

Pacific Northwest Association of  
USA Track & Field  
Washington State High School  
Track & Field Coaches Association



## Officiating Track & Field



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## Clinic Goals



- Promote an “athlete-centered” philosophy of officiating
- Discuss effective officiating techniques and meet organization tips – meets that flow
- Gain new skills, insights, learn from all of us
- Present high school as context with contrasts



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## Clinic Goals

- Consistency via proper application of rules – fair to all
- Explain key, basic rules
- Develop a proactive approach to ensure fairness for all
- Share a vision of an ongoing process necessary to develop skills & experience
- To promote keeping this volunteer activity fun
- Lots of interaction/discussion

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## Clinic Schedule to Achieve Goals

9:00	Welcome, goals, introductions
9:30	Philosophy of officiating
9:45	Event planning and management
10:15	Break
10:30	Officiating track events and discussion
Noon	Break – Lunch
1:00	Introduction to officiating field events
1:15	Officiating the throws
2:15	Officiating the jumps
3:15	Officiating cross country & long distance running
3:45	Officiating race walking
4:30	Summary, questions, next steps


Officials Websites:  
[www.pntf.org/officials/](http://www.pntf.org/officials/) and [www.usatfofficials.com](http://www.usatfofficials.com)



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## 20-Second Introductions

- Name
- Home community
- One reason for attending
- One learning outcome objective



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## 2008 CD Content



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## Acronyms

- **NFHS** – National Federation of State High School Associations
  - **WIAA** – Washington Interscholastic Activities Association – our state association
- **NCAA** – National Collegiate Athletics Association
- **USATF** – USA Track & Field
  - **PNTF** – Pacific Northwest Track & Field Association of USATF
- **IAAF** – International Association of Athletics Federations
- **WMA** – World Masters Athletics

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## About USATF Certification



Training and certifying officials is central to USATF's goal to ensure fair and safe competitive opportunities for athletes

### USATF Associations



USATF recognizes skill development through progressive levels of certification:

- Association
- National
- Masters

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## USATF National Officials Committee's Web Content



Welcome to **USATFOfficials.com**  
 Online Home of USATF's National Officials Committee

USA Track & Field - The National Governing Body for Track & Field, Long Distance Running, and Race Walking

**Announcements**

- **USATF Officials selected for 2008 Championships:**
  - February 22-24 - USA Senior Indoor Track and Field Championships Reggie Lewis Track, Boston, MA [selected officials](#)
  - March 8-9 - USA Indoor Combined Events Championships University of North Carolina - Chapel Hill, NC [selected officials](#)
  - June 20-22 - USA Junior Outdoor Track and Field Championships Ohio State University, Columbus, OH [selected officials](#)
  - June 27 - July 5, **two day break** July 1-2 - U.S. Olympic Team Trials Hayward Field - Eugene, OR [selected officials](#)

**Latest Additions**

- 2007 Annual Meeting, Hawaii, Minutes have been [posted](#)
- **Scorecard of Approved Amendments** to USA Track and Field Rules of Competition [posted](#)
- 2008 IAAF Rule Changes As Approved August 2007 have been [posted](#)
- NOC 2007 Annual Report has been [posted](#)

**Quick Links**

- [Become a USATF certified Official](#)
- [Current Performance Records](#)

<http://www.usatfofficials.com/>

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## Pacific Northwest Association Website

**PNTF**  
 Pacific Northwest Association of USATF

**Officials**  
 PNTF-DA President  
 PNTF Officials Certification

The Pacific Northwest Track & Field Officials Association (PNTF-DA), although a separate organization from PNTF, works closely with PNTF in working events in Western Washington. We are also available to help other groups with their needs.

**Schedules**

- 2008 Officials Training Courses
- 2008 Ongoing Schedule

**USATF/PNTF Resources from Certification Clinic**

- 2008-2009 CD Database Form
- 2007 CD State of Contents
- 2008 PNTF Clinic Slides
- Certification Requirements
- Downloading the Current Rules
- National Officials Committee Code of Ethics
- Practicum Form
- Officials Brochure

**Additional USATF/PNTF Resources**

- Current Order Form
- Meet Management
- 2008-09 TRF Review (Association Level)
- 2008-09 Review/Review (Association Level)
- 2008-09 LDR/NC Review (Association Level)
- 2007 HS Short Course slides
- 2007 Short Course Meet to Meet slides
- Checklist: HS Meet Planning Situations

[www.pntf.org/officials/](http://www.pntf.org/officials/)

## What are the Qualities of an Effective Official?

- Knowledgeable
- Systematic and aware
- Calm and composed
- Congenial, but impartial
- Willing to enforce rules
- Caring, but firm and consistent
- Well groomed in appropriate uniform
- Able to see officiating as art and science
- "Invisible"



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## What Is an "Athlete-Centered" Officiating Philosophy ?

- Applying rules appropriately to the situation
  - Focus on fairness and consistency
  - Objectivity and impartiality
- Remaining positive and proactive
- Communicating consistently and clearly
- Reporting observations, never affecting the competition
- Keeping meet on schedule, not rushed/late
- Promoting professionalism, integrity and teamwork

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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

- Current rule book
- Pencils, clipboard, tape



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## Event Planning and Management



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## Organization of Supervising Meet Personnel

Meet Director

Games Committee and Jury of Appeal

Track Referee

Field Referee

Starter

Race Walk Referee

Chief Clerk

Chief Finish Judge

Chief Umpire

Chief Field Judge

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## Officiating Tasks Assignment Sheet

Event	Track Referee	Starter	Chief Clerk	Chief Finish Judge	Finish Judge	Chief Umpire	Umpire	Area #	Officials Count	Field Referee	Photo Panel	Chief Judge	Chief Field Judge	Business Manager
1								1						
2								2	Wind Coach (Track)					
3								3	Wind Coach (Field)					
4								4	Long Jump Chief					
5								5						
6								6	Triple Jump Chief					
7								7						
8								8						
9								9	High Jump Chief					
10								10						
11								11	Pole Vault Chief					
12								12						
13								13	Hammer Chief					
14								14						
15								15						
16								16						
17														
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## Roles of Meet Director and Games Committee

- If needed, create subcommittees
- Promote event and secure sponsors
- Design a schedule that minimizes conflicts
- Set entry standards, process entries and prepare event sheets
- Secure needed equipment
- Recruit and manage sufficient officials
- Prepare facility for competitions
- Requirements as defined in rule book
- Record and distribute results

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## Track Event Referee Roles

- Supervise chief officials, time schedule
- Meet with coaches and chief officials to review rules and procedures
- Observe for proper and safe warm-ups
- Observe all events closely to be able to resolve issues, address needs and answer questions
- Serve as *Supervising Official* for track events at high school dual meets
- Interpret and adjudicate rules
- Mentor new officials
- Non-voting resource to Jury of Appeal for track event protests

