

# ***Overview Training Program for High School Volunteers***

## ***Course Outline – 90 Minutes***

### **1) Introduction and Purpose – 15 Minutes**

- a) Welcome and introductions**
- b) Purpose – To offer a basic overview of officiating with written instructions and model forms to help ensure each athlete experiences more effective officiating.**
- c) How to get the most out this session and these materials**
  - i) Approach this process with an open mind and positive athlete centered approach to learning about officiating.**
  - ii) Learn from each other and ask lots of questions**
  - iii) Use materials as a tool for instructing other volunteers and as reminders**

### **2) Preparations Prior to Meet – 10 Minutes**

- a) Recruitment**
- b) Set-up**
- c) Arrival and Orientation of Novice Volunteers**
- d) Instructions to Athletes**
- e) General Order of Events**
  - i) Track Events**
  - ii) Field Events**

### **3) Qualities and Considerations for Being a Good Track and Field Official – 5 minutes**

### **4) Event Break Out and Practice Sessions – 60 Minutes**

- a) Support Officials – Announcer, Meet Scorer, Hurdle Crew, Clerk of the Course**
- b) Finish Line Officials – Timers and Place Pickers, Finish Line Recorder**
- c) Umpires – General Track Events and Relays**
- d) Throws – Discus, Shot Put and Javelin**
- e) Horizontal and Vertical Jumps – Long and Triple Jumps, High Jump, and Pole Vault**

### **5) Conclusion, Next Steps and Thanks – 5 Minutes**

## ***HS/USATF Chief Official's Overview Training Program***

### ***Introduction and Purpose***

To offer a basic overview of officiating supported by written instructions and model forms to help ensure that each competitor experiences a fair competitive opportunity and receives accurate marks for their efforts.

This program is designed to help the high school or youth club meet director take the needed steps to produce a well officiated track and field meet. This modular approach offers one page task descriptions supported by model forms to enable the meet director to help inexperienced volunteer officials gain a basic understanding of the appropriate application of track and field rules. The Pacific Northwest Track & Field Association of USA Track & Field hopes that as a result these materials volunteer officials will feel better prepared to assist the school or club to provide the high quality meet each athlete deserves.

Covering all aspects of a meet from initial volunteer recruitment to the reporting the final results, this content focuses on providing the volunteer with the specific information needed to effectively execute her/his assigned officiating responsibility. Though not intended to produce USA Track & Field Certified Officials, this material provides a general overview of the major rules and officiating duties for key event areas. It also offers useful tips and techniques to increase the volunteer official's confidence to properly officiate an event.

### ***Recruitment***

Volunteer officials should be identified and recruited as far in advance of the meet as possible. A simple listing of needed tasks (*see sample assignment sheet*) with a brief description of the duties should be prepared to facilitate sign-up and recruitment efforts—often this is best accomplished by describing the needs and distributing a sign-up sheet at the season opening parents meeting. The tasks description should also describe meet date and location, start time for the first event, volunteer arrival time and who should be contacted for check-in and final assignment.

### ***Set-up***

In advance of the meet, all clipboards, watches, measuring tapes, pencils, waterproof paper forms, plastic sheet covers, flags, cones and other officiating materials should be set up by event. As well, a set of brief description of the officiating tasks and a photocopy page of the applicable rules should be attached to each clipboard. Other set-up considerations include:

- Placing the hurdles at their proper height and location for the first event
- Setting up the high jump and pole vault standards as well as required mats
- Preparing the long/triple jump pit – light watering and aggressive raking
- Making sure that the head official is ready to receive athletes and supervise warm-ups a minimum of 30 minutes prior to the scheduled field event start time
- Establishing a Clerking area in a visible location and providing the Clerk with all heat sheets
- Establishing a visible officials check-in/equipment check-out area
- Checking that the watches are working properly and ready for check-out by the head timer
- Announcer has a calls schedule (script), has tested the public address system and is ready to make the announcement for officials to report to their assigned area 30 minutes prior to the first event start time

## ***Arrival***

Each volunteer should receive a phone call 24-48 hours prior to the meet to confirm the commitment to officiate as well as the arrival time and check in procedure. Ideally, the arrival time should be 60 minutes prior to the start of first event (and not less than 30 minutes) to permit each volunteer to receive and review an officiating assignment and instructions. It is particularly important to have the field event, timing/picking, announcer and hurdle crew personnel to arrive early since their duties require more preparation and instruction.

This early preparation is the best assurance of the meet starting on time. It also establishes in everyone's mind the expectation that the meet will operate and be officiated effectively.

## ***Instructions to Athletes and General Order of Events***

**Event Check-In.** Field event athletes generally check in at the event area with the Head Official. Track event athletes check in with the Clerk immediately following the first call for the event (15 minutes prior to start).

**Order of Events.** For high school meets, the normal order of events is similar to the following (gender order can be reversed):

<b><u>Track Events</u></b>	<b><u>Field Events</u></b>
Girls 100 meter hurdles	Boys shotput followed by Girls Discus
Boys 100 meter dash	Girls discus followed by Boys Discus
Girls 100 meter dash	Boys/Girls long jump
Boys 1600 meter run	Boys/Girls triple jump
Girls 1600 meter run	Boys(/Girls) pole vault
Boys 4 x 100 meter relay	
Girls 4 x 100 meter relay	
Boys 400 meter dash	
Girls 100 meter dash	
Boys 300 meter hurdles	
Girls 300 meter hurdles"	
Boys 800 meter run	
Girls 800 meter run	
Boys 200 meter dash	
Girls 200 meter dash	
Boys/Girls 3200 meter run	
Boys 4 x 400 meter relay	
Girls 4 x 400 meter relay	

## ***Qualities and Considerations for Being a Good Track & Field Official***

**Responsibility.** The basic responsibility of every official is to work as part of a team to create a competitive environment in which each competitor has a fair opportunity to achieve her/his best performances, with no competitor gaining an advantage or suffering a disadvantage.

