

Information for Volunteer Track & Field Officials

Prepared for ATOM and MITCA

by

USA Track and Field - Michigan Association Officials Committee

These documents are designed to help the high school coach/meet director take the needed steps to produce a well-officiated track and field meet. This modular approach offers one page task descriptions to enable the coach/meet director to help inexperienced volunteer officials gain a basic understanding of the appropriate application of track and field rules. USA Track & Field hopes that as a result these materials volunteer officials will feel better prepared to assist the school to provide the high quality meet each athlete deserves. 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.

In the following pages, the first two pages are general information that can be printed and handed out to all volunteer officials. Following these general information pages are a series of one-page documents with information about officiating specific event areas that can be printed and handed out separately or attached to the two pages of general information and handed out to each volunteer official for that event.

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 that interrupts the competition – all actions are taken once the running event or field event trial has been completed.
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.

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 (generally a minimum of 15 minutes prior to the scheduled start of the event). Track event athletes check in with the Clerk immediately following the first call for the event (generally 15 minutes prior to start). Once checked in, a field event athlete may leave the event area to compete in another event, but must check out with the head event official before doing so. Field event athletes competing in other events may make attempts out of the order specified on the flight sheet.

Warm-Ups. Athletes are not allowed to begin warm-ups in any field event until there is adult supervision present, preferably an official, and the event venue is declared open by the referee or head event official. In field events that use a runway (long jump, pole vault), while 'getting their steps', athletes are not allowed to run in the opposite direction from the normal approach on the runway. In other words, during warm-ups the runways are one-way only.

Order of Events. For Michigan high school meets, the normal order of events is the following (boys run first in even-numbered years, girls run first in odd-numbered years):

Track Events

Boys/Girls 3200 relay (4x800)
Boys 110 meter hurdles
Girls 100 meter hurdles
Boys/Girls 100 meter dash
Boys/Girls 800 meter relay (4x200)
Boys/Girls 1600 meter run
Boys/Girls 4 x 100 meter relay
Boys/Girls 400 meter dash
Boys/Girls 300 meter hurdles
Boys/Girls 800 meter run
Boys/Girls 200 meter dash
Boys/Girls 3200 meter run
Boys/Girls 4 x 400 meter relay

Field Events

Even-numbered years:
Boys High Jump and Shot Put first
(followed by Girls HJ and SP)
Girls Discus Throw, Pole Vault and Long Jump first
(followed by Boys DT, PV and LJ)

Odd-numbered years:
Girls High Jump and Shot Put first
(followed by Boys HJ and SP)
Boys Discus Throw, Pole Vault and Long Jump first
(followed by Girls DT, PV and LJ)

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. The clerk(s) 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
 - checking for uniform rule violations
 - 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

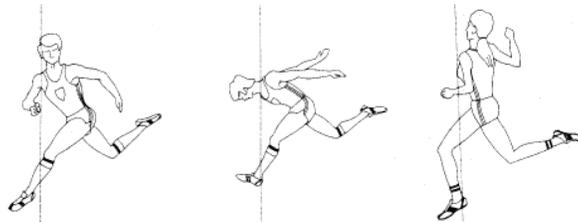
Often volunteers must both time and pick placers. Ask them to read the instructions (next page) and to ask any questions. The Head Timer is to ensure the following tasks are completed.

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. (This may vary slightly, depending on whether stopwatches are used or electronic recording timers.)
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 flash or smoke from the starter's gun, 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 is ready 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 flash or 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 Flash/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 **flash, light or 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 flash/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., your 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. 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. Have as much of the form as possible filled out before the race.
Remember: You are a key position in keeping the meet on time; if you and your crew work too slowly, you delay the meet.
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. Record wind gauge reading when applicable for the 100 meters, 110/100 meter high hurdles, 200 meters and 300 meter hurdle events.
5. Supervise the results runner and make 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 timers 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 1/10th on the time sheet. The Recorder uses the rounding procedure to correct the times to the next highest 1/10th of a second (except for when the 1/100th 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 at least 0.14 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.

