

2006

**Genesee Valley Track & Field
& Cross Country Officials' Association**

Training

PERSONAL APPEARANCE AND CONDUCT

Personal Appearance

All officials are required to wear:

- White shirt with official state association logo
- *In inclement or cold weather the outside item of clothing should display the state logo.* Outerwear blue windbreakers and sweatshirts with official logos are available. In rainy weather, a rain suit (without a state logo) will be acceptable as the outer garment.
- Khaki (beige) pants or shorts (outdoor season)

Indoor Track (winter) and Cross country ONLY

- Black pants

Blue caps with official state logo are available. Hats are not required, but when worn must not have objectionable or questionable imprints.

Conduct

- You are a professional. Act like it. Your job is to be objective in your judgments, to make competition safe and fair.
- Plan on being at the meet at least 30 minutes before the meet begins for assignment and inspection of your site. Stay until the end of the meet (or until released by the starter) to help with other events.
- Remember, you are an independent contractor. You are not the Meet Director or the coach. Follow the instructions and wishes of the Meet Director (usually the head coach at the host school).
- Be friendly and cordial toward coaches, athletes and parents but do not involve yourself with their personal problems during competition, or at the meet site.

EQUIPMENT

Required for Every Official

- Stopwatch (multiple splits)
- Clip board, pencils and/or pens

Highly Recommended

- Adhesive tape
- Extra event sheets for field
- Whistle
- Measuring tape (50m/165' minimum, graduated in both standard and metric measurements preferred, with a common zero at the end of the tape)
- Cold weather gear, wet weather gear, sun screen, insect spray
- Measuring Stake (Stick you attach to measuring tape, so you can mark jumps in the pit -- long jump, triple jump -- or throwing events -- shot, discus, without having to bend to measure)

Suggested

- Clear plastic cover for clip board
- Rubber bands, paper clips, eraser
- Umbrella
- Canvas folding chair

Starters ONLY

- Starters pistol – .32 caliber is recommended outside, when not using the FAT system. Some systems will pick up .22 sound. 22s can be used for start, but only at the start/finish line. .22s are used inside because of noise. Please note that due to .32 shell costs, it is acceptable to use a .22 for all races at dual meets.
- Short blank, black powder shells in appropriate caliber
- Ear plugs, whistle, starters sleeve (recommended, but not necessary)

THROWING EVENTS (Shot and Discus)

The throwing events for high school in Section V include the discus and shot put. General rules on the throwing events can be found in the rule book in **Rule 6, Sections 1-3**

Specific rules concerning the throwing events can be found in **Rule 6, Sections 4 & 5**

I. Pre-competition

A. Administrative

1. Check with Meet Director (Host Coach) for:
 - a. Event sheets
 - b. Format – Is competition open pit format or rotational flights?
 - 1) If rotational flights, how many athletes per flight? (Probably 4 varsity athletes from each school in a dual meet. The remainder would be in a JV flight.)
 - 2) If open pit, time frame allowed for completion?
- (Note: it is not your prerogative to change the format without the Meet Director's permission)**
- c. If there is a league guideline for choosing which team goes “odd” or “even” in one throwing event and if the teams then reverse “odd and even” in the next throwing event. (Applies only if the event is run using rotational flights.)
 - d. Number of competitors allowed for Varsity and JV
 - e. Number of trials
 - f. Number of place winners

B. Site (Rule 6-4 & 6-5)

1. Markings
 - a. Discus – 8' 2 ½” diameter throwing circle with the circumference marked with a metal, wood or plastic band not more than ¾” above the throwing surface. A 2 inch wide painted line may be substituted for the band. (Sometimes, the discus circle will be ¾” lower than the surrounding concrete pad.) The **inside** edge of the band or line is the limit of the throwing circle. The sector lines will be **34.92 degrees**. A cage is **required** for the discus.
 - b. Shot put – 7' diameter throwing circle with the circumference marked with a metal, wood or plastic band not more than ¾” above the throwing surface. A 2 inch wide painted line may be substituted for the band.

(Sometimes, the shot put circle will be $\frac{3}{4}$ " lower than the surrounding concrete pad.) The **inside** edge of the band or line is the limit of the throwing circle. The sector lines will be **34.92 degrees**.

