



A – Z Officials Of Little Athletics Association of Victoria Incorporated

(General guidelines to Officials positions at LAVic Region & State events)

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SECTION 1 - INTRODUCTION

The A-Z Officials booklet has been developed by the LAVic Competition Committee as an information booklet for all Officials positions at LAVic Region and State Events.

It is primarily developed to help answer any questions relating to duty requirements of any position that is allocated at a LAVic Region or State Event.

The booklet is continuously updated to reflect changes to the LAVic Competition Rules, as well as any positional inclusions that may arise from a Championship.

On behalf of LAVic, thank you all for volunteering your time and to help make the running of these events as smooth as possible.



Andrew Duncan
Competition Director
Little Athletics Victoria

SECTION 2 - TYPES OF OFFICIALS

CHIEF OFFICIALS

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

GENERAL OFFICIALS

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

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

- Ideally should be rostered according to ability, it creates difficulties for all concerned if those rostered are novices, particularly if the duty requires some special/particular skills.
- First rostered Officials sign in through the Controller of Officials; Relieving Officials should go straight to the duty position. Ideally Relief Officials should arrive early so that the person they are replacing can instruct them and as necessary demonstrate the requirements and therefore achieve an orderly changeover.
- Report to the relevant Chief Official at the venue, and ensure that they understand the requirements/duties of the position.
- (Normally) replace only Officials from their own Centre.

- If surplus to requirements, report back to the Officials table so that they can be re-allocated to another duty/area that is deficient. This will assist the program to operate more effectively.
- Be a positive role model for other Officials, athletes and parents alike.

SECTION 3 - REQUIRED OFFICIALS – TRACK AND FIELD

This section sets out the Officials required to conduct a Region or State Track and Field Championship. It is also a guideline for Centres to use when conducting Open Days and Centre Weekly Competitions.

LOCATION & POSITION	TYPE & # REQ.	VESTS	RADIO	CLIPBOARDS	PRE-EVENT MEETING
ARENA					
Competition Director	Appointed	Orange	Yes	Yes	Yes
Competition Manager			Yes		Yes
Meeting Manager	Appointed	Orange	Yes	Yes	Yes
Assistant Meeting Manager	Appointed	Orange	Yes	Yes	Yes
Arena Stewards	Centre x 6-10				
Event/ Call Room Board	Centre x 1				
REFEREES					
Referee - Jumps	Appointed	Referee	Yes	Yes	Yes
Referee - Track (Sprint)	Appointed	Referee	Yes	Yes	Yes
Referee - Track (Circular)	Appointed	Referee	Yes	Yes	Yes
Referee - Throws	Appointed	Referee	Yes	Yes	Yes
Referee – Call Room	Appointed	Referee	Yes	Yes	Yes
Referee - Communications	Appointed	Referee	Yes	Yes	Yes
JURY					
Jury Convenor	Appointed		Yes	Yes	Yes
Jury	x 3-5 persons				
PHOTO FINISH/COMPUTERS					
Chief Photo Finish Judge	Appointed		Yes	Yes	Yes
Photo Finish Judges	Appointed x 5			Yes	
Photo Finish - IT	Appointed				
Scoreboard Operator	Appointed				
Chief Computer Operator	Appointed		Yes	Yes	Yes
Computer Operators	Appointed x 5			Yes	
COMMS/ADMIN					
Controller of Officials	Appointed		Yes	Yes	
Assistant Controller of Officials	Appointed				
Relief Officials	Centre x 6-10				
Chief Communications Controller	Appointed		Yes	Yes	Yes
Assistant Communications Controller	Appointed				
Communications Assistants	Centre x 3				
Announcer	Appointed		Yes	Yes	
CALL ROOM - SPRINT					
Call Room Chief Judge	Appointed	Orange	Yes	Yes	Yes
Call Room Judge	Appointed	Orange			
Call Room Uniforms	Appointed	Orange			
Call Room Judges	Centre x 12				
CALL ROOM - CIRCULAR					
Call Room Chief Judge	Appointed	Orange	Yes	Yes	Yes
Call Room Judge	Appointed	Orange			
Call Room Uniforms	Appointed	Orange			
Call Room Judges	Centre x 4				
CALL ROOM - FIELD					
Call Room Chief Judge	Appointed	Orange	Yes	Yes	Yes
Call Room Judge	Appointed	Orange			
Call Room Uniforms	Appointed	Orange			
Call Room Judges	Centre x 6				
TRACK					
Technical Manager	Appointed	Orange	Yes	Yes	Yes
Technical Assistants	Centre x 6				

Technical Set Up Officials	Centre x 2				
Technical Pack Up Officials	Centre x 4				
MIDDLE					
Chief Track Umpire	Appointed	Orange	Yes	Yes	Yes
Central Track Umpire (Sprint)	Appointed	Umpire			
Track Umpires (Sprint)	Centre x 4	Umpire			
Central Track Umpire (Circular)	Appointed	Umpire			
Track Umpires (Circular)	Centre x 6	Umpire			
START					
Chief Start Marshal (Sprint)	Appointed	Orange	Yes	Yes	Yes
Start Marshals (Sprint)	Centre x 2				
Chief Start Marshal (Circular)	Appointed	Orange	Yes	Yes	Yes
Start Marshal (Circular)	Centre x 2				
Release Marshals	Centre x 4				
Chief Starter	Appointed		Yes	Yes	Yes
Starter	Appointed x 8				
FINISH					
Chief Finish Marshal (Sprint)	Appointed	Orange			Yes
Finish Marshals (Sprint)	Centre x 5				
Chief Finish Marshal (Circular)	Appointed	Orange			Yes
Finish Marshals (Circular)	Centre x 3				
Chief Timekeeper (Circular)	Appointed	Orange	Yes	Yes	Yes
Timekeeper (Circular)	Centre x 4				
Chief Place Judge (Circular)	Appointed	Orange			Yes
Place Judge (Circular)	Centre x 3				
WALKS					
Chief Race Walk Judge	Appointed x 2	Orange		Yes	
Race Walk Judge	Appointed x 12	Orange			
Race Walk Runner	Centre x 1				
DISCUS					
Chief Discus	Appointed x 3	Orange	Yes	Yes	Yes
Discus Officials	Centre x 10				
JAVELIN					
Chief Javelin Judge	Appointed x 2	Orange	Yes	Yes	Yes
Javelin Officials	Centre x 6				
SHOT PUT					
Chief Shot Put Judge	Appointed x 3	Orange	Yes	Yes	Yes
Shot Put Officials	Centre x 8				
HIGH JUMP					
Chief High Jump	Appointed x 3	Orange	Yes	Yes	Yes
High Jump Officials	Centre x 8				
LONG JUMP					
Chief Long Jump	Appointed x 3	Orange	Yes	Yes	Yes
Long Jump Officials	Centre x 8				
TRIPLE JUMP					
Chief Triple Jump	Appointed x 3	Orange	Yes	Yes	Yes
Triple Jump Officials	Centre x 8				
AFTER					
Chief Recorder	Appointed				
Recorders	Centre x 3				
EVENT PRESENTATION					
Event Presentation Manager	Appointed		Yes		Yes
Event Presentation Announcer	Appointed				
Event Presentation Officials	Centre x 4				
REFRESHMENT					
Refreshments Chief	Appointed				
Refreshment Stewards	Centre x 4				
OTHER					

Merchandise Chief	Appointed				
Merchandise	Centre x 6				
Gate/Program Sellers	Centre x 6				
FIRST AID					
	Appointed		Yes		
PHOTOGRAPHER					
	Appointed				
ALAC					
ALAC Team	Appointed				

SECTION 4 - REQUIRED OFFICIALS – RELAYS

This section sets out the Officials required to conduct a Region or State Relays Championship. It is also a guideline for Centres to use when conducting Open Days and Centre Weekly Competitions.

LOCATION & POSITION	TYPE & # REQ.	VESTS	RADIO	CLIPBOARDS	PRE-EVENT MEETING
ARENA					
Competition Director	Appointed	Orange	Yes	Yes	Yes
Competition Manager			Yes		Yes
Meeting Manager	Appointed	Orange	Yes	Yes	Yes
Assistant Meeting Manager	Appointed	Orange	Yes	Yes	Yes
Arena Stewards	Centre x 6-10				
Event/ Call Room Board	Centre x 1				
REFEREES					
Referee	Appointed x 3	Referee	Yes	Yes	Yes
Referee – Call Room	Appointed	Referee	Yes	Yes	Yes
JURY					
Jury Convenor	Appointed		Yes	Yes	Yes
Jury	x 3-5 persons				
PHOTO FINISH/COMPUTERS					
Chief Photo Finish Judge	Appointed		Yes	Yes	Yes
Photo Finish Judges	Appointed x 5		Yes		
Photo Finish - IT	Appointed				
Scoreboard Operator	Appointed				
Chief Computer Operator	Appointed		Yes	Yes	Yes
Computer Operators	Appointed x 5		Yes	Yes	
COMMS/ADMIN					
Controller of Officials	Appointed		Yes	Yes	
Assistant Controller of Officials	Appointed				
Relief Officials	Centre x 6-10				
Chief Communications Controller	Appointed		Yes	Yes	Yes
Assistant Communications Controller	Appointed				
Communications Assistants	Centre x 3				
Announcer	Appointed		Yes	Yes	
CALL ROOM					
Call Room Chief Judge	Appointed	Orange	Yes	Yes	Yes
Call Room Judge	Appointed x 2	Orange			
Call Room Uniforms	Appointed	Orange			
Call Room Judges	Centre x 16				
TRACK					
Technical Manager	Appointed	Orange	Yes	Yes	Yes
Technical Assistants	Centre x 4				
Technical Set Up Officials	Centre x 2				
Technical Pack Up Officials	Centre x 4				
MIDDLE					
Chief Track Umpire	Appointed	Orange	Yes	Yes	Yes
Central Track Umpire	Centre x 1	Umpire			
Track Umpires	Centre x 6	Umpire			
START					
Start Coordinator	Appointed	Orange	Yes x 2	Yes	Yes
Chief Start Marshal	Appointed	Orange	Yes	Yes	Yes
Start Marshal Assistants	Appointed x 2	Orange			
Start Marshals	Centre x 2				
Start Block Removers	Centre x 2				
Chief Starter	Appointed		Yes	Yes	Yes
Starter	Appointed x 6				
FINISH					

