School Sport SA secondary track and field

Officials duties explanation

Current at May 2018

Sports coordinator

1. Aim to have your official(s) at the track no later than 9.15am. (The first event is at 9.45am.) Officials are to report to the convenor (in front of the southern end of the grandstand) to collect results sheets, instructions etc.
2. All equipment will be supplied.
3. It is critical to the success of the championship that officials are familiar with the duty they are to perform prior to arriving on the day. This document contains information explaining the various officials’ duties. Please ensure that your official(s) is/are very familiar with them.

West (circular) track judge and timekeepers – teacher and 12 students

This area will be managed by the track referee (supplied by School Sport SA), but will need the assistance of a teacher from the school to ensure the students are there on time and carrying out their task efficiently.

1. This track is judged and timed by the photo finish equipment for events 400m and less. However, judging and timekeeping must also be done manually as a backup in the event of the photo finish equipment failing.
2. The chief timekeeper (supplied by School Sport SA) will work with 6/3 students to time all of the races. The chief timekeeper will explain the process to them. There will be times when 6 will be needed when there are 2 events running at the same time. At other times only 3 will be needed and this will allow for rotation on the positions.
3. For 800m events and longer, the track referee will indicate each runner’s place as they cross the finish line. The Finish Marshal will hand out the place cards and the runners will go to the recording table to have the results taken.
4. Summary of tasks: 6 timing first place (for record accuracy), 1 event board and 2 IPad using Sprint Timer to record finishes.

West track recorders – teacher and 3 students

1. The recorders will be located on the outside of the track.
2. The recorders will record the places of the finishers for all events 800m and longer. The competitor’s positions are placed as per the place disc they received on the sheet, independent of the division they are in. The calculation of place in the division is done in the results room. The print out of the times is attached to the result sheet and as soon as possible it is to be taken to the recorders room to be entered onto the computer. If available they can provide the competitors with their unofficial time.
3. The specific details of the process will be explained by the Track Referee and Timekeeper.
4. Although the recorders are allocated to this duty for the whole day, the reality is that there are significant breaks between the busy times when they won’t all be required.
Starter marshal

1. Marshal competitors in a suitable place adjacent to the starting area.
2. Call out event, school and place competitors in the correct lane according to the marshalling sheets. Be three events ahead so that the next event is ready to go on time.
3. Ensure that competitors are in school athletics uniform according to the rules. Jeans or track pants are not permitted. Send a competitor that is out of uniform back to their school group to get fixed. Shoes must be worn for all events. The school’s athletics top must be worn including numbers on the chest & back. Incorrect uniform - can’t compete.
4. For the relays the Starter’s Marshal #1 will act as Starter Marshal for the start whilst Starter’s Marshal #2 will act as Starter Marshal for the second change.

Check starter

1. Check that competitors are lined up in their correct lane order as per the marshalling sheets. (Competitors have already been told this by the Starter’s Marshal).
2. Check that the correct uniform is worn. Incorrect uniform – can’t compete. Jeans or track pants are not permitted. If time allows, send a competitor that is out of uniform back to their school group to get fixed. Shoes must be worn for all events. The school’s athletics top must be worn including numbers on the chest & back. Incorrect uniform - can’t compete.
3. Hand out and collect the relay batons.
4. Bring competitors up to 2 metres behind the starting line when their event is due. You may have to explain the rules.
5. Stand at the side of the starting line and say ‘ready Mr/Ms starter’.
6. When the starter calls ‘on your marks’, check to see that no part of the competitor’s body touches any part of the start line.
7. On a false start, walk into the infringing competitor’s lane and raise a red flag or your hand.
8. Insist on silence at the start of a race and clear blocks away after each event.
9. When the gun has been fired, and competitors have cleared the area, call the next event forward.
10. Work with the Starter’s Marshal
11. For the relays the Check Starter #1 will act as the Check Starter for the start and Check Starter #2 will act as the Starter Marshal for the first change.