2. Site Conditions

- a. Circle area - free of foreign objects, dirt or debris that might be slippery
- b. Be sure band is anchored, so it does not move.
- c. Landing zone (Keep spectators, dogs, and athletes out of the landing area)

C. Athlete Registration

1. Format

- a. Rotational flights – list names in alternate positions according to visiting team’s preference. Best throwers from each team go “last”.
- b. Open pit – maybe assign numbers for easier identification with large groups of athletes
- c. Warm up – allow adequate warm up time – set time frame if necessary (Approximately 15 minutes for a flight of 8.)

D. Personnel – Marker, recorder (parents, injured athletes, managers, etc. [Host coach may have assigned volunteers])

II. Competition

A. Athlete Instruction

1. General Instruction – Reminder of uniform, no jewelry, no tape on hands or fingers unless there is an open wound, tape allowed on wrists, gloves not permitted.

2. Format

a. Rotational flights

1. Number of attempts (Usually 4 throws for Varsity, 3 for JV. In larger competitions there will be 3 preliminary throws to qualify for the finals, and 3 more in the finals.)
2. Order call-up – Call name and “Up”, “On-deck” and “On Hold” to inform athletes of next in order.
3. How long to wait if athletes are in other events.

- c. Open pit
 - 1) Allow athletes to take jumps out of registered order, to accommodate participation in other events.
 - 2) Time frame (limits to close the event)
 - 3) Identification procedure – name, number, etc

B. Competition Procedure

- a. Announce competitor
- b. Legal throw
 - 1) Measure (to nearest lesser inch for discus and to nearest lesser $\frac{1}{4}$ " for shotput) from nearest edge of implement impression to inside edge of circle/band/stopboard. If alone, attempt to pull tape as close to center of circle as possible before announcing measurement.
 - 2) Clearly announce measurement
 - 3) Record results
- c. Foul – Call clearly. (Wait until throw is completed)
Explain what the foul was, foot foul, exiting the circle improperly, etc.
(Note: Answer questions about the foul, but don't coach. That's not your job.)

C. Determining Fair or Foul Throw

- a. Competitor can enter the circle from any direction, but must exit the back half of the circle under control after the implement has landed and the judge calls "mark"
- b. Implement must land within the sector line – If it touches any part of the sector lines it is a foul
- c. If the discus hits any part of the cage, it is a foul.
- d. If the shot drops behind or below the shoulder, it is a foul.
- e. Once the athlete has entered the circle, they must pause before throwing. They cannot **touch** the **top** part of any band, circle or stopboard (or end of the stopboard), or any area outside the circle until after "mark" has been called.
Note: This includes touching with laces, sweatpants, dropping sunglasses or hat on the stopboard or outside the ring . (NOTE: it is **legal** for the athlete's shoe to touch the inner face of any band or stopboard.)
- f. All throws must be completed within 1 minute after being called.

III. Post Competition

A. Results

- a. Check for first place ties **(6-3)**
- b. Announce results to competitors
- c. Clearly identify results on event sheet
 1. Circle best performance and enter in results column if necessary
 2. Clearly identify order of finish
- d. Sign final event sheet and return to scorer ASAP
- e. Call for next group and repeat pre-competition and competition procedures (if applicable)
- f. Check area at the conclusion of all competition make sure area is secured (tools put away, etc.)

(Note: Remember, once competition is complete no further throws to take place.)

Conducting Horizontal Jumps (Long Jump, Triple Jump)

The horizontal jumps include the long jump and the triple jump. General rules on the jumping events can be found in the rule book in **Rule 7, Sections 1-3**

Specific rules concerning the horizontal jumps is found in **Rule 7, Section 6**

I. Pre-competition

A. Administrative

1. Check with host coach for:
 - a. Event sheets
 - b. Rake and raker volunteers
 - c. Format – Is competition open pit format or rotational flights?
 - 1) If rotational flights, how many athletes per flight? (Probably 4 varsity athletes from each school in a dual meet. The remainder would be in a JV flight.)
 - 2) If open pit, time frame allowed for completion?