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## Field Event Referee Roles



- Supervise chief officials, time schedule
- Meet with chief officials to review rules and procedures
- Rove the field areas to resolve issues, address needs, assure safe practices, and answer questions
- Observe for proper and safe warm-up and competition procedures
- Serve as *Supervising Official* for HS field events
- Interpret and adjudicates rules
- Mentor new officials
- Resource to Jury of Appeal for field event protests

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## Referee Points of Emphasis



- Manage without micromanaging
- Conduct meeting of chiefs and coaches prior to start of meet
- Look it up, then rule!
- Enforce rules consistently: you can not arbitrarily choose what rules to enforce and not enforce
- Safety and consistency are essential

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## Coaches Meeting

- Emphasize safety
  - Review procedures (check-in, safety requirements, equipment checks, time limits, new rules, rules to be used, special procedures)
  - Warm-ups only under official's supervision
  - No practices except under this supervision
  - Explain "excused time": athlete's communication responsibilities, minimizing impacts of others
  - Require that no electronic devices be used within competition area
- Reminders about uniforms and jewelry
- Check-in and excused time expectations
- Introduce Supervising Officials/Referees
- Event procedures and events posting

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## Jury of Appeal



- Used only in major meets
- 3-5 knowledgeable persons
- Referee is resource, not a voting member
- Role limited to adjudicating all appropriately submitted appeals – not meet oversight
- Certain official's decisions are final and without appeal (e.g., starter)
- All jury decisions are to be rules-based and should cite the rule basis for the decision
- All Jury decisions are final and without further appeal

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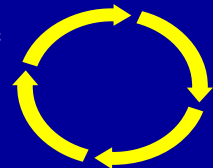
## Officiating Track Events



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## Five Components to Keeping Track Events on Schedule

1. Announcer
2. Clerk and Event Chief
3. Starter
4. Finish Line – timing and picking
5. Hurdle, blocks and work crews



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## Keeping the Meet on Schedule The Announcer



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## Announcer's Duties



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

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## Announcer's Duties Track Events



- Provides reporting information (script)
  - 1st call 15-20 minutes before event start
  - 2nd call 10-15 minutes out – “report call”
  - 3rd call 5-10 minutes prior – “final call”
- Announces entrants
- Observes, announces: “gun is up”
- Limits announcements to essentials
- Works with other officials as a team

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## Sample Announcer Calls Script

**Instructions:** Check off all calls as you make them. Note that the 3rd call for event A and 1st call for event B are to be made at same time.

**1st Call:** At the same time as the 3rd call for the preceding event (except 3200).

All runners are to report to the clerk, all field event competitors to the event area

**2nd Call:** Between the first and second heat of preceding event for all events with three heats

All runners and field event competitors are to be checked in and ready to compete.

**Final Call:** Just prior to the start of the third heat of the preceding race for all races with 3 heats.

The 3rd call is the final report call, all runners are to be checked in with clerk or scratched.

Event(s)	1st Call	2nd Call	Final Call
<b>3:40 -- All field event officials report to your assigned area.</b>			
Pole Vault, Girls High Jump, Girls Javelin, Girls Shot Put, Boys Discus, Boys Long Jump and Girls Triple Jump.	3:45 P.M.	3:50 P.M.	3:55 P.M.
Boys High Jump, Boys Javelin, Boys Shot Put, Girls Discus, Girls Long Jump, and Boys Triple Jump.	All field events except the High Jump are to be competed on an open pit basis for 1.5 hours. This second group starts 15 minutes after the end of the first set of competitions (approximately 5:45). Coordinate with the head high jump official concerning the first call for the Girls High Jump.		
<b>4:40 -- All running event officials are to report to your assigned area</b>			
110 Meter Hurdles (Boys) - 3 Heats	4:45 P.M.	4:50 P.M.	4:55 P.M.
100 Meter Hurdles (Girls) - 3 Heats	After Heat 1 - Boys Hurdles	After Heat 1 - Girls Hurdles	After Heat 2 - Boys Hurdles
100 Meters (Boys) - 3 Heats	After Heat 2 - Boys Hurdles	After Heat 1 - Girls 100	After Heat 2 - Girls 100 M.
100 Meters (Girls) - 3 Heats	After Heat 2 - Girls Hurdles	After Heat 1 - Boys 100	After Heat 2 - Girls 100 M.
1600 Meters (Boys) - 1 Heat	After Heat 2 - Boys 100 M.	After Heat 1 - Girls 100	After Heat 2 - Girls 100 M.
1600 Meters (Girls) - 1 Heat	After Heat 2 - Girls 100 M.	After Heat 3 - Girls 100	Just prior to start of Boys 1600
400 Meter Relay (Boys) - 1 Heat	Prior to start of Boys 1600	As Boys 1600 ends	Just prior to start of Girls 1600
400 Meter Relay (Girls) - 1 Heat	Prior to start of Boys 1600	As Boys 1600 ends	Just prior to start of Girls 1600
400 Meters (Boys) - 3 Heats	Prior to start of Girls 1600	Prior to Boys 400 Relay Start	Prior to Girls 400 Relay Start
400 Meters (Girls) - 3 Heats	Prior to Girls 400 Relay Start	After Heat 1 - Boys 400 M.	After Heat 2 - Boys 400 M.

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## Keeping Track Events on Schedule Clerking

Announcer



→ Clerks



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## Clerks of the Course Duties



- Know the facility
- Assign competitors to heats and lanes
- Provide starting and advancing instructions
- Proactively check uniforms
- Gather, hold, escort and place in lanes
- Anticipate and resolve challenges
- Attend to keeping the meet on schedule
- Remain calm and organized

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## Know the Facility Starting Line Locations and Markings