Finish marshal

1. Confirm with the Track Referee what the finishing procedure is.
2. At the finish of each race, direct all competitors either to the recording table or to leave the track (as determined in your discussion with the Track Referee).
3. In the 800 and above events hand out the place cards and line up the competitors in finishing order at the recording table.
4. In the relays assist with distribution and collection of the battens.
5. Keep the finish area clear of other athletes and ALL spectators.

Arena marshal (west/east)

The Arena Marshal’s task is (This is yard duty by another name):
1. To ensure that spectators view the events from outside of the boundary fence.
2. Only those competing in an event are to be at the competition venue.
3. No-one is to cross the track whilst an event is in progress.
4. No-one is to cross the grassed infield area at any time (very dangerous). They must go around the outside fence to get to the other side of the stadium.

5. Move up and down on your allocated side of the stadium to be a deterring presence to students that want to go to unauthorised locations or get their event via unacceptable routes.

6. West track: Assist with the movement of the hurdles.

7. East track: regularly patrol the outside area around the mound, high jump and pole vault bags to ensure that there are no students in this area.

Relay officials – teacher and 6 students

1. Report to the west track referee (by the finish line) to collect instructions at 1.20pm (18 minutes before relays are due to start).

2. School Sport SA will provide a key official who will be in charge at each changeover area. The relay officials will work with the key official to ensure that the changeovers are viewed to identify breaches in the rules to decide disqualifications where necessary.

3. Rules:
   a. The baton must be passed between the two yellow lines (20m apart).
   b. Before they start running, the athlete can stand wherever they want to in their lane after the warm up zone line.
   c. Competitors must stay in their own lane whilst and after they make the change.
   d. A relay baton when dropped must be picked up by the person who dropped it even if the baton is outside the lane. The runner must rejoin the race at the point they left their lane.

Computing – 5 students

1. Must be computer literate! They can rotate between tasks on the day but the group leaving is to train the incoming group.

2. Responsible for entering results onto the data base and assisting at the photo finish analysis.

3. Result entry (4) report to the results room in the grandstand at 10.30am.

4. Photo finish (1) report to the photo finish room at 9.30.

5. Specific instructions will be given re the process.

Announcer

1. Detailed instructions re what needs to be said will be given upon arriving to the Announcers room so they should report by 9.15 to allow time to become familiar with this information.

2. No prior experience is necessary however, being comfortable & confident talking on a microphone is important.

3. It is important to have a watch / clock for this task.

Hurdles squad and steeple chase barriers

The teacher in charge of the hurdles squad needs to meet the event convenor at the start of the day to collect the paperwork that explains the details of the hurdles and steeplechase tasks.

1. Hurdles (Early in the program). The task is to move and adjust the height of the hurdles as the various races progress. Although there isn’t unlimited time available to make the changes, sufficient willing students (10) are needed to ensure that the process doesn’t take too long.

2. Steeplechase (Late in the program). A key official will brief the hurdles squad about the steeplechase task at the conclusion of the hurdles events or prior to the event.

3. In the steeplechase event, the task is to put 4 very large hurdles on and off the track at the appropriate times as well as setting up and packing up the water jump area.
All field events

1. It is vital that sufficient students are supplied to correctly conduct the event. Check the ‘officials duties’ list for details of how many are required.
2. The teacher conducting the event must be familiar with the rules that determine how it will be conducted. The specific rules for each event are on the website. It is important schools prepare these officials. If your school has long or triple jump please inform them that there will be a long tape measure to be use by athletes to mark out their run up.
3. Check in with the championship convener prior to 9.15am, so that instructions can be given and the event started on time (typically 9.45am).
4. All equipment and paperwork will be supplied.
5. Start and finish times are tight and need to be adhered to. There is no time for coaching.
6. Please be at the event 15 minutes prior to allow competitors time to have a warm up for safety and technique purposes. Unless it happens before the starting time and everyone is able to have a practice, there will be no practices.
7. It is very important that results sheets be delivered to the recording room in the grandstand as soon as each event finishes. At the end of the day, check that the results folder doesn’t have any results sheets left in it when packing up.
8. At the end of the day, return all equipment to the front of the grandstand area where it was collected from.