

**ADMINISTRATIVE AND  
MECHANICS MANUAL  
FOR TRACK & FIELD  
EVENTS**



Compiled by

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**LONG JUMP - TRIPLE JUMP**  
**Event Officials**  
**Duties and Responsibilities**

**VISUAL FOUL BOARD**  
**With scope measuring device**

1. **HEAD JUDGE** Overall responsibility to see the event is administratively organized. Officials in place at all times and not creating any distractions for Event Participants. JUDGE THE COMPETITOR'S EFFORTS AS BEING FAIR OR FOUL BY DISPLAYING THE RESPECTIVE WHITE OR RED FLAG.
2. **Recorder** Record the results of Competitors effort. This could be electronically or manually.
3. **Runway/Pit judge** Closes the Runway :
  1. For evaluation of previous Competitors effort (Measurement)
  2. Allows Pit Crew to create fair landing area for next competitor.
  3. Releases runway and pit for competitors next effort.
4. **Flight Coordinator** This Official is in direct communication with the jumpers to insure correct jumping order.
5. **Clock Operator** After HEAD JUDGE has deemed the pit/runway ready for the next competitor - start the clock to inform the competitor that he/she has one-minute thirty-seconds to start movement toward the pit For a jump attempt.
6. **Judge in the Pit** Responsible for measuring point of jump. Break in the sand closest to the Takeoff Board caused by the competitor. Also responsible for FOUL in the pit if the competitor leaves the pit behind their break in the sand.
7. **Pit Official** Responsible to see the pit is absolutely smooth and level for each competitor.
8. **Pit Official** Same as #7

- 9. **Pit Official** Same as #7
- 10. **Judge ( 2nd Recorder)** Assist Head Judge at the Board as to jump being fair or foul. Record the results of the jump independently of the Official Recorder
- 11. **Wind Gauge Official** Records the wind speed during each jump. Keep an independent record of wind speed to be attached to event records for the

**Event Officials  
Duties and Responsibilities  
Visual Foul Board W/Scope**

information of meet officials.

- 12. **Visual Information Board** Displays the results of the competitors Effort for media end stadium. If using FieldLynx with their boards recorder will do electronically.
- 13. **Communications** Direct communications with the Press Box to relay results of each competitors effort.
- 14. **Escort/Marshal** If meet administration so directs that a competitor shall not leave the event area for any reason without an escort, this Official shall serve as the official escort, i.e., rest room, water, training or treatment room, etc.

IF A PLASTICINE FOUL BOARD IS USED THE ADDITION OF TWO (2) ADDITIONAL OFFICIALS IS RECOMMENDED.

- 15. **Plasticine Official** Replaces Plasticine Foul Board as required.
- 16. **Plasticine Official** Repairs and replaces Plasticine Foul Board as required.

**Note a number of these job can be consolidated to reduce the number of officials particularly for those events being televised.**

**LONG JUMP / TRIPLE JUMP  
EQUIPMENT LIST**

1. Four (4) Clip Boards with Pencils  
1 - Recorder  
1 - 2nd Recorder  
1 - Flight Coordinator  
1 - Wind Gauge Operator
2. Foul / Fair Indicators  
1 - Red Flag (Indicates Foul)  
1 - White Flag (Indicates Fair)
3. Steel Measuring Tape  
50 Foot - For Long Jump  
100 Foot - For Triple
4. Jump Indicator  
Twelve (12) inch one-quarter (1/4) inch metal rod to be used as indicator for Competitors Effort. Used as measuring point.
5. Traffic Cone  
Should be sixteen (16) inches tall. Used to indicate the runway status - Open for Competitor's approach when not placed on runway. Closed - When indicator is placed on runway.
6. Step Indicator  
Can be: Shoe, shoe insole, or any other symbol to show Competitor's takeoff foot placement. Fair or Foul. This eliminates discussions with Competitor or his representatives as to takeoff foot placement.
7. Timing Lights  
To be used for alerting Competitor of their allotted time to start effort.
8. Wind Gauge  
To measure wind speed during each Competitor's Effort.
9. Pit Equipment  
2 - Garden Rakes  
2 - Round Nose Shovels  
2 - Kitchen Brooms  
1 - Commercial 24" Broom  
1 - Pit Drag  
Should be able to ride on pit borders with pulling devices so as to complete operation as quickly and efficiently as possible.
10. Performance Board  
For visual information to the Press Box and Spectator seating.
11. Chairs / Stools  
One (1) for each official. ALL OFFICIALS WILL BE SEATED DURING THE

COMPETITOR'S EFFORT.

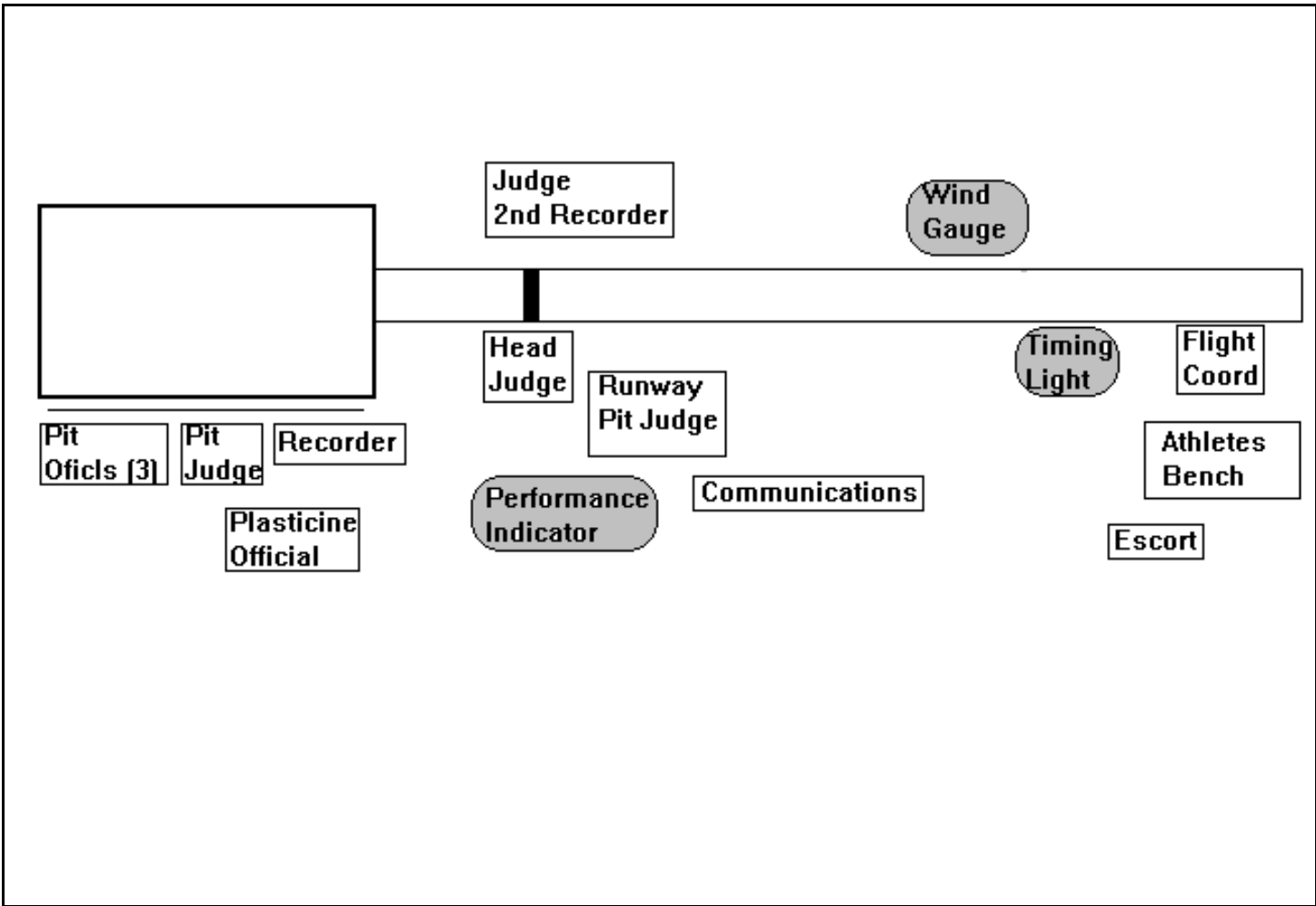
**LONG JUMP - TRIPLE JUMP**  
**Event Officials**  
**Duties and Responsibilities**

1. Head Judge \_\_\_\_\_
2. Recorder \_\_\_\_\_
3. Runway / Pit Judge \_\_\_\_\_
4. Flight Coordinator \_\_\_\_\_
5. Clock Operator / Official \_\_\_\_\_
6. Judge in the Pit \_\_\_\_\_
7. Pit Official \_\_\_\_\_
8. Pit Official \_\_\_\_\_
9. Pit Official \_\_\_\_\_
10. Judge (Second Recorder) \_\_\_\_\_
11. Wind Gauge Official \_\_\_\_\_
12. Performance Board \_\_\_\_\_
13. Communications \_\_\_\_\_
14. Escort \_\_\_\_\_

Special Instructions - which would include reporting time, etc.