### ***Considerations/Approach***

1. **Athlete Centered.** Always use a proactive *athlete centered* approach to officiating. The interests of the athletes must be considered as primary. The competitors are the central reason for having a meet, not the officials or spectators.
2. **Proactive.** Ensure a fair competition – take proactive steps to avoid having to make a call – the goal is not "to catch the competitors" but rather to seek a fair competitive opportunity for all.
3. **Consistent.** Treat all competitors and events equally – no one should get special treatment, but consideration should be given to ensuring to each the fair opportunity to compete. Sometimes fairness requires a referee's decision to disqualify, do not shy from this duty when required.
4. **Positive Attitude.** Take a positive approach to interactions. A dictatorial manner is usually upsetting and distracting to nervous competitors. Never take an action which interrupts the competition – all actions are taken once the running event or field event trial has been competed.
5. **Professionalism.** In field events, consider the needs of the competitors, spectators and coaches. Announce all marks clearly. In running events, stay off the track and avoid unnecessary movement.
6. **Teamwork/Communication.** Work as part of a *team of officials*, ensure clear communications with fellow officials and with competitors. Take the initiative to clarify to avoid possible problems.
7. **Stay On Time.** Every official has a role to ensure that the meet runs on time. Each competitor who reports by the designated time needs an adequate and predictable warming up period. A poorly administered schedule may result in poor performances, lost confidence or injuries.

### ***Key Qualities***

The basic qualities required of an effective official are to:

1. Exercise teamwork, common sense, judgment, tact and a proactive approach to assigned tasks.
2. View officiating as both an art and a science – consider the circumstances in applying the rules.
3. See every meet and every event as important – to maintain fairness, objectivity, consistency and impartiality in every situation and in every event.
4. Work as a team to exhibit and exercise a high level of professionalism, integrity and consistency.
5. Maintain a high standard of concentration and communication—remain prepared to react quickly.
6. Focus on safety and act decisively, brisk but not brusque. Be solutions oriented.
7. Be knowledgeable of the appropriate application of the rules to the situation – always verify any non-routine ruling by looking it up in the current rule book. Do not be afraid to ask or check.
8. Be understanding of the athletes' needs and circumstances – be present, but not highly visible.
9. Be patient and positive despite the conditions, statements of others or personal feelings.

## ***Announcer***

### ***Characteristics, Tips and Techniques***

An effective announce has a clear voice, is observant and proactive, and is responsive to instructions and call schedules. Key considerations for the announcer include:

- Speak clearly and reasonably slowly
- Test the sound level to ensure that it is not too loud or soft—if working in a booth, test how it sounds outside the booth
- Check out the layout of the track and field areas to facilitate giving directions
- Use a *calls order script*, to keep the meet on schedule with pre-event calls (1<sup>st</sup>, 2<sup>nd</sup> and final)
- Allow the athlete's performances speak for themselves, do not affect the competitive outcome by calling a running event like a horse race
- Announce *full* results for each event (place, competitor, school, time/mark) as soon as they are available
- Be attentive to the track, do not speak when athletes are under the starter's control and assist the officials by reminding athletes not competing or warming up to remain in the stands

### ***Sample Dialogue***

- 3:00 “Welcome to the ABC track meet, official meet time is now 3:00. All field event athletes please report to your event area for check in.” Point out the location of each event. “All running events are to check in with the clerk of the course who is located \_\_\_\_\_. All officials and volunteers are to check in with \_\_\_\_\_ who is located \_\_\_\_\_.”
- 3:15 “First call for all field events—you should be reporting to your event area.” Then note the assignment of Boys and Girls to their specific events. “First call for the Boys 110 meter hurdles. All boys in the high hurdles should check in with the Clerk of the Course who is located \_\_\_\_\_.”
- 3:20 “Second call Boys 110 meter high hurdles, first call Girls 100 meter high hurdles. All girl hurdlers should be reporting to the clerk of the course located \_\_\_\_\_.”
- 3:25 “Final call Boys 110 meter high hurdles, second call Girls 100 meter high hurdles. All hurdlers should be checked in at the Clerks area located \_\_\_\_\_.”
- 3:29 “The first event on the track today is the Boys 110 meter high hurdles.” If available list the lane assignments or at least the schools assigned to the lanes in the varsity races. “Final call for the Girls 100 meter high hurdles. All Girl hurdlers should have checked in with the Clerk of the Course.” Next get the crowd and officials ready for the start by saying: “Please be quiet for the start of the Boys high hurdles.”

As the meet progresses, make the first, second and final calls at about five minute intervals (depending on the number of varsity and junior varsity heats) working least two events ahead.

Finally, at the start of the of the 200 meter dash remind anyone in the infield to sit down so that timers can see the starter. Call the next field event when requested to do so by that area. To keep the crowd involved, announce the results of each event at the earliest possible point as well as a running score for the event a regular intervals: “After X events, the score is \_\_\_\_.”

## Meet Scorer

### Role

To keep a written record of the competitors, the point winners in each event, a complete team score and complete final meet results. The Scorer will keep the announcer informed of the running total of the meet score at regular intervals throughout the meet. At the meet's conclusion the Scorer delivers these records to the Meet Director (often the Head Coach of the host team).

### Tips and Techniques

1. Enter events and the scores *only as the results become available* from the finish line and field events areas. Do not enter any event names in advance, wait for the results.
2. Using a form such as that illustrated below, enter the points scored by each school for each event in the upper left-hand corner of the box under the appropriate column for that school. Then record the running meet score total in the lower right-hand corner of this box.