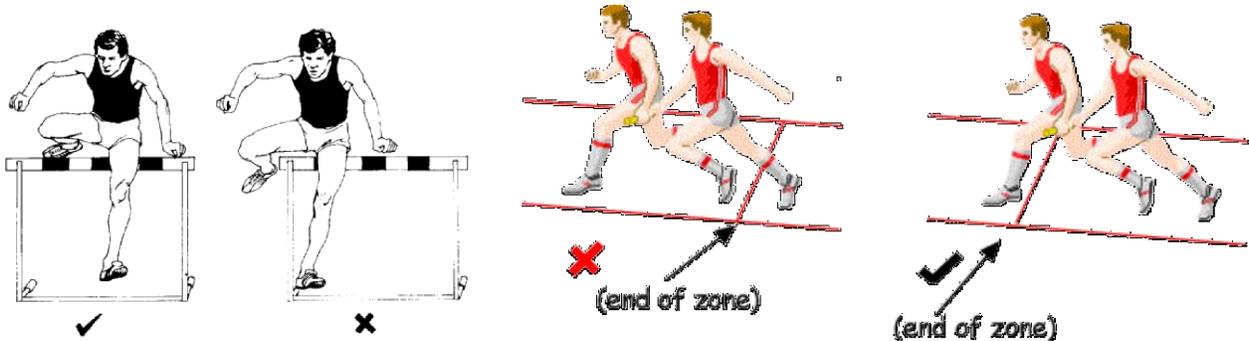
Considerations, Tips and Techniques

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 yellow and white flag. If an apparent violation is observed, the yellow 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 by the referee. This rule is applied to the following events: 200 meters, 400 meters, 300 meter hurdles, 1st 100 meters of the 800 meter run and any portion of any relay run in lanes (first 500 meters of a 4x400 relay if run with a three turn stagger, and the entire race for a 4x200 meter relay if run with a four turn stagger).
- **Interference/Impedance.** While running on the straight or the curve in any race, a 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 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.



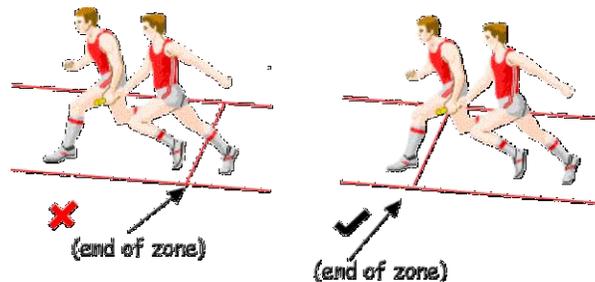
Umpiring Relay Races

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 whom run one (1) leg of the race.
2. The baton is carried by each runner and passed to the next runner within a specified exchange zone.
3. The designated exchange zone is the width of the track and 30 meters long for all high school 4x100 and 4x200 relays. The exchange zones for all other relays are 20 meters long. The lines marking the ends of the zone are included in the zone.
4. At the exchange, it is the position of the baton, not the runner, that is essential. The baton must be within the exchange zone when the outgoing runner's hand closes on the baton, and the incoming runner's hand must not be on the baton when it passes beyond the end of the zone.



5. The baton must be handed to the next runner, it is not to be thrown.
6. In all relays, the athletes must remain within the exchange zone while waiting for the baton and must receive the baton within the exchange zone. If the next leg is not run in lanes, the runners may then break to the inside so long as they do not impede a runner to the inside of them.
7. 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).
8. The 4x200 meter relay normally is run in lanes all the way (a 4-turn stagger). But if the 4 x 200 relay is run with only the first two legs running in lanes (a 2-turn stagger) at your facility, the first and second runners are to run in their assigned lanes. After the second exchange, the third runner may break to the inside lane in a manner that does not impede a runner to the inside of them.
9. In the 4 x 200 relay with only a two turn stagger, the first and second zones are staggered. The third exchange is not staggered, but rather is organized by the position of the incoming runner.
10. 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.
11. Ideally, Umpires are assigned to each end of the zone and one to the top of each curve.
12. When there are 6 or fewer 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.
13. For the 4x800 meter relay and the 4x400 meter relay, the starter will help you organize the exchange zones.

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 cm.