Chief Finish Marshal	Appointed	Orange			Yes
Finish Marshals	Centre x 2				
TAKE-OVER ZONES x 4					
Take-Over Zone Chief	Appointed	Orange	Yes	Yes	Yes
Take-Over Zone Assistant	Appointed	Orange		Yes	Yes
Take-Over Zone Umpire	Centre x 4-6	Yellow			
Take-Over Zone Marshal	Appointed	Orange		Yes	Yes
Take-Over Zone Marshal Assistant	Centre x 1	Yellow			
Breakpoint Umpire	Appointed	Yellow	Yes		
AFTER					
Chief Recorder	Appointed				
Recorders	Centre x 3				
EVENT PRESENTATION					
Event Presentation Manager	Appointed		Yes		Yes
Event Presentation Announcer	Appointed				
Event Presentation Officials	Centre x 6				
Chief Presentation Marshal	Appointed	Orange	Yes	Yes	Yes
Chief Presentation Assistants	Centre x 3				
REFRESHMENT					
Refreshments Chief	Appointed				
Refreshment Stewards	Centre x 4				
OTHER					
Chief Merchandise	Appointed				
Merchandise	Centre x 6				
Gate/Program Sellers	Centre x 6				
FIRST AID					
	Appointed		Yes		
PHOTOGRAPHER					
	Appointed				

SECTION 5 - REQUIRED OFFICIALS – MULTI-EVENT

This section sets out the Officials required to conduct a State Multi-Event Championship. It is also a guideline for Centres and Regions to use when conducting their own Multi-Event Championship.

LOCATION & POSITION	TYPE & # REQ.	VESTS	RADIO	CLIPBOARDS	PRE-EVENT MEETING
ARENA					
Competition Director	Appointed	Orange	Yes	Yes	Yes
Competition Manager			Yes		Yes
Meeting Manager	Appointed	Orange	Yes	Yes	Yes
Assistant Meeting Manager	Appointed	Orange	Yes	Yes	Yes
Arena Stewards	Centre x 6-10				
Event/ Call Room Board	Centre x 1				
REFEREES					
Referee - Track	Appointed	Referee	Yes	Yes	Yes
Referee - Throws	Appointed	Referee	Yes	Yes	Yes
Referee - Jumps	Appointed	Referee	Yes	Yes	Yes
Referee – Call Room	Appointed	Referee	Yes	Yes	Yes
JURY					
Jury Convenor	Appointed		Yes	Yes	
Jury	x 3-5 persons				
PHOTO FINISH/COMPUTERS					
Chief Photo Finish Judge	Appointed		Yes	Yes	Yes
Photo Finish Judges	Appointed x 5		Yes		
Photo Finish - IT	Appointed				
Scoreboard Operator	Appointed				
Chief Computer Operator	Appointed		Yes	Yes	Yes
Computer Operators	Appointed x 5		Yes	Yes	
COMMS/ADMIN					
Controller of Officials	Appointed		Yes	Yes	
Assistant Controller of Officials	Appointed				
Relief Officials	Centre x 6-10				
Chief Communications Controller	Appointed		Yes	Yes	Yes
Assistant Communications Controller	Appointed				
Communications Assistants	Centre x 3				
Announcer	Appointed		Yes	Yes	
CALL ROOM x 1/2/3					
Call Room Chief Judge	Appointed	Orange	Yes	Yes	Yes
Call Room Judge	Appointed	Orange			
Call Room Uniforms	Appointed	Orange			
Call Room Judges	Centre x 6-18				
REGISTRATION					
Registration Chief	Appointed	Orange	Yes	Yes	Yes
Registration Assistants	Centre x 6				
TRACK					
Technical Manager	Appointed	Orange	Yes	Yes	Yes
Technical Assistants	Centre x 4				
Technical Set Up Officials	Centre x 4				
Technical Pack Up Officials	Centre x 4				
MIDDLE					
Chief Track Umpire	Appointed	Orange	Yes	Yes	Yes
Central Track Umpire (Sprint)	Appointed	Umpire			
Track Umpires (Sprint)	Centre x 4	Umpire			
Central Track Umpire (Circular)	Appointed	Umpire			
Track Umpires (Circular)	Centre x 6	Umpire			
START					
Chief Start Marshal (Sprint)	Appointed	Orange	Yes	Yes	Yes

Start Marshals (Sprint)	Centre x 2				
Chief Start Marshal (Circular)	Appointed	Orange	Yes	Yes	Yes
Start Marshals (Circular)	Centre x 2				
Chief Starter	Appointed		Yes	Yes	Yes
Starter	Appointed x 4				
FINISH					
Chief Finish Marshal (Sprint)	Appointed	Orange			Yes
Finish Marshal (Sprint)	Centre x 5				
Chief Finish Marshal (Circular)	Appointed	Orange			Yes
Finish Marshal (Circular)	Centre x 3				
Chief Timekeeper (Circular)	Appointed	Orange	Yes	Yes	Yes
Timekeeper (Circular)	Centre x 4				
Chief Place Judge (Circular)	Appointed	Orange			Yes
Place Judge (Circular)	Centre x 3				
DISCUS					
Chief Discus	Appointed x 3	Orange	Yes	Yes	Yes
Discus Officials	Centre x 15				
HIGH JUMP					
Chief High Jump	Appointed x 2	Orange	Yes	Yes	Yes
High Jump Officials	Centre x 8				
JAVELIN					
Chief Javelin	Appointed x 1	Orange	Yes	Yes	Yes
Javelin Officials	Centre x 6				
LONG JUMP					
Chief Long Jump	Appointed x 4	Orange	Yes	Yes	Yes
Long Jump Officials	Centre x 16				
SHOT PUT					
Chief Shot Put	Appointed x 3	Orange	Yes	Yes	Yes
Shot Put Officials	Centre x 8				
AFTER					
Chief Recorder	Appointed				
Recorders (after final event)	Centre x 3				
EVENT PRESENTATION					
Event Presentation Manager	Appointed		Yes		Yes
Event Presentation Announcer	Appointed				
Event Presentation Officials	Centre x 3				
REFRESHMENT					
Refreshments Chief	Appointed				
Refreshment Stewards	Centre x 4				
OTHER					
Chief Merchandise	Appointed				
Merchandise	Centre x 6				
Gate/Program Sellers	Centre x 6				
FIRST AID					
	Appointed		Yes		
PHOTOGRAPHER					
	Appointed				

SECTION 6 - REQUIRED OFFICIALS – CROSS COUNTRY

This section sets out the Officials required to conduct a State Cross Country Championship. It is also a guideline for Centres and Regions to use when conducting their own Cross Country Competitions.

LOCATION & POSITION	TYPE & # REQ.	VESTS	RADIO	CLIPBOARDS	PRE-EVENT MEETING
ARENA					
Competition Director	Appointed	Orange	Yes	Yes	Yes
Competition Manager			Yes		Yes
Course Manager	Appointed	Orange	Yes	Yes	Yes
Assistant Course Manager	Appointed	Orange	Yes	Yes	Yes
Arena Stewards	Centre x 6-10				
REFEREES					
Referee	Appointed x 2	Referee	Yes	Yes	Yes
Referee – Call Room	Appointed	Referee	Yes	Yes	Yes
JURY					
Jury Convenor	Appointed		Yes	Yes	
Jury	x 3-5 persons				
COMPUTERS					
Chief Computer Operator	Appointed		Yes	Yes	Yes
Computer Operators	Appointed x 4				
COMMS/ADMIN					
Controller of Officials	Appointed		Yes	Yes	
Assistant Controller of Officials	Appointed				
Relief Officials	Centre x 6-10				
Chief Communications Controller	Appointed		Yes	Yes	Yes
Assistant Communications Controller	Appointed				
Communications Assistants	Centre x 3				
Announcer	Appointed		Yes	Yes	
CALL ROOM					
Call Room Chief Judge	Appointed x 2	Orange	Yes	Yes	Yes
Call Room Judge	Appointed x 2	Orange			
Call Room Uniforms	Appointed x 2	Orange			
Call Room Judges	Centre x 6				
COURSE					
Technical Manager	Appointed	Orange	Yes	Yes	Yes
Technical Set Up Officials	Centre x 2				
Technical Pack Up Officials	Centre x 4				
Course Marshals	Appointed x 6	Orange	Yes	Yes	Yes
Course Marshals	Centre x 12	Orange	Yes	Yes	
Hare/Tortoise	Centre x 8	Orange			
START					
Chief Start Marshal	Appointed	Orange	Yes	Yes	Yes
Start Marshal	Centre x 2				
Basket Carriers	Centre x 2				
Chief Starter	Appointed		Yes	Yes	Yes
Starter	Appointed x 3				
FINISH					
Chief Finish Marshal	Appointed	Orange			Yes
Finish Marshal	Centre x 4				
Chief Timekeeper	Appointed	Orange		Yes	Yes
Timekeeper	Centre x 5				
Chief Place Judge	Appointed	Orange			Yes
Place Judge	Centre x 3				
AFTER					
Chief Recorder	Appointed		Yes		
Recorders	Centre x 2				

