

# **Championship Planning**

***For Officials' Coordinators, Referees, Meet management***

## **Questions for Meet Director & Games Committee**

*Officials' Coordinator obtains answers to all items below several months before the meet*

*Include info on #s 1-16 in the Coaches' Packet/Participant Manual*

*Provide info on #s 1 - 30 to all officials, preferably as a handout (see "Officials' Mtg Topics/Pre-Meet Notes")*

1. **Athlete check-in** – all to Clerk, or field event athletes at venue? Report \_\_\_ minutes before event start time
2. **Field event warm-ups** – PV \_\_\_ min.; HJ \_\_\_ min.; all others – \_\_\_ min.; general \_\_, flight-specific \_\_, finals \_\_
3. **Relay cards** - must be given to Clerk not later than \_\_\_ minutes before race start time
4. **Spike length** – specify max. length: track \_\_\_ mm; JT & HJ \_\_\_ mm; pin & Xmas tree - yes/no?
5. **Competition number/bib** – name/number/both? Required on front/back/both? (PV-back only, HJ-front only)
6. **Runway markers** – tape only, or other provided by meet management?
7. **Number to finals** for field events – confirm \_\_, plus ties or no ties for advancement?
8. **Coaches' boxes** - confirm no coaches' boxes within infield, but OK on infield for combined events?
9. **Coaching** - confirm athletes cannot cross the track to speak w/coaches after the first running event starts
10. **Mixed zone** – are all athletes required to exit thru a Mixed Zone; if so where is it located?
11. **Field event athletes** – OK to leave when done with attempts or stay until event is complete? Escorts are/are not required to leave the venue? 2<sup>nd</sup> flight stay in Clerking area or come to venue? 1<sup>st</sup> flight stay at venue or leave?
12. **Starting blocks** – OK to use personal blocks, or only meet-supplied blocks?
13. **Implement inspection** - hours of operation; location; implements delivered to venues or picked up by crews?
14. **Protests** - protest table - yes/no, location, fees? How to reach/process to get Referee decision?
15. **Severe weather** – where is the shelter, evacuation procedures, announcements?
16. **Awards** – when, where, how many places; escort to awards area?
17. **Event sheets** – pick up from \_\_\_\_\_ results go to \_\_\_\_\_ (Referee?)
18. **Hip numbers** - left, right, or both hips? On singlet for 1500m, SC, 3K, 5K, 10K, relays?
19. **Athlete introductions** - will there be intros before the start of each running and field event?
20. **Tie-breakers** – is a tie-breaker needed for other than 1<sup>st</sup> place (Nat'l teams, etc.)?
21. **Measurements** - laser or tape measure for horizontals? for throws? for verticals? IR device for indoor throws?
22. **Timing devices** – are countdown clocks available, or use stopwatches?
23. **Field event pits/rings** - use 1 or 2 pits & rings (esp. for combined events); preferred pits; prevailing wind?
24. **Officials' lodging** – confirm # of rooms held; single rooms available, if so, cost?
25. **Officials' attire** - specify uniform & what is provided; distinctive items for starters & referees?
26. **Officials' packets** - credential, lanyard, clothing, parking pass – pickup when & where?
27. **Officials' meeting** – date, time & place?
28. **Officials' meals** – hours, location
29. **Officials' parking** – location, permit required?
30. **Facility map** – provide to all

### **Additional details to coordinate with meet management**

31. **Officials' coordinator's duties** – agree on: create officials' application, send to officials, post on USATF website; receive completed applications; make or recommend selections and assignments (heads & crews); notify all applicants of status; get answers to all above items
32. **"Key" officials** - which ones are selected by the Games Committee/Meet Management?
33. **Site visit & conference calls** – set dates; participate
34. **Coaches packet/participant manual** - officials' coordinator review, provide input (# 1-15 above); receive copy
35. **Coaches meeting** – date, time, location; participate
36. **Meet schedule** – when will it be finalized; where will it be posted?
37. **Referees** – how many, what responsibilities/who makes final decisions, how to contact them?
38. **Marshals** – how many, where? emphasis on safety concerns

