

## OFFICIALS - ROLE SPECIFICATIONS

This document is to provide a basic outline for each major group of officials of:-

- the number required for each event,
- equipment they require, and
- the basic duties of the official or group of officials.

These are the role specification for Little Athletics NSW Officials. At centre level there will not always be sufficient officials at each event to fulfil each position and it may be necessary for one person to fulfil the roles of more than one position.

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# JS1 LANSW OFFICIALS ROLE SPECIFICATIONS

## TRACK REFEREE

### OFFICIALS

- There should be one or two track referees (It is preferable to have two referees, in case of protests, one could handle the protest whilst the other observes the track events)
- A video referee should also be used when a video is being used to assist with placings.

### TRACK REFEREE'S EQUIPMENT

- Red, white and yellow flags
- Rules of Competition and IAAF Competition Rules
- Radios for communication
- Folder, pens and pencils
- Tape Measure
- Notepad for taking notes re disqualifications etc
- Copy of carnival records

### TRACK REFEREE

Prior to commencement of the carnival the track referee shall:-

- Be satisfied that the markings on the track are adequate (including staggers, take over zones etc). The carnival manager is responsible to ensure that these markings have been made but the Track Referee needs to ensure that they have been done. (Note LANSW does not use a technical manager)
- Inspect the track to ensure that is in proper order for the conduct of the carnival. This may be done in conjunction with the carnival manager and/or the track manager. The track referee should also check the finish area including the finish posts and the positioning of the judging and timing stands.

Throughout the carnival the track referee : -

- Liaises with the chief umpire so that any possible violations or fouls are brought to their attention for any action. The track referee is the only person who may disqualify a competitor for any violations of the rules or fouls, except for violations of walk rules or for violations occurring at the start.
- Ensures that the rules are followed and explained to competitors, where necessary
- Determines placings where the chief judge / photo finish judge is unable to make a decision. In the event that a result cannot be determined the track referee may order a rerun of the event to determine the positions that are in dispute
- Deals with any protest that occur and adjudicate on the protest. In the event that a protest is referred to the jury of appeal then present the facts to the jury of appeal.
- Verifies any records by checking the timekeeper's watches and recordings or photo finish picture and sign the timesheet as evidence of that checking.
- Will talk to any athlete who display unacceptable or unsporting behaviour, during that talk the referee holds up a yellow flag.

The Track Referee should be positioned so that they can see as much of the race as is possible, but usually near the finish.

### SAFETY

- The safety requirements for place judges also apply to track referees
- The video referee should check that electrical connections for his area are safe e.g. no frayed cords, cords can't be tripped over, are clearly visible, not wet etc.

# JS2 LANSW OFFICIALS ROLE SPECIFICATIONS

## STARTING PANEL

### NUMBER

The recommended minimum numbers for the starting panel at Little Athletics NSW carnivals is 5 (3 for pack starts and walks). Where multiple tracks are in use, there should be sufficient officials to staff all tracks in operation

### EQUIPMENT

Equipment required by the starting panel includes:-

- Starting gun and caps (and a safety container for the caps)
- Ear muffs / plugs
- Whistle
- 3 flags (approx 30cm square) 1 red, 1 white 1 yellow
- Yellow/red cards to signal starter that competitors are ready and for false starts
- Two way radio with optional headset
- Program of events
- Raised platform preferred but not essential
- Sight board preferred but not essential

### CHIEF STARTER / START COORDINATOR

- Allocate the duties of the starting panel
- Supervise the duties to be fulfilled by each member of the panel
- Prior to the commencement of competition should familiarise himself/herself with the layout of the track including relevant start positions.
- Check that there is a clear line of vision from the starters position to the chief timekeeper

### THE STARTER

- The starter has entire control of the competitors on their marks, and is the sole judge of any event connected with the start.
- The starter's decision is final and not even the track referee can overrule it.
- Before the start signal is given, the starter shall ascertain that the timekeepers and place judges are ready. If the starter is not ready he/she displays a red flag. When ready he/she will display a white flag.
- The starter, who is of the opinion that the start was not a fair one, shall recall the competitors with a shot. If the unfair start is not due to any competitor, no warning shall be given
- The starter should be in a position to be easily visible to the timekeepers. It is also important that the starter can see all the runners. The best position is on a raised platform
- The starting procedure should be as follows:-
  - Take up positions
  - Receive all clear from chief timekeeper
  - Sound a whistle and ensure all athletes are ready and standing on the assembly line (a minimum of one pace back from the start line)
  - Give the order "on your mark"
  - Allow time for athletes to settle
  - Check all clear from starter assistants/recall starters.
  - When all movement has ceased raise the gun and give the order "set" (for races up to 400m) or fire the gun (for races over 400m)

- When all athletes are ready and perfectly still, and after a pause to allow for full concentration “fire” the gun (for events up to 400m)
- If athletes are not ready on the set command they should be stood up again and moved back to the assembly line.
- The gun should be reloaded after each firing.

### **THE RECALL STARTER**

- One or more recall starters shall be assigned from the starters assistants to assist the starter.
- Recall starters shall be placed so that they can see each competitor assigned to them.
- The recall starter should have the use of a starting gun to signal the recall of a race.
- If the recall starter is of the opinion that the start was not a fair one, they shall recall the competitors with a shot.
- If there is a recalled start the recall starter shall advise the starter of the reason for the recall. The starter shall decide the action taken.
- The starter, only, may apply any warning or disqualification.

### **STARTERS ASSISTANT**

- Sufficient starters assistants should be allocated so that each has a clear view of competitors allocated to them.
- Starters assistants should assist in placing starting blocks in the lanes where required and remove them after the start where necessary to ensure there are no obstacles on the track
- When the starter has ordered the competitors to their marks the starters assistants must see that no competitor has placed fingers, hands or feet on the starting line or in front of it. If any difficulty arises they must signal the Starter immediately by displaying a red card or flag
- The starters assistant will place a yellow flag (or cone) behind an athlete responsible for a false start.
- Assemble the competitors again when a fresh start is ordered (IAAF 129.2)
- Be responsible for the readiness of batons for the first runners in relay races

### **THE STARTER’S ASSISTANT (MARSHALL)**

One of the starters assistants shall be assigned the role of starters marshal. Their duties shall be:

- Check that the competitors are competing in the correct heat or race.
- Check that they are wearing correct numbers and footwear and that shirts are tucked in (if they cover a compulsory number).
- Place each competitor in their correct lane, as listed in the program, in line approximately 3m behind the starting line. Note: A competitor shall not be allowed to compete in a heat other than the one in which their name appears, except by consent of the referee.
- Signal the starter that all is ready.

### **NOTE**

If there are insufficient officials to allocate separate starters assistants, recall starters and marshals, these duties will be combined

### **SAFETY**

- The gun should not be discharged near the face or near any other person who is not wearing earmuffs
- Starting caps must not be kept in pockets or held loose in hands. They are to be kept in their boxes or in a safety tray/container.
- The starting area should be inspected to ensure that it is safe

# JS3 LANSW OFFICIALS ROLE SPECIFICATIONS

## MANUAL TIMEKEEPERS

### OFFICIALS

- The preferred number of officials required to conduct timekeeping is two more than the number of lanes being used. If 6 lanes are being used, then 8 timekeepers are required; 3 timekeepers for first place, and 1 timekeeper for each of the remaining 5 lanes.
- The chief timekeeper timing first place
- 2 additional timekeepers helping to time first place
- 1 timekeeper for each additional lane being used.
- In non laned events there should be 3 timekeepers on first and enough additional timekeepers to ensure times are given to all finishing athletes. This may require the use of multi watches with timekeepers taking more than one time.
- Where there are mixed age groups/ sexes in a race, the timekeepers should endeavour to ensure that the first athlete in each grouping has at least two watches timing them

### NOTE

Where a fully automatic timing system (photo finish) is used only 3 to 4 “manual” timekeepers are required as a back up to that system. 3 on first place (first and second for walks and relays) and a fourth to capture other times

### EQUIPMENT

- Elevated Stand – with shading is best
- Little Athletics NSW events (except zone) at least 3 watches (whose calibrations have been checked) and supplied by Little Athletics NSW to time first
- Sufficient watches to cover all positions (it is recommended that a number of multi watches be used. Watches with printouts are an advantage especially in cross country events)
- Finish post – should be white and the width of the finish line
- Table, chair, shelter for timekeeper recorder