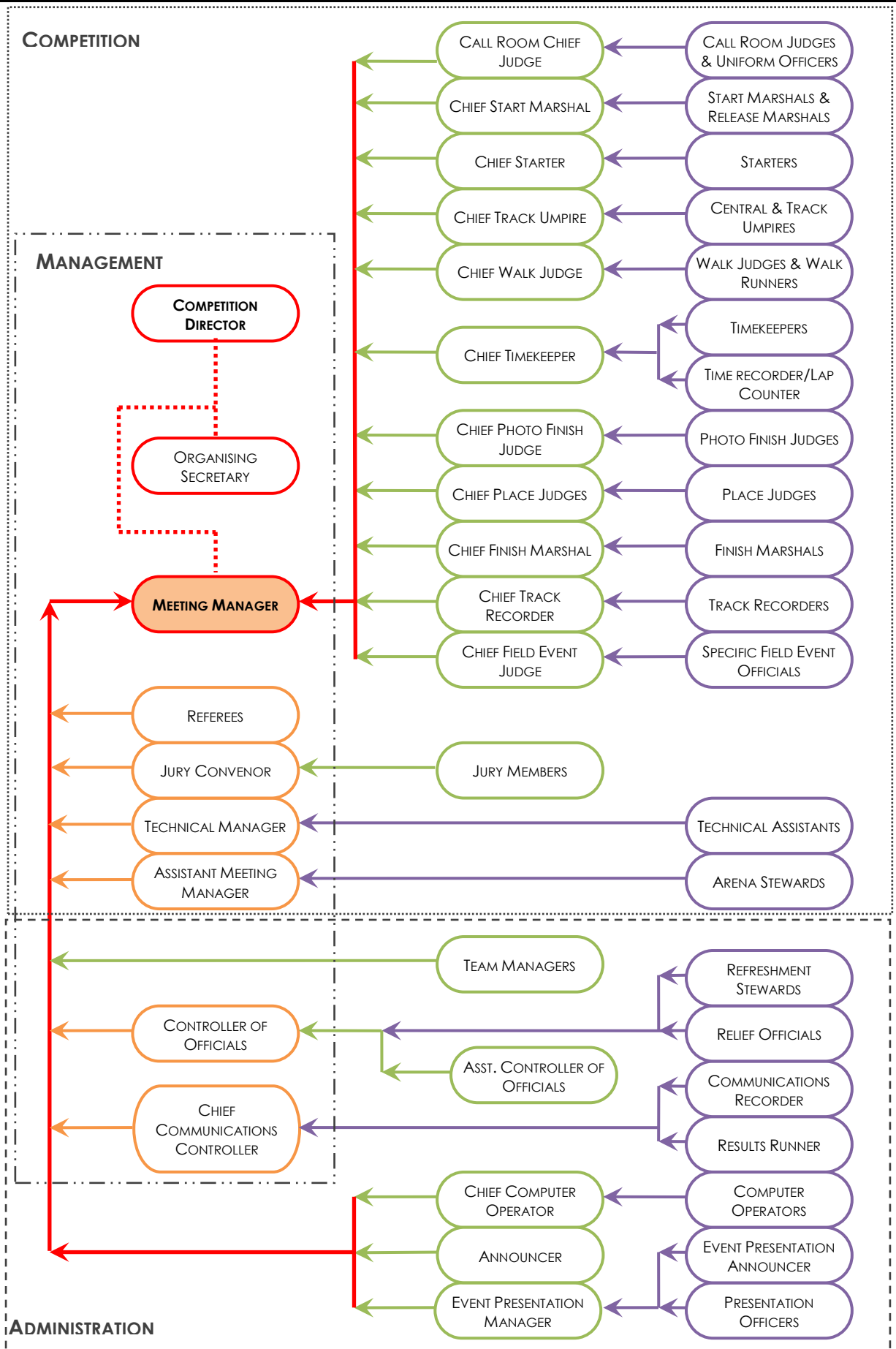
EVENT PRESENTATION					
Event Presentation Manager	Appointed		Yes		Yes
Event Presentation Announcer	Appointed				
Event Presentation Officials	Centre x 3				
REFRESHMENT					
Refreshments Chief	Appointed				
Refreshment Stewards	Centre x 4				
OTHER					
Chief Merchandise	Appointed				
Merchandise	Centre x 6				
Gate/Program Sellers	Centre x 6				
FIRST AID					
	Appointed		Yes		
PHOTOGRAPHER					
	Appointed				

SECTION 7 - REQUIRED OFFICIALS – ROAD RELAYS

This section sets out the Officials required to conduct a State Road Relay Championship. It is also a guideline for Centres and Regions to use when conducting their own Road Relay Competitions.

LOCATION & POSITION	TYPE & # REQ.	VESTS	RADIO	CLIPBOARDS	PRE-EVENT MEETING
ARENA					
Competition Director	Appointed	Orange	Yes	Yes	Yes
Competition Manager			Yes		Yes
REFEREES					
Referee	Appointed	Referee	Yes	Yes	Yes
COMMS/ADMIN					
Controller of Officials	Appointed		Yes	Yes	
Chief Communications Controller	Appointed		Yes	Yes	Yes
COURSE					
Course Marshals	Appointed x 6	Orange	Yes	Yes	Yes
START x 2					
Chief Start Marshal	Appointed	Orange	Yes	Yes	Yes
Chief Starter	Appointed		Yes	Yes	Yes
FINISH x 2					
Chief Timekeeper	Appointed	Orange		Yes	Yes
Chief Place Judge	Appointed	Orange			Yes
TAKE-OVER ZONES x 2					
Take-Over Zone Coordinator	Appointed	Orange	Yes	Yes	Yes
AFTER					
Recorder	Appointed x 2		Yes		
EVENT PRESENTATION					
Event Presentation Manager	Appointed		Yes		Yes
Event Presentation Official	Appointed				

SECTION 8 - OFFICIAL'S HIERARCHY



SECTION 9 – CENTRAL ARENA OFFICIALS

COMPETITION DIRECTOR

Events:	T&F (1)	Relays (1)	M-E (1)	X-C (1)	RR (1)
Responsible to:	Board of Management/Region Executive (for Region Competitions)				
Responsible for:	All Chief Officials				
Reports to:	Anywhere, must be contactable via communication device/PA				

DUTIES

- (a) The overall running of State Championships (including elimination rounds/qualifying heats) conducted on behalf of the Region/LAVic
- (b) Ensure that all implements/equipment are certified to comply with the required specifications
- (c) Ensure that the track has been certified with the required specifications
- (d) Ensure that all required equipment, e.g., watches, measuring devices, timing equipment, shade shelters, etc are available or sourced
- (e) In conjunction with the Referee and Meeting Manager, address Team Managers meeting at the commencement of the event
- (f) As necessary, draw the attention of Team Managers to particular regulations and Venue rules
- (g) Introduce Meeting Manager and Referees to Team Managers
- (h) Be available to resolve problems as and when required

MATERIAL/EQUIPMENT

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

MEETING MANAGER

Events:	T&F (1)	Relays (1)	M-E (1)	X-C (1)
Responsible to:	Competition Director			
Responsible for:	Assistant Meeting Manager, Nominated Chief Officials, Arena Stewards, Course Marshals (Cross Country)			
Reports to:	Arena (Central Location)			

DUTIES

- (a) In conjunction with the Competition Director and Referees, address the Team Managers prior to the commencement of the program
- (b) Ensure the venue and conduct of events is carried out with due reference to safety matters
- (c) Liaise with Chief Officials to ensure the program runs smoothly
- (d) Move, remove or reprimand Officials who are not performing their duties properly
- (e) In consultation with the Referees, re-program events as necessary
- (f) In conjunction with the Controller of Officials, ensure that all Officials are in place prior to the commencement of events
- (g) Brief Arena Stewards and allocate them to their position
- (h) Brief Course Marshals (Cross Country) regarding matters that breach the rules

- (i) Keep in contact with Course Marshall's (Cross Country) to determine progress of events

MATERIAL/EQUIPMENT

- Copy of Regulation No. 8 – LAVic Competition Rules
- Copy of IAAF Rules
- Copy of the program/timetable
- Two-way communication device for contacting other Chief Officials

JURY CONVENOR

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

DUTIES

- (a) As necessary, convene a Jury Panel when required by the Referee or to hear a protest
- (b) As a member of a Jury Panel adjudicate on matters allocated to the panel
- (c) If chairing a Jury Panel deliver the verdict to all parties that need to be notified
- (d) Bring to the attention of the Meeting Manager/Referees any matters of concern with respect to safety or failure to apply regulations

MATERIAL/EQUIPMENT

- Copy of Regulation No. 8 – LAVic Competition Rules
- Copy of IAAF Rules
- Copy of the programme of events
- Two-way communication device for contacting other Chief Officials

JURY MEMBER

Events:	T&F(3-5)	Relays (3-5)	M-E(3-5)	X-C(3-5)
Responsible to:	Jury Convener			
Reports to:	Jury Area (Room)			

DUTIES

- (a) As a member of a Jury Panel adjudicate on matters allocated by the Jury Convener
- (b) Bring to the attention of the Jury Convener any matters of concern with respect to safety or failure to apply regulations

REFEREE

Events:	T&F (6)	Relays (4)	M-E (4)	X-C (3)	RR (1)
Responsible to:	Meeting Manager				
Reports to:	Arena (Central Location) or Allocated Area				
Note:	<ol style="list-style-type: none"> For T&F it is preferable to have Referees responsible for separate areas, e.g., one allocated for track (sprint & circular), jumps, throws, communications and Call Room For Relays it is preferable to have Referees responsible for separate areas, e.g., one allocated to each Take-over Zone and one for the Call Room For Multi's it is preferable to have Referees responsible for separate areas, e.g., one allocated for track, jumps, throws and Call Room 				

DUTIES

- (a) Oversee all events and ensure that all Technical Rules & Regulations are followed
- (b) Investigate and resolve all reports of infringements received from other Officials
- (c) Deal with any disputed point, protest or objection as to the conduct of events
- (d) Caution or disqualify athletes for infringements, inappropriate conduct or uniform breaches
- (e) Adjudicate in times of conflicting opinions between Officials
- (f) Refer matters to the Jury of Appeal as deemed necessary
- (g) Liaise closely with the Meeting Manager as the need arises
- (h) If a VBP is achieved, verify the performance and sign the recording sheet, and as necessary, certify the implement (immediately) and measuring tape

MATERIAL/EQUIPMENT

- Copy of Regulation No. 8 – LAVic Competition Rules
- Copy of IAAF Rules
- Copy of the programme of events
- Two-way communication device for contacting other Chief Officials
- Infringement paperwork

TECHNICAL MANAGER

Events:	T&F (1)	Relays (1)	M-E (1)	X-C (1)
Responsible to:	Meeting Manager			
Responsible for:	Technical Assistants			
Reports to:	Equipment Area or Designated Area, must be contactable			

