



DUTIES OF OFFICIALS

This document is to provide a basic outline of the duties of the Official or group of Officials for each major group of Officials

The basic outline of the duties covers LAACT sponsored Carnivals and Championships

At Centre level, the basic outline is still applicable but there will not always be sufficient Officials at each event to fulfil each position and it may be necessary for one person to fulfil the duties of more than one position

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THE CARNIVAL MANAGER

OFFICIALS

- There is normally one Carnival Manager and an Assistant. If a Carnival Manager is called away to perform another duty, he/she is replaced by the Assistant Carnival Manager.

DUTIES

Under the direction of the Association Competition and Technical Director, the Carnival Manager has overall responsibility for the planning, conduct and 'wrap up' of a Carnival. Some of the duties will be delegated to other Chief Officials or done in consultation with Association Administration.

The duties can be considered to cover three phases

- Planning
- Day of the Carnival
- Carnival 'wrap up'

Planning

- Note the agreed dates and venues for the Association Carnivals
- If necessary, determine a date and venue for a Association sponsored Carnival
- Undertake a ground inspection prior to the Carnival where the following items should be covered using a check list:
 - Track layout, lanes and types of track
 - Field layout including number of throw and jump areas and the possible use of vacant areas
 - Check facilities eg toilets, canteen, spectator areas
 - Check availability of suitable rooms for recording, computers first aid
 - Undertake a preliminary safety assessment of all areas
 - Check for track, field and marshalling shade requirements and where shade will be placed
 - Ensure there is a suitable marshalling area
 - Ensure adequate signage
 - Emergency evacuation procedure is promulgated and adequate
 - Security of competition area
- Ensure ground is booked
- Ensure first aid for the whole of the Carnival
- Set entry procedures and closing dates
- Check that certificates, medals, ribbons have been ordered
- Ensure track and field sheets with indication of appropriate records has been prepared
- Liaise with the Equipment Officer to ensure adequate and appropriate equipment is available
- Liaise with the Officer of Officials to ensure Officials have been allocated

- Ensure arrangements are in place to provide a printed program including rules of competition
- Arrange and chair a meeting attended by the Assistant Carnival Manager, Association Competition and Technical Director and Track and Field Referees

Day of the Carnival

- Arrive at the commencement of setup and liaise with Centre representatives on the required setup
- Designate the competition areas in consultation with the Assistant Carnival Manager and Track and Field Referees
- Ensure the adherence to ALL safety requirements, in particular that only participating athletes, Team managers and Officials enter the competition area, bringing to the attention of Referees and Chief Officials any matters of concern with regard to safety and the application of rules particularly following a 'Jury of Appeal'
- In conjunction with the Competition and Technical Director, address prior to Program start the Team Managers, Chief Officials and Referees regarding your expectations for the conduct of the Carnival
- As best able, ensure the Carnival commences on time
- Note the time of the lodging of a protest and if valid in accordance with the Rules of Competition, accept the fee and have the Announcer notify that a protest has been lodged and the event result is pending
- As necessary, convene a 'Jury of Appeal' as directed by the Rules of Competition, chair such a Jury as appropriate, adjudicate, as appropriate, on matters allocated to the Jury and ensure the verdict of the Jury is delivered to all parties that need to be notified
- Be the final arbiter of any disputes/problems that arise at the Carnival and are not otherwise covered in the Rules of Competition or verdicts of the 'Jury of Appeal'
- In consultation with the Referees, reprogram or cancel events as necessary paying particular attention to weather conditions including temperature
- During the Carnival, ensure by the monitoring of marshalling calls and event locations, that the Program runs smoothly
- Ensure the award of Certificates, medals and ribbons as appropriate
- In consultation with the Announcer, ensure a record is maintained of calls for events and the start and finish times for events
- Liaise with the Officer of Officials to ensure sufficient Officials are available and in place for the commencement of events
- Liaise with the appropriate Referee to ensure that Chief Officials are conducting their events/position correctly and based on the Referee's report or personal observation move, remove or reprimand accordingly

Post Carnival

- Thank your Officials and ,if appropriate, host Centre
- Ensure any paperwork including results sheets is finalised and as appropriate advised to Centres
- Liaise with Key Officials to obtain feedback on the conduct of the Carnival
- Prepare any reports that may be required eg first aid, safety

ASSISTANT CARNIVAL MANAGER

OFFICIALS

- There is normally only one Assistant Carnival Manager

DUTIES

The Assistant Carnival Manager acts under the direction of the Carnival Manager and assists with the planning and conduct of track and field events at a Carnival.

In particular, the assistance is to ensure:

- Confirmation that adequate Officials are available, necessary equipment is in place and that field areas are ready for competition
- Adequate Officials are at events
- Chief Officials perform their duties correctly
- A smooth flow of athletes at track start and field events and no overcrowding of the marshalling areas by conferring with the Announcer
- Advice is given to Photo Finish and Track Referee of straight finals rather than heats by liaising with Marshals
- No disadvantage to athletes by conferring with the Clash Manager

The Assistant Carnival Manager also discusses with the Referees the conduct of the Carnival in order to assist with the production of any report to assist with the planning and running of future Carnivals.

TRACK REFEREE

OFFICIALS

- There should be two Track Referees with the second being referred to as the Assistant Track Referee
- If a video is being used to assist with placings, a Video Referee is to be appointed

TRACK REFEREE

The Track Referee shall:

- Be satisfied that the track markings are adequate
- Prior to the Carnival and on the day of the Carnival before Carnival start, inspect the track normally in conjunction with the Carnival Manager to ensure it is proper order for the conduct of the Carnival. The finish area should also be checked including the finishing posts and the positioning of the judging and timing stands.