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Long/Triple Jump





## HIGH JUMP OFFICIALS

- Chief Judge:** conducts pre-event review session, supervises all warm-up activities, communicates instructions to athletes, supervises the competition and determines if jump is fair.
- Flight Coordinator:** coordinates athletes warm-ups and informs competitors of jumping order, organizes athletes introductions prior to the event and calls athletes up in proper order.
- Flight Recorder:** records each attempt on an official work sheet and serves as back up to Flight Coordinator.
- Timer:** positions clock in full view of competitors and start clock when competitor's name is called. Signals to Chief Judge if time should expire before competitor initiates attempt.
- Crossbar Replacers:** set the crossbar at correct height, replace bar after each unsuccessful attempt and check measurement, checks for crossbar plane violations.
- Flags:** signal whether an attempt is fair.
- Performance Indicator:** posts heights in Imperial and/or Metric on indicator board.
- Marshal and Escort:** accompanies athletes off the field during competition and stays with the athlete until they return to competition area. Duties also include policing the venue during and after the competition.

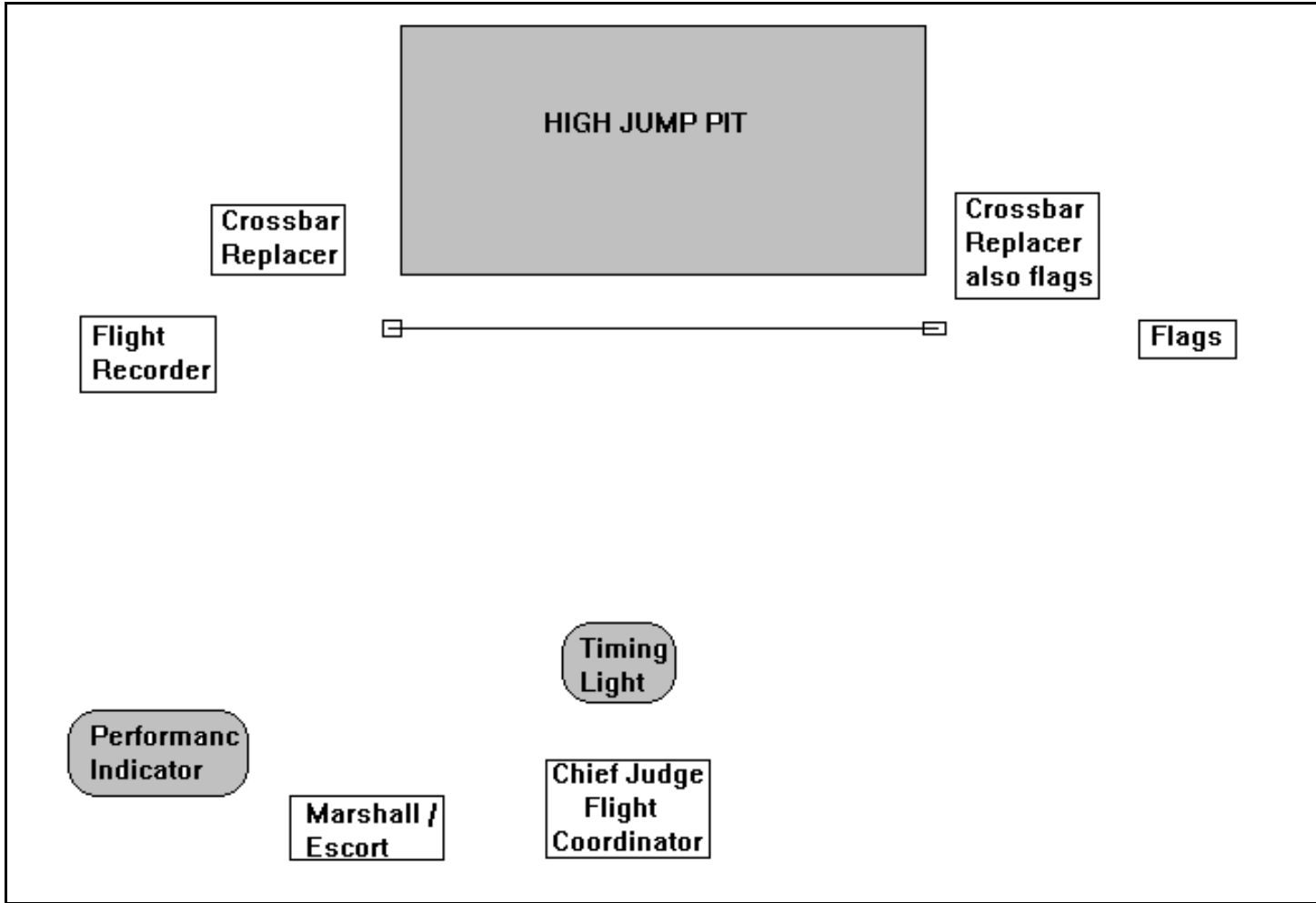
**Some of these positions can be shared and thus reduce the number of officials on the field of play, particularly if the event is being televised.**

**HIGH JUMP  
EQUIPMENT LIST**

- |     |                       |        |   |
|-----|-----------------------|--------|---|
| 1.  | Event Work Sheets     | 3      | - One for each recorder plus one extra.                       |
| 2.  | Pencils               | 6      | - Three for each recorder.                                    |
| 3.  | Conversion Table      | 3      | - One for each recorder plus the performance indicator board. |
| 4.  | Measuring Tape or Rod | 2      |   |
| 5.  | Performance Indicator | 2      | - One each for metric and imperial.                           |
| 6.  | Broom                 | 1      |   |
| 7.  | Athlete's Bench       | 1 or 2 | Depending upon size of field.                                 |
| 8.  | Timing Clock          | 1      |   |
| 9.  | Clipboards            | 4      | 2 for recorders, 1 for performance indicator, 1 spare.        |
| 10. | Flags                 | 2      | 1 White, 1 Red.   |
| 11. | Crossbars             | 3      | 1 competition, 1 warm-up, 1 backup.                           |
| 12. | Standards             | 1      | Set   |
| 13. | Landing Pit           | 1      | Set   |
| 14. | Tool set              |        | Pliers, screwdriver, allen wrench.                            |
| 15. | Chairs                | 8      | ALL OFFICIALS EXCEPT FLIGHT RECORDER SHALL BE SEATED.         |
| 16. | Rule Book             | 1      | (appropriate for competition)                                 |

**Some of these positions can be shared and thus reduce the number of officials on the field of play, particularly if the event is being televised.**

# HIGH JUMP



## HIGH JUMP OFFICIALS ASSIGNMENT SHEET

POSITIONS

NAME

#1	Chief Judge.....	_____
#2	Flight Coordinator.....	_____
#3	Flight Recorder.....	_____
#4	Timer.....	_____
#5	Crossbar Replacer (left side).	_____
#6	Crossbar Replacer (Right side)	_____
#7	Flags.....	_____
#8	Performance Indicator.....	_____
#9	Marshall and Escort.....	_____

**POLE VAULT**  
**Officials / Duties**

**HEAD EVENT JUDGE**

Warm-up: Supervise and/or assist other officials in warm-up activities. Check competition area, equipment and uniforms. See that competition is started properly, fairly and timely as scheduled.

