning and race day positions.

5. Assure that the race director has been given the authority to do the job.

Boards and sponsors may establish policies and identify the race's objectives, but the director is responsible for directing the details of their execution and should be given the necessary authority to accomplish this task.

6. Select a distance, site, date and start times based on the principles of safety, simplicity and reasonable challenge.
7. Evaluate and debrief participants within 14 days of the event's completion:
  - a. Athletes: on race day a random sample of views.
  - b. Race Planning Committee: brief written reports secured prior to a scheduled formal debriefing meeting.
  - c. **Sponsors: sponsor input and reactions are sought in a pre-scheduled meeting.**
  - d. Volunteers: the views of key volunteers and technical advisors are sought.
  - e. Race Director personally assesses this year's performance and prepares a list of improvements and changes for the next event.

### ***Race Planning Committee and Subcommittees***

Successful events have found that a key to an effectively planned race is a race planning committee. Directors of these races divide critical tasks among several subcommittees with individual committee members responsible for covering such activities as:

#### **1. Sponsorship and Awards:**

Sponsorship is the lifeblood of staging an event. Sponsors appropriately accept and deserve recognition for their investment. The race director gives attention to both securing sponsorship and keeping the sponsor(s) well informed and properly acknowledged.

The type and depth of awards are determined in accordance with USATF rules and local/state law. The awards ceremony is scheduled in conjunction with results personnel and an announcer's script prepared which includes acknowledgment of sponsors, award donors, and volunteers.

2. Promotion and media relations, including the brochure and contents of race packets.
3. Hospitality — hosting, housing, and post-race activities.
4. Volunteer recruitment, assignment and coordination.
5. Registration: entries, numbers, packet assembly, payments, competitor information, and number pickup.
6. Communication: on course, communications coordination and athlete evacuation procedures.
7. Start: planning, setup, announcing (with script), clerking, logistics and implementation.
8. Course:
  - a. Certification, sanction and permits — secured at least 3 months in advance.
  - b. Aid stations and medical: first aid, liquid replenishment and appropriate equipment.
  - c. Marking, rest rooms, water hookups/securing, road closures and signage, on-course personnel, crowd control, set-up and teardown, course clean up and trouble shooting.

- d. Lead and trail vehicles and police arrangements.
- e. Splits, including a plan for placing split readers, coordinating timing, securing watches, placing clocks, and anticipating and preparing for timing problems, race walking, long distance running, and cross country) for all international athletics competitions.
- f. Assisting with aid station set-up and support.
- g. Judges training and assignment.
- h. Number checking equipment, personnel and procedures.
- 9. Finish:

Equipment, personnel, set-up, crowd control, timing and placing requirements, finish chute and area design, procedures for documenting record setting performances, coordination with results, job descriptions, and instructing volunteers.

- 10. Results:

Selection of results system (manual or computerized), forms design, securing needed equipment and volunteers, locating/securing a private enclosed area near the finish, written instructions for volunteers, and establishing a time table for providing results to award ceremony, press and competitors.

- 11. Evaluation:

Development of materials, securing feedback, scheduling debriefing sessions, and maintaining the planning notebook (to document actions and to guide next year's event).

### ***Commonly Used Techniques - Planning***

- 1. Create a planning committee, assign responsibilities and delegate with authority appropriate to each responsibility.
- 2. Establish race objectives, a "vision" for the event, and communicate them widely.
- 3. Select the distance, safe site, date and starting time.
- 4. Secure a sponsor or needed funding. Formalize all agreements and obligations in writing. Hold well planned meetings to consult with and inform major sponsors.
- 5. Start early; at least 4-6 months lead-time is required for a successful event. This provides time for arranging sponsorships, sanctions and course certification in advance of designing all publicity and support materials (shirts, entry forms, banners,...).
- 6. Determine equipment needs and develop a logistics plan.
- 7. Recruit at least 1.5 times the volunteers actually needed on race day.

8. Prepare written descriptions of key volunteer jobs.
9. Prepare a brochure, which provides all necessary information, and design a simple registration procedure.
10. Build media interest in the event and initiate advertising at least 1 week prior to the event.
  11. Design all forms and day of race procedures one month in advance.
  12. Secure all equipment at least 24 hours in advance.
  13. Establish effective communication and medical evaluation procedures.
  14. Prepare a question and answer sheet providing basic event information and distribute it to all event officials.
  15. Develop a day-of-race checklist with completion/due dates and then monitor and enforce your deadlines by periodic meetings.
  16. In designing a course start with a safe finish area.
  17. Provide a quiet place for results personnel.
  18. Provide results promptly, but do not schedule the awards ceremony too close to the race's finish and limit announcing awards to only the top men and women open categories.
19. Course clean up should be a part of the race plan and volunteers designated to this task.
20. Evaluate your efforts, hold a post race debriefing, and prepare a report evaluating the event for the sponsors and race committee.
21. Recognize and acknowledge all contributions, in writing and publicly if possible.
22. Maintain a race notebook for next year's event.
23. Keep the event runner-centered and honor thy commitments!
24. On race day, keep your cool and make it fun for all involved.

## GUIDELINES FOR FAIR COMPETITION IN ROAD RACING

Adopted by USATF - December 1987

### *Purpose*

USA Track & Field of the United States of America (USATF) supports the need to preserve the spirit of fairness, camaraderie and spontaneity in road racing competitions. In furtherance of this goal, these Guidelines are issued.

The intent of the rules of USA Track & Field is to promote safe and fair competitive opportunities in athletics. USA Track & Field strongly opposes "pacing" and other forms of prohibited assistance in long distance running. The aim of the applicable USATF rules and these Guidelines is to avoid any situation that may give an unfair advantage to one competitor over another. These Guidelines are meant to be helpful in understanding the applicable USATF Competition Rules and do not replace or supersede these Rules.

### *Effective Date and Application of the Guidelines*

These Guidelines shall apply to selected road races conducted after 31 March 1988. The Guidelines shall be deemed a part of the sanctions issued for all races subject to USATF Regulation XIV, USATF National Championships and team selection events.

Race directors, athletes and officials involved in these races will be asked to evaluate the Guidelines to assess their application and workability. Following the evaluation process, any revisions or additions deemed necessary would be made. Appropriate rule changes, based on the application, evaluation and revision of the Guidelines, will be submitted to the USATF Rules Committee and to the Congress for review and approval.

### *Applicable Definitions*

As used in these Guidelines, the following definitions apply:

**Pacing.** *Pacing* is a premeditated or prearranged act of accompanying one or more competitors in a long distance running race for the purpose of enhancing the performance of the competitors. As recognized in USATF Rule 66, "pacing" does not include officially designated "rabbits" who are to be available to all competitors.

**Prohibited Assistance.** *Prohibited assistance* is an act by one or more persons (whether or not such person or persons are competitors) which is intended and has the effect of providing (i) an unfair advantage to one or more competitors and/or (ii) a disadvantage to one or more competitors.

## ***General Guidelines***

The *USATF Guidelines for Fair Competition in Road Racing* are based on the current applicable *USATF Rules of Competition*. Other useful publications offered by USATF include *Road Race and Finish Line Management and Certification Handbook — Officiating Long Distance Events: Road Races, Marathons and Cross Country*. The following guidelines will be applied to affected events:

1. Giving unfair advantage to a competitor by anyone on the course, for any reason, is not allowed. Such actions may result in disqualification of the athlete(s) involved. Examples of prohibited behaviors include:
  - a. *Pacing* (a specific form of prohibited assistance) for any portion of the competition.
  - b. Any person on the course or course vehicle conveying any information which has the effect of *giving unfair advantage*, such as information relative to the status of other competitors.
  - c. Any actions by individuals on the course or by competitors that are distracting, distressing or disruptive to other competitors.
  - d. Receiving unofficial splits, medical or refreshment support, or technical aid from any unauthorized person on the course.
  - e. Being accompanied for any portion of the race by an unregistered person or non-competitor.
2. The only persons to be allowed on the course are to be appointed officials, athletes with official race numbers, race personnel and other authorized/credentialed persons.
3. All persons who have access to the race course or to the competitors during the competition, are to refrain from any action which could be deemed as *pacing* or *giving of prohibited assistance*.
4. No credentialed person or official is to engage in unnecessary communications with competitors.
5. All persons on the press vehicle, lead vehicles or bicycles, are to be reminded that they are there as a matter of privilege and not of right. As such, they are to remain impartial and refrain from giving instructions to competing athletes or acting as a cheering section.
6. Officially designated lead vehicles or bicycles are to be instructed to maintain a speed and distance that will not have the effect of *pacing* any competitor. Only official bicycles are to be allowed on the course. All vehicles and bicycles should avoid staying with one runner.



7. All race volunteers should be made aware of the intent of these Guidelines. It is recommended that all umpires, marshals and on-course officials with supervisory responsibilities be furnished with the complete *Guidelines* and recommendations for warning athletes.

8. Fixed clocks with high visibility to all competitors should be placed along the course and should not be restricted solely to the lead vehicle, bicycle or car.

## **RACE MANAGEMENT'S APPLICATION OF USATF RULES AND GUIDELINES**

### ***Suggested Pre-race Planning Actions by the Race Director***

1. USATF *Long Distance Running* Certified Officials should be used whenever possible.

2. Appoint an event referee who is knowledgeable concerning the USATF Competition Rules and these *Guidelines*. Whenever possible, a *USATF LDR Certified Official* should serve as the event *referee*.

3. Appoint a jury of appeals comprised of three or more individuals knowledgeable in the sport and having no vested interest in the event or allegiance to any competitor.

Select knowledgeable inspectors to monitor the fair conduct of the race. Inspectors should be provided the same attire as other event officials. Depending on the length of the race, five (5) or more inspectors should be appointed and assigned to randomly selected locations throughout the length of the course.

5. All inspectors and course officials in supervisory capacity should be given specific written instructions by the race director on the subjects of pacing and prohibited assistance. The National Officials Committee's Certification *Handbook — Officiating Long Distance Events: Road Races, Marathons and Cross Country* should be obtained from the USATF Association Certification Chairman and reviewed carefully.

6. Reporting forms or cards should be provided to course officials and inspectors. Procedures for making and processing reports should be prepared in advance.

7. All invited athletes should receive the information called for by these Guidelines in a specifically prepared writing addressed to their attention. This information should be reviewed at pre-race meeting of invited competitors.

8. Entry forms and information sent to seeded and invited athletes should contain a cautionary statement advising entrants that procedures have been established to apply the USATF Rules and Guidelines pertaining to pacing and other forms of prohibited assistance.

### ***Actions During the Race***

1. Before issuing a *warning* to an athlete or a report to the referee, officials should be reminded to distinguish between spontaneous assistance among competitors and pacing and other forms of prohibited assistance.
2. Verbal warnings should be given in a manner least likely to disrupt the performance of competitors. Examples of possible warnings include:

*(Number 1526, stop running with number 229. Both (or one) of you may be disqualified.*

*Stop giving number 411 split times (or water). She may be disqualified for . . . (state the reason).*

3. When a possible violation is observed, inspectors are to write down what they saw, even when in doubt. This report should include:

- a. Time of the day and course location of the possible infraction.
- b. Describe what was observed, and specifically, the nature of the alleged violation.
- c. Indicate, when possible, the competitor's number and describe the outfit.
- d. Describe any non-competitor involved (i.e., height, clothing, distinguishing features, hair color, . . .).
- e. Print the inspector's name, USATF Certification number or address and submit to the referee.

4. Officials should report any behavior by credentialed or official race personnel, which appears to constitute an infraction. If necessary, warnings should be issued to offenders.

### ***Post-Race Actions***

1. As soon as possible, the inspector should submit a signed copy of the written report to the referee.
2. As soon as possible, the referee should inform the race director that a possible infraction has been reported.
3. Any competitor who feels that pacing or any other form of prohibited assistance or Rules violation has taken place should report the incident within the following guidelines:
  - a. The race director or referee is to be notified of an intention to protest within 9 minutes of the protesting competitor's completion of the race.

b. In accordance with USATF Rule 73, the protesting competitor must then submit a written protest within 30 minutes of the announcement of the race results.

