



Guide No. 1

A-Z of Competition Officials

**(General Guidelines to Officials Positions at
VLAA Region and State Events)**

**Victorian Little Athletics Association
Incorporated**

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Introduction

This guide, the A-Z of Officials attempts to define the general duties of each and every position associated with on the ground running of State Championship events including both Qualifying or Elimination Rounds (Region Heats) where applicable and the Finals. The numbers of officials quoted are for the State finals, Regions may choose to use more or less. Similarly, the duties and materials/equipment are (generally) more specifically directed to State finals, and there may be differences at Region. In addition the Association office provides support particularly prior to the finals, which is not available to Regions and this support must be sought from Region personnel.

The guide makes mention of various “codes” and “policies”, these relate to issues such as behaviour, safety and lifestyle. Any official uncertain as to what these various codes and policies are should contact the Association office.

In defining the duties of positions, the guide does not attempt to include or state the specific rules that may apply, but rather state matters in a generic manner, eg, “breaches of the rules” or “infringements” without specifying what might constitute such. The specifics of the rules and what might constitute “breaches” or “infringements” are contained in Regulation No. 8 - Competition Regulations. Each and every official is expected to be familiar with the content of that document.

Regulation No. 8 - Competition Regulations

Each Centre is issued with a copy of the regulation and it is also available on the web for access and downloading or it can be purchased from the Association Office.

It is a comprehensive document, broken into several sections, some of which contain matters relating to all championships (general rules) whilst others are specific to a particular championship and contain the general rules and event specific rules for that championship.

Key Officials are expected to have a thorough understanding of Reg. No. 8, in particular those rules relating to their area of speciality (assignment). General Officials are also expected to have a similar understanding, although with perhaps less depth. General Officials should also look upon their assignment as an opportunity to learn and improve their skills and when unsure about any specific issues should not hesitate to ask the Key Official.

How to Help at Little Athletics (Level 1 Officials Program)

All adults should read the “How to Help at Little Athletics” booklet which is handed out to each new family as part of the registration process. If you are not a parent, but are involved you should request a copy when you sign the “Register of Ordinary Members” (if necessary) or ask the Centre secretary for a copy when you attend at the start of the season.

The booklet contains helpful information on positions required by officials who require less knowledge of the rules, whilst seen as less difficult; these are of similar importance as higher knowledge positions. To conduct a little athletics event, each and every position defined is necessary and important.

At the back of the booklet is the test for becoming a Level 1 Official. All adults are encouraged to take the test and gain their accreditation.

Level 2 Officials Program

Your Centre has a copy of this booklet, which contains more comprehensive information on some of the officiating activities broken into particular areas or events and is more geared towards persons who wish to become Chief Officials or General Officials. The program consists of two tests a theory test which is available at the rear of the booklet.

All adults are encouraged to take the test and get their accreditation. The test and booklet are also available by visiting the website > Training and Development > Level 2 Officials.

The second component to the level 2 program is a practical experience which can be completed at Centre level, the intent of the practical experience is a demonstration of the skills learnt in the booklet and test - implemented in the general everyday running of events. The practical experience is accompanied by an application which is posted out after the theory test has been completed. The practical application must be signed by a Centre representative with a comprehensive understanding of the rules and regulations that are implemented at VLAA Region and State events.

A Cautionary Note

All State Championship events are run using the Competition Regulations; as these provide a level playing field for all athletes and officials. The rules contained therein may or may not be applied rigidly by your Centre (its use is not nor should it ever be made compulsory on Centres), for this reason alone any person who is officiating at State Championships needs to ensure they are familiar with the rules as applied to the championships and cannot assume that what happens at their Centre is what happens elsewhere.

Conclusion

The Association hopes that you enjoy your time as an Official. Please understand that to err is human, and that mistakes will be made. Accept that if you make a mistake you have an obligation to correct it as soon as possible, and in doing so if an apology is in order, please give one. If you find that you are being unduly criticised or abused do not hesitate to call in the Key Official, Arena Manager or Referee to resolve the matter, the Association believes that any volunteer on the ground is worth many fence-sitting experts.

Officials Positions (Alphabetic)

Key Officials	See	Rly	T&F	M-E	X-C	Page
Announcer (PA)		1	2	1	1	8
Arena Manager		1	1	1	1	3
Arena Steward		8	8	8	5	4
Assembly Marshall – Chief		2	4	2	2	13
Assembly Marshall		8	16	4	4	13
Assistant Controller of Officials	Controller of Officials Assistant	*	*	*	*	11
Assistant Referee	Referee – Assistant	*	*	*	*	7
Bib Runner	Walk (Bib) Runner	*	*	*	*	20
Central Track Umpire	Track Umpire (Central)	*	*	*	*	4
Change Box Judge (Laned)		24*				30
Change Box Judge (Unlaned)		24*				32
Change Box Judge – Chief (Laned)		4*				31
Change Box Judge – Chief (Unlaned)		4*				32
Change Box Marshall		4				31
Change Box Referee		4				34
Change Box & Start Coordinator		1				33
Chief Assembly Marshall	Assembly Marshall – Chief	*	*	*	*	13
Chief Change Box Judge	Change Box Judge – Chief	*	*	*	*	31
Chief Discus Judge	Chief Judge - Discus	*	*	*	*	21
Chief High Jump Judge	High Jump Judge – Chief	*	*	*	*	26
Chief Finish Marshall	Finish Marshall – Chief (Laned & Unlaned)	*	*	*	*	15
Chief Javelin Judge	Chief Judge - Javelin	*	*	*	*	23
Chief Judge – Discus			2	3		21
Chief Judge - High Jump			2	3		27
Chief Judge - Javelin			2	3		27
Chief Judge - Long Jump			2	3		27
Chief Judge – Shot Put			2			24
Chief Judge - Triple Jump			2			29
Chief Judge – Walk			2			20
Chief Long Jump Judge	Chief Judge - Long Jump	*	*	*	*	27
Chief Place Judge	Place Judge – Chief	*	*	*	*	16
Chief Referee	Referee (Chief)	*	*	*	*	6
Chief Start Marshall	Start Marshall – Chief	*	*	*	*	17
Chief Starter	Starter – Chief	*	*	*	*	16
Chief Timekeeper	Timekeeper – Chief	*	*	*	*	18
Chief Track Recorder	Track Recorder – Chief	*	*	*	*	19
Colour Steward		3	3	3		18
Communications Controller		1	1	1	1	9
Communication Recorder		2	2	2	2	9
Communications Assistant	Result Runner	*	*	*	*	10
Competition Director		1	1	1	1	3
Computer Operator		1	1	1	1	10
Computer Assistant		2	2	2	2	10
Controller of Officials		1	1	1	1	11
Controller of Officials Assistant		1	1	1	1	11
Course Manager	Arena Manager	*	*	*	*	3
Course Marshall					12	4
Cross Over Judge		1				33

Key Officials	See	Rly	T&F	M-E	X-C	Page
Discus Judge – Chief	Chief Judge - Discus	*	*	*	*	21
Discus Official			12	18		22
Equipment Officer	Technical Officer	*	*	*	*	6
Equipment Steward	Technical Assistant	*	*	*	*	7
Finish Marshall – Chief		1	2	1	1	15
Finish Marshall		4	6	4	2	15
General Official		*	*	*	*	2
High Jump Judge – Chief	Chief Judge – High Jump	*	*	*	*	26
High Jump Official			8			25
Javelin Judge – Chief	Chief Judge – Javelin		2			23
Javelin Official			14			22
Jury Convener		1	1	1	1	5
Jury Member		5	5	5	5	5
Key Official						1
Long Jump Judge – Chief	Chief Judge - Long Jump	*	*	*	*	27
Long Jump Official			10	15		28
Organising Secretary – Region		1	1		1	12
Place Judge – Chief		1	2	1	1	16
Place Judge		8	11	4	4	15
Presentation Announcer		1	1	1	1	14
Presentation Officer		1	1	1	1	14
Presentation Assistant		2	3	2	2	14
Referee (Chief)		1	1	1	1	6
Referee – Assistant		2	2	1	2	7
Result Runner		2	3	2	2	10
Relief Official		6	6	6	3	12
Refreshment Steward		4	4	4	4	11
Shot Put Judge – Chief	Chief Judge – Shot Put	*	*	*	*	24
Shot Put Official			12			25
Starter – Chief		1	1	1	1	16
Starter		5	5	2	2	17
Start Marshall – Chief		1	2	1	1	17
Start Marshall		2	4	2	2	17
Team Manager		1	1	1	1	8
Technical Officer		1	1	1	1	6
Technical Assistant		8	8	8	4	7
Timekeeper – Chief		1	2	1	1	18
Timekeeper		11	14	11	6	18
Time Recorder/Lap Counter		1	2	1		19
Track Umpire (Central)		1	1	1		4
Track Umpire		8	8	8		5
Track Recorder – Chief		1	2	1	1	19
Track Recorder		7	7	7	7	19
Triple Jump Judge – Chief	Chief Judge – Triple Jump	*	*	*	*	29
Triple Jump Official			10			28
Uniform Officer		2	2	2	2	13
Walk Judge – Chief	Chief Judge – Walk	*	*	*	*	20
Walk Judge			12			20
Walk (Bib) Runner			2			20

Officials Positions (Area/Venue)

GENERAL DESCRIPTION						
Official	Responsible to:	Rly	T&F	M-E	X-C	Page
Key Officials	As Defined					1
General Officials	As Defined					2

