
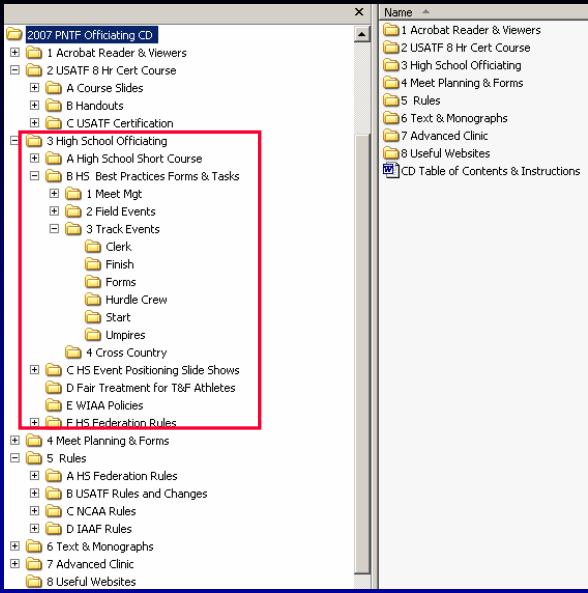


Pacific Northwest Track & Field Association of USA Track & Field and
Washington Track & Field Coaches Association
Officiating Short Course



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**2007
Course
CD
Content**



- 2007 PNPF Officiating CD
 - 1 Acrobat Reader & Viewers
 - 2 USATF 8 Hr. Cert Course
 - A Course Slides
 - B Handouts
 - C USATF Certification
 - 3 High School Officiating
 - A High School Short Course
 - B HS Best Practices Forms & Tasks
 - 1 Meet Mgt
 - 2 Field Events
 - 3 Track Events
 - Clerk
 - Finish
 - Forms
 - Hurdle Crew
 - Start
 - Umpires
 - 4 Cross Country
 - C HS Event Positioning Slide Shows
 - D Fair Treatment For T&F Athletes
 - E WIAA Policies
 - F HS Federation Rules
 - 4 Meet Planning & Forms
 - 5 Rules
 - A HS Federation Rules
 - B USATF Rules and Changes
 - C NCAA Rules
 - D IAAF Rules
 - 6 Text & Monographs
 - 7 Advanced Clinic
 - 8 Useful Websites

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Purpose – A Basic Overview

- Introduction
- Qualities of an effective track & field official
- Preparing for the meet
- Officiating basics and tips
- Key rules, their application
- Hands on practice



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What are the Characteristics of an Effective Official?

- Knowledgeable
- Systematic and aware
- Consistent, fair, objective
- Caring, but firm
- Congenial, but impartial
- Calm and composed
- Well groomed in appropriate uniform
- Professional, every competitor matters



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Qualities of an Effective Official

- Positive attitude
- Teamwork/communication
- Understands proper application of rules
- Attentive to time schedule
- Able to see officiating as art and science
- Proactive
- Athlete-centered
- “Invisible”



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What Is an “Athlete-Centered” Officiating Philosophy ?

- Positive proactive approach – puts athletes first
- Professionalism, integrity and teamwork
- Proper application of rules to situation
 - Fairness
 - Objectivity
 - Impartiality
- Reports observations, never affects the competition
- Consistent and clear communications



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An Effective Official is Prepared

Heat

- Sunscreen
- Hat
- Water or cool drink

Cold

- Gloves and hand warmer
- Waterproofs and hat
- Boots
- Water or warm drink

Snack

Right equipment for job

- Rule book
- Pencils, clipboard, tape



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Preparations Prior to Meet Start

- Remember the basics: sunscreen, hydration, appropriate apparel, breaks and teamwork
- Have rule book and case book
- Review key rules and instructions
- Arrive at assigned time
- Secure task assignment
- Supervise warm-up



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Officiating Track Events

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Absolute Minimum Officials Coverage Track Events

- Clerk – two is best
- Starter
- 9 finish line Timers/Pickers assigned to places
- 3 Umpires plus Referee (doubles as Umpire)
- 1 Student results runner
- 4 students on hurdle and blocks crew with adult supervisor
- Announcer/scorer

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Normal Order of Track Events

- Hurdles (boys = 110 meters, girls = 100 meters)
- 100 meters
- 1600 meters
- 4 x 100 meter relay
- 400 meters
- 300 meter hurdles
- 800 meters (break after one turn)
- 200 meters
- 3200 meters
- 4 x 200 meters relay – girls only
- 4 x 400 meter relay

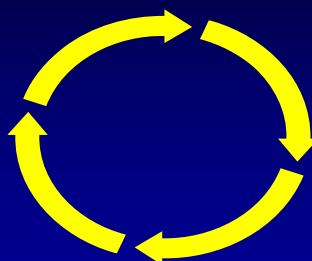


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Five Components to Keeping the Meet on Schedule

