

ATHLETICS NEW ZEALAND OFFICIALS PROTOCOLS

We have developed Protocols for each event, to see all Officials consistently and uniformly trained in running and officiating at all event.

These protocols will be used at National and at Regional level and filter down to all areas of Officiating throughout the country. This is to ensure that we achieve a standard practice across the country.

There are many times when Officials find themselves under pressure. This is where training comes to the forefront and teamwork provides support. Follow the lead of your Chief Judge and Referee, work together and support each other as a team.

Safety

- Every person at an Athletics Meeting has a responsibility to act safely, identify, manage or eliminate risk
- Safety officers/Arena Managers should be appointed for all meetings
- Their role is to ensure that only permitted personnel have access to the Field of Play (FOP) and that the competition areas are safe
- Sectors for long throws must have safety signs erected
- No practice throws allowed for any event unless there are supervising officials in attendance and carried out under their supervision
- All safety issues must be notified to the Meeting Manager/Competition Director and/or Arena/Safety manager.

Officials must be:

- Neat and Tidy
- Polite
- Decisive
- Knowledgeable
- Aware
- Safety conscious
- Sun smart
- Observe the Officials Code of Conduct

Officials Room

- All Officials must sign in and out on the Officials Register
- Clean up after yourself, it's not the responsibility of the custodian of the Officials Room to clean up after you

Officials

- Report a minimum 1 hour prior to the start of the first scheduled event or as advised for that competition and attend the briefing as notified
- Bring only essential things to the stadium, less is best
- Keep jewelry to a minimum
- Personal items are to be left in the Officials Room where they will be looked after (at your own risk)

- Each team of Officials to take one bag into the arena containing rain jackets, drink bottles and other necessary items
- All rubbish at the event site shall be removed at the end of each event

Uniforms

- Clean and tidy
- Grey/Green Official polo shirt (or Centre depending on the competition)
- Long black trousers or skirt (no ¾ pants, shorts, jeans etc.)
- Only wear Official badges
 - Official Name Badge
 - Technical Official badge
 - Long Service badge
- Black closed in shoes
- Straw/Black hat or cap (Officials one)
- Black wet weather gear as required

Entry to Field of Play (FOP)

Officials

- Assemble and enter the FOP at a point and time determined by the Competition Director/Meeting Manager
- Walk in at an easy pace
- Generally no walking up the Home Straight
- Carry items in the same hand
- Prior to leaving the FOP the event site must be left clean with all rubbish picked up

Start Officials

- Walk on and off in single file or pairs in lane 8 and not up the front straight

Track Officials

- Walk in single file depending on the event with the Official that has the furthest to travel leading the Officials into the FOP
- Walk outside lane 8, but if have to walk on the track then walk in lane 8 but not up the front straight (unless going to assigned position)

Field Officials

- Enter to the site by the most direct route as possible but still going around the outside of the track until opposite your site
- Walk in single file as one group
- Walk outside lane 8, but if have to walk on the track then walk in lane 8 but not up the front straight

On the Field of Play

All Officials must be aware of the view of the FOP required by spectators and media.

Track Event Officials

Start Team

- Work under the direction of the Start Coordinator
- Determine if there is a separate Starts Referee
- Ensure that a Zero control test is conducted one hour prior to the first event of each session in conjunction with Photo Finish and the Track Referee

Track Referees

- Work closely with Chief Track Umpire, Competition Director and Chief Photo Finish Judge
- Advise Competition Director that event is clear of incidents
- Complete forms from Umpires and make decisions on reported incidents
- Rule on verbal protests from athletes or their representative

Umpires

- Work under the instruction of the Chief Umpire
- Must be available for all track events include Race Walking events
- Sit where directed
- Stand up when the last athlete has been announced
- Remain standing until the last athlete crosses the finish line
- Promptly show yellow or white card to the Chief/Assistant Umpire
- Complete relevant paperwork quickly and neatly

Relays

- Chief to allocate duties to Officials at the change if not already appointed
- Ensure the paperwork is present
- Ensure the correct athletes are present and place them in their correct lanes also ensuring they understand the markings on the track
- Check markers are legal
- Observe the baton changes (remember it's the position of the baton that matters)
- Check with other Officials that the change is all clear
- Signal all clear or an infringement, if the later ensure that the paperwork is correct and send to the Referee promptly
- Clear track of the athletes
- Remove all markers from the track