4. When a protest or report is submitted to the referee, the following procedure is to be followed:

a. The referee is to promptly review the competitor's protest, checking with the appropriate umpire(s) concerning the allegation. Determine if an infraction of the USATF Rules may have occurred. The referee's finding should cite the applicable USATF Rule(s) and the grounds supporting the finding.

b. In rendering a decision, the referee is to give the benefit of the doubt to any accused athlete(s). The options available to the referee are:

- 1) To determine that no violation or infraction of the Rule occurred;
- 2) To reprimand and caution the competitor(s), but not disqualify.
- 3) To disqualify one or more competitors. Disqualification should only be given in those rare cases where the violation was flagrant or the damage inflicted on other competitors was substantial.

c. The referee's written decision is to be given promptly to the race director.

d. Throughout, the only spokesman should be the race director. For all others, it is recommended that the best comment be "no comment". The race director should become aware of the facts reported and refer to the written reports and known information when discussing the alleged incident.

## ***APPEALS PROCESS***

The following appeal procedure is to be followed by any person(s) affected by the referee's decision:

The written appeal must be sent to the race director and the chairman of the jury of appeals (name and address of the chairman is to be provided by the race director).

All appeals must be submitted within 14 days of the referee's decision.

The jury of appeals should consult and confer with the National Chairman of the appropriate USATF Long Distance Running Committee involved.

Any affected athlete(s) is (are) to be notified of the appeal.

The decision of the jury of appeals may only be made public after the foregoing steps have been taken.

The decision of jury of appeals is to be rendered within seven days of receipt of the request for appeal.



# **National Officials Committee Of USA Track & Field**



## **A Guide for USA Track & Field Officiating (11/97, Version 3)**

Attachments and Appendices

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# **Guidelines for Pre Field Competition Activities**

## **Pre Meet Meeting Questions**

1. Under which rules will the meet be conducted?
2. How many officials are assigned?
3. Where will Weights and Measures be?
4. Where is the Clerk?
5. How much warm-up time?
6. How many athletes go to the finals?
7. Are there any special rules or instructions?
8. Who is the field referee?
9. Are their qualifying heights or distances?
10. Who gets results and where do they go?
11. Who will bring in the implements or when can they be picked up
12. Who will bring in the athletes?
13. Are there record flags and who will set them out?
14. Is there a time clock?
15. Are there performance indicator boards? Who to operate?
16. How will distances be measured?
17. Will there be athlete introductions?
18. Will there be a communicator?
19. Who is the oversight committee representative? (National Meets)
20. How will drug testing be done?
21. Will there be marshals?

## **Meet Day Questions**

1. What is the color and mark for implements?
2. What are the qualifying distances, if any?
3. What is the meet record?

## **Items for Field Officials Meeting**

1. Go over flag coordination. Use one in field/pit and one at foul line
2. Always mark all attempts and keep until next athlete called up
3. Always carry implement to side or back. Don't throw back.
4. Assignments for the day (rotate if possible)
5. March out and back or not



## Activities before Warm-ups

1. Check Site for markings, safety
2. Check Implements for marks
3. Check in Athletes (get their starting height estimate, their vault standards setting, and see if they will need to be excused)
4. Give pre warm-up instructions
  - a. How much warm up time, general, each flight
  - b. How many flights
  - c. Who in which flight
  - d. Procedures for warm-ups
  - e. Sitting on bench if available, away from board or circle
  - f. Qualifying distance if any
  - g. Check in throws for taping, gloves and shoes
  - h. When to pick up implements if implement rack
  - i. If numbers, location- front or back or both
  - j. Warn about use of non checked implements
  - k. Need of escort if you leave the competition area
  - l. What you need to do to see your coach
  - m. Use of chalk/spray on hand not implement except in NCAA
  - n. Warm up in circle/runway only
  - o. Retrieving Implement, if, when and how
  - p. Two throws per turn
  - q. If throws in order, how, when
  - r. Use clock if available for warm-up period
  - s. Explain lines in field or record flags
  - t. Starting height in vertical jumps and increment

## Instructions before Competition for Throws

1. Enter anyway after called up
2. Stationary in circle, then start
3. If you hit ground with hammer you must complete throw or it is a foul
4. Leave by back half of circle or behind arc line
5. Mark is no longer called, leave once the implement has hit in the field
6. Flag indicating fair or foul will be raised after you leave the circle or runway
7. The clock is your responsibility, if none then call at 15 sec (USATF/IAAF) or 30 other
8. Time for fair throw, 1 min. Unless the HS then 1 1/2 min.
9. How will call athletes up
10. How many to finals or to qualify
11. Warn that there is no warm-up in the competition area or impact area, no use of implements period.
12. How to foul if not want attempt measured
13. Where to go after event and comments on dope control, if any
14. Competition order
15. Whether you will read both Imperial and Metric or not
16. If qualifying round how impound and mark implements

17. Check gloves and hands for taping
18. Will there be warm-ups between trials and finals
19. Pick up implements only when on deck or on hold
20. If you want to protest a call, do so immediately measure but the head official keeps it and does not announce.
21. Go out along line for introductions, line up in competition order

## **Additional Instructions for Vertical Jumps**

1. Passing before called up, Pass jump/ height (IAAF\USATF)
2. Use of 5 alive or not
3. When get run throughs
4. When time starts
5. Breaking the plane
6. Use of runway only when you up
7. If high school tie breaking procedure and pole weight
8. If windy, bar movement
9. Starting height, increment (usually 5 cm HJ and 15 cm PV) and passes
- 10 Check marks, usually 2
11. If leave, procedure

## **Competition Period**

1. When reading tape, record number and have reader repeat
2. If record, measure with steel tape and impound implement to recertify.
3. Jump off    HJ      HS (1"), NCAA (3 cm), USATF/IAAF (2 cm)  
                  PV      HS (3"), NCAA (8 cm), USATF/IAAF (5 cm)

## **Cage Open for Hammer**

Must be at least 6 meter opening at 5 meters from center of circle USATF  
 Must be at least 8.3 meter opening at 4.2 meters from center of circle NCAA

Figure 5-1

## UMPIRE REPORT FOR ROAD EVENTS

### USA TRACK AND FIELD

#### Report of the Umpire -- Road Events

**Instructions:** In completing all information below, please print. Be as specific as possible and use definite language.

Competitor's Number: \_\_\_\_\_ Race Time (if known): \_\_\_\_\_ Time of Day: \_\_\_\_\_ AM/PM

Uniform Color(s) - Top: \_\_\_\_\_

Uniform Color(s) - Shorts: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Type of Incident (check): ☐ Competition ☐ Medical ☐ Specator/Coach ☐ Other: \_\_\_\_\_

Description of What Happened: \_\_\_\_\_

*(be as specific as possible, noting: who and to whom, what, where, why and how)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Umpire's Name (please print): \_\_\_\_\_ Umpire's Signature: \_\_\_\_\_

Umpire's Assignment Number: \_\_\_\_\_ Umpire's USA Track & Field Certification No. \_\_\_\_\_

Chief Umpire Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Referee's Name (print): \_\_\_\_\_

Referee's Decision (print): \_\_\_\_\_

Decision is based on Rule No. \_\_\_\_\_ on Page \_\_\_\_\_ of the 19\_\_\_\_ - 19\_\_\_\_ USA Track & Field "Competition Rules For Athleti

Signature of Referee: \_\_\_\_\_ Referee's Home Phone No.: (\_\_\_\_) \_\_\_\_\_

Date: \_\_\_\_\_ Referee's USATF Certification No.: \_\_\_\_\_

#### Administrative

Order of finish results announced at (time of announcement): \_\_\_\_\_ AM/PM (please circle)

Written protest of the results and protest fee received at (time of day): \_\_\_\_\_ AM/PM (please circle)

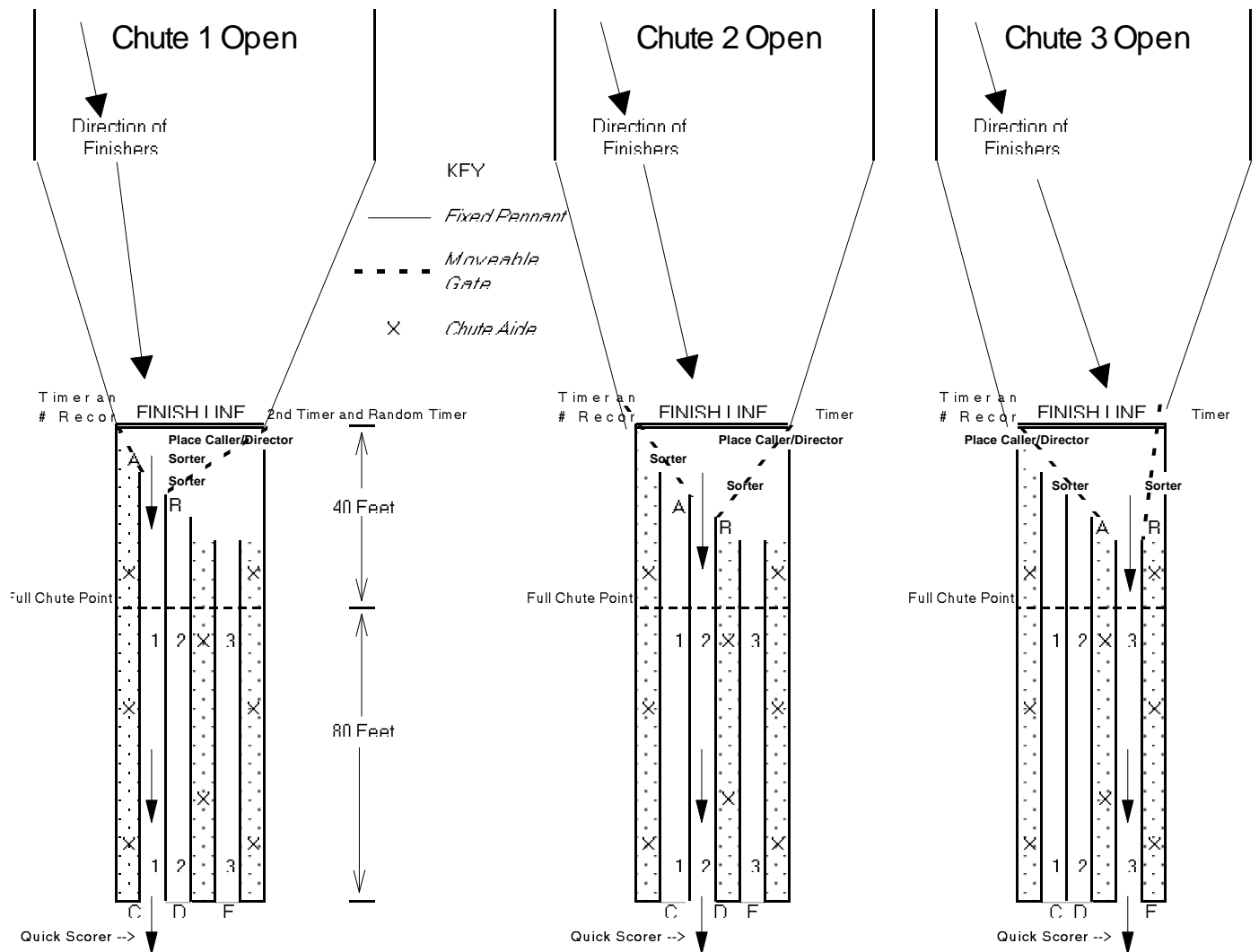
Finding of the Jury of Appeals: \_\_\_\_\_

Decision is based on Rule No. \_\_\_\_\_ on Page \_\_\_\_\_ of the 19\_\_\_\_ - 19\_\_\_\_ USA Track & Field "Competition Rules For Athleti

Signature of Jury Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**Figure 5-2**

## Road Running and Cross Country Chute /Finishline Layout



### Overview

This finish system is designed to permit a large volume of runners (40 per chute) to finish in a very short period of time with the results accurately recorded. This system seeks to minimize the chance that finishers will jam up back toward the finish line, minimize the period in the chute, provide for a quick score option, and maximize the accuracy of the final results. Momentum is maintained by the gates (ropes held by "A" and "R") moving in the same direction as the finishers.

Athletes are timed and placed in their correct order at the Finish Line. The finish order is maintained by sorters and in the chutes by chute aides. These chute aides can also help exhausted finishers move through the chute. Their goal is to keep the finishers in the correct order and to keep them moving quickly through the chutes.

At the end of the chutes, emptying only one chute at a time, the order of finish is established by removing a waterproof identification tag from the race number and placing this tag information-side down on a string or spindles (with no chance of lost or unreadable id tags). The results staff then link finish times and places to produce the final results. Coaches are provided a quick score through numbered cards handed to each finisher as they exit the chute.

In this example, three chutes are used. The system can accommodate any number of additional chutes.

