2023 QUICK REFERENCE

FACILITATING A TRACK MEET

TO THE MEET DIRECTOR

This document intends to assist a meet director in communicating with FIELD EVENT OFFICIALS and participating teams. The director of a track meet may likely fall upon the head coach or AD of the host school.

Be in control – before not after. Communicate with veteran directors. Event judges and volunteers deserve a script of current rules and procedures in advance.

<u>Determine Games Committee</u> – responsible for proper conduct of meet, rules and regs. (Rule 3-2 p. 10-12)

Game Time: Each field event judge is given a CLIPBOARD* containing BUT NOT LIMITED TO:

RULES SUMMARIES: breaking ties; visible apparel; failed attempts; time limits.

PROCEDURES: use of flags; measurements; order of competition; warmups; safety considerations; games committee decisions (starting heights, excused athletes, time schedule, inclement weather).

EQUIPMENT:

Measuring tape Starting blocks *Clipboards Rake(s) Timing system **Pencils** Broom(s) **Event Score Sheets Flags** Towel(s) Weather proofing Chalk Sector lines Event closed signs Cones Performance guides Roll-drys/squeegees Landing pit padding **Crowd control PENNANTS**

Have equipment and assistants ready - before not after. Introduce everyone to the REFEREE.

CHECK-IN, CHECK OUT PROCEDURES FOR ATHLETES:

<u>Athletes</u> leaving for another event:

- Should inform judge before event begins at CHECK IN
- Have teammate assist reporting/standing in place of
- Should not leave too early for the other event

Officials' role with facilitating check outs:

- Encourage taking trials out of order
- Allow multiple trials before checking out
- Inform excused athlete the TIME LIMIT for return
- RECORD TIMES of 'check-out' and return 'check-in'
- Do not call an excused competitor
- Call for excused athlete to return in timely manner
- Proceed with event if they do not return on time

Quick Review: For all FIELD EVENTS

Warm-ups NOT ALLOWED unless supervised by an official or coach and the venue has been declared open.

- Must use legal approved implements during practice.
- Once a competition has begun, competitors are NOT ALLOWED to practice IN THE VENUE or use implements associated with the competition.
- Field Event CONCLUDED means venue is CLOSED.
- Field Event Calls: "UP" time clock begins

"ON DECK" ... athlete is next
"ON HOLD" ... athlete is ready

Trials: a good trial is 'FAIR' (WHITE flag); a failed trial is 'FOUL' (RED flag)

Quick Review: For all THROWS OFFICIALS

- Mark the center of the DISCUS and SHOT PUT rings and place lines 8" long on the outside of the ring marking its back half.
- Mark the sectors with the foul line OUTSIDE the sector. The sector line is OUT-OF-BOUNDS.
- Measure each legal throw BEFORE the next trial.
- No use of markers EXCEPT to maintain a mark needing to be reviewed by the referee.
- Measure, but don't announce disputed marks.
- Athletes EXIT the back half of the circle AFTER the implement has landed.

Quick Review: For all VERTICAL JUMPS OFFICIALS

- Pole vault must have a plant box collar.
- Hard surfaces surrounding landing systems must have a minimum of 2" padding prior to warm ups. If not, contact meet management. NOTE: If the meet official finds safety issues that the host school cannot correct, the event will not be contested and points among the visiting teams divided equally. (RULE 2-1-6 p. 8)
- After competition has begun, cross bars are not lowered except in a jump off for 1st place.

Quick Review: For all RUNWAY EVENTS

- APPROACHES may be run ONLY in the direction the event is contested. NOTE: It's permissible to run in the opposite direction while an athlete is on the clock and after an aborted attempt.
- Check marks may be placed beside the runway, NOT ON.
- Long jump pits should be filled with sand LEVEL with the height of the take-off board.
- Long jump trials are measured perpendicularly to the foul line or its extension and to the point in the pit touched by the athlete nearest the foul line.
- Likewise, if an athlete walks out of the pit back toward the board, that mark is measured.