During the Carnival, the Track Referee:

- Liaises with the Chief Umpire so that any possible violations or fouls are brought to their attention for any action. The Track Referee is the only person who may disqualify a competitor for any violations of the rules or fouls, except for violations of walk rules or violations occurring at the start.
- Ensures that the track rules (Competition and IAAF) are followed and explained to competitors where necessary
- Determines the placings where the Chief Place Judge is unable to make a decision. In the event that a result cannot be determined the Track Referee may order a rerun of the event to determine the positions that are in dispute
- Deals with any protest that occurs and adjudicates on the protest. In the event that a protest is referred to the Jury of Appeal, then present the facts to the Jury of Appeal or acts as a member of the Jury of Appeal
- Verify any records by checking the timekeeper's watches or electronic result and sign the record sheet
- Warns (yellow flag/card) or excludes from competition (red flag/card) any athlete who displays unacceptable or unsporting behaviour

The Track Referee should be positioned to be able to see as much of the race as possible but usually near the finish.

ASSISTANT TRACK REFEREE

- Acts either as directed by or as, during absences, the Track Referee.

FIELD REFEREE

OFFICIALS

- There should be sufficient Field Referees to cover the areas to be used at a Carnival
- At a minimum you would have a Throws Referee and a Jumps Referee
- If considered necessary, one or more referees can be appointed per type of event eg Discus, Long Jump etc

FIELD REFEREE

The responsibility of a Field Referee is to:

- Ensure that the field rules are observed and explained to competitors
- Decide any technical points that arise during the Carnival including those not covered by the rules
- Ensure that Chief Judges correctly supervise the measurement of performances
- Check and sign the final results
- Verify that records have been correctly measured and sign the record sheet
- Deal with any disputed points
- Where possible, visit the venue prior to the meet
- Check the competition area for their events making sure that everything is in order and that the competition areas are positioned with safety in mind
- Move around during the Carnival checking measurements, observing the way Officials are carrying out their duties and speeding up things where Officials and/or competitors are unnecessarily slow
- Be familiar with the rules both in the Rules of Competition and the IAAF Handbook
- Rule on any protest or objection regarding the conduct of the competition including any on field protest that may require the need to measure a trial attempt judged as a failure
- Where designated, be a member of the Protest Jury of Appeal
- Warn or exclude from the competition any competitor who displays unacceptable or unsporting behaviour
- Where circumstances arise that justice demands the event be recontested, consult with the Carnival Manager regarding declaring the event void and arranging for the event to be held again
- Decide on the award of a substitute trial if for any reason a competitor is hampered in a field event

SAFETY

- Field Referees should be aware of the safety requirements for events under their control
- Be aware of the layout of the ground and what events are in progress

STARTING PANEL

OFFICIALS

The recommended minimum number for the starting Panel is five (5) (three (3) for pack starts and walks). Where there are insufficient numbers of Officials appointed to meet the recommended minimum, duties will be combined.

NOTE: The word 'gun' in the following outlines is used to represent any starting device

CHIEF STARTER (START COORDINATOR)

- Allocate the duties of the Starting Panel
- Supervise the duties to be fulfilled by each member of the panel
- Prior to the commencement of competition, should familiarise himself/herself with the layout of the track including relevant start positions
- Check that there is a clear line of vision from the starters position to the Chief Timekeeper
- May act as a starter

THE STARTER

- The Starter has entire control of the competitors on their marks and is the sole judge of any event connected with the start
- The Starter's decision is final and not even the Track Referee can overrule the decision
- Before the start signal is given, the Starter shall ascertain that the timekeepers and place judges are ready. If the Starter is not ready he/she will display a red flag. When ready, he/she will display a white flag
- The Starter, when of the opinion that the start was not a fair one, shall recall the competitors by the firing of a gun. If the unfair start is not due to any competitor, no warning shall be given (green card). A warning shall be given to a competitor for a false start and competitor/s disqualified after being responsible for a specified number of false starts in accordance with the Rules of Competition
- The Starter should be in a position where he/she is easily visible to the timekeepers. The Starter should also be able to see all the runners which is best achieved by the use of a raised stand
- The starting procedure should be as follows:
 - Take up positions
 - Receive all clear from Chief Timekeeper
 - Sound a whistle and ensure all athletes are ready and standing on the assembly line (a minimum of one pace back from the start line)
 - Give the order 'on your marks'
 - Allow time for athletes to settle. Any athlete who continues to move after a reasonable time or causes the start to be aborted without good reason may be given a warning (yellow card) following the standing up of the athletes

- Check all clear from Starter's Assistants
- When all movement has ceased, raise the gun and give the order 'set' (for races up to 400m) or fire the gun (for races over 400m)
- When all athletes are ready and perfectly still and, after a pause to allow for full concentration, 'fire' the gun (for races up to 400m)
- If athletes are not ready on the set command they should be stood up again and moved back to the assembly line. The reason for the standing up is to be decided and, if appropriate, a warning (yellow card) given
- The gun should be reloaded after each firing

RECALL STARTER/S

- One or more Recall Starters shall be assigned from the Starter's Assistants to assist the Starter
- Recall starters shall be placed so that they can see each competitor assigned to them
- If the Recall starter is of the opinion that the start was not a fair one, he/she shall recall the competitors by the firing of a gun
- If there is a recalled start the Recall starter shall advise the Starter of the reason for the recall. The Starter shall decide the action to be taken
- The starter is the only one to apply any warning or disqualification

STARTERS ASSISTANT/S (CHECK STARTER)

- Sufficient Starters Assistants should be allocated so that each has a clear view of competitors allocated to them
- Starters Assistants should assist in placing starting blocks in the lanes where required and remove them after the start where necessary to ensure there are no obstacles on the track
- When the Starter has ordered the competitors to their marks, the Starters Assistants must see that no competitor has placed fingers, hands or feet on the starting line or in front of it and, if necessary, that feet are positioned on the starting blocks. If any difficulty arises, they must signal the Starter immediately by displaying a red card or flag or signal the starter using a yellow card that the next commands may be given.
- The Starters Assistant will place a yellow flag (or cone) behind an athlete responsible for a false start and indicate false start warning to the athlete with a yellow and black card and disqualification with a red and black card
- Assemble the competitors when a fresh start is ordered
- Be responsible for the readiness of batons for the first runners in relay races

