

Head Officials Meeting Topics

(Created for championship meets; adapt this to your circumstances)

1. Thanks for heading up your event!
2. Safety is a priority! -- for athletes, spectators, & officials. Check your venue well ahead of time - track, runways, rings, cages, pits, sectors, implements; fix problems or report issues to the Referee
3. Issues requiring resolution during competition/potential DQs – get your Referee
4. Items you'll need to have/need to get:
 - a. Rule books – head officials have a personal copy with you
 - b. Event sheets (field events) - get from _____; take results to _____
 - c. Radio, chairs, & event equipment box – get from & take back to _____
 - d. Weights & Measures – learn meet mark
5. Field event athletes check-in with _____, head judge picks them up there __ min before start of warm-up period. Give instructions to athletes there; please include the following:
 - a. Bibs are//are not required – name on front; number on back (PV & HJ – name only, front or back)
 - b. Events w/flights - __ athletes will qualify for the finals, plus any ties
 - c. Athlete introductions – close venue and line athletes up 3-4 minutes before start of event
 - d. Athletes may not cross the track to speak with coaches after 1st running event starts
 - e. Escorts are//are not required whenever they leave the venue – get a marshal
 - f. Athletes may leave when done//must stay at venue to end of competition//escort to Mixed Zone
6. Implements – inspected at _____; delivered to & from venue by _____
7. Records (field events) – be aware (see event sheet), use steel tapes
8. Protests - how we'll handle them; preserve/record marks as appropriate
9. Volunteers - _____
10. Drug testing (if applicable) – discuss procedures
11. Clean up your venue after the competition
12. Take care of your crew – transportation, briefings, fluids, meals, performance feedback
13. See the **“Officials Pre-Meet Notes” sheet** – questions on any item there? Other questions?

Introduce Meet Director & Referees for remarks.

General Officials Meeting Topics

1. Thanks for being here – great crew of officials
2. Safety – runways, rings, cages, pits, sectors, implements; athletes, spectators, officials
3. Reminders:
 - a. Sign-in: be sure to do so each day – location
 - b. No cell phone or camera use on field of play
 - c. We're not the ones people came to see – be unobtrusive, be seated at venue
 - d. Officials meals – days, hours, location
4. Warm-ups: __ minutes before event starts (HJ - __, PV- __); that's when we start working, not chatting
Officials in-place at least __ min before field event warm-ups.
5. Severe weather procedures
6. Please review the **“ Officials Pre-Meet Notes”** sheet. Any questions on this? Any other questions?
7. Safety again – if any question, stop event & fix it or get the Referee
8. We'll have a few remarks from the Referees and Meet Director, and then each event head will have a meeting with their crew.

Introduce Referees & Meet Director for remarks (may include details on lodging, parking, meals)

Introduce event head officials; crews meet with them immediately after this meeting ends

Officials' Pre-Meet Notes

(Handout for all officials. Created for championship meets; adapt as needed)

All Athletes

1. Bibs are//are not required – name on front, number on back, (HJ & PV – name bib only - front or back)
2. Athletes are//are not required to depart from the field of play thru mixed zone, located at _____
3. All athletes check in with the Clerk of Course//runners with the Clerk, field athletes at their venue
4. Spikes - max length is: ___mm or ___ in; except JT & HJ – ___ mm
5. Protest table is located at _____
6. Trainers/medical staff – located in the _____
7. Restrooms for athletes & officials – located at _____
8. Results - will be posted _____
9. Awards – the first ___ places get awards; presented at _____

Running Events

1. Relay cards must be turned in the Clerk not later than ___ minutes before the race start time.
2. Hip numbers are worn on left//right//both left & right hips, and on singlet top for 1500m & longer; relays
3. Clerks give all instructions to runners; Starters only give starting commands
4. Starting blocks – athletes may use only meet supplied block (not their personal blocks)

Field Events

1. Warm-up times: PV ___ min, HJ ___ min, all others ___ min; events w/flights ___ min general , then ___ min flight-specific; ___ for finals; all officials in-place ___ minutes prior to start of warmups
2. In field events with flights, ___ athletes will qualify for the finals plus ties//no ties
3. We'll have flights//no flights; second flight athletes stay at venue//go back to Clerking area
4. Athlete introductions – yes//no; if so, close warm-ups ___ minutes before event starts
5. Athletes may leave the venue when done with their attempts//all must stay at the venue until event is complete; escorts are//are not required when leaving the venue; marshals will//will not be present
6. Event equipment box – will be at venue//event head officials pick up at _____
7. Implements are inspected (W & M) at _____; and will be delivered to venues//need to be picked up & returned by event crews ___ min before warm-ups start; learn the mark of the day
8. Coaches' boxes – yes//no; for warm-ups//for competition
9. Timing – we'll use electronic countdown clocks//stopwatches
10. Measurements – tape measure//laser for throws & horizontals; measuring device//laser for PV & HJ
11. Palm Pilots – will//will not be used; recorders compare event sheet and Palm after every round and at end

Officials' Matters

1. *Safety is our top priority*; check your venue, fix all issues or report them to the Referee
2. Sign-in- be sure to do so each day at _____
3. Check the assignment sheet for additional duties (lap counters, etc.)
4. Severe weather – we'll have a PA announcement; the shelter is _____
5. Officials' meals - served at _____; times: _____
6. Officials' transportation between hotel & track (if any) – location, schedule _____
7. Officials' parking – location/directions _____
8. We're not the ones people came to see -- be unobtrusive
9. No cell phone or camera use on field of play; when not working be off the field of play
10. Keep hydrated