CENTRAL						
Official	Responsible to:	Rly	T&F	M-E	X-C	Page
Competition Director	BoM/Region Exec (Region Comp)	1	1	1	1	3
Arena/Course Manager	Competition Director	1	1	1	1	3
Arena Steward	Arena/Course Manager	8	8	8	5	4
Course Marshall	Arena/Course Manager				12	3
Track Umpire (Central)	Arena Manager	1	1	1		4
Track Umpire	Track Umpire - Central	8	8	8		5
Jury Convener	Comp Director/Arena Mgr/Referee	1	1	1	1	5
Jury Member	Jury Convener	5	5	5	5	5
Referee (Chief)	Competition Director	1	1	1	1	6
Referee – Assistant	Referee	4	2	1	2	7
Technical Officer	Arena Manager	1	1	1	1	6
Technical Assistant	Technical Officer	8	8	8	4	7
Team Manager	Arena Manager/Referee/Comms Contoller	1	1	1	1	8

COMMUNICATIONS/COMPUTING/OFFICIALS						
Official	Responsible to:	Rly	T&F	M-E	X-C	Page
Announcer (PA)	Arena Manager	1	2	1	1	8
Communications Controller	Arena Manager	1	1	1	1	9
Communication Recorder	Communications Controller	2	2	2	2	9
Result Runner	Communications Controller	2	3	2	2	10
Computer Operator	Comp Direct/Arena Mgr/Comms Controller	1	1	1	1	10
Computer Assistant	Computer Operator	2	2	2	2	10
Controller of Officials	Arena Manager	1	1	1	1	11
Controller of Officials Assistant	Controller of Officials	1	1	1	1	11
Refreshment Steward	Controller of Officials/Comms Controller	4	4	4	4	11
Relief Official	Controller of Officials	6	6	6	3	12
Organising Secretary – Region	Comp Dir (Reg)/ Arena Mgr/Comms Contr	1	1		1	12

ASSEMBLY/MARSHALLING AREAS						
Official	Responsible to:	Rly	T&F	M-E	X-C	Page
Assembly Marshall – Chief	Arena Manager	2	4	2	2	13
Assembly Marshall	Assembly Marshall – Chief	8	16	4	4	13
Uniform Officer	Arena Manager	2	2	2	2	13

PRESENTATION AREA						
Official	Responsible to:	Rly	T&F	M-E	X-C	Page
Presentation Announcer	Arena Manager	1	1	1	1	14
Presentation Officer	Arena Manager	1	1	1	1	14
Presentation Assistant	Presentation Officer	2	3	2	2	14

START/FINISH AREAS						
Official	Responsible to:	Rly	T&F	M-E	X-C	Page
Finish Marshall – Chief	Arena Manager	1	2	1	1	15
Finish Marshall	Finish Marshall – Chief	4	6	4	2	15
Place Judge – Chief	Arena Manager	1	2	1	1	16
Place Judge	Place Judge – Chief	8	11	4	4	15
Starter – Chief	Arena Manager	1	2	1	1	16
Starter	Starter – Chief	5	7	2	2	17
Start Marshall – Chief	Arena Manager/Starter	1	2	1	1	17
Start Marshall	Start Marshall – Chief	2	4	2	2	17
Colour Steward	Start Marshall – Chief	3	3	3		18
Timekeeper – Chief	Arena Manager	1	2	1	1	18
Timekeeper	Timekeeper – Chief	11	14	11	6	19
Time Recorder/Lap Counter	Timekeeper – Chief	1	2	1	1	19

TRACK RECORDING AREA						
Official	Responsible to:	Rly	T&F	M-E	X-C	Page
Track Recorder – Chief	Arena Manager	1	2	1	1	19
Track Recorder	Track Recorder – Chief	7	7	7	7	19

WALK EVENT AREA						
Official	Responsible to:	Rly	T&F	M-E	X-C	Page
Chief Judge – Walk	Arena Manager		2			20
Walk Judge	Walk Judge – Chief		12			20
Walk (Bib) Runner	Walk Judge – Chief		2			20

FIELD EVENT VENUES						
Official	Responsible to:	Rly	T&F	M-E	X-C	Page
Chief Judge – Discus	Arena Manager		2	3		21
Discus Official	Discus Judge – Chief		12	18		22
Chief Judge – Javelin	Arena Manager		2			23
Javelin Official	Javelin Judge – Chief		14			22
Chief Judge – Shot Put	Arena Manager		2			24
Shot Put Official	Discus Judge – Chief		12			25
Chief Judge – High Jump	Arena Manager		2			26
High Jump Official	High Jump Judge – Chief		8			25
Chief Judge – Long Jump	Arena Manager		2	3		27
Long Jump Official	Long Jump Judge – Chief		10	15		28
Chief Judge – Triple Jump	Arena Manager		2			29
Triple Jump Official	Triple Jump Judge – Chief		10			28

CHANGE BOXES (RELAYS)						
Official	Responsible to:	Rly	T&F	M-E	X-C	Page
Change Box Judge – Chief – Laned	Change Box Referee	4*				31
Change Box Judge – Laned	Change Box Judge - Chief - Laned	24*				30
Change Box Judge – Chief – Unlaned	Change Box Referee	4*				32
Change Box Judge – Unlaned	Change Box Judge - Chief - Unlaned	24*				32
Change Box Referee	Central Umpire/Referee	4				34
Change Box & Start Coordinator	Arena Manager	1				33
Change Box Marshall	Change Box Judge – Chief	4				31
Cross Over Judge	Central Umpire/Referee	1				33
Change Box - Type of Change & Cross-Over Points						30

Note: * For Relays, some change boxes operate in both laned and unlaned modes and hence the number of officials specified is the total number required, ie, 4 chiefs and 24 others. In reality Change Box 1 & 3 only ever operate in laned mode whilst Change Box 2 & 4 can operate in either or both modes depending on the event. Thus, there are 2 chiefs & 12 officials who will be operating in laned mode only and 2 chiefs & 12 officials who during the course of the day will be operating in either mode and in the case of Change Box 2 will operate in both modes during the course of the 4 x 200m event.

K**Key Official**

- € Sourced from experienced personnel within the Association and the wider athletic community. Positions filled through nomination or appointment, and are generally held for a minimum of one day.
- € Be familiar with and apply the various codes, policies, rules & regulations
- € Sign in with the Controller of Officials by the designated time (prior to the commencement of Competition).
- € Deal with breaches of the Code of Conduct, eg, disruptive parents by reminding them that any dispute must be via Team Managers. In the event that warnings fail, call for the Referee.
- € Responsible for ensuring that all General Officials assigned to them are familiar with their role, and understand their responsibilities.
- € Send excess General Officials to the Controller of Officials for redeployment, and request extra General Officials via the Controller of Officials as required.
- € Be pro-active in encouraging others to learn about their role and take part in succession planning for the future conduct of the event. Ideally use an Assistant or implement the "buddy" system to train future Key Officials.
- € Wear identifying bibs and badges at all times if issued with same.
- € Record any feedback about the Championships on "Key Official Feedback Sheet" provided by the Controller of Officials.
- € Ensure each event is conducted in a timely manner with respect to the Program of Events
- € Report to the Arena Manager/Referee any issue that effects the smooth running of the program that is outside the control of this position
- € Manage clash of events issues and release forms
- € Ideally should be available for the whole day
- € Be a positive role model for Officials, athletes and parents alike.

Note: **The Multi Event is not currently conducted at Region, thus the duties assigned to any position for Multi Event are not required for Region**

G**General Official**

- € When possible, sourced from experienced personnel within the Association and the wider athletic community.
- € In the event of a shortfall, positions filled by allocation to Centres.
- € Be familiar with and apply the various codes, policies, rules & regulations
- € Wear identifying bibs and badges at all times (if issued with same), and pass these on to relieving Officials.
- € As necessary, liaise with their Centre personnel regarding their allocation of duty and any problems.
- € Ideally should be rostered on for half-days, or a number/block of events.

Note: *Time based rostering is disruptive and does not work for the betterment of the program, as it is difficult for Key Officials to familiarise/educate newcomers whilst events are in progress.*

- € Ideally, should be rostered according to ability, it creates difficulties for all concerned if those rostered are novices, particularly if the duty requires some special/particular skills.
- € First rostered Officials sign in through the Controller of Officials; Relieving Officials should go straight to the duty position. Ideally Relief Officials should arrive early in order that the person they are replacing can instruct them and as necessary demonstrate the requirements and so achieve an orderly changeover.
- € Report to the relevant Key Official at the venue, and ensure that they understand the requirements/duties of the position.
- € (Normally) replace only Officials from their own Centre.
- € Record any feedback about the Championships on the "Officials Feedback Sheet" held by each Key Official.
- € If surplus to requirements, report back to the Officials table so that they can be re-allocated to another duty/area that is deficient. This will assist the program to operate more effectively.
- € Be a positive role model for other Officials, athletes and parents alike.