400 meter event color code	
Common event colors	100m, 200m
100m	Blue
200m	Red
400m	Green
800m	Orange
1600m	Yellow
3200m	Purple
6400m	Light Blue
12800m	Light Green
25600m	Light Orange
51200m	Light Purple
102400m	Light Yellow
204800m	Light Blue-Green
409600m	Light Orange-Green
819200m	Light Purple-Green
1638400m	Light Yellow-Green
3276800m	Light Blue-Green
6553600m	Light Orange-Green
13107200m	Light Purple-Green
26214400m	Light Yellow-Green
52428800m	Light Blue-Green
104857600m	Light Orange-Green
209715200m	Light Purple-Green
419430400m	Light Yellow-Green
838860800m	Light Blue-Green
1677721600m	Light Orange-Green
3355443200m	Light Purple-Green
6710886400m	Light Yellow-Green
13421772800m	Light Blue-Green
26843545600m	Light Orange-Green
53687091200m	Light Purple-Green
107374182400m	Light Yellow-Green
214748364800m	Light Blue-Green
429496729600m	Light Orange-Green
858993459200m	Light Purple-Green
1717986918400m	Light Yellow-Green
3435973836800m	Light Blue-Green
6871947673600m	Light Orange-Green
13743895347200m	Light Purple-Green
27487790694400m	Light Yellow-Green
54975581388800m	Light Blue-Green
109951162777600m	Light Orange-Green
219902325555200m	Light Purple-Green
439804651110400m	Light Yellow-Green
879609302220800m	Light Blue-Green
1759218604441600m	Light Orange-Green
3518437208883200m	Light Purple-Green
7036874417766400m	Light Yellow-Green
14073748835532800m	Light Blue-Green
28147497671065600m	Light Orange-Green
56294995342131200m	Light Purple-Green
112589990684262400m	Light Yellow-Green
225179981368524800m	Light Blue-Green
450359962737049600m	Light Orange-Green
900719925474099200m	Light Purple-Green
1801439850948198400m	Light Yellow-Green
3602879701896396800m	Light Blue-Green
7205759403792793600m	Light Orange-Green
14411518807585587200m	Light Purple-Green
28823037615171174400m	Light Yellow-Green
57646075230342348800m	Light Blue-Green
115292150460684697600m	Light Orange-Green
230584300921369395200m	Light Purple-Green
461168601842738790400m	Light Yellow-Green
922337203685477580800m	Light Blue-Green
1844674407370955161600m	Light Orange-Green
3689348814741910323200m	Light Purple-Green
7378697629483820646400m	Light Yellow-Green
14757395258967641292800m	Light Blue-Green
29514790517935282585600m	Light Orange-Green
59029581035870565171200m	Light Purple-Green
118059162071741130342400m	Light Yellow-Green
236118324143482260684800m	Light Blue-Green
472236648286964521369600m	Light Orange-Green
944473296573929042739200m	Light Purple-Green
1888946593147858085478400m	Light Yellow-Green
3777893186295716170956800m	Light Blue-Green
7555786372591432341913600m	Light Orange-Green
15111572745182864683827200m	Light Purple-Green
30223145490365729367654400m	Light Yellow-Green
60446290980731458735308800m	Light Blue-Green
120892581961462917470617600m	Light Orange-Green
241785163922925834941235200m	Light Purple-Green
483570327845851669882470400m	Light Yellow-Green
967140655691703339764940800m	Light Blue-Green
1934281311383406679289881600m	Light Orange-Green
3868562622766813358579763200m	Light Purple-Green
7737125245533626717159526400m	Light Yellow-Green
15474250491067253434319052800m	Light Blue-Green
30948500982134506868638105600m	Light Orange-Green
61897001964269013737276211200m	Light Purple-Green
123794003928538027474554422400m	Light Yellow-Green
247588007857076054949108844800m	Light Blue-Green
495176015714152109898217689600m	Light Orange-Green
990352031428304219796435379200m	Light Purple-Green
1980704062856608439592870758400m	Light Yellow-Green
3961408125713216879185741516800m	Light Blue-Green
7922816251426433758371483033600m	Light Orange-Green
15845632502852867516742966067200m	Light Purple-Green
31691265005705735033485932134400m	Light Yellow-Green
63382530011411470066971864268800m	Light Blue-Green
126765060022822940133943728537600m	Light Orange-Green
253530120045645880267887457075200m	Light Purple-Green
507060240091291760535774914150400m	Light Yellow-Green
1014120480182583521071549828300800m	Light Blue-Green
2028240960365167042143099656601600m	Light Orange-Green
4056481920730334084286199313203200m	Light Purple-Green
8112963841460668168572387826406400m	Light Yellow-Green
1622592768292133637114477655292800m	Light Blue-Green
3245185536584267274228955310579200m	Light Orange-Green
6490371073168534548457910621158400m	Light Purple-Green
1298074214633910090000000000000000m	Light Yellow-Green

• Markers exceeding 3" (8 cm) in height are not allowed on track or outdoors.  
• All colored markers and equipment shall be continuously maintained.  
• Running shoes and track & field equipment shall be used for safety.  
• All equipment must be used in accordance with the rules and regulations of the International Association of Athletics Federations (IAAF).

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## Clerk of the Course Duties Assign Competitors to Heats and Lanes

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## Assigning Heats and Lanes in Trials Serpentine for Major Meets/Championships (Example of 3 Heats)

**Fastest**                      **Slowest**  
1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18-19-20-21

Heat #1	Heat #2	Heat #3
1	→ 2	→ 3
6	← 5	← 4
7	→ 8	→ 9
12	→ 11	→ 10
13	← 14	← 15
18	→ 17	→ 16
19	→ 20	→ 21

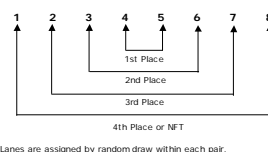
Competitors advance by taking places 1 - 4 from each heat  
Plus 4 fastest remaining times from all heats = 16 to semi-final

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## Assigning Heats and Lane in Final High School System

- Qualify for the finals by taking the first 4 placers from each heat OR top 3 plus from each heat next 2 fastest finishers
- Draw lanes by lot assigning 1<sup>st</sup> place finishers in lanes 4 and 5, 2<sup>nd</sup>s in lanes 3 & 6, 3<sup>rd</sup> placers in lanes 2 & 7, and 4<sup>th</sup> placers in lanes 7 & 8

### Assigning Lanes in Finals from Semi-Final Heats



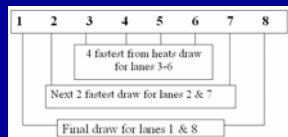
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## Assigning Heats and Lanes Semi-final Rounds - USATF

Selecting Semi-Finalists  
Serpentining by Place & Time

Establishing Lanes  
Random "Triple Draw"

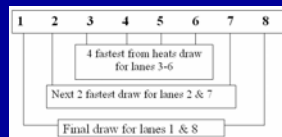
Semi-Final #1	Semi-Final #2
H1 - 1st	H2 - 1st
H1 - 2nd	H3 - 1st
H2 - 2nd	H3 - 2nd
H2 - 3rd	H1 - 3rd
H3 - 3rd	H1 - 4th
H3 - 4th	H2 - 4th
NFT 1	NFT 2
NFT 4	NFT 3



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## Assigning Heats and Lanes in Final USATF Approach – Triple Draw

- Qualify for the finals by taking the first 4 placers from each heat
- 3 draws of lanes by lot: first assigning 4 fastest finishers in lanes 3, 4, 5 & 6; then a draw for the next two for lanes 2 & 7; followed by a draw for lanes 1 & 8