(Note: it is not your prerogative to change the format without the Meet Director's permission)

- d. If there is a league guideline for choosing which team goes “odd” or “even” in one jumping event and if the teams then reverse “odd and even” in the next jumping event. (Applies only if the event is run using rotational flights.)
- e. Number of competitors allowed for Varsity and JV
- f. Number of trials
- g. Number of place winners

B. Site (Rule 7-6)

1. Markings
 - a. Long jump – at least one board – approximately 8’ from the end of the pit (girls) and 12’ (boys).
 - b. Triple jump – 24’ (girls) and 32’ (boys) boards.

Note: Distance from foul line or takeoff board may be adjusted to accommodate different levels of competition. Competitors may change which foul line or takeoff board they are using during competition, but only with the prior notification of the event judge.

2. Site Conditions
 - a. Boards - need to be clearly marked and of wood, paint or other appropriate, non-slippery surface
 - b. Pit
 - 1) Landing surface is soft and clear of sharp or hard objects
 - 2) Curbing, if any, is safe
 - 3) Area on either side of the landing and runway is free of hazardous objects.

C. Athlete Registration

1. Format
 - a. Rotational flights – list names in alternate positions according to visiting team’s preference. Best jumpers from each team go “last”.
 - b. Open pit – maybe assign numbers for easier identification with large groups of athletes
 - c. Identify and record board choice
 - d. Announce runway markings restrictions **(7-6-12)**
 - e. Warm up – allow adequate warm up time – set time frame if necessary (Approximately 15 minutes for a flight of 8.)

D. Personnel (Volunteers to assist) Pit marker, raker, recorder (parents, injured athletes, managers, etc.) Often the coach assigns them.

II. Competition

A. Athlete Instruction

1. General Instruction – reminder of uniform, no jewelry, runway markings, rules, etc.
2. Format
 - a. Rotational flights
 - 1) Number of attempts (Usually 4 jumps for Varsity, 3 for JV. In larger competitions there will be 3 preliminary jumps to qualify for the finals, and 3 more in the finals).
 - 2) Order call-up – Call name and “Up”, “On-deck” and “On Hold” to inform athletes of next in order
 - 3) How long to wait if athletes are in other events?
 - c. Open pit
 - 1) Time frame (limits to close the event)
 - 2) Allow athletes to take jumps out of registered order, to accommodate participation in other events.
 - 3) Identification procedure – name, number, etc
 - 4) Identify which board being used for takeoff

B. Competition Procedure

- a. Announce competitor
- b. Move cone to chosen takeoff board and stand next to correct board, as visual marker for jumper.
- b. Legal jump
 1. Measure
 2. Clearly announce measurement
 3. Record results
- c. Foul – Call clearly. [Wait until jump is completed]
Explain what the foul was: foot foul, leaving the pit closer to the board than the closest landing point; touching outside the pit before landing etc.
(Note: Answer questions about the foul, but don't coach. That's not your job.)

III. Post Competition

A. Results

- a. Check for first place ties **(Rules 7-3 -1-2,4)**
- b. Announce results to competitors
 - c. Clearly identify results on event sheet
 1. Circle best performance and enter in results column
 2. Clearly identify order of finish
- d. Sign final event sheet and return to scorer ASAP
- e. Call for next group and repeat pre-competition and competition procedures (if applicable)
- f. Check area – at the conclusion of all competition make sure area is safe (rake, put away, or at least, tongs down, etc.)

(Note: Remember, once competition is completed no further jumping takes place.)

VERTICAL JUMPS (High Jump and Pole Vault)