START MARSHAL/S

The Start Marshal/s is/are to:

- Check that the competitors are competing in the correct heat or race
- Check that the competitors are wearing numbers and footwear and that shirts are tucked in (if they cover a compulsory number)

- Place each competitor in their correct lane, as listed on the start sheet, in a line approximately 3m behind the starting line. Note that a competitor shall not be allowed to compete in a heat other than the one in which their name appears, except by consent of the Track Referee
- Signal the Starter that all is ready

SAFETY

- The starter is to wear ear protection
- The gun is not to be discharged near the face or near other persons who are not wearing ear protection
- Starting caps must not be kept in pockets or held loose in hands. They are to be kept in their boxes or in a safety tray / container
- The starting area should be inspected to ensure that it is safe

TIMEKEEPERS

OFFICIALS

- The preferred number of officials to conduct timekeeping is two more than the number of lanes being used
- The Chief Timekeeper times first place
- Two (2) additional timekeepers helping to time first place.
- One (1) timekeeper for each additional lane being used
- In non laned events there should be three timekeepers on first and enough additional timekeepers to ensure times are given to all finishing athletes. This may require the use of multi watches with each timekeeper taking more than one time
- Where there are mixed age groups / sexes in a race the timekeepers should endeavour to ensure that the first athlete in each grouping has at least two watches timing them
- **Where a fully automatic timing system (Photo Finish) or electronic gate system is used** only three (3) to four (4) timekeepers are required as backup to that system. Three (3) on first place with at least one timekeeper to capture all times.

CHIEF TIMEKEEPER

The Chief Timekeeper shall:

- Ensure sufficient timekeepers are available to assist in determining the times for each competitor in a track event
- Ensure that there are sufficient watches for all competitors
- Check that the area around the Timekeepers is safe in particular if an elevated stand is to be used
- Check the area allocated to Timekeepers is aligned with the finish line and finish posts
- Allocate a place or places to each Timekeeper
- Ensure there are three official Timekeepers including the Chief Timekeeper on first
- Time the winner of each event
- Check the watches of other Timekeepers timing first place
- Decide the official time for each competitor checking the watches if there is a discrepancy
- Ensure watches for record times are not cleared before being verified
- As required, provide official times to the recorder ensuring the Track Referee signs any result sheet where the result is a record
- Ensure that Timekeepers and Place Judges are ready before signalling a clearance to the starter

TIMEKEEPERS

- Timekeepers are to determine the official time of the competitors in a track event
- Three timekeepers including the Chief Timekeeper shall time the winner of each event
- At least one timekeeper will be allocated for all other positions
- They are situated on the outside of the track opposite the Place Judges preferably on an elevated stand and ideally placed 5m away from and inline with the finish post with the first place timekeeper being the closest to the track
- Timekeepers are to act independently from each other
- The Chief Timekeeper will determine the final outcome
- A timekeeper may be appointed to call out intermediate lap times in races greater than 800m
- All races using hand timings will be timed to 1/10th of a second. All times not ending in zero in the second decimal shall be rounded to the next longer 1/10th of a second
- Where three watches are used: if only two agree the times shown by the two shall be the official time; if all three disagree the middle time shall be recorded as the official time
- If two watches are used, and they disagree then the slower time shall be recorded as the official time
- For automatic timing devices, the time should be recorded to 0.01 second and unless the time is an exact 0.01 second, it shall be converted and recorded to the next longer 0.01 second

SAFETY

- Check that the stand, if used, and any chair etc used for standing is stable and can cope with the expected number of Judges
- Preferably, the stand, if used, is to have hand rails
- Any shelter is firmly secured and not blocking the view of the finish line

CLASH MANAGER

OFFICIALS

- One (1) or two (2) Clash Managers depending on the size of the Carnival

CLASH MANAGER

The Clash Manager shall:

- Endeavour to ensure that no athlete misses an event where a clash occurs between track and field events, bearing in mind that track takes precedence over field at all times
- Using the carnival program, attempt to work out any clashes within the first two hours and check with Team managers prior to the carnival start to confirm those or other clashes and obtain relevant names of competitors
- Attempt to list any clashes that may occur following the first two hours of competition
- Notify, prior to the start of competition, the Field Referee(s) and Chief field event Officials of the likely clashes and, where known, names of competitors
- During the Carnival, monitor the progress of events to determine if clashes are likely and if so advise the relevant Field Referee(s) and Chief field event Officials
- Where a clash occurs, speak to the relevant Field Referee(s) and Chief field event Official not the athlete concerned and ensure where possible that an athlete is not taken away from a field event until the last possible moment
- Where a clash is known, try to ensure the athlete or athletes bring any necessary equipment with them to the field event eg shoes
- Where possible, inform athletes to return to their field event following recording from their track event noting the Clash Manager is not responsible to return athletes to their event

SAFETY

- Be aware of the field layout and what events are in progress
- Take care when moving between field areas

UMPIRES

OFFICIALS

There should be a Chief Umpire and sufficient umpires to cover the whole of the track being used for an event. Examples of the positioning of umpires are as follows:

- Straight Track Events – Four (4) Umpires (including the Chief) with two (2) at the start and two (2) at the finish line
- 200m Events – Six (6) Umpires (including the Chief) with two (2) at the finish line and the remainder positioned on the bend
- 200m Hurdles – Six (6) Umpires (including the Chief) with two (2) at the finish line and the others close to the hurdle flights to observe for hurdle infringements
- Other Circular Track Events – six (6) Umpires (including the Chief) with two (2) at the finish line and the remainder positioned so that they can observe athletes between them for a complete circuit of the track
- 800m – One (1) Umpire should be at the cut in point to ensure athletes remain in their lanes until that line
- Relay Events – The change Officials are umpires Their should be a Chief Change Official at each change and preferably six (6) assistants at change 1, four (4) at change 2 and two (2) at change 3