Note: **The Multi Event is not currently conducted at Region, thus the duties assigned to any position for Multi Event are not required for Region**

Competition Director

Events:	Relays	T&F	M-E	X-C
Responsible to:	Board of Management/Region Executive (for Region Competitions)			
Responsible for:	All Chief Officials			
Reports to:	<i>Anywhere, must be contactable via communication device/PA</i>			

Duties:

- I The overall running of State Championships (including elimination rounds/qualifying heats) conducted on behalf of the Association
- II Ensure that all implements/equipment are certified to comply with the required specifications
- III Ensure that the track has been certified with the required specifications
- IV Ensure that all required equipment, eg, watches, measuring devices, timing equipment, shade shelters, etc are available or sourced
- V In conjunction with the Referee and Arena Manager, address Team Managers meeting at the commencement of the event
- VI As necessary, draw the attention of Team Managers to particular regulations and Venue rules
- VII Introduce Arena Manager and Referee to Team Managers
- VIII Be available to resolve problems as and when required

Material/Equipment:

- € Copy of the programme of events
- € Two-way communication device for contacting other Key Officials

K

Arena (Course) Manager

Events:	Relays (1)	T&F (1)	M-E (1)	X-C (1)
Responsible to:	Competition Director			
Responsible for:	Nominated Key Officials, Arena Stewards, Course Marshals (Cross Country)			
Reports to:	<i>Arena (Central Location)</i>			
Note:	<i>Position is known as Course Manager for Cross Country</i>			

Duties:

- I In conjunction with the Competition Director and Referee, address the Team Managers prior to the commencement of the program
- II Ensure the venue and conduct of events is carried out with due reference to safety matters
- III Liaise with Key Officials to ensure the program runs smoothly
- IV Move, remove or reprimand Officials who are not performing their duties properly
- V In consultation with the Referee, re-program events as necessary
- VI In conjunction with the Controller of Officials, ensure that all Officials are in place prior to the commencement of events
- VII Brief Arena Stewards and allocate position to same
- VIII Brief Course Marshall's (Cross Country) regarding matters that breach the rules
- IX Keep in contact with Course Marshall's (Cross Country) to determine progress of events

Material/Equipment:

- € Copy of Regulation No. 8 – VLAA Competition Regulations
- € Copy of the program/timetable
- € Two-way communication device for contacting other Key Officials

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Arena Steward

Events: Relays (8) T&F (8) M-E (8) X-C (5)
Responsible to: Arena Manager
Reports to: Arena Manager

Duties:

- I Man designated position along the perimeter of the track and entry gates to the arena to ensure that the arena is kept clear of non-competing athletes and non-officials so that events can be conducted in safety
- II Ensure only participating athletes, Team Managers and Officials enter the Arena
- III Reinforce safety issue to athletes on the wearing of spikes

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Course Marshall

Events: X-C (12)
Responsible to: Arena (Course) Manager & Referee
Reports to: Arena (Course) Manager
Note: ***Numbers required will depend upon course***

Duties:

- I Under direction, maintain a suitable viewing position for the course
- II Attempt to keep count of athletes passing the control point and report same to Course Manager
- III Keep in close contact with the Course Manager
- IV Note infringements (and record details thereof)
- V Report infringements or lack thereof to Course Manager
- VI As necessary, notify Course Manager of the need for First Aid assistance

Material/Equipment:

- £ Copy of the program
- £ Two-way communication device for contacting other Key Officials

K

Track Umpire (Central)

Events: Relays (1) T&F (1) M-E (1)
Responsible to: Arena Manager/Referee
Responsible for: Track Umpire
Reports to: Designated (Allocated) Central Position
Note: *May be called Central Umpire*

Duties:

- I Brief Track Umpires regarding the rules relating to infringements
- II Allocate designated position to Track Umpires
- III Brief Cross-Over Judge regarding rules (for Relays)
- IV Act as the coordinating point for infringements during track/relay events
- V Liase with the Referee when infringement(s) occur

Material/Equipment:

- £ Copy of the programme of events
- £ Infringement flags (Yellow & White)

G**Track Umpire**

Events: Relays (8) T&F (8) M-E (8)
Responsible to: Track Umpire - Central
Reports to: Designated (Allocated) Track Position

Duties:

- I Under direction, maintain a suitable position to observe for infringements
- II Ensure position has visual contact with Central Umpire
- III Note infringements (and record details thereof)
- IV Indicate infringements or lack thereof to Central Umpire by displaying the appropriate flag.
- V Wait for acknowledgement from the Central Umpire before lowering flag
- VI As required, liaise with the Referee on infringements

K**Jury Convener**

Events: Relays (1) T&F (1) M-E (1) X-C (1)
Responsible to: Competition Director/Arena (Course) Manager/Referee
Responsible for: Jury Member
Reports to: Jury Area (Room)

Duties:

- I As necessary, convene a "Jury Panel" when required by the Referee or to hear a Protest
- II As a member of a "Jury Panel" adjudicate on matters allocated to the panel
- III If "chair" of a "Jury Panel" deliver the verdict to all parties that need to be notified
- IV Bring to the attention of the Arena Manager/Referee any matters of concern with respect to safety or failure to apply regulations

Material/Equipment:

- £ Copy of Regulation No. 8 – VLAA Competition Regulations
- £ Copy of the programme of events
- £ Two-way communication device for contacting other Key Officials

G**Jury Member**

Events: Relays (5) T&F(5) M-E(5) X-C(5)
Responsible to: Jury Convener
Reports to: Jury Area (Room)

Duties:

- I As a member of a "Jury Panel" adjudicate on matters allocated by the Jury Convener
- II If "chair" of a particular "Jury Panel" deliver the verdict to all parties that need to be notified
- III Bring to the attention of the Jury Convener any matters of concern with respect to safety or failure to apply regulations

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Referee (Chief)

Events:	Relays (1)	T&F (1)	M-E (1)	X-C (1)
Responsible to:	Competition Director			
Responsible for:	Key Officials and Assistant Referees			
Reports to:	<i>Arena (Central Location)</i>			

Duties:

- I Oversee all events, and ensure that all technical rules and regulations are followed
- II Delegate responsibilities to the Assistant Referee(s) as necessary
- III In conjunction with the Arena Manager and Competition Director, address Team Managers prior to the commencement of the competition, and as required during the Competition
- IV Investigate and resolve all reports of infringements received from other Officials
- V Deal with any disputed point, protest or objection as to the conduct of events
- VI Caution or disqualify athletes for infringements, inappropriate conduct or uniform breaches
- VII Adjudicate in times of conflicting opinions between Officials
- VIII Refer matters to the Jury of Appeal as deemed necessary
- IX Liaise closely with the Arena Manager as the need arises
- X Verify the VBP's, sign the recording sheet, and as necessary arrange certification of the implement (immediately) and measuring tape

Material/Equipment:

- € Copy of Regulation No. 8 – VLAA Competition Regulations
- € Copy of the programme of events
- € Two-way communication device for contacting other Key Officials
- € Incident paperwork

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Technical Officer (Equipment Officer)

Events:	Relays (1)	T&F (1)	M-E (1)	X-C (1)
Responsible to:	Arena Manager			
Responsible for:	Technical Assistants			
Reports to:	<i>Equipment Area or Designated Area, must be contactable</i>			
Note:	<i>May be referred to as Equipment Officer</i>			

Duties:

- I Responsible for seeing that all venues and other designated areas are correctly set up
- II Oversee the set up and pack up of all venues and other designated areas
- III Issue required equipment/implements to Key Officials
- IV Be aware of age group and event differences for the correct height and placement of hurdles
- V Supervise the removal of hurdles immediately after completion of hurdle events

Material/Equipment:

- € Copy of the Program
- € Two-way communication device for contacting other Key Officials (if required)

G

Referee – Assistant

Events:	Relays (4)	T&F (2)	M-E (1)	X-C (2)
Responsible to:	Referee (Chief)			
Reports to:	Arena (Central Location) or Allocated Area			
Note:	<ol style="list-style-type: none"> 1. For T&F it is preferable to have Assistant Referees responsible for separate areas, eg, one for Track and one for Field events 2. For Relays it is preferable to have Assistant Referees responsible for separate areas, eg, one allocated to each Change Box 			

Duties:

- I Assist the Chief Referee as required
- II Liaise with Key Officials as required
- III Preside over all events/areas allocated to them by the Referee and ensure that the rules are properly observed
- IV Adjudicate in times of conflicting opinions between Officials
- V Warn or exclude any competitor from the competition for improper conduct
- VI In consultation with the Referee & Arena Manager change the place of competitions as necessary
- VII If a VBP is achieved, verify the performance and sign the recording sheet, and as necessary, certify the implement (immediately) and measuring tape

Material/Equipment:

- £ Reg No. 8 - Competition Regulations
- £ Copy of the programme of events
- £ Two-way communication device for contacting other Key Officials
- £ Incident paperwork

G

Technical Assistant

Events:	Relays (8)	T&F (8)	M-E (8)	X-C (4)
Responsible to:	Technical Officer			
Reports to:	Equipment Area or Designated Area, must be contactable			
Note:	May be referred to as Set Up, Pack Up or Equipment Stewards			

Duties:

- I As required, assist to set up venues and other designated areas
- II As necessary, (re) organise/relocate equipment
- III As required, assist to pack up all venues and other designated areas

Team Manager - Centre/Region (& Assistant)

Events:	Relays	T&F	M-E	X-C
Responsible to:	Arena Manager/Referee/Communications Controller/Controller of Officials			
Responsible for:	Assistant Team Manager, Athletes, Officials & Parents - from their Centre			
Reports to:	<i>Communications, the free roaming, must be contactable</i>			
Note:	<i>Centres are permitted to have an Assistant</i>			

Duties:

- I Report to the Communications Area to sign in and receive official accreditation
- II Be familiar with and apply the various codes, policies, rules & regulations
- III Attend Team Managers meeting at the commencement of the competition
- IV Ensure "Release Forms" are completed for athletes with event clashes, and that these are submitted to the required Officials prior to the event
- V Reinforce to athletes that they are required to attend the correct Marshalling area at the appropriate time, unless the athlete is on a "Release Form"
- VI When possible, notify Assembly Marshall's and Venue Managers of any scratchings
- VII Reinforce to athletes, officials and parents that they are expected to and comply with the various codes, policies, rules & regulations
- VIII Be the only medium of Communication with Key Officials
- IX Be the contact for Officials to refer matters relating to breaches codes, policies, rules & regulations
- X Be available to attend meetings with Officials as and when required

G

Announcer (Public Address)

Events:	Relays (1)	T&F (2)	M-E (1)	X-C (1)
Responsible to:	Arena Manager			
Reports to:	PA Area			

Duties:

- I As required, announce marshalling for events as a block
- II As required, announce lane draw for finals
- III As required, announce requests from other Key Officials
- IV As required, announce relevant items of interest, eg, news items, policies, etc
- V Be aware of event starts in order to avoid disrupting starting procedure

Material/Equipment:

- £ Copy of the programme of events
- £ Microphone & PA System
- £ A two-way communication device for contacting other Key Officials

K

Communication Controller

Events:	Relays (1)	T&F (1)	M-E (1)	X-C (1)
Responsible to:	Competition Director/Referee/Arena Manager			
Responsible for:	Communications Recorder, Result Runners (Communication Assistants), Refreshment Stewards (at Region)			
Reports to:	<i>Communications Area</i>			
Note:	<i>Duties may be performed by Organizing Secretary at Region - see duties for that position</i>			
	<i>Refreshment Stewards may be responsible to Communications Controller at Region</i>			

Duties:

- I Co-ordinate the recording of results at each venue on the Arena
- II Receive the lodgement of protests and pass them to the Jury of Appeal
- III Notify Arena Manager/Referee of any protests
- IV Provide a focal point for providing information to Team Managers
- V Monitor the flow of results from events to ensure that all results are received and time stamped
- VI Monitor the receipt of lane draws (if applicable) from the computer area
- VII Organize the delivery of all recording sheets to required locations
- VIII Organize delivery of lane draws to required locations
- IX Provide information to parents/athletes as required via Team Managers
- X Complete paperwork for VBP's.

Material/Equipment:

- £ Copy of the programme of events
- £ Two-way communication device for contacting other Key Officials
- £ Photocopier

G

Communications Recorder

Events:	Relays (2)	T&F (2)	M-E (2)	X-C (2)
Responsible to:	Communications Controller			
Reports to:	<i>Communications Area</i>			

Duties:

- I Assist the Communications Controller
- II Coordinate the Result Runners
- III Time stamp all result sheets on receipt
- IV Verify result sheet for event finals prior release of Presentation Slip to Presentations
- V Verify result sheets prior to lane draw for Relays and T&F
- VI Verify result sheets prior to points allocation for Multi Event
- VII Vet result sheets for VBP's
- VIII Verify team scoring for X-C
- IX Verify lane draws for finals

G**Result Runner**

Events: **Relays (2)** **T&F (3)** **M-E (2)** **X-C (2)**

Responsible to: Communications Controller

Reports to: *Communications Area*

Note: *May also be known as Communication Assistants*

Duties:

- I As directed, deliver event paperwork to specified locations
- II Collect event paperwork from specified locations and deliver same to on a regular basis

K**Computer Operator**

Events: **Relays (1)** **T&F (1)** **M-E (1)** **X-C (1)**

Responsible to: Competition Director/Arena Manager/Communications Controller

Responsible for: Computer Assistants

Reports to: *Computer Area*

Duties:

- I As required, capture results of all events
- II As required, produce lane draws for event finals
- III As required, produce progression sheets verification by the Organizing Secretary (Region)
- IV As required, produce progressive point scores for Multi Event
- V As required, produce team point scores for Cross Country
- VI As required, printing place tickets/certificates at end of competition

Material/Equipment:

- £ Necessary hardware/software
- £ Copy of the programme of events

G**Computer Assistant**

Events: **Relays (2)** **T&F (2)** **M-E (2)** **X-C (2)**

Responsible to: Computer Operator

Reports to: *Computer Area*

Duties:

- I Assist Computer Operator as required

K

Controller of Officials

Events:	Relays (1)	T&F (1)	M-E (1)	X-C (1)
Responsible to:	Competition Director			
Responsible for:	Controller of Officials Assistant, Refreshment Stewards, Relief Officials			
Reports to:	<i>Officials Sign-In Area (Table)</i>			
Note:	<i>Refreshment Stewards may be responsible to Communications Controller at Region</i>			

Duties:

- I In conjunction with the Competition Director, determines the number of officials required from each Centre to ensure a full complement
- II In conjunction with the Competition Director, coordinate the appointment of Key Officials and ensure that all positions are filled
- III Allocate General Officials to each Key Official as required
- IV Liaise with each Centre about the roles of each Key/General Official - providing Job Descriptions, Location Maps, Officials Tags, Identifying Bibs, Required Equipment, etc
- V Work closely with all Key Officials to ensure they understand their role/duties and have adequate General Officials
- VI Ensure that Relief Officials are available and deployed as required

Material/Equipment:

- £ Copy of the programme of events
- £ Two-way communication device for contacting other Key Officials

G

Controller of Officials – Assistant

Events:	Relays (1)	T&F (1)	M-E (1)	X-C (1)
Responsible to:	Controller of Officials			
Reports to:	<i>Officials Sign-In Area (Table)</i>			

Duties:

- I Assisting the Controller of Officials prior to the event with paperwork and planning
- II Assisting the Controller of Officials during the event to ensure that officials are performing their allocated roles

G

Refreshment Steward

Events:	Relays (4)	T&F (4)	M-E (4)	X-C (4)
Responsible to:	Controller of Officials/Communications Controller (for Region)			
Reports to:	<i>Officials Sign-In Area (Table)/Communications Area (for Region)</i>			
Note:	<i>Refreshment Stewards may be responsible to Organizing Secretary at Region</i>			

Duties:

- I As directed deliver refreshments to officials around the Arena at regular intervals

G

Relief Official

Events:	Relays (6)	T&F (6)	M-E (6)	X-C (3)
Responsible to:	<i>Controller of Officials</i>			
Reports to:	<i>Officials Sign-In Area (Table), Designated (Allocated) Position</i>			
Note:	<i>When allocated to a particular position they are then responsible to the position in control of the allocated position until released</i>			

Duties:

- I As needed perform the duties of any General Official position
- II Unless allocated, keep the Controller of Officials informed of whereabouts at all times

K

Organizing Secretary – Region

Events:	Relays (1)	T&F (1)	X-C (1)
Responsible to:	<i>Competition Director (Region)/Arena (Course) Manager/Referee</i>		
Responsible for:	<i>Communications Recorder, Results Runners (Communications Assistants), Refreshment Stewards (at Region)</i>		
Reports to:	<i>Communications Area (Room)</i>		
Note:	<i>May also perform the duties of Communications Controller (at Region) - see duties for that position Refreshment Stewards may be responsible to Organizing Secretary at Region</i>		

Duties:

For each Elimination Round:

- I Notify Association office of Region dates
- II As required distribute Region Entry Forms/Disks/Files to Centres
- III Receive and process Centre Entries for lane draws and allocation of Officials
- IV Organise First Aid
- V Acquire required stationery from Association office
- VI Ensure that sufficient ribbons/medals are available
- VII Arrange production & printing of program
- VIII Ensure that all necessary stationery & consumables are available, eg, batteries, printer paper rolls and photocopy paper, etc
- IX Ensure that refreshments for Officials, Team Managers and Guests are available
- X Act as contact point for all paperwork required by Team Managers and Chief Officials
- XI If applicable, arrange for the return of perpetual trophies for re-presentations
- XII Ensure that the results are in order, and that relevant Chief Official(s) have signed all paperwork for VBP claims
- XIII Vet all Elimination Round Progression Forms for correctness, then sign and forward to the Association office within three days of completion of the Elimination Round

Material/Equipment:

- £ Copy of the programme of events
- £ Two-way communication device for contacting other Key Officials
- £ Photocopier
- £ Necessary paperwork

K

Assembly Marshall – Chief

Events:	Relays (2)	T&F (4)	M-E (2)	X-C (2)
Responsible to:	Arena Manager			
Responsible for:	Assembly Marshall - Track or Field			
Reports to:	<i>Designated (Allocated) Marshalling Area</i>			
Note:	<i>There is usually separate areas for Track & Field Events</i>			

Duties:

- I Manage assembly athletes for each event taking cognisance of event time
- II Arrange escort of athletes to the appropriate point on the Arena
- III As necessary manage clash of events (Release Forms)

Material/Equipment:

- £ Marshalling Copy of the program of events
- £ Two-way communication device for contacting other Key Officials
- £ Loudspeaker/loudhailer to address athletes in the Marshalling area (optional)

G

Assembly Marshall

Events:	Relays (8)	T&F (16)	M-E (4)	X-C (4)
Responsible to:	Assembly Marshall- Chief			
Reports to:	<i>Designated (Allocated) Marshalling Area</i>			

Duties:

- I Assist in assembling athletes for each event.
- II Escort athletes to the appropriate point on the Arena and then return to Marshalling
- III Be aware of events in progress to avoid interfering with same
- IV Advise relevant Key Official that athletes have arrived
- V Communicate any non-arrivals/scratchings to the relevant Key Official.