Governing Body	USATF	NCAA	High School
Marks on Approach Area	Allowed	2 Pieces Tape 6 inch MAX	Allowed
Late Entry After Competition Start	Start At That Height	Can't Jump	Can't Jump
Starting Heights	Jumpers Choice of Any Announced Height	Same	Same
Passes	Pass Height	Pass Attempt	Pass Attempt
Jumper Leaves Ground But Does Not Complete Jump	Allowed	Allowed	Allowed
Jumper touches Pit Or Ground Beyond Plane Of Crossbar	Failed Jump	Failed Jump	Failed Jump
Lowering The Bar After Competition Starts	Not Allowed Except For Jumpoff	Same	Same
Warm-ups After Competition Starts	Not Allowed	90 Seconds After 1 Hour	1 Run Thru After 3 Consecutive passed heights
Time Rule			
4 or More	1 minute	1 minute	1 minute
2 or 3	1.5 minutes	2 minutes	3 minutes
1 Jumper	3 minutes	4 minutes	5 minutes
Consecutive Jumps	2 minutes	2 minutes	2 minutes
Multi-Events Time Rule	1 minute	1 minute	1.5 minutes
Multi-Events Consecutive	2 Minutes	2 Minutes	2.5 minutes
Warnings For All Jumpers			
Warning Time	15 Seconds	30 Seconds	
Warning Flag	Yellow	Optional	
Scoring Symbols			
Cleared	O	O	O
Failed	X	X	X
Passed	P	P	P

GOVERNING BODY	USATF	NCAA	HIGH SCHOOL
MEASURE BAR EACH RAISE	YES	YES	NO
MARKS ALONGSIDE RUNWAY	2	2	YES
POSITION OF STANDARDS			
TOWARD THE RUNWAY	0	45 cm	15.5 inches
TOWARD THE PIT	80 cm (Metric)	80 cm (Metric)	31.5 inches
TAPE ON HANDS/FINGERS	NO	NO	NO
GLOVES	NO	NO	NO
VAULTER LEAVES GROUND BUT DOES NOT COMPLETE VAULT	ALLOWED	NOT ALLOWED	NOT ALLOWED
LOWERING THE BAR	NO -- EXCEPT FOR JUMPOFF	SAME	SAME
WARMUPS ON RUNWAY AFTER COMPETITION START	1 RUN THRU AFTER 1 HOUR	2 Minutes AFTER 1 HOUR	1 RUN THRU AFTER 3 CONSECUTIVE PASSED HEIGHTS
TIME RULE FOR VAULTERS			
4 OR MORE	1 minute	1 minute	1.5 minutes
2 OR 3	2 minutes	3 minutes	4 minutes
1	5 minutes	5 minutes	6 minutes
CONSECUTIVE TRIALS	3 minutes	2 minutes	2.5 minutes
WARNING TIME PERIOD	15 seconds	30 seconds	
WARNING FLAG	YELLOW		

SCORING SYMBOLS			
CLEARED	O	O	O
FAILED	X	X	X
PASSED	P OR -	P	P

I. Before Competition

1. Read the applicable rules the night before the competition. Remember the words “must” and “shall” means it is compulsory, while “should” means it is hoped the rule will be followed but it is not essential. Pay particular attention to increments for bar changes and timing for jumps. Vertical jumps have more differences than other field events.
2. Arrive in sufficient time to make sure the venue is set up safely and correctly and to allow athletes sufficient time to warm-up prior to the assigned start time. Don’t assume all will be ready when you get there. Plan to do all set-ups yourself and plan your time accordingly.
3. Check in first with the head field judge or meet director to see if there are any special rules or notes for the day like a decision by the Games Committee to run the event using a rotating flight.
4. Find out starting heights from Meet Director. In high jump, check the increments the bar will be raised. (It is ordinarily 2 inches, but the Games Committee may decide to change those increments.)
5. Pick up the event sheets. In dual or smaller meets, be prepared to provide your own sheets. Don’t assume the home coach will provide them.

II. Site and equipment:

1. Check the runway and pads to make sure they are clean, placed correctly, dry and in good repair, and meet the required specifications for size.
2. Make sure any hard surfaces extending beyond the back and sides of the pads are covered by padding.