1. Announcer
2. Clerk
3. Starter
4. Finish Line – Timing and Picking
5. Hurdle and Work Crew



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Keeping the Meet on Schedule Announcing



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Announcer Duties

- During meet:
 - Identify event competitors
 - Background information and procedures
 - Note leaders and unofficial order of finish
- Aware of all field and track activities
- No information that influences competition
- Announce all results – name, school, mark
- Announce awards



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Announcer Duties

- Provide reporting information (script)
 - 1st call 15 minutes before event start
 - 2nd call 10 minutes out - “report call”
 - 3rd call 5 minutes prior “final call”
- Announce entrants
- Works with other officials as a team



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Keeping the Meet on Schedule Clerking

Announcer → Clerk



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Clerk Need to Knows



- Check in all track athletes at clerk area
- Check in all field athletes at the event area
- Athletes not checked in five minute prior to start/final call are to be scratched
- Check athletes for jewelry, proper uniform
- Provide athletes with starting and advancing information
- Escort/direct athletes to starting line

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Know the Facility

Starting Line Locations and Markings

400 meter event color code

Common Finish Line	100m Start	100m Hurdles
400m Start	100m Start	100m Hurdles
400m Start	100m Start	100m Hurdles
1000m Start	400m Hurdles	300m Hurdles
800m Relay Start	Waterfall starts	10,000m
1000m Relay zones	3000m, 6000m	1500m
400m Relay zones	1600m, 3200m	3000m Steeple
800m Relay zones	300m Starts	
200m Starts		
300m Starts		

- Spikes exceeding 3 1/8" in length are not allowed on track or runways.
- All wheeled vehicles and equipment such as automobiles, golfcarts, bicycles, rollerblades, etc., are prohibited.
- Joggers please use lanes 5 thru 8 for warm-ups and jogging. With your cooperation we can ensure even wear and extend the life of our track.









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Clerk of the Course Duties

Check-in, Gather, Check and Escort



Check-in



Gather, issue hip numbers



Check uniforms and for jewelry



Escort to start line

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Keeping the Meet on Schedule Starting

Announcer → Clerk → Starter



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Starting Need to Knows



- Races up through 400 meters, 3 commands:
 - On your marks, set (all steady), gun is fired
- For races over 400 meters, 2 commands:
 - On your marks, the gun is fired when all still
- Movement in direction of start prior to firing the gun leads to a false start/disqualification
- If unfair or problem start, bring runners up
- Starters decisions are final and without appeal

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Qualities of a Good Starter

- Knowledgeable and decisive
- Brief, concise instructions
- Firm, patient and fair
- All commands in same tone
- Fires gun only when all steady
- Keeps meet on schedule
- Works as part of a team
- Shares leadership tasks - delegates
- Keeps the focus on athletes



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Keeping the Meet on Schedule Timing and Picking

Announcer → Clerk → Starter → Finish Area



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Timing/Picking Need to Knows

- Time and pick by places, not by lanes
- Start watch with smoke of gun
- Stop when torso of assigned placer cross finish line
- Follow assigned placer with eye, identify characteristic
- Line up athletes in lanes – no discussion!
- Report times and places systematically
- Record handheld times to next higher 0.1 of second

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Finish Line Tasks

- Reading splits
- Timers/pickers for a result on every competitor
- All assignments to a place
- Often requires both timing and picking
- Most experienced assigned to middle places
- Practice timing
- Systematic reporting by place
- Head Timer: back-up timer



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Finish Line Coordinator

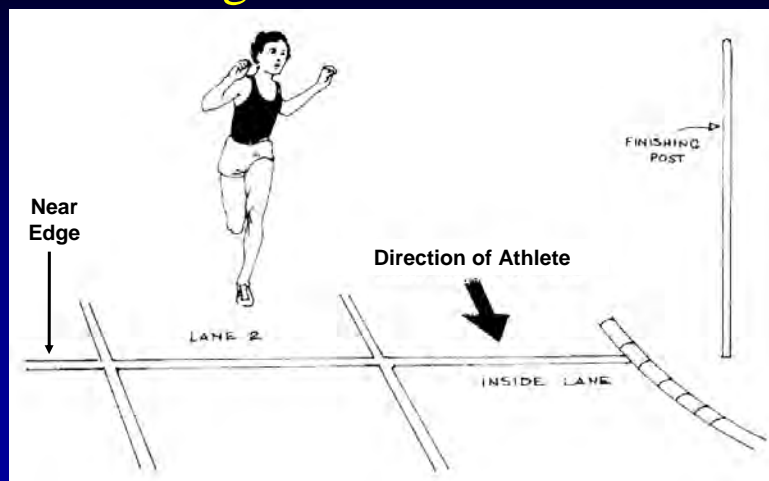
- Trains volunteers how to time and pick
- Assigns a split reader for races over 400 meters
- Organizes the reporting of results
- Pushes volunteers to report quickly to keep meet moving
- Signals when ready for start