### Example -- Girls Meet Score Scoring 8-6-4-2-1 Per Event

Event	School 1	School 2	School 3	School 4	School 5	Check Total (= 21)
100 M. H.	4 4	2 2	8 8	1 1	6 6	21
100 Meters	6 10	8 10	1 9	4 5	2 8	21
Shot Put	8 18	6 16	4 13	2 7	1 9	21
1600 Meters	5 23	2 18	8 21	0 7	6 15	21

After 4 events, the scores are:

School 1 = **23**      School 4 = **7**  
 School 2 = **18**      School 5 = **15**  
 School 3 = **21**

3. If a place winner is disqualified, the lower place winners will advance to fill the vacant places.
4. If there is a tie by any number of competitors for any scoring position, the points for the tied positions are added together and divided by the number of competitors who are involved.

## Hurdle Crew

### Role

To place all needed hurdles on the track at their proper height and location at least 5 minutes prior to the start of each race and to remove the hurdles quickly immediately following the last heat requiring the hurdles.

### Considerations, Tips and Techniques

1. **Supervisor.** Designate an individual to supervise the hurdle crew.
2. **Schedule with Location/Height Description.** The crew should be provided with an event schedule and listing of the proper locations (e.g., color of the track marking) and heights for each hurdle event. An effective tool is a stick with each height marked on it.
3. **Setting Hurdles.** In setting up hurdles, align the cross bar exactly over the mark on the track.
4. **Hurdles, Markings and Heights.** Correct number of hurdles and heights for each high school hurdle event are as follows:
  - Boys 110 Meter High Hurdles – 10 hurdles (generally on blue marks) on the straight-away with each hurdle set at a 39 inch height (often one hole down from the top).
  - Girls 100 Meter High Hurdles – 10 hurdles (generally on yellow marks) on the straight-away with each hurdle set at a 33 inch height (often three holes down from the top).
  - Boys 300 Meter High Hurdles – 8 hurdles (generally on red marks) around the track with each hurdle set at a 36 inch height (often two holes down from the top).
  - Girls 300 Meter High Hurdles – 8 hurdles (generally on red marks) around the track with each hurdle set at a 30 inch height (often four holes down from the top).
5. **Between Heats.** Between each heat, reset and straighten any hurdles which have been knocked over or moved during the preceding race. Focus first on the hurdles closest to the start line and work toward the finish. Make sure the crew is observant of runner taking practice starts.
6. **Removal.** Immediate after the last competitor in the last heat crosses the finish line, remove all hurdles t other inside of the track at least 10 feet from lane one. Start with the first set of hurdles and work toward the finish. Between the 100/110 meter and 300 meter hurdle events reposition the hurdles and the hurdle heights to their proper 300 meter hurdle position.
7. **Finish Chute.** If available, make sure that at least 6 spare hurdles are positioned behind the finish line area to be available for creating a *finish chute* for the 1600 and 3200 meter events.

## *Clerk of the Course*

### ***Role***

To supervise the check-in of athletes, correction of heat sheets, gathering of athletes and escorting them to the starting line where they are turned over to the starter. Each of the following four positions need to work in close harmony to keep the meet on time and moving efficiently — Announcer, Clerk, Starter and Head Timer. This starts with clerking – assigning lanes and recording names. An effective clerk is well organized, thinks well on their feet and is effective in working with people.

### ***Considerations, Tips and Techniques***

1. **Location.** The Clerk area should be established in a highly visible location (often near the 100 meter starting line or at the center of the infield. They should be provided with a table, chair, benches for gathering waiting competitors and a clipboard with completed heat sheets.
2. **Heat Sheets.** At most high school meets lanes are assigned to schools rather than individuals and heat sheets must be completed in the Clerk area (**tip:** heat sheet forms should be copied onto waterproof paper to prevent deterioration during wet weather conditions).
3. **Check-in.** In checking in the competitors, the Clerk is responsible for:
  - checking in all athletes and assigning competitors to their proper starting position
  - making sure that all the information on the heat sheet is correct
  - in seeded meets, informing each athlete of her/his assigned lane
  - if lanes are assigned to schools rather than individuals, recording the name of the athletes in the pre-assigned lanes as they check in
  - assigning lanes starting with the inside lane and working out
  - in the case of relay events, checking that all four competitors have the same uniform
4. **Gathering/Holding.** Once the athletes are checked in, they should be told to stay in the general area so that they may be escorted/sent to the starting line in a group. Once the final call is given by the announcer, the next event's competitors can be seated on the bench in the order of their lane assignments (**tip:** place numbered cards on the back of the bench) until they are taken to the starting line.
5. **Instructions.** Since athletes tend to be more receptive to instructions in the Clerk area, instructions about the starting procedures (commands, number to advance, one false start rule, ... etc.) are best provided in the Clerk area. This approach also enables the starter to quickly get the race started once the athletes have removed their sweats (thus preventing chills).
6. **Escorting and Heat Sheet Delivery to Finish Line** An Assistant Clerk should be responsible for escorting the athletes to the starting line and delivering the final heat sheets to the Finish Line Recorder.



## ***Head Timer and Timing and Place Picking Procedures***

### ***Role***

To assign and orient timers to time *specific places* (**never pick or time by lanes!!**).

### ***Tasks***

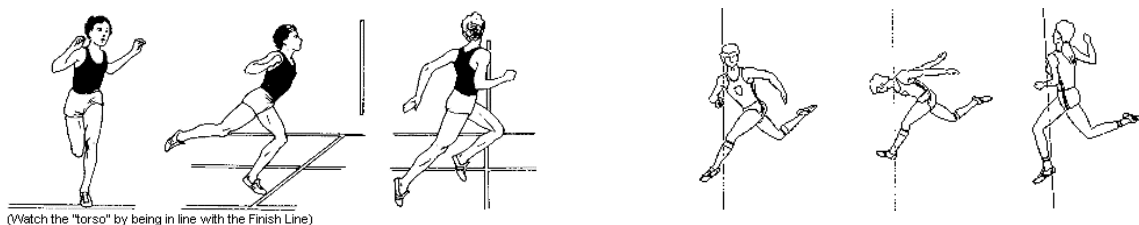
Often volunteers must both time and pick placers. Ask them to read the instructions (*next page*) and to ask any questions. The Head Timer is to be sure that the following tasks are completed.