DUTIES

- (a) Ensure that the track, runways, circles, arcs, sectors, landing areas for Field Events and all equipment and implements are in accordance with the Rules
- (b) Oversee the placement and removal of equipment and implements
- (c) Issue required equipment/implements to Chief Officials
- (d) Be aware of age group and event differences for the correct height and placement of hurdles
- (e) Supervise the removal of hurdles immediately after completion of hurdle events

MATERIAL/EQUIPMENT

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

TECHNICAL ASSISTANT

Events:	T&F (12)	Relays (10)	M-E (12)	X-C (6)
Responsible to:	Technical Manager			
Reports to:	Equipment Area or Designated Area, must be contactable			
Note:	Technical Assistants may also include Technical Set Up Officials and Technical Pack Up Officials			

DUTIES

- (a) As required, assist to set up venues and other designated areas
- (b) As necessary, organise/relocate equipment
- (c) As required, assist to pack up all venues and other designated areas, including the removal of hurdles immediately after completion of hurdle events

CHIEF TRACK UMPIRE

Events:	T&F (1)	Relays (1)	M-E ()	
Responsible to:	Meeting Manager/Referee			
Responsible for:	Central & Track Umpires			
Reports to:	Arena (Central Location)			

DUTIES

- (a) Brief Track and Central Umpires regarding the rules relating to infringements
- (b) Allocate designated positions to Track & Central Umpires so that they may observe the competition closely
- (c) Act as the coordinating point for infringements during track/relay events
- (d) Ensure all Track and Central umpires are visible and that they are in positions at all times and act as their relief where necessary
- (e) Brief Breakpoint Umpire regarding rules (for Relays)
- (f) Liaise with the Referee when infringement(s) occur

MATERIAL/EQUIPMENT

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

CENTRAL TRACK UMPIRE

Events:	T&F (2)	Relays (1)	M-E (2)	
Responsible to:	Chief Track Umpire			
Reports to:	Designated (Allocated) Central Position			
Note:	For T&F and Multi's it is preferable to have Central Umpires responsible for separate areas, e.g., one allocated for sprint and one allocated for circular			

DUTIES

- (a) Ensure position has visual contact with designated Track Umpires
- (b) Note infringements (and record details thereof)
- (c) Indicate infringements by placing Infringement flags in designated holders
- (d) Wait for acknowledgement from the Referee before removing Infringement flags
- (e) Act as the coordinating point for infringements during track/relay events
- (f) As required, liaise with the Referee on infringements

TRACK UMPIRE

Events:	T&F (10)	Relays (6)	M-E (10)	
Responsible to:	Chief Track Umpire			
Reports to:	Designated Track Position			
Note:	For T&F and Multi's it is preferable to have two groups of Track Umpires – one group observe sprint track event infringements and the other group observe circular track event infringements			

DUTIES

- (a) Under direction, maintain a suitable position to observe for infringements
- (b) Ensure position has visual contact with Central Track Umpire
- (c) Identify any infringements or lack thereof without fear or favour
- (d) Indicate infringements or lack thereof to Central Umpire by displaying the appropriate flag/clipboard.
- (e) Wait for acknowledgement from the Central Track Umpire before lowering flag/clipboard
- (f) As required, liaise with the Referee on infringements

ARENA STEWARD

Events:	T&F (6-10)	Relays (6-10)	M-E (6-10)	X-C (6-10)
Responsible to:	Meeting Manager			
Reports to:	Meeting Manager			

DUTIES

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

TEAM MANAGER

Events:	T&F	Relays	M-E	X-C	RR
Responsible to:	Meeting Manager/Referee/Chief Communications Controller/Controller of Officials				
Responsible for:	Assistant Team Manager, Athletes, Officials & Parents from their Centre				
Reports to:	Communications - free roaming, must be contactable				

Note:	Centres are permitted to have an Assistant, and it is recommended that they have an Officials Team Manager and/or Age Group Team Manager
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DUTIES

- (a)** Be familiar with and apply the various codes, policies, rules & regulations
- (b)** Report to the Communications Area to sign in and receive official accreditation at the start of the day
- (c)** Find yourself an area for your Centre and set the area up
- (d)** Attend Team Managers meeting at the commencement of the competition
- (e)** Organise and send your Centre Officials to their allocated duty location
- (f)** Ensure Release Forms are completed for athletes with event clashes, and that these are submitted to the required Officials prior to the event
- (g)** Reinforce to athletes that they are required to attend the correct Call Room at the appropriate time, unless the athlete is on a Release Form
- (h)** When possible, notify Call Room Judges of any scratchings
- (i)** Listen out to any important announcements, especially relating to Call Room times
- (j)** Reinforce to athletes, officials and parents that they are expected to and comply with the various codes, policies, rules & regulations
- (k)** Be the only medium of Communication with Chief Officials
- (l)** Be the contact for Officials to refer matters relating to breaches codes, policies, rules & regulations
- (m)** Be available to attend meetings with Officials as and when required

SECTION 10 - COMMUNICATIONS/COMPUTING/OFFICIALS

REGION ORGANISING SECRETARY

Events:	T&F (1)	Relays (1)	M-E (1)	X-C (1)
Responsible to:	Competition Director (Region)/Meeting Manager/Referee			
Responsible for:	Communications Recorder, Communications Assistants, Refreshment Stewards (at Region)			
Reports to:	Communications Area (Room)			

DUTIES

For each Qualifying Round:

- (a)** Notify LAVic office of Competition dates and locations
- (b)** As required distribute Entry Forms/Disks/Files to Centres within their Region
- (c)** Receive and process Centre Entries for lane draws and allocation of Officials
- (d)** Organise First Aid
- (e)** Acquire required stationery from LAVic office
- (f)** Ensure that sufficient ribbons/medals are available
- (g)** Arrange production & printing of program and place cards
- (h)** Ensure that all necessary stationery & consumables are available, e.g., batteries, printer paper rolls and photocopy paper, etc
- (i)** Ensure that refreshments for Officials, Team Managers and Guests are available
- (j)** Act as contact point for all paperwork required by Team Managers and Chief Officials
- (k)** If applicable, arrange for the return of perpetual trophies for re-presentations
- (l)** Ensure that the results are in order, and that relevant Chief Official(s) have signed all paperwork for VBP claims
- (m)** Confirm all Elimination Round Progression Results & Forms are correct, then sign and forward to the LAVic office within two days of completion of the Elimination Round

MATERIAL/EQUIPMENT

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

CONTROLLER OF OFFICIALS

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

DUTIES

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

MATERIAL/EQUIPMENT

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

ASSISTANT CONTROLLER OF OFFICIALS

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

DUTIES

- (a) Assisting the Controller of Officials prior to the event with paperwork and planning
- (b) Assisting the Controller of Officials during the event to ensure that officials are performing their allocated roles

CHIEF COMMUNICATIONS CONTROLLER

Events:	T&F (1)	Relays (1)	M-E (1)	X-C (1)	RR (1)
Responsible to:	Competition Director/Referee/Meeting Manager				
Responsible for:	Communications Recorder, Communication Assistants, Refreshment Stewards (at Region)				
Reports to:	Communications Area				

DUTIES

- (a) Co-ordinate the recording of results at each venue on the Arena
- (b) Receive the lodgement of protests and pass them to the Jury of Appeal

- (c) Notify Meeting Manager/Referee of any protests
- (d) Provide a focal point for providing information to Team Managers
- (e) Monitor the flow of results from events to ensure that all results are received and time stamped
- (f) Monitor the receipt of lane draws (if applicable) from the computer area
- (g) Organize the delivery of all recording sheets to required locations
- (h) Organize delivery of lane draws to required locations
- (i) Provide information to parents/athletes as required via Team Managers
- (j) Complete paperwork for VBP's.

MATERIAL/EQUIPMENT

- Copy of the programme of events
- Two-way communication device for contacting other Chief Officials
- Photocopier
- Plenty of stationery

ASSISTANT COMMUNICATIONS CONTROLLER

Events:	T&F (1)	Relays (1)	M-E (1)	X-C (1)
Responsible to:	Chief Communications Controller			
Reports to:	Communications Area			

DUTIES

- (a) Assist the Chief Communications Controller
- (b) Coordinate the Communications Assistants
- (c) Time stamp all result sheets on receipt
- (d) Verify result sheet for event finals prior release of Presentation Slip to Presentations
- (e) Verify result sheets prior to lane draw for Relays and T&F
- (f) Verify result sheets prior to points allocation for Multi-Event
- (g) Vet result sheets for VBP's
- (h) Verify team scoring for X-C
- (i) Verify lane draws for finals

COMMUNICATIONS ASSISTANT

Events:	T&F (3)	Relays (3)	M-E (3)	X-C (3)
Responsible to:	Chief Communications Controller			
Reports to:	Communications Area			

DUTIES

- (a) As directed, deliver event paperwork to specified locations
- (b) Collect and/or deliver event paperwork from specified locations

CHIEF COMPUTER OPERATOR

Events:	T&F (1)	Relays (1)	M-E (1)	X-C (1)
Responsible to:	Competition Director/Meeting Manager/Chief Communications Controller			

Responsible for:	Computer Operators
Reports to:	Computer Area

DUTIES

- (a) Using the event software Meet Manager:
- (b) As required, capture results of all events
- (c) As required, produce lane draws for event finals
- (d) As required, produce progression sheets verification by the Organizing Secretary (Region)
- (e) As required, produce progressive point scores for Multi-Event
- (f) As required, produce team point scores for Cross Country
- (g) As required, printing place tickets/certificates at end of competition

MATERIAL/EQUIPMENT

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

COMPUTER OPERATOR

Events:	T&F (5)	Relays (5)	M-E (3)	X-C (3)
Responsible to:	Computer Operator			
Reports to:	Computer Area			

DUTIES

- (a) Assist Chief Computer Operator as required

ANNOUNCER

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

DUTIES

- (a) As required, announce Call Room times for events as a block
- (b) As required, announce lane draw for finals
- (c) As required, announce requests from other Chief Officials
- (d) As required, announce relevant items of interest, e.g., news items, policies, etc
- (e) Be aware of event starts in order to avoid disrupting starting procedure

MATERIAL/EQUIPMENT

- Copy of the programme of events
- Call Room running sheet
- Microphone & PA System
- A two-way communication device for contacting other Chief Officials

REFRESHMENT STEWARD

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

DUTIES

- (a) As directed deliver refreshments to officials around the Arena at regular intervals.