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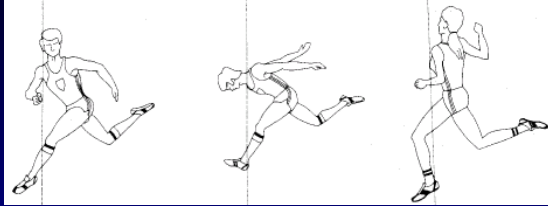
Competitors Timed and Placed to Near Edge of Finish Line




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Time/Place Finishers Based on Position of the "Torso"



Torso = Trunk
NOT - head, neck, arms, hands, legs or feet



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Converting Hand Times

- For track events: convert times to next higher 1/10th of a second
 - Time on watch = 10.43
 - **Reported time is 10.5**
 - Time on watch = 10.50
 - **Reported time is 10.5**
- For cross country: convert times to next highest second
 - Time on watch = 19:45.12
 - **Reported time is 19:46**



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Differences in Times



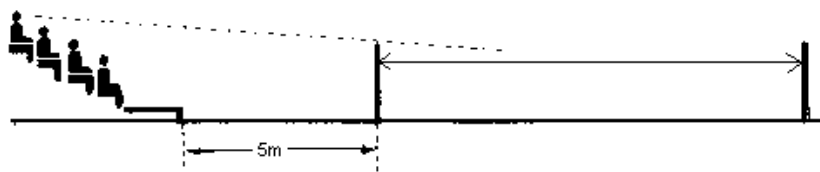
- If 3 times disagree, **middle** time
- If 2 of 3 times agree, select the time of the **agreeing** times
- If only 2 timers and they disagree, take the **slower** of the 2
- Priority given to timer assigned to time the **higher place**

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When Timing and Picking

Finish Judges




- Assigned to a place, NEVER to a lane
- Stop the watch, identify placer, follow placer
- Communicate immediately if problems occur
- Don't bluff, not a contest
- Work as a team

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Keeping the Meet on Schedule Hurdle/Blocks/Work Crew

Announcer → Clerk → Starter → Finish Area



→ Organized Hurdles,
Blocks & Work Crew



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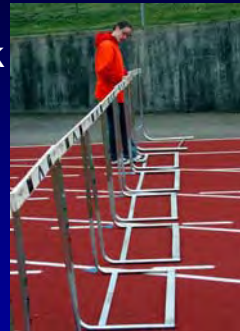
Hurdle, Block and Work Crews



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Hurdle/Blocks Crew Need to Knows

- Track markings diagram with hurdle heights
- 6-8 personnel along inside of track
- Set hurdles from start line to finish
- Align crossbar perpendicular to track marking – bar directly over mark
- Check hurdle heights
- After event, reset to next height, reposition and stack



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Umpiring



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Umpire Tasks

Minimum of 4 required –
to cover curves, straights,
hurdles, relay exchange
zones



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Umpiring Need to Knows

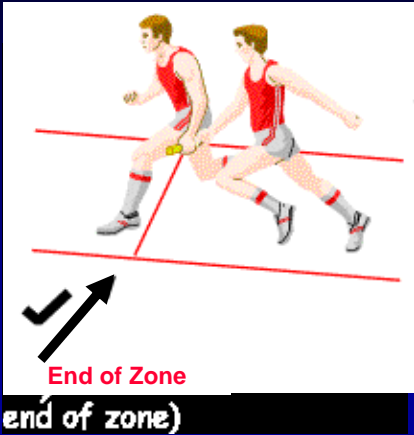
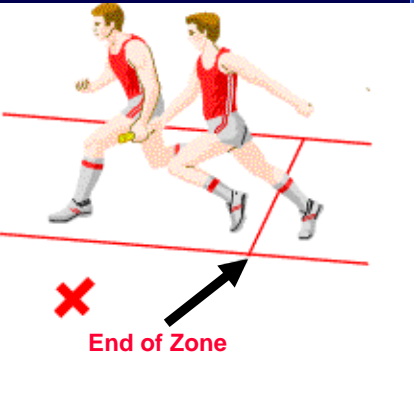
- Lane violations – 3 or more steps on/over inside lane line while running on curve
- Hurdle violations – any part of body doesn't clear horizontal plane of hurdle bar
- Jostling/impeding – seriously disrupts another runner's forward momentum
- Relay violations – baton is not exchanged within the exchange zone
- Running violations – passing on inside of track, running along side, veering in final 100