PRIORITIZE SAFTETY IN FIELD EVENTS FOR ATHLETES FOR OFFICIALS FOR SPECTATORS

2023 QUICK REFERENCE OFFICIATING THE DISCUS THROW

TO THE DISCUS OFFICIAL

Thank you for your service. Please arrive one hour before the scheduled event. The warm up may not begin without your presence. (Refer to Rule 6-5 p. 44)

Game Time: Please review the following with your participants before the competition begins.

- SCHOOL ISSUED UNIFORMS must be worn as intended. Jersey tops must comply with games committee rules; (refer to Rule 4-3-1.a,.b)
- 2. UNDERGARMENTS are invisible. Logos on waistbands are invisible.
- 3. Jewelry deemed unsafe must be removed.
- 4. Unsporting conduct will result in disqualification from the event and further participation in the meet.
- 5. Places are scored according to RULE 2-1-2 on page 8.
- 6. Trials throw 2 and 2. Games committee can adjust.
- 7. Flights are set to no less than 5 athletes. Each flight will complete its throws before beginning a new flight. There's a 10 min. warm-up between flights or when everyone is twice in the ring doing 2 throws each.
- 8. Have a teammate or official OUTSIDE the sector to retrieve your Discus during warm-up.
- 9. Indicate if you are in another event. I can rearrange the order to accommodate your absence. I'll record the time when you leave. Check in when you return.
- 10. When your name is called, you have 1-minute to initiate a throw.
- 11. Be ready to step into the ring when you are 'on hold.'
 Have a teammate OUTSIDE the sector to retrieve your
 Discus, NOT INSIDE the sector.
- 12. After entering the ring, PAUSE before you throw. Make sure the Discus has landed before you exit the circle. EXIT from the back half of the circle.
- 13. During the throw it is a foul if you touch the top or outside of the ring.
- 14. Tape is NOT ALLOWED on hands or fingers unless to cover an open wound. Gloves are not permitted; a support belt may be worn.
- 15. After your final attempt, I will communicate your best trial. Correct me if I'm wrong. Discus is measured to the <u>nearest LESSER inch</u>, DON'T use fractions.
- 16. After competition begins, you may not use your Discus or the ring for practice.
- 17. Questions?
- 18. Read the flight order.
- 19. Good Luck!

PRIORITIZE SAFTETY IN FIELD EVENTS

FOR ATHLETES FOR OFFICIALS FOR SPECTATORS

Review: FOR THE DISCUS OFFICIAL

The warm up MAY NOT BEGIN without your presence, or the presence of a coach and must be declared OPEN.

Field Event Calls: "UP" time clock begins

"ON DECK" ... athlete is next "ON HOLD" ... athlete is ready

JUDGING: Good=FAIR (white flag); Fail=FOUL (red flag)

Game Time: Please review the following FOR YOURSELF. This also may benefit some athletes during early season.

1. AT CHECK IN ...

a. PLAN AHEAD

Find those who have other events. Re-order the flights to accommodate them. Add to the first flight only those who will need to check out. They may then throw and leave. Get the OK of all coaches. STATE TOURNAMENT throws 1-1-1.

b. UNIFORMS

Get uniform violations corrected BEFORE competition. A violation observed during competition, should be reported to the referee and coach. A second violation is a disqualification.

c. IMPLEMENTS

Must be legal in warmup as well as competition.

- a. Fails to initiate a trial that is carried to completion within 1 minute after being called 'up.'
- b. Fails to pause in the circle before starting the throw
- c. Touches any surface outside the circle (including the top of the ring) during the attempt.
- d. Discus does not fall within the sector lines. The lines are foul.
- e. Discus hits the cage and/or an object outside the sector before landing within the sector.
- f. Leaves the circle before the implement has landed.
- g. Does not exit the back half of the circle after the implement has landed.
- 3. Measurements are read to the <u>nearest LESSER inch</u> at the inside of the ring with the tape stretched through the center of the ring.
- 4. All legal attempts are to be measured before the next attempt is made. Markers may not be used.
- Ask the spectators to refrain from standing directly behind the circle during competition and suspend cell phone use.
- An official should carry the Discus outside the sector, then back to the ring. Athletes may not retrieve their implements from the sector.
- Athletes may not view videos of any form during a trial. Tell spectators: "SILENCE CELL PHONES."
- 8. In FINALS Athletes throw LOW seed to BEST seed.