Competition: Serve as flight coordinator. Supervise all event officials, competition area, clothing and equipment. Judge each attempt for passed, successful or failed.

**JUDGE / POLE CATCHER**

Warm-up: Catch poles, catch steps, replace bar, police front of pit area.

Competition: Judge vault, catch pole return pole to vaulter, measure each vault.

**JUDGE / STANDARD ADJUSTER**

Warm-up: Conduct warm-up, retrieve crossbar, adjust standards, police rear pit area.

Competition: Judge vault, retrieve crossbar, adjust standards, record standard setting, police rear and side areas of the pit.

**RECORDER**

Warm-up: Check in competitors, police runway area, inform vaulters of starting height, and inform vaulters of the height progressions

Competition: Record each attempt as to being either fair, a foul, or a pass.

**TIMEKEEPER**

Competition: Coordinate with the Head Event Judge and the competitors and start the timing device at the appropriate time and have it set for the appropriate time length.

**PERFORMANCE INDICATOR**

Maintain name and/or number of competitor, the height being attempted and the attempt that is being made.

**BAR REPLACER**

Judge attempt, replace crossbar, assist in measuring bar, police runway area.

Some of these positions can be shared and thus reduce the number of officials on

the field of play, particularly if the event is being televised.

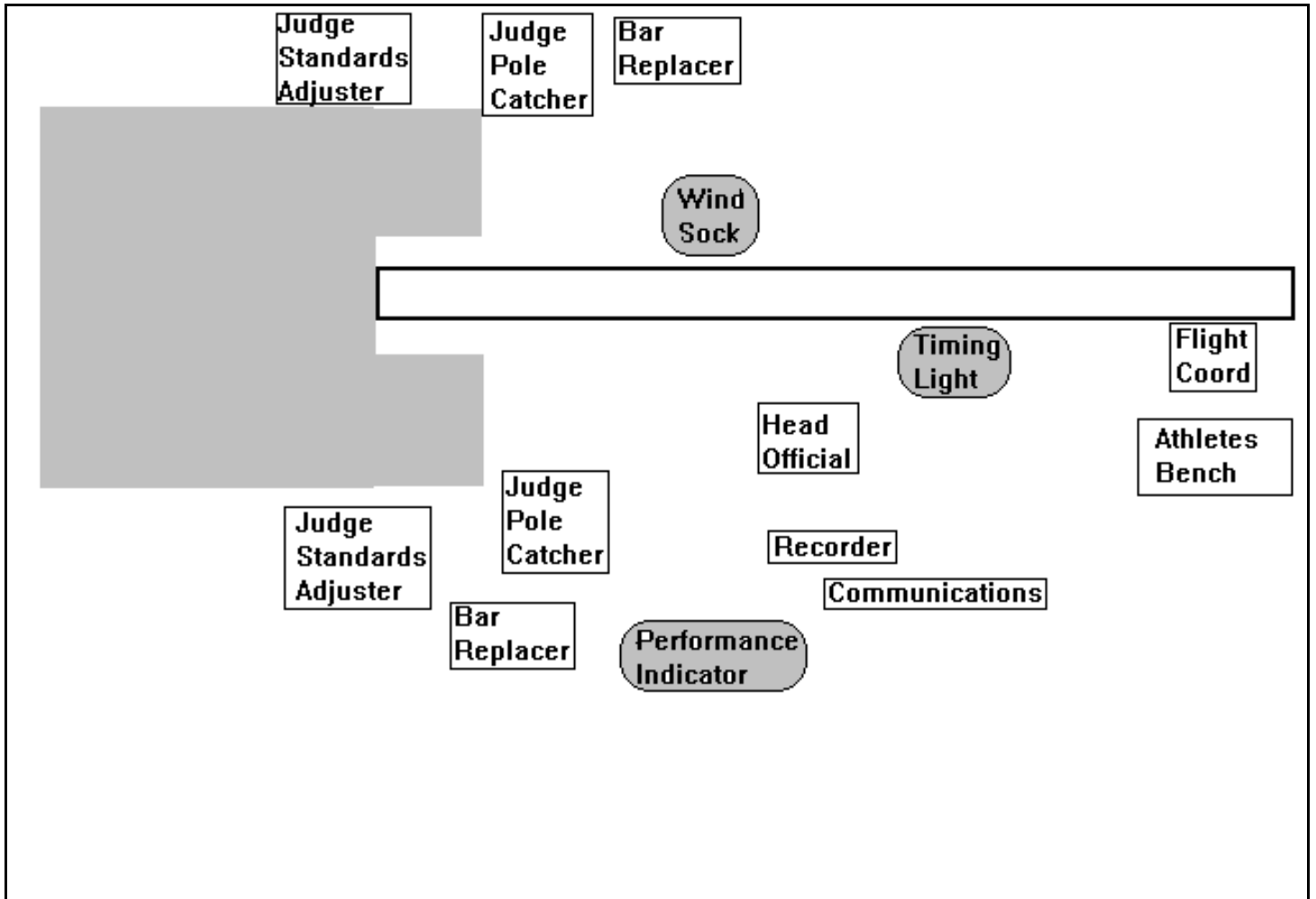
**POLE VAULT**

POSITION	NAME
1. HEAD EVENT JUDGE	<hr/>
2. JUDGE / POLE CATCHER	<hr/>
3. JUDGE / POLE CATCHER	<hr/>
4. JUDGE / STANDARD ADJUSTER	<hr/>
5. JUDGE / STANDARD ADJUSTER	<hr/>
6. RECORDER	<hr/>
7. TIMEKEEPER	<hr/>
8. PERFORMANCE INDICATOR	<hr/>
9. BAR REPLACER	<hr/>
10. BAR REPLACER	<hr/>

## POLE VAULT EQUIPMENT

Bar Replacement ("Putter Uppers")	1 or 2
Clip Boards	3
Cone	1
Conversion Table	1
Flags (red / white)	1 set
Folding Chairs	10
Insole (catching step)	1
Marking tape	1 roll
Measuring Rod (telescopic)	1
Measuring Tape (metric)	1
Megaphone/PA	1
Pens/Pencils	4
Flight Sheets	4
Timing Device	1
Wind Sock	1
Athletes Bench	1 or 2

POLE VAULT





**DISCUS THROW  
OFFICIALS AND DUTIES**

**HEAD EVENT JUDGE**

Warm-up: Conduct pre-event review session. Supervise all warm-up activities. Inspect hands for illegal taping. Communicate instructions to athletes.

Competition: Coordinate all ring judges. Raise white or red flag after each attempt. Observe foot faults in ring and any other infractions they may personally observe and will watch for throw out of sector. Read measurement. Sweep the ring with broom when necessary. Will also serve as first recorder. Will be the liaison between the event and the Chief Field Event Judge and Records Certification.

**ASSISTANT JUDGE**

Warm-up: Sweep circle when needed. Keep towels in back of ring for hands and feet.

Competition: Observe foot faults in ring. Record each competition attempt on work sheet. At completion of flight, verify performance and qualifiers with Head Field Judge.

**TAPE HOLDER AT RING**

The tape holder should be sure the tape is straight from the point of impact through the mark in the center of the ring and that the tape is pulled tightly. The tape should be on right side, facing the sector. (can be on left if facility necessitates) Hold position until tape is read. Also serves as a ring inspector and will report any violations to the Head Judge.

**FLIGHT COORDINATOR AND TIMER**

Warm-up: Coordinate athletes' warm-up and inform competitors of throwing order, number of practice throws, etc. Shall organize competitor's introductions.

Competition: Post copy of throwing order for competitors to view. Call

competitors in order of competition. Coordinate the starting of the clock.

Position clock in view of competitor and operator. Start clock when competitor is called. Notify the Head Event Judge should the competitor not start the attempt within the time frame allowed.