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Relay Passes

Baton Must Be Within the Zone

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Umpire's Observation Report

Important Elements:

- Event
- Heat
- Lane
- Bib Number
- Reason
- Description of Incident
- Signatures
- Decision

Umpire's Report of a Possible Infraction

MEET: WIAA Championships CLASS AAA
 DATE: 5/30/02 TIME OF DAY: 1:30
 EVENT: 300M Hurdles HEAT/SEMI NO. Final
 GIRLS / BOYS (circle) LANE NUMBER: 3
 COMPETITOR'S NAME: _____
 BIB NUMBER: 253 TEAM: Amboy
 COLORS: JERSEY: Green/Blue
 SHORTS: Blue
 LANE LINE ___ EXCHANGE ZONE ___ HURDLE X
 VEERING ___ JOSTLING/INTERFERENCE ___
 POSSIBLE INFRACTION SPECIFICS (mark diagram on back of report)
 (who/what/where/how) Runner in lane 3 (#253) dragged left trailing leg below the horizontal plane of the hurdle bar while attempting to clear the fourth hurdle

 UMPIRE'S SIGNATURE: Lawrie Robertson
 LOCATION NO. 7 USATF CERT NO. 02679
 CHIEF UMPIRE'S SIGN.: Robert Springer
 DECISION OF REFEREE (Rule No., Page, Rule Book, Year)
This is a clear violation of Rule number 5.2 on page 24 of the 2002 NHF Rules. The runner is disqualified.

 REFEREE'S SIGNATURE: Ima Tiffal
 PNTF 3/02

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SAFETY!

Your Most Important Consideration
in Officiating Field Events



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Absolute Minimum Officials Coverage Field Events

- Throws – 2 adults (ring/arc and in field) and 1 student puller and athletes retrieving implement they just threw
- Horizontal Jumps – 2 adults (board and pit) covers recording and measuring
- High Jump – 2 adults
- Pole Vault – 2 adjust plus at least 1 coach

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Officiating Field Events Need to Knows



- Think Safety First!
- Administer an organized event
 - Review rules prior to competition
 - Provide clear and complete instructions
 - Inspect all implements and competitors
 - In major meets, the flight coordinator silently indicates positions to the competitors
 - Assure accurate measurements
 - Create a fair competition environment
- Provide consistent calls:
“Up”, “On Deck”, “On Hold”

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Conducting Safe Competitions



- Limit access to jumps and throws areas
- Provide adequate time for warm-up, prior to (30 min.) and between flights (10 min.)
- Closely supervise all warm-up activities
- Use calls, rules and assertive leadership



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Conducting Safe Competitions

- Practice throws within sectors only
- All practice attempts under supervision/control
- Control access to implements (impound)
- Check implements for damage (e.g., wear on rubber tips)
- Athlete who just threw retrieves own implement



Bad!
← Unsupervised
Warm-up

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Implements Inspection

All throwing implements should be weighed and measured prior to the competition



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Shot Put, Discus and Hammer



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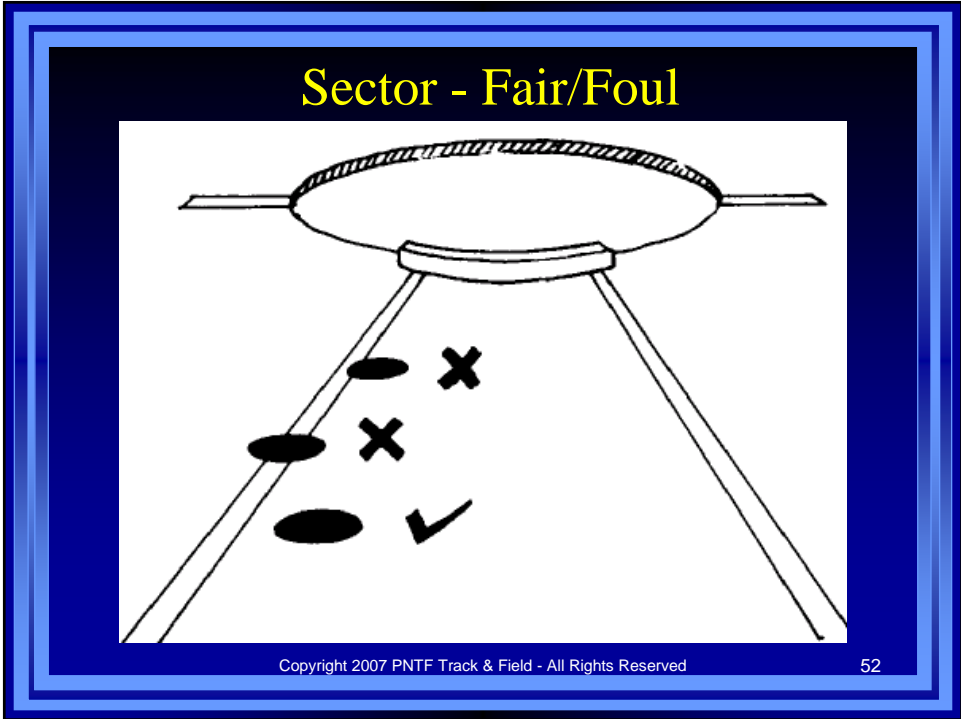
Throws – Need to Knows

