



## STARTER ASSISTANT – LIST OF DUTIES

### FOR PROGRESSION TO LEVEL 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 Starter Assistant discipline. It provides clarity on the duties required to be undertaken and experience gained, for each level of official, to enable each official to ensure they have 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 |  |

Working at your own pace through this resource with a mentor or a more experienced official, will enable you to perform the duties confidently and without supervision. This will, in turn, provide an opportunity for you to give support to less experienced officials who **may** 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.**

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# STARTERS ASSISTANT LIST OF DUTIES (FOR PROGRESSION TO LEVEL 2 AND 3)

| DUTY                                                          | ROLE DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
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| 1. Pre meeting familiarisation                                | <p>If the venue is known or unknown to you it is good practice to have a walk round the track to determine where the water jump, the start lines for steeple chase and other start lines are. (In essence be aware of your surroundings)</p> <p>Pay attention to the field events which could happen at the same time as the track, thus allowing you to decide where to call up the athletes for each start.</p> <p><b>The old adage 6P'S Prior Preparation and Planning Prevent Poor Performance!</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| 2. 'Call Up' the athletes                                     | <p>Accept the athletes and associated paperwork from a call room judge if there is a call room. If no call room is in operation, then collect the paperwork from seeding and call the athletes in a suitable area on the track about 10 - 15m away from the start line and, preferably, behind the duty starter.</p> <p>Call the athletes by heat and ask them to reply to their name and number advise the athlete of their lane. During this process check the numbers are correctly attached to their bib (pins in each of the four corners of the bib numbers) and, if in use, adhesive leg numbers on their shorts or legs (pinned east and west <b>NOT</b> top and bottom, <b>Why?</b>), normally on their right side.</p> <p>If <b>personal blocks</b> are permitted – check these comply with the rules if competition - <b>only if time permits</b>. (Two-foot pads, flat or slightly concave, either with slits for feet or a covered with a suitable material for spiked shoes; spikes on blocks, number, thickness etc., to secure blocks to track depend on no track surface)</p> <p>Advise the athletes of the qualification criteria for the next round (if necessary).</p> <p>Explain to the athletes the practice start/run out protocol and the use of a blocker to prevent more than 40m being covered in a run out. One of the Starters Assistant (SA) team will be assigned the role of 40m blocker (30m indoors).</p> <p>On completion of 'Call up' hand the athletes over to the assistant who is in charge (I/C) of this race.</p> |  |
| 3. Communication to the starter prior to handover of athletes | <p>This is done by the Starters Assistant (SA) in charge of 'Call Up'.</p> <p>Communicate the following information to the start succinctly – number of heats in the series, any empty lanes through DNS (did not start), any special cases e.g. Para Athletes and/or Masters athletes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| 4. Starter Assistant Race Positioning and duties              | <p><b>Straight line sprint starts.</b></p> <p><b>Assistant I/C race</b> – should be 5m in front of the line on the opposite side of the track to the starter.</p> <p><b>Assistant lanes 1-4 and assistant lanes 5-8</b> should be behind the blocks ready to check after 'on your marks' that feet are in contact with the foot pad of the blocks.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

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|                                                                        | <p><b>Echelon starts</b></p> <p><b>Assistant I/C race</b> – should look after lanes 7 and 8, check feet in contact with blocks and fingers behind line. In their final position they should be clearly visible to the duty starter</p> <p><b>Assistant lanes 1-3 and assistant lanes 4-6</b> check feet in contact with blocks and fingers behind line. After checks are complete these Starters Assistants (SA) should look to the SA I/C and a coordinated step back should happen thus signalling that the starter is now able to give the command 'set'.</p> <p><b>Distance races 1500 - 10,000m</b></p> <p><b>Assistant I/C race</b> – should be 5m in front of the line on the opposite side of the track to the starter.</p> <p><b>Assistant 2</b> – should remain behind the athletes to prevent any further run outs.</p> |  |
| 5. <b>Assembling the athletes in the correct places for their race</b> | <p><b>Straight line starts</b></p> <p>Call the athletes to line up in a straight line 3m behind their blocks or start line (preferably with your voice and not using the clip board waving technique).</p> <p><b>Echelons starts in lanes</b> - Call the athletes to line up to 3m behind their blocks or start line (preferably with your voice and not using the clip board waving technique).</p> <p><b>Distance races 1500m – 10,000m</b> call the athletes to line up 3m behind the curved start line (preferably with your voice and not using the clip board waving technique).</p>                                                                                                                                                                                                                                         |  |
| 6. <b>Acting as I/C (in-charge) for race(s)</b>                        | <p>On completion of 'Call up' hand the athletes over to the assistant who is in charge (I/C) of this race.</p> <p>Double check that the athletes are in the correct lane and advise them to set their blocks allowing the athletes <b>one</b> 'run out' when you are satisfied it is safe to do so (particularly important with sprint hurdles).</p> <p>Finally, check the athletes are in the correct lanes and their hip numbers are still in place.</p> <p>Signal to the starter all is ready using your clipboard <b>with white paper on front</b> by raising it above the head. Wait until the starter acknowledges the signal before lowering your clip board.</p> <p>Ensure relay batons are with the Starters Assistant (SA) team for issue and collection before and after the race.</p>                                  |  |
| 7. <b>Signalling to starter – Athletes ready</b>                       | <p>Signal to the starter all is ready using your clipboard <b>with white paper on front</b> by raising it above the head. Wait until the starter acknowledges the signal before lowering your clip board.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| 8. <b>Signalling to starter there is an issue with start</b>           | <p>If there is an issue after 'on your marks' and before set – promptly raise your clip board above your head. Tell the I/C succinctly what the problem is to allow this to be communicated to the starter.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>(ALL Starter Assistants)</b>                                        | <p>Starter will decide course of action – may instruct the Starters Assistant (SA) to issue a card – and the race will be restarted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |

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| 9. Acting as I/C (in-charge) for race(s) other duties                                                                          | <p>Before the start of the race communicates any Did Not Starts (DNS) to photo finish, if in use.</p> <p><b>Disqualifications/conduct warnings</b> – on the instructions of the starter warn or disqualify the athlete as instructed by showing the appropriate card, promptly, succinctly, and clearly so all interested parties know what has happened.</p> <p>After the race has gone – communicate DQ/ conduct warning lane and bib number as well as the appropriate rule number to photo finish.</p> |  |
| 10. Communication with fellow officials including start team                                                                   | <p>These officials may include filed judges if there is field competition in close proximity to the start line.</p> <p>Clerks of course to ensure hurdles or steeple chase barriers are in the correct positions and are correct heights.</p> <p>Track referee to ensure all judges are in place.</p> <p>Liaison with the starters to ensure they are kept abreast of numbers of heats etc.</p>                                                                                                            |  |
| 11. Writing a Duty Sheet (County/Regional /National meeting)                                                                   | <p>Assigns duties <b>fairly</b> amongst all team members, if necessary, according to experience and competency, taking into account any mentoring or assessments being carried out on the day thus ensuring all feel happy and comfortable with the duties allocated.</p>                                                                                                                                                                                                                                  |  |
| 12. Able to facilitate a Chief Starters Assistant (CSA) briefing to Starter Assistants that follows on from the Start briefing | <p>This involves liaison with the Start Coordinator/Chief Starter to ensure as Chief Starters Assistant (CSA) you know the way the Start Coordinator/Chief Starter wants his team to work. This can be incorporated into your briefing.</p> <p>You are CSA so your briefing should match your personality, way of working and your expectations.</p> <p>There are many examples of ‘good practice’ available.</p>                                                                                          |  |
| 13. Awareness of Health & Safety + Safeguarding                                                                                | <p>This should be a top priority of all officials, but especially those in the start team. Pay particular heed to the content of the Safeguarding courses which are compulsory for all of us.</p>                                                                                                                                                                                                                                                                                                          |  |

## STARTERS ASSISTANT LIST OF DUTIES (FOR PROGRESSION TO LEVEL 2 AND 3)

| COMPETENCY SKILLS                                                                                            | ROLE DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
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| GENERAL                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Shadowing Chief Starter's Assistant (League/County)</b><br><br><b>For level 2 Starter's Assistant</b>     | <ul style="list-style-type: none"> <li>Understanding and supporting the Chief Starters Assistant in creating and undertaking a briefing to officials at a league or club open event.</li> <li>Creating a simplified duty sheet for officials at a league or club open event, e.g., allocating duties to the other Starters assistants in the team</li> <li>Understanding the role and responsibilities of a Chief Starters Assistant at a league/club open, e.g., receiving seeding sheets, distributing them to the appropriate SA working with the start team to ensure progress of track events against the timetable and dealing with any queries or issues on the day, etc.</li> <li>Correct Radio protocol</li> </ul>                                                                                                                                                                                                                                                                                             |  |
| <b>Shadowing Chief Starter's Assistant (District/Regional)</b><br><br><b>For level 3 Starter's Assistant</b> | <ul style="list-style-type: none"> <li>Understanding and supporting the Chief Starters Assistant in creating and undertaking a briefing to officials at a regional or county/district event.</li> <li>Creating a duty sheet for officials at a regional or county/district level event, e.g., forming teams of officials to act as SA in a variety of roles for different events; assigning individual duties to all officials for each track event, ensuring that all essential duties are covered.</li> <li>Understanding the role and responsibilities of a Chief Starters Assistant at a regional/county event, e.g., receiving paperwork from your team with start times, disqualifications and any other information regarding the start process. Working with the start team to ensure progress of track events against the timetable, liaison with other chief officials regarding classes with field events with starts and with clerks regarding hurdle readiness.</li> <li>Correct Radio protocol</li> </ul> |  |

### Contact Details

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For further information on the pathway please click on the link below for your respective home country athletics federation

[England](#) ; [Northern Ireland](#) ; [Scotland](#) ; [Wales](#)