#### **IMPLEMENT INSPECTOR**

Warm-up: Keep implements neatly arranged on rack. Clean and inspect each implement as it is returned from the field. Insure that athletes use only meet approved implements and do not alter implements in any manner. Will be responsible for obtaining the implements from the weights and measurements area, verifying that each has been certified and ensuring that all get to the throwing area.

Competition: Keep implements neatly arranged on rack. Clean and inspect each implement as it is returned from the throwing sector. Insure that athletes use only meet approved implements, and that implements are not altered in any manner. Impound all implements following qualifying or trials and return implements to the weights and measurement area. Non-qualifiers may pick up their implements at Weights and Measures.

#### **PERFORMANCE BOARD OPERATOR**

Warm-up: Set up performance board. (In certain competition, there could be two boards, one for metric and one for imperial.)

Competition: ONE BOARD SYSTEM - The distance is called in metric. Convert to imperial and post on board and turn the board a full 360 degrees so all may see the distance.

TWO BOARD SYSTEM - Post distance in both metric and imperial.

#### **TAPE MARKER AND SECTOR JUDGE**

Warm-up: Stand at "parade rest" in position. Supervise retrievers and keep all athletes and media away from landing area.

Competition: Mark each attempt with tape. Hold the zero mark on the tape exactly at the first point of contact of the implement that is closest to the throwing circle. Hold position until the ring tape official walks out of the ring or a red flag goes up. Make sure the tape is pulled to the side of the landing area after each throw to minimize the possibility of it being hit by a thrown implement.

#### **LANDING JUDGE MARKERS**

Warm-up: Stand at "parade rest" in position. Supervise retrievers and keep all athletes and media away from the landing area.

Competition: Will mark the first point of contact of the implement with the ground in the landing area. Mark each attempt with the marker. Hold position until tape is place on the mark. Assist in determining foul landing.

#### **RETRIEVERS**

Warm-up: Kneel outside sector approximately even with landings. After the throw lands, retrieve, return to sector line, and deliver to implement inspector.

Competition: Kneel outside sector approximately even with landings, After the throw lands, retrieve, return to sector line, and deliver to implement inspector.

NOTE: Electronic Digital Marking (EDM) when used, positions, duties, and procedures of some officials will change.

**Some of these positions can be shared and thus reduce the number of officials on the field of play, particularly if the event is being televised.**

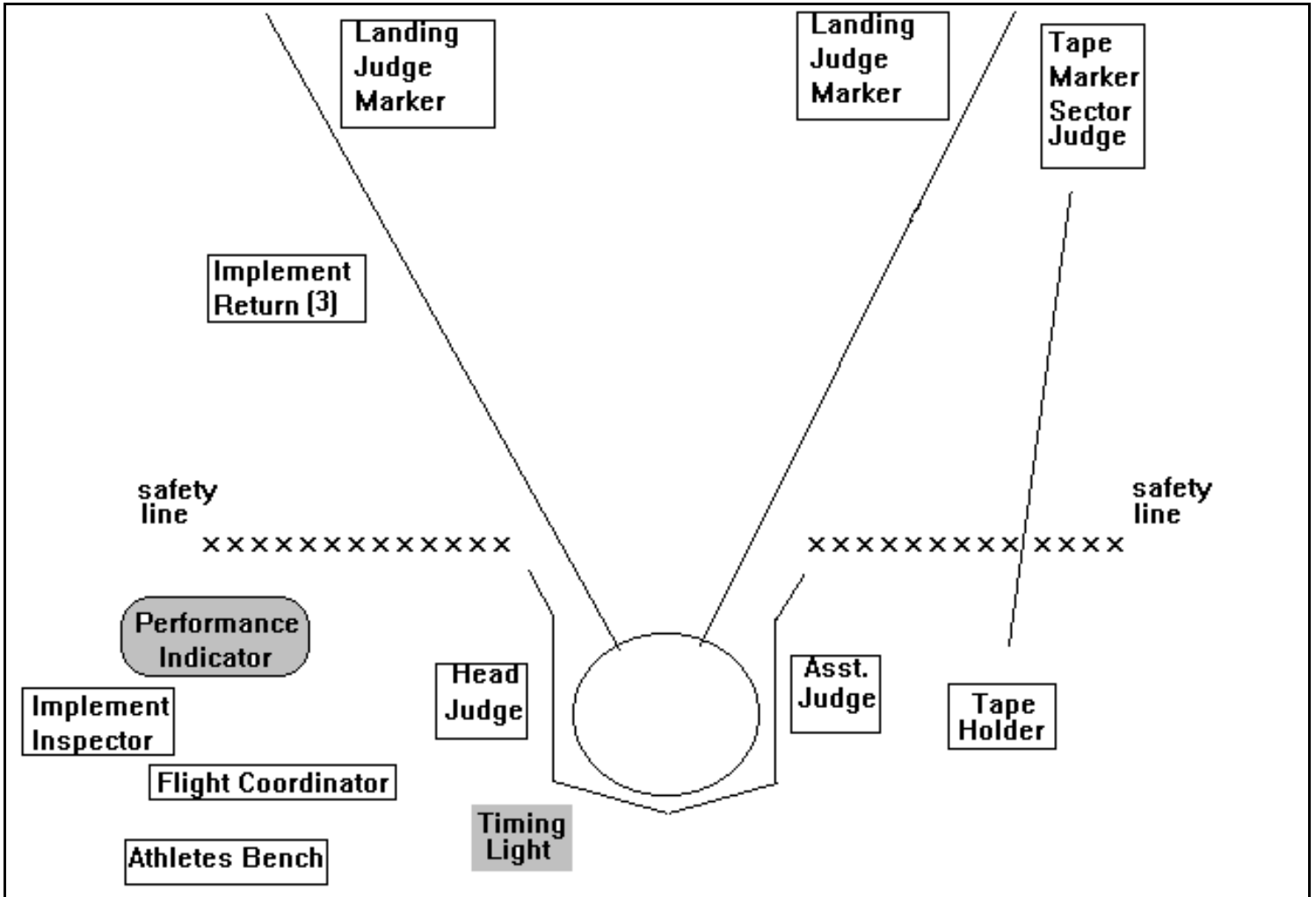
**DISCUS THROW  
OFFICIALS ASSIGNMENT SHEET**

- |     |                              |       |
|-----|------------------------------|-------|
| 1.  | Head Event Judge             | _____ |
| 2.  | Assistant Judge              | _____ |
| 3.  | Tape Holder at Ring          | _____ |
| 4.  | Flight Coordinator and Timer | _____ |
| 5.  | Implement Inspector          | _____ |
| 6.  | Performance Board            | _____ |
| 7.  | Tape Marker and Sector Judge | _____ |
| 8.  | Landing Judge Marker         | _____ |
| 9.  | Landing Judge Marker         | _____ |
| 10. | Retriever                    | _____ |
| 11. | Retriever                    | _____ |
| 12. | Retriever                    | _____ |

**DISCUS COMPETITION EQUIPMENT**

Event Worksheet	4
Pens/Pencils	8
Conversion Table	1
Headset	1
Tape Measure (100 Meters)	1
Performance Indicators	1 or 2
Broom	1
Towels	3
Chalk Bowl	1
Athletes Bench	1
Clipboards	3
Implement Cart	1

DISCUS



Safety line -No athletes shall be allowed beyond the safety line toward the landing sector for ANY reason. In warm-up as well as competition all implements should be returned to the athletes in the athlete area adjacent to the throwing area. This line can be denoted in a variety of ways, e.g. flags, cones, rope, chalk, etc.