- Impound and control all implements
- Supervise warm-ups
- Warm-ups with flights
- Calls (up, on deck, on hold) and “mark”
- Circle/arc fouls and exiting
- Sectors
- Circle is for the athletes
- Marking and measuring
- Implement retrieved by athlete who threw it

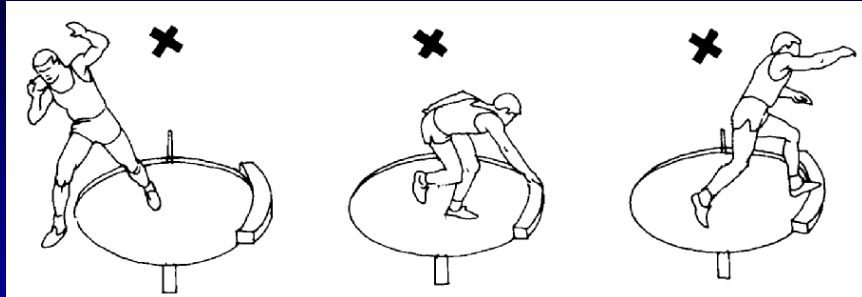


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Shot Put Circle Fouls



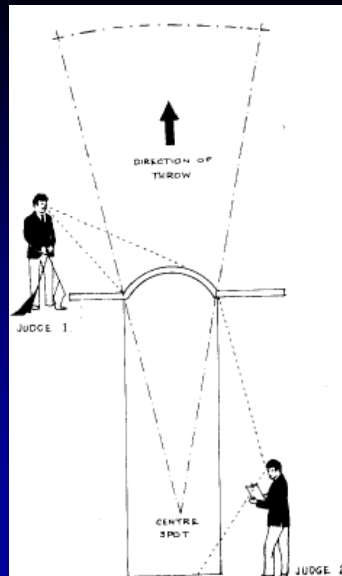
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Hammer and Discus Cage Positions



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Javelin Throw Officiating at the Arc



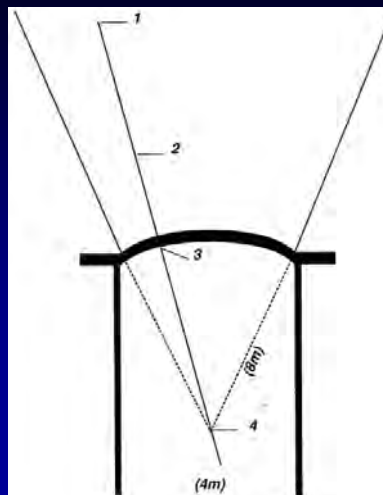
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Javelin Throw Measurement



1. Point of contact
2. Tape lies flat
3. The "read" point
4. Tape drawn through the center point



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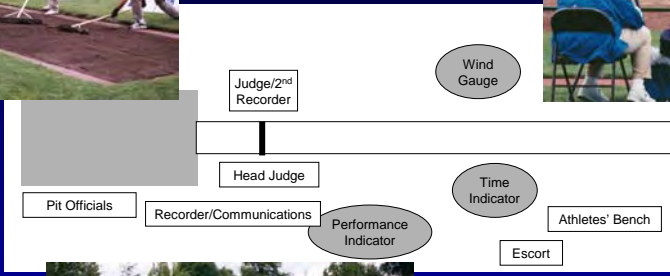
Horizontal Jumps – Need to Knows

- Sand even with take-off board
- Take-off board fouls
- Pit and other fouls
- Marking
- Measuring



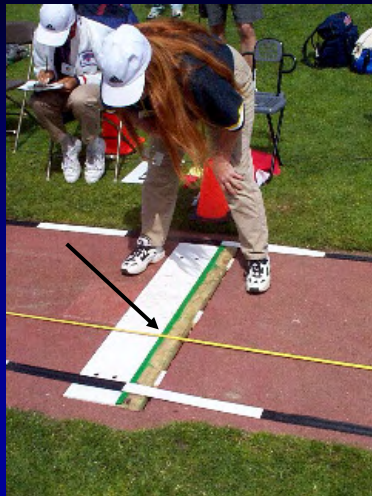
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Ideal Long/Triple Jump Positions