RELIEF OFFICIAL

Events:	T&F (6-10)	Relays (6-10)	M-E (6-10)	X-C (6-10)
Responsible to:	Controller of Officials			
Reports to:	Officials Sign-In Area (Table), Designated (Allocated) Position			
Note:	When allocated to a particular position they are then responsible to the position in control of the allocated position until released			

DUTIES

- (a) As needed perform the duties of any General Official position
- (b) Unless allocated, keep the Controller of Officials informed of whereabouts at all times

SECTION 11 – CALL ROOM

CALL ROOM CHIEF JUDGE

Events:	T&F (3)	Relays (1)	M-E (3)	X-C (2)
Responsible to:	Meeting Manager			
Responsible for:	Call Room Judges			
Reports to:	Designated Call Room			
Note:	<ol style="list-style-type: none"> For T&F it is preferable to have a Call Room Chief Judge responsible for separate areas, e.g., one allocated for track (sprint), track (circular), and Field For Multi's it is preferable to have a Call Room Chief Judge responsible for separate areas, e.g., one allocated for track (sprint), track (circular), and Field For X-C it is preferable to have a Call Room Chief Judge responsible for each gender, e.g., one allocated for boys and one allocated for girls 			

DUTIES

- (a) Supervise the transit between the warm-up area and the competition area
- (b) Ensure that the athletes are present and ready at the competition site for the scheduled start of the event
- (c) As necessary manage clash of events (Release Forms)

MATERIAL/EQUIPMENT

- Call Room Copy of the program of events
- Two-way communication device for contacting other Chief Officials
- Loudspeaker/loudhailer to address athletes in the Call Room (optional)

CALL ROOM JUDGE

Events:	T&F (22)	Relays (16)	M-E (18)	X-C (8)
Responsible to:	Call Room Chief Judge			
Reports to:	Designated Call Room			
Note:	Officials may be specifically allocated as Call Room Uniforms			

DUTIES

- (a) Shall ensure that athletes are wearing Centre/Region uniforms officially approved by LAVic
- (b) Shall ensure that bibs (if necessary) are worn correctly and correspond with start lists, and that shoes and number of spikes comply with the rules and regulation
- (c) Escort athletes to the appropriate point on the Arena and then return to Call Room
- (d) Be aware of events in progress to avoid interfering
- (e) Advise relevant Chief Official that athletes have arrived
- (f) Communicate any non-arrivals/scratching to the relevant Chief Official
- (g) Refer any unresolved issues or matters arising to the Call Room Referee

CALL ROOM REFEREE

Events:	T&F (3)	Relays (1)	M-E (3)	X-C (1)
Responsible to:	Chief Referee			
Reports to:	Designated Call Room			
Note:	<ol style="list-style-type: none"> 1. For T&F it is preferable to have a Call Room Referee responsible for separate areas, e.g., one allocated for track (sprint), track (circular), and Field 2. For Multi's it is preferable to have a Call Room Referee responsible for separate areas, e.g., one allocated for track (sprint), track (circular), and Field 			

DUTIES

- (a) Deal with any unresolved issue or matter relating to the Call Room or uniforms
- (b) When necessary, report any uniform breach to the relevant Centre Team Manager
- (c) When necessary, complete any incident report on any infringement(s)

MATERIAL/EQUIPMENT

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

SECTION 12 – EVENT PRESENTATION AREA

EVENT PRESENTATION MANAGER

Events:	T&F (1)	Relays (1)	M-E (1)	X-C (1)	RR (1)
Responsible to:	Meeting Manager/Competition Director				
Responsible for:	Event Presentation Announcer, Event Presentation Officials				
Reports to:	Presentation Area				
Note:	May also perform the duties of Event Presentation Announcer (at Region)				

DUTIES

- (a) Shall plan the event presentation arrangements
- (b) Shall ensure that the plan is accomplished, resolving any relevant problems together with the Competition Director

MATERIAL/EQUIPMENT

- Copy of the programme of events
- Awards for presentation (medals, ribbons, and sashes)

EVENT PRESENTATION ANNOUNCER

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

DUTIES

- (a) Make all announcements relating to the presentations
- (b) Be aware of event starts in order to avoid disrupting same
- (c) Work closely with the Event Presentation Manager and the Announcer

MATERIAL/EQUIPMENT

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

EVENT PRESENTATION OFFICIAL

Events:	T&F (4)	Relays (6)	M-E (3)	X-C (3)
Responsible to:	Event Presentation Manager			
Reports to:	Presentation Area			

DUTIES

- (a) Assist the Event Presentation Manager as required

CHIEF PRESENTATION MARSHAL

Events:		Relays (1)		
Responsible to:	Meeting Manager/Competition Director/Event Presentation Manager			
Reports to:	Finish Line/Presentation Area			

DUTIES

- (a) Supervise the transit for all placegetters between the finish line and the Presentation Area
- (b) Ensure that the athletes are present and ready at the Presentation Area for their scheduled Presentation
- (c) Work closely with the Event Presentation Manager

MATERIAL/EQUIPMENT

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

CHIEF PRESENTATION ASSISTANT

Events:		Relays (3)		
Responsible to:	Chief Presentation Marshal			
Reports to:	Finish Line/Presentation Area			

DUTIES

- (d) Assist the Event Presentation Manager as required

SECTION 13 – START/FINISH AREA

CHIEF FINISH MARSHAL

Events:	T&F (2)	Relays (1)	M-E (2)	X-C (1)
Responsible to:	Meeting Manager			
Responsible for:	Finish Marshals			
Reports to:	Designated (Allocated) Finish Area			
Note:	For T&F it is preferable to have one Finish Marshal for laned events (sprint) & one for unlaned events (circular)			

DUTIES

- (a) Allocate duties to Finish Marshals
- (b) Assemble athletes in required order
- (c) Liaise with Chief Track Umpire/Chief Referee regarding infringements
- (d) Hold athletes from Race Walking events until released by the Chief Walk Judge
- (e) Hold athletes from running events, if infringements or other problems are pending
- (f) Arrange collection of paperwork from Chief Timekeeper
- (g) Arrange collection of paperwork from Chief Place Judge
- (h) Escort athletes to Recording Area
- (i) Notify Recording of any disqualifications, as determined by the Referee or Chief Walk Judge
- (j) Request athletes to remove spikes after completing event (as applicable)

MATERIAL/EQUIPMENT

- Copy of the program

FINISH MARSHAL

Events:	T&F (8)	Relays (2)	M-E (8)	X-C (4)
Responsible to:	Chief Finish Marshal			
Reports to:	Designated (Allocated) Finish Area			

DUTIES

- (a) As directed, assist Chief Finish Marshal
- (b) As required, complete necessary paperwork (for Cross Country)
- (c) Remove athletes safely from the track
- (d) As required, hold athletes at Finish Marshalling Area
- (e) As necessary, escort athletes in required order to Recording Area and hand-over paperwork
- (f) Request athletes to remove spikes after completing event (as applicable)

CHIEF PLACE JUDGE

Events:	T&F (2)	Relays (1)	M-E (1)	X-C (1)	RR (2)
Responsible to:	Meeting Manager				

Responsible for:	Place Judges
Reports to:	Designated (Allocated) Finish Area
Note:	When using Photo Finish, it is advisable to use a Chief Place Judge for track (circular) events only (including the 800m at the Multi-Event) For Road Relays, it is preferable to have a Chief Place Judge at each Start/Finish line

DUTIES

- (a) Coordinate Place Judges and allocate the place that they will judge in laned events
- (b) Be in line with the finish line and have a clear view of the track
- (c) Call the finishing order in a loud and clear voice as athletes cross the line in unlaned events
- (d) Supervise Place Judges and ensure that they pay close attention to the finishing order being called for unlaned events
- (e) Recording the finishing order on the required paperwork
- (f) When necessary, communicate with the Chief Starter and/or Chief Timekeeper
- (g) Hand the paperwork to the Chief Finish Marshall immediately after each event

MATERIAL/EQUIPMENT

- Copy of the programme of events
- Place disks (to be handed to the place judges)
- Necessary paperwork

PLACE JUDGE

Events:	T&F (11)	Relays (8)	M-E (3)	X-C (3)
Responsible to:	Chief Place Judge			
Reports to:	Designated (Allocated) Finish Area			
Note:	When using Photo Finish, it is advisable to use Place Judges for track (circular) events only (including only the 800m at the Multi-Event)			

DUTIES

- (a) Under the instruction of the Chief Place Judge, hand out the place disk to the relevant athletes based on their finishing order

CHIEF STARTER

Events:	T&F (2)	Relays (1)	M-E (1)	X-C (1)	RR (1)
Responsible to:	Meeting Manager				
Responsible for:	Other Starters				
Reports to:	Designated (Allocated) Start Area				
Note:	For T&F and Multi's it is preferable to have one Chief Starter for laned events (sprint) & one for unlaned events (circular). The start area may move depending on what events are being conducted				

DUTIES

- (a) Ensure that the event is conducted in a timely and orderly manner
- (b) Ensure that all required equipment is correctly positioned

- (c) Ensure Starters and Recall Starters are correctly positioned
- (d) Be aware of procedural differences for different age groups and/or events
- (e) Address athletes as necessary
- (f) Ensure all starts are conducted in accordance with the rules

MATERIAL/EQUIPMENT

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

STARTER

Events:	T&F (8)	Relays (6)	M-E (4)	X-C (3)
Responsible to:	Chief Starter			
Reports to:	Designated (Allocated) Start Area			
Note:	The start area may move depending on what events are being conducted			

DUTIES

- (a) To ensure that each start is fair and within the rules and that it gives each child an equal opportunity to perform to the best of their ability
- (b) When necessary, with the support of the Start Marshal, allocate athletes to heats and lanes
- (c) Address athletes as necessary
- (d) As directed, warn athletes of breaches of the starting procedure
- (e) When necessary, identify/nominate runner(s) who have made a 'break' issue a 'warning'
- (f) Return athletes to their positions after breaches of the starting procedure