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 and safely away from sector lines.
2. **Total Throws.** In regular high school meets, each competitor will receive a total of three (3) throws in preliminary rounds. They are taken one at a time in the order on the flight sheet. Then the top eight (8) competitors at that point receive three more throws in reverse order of place, with the eighth place thrower throwing first and the first place thrower throwing last.
3. **Order of Throws.** The throwing sequence for the preliminary rounds 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.** Taping two fingers together is not allowed. All fingers may be taped, but each finger must move independently. A protective belt may be worn; use of gloves of any type is prohibited.
6. **Sector.** Discus must fall within the sector lines – the sector 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 back half of the throwing circle (after the implement has landed).
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 throwing sector lines, or hits the cage.
 - Does not initiate the attempt within 60 seconds of being called “Up”.
 - After the discus has landed, does not exit from the back half of the circle (“**under control**” **not required**).
9. **Fouls Not Measured.** A foul throw is not measured, but is counted as one of the six 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* – A white flag raised (or ‘Mark’ is called) after the athlete has completed the throw and properly exited the circle; a red flag raised (or ‘No Mark’ is called) if a foul has been indicated due to the throw landing outside the sector or improper exiting of the circle.
11. **Measurement.** In measuring the throw:
 - Measures are made with the zero end of the tape at the nearest edge of the first mark made by the discus and the measurement is read at the inside edge of the throwing circle.
 - The tape is lifted up to taut, then dropped and pulled through the center of the circle (often a small dot in the center of the ring) from 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.

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 and safely back from sector lines.
2. **Total Throws.** In regular high school meets, each competitor will receive a total of three (3) throws in preliminary rounds. They are taken one at a time in the order on the flight sheet. Then the top eight (8) competitors at that point receive three more throws in reverse order of place, with the eighth place thrower throwing first and the first place thrower throwing last.
3. **Order of Puts.** The throwing sequence during the three preliminary rounds should alternate schools and their athletes.
4. **Taping, Belt and Gloves.** Taping two fingers together is not allowed. All fingers may be taped, but each finger must move independently. Wrist wrap allowed, should be checked to ensure no hard pieces to keep wrist stiff. A protective belt may be worn; use of gloves of any type is prohibited.
5. **Sector.** The shot must fall within the sector lines – the sector 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 back half of the throwing circle (after the implement has landed) (**“under control” not required**).
7. **Fouls.** It is a foul throw if the competitor:
 - After stepping into the circle, fails to pause before starting to throw.
 - Does not make the attempt from the shoulder with one hand, or allows the shot to drop below the shoulder during the put.
 - 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 throwing sector lines.
 - Does not initiate the attempt within 60 seconds of being called “Up”.
 - 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 as one of the three or six 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* – A white flag raised (or ‘Mark’ is called) after the athlete has completed the throw and properly exited the circle; a red flag raised (or ‘No Mark’ is called) if a foul has been indicated due to the throw or improper exiting of the circle.
10. **Measurement.** In measuring the throw:
 - Measures are made with the zero end of the tape at the nearest edge of the first mark made by the shot and the measurement is read at the inside edge of the throwing circle (stopboard).
 - 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.

Long 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.

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 lightly watered, turned and raked. 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:**
 - In regular high school meets, each competitor will receive a total of three (3) jumps in preliminary rounds. They are taken one at a time in the order on the flight sheet. Then the top eight (8) competitors at that point receive three more jumps in reverse order of place, with the eighth place jumper jumping first and the first place jumper jumping last.
 - **Open Pit Method** allows athletes to take their four (4) allotted jumps at any time during the period in which the area is open to the Long Jump. For dual meets = 1 hour 15 minutes; triangular meets = 1 hour 30 minutes (or whatever time period designated by meet management).
4. **Warm-up.** Generally, the 15-minute period prior to the competition is available for warm-ups, measurements for markers (placed beside the runway only) and checking steps. During warm-ups jumpers are not allowed to run backwards up the runway away from the pit.
5. **Markers.** No marker shall be placed on the runway or in the landing area (pit). Markers are to be placed beside the runway.
6. **Scratch Line (Take-off Board) Locations:** This may vary, depending on how your facility is set up. Generally, for boys it is 12 feet from the edge of the pit, for girls it is 8 feet.
7. **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 – A white flag raised (or Mark is called) after the athlete has completed the throw and properly exited the circle; a red flag raised (or No Mark is called) if a foul has been indicated due to the throw or improper exiting of the circle.
8. **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.
 - 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 minute (60 seconds) after being called “Up”.
9. **Legal Long Jumping.** No somersaulting is permitted – the head must remain in the superior position throughout the jump.
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 or their apparel .
 - Measurement reading/recording shall be taken at the takeoff board (edge nearest the pit), with the zero end of the tape at the nearest landing mark in the pit.
 - Measurement shall be to the nearest lesser ¼ inch.
11. **Close the Pit Between Trials.** Between trials or warm-ups, use either a cone or a person on the runway 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.