### Instructions

1. As the first finishers approach, chute number 1 is open while the entrances to chutes 2 & 3 are blocked by the rope held by person "R".
2. Close finishes are sorted and placed in the chutes in the correct order of finish by the sorters. Their positions are maintained by chute aides ("X") standing in the shaded matts between the chutes.
3. When the finishers reach the "Full Chute Point," the Place Caller/Director instructs person "A" to move the rope in front of chute #1 to close it as person "R" moves there rope to the right opening chute #2 to the incoming runners.
4. When the finishers reach the "Full Chute Point," the Place Caller/Director instructs person "A" to move the rope in front of chute #2 and person "R" moves to the right opening chute #3 to the incoming finishers.
5. Chute #1 is completely emptied prior to "D" emptying anyone from chute #2.
6. Working one chute at a time, persons "C," "D," and "F" remove the tags from the race numbers and place them information-side down on the finish spindles.
7. As each chute empties (1 chute at a time), the "Quick Scorer" passes the sequentially numbered quick score cards to each finisher.

# **National Officials Committee Of USA Track & Field**



## **Rules Comparisons**

USATF, IAAF, NCAA, NFHS, Youth Athletics

# Acronyms

<b>IAAF</b>	International Amateur Athletic Federation
<b>USATF</b>	USA Track & Field
<b>TAC</b>	The Athletic Congress
<b>NCAA</b>	National Collegiate Athletic Association
<b>NAIA</b>	National Association of Intercollegiate Athletics
<b>JO Age Group</b> years)	Junior Olympic Age Group (Youth Athletics, 9-18
<b>NFSHSA</b> Associations	National Federation of State High School





## Time in Minutes for Trials

EVENTS <sup>1)</sup> --	----- OPEN -----			---COMBINED---		
	FIELD	HJ	PV	FIELD	HJ	PV
<i>Greater than 3</i>						
USATF/IAAF	1	1	1	1	1	1
NCAA	1	1	1	1	1	1
HS	1 1/2	1 1/2	2	1 1/2	1 1/2	2
<b>If 2-3 remaining<sup>2)</sup></b>						
USATF/IAAF	1	1 1/2	2	1	1 1/2	2
NCAA	1	2	3	1	1 <sup>1)</sup>	1 <sup>1)</sup>
HS	1 1/2	3	4	1 1/2	3	4
<b>If 1 remaining</b>						
USATF/IAAF	1	3	5	1 <sup>4)</sup>	3	5
NCAA	1	4	5	1	2 <sup>3)</sup>	3 <sup>3)</sup>
HS	1 1/2	5	6	1 1/2	5	6
<b>CONSECUTIVE ATTEMPTS</b>						
USATF/IAAF	2	2	3	2	2	3
NCAA	1	2	3	1	2	3
HS <sup>5)</sup>	-	-	-	-	-	-
<b>WARNING</b>						
USATF/IAAF	1/4	1/4	1/4	1/4	1/4	1/4
NCAA	1/2	1/2	1/2	1/2	1/2	1/2
HS <sup>5)</sup>	-	-	-	-	-	-

Table Footnotes:

*Because these rules continues to be an area for change, please review your rulebook when moving from event to event or meet to meet to make sure you are applying the appropriate time increment.*

1) Note the differences in the rules.

2) Note to be fair to all competitors this change occurs when a new round is started with only 2 or 3 remaining then all should be given the extended time for each jump including their first jump.

3) There is no rule covering this item but with one remaining the consecutive jump rule applies.

4) Same as consecutive attempts after the first attempt which will have the normal time limit unless a consecutive attempt. (Note this normally applies only to vertical jump competitions since other event should not have more than one attempt per round.)

5) There is no rule for this.



## Throwing Facility Requirements

	IAAF	USATF	NCAA*	J.O/Age Group	NFSHSA
(Circle) <sup>1)</sup> Shot Put	2.135m (7')	2.135m (7')	2.135m (7')	2.135m (7')	2.135m (7')
Hammer/Weight	2.135m (7')	2.135m (7')	2.135m (7')	2.135m (7')	2.135m (7')
Discus	2.5m (8'2 1/2")	2.5m (8'2 1/2")	2.5m (8'2 1/2")	2.5m (8'2 1/2")	2.5m (8'2 1/2")
Sector	40 degrees <sup>2)</sup>	40 degrees <sup>2)</sup>	40 degrees	40 degrees	Varies
Javelin Arc	8m (26'3")	8m (26'3")	8m (26'3")	8m (26'3")	8m (26'3")
Javelin Sector	29.95 degrees	29.95 degrees	29.95 degrees	29.95 degrees	29.95 degrees
(Run-up Length Javelin)	Not more than 36.5 M (120') but not less than 30,0 M (98'6")		Minimum 36.5m (120')	Same as IAAF and USATF	Minimum 36.5m (120')
(Run-up Width)	4m (13'11/2")	4m (13'11/2")	4m (13'11/2")	4m (13'11/2")	4m (13'11/2")

Because of the surveying and construction involved, all throwing circles are in place. The only variable would be the javelin. Since most high schools do not have an area dedicated to the javelin, this would mean setting the area up yourself. If at all possible, orient the run-up so that the throw is into the prevailing wind. Every rule book will give dimensions.

\* NAIA uses NCAA rules

1. All measurements of circles are inside diameter.

2. Starting in 2003 USATF and IAAF will be 34.92 degrees except for Youth which will remain at 40 degrees.

# Shotput - Discus

The following rules are common to IAAF, USATF, NCAA, NAIA, JO, and NFSHSA

1. Start from a stationary position.
2. You may touch the inside of the band only.
3. You must start from a stationary position in the circle.
4. Any part of the body may extend over the top of the circle provided they do not touch the ground outside the circle once the throw has been initiated.
5. Must not leave the circle until implement has touched the ground. \*
6. Exit must be from the back half of the circle once the implement has landed.
7. You can enter the circle from either half.
8. Both trial and final throws will count toward the best throw.
9. Implement must land within the sector lines. (not touching)
10. *\*\* Shot must be held in close proximity to the neck or chin and the throwing arm must not drop behind or below the shoulder level.*
11. You may not touch the top of the stopboard or the top of the ring.
12. Tie breakers are determined by the next best performance.
13. Measured from the nearest edge of the first point of contact to the inside edge of the circle.
14. *\*\*\** There are no form requirements while throwing the discus.
15. No tape on hands unless there is an open cut or wound. Taping for protection, even of a blister is not allowed.
16. Gloves are not permitted.
17. A support belt may be worn.
18. No sticky substance may be used on shoes or in circle.

\* In high school must leave under control and after officials calls mark when implement has landed.

\*\* Applies only to the shotput.

\*\*\* Applies only to the discus.

## Shotput Exceptions

	IAAF	USATF	NCAA*	J.O/Age Group	NFSHSA
Weight    Men	7.260 kg	7.260 kg	7.260 kg	Ages 9-12=6 lb., 13-14=4 kg, 15- 18=12 lb.	12 lb.
Women	4.0 kg	4.0 kg	4.0 kg	9-14=6 lb., 15- 18=4 kg	4kg
Sector Degrees	40° till 2003	40° till 2003	40°	40°	65.5° or 40°
Personal Implements	Made available to all competitors		With competitors permission	Made available to all competitors	Not listed
Measurement	To nearest lower cm.	To nearest lower cm.	To nearest lower cm.	To nearest lower cm.	To nearest lower 1/4 "
Taping of Wrist	Yes	Yes	Not Listed	Yes	Yes
Use of Talc or chalk	Hands and neck	Hands and neck	Hands, shot and neck	Hands and neck	Not listed
Coaching	Not in competition area	Not in competition area	If less than 5 teams otherwise not in competition area	Not in competition area	Not in competition area, only from designated area

## Discus Exceptions

	IAAF	USATF	NCAA*	J.O/Age Group	NFSHSA
Weight    Men	2 kg	2 kg	2kg	Ages: 9-14=1 kg, 15-16=1.6 kg	1.6 kg
Women	1 kg	1 kg	1 kg	1 kg	1 kg
Sector Degrees	40° till 2003	40° till 2003	40°	40°	60° or 40° on field
Personal Implements	Made available to all competitors		With competitors permission	Made available to all competitors	Not listed
Measurement	To nearest lower cm.		To nearest lower cm.	To nearest lower cm.	To nearest lower inch.
Taping of Wrist	Not Listed	Yes	Not Listed	Yes	Yes
Use of Talc or chalk	Hands only	Hands only	Hands and discus	Hands only	Not listed
Hitting Cage	Not a foul	Not a foul	Not a foul	Not a foul	Foul
Coaching	Not in competition area	Not in competition area	If less than 5 teams otherwise not in competition area	Not in competition area	Not in competition area, only from designated area



# Javelin

The following rules are common to IAAF, USATF, NCAA, NAIA and NFSHSA:

1. Competitor may not place any marks on the runway. (Off runway the number varies.)
2. Held by the grip, one hand only, fingers may touch shaft behind the whipcord.
3. On run up, competitor may not touch Arc, ground beyond the Arc, or parallel lines.
4. Javelin must be thrown over the shoulder only.
5. At no time after starting the throw until the thrower has discharged the javelin, may the thrower turn completely around, i.e. rotate through 360 or more degrees before releasing the javelin.
6. Competitor must remain on the runway behind the Arc until the Javelin lands then may leave the runway from behind the Arc or the lines extended from the Arc.
7. If the Javelin breaks at anytime during the course of the throw, it shall not count as a trial provided it was a legal throw.
8. Each competitor shall be credited with the best of all his/her throws.
9. Tie breakers are determined by the next best performance.
10. No tape on hands unless there is an open cut or wound. Taping for protection, even of a blister is not allowed.
11. A support belt may be worn.
12. No sticky substance may be used on shoes or on runway.
13. Use of gloves is not allowed.

## Javelin Exceptions

	IAAF	USATF	NCAA*	J.O/Age Group	NFSHSA
Weight    Men	800 g	800 g	800 g	Ages 13-14=600 g 15-18=800 g	800 g
Women	600 g	600 g	600 g	600 g	600 g
Personal Implements	Made available to all competitors		With competitors permission	Made available to all competitors except Javelin	Not listed
Measurement	To nearest lower cm.		To nearest lower cm.	To nearest lower cm.	To nearest lower inch.
Taping of Wrist	Not Listed	Yes	Not Listed	Yes	Yes
Use of Talc or chalk	Hands only	Hands only	Hands and javelin	Hands only	Not listed
Coaching	Not in competition area	Not in competition area	If less than 5 teams otherwise not in competition area	Not in competition area	Not in competition area, only from designated area

# Hammer

The following rules are common to IAAF, USATF, NCAA, and NAIA. Any HS rules also conform. The Youth and JO programs have started demonstration of the hammer and also conform.

4. Commenced throw from a stationary position in the circle.
4. Prior to preliminary swings or turns, the Head of the hammer may be put on the ground inside or outside of the circle.
4. Competitor may touch the inside of the band only once an attempt has started.
4. Competitor must not leave the circle until the Hammer had landed and then from the back half.
4. Competitor may enter the ring any way.
4. It shall not be considered a foul throw if the Head of the Hammer touches the ground when making preliminary swings or turns if the throw is completed. However, if after having so touched the ground (inside or outside), the competitor stops throwing so as to begin again, it shall count as a foul throw without result.
4. Provided that in the course of a trial, the foregoing rules have not been infringed, a competitor may interrupt a trial once started, may lay his hammer down, and may have the circle before returning to a stationery position and complete the throw. (Note the clock continues to run until the hammer attempt is started.)
4. If the Head of the Hammer falls totally within the sector (i.e. does not touch either line), the throw shall be legal and shall be measured from the nearest edge of the first point of contact of the Head even though the wire and handle may contact the ground outside the sector.
4. If the hammer breaks during a throw or while in the air, it shall not count as a throw provided it was made in accordance with the rules. If a competitor thereby loses his balance and commits a foul, it shall not be counted against him and shall be given another attempt.
4. Measured from the nearest edge of the first point of contact to the inside edge of the circle as long as it is a legal throw.
4. No tape on hands unless there is an open cut or wound. Taping for protection, even of a blister is not allowed. Taping of individual fingers is allowed.
16. Gloves with open ended finger area are permitted.
17. A support belt may be worn.
18. No sticky substance may be used on shoes or in circle.