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Points of Measurement



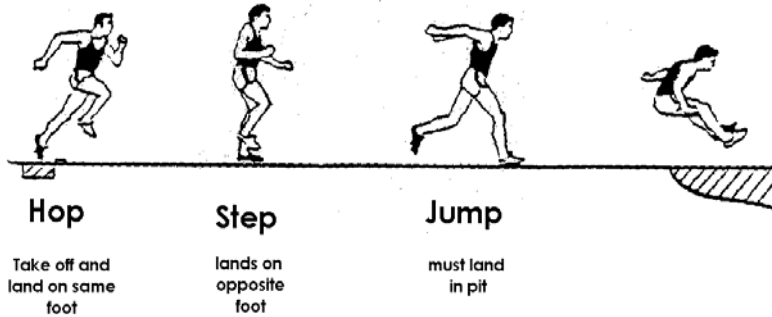
- Zero end at nearest mark to takeoff board
- Read from edge of takeoff board nearest to the landing pit



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Triple Jump Technique

Triple Jump Sequence



Hop
Take off and land on same foot

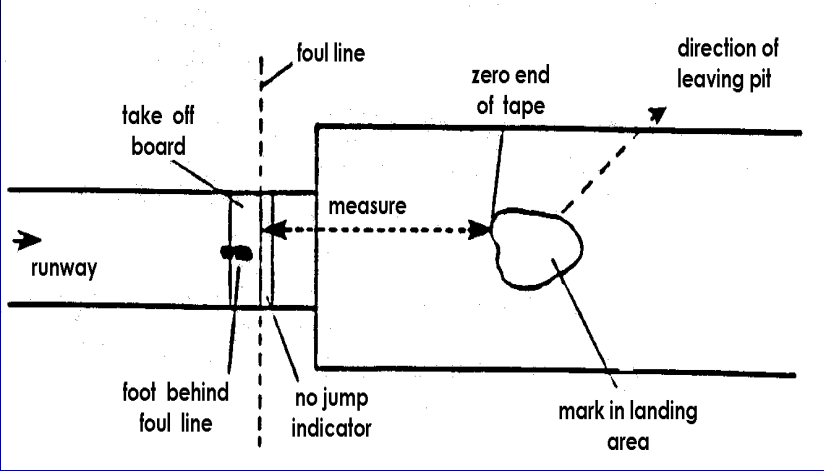
Step
lands on opposite foot

Jump
must land in pit

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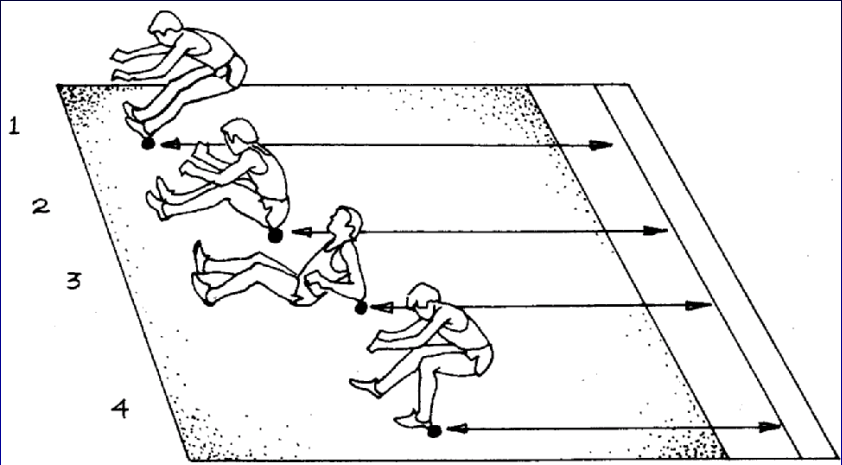
Elements of Valid Horizontal Jump



The diagram illustrates the components of a valid horizontal jump. On the left, a horizontal line represents the runway, with an arrow pointing right. A vertical dashed line is labeled 'foul line'. A 'take off board' is shown as a vertical rectangle between the runway and the foul line. A 'no jump indicator' is a vertical line to the right of the foul line. A 'foot behind foul line' is shown as a small circle to the left of the foul line. A 'measure' is a horizontal dashed line from the 'zero end of tape' to the 'foul line'. The 'zero end of tape' is a point on the top edge of the landing pit. A 'mark in landing area' is a circle on the top edge of the landing pit. An arrow labeled 'direction of leaving pit' points from the landing pit towards the right.

