Recruiting and Training Officials to
Create a Great Meet Experience
Supervising Official and Officiating CD

Lawrie Robertson
Pacific Northwest Association of USATF

Today We Will Cover
- 7 keys to creating a great meet experience
- Supervising Official concept
- CD tools to assist you
- Getting started

Objectives
- Appreciate value of prior planning and training - 7 keys to success
- Understand Coaches Association proposal and its value to you
- Learn how to use CD's tools to best advantage
- Feel able to create a great meet experience

7 Keys to a Great Meet Experience
1. Planning and organization
2. Using best practice tools
3. Supervision and coordination
4. Right people, right jobs
5. Right equipment
6. Efficient meet flow
7. Attention to final details

Benefits of Adopting 7 Keys
- Start on time, finish quickly
- Expectation of confidence
- Keeps focus on the kids
- Positive experience for your athletes, volunteers and spectators
- Creates a reputation for excellence
- Not hard to do

Key #1
Planning and Organizing
- People
- Equipment
- Meet flow
- Follow-up

Thank You!
Key #2
Use Available Tools - About the CD
- Organization and contents
- Training support
- Available tools, model forms
- Diagrams, photos and mini-slide shows

Key #3
Supervising Officials Concept
- 2-3 Recruited by the Head Coach or AD
- Assists with recruitment of event heads and adult volunteers
- Trains event heads, provides information sheets for volunteers
- Supervises and oversees
- Pitches in where needed
- Follows up with volunteers

Key #4
Recruiting, Training and Retaining Volunteers
- Supervising official is responsible
- Right people, right job – event heads and adult volunteers
- Training and retaining volunteers – communications, adequate support, thanks
- Use of students
- Meet experience and follow-up

Key #5
Right Equipment
- Equipment checklist
- Each area set-up in advance
- Event clipboard - instructions, waterproof paper results sheet, rules
- Basics - tape, pencils, broom, watches

Key #6
Achieving Efficient Meet Flow
- First consideration is creating safe environment
- Athlete-centered focus
- It's all about communication, preparation
- Efficient field events
  - Minimums for Adult Coverage
  - Event set-up
  - Tips for efficiency – think the next event
  - Accurate announced results

Tips for Recruitment & Retention
- Start now identifying potential volunteers, especially event heads
- Sign-up list at Parents Meeting with email or phone call follow-up - phone tree
- Train event heads (content is on CD)
- Coaches help officiate home meets
- Start and finish on time, be organized
- Provide adequate numbers and information sheets (by event or task)
- Follow-up: seek feedback and say thanks
Recruiting, Training and Retaining Volunteer Officials

Key #6
Achieving Efficient Meet Flow
Five elements for efficient track events
1. Announcer
2. Clerk
3. Starter
4. Finish line
5. Hurdle and block crews

Key #7
Attention to Final Details
- Announcing results
- Printing and distributing results
- Calling in the results
- Seeking feedback

Next Steps
How WSTFCA Can Help
- Get started with things you can do now
- Recruit two supervising officials and your event heads - use the CD to train
- Request a league or district training
- Sign-up sheet at Parents Meeting
- Follow-up with a call (where, what, when)
- Organize your clipboards - instructions and rules
- Require your coaches to help at all home meets

Questions?
Lawrie Robertson
Pacific Northwest Track & Field Association
Email: oxy1969@hotmail.com
Home Phone: (425) 392-1500

Today We Covered
- 7 keys to creating a great meet experience
- Supervising Official concept
- Tools to assist you
- Getting started