Note: High School events randomly assign lanes in pairs

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## Clerk of the Course Duties

Check-in, Gather, Instruct, Check and Escort



Check-in



Gather, issue hip numbers



Check uniforms, for jewelry (HS)



Instruct



Escort to start line

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## Clerks Need to Know



- Facility layout, markings, locations
- How to seed athletes into proper lanes
- Field athletes check in at the event area
- Track athletes check in at clerk area
- Track athletes not checked in five minutes prior to start (final call) are scratched
- Make allowances for field event competitors
- Check athletes for proper uniform, jewelry
- Provide athletes with starting and advancing information
- Escort/direct athletes to starting line

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## Keeping Track Events on Schedule

### The Starters

Announcer → Clerk → Starter



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## Starting



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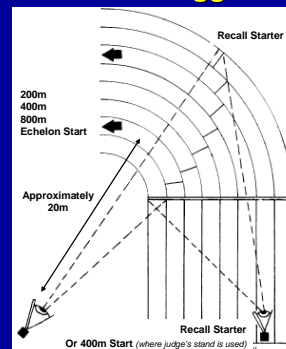
## Qualities of a Good Starter

- Is knowledgeable and decisive
- Willing to enforce rules consistently
- Is firm, patient and fair
- Provides *brief*, clear, minimal instructions
- Keeps meet on schedule
- Shares leadership tasks - delegates
- Works as part of a team
- All commands in same tone
- Keeps the focus on athletes
- Remember: fair start, on schedule, don't add to management's problems



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## Position of Starter and Recall For Staggered Lanes Starts



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### Position of Starter Straightaway & Sprints

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### Position of Starter 1500m and Longer

Walk Up Line

Start Line

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### Starters Need to Know

- Races up through 400 meters, 3 commands:
  - “On your marks”, “set” and, when all are still, the gun is fired
- For races over 400 meters, 2 commands:
  - “On your marks” and, when all still, the gun is fired
  - 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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### Keeping the Meet on Schedule Timing and Picking

Announcer → Clerk → Starter → Finish Area

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### The Finish

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### Finish Line Coordinator

- Trains volunteers how to time and pick; assigns by place
- For races over 400 meters: assigns a split reader and a lap counter
- Organizes the reporting of results
- Signals starters when ready for start coordinates with FAT timing team
- Pushes volunteers to report quickly to keep meet moving

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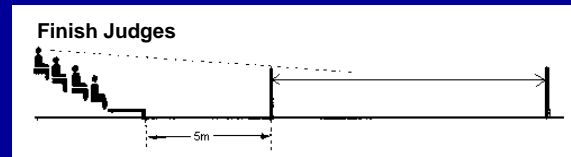
## Finish Line Coordinator/Head Timer's Finish Line Tasks

- Reading splits
- Organizing finish
  - Assigning officials to a place
  - Assuring timers/pickers get a result for every competitor
  - Often requires both timing and picking
  - Most experienced assigned to middle places
  - Systematic reporting by place
- Practicing timing prior to start
- Serving as back-up timer



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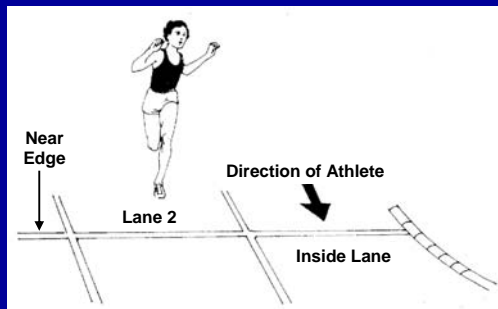
## Finish Judges



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

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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 times and they disagree, take the **slower** of the 2
- Priority given to timer assigned to time the **higher place**
- Important to have a back-up timer

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## Fully Automatic Timing - F.A.T. (Courtesy of FinishLynx®)

Start	1	2	3	4	5	6	7	8	9	10
01:16.23	19	6	Carl LEWIS	Sierra Monica TC	00:28	00:28				
01:18"	17	4	David EPSTEIN	Belgium	00:56	0:58				
0:0	22	5	Andrew TYNES	Belgium	00:05	0:37				
0:0	24	8	Ben CLAFF	New TC	00:22	0:44				
0:0	18	7	Keiichi ITO	Japan	00:01	0:11				

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## Timers and Judges Need to Know



- Time and pick by place; **NOT** by lanes
- Start watch with smoke/flash of gun
- Stop when torso of assigned placer crosses finish line
- Follow assigned placer with eye, identify characteristics
- Line up athletes in lanes
- Report times and places systematically
- Record handheld times to next higher 0.1 second

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## Keeping Track Events on Schedule Hurdle, Blocks and Work Crews

Announcer Clerk Starter Finish Area



Hurdle, Blocks and  
Work Crews



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## Hurdles, Blocks and Work Crews Keys to Success



- Planning and instructions
- Positioning volunteers
- Thinking next event
- Being invisible

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## Hurdles, Blocks and Work Crews Basics

- Track markings diagram with hurdle heights, instructions
- 6-8 persons along inside of track
- Begin setting hurdles at start line
- Align crossbar perpendicular to track marking – bar directly over mark
- Check hurdle heights, alignment
- After event, reset to next height, reposition and stack



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## Finding Hurdle Marks

400 meter event color code	
Common Finish Line	100m. Start
600m. Start	110m. Start
400m. Start	100m. Hurdles
1600m. Start	110m. Hurdles
800m. Relay Start	400m. Hurdles
1600m. Relay zones	300m. Hurdles
400m. Relay zones	Waterfall starts
800m. Relay zones	10,000m.
200m. Starts	3000m./5000m.
300m. Starts	1500m.
	1600m./3200m.
	3000m. Steeple

• Spikes exceeding 3'18" 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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### Finding Hurdle Marks

110 Hurdles Mark #1

100 Meter Start

100 Hurdles Mark #1

110 Hurdles Mark #2

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### Finding Hurdle Marks

At 4X100 Exchange Zone Three

400 Hurdle Mark

300 Hurdle Mark

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### Umpiring

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### Umpiring

**How would you prioritize locations:  
if you have 4, 8, or 12 Umpires?**

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### Umpiring Positions - Prioritized

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### Umpire Tasks - Minimums

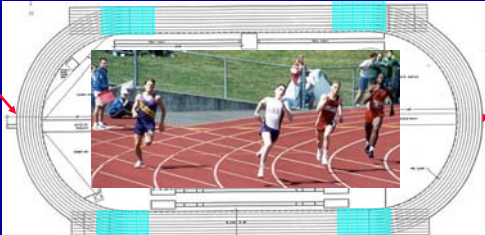
Minimum of 4 required - to cover curves, straights and relay exchange zones