THE CHIEF UMPIRE

The Chief Umpire shall:

- Ensure sufficient umpires are available to assist in clearly seeing all athletes during the course of a race and that they observe any possible violations of the rules or fouls
- Allocate areas of responsibilities to the umpires
- In conjunction with the Track Referee will allocate Umpires at various positions in close proximity to the track so as to observe athletes during the progress of the race
- Be responsible for the communication with the umpires about any observation of possible fouls or violation of the rules. Once the Chief Umpire has clearly received the information about any possible fouls or violation of the rules, the Chief Umpire passes on that information to the Track Referee

THE UMPIRES

- Umpires are to assist the Chief Umpire in observing the race and to report to the Chief Umpire any possible violation of the rules or fouls
- Umpires will be allocated areas of responsibilities by the Chief Umpire
- Possible infringements that the Umpires may observe are:

- Athletes not staying in their lane
- Interference or impedance of other athletes
- Crossing over lanes before the cut in point
- Athletes leaving their lane or track
- In hurdles events, any athlete who trails their foot or leg below the horizontal plane of the top of any hurdle
- Deliberate knocking down of hurdles
- In relay races, any occurrence of a team changing the baton outside of the changeover zone or incorrect recovery of a dropped baton
- If any possible violation is observed, the Umpires raise and show vertically a yellow flag to alert the Chief Umpire who will obtain the facts and communicate them to the Track Referee.
- No observed violations is indicated to the Chief Umpire by the showing horizontally of a yellow flag
- If possible, the Umpires should have tape available to mark on the track where the infringement of the rules occurred

SAFETY

- In circular track events the umpires should be placed on the outside of the track so that they do not impede the athletes
- Finish line umpires should not be placed too close to the finish line and are not to impede the athletes as they are finishing but may be responsible for ensuring athletes pull up in a safe manner without going too far and return to the finish line when all athletes have finished
- Umpires remain observant for any hazards that may occur on the track during the Carnival eg things blowing onto the track and either remove them or bring them to the attention of the Chief Umpire

PLACE JUDGES

OFFICIALS

- For events conducted in lanes, ideally there would be two (2) more judges to the number of competitors (excluding the Chief Place Judge)
- For non laned events or where competitors have merged lanes at least four (4) plus the Chief Place Judge

NOTE: When a Photo Finish or Timing Gate System is used only 1 or 2 judges are required as a backup to that system. Additional judges may be required for non laned events if finish marshals are not appointed.

THE CHIEF PLACE JUDGE

The Chief Place Judge shall:

- Ensure sufficient judges are available to assist in determining the order in which competitors finish at the conclusion of a track event
- Ensure that there is sufficient stationery eg place cards / slips, pens, pencils
- If used, check that the area around the place judges stand is safe
- If used, check that the place judges stand is aligned with the finish line and finish posts
- Check all necessary equipment is available eg bell and lap counter
- Allocate a place or places to each individual Place Judge
- Stand in line with the finish or, if used, on one side of the place judges stand in line with the finish to record all places independently of the place judges and use the place judges result slip for verification and/or cross reference purposes
- Ensure the result slip has the event number or final notated at the top
- If required by Competition rules, for laned events, record the order of finishing as advised by Photo Finish
- For non laned events, stand or, if used, sit at an appropriate height on the place judges stand, on the inside of the track in line with the finish and record the registration numbers / hip numbers of the athletes as they cross the finish line
- Make the final decision with regards to places. If the Chief Place Judge cannot arrive at a decision, then they shall confer with the Track Referee
- Ensure all the place judges are ready prior to the race and once satisfied inform the Chief Timekeeper

THE PLACE JUDGE

- Place judges are to assist the Chief Place Judge determine the finishing position of the competitors at the conclusion of a track event
- In events where the competitors complete the event in an allocated lane, Place Judges will be appointed a place or places and they must record the lane

number for the Chief Place Judge. Lane numbers are to be recorded on a pad to be provided by the Chief Place Judge prior to the event

- Stand 5m away from and in line with the finish on the inside of the track opposite the Timekeepers or, if used, stand on the similarly positioned place judges' stand. First and second place judges are best placed at the top of the place judges' stand if used or the furthest away from the finish
- Place judges are not to confer with each other but just record what they believe they have seen
- The Chief Place Judge will determine the final outcome
- In non laned events, the Place Judges can be called upon to assist the Chief Place Judge with placing the athletes as they cross the line. One Place Judge would be level with the finish line to determine close finishes and another act as backup to the Chief Place Judge and record registration / hip numbers of athletes as they cross the finish line. Other Place Judges who are not placing may be used to assist in keeping athletes in the order they finished once they are marshalled well past the finish line. One Place Judge will be appointed to give each athlete a card indicating the place they finished when the athletes are being marshalled into order

LAP SCORERS

- A lap scorer should be appointed for all races longer than 1 lap who shall maintain a display near the finish line of the number of laps remaining. The display should be changed each lap when the leader enters the finishing straight. A manual indication should be given where appropriate to athletes that have been lapped
- The final lap should be signalled to each athlete usually by the ringing of a bell

SAFETY

- If used, check the place judges stand is stable, preferably has hand rails, and can cope with the number of place judges expected to use the stand
- Any shelter is firmly secured and does not block the view of the finish line
- Any chair used by the place judges to stand on is safe and stable
- Place Judges at the end of non laned events should be aware of finishing athletes as they may not all finish in lane one