2023 QUICK REFERENCE OFFICIATING THE SHOT PUT

TO THE SHOT PUT OFFICIAL

Thank you for your service. Please arrive one hour before the scheduled event. The warm up may not begin without your presence. (Refer to Rule 6-4 p. 43)

Game Time: Please review the following with your participants before the competition begins.

- SCHOOL ISSUED UNIFORMS must be worn as intended. Jersey tops must comply with games committee. (refer to Rule 4-3-1.a,.b)
- 2. UNDERGARMENTS are invisible. Logos on waistbands are invisible.
- 3. Jewelry deemed unsafe must be removed.
- 4. Unsporting conduct will result in disqualification from the event and further participation in the meet.
- 5. Places are scored according to RULE 2-1-2 on page 8.
- 6. We throw 2 and 2. Games committee can adjust.
- 7. Flights are set to no less than 5 athletes. Each flight will complete its throws before beginning a new flight. There's a 10-min warm-up between flights or when everyone is twice in the ring doing 2 throws each.
- 8. Have a teammate or official OUTSIDE the sector to retrieve your Shot Put during warm-up.
- 9. Indicate if you are in another event. I can rearrange the order to accommodate your absence. I'll record the time when you leave. Check in when you return.
- 10 When your name is called, you have 1-minute to initiate a put.
- 11. Be ready to step into the ring when you are 'on hold.'
 Have a teammate OUTSIDE the sector to retrieve your
 Shot Put, NOT INSIDE the sector.
- 12. After entering the ring, you must PAUSE before you put. Make sure the implement has landed before you exit the circle. EXIT from the back half of the circle.
- 13. During the put it, is a foul if you touch the top or ends of the STOPBOARD or ring or step outside of the ring.
- 14. Tape is NOT ALLOWED on hands or fingers unless to cover an open wound. Gloves are not permitted; a support belt may be worn
- 15. After your final attempt, I will communicate your best trial. Correct me if I'm wrong. Shot Put is measured to the <u>nearest LESSER ¼-inch.</u>
- 16. After competition begins, you may not use your Shot Put or the ring for practice.
- 17. QUESTIONS?
- 18. Read the flight order.
- 19. ANNOUNCE the venue CLOSING TIME.
- 20. Good luck!

PRIORITIZE SAFTETY IN FIELD EVENTS FOR ATHLETES FOR OFFICIALS FOR SPECTATORS

Review: FOR THE SHOT PUT OFFICIAL

The warm up MAY NOT BEGIN without your presence, or the presence of a coach and must be declared OPEN.

Field Event Calls: "UP" time clock begins

"ON DECK" ... athlete is next "ON HOLD"... athlete is ready

JUDGING: Good=FAIR (white flag); Fail=FOUL (red flag)

Game Time: Please review the following FOR YOURSELF. This also may benefit some athletes during early season.

1. AT CHECK IN ...

a. PLAN AHEAD

Find those who have other events. Re-order the flights to accommodate them. Add to the first flight of only those who will need to check out. They may then throw and leave. Get the OK of all coaches. State tournament throws 1-1-1.

b. UNIFORMS

Get uniform violations corrected BEFORE competition. A violation observed during competition, should be reported to the referee and coach. A second violation is a disqualification.

c. IMPLEMENTS

Must be legal in warmup as well as competition.

- a. Fails to initiate a trial that is carried to completion within 1 minute after being called 'up.'
- b. Fails to pause in the circle before starting the PUT.
- c. Touches any surface outside the circle (including the top of the stopboard) during the attempt.
- d. Allows the shot to drop behind or below the shoulder.
- e. Shot Put does not fall within the sector lines. The lines are out of bounds.
- f. The Shot Put is thrown with 2 hands.
- g. Leaves the circle before the Shot Put has landed.
- h. Athlete doesn't exit the back half of the circle after the Shot Put has landed.
- i. Athlete does a 'Cartwheel.'
- 3. Measurements are read to the <u>nearest LESSER ¼-inch</u> at the inside of the stopboard with the tape stretched through the center of the ring.
- 4. All legal attempts are to be measured before the next attempt is made. Markers may not be used.
- 5. Ask the spectators to refrain from standing directly behind the circle during competition and suspend cell phone use
- An official should carry the Shot Put outside the sector, then back to the ring. Athletes may not retrieve their implements from the sector.
- 7. Athletes may not to view videos of any form during a trial. Ask spectators to silence cell phones.
- 8. In FINALS Athletes throw LOW seed to BEST seed.