### THE CHIEF TIMEKEEPER

The chief timekeeper shall:-

- Ensure sufficient timekeepers are available to assist in determining the times for each competitor in a track event.
- Ensure that there are sufficient watches for all competitors. At Region and State Carnivals LANSW will provide 3 certified watches to be used for first place, in case of records
- Ensure that there is sufficient stationery, e.g. timekeeper, result pads
- Check that the area around the timekeepers stand is safe
- Check that the timekeepers stand is aligned with the finish line and finish posts,
- Allocate a place or places to each timekeeper and.
- Ensure there are 3 official timekeepers (including the chief timekeeper) on first
- Also ensure the result slip has the event and heat number (or final) notated at the top.
- Time the winner of every event
- Check the watches of other timekeepers timing first place
- Decide the official time to be recorded for all runners checking the watches if there is a discrepancy
- Ensure watches for record times are not cleared before being verified
- Upon completion of each event ensure result sheet completed and handed to recorder. If the result is a record the result sheet must be signed by the Referee.
- Ensure that timekeepers and timekeepers are ready before signaling a clearance to the starter

## **TIMEKEEPERS**

- Timekeepers are to assist the chief timekeeper determine the official time of the competitors in a track event.
- 3 timekeepers (including the chief timekeeper shall time the winner of each event
- At least one timekeeper will be allocated for all other positions.
- They are situated on the outside of the track opposite the place judges on an elevated stand (ideally placed 5m away from and inline with the finish post). .
- Timekeepers act independently from each other
- The chief timekeeper will determine the final outcome.
- A timekeeper may be appointed to call out intermediate lap times to competitors in races greater than 800m
- Usually all races will be timed to 1/10<sup>th</sup> of a second. All times not ending in zero in the second decimal shall be rounded to the next longer 1/10<sup>th</sup> of a second.
- Where 3 watches are used: If only 2 agree the times shown by the 2 shall be the official time; If all 3 disagree, the middle time shall be recorded as the official time.
- If 2 watches are used and they disagree then the slower time shall be recorded as the official time

## **TIMEKEEPER RECORDER**

- Prior to commencement of first track event prepares time sheets by noting event number including heat number and name on sheets
- Has a list of records for finals (maybe note on timesheet for ease of checking)
- Records official times as confirmed by chief timekeeper (for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> there would normally be three times provided and official time would be determined from these)
- Note time of recording of official times on appropriate paperwork
- Check if a record has been broken and if so note the serial numbers of the three watches used to determine that time, note who were the relevant timekeepers. Prepare a record application form
- Get chief timekeeper to sign time sheet

## **SAFETY**

- Check that the stand is stable and can cope with number of judges using it
- Any shelter is firmly secured and not blocking view of finish line
- If judges (e.g. chief ) is not on stand they should check that any chair etc they use is safe
- It is preferable to have hand rails on judges stands
- Shelter used by timekeeper recorders should be securely fixed.

# JS4 LANSW OFFICIALS ROLE SPECIFICATIONS

## PLACE JUDGES

### OFFICIALS

- For events conducted in lanes, , there should be sufficient judges to cover the number of competitors.
- For events where competitors have merged lanes at least 4 plus the chief judge
- Lap scorers – at least one per five competitors.

**NOTE:** When a photo finish system is used only 1 or 2 judges are required as a backup to that system. Additional judges may be required for non laned events, if finish marshals are not appointed.

### EQUIPMENT

- Elevated stand – with shading is best
- Pencils - rather than pens (in case of wet weather)
- Recording pads
- Blank paper for chief judge (optional as program often doesn't have space)
- Finish post – should be white and the width of the finish line
- Video camera – when used should be placed in line with the finish and elevated behind the place judges
- Lap indicator board
- Bell or similar devise
- Lap Scoring sheets for races of 3k or longer (clipboards to hold lap scoring sheets)

### THE CHIEF JUDGE

The chief judge shall:-

- Ensure sufficient judges are available to assist in determining the order in which competitors finish at the conclusion of a track event.
- Ensure that there are sufficient stationery e.g. place pads/cards, pens, pencils
- Check that the area around the place judges stand is safe
- Check that the place judges stand is aligned with the finish line and finish posts, and all necessary equipment is available e.g. bell, lap counter.
- Allocate a place or places to each individual place judge.
- Stand on one side of the elevated judge's platform in line with finish to record all places independently of the place judges and use the place judges result slip for verification and/or cross reference purposes.
- Also ensure the result slip has the event and heat number (or final) notated at the top.
- For events where competitors merge lanes, sit on the elevated platform on the inside of the track in line with finish and be at a height where they can record the registration numbers of the athletes when they cross the finish line.
- Make the final decision with regards to places. If the chief judge can not arrive at a decision, then they shall confer with the track referee.
- Ensure all the judges are ready prior to the race and once satisfied, they will notify the chief timekeeper accordingly.

## **THE PLACE JUDGE**

- Place judges are to assist the chief judge determine the finishing position of the competitors at the conclusion of a track event.
- In events where the competitors complete the event in an allocated lane, place judges will be appointed a place or places and they must record the lane number for the chief judge. Lane numbers are to be recorded on a pad provided by the chief judge prior to the event.
- If there are sufficient judges one would place first, the next first and second, the next second and third etc so that all places are covered by two judges.
- They are situated on the inside of the track opposite the timekeepers in an elevated stand (ideally placed 5m away from and inline with the finish post). First and second place judges are best seated at the highest seat on the elevated stand and subsequent places descending down.
- Place judges are not to confer with one and other but just record what they believe they have seen.
- The chief judge will determine the final outcome.
- In events where competitors have merged lanes, then place judges can be called upon to assist the chief judge with placing the athletes as they cross the line. One judge would be level with finish line to determine close finishes. Another would act as backup for the chief judge and record registration numbers of athletes as they cross the finish line. Other judges who are not placing, are to assist in keeping the athletes in the order they finished once they have been marshaled well past the finish line. One place judge will be appointed to give each athlete a card indicating the place they finished when the athletes are being marshaled into order.

## **TRACK RECORDERS (WHEN PHOTO FINISHED NOT USED)**

- On start/result sheets note time of day that the first athletes' arrive at recording table.
- Record athletes place and time, (if record broken, make note against athletes name).
- Check registration number worn by athlete against number on program/result sheet
- Staple judges slips, timekeepers paperwork to start sheet and pass on to computer area.

Note: At major carnivals track recorders may be part of computer recording team

## **VIDEO JUDGE**

- Should be positioned in a covered area near the finish line, with access to the video monitor.
- Where the chief judge has concerns with athlete placing, he can refer to the video judge for assistance in correct placing of the athletes.
- Normally watches the finish on the video monitor
- Will review the playback when there is a dispute about the placings.

## **LAP SCORERS**

- A lap scorer should be appointed for all races longer than 1 lap who shall maintain a display near the finish line of the number of laps remaining. The display shall be changed each lap when the leader enters the finishing straight. A manual indication should be given where appropriate to athletes that have been lapped.
- The final lap should be signaled to each athlete usually by ringing a bell.
- Where athletes have been lapped, the lapscorer should advise the timekeepers when their athletes are finishing.
- Lap scorers shall keep a record laps completed by all athletes in races longer than 1500m. (Normally each lap scorer would be given 4 to 5 athletes to monitor)



## SAFETY

- Check that the stand is stable and can cope with number of judges using it
- Any shelter is firmly secured and not blocking view of finish line (especially view of video camera)
- If judges (e.g. chief ) is not on stand they should check that any chair etc they stand on is safe
- It is preferable to have hand rails on judges stands
- Judges on the track at the end of non laned events should be aware of finishing athletes (they won't all finish in lane one)
- If an athlete collapses at the end of a non laned event officials should try to remove the athlete quickly but also try to direct other finishing athletes around the collapsed athlete.
- At the end of non laned events athletes should be marshaled away from the finish line (if athletes are being sprayed with water it should be in this marshalling area rather than near finish

# JS5 LANSW OFFICIALS ROLE SPECIFICATIONS

## WALK JUDGING

### OFFICIALS

- Road Walks - 4 to 9 judges, including the chief
- Track Walks - 4 to 6 judges, including the chief  
Prefer for region & state events - 2 chief judges  
If possible - connections should be avoided (judges should not judge on races which include their children, or children they coach)
- The recommended minimum number of walk judges for centre Level competition is - 3 judges (including the chief) - 2 warnings only are permitted before disqualifications.