# Hammer Exceptions

	IAAF	USATF	NCAA*	J.O/Age Group	NFSHSA
<b>Weight Men</b>	7.260 kg	7.260 kg	7.5257 kg	None	12 lb.
<b>Women</b>	4.0 kg	4.0 kg	4.0 kg		4.0 kg
<b>Sector Degrees</b>	40° until 2003	40° until 2003	40°	40°	40°or 60°
<b>Personal Implements</b>	Made available to all competitors		With competitors permission	Made available to all.	With competitor's permission
<b>Measurement</b>	To nearest lower cm.	To nearest lower cm.	To nearest lower cm.		To nearest lower whole inch
<b>Taping of Wrist</b>	Not Listed	Yes	Not Listed		
<b>Taping</b>	Individual Fingers only	Individual Fingers only	Individual Fingers only		Individual Fingers only
<b>Use of Talc or chalk</b>	Hands or gloves only	Hands or gloves only	Hands or gloves and handle		Hands or gloves only
<b>Gloves</b>	Smooth on the front and back, finger tips must be exposed.	Smooth on the front and back, finger tips must be exposed.	Smooth on the front and back, finger tips must be exposed, may use an additional layer of leather on palm of glove for additional protection		Smooth on the front and back, finger tips must be exposed/
<b>Coaching</b>	Not in competition area	Not in competition area	If less than 5 teams otherwise not in competition area		Not in competition area, only from special areas.

# **National Officials Committee Of USA Track & Field**



## **Sample Clinic Outline and Handouts**

(Also see Clinic Slides)



## USA Track & Field Officials Certification Training Clinic

### Welcome and Introductions

#### A. Welcome to the Clinic

1. Goals for this clinic are to:
  - a. Help participants develop a positive *ATHLETE-CENTERED Philosophy of Officiating*
  - b. Developing a proactive approach to officiating practice - seek to avoid unnecessary fouls!
  - c. Delineate the key differences between the various rules we use
  - d. Describe basic meet planning, administration and implementation to form the *big picture*
  - e. Provide an overview of officiating roles, tasks and approaches
  - f. Expose participants to the variety of officiating situations and future opportunities
  - g. Prepare the novice official for greater officiating responsibilities
  - h. Impart and refresh the understanding that we are involved in an ongoing process of striving to become an even more effective official - training is a continuous process, expect to learn from each officiating experience
  - i. Emphasize that each meet is an *important meet* worthy of the best and your best
  - j. Have Fun! Make sure that this volunteer activity remains fun to do
2. Clinic approach:
  - a. Your learning objectives are important—we will try to cover areas of interest
  - b. Importance of discussing, sharing and developing a positive philosophy of officiating
  - c. Instructor's role - to facilitate your learning by presenting ideas, tips, and perspectives
  - d. Will use a variety of mediums—lecture, discussion groups (on situations), video, and general discussions - ambitious coverage for one day - ultimate competency comes from working
3. Clinic ground rules (to maximize the day's value to all):
  - a. Participate fully with an open mind
  - b. In making comments:
    - 1) Share with the whole group, no side talk
    - 2) Stand up and give your name
    - 3) Limit comments to one subject - no more than 30 seconds in length
4. Restroom Location

## **B. Introductions**

1. Name and community
2. One of your major goals for attending today's clinic

## **C. Schedule - Clinic Content (Approximate Start Time)**

1. Introduction to USA Track & Field Officiating (9:30)
2. Officiating Track Events (10:00)
3. Lunch (12:00 - 1:00)—meal options
4. Officiating Throwing Events (1:00)
5. Officiating Jumping Events (2:15)
6. Officiating the Race Walks and Distance Events (3:30)

# **Introduction to Officiating – Philosophy and Meet Management**

**A. Overview:** This section includes an overview of officiating, USATF and preparations for officiating

## **B. Video Unit - Welcome to USA Track and Field**

## **C. Developing a Positive Athlete-Centered Philosophy of Officiating**

1. Roles of the official
  - a. To understand that effective officiating is both art and science - common sense, judgment, integrity and fairness are central to applying the intent of the rules to the situation/circumstances
  - b. To assure fair competitions by knowing the rules, exercising common sense and judgment in impartially applying the rules, considering the circumstances of each situation - no *Super Cops* are wanted
  - c. Maintaining consistency throughout the competition
  - d. Importance of proactive attitude toward officiating (before, not during competition)
  - e. To act and look professional at all times
2. Never take any action during the competition which can affect its outcome—focus on a clear report
3. Officials Code of Ethics

## **D. Rules**

1. Separate rules have been developed by:
  - a. National Federation of State High School Associations
  - b. National Collegiate Athletic Association
  - c. USA Track & Field
  - d. International Amateur Athletic Federation

2. Do not trust memory, always check the latest book, and base all actions on the rules—  
*when in doubt, look it up!*

#### **E. USA Track & Field Training and Certification Program**

1. *Certification* - is a process and an acknowledgment of competency
2. Three USATF certification levels - Association, National and Master
  - a. *Association*: entry level (local meets)—clinic and submit completed open book rules review
  - b. *National*: these officials are qualified to work meets outside the Association—by completing two (2) years of officiating at the Association level, the 10 meet practicum requirements, submitting letter with a meet resume, passing rules review and requesting in writing to have their advancement reviewed and approved by the Association's Officiating Subcommittee
  - c. *Master*: these officials are able to take charge of an event at a national championship and are reserved for those with highly developed officiating competency—after five years of certification, a National level official may apply for *Masters* status by submitting written recommendations from current *Master* level officials, a resume summarizing meets and assignments demonstrating three years of progressively challenging experiences at *National* level, passing the rules review, providing service, demonstrating competency at leading an event, and securing the approval by the local Track & Field Association's Officiating Subcommittee
3. Initial certification training involves class, testing and practicum
  - a. Complete the class and submit the completed general rules review and certification data form to Association Certification Chair to become an *Association Level* USA Track & Field Official
  - b. Complete all practical experience requirements over 2 year period for *National* level of Certification along with a resume and letter requesting the change

#### **F. Meet Planning and Pre-Meet Management—Understanding the Big Picture**

1. Games Committee - planning body for major events (Rule 30)
2. Effective officiating requires advanced planning by Games Committee
  - a. Starting well in advance of event - prepare a timeline: working from event date back to today to determine time needed for critical tasks
  - b. Delegating tasks to specialized subcommittees and accountable chairs
  - c. Recruiting needed officials - 40 to 150 (depending on meet type)
  - d. Securing work and hurdle crews
  - e. Understanding the facilities - to make sure that it is fully equipped and the areas are laid out in accordance with the applicable rules
  - f. Securing the needed officiating equipment—applicable rule books, watches, clipboards, wind gauge, cross bars, tapes, ...
  - g. Setting an events schedule and coordinating efforts
  - h. Determining special rules and procedures applying to the competition
  - i. Distributing meet information, publicity, entry forms, and preparing typed heat sheets and field event entry forms

## G. Event Administration - Implementing the Plan

1. Flow of Responsibility during the event—communication is essential
  - a. Role of the Referee (Rule 32)
    - 1) Authority to interpret and enforce rules, including deciding on situations not clearly covered by the applicable rules
    - 2) Supervises the event once the competition commences
    - 3) Maintains and can modify event schedule
  - b. Supervisors (Chiefs) - working under the Event Referee
    - 1) *Chief Clerk* - assisted by 2-4 assistant clerks
    - 2) *Head Starter* - assisted by 2-4 recall starters and starter's assistants
    - 3) *Head Timer* - authority over finish line area's timers, finish judges and photo timing personnel—sometimes a *Finish Line Coordinator* is assigned these tasks
    - 4) *Chief Umpire* - coordinates and assigns umpires
    - 5) *Chief Field Judge* - coordinates with *Chief Judge* of each field event
  - c. Other meet support personnel—competition secretary, wind gauge
  - d. Role of the announcer (Rule 43)—to help maintain the schedule and announce results, not a horse race (As noted in NCAA Rules: *The announcer's job is to give relevant information in the fewest words possible with minimum disruption of attention from the competition itself.*)

**H. Break Exercise #1** - Discuss during break with at least 1 other person you did not meet prior to today the following:

**Situation:** As clerk at a high school track and field meet, while checking in the athletes to participate in the 4 x 100 meter relay you notice that one member of one relay team has a different singlet (top) than other members of the team. What, if anything, would you do?

## Officiating Track Events

### A. Video Unit - Officiating Track Events

### B. Maintaining the Track Events Schedule

1. Importance of *close coordination* of effort between the announcer, clerk, starter and finish line
2. Referee oversees that schedule is maintained

### C. Role of Referee (Rule 32)

1. Oversees that schedule is maintained
2. Supervises all competition officials directly or indirectly
3. Rules on all matters ***except*** starters' and race walk judges' disqualifications
4. Serves as a non-voting member of the Jury of Appeals (*Games Committee* in High School)

### D. Clerk: 3-4 required - checking, holding, escorting (Rule 40)

1. Characteristics of an effective *Chief Clerk*

- a. Well organized
  - b. Exudes sense of calm control
  - c. Flexible and creative
  - d. Decisive and appropriate
2. Roles - roles of Chief Clerk and Assistant Clerks are to:
  - a. Check out the facility and locate all start line locations
  - b. Assign lanes when appropriate and pre-assigned by the Games Committee
  - c. Check-in athletes and verify assignments
  - d. Often, to check for numbers, uniform, proper location of numbers, spike lengths and other meet requirements
  - e. Provide preliminary instructions - detailed instructions are to be given in the clerk area, not at the starting line!
  - f. Gather, hold and then escort athletes to the starting line - at least 2 minutes prior to scheduled start time
  - g. Set athletes in the proper lanes
  - h. MAINTAIN THE MEET SCHEDULE
3. Forming heats and determining lane assignments - see handout for explanation - sections = timed final (Rule 75)
  - a. Either rain-proof paper or 4-Part carbonless - 1 each to announcer, finish line, clerk, and results
  - b. Typed, should show: competitors, lane assignments and method for advancing (subject to change)
  - c. Method for advancing - PLACE 1<sup>st</sup>, TIME 2<sup>nd</sup>
  - d. *Double Draw* method (overhead) - top four times to lanes 4,5,3,6; slower 4 to lanes 2,7,1,8
  - e. Finals
    - High School events: at least 1 more than the number of scoring places
    - USA Track & Field: no more than 12 in 1500, 16 in 3000 and 20 in 5000
4. Checking In
  - a. When possible, entry forms should be typed and complete (name, number, lane, method for advancing)
  - b. When athletes check-in, they should be informed of the procedures for gathering and escorting them to the start line
5. Gathering and Escorting
  - a. Keeping the clerking area clear of the non-competitors
  - b. Confirm that all athletes are present
  - c. Checks for numbers, spike lengths, ... etc.
  - d. Confirm lane assignments - refer to last names
  - e. Provide instructions about starting procedures, method for advancing to the next round, and rules applying to the event
  - f. Assign athletes for next heat to an escort clerk and escort them to start line (church pew system)

- g. Turn over to the Starter for brief final instructions
- 6. Tips and techniques:
  - a. Locate in a dry (sheltered) and visible area, use a corral and pew system for multi-heat sprints—particularly for youth and junior high meets
  - b. Church Pew System - Place lane numbers on seats or bench for easy checking of who is missing
  - c. 90% of instructions to the competitors should be given in the clerk area, instructions by the starter should be minimal (i.e., no longer than 30 seconds) and limited to the starting procedure only

#### **E. Starting Line Responsibilities (Rule 60)**

1. Starter provides very brief information on the key rules and procedures governing the start—do not unnecessarily delay the start once the athletes stand ready to compete at the starting line
  - a. Use of blocks for races of 400 meters or less is required in USATF, but not in High School
  - b. False starts and other important rules
    - High School and NCAA events: one false start results in elimination
    - USATF events: two false starts required for athlete to be disqualified, 3 in combined events
  - c. Method for advancing
  - d. Use a .32 caliber pistol only—smoke and sound
2. Position of Starters
  - a. Location
  - b. Control/Visibility (to timers) - hold set until entire field is steady, can bring back up if too long
  - c. Signals - whistle, flag or turning palm to indicate to starters assistants and finish line timers
3. Start commands:
  - a. Races of 400 meters or less: *on your marks* (facing the runners, starter raises gun arm only over head, other arm remains at side), *set* (competitors rise and steady), and when the runners are steady the pistol (.32 caliber) is fired
  - b. Races over 400 meters: *on your marks* - the runners advance from imaginary line 3 meters back from the start line to the start line, steady themselves and the pistol is fired
  - c. If fully automatic timing system fails, recall of competitors should be attempted (Rule 38.3.c)
  - e. NCAA rules prohibit practice starts in starting area
4. Communication and close coordination with finish line officials is essential
5. Remember: *All questions concerning the start shall be decided by the starter.* (Rule 60.6)