1. Assign **timers (and pickers) to specific places**. Ideally, 2-3 persons would be assigned to time each scoring place with one or more persons assigned to the remaining places. The Head Timer should provide backup on first, but be available to substitute for another place should the place's primary timer's watch fail to start or if they did not get a good start.
2. Make sure that **every competitor** is timed and receives an official time (**both** junior varsity as well as varsity competitors).
3. Review and practice the following timing and picking procedures with each volunteer:
  - Start the watch on the smoke not the sound
  - Stop the watch as the *torso* (body, **not** the head, legs, neck or arms) crosses the finish line
  - Go to the person who finished in the place the person was assigned to time
  - Have runners stay in their assigned lanes and face the back toward the finish line
  - In order of place, provide the placer's time to the Finish Line Recorder
  - Times recorded by rounding up to the next highest 1/10 of a second. For example:
    - 11.81 is recorded as 11.9
    - 11.86 is recorded as 11.9
    - 11.90 is recorded as 11.9
  - Do not clear any watches until all times are recorded and the starter has called the next group to the starting line or when you are instructed to do so
  - When the starter signals that she/he to start the race, watches are to be cleared and ready
  - If the timer's watch has failed to start, or the person did not get a good start, timers are to immediately inform the Head Timer of their assigned place so the Head Timer can cover that place's timing responsibility
4. If a conflict occurs, priority will be given to the higher place and time.
5. Assign someone to hold the athletes in their lanes away from the recorder until the times and places are recorded; then dismiss them.
6. Times should not be given to the athletes on the track. Wait until they become *official* (i.e. recorded, scored and posted). This is particularly important when using photo timing.
7. The Head Timer acts as back up in case a timer's watch does not start or a timer is not confident in the precise starting of the watch with the smoke of the starter's pistol.
8. Never permit any timing by lanes, only allow timing by place.
9. Head timer is to assign a person with a clear voice to call out lap splits in distance races.
10. Head Timer is to assign a lap counter for distance races—this person rings a bell to signal the start of the last lap of both the leader of the boys race and the girls race.
11. An effective method to accurately time and place in races of 12 or more competitors is to form a chute of hurdles just past the finish giving competitors numbered tongue depressors.

## Instructions to Volunteer Timers and Pickers

Timers and pickers are being assigned by the Head Timer to time each individual place. Today we are assigning you to time and pick \_\_\_\_ place. Please read the following and ask any questions you have about its content. We will practice these procedures and using your watch. You are encouraged to sit out an event when your child is competing.

1. **Time By Place, Not By Lane.** Timers/pickers are always assigned to time a specific *finish placer* (e.g., first, third, fifth place); they are never to be assigned to time a lane.
2. **Start with Smoke, Stop with Torso:** Just prior to the start check your watch to make sure it is reset to zeros. Use the index finger to start the watch *on the smoke* from the starter's pistol (never the sound). Stop the watch when your assigned finisher's torso (i.e., the body: not including the arms, legs or head) crosses the front edge of the finish line.
3. **Pay attention to the entire race.** About 15 yards from the finish, check general placements, then turn to face the finish line. Count placers passing the line until your assigned place crosses the line and immediately stop your watch as your placer's torso crosses the line.



4. **Pick Your Assigned Finish Placer:** Upon stopping your watch, focus on your assigned place finisher. Identify some unique features since several may be from the same school. Move out onto the track and identify the placer's last name and school (number if worn).
5. **Identify the correct time.** If the watch shows 1/100's of second, all times will be recorded to the next highest 1/10 of a second except when the 1/100 ends in zero. For example:
  - 11.81 is recorded as 11.9
  - 11.86 is recorded as 11.9
  - 11.90 is recorded as 11.9
6. **Report the Times and Placer's Name:** A recorder will be assigned to gather and record finish placers and times. Report your times/placers, starting with the person assigned to first.
  - *Order of Reporting:* Times and places are recorded starting with the first place finisher and working through until all places and times are recorded.
  - *Conflicts:* When there is a conflict in recording places and times, priority is given to the time/place recorded by the person assigned to the higher place (e.g., results offered by the person assigned to third place take priority over those by one assigned to fourth place). If the times disagree for two people assigned to time the same place, the slower of the two times is recorded. If the watches for three people assigned to time the same place all disagree, the middle time is recorded; and if two of three agree, then record the two that agree.
  - *Courtesies:* Do not leave the area without informing the Head Timer. Do not bluff, if your watch fails to start correctly on the smoke, immediately inform the Head Timer. If crouched do not stand up. Stay in the finish line position until all competitors have finished. Move promptly and work as a team. If you have an emotional link to a competitor in a given race (e.g., a child), it is best to sit that race out and not time.

## ***Finish Line Recorder***

### ***Role***

To record on the results sheet the official place and time of all finishers.

### ***Tasks***

1. Head Timer or Chief Finish Judge (head picker) selects a recorder to gather and record the times and places of all finishers.
2. To help ensure that the meet stays on schedule by efficiently gathering this information so that the timers and pickers can quickly return to their positions ready for the next event.
3. Use the time between starts to record the information, correct errors in the heat sheet and make sure that accurate results information is provided to the Scorer.
4. Records wind gauge reading when applicable for the 100 meters, 110/100 meter high hurdles, 200 meters and 300 meter hurdle events.
5. Supervises the results runner and makes sure that at least two volunteers are available to take the event check-in information from the Clerk at the starting line for recording and from the finish line to the meet Scorer.