### EQUIPMENT

- Pad per judge for recording the warnings
- Chief judge - clipboard & judging master sheets for each race
- Pens or pencil for wet weather
- Caution indicators for each judge - knee or contact cautions on yellow background

### CHIEF JUDGE

- Before the event shall allocate the judges to their positions
- Will acquaint competitors with the judging procedures for the event or appoint the judge near the start line to do this
- Have a messenger or recorder to help with recording
- Organise runners for the other judges to bring the results in or use the cart
- Issue all necessary equipment for each judge (including caution indicators)
- Confirm that all warnings have been forwarded & recorded
- Check with track referee to see if there were any infringements
- Advise the competitors of the disqualification & why
- Advise the referee of any disqualifications or give the all clear before the results to become final
- Prepare master judging sheets (including one for the notice board minus the judges names)

### JUDGES

- To be available at least 20 to 30 minutes before a race or as directed
- If there is no chief judge available - they will appoint a chief judge amongst them
- Follow instructions from the chief judge
- Before competition commences inform the chief if there are any connections in the races
- Only judge in your area (e.g. the area roughly from halfway between you and the next judge either side, 45 degrees)
- Don't be influenced by spectators or other judges - individual judging
- Give caution to a competitor when competitor appears to be in danger of failing to comply with the rules
- Give warnings to athletes who are actually breaking the rules of race walking
- The warning shall be given verbally (except for under 13, U14 & U15 where non verbal warnings are given)
- Judge with your naked eye only

## **SAFETY**

- Competitors must wear shoes. Spikes are not permitted
- Judges must be on the outside of the track near the outside lane
- Judges in the straight must be aware of other events that could be running at the same time
- Road Walks - roads to be closed
- Road Walks - course should be roped off from spectators & to stop them crossing on the course whilst the race is in progress (except at designated crossing points)

# JS6 LANSW OFFICIALS ROLE SPECIFICATIONS

## UMPIRES

### OFFICIALS

There should be a chief umpire and sufficient umpires to cover the whole of the track being used for an event

Examples of the positioning of umpires are as follows:

- Straight track events – 4 umpires (including the chief), with 2 at the start and 2 at the finish line
- 200m events – 6 umpires (including the chief), with 2 at the finish line and the remainder positioned on the bend.
- 200m hurdles – 6 umpires (including the chief) with 2 at the finish line and the others close to the hurdle flights to observe for hurdle infringements
- Other circular track events – 6 umpires (including the chief), with 2 at the finish line and the remainder positioned so that they can observe athletes between them for the complete circuit of the track.
- Relay events – The change officials are umpires. There should be a chief change official at each change and preferably 6 assistants at change 1, 4 at change 2 and 2 at change 3.
- 800m 1 umpire should be at the changeover point to ensure athletes remain in their lanes until that line

### UMPIRES EQUIPMENT

- White and yellow flags
- Notepad (or umpire report sheets) for the recording of any possible fouls or violations of the Rules of Competition
- Radios for communicating with the chief umpire
- Pens and pencils
- Tape to mark where infringements occur.

### THE CHIEF UMPIRE

The chief umpire shall:-

- Ensure sufficient umpires are available to assist in clearly seeing all athletes during the course of a race and that they observe any possible violation of the rules or fouls.
- Allocate areas of responsibilities to the umpires
- In conjunction with the track referee will allocate umpires at various positions in close proximity to the track so as to observe athletes during the progress of their race.
- Be responsible for the communication with the umpires about any observation of possible fouls or violation of the rules. Once the chief umpire has clearly received the information about any possible fouls or violation of the rules then the chief umpire passes on that information to the track referee.

## THE UMPIRES

- Umpires are to assist the chief umpire in observing the race and to report to the chief umpire any possible violations of the rules or fouls.
- Umpires will be allocated areas of responsibilities by the chief umpire
- Possible infringements that the umpires may observe are –
  - Athletes not staying in their lane or cutting corners
  - Interference or impediment of other athletes (including walk races)
  - Crossing over lanes before the breakout line
  - Competitors leaving their lane or the track or the course
  - In hurdle events any athlete who trails their foot or leg below the horizontal plane of the top of any hurdle
  - Deliberate knocking down of hurdles
  - In relay races any occurrence of a team changing the baton outside of the changeover zone, or dropping of the relay baton.
- If any possible violation is observed the umpires raise their yellow flag to alert the chief umpire who will obtain the facts and communicate them to the track referee.
- The umpires should have tape available to mark on the track where the infringement occurred, if possible.
- Finish umpires may also be required to marshal athletes off the track at the completion of an event and either direct or take the athletes to the recording area

## SAFETY

- In circular track events the umpires should be placed on the outside of the track so that they do not impede the athletes
- Finish line umpires should not be placed too close to the finish line.
  - Umpires must not impede the athletes as they are finishing, however they may also be responsible for seeing that the athletes pull up in a safe manner, without going too far and return to the finish line when the last athlete has crossed it
- The umpires remain observant for any hazards that may occur on the track during the carnival e.g. things blowing onto the track and either remove them safely or bring them to the attention of the chief umpire.

# JS7 LANSW OFFICIALS ROLE SPECIFICATIONS

## PHOTO FINISH

### OFFICIALS

- 1 chief judge
- 2 (or more) judges

### EQUIPMENT

- Photo finish camera (where possible back up camera)
- Laptops and relevant programs.
- Pens, highlighters, writing pad,
- Copy of the track portion of carnival program.
- Two way radio – for communicating with starters and track referee
- A set of small binoculars can be useful.

### DUTIES

The Chief Photo Finish Judge shall,

- Either set up the photo finish camera and or checks its alignment with the finish line.
- Test the photo finish system prior to commencement of the first track event.
- Allocate duties to the photo finish judges.
- Liaise with the starters and referee and advise photo finish judges when each event is ready to start.
- Observe the finish of each track event and manually place the competitors.
- Liaise with referee at completion of track event to receive all clear or details of problems with results.
- Advise referee if there is a problem with the Photo Finish results (so that backup systems can be checked)
- Ensure that the photo finish equipment is turned off and packed away at end of carnival.
- 

The Photo Finish Judges shall:-

- Operate photo finish camera capturing the finish images
- Operate photo finish programs identifying the placegetters
- Advise the recording area of the official results this is normally done electronically with linked programs
- Check that the official clock is being set and used.

### LOCATION

- The photo finish judges should be located in an area which will provide as much as possible clear vision of the finish line. It should also give them a clear vision of the relevant starting areas.
- The area should be big enough to comfortably fit at least three photo finish judges and relevant computer equipment.

### SAFETY REQUIREMENTS

- Ensure electrical equipment being used is in good repair
- Ensure that cords are not a safety hazards

# JS10 LANSW OFFICIALS ROLE SPECIFICATIONS

## FIELD REFEREE

### OFFICIALS

- There should be sufficient referees to cover the areas be used at a carnival.
- At a minimum you would have a throws referee and a jumps referee
- At larger carnivals you would have one or more referees per type of event e.g. separate referees for shot put, discus, javelin, long jump, triple jump, high jump etc.

### EQUIPMENT

- Copy of program or at least an order of events
- Copy of ROC
- Copy of IAAF handbook
- Clipboard, pen, pencil, highlighter, plastic bag
- At carnivals where State records can be broken blank application for state record forms
- Radio

### REFEREE

It shall be the responsibility of a referee to:

- Ensure that the rules are observed and explained to the competitors.
- Decide any technical points that arise during the carnival, including those not covered by the rules (IAAF 124.2)
- Ensure the chief judges correctly supervise the measurement of performances.
- Check and sign the final results.
- Deal with any disputed points (IAAF 124.3).
- Verify that records have been correctly measured.
- It is desirable that referees visit the ground prior to the meet.
- They should check the competition area for their events, making sure that everything is in order and that the competition areas are positioned with safety in mind.
- During the carnival they should move around checking measurements, observing the way officials are carrying out their duties, speeding up things where officials and/or competitors are unnecessarily slow.
- They must be familiar with the rules both in the ROC and the IAAF handbook.

The field referee shall rule on any protest or objection regarding the conduct of the competition. They shall have authority to warn, or exclude from the competition, any competitor guilty of improper conduct (IAAF 124.4).

- Protests concerning the status of an athlete to compete in a carnival must be made prior to the commencement of such carnival to the jury of appeal, or if no jury has been appointed, to the referee. If the matter cannot be settled satisfactorily prior to the carnival the athlete shall be allowed to compete "under protest" (IAAF 146.1).
- If in the opinion of the referee circumstances arise at any carnival so that justice demands that any event should be contested again, the Referee shall have the power to declare the event void and such event shall be held again, either on the same day or on some future occasion (IAAF 124.5).
- If for any reason a competitor is hampered in a trial in a field event, the referee shall have the power to award that competitor a substitute trial (IAAF 180.16).

- On field protests - an athlete in the U13 to U17 age groups may make an on field protest against an attempt that was judged as a failure. The referee (or chief judge) of the event may, at their discretion, order the attempt to be measured and the result recorded in order to preserve the rights of all concerned. At the end of the round the referee will adjudicate on the protest.

## **SAFETY**

- Field referees should be aware of the safety requirements for events under their control
- As the field referee is often moving between events he should be aware of the layout of the ground and what events are in progress.