2023 QUICK REFERENCE

OFFICIATING THE LONG JUMP

TO THE LONG JUMP OFFICIAL

Thank you for your service. Please arrive one hour before the scheduled event. The warm up may not begin without your presence. (Refer to Rule 6-7 pp. 45, 46)

Game Time: Please review the following with your participants before the competition begins.

- SCHOOL ISSUED UNIFORMS must be worn as intended. Jersey tops must comply with games committee. (refer to Rule 4-3-1.a,.b)
- 2. UNDERGARMENTS are invisible. Logos on waistbands are invisible.
- 3. Jewelry deemed unsafe must be removed.
- 4. Unsporting conduct will result in disqualification from the event and further participation in the meet.
- 5. Places are scored according to RULE 2-1-2 on page 8.
- 6. EVERYONE needs a number for identification. Return these numbers after your final jump.
- 7. Check marks are to be placed ALONG SIDE the runway, NOT ON the runway. Remove them when you're done.
- 8. Trials will be taken in open order. The pit will remain open for 1HR:15MIN. Games committee decision. Each jumper will receive 3 trials with no finals.
- 9. EXIT the pit beyond your mark to avoid a FOUL.
- 10. If you need to leave to participate in another event, get your jumps in before you leave. You may ask to move to the front of the line. In any case, get your trials completed within the time limit.
- 11. After your final attempt, I will communicate your best trial. Correct me if I'm wrong. Long Jump is measured to the *nearest LESSER* ½-inch.
- 12. QUESTIONS?
- 13. ANNOUNCE the TIME that the venue will be closed.
- 14. Good luck!

Review: FOR THE LONG JUMP OFFICIAL

The warm up MAY NOT BEGIN without your presence, or the presence of a coach and must be declared OPEN.

CALLS: (WHEN COMPETITION IS NOT IN OPEN ORDER)

Field Event Calls: "UP" time clock begins
"ON DECK" ... athlete is next
"ON HOLD" ... athlete is ready

JUDGING: Good=FAIR (white flag); Fail=FOUL (red flag)

Game Time: Please review the following FOR YOURSELF. This also may benefit some athletes during early season.

1. AT CHECK IN ...

a. PLAN AHEAD

Find those who have other events. Re-order the flights to accommodate them. Add to the first flight only those who will need to check out. If open order, get their jumps in early. Move them in line.

b. UNIFORMS

Get uniform violations corrected BEFORE competition. A violation observed during competition, should be reported to the referee and coach. A second violation is a disqualification.

- a. Any part of the shoe violates the FOUL LINE.
- b. Runs through the FOUL LINE, or FOUL LINE extended.
- c. Does not keep his head in the superior position while in the air. No somersault.
- d. When landing or leaving the PIT, touches the ground outside the PIT nearer the FOUL LINE than the nearest mark made in the sand.
- e. Fails to initiate a trial within 1 minute after name is called.
- A TRIAL is not complete until the pit is exited properly. Athletes should exit the pit BEYOND their mark.
- 4. NOTE: The mark to be measured is the mark IN THE SAND closest to the take-off board. The mark might be made by the person or anything attached to the person at the time of the trial. (a hand, rear end, a jersey, finger, comp. number, attached to body, etc.)
- 5. MEASURE from the mark made by a part of the body or uniform nearest the FOUL LINE.
- MEASURE and RECORD trials to the <u>nearest LESSER</u> ¼-inch.
- MEASURE Perpendicularly to the board or board extended.
- 8. MEASURE at the takeoff board, NOT in the PIT.
- 9. Take all places tied for last seed IN PRE-LIM to final.
- 10. In FINALS Athletes jump LOW seed to BEST seed.