Walks Judges

- Report prior to event to elect a Chief Judge if one has not already been appointed
- Follow directions of Chief Judge and go to allocated judging station
- Show yellow paddle to athletes when it is considered that they aren't fully complying with the rules
- Fill in red card when the athlete has failed to comply with the rules
- Complete Judges sheet for each and every action
- Issued red card sent to the Chief Judge for athlete deemed to have broken the rules
- Remain at your allocated position until the last walker has finished
- Attend post race debrief with other judges

Field Event Officials

Referees

- Ensure that the competition area is ready for competition
- Ensure that there are sufficient officials to conduct the event
- Check final results and sign sheet
- Supervise measurement of any record performance
- Rule on any verbal protests from athletes or their representatives
- Oversee competition to ensure that it is conducted in accordance with the rules
- Pre and Post event Electronic Distance Measuring Device (EDM) checks
- Check the Wind Gauge is working and in the correct position

Field Officials Throws

- Move and work under the direction of the Chief Judge
- After the site is ready then sit in the athletes shelter until the athletes enter the FOP
- Move to their allocated positions promptly before the athletes arrive at the event site
- At the completion of the event it is the responsibility of the Sector Landing Judge to inform the other landing officials that the event is finished

Chief Judge

- Manages the event and ensures all Officials carry out their duties
- Ensures that the competition is conducted in accordance with the IAAF rules and WPA rules and regulations
- Ensures along with the Referee and Technical that the event site and equipment is ready prior to the athletes arrival
- Collects the Results Sheets from the Competition Secretary prior to event
- Verifies measurements and checks and signs the Results sheet

- Refer any oral protests immediately to the Referee
- Delivers the athletes to Post Event at the conclusion of the event and delivers the Results sheets to the Competition Secretary.

Flag Judge

- Judges infringements in the circle
- Will indicate a valid trial with the white flag or invalid trial with a red flag
- Flag is raised directly the athlete has left the circle/runway after checking the signal from the Flash Card Judge and the Landing Sector Judge
- Flag should be held in the upright position for 3 – 5 seconds
- Flag should then be moved directly down

Flash Card Judge

- In addition to indicating whether the throw is legitimate, indicates when the implement has landed by turning the card to the Flag Judge (the colour being determined by what the Flash Card Judge has seen at that time)
- Flash Card – white valid throw/put; red invalid throw/put
- Both judges continue to monitor the exit and if necessary the Flash Card Judge may alter the colour displayed
- For this reason the card should be displayed discretely to the Flag Judge
- In Hammer ensures the correct gate is closed
- In Javelin place the cone on the runway after the athlete has left

Landing Sector Judges

- Walk in single file along the sector line to at least the 50m mark for the javelin/discus/hammer and a lesser distance for the shot put
- Move into the sector with even spacing between each Official, in an arc shape and to work as a team
- Responsible for ascertaining where the implement lands
- Must have a spike /peg in pocket to place where the implement lands if required
- Hand Signals: The Landing Sector Judge closest to the sector line should indicate with an outstretched arm, horizontal position with palm facing toward the Circle/Runway Judge if the throw was outside the sector.
- Designated Landing Sector Judge to indicate a failure of the landing (flat javelin) with both arms out to the side at a 45 degree angle pointing towards the ground

Landing Sector Judge (Spike)

- Will be responsible for the placement of the prism or spike (if tape being used) at the nearest mark made by the implement to the throwing circle/arc. This must be done regardless of the validity of the performance

- If a tape is being used ensure there is enough slack in the tape when the Circle/Runway Judge pulls the tape through the centre of the circle/arc. To achieve this hold some of the tape in your hand until the spike with the 'zero end' of the tape is placed on the nearest mark of the implement to the circle/arc. Then release the tape this helps to prevent the official being unable to insert the spike at the correct place
- At the completion of the event watch for the signal from the EDM operator or Circle/Runway Judge that the event has concluded, move from the infield in a single file along the sector line and line up away from the recording table until asked to leave the FOP

EDM Operator

- Set up the EDM machine with the Chief Judge and Referee prior to the event
- Check EDM calibration pre and post event
- Signal Landing Sector Judge (Spike) when the measurement is recorded
- Records all measurements on the Result sheet, at the end of the event complete Results Sheet
- Ensure the Recorder has called back the measurement before waving off the Judge