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 or thumbtacks to indicate the initial location of the standards, and replace in the same spots if knocked over.
3. **Minimum Starting Height.** Minimum starting heights are decided by the coaches, Games Committee, or Referee.
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 standards and the crossbar ends.
5. **Measurement.** Measurement of the crossbar height to the nearest lesser ¼ inch. 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 be Lowered.** The bar shall not be lowered once the competition begins, except during a jump-off 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. At a height change, a competitor who has waited 60 minutes from the start of competition is allowed 1 ½ minutes of warm up time without the crossbar or bungee in place (this must be at the height the athlete is entering the competition).
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 all remaining attempts at that 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 minute after being called “Up” for the final time. When there are 2 or 3 jumpers remaining in the competition (including those who may still be passing), each jumper shall have 3 minutes. When one jumper remains in the competition and has won, and chooses to continue jumping, that jumper shall have 5 minutes. If a jumper must jump in consecutive trials, that jumper shall have 2 minutes.
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 bar or steadies the bar.
 - Touches the crossbar or the vertical section of the uprights when running up without jumping.
 - failing to initiate an attempt within 1 minute after being called “Up”.
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. On the results sheet, an ‘O’ is used to indicate a successful attempt, an ‘X’ for a miss, and a ‘—’ for a pass.
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.
 - If tie remains, fewest total number of unsuccessful trials throughout the entire competition.
 - If tie still remains for first place, a jump-off is required (see the rulebook for specific procedure).

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 ensure 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 18 and 31.5 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 (i.e., the same end is always placed to the right and the same side is up).
5. **Measurement.** Measurement of the crossbar height to the nearest lesser $\frac{1}{4}$ inch. Measure from the back edge of the plant box to the upper side of the cross bar with the standards set at zero position.
6. **Bar Not to be Lowered.** The bar shall not be lowered once the competition begins, except during a jump-off to determine the first place winner in the event of a tie for that place.
7. **Warm-up.** A minimum 15 minute period prior to the start time should be allocated for warm-up. At a height change, a competitor entering competition who has waited 60 minutes since start of competition is allowed 2 minutes for warm-up without the bar or bungee.
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 for all remaining attempts at that 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 minute after being called. When there are 2 or 3 vaulters remaining in the competition (including those who may still be passing), each vaulter shall have 3 minutes. When one vaulter remains in the competition and has won, and chooses to continue jumping, that vaulter shall have 5 minutes. If a vaulter must jump in consecutive trials, that vaulter shall have 3 minutes.
12. **Markers.** Markers are not to be placed on the runway, only beside 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 or pole touches the ground or landing pit beyond the vertical plane of the back edge of the plant box without clearing the cross bar.
 - vaulter fails to initiate the vault attempt within 1 minute after being called.
 - after clearing the bar a competitor stumbles against the upright and displaces the bar.
16. **Pole Breaks.** It does not count as a trial if the pole breaks; the vaulter is given a new attempt.
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 $\frac{1}{4}$ inch. On the results sheet, an 'O' is used to indicate a successful attempt, an 'X' for a miss, and a '—' for a pass.
18. **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.
 - If tie remains, fewest total number of unsuccessful trials throughout the entire competition.
 - If a tie still remains for first place, a jump-off is required (see the rule book for specific jump-off procedure).