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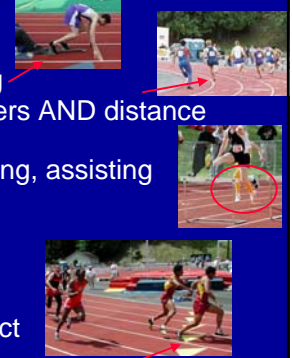
## Observe & Report Possible Violations

- Impeding or jostling
- Illegal hurdling – dragging or intentional knocking down
- Unfair assistance or contact
- Exchanging the baton beyond the relay exchange zone
- Running on or over inside lane line on a curve
- Failing to run in a direct line on final straight



## Track Events Frequent Violations

- Unstable starting
- Improper blocks holding
- Lane violations – sprinters AND distance runners
- Impeding, jostling, veering, assisting
- Hurdle violations
- Relay team uniforms
- Exchange zone passes
- Unacceptable conduct
- Unsportsmanlike conduct
- Uniforms and jewelry



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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**

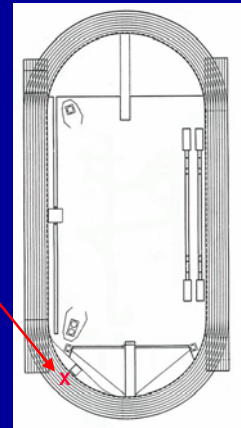
MEET: WIAA Championships CLASS: AAA  
 DATE: 05/2/06 TIME OF DAY: 1:30  
 EVENT: 300M Hurdles HEAT/SEMI NO.: Final  
 GIRLS/BOYS (circle): GIRLS LANE NUMBER: 3  
 COMPETITOR'S NAME: \_\_\_\_\_  
 BIB NUMBER: 253 TEAM: Amboy  
 COLORS: JERSEY: Green/Blue  
 SHORTS: Blue  
 LANE LINE \_\_\_\_\_ EXCHANGE ZONE \_\_\_\_\_ HURDLE   
 VEERING \_\_\_\_\_ JOSTLING/INTERFERENCE \_\_\_\_\_  
 POSSIBLE INFRACTION SPECIFICS (mark diagram on back) (who/what/where/how) \_\_\_\_\_ Runner in lane 3 (#253) dragged his left trailing leg below the horizontal plane of the hurdle bar while attempting to clear the fourth hurdle  
 UMPIRE'S SIGNATURE: Laurie 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 2006 NHSF Rules. The runner is disqualified.  
 REFEREE'S SIGNATURE: Iva Tuffgall

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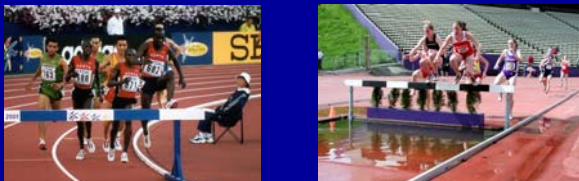
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 VEERING \_\_\_\_\_ JOSTLING/INTERFERENCE \_\_\_\_\_  
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## Steeple Chase

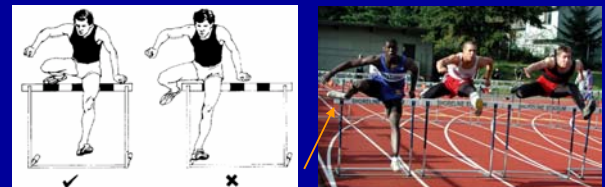


- Start and finish
- Place barriers on track
- Observe athlete barrier clearance
- Water jump and barrier

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## Umpire Tasks - Hurdles

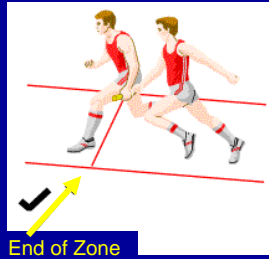
Observe for and report if competitor fails to clear the horizontal plane of a hurdle or intentionally knocking down a hurdle



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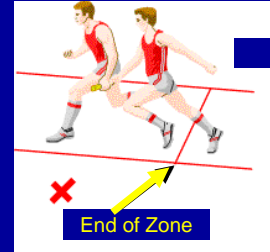


## Relay Passes Baton Must Be Within the Zone



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## Relay Passes Baton Must Be Within the Zone



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## What to Watch For



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## Umpires Need to Know

- **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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## Lunch Discussion Exercise

- In the final of the 300 meter hurdles, Competitor A in lane 5 veers into lane 4 just after the start, continues to run ahead of Competitor B in 4 for the entire race
- The referee disqualifies Competitor A for running in the wrong lane
- Competitor B's coach protests that Competitor A prevented Competitor B from running a fair race
- As a Jury of Appeals member how would you recommend the jury rule on this protest?

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**Lunch BREAK**  
**Bring on the food!**

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## Officiating Field Events



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## SAFETY!

Your Most Important Consideration  
in Officiating Field Events



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## Officiating Field Events

- Think Safety First!
- Administer an organized “on time” event
  - Review rules prior to competition
  - Provide clear and complete instructions
  - Inspect all implements and competitors
  - Assure accurate measurements – read/verify
  - High School rule: “mark” when implement lands
  - In major meets, the flight coordinator silently indicates positions to the competitors
  - Create a fair competition environment
- Provide consistent calls:  
“Up,” “On Deck,” and “On Hold” – “Mark”

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## Tips for 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, know rules/policies and show assertive leadership
- Control implements, no more than 2 at a time per competitor during warm-up

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## Tips for Conducting Safe Competitions



- Any use of implements or attempts are to be under supervision and control of an official, not coach
- Practice throws within sectors only
- Control access to implements (impound)
- Check implements for damage (e.g., wear on rubber tips)
- Assure athlete is able to compete safely
- Walk all implements back, no tossing
- All officials in field must be adults

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## Excused Time

- Defined as:
  - the time an athlete is allowed to leave a field event without the possibility of missing a trial
- A Games Committee decision
- The Case Book indicates 10 minutes as the norm
- Exceptions might be...running the 3200m or throwing events staged away from the main stadium
- Event head decides what is fair to all

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## Excused Time Reminders/Tips

- It is all about communications, flexibility and fairness – responsibility rests with the athlete
- Encourage athletes to be proactive

### Tips:

1. Check-in to the field event
2. Discuss upcoming running events with head official, ask about options
3. Check-in for running event at first call, then return to the field event area until the escort to start line (Clerks need to be flexible)

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## Field Event Officials Need to Know



- Think **Safety First!**
- Administer an organized event
  - Goal: create a fair competition environment
  - Review rules prior to competition
  - Inspect all implements and competitors
  - Provide clear and complete instructions
  - Establish a rhythm to the event, do not rush competitors
  - Provide consistent calls:  
“Up”, “On Deck”, “On Hold” – Then “Mark”
  - Assure accurate measurements
  - Announce marks clearly