## JAVELIN

<b>HEAD JUDGE</b>	Judge the competitor's efforts as being fair or foul by displaying the respective white or red flag.
<b>ASSISTANT JUDGE</b>	Assist Head Judge at the ring as to an attempt being fair or foul. Record the results of the attempt independently of the official Recorder.
<b>RECORDER</b>	Record the results of the competitors attempts.
<b>FLIGHT COORDINATOR</b>	This official is in direct communication with the competitors to insure a correct and timely competition order.
<b>PERFORMANCE INDICATOR</b>	Displays the results of the competitors attempt to the spectators.
<b>TIMING LIGHT OPERATOR</b>	After Head Judge has deemed the circle ready for the next competitor - start the clock to inform the competitor of the time remaining for them to begin their attempt.
<b>TAPE HOLDER</b>	<p>CIRCLE - To pull the tape through the center of the ring so the reader may ascertain the performance.</p> <p>SECTOR - To place the tape at the location indicated by the Mark Placement Judge.</p>
<b>MARK PLACEMENT JUDGE</b>	To indicate whether an implement landed within the sector, and help pinpoint that location.
<b>MARK PLACEMENT</b>	To place a marking pin to aid the tape holder in properly positioning the tape.
<b>IMPLEMENT RETURN</b>	To return the implements to the athletes in a safe manner.

**Some of these positions can be shared and thus reduce the number of**

officials on the field of play, particularly if the event is being television

## **JAVELIN**

- 1 HEAD JUDGE
- 2 RING JUDGE (cone / sweeper)
- 3 RING JUDGE (2nd recorder)
- 4 RECORDER
- 5 CLOCK OPERATOR
- 6 IMPLEMENT INSPECTOR
- 7 FLIGHT COORDINATOR
- 8 COMMUNICATION & SCOREBOARD
- 9 LANDING JUDGE
- 10 LANDING JUDGE & POSITION MARKER
- 11 LANDING JUDGE
- 12 RETRIEVER
- 13 RETRIEVER
- 14 RETRIEVER

## **MARCHING ORDER**

- |    |   |
|----|---|
| 14 | 1 |
| 13 | 2 |
| 12 | 3 |
| 11 | 4 |
| 10 | 5 |
| 9  | 6 |
| 8  | 7 |



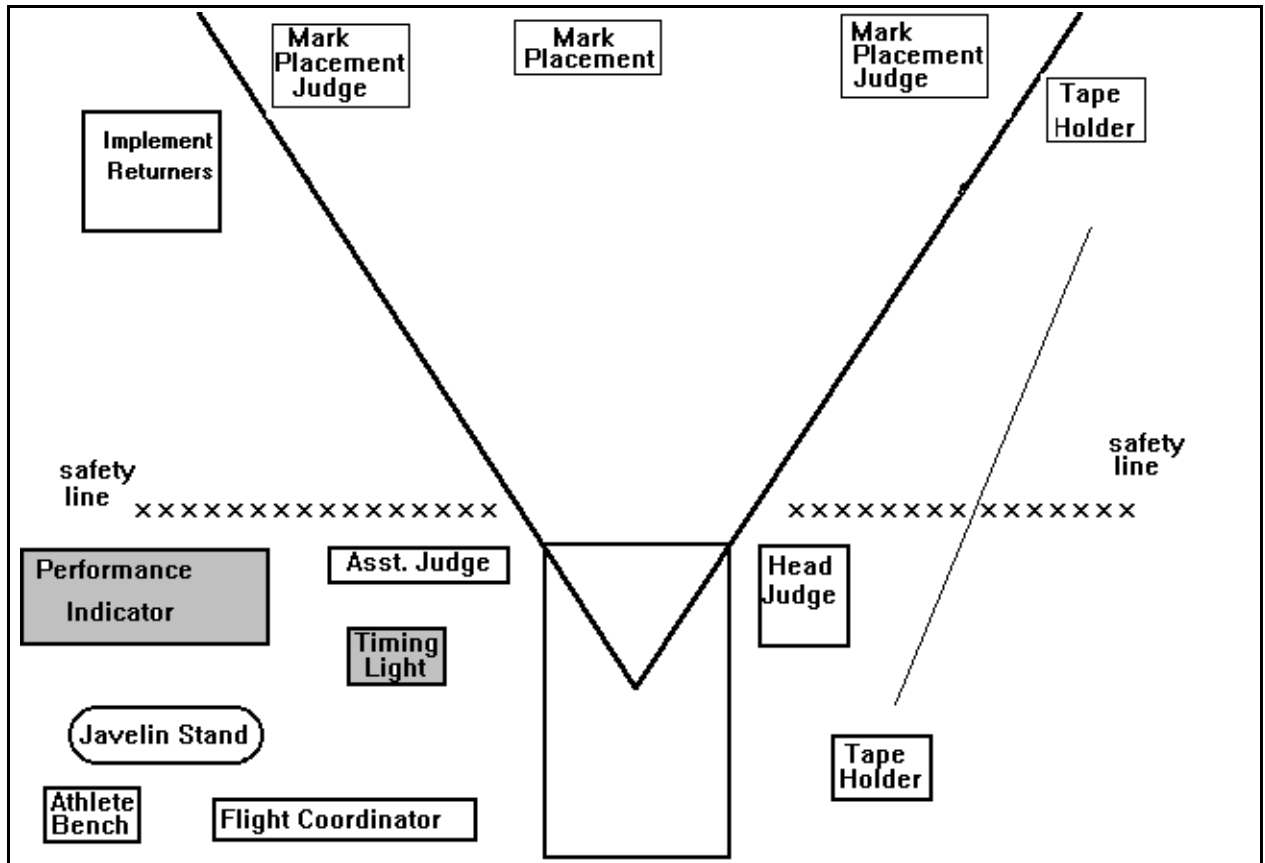
**JAVELIN**

1. HEAD JUDGE \_\_\_\_\_
2. ASSISTANT JUDGE \_\_\_\_\_
3. FLIGHT COORDINATOR \_\_\_\_\_
4. PERFORMANCE INDICATOR \_\_\_\_\_
5. TIMING LIGHT OPERATOR \_\_\_\_\_
6. TAPE HOLDER - at ring \_\_\_\_\_
7. TAPE HOLDER - in sector \_\_\_\_\_
8. MARK PLACEMENT JUDGE \_\_\_\_\_
9. MARK PLACEMENT JUDGE \_\_\_\_\_
10. MARK PLACEMENT \_\_\_\_\_
11. IMPLEMENT RETURN \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

## JAVELIN EQUIPMENT LIST

5	EVENT WORKSHEET
4	PENS / PENCILS
1	CONVERSION TABLE
1	HEADSET
1	TAPE MEASURE
3	CLIPBOARD
1	SCOREBOARD
3	TOWELS (2) wet (1) dry
1	BROOM
14	OFFICIALS SEATS
1	ATHLETES BENCH
1	CHALK BOWL
1	CART - IMPLEMENTS
2	FLAGS ( 2 sets)
1	CONES

# JAVELIN



No athletes shall be allowed beyond the safety line. This line can be denoted in a variety of ways.

**HAMMER THROW**  
**Officials / Duties**

**Head Event Judge:**

a) Before the start of competition: conduct pre-event review session with officials and athletes, supervise all warm-up activities, inspect hands for illegal taping, and communicate instructions to athletes.

b) After the start of competition: coordinate all ring judges, raise white or red flag after each attempt, observe foot faults in ring and any other infractions that may personally be observe and will watch for throws out of the sector. Operates the left gate on the hammer cage. Place cone in ring after each attempt, reads measurement and removes the cone as the next contestant is called. In some cases will also act as the first recorder and liaison with Field

**Ring Judge:**

a) Before the start of competition: Sweep the circle when needed, keep towels in back of ring for cleaning hands or feet.

b) After the start of competition: Observe foot faults in ring, and moves forward as needed. One watches thrower in ring until competitor leaves. One needs to watch the landing to make sure the implement has landed before the thrower leaves the circle. Moves forward as the thrower does. May act as second recorder. Operates the right gate on the hammer cage. Sweeps the ring with broom when necessary. Total needed: at least two and as many as four. Located on either side of the circle and in front and back.

**Implement Inspector:**

a) Before the start of competition: Responsible for obtaining implements from Weights and Measures area, check that each has cleared, making sure they get to the throwing area, keep implements neatly arranged on rack, clean and inspect each implement as it is returned from the field, insure the athletes use only meet approved implements and do not alter implements in any manner.

b) After the start of competition: Keep implements neat arranged on rack. Clean and inspect each implement as it is returned from the field, insure that athletes use only meet implements and do not alter them in any manner. In a qualifying competition the inspector will impound qualifying implements and return them to the Weights and

Measures area. In some cases all implements are returned and competitor can pick them up there.