2023 QUICK REFERENCE OFFICIATING THE HIGH JUMP

TO THE HIGH JUMP OFFICIAL

Thank you for your service. Please arrive one hour before the scheduled event. The warm up may not begin without your presence. (Refer to Rule 6-8 pp. 46-48)

Game Time: Please review the following with your participants before the competition begins.

- SCHOOL ISSUED UNIFORMS must be worn as intended. Jersey tops must comply with games committee. (refer to Rule 4-3-1.a,.b)
- 2. UNDERGARMENTS are invisible. Logos on waistbands are invisible.
- 3. Jewelry deemed unsafe must be removed.
- 4. Unsporting conduct will result in disqualification from the event and further participation in the meet.
- 5. Places are scored according to RULE 2-1-2 on page 8.
- 6. You will be jumping in flights FIVE ALIVE. When less than 9 jumpers remain, all will be in a single flight in order listed.
- 7. Be ready for your trial when you are 'On hold.'
- 8. You must declare your intent to pass BEFORE being called.
- 9. After your name is called, you have 1 minute to complete your jump. When there are 2 or 3 athletes left, you're allowed 3 minutes. When only one athlete is left, each trial is allowed 5 minutes. He may determine the height at which the bar is set.
- 10. Indicate if you are in another event. I can rearrange the order to accommodate your absence. I'll record the time when you leave. Check in when you return. If you are gone for an extended time, you are at risk of the bar being raised. You will have to compete at the new height. The games committee determines appropriate lengths of absences before the bar is raised. To be on the safe side, have a 'stand in' monitor the competition for you.
- 11. Once three consecutive misses occur, you are eliminated from the competition.
- 12. After the competition begins, the HIGH JUMP venue may not be used for practice.
- 13. Questions?
- 14. Read off the STARTING HEIGHTS and RAISES as well as the names of competitors in the order they jump.
- 15. Good luck.

Review: FOR THE HIGH JUMP OFFICIAL

The warm up MAY NOT BEGIN without your presence, or the presence of a coach and must be declared OPEN.

Field Event Calls: "UP" time clock begins

"ON DECK" ... athlete is next
"ON HOLD"... athlete is ready

JUDGING: Good=FAIR (white flag); Fail=FOUL (red flag)

Game Time: Please review the following FOR YOURSELF. This also may benefit some athletes during early season.

1. AT CHECK IN ...

a. PLAN AHEAD

Find those who have other events. Re-order the flights to accommodate them. They may JUMP, then leave. Get the OK from all coaches.

b. UNIFORMS

Get uniform violations corrected BEFORE competition. A violation observed during competition, should be reported to the referee and coach. A second violation is a disqualification.

- a. Displaces the crossbar during an attempt to clear.
- b. Touches the ground or landing area beyond the plane of the crossbar without clearing the bar.
- c. After clearing the bar, contacts an upright and displaces the crossbar or steadies the bar.
- d. After being called and the crossbar is set, fails to initiate a trial that's carried to completion within the 1 minute or defined time limit.
- e. Athlete fails (total body) to go over the bar.
- f. Athlete takes off from two feet.
- 3. Athletes MAY PASS if they wish.
- 4. A competitor who has PASSED three consecutive heights, may be permitted one WARM UP jump without the crossbar in place. This WARM UP must be done at a height change and the athlete will then enter the competition at that height.
- An athlete is eliminated after three successive misses. The misses don't all have to be at the same height.
- 6. You will follow the raises as defined by the games committee. Athletes may pass if they wish.
- 7. When there are nine or fewer competitors left at the beginning of a height, discontinue 5-alive and go to a straight flight.
- 8. When only one competitor is left, the competitor may determine successive heights.
- 9. Except during a tie-breaking jump off for1st place, the bar is NEVER LOWERED.
- 10. Mark the bases and bar for proper orientation in case they are displaced or jostled so that they may be placed in the exact same position.