### ***Tips and Techniques***

1. At the end of the race, timers and judges should go to the lane of the place they are recording times and places for.
2. Athletes should be held away from the times until all they are dismissed once the times are recorded.
3. In cases of conflict, the timer and picker assigned to the higher place takes priority.
4. The Recorder should call out for the time and placer in order of finish. The time for each athlete should then be recorded in order of finish – noting correctness by cross-checking for lane assignment and school.
5. Times taken from all watches for that place should be recorded to the 1/100th on the time sheet. The Recorder is then to use the rounding procedure to correct the times to the next highest 1/10<sup>th</sup> of a second (except for when the 1/100<sup>th</sup> ends in a zero – example: 11.90 = 11.9).
6. The official time shall be recorded based on the following methods:
  - When 3 watches show three different times, record the middle time as the official time.
  - When using 3 timers and 2 of the 3 watches agree, use the two agreeing times as official.
  - When using 2 watches and they show different times, the slower time is to be used as the official time.
7. It is not recommended that any times be given to the athletes—particularly when fully automatic photo timing is involved. Times on the photo are typically .14 seconds slower.

## ***Umpires***

## Role

The primary job of the Umpire is to observe the running events and make a brief written report should any apparent violation of the rules of running take place within the observation area.

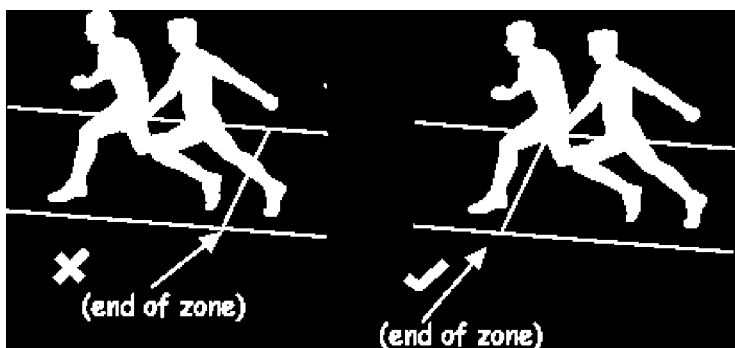
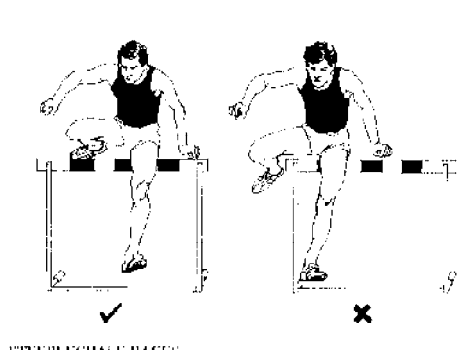
## Considerations, Tips and Techniques

**Minimum Coverage.** There should be a minimum of four (4) Umpires assigned to the meet. They are to stand in a position just outside of lane 8 on each curve to observe the runners and at least one should be assigned to the far end of each relay zone to observe for zone violations.

**Noting a Possible Violation.** Each umpire should be equipped with a red and white flag. If an apparent violation is observed, the red flag is raised and the violation is reported. The reporting form should note the race, location, lane, athlete number and/or school, and a clear description of what was observed. Give this form to the Referee who will determine if a disqualification is necessary.

**Common Violations.** The main violations to watch for are:

- **Lane Line.** An athlete taking three or more consecutive steps with either or both feet on or over the inside lane line while running in an assigned lane on the curve shall be disqualified. This rule is applied to the following events: 200 meters, 400 meters, 300 meter hurdles, 1<sup>st</sup> 110 meters of the 800 meter run and the 1<sup>st</sup> 400 meters of any relay.
- **Interference/Impedance.** While running on the straight or the curve in any race, an competitor interferes with, cuts off or impedes another runner.
- **Finishes Out of Lane.** A competitor does not finish the race in her/his assigned lane.
- **Relay Exchange Zone.** The competitor does not exchange the *baton* within the 20 meter exchange zone—either too soon or too late. Focus on the location of the baton not the runner.
- **Dropped Baton.** When retrieving a dropped baton, the athlete interfered with another runner or the runner who dropped the baton outside the exchange zone was not the one who picked it up (note: either runner may pick up a dropped baton when in the exchange zone).
- **Illegal Hurdling.** The hurdler fails to clear the hurdle height with both legs or interferes with another hurdler.



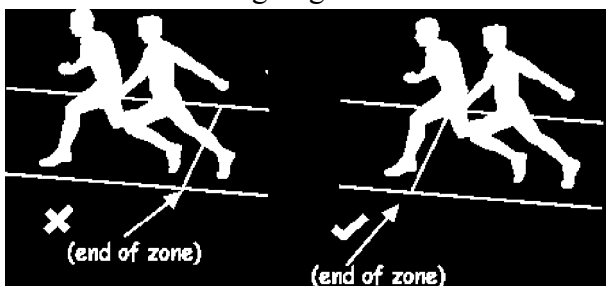
## Umpiring Relay Races

### Roles

Umpiring relay races require special attention since the Umpire serves multiple roles—instructor, supervisor and competition observer.

### Considerations, Tips and Techniques

1. Relay races are comprised of four (4) runners each who run one (1) leg of the race.
2. The baton is carried by each runner and passed to the next runner within a 20 meter exchange zone.
3. The designate *exchange zone* is the width of the track and 20 meters long. The line marking the ends of the zone are included in the 20 meters.
4. At the exchange, it is the position of the baton, not the runner which is essential. The baton must be within the exchange zone when the outgoing runner's hand closes on the baton.