**Flight Coordinator:**

- a) Before the start of competition:  
Coordinates athletes warm-up and inform competitors of throwing order, number of practice throws, organize athlete introductions, and post copy of the throwing order for competitors to view.
- b) After the start of competition call the competitors, on deck, and on hold, will maintain the order and timing of competition, coordinate the removal of the cone from the circle and start of the clock as the competitor is called.

**Timer:**

Position clock in view of operator and competitor. Starts clock when competition is called. (Cone is removed at the same time.) Signals to the Head Judge if the time expires before the competitor initiates the attempt.

**Tape Reader:**

Normally would be official on the left side so that the tape numbers are facing him and he is facing the recorder. This job is normally assumed by one of the recorders or one of the ring judges.

**First Recorder:**

After competition begins, should record numbers on performance sheet or computer as read by the head judge for each performance. Numbers should be repeated allowed as a check that they were read and recorder correctly. This role is often combined with the flight coordinator. Located on the right side of the competition area as you face the impact area, since most tapes are read from the left side.

**Second Recorder:**

This role is the same as the first recorder but the readings are not read allowed. After each round, verifies performance and qualifiers with first recorder. It is sometimes combined with the performance board operator role. Can be anywhere around circle depending on other assigned duties.

**Tape Puller at Ring:**

- a) Before the start of competition: Help with retrieving.
- b) After the start of competition: Be sure the tape is straight from the point of impact

through the mark in the center of the ring and the tape is pulled tight and then released to get the correct measurement.

Normally this individual is also an extra ring judge and watches for ring infractions and report any infraction to the Head Judge.

Tape should be pulled tight and then tension released to get an accurate measurement from a fiberglass tape. This official should try to pull from behind the circle rather than in the circle particularly when it is wet around the circle. Location is to the side the tape is on, usually the right side of the competition area so it is out of the way for implement return and the reader.

**Tape Puller in Field:**

a) Before the start of competition: Stand at parade rest in position. Help the retrievers and keeps all the athletes and press away from the sector.

b) After the start of competition: Move the tape to the mark for each fair throw, holding the zero mark at the first point of contact of the implement that is closest to the scratch line. Act as back up to markers in case they loose the mark when moving toward it. Hold the position at the mark until the recorder indicates measurement complete by the Recorder. Move tape to the side of the sector after each throw to minimize the possibility of it being hit by the throw. Located on the right sector line about out as far as the throw is expected. Can also serve as sector line judge.

**Sector Judge:**

a) Act as retriever before the start of competition.

b) During the competition, determine sector fouls. Normally combined with other jobs such as Tape Puller in Field or retriever and possibly Marker.†

**Landing Judge Marker:**

a) before the start of competition, stand at parade rest in position, helping the retrievers and keep athletes and other out of the landing area.

b) after the start of competition, make the first point of contact of the ball in the landing area. Located in the impact area but slightly behind and to the side of where

implement is expected to hit so can move quickly into the mark for the best marking.

Marks each attempt and hold the position until the mark is recorded or the next competitor is called up. May assist in determining sector foul landings. May at times serve also as a retriever. Need: at least one and for hammer two or three depending on level of competition.

**Implement Retriever:**

during warm-up and competition stands at parade rest at side of sector at about the area where throw is expected to land until needed to retrieve the implement out of the impact area and return it to the Inspector of Implements. May also act to retrieve implement from the sector during warm-up periods. Can be used as a sector line official or an alternate marker. Need: at least one and normally two or three depending on level of competition and heat of day.

**Performance Board Operator:**

a) before competition, help as a retriever.

b) during competition, post performances on board either Imperial or Metric measurement as dictated by Meet Management. May need to convert from metric to imperial distance. May be combined with the Communications Official. Needed: normally one for each board. Normally located on one side of the throwing area depending on where the crowd is located.

**Escort:**

During the warm-up period help as retriever.

When needed accompany athlete to see coaches, rest room, or back to clerking area.

At major events an official must accompany athletes at all times. Needed: Normally at least one and usually two or three.

**Marshall:**

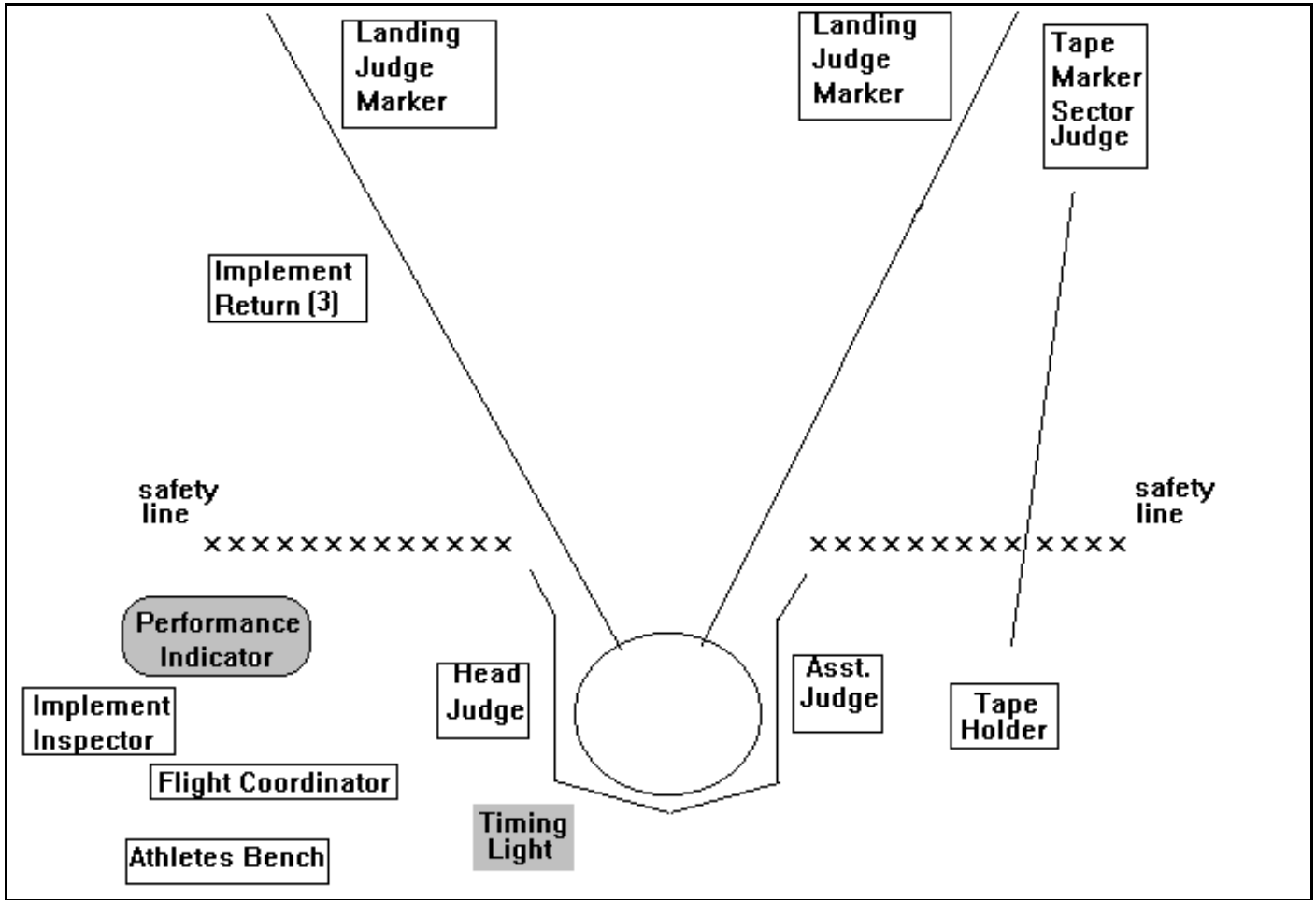
This job is often done by other officials or by security personnel. The job is to maintain order in and around the sector and during the both the event and warm-up make sure all people along sidelines are standing and facing the circle if they are within the implement landing area. Needed: Normally at least two.