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## Officiating Throwing Events



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## Throws Points of Emphasis

- Safety – official supervised warm-ups, controlled competitions, only adults in field
- When measuring, avoid standing on arc or within the circle using care in pulling, reading
- Maintain an “event rhythm” for athletes
- Observe for form faults and violations without blocking coaches’ view of board or arc
- Consistent audible calls:
  - Remove cone, call (up, on deck, on hold), start the watch
  - For high schools: “mark” when implement lands, then athlete exits the circle or arc

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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 Officiating Positions



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### Shot Put and Discus

**Sector Line**

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### Inside of Circle is for the Throwers Not the Officials

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### Sector - Fair/Foul

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### Shot Put Circle Fouls

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### Hammer and Discus Cage Positions

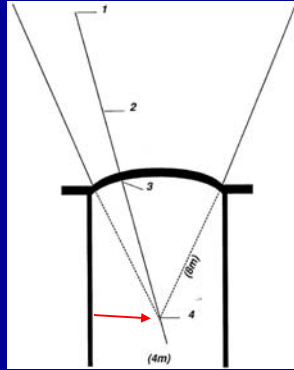
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### Javelin Throw Officiating at the Arc

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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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## Officiating Horizontal Jumps

Example of Approach to Officiating Field Events



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## Horizontal Jumps Positions One Person, One Job



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## Preparation Assigning Officials

- Match assignment with experience and skill
- Assign the duties for entire event
- Rotate positions between events



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## Preparation Essential Supplies

- Fiberglass tape (20-50 meters)
- Clipboard and Pencils
- Stopwatch
- Rake
- Shovel
- Broom
- Access to water/hose



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## Preparation Higher Level Competitions

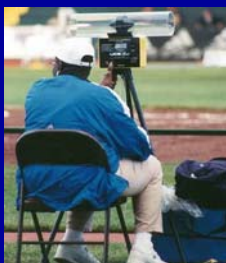
- 50 Meter/100 foot metal or fiberglass tape
- Wind gauge
- Leveling bar
- Plastic clipboard cover
- Flags and cones
- Clock
- Seating for all officials
- If needed, plasticine, putty knife, roller, white polish
- Towels



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## Preparation When a Wind Gauge is Used

- Place the gauge
  - 20 meters from foul line
  - 2 meters back from runway
  - 1.22 meters above ground
- Record the wind reading for every attempt



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## The Competition Warm-up and Run Through Period

- Announce a specific time period allotted for open pit run-through practices
- Supervise to maintain a safe pit
- Close pit at the predetermined time - cone at board
- Level and prepare the pit for the competition
- Ensure that no marks are placed on the runway



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## The Competition Competitor Instructions

- End warm-ups five minutes prior to start
- Gather all competitors

### Review:

- Applicable rules
- Any special rules applying to this meet
- Time limit per attempt and calls
- Procedures for checking out of the event
- Method for advancing to the final
- Order of jumps – preliminary and final rounds



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## Sample Competitor Instructions

1. You will place no marks on the runway or in the pit
2. You have 1 minute after your name is called to initiate your attempt
3. You must exit the pit beyond your mark
4. Before leaving for another event, you must check out with the head official in preliminaries and return promptly
5. You may not leave during the finals without permission from head official



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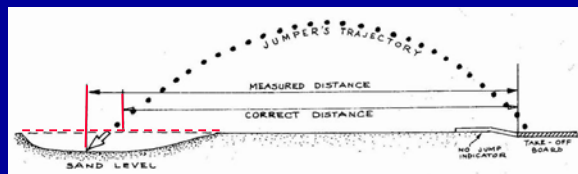
## Competition Readying the Competition Area

- Check the board
  - condition and steadiness
- Dampen the pit
- Turn pit with shovel or rotor-tiller, remove debris
- Level pit
- Sweep area around pit, clean the runway
- Sweep and rake following warm-up period



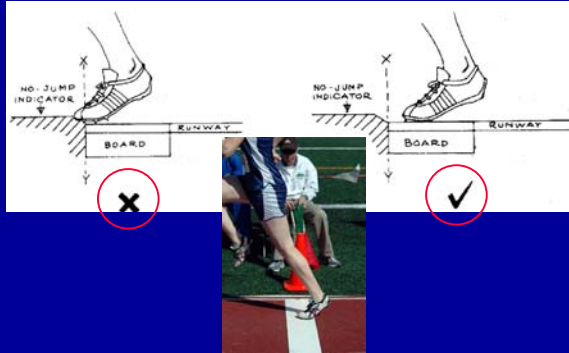
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## Long/Triple Jump Requirement for a Level Pit Sand Break Points



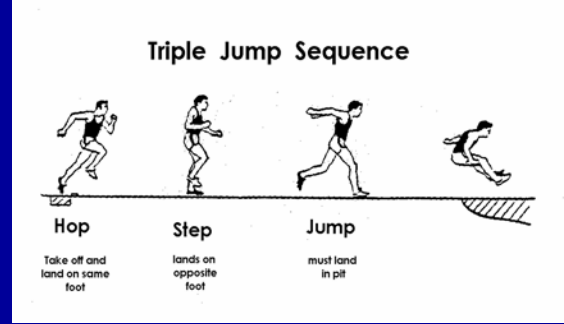
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### Take-off Board - Foul vs. Fair



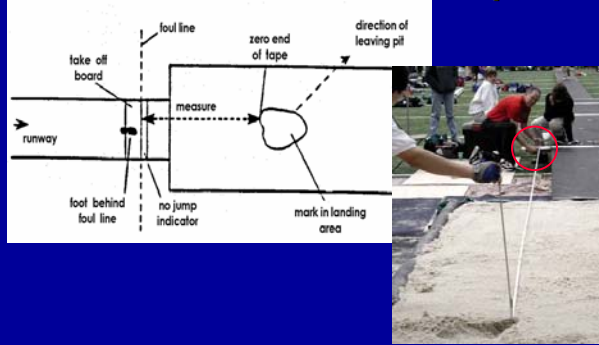
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### Triple Jump Technique



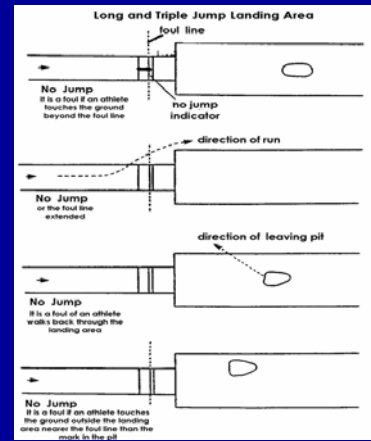
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### Elements of a Valid Jump