## F. Finish Line Responsibilities - Timing and Picking Places (Rule 64)

1. Except in the case of the combined-events, timers *are always assigned to specific finish places* (e.g., first, second, third, . . .), and *NEVER* to lanes. (Rule 37.5)
2. Separate officials should be assigned to establish the order of finishers and place times—tiered arrangement, ideally 2-3 on each place and located on both sides, at least 16 feet back from track
  - a. Timers: separate timers are assigned by the Head Timer to time each place—from the smoke of the gun to the breaking of the vertical finish line plane by the placer's torso (not arms, legs or head)—clear watch at whistle/raising of white flag or at command of Head Timer (Rule 37)
  - b. Finish Judges: separate finish judges (pickers) are assigned to pick a specific place by the Chief Finish Judge to determine the order of finish—giving full attention to finish line as finishers draw near (Rule 34)
    - 1) identify the last name and number of assigned placer
    - 2) report information by place to Chief Finish Judge
  - c. Timers and judges (pickers) are to pay attention entire race
3. Organization - one person should be responsible for gathering the times and another assigned to gather the place information - timers and judges should return to position once their report is made
4. Disputes - *higher place* has priority; head timer and finish judges are final determinants of result when no Fully Automatic Timing (FAT) is used or FAT system failed (remain alert, expect failure)
  - a. If 3 timers assigned to a place do not agree—the *middle* time (not the average time) is recorded
  - b. If 2 of 3 timers assigned to a place agree—the time of the 2 timers is the time recorded
  - c. If only 2 timers are available for the place and both disagree—the *slower* time is recorded
5. Photo-timing - special techniques and requirements govern the determination of places (Rule 38)
6. Courtesy - do not leave area without telling the person in charge of your event
  - a. Do not bluff, inform the head timer immediately if your watch started late or did not start
  - b. Stay away from light beam
  - c. If crouched, do not stand up - you might block another timer or judge
  - d. Move promptly and work as a team

## G. Umpire - formerly known as “Inspector” (Rule 33)

1. Role of the Umpire: to report observations of possible violations and signal status of the event (using yellow flags - red when a yellow flag is not available)
2. Process: When a possible violation is observed, write it down and reported to the Head Umpire - record it in your mind's eye—think it through, but never second guess first

instincts; work in teams with one recording, one raising the yellow flag to seek the attention of the Head Umpire and Referee

3. Head umpire reviews the report with the Referee and the Referee renders the decision
4. Locations of umpires - give priority to covering all 4 turns, minimum number is 4 umpires
5. Possible types of violations: (Rule 65)
  - a. Lane - 1 or more steps (USATF Rule 65.6/IAAF); 2 left steps (NCAA); 3 or more (High School)
  - b. Relays - baton must be exchanged within zone, baton position is the key, 1 piece of tape may be used within the zone { 5 cm x 40 cm } (Rule 121.17)
  - c. Impedance - athletes may not jostle or impede an athlete's progress (Rule 65.4)
  - d. Illegal assistance and pacing (Rule 66) within the *competition area* - conveying advice, information or direct help by any means including a technical device or running along side an athlete, or by lapped competitors; officially designated *pacemakers* are permitted
  - e. Hurdles and Steeplechase - must clear the horizontal plane of the hurdle extended with entire body, maintain a straight course, no marks on track, must not impede or obstruct others
  - f. Steeplechase - must move over the barriers in a single continuous motion and remain within the competitive area
  - g. Race walks rules of conduct are the same as other track events—separate judges assess technique
6. Use yellow flags when possible to designate possible fouls (Rule 33.2)

**H. Break Exercise #2** - divide up into small groups to discuss the situation following two situations: (15 minutes)

**Situation A:** In the semifinals of the 300 meter hurdles, the athlete in lane 7 crosses into lane 6 and runs the remainder of the race in the wrong lane. The runner in lane 6 protests claiming she was not permitted the opportunity to fairly compete. What action should the referee take and why?

**Situation B:** In the 100 meter hurdles, the runner in lane 5 suddenly staggers and knocks over the hurdle in lane 6 which causes the runner in lane 6 to fall. The runner in lane 5 claims that the runner in lane 4 bumped her into the path of the hurdle in lane 6 and that her coach has conclusive proof on video to support her claim. The inspector indicates that all she saw was the competitor in lane 5 knock over the hurdle in lane 6. What action should the referee take and why? Should she view the video?

**Lunch Break**

# Officiating Throwing Events

## A. Video Unit Three - Officiating Throwing Events

### B. Definitions

1. *Trial* - An attempt in a throwing event
2. *Flight* - A round of trials for a group of competitors
3. *Qualify* - To earn the right by performance to participate in the final
4. *Qualifying Competition* - Qualifying attempts preceding competition proper to determine which of the athletes entered into the event shall compete in the competition proper; marks achieved do not carry forward into the competition proper.
5. *Foul* - An attempt which is counted as a “trial,” but which is not measured because of a rule violation.

### C. General Rules Applying to All Field Events (Rule 90) – Critical importance of **SAFETY!**

1. Reporting - clerking is done at the event area, athletes should report at least 15 minutes prior
2. Preliminary Trials - number to advance is equal to the number of lanes on the track
3. Calling the athletes - ***up, on-deck, and on hold*** (not in the hole!)
4. Time limits - 60 seconds for all events except the pole vault which provides for 90 seconds—longer periods are permitted when the competition drops to three or less competitors and then one competitor remaining.
5. Leaving the event area - athlete must formally check-out, time limit can be established, and bar may not be lowered nor is assurance of all attempts guaranteed
6. Inspecting implements and use of illegal implements should take place at the start and remain under the control of the officials throughout the competition
7. No assistance or coaching permitted in competition area except in NCAA events of 5 teams or less.
8. Taping aids and shoe restrictions—tape or gloves must not link fingers together, tape is only permitted on hand to cover a wound
9. Taking and recording measurements—nearest lower centimeter (1/4 inch) in all jumps and the shot put; lower centimeter for the discus, javelin and hammer except for HS where it is to the nearest lower inch.
10. Actions of the official - use of flags when the athlete has completed the trial
11. Control of area - use a cone to open and close area to attempts—make sure that all warm-ups are taken under supervision and that the cone is used to ensure that attempts are only made under safe conditions

### D. Throwing Events (Shot Put, Discus, Javelin, Weight and Hammer) - IMPORTANCE OF **SAFETY!**

1. Implements check-in, impoundment and return
2. Rules applying to events thrown from a circle
3. Special rules by event
  - a. Shot put and discus - measurement, fouls, technique (Rules 97 & 98)
  - b. Javelin - measurement, fouls, technique (Rules 99)
  - c. Hammer/Weight - leaving the circle, fouls (Rules 100 & 101)

#### **E. Tips for Effective Throws Officiating**

1. **Safety First** - Always be alert; use preventive/proactive approach to your officiating. Carry in all implements following a throw and clear throwing area during supervised warm-up periods.
2. Professional Bearing - Be firm, fair and in control remembering that the competition is for the athletes - do not draw attention to yourself.
3. Review Appropriate Rules - Prior to the competition review the rules that apply to that competition (High School Federation, NCAA, USA Track & Field) and the specific rules relating to that event. If in charge, review the rules with your crew.
4. Instructions - Do not assume that the athletes know the rules, when in doubt look it up. Give clear, concise instructions and indicate the specific amount of time allowed for warm-up, how the flights are organized, number and arrangement of throws for each competitor and the number of competitors to proceed to the final.
5. Assure Fairness - Provide a fair competition, without showing favoritism, remembering that each athlete should be provided an equal opportunity to do her/his best.
6. Inspect Throwers and Implements - Before each throw, check the throwers' hands for illegal taping or substances and check the implement to ensure that it is an approved implement. In several types of competitions, there is a requirement that approved implements be shared amongst competitor are provided by the Games Committee.
7. Call Athletes - The head judge is to call the athletes with the one about to throw being UP, the next ON DECK, and the third ON HOLD; then start the clock and remove any cone.
8. Accurate Measurement - Lift the tape (3-4 feet) after the mark in the field has been established, placing the zero line at the point of impact nearest the throwing area, pull gently to remove kinks, and then lay the tape on the measurement point without "stretching" the tape. Read the mark clearly enough that the athletes and near-by spectators can hear it using the metric distance (if two sided, then as a courtesy, read the imperial equivalent).

#### **G. Rules Contrast/Comparison Across Governing Bodies**

#### **H. Break Exercise #3** - discussed by full group

**Situation:** After the competition in the shot put has ended, the third place competitor protests that the second place competitor used a shot put that was brought to the competition area, but not approved by the inspector of implements for competition (as indicated by a red dot of paint). The head official admits not having checked the implements used by the

competitors and the second place competitor claims not to have known that the unapproved implement was not impounded. How should the referee rule in this situation?

## **Officiating Jumping Events**

### **A. Video Unit - Officiating Jumping Events**

#### **B. Horizontal Jumping Events**

1. Check-in, recording and setting up finals
2. Wind Gauge - operation, importance and recording
3. Measuring jumps
  - a. Measured at a 90 degree angle to take-off board (*extended* board)
  - b. Mark closest to the board
  - c. Foul jump - requirements and signaling
  - d. Right of competitor to have foul jump measured
  - e. Maintenance of the pit
4. Types of Violations
  - a. Stepping beyond the board
  - b. Jumping outside the pit
  - c. Stepping out of the pit at point closer than the initial impact point
5. Starting the time clock and making calls

#### **C. Pole Vault and High Jump (Rule 93)**

1. Set up, check-in, recording and setting up finals
2. Marks
3. Measuring
4. Breaking Ties
5. Special rules affecting the high jump
6. Special rules affecting the pole vault

## **Officiating Race Walking and Long Distance Events**

### **A. Officiating the Race Walk (Rules 39 & 150)**

1. Roles: umpire's role versus role of the race walk judge
2. Two (2) rules governing race walking are:
  - leg must be straight from the instant of first contact of the foot until the leg in the vertical upright position and
  - the walker must maintain contact with the ground so that no visible (to the human eye) loss of contact occurs
3. Organizing to officiate the race walk - importance of preparation, clear roles and assignments, organizing recording and disqualification systems, and communication between the recorder and the head judge.

4. Proper judging position - at least 16 feet from the competitors, observe only when walkers within a 45 degree range in front of the judge and observation of only the legs, knees and feet.
5. Responsibilities in making and recording warnings and disqualification calls—unaffected by the actions of any other judge, warnings issued only when the walker is on the edge of walking illegally, but is still walking legally, and disqualifications are issued at any point in the event when the walker ceases to be walking legally—a warning prior to a warning is a courtesy, but not a requirement (especially when the walker’s movement is not legal and is providing an unfair advantage).

**B. Officiating Long Distance Running Events (Rules 131-137)**

1. Pre-Event planning - work only sanctioned events where liability and injury insurance is provided to all officials—ensure that runners are not unfairly paced or aided
3. Considerations by Area:
  - a. Start- must be a safe area with at least 600 feet of straight course ahead
  - b. Course umpiring and course support - water and refreshments, medical aid, intermediate timing
  - c. Finish area - process of timing at the finish line and ordering the athletes down a chute to have the placement tags removed away from the finish line
  - d. Results
4. Special requirements of cross country
  - a. Start
  - b. Finish
  - c. Scoring methods

## **Review, Questions and Answers, Evaluation and Next Steps**

**A. Review of the Day and Goals Established in the Morning**

**B. Distribution of the Evaluation Forms**

**C. General Questions and Answers**

**D. Taking the Next Steps: Completing Your Practicum and Rules Review**



# OFFICIAL CERTIFICATION TRAINING PROGRAM

Please complete and turn in before start of training session.

**Course Date** \_\_\_/\_\_\_/0\_\_\_ **Clinic Level** 1 2 3 (Circle one)

## CLINIC REGISTRATION FORM (Please Print)

**Name** \_\_\_\_\_ **Birthdate** \_\_\_/\_\_\_/\_\_\_  
(First) (Initial) (Last)

**Home Address** \_\_\_\_\_  
(P.O.Box/ Street)  
\_\_\_\_\_  
(City, State, and Zip)

**Home Phone** (\_\_\_\_) \_\_\_\_\_ **Work Phone** (\_\_\_\_) \_\_\_\_\_

**Work Address** \_\_\_\_\_  
(P.O.Box/ Street)  
\_\_\_\_\_  
(City, State, and Zip)

**Previous Officiating Experience (if any):** Briefly summarize any past officiating experiences (types of meets, responsibilities, and years). Also note any formal training you have received in officiating, USATF, TAC, high school or college competitions.