3. Make sure the pads are fastened securely together and there is a common cover or top pad which is correctly positioned so as not to interfere with the standards or the pole.
4. For the pole vault, the track for the standards (side supports that hold the bar) must be anchored or weighted down so that the standards can't fall over if struck by a vaulter. The track must also be covered by padding which will protect the vaulter but still allows the standards to move back and forth.
5. Check the runway and normal walking areas for any tripping hazards or standing water. Remove any markers left on the runway from previous competitions.
6. Check to make sure you have needed brooms, tapes, markers, forms, pens, flags, watch, ladders, performance indicator boards, recorder stands, and any other equipment required for the event.
7. Check the standards to make sure they work properly, the markings are accurate, and that they are set correctly.
8. Check the length of the crossbar.
9. Check the location of the landing pit and adjust as needed.
10. Check the distance between the bar and the standards at the starting and expected winning heights to make sure the standards are spaced correctly.
11. When layout is finalized, mark the location of the standards and mark the top and front of the crossbar.
12. Check the crossbar to find the side with the least sag. Mark both ends so the same side will always be up.
13. Find the low point of the crossbar on both the bar and the jumping surface directly below that point on the bar. The low point need not be the center of the bar. Make sure that when the bar is level that both standards read the same.
Note: If you change the crossbar during the competition the standards may read differently since the new bar may sag more or less. If necessary, remark or reset the standards so they read correctly.
14. Erect barriers when possible to keep everyone but officiating field officials off the runway or jumping area.

III. Athlete Check-in

1. Athletes check in with the head event official.
2. Ask if they will need to be excused during the event to compete in another event.
3. Explain to them the rule on absences as it will be applied by you during the meet.

4. Ask if they wish to enter the competition at a height other than the starting height. If a competitor is not entering at the starting height, then the rules allow additional warm-up time at a height change.
5. In high school, a jumper gets 1 run through after 3 consecutive passed heights. In the NCAA, a jumper gets warm-up time, using the runway and pit, after an hour of not jumping.

IV. Pre-Competition Information Gathering and Administration

1. Announce the competition order, the warm-up time, and the starting height.
In high school **pole vault** competition, check the weight and pole of each competitor to ensure compliance with the rules. (At smaller meets, the Coach should provide a sheet certifying that athletes are using appropriate poles for their weight, according to the rules.) Athletes may not warm-up or compete with an illegal pole. **Note: College pole vault has no weight rule for poles, so weighing and verifying is only for high school meets.**
2. Exercise “preventive officiating”. Check athletes for illegal uniforms, taping, and jewelry. Remember, if you miss anything, this does not excuse the athlete later during the competition.

V. WARM-UP TIME

1. Warm-up is only allowed in presence of an officials or an authorized coach.
2. Close the warm-up period so as to leave sufficient time for final instructions prior to the assigned start time. Always give adequate warnings as to how much warm-up time remains.
3. For pole vault, assign someone to catch the pole and, if possible, the location of the last step in both high jump and the pole vault. Be consistent and do it for all athletes.
4. At the end of the warm-up period, check the height of the bar and make sure it is level.
5. Sweep the runway, especially at the take-off point.

6. Check the runways for number, placement, and ownership of markings. Remove all extra marks before the start of competition.
7. Make sure the sideline areas and areas behind the event are clear of unauthorized people when the competition begins.

VI. Instructing the Athletes

1. Go over how the event will be conducted. Explain the following:
 - a. Amount of time to begin their attempt. (For pole vault, 90 seconds, unless only 3 or fewer vaulters remain For high jump, 60 seconds, until only 3 or fewer jumpers remain.)
 - b. How you will announce time remaining. If a trial is started before the time is up, it is OK. It need not be completed in the time period.
 - c. You will call the name and “up”, “on deck” or “on hold” to indicate the order to vault or jump.
 - d. It is their responsibility to be ready when called.
 - e. If you will be using rotating flights, explain how you plan to do it.
 - f. Procedure for leaving to go to another event and when they return. Tell them how their absence will be handled.
 - g. Increments to be used for raising the crossbar .
 - h. Read the competing order.
 - i. Verify the starting position of the standards for each competitor in the pole vault. Tell them they must inform you of any changes prior to being called up. If they tell you after they are called up, you may change the standards, but the time will continue to run.
2. Review Fouls.
 - a. It doesn't matter how fast they get off the mat. If the bar falls, it is still a miss.
 - b. Over the allotted time.
 - c. Touching beyond the plane of the standards in the high jump or the plane projected from the top of the box in the pole vault.
 - d. Dislodging the crossbar with pole or body.
 - e. Not indicating intention to pass before being called up.
 - f. Use of weights or grips of any kind.
 - g. In pole vault, “Volzing” or trying to steady the crossbar (practice of more gymnastic vaulters, who use their hands to

replace the wobbling crossbar back on the positioning pins, as they go over the bar).