PHOTO FINISH

OFFICIALS

- One (1) Chief Judge
- One (1) or more Judges

CHIEF JUDGE

- Set up the Photo Finish camera and check its alignment with the finish line
- Test the Photo Finish system prior to the commencement of the first track event
- Allocate duties to the Photo Finish Judges
- Liaise with the Starters and Track Referee and advise Photo Finish Judges when each event is ready to start
- Observe the finish of each track event and manually place the competitors
- Liaise with the Track Referee at the completion of a track event to receive all clear or details of problems with results
- Advise the Track Referee if there is a problem with the Photo Finish results so that backup systems can be checked
- Ensure the Photo Finish equipment is turned off and packed away at the end of the Carnival

PHOTO FINISH JUDGES

- Operate the Photo Finish Camera capturing the finish images
- Operate Photo Finish programs identifying the placegetters
- Advise the recording area of the official results which is normally done electronically with linked programs
- Check that the official clock is being set and used

SAFETY

- Ensure electrical equipment being used is in good repair
- Ensure that cords are not safety hazards

WALK JUDGING

OFFICIALS

- Four (4) to six (6) judges including the Chief
- If possible, walk judges should not judge races which include their children or children they coach
- At Centre level, three(3) judges including the Chief are preferred with only two (2) warnings to be given

CHIEF JUDGE

- Before the event will allocate the judges to their positions in order to cover all of the track
- Will acquaint competitors with the judging procedures for the event or appoint the judge near the start line to address the competitors
- Have a messenger or recorder to assist with recording
- Organise runners / mechanism for the other Judges to bring in results
- Issue all necessary equipment to each Judge (caution / warning pad, pens or pencil for wet weather, caution indicators – knee or contact cautions on a yellow background)
- Confirm that all warnings have been forwarded and recorded
- If Umpires have been used, check with the Track Referee to see if there were any infringements
- Advise the competitors of any disqualifications and why noting that the Chief Judge is the only Official able to disqualify based on race walking rules
- Advise the Track Referee of any disqualifications or give the all clear before the results become final
- Prepare Master Judging Sheets (including one for the notice board minus the Judges names)

JUDGES

- To be available at least 20 – 30 minutes before the race or as directed
- If there is no Chief Judge, they will appoint one between them
- Follow instructions from the Chief Judge
- Before a race, inform the Chief Judge if there is any conflict of interest as regards the competitors
- Only judge in your area (arc of 45- 60 degrees)
- Do not be influenced by other judges or spectators – individual judging
- Give a caution to a competitor when the competitor appears to be in danger of failing to comply with the rules
- Give warnings to athletes who are actually breaking the rules of race walking
- Warnings and cautions shall be given verbally and visually
- Judge with your naked eye only

SAFETY

- Competitors must wear shoes not spikes
- Judges must be on the outside of the track near the outside lane
- Judges in the straight must be aware of other events that could be running at the same time

DISCUS

OFFICIALS

- A minimum of six (6) Officials is required, three (3) operating at the circle and three (3) in the field

CHIEF JUDGE

- Allocate Officials to the various positions
- Supervise the preparation of the area regarding safety, equipment and define the competition area
- Ensure the facilities comply with the Rules of Competition
- Stand outside the discus cage / net to the front of the circle and watch for infringements which are most likely to occur at the front
- Indicate a fair throw with a white flag and a foul throw with a red flag
- Advise the athlete the reason for a foul
- If the attempt is fair, will, after an indication by the sector Official, read off the measurement of the throw
- Warn the athlete when advised by the Official timekeeping each throw that there is only fifteen (15) seconds remaining of the one (1) minute allowed per trial

OFFICIAL ONE

- Stand outside the discus cage / net and to the rear of the circle
- Watch for infringements of the rules at the rear as the thrower turns, indicating any infringement with a red flag
- Pull the tape through the centre of the circle

OFFICIAL TWO

- Record the result on the result sheet and call up competitors (Distances are recorded to the nearest centimetre below the distance measured if not a whole centimetre)
- Repeat the measurement called by the Chief Judge to ensure the measurement recorded is correct
- Time the trial and indicate with a yellow flag when the last fifteen (15) seconds remain for that trial

OFFICIALS THREE AND FOUR

- Operate in the field watching the sector lines and assist in determining the point of landing
- Indicate where the discus lands with the spike holding the zero end of the tape
- Return the discus to the competitors – the discus must always be carried and never thrown

NOTE: Since the landing of the discus is somewhat unpredictable, the Officials must observe the landing very carefully as the discus can land in various ways

OFFICIAL FIVE

- Operates in the field watching the sector lines and assists with the determination of the point of landing
- Determines the fairness of the throw by raising a white flag for a fair throw or a red flag for a foul throw

SAFETY

- Ensure that all athletes stand behind the safety net / cage whilst the event is in progress or stand / sit in the designated area
- The discus must be carried back to the circle – NOT thrown or rolled
- Athletes **MUST NOT** play with any spare discus while waiting to throw
- The Chief Judge for safety reasons should be located at the left hand side of the discus circle for a right hand thrower and the right hand side of the circle for a left handed thrower
- A safety net / cage should be provided around the throwing circle and the Officials must stand outside this net / cage whilst a competitor is making a throw
- Officials beyond the safety net / cage should not turn their back on the throwing area once a competitor has entered that area

SHOT PUT

OFFICIALS

- A minimum of six (6) officials is required, three (3) at the circle and three (3) in the field

CHIEF JUDGE

- Allocate officials to the various positions
- Supervise the preparation of the area regarding safety, equipment and define the competition area
- Ensure the facility complies with the rules of competition
- Watch the position of the shot throughout the trial, from about two (2) metres from the circle and to the front on the side of the 'putting' arm Indicate a fair put with a white flag and a foul put with a red flag
- Advise the athlete of the reason for any foul
- If the attempt is fair, will, after an indication by the sector Official, read off the measurement of the throw
- Warn the athlete when advised by the Official timekeeping each throw that there is only fifteen (15) seconds remaining of the one (1) minute allowed per trial