Registered USATF Official Y N at Local Association National Masters Number \_\_\_\_\_  
(Circle as appropriate)

**Officiating Interests:** Please indicate the types of competitions and areas you think you would be most interested in serving in the future as a competition official (check as many as you wish):

### Types:

\_\_\_ High School \_\_\_ College \_\_\_ USATF Youth  
\_\_\_ USATF Open \_\_\_ USATF Masters

### Areas:

___ Cross Country	___ Race Walking	___ Long Distance
Running		
___ Shot Put	___ Discus	___ Javelin
___ Hammer	___ High Jump	___ Pole Vault
___ Long & Triple Jump	___ Multi-Events	___ Starting
___ Clerking	___ Umpiring	___ Timing
___ Finish Judge	___ Photo/Computer Timer	___ Photo Evaluator
___ Marshall	___ Wind Gauge Operator	___ Weights & Measures

**Learning Objective for Clinic:** Please indicate your primary learning objectives for this clinic today and any specific areas of officiating you would like us to emphasize during the class sessions.

Clinic Fee Paid Y N Received Rule Book Y N Currently On Mailing List Y N

# Today's Clinic Goals

- ***Athlete centered officiating philosophy***
- ***Proactive approach to ensure fairness***
- ***Understand key differences in rules***
- ***Gain effective officiating techniques***
- ***New skills and insights***
- ***View as an ongoing process to hone skills***
- ***Keep this volunteer activity fun!***



## **Clinic Schedule and Content**

**9:00**      *Welcome and introductions*

**9:30**      *Introduction to officiating:  
Philosophy and meet management*

**10:00**     *Officiating track events*

**Noon**      *Lunch - meal options*

**1:00**      *Officiating field and throwing events*

**2:15**      *Officiating jumping events*

**3:30**      *Officiating race walking and distance events*

**4:45**      *Summary, questions, next steps*

# Ground Rules

- ◆ *Share with the group*
- ◆ *Minimum side talk*
- ◆ *Bring an open mind - like a parachute...*
- ◆ *Offer your experience, we all can learn from each other!*
- ◆ *Restrooms, lunch, phone*

# **Participant Introductions**

***Your name***

***Where you are from***

***Major learning outcome from class***

# **What is an “Athlete Centered” Officiating Philosophy?**

- *Officiating -- an art and a science*
- *Positive proactive approach*
- *Proper application of rules to situation common sense, simplicity, judgement*
- *Fairness, objectivity, impartiality - reports observations, never affects the competition*
- *Consistent and clear communications*
- *Professionalism, integrity and teamwork*

# **Role of the Referee**

***Assumes overall responsibility for the meet upon start of the first event***

***Supervises all chief officials***

***Reviews reports of officials concerning possible violations and takes action***

***May reschedule or add events***

***Serves as a non-voting member of the Jury of Appeals***

# **Assigning Heats and Lanes Trials**

***Declared competitors are listed by performance***

**Fastest**

**Slowest**

***1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16***

***Heats are formed using serpentine list***

***(Left to right, right to left, left to right,.....)***

***Lanes are assigned via draw by lot for all lanes within each heat***

# **Assigning Heats and Lanes Semi-finals**

***Weighing place first, fill lanes with placers; then remaining lanes by time***

***Seed in this order:***

- Heat winners in order of heat time
- Second place finishers in order of heat time...

***Serpentine assignment of athletes to each semi-final round***

# Assigning Heats and Lanes

## Semi-final Rounds

### Serpentining by Time

Heat #1	Heat # 2
1a	1B
2a	1c
2b	2c
3b	3a
3c	4a
4c	4b
5a	5b
N1	5c

### Establishing Lanes

Assigning Lanes  
(for each heat)

1 2 3 4 5 6 7 8

4 fastest from  
heats draw for  
lanes 3-6

4 slowest from each heat  
are drawn for lanes 1,2,7&8



## Assigning Heats and Lanes Final

- Qualify for the finals by taking the first 4 placers from each heat***

**Draw lanes by lot assigning 4 fastest finishers in lanes 3, 4, 5, and 6; the 4 slowest in lanes 1, 2, 7, and 8**

Assigning Lanes  
(for each heat)

1 2 3 4 5 6 7 8

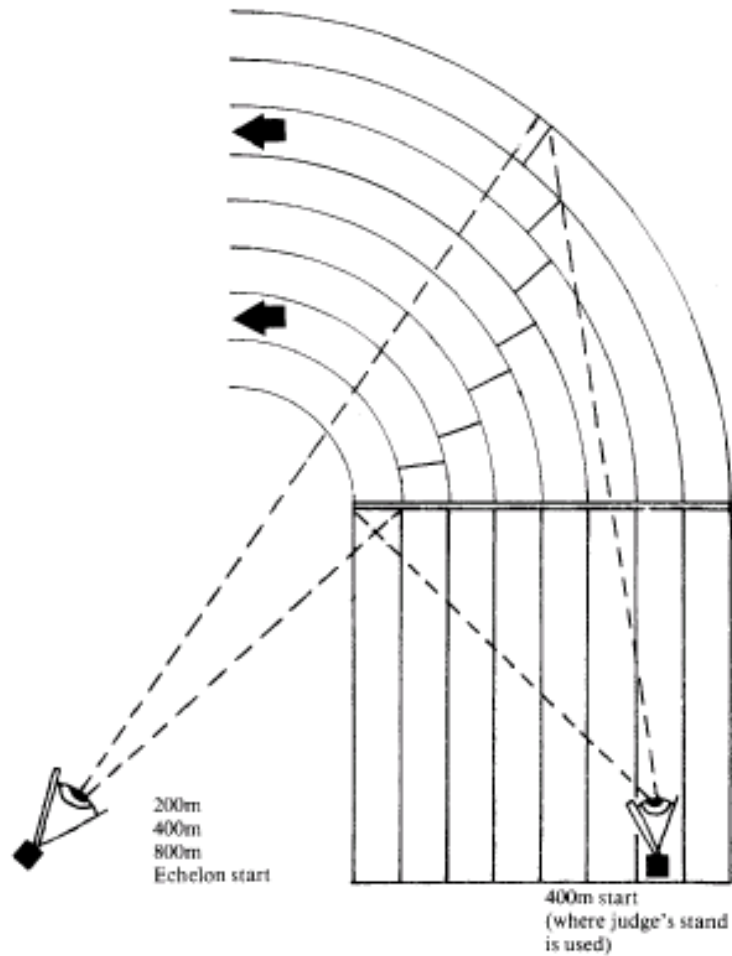
4 fastest from  
heats draw for  
lanes 3-6.

4 slowest from each heat are drawn for lanes 1,2,7 &8

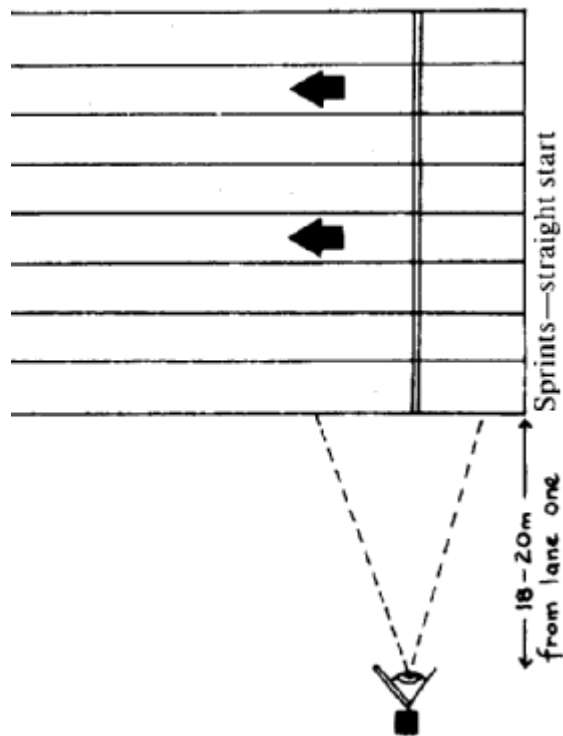
## Qualities of a Good Starter

- ***Calm firmness with patience***
- ***Attention to fairness***
- ***Provides minimum instructions***
- ***Works as part of a team (consults)***
- ***Shares leadership tasks (mentors)***
- ***Knowledgeable and decisive***
- ***Keeps meet moving, on schedule***
- ***Keeps the focus on athletes, not self***

# Position of Starter and Recall For Staggered Lanes Starts



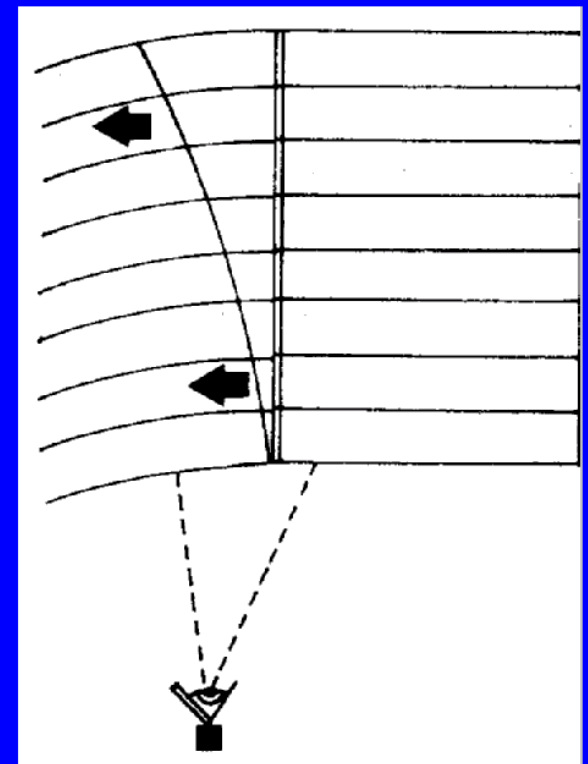
# Position of the Starter for Sprint Starts