**Communicator:** Communicate with announcer pertinent information and athlete control.

**Some of these positions can be shared and thus reduce the number of officials on the field of play, particularly if the event is being televised.**



# HAMMER THROW



No athletes shall be allowed beyond the safety line. This line can be denoted in a variety of ways.

## SHOT PUT / 35 WEIGHT THROW

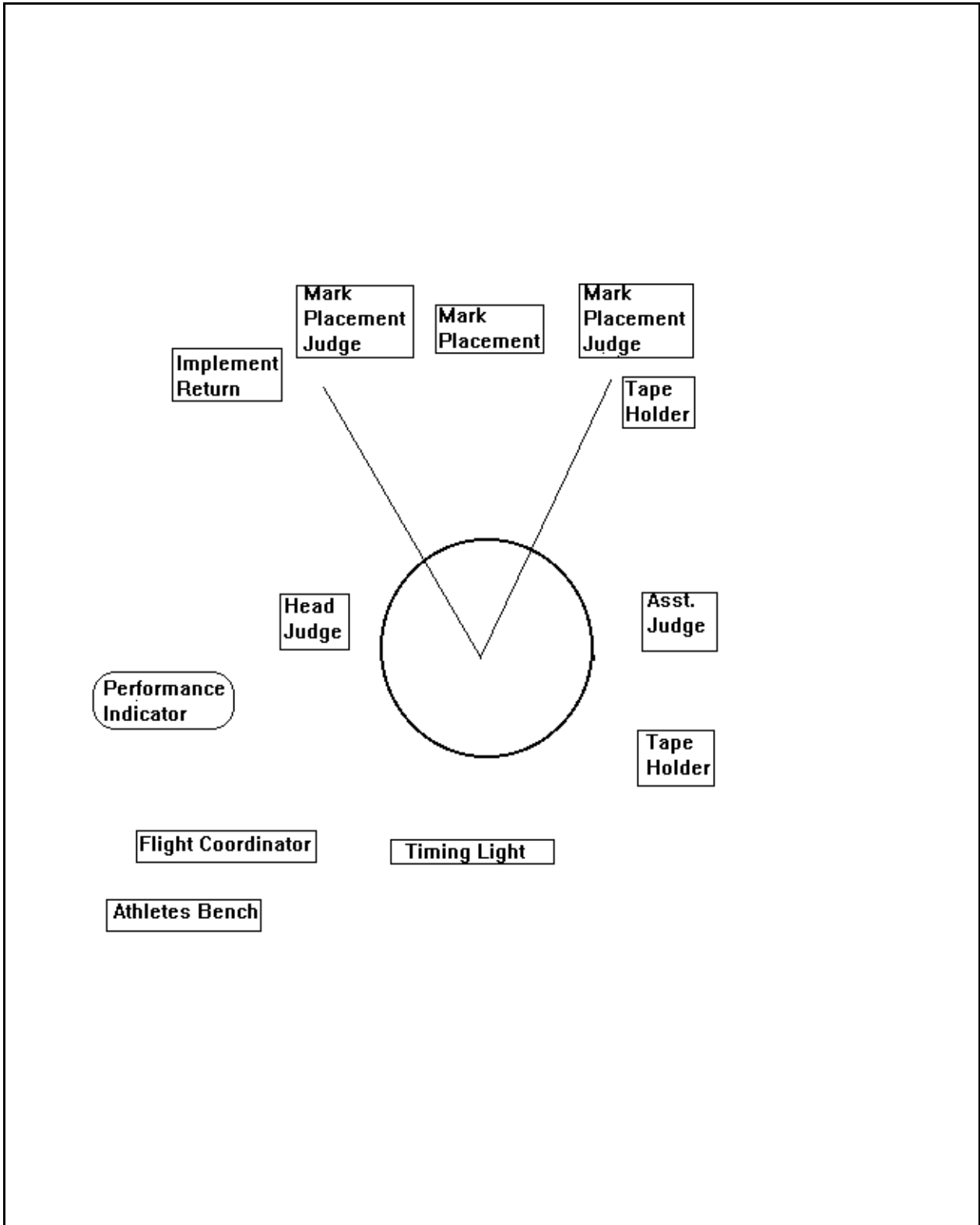
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ASSISTANT JUDGE	Assist Head Judge at the ring as to an attempt being fair or foul. Record the results of the attempt independently of the official Recorder.
RECORDER	Record the results of the competitor's attempts.
FLIGHT COORDINATOR	This official is in direct communication with the competitors to insure a correct and timely competition order.
PERFORMANCE INDICATOR	Displays the results of the competitors attempt to the spectators.
TIMING LIGHT OPERATOR	After Head Judge has deemed the circle ready for the next competitor - start the clock to inform the competitor of the time remaining for them to begin their attempt.
TAPE HOLDER	CIRCLE - To pull the tape through the center of the ring so the reader may ascertain the performance.  SECTOR - To place the tape at the location indicated by the Mark Placement Judge.
MARK PLACEMENT JUDGE	To indicate whether an implement landed within the sector, and help pinpoint that location.
MARK PLACEMENT	To place a marking pin to aid the tape holder in properly positioning the tape.
IMPLEMENT RETURN	To return the implements to the athletes in a safe manner.

**Some of these positions can be shared and thus reduce the number of officials on the field of play, particularly**

if the event is being televised.

SHOT PUT / 35 WEIGHT THROW

1. HEAD JUDGE \_\_\_\_\_
2. ASSISTANT JUDGE \_\_\_\_\_
3. FLIGHT COORDINATOR \_\_\_\_\_
4. PERFORMANCE INDICATOR \_\_\_\_\_
5. TIMING LIGHT OPERATOR \_\_\_\_\_
6. TAPE HOLDER - at ring \_\_\_\_\_
7. TAPE HOLDER - in sector \_\_\_\_\_
8. MARK PLACEMENT JUDGE \_\_\_\_\_
9. MARK PLACEMENT JUDGE \_\_\_\_\_
10. MARK PLACEMENT \_\_\_\_\_
11. IMPLEMENT RETURN \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_



**CHIEF UMPIRE**

The Chief Umpire is directly responsible to the Referee, and shall have general supervision over all Umpires. He/She shall be responsible for:

1. Briefing/reviewing with Umpires the appropriate rules of competition and any special regulations established for the competition by the Games Committee or Referee. This meeting should take place at least one hour to 45 minutes before first running event.
2. Placing Umpires at various locations around the track where they may best perform their duties.
3. Securing from Umpires complete details, orally and in writing of any alleged violating and submitting the report of the alleged violation(s) to the Referee.
4. Checking the number, condition and height of the hurdles, and the placement of, and distance between hurdles in the event No Hurdle Chief or other official has been appointed to do so by the Games Committee/Meet Director.

**DUTIES OF UMPIRES:**

1. It shall be the duty of any Umpire to stand or sit at such point as the Referee or Chief Umpire may designate; to observe the competition closely and in case of a foul or violation of the rules by a competitor or other persons, to indicate such foul or violation by raising and waving a YELLOW flag, and to report orally, and in writing, to the Chief Umpire what he/she saw of the incident.
2. Umpires will be given a chart of the track on which each umpire's number and station is located for each running event, and a YELLOW flag to indicate a possible violation. Each umpire must cover his/her assigned area for each race.
3. During races around the track, one or more umpires should be stationed so as to observe for possible violations on the turns, on the backstretch, and at the finish line area.
4. During straightaway dashes and hurdles, at least two or more umpires should be assigned to stand behind the starting line while the others are stationed at intervals along the track. On

either side and between the sets of hurdles gives the best view.