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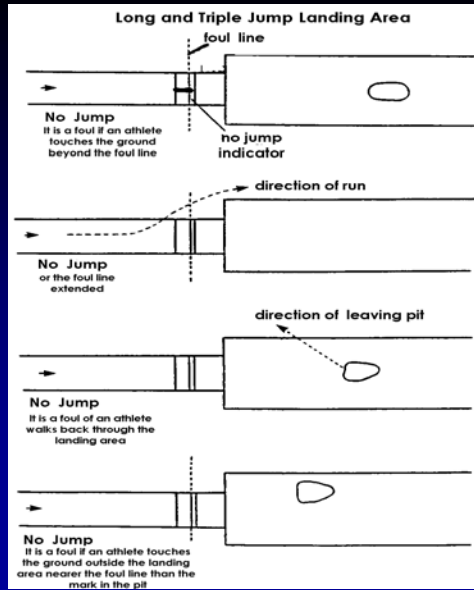
Long/Triple Jump Measurement Sand Break Points



The diagram shows four athletes in various stages of a long or triple jump on a sand pit. The sand pit is a trapezoidal shape with a stippled texture. Four horizontal arrows, numbered 1, 2, 3, and 4 from top to bottom, indicate the measurement points for each jump. Each arrow starts from the back edge of the sand pit and points to the landing point of the athlete. The landing points are marked with small circles.

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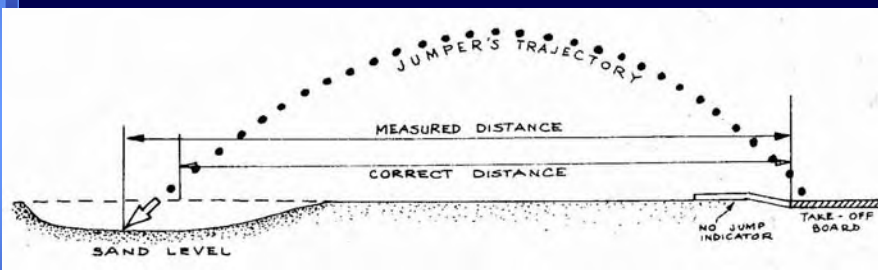
Types of Violations



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Long/Triple Jump - Requirement for a Level Pit and Break Points



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Vertical Jumps – Need to Knows

- Set up
- Attempts
- Measuring
- Potential fouls
- Breaking ties
- Time
- Coaches' Box
- Standards movement for vault



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Vertical Jump Tasks

- Preparing area
 - Set standards and mark their placement (15.5"/40 cm and 31.5"/80cm for high school standards placement)
 - Set and mark the bar
 - Measure the height from top of box to a standard point (lowest point on the crossbar)
- Time limits – differs by rule bodies
 - 60 seconds for High Jump
 - 90 seconds for Pole Vault
- Clearance
- Breaking ties

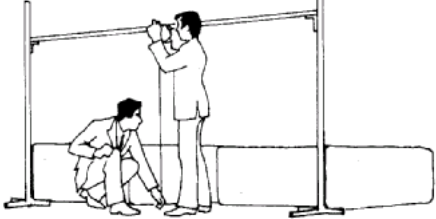
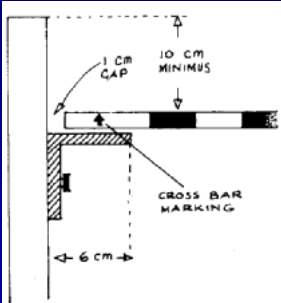