# JS11 LAASW OFFICIALS ROLE SPECIFICATIONS

## DISCUS

### OFFICIALS

- A minimum of 6 officials are required; 3 operating at the circle and 3 in the field.

### EQUIPMENT

- 1 x 50m /100m measuring tape
- 1 measuring spike
- At least 2 discus of each weight and/or type
- 2 flags 30cm square (1 white and 1 red)
- 1 yellow flag
- Rags (especially if raining)
- Clipboard, pens, pencils and plastic bag if raining
- Markers (for records)
- Broom

### AREA COORDINATOR

- Allocate officials to the various positions
- Supervise the preparation of the area regarding safety, equipment and define the competition area
- Ensure that all facilities comply with the LANSW Rules of Competition and the IAAF Competition Rules (where applicable)

### DUTIES OF OFFICIALS

Where sufficient officials are available, the duties would be apportioned as below. One person may fulfil more than one role.

### CHIEF JUDGE

- Stand outside the discus cage to the front of the circle and will watch for infringements, which are most likely to occur at the front.
- Indicate a fair throw with a white flag and a foul throw with a red flag and will read off the measurements.
- Advise the athlete the reason for a foul.
- When advised by the official timekeeping each throw that there is only 15 sec remaining of the 1 min allowed per trial, warn the athlete of this

### OFFICIAL B

- Stand outside the discus cage and to the rear of the circle.
- Watch for infringements at the rear as the thrower turns and will also pull the tape through the centre of the circle.

## RECORDER

- Check field sheets for compliance with rules of the event.
- Check what athletes are in attendance prior to start of event.
- Record the result on the result sheet and call up competitors.
- Check registration number of athlete as they take their trial and ensure result is recorded against correct athlete.
- When measurement is advised by chief repeat it aloud to confirm that correct measurement is recorded
- Time the trial and indicate with a yellow flag when the last 15 seconds remain for that trial
- Results of trials should be recorded as follows
  - Except in High Jump a valid trial shall be indicated by the measurement taken. In High Jump it shall be indicated by the symbol "O";
  - A failure shall be indicated by the symbol "X";
- If the athlete forgoes a trial (a "pass") it shall be indicated by the symbol "-".(If Meet Manager computer program is used a pass may be recorded as "P")
- Make sure all athletes have a result/failure/absent in final best column.
- Make sure all athletes have been given a placing (where applicable).
- Ensure field sheet is signed by chief judge/referee and other appropriate officials.
- Record the start and finish time of the event.
- Pass on to computer area.

## SECTOR JUDGES

- Operate in the field watching the sector lines and assist in determining the point of landing.
- Return the discus to the competitors. (The discus must always be carried and never thrown).

## SPOTTER

- Determines where the discus lands, indicates with the spike holding the zero end of the tape/ EDM prism.
- When EDM is used the prism should be aimed toward the EDM to ensure an accurate measurement.

## EDM OPERATOR

- Set up the EDM equipment
- Measure check marks at the start and finish of each event. (The checkmark distance should be recorded on the result sheet)
- Measure each valid throw using the EDM equipment
- Maintain a record of throws on EDM recording sheet (when used)

## Notes

Since the landing of a discus is somewhat unpredictable, the officials must observe the actual landing carefully. A discus may land in various ways:

- On its front edge, which presents no difficulty.
- Absolutely flat, when it may be difficult to determine the actual point of contact, particularly on hard ground.
- Tilting over as it lands, with the spin imparted by the thrower causing it to cut up the turf. This may appear to be the mark, but a closer examination of the ground in the immediate vicinity will almost certainly show a curved indentation some 5-10cm behind the cut up turf. This is the first mark made by the implement on landing, and it is from here that the measurement is taken.

## **SAFETY**

- Ensure that all athletes stand behind the safety net whilst the event is in progress
- The discus must be carried back to the circle ... NOT thrown or rolled.
- Athletes MUST NOT play with spare discus's while waiting to throw
- The chief judge (for safety reasons) should be located at the left hand side of the discus circle for a right hand thrower and the right hand side of the circle for a left handed thrower.
- A safety net should be provided around the throwing circle and the officials must stand outside this net whilst a competitor' is making a throw,
- Officials beyond the safety net should not turn their back on the throwing area once a competitor has entered it.
- It is recommended that officials do not stand in the landing sector when the discus is being thrown.

# JS12 LANSW OFFICIALS ROLE SPECIFICATIONS

## SHOT PUT

### OFFICIALS

- A minimum of 5 Officials are needed: 3 at the circle and 2 in the field.

### EQUIPMENT

- 1 x 30 metre measuring tape
- 1 measuring spike
- At least 2 shot put of each weight.
- 2 flags 30cm square (1 white and 1 red)
- 1 yellow flag
- Rags (especially if raining)
- Clipboard, pens, pencils and plastic bag if raining
- Markers (for records)
- Broom
- Portable stopboard (if permanent one not there)

### AREA COORDINATOR

- Allocate officials to the various positions
- Supervise the preparation of the area regarding safety, equipment and define the competition area
- Ensure that all facilities comply with the LANSW Rules of Competition and the IAAF Competition Rules (where applicable)

### DUTIES OF OFFICIALS

Where sufficient officials are available the duties would be apportioned as below. One person may fulfil more than one role.

### CHIEF JUDGE

- Watch the position of the shot throughout the trial (from about 2m from the circle and to the front) on the side of the “putting” arm and will read off the measurement of the throw.
- Indicate a fair put with a white flag and a foul put with a red flag.
- Advise the athlete of the reason for any foul.
- When advised by the official timekeeping each throw that there is only 15 sec remaining of the 1 min allowed per trial, warn the athlete of this

### FOOT FOUL JUDGE

- Stand on the opposite side of the circle and watch for infringements by the foot and also pulls the tape through the centre of the circle.

## SECTOR OFFICIALS

- One each side of the sector nearest to the mark made by the implement to be the person who marks it regardless of who holds the spike.
- Mark the fall of the shot with a spike holding the zero end of the tape or EDM prism.
- Return the shot to the competitors. (The shot must always be carried and never thrown).

## RECORDER

- Check field sheets for compliance with rules of the event.
- Check what athletes are in attendance prior to start of event
- Record the result on the result sheet and call up competitors.
- Check registration number of athlete as they take their trial ensure result is recorded against correct athlete.
- When measurement is advised by Chief repeat it aloud to confirm that correct measurement is recorded
- Distances are recorded to the nearest centimetre below the distance measured if not a whole centimetre
- Time the trial and indicate with a yellow flag when the last 15 seconds remain for that trial
- Results of trials should be recorded as follows
  - Except in High Jump a valid trial shall be indicated by the measurement taken. In High Jump it shall be indicated by the symbol "O";
  - A failure shall be indicated by the symbol "X";
  - If the athlete forgoes a trial (a "pass") it shall be indicated by the symbol "-". (If Meet Manager computer program is used a pass may be recorded as "P")
- Make sure all athletes have a result/failure/absent in final best column.
- Make sure all athletes have been given a placing (where applicable).
- Ensure field sheet is signed by chief judge/referee and other appropriate officials.
- Record the start and finish time of the event.
- Pass on to computer area.

## EDM OPERATOR

- Set up the EDM equipment
- Measure check marks at the start and finish of each event. (The checkmark distance should be recorded on the result sheet)
- Measure each valid throw using the EDM equipment
- Maintain a record of throws on EDM recording sheet (when used)

## SAFETY

- Ensure that all athletes stand away from and behind the front of the circle whilst the event is in progress
- The shot put must be carried back to the circle ... NOT thrown or rolled.
- Athletes MUST NOT play with spare Shot Puts while waiting to throw
- Officials should not turn their back on the throwing area once a competitor has entered it.
- It is recommended that officials do not stand in the landing sector when the shot is being put

# JS13 LANSW OFFICIALS ROLE SPECIFICATIONS

## JAVELIN

### OFFICIALS

- A minimum of 6 Officials are required, 3 operating near the runway and 3 in the field.

### EQUIPMENT

- 1 x 100 metre measuring tape
- 1 measuring spike
- At least 2 Javelin of each weight
- 4 flags 30cm square (2 white and 2 red)
- 1 yellow flag
- Stop watch
- Rags (especially if raining)
- Clipboard, pens, pencils and plastic bag if raining
- Markers (for records)
- Markers for athletes run up
- Broom
- Witches hat to indicate runway not ready

### AREA COORDINATOR

- Allocate officials to the various positions
- Supervise the preparation of the area regarding safety, equipment and define the competition area
- Ensure that all facilities comply with the LANSW Rules of Competition and the IAAF Competition Rules (where applicable)

### DUTIES OF OFFICIALS

Where sufficient officials are available the duties would be apportioned as below. One person may fulfil more than one role.