CHIEF START MARSHAL

Events:	T&F (2)	Relays (1)	M-E (2)	X-C (1)	RR (2)
Responsible to:	Meeting Manager/Chief Starter				
Responsible for:	Start Marshall Assistants, Release Marshals				
Reports to:	Designated (Allocated) Start Area				
Note:	<p>For T&F and Multi's it is preferable to have one Chief Start Marshal for laned events (sprint) & one for unlaned events (circular). The start area may move depending on what events are being conducted</p> <p>For Road Relays, it is preferable to have a Chief Start Marshal at each Start/Finish line</p>				

DUTIES

- (a) Liaise with Call Room Chief Judge re non-presenting athletes
- (b) Check athletes listed and allocate lanes
- (c) As required, issue wrist bands/lane jackets to athletes
- (d) As necessary, position holding line cones at correct intervals
- (e) Assemble athletes up to 3 metres behind the start line and advise Starter of event readiness
- (f) Ensure the first athletes in a relay event have a baton

MATERIAL/EQUIPMENT

- Call Room copy of athlete list
- Wrist Bands/Lane Jackets (if required)
- Finalists lane draws

START MARSHAL

Events:	T&F (4)	Relays (4)	M-E (4)	X-C (2)
Responsible to:	Chief Start Marshal			
Reports to:	Designated (Allocated) Start Area			
Note:	Additional Start Marshals have been allocated for Relays – this is to assist with placing of athletes on the track for the 4x200m. As a result, the number of officials for Take-Over Zone 4 has been reduced			

DUTIES

- (a) As directed, assist the Chief Start Marshal

RELEASE MARSHAL

Events:	T&F (4)			
Responsible to:	Chief Start Marshal			
Reports to:	Designated (Allocated) Start Area			
Note:	The start area may move depending on what events are being conducted			

DUTIES

- (a) Under the instruction of the Chief Start Marshal, collect athletes from their Field event for the start of their Track event when there is a clash

CHIEF TIMEKEEPER

Events:	T&F (1)	Relays (1)	M-E (1)	X-C (1)	RR (2)
Responsible to:	Meeting Manager				
Responsible for:	Timekeepers				
Reports to:	Designated (Allocated) Finish Area				
Note:	For Road Relays, it is preferable to have a Chief Timekeeper at each Start/Finish line				

DUTIES

- (a) Coordinate Timekeepers and ensure they are placed in a suitable position for laned events
- (b) Be in line with the finish line and have a good view of all lanes
- (c) Have a clear view of the starter
- (d) As necessary, record the time from each Timekeeper on the required paperwork
- (e) If the timing device has an integral printer, staple the printout to the required paperwork
- (f) Hand the paperwork to the Chief Finish Marshal immediately after each event

MATERIAL/EQUIPMENT

- Relevant timing equipment
- Required paperwork

- Copy of the program
- Two-way communication device for contacting Chief Officials

TIMEKEEPER

Events:	T&F (14)	Relays (8)	M-E (8)	X-C (5)
Responsible to:	Chief Timekeeper			
Reports to:	Designated (Allocated) Finish Area			
Note:	<ol style="list-style-type: none"> 1. Minimum of 3 timekeepers in addition to Chief Timekeeper for unlaned events 2. Minimum of 11 timekeepers in addition to Chief Timekeeper for laned events when finish gates are not in operation 3. Minimum of 4 timekeepers in addition to Chief Timekeeper for laned events when finish gates are in operation 			

DUTIES

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

TIME RECORDER/LAP COUNTER

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

DUTIES

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

CHIEF RECORDER

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

DUTIES

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

MATERIAL/EQUIPMENT

- Copy of the programme of events
- Event Result Sheets
- Place Tickets
- Ribbons
- Alphabetical folder to place finalised place tickets and ribbons

RECORDER

Events:	T&F (3)	Relays (3)	M-E (3)	X-C (2)	RR (2)
Responsible to:	Chief Recorder				
Reports to:	Designated (Allocated) Recording Area				

DUTIES

- (a) Transcribe (correctly) results from Timekeepers and Place Judges paperwork onto Result Sheet
- (b) Transcribe (correctly) results from Recording Sheet onto place tickets
- (c) As required, issue place tickets to athletes
- (d) As required, advise the first three place getters when they should report to the presentation area
- (e) As required, issue appropriate ribbons to athletes

SECTION 14 – RACE WALK SPECIFIC

CHIEF RACE WALK JUDGE

Events:	T&F (2)			
Responsible to:	Meeting Manager			
Responsible for:	Race Walk Judges, Race Walk Runner			
Reports to:	Designated Race Walk Judging Area			
Note:	May be a minimum of two Chief Race Walk Judges			

DUTIES

- (a) Endeavour to ensure that event is conducted in a timely and orderly manner
- (b) As necessary, assign a Chief Race Walk Judge for each race walk event
- (c) Allocate judging positions to Race Walk Judges and issue walk event paperwork
- (d) As required, issue walk jackets/identifying numbers to each athlete
- (e) As necessary, introduce self to competitors and explain judging procedures prior to the event
- (f) View the Start and Finish of each race walk event
- (g) Collate reports and cautions from each Race Walk Judge at the completion of each race walk event
- (h) Communicate disqualifications and reasons for such to the athletes
- (i) Hand the paperwork to the Chief Finish Marshal when complete

MATERIAL/EQUIPMENT

- Copy of the programme of events
- Walk Jackets/Identifying Numbers
- Walk event paperwork (including judging pads and judge's sheets)

RACE WALK JUDGE

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

DUTIES

- (a) Monitor event for breaches of the walk rules
- (b) Note infringements on paperwork
- (c) Pass paperwork to the Chief Walk Judge as soon as possible at completion of event

RACE WALK RUNNER

Events:	T&F (1)			
Responsible to:	Chief Walk Judge			
Reports to:	Designated (Allocated) Walk/Judging Area			

DUTIES

- (a)** As required, collect and return walk bibs to the Call Room or Start Line
- (b)** As required, collect paperwork from Walk Judges & pass same as quickly as possible to the Chief Walk Judge for collation

SECTION 15 – FIELD EVENT SPECIFIC OFFICIALS

CHIEF DISCUS JUDGE

Events:	T&F (3)		M-E (3)	
Responsible to:	Meeting Manager			
Responsible for:	Discus Officials			
Reports to:	Nominated Discus Venue			
Note:	There are usually two Venues			

DUTIES

- (a) Endeavour to ensure that event is conducted in a timely and orderly manner
 - (b) Endeavour to ensure that the event runs to the time schedule
 - (c) Endeavour to ensure the safety of all athletes and officials during the event
 - (d) Endeavour to ensure that the athletes are orderly during the event
 - (e) Allocate duties to other Discus Officials
 - (f) Liaise with Call Room Judge regarding non-presenting athletes
 - (g) Receive release forms for athletes from Team Managers
 - (h) Follow the correct exclusion procedure
- Note:** Athletes cannot enter the competition after the completion of Round 1 unless they have submitted a release form
- (i) Determine that each trial is valid
 - (j) Read the measuring tape and call the performance to the recorder in a manner that is clear and unambiguous
 - (k) Ensure that performances of the athletes are correctly recorded onto the event result sheet
 - (l) Be aware of the rules relating to count back in "tie splitting"
 - (m) Be aware of the VBP for each event
 - (n) Notify the Referee or Assistant Referee (Field), of any potential VBP's and ensure that the performance is properly validated
 - (o) In consultation with the Referee or Assistant Referee (Field), caution and/or disqualify athletes for infringement of Competition Regulations, Codes of Behaviour, or uniform breaches
 - (p) Advise the first three place getters when they should report to the presentation area
 - (q) As required, issue place ribbons

MATERIAL/EQUIPMENT

- Event Recording Sheet
- Two-way communication device for contacting other Chief Officials
- Tape Measure (50-100 metres)
- Sector tapes (2 x 75m)
- Sector tape pegs (x30)
- Discus (4 x 500g rubber, 4 x 750g rubber, 4 x 1kg rubber, 4 x 750g steel rim, 4 x 1kg steel rim)
- Measuring spike
- Towels/Rags
- Broom

DISCUS OFFICIAL

Events:	T&F (10)		M-E (15)	
Responsible to:	Chief Discus Judge			
Reports to:	Nominated Discus Venue			
Note:	There are usually two Venues. Minimum of Chief Judge plus five officials at each Venue - 1 x Recorder, 1 x Spotter, 2 x Tape Stewards, 1 x Implement Retriever			

DUTIES

- (a) Recorder: Record the result on the Result Sheet and call up competitors
- (b) Spotter: Stands outside the discus cage and to the rear of the circle; watches for infringements and pulls the tape through the centre of the circle
- (c) Tape Steward: Assist in determining the point of landing – please note officials must be standing outside the landing sector when the athlete is throwing
- (d) Retriever: Return implement safely to the throwing area (the discus must always be carried and never thrown)

CHIEF JAVELIN JUDGE

Events:	T&F (1)		M-E (1)	
Responsible to:	Meeting Manager			
Responsible for:	Javelin Officials			
Reports to:	Javelin Venue			

DUTIES

- (a) Endeavour to ensure that event is conducted in a timely and orderly manner
- (b) Endeavour to ensure that the event runs to the time schedule
- (c) Endeavour to ensure the safety of all athletes and Officials during the event
- (d) Allocate duties to other Officials
- (e) Liaise with Call Room Judge regarding non-presenting athletes
- (f) Receive release forms for athletes from Team Managers
- (g) Follow the correct exclusion procedure
- Note:** Athletes cannot enter the competition after the completion of Round 1 unless they have submitted a release form
- (h) Determine that each trial is valid
- (i) Read the measuring tape and call the performance to the recorder in a manner that is clear and unambiguous
- (j) Ensure that performances of the athletes are correctly recorded onto the event result sheet
- (k) Be aware of the rules relating to count back in "tie splitting"
- (l) Be aware of the VBP for each Event
- (m) Notify the Referee or Assistant Referee (Field), of any potential VBP's and ensure that the performance is properly validated
- (n) In consultation with the Referee or Assistant Referee (Field), caution and/or disqualify athletes for infringement of Competition Regulations, Codes of Behaviour, or uniform breaches