5. The baton must be handed to the next runner, it is not to be thrown.
6. For races where the incoming runner has run 200 meters or less, a 10 meter *acceleration zone* can be used. This area precedes the exchange zone entrance. The baton is **not** to be exchanged in the *acceleration zone*.
7. The 4 x 400 meter relay has *no acceleration zone*. Athletes must remain within the exchange zone while waiting for the baton and must receive the baton within the exchange zone.
8. In the 4 x 400 meter relay, the exchange zone is 10 meters prior to the 400 meter mark. The athletes must remain within the exchange zone while waiting for the baton and must receive the baton while it is in the exchange zone. The runners may then break to the inside so long as they do not impede a runner to the inside of them.
9. The 4 x 100 meter relay is run completely in lanes—the Umpire is to watch for lane violations on the curves (if available an Umpire should be specifically assigned to this task).
10. In the 4 x 200 relay, the first and second runners are to run in their assigned lanes. After the exchange, the third runner may break to the inside lane in a manner which does not impede a runner to the inside of them.
11. In the 4 x 200 relay, the first and second zones are staggered. The third exchange is not staggered, but rather is organized by the position of the incoming runner.
12. When the baton exchange is completed, incoming runners should be instructed to stay in the lane in which they ran until asked by the Umpire to leave the track once the zone is clear.
13. Ideally, Umpires are assigned to each end of the zone and one to the top of each curve.
14. When there are 6 or less Umpires, priority should be given to placement at the exit end of the zone and the umpire should stand on the outside of the track just beyond lane 8's zone.

## Discus

### Role

To supervise the safety of all competitors during the warm-up and competition, and to accurately measure/record each throw to the nearest *lesser* inch or even centimeter.

### Considerations, Tips and Techniques

1. **Safety!:** To ensure the safety of all in the area, supervise every practice throw (using a cone or a person standing in the circle to prevent throws) and keeping everyone behind the cage.
2. **Total Throws.** In regular high school meets, each competitor will receive a total of four (4) throws. They may be taken all at once or one at a time, but the preferred system is to encourage the competitors to take them in two series of two (2) consecutive throws followed by an additional two (2) throws after each competitor has thrown two throws.
3. **Order of Throws.** The throwing sequence should alternate schools and their athletes.
4. **Cage Required.** For the safety of all, the discus may only be competed where the throwing circle is surrounded by a protective cage (fencing).
5. **Taping, Belt and Gloves.** No taping of the hands or fingers is permitted except to protect an open wound. A protective belt may be worn, use of gloves of any type is prohibited.
6. **Sector.** Discus must fall within the 60 degree sector lines—lines are not part of the sector.
7. **Entrance and Exit.** The competitor may enter the throwing circle from any point, but must exit following the throw from the nearer back half of the throwing circle.
8. **Fouls.** It is a foul throw if the competitor:
  - After stepping into the circle, fails to pause before starting to throw
  - Touches either the painted or metal circle (not including the inner surface of the stop-board or metal band if one is used) or the ground outside of the throwing circle
  - The discus lands on or outside the 60 degree throwing sector lines
  - After the discus has landed, does not exit from the back half of the circle
9. **Fouls Not Measured.** A foul throw is not measured, but is counted one of the four attempts.
10. **Calls.** The following calls are made:
  - *Up* – the next thrower is announced (“Smith is Up”)
  - *On Deck* – the thrower who will throw after the next thrower is alerted (“Smith is up, Jones is on deck ”)
  - *On Hold* – the third thrower in the group is alerted (“Smith is up, Jones is on deck and Main is on hold ”)
  - *Mark or Foul* – *Mark* is called when the athlete has completed the throw and properly exited the circle; *Foul* is called if a foul has been indicated due to the throw or exiting.
  - *Time Limit* — is 1 1/2 minutes (90 seconds) Throw must be started within the time limit.
11. **Measurement.** In measuring the throw:
  - Measures are made from the nearest edge of the first mark made by the discus to the inside edge of the throwing circle
  - The tape is lifted up to taught, then dropped and pulled through the center of the circle (often a small dot in the center of the ring) to the first mark made by the discus
  - Measurements are recorded to the nearest lesser 1 inch or even centimeter

## Shot Put

### Role

To supervise the safety of all competitors during the warm-up and competition, and to accurately measure/record each throw to the nearest *lesser* ¼ inch or centimeter.

### Considerations, Tips and Techniques

1. **Safety!:** To ensure the safety of all in the area, supervise every practice put (using a cone or a person standing in the circle to prevent throws) and keeping everyone away from circle.
2. **Total Throws.** In regular high school meets, each competitor will receive a total of four (4) puts. They may be taken all at once or one at a time, but the preferred system is to encourage the competitors to take them in two series of two (2) consecutive puts followed by an additional two (2) puts after each competitor has thrown two puts.
3. **Order of Puts.** The throwing sequence should alternate schools and their athletes.
4. **Taping, Belt and Gloves.** No taping of the hands or fingers is permitted except to protect an open wound. A protective belt may be worn, use of gloves of any type is prohibited.
5. **Sector.** The shot must fall within the 65 degree sector lines—lines are not part of this sector.
6. **Entrance and Exit.** The competitor may enter the throwing circle from any point, but must exit following the throw from the nearer back half of the throwing circle.
7. **Fouls.** It is a foul throw if the competitor:
  - After stepping into the circle, fails to pause before starting to throw
  - Touches either the top of painted or metal circle or stopboard (not including the inner surface of the stopboard or metal band if one is use) or the ground outside of the throwing circle
  - The shot lands on or outside the 65 degree throwing sector lines
  - After the shot has landed, does not exit from the back half of the circle
8. **Fouls Not Measured.** A foul throw is not measured, but is counted one of the four attempts.
9. **Calls.** The following calls are made:
  - *Up* – the next thrower is announced (“Smith is Up”)
  - *On Deck* – the thrower who will throw after the next thrower is alerted (“Smith is up, Jones is on deck ”)
  - *On Hold* – the third thrower in the group is alerted (“Smith is up, Jones is on deck and Main is on hold ”)
  - *Mark* or *Foul* – *Mark* is called when the athlete has completed the throw and properly exited the circle; *Foul* is called if a foul has been indicated due to the throw or exiting.
  - *Time Limit* — is 1 1/2 minutes (90 seconds) Throw must be started within the time limit.
10. **Measurement.** In measuring the throw:
  - Measures are made from the nearest edge of the first mark made by the shot to the inside edge of the throwing circle
  - The tape is lifted up to taught over the stopboard, then dropped and pulled through the center of the circle (often a small dot in the center of the ring) to the first mark made by the shot
  - Measurements are recorded to the nearest lesser ¼ inch or whole centimeter

## Javelin

### Role

To supervise the safety of all competitors during the warm-up and competition, and to accurately measure/record each throw to the nearest *lesser* inch or even centimeter.