K

Uniform Officer

Events:	Relays (2)	T&F (2)	M-E (2)	X-C (2)
Responsible to:	Referee			
Reports to:	<i>Designated (Allocated) Marshalling Area</i>			
Note:	<i>May be several covering various Marshalling Areas</i>			

Duties:

- I Ensure that all athletes are in correct uniform
- II Report uniform breaches to the relevant Centre Team Manager
- III Report uniform breaches to Referee if breaches are not rectified after calling Team Manager
- IV Liaise with Venue Chiefs and Referee regarding uniform breaches

Material/Equipment:

- £ Copy of the program
- £ Folder(s) containing Photographs of Approved Centre/Region Uniform
- £ Two-way communication device for contacting other Key Officials

K**Presentation Announcer**

Events:	Relays (1)	T&F (1)	M-E (1)	X-C (1)
Responsible to:	Arena (Course) Manager			
Reports to:	Presentation Area			
Note:	May also perform the duties of Presentation Officer (at Region)			

Duties:

- I Make all announcements relating to the presentations
- II Be aware of event starts in order to avoid disrupting same
- III Work closely with the Presentation Officer and Announcer

Material/Equipment:

- £ Copy of the programme of events
- £ Microphone & connection to PA system
- £ Presentation paperwork

G**Presentation Officer**

Events:	Relays (1)	T&F (1)	M-E (1)	X-C (1)
Responsible to:	Arena (Course) Manager/Communication Controller			
Responsible for:	Presentation Assistant			
Reports to:	Presentation Area			
Note:	May also perform the duties of Presentation Announcer (at Region)			

Duties:

- I. Control the presentation of awards when cleared to award same
- II. Conduct presentations in a timely and correct manner

Material/Equipment:

- £ Copy of the programme of events
- £ Awards for presentation

G**Presentation Assistant**

Events:	Relays (2)	T&F (3)	M-E (2)	X-C (2)
Responsible to:	Presentation Officer			
Reports to:	Presentation Area			

Duties:

- I Assist the Presentation Officer as required

K
Finish Marshall – Chief

Events:	Relays (1)	T&F (2)	M-E (1)	X-C (1)
Responsible to:	Arena (Course) Manager			
Responsible for:	Finish Marshals			
Reports to:	<i>Designated (Allocated) Finish Area</i>			
Note:	<i>T&F requires one (1) for laned events & one (1) for unlaned events</i>			

Duties:

- I Allocate duties to Finish Marshals
- II Assemble athletes in required order
- III Liaise with Central Umpire/Referee regarding infringements
- IV Hold athletes from Race Walking Events until released by the Chief Walk Judge
- V Hold athletes from running events, if infringements or other problems are pending
- VI Arrange collection of paperwork from Chief Timekeeper
- VII Arrange collection of paperwork from Chief Place Judge
- VIII Escort athletes to Recording Area
- IX Notify Recording of any disqualifications, as determined by the Referee or Chief Walk Judge
- X Request athletes to remove spikes after completing event (as applicable)

Material/Equipment:

- £ Copy of the program
- £ Place disks (for Cross Country)
- £ Necessary paperwork Cross Country

G
Finish Marshall

Events:	Relays (4)	T&F (6)	M-E (4)	X-C (2)
Responsible to:	Finish Marshall – Chief			
Reports to:	<i>Designated (Allocated) Finish Area</i>			

Duties:

- I As directed, assist Chief Finish Marshall
- II As required, complete necessary paperwork (for Cross Country)
- III As required, issue place discs
- IV Remove athletes safely from the track
- V As required, hold athletes at Finish Marshalling Area
- VI As necessary, escort athletes in required order to Recording Area and hand-over paperwork
- VII Request athletes to remove spikes after completing event (as applicable)

G
Place Judge

Events:	Relays (8)	T&F (11)	M-E (4)	X-C (4)
Responsible to:	Chief Place Judge			
Reports to:	<i>Designated (Allocated) Finish Area</i>			
Note:	<i>Are only needed for 800m at M-E when electronic timing system is in use</i>			

Duties:

- I Responsible with other Judges for determining an allocated place

K**Place Judge – Chief**

Events:	Relays (1)	T&F (2)	M-E (1)	X-C (1)
Responsible to:	Arena (Course) Manager			
Responsible for:	Place Judges			
Reports to:	<i>Designated (Allocated) Finish Area</i>			
Note:	<i>May be a minimum of 2 Chiefs, 1 for laned events & 1 for unlaned events at T&F</i>			

Duties:

- I Coordinate Place Judges and allocate the place that they will judge in laned events
- II Call the finishing order in a loud and clear voice as athletes cross the line in unlaned events
- III Supervise Place Judges and ensure that they pay close attention to the finishing order being called for unlaned events
- IV Recording the finishing order on the required paperwork
- V Hand the paperwork to the Chief Finish Marshall immediately after each event

Material/Equipment:

- € Copy of the programme of events
- € Necessary paperwork

K**Starter – Chief**

Events:	Relays (1)	T&F (2)	M-E (1)	X-C (1)
Responsible to:	Arena Manager			
Responsible for:	Other Starters			
Reports to:	<i>Designated (Allocated) Start Area</i>			
Note:	<i>May be a minimum of 2 Chiefs, 1 for laned events & 1 for unlaned events at T&F The start area may move depending on what events are being conducted</i>			

Duties:

- I Endeavour to ensure that event is conducted in a timely and orderly manner
- II Ensure that all required equipment is correctly positioned
- III Ensure Starters and Recall Starters are correctly positioned
- IV Be aware of procedural differences for different age groups and/or events
- V Address athletes as necessary
- VI Ensure all starts are conducted in accordance with the rules

Material/Equipment:

- € Copy of the programme of events
- € Two-way communication device for contacting the other Officials
- € Starting hardware & consumables
- € Starting PA (as required)

G

Starter

Events:	Relays (5)	T&F (7)	M-E (2)	X-C (2)
Responsible to:	Chief Starter			
Reports to:	<i>Designated (Allocated) Start Area</i>			
Note:	<i>The start area may move depending on what events are being conducted</i>			

Duties:

- I Be aware of procedural differences for different age groups and/or events
- II As directed, take up designated position
- III Address athletes as necessary
- IV Ensure all starts are conducted in accordance with the rules
- V As directed, warn athletes of breaches of the starting procedure
- VI Return athletes to their positions after breaches of the starting procedure

K

Start Marshall – Chief

Events:	Relays (1)	T&F (2)	M-E (1)	X-C (1)
Responsible to:	Arena Manager/Starter			
Responsible for:	Start Marshall Assistants, Colour Stewards			
Reports to:	<i>Designated (Allocated) Start Area</i>			
Note:	<i>May be a minimum of 2 Chiefs, 1 for laned events & 1 for unlaned events at T&F The start area may move depending on what events are being conducted</i>			

Duties:

- I Liaise with Assembly Marshall re non-presenting athletes
- II Check athletes listed and allocate lanes
- III As required, issue wrist bands/lane jackets to athletes
- IV As necessary, position holding line cones at correct intervals
- V Position athletes in upcoming event(s) in holding line(s)
- VI Advise Starter of event readiness

Material/Equipment:

- € Marshall's copy of the program
- € Wrist Bands/Lane Jackets
- € Finalists lane draws

G

Start Marshall

Events:	Relays (2)	T&F (4)	M-E (2)	X-C (2)
Responsible to:	Chief Start Marshall			
Reports to:	<i>Designated (Allocated) Start Area</i>			
Note:	<i>The start area may move depending on what events are being conducted</i>			

Duties:

- I As directed, assist the Chief Start Marshall

G

Colour Steward

Events:	Relays (3)	T&F (3)	M-E (3)
Responsible to:	Chief Start Marshall		
Reports to:	<i>Designated (Allocated) Start Area</i>		
Note:	<i>The start area may move depending on what events are being conducted</i>		

Duties:

- I Collect wrist bands/lane jackets at the finish line and return same to the start line on a regular basis

K

Timekeeper – Chief

Events:	Relays (1)	T&F (2)	M-E (1)	X-C (1)
Responsible to:	Arena Manager			
Responsible for:	Timekeepers, Time Recorder			
Reports to:	<i>Designated (Allocated) Finish Area</i>			
Note:	<i>May be a minimum of 2 Chiefs, 1 for laned events & 1 for unlaned events at T&F</i>			

Duties:

- I Be aware of the timing requirements for VBP's
- II Coordinate Timekeepers and allocate the place that they will time for laned events
- III As necessary, record the time from each Timekeeper on the required paperwork
- IV If the timing device has an integral printer, staple the printout to the required paperwork
- V Hand the paperwork to the Chief Finish Marshall immediately after each event

Material/Equipment:

- £ Required paperwork
- £ Copy of the program
- £ Two-way communication device for contacting Key Officials

G

Timekeeper

Events:	Relays (11)	T&F (14)	M-E (11)	X-C (6)
Responsible to:	Chief Timekeeper			
Reports to:	<i>Designated (Allocated) Finish Area</i>			
Note:	<ol style="list-style-type: none"> 1. <i>Minimum of 3 timekeepers in addition to Chief Timekeeper for unlaned events</i> 2. <i>Minimum of 11 timekeepers in addition to Chief Timekeeper for laned events when finish gates are not in operation</i> 3. <i>Minimum of 4 timekeepers in addition to Chief Timekeeper for laned events when finish gates are in operation</i> 			

