



PHOTO FINISH JUDGE – LIST OF DUTIES

FOR PROGRESSION TO LEVELS 2 AND 3

The following resource has been developed by the Home Countries Athletics Federations (HCAFs) to guide and provide additional support to individuals progressing through the levels 2, and 3 within the photo finish discipline. It provides clarity on the duties required to be undertaken and experiences gained, for each level of official, to enable each official to gain the required knowledge and skill sets prior to attaining the next level.

Below is a key where the individual duties have been colour-coded for each level e.g., level 2 and 3 and the types of duties to be undertaken to progress to the next level. This ensures the process of learning and gaining the practical experiences is as enjoyable as possible, whilst the descriptions for each duty, assist with being able to undertake the applicable duty without any supervision in the fullness of time.

LEVEL 2	
LEVEL 3	

By working through the list of duties with a mentor or more experienced official, at your own pace, this will enable you to perform each duty confidently and without supervision. This will, in turn, provide an opportunity for you to give support to less experienced officials who also wish to progress to the next level.

If you require any assistance or additional support with this resource, please contact your Home Country Athletics Federation (HCAF) officiating lead contact.

England – mritchie@englandathletics.org

Northern Ireland - officials@athleticsni.org

Scotland - shonamalcolm@scottishathletics.org.uk

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PHOTO FINISH JUDGE LIST OF DUTIES (FOR PROGRESSION TO LEVEL 2 AND 3)

DUTY

ROLE DESCRIPTION

1. Chief Photo Finish Judge

Overall responsibility for co-ordinating the work of the Judges and producing the Official results.
The Chief Photo-finish Judge Shall:
(i) be responsible for the functioning of the equipment (in conjunction with Equipment Providers);
(ii) initiate with the Start Coordinator, a Zero Control Test before the start of each session;
(iii) supervise the testing of the equipment and ensure that the cameras are aligned;
(iv) allocate duties to the Photo finish Judges on the team;
(v) produce briefing notes for the team;
(vi) determine and issue the correct placing of the athletes and their official times

2. Button Operator

- Main job - Push button to take picture of every athlete including and after the first finisher
- Look for empty lanes at the start
- Check & confirm which athletes are lining up in which lanes, compared with start list
- Count the athletes in a race
- Watch the race, looking for DNF / incidents which may affect result
- Tell capture operator that track is clear so beams can be armed
- Tell the capture operator that all athletes have finished

3. Capture Operator

- Activate the Head on Camera if required
- Load the race & check all headings are correct (heat no. / event / gender etc)
- Ensure the system is ready for the race to start
- Set the wind gauge for the correct time period (if auto WG)
- Monitor the start signal and alert chief to any problems
- Reset after a false start
- Check the camera is online
- Make adjustments to camera settings (e.g. for light / straight or circular track)
- Arm the beams using Alt +P / Alt + F at the appropriate moment
- Save the race to the correct location
- Inform read team that the race is available to be read
- Ensure the system is ready for the next race

4. READ OPERATOR	• Locate & open race image • Crop / adjust picture settings (if required) • Correctly position cursor to get result for each athlete with agreement from Reader • Together with reader, identify the athlete • Enter manual wind speed • Enter DNS/DNF/DQ for the correct athlete • Get the chief to look at any close decisions • Help the READER check the PF result against the manual one • Print the required number of copies of the result • Print pictures if required • Save the race in the correct folder	
5. READER	• Have the start list to hand & annotate it • Confirm correct positioning of cursor • Use start list / lane draw / ticks & crosses etc to identify athletes • With the read op, check the PF result against the manual one • Ensure a wind speed is shown (when appropriate) • Ensure correct athlete is marked as DNF / DS / DQ. For DQs include Rule number • Ensure copy of result is printed with time of DQ'd athlete (for CPF &TK eyes only) • Draw attention to differences between PF and manual result, getting chief to look at differences • Pass printed results to comms	
6. COMMS	• Distribute paperwork to the team (start lists, manual results etc) • Distribute printed copies of PF results to the right people at the right time • Advise Reader of track result • Alert Track Ref to any reversals (differences between track result & PF result) • Act as “go for” for the team	

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COMPETENCY SKILLS	ROLE DESCRIPTION	
PHOTO FINISH TASKS TO BE COVERED, BUT NOT LIMITED TO		
As Button Operator	• Capable of capturing all athletes in a race including lapped athletes in a distance race • Assisting Capture Operator identifying athletes on start line, empty lanes, number of athletes on the line • Noting incidents in the race that may affect the result • Assist the Capture Operator when visibility of the track is restricted i.e. clear to arm beams • Work well with rest of team	
As Capture Operator	• Know how and when to activate/deactivate Head on Camera • Able to load correct race and confirm headers and start lists match athletes on the line • Able to confirm if camera is on-line and knows how to adjust software for best picture quality in changing light conditions • Able to arm beams for pause or finish • Able to save the Race to correct location and perform backup if requested • Work well with rest of team	
As Read Operator	• Know how to open a race image • Know how to Crop an image and adjust picture if required • Know how to correctly identify an athlete and correctly place cursor in agreement with the Reader • Know how to enter manual wind speed and correctly enter DNF (Did not Finish) / DNS (Did not Start) / DQ (Disqualification). • Know when and how to save the Race result understanding the implications of confirmation from track • Know how to print picture and result • Help Reader check PF result against track. Know how to save the race before closing window	
As Reader	• With the start list or clipboard in hand, annotate to assist with identity of athletes • Agree and confirm correct positioning of cursor • Know how to use start list / lane draw / ticks & crosses etc to identify athletes • How to check the PF result against the manual one • Ensure a wind speed is shown (when appropriate) • Ensure correct athlete is marked DNF/DNS/DQ. For DQ include Rule number. • Ensure copy of result is printed with time of disqualified athlete (for Chief Photo-Finish and Chief Timekeepers eyes only) • Draw attention to differences between PF and manual result, getting chief to look at differences • Pass printed results to comms	

As Comms	• Distribute paperwork to the team (start lists, manual results etc) • Distribute printed copies of PF results to the right people at the right time • Advise Reader of track result • Alert Track Ref to any reversals (differences between track result & PF • Act as “go for” for the team	
Notes to Assessors and mentors	• The Candidate is to demonstrate competency (more than once) in all the areas across an event group. • More than one area can be completed during a day of Competition, depending on the tasks undertaken. • Demonstrates within the Record of Experience and evidence self-learning of the above timekeeping duties. • There is no set timeframe for candidate to complete all the above duties, this will vary from individual to individual. It is important that the individual can perform the duties confidently and with no supervision.	
Notes to Candidates	• Obtain 1 positive report as a team member. Contact your CofSec (County Officials' Secretary) to organise a report to be carried out. • Complete level 2 photo finish questions (County Officials' Secretary) can send you these. • Ensure your Record of Experience (ROE) includes the duties and roles you performed at the events you attended. Alongside evidence of self-learning of the roles/duties you performed. • Send the positive report, level 2 track questions, ROE, and application form to sue.hooper@welshathletics.org	