## ***Championship Planning (Cont'd)***

39. **Volunteers** - confirm availability; specify numbers needed, duties, physical abilities
40. **Venue equipment** – confirm items on Ofcls' Equip. sheet; items delivered to venues / picked up by event crew?
41. **Outdoor considerations:**
  - Severe weather – evacuation procedures, announcements, shelter location - athletes & officials?
  - Decision on direction for sprints & jumps – who makes decision; when; process?
  - Throws cage – check cage integrity, doors movement
  - Steeplechase – check barriers (placement, heights), entry & exit to water jump, water level, curb & cones
  - Towels for all venues; leaf blowers for runways & circles; large rollers/squeegees for track & runways
  - Water station - set up on backstretch for 10K?
42. **Implement inspection area** – check facility for inspection kit, location, space, power, lighting, carts
43. **Clerking area** – check adequate tent/shade, tables, chairs, benches, fluids, hip #s; location & flow
44. **Throws areas** – barriers - crowd control & to contain implements indoors; check sector lines
45. **Athlete-friendly venues** – ensure adequate seating, shade, & fluids at each venue
46. **Water station** – will there be a station set up on the backstretch for outdoor 10K races?
47. **Event sheets** – Include meet & higher records, advancement procedures, starting heights & increments for PV & HJ; sheets for all events to Clerk -- running events – 2 cys, field events – 4 cys, C. E PV & HJ – 6 cys (landscape); summary sheets for all running events to Umpire (1 per umpire)
48. **Radios** – specify number needed, for whom; channels; sign-out/in?
49. **Officials' attire** - confirm uniform & what is provided (hat, shirt, etc); distinctive items for starters, referees?
50. **Officials' stipend** - confirm dollar amount(s), who validates & make payments, when; W-9 req'd? 1099 issued?
51. **Officials lodging** – confirm number of rooms; ability to pay for single room, cost/night?
52. **Officials' meals** – initial banquet? which daily meals? input on menu & hours; meals to venues?
53. **Spikes** – correct length spikes available (for sale?); wrenches & gauges available?
54. **Power source** – ensure adequate power & outlets at finish line(s); at venues if needed for computers
55. **Signage** – obtain for various officials' areas (Clerk, Implement Insp., Trainers/Medical, Protest Table)
56. **Medical emergencies** – medical staff on-site, location, how to contact; ambulance on-site or on-call?
57. **Electronic scoring** – will there be electronic scoring and device operators?
58. **Starters' ammo** – black powder blanks -- indoor: 3 boxes .22 cal; outdoor: 4 boxes .32 cal
59. **Hurdle & basket crews** – needed; numbers; instructions?
60. **Pole storage** – secure storage area, who/when move to venue, mark bags for various events
61. **Media/Photographers** – access & control; in sectors – beyond nat'l record dist; along sectors - >20'; near rings & pits - >10'; near cage - >15'; event head has final say

### **Tips for Coordinators**

1. **Officials' Coordinator duties** – get agreement on: create application, send to officials, post on USATF website; confirm total numbers & stipend; receive applications; make selections & assignments; notify all applicants of status; maintain alternate list; coordinate lodging, meals, clothing, credentials, payments; check venues & equipment
2. **Applications** - send out early – 6-9 months prior to major competitions
3. **Notify** all applicants of selection status shortly after the application deadline
4. **Cancellations** - plan for these by officials – have alternates identified & ready to go upon notification
5. **Mails to officials** - send to all officials – keep them informed about details of the meet
6. **Mail to event head officials** - send with crew contact info; items to bring; personal rulebook; Best Practices Protocols
7. **Contact Info** - get phone# and e-mail for the meet director, referees, Games Committee, facility manager; contacts for hotel/lodging, meals, medical
8. **Volunteer Coordinator** – get one appointed for major competitions
9. **"Officials' Pre-Meet Notes"** - send info to officials w/info on #s 1-30 above; updates as needed; cy for handout

## ***Championship Planning (Cont'd)***

10. **Arrive** 1-2 days prior to meet, check: venue equipment; track markings; arrangements for lodging, meals, clothing, credentials, volunteers
11. **Coaches meeting** - attend
12. **Officials' meetings** - prepare handouts, agenda, topics to cover (see Best Practices "Officials' Meeting Topics" paper); have officials' packets ready to pass out
13. **Safety checks** - crowd control measures, overlap of venues; condition of pits, rings, cages, runways, track surface, curb, hurdles & barriers, SC water jump
14. **Coordinate/meet with:** meet director; local officials' coordinator; event heads; electronic measurement & recorders; implement inspector; protest table; facilities manager; medical personnel; Clerks - clear on start lines, break lines, passing zones; Umpires – clear on hurdle & SC barrier placement; hurdle crew; basket crew
15. **Keep moving** around to all venues during the meet to fix problems, get or provide help as needed

### **Referee's Pre-Meet Activities**

1. **Safety** – check crowd control measures, overlap of venues; condition of pits, rings, cages, runways, track surface, curb, hurdles, SC water jump; ...**Verify** – track markings -- break lines, arced starting lines, alleys, etc.
2. **Coordination** – meet with meet director, officials' coordinator, event heads, electronic measurement, electronic recorders, implement inspection, hurdle crew, facilities manager, medical personnel; Clerks & Starters - clear on start lines, break lines, passing zones; ...
3. **Eagle Eye** – review Eagle Eye set-up at each venue and procedures for Referee review of videos
4. **Wind Considerations** – check venues and current & prevailing winds; determine and designate the site or runway, including direction, at least one hour before competition begins (must also allow for established warm-up times after the site has been prepared)
5. **Equipment for rain** – towels for field events; leaf blowers for wet runways
6. **Venue items** - steel tapes available at venues; seating & shade for athletes; water/fluids for athletes & officials