- (o) Advise the first three place getters when they should report to the presentation area
- (p) As required, issue place ribbons

MATERIAL/EQUIPMENT

- Event Recording Sheet
- Two-way communication device for contacting other Chief Officials
- Tape Measure (1 x 20m, 1 x 60m)
- Sector tapes (2 x 75m)
- Sector tape pegs (x30)
- Javelins (4 x 400g, 2 x 500g, 4 x 600g)
- Measuring spike
- Towels/Rags
- Broom
- Markers/Adhesive Tape

JAVELIN OFFICIAL

Events:	T&F (6)		M-E (6)	
Responsible to:	Chief Javelin Judge			
Reports to:	Javelin Venue			
Note:	Minimum of Chief Judge plus five officials at each Venue - 1 x Recorder, 1 x Spotter, 2 x Tape Stewards, 1 x Implement Retriever, 1 x Safety Officer			

DUTIES

- (a) Recorder: Record the result on the Result Sheet and call up competitors
- (b) Spotter: Stands approximately 8-10m behind the arc alongside the runway assisting in determining that the Javelin is thrown in the correct manner; also pulls the tape to the centre of the circle
- (c) Tape Steward: Assist in determining the point of landing – please note officials must be standing outside the landing sector when the athlete is throwing
- (d) Retriever: Return implement safely to the runway (the javelin must always be carried and never thrown)
- (e) Safety Officer: Ensure that safety procedures are followed, including requesting removal of spikes at completion of event and ensuring athletes are orderly during the event

CHIEF SHOT PUT JUDGE

Events:	T&F (3)		M-E (3)	
Responsible to:	Meeting Manager			
Responsible for:	Shot Put Officials			
Reports to:	Nominated Shot Put Venue			
Note:	There are usually two Venues			

DUTIES

- (a) Endeavour to ensure that event is conducted in a timely and orderly manner and according to the Competition Regulations

- (b) Endeavour to ensure that the event runs to the time schedule
 - (c) Endeavour to ensure the safety of all athletes and Officials during the event
 - (d) Allocate duties to the other Shot Put Officials
 - (e) Liaise with Call Room Judge regarding non-presenting athletes
 - (f) Receive release forms for athletes from Team Managers
 - (g) Follow the correct exclusion procedure
- Note:** Athletes cannot enter the competition after the completion of Round 1 unless they have submitted a release form
- (h) Determine that each trial is valid
 - (i) Read the measuring tape and call the performance to the recorder in a manner that is clear and unambiguous
 - (j) Ensure that performances of the athletes are correctly recorded onto the event result sheet
 - (k) Be aware of the rules relating to count back in tie splitting
 - (l) Be aware of the VBP for each Event
 - (m) Notify the Referee or Assistant Referee (Field), of any potential VBP's and ensure that the performance is properly validated
 - (n) In consultation with the Referee or Assistant Referee (Field), caution and/or disqualify athletes for infringement of Competition Regulations, Codes of Behaviour, or uniform breaches
 - (o) Advise the first three place getters when they should report to the presentation area
 - (p) As required, issue place ribbons

MATERIAL/EQUIPMENT

- Event Recording Sheet
- Two-way communication device for contacting other Chief Officials
- Tape Measure (20 – 30 metres)
- Sector tapes (2 x 25m)
- Sector tape pegs (x10)
- Shot Puts (4 x 2kg, 4 x 3kg, 4 x 4kg)
- Measuring spike
- Towels/Rags
- Broom

SHOT PUT OFFICIAL

Events:	T&F (8)		M-E (8)	
Responsible to:	Chief Shot Put Judge			
Reports to:	Nominated Shot Put Venue			
Note:	There are usually two Venues. Minimum of Chief Judge plus four officials at each Venue - 1 x Recorder, 1 x Spotter, 1 x Tape Stewards, 1 x Implement Retriever			

DUTIES

- (a) Recorder: Record the result on the Result Sheet and call up competitors
- (b) Spotter: Stand on the opposite side of the circle and watch for infringements by the foot; also pulls the tape to the centre of the circle
- (c) Tape Steward: Mark the fall of the shot with a spike holding the zero end of the tape

- (d)** Retriever: Return implement safely to the throwing area (the shot must always be carried and never thrown)

CHIEF HIGH JUMP JUDGE

Events:	T&F (3)		M-E (2)	
Responsible to:	Meeting Manager			
Responsible for:	High Jump Officials			
Reports to:	Nominated High Jump Venue			
Note:	There are usually two Venues			

DUTIES

- (a)** Endeavour to ensure that event is conducted in a timely and orderly manner
- (b)** Endeavour to ensure that the event runs to the time schedule
- (c)** Endeavour to ensure the safety of all athletes and officials during the event
- (d)** Allocate duties to other Officials
- (e)** Liaise with Call Room Judge regarding non-presenting athletes
- (f)** Receive release forms for athletes from Team Managers
- (g)** Follow the correct exclusion procedure
- Note:** Athletes cannot enter the competition after the completion of the 1st height unless they have submitted a release form
- (h)** Determine that each trial is valid
- (i)** Be aware of the rules regarding increments when raising the bar
- (j)** Read the measuring stick and call the bar height to the recorder in a manner that is clear and unambiguous each time the bar is raised
- (k)** Ensure that performances of the athletes are correctly recorded onto the event result sheet
- (l)** Be aware of the rules relating to count back, tie splitting and jump-offs
- (m)** Be aware of the VBP for each Event
- (n)** Notify the Referee or Assistant Referee (Field), of any potential VBP's and ensure that the performance is properly validated
- (o)** In consultation with the Referee or Assistant Referee (Field), caution and/or disqualify athletes for infringement of Competition Regulations, Codes of Behaviour, or uniform breaches
- (p)** Advise the first three place getters when they should report to the presentation area
- (q)** As required, issue place ribbons

MATERIAL/EQUIPMENT

- Event Recording Sheet
- Two-way communication device for contacting other Chief Officials
- High Jump Uprights x 2
- High Jump Bar
- Measuring Stick
- High Jump Bags (minimum of 60cm thick)
- Broom
- Markers/Adhesive Tape

HIGH JUMP OFFICIAL

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

DUTIES

- (a) Recorder: Record the result on the Result Sheet and call up competitors
- (b) Bar Steward: Replace the bar as required; stand well away from the uprights during trials to avoid distracting the competitors
- (c) Marshal: Ensure that athletes are orderly during the event, request removal of spikes at completion of event

CHIEF LONG JUMP JUDGE

Events:	T&F (3)		M-E (4)	
Responsible to:	Meeting Manager			
Responsible for:	Long Jump Officials			
Reports to:	Nominated Long Jump Venue			
Note:	There are usually two Venues			

DUTIES

- (a) Endeavour to ensure that event is conducted in a timely and orderly manner
- (b) Endeavour to ensure that the event runs to the time schedule
- (c) Endeavour to ensure the safety of all athletes and Officials during the event
- (d) Allocate duties to other Officials
- (e) Liaise with Call Room Judge regarding non-presenting athletes
- (f) Receive release forms for athletes from Team Managers
- (g) Follow the correct exclusion procedure
- Note:** Athletes cannot enter the competition after the completion of Round 1 unless they have submitted a release form
- (h) Determine that each trial is valid
- (i) Read the measuring tape and call the performance to the Recorder in a manner that is clear and unambiguous
- (j) Ensure that performances of the athletes are correctly recorded onto the event result sheet
- (k) Be aware of the rules relating to count back in "tie splitting"
- (l) Be aware of the VBP for each Event
- (m) Notify the Referee or Assistant Referee (Field), of any potential VBP's and ensure that the performance is properly validated
- (n) In consultation with the Referee or Assistant Referee (Field), caution and/or disqualify athletes for infringement of Competition Regulations, Codes of Behaviour, or uniform breaches
- (o) Advise the first three place getters when they should report to the presentation area
- (p) As required, issue place ribbons

MATERIAL/EQUIPMENT

- Event Recording Sheet
- Two-way communication device for contacting other Chief Officials
- Tape Measures (1 x 60m, 1 x 20m)
- Mat (1 x 0.5 x 1.22m)
- Rake
- Broom
- Shovel
- Watering Can
- Hand Brush
- Measuring Spike
- Witches Hats (2 not numbered, 1 medium)
- White tape (50mm)
- Marker

LONG JUMP OFFICIAL

Events:	T&F (8)		M-E (16)	
Responsible to:	Chief Long Jump Judge			
Reports to:	Nominated Long Jump Venue			
Note:	There are usually two Venues (for M-E there may be up to four). Minimum of Chief Judge plus four officials at each Venue - 1 x Recorder, 1 x Spotter, 1 x Rake Holder, 1 x Tape Steward			

DUTIES

- (a) Recorder: Record the result on the Result Sheet and call up competitors
- (b) Spotter: Operate in the vicinity of the take-off to monitor foul jumps and reads off the measurements
- (c) Rake Holder: Rake and level the pit after each trial to ensure a smooth and even surface and landing area
- (d) Tape Steward: Operate at the side of the pit to determine the point of landing by marking the break in the sand with the measuring spike

CHIEF TRIPLE JUMP JUDGE

Events:	T&F (3)			
Responsible to:	Meeting Manager			
Responsible for:	Triple Jump Officials			
Reports to:	Nominated Triple Jump Venue			
Note:	There are usually two Venues			

DUTIES

- (a) Endeavour to ensure that event is conducted in a timely and orderly manner
- (b) Endeavour to ensure that the event runs to the time schedule
- (c) Endeavour to ensure the safety of all athletes and officials during the event

- (d) Allocate duties to other Officials
- (e) Liaise with Call Room Judge regarding non-presenting athletes
- (f) Receive release forms for athletes from Team Managers
- (g) Follow the correct exclusion procedure
- Note:** Athletes cannot enter the competition after the completion of Round 1 unless they have submitted a release form
- (h) Determine that each trial is valid
- (i) Read the measuring tape and call the performance to the recorder in a manner that is clear and unambiguous
- (j) Ensure that performances of the athletes are correctly recorded onto the event result sheet
- (k) Be aware of the rules relating to count back in "tie splitting"
- (l) Be aware of the VBP for each Event
- (m) Notify the Referee or Assistant Referee (Field), of any potential VBP's and ensure that the performance is properly validated
- (n) In consultation with the Referee or Assistant Referee (Field), caution and/or disqualify athletes for infringement of Competition Regulations, Codes of Behaviour, or uniform breaches
- (o) Advise the first three place getters when they should report to the presentation area
- (p) As required, issue place ribbons

