

Who Does What at an Athletics Event

Sue Maughan



Sunday 17th March 2024 / Dydd Sul 17 Mawrth 2024



WELSH ATHLETICS
ATHLETAU CYMRU

WHAT WE WILL COVER

- Who does what
 - Various Disciplines
 - Role of Competition Team (eg Welsh Athletics)
 - Competition Director
 - Meeting Manager
 - Technical Manager (and Team)
 - Referees
 - Other Roles
 - (Registration, Seeding, Callroom, Results)
- Q&A

QUICK QUIZ





WELSH ATHLETICS
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DISCIPLINE 'TEAMS'

- Callroom
- Field
- Photofinish
- Starts
- Technical
- Timekeepers
- Track
- Non-Technical Roles (seeding, registration, results)



WELSH ATHLETICS COMPETITIONS TEAM

Brief Description	Timeline
<ul style="list-style-type: none">• Licencing the competition• Books venue, catering etc• Setting the specific competition conditions (<i>eg managing entries, setting draft timetable, number of trials, heats etc</i>)• Invite officials, announcers etc• Liaise with technology providers• Hold Competition Organisers Group (COG) meetings	Pre event
<ul style="list-style-type: none">• Support set up of venue• Collate & Publish live results• Manage presentation of medals	On the day
<ul style="list-style-type: none">• Get feedback / Review the event• Pay Expenses	Post event



COMPETITION DIRECTOR

Brief Description	Timeline
<ul style="list-style-type: none">• Liaise with Competition Team / COG meeting• Input into Timetable & Drafting of Call room schedule	Pre event
<ul style="list-style-type: none">• Ensure meeting runs to time• Whenever possible, be at start of each T&F event• Resolve any technical problems• Communicate with key officials throughout the event• Confirm any routes to event sites	On the day
<ul style="list-style-type: none">• Complete meeting reports	Post event



MEETING MANAGER

Brief Description	Timeline
<ul style="list-style-type: none">• Liaise with Competition Team• Attend Competition Organisers Meeting (COG)	Pre event
<ul style="list-style-type: none">• Check all officials have reported for duty• Oversee officials (welfare, refreshments, expenses, kit etc)• Distribute radios, field cards / start lists• Deal with Accident forms• Manage records paperwork• Maintain trackside presence• Ensure correct conduct of the competition*	On the day
<ul style="list-style-type: none">• Complete meeting reports	Post event

* From rulebook

TECHNICAL TEAM

- The Technical team comprises several members:-
 - Technical Manager
 - Equipment Officer
 - Clerk(s) of Course



TECHNICAL TEAM

Brief Description	Timeline
<ul style="list-style-type: none"> Carry out checks of venue & equipment Input to COG meetings Agree location of field events Develop schedule for team 	Pre event
<ul style="list-style-type: none"> Ensure all event sites are ready & equipped on the day Ensure appropriate implements & equipment are available Oversee clear up of event sites post each event 	On the day
<ul style="list-style-type: none"> Complete meeting reports Advise on any repairs / future technical needs 	Post event

C.o.C. Start time				Event	Activity	
	Call up time	Start time	M / W	Event name		
8.00				Landing sectors	Landing sector	
					Shot @ 20m	Actual
					Hammer @ 60m	
					Discus @ 60m	
					Javelin. 100m start end @ 60m	
					Javelin. High jump end @ 60m	
8.30		11.00	M	Hammer	Set distance markers. Sweep Circle. Check Net. Del: clock, chalk, broom, mat, flags, red/white/yellow, tape, spike, scoreboard, horn, cone, sector end flags yellow	
9.00		11.00	W	Pole Vault	Set bed, vertical plane line and bar @ 3.00 & 4.00m . Sponge to cover base of stands. Del: Competition bars, warm up bar, lifters, winders, clock, flags red/white/yellow, vernier, cone, scoreboard, runway markers, Pole stands.	
8.45		11.00	M	Long Jump	Level / water sand. Sweep last 10m of runway. Prep. & set take off & no jump boards also wind gauge. Del: Runway markers, clock, rakes, 2 cones, flags red/white/yellow, 20m tape, roller, broom, spare plasticine, water	



Technical Manager

- The Technical Manager is responsible for :
 - Ensuring that track, runways, circles, arcs, sectors, landing areas, equipment and implements are in accordance with the rules for competition
 - Placement of equipment and implements as agreed with Competition Director/ Technical Delegate
 - Technical presentation of the competition area
 - Checking and marking personal implements
 - Checking certification before competition



Equipment Officer*

- The Equipment Officer, where appointed, is responsible for ensuring that:
 - Venue equipment is prepared and made available at the correct time
 - Venue and Personal implements are checked and marked
 - Athletes are informed of any rejections
 - Event sites are cleared after competition
 - Implements rechecked after record performance



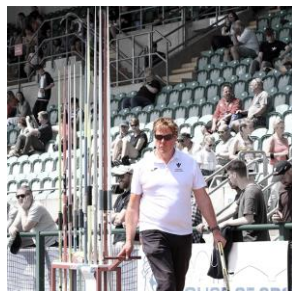
Clerk(s) of Course

- The Clerk of Course is responsible for ensuring that:
 - Event sites are prepared for competition
 - Equipment and Implements are made available at the correct time at the event site
 - Implements are removed from event sites on completion of an event
 - Implements used in record performances are returned to Equipment Officer / Technical Manager for rechecking



‘So you’ve been appointed as Clerk of Course...’