### CHIEF JUDGE

- Watch for infringements along the runway and at the front of the arc.
- Determine whether the javelin is held and thrown in accordance with the rules and ensure the javelin has landed before the competitor leaves the runway or nominates another official to adjudicate on this.
- Indicate a fair throw with a white flag and a foul throw with a red flag and read the measurements.
- Advise the athlete of the reason for a foul.
- When advised by the official timekeeping each throw that there is only 15 sec remaining of the 1 min allowed per trial, warn the athlete of this

### RUNWAY JUDGE

- Stand approximately 8-10m behind the arc alongside the runway.
- Pull the tape through the centre of the circle of which the throwing arc is part.
- Assist Official A in determining that the Javelin is thrown in the correct manner.

## **RECORDER**

- Check field sheets for compliance with rules of the event.
- Check what athletes are in attendance prior to start of event
- Record the result on the result sheet and call up competitors.
- Check registration number of athlete as they take their trial ensure result is recorded against correct athlete.
- When measurement is advised by Chief repeat it aloud to confirm that correct measurement is recorded
- Distances are recorded to the nearest centimetre below the distance measured if not a whole centimetre
- Time the trial and indicate with a yellow flag when the last 15 seconds remain for that trial
- Results of trials should be recorded as follows
  - Except in High Jump a valid trial shall be indicated by the measurement taken. In High Jump it shall be indicated by the symbol "O";
  - A failure shall be indicated by the symbol "X";
  - If the athlete forgoes a trial (a "pass") it shall be indicated by the symbol "-".(If Meet Manager computer program is used a pass may be recorded as "P")
- Make sure all athletes have a result/failure/absent in final best column.
- Make sure all athletes have been given a placing (where applicable).
- Ensure field sheet is signed by chief judge/referee and other appropriate officials
- Pass on to computer area.
- Record the start and finish time of the event.
- Ensure the EDM check measurements are recorded.

## **SECTOR JUDGES**

- Operate in the field watching the sector lines and assist in determining the point of landing.
- Return the javelin to the competitors. (The javelin must always be carried back to the runway and never thrown).
- One each side of the sector nearest to the mark made by the implement to be the person who marks it regardless of who holds the spike.

## **SPOTTER**

- Mark the spot where the point of the javelin first touched the ground.
- Move from the side without taking their eyes off the mark.
- Indicate a foul throw with the appropriate hand signal (e.g. If out of sector point to outside, if javelin did not land tip first wave hand from side to side)
- Mark the point of landing nearest to the runway with a spike holding the zero end of the tape.

## **EDM OPERATOR**

- Set up the EDM equipment
- Measure check marks at the start and finish of each event. (The checkmark distance should be recorded on the result sheet)
- Measure each valid throw using the EDM equipment
- Maintain a record of throws on EDM recording sheet (when used)

## **SAFETY**

- Common sense is required to run the javelin safely. If you do not have competent people, do not conduct the event
- Correct safety procedures are essential when conducting javelin events
- Athletes should handle the Javelin only when they are actually competing
- Athletes not currently competing should be kept well away from the Javelin run-up and sector areas
- The sector judge and the spotter should stand in a sensible position and should always face the thrower NEVER TURN YOUR BACK TO THROWER DURING A TRIAL
- After the throw the javelin must always be carried back - NEVER THROWN.
- Officials must maintain strict control over all throwing; including 'casual' throwing during warm-up and between competition throws. Athletes also have a safety responsibility.
- Officials must wear closed in shoes
- It is recommended that officials do not stand in the landing sector when the Javelin is being thrown.



# JS14 LANSW OFFICIALS ROLE SPECIFICATIONS

## HIGH JUMP

### OFFICIALS

- The minimum number of officials required to run the High Jump is four (4).

### EQUIPMENT

- 1 measuring stick/ tape
- 3 flags 30cm square (1 white, 1 red AND 1 Yellow)
- Clipboard, pens, pencil, Plastic bag (for result sheet in case of rain)

### AREA COORDINATOR

- Allocate officials to the various positions
- Supervise the preparation of the area regarding safety, equipment and define the competition area
- Ensure that all facilities comply with the LANSW Rules of Competition and the IAAF Competition Rules (Where applicable)
- Prior to the commencement of competition provide an outline of the rules of the event to the competitors and define the competition area.

### CHIEF JUDGE

- Rule on the validity of the trial and indicate a fair jump with a white flag and a foul jump with a red flag
- Advise the athlete the reason for the foul
- Measure the bar as it is raised and announce the new height to the competitors

### OFFICIAL B AND C

- Stand well away from the uprights during trials to avoid distracting the competitors, but in line with the plane of the uprights
- Watch for fouls eg touching ground or landing mat without first clearing the bar
- Replace the bar as required

### RECORDER

- Check field sheets for compliance with rules of the event.
- Check what athletes are in attendance prior to start of event
- Record the result on the result sheet and call up competitors.
- Check registration number of athlete as they take their trial ensure result is recorded against correct athlete.
- When new height is advised by Chief repeat it aloud to confirm that correct measurement is recorded
- Time the trial and indicate with a yellow flag when the last 15 seconds remain for that trial
- Results of trials should be recorded as follows
  - A valid trial shall be indicated by the symbol "O";
  - A failure shall be indicated by the symbol "X";
  - If the athlete forgoes a trial (a "pass") it shall be indicated by the symbol "-".(If Meet Manager computer program is used a pass may be recorded as "P")
  - If an athlete was absent record result as DNS

- Make sure all athletes have a result/failure/absent in final best column.
- Make sure all athletes have been given a placing (where applicable).
- Ensure field sheet is signed by chief judge/referee and other appropriate officials .
- Record the start and finish time of the event.
- Pass on to computer area.

#### **SAFETY**

- Ensure that the take-off area inspected for foreign objects prior to the event commencing
- All athletes are to be advised to jump so that they land in the Centre of the bags (landing area).
- The minimum landing area is 2.4m x 4m x 0.5m
- Restraining straps should be used in all competition

# JS15 LANSW OFFICIALS ROLE SPECIFICATIONS

## LONG / TRIPLE JUMP

### OFFICIALS

- The preferred number of officials required to run the Long Jump/Triple Jump is 6.

### EQUIPMENT

- 1 measuring spike
- 1 15m (20m for triple jump) tape measure
- 1 rake and/or leveler
- 1 long handled shovel for turning over sand to help give a soft landing.
- 3 flags 30cm square (1 white, 1 red AND 1 Yellow)
- Broom
- Hand broom
- Clipboard, pens, pencil and plastic bag (in case of rain to protect paperwork)
- Markers
- Witches hat to indicate runway not ready

### AREA COORDINATOR

- Allocate officials to the various positions
- Supervise the preparation of the area regarding safety, equipment and define the competition area
- Ensure that all facilities comply with the LANSW Rules of Competition and the IAAF Competition Rules (where applicable)
- Ensures that the sand on the take-off mat is smoothed out ready for the next competitor
- Checks the recording sheet when the first three rounds are completed and determines top 8 and jumping order
- Prior to the commencement of competition provide an outline of the rules of the event to the athletes and define the competition area.

### CHIEF JUDGE

- Adjudicate on the take-off ,
- Will decide the validity of the jumps
- Indicate a fair jump with a white flag and a foul jump with a red flag (before declaring a “no-jump” the take-off official must be satisfied that actual contact with the ground beyond the take-off line has been made
- Advise the athlete the reason for the foul

### OFFICIAL B

- Operate in vicinity of take-off board and will pull the tape through the take-off point
- Smooth the take off area or level the plasticine or other material prior to the next jump
- Dampens the sand in the take off area (when sand used) and the landing area using a watering can

## **SPIKER C**

- Operate in the landing area and with a spike (holding the zero end of the tape) mark the break in the sand from which the measurement is made.

## **RAKER**

- Rake and level the pit after each trial to ensure a smooth and even landing surface

## **RECORDER**

- Check field sheets for compliance with rules of the event.
- Check what athletes are in attendance prior to start of event
- Record the result on the result sheet and call up competitors.
- Check registration number of athlete as they take their trial ensure result is recorded against correct athlete.
- When measurement is advised by Chief repeat it aloud to confirm that correct measurement is recorded
- Distances are recorded to the nearest centimetre below the distance measured if not a whole centimetre
- Time the trial and indicate with a yellow flag when the last 15 seconds remain for that trial
- Results of trials should be recorded as follows
  - Except in High Jump a valid trial shall be indicated by the measurement taken. In High Jump it shall be indicated by the symbol "O";
  - A failure shall be indicated by the symbol "X";
  - If the athlete forgoes a trial (a "pass") it shall be indicated by the symbol "-".(If Meet Manager computer program is used a pass may be recorded as "P")
- Make sure all athletes have a result/failure/absent in final best column.
- Make sure all athletes have been given a placing (where applicable).
- Ensure field sheet is signed by chief judge/referee and other appropriate officials.
- Record the start and finish time of the event.
- Pass on to computer area.