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High Jump


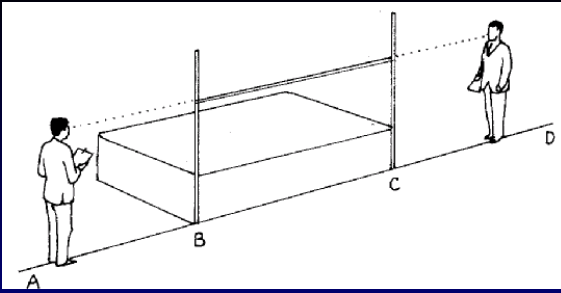
Bar Placement and Measurement



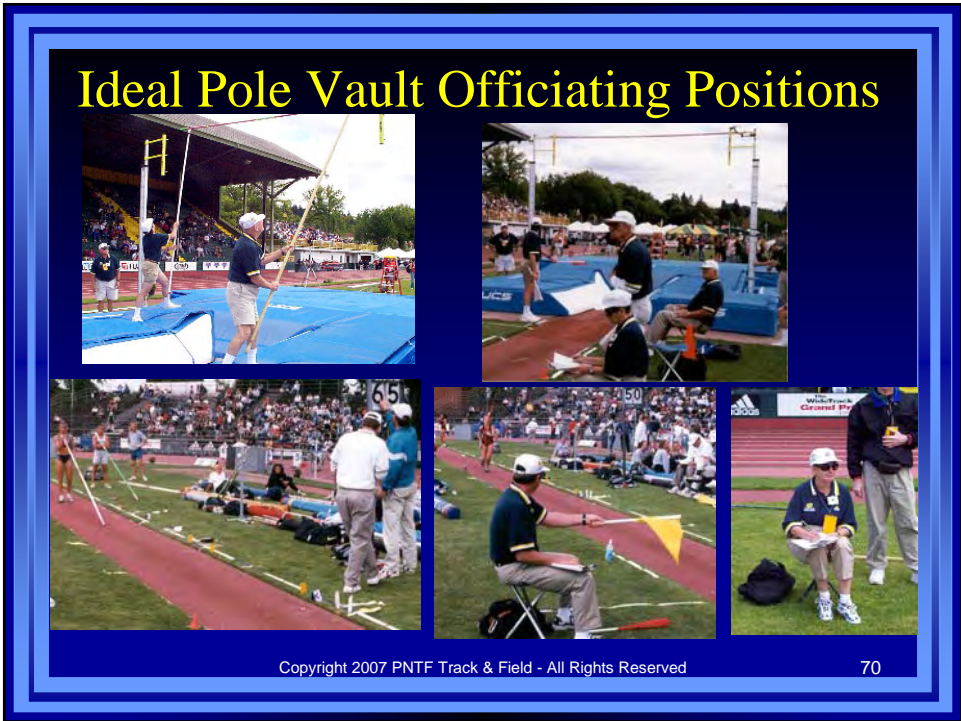
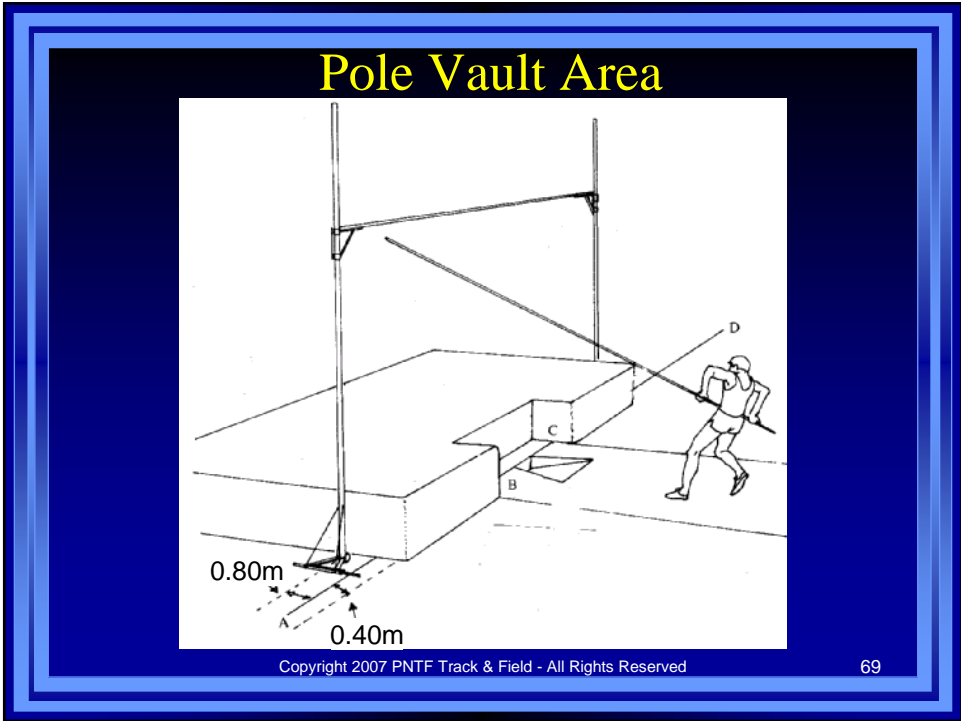
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High Jump

Observing the Bar



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Field Events Frequent Violations

- Unsafe warm-up practices, sticking, aid in vault (“tapping”)
- Exiting before “mark” is said
- Out of sector, ring exiting
- Circle or board fouls, pit violations
- No legal preliminary attempt
- Not showing up on time, “excused time” (back within 10 minutes)
- Uniforms and jewelry
- Unsportsmanlike conduct



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Field – What To Watch For



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Next Step – Full USATF Certification

- USA Track & Field Certification
 - 8 hours of instruction and exercise – with focus on application of high school rules
 - Content supported by PowerPoint slides
 - National Committee's Rules Review
 - 10 meet practicum
 - Opportunities for advancement, major meets
- Materials on the CD that you can use/modify
- Delivery of the short course by coaches

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Questions?



For more information: lgrr76@netzero.net

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