### Considerations, Tips and Techniques

1. **Safety!:** To ensure the safety of all in the area, supervise every practice throw (using a cone or a person standing in the circle to prevent throws) and keeping everyone back from area.
2. **Total Throws.** In regular high school meets, each competitor will receive a total of four (4) throws. They may be taken all at once or one at a time, but the preferred system is to encourage the competitors to take them in two series of two (2) consecutive throws followed by an additional two (2) throws after each competitor has thrown two throws.
3. **Order of Throws.** The throwing sequence should alternate schools and their athletes.
4. **Whipcord.** Wrapping the whipcord binding with tape is prohibited.
5. **Taping, Belt and Gloves.** No taping of the hands or fingers is permitted except to protect an open wound. A protective belt may be worn, use of gloves of any type is prohibited.
6. **Sector.** Javelin must fall within the sector lines—sector lines are not part of the sector.
7. **Entrance and Exit.** The competitor may enter the throw area from any point, but must exit following the throw behind the arc scratch line.
8. **Method.** Javelin must be held by the whipcord at the time the throw is executed. The thumb, forefinger or middle finger may touch the shaft behind the whipcord.
9. **Fouls.** It is a foul throw if the competitor:
  - Makes a 360-degree turn before the javelin is released and in flight.
  - Uses a delivery other than an overarm above the shoulder motion of the throwing arm.
  - Touches on or over either the runway lines or on or over the scratch line arc before the throw is marked or if the thrower fails to exit the runway behind the scratch line after the javelin has landed
10. **Fouls Not Measured.** A foul throw is not measured, but is counted one of the four attempts.
11. **Calls.** The following calls are made:
  - *Up* – the next thrower is announced (“Smith is Up”)
  - *On Deck* – the thrower who will throw after the next thrower is alerted (“Smith is up, Jones is on deck ”)
  - *On Hold* – the third thrower in the group is alerted (“Smith is up, Jones is on deck and Main is on hold ”)
  - *Mark or Foul* – *Mark* is called when the athlete has completed the throw and properly exited the circle; *Foul* is called if a foul has been indicated due to the throw or exiting.
  - *Time Limit* — is 1 1/2 minutes (90 seconds) Throw must be started within the time limit.
12. **Measurement.** In measuring the throw:
  - Measures are made from the nearest edge of the first mark made by the javelin to the inside edge of the arc scratch line
  - The tape is lifted up to taught, then dropped and pulled through the center of the runway to a point 26 feet 3 inches behind the arc scratch line (often a small dot in the center of the runway) to the first mark made by the javelin



- Measurements are recorded to the nearest lesser 1 inch or even centimeter

## ***Long Jump and Triple Jump***

### ***Role***

To supervise the safety of all competitors during the warm-up and competition, and to accurately measure/record each legal attempt to the nearest *lesser* ¼ inch or centimeter.

### ***Considerations, Tips and Techniques***

1. **Safety!:** To ensure the safety of all in the area, supervise every practice attempt.
2. **Prepare the Pit.** Prior to the meet the pit should be turned, raked and lightly watered. After each attempt it is to be raked and smoothed to ensure that it is soft, level and at the same elevation as the takeoff board for each subsequent trial.
3. **Normal Competition Times and Options:**
  - **Long Jump** - Dual Meets = *1 hour 15 minutes*; Triangular Meets = *1 hour 30 minutes*
  - **Triple Jump** starts 15 minutes after the completion of the Long Jump with Dual and Triangular Meets allowing *1 hour competition period* for the Triple Jump
  - **Open Pit Method** allows athletes to take their four (4) allotted jumps at anytime during the period in which the area is open to either the Long Jump or Triple Jump
4. **Warm-up.** Generally, the 15-minute period prior to the competition is available for warm-ups, measurements for marker and checking steps.
5. **Markers.** No marker shall be placed on the runway or in the landing area (pit).
6. **Scratch Line Locations:**

	<u><b>Boys</b></u>	<u><b>Girls</b></u>
Long Jump	12 Feet	8 Feet
Triple Jump	32 Feet	24 Feet
7. **Fouls and Trials.** The jumper shall takeoff from *behind the scratch line* at the far edge of the takeoff board. It shall be counted as a *foul trial* but not measured if the:
  - jumper's shoe extends over the scratch line *and* makes a mark beyond it
  - jumper runs across the scratch line
  - jumper, in the course of landing or leaving the pit, touches the ground outside the landing area nearer to the scratch line than the nearest mark made in the landing pit by the trial
  - jumper fails to initiate a trial within 1 minutes (60 seconds) after being called to jump
8. **Legal Long Jumping.** No somersaulting is permitted – the head must remain in the superior position throughout the jump.
9. **Legal Triple Jumping.** In the first phase (**hop**) the jumper *must land on the same foot as the takeoff foot*, in the second phase (**step**) the jumper *must land on the opposite foot* and may **land** in the pit *with either or both feet*.
10. **Measurement.** A legal jump is measured perpendicularly (at a 90° angle) to the scratch line or the scratch line extended (use a clipboard to extend the scratch line) from the scratch line to the point nearest to the scratch line in the pit touched by the jumper of their apparel
  - Measurement reading/recording shall be taken at the takeoff board (edge nearest the pit)
  - Measurement shall be to the nearest lesser ¼ inch or centimeter
11. **Close the Pit Between Trials.** Between trials or warm-ups, use either a cone or a person to prevent unauthorized practice jumps and to indicate when the area is ready for a jump attempt.
12. **Ties.** Ties are broken by using the second best trial; if still tied, then the third best trial, etc.