## **OFFICIAL F**

- Assist judge the hop, step and jump action in the triple jump
- Manage the athletes behaviour whilst they are waiting for their jump

## **SAFETY**

- The pit has been dug over and inspected for foreign objects prior to the event commencing
- The rake is always out of harm's way
- Ensure that the athletes doing the Triple Jump can reach the pit safely
- Ensure runway is clear of objects rocks, shoes markers etc
- That competitors have footwear suitable for synthetic surfaces
- Waiting athletes not to encroach on runway
- Witches hat place near takeoff end of runway when runway not ready for next athlete

# JS18 LANSW OFFICIALS ROLE SPECIFICATIONS

## CLASH MANAGER

### OFFICIALS

1 or 2 clash managers depending on size of carnival

### EQUIPMENT

- Copy of program
- Clipboard, pens pencil
- Radio

### CLASH MANAGER

The Clash Manager shall:

- Endeavour to ensure that no athlete misses an event, where a clash occurs between track and field events, bearing in mind that track takes precedence over field at all times.
- Obtain a copy of the program In advance, with a graph if possible, and work out the clashes for the first two hours. These will be definite clashes and you must compile a list of names
- Then look at the program after the first two hours of timing and work out the possible clashes, and make a list of them.
- Prior to commencement of carnival notify the referees of each of the field events of these clashes, and give them a copy of your list
- Once the carnival commences you must always be on the alert for events that are ahead of or behind time and check whether or not this will cause further clashes.
- Where a clash does occur, you do not approach the athlete directly, you speak to the referee or, if he is unavailable, the chief on the field event. An athlete should not be taken away from a field event until the last possible moment e.g. when there are 3 heats of the 100m lined up before the race.
- When you know there is a clash between track and field, try and ensure that the athlete or athletes bring any necessary equipment with them to the field event - shoes or blocks. This saves a great deal of time
- Athletes should be notified that they are to return to their field event immediately after they are recorded from their track event. It is not the duty of the clash manager to return athletes to their event
- It is only the clash manager or their assistants who are to authorise athletes to move from a field event to a track event, in the event of a clash.
- Athletes in clashing events should not be held in the medals area whilst one or more of their events are being conducted.

### SAFETY

- The clash manager should be aware of the layout of the field and what events are in progress
- As the clash manager is moving all around the ground he/she should take extra care when passing near or between field areas

# JS19 LANSW OFFICIALS ROLE SPECIFICATIONS

## CALL ROOM

### OFFICIALS

- 1 chief judge per call room
- 1 or 2 assistants to check uniforms (where required) prior to athletes moving into main section of call room
- 1 or 2 assistants to check in athletes and for track events place them in their allotted heats.
- Approx 4 assistants to take the athletes from the call room to their events

### EQUIPMENT

- Copy of program
- Copy of clashes or events in age group order
- Uniform list
- Late notes
- Clipboard, pens, pencil, plastic bag
- Radio

### CALL ROOM

The Call Room (uniform) assistant shall:

- Check that the athletes are wearing their correct registration number, age patch and centre number.
- Check that athletes are wearing correct uniform (as per the current years LANSW centre uniform photo book. Note this may not always be possible in larger carnivals and may have to be done by uniform officer or the chief at the various events

The Call Room (check In) assistant(s) will

- Check in the athletes by calling out their names in the program order and recording on a call room sheet or program which athletes are present and which are missing.
- In track finals, allow appropriate reserves to replace any listed athlete who has failed to report prior to the close of the call room. (The call room is deemed to have closed when the check In assistant has completed the paperwork and competitors are released from the call room).

### NOTE

1. The time for athletes to attend the call room for timed carnivals will be advertised (calls over the PA will not normally be made)
2. The track and field managers will determine when the call room when at the carnival is not a timed carnival
3. The call room for the first session of field events may be at the field event. This will be advertised
4. The location of the call rooms will be advertised or announced over the PA

### SAFETY

- Athletes are not to wear spikes in the call room (they should not be put on until they reach the event area)
- The call room chief judge is to monitor the call room and ensure that it does not become too congested.
- The call room should be clearly defined (e.g. roped) and normally only athletes and officials permitted access
- The call room should, where possible, be in a covered area.

## INFORMATION

### OFFICIALS

- 1 information officer
- 1 assistant (at larger carnivals e.g. State Relays, State Multi)

### EQUIPMENT (EQUIPMENT REQUIRED)

- Receipt book
- Folder
- Spare pen
- Rules of Competition
- IAAF handbook
- Protest forms (blank)
- A reasonable knowledge of the rules
- Know identity of referees
- List of team managers
- Obtain a program before setting up
- Table and chairs
- Suitable shelter
- Radio

### DUTIES

The information officer shall: -

- Answer general questions about the carnival
- Explain the rules of competition when called upon
- Ensure they are familiar with the location of the call room and the various field areas, as well as the position of the various amenities of the ground. It is also an advantage to be able to hear the calls for the events and other announcements.
- Supply centre team manager/s with protest form if they wish to lodge a protest.. When form is completed and returned to the information officer, collect the protest fee of \$50 and issue a receipt. Note the time received on the protest form. Then notify the announcer that a protest has been lodged. The announcer will advise the recording area. Take the form to the referee of the appropriate event.
- When a decision has been reached by the referee, or jury of appeal, arrange for the team manager of the centre lodging the protest to be advised of the decision. At Little Athletics NSW carnivals it should be the referee or member of jury of appeal who advises the team manager of the decision. If directed by the referee, you return the protest fee and collect the receipt back from the centre.
- Retain protest forms and give them to the carnival manager at the completion of the carnival. This also applies to any retained protest fees.
- It is also preferable to be in radio contact with the track and field referees and the announcer
- Depending on size of carnival other duties may be added.
- A pleasant and helpful manner should be maintained at all times by the information officer and under no circumstances should you appear to disagree with the decision of the carnival officials

## **LOCATION/SAFETY REQUIREMENTS**

- The information area should be easily accessible to all attendees at the carnival. (it is preferred that they don't have to enter the competition arena to access information.
- It should be close to the computer/recording area so that any discrepancies in results can be checked and therefore not require a protest.
- The information officer should have a full view of the track/arena.
- It is essential that there be a reasonable distance between the information officer and people seeking advice from them. E.g. the table should be wider than arms length.



# JS21 LANSW OFFICIALS ROLE SPECIFICATIONS

## SCOREBOARD OPERATOR

### OFFICIALS

- 1 experienced operator
- 1 Assistant

### EQUIPMENT

- Computer
- Stationery
- Radio

### DUTIES

The scoreboard operator should make sure that the LANSW office has prepared/made available the following prior to the carnival: -

- Computer database
- Lane draws of all events
- Public safety messages
- Parking validation announcements
- Sponsor's advertising
- Other relevant messages

The scoreboard operator shall, on the day of the carnival display the following on the board: -

- Lane draws of all events
- Results of all events
- Public safety messages
- Changes to an event e.g.; cancellation of heats to finals; changes to the location / time of an event.
- Parking validation announcements
- Sponsor's advertising

At the close of the carnival the scoreboard operator should clear the computer ready for the next carnival at the centre.

# JS22 LANSW OFFICIALS ROLE SPECIFICATIONS

## ANNOUNCER

### OFFICIALS

- 1 chief announcer
- 1 assistant at larger carnivals (split activities between the 2, eg. Track and field)

### EQUIPMENT

- Microphone (in good working order)
- PA system in good working order that ensures people can clearly hear announcements.
- Pens, highlighters, writing pad, durex tape, bulldog clips.
- Copy of the carnival program and separate copies of the track & field 'calling sheets'.
- Officials lists
- Centre appointment lists
- Two way radios – 1 for field and 1 for track. (At some carnivals it may be necessary for the announcer to be in contact with other areas such as call room, information, and medal presentation etc).
- A set of small binoculars can be useful.
- Paperweights (when located in the open to secure papers).
- Table/bench & chairs
- A tent/tarp may also be required if located in the open (refer to location below).