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**UMPIRE NOTATIONS**

5. In order to judge baton passes in relay races, at least four umpires should be assigned in each exchange zone. It is recommended that two will stand on the inside of the track and two on the outside and sight along the staggered zone lines to ensure that the baton exchange is properly conducted within the passing zone.
6. As an assigned umpire you will be expected to report to the Chief Umpire for a briefing on the day's events at least 45 minutes to an hour before the first scheduled running event.
7. At the meeting you will be given a YELLOW flag, violation cards, a position chart of each umpire's assignment, if possible a stool, and hopefully, a copy of "start sheets" for each event scheduled for that day.
8. Upon observing a possible violation, raise your YELLOW flag immediately. Then await the approach of either the Chief Umpire or his/her assistant to take your report. The assistant may take your place and go directly to the Chief to report the incident.
9. Observe runners during the race for illegal passing, crowding, cutting in or jostling while within your area of responsibility. Upon observing an alleged violation, speak to no one about the violation. Write it up on your violation card, and be sure to include the competitor's number, lane, possible color of jersey, and other details for proper identification of the correct athlete.
10. After conferring with the Chief Umpire, please return to your assigned post as soon as possible to relieve the umpire who has been serving in your place while you reported the violation.
11. On many occasions, there will not be enough umpires to employ the "relief system", then you are asked to remain at your position where the violation occurred, and await the appearance of the Chief Umpire to take your report.
12. On all hurdle races always be alert as to their proper setting (know the proper heights), placements and locations. Usually, in major meets, a Hurdle Chief with hurdle crew will handle this chore. Remember the hurdle heights: Women's 100 meter = 33 inches; Men's 110 meters = 42 inches; Women's 400 meter hurdles = 30 inches, and Men's 400 meter hurdles = 36 inches.

13. It is recommended that if stools/chairs are provided, that you remain seated until you see/hear the "Gun's UP", then STAND UP

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**UMPIRE NOTATIONS**

in order to observe the race more clearly. Upon completion of the race/heats/sections then retake your seat.

14. Upon marching onto the field, the violation flag should be carried in the LEFT hand, and if provided, the stool in the RIGHT. Small bags may be permitted, but take NO cameras onto the field, and finally, to not talk to the people in the stands.
15. "Marching leader" will advise you regarding the proper marching order onto the field. It is recommended that umpires march out in the "outside" lanes, and those assigned to the "inside" lane positions should "drop-off" as they approach their assigned position.
16. Regarding hurdle positions remember always position yourself "between" the flights of hurdles in order to observe the athlete approaching the hurdle and leaving the hurdle.
17. When it is necessary to change your viewing position, move quickly and as inconspicuously as possible.
18. Always be alert. Conduct yourself in a professional manner. Look and be sharp.

**HAVE A GOOD MEET**



## RULES INFORMATION FOR UMPIRES

### LEGAL RUNNING

#### Legal Running Lanes

In all races run in lanes, competitors shall start and finish within their assigned lanes.

**NOTE: If a runner runs outside the assigned lane in the straight-away or runs outside the outer line on the curve, with NO MATERIAL ADVANTAGE GAINED, AND NO OTHER RUNNER OBSTRUCTED, NO DISQUALIFICATION WILL TAKE PLACE.**

#### Legal Running without Lanes

The following situations will constitute legal running in non-lane events:

1. A competitor may run anywhere on the track at any pace or any change of pace as long as the competitor does not impede or obstruct by any body or arm action the progress of another runner.
2. A competitor may pass another runner legally on EITHER the right or left side.
3. A competitor may cut in front of another runner, provided that the overtaking runner has one full stride. (This rule also applies to the curved line start.)
4. A competitor who is lapped in a distance race shall run a normal course.

**NOTE: If a runner is required to withdraw, the runner shall exit to the inside of the track. The Games committee has the authority to determine the number of lapped runners who shall remain in the competition.**

## **RUNNING VIOLATIONS**

### **All Races**

When an athlete commits a flagrant foul in a race to aid a teammate, all persons from the offending team in that race shall be disqualified. Such an infraction would be reported by the umpire and ruled on by the Referee.

### **In Lanes**

Disqualification shall be ruled by the Referee when a competitor:

- ... Impedes another runner.
- ... In a race run on a curve, steps on or over the lane line to the left with two consecutive steps with the left foot. (NCAA, NAIA)
- ... In a race run on a curve, steps on or over the lane line to the left (USATF and IAAF)
- ... In a race run on a curve, steps on or over the lane line to the left with three or more consecutive steps with either or both feet (NFSHSA).
- ... In a race starting, but not finishing in lanes, the athlete does not cross the break line with the assigned lane, or
- ... Does not start and finish within the assigned lane.

**NOTE:**      **The Referee, after consulting with the appropriate officials, SHALL NOT D.Q. competitors who:**

1.    **Are pushed or forced by another runner to step on or over the lane line to the left with no material advantage gained, or**
2.    **Step out of their lanes on the straightaway.**

### **Not in Lanes**

Disqualification's SHALL BE RULED by the Referee when a competitor:

- ... Jostles, cuts across or obstructs another competitor so as to impede the other runners progress. Direct contact is not necessary; any action that causes another runner to break stride or lose momentum can lead to D.Q.
- ... Veers to the right or to the left so as to impede a challenging runner and causes the challenging runner to run a greater distance.
- ... Voluntarily leave the track and presumably the race, then returns later to continue the race.
- ... Tries to force a way between two leading runners, and makes direct contact so as to impede the progress of either, or

... Steps on or over the curb with two consecutive steps of the left foot.

**NOTE:** The Referee, after consulting with the appropriate officials, shall not D.Q. competitors who:

1. Are pushed or forced by another runner to step on or over the curb with no material advantage gained.
2. Step on or over the curb on the straightaway unless an advantage is gained by improving position.

### **ILLEGAL ASSISTANCE**

On the report of an official, D.Q. shall be ruled by the Referee when a competitor has been aided by a coach, a teammate not in the race, or a non-competitor connected with the competitors team, directly or indirectly, who is on the track or within the infield track area.

### **HURDLING VIOLATIONS**

D.Q. shall be ruled by the Referee when a hurdler:

1. Advances or trails a leg or foot below the top horizontal plane at the instant of hurdle clearance.
2. Runs around or under a hurdle.
3. Runs over a hurdle not in the hurdler's lane.
4. Impedes another hurdler, or
5. Deliberately knocks down any hurdle by hand or foot.

### **THE STEEPLECHASE**

D.Q. shall be ruled by the Referee when a competitor:

1. Does not attempt every hurdle.
2. Advances or trails a leg or foot below the top horizontal plane at the instant of hurdle clearance.
3. Runs around a hurdle, or
4. Does not go over or through the water.

### **THE RELAYS**

#### **Passing the Baton**

The baton must be passed, not thrown, by each runner to the succeeding runner. If, in a genuine attempt to pass the baton, it is dropped within the passing zone, either runner may retrieve it in high school or NCAA competitions but only the runner who dropped it in USATF and IAAF competitions. A baton dropped outside the passing

zone must be recovered by the person who dropped it in all competitions. A member of the relay team may not run outside the passing zone for the purpose of taking the baton from a faltering or fallen teammate.

After passing the baton, competitors must remain in their lanes or established path until the course is clear in order to avoid contact with the other competitors.

### **RELAY RACING VIOLATIONS**

The Referee shall disqualify a relay team when:

1. During a relay race, any member of that team is D.Q.'d.
2. The baton is passed outside the 20 meter passing zone.
3. The baton is recovered illegally after being dropped.
4. While running, a team member transports the baton in some manner other than in hand.
5. The last runner of the team finished the race without the baton.
6. After passing the baton, a runner veers out of the passing lane or from a straight course, and impedes an opposing runner.
7. Assuming a preparatory position in any race run in lanes, any part of the outgoing runner breaks the plane of the adjacent lane lines so as to interfere with another runner.
8. The outgoing runner in 4 x 400 Relay waiting for the baton does not take a position entirely within the 20-meter passing zone.

### **CHECK MARKS**

Except in the case of relay races run in lanes, competitors may NOT make check marks or place objects on or alongside the running track for their assistance.

**NOTE:        Some materials may be supplied by the organizers and may be used at the discretion of the judge.**

If a runner elects to use the international zone, the runner must be positioned entirely inside that zone within the runner's lane. Outgoing runners MAY MARK a takeoff point on the track with a material flush with, but not harmful to the surface, preferably tape. Depending on the rulebook there are some limitation on the size and number of marks.

## **STARTING BLOCKS**

In major meets they will be provided the meet management may use no others.