## High Jump

### Role

To supervise the safety of all competitors during the warm-up and competition, and to accurately measure/record each legal attempt to the nearest *lesser* ¼ inch or centimeter.

### Considerations, Tips and Techniques

1. **Safety!:** To ensure the safety of all in the area, supervise every practice attempt.
2. **Setting the Standards.** Once placed, the standards may not be moved—use tape to indicate the initial location of the standard.
3. **Minimum Starting Height.** Minimum starting heights are: Girls - 4' 2" Boys - 5' 2"
4. **Replacing the Bar.** The bar should be returned to the standards in exactly the same manner as originally placed with a 1 centimeter gap between the standard and the crossbar ends.
5. **Measurement.** Measurement of the crossbar height to the nearest lesser ¼ inch or centimeter. Measure from the takeoff surface to the lowest point on the upper side of the cross bar—a piece of tape should mark this point on the front face of the cross bar.
6. **Bar Not to Lowered.** The bar shall not be lowered once the competition begins except to determine the first place winner in the event of a tie for that place.
7. **Warm-up.** A 15 minute period prior to the start time should be allocated for warm-up. A competitor who has passed three consecutive heights may be allowed to warm-up without the crossbar in place.
8. **Jumping Order.** Each competitor is allowed a single jump at a time in the order assigned.
9. **Passing a Height.** A competitor may pass either a trial or a height. Unless the competitor has.
10. **Calls.** The calls for next 3 competitors are: A “UP”, B “ON DECK” and C “ON HOLD”
11. **Time Limit.** A trial must be *initiated* within 1 minutes (60 seconds) after being called.
12. **Take-Off.** The competitor may attempt to clear the bar in any manner provided that the takeoff is from one foot and no weights or artificial aids were used.
13. **Maximum Attempts Per Height.** Each competitor is allowed a maximum of three (3) trials (attempts) at any one height.
14. **Unsuccessful Trials (Fouls).** It will count as unsuccessful trial when:
  - the cross bar is displaced in an attempt to clear it
  - when a jumper touches the ground or landing area beyond the plane of the cross bar without clearing the bar
  - after clearing the bar, stumbles against the upright and displaces the cross bar or steadies the bar
  - failing to initiate an attempt within 1 ½ minute after being called
15. **Elimination.** A competitor is eliminated once they have had three consecutive unsuccessful trials regardless of height or heights at which the attempts were made.
16. **Recording Marks.** Heights are recorded to nearest lesser ¼ inch or centimeter.
17. **Ties.** Ties for places shall be settled using the following tie-breaking steps:
  - fewest total trials at the height at which the tie occurs shall be awarded the higher place
  - fewest total number of unsuccessful trials throughout the entire competition
  - if a tie still remains for first place, a *jump-off* is required starting at the last height attempted

## Pole Vault

### Considerations, Tips and Techniques

1. **Safety!:** To ensure the safety of all in the area, supervise every practice attempt.
2. **Check-in.** As athletes are checked in, the following steps are to be taken:
  - Vaulter's weight shall be recorded, verified and initialed by the coach
  - Vaulter's pole is checked to assure that the vaulter's weight is below the manufacture's pole rating (pole rating shall be visible in a 1" contrasting color)
  - Vaulter's pole has a 1" circular band indicating the maximum top hand hold position which is 6" below the top of the pole
3. **Placement of Standards.** The bar standards may be placed between 12 and 30 inches past the stop board in the direction of the landing surface.
4. **Replacing the Crossbar.** A displaced bar is to be returned to the standards in the same manner as originally placed with a 1 centimeter gap between the standard and crossbar ends.
5. **Measurement.** Measurement of the crossbar height to the nearest lesser ¼ inch or centimeter. Measure from the takeoff surface to the lowest point on the upper side of the cross bar—a piece of tape should mark this point on the front face of the cross bar.
6. **Bar Not to Lowered.** The bar shall not be lowered once the competition begins except to determine the first place winner in the event of a tie for that place.
7. **Warm-up.** A 15 minute period prior to the start time should be allocated for warm-up. A competitor who has passed three consecutive heights may be allowed to warm-up without the crossbar in place.
8. **Vaulting Order.** Each competitor is allowed a single vault at a time in the order assigned.
9. **Passing a Height.** A competitor may pass either a trial or a height. A pass must be indicated before the start of the clock.
10. **Calls.** The calls for next 3 competitors are: A "UP", B "ON DECK" and C "ON HOLD".
11. **Time Limit.** A trial must be *initiated* within 1 1/2 minutes (90 seconds) after being called.
12. **Markers.** Markers are not to be placed on the runway.
13. **Taping.** No taping of hands or fingers unless to cover an open wound. No gloves are permitted.
14. **Maximum Attempts Per Height.** Each competitor is allowed a maximum of three (3) trials (attempts) at any one height.
15. **Unsuccessful Trials (Fouls).** It will count as unsuccessful trial when:
  - the cross bar is displaced in an attempt to clear it
  - vaulter leaves the ground and fails to clear the cross bar
  - vaulter or pole touches the ground or landing pit beyond the vertical plane of the stopbar without clearing the cross bar
  - vaulter fails to complete the vault attempt within 2 minutes of being called.
  - after clearing the bar a competitor stumbles against the upright and displaces the bar
  - standards or uprights are incorrectly positioned.
16. **Pole Breaks.** It does not count as a trial if the pole breaks.
17. **Elimination.** A competitor is eliminated once they have had three consecutive unsuccessful trials regardless of a height or heights at which the attempts were made.
18. **Recording Marks.** Heights are recorded to nearest lesser ¼ inch or centimeter.
19. **Ties.** Ties for places shall be settled using the following tie-breaking steps:
  - fewest total trials at the height at which the tie occurs shall be awarded the higher place
  - fewest total number of unsuccessful trials throughout the entire competition
  - if a tie still remains for first place, a *jump-off* is required starting at the last height attempted