- h. In high jump, not jumping from a single foot (one not both feet).
- i. In the pole vault, after leaving the ground, moving the lower hand above the higher one or sliding the upper hand higher.
- j. In high school and NCAA, it is a foul if the pole vaulter leaves the ground in an attempt and fails to clear the bar. In USATF it is not a foul to leave the ground but the time will continue to run.
- k. In pole vault, no one shall be allowed to touch the vaulting pole unless it is falling away from the crossbar and uprights. If it is touched, and in the opinion of the event judge the crossbar would have been knocked off, the attempt is a failure. In high winds, the pole to be caught if, in the opinion of the official, the pole would be blown into the crossbar even if it has been properly released.
- l. In high school, it is a foul if the pole vaulter moves the top hand above the top hand hold band.
- m. In the high jump, failure to go over the crossbar with the entire body
- n. .

VII. Competition

A. Conducting the Event

1. Don't call up a competitor until the pit, standards, and crossbar are ready.
2. Start the clock when the competitor is called up and don't stop it until the attempt is completed or fouled.
3. Let the crossbar settle down, if it is hit, before calling the jump fair.
4. Mark the event sheet after each attempt.
5. A tardy competitor will start at the height at the time of his arrival.
6. When all have made the height or missed out, move the bar up and check the level and height.
7. Read those jumping at the next height to make sure they know the order and who is competing at that height.
8. When there are 3 or fewer competitors remaining, the time for jumps changes. The crossbar will continue to move up at the established increments. Only when a competitor is the sole competitor remaining (winner), may he or she chose the height of the bar.

B. Breaking Ties:

1. If, after all competitors have missed out, 2 or more are tied, follow this procedure to break the tie: Check the number of attempts at the tied height. The competitor with the fewest attempts at the tied height is the winner.
2. If the competitors are still tied, check the number of unsuccessful attempts in the entire competition, up to the highest height cleared. Passes do not count for anything. The competitor with the fewest total misses is the winner.
3. If the tie still exists, go to a jump-off. Give each tied competitor 1 additional attempt at the last height attempted by all tied competitors. This is not necessarily the last height in the competition.
4. If all competitors make the attempt, raise the bar and repeat the procedure of 1 attempt.
5. If all competitors miss the attempt, lower the bar and repeat the procedure of 1 attempt.
6. Repeat 4 and 5 until the tie is broken.
7. Passes are not allowed in a jump-off.
8. In the final results, the winner is given credit for the highest height cleared, even if the height in the jump-off is different from that in the competition prior to the jump-off.

I. **Measurement**

1. If using metric, measure to the nearest lesser centimeter. If using English, measure to the nearest lesser $\frac{1}{4}$ inch.
2. Measure from the low point of the upper surface of the crossbar to a point directly below that point on a perpendicular line. Remember, this is not necessarily the mid-point of the bar.
3. If the height will be a record, the measurement must be confirmed by three certified officials under the general supervision of the head field referee.

IV. **After Competition**

- A. Review the event sheet and assign a place to all competitors.
- B. Have another official check the placements for correctness.
- C. Sign the sheet and have the other official sign also.
- D. Announce the results to the competitors, and then give the sheet to the runner, head field judge, or the announcer.
- E. Close the venue so that no one can use it after the event is over.
- F. Check in with the head field judge or referee to see if any other officials need help.

FINISH LINE JUDGING

I. Pre-Competition

- A. The night before the meet, review the rule book. **See Rules 3-8 Finish Judge, and rule 3-9 Timers.**
- B. In a dual meet, when you arrive at the track report to the Starter for your assignment.
- C. If assigned to the finish line, time the place given you by the head finish judge. If you are the head finish judge, assign the other timers. In some meets, you may need to use coaches to help time.