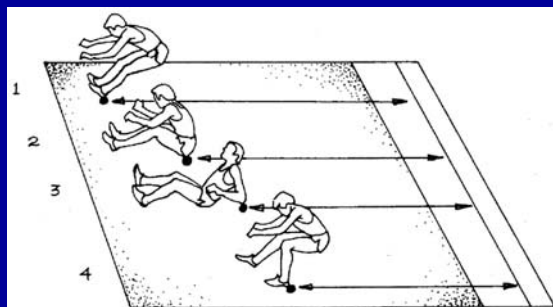
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### Types of Violations



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### Long/Triple Jump Measurement Sand Break Points



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### Proper Measurement

- Mark closest point of landing to the board
- Zero end of the tape is placed on the edge of the break in sand closest to the take-off board
- Measure perpendicular to take-off board and parallel to the edge of runway
- **After attempt is complete,** announce distance to lesser centimeter or "foul" as the red flag is raised



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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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### Conducting Finals

- Determine the competitors who will advance (the number should be on results sheet)
- Determine the order for the final
- Announce names, order and preliminary best mark
- Announce final round, final attempt for each competitor
- Recheck final results, sign and note time
- Leave competition area in good condition
- Submit results for announcement/posting

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### Results Form and Recording HS Dual Meets Limited to 4 Attempts

MEET _____		DATE _____																
CONTESTANT	EVENT		CIRCLE ONE			SHOT			DISCUS			LONG JUMP			TRIPLE JUMP			
			PRELIMINARIES			FINALS			BEST			EFFORT						
	1st	2nd	3rd	1st	2nd	3rd												



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### Open Pit Approach



- Pit is open for a set period of time, usually 60 minutes
- Competitor must complete her/his four attempts within the allotted time period
- Jumps are generally taken one at a time
- At the end of the time period, the order of finish is determined by ordering the best of the four jumps (usually circled on the results sheet)

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### Potential Problem Areas

- Competitors jumping out of order
- Jumpers checking in, then “disappearing”
- Unacceptable language, behavior
- People walking across the runway
- Unsafe use and storage of equipment
- Pit edge visible and surface kept level
- Officiating crew in the improper positions
- Lack of supervision, control
- Conflicts with other events

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### In Review

1. Remove the cone
2. Make announcing calls:  
“Up” - “On Deck” - “On Hold”
3. Start the clock/watch
4. Watch the board for legal take-off
5. Signal “fair” or “foul”/“no mark” after the competitor has exited the pit
6. Announce clearly, don’t shout



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## Officiating Vertical Jumps



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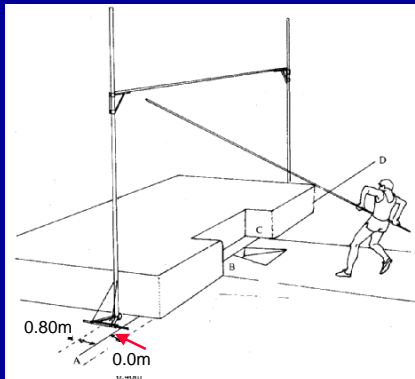
## Vertical Jump Tasks

- Preparing area
  - Set standards and mark their placement according to the applicable rule book
  - Set and mark the bar
  - Measure the height of crossbar at standard point
- Time limits – differs by rule bodies
  - 60 seconds for High Jump
  - 90 seconds for Pole Vault
- Clearance
- Breaking ties



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## Pole Vault Area



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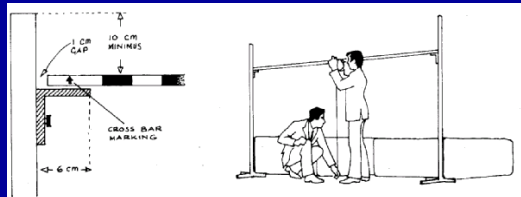
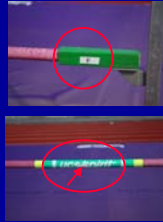
## Pole Vault Officiating Positions



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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 – Key Principles



- Always think and practice **safety** - in warm-ups and competition
- Consistent communications and practices (e.g. “excused time”, calls)
- Accuracy and athlete centered
- Circle is for athletes, not officials

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## Officiating Cross Country and Long Distance Running



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## Basic Requirements Common to LDR and Cross Country

- Race Director, Games Committee
- Referee
- Officials to cover
  - Start
  - Course
  - Chute Finish
  - Results



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## LDR Course Design Considerations



LDR: begin with Finish Area

- Finish area: adequate set-up and safe access to finish for all competitors
- Registration Area
  - Overhead signs and predicted pace signs
  - Weather protection
  - Cut-off deadline for on-time start
- Splits: mats/chips, signage and read outs
- Refreshments with signage

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## Cross Country Course Design



- Start Area
  - Safe, open, straight area for 600-800 meters
  - Arc and boxes for teams
- Course markings – lines versus flags
- Multiple chute finish system

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## Start Procedure



Clerks - check in competitors, set starting positions on start line - arc

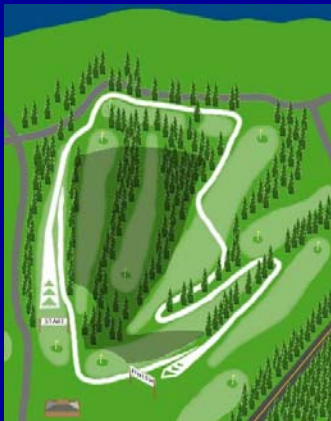


- Marshals - start line, assembly, pace signs
- Starter - standard commands, no count down
- In LDR: real start line 10 feet in front of marked

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## On the Course

- Umpires
- Course marshals
- Split time readers
- Spectator areas



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## On the Course

- Course considerations:
  - Marking and signage
  - Splits – visual and oral
  - Aid stations – consistent organization
  - First aid and communications
  - Marshalling and guiding
- Written procedures and process steps for each assignment
- Applicable rules on assistance and why umpires are important

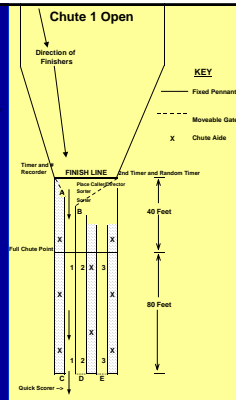


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## “Best Practice” Finish System

For Invitationals and Championships

- Key principles:
  - Use of multiple chutes
  - Uninterrupted flow for finishers



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## Finish Steps

- Chute Director
- Recording Timers
- Select Timers
- Sorters
- Chute Aides
- Pullers
- Spikers
- Quick score



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## Results Generation Methods

Total field finish times method

- Finishers timed at the front of the chute
- Tags removed from finishers at end of chute
- Issues: “turkeys”, staying in chute, fallen finishers