### DUTIES

The announcer shall: -

- Begin each day of a carnival by welcoming the athletes and their families and wishing them good luck.
- Remind all officials and helpers to sign on and report to their respective areas well before the scheduled start of the carnival.
- Thank all officials and other helpers as various areas are completed and again at the completion of the day.
- Timed Carnivals
  - At timed carnivals calls for athletes to attend the call room will not normally be made.
  - Monitor the program and liaise with the carnival manager; track and field managers, if program is not running to time
- At non timed carnivals
  - call the track & field events to the respective call room (or direct to events) as per the program, liaising with the track & field managers as required. Each event shall receive two calls only – a 1<sup>st</sup> then a final call.
  - Record times of both calls on the call sheets.
- Discuss initial field event calls with the field manager prior to the start of the program, then call all remaining field events when prompted by the field manager.
- At all times monitor what is going on at the track, field and presentation areas. In particular check whether a start is in progress before making announcements so as not to interrupt the starters.

- Make other announcements apart from the program event calls such as - records, presentations, general housekeeping instructions about the venue or the carnival, requests for help at events, instructions for centre managers, and any other special announcements as requested by officials of the organisation running the carnival (e.g. LANSW, Zone etc) or the venue management.
- Use good judgement when requested to make certain announcements. Check with an organisation representative if unsure.
- Ensure that questions or issues relating to specific aspects of the carnival are referred to the particular individuals responsible for the areas in question. Have a good clear speaking voice.

## **LOCATION**

- The announcer should be located in an area which will provide as much as possible clear vision of the whole competition, area especially the track.
- If the venue does not have a dedicated announcing position such as at SOPAC, the announcer must be located in an area so as to minimise contact with the general population.

## **SAFETY REQUIREMENTS**

- Ensure electrical equipment being used is in good repair
- Ensure that cords are not a safety hazards
- Be aware of the Little Athletics NSW Lightning Policy

## CARNIVAL MANAGER

### OFFICIALS

- There is normally one carnival manager. Usually if a carnival manager is called upon to perform some other function during a carnival they would be replaced by his assistant or another key official

### CARNIVAL MANAGERS EQUIPMENT

- Copy of printed program
- Copy of planned timings for carnival
- List of officials appointments
- List of centre duty allocations
- Radios for communication
- Pens and pencils
- ROC

### DUTIES

The carnival manager has overall responsibility for the planning, conduct and “wrap up” of a carnival (e.g championship, gala day etc). For larger carnivals some of his/her duties will be delegated to other chief officials e.g. field manager (FM), track manager (TM), officer for officials (OFO), equipment officer (EO)

*(NOTE For larger carnivals relevant duties would be delegated. Suggested officer to delegate the duties to are indicated by the abbreviations above)*

Their duties can be roughly divided into three main phases:-

- Planning
- Day of the carnival
- Carnival wrap up.

#### 1. PLANNING

- Determine date of carnival (if not already pre-selected)
- Select a suitable venue for carnival
- Undertake a ground inspection prior to carnival. The inspection should cover the following items:-
  - Identify any ground improvements need to be carried out.
  - Check track layout, number of lanes, separate straight and circular tracks, markings (TM)
  - Check field layout, number of discus, shot put, long/triple jump areas (FM)
  - Check number of high jump areas and vacant space that can be used for additional high jump, throws areas (e.g. multi carnivals) (FM)
  - Check facilities e.g. number of toilets, spectator areas, canteen,
  - Check availability of suitable rooms/areas for recording, computers, first aid, information, officials and announcer.
  - Check availability of power for video.
  - A preliminary safety risk inspection of all areas should be undertaken
  - Check for shade requirements for track, field and marshalling areas.– also consider where shade will be placed (TM, FM)
  - Ensure there is a suitable Marshalling area

- Adequate signage
- A check list is advisable.
- Emergency evacuation procedures in place
- If the facilities are satisfactory ensure ground is booked
- Equipment – check availability (*EO*)
  - Throwing equipment (at LANSW carnivals, except Zone, Little Athletics NSW provides throwing implements) Sufficient throwing implements are required to cover all throwing areas.
  - Sufficient long/triple jump equipment for number of jumps areas
  - High Jump - check availability and specifications of high jump equipment at the venue. (Note the number of high jump sets required may vary with the number of entries especially at multi-event carnivals).
  - Check number and condition of hurdles (if hurdles included in carnival)
  - If necessary host centre may have to borrow the items needed.
- Arrange first aid for the whole of the carnival
- Prepare a proposed list of events, based on the ground facilities and carnival requirements.
- Set entry procedures including closing date
- Check that the certificates/ medals/ patches/ ribbons/ trophies for the event have been ordered.
- Ensure that arrangements are in hand for a printed program, which includes the rules of competition to be used. (usually reference to ROC plus mention of how finals are determined). Any local rules to be used should also be included
- Liaise with your officer for officials to ensure an adequate number of officials and helpers are appointed. (*OFO*).
- Entries
  - Determine events to be conducted
  - Set entry closure date
  - After entries are received, check the timing of your proposed order of events, based on the numbers entered for each event. (*TM ,FM*)
- Ensure appropriate paperwork is prepared including field sheets (with records, if any, printed on each.)
- It is important to keep in contact with the host centre throughout the planning period, and right up until the actual day of the carnival. Checking that equipment is on hand and that all the necessary ground markings have been carried out.
- Provide track manager and field manager a copy of timed program, if this duty has not been allocated to them.

## **2. DURING CARNIVAL**

- Arrive early
- Liaise with the host centre regarding the ground set up
- Liaise with safety officer to ensure ALL safety requirements are met
- Fulfill the roles of track manager and/or field manager if one is not appointed. Otherwise liaise with these key officials to ensure that carnival runs smoothly.
- Speak with your key officials regarding your expectations for the carnival.
- Be a member of jury of appeal if required
- Be the final arbiter of any disputes /problems that arise at the carnival (that are not otherwise covered by the rules)
- For a Little Athletics NSW carnival, don't forget to ensure that you have the means for measuring temperatures according to LANSW guidelines.
- Ensure trophies, certificates etc are handed out
- During the carnival keep your finger on the pulse by checking constantly with both track and field managers, to ensure that your program keeps to time.
- Liaise with officer for officials to ensure sufficient capable officials are available on the day

## **3. POST CARNIVAL**

- Thank your officials
- Thank the host centre.
- Ensure any paperwork (result sheets etc) are finalised
- Liaise with key officials to obtain feedback on carnival
- Prepare any reports that are required especially for LANSW carnivals e.g. first aid records, records, safety review.

## TRACK MANAGER

### OFFICIALS

- There is normally 1 track manager.

### TRACK MANAGERS EQUIPMENT

- Copy of printed program
- Copy of planned timings for carnival
- Radios for communication
- Pens and pencils
- Watch/Timepiece

### DUTIES

The track manager assists the carnival manager by being responsible for the planning and conduct of track events at a carnival. Where no track manager is appointed these duties would be undertaken by the carnival manager.

#### Prior to carnival

- Ascertain what track facilities are available.
- Obtain a list of events to be conducted. In conjunction with field manager prepare a draft event timing for the carnival
- Obtain a list of entries (including the events they are in) after entries close. At a minimum you would need number of entries by age group by event. This list would be used to prepare a final timing schedule. (Liaison with field manager is vital to ensure minimal clashes.)
- Liaise with officer for officials to ensure an adequate number of officials and helpers are appointed to the carnival.

### DURING CARNIVAL

- Arrive early
- Confirm with the track referee that the track is correctly marked and safe.
- Confirm with relevant chiefs that adequate officials are available and necessary equipment (e.g. bells, lap counters) etc is available.
- Ensure the first track event commences by scheduled start time  
The track manager confers with the announcer to ensure that a smooth flow of athletes are ready at the start to keep the track flowing. In doing this they make sure that the call room is not overcrowded at any point in time.
- The track manager works with the marshals and starters to advise all necessary parties if an event that was scheduled to be run in heats and due to reduced numbers is to be run as a straight final. Advice needs to be given to the track referee, chief timekeeper, chief place judge and umpires.  
Liaise with the field manager to ensure the smooth flowing of both the track and field program. This may mean that the tack is held up from time to time.
- Keeps track of where the program is up to against the track time schedule. (He/she should record on their program the time they have called events.
- Work with the clash manager to ensure that athletes are not disadvantaged.
- Participate in any jury of appeal if required.

## **AFTER CARNIVAL**

- Compare planned timings with actual timings.
- Discuss the conduct of the carnival with relevant chief officials.
- Identify any problems that affected the conduct and/or timing of track events.
- Where necessary prepare a report for the carnival manager/committee to assist in planning and running future carnivals.



## FIELD MANAGER

### OFFICIALS

- There is normally 1 field manager.