OFFICIAL ONE

- Stand on the opposite side of the circle to the Chief Judge and watch for rule infringements by the foot, indicating any infringement by a red flag
- Pull the tape through the centre of the circle

OFFICIALS TWO AND THREE

- Stand one each side of the sector lines with the one nearest to the mark made by the implement to be the person who marks the landing point regardless of who holds the spike
- Mark the landing point of the shot with a spike holding the zero end of the tape
- Return the shot to the competitors – shot must always be carried and never thrown

OFFICIAL FOUR

- Operates in the field watching the sector lines and assists with the determination of the point of landing
- Determines the fairness of the throw by raising a white flag for a fair throw or a red flag for a foul throw

OFFICIAL FIVE

- Record the result on the result sheet and call up competitors (Distances are recorded to the nearest centimetre below the distance measured if not a whole centimetre)
- Repeat the measurement called by the Chief Judge to ensure the measurement recorded is correct
- Time the trial and indicate with a yellow flag when the last fifteen (15) seconds remains for that trial

SAFETY

- Ensure that all athletes stand away from and behind the front of the circle or stand / sit in the designated area whilst the event is in progress
- The Shot Put must be carried back to the circle, NOT thrown or rolled
- Athletes **MUST NOT** play with spare Shot Puts whilst waiting to throw
- Officials should not turn their back on the throwing area once entered by a competitor

JAVELIN

OFFICIALS

- A minimum of six (6) Officials are required, three (3) operating near the runway and three (3) in the field

CHIEF JUDGE

- Allocate Officials to the various positions
- Supervise the preparation of the area regarding safety, equipment and define the competition area
- Ensure that the facility complies with the rules of competition
- Watch for infringements along the runway and at the front of the arc
- Determine whether the javelin is held and thrown in accordance with the rules and ensure the javelin has landed before the competitor leaves the runway
- Indicate a fair throw with a white flag and a foul throw with a red flag
- Advise the athlete of the reason for a foul
- If the attempt is fair, will, after an indication by the sector Official, read off the measurement of the throw
- Warn the athlete when advised by the Official timekeeping each throw that there is only fifteen (15) seconds remaining of the one (1) minute allowed per trial

OFFICIAL ONE

- Stand approximately one (1) metre from the side of the runway at the sector / foot foul line
- Assist the Chief Judge by checking for foot fouls and raising a red flag to advise any infringement of the rules
- Pull the tape through the centre of the circle of which the arc is part

OFFICIALS TWO AND THREE

- Operate in the field watching the sector lines and assist in determining the point of landing
- Stand one each side of the sector lines with the one nearest to the mark made by the implement to be the person who marks the landing point regardless of who holds the spike
- Return the javelin to the competitors – the javelin **MUST** always be carried back to the runway and never thrown

OFFICIAL FOUR

- Indicate a fair throw with a white flag and a foul throw with a red flag
- Determine the landing point where the point of the javelin first touched the ground

- Move from the side without taking their eyes off the landing point and mark the point of landing nearest to the runway with a spike holding the zero end of the tape

OFFICIAL FIVE

- Record the result on the result sheet and call up competitors (Distances are recorded to the nearest centimetre below the distance measured if not a whole centimetre)
- Repeat the measurement called by the Chief Judge to ensure the measurement recorded is correct
- Time the trial and indicate with a yellow flag when the last fifteen (15) seconds remains for that trial

SAFETY

- If Officials are not competent do not run the event
- Adherence to correct safety procedures is essential
- Athletes should handle the javelin only when conducting javelin events
- Athletes not currently competing should be kept well away from the javelin runway and sector areas
- The sector judge and spotter should stand in a sensible position to avoid possible injury and should always face the thrower
- After a throw, the javelin **MUST** be carried back and **NEVER** thrown
- Officials must maintain **STRICT CONTROL** over all throwing including 'casual' throwing during warm-up and between competition throws – athletes also have a safety responsibility

HIGH JUMP

OFFICIALS

- The minimum number of officials required to run the High Jump is four (4)

CHIEF JUDGE

- Allocate Officials to the various positions
- Supervise the preparation of the area regarding safety, equipment and define the competition area
- Ensure that the facility complies with the rules of competition
- Prior to the commencement of competition, provide an outline of the rules of the event to the competitors and define the competition area
- Determine the starting height of the bar and advise the athletes
- Rule on the validity of the trial and indicate a fair jump with a white flag and a foul jump with a red flag
- Advise the athlete the reason for the foul
- Measure the bar on commencement and as it is raised and announce the new height to the competitors

OFFICIAL ONE AND TWO

- Stand well away from the uprights during trials to avoid distracting the competitors but in line with the plane of the uprights
- Replace the bar as required

OFFICIAL THREE

- Call up the competitors and record the results. In marking the sheet a jump is recorded as follows;
 - A clear jump shall be indicated as a “O”
 - A failure shall be indicated as a “X”
 - A jump not taken (pass) shall be indicated as a “-“
- Repeat the measurement called by the Chief Judge to ensure the measurement recorded is correct
- All attempts must be recorded
- Time the trial and indicate with a yellow flag when the last fifteen (15) seconds of the allowed one (1) minute or longer, in accordance with the rules of competition, remain for that trial

SAFETY

- Ensure that the take-off area is inspected for foreign objects prior to the event commencing
- All athletes are to be advised to jump so that they land in the centre of the bags (landing area)
- The minimum landing area is 4m long x 2.5m wide x 0.4m deep

- Restraining straps should be used where possible for 'Flop' jumps

LONG / TRIPLE JUMP

OFFICIALS

- The preferred number of Officials to run the Long Jump / Triple Jump is five (5)