Duties:

- I As required, observe the Starter so as to capture event start, i.e., start the timing device
- II Observe the finish so as to capture the event finish for the allocated athlete, i.e., stop the timing device to record the performance
- III Be aware of slower athletes that have been lapped in unlaned events
- IV If operating a timing device with integral printer (printer watch) that allows the capturing of the performance of all athletes, capture the performance of each athlete as they cross the finish line

G

Time Recorder/Lap Counter

Events: Relays (1) T&F (2) M-E (1) X-C (1)
Responsible to: Chief Timekeeper
Reports to: Designated (Allocated) Finish Area

Duties:

- I Note performances on paperwork as called by Chief Timekeeper
- II As required, call lap counts for unlaned circular track events
- III As required, call elapsed time for walk events

G

Track Recorder

Events: Relays (7) T&F (7) M-E (7) X-C (7)
Responsible to: Chief Recorder
Reports to: Designated (Allocated) Recording Area

Duties:

- I Transcribe (correctly) results from Timekeepers and Place Judges paperwork onto Result Sheet
- II Transcribe (correctly) results from Recording Sheet onto place tickets
- III As required, issue place tickets to athletes
- IV As required, advise the first three place getters when they should report to the presentation area
- V As required, issue appropriate ribbons to athletes

K

Track Recorder – Chief

Events: Relays (1) T&F (2) M-E (1) X-C (1)
Responsible to: Arena Manager
Responsible for: Track Recorders
Reports to: Designated (Allocated) Recording Area
Note: May be a minimum of 2 Chiefs, 1 for laned events & 1 for unlaned events at T&F
 May also be called Chief Recorder

Duties:

- I Ensure (correct) results are transcribed from Timekeeper and Place Judge paperwork onto Recording Sheet
- II Pass event paperwork to Results Runners for passage to Communications Controller (Organizing Secretary)
- III Issue place tickets to athletes
- IV Advise the first three place getters when they should report to the presentation area
- V Issue appropriate ribbons to athletes

Material/Equipment:

- £ Copy of the programme of events
- £ Event Result Sheets
- £ Place Tickets
- £ Ribbons

K**Walk Judge – Chief**

Events: T&F (2)
Responsible to: Arena Manager
Responsible for: Walk Judges, Walk (Bib) Runner
Reports to: Designated (Allocated) Walk Judging Area
Note: May be a minimum of 2 Chiefs

Duties:

- I Endeavour to ensure that event is conducted in a timely and orderly manner
- II As necessary, assign a Chief Walk Judge for each walk event
- III Allocate judging positions to Walk Judges and issue walk event paperwork
- IV As required, issue walk jackets/identifying numbers to each athlete
- V As necessary, introduce self to competitors and explain judging procedures prior to the event
- VI View the Start and Finish of each walk event
- VII Collate reports and cautions from each Walk Judge at the completion of each walk event
- VIII Communicate disqualifications and reasons for such to the athletes
- IX Hand the paperwork to the Chief Finish Marshall when complete

Material/Equipment:

- £ Copy of the programme of events
- £ Walk Jackets/Identifying Numbers
- £ Walk event paperwork

G**Walk Judge**

Events: T&F (12)
Responsible to: Chief Judge - Walk
Reports to: Designated (Allocated) Walk/Judging Area

Duties:

- I Monitor event for breaches of the walk rules
- II Note infringements on paperwork
- III Pass paperwork to the Chief Walk Judge as soon as possible at completion of event

G**Walk (Bib) Runner**

Events: T&F (2)
Responsible to: Chief Walk Judge
Reports to: Designated (Allocated) Walk/Judging Area

Duties:

- I As required, collect and return walk bibs to the marshalling area or walk start area
- II As required, collect paperwork from Walk Judges & pass same as quickly as possible to the Chief Walk Judge for collation

K

Chief Judge – Discus

Events:	T&F (2)	M-E (3)
Responsible to:	Arena Manager	
Responsible for:	Other Discus Officials	
Reports to:	<i>Nominated Discus Venue</i>	
Note:	<i>There are usually two (2) Venues</i>	

Duties:

- I Endeavour to ensure that event is conducted in a timely and orderly manner
- II Endeavour to ensure that the event runs to the time schedule
- III Endeavour to ensure the safety of all athletes and officials during the event
- IV Allocate duties to other Discus Officials
- V Liaise with Assembly Marshall regarding non-presenting athletes
- VI Receive release forms for athletes from Team Managers
- VII Follow the correct exclusion procedure
Note: *Athletes cannot enter the competition after the completion of Round 1 unless they have submitted a release form*
- VIII Determine that each trial is valid
- IX Read the measuring tape and call the performance to the recorder in a manner that is clear and unambiguous
- X Ensure that performances of the athletes are correctly recorded onto the event result sheet
- XI Be aware of the rules relating to count back in “tie splitting”
- XII Be aware of the VBP for each event
- XIII Notify the Referee or Assistant Referee (Field), of any potential VBP’s and ensure that the performance is properly validated
- XIV In consultation with the Referee or Assistant Referee (Field), caution and/or disqualify athletes for infringement of Competition Regulations, Codes of Behaviour, or uniform breaches
- XV Advise the first three place getters when they should report to the presentation area
- XVI As required, issue place ribbons

Material/Equipment:

- € Copy of the programme of events
- € Two-way communication device for contacting other Key Officials
- € Event paperwork
- € Place Ribbons

G**Discus Official**

Events: T&F (12) M-E (18)
Responsible to: Chief Judge - Discus
Reports to: *Nominated Discus Venue*
Note: *There are usually two (2) Venues*
Minimum of six (6) Officials plus Venue Chief at each Venue
1 x Recorder, 1 x Spotter, 2 x Tape Stewards,
1 x Implement Retriever, 1 x Marshall

Duties:

- I **Recorder:** Record the result of each trial as called, issue performance tickets as directed, issue place ribbons as directed
- II **Spotter:** Be familiar with "foul territory", observe and mark the position of the implement impact for each trial before returning implement safely via retriever
- III **Tape Steward:** Be familiar with the correct procedure for measuring each trial
- IV **Retriever:** Return implement safely to the throwing area (ring)
- V **Marshall:** Ensure that athletes are orderly during the event

G**Javelin Official**

Events: T&F (14)
Responsible to: Chief Judge – Javelin
Reports to: *Nominated Javelin Venue*
Note: *There are usually two (2) Venues*
Minimum of seven (7) & Officials plus Venue Chief at each Venue
1 x Recorder, 1 x Spotter, 2 x Tape Stewards,
1 x Implement Retriever, 1 x Marshall, 1 x Safety Officer

Duties:

- I **Recorder:** Record the result of each trial as called, issue performance tickets as directed, , issue place ribbons as directed
- II **Spotter:** Be familiar with "foul territory", observe and mark the position of the implement impact for each trial before returning implement safely via retriever
- III **Tape Steward:** Be familiar with the correct procedure for measuring each trial
- IV **Retriever:** Return implement safely to the throwing area (runway)
- V **Marshall:** Ensure that athletes are orderly during the event
- VI **Safety Officer:** Ensure that safety procedures are followed including requesting removal of spikes at completion of event

K**Chief Judge – Javelin**

Events:	T&F (2)
Responsible to:	Arena Manager
Responsible for:	Other Javelin Officials
Reports to:	<i>Nominated Javelin Venue</i>
Note:	<i>There are usually two (2) Venues</i>

Duties:

- I Endeavour to ensure that event is conducted in a timely and orderly manner
 - II Endeavour to ensure that the event runs to the time schedule
 - III Endeavour to ensure the safety of all athletes and Officials during the event
 - IV Allocate duties to other Officials
 - V Liaise with Assembly Marshall regarding non-presenting athletes
 - VI Receive release forms for athletes from Team Managers
 - VII Follow the correct exclusion procedure
- Note:** *Athletes cannot enter the competition after the completion of Round 1 unless they have submitted a release form*
- VIII Determine that each trial is valid
 - IX Read the measuring tape and call the performance to the recorder in a manner that is clear and unambiguous
 - X Ensure that performances of the athletes are correctly recorded onto the event result sheet
 - XI Be aware of the rules relating to count back in “tie splitting”
 - XII Be aware of the VBP for each Event
 - XIII Notify the Referee or Assistant Referee (Field), of any potential VBP’s and ensure that the performance is properly validated
 - XIV In consultation with the Referee or Assistant Referee (Field), caution and/or disqualify athletes for infringement of Competition Regulations, Codes of Behaviour, or uniform breaches
 - XV Advise the first three place getters when they should report to the presentation area
 - XVI As required, issue place ribbons

Material/Equipment:

- € Copy of the programme of events
- € Two-way communication device for contacting other Key Officials
- € Event paperwork
- € Place Ribbons

K**Chief Judge – Shot Put**

Events:	T&F (2)
Responsible to:	Arena Manager
Responsible for:	Other Shot Put Officials
Reports to:	<i>Nominated Shot Put Venue</i>
Note:	<i>There are usually two (2) Venues</i>

Duties:

- I Endeavour to ensure that event is conducted in a timely and orderly manner and according to the Competition Regulations
- II Endeavour to ensure that the event runs to the time schedule
- III Endeavour to ensure the safety of all athletes and Officials during the event
- IV Allocate duties to the other Shot Put Officials
- V Liaise with Assembly Marshall regarding non-presenting athletes
- VI Receive release forms for athletes from Team Managers
- VII Follow the correct exclusion procedure
Note: ***Athletes cannot enter the competition after the completion of Round 1 unless they have submitted a release form***
- VIII Determine that each trial is valid
- IX Read the measuring tape and call the performance to the recorder in a manner that is clear and unambiguous
- X Ensure that performances of the athletes are correctly recorded onto the event result sheet
- XI Be aware of the rules relating to count back in “tie splitting”
- XII Be aware of the VBP for each Event
- XIII Notify the Referee or Assistant Referee (Field), of any potential VBP’s and ensure that the performance is properly validated
- XIV In consultation with the Referee or Assistant Referee (Field), caution and/or disqualify athletes for infringement of Competition Regulations, Codes of Behaviour, or uniform breaches
- XV Advise the first three place getters when they should report to the presentation area
- XVI As required, issue place ribbons

Material/Equipment:

- € Copy of the programme of events
- € Two-way communication device for contacting other Key Officials
- € Event paperwork
- € Place Ribbons

G**Shot Put Official**

Events: T&F (12)
Responsible to: Chief Judge - Shot Put
Reports to: *Nominated Shot Put Venue*
Note: *There are usually two (2) Venues*
Minimum of six (6) Officials plus Venue Chief at each Venue
1 x Recorder, 1 x Spotter, 2 x Tape Stewards,
1 x Implement Retriever, 1 x Marshall

Duties:

- I **Recorder:** Record the result of each trial as called, issue performance tickets as directed, issue place ribbons as directed
- II **Spotter:** Be familiar with "foul territory", observe and mark the position of the implement impact for each trial before returning implement safely via retriever
- III **Tape Steward:** Be familiar with the correct procedure for measuring each trial
- IV **Retriever:** Return implement safely to the throwing area (ring)
- V **Marshall:** Ensure that athletes are orderly during the event

G**High Jump Official**

Events: T&F (8)
Responsible to: Chief Judge - High Jump
Reports to: *Nominated High Jump Venue*
Note: *There are usually two (2) Venues*
Minimum of four (4) Officials plus Venue Chief at each Venue
1 x Recorder, 2 x Bar Stewards, 1 x Marshall

Duties:

- I **Recorder:** Record the bar height for each round as called, record the result of each athletes trial, issue performance tickets as directed, issue place ribbons as directed
- II **Bar Steward:** Assist in checking the bar height for each round, ensure correct positioning of the bar at all times
- III **Marshall:** Ensure that athletes are orderly during the event, request removal of spikes at completion of event

K

Chief Judge – High Jump

Events:	T&F (2)
Responsible to:	Arena Manager
Responsible for:	Other High Jump Officials
Reports to:	<i>Nominated High Jump Venue</i>
Note:	<i>There are usually two (2) Venues</i>

Duties:

- I Endeavour to ensure that event is conducted in a timely and orderly manner
 - II Endeavour to ensure that the event runs to the time schedule
 - III Endeavour to ensure the safety of all athletes and officials during the event
 - IV Allocate duties to other Officials
 - V Liaise with Assembly Marshall regarding non-presenting athletes
 - VI Receive release forms for athletes from Team Managers
 - VII Follow the correct exclusion procedure
- Note:** *Athletes cannot enter the competition after the completion of the 1st height unless they have submitted a release form*
- VIII Determine that each trial is valid
 - IX Be aware of the rules regarding increments when raising the bar
 - X Read the measuring stick and call the bar height to the recorder in a manner that is clear and unambiguous each time the bar is raised
 - XI Ensure that performances of the athletes are correctly recorded onto the event result sheet
 - XII Be aware of the rules relating to “count back”, “tie splitting” and “jump-offs”
 - XIII Be aware of the VBP for each Event
 - XIV Notify the Referee or Assistant Referee (Field), of any potential VBP’s and ensure that the performance is properly validated
 - XV In consultation with the Referee or Assistant Referee (Field), caution and/or disqualify athletes for infringement of Competition Regulations, Codes of Behaviour, or uniform breaches
 - XVI Advise the first three place getters when they should report to the presentation area
 - XVII As required, issue place ribbons

Material/Equipment:

- £ Copy of the programme of events
- £ Two-way communication device for contacting other Key Officials
- £ Event paperwork
- £ Place Ribbons

K**Chief Judge – Long Jump**

Events:	T&F (2)	M-E (3)
Responsible to:	Arena Manager	
Responsible for:	Other Long Jump Officials	
Reports to:	<i>Nominated Long Jump Venue</i>	
Note:	<i>There are usually two (2) Venues</i>	

Duties:

- I Endeavour to ensure that event is conducted in a timely and orderly manner
 - II Endeavour to ensure that the event runs to the time schedule
 - III Endeavour to ensure the safety of all athletes and Officials during the event
 - IV Allocate duties to other Officials
 - V Liaise with Assembly Marshall regarding non-presenting athletes
 - VI Receive release forms for athletes from Team Managers
 - VII Follow the correct exclusion procedure
- Note:** *Athletes cannot enter the competition after the completion of Round 1 unless they have submitted a release form*
- VIII Determine that each trial is valid
 - IX Read the measuring tape and call the performance to the Recorder in a manner that is clear and unambiguous
 - X Ensure that performances of the athletes are correctly recorded onto the event result sheet
 - XI Be aware of the rules relating to count back in “tie splitting”
 - XII Be aware of the VBP for each Event
 - XIII Notify the Referee or Assistant Referee (Field), of any potential VBP’s and ensure that the performance is properly validated
 - XIV In consultation with the Referee or Assistant Referee (Field), caution and/or disqualify athletes for infringement of Competition Regulations, Codes of Behaviour, or uniform breaches
 - XV Advise the first three place getters when they should report to the presentation area
 - XVI As required, issue place ribbons

Material/Equipment:

- € Copy of the programme of events
- € Two-way communication device for contacting other Key Officials
- € Event paperwork
- € Place Ribbons

G**Long Jump Official**

Events: T&F (10) M-E (15)
Responsible to: Chief Judge - Long Jump
Reports to: *Nominated Long Jump Venue*
Note: *There are usually two (2) Venues*
Minimum of 5 Officials plus Venue Chief at each Venue
1 x Recorder, 1 x Rake Holder, 2 x Tape Stewards, 1 x Marshall

Duties:

- I **Recorder:** Record the result of each trial as called, issue performance tickets as directed, issue place ribbons as directed
- II **Rake Holder:** Rake pit after measurement is completed
- III **Tape Steward:** Be familiar with the correct procedure for measuring each trial particularly the different methods for take-off mat versus board
- IV **Marshall:** Ensure that athletes are orderly during the event, request removal of spikes at completion of event

G**Triple Jump Official**

Events: T&F (10)
Responsible to: Chief Judge - Triple Jump
Reports to: *Nominated Triple Jump Venue*
Note: *There are usually two (2) Venues*
Minimum of five (5) Officials plus Venue Chief at each Venue
1 x Recorder, 1 x Rake Holder, 2 x Tape Stewards, 1 x Marshall

Duties:

- I **Recorder:** Record the result of each trial as called, issue performance tickets as directed, issue place ribbons as directed
- II **Rake Holder:** Rake pit after measurement is completed
- III **Tape Steward:** Be familiar with the correct procedure for measuring each trial particularly the different methods for take-off mat versus board
- IV **Marshall:** Ensure that athletes are orderly during the event, request removal of spikes at completion of event

K**Chief Judge - Triple Jump**

Events:	T&F (2)
Responsible to:	Arena Manager
Responsible for:	Other Triple Jump Officials
Reports to:	<i>Nominated Triple Jump Venue</i>
Note:	<i>There are usually two (2) Venues</i>

Duties:

- I Endeavour to ensure that event is conducted in a timely and orderly manner
 - II Endeavour to ensure that the event runs to the time schedule
 - III Endeavour to ensure the safety of all athletes and officials during the event
 - IV Allocate duties to other Officials
 - V Liaise with Assembly Marshall regarding non-presenting athletes
 - VI Receive release forms for athletes from Team Managers
 - VII Follow the correct exclusion procedure
- Note:** *Athletes cannot enter the competition after the completion of Round 1 unless they have submitted a release form*
- VIII Determine that each trial is valid
 - IX Read the measuring tape and call the performance to the recorder in a manner that is clear and unambiguous
 - X Ensure that performances of the athletes are correctly recorded onto the event result sheet
 - XI Be aware of the rules relating to count back in "tie splitting"
 - XII Be aware of the VBP for each Event
 - XIII Notify the Referee or Assistant Referee (Field), of any potential VBP's and ensure that the performance is properly validated
 - XIV In consultation with the Referee or Assistant Referee (Field), caution and/or disqualify athletes for infringement of Competition Regulations, Codes of Behaviour, or uniform breaches
 - XV Advise the first three place getters when they should report to the presentation area
 - XVI As required, issue place ribbons

Material/Equipment:

- € Copy of the programme of events
- € Two-way communication device for contacting other Key Officials
- € Event paperwork
- € Place Ribbons

Change Box - Type of Change & Cross-Over Points

	Change 1	Change 2	Change 3	Cross Over
4 x 100 Athletes/Box	Laned 1 to 2 1	Laned 2 to 3 2	Laned 3 to 4 3	
4 x 200 Athletes/Box	Laned 1 to 2 2	Laned 2 to 3 4	Unlaned 3 to 4 2	~120m Mark (Box 1)
Medley Athletes/Box	Laned 1 to 2 1	Laned 2 to 3 2	Unlaned 3 to 4 4	~320m Mark (Box 3)

Note: For Relays, some change boxes operate in both laned and unlaned modes and hence the number of officials specified is the total number required, ie, 4 chiefs and 24 others. In reality Change Box 1 & 3 only ever operate in laned mode whilst Change Box 2 & 4 can operate in either or both modes depending on the event. Thus, there are 2 chiefs & 12 officials who will be operating in laned mode only and 2 chiefs & 12 officials who during the course of the day will be operating in either mode and in the case of Change Box 2 will operate in both modes during the course of the 4 x 200m event.