**Position of Starter 800M +**

Start Line

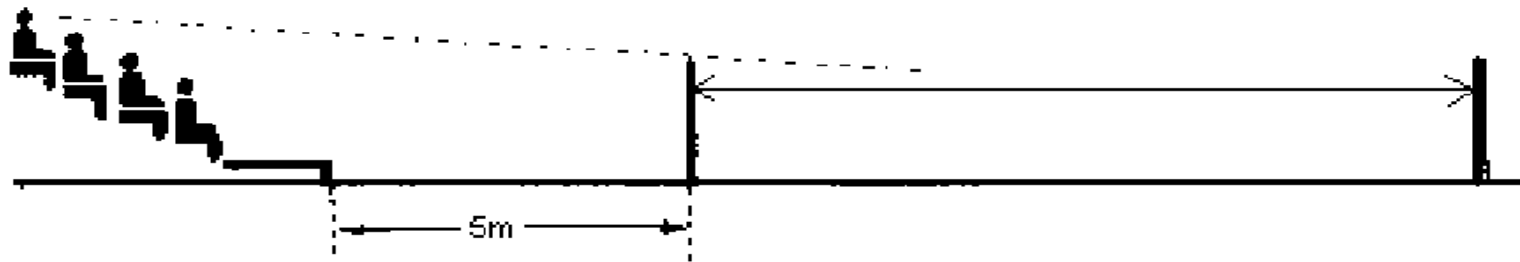
Step Up Line



# Position of Finishline Judges

## Finish Judges (5 meters back - on each side of track)

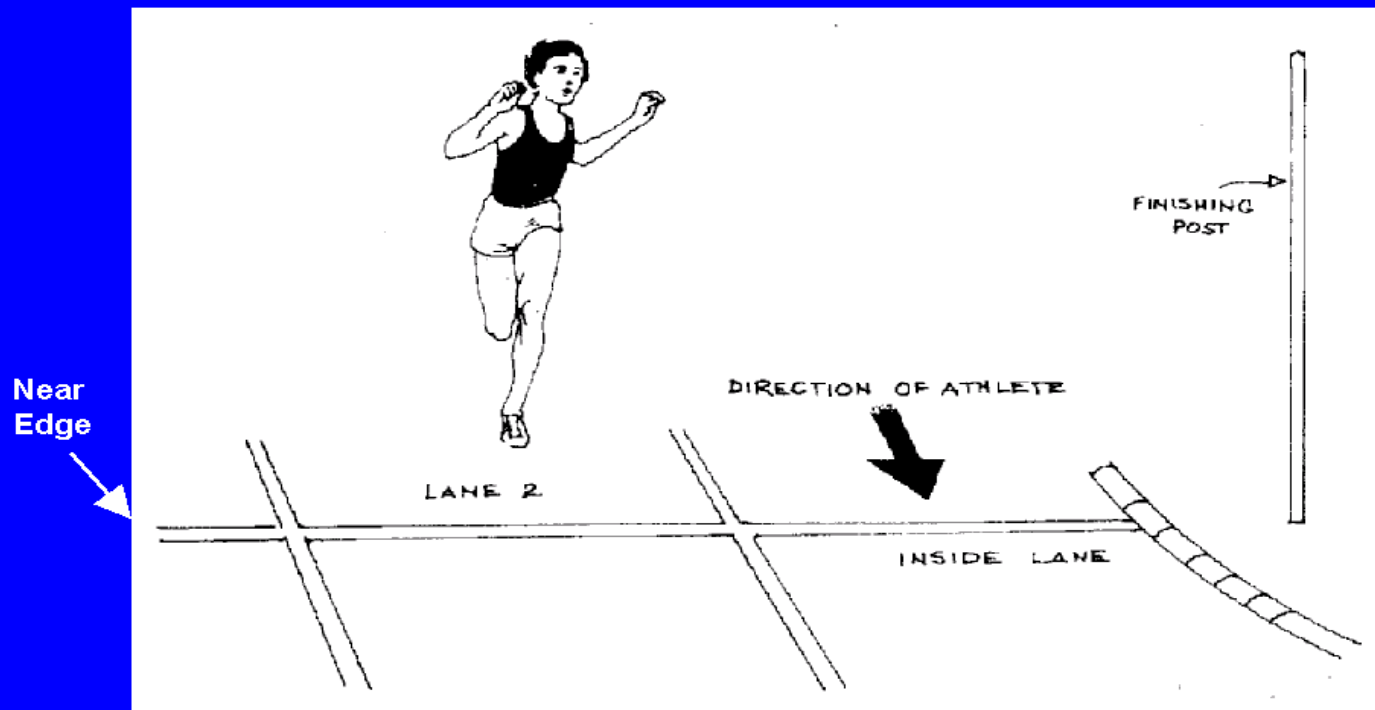
POSITIONING OF FINISH JUDGES



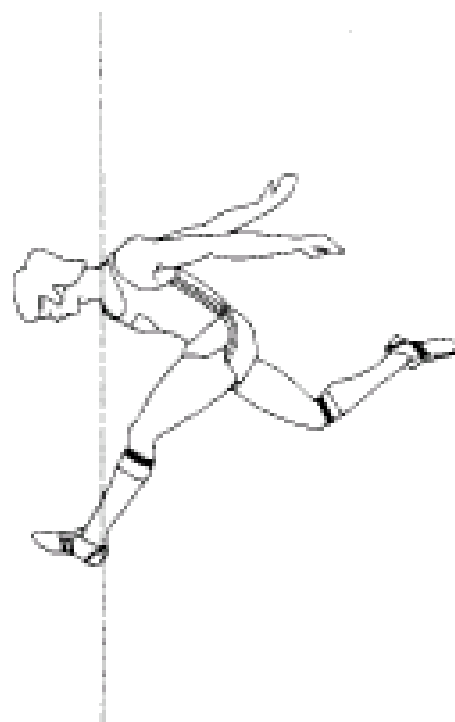
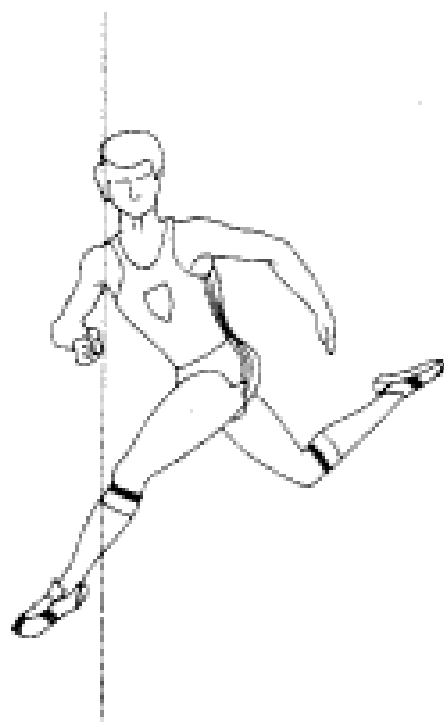
- Assigned by place, NEVER by lanes
- Get the time, then place, identify finisher
- Communicate
- Don't bluff, not a contest
- Work as a team

# At the Finish Line Timed to the near Edge of Line

## Competitors Timed to Near Edge of Finish Line



## Time/Place Finishers Based on Position of the “*Torso*”



## **Adjusting Times**

- For track events - adjust times to next higher 1/10th of a second**
- Time on watch = 12.81**
- Reported time is: 12.9**
- Time on watch = 12.90**
- Reported time is: 12.9**
- Time on watch for marathon = 3:29:45.12**
- Reported time = 3:29:46**



## **Differences in Times**

- **If 3 times disagree, middle time**
- **If 2 of 3 times agree, select the time of the agreeing times**
- **If only 2 timers and they disagree, take the slower of the 2**
- **Priority given to timer assigned to the higher place**
- **Importance of back up timer**

# Fully Automatic Timing (F.A.T.)

FinishMpx (c) 1991-1995 Lpx System Developers, Inc. Ver 3.00

E12 R1 H1 Motorola Men's 200 Meters

Pos	ID	Ln	Name	Affiliation	License	Time
1	19	6	Carl Lewis	Santa Monica TC		20.28
2	23	3	Jeff Williams	Los Angeles CH		20.49
3	17	4	Daniel Effiong	Nigeria		20.56
4	22	5	Andrew Tynes	Bahamas		20.65
5	24	8	Ron Clark	Nike TC		20.72
6	18	7	Koji Ito	Japan		20.81
7	20	2	Daniel Marsh	Australia		21.13
8	21	1	Lamont Smith	Santa Monica TC		21.13

F C F S I I I -S+ W+1.9 HFS

20.28 -- -- >> L P E C R F

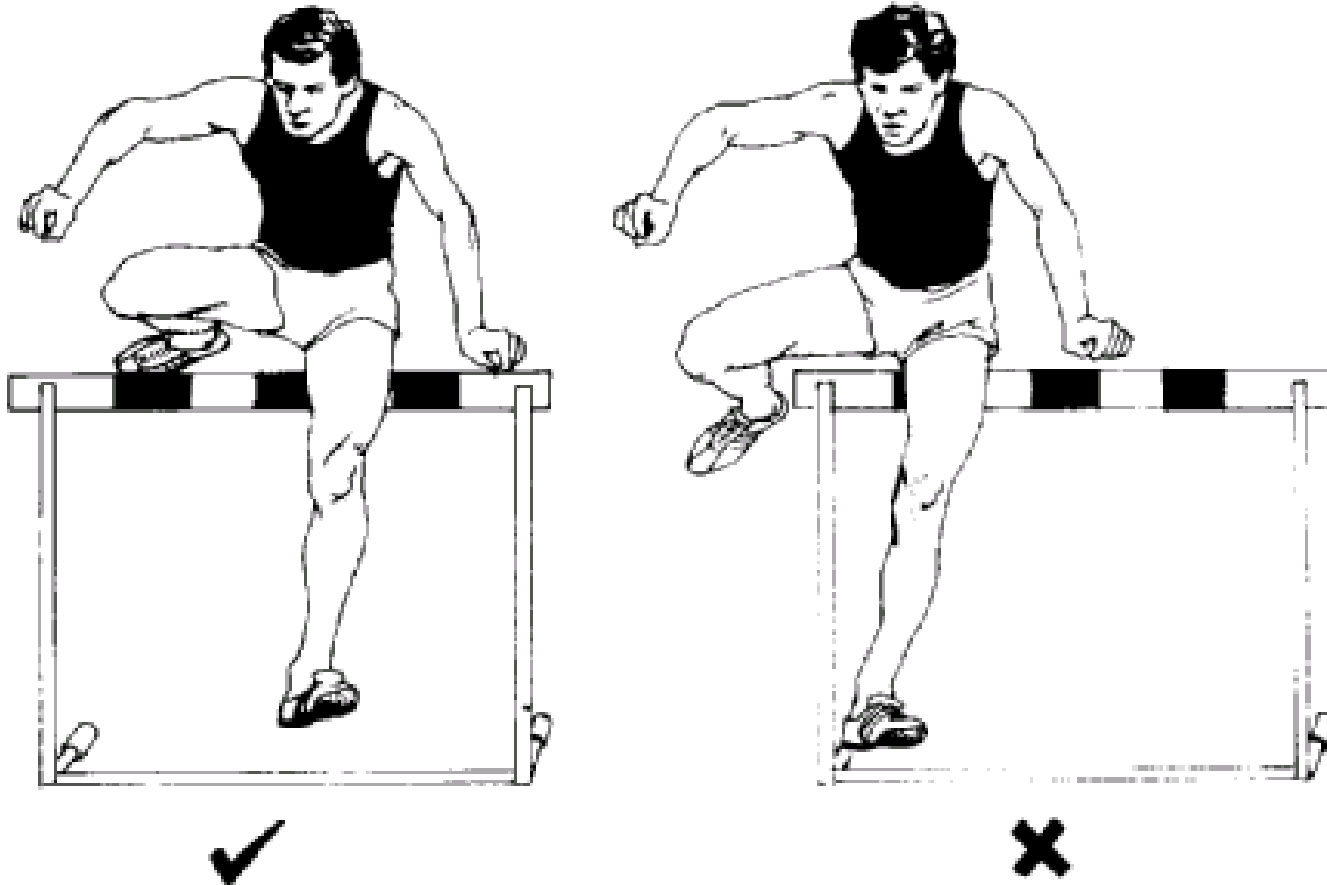
# Umpire Tasks

Minimum of 4 required - to cover curves and relay exchange zones

Observe for and report such violations as:

- Running on or over inside lane line on a curve
- Impeding or jostling to unfairly affect competitor
- Failing to clear the horizontal plane of a hurdle or intentionally knocking down a hurdle
- Exchanging the baton outside the zone
- Veering to outside lane on final straight (800 m+)
- Unfair assistance or inappropriate conduct

# Correct and Incorrect Hurdling

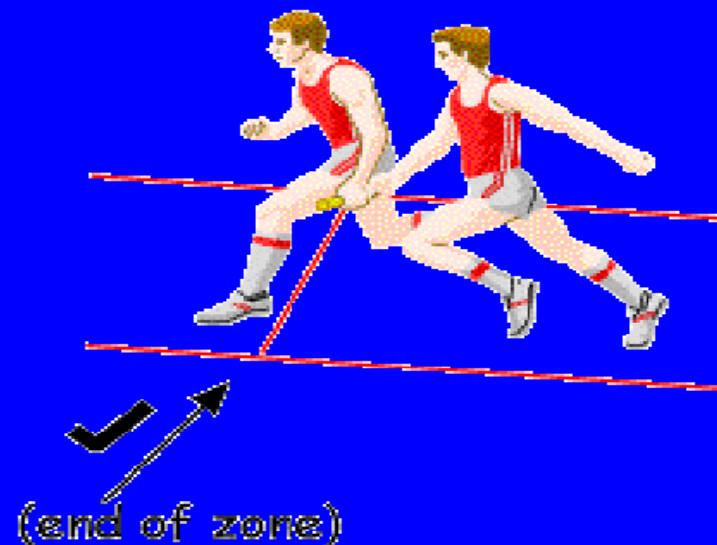
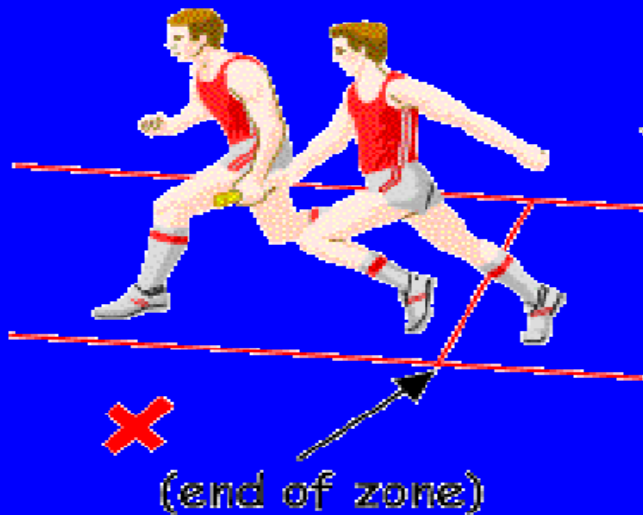