CHIEF JUDGE

- Allocate Officials to the various positions
- Supervise the preparation of the area regarding safety, equipment and define the competition area
- Ensure that the facility complies with the rules of competition
- Prior to the commencement of competition, provide an outline of the rules of the event to the athletes and define the competition area
- Checks the recording sheet when the first three rounds are completed and determines the top eight (8) and the jumping order
- Acts as the take-off judge who alone will decide the validity of the jumps
- Pays particular attention to the sequence of the Triple Jump viewing such sequence from almost immediately behind the athlete
- Indicate a fair jump with a white flag and a foul jump with a red flag
- Advise the athlete of the reason for a foul
- If the attempt is fair, read off the measurement of the throw
- Place a witches hat on the runway near the take-off end when the runway is not ready for the next athlete
- Ensure the sand on the take-off mat is smoothed out ready for the next competitor

OFFICIAL ONE

- Operate in the vicinity of the take-off board / mat and pull the tape through the take-off point
- Smooth the take-off area / mat and brush away any loose sand prior to the next jump
- Dampen the sand in the take-off area and the landing area using a watering can

OFFICIAL TWO

- Stand in the vicinity of but outside the landing area and with a spike holding the zero end of the tape, mark the break in the sand from which the measurement is made

OFFICIAL THREE

- Rake and level the pit after each trial to ensure a smooth and even landing surface

OFFICIAL FOUR

- Record the result on the result sheet and call up the next competitors (Distances are recorded to the nearest centimetre below the distance measured if not a whole centimetre)
- Repeat the measurement called by the Chief Judge to ensure the measurement recorded is correct
- Check the number of the athlete jumping to ensure the result is recorded against the correct athlete
- Time the trial and indicate with a yellow flag when the last fifteen (15) seconds remain of the one (1) minute allowed for that trial

SAFETY

- The pit has been dug over and inspected for foreign objects prior to the event commencing
- The rake is always out of harms way
- Ensure the athletes doing the triple jump can reach the pit safely
- Ensure the runway is clear of objects eg shoes, markers
- Footwear must be suitable for the surface of the runway
- Waiting athletes do not encroach on the runway

MARSHALLING

OFFICIALS

- One (1) Assembly, one (1) Start, one (1) Finish Marshal
- Up to six (6) Assistant Marshals

ASSEMBLY MARSHAL

- For each event called to the marshalling area, check in the athletes by calling out their names in the marshalling sheet order and recording on the marshalling sheet the athletes present and missing
- Check that the athletes are wearing their correct registration number and age patch
- Check that the athletes are wearing the correct uniform as advised in the program and that the correct shoes are to be used for the event
- Ensure hip numbers in accordance with the marshalling sheet are worn by athletes competing in 800m, 1500m and walk events
- Have the marshalled athletes escorted to the event location

NOTE: Marshalling for field events may be done at the event sight rather than the dedicated marshalling (assembly) area

START MARSHAL

- See Starting Panel

FINISH MARSHAL

- For sprint races, hold athletes in their lanes, have athletes remove 'spikes' if worn and remove athletes from the track when cleared by the Track Referee
- For non laned events, assemble athletes in the finishing order and, following clearance by the Track Referee, have the athletes escorted to the recording area

NOTE: Assistance may be requested from or given to Place Judges (See Place Judges)

ASSISTANTS

- Act as directed by the appropriate Chief Marshal

SAFETY

- Ensure athletes are not wearing 'spikes' in the marshalling area
- Do not allow the marshalling area to become too congested
- The marshalling area should be clearly defined and normally only athletes and officials permitted access

ANNOUNCER

OFFICIALS

- One(1) Chief Announcer
- One (1) Assistant Announcer may be appointed

NOTE: The Announcer is the public voice of a competition and should make announcements clearly and concisely

CHIEF ANNOUNCER

The Chief Announcer shall:

- Begin each day of competition by welcoming the athletes and their families and wishing them good luck
- Remind all Officials and helpers to sign on as required by the Program and report to their respective area well before the scheduled start of events
- In consultation with the Carnival Manager, call all track and field events to their respective marshalling areas or direct to events as per the program
- Make for each event two calls only – first then final as per the program
- Record the times of both calls on the announcer's sheet
- Thank all Officials and other helpers as various areas are completed and again at the completion of the day
- At all times monitor what is going on at the track, field and presentation areas. In particular check whether a start is in progress before making announcements so as not to interrupt the starters
- Make other announcements apart from the program event calls such as records, presentations, general housekeeping instructions about the venue or competition, requests for help at events, instructions for Centre Managers and any other special announcements as requested by the Carnival Manager, Referees or venue management
- Use good judgement when requested to make certain announcements and ,if unsure, check with the Carnival Manager
- Ensure hat questions or issues relating to specific aspects of the competition are referred to the particular individual responsible for the areas in question
- In consultation with the Carnival Manager, announce any protests received that are in accordance with the rules and record the time of receipt of the protests and any subsequent reports / papers

SAFETY

- Ensure electrical equipment being used is in good repair
- Ensure that cords are not safety hazards
- Establish a lightning policy

TECHNICAL MANAGER

OFFICIALS

- One (1) Chief Equipment Officer
- Up to two (2) equipment assistants may be appointed

CHIEF EQUIPMENT OFFICER

The Chief Equipment Officer shall:

- Ensure that all necessary and correct equipment is in place in a timely fashion
- Ensure that all equipment is in working order
- Check the validity of the certification of LAACT equipment and report any deficiency to the Association Competition and Technical Director
- Notify the Association Competition and Technical Director if any LAACT equipment is viewed as needing replacement / updating
- Return to storage all LAACT equipment at the completion of competition
- Provide refreshments to Officials on a regular basis or as requested by the Carnival Manager or Referees during the competition