Estimated time method

- All chutes open
- Interval times taken
- Time estimators sent down chutes
- All tags removed



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## Results Entry

- Finisher tag information entered into computer
- Select times used to adjust recorded times
- Direct or indirect entry of times



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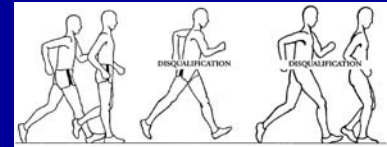
# Officiating Race Walking USATF, NAIA, IAAF and Youth Event



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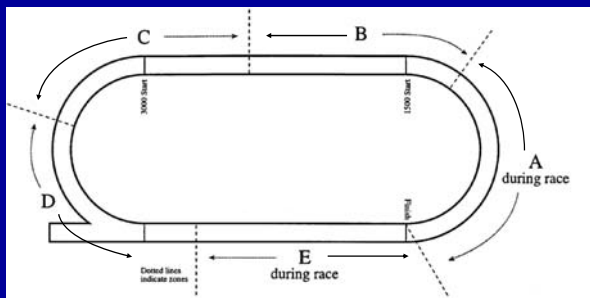
# Rules of Race Walking Technique

- **Rule # 1** The walker is to maintain continuous contact with the ground
- **Rule # 2** The walker's advancing leg is to be straightened from first contact with the ground until the leg is in the vertical upright position



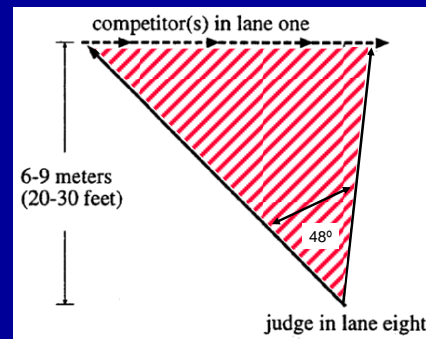
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# Judging Sectors on Track



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# Proper Area of Observation



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# Race Walk Caution Paddles

Loss of Contact

Bent Knee



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# Race Walk Judge's Cards Tally Sheet Warning Card

RACE WALK JUDGE'S TALLY SHEET

JUDGE: \_\_\_\_\_ COMPETITION: \_\_\_\_\_

EVENT: \_\_\_\_\_ MALE: \_\_\_\_\_ FEMALE: \_\_\_\_\_

Competitor #	Caution		Proposed for Disqualification	
	Dis	Time	Dis	Time
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

NAME: \_\_\_\_\_ Last of name: \_\_\_\_\_ First Name: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

RACE WALK JUDGE NUMBER: 3

PROPOSAL FOR DISQUALIFICATION

COMPETITOR NUMBER: \_\_\_\_\_

LOSS OF CONTACT: ~

BENT KNEE: >

TIME OF DAY: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Chief Judge Disqualifies If 3 Warning Cards Issued



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## Recording Calls Process



Race Walk Judging Summary Sheet - Road Events

Event: \_\_\_\_\_ Chief Judge: \_\_\_\_\_  
 Date: \_\_\_\_\_ Recorder: \_\_\_\_\_

Level of Contact:  Best Case:  Progression:  Other (Insert Instruction Inside Symbols)

Judge's Name	1	2	3	4	5	6	7	8	9	Disqualification
Competition #										



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## Chief Judge's Tally Sheet

Race Walk Judging Summary Sheet - Road Events

Event: \_\_\_\_\_ Chief Judge: \_\_\_\_\_  
 Date: \_\_\_\_\_ Recorder: \_\_\_\_\_

Level of Contact:  Best Case:  Progression:  Other (Insert Instruction Inside Symbols)

Judge's Name	1	2	3	4	5	6	7	8	9	Disqualification
Competition #										

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## Next Steps



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## Help Us Enhance the Clinic

Complete the evaluation form

Officials Certification Clinic Evaluation

Clinic Date: \_\_\_\_\_ Name (Optional): \_\_\_\_\_

Circle the most appropriate description and comment as appropriate. Please be frank!

Overall rating of presentation by subject:

Very Useful	Useful	Not Useful
5	4	3
5	4	3
5	4	3
5	4	3
5	4	3
5	4	3

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## Next Step for You

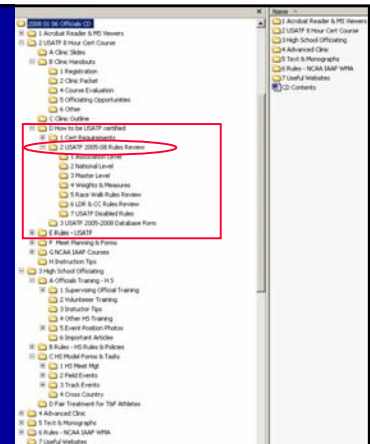
### Completing Association Level Certification

- Complete the database form
- Complete the rules review
- Submit review and letter requesting association certification to PNTF Chair – William Hickman, 1960 9<sup>th</sup> West, Seattle 98119
- Start completing the course practicum (see "Officiating Opportunities")

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## Getting Certified:

### Rules Review and Database Form



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## Database Form

Complete the database form and rules review Mail to Certification Chair

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## Benefits of Certification

- Recognition of formal training
- Awareness of rules, big picture
- Progressive skill levels
- Remain current rules/best practices
- Value of completing practicum
- Requirement for USATF major meets
- Clear commitment to continuous learning
- Be a part of a community of givers

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## Advancing to National Level Practicum Meets and Events

Get started on completing the practicum

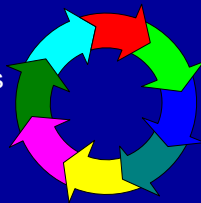
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## Officiating Opportunities Pacific Northwest Association Website

[www.PNTF.org/officials/](http://www.PNTF.org/officials/)

## In Review

- Organize to keep meet on schedule
- Work as a team
- Use written task descriptions
- Secure enough officials to time, place and observe each competitor
- Be as "invisible" as possible
- Focus remains on athletes



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## If you remember nothing else...

- Adopt a proactive athlete-centered philosophy of officiating
- Think safety
- Keep the meet moving, focused on competitors – on the track, in the field
- Remain objective, fair and consistent
- Just do **your job** exceptionally well
- View officiating as both an art and science – apply rules to context
- Enjoy the experience

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**National Track & Field Officials Committee  
Of USA Track & Field  
Washington State T & F Coaches Assoc.  
Pacific Northwest Track & Field Association**



**Welcomes You to Officiating  
and  
Thanks you for attending today's course**

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In the Memory of John R. Davis

1940 - 2001



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## **Acknowledgments**

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Washington Interscholastic Activities Association  
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