# Relay Passes

## Baton Must Be Within the Zone

# Relay Passes

## Baton Must Be Within the Zone



# **Officiating Field Events**

## **SAFETY!**

**Your Most Important Consideration  
in Officiating Field Events**

**Review rules prior to competition**

**Maintain a professional bearing**

**Provide clear and complete instructions**

**Create a fair competition environment**

**Inspect all implements and competitors**

**Assure accurate measurements**

**Provide Consistent Calls:**

**“Up”, “On Deck”, “On Hold”**

# **Qualities of a Good Field Official**

**Invisible, but well groomed**

**Caring, but firm and consistent**

**Congenial, but impartial**

**Systematic and aware**

**Knowledgeable**

**Calm and composed**

# **Rules of Race Walking Technique**

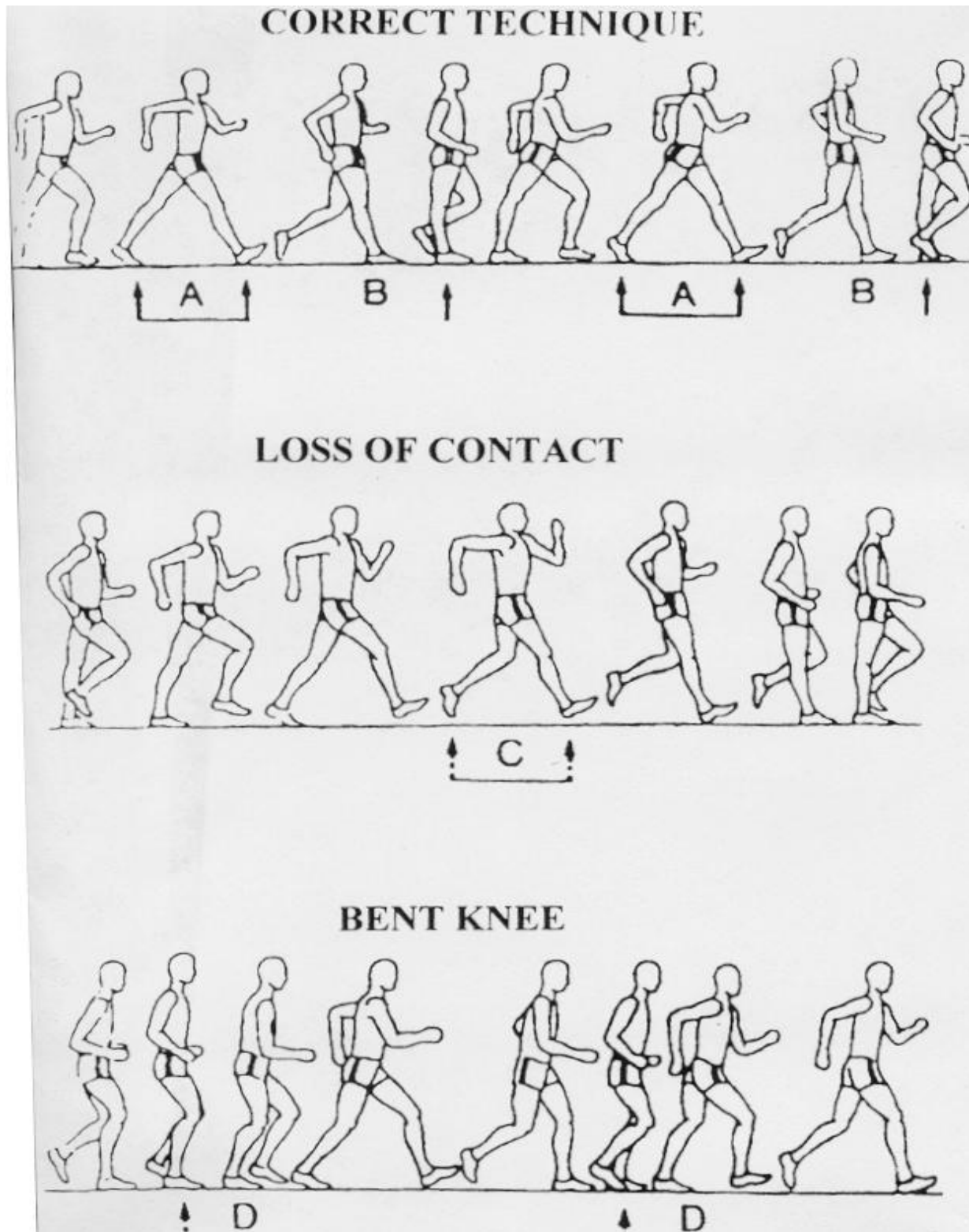
**Rule #1: The walker is to maintain continuous contact with the ground**

**Rule #2: The walker's advancing leg is to be straightened from first contact with the ground until the leg is in the vertical upright position**



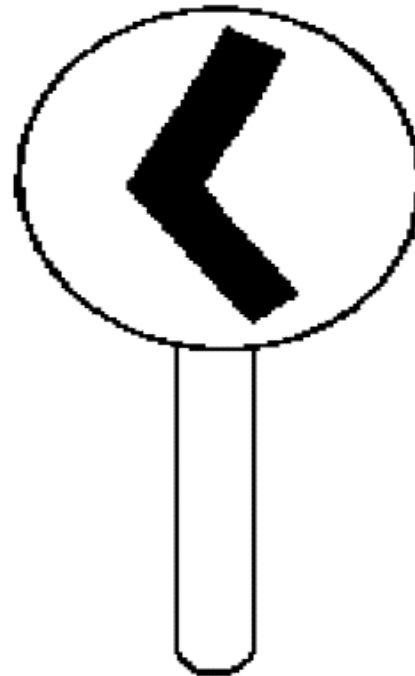
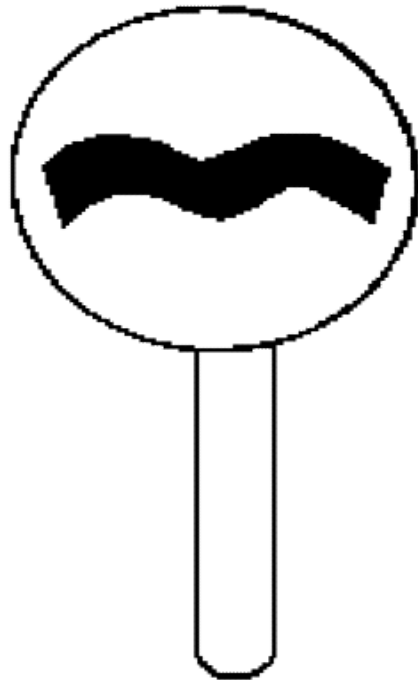
# Race Walking Technique

## Correct Vs. Incorrect



# Race Walk Caution Paddles

Loss of Contact      Bent Knee





# OFFICIAL CERTIFICATION TRAINING PROGRAM

Please complete and turn in before leaving training session.

Course Date \_\_\_/\_\_\_/0\_\_ Clinic Level 1 2 3 (Circle one)

## CLINIC EVALUATION FORM (Please Print)

Name (Optional)

(First)

(Last)

**Instructions:** Please circle appropriate description and comment as appropriate. Please be franks! We want to make these clinics as useful as possible.

1. Is this your first clinic ? Yes No How many \_\_\_\_

2. Did you find the handouts useful?

5 4 3 2 1 Don't Know  
Very Useful Useful Not useful

3. Overall rating of presentations by subject:

a. Video Units

5 4 3 2 1 Don't Know  
Very Useful Useful Not useful

b. Clinic on track officiating

5 4 3 2 1 Don't Know  
Very Useful Useful Not useful

c. Clinic on field officiating

5 4 3 2 1 Don't Know  
Very Useful Useful Not useful

d. Demonstrations and examples of applying rules to actual situations

5 4 3 2 1 Don't Know  
Very Useful Useful Not useful

e. Overheads, Pictures, Diagrams and other aids

5 4 3 2 1 Don't Know  
Very Useful Useful Not useful

f. Overall value of this clinic

5 4 3 2 1 Don't Know  
Very Useful Useful Not useful

4. The portion of the clinic I found most useful was: \_\_\_\_\_

5. The portion of the clinic I found least useful was: \_\_\_\_\_

6. The clinic content could be improved by: \_\_\_\_\_

7. Other comments and suggestions: \_\_\_\_\_

# **National Officials Committee of USA Track & Field**



## **Code of Ethics**

# Code of Ethics

## USA Track & Field Officials

I \_\_\_\_\_, as an USA Track & Field Certified Official, take pride in serving as skilled professional in service to the sport of track and field. While representing USA Track & Field, I ensure the integrity of certified official by adhering to a *Code of Ethics* to direct my officiating practice. This *Code* guides every Certified USA Track & Field to:

### 1. Be Punctual

I will respond quickly to invitations to officiate and commit to those events I am sure that I can work. I will honor every officiating commitment and positively accept any assignment required of me while at the event. I will arrive on time (at least 30 minutes prior to the first call for the events committed to work) and immediately check-in with Chief Official of the assigned event. Upon completion of the assignment, I will assist the Chief Official to assure that the results are promptly submitted and any loaned equipment is returned to its check-out/check-in area. When not assigned, I will either sit in the area designated for non-working officials or, if appropriate, volunteer to serve where my officiating assistance is needed.

### 2. Wear the Appropriate Uniform and Maintain a Dignified Appearance

I will find out what the officiating attire has been identified for the event, come to the event dressed appropriately and maintain a professional appearance at all times. For all USATF National events, I will come to the event prepared to will wear the appropriate national uniform which includes

#### *Winter Competitions*

- Navy blue blazer with USATF Officials Name Badge attached to pocket
- Medium gray trousers with a black belt for men and slacks or skirt for women
- White shirt with navy blue tie with red and white pin stripes (post office tie) for men or white blouse or shirt with or without a navy blue tie for women
- Black shoes and black socks for men, black shoes for women

#### *Summer Competitions*

- White polo shirt with USATF Officials Name Badge attached to pocket
- Khaki slacks or Bermuda-style shorts with a brown belt (slacks or skirt for women)
- White shoes and white socks

#### *National Competitions*

- National Championship shirt is now available from Indianapolis if you are a registered official.

### 3. Maintain A Positive Athlete-Centered Approach to Officiating

I will seek to ensure that every athlete receives objective and impartial officiating. I will seek to be fair and consistent in applying the rules to each situation. I will exercise appropriate common sense and judgment to my officiating actions—instilling confidence in my integrity, objectivity, impartiality, consistency and knowledge. In dealing with athletes and coaches I will be positive and polite – friendly, but not intrusive or showing favor during the competition. I will maintain a calm demeanor throughout and refrain from actions which draw attention away from the competition proper or which could affect a competitor's performance.

#### **4. Be Professional**

As a professional, I will not cause any embarrassment or hamper the efforts of my fellow officials. I will not publicly berate any official, athlete, coach or any other person. I will do the assignment requested and not interfere with or assume duties of tasks assigned to another. I will not publicly question the performance of another official or will take any action that could be interpreted as showing favoritism to any athlete or team.

#### **5. Know the Applicable Rules**

I will know the current rules and their appropriate application to the event(s) I am assigned to officiate.

#### **6. Recognize the Importance of Every Meet and Event**

I will treat every meet and every event as prestigious and equally important to any other.

#### **7. Drugs, Smoking and Alcoholic Beverages**

I will not smoke in the vicinity of the competition area or anywhere near the spectators or athletes. If I have to smoke, I will go to an area where no one will see me. On the day of a meet, I will have no alcoholic beverages prior to officiating a meet, during the meet or while being identified as a meet official. I will take no drugs other than those prescribe for me or needed for good health prior to officiating at a meet, during a meet or while being identified as an official.

#### **8. Avoid Being Influenced by Others**

I will ignore all comments from spectators, coaches, athletes or others making comments about the officiating.

#### **9. Respect for Volunteerism and Professionalism**

Every official is offering her/his most precious resources – *time and talent*. Each such voluntary gift by these competent professionals should be respected and honored. When possible, the official's out of pocket expense (e.g., parking, lodging and food) should be covered by the event organizer.

Generally, there is no direct compensation for officiating USATF meets other than the personal satisfaction in doing a job well and ensuring every athlete a fair and equal opportunity to compete.