II. Competition Procedure

- A. In races run in lanes, watch the finish. Then step onto the track in the lane your place finished. A runner finishes the race when his/her torso crosses the line.
- B. The runners will be called back in their lanes. Ask the runner's name and identify the school. You should NOT give the runner their unofficial place and time, until you check your watch with other timers.
- C. Give the recorder the name of the runner and the time. Remember to round up to the next 10th of a second. (For example, 12.83 becomes 12.9.) Remember the place is most important, since times can be adjusted.
- D. If there is a question on place, the official charged with picking the higher place takes precedence.

III. Competition in races NOT run in lanes

- A. In a race not run in lanes, the head finish judge may ask a timer to keep a running watch to call times to runners.
- B. If you are assigned to place 1,2,3, when the runner crosses the finish line stop your watch. Find the runner, get his/her name and give the name and time to the recorder.
- C. One official is ordinarily assigned to line up runners in a designated area, to stand in order of their finishing position. This allows officials to double-check the order.

IV. Competition for all races

- A. In a race where the starting line and the finish line are some distance apart, the timers need to have a clear view of the starters pistol.
- B. Start your watch when you see the smoke from the starters gun.

V. Procedure for Other Duties as a Track Judge

- A. During the distance races you may be asked to count laps. If the 1500 & 1600 or 3000 & 3200 are run concurrently, you will need to place the runners at the correct position on the starting line.
- B. As head finish judge, determine if all timers are ready and signal the starter. (Use arm motion, whistle or flag) You may also serve as a umpire watching for finish violations, and the last sets of hurdles for hurdle violations.

STARTER

I. Pre-Competition Information Gathering and Administration

- A. Read and become familiar with the starter section in the rule book, Rule 3-6.
- B. Know the starting commands Rule 5-7 art. 1,2,3,4.
- C. The starter should arrive 30 minutes before the meet. Upon arrival check with the home and visiting team coaches. Make sure of the order of events, different leagues with different orders, and any particular site problems.

Note: In a dual meet the starter also is the referee and is in charge of the meet.

- D. Before the meet walk the track to become familiar with relay zones, acceleration zones, starting and finishing lines. Also check the field areas.
- E. Meet with your other officials and make assignments.
- F. Remind field officials to check with you when they are finished with their event, for reassignment. You will need extra officials for the 4 X 100 relay. (No officials should leave, unless Starter excuses them.)
- G. Also check the meet format, double dual, varsity, JV , etc., and if the league has any special procedure for lane choices. Remind coaches of the Sportsmanship Code, no jewelry or watches, and uniform rules.

III. During Competition

- A. If the race is run in lanes, determine the number of runners so that sections can be set up. Usually, but not always, the first section is the fastest. (Varies by league preference.)
- B. Position the runners in their lanes at the start. At this time allow them to set their block, indicate the finish line, check for jewelry, and give any instructions.

IV. Procedures for the Start

- A. Tell any runners using a standing start to relax, until the set command.
- B. Signal the finish line with a whistle to see if they are ready.
- C. Position yourself where you can see all the runners and the finish line can see you.
- D. At this time, indicate to all runners the starting commands to be used. For races 400 meters and under use three commands – “On” your marks”; “Set” and the gun.
- E. Have the runners stand before their blocks. Raise your gun arm and move your other arm in a circular motion and give the command” on your marks”.
- F. When all runners are settled and ready , raise your arm and give the “set”. command. When all runners have assumed a motionless position, fire the gun.
- G. If there is a false start, recall the runners with a shot. Restart the race with the those still eligible.
- H. After the start step onto the track and watch the runners.

V. Conducting Races Not Run in Lanes

- A. Check if the timers are ready and position yourself so you can see the first 100 meters of the race.
- B. On the command “ On your marks” have the runners step up to the start line.
- C. When runners are motionless, fire the gun.
- D. Watch the start of the race if there is a fall due to contact during the first 100 meters. Fire the gun to recall the runners.
- E. For long races you or your designate will need to count laps. On the last lap (gun lap) signal with a shot, when the leader begins the last lap.

VI. End of the Meet Procedures

- A. Remember you are the referee, and you need to wait until all events are concluded.
- B. At the end of the meet , check the scorebook (some leagues do not require this)
- C. Sign the book and record the time.