### FIELD MANAGERS EQUIPMENT

- Copy of printed program
- Copy of planned timings for carnival
- Radios for communication
- Pens and pencils
- Watch/timepiece

### DUTIES

#### PRE CARNIVAL

- Where necessary, undertake a ground inspection.
- Obtain a list of events to be conducted. In conjunction with track manager prepare a draft event timing for the carnival
- Obtain a list of entries (including the events they are in) after entries close. At a minimum you would need number of entries by age group by event. This list would be used to prepare a final timing schedule. (Liaison with track manager is vital to ensure minimal clashes.)
- Liaise with track manager to finalise coordinated timings for the carnival
- Confirm that adequate field areas are available for the carnival. Also check for any limitations on field areas (i.e. that would limit the age groups that could use it)

#### DURING CARNIVAL

- Arrive early
- Ensure that carnival starts from the field perspective exactly as per the scheduled start time. To ensure that this happens they need to make sure that the chiefs at each field event and equipment are in place. Check with the field referee/s that they have confirmed that the field areas are in readiness with appropriate line marks, safety issues and technical matters to do with the field.
- Confers with the announcer to ensure that a smooth flow of athletes are ready at the start to keep the field flowing. In doing this they make sure that the marshalling tent is not overcrowded at any point in time.
- Ensure that the appropriate numbers of officials are in place at each event.
- Liaise with the appropriate referee's to ensure that Field chiefs are conducting their events correctly.
- Participate in any jury of appeal if required.

#### POST CARNIVAL

- Compare planned timings with actual timings.
- Discuss the conduct of the carnival with relevant chief officials.
- Identify any problems that affected the conduct and/or timing of track events.
- Where necessary prepare a report for the carnival manager/committee to assist in planning and running future carnivals.
- Thank Referees and chief officials

# JS26 LANSW OFFICIALS ROLE SPECIFICATIONS

## COMPUTER / RECORDING

The size and nature of the carnival will determine the number of officials and the equipment required e.g. State Track and Field Championships would require more officials and equipment than State Cross Country and Road Walks. The following information is summary of recording requirements. Some of the positions will not be required when fully automatic systems (e.g. photo finish) are used.

### OFFICIALS

- A chief recorder
- 2 computer operators
- 3-4 recorders
- administration/filing manager
- 1-2 runners
- Each field event has a recorder who completes a field result sheet at the event who is normally part of the field event team
- Timekeepers have a recorder who records times on a master sheet (normally countered amongst track officials)

### EQUIPMENT

- Shelter from elements (including room with power for computer)
- Sufficient tables and chairs
- Computer/s and power board
- Photocopier

### STATIONERY

- Start sheets, (or official result pads, lane draw pads, lane draw markers, for when manual),
- Staplers, pens, rulers, highlighters
- Filing boxes
- Withdrawal, protest, record forms
- Certificates
- Current IAAF and Rules of Competition
- Programs

### DUTIES

#### CHIEF COMPUTER / RECORDING

- Manage the operations of the computer recording area
- Allocate duties to members of the team (if not already allocated)

## **COMPUTER OPERATORS**

- Prior to carnival ensure carnival is correctly set up in computer program
- If scoreboard being used liaise with scoreboard operator and advise of any late changes to data
- Input data from track and field result sheets
- After input of data from track recorders, draw finalists and pass on all paperwork to administration manager
- Finals - After input of data from track recorders, pass on to administration manager. Print certificates
- After input of data from field recorder, pass on to administration manager. Print certificates

## **TRACK RECORDERS (If part of computer recording team)**

- On start / result sheets note time of day that the first athletes' arrive at recording table
- Record athletes place and time, (if record broken, make note against athletes name)
- Check registration number worn by athlete against number on program/result sheet
- Staple judges slips, timekeepers paperwork to start sheet and pass on to computer area

## **ADMINISTRATION (In charge of paper flow)**

- Starter lists for track heats and field events are normally printed prior to the day. If not they would be printed by administration officials.
- Photocopy draw for track finals (marshal, referee, announcer, notice board, scoreboard when needed).
- Staple original lane draw to heat results if not preprinted and return to chief recorder together with copy for marshal and referee.
- Track and field finals - copies as needed e.g. , announcer, notice board, medals, (scoreboard when needed). State Championships copy for U/13 for selectors.
- Field Results - staple to original and return to chief recorder.
- Sort and file certificates as they come off the computer.

## **RUNNERS**

- Distribute all paperwork as directed by administration manager or chief recorder.

## **RECORDS OFFICER**

- When a record is noted on a result sheet:
- Ensure that appropriate signatures are noted on result sheet
- If supplied check that record application form has been completed correctly, otherwise arrange for it to be completed
- Return form to chief recorder

## **EXTRA DUTIES - CHIEF RECORDER**

- Make sure weights, starting heights, records (if applicable) are on field/start sheets.
- Prepare paperwork for 3K's (e.g. lap count sheets) and Relays.
- Make sure finals paperwork is distributed to marshalling area and referee.
- Maintain all original paperwork in age groups (boys and girls). If any records, staple application form to original paperwork.
- If any withdrawals to next stage of competition, notify necessary team manager of replacement athlete and inform computer operator.
- At completion of carnival, pass on relevant paperwork (where applicable).

## **SAFETY**

- Temporary shelters are to be firmly tied down
- Electrical equipment should not be exposed to the weather
- Ensure that electrical cords are in good condition and are not trip hazards
- Do not overload power boards / power points
- Check that tables etc are in good condition, no sharp/broken edges (especially where the athletes have to report)
- There should be no sharp objects (e.g. paper weights) on tables especially where athletes have to report

## **JS27 LANSW OFFICIALS ROLE SPECIFICATIONS**

### **COURSE MARSHAL (CROSS COUNTRY)**

#### **OFFICIALS**

- Numbers required will depend upon course. There would be sufficient to cover the entire course.(Course marshals need to be within sight of the marshal on either side of them).

#### **COURSE MARSHAL EQUIPMENT**

- Course Map
- Radios for communication
- Pens or pencils
- Paper

#### **DUTIES**

- Under direction, maintain a suitable viewing position for the course
- Attempt to keep count of athletes passing the control point and report same to course manager
- Keep in close contact with the course manager
- Note infringements (and record details thereof)
- Report infringements or lack thereof to course manager
- As necessary, notify course manager of the need for first aid assistance

# JS28 LANSW OFFICIALS ROLE SPECIFICATIONS

## MEDAL PRESENTATION

### OFFICIALS

- 1 Chief Judge
- 1 Announcer
- Assistants

### EQUIPMENT / STATIONERY

- Medals
- List of order of events x 2
- Signs
- PA (access to)
- Dias
- Barriers around dias
- Room or covered area for medals area
- List of team managers
- Whistle (optional)
- Megaphone for holding area (optional)
- 2 x clipboards
- clips (eg bulldog clips)
- Pens, pencils, highlighter, ruler, stapler
- Spare paper

### DUTIES

#### Chief Judge

- Manage the medals presentation area
- Allocate duties to officials
- Check that all medals are available
- Ensure that “unpresented” medals are only collected by athlete or team manager

#### Announcer

- Announcers names of medalists as medals are presented
- Also fulfills duties of assistant

#### Assistant

- Manages the athlete holding area (Only athletes allowed in this area)
- Checks that athlete receiving medal is the correct athlete as per medal / result sheet and marks it on the sheet.
- Checks that medalists are in correct uniform
- Receives medal / result sheet from relevant areas
- Maintains records of athletes who have to leave holding area prior to presentation to go to another event.
- Other

# JS29 LANSW OFFICIALS ROLE SPECIFICATIONS

## SAFETY COORDINATOR

### OFFICIALS

- 1 or 2 safety coordinators depending on size of carnival / venue

### EQUIPMENT (Equipment Required)

- Pre-event safety list
- Folder, pens, highlighter etc
- 2 way radio
- Venue map
- Venue Inspection checklist
- Incident Report Form
- Injury report forms
- Emergency Contact List
- Weather monitoring system (eg Kestrel)
- Access to current weather patterns (preferred)

### DUTIES

The safety coordinator shall: -

- Conduct a pre-event venue safety inspection and ensure that identified risks are followed up.
- Liaise with the carnival manager and host venue regarding relevant safety issues in the lead up to the event.
- Monitor the weather in the lead up to the event and make appropriate plans if extreme weather is forecast.
- Work through a pre-event safety checklist to ensure all relevant tasks have been completed.
- Conduct a pre-event venue inspection on the day, before the commencement of competition and ensure that identified risks are followed up.
- Liaise with carnival manager, host venue personnel, event officials, ground announcer, first aid officer, etc, regarding any safety issues or concerns.
- Have good knowledge of LANSW Safety Plan and take measures to see that the relevant policies are adhered to throughout the competition.
- Monitor the weather conditions on the day and initiate action in the event of extreme weather.
- Remain vigilant throughout the event. Conduct/ensure regular inspections of e.g. the competition area, spectator areas, car parks, etc.
- Coordinate an event safety debrief/review.