EQUIPMENT ASSISTANTS

- Act as directed by the Chief Equipment Officer

SAFETY

- Ensure equipment is handled, transported and stored in a safe manner

MANAGER OF OFFICIALS

OFFICIALS

- One (1) Chief Officer of Officials
- One (1) Assistant Officer of Officials may be appointed

CHIEF OFFICER OF OFFICIALS

The Chief Officer of Officials shall:

- Ensure at the start of competition that all appointed Chief Officials have been allocated and as necessary sent to event locations
- Ensure during competition that all event locations have all necessary appointed Officials
- Liaise with Team Managers to ensure that any deficiency in their allotted allocation of Officials at event locations is rectified
- Monitor in consultation with the Carnival Manager and Referees the competency of Officials

ASSISTANT OFFICER OF OFFICIALS

- Act as directed by the Chief Officer of Officials

SAFETY

- When moving between event locations, be aware of all activity within the competition area
- Ensure the health and well being of Officials is monitored during competition

RECORDING

OFFICIALS

- One (1) Chief Recorder, a minimum of one (1) Assistant Recorder (track), Assistant Recorders for each field event, a minimum of two (2) Computer Operators (Data Management), Assistant Recorder (Administration) and Records Officer
- An Assistant Recorder (Timekeeper) and Assistant Recorder (Walks) may be appointed

CHIEF RECORDER

- Ensure weights, starting heights, records (if applicable) are on field / start sheets
- Ensure any finals paperwork is distributed to the marshalling area and Referee
- Check results sheets from track and field for correct completion including the addition of any record application
- Pass checked results sheets to computer operators
- Maintain copies of track and field results sheets in Age Groups (boys and girls)
- At the completion of the competition pass on relevant paperwork requested by the Assistant Recorder (Administration)
- Maintain overall responsibility for the recording function

ASSISTANT RECORDER (TRACK)

- On start sheets note the time of arrival of the first athlete at the recording table
- Record athletes place and time
- If record is broken, make note against athletes name and attach record application sheet with appropriate signatures to the result sheet
- Check registration number worn by the athlete against number on the result sheet
- Staple any judges slips, timekeepers paperwork to result sheet and pass to the Chief Recorder

ASSISTANT RECORDER (FIELD)

- Check field sheets for compliance with the rules of the event
- Check which athletes are in attendance prior to the start of the event
- Check the registration number of the athlete as they take their trial to ensure that the result is recorded against the correct athlete
- Warn the athlete by the raising of a yellow flag when fifteen (15) seconds of the allotted time, as per Competition rules, remains for the commencement of a trial

- When the measurement is advised by the Chief Official, repeat it aloud to confirm that the correct measurement is recorded
- Fouls should be recorded as “F”
- For High Jump, achieving a height is “O”, failing a height is “X” and passing is “-“
- Circle each athlete’s best trial
- Where applicable, calculate the final eight (8) athletes for the final round, using inverse order if required by the rules of competition
- Ensure all athletes have a result / failure / absent in final best column
- Ensure all athletes have been given a placing
- Ensure the field sheet is signed by the Chief Judge / Field Referee
- Ensure any record application sheet is signed correctly and attached to the result sheet
- Pass the finished result sheet to the Chief Recorder

COMPUTER OPERATORS

- Prior to the Carnival ensure that the competition is correctly set up in the computer program
- If a scoreboard is being used, liaise with the scoreboard operator and advise of any data changes
- Input data from the track and field result sheets
- After input from the track recorders, draw finalists as required and pass on paperwork to the Assistant Recorder (Administration)
- After input from the field recorders, pass on paperwork to the Assistant Recorder (Administration)
- After input of data from finals, pass paperwork to the Assistant Recorder (Administration)

ASSISTANT RECORDER (ADMINISTRATION)

- Keep copy in Age Group of start sheets, results and lane draws including any application for record
- Ensure any application for record has been appropriately signed
- Send copy of finals draw to Chief Marshal, Track Referee, Announcer, Chief Recorder, Notice Board and Scoreboard operator when needed
- Send copies of original result sheets, final draws and result sheets and signed record application to the Chief Recorder
- Ensure copies of results sheets are on the Notice Board

RECORDS OFFICER

- Should act as the Chief Recorder
- When a record is noted, ensure the correct signatures are noted on the results sheet
- Check that any record application has been completed correctly or arrange to have it completed
- Ensure any validated record is included in the Association database

ASSISTANT RECORDER (TIMEKEEPER)

- Prior to the commencement of track events, prepares time sheets by noting event number and name on sheets
- Records official times as confirmed by the Chief Timekeeper
- If appropriate, prepare a record application form
- Ensure Chief Timekeeper signs the time sheet

ASSISTANT RECORDER (WALKS)

- Transfer the information from the walk judges slips onto the Master Recording Sheet
- Advise the Chief Judge when an athlete has accumulated three 'red cards'
- Checks and / or lists the athletes name and numbers on the recording sheet, records the race times and notes disqualification
- Arranges for a copy, minus the judges names, of the Chief Judge's recording sheet to be displayed

SAFETY

- Temporary shelters are to be firmly tied down
- Electrical equipment should not be exposed to the weather
- Ensure that electrical cords are in good condition and not trip hazards
- Do not overload power boards / power points
- Check that recorder tables are in good condition with no sharp / broken edges
- Ensure no sharp objects on recorder tables where athletes will report

SCOREBOARD OPERATOR

OFFICIALS

- One (1) experienced Operator
- One (1) Assistant Operator may be appointed

SCOREBOARD OPERATOR

- Prior to competition prepare as necessary a computer database to include lane draws for events, public safety messages, any parking messages and allowed sponsor's advertising

On the day of competition, display if possible the following on the board:

- Lane draws for all events
- Results of all events
- Changes to an event
- Public safety messages
- Parking messages
- Allowed sponsor's advertising

ASSISTANT SCOREBOARD OPERATOR

- Act as directed by the Scoreboard Operator