Recorder

- On the Chief Judges direction alert the athletes to the start of competition
- Fill in the start time of the event on the Result sheet
- Call each athlete in competition order once the area is ready after each trial, announcing the start of each new round (ie Heather followed by Lillian)
- Record all trials on the Result Sheet: – Pass = “-“ , Valid performance = 0.00 (measurement), Invalid = X
- Call the measurement back to the Judge reading the tape/EDM operator
- Reorder the top 8 athletes after round 3 from 8th to 1st. The 8th ranked athlete will throw first for the next 3 rounds
- At the end of the event, record the best attempt for each athlete and rank them in their correct finishing order
- Sign the Result Sheets and fill in the finish time of the event
- Fill in the presentation sheet as required
- The Result Sheets are to be checked and signed by the Chief Judge and Referee

Time Clock

- Operates the Time Clock in accordance with current IAAF and WPA rules
- Raise the yellow flag when there are 15 seconds left on the time clock and keep it raised until the time is up
- The Yellow Flag is lowered only when the time expires or the athlete competes their attempt

Scoreboard Operator

- Records performance on the board promptly
- Rotates the board to the Competition Director/Announcer first and holds for the count of 5 seconds
- Rotates board to the spectators

Athlete Control

- Collect the athletes from the Call Room and leads the athletes to the event site by using gate closest to event site (never use the front straight or across the infield)
- Monitor the athletes as they move across the track to speak with coaches (they can't stay over there)
- Javelin – watch and control the track as necessary
- Escort athletes if they need to leave the FOP
- At end of event along with the Chief Judge escorts the athletes to Post Event Control

Field Officials Jumps

- Move and work under the direction of the Chief Judge
- After the site is ready then sit in the athletes shelter until the athletes enter the FOP
- Move to their allocated positions promptly before the athletes arrive at the event site

High Jump/Pole Vault

Chief Judge

- Manages the event and ensures all Officials carry out their duties
- Ensures that the competition is conducted in accordance with the IAAF rules and WPA rules and regulations
- Ensures along with the Referee and Technical that the event site and equipment is ready prior to the athletes arrival
- Collects the Results Sheets from the Competition Secretary prior to event
- Verifies measurements and checks and signs the Results sheet
- Refer any oral protests immediately to the Referee
- Delivers the athletes to Post Event at the conclusion of the event and delivers the Results sheets to the Competition Secretary.

Flag Judge

- Judges whether the Athletes attempt is valid or invalid in accordance with the IAAF and WPA rules
- Indicate a valid trial with the white flag or invalid trial with a red flag.
- Flag should be held in the upright position for 3 – 5 seconds
- Flag should then be moved directly down

Bar Judge

- Adjust the height of the crossbar for trials as required, ensuring that the ends of the crossbar are flat on the supports and ends are level
- Assist the Chief Judge to determine if the attempt by an athlete is valid or invalid
- Pole Vault, adjust the uprights according to the athlete requests, verify with the Recorder that the uprights are in the correct position for the next jump
- Place a cone on the runway before the scheduled start time to prepare the bar
- Mark the end supports and cross bar to ensure they are being replaced on the supports the same way each time and is not twisted
- Replace the bar after each unsuccessful trial
- Make sure the bar is stationary before the next athlete commences their jump
- Ensure that the runway and landing area is safe
- At the end of the event clear the runway of all markers

Recorder

- On the Chief Judges direction alert the athletes and spectators to the start of competition
- Call each athlete in competition order once the site is ready after each trial, announcing the start of each new round (eg Heather followed by Lillian)
- Record all trials on the Result Sheet: - Pass = - , Valid performance = O, Invalid = X
- At the end of the event, record the best attempt for each athlete and rank them in their correct finishing order
- Sign the Result sheet, fill in the start and finish time of the event
- Fill in the presentation sheet as required
- The Result sheets are to be checked and signed by the Chief Judge and Referee

Time Clock

- Operates the Time Clock in accordance with current IAAF and WPA rules
- Raise the yellow flag when there are 15seconds left on the time clock and keep it raised until the time is up
- The yellow flag is lowered only when the time expires or the athlete competes their attempt.