- Contact your TM in advance to check when you are required to attend
 - You may be required before the day of competition
 - You may need to arrive earlier than other officials
 - You will often leave later than other officials

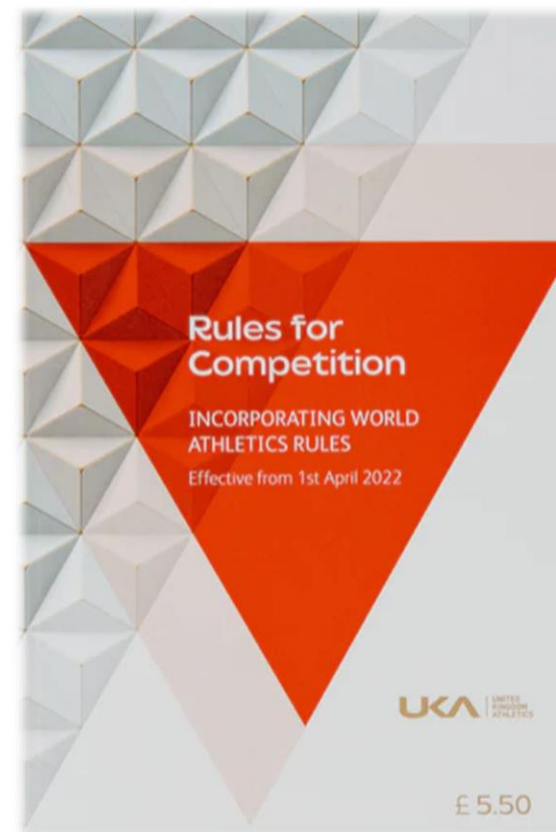


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HLET/CTM2/HOME/EQUIPMENT-
OFFICER?AUTHUSER=0](https://sites.google.com/view/at-hlet/ctm2/home/equipment-officer?authuser=0)



REFEREES / CHIEFS

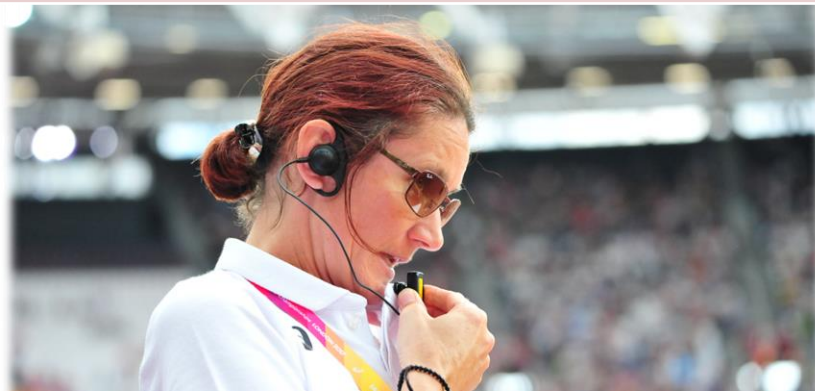
- *Callroom Referee*
- *Combined Events Ref*
- *Field Referee*
- *Track Referee*
- *Start Referee*
- *Chief Photofinish Judge*
- *Chief Race Walks Judge*
- *Chief Timekeeper*



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REFEREES

Brief Description	Timeline
<ul style="list-style-type: none">• Input to COG meetings• Produce Discipline specific Duty Sheets	Pre event
<ul style="list-style-type: none">• Ensure the rules & regulations are observed• Rule on any protest or objection during the event• Shall NOT act as judge or umpire but may, based on observation overrule a decision of a judge• Can warn or exclude athletes guilty of unsporting behaviour• May reconsider any decision on basis of available evidence	On the day
<ul style="list-style-type: none">• Complete meeting reports	Post event



ATHLETE JOURNEY

Athlete
Registration

(Seeding)

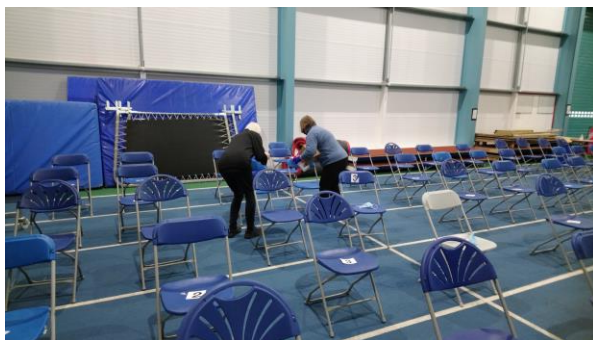
Callroom

Competition



OTHER ROLES

Role	Description
Registration	Where all athletes register to compete Reporting times listed Race numbers issued
Seeding	Heats and race lanes arranged Order of jumping arranged
Callroom	Where athletes report to before entering field of play Kit checked (clothing, shoes etc) Ensure all athletes present
Results	Process & Data input of results



How we work together

- *Starters & Field events*
- *Photofinish & Track judges*
- *Use of radios / Announcers*
- *Work with technical team*
- *Combined Events*



***Treat everyday as a
school day!***

*Never be afraid to ask questions....
it's the only way you will continue
to learn....*

*There's no such thing as a stupid
question!*



Q & A



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