MATERIAL/EQUIPMENT

- Event Recording Sheet
- Two-way communication device for contacting other Chief Officials
- Tape Measures (1 x 60m, 1 x 20m)
- Mat (1 x 0.5 x 1.22m)
- Rake
- Broom
- Shovel
- Watering Can
- Hand Brush
- Measuring Spike
- Witches Hats (2 not numbered, 1 medium)
- White tape (50mm)
- Marker

TRIPLE JUMP OFFICIAL

Events:	T&F (8)			
Responsible to:	Chief Triple Jump Judge			
Reports to:	Nominated Triple Jump Venue			
Note:	There are usually two Venues. Minimum of Chief Judge plus five officials at each Venue - 1 x Recorder, 1 x Spotter, 1 x Rake Holder, 1 x Tape Steward			

DUTIES

- (a) Recorder: Record the result on the Result Sheet and call up competitors
- (b) Spotter: Operate in the vicinity of the take-off to monitor foul jumps and reads off the measurements

- (c)** Rake Holder: Rake and level the pit after each trial to ensure a smooth and even surface and landing area
- (d)** Tape Steward: Operate at the side of the pit to determine the point of landing by marking the break in the sand with the measuring spike

SECTION 16 - RELAY SPECIFIC OFFICIALS

TYPES OF TAKE-OVER ZONE & BREAKPOINT LOCATIONS

	Take-Over Zone 1	Take-Over Zone 2	Take-Over Zone 3	Breakpoint
4 x 100m	Laned	Laned	Laned	
Athletes	1 to 2	2 to 3	3 to 4	
Zone	1	2	3	
4 x 200m	Laned	Laned	Unlaned	~120m mark (Zone 1)
Athletes	1 to 2	2 to 3	3 to 4	
Zone	2	4	2	
Medley	Laned	Laned	Unlaned	~320m mark (Zone 3)
Athletes	1 to 2	2 to 3	3 to 4	
	1	2	4	

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

START COORDINATOR

Events:		Relays (1)		
Responsible to:	Meeting Manager			
Reports to:	Start/Finish Area			
Note:	This position may be performed by the Take-over Manager (Zone 4) see duties for that position			

DUTIES

- (a) Control operation of the event
- (b) Endeavour to ensure start times of events are in accordance with the timetable
- (c) Acknowledge notification of readiness from Take-Over Zone Chiefs
- (d) Ascertain readiness of timekeepers and place judges
- (e) Indicates event readiness to starter

MATERIAL/EQUIPMENT

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

TAKE-OVER ZONE CHIEF

Events:		Relays (4)			RR (2)
Responsible to:	Meeting Manager/Start Coordinator				
Responsible for:	Take-Over Zone Assistant, Take-Over Zone Umpires, Take-Over Zone Marshal				
Reports to:	Designated Take-Over Zone				
Note:	<p>Take-Over Zone 1 - when not in operation may act as Breakpoint Umpire for 4 x 200 (see duties for that position)</p> <p>Take-Over Zone 2 - operation is both laned & unlaned (for 4 x 200 - laned for 1st Take-Over & unlaned for 3rd take-over)</p> <p>Take-Over Zone 3 - when not in operation may act as Breakpoint Umpire for Medley (see duties for that position)</p> <p>Take-Over Zone 4 - operation is Laned (for 4 x 200) and unlaned (for Medley)</p> <p>Take-Over Zone 4 - in addition to Take-Over Zone duties may also act as Start Coordinator (see duties for that position)</p> <p>A Take-Over Zone Chief is not required for Take-Over Zone 4 as this can be coordinated by the Chief Start Marshal and the Start Marshal Assistants</p> <p>For Road Relays, it is preferable to have a Take-Over Zone Chief at each Start/Finish line</p>				

DUTIES

- (a) Control operation of the Take-Over Zone
- (b) Ensure that Take-Over Zone Umpires understand the rules/duties and position them accordingly
- (c) Manage placement of cones on the track (marking the extremities of the take-over zones) before and after each event
- (d) When all athletes are correctly assembled, communicate readiness to Start Coordinator
- (e) Be aware of the rules relating infringements and other rules specific to relays
- (f) Observe for infringement of the rules
- (g) Refer and communicate infringement(s) to the Take-Over Zone Assistant

MATERIAL/EQUIPMENT

- Copy of the programme of events
- A two-way communication device for contacting other Chief Officials

TAKE-OVER ZONE ASSISTANT

Events:		Relays (4)			RR (2)
Responsible to:	Take-Over Zone Chief/Central Track Umpire/Referee				
Reports to:	Designated Take-Over Zone				

Note:	<p>Take-Over Zone 1 - when not in operation may act as Breakpoint Umpire (see duties for that position)</p> <p>Take-Over Zone 2 - operation is both laned & unlaned (for 4 x 200 - laned for 1st take-over & unlaned for 3rd take-over)</p> <p>Take-Over Zone 3 - when not in operation may act as Breakpoint Umpire (see duties for that position)</p> <p>Take-Over Zone 4 - operation is both laned & unlaned (laned for 4 x 200 - 3rd Take-Over & unlaned for Medley 3rd take-over)</p>
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DUTIES

- (a) Obtain details of infringement(s) observed by Take-Over Zone Umpires
- (b) Notify Central Track Umpire via a yellow (for an infringement) or white (no infringement) flag
- (c) Be aware of the rules relating infringements and other rules specific to Relays
- (d) Observe for infringement of the rules
- (e) Complete an incident report for the Referee on any infringement(s)
- (f) Liaise with the Referee regarding any infringement(s)

MATERIAL/EQUIPMENT

- Copy of the programme of events
- Incident Flags (Yellow & White)
- Incident Paperwork

TAKE-OVER ZONE MARSHAL

Events:		Relays (3)		
Responsible to:	Take-Over Zone Chief			
Reports to:	Designated (Allocated) Take-Over Zone			
Note:	A Take-Over Zone Marshal is not required for Take-Over Zone 4 as additional Start Marshal Assistants can be allocated			

DUTIES

- (a) Receive athletes from Call Room Judge and marshal them in program and lane order.
- (b) Place athletes on track in order to commence next event supervised by Take-Over Zone Chief
- (c) When all athletes are correctly assembled, communicate readiness to Take-Over Zone Chief
- (d) As required, escort athletes from track after baton changes
- (e) Ensure the removal of spikes at completion of event as athletes leave the track

MATERIAL/EQUIPMENT

- Copy of the programme of events
- Lane draws for the finals of those events having heats

TAKE-OVER ZONE UMPIRE

Events:		Relays (20)		
Responsible to:	Take-Over Zone Chief/Take-Over Zone Assistant			
Reports to:	Designated (Allocated) Take-over Zone			

Note:	<p>Allocation of responsibilities is as follows:</p> <p>Laned Take-over Zone:</p> <p>Umpire A - Watch incoming end of Take-Over Zone for lanes 1, 2, 3, 4</p> <p>Umpire B - Watch incoming end of Take-Over Zone for lanes 5, 6, 7, 8</p> <p>Umpire C - Watch outgoing end of Take-Over Zone for lanes 1, 2, 3, 4</p> <p>Umpire D - Watch outgoing end of Take-Over Zone for lanes 5, 6, 7, 8</p> <p>Umpire E - Watch the acceleration zones and acts as a Relief Take-over Zone Umpire</p> <p>Unlaned Take-overs:</p> <p>Umpire A watches incoming end of Take-Over Zone</p> <p>Umpire B watches outgoing end of Take-Over Zone</p> <p>Umpires C, D & E watches for interference & baton dropping</p>
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DUTIES

- (a) Assist in placement/removal of cones on the track (marking the extremities of the take-over zone) before, during (for 4 x 200) and after each event
- (b) Be aware of the rules relating infringements and other rules specific to relays
- (c) Observe for infringement of the rules
- (d) Notify Take-Over Zone Chief of any infringement(s)

BREAKPOINT UMPIRE

Events:		Relays (1)		
Responsible to:	Central Umpire/Referee			
Reports to:	Designated Breakpoint			
Note:	<p>1. This position may be performed by the Take-Over Zone Coordinator or the Take-Over Zone Chief Umpire (Zone 1 (for 4 x 200) or Zone 3 (for Medley)) as these Take-Over Zones are not in operation when this position is required</p> <p>2. Breakpoint for the 4 x 200 is at the entrance (tangent point) in the back straight.</p> <p>3. Breakpoint for the Medley is at the entrance (tangent point) in the front straight.</p>			

DUTIES

- (a) Ensure that Breakpoint is clearly designated
- (b) Be aware of Breakpoints for 4 x 200 (approx 120m from start line) and Medley (approx 320m from start line) events and place cones accordingly
- (c) Be aware of the rules relating infringements and other rules specific to relays
- (d) Observe for infringement of the rules
- (e) Notify Central Track Umpire via a yellow (for an infringement) or white (no infringement) flag
- (f) Liaise with the Referee regarding any infringement(s)

MATERIAL/EQUIPMENT

- Incident Flags (Yellow & White)

SECTION 17 - CROSS COUNTRY SPECIFIC OFFICIALS

COURSE MARSHAL

Events:				X-C (12)	RR (6)
Responsible to:	Course Manager & Referee				
Reports to:	Course Manager				
Note:	Numbers required will depend upon course				

DUTIES

- (a) Ensure the athletes are directed along the course
- (b) Under direction, maintain a suitable viewing position for the course
- (c) Attempt to keep count of athletes passing the control point
- (d) Act as another pair of eyes for the Referee
- (e) Note infringements (and record details thereof)
- (f) Report infringements or lack thereof to the Referee and/or Course Manager
- (g) As necessary, notify Course Manager of the need for First Aid assistance

MATERIAL/EQUIPMENT

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