Scoreboard Operator

- Records performance on the board promptly
- Rotates the board to the Competition Director/Announcer first and holds for the count of 5 seconds
- Rotates board to the spectators

Athlete Control

- Collect the athletes and start list from the Call Room and leads the athletes to the event site by using gate closest to event site (never use the front straight or across the infield)
- Ensures each athlete is ready to commence their trial
- Ensures athletes remain within the competition area
- Monitor the athletes as they move across the track if applicable to speak with coaches (the athletes can't stay over there)
- Escort athletes if they need to leave the FOP
- At end of event along with the Chief Judge escorts the athletes to Post Event

Long and Triple Jump

Chief Judge

- Manages the event and ensures all Officials carry out their duties
- Ensures that the competition is conducted in accordance with the IAAF rules and WPA rules and regulations
- Ensures along with the Referee and Technical that the event site and equipment is ready prior to the athletes arrival
- Collects the Results Sheets from the Competition Secretary prior to event
- Verifies measurements and checks and signs the Results sheet
- Refer any oral protests immediately to the Referee
- Delivers the athletes to Post Event at the conclusion of the event and delivers the Results sheets to the Competition Secretary.

Flag Judge

- Positioned directly opposite the take-off board, facing the spectators
- Judges whether the Athlete's take off is valid or invalid in accordance with the IAAF and WPA rules
- Sits in direct line with the take off board for long/triple jump
- Indicate a valid trial with the white flag or invalid trial with a red flag.
- Flag should be held in the upright position for 3 – 5 seconds
- Flag should then be moved directly down

Board Judge

- Positioned directly opposite the take-off board, facing the spectators
- Assists the Flag Judge to determine if the trial is valid or invalid in accordance with the IAAF and WPA rules
- Ensure the plasticine board is correctly in position and kept free of marks and indentations
- Remove the cone closing the pit between warm ups and the commencement of each trial
- Close the pit after each trial with a cone
- Pull the tape taut through in a straight line from the spike to behind the take-off board or extension
- Verify the measurement as read by the Board Judge

Recorder

- On the Chief Judges direction alert the athletes and spectators to the start of competition
- Call each athlete in competition order once the pit is ready after each trial, announcing the start of each new round (eg Heather followed by Lillian)
- Record all trials on the Result Sheet: - Pass = - , Valid performance = 0.00 (measurement), Invalid = X
- Call the measurement back to the Board Judge reading the tape/EDM operator
- Reorder the top 8 athletes after round 3 from 8th to 1st. The 8th ranked athlete will jump first for the next 3 rounds
- At the end of the event, record the best attempt for each athlete and rank them in their correct finishing order
- Sign the Result sheet, fill in the start and finish time of the event
- Fill in the presentation sheet as required

Time Clock

- Operates the Time Clock in accordance with current IAAF and WPA rules
- Raise the yellow flag when there are 15seconds left on the time clock and keep it raised until the time is up
- The yellow flag is lowered only when the time expires or the athlete competes their attempt.

Landing Area Judge

- Sit on the infield side of the landing area about 1/3rd of the way down the pit and approximately a meter away from the edge
- Landing Area Judge to rule on the validity of the leaving the pit before entering to place spike/prism. If invalid then indicate with an outstretched arm (ensure the rakers don't enter until the athlete has left the pit)
- After a trial when the athlete has left the landing area, place the prism/spike in the nearest mark in the landing area made by any part of the athletes body or limbs or anything attached to the athlete (eg hair) to the take-off line. This must be done regardless of the validity of the performance at the take off board
- If tape is being used ensure there is enough slack in the tape when the Circle/Runway Judge pulls the tape straight. To achieve this hold some of the tape in your hand until the spike with the 'zero end' of the tape is placed on the nearest mark to the take off board Release the tape this helps to prevent the official being unable to insert the spike at the correct place
- Make sure the landing area surface is level and free of marks

Wind Gauge Operator

- The Wind Gauge is placed 20meters from the front of the take-off board, is 1.22m high and no more than 2 meters back from the runway
- This must be checked that it is in the correct position, facing the correct way and working by the Referee prior to the start of the event
- Record on a Result sheet the wind velocity for each trial
- Liaise with the Recorder at the end of Round 3 for the change of jumping order
- Sign the Wind Gauge Result Sheet at the conclusion of the event and give them to the Chief Judge

Scoreboard Operator

- Records performance on the board promptly
- Rotates the board to the Competition Director/Announcer first and holds for the count of 5 seconds
- Rotates board to the spectators

Athlete Control

- Collect the athletes and start list from the Call Room and leads the athletes to the event site by using gate closest to event site (never use the front straight or across the infield)
- Ensures each athlete is ready to commence their trial
- Ensures athletes remain within the competition area
- Monitor the athletes as they move across the track if applicable to speak with coaches (the athletes can't stay over there)
- Escort athletes if they need to leave the FOP
- At end of event along with the Chief Judge escorts the athletes to Post Event