G

Change Box Judge (Laned Changeover)

Events: Relays (24*) See also Change Box - Type of Change & Note

Responsible to: Chief Change Box Judge

Reports to: Designated (Allocated) Change Box

Note: Allocation of lanes/responsibilities is as follows:

Judge A Watch incoming end of change box for lanes 1, 2, 3, 4

Judge B Watch incoming end of change box for lanes 5, 6, 7, 8

Judge C Watch outgoing end of change box for lanes 1, 2, 3, 4

Judge D Watch outgoing end of change box for lanes 5, 6, 7, 8

Judge E Watch the acceleration zones and acts as a Relief Change Box Judge

Duties:

- I Assist in placement of cones on the track (marking the extremities of the change over area) before and after each event
- II Be aware of the rules relating infringements and other rules specific to relays
- III Observe for infringement of the rules
- IV Notify Chief Change Box Judge of any infringement(s)

K

Change Box Judge - Chief (Laned Changeover)

Events:	Relays (4*)	See also Change Box - Type of Change & Note
Responsible to:	Change Box Referee	
Responsible for:	Change Box Judges (Laned) - (5 per Change Box), Change Box Marshals (1 per Change Box)	
Reports to:	<i>Designated (Allocated) Change Box</i>	
Note:	1. Box 1 <i>When not in operation (4 x 200) may act as Cross-Over Judge for 4 x 200 (see duties for that position)</i>	
	2. Box 2 <i>Operation is both Laned & Unlaned (for 4 x 200 - Laned for 1st change & Unlaned for 3rd change)</i>	
	3. Box 3 <i>When not in operation (4 x 200) may act as Cross-Over Judge for Medley (see duties for that position)</i>	
	4. Box 4 <i>Operation is Laned (for 4 x 200)</i>	
	5. Box 4 <i>In addition to Change Box duties may also act as Change Box & Start Coordinator (see duties for that position)</i>	

Duties:

- I Ensure that Change Box Judges understand the rules/duties and position them accordingly
- II Control operation of the Change Box
- III Manage placement of cones on the track (marking the extremities of the change over area) before and after each event
- IV Assemble athletes on the track in the correct lane
- V When all athletes are correctly assembled, communicate readiness to Change Box & Start Coordinator
- VI Clear athletes from track after baton changes
- VII Be aware of the rules relating infringements and other rules specific to relays
- VIII Observe for infringement of the rules
- IX Refer infringement(s) to the Change Box Referee

Material/Equipment:

- € Copy of the programme of events
- € A two-way communication device for contacting other Key Officials
- € Incident Flags (Yellow & White) when acting as Cross-Over Coordinator
- € Lane draws for the finals of those events having heats

G

Change Box Marshall

Events:	Relays (4)	See also Change Box - Type of Change & Note
Responsible to:	Chief Change Box Judge	
Reports to:	<i>Designated (Allocated) Change Box</i>	

Duties:

- I Receive athletes from Assembly Marshall, marshal them in program and lane order.
- II Place athletes on track in order to commence next event supervised by Chief Box Judge.
- III As required, escort athletes from track after each event.
- IV Ensure the removal of spikes at completion of event as athletes leave the track.

G

Change Box Judge (Unlaned Changeover)

Events:	Relays (24*)	See also Change Box - Type of Change & Note
Responsible to:	Chief Change Box Judge	
Reports to:	<i>Designated (Allocated) Change Box</i>	
Note:	<i>Allocation of responsibilities is as follows:</i>	
	Judge A	<i>Watch incoming end of change box</i>
	Judge B	<i>Watch outgoing end of change box</i>
	Judges C, D & E	<i>Watch for interference & baton dropping</i>

Duties:

- I Assist in placement/removal of cones on the track (marking the extremities of the change over area) before, during (for 4 x 200) and after each event
- II Be aware of the rules relating infringements and other rules specific to relays
- III Observe for infringement of the rules
- IV Notify Chief Change Box Judge of any infringement(s)

K

Change Box Judge – Chief (Unlaned Changeover)

Events:	Relays (4*)	See also Change Box - Type of Change & Note
Responsible to:	Change Box Referee	
Responsible for:	Change Box Judges (Unlaned) - (5 per Change Box), Change Box Marshall's (1 per Change Box)	
Reports to:	<i>Designated (Allocated) Change Box</i>	
Note:	<ol style="list-style-type: none"> 1. Box 2 <i>Operation is both Laned & Unlaned (for 4 x 200 - Laned for 1st change & Unlaned for 3rd change)</i> 2. Box 4 <i>Operation is Unlaned (for Medley)</i> 3. Box 4 <i>In addition to Change Box duties may also act as Change Box & Start Coordinator (see duties for that position)</i> 	

Duties:

- I Ensure that Change Box Judges understand their role/duties and position them accordingly
- II Control operation of the Change Box
- III Manage placement of cones on the track (marking the extremities of the change over area) before and after each event
- IV Assemble athletes on the track in the correct lane order and indicate readiness
- V When all athletes are correctly assembled, communicate readiness to Change Box & Start Coordinator
- VI Clear athletes from track after baton changes
- VII Be aware of the rules relating infringements and other rules specific to relays
- VIII Observe for infringement of the rules
- IX Refer infringement(s) to the Change Box Referee

Material/Equipment:

- € Copy of the programme of events
- € A two-way communication device for contacting other Key Officials
- € Incident Flags (Yellow & White) when acting as Cross-Over Coordinator
- € Lane draws for the finals of those events having heats

K**Cross-Over Judge**

- Events:** Relays (1) See also Change Box - Type of Change & Note
- Responsible to:** Central Umpire/Referee
- Reports to:** Designated (Allocated) Cross-Over Point
- Note:**
1. This position may be performed by the Chief Box Judge or the Box Referee (Box 1 (for 4 x 200) or Box 3 (for Medley)) as these change boxes are not in operation when this position is required
 2. Crossover point for the 4 x 200 is at the entrance (tangent point) in the back straight.
 3. Crossover point for the Medley is at the entrance (tangent point) in the front straight.

Duties:

- I Ensure that cross-over point is clearly designated
- II Be aware of cross over points for 4 x 200 (approx 120m from start line) and Medley (approx 320m from start line) events and place cones accordingly
- III Be aware of the rules relating infringements and other rules specific to relays
- IV Observe for infringement of the rules
- V Notify Central Umpire via a yellow (for an infringement) or white (no infringement) flag
- VI Liaise with the Referee regarding any infringement(s)

Material/Equipment:

- £ Incident Flags (Yellow & White)

K**Change Box & Start Coordinator**

- Events:** Relays (1) See also Change Box - Type of Change & Note
- Responsible to:** Arena Manager
- Reports to:** Start/Finish Area
- Note:** This position may be performed by the Chief Box Judge (Box 4) see duties for that position

Duties:

- I Control operation of the event
- II Endeavour to ensure start times of events are in accordance with the timetable
- III Acknowledge notification of readiness from change boxes
- IV Ascertain readiness of timekeepers and place judges
- V Indicates event readiness to starter

Material/Equipment:

- £ Copy of the programme of events
- £ A two-way communication device for contacting other Key Officials
- £ Lane draws for the finals of those events having heats

K**Change Box Referee**

Events:	Relays (4)	See also Change Box - Type of Change & Note
Responsible to:	Central Umpire/Referee	
Reports to:	<i>Designated (Allocated) Change Box</i>	
Note:	1. Box 1	<i>When not in operation may act as Cross-Over Judge (see duties for that position)</i>
	2. Box 2	<i>Operation is both Laned & Unlaned (for 4 x 200 - Laned for 1st change & Unlaned for 3rd change)</i>
	3. Box 3	<i>When not in operation may act as Cross-Over Judge (see duties for that position)</i>
	4. Box 4	<i>Operation is both Laned & Unlaned (Laned for 4 x 200 - 3rd change & fUnlaned for Medley 3rd change)</i>

Duties:

- I Obtain details of infringement(s) observed by Box Officials
- II Notify Central Umpire via a yellow (for an infringement) or white (no infringement) flag
- III Be aware of the rules relating infringements and other rules specific to relays
- IV Observe for infringement of the rules
- V Complete an incident report for the Referee on any infringement(s)
- VI Liaise with the Referee regarding any infringement(s)

Material/Equipment:

- € Copy of the programme of events
- € Incident Flags (Yellow & White), when acting as Cross-Over Coordinator
- € Incident Paperwork
- € A two-way communication device for contacting other Key Officials

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