2023 QUICK REFERENCE OFFICIATING THE POLE VAULT

TO THE POLE VAULT OFFICIAL

Thank you for your service. Please arrive one hour before the scheduled event. The warm up may not begin without your presence.

Game Time: Please review the following with your participants before the competition begins. (Refer to Rule 6-8; pp.48-50)

- SCHOOL ISSUED UNIFORMS must be worn as intended. Jersey tops must comply with games committee. (refer to Rule 4-3-1.a,.b)
- UNDERGARMENTS are invisible. Logos on waistbands are invisible.
- 3. Jewelry deemed unsafe must be removed.
- 4. Warm up approaches shall only be run in the direction of competition.
- 5. Unsporting conduct will result in disqualification from the event and further participation in the meet.
- 6. Places are scored according to RULE 2-1-2 on page 8.
- 7. You will be jumping in flights FIVE ALIVE. When less than 9 jumpers remain, all will be in a single flight in order listed
- 8. Be ready for your trial when you are 'On hold.'
- 9. You must declare your intent to pass BEFORE being called.
- 10. After your name is called, you have 1 minute to complete your jump. When there are 2 or 3 athletes left, you're allowed 3 minutes. When only one athlete is left, each trial is allowed 5 minutes. He may determine the height at which the bar is set.
- 11. Standards may be set between 18" and 31½" in the direction of the landing surface.
- 12. Check marks are to be placed ALONG SIDE the runway, NOT ON the runway. Remove them when you're done.
- 13. Indicate if you are in another event. I can rearrange the order to accommodate your absence. I'll record the time when you leave. Check in when you return. If you are gone for an extended time, you are at risk of the bar being raised. You will have to compete at the new height. The games committee determines appropriate lengths of absences before the bar is raised. To be on the safe side, have a 'stand in' monitor the competition for you
- 14. If you have passed 3 heights you will have 2 minutes per athlete entering, as warm ups without the bar in place. You must take at least 1 trial at that height.
- 15. Questions?
- 16. Read off the STARTING HEIGHTS and RAISES as well as the names of competitors in the order they jump.
- 17. Good luck.

PRIORITIZE SAFTETY IN FIELD EVENTS FOR ATHLETES FOR OFFICIALS FOR SPECTATORS

Review: FOR THE POLE VAULT OFFICIAL

The warm up MAY NOT BEGIN without your presence, or the presence of a coach and must be declared OPEN.

The planting box must meet ATSM specifications

Field Event Calls: "UP".....time clock begins

"ON DECK"...... athlete is next

"ON HOLD" athlete is ready JUDGING: Good=FAIR (white flag); Fail=FOUL (red flag)

Game Time: Please review the following FOR YOURSELF.

This also may benefit some athletes during early season.

1 AT CHECK IN ...

- BEFORE athletes warm up, coaches must sign off that competitors are using the correct poles for their weight.
- b. PLAN AHEAD. Find those who have other events. Re-order the flights to accommodate them. They may then JUMP and leave. Get the OK of all coaches.
- c. UNIFORMS. Get uniform violations corrected BEFORE competition. A violation observed during competition, should be reported to the referee and coach. A second violation is a disqualification.
- Record the height at which the athlete will enter AND their standard settings at CHECK IN. These may be ADJUSTED.
- e. INSPECT POLES. Tape should be a uniform thickness.
 Manufacturer's pole rating for weight is ¾" lettering above top hand hold and 1" tape to indicate top hand hold position.

- Displaces the crossbar from the pins with the body or the pole. NOTE: If the standards are placed incorrectly, the trial is not counted and an additional trial is granted.
- b. Leaves the ground in an attempt and fails to clear the crossbar. NOTE: The competitor aborts the approach and in stopping plants the pole and momentum causes the feet to leave the ground.
- c. During the vault, raises the uppermost hand when off the ground to a higher point on the pole, or the bottom hand is raised to any point above the uppermost hand.
- d. Allows any part of the body or the pole to touch the ground or the landing system beyond the vertical plane of the stopboard, without clearing the bar.
- After being called and the crossbar is set, fails to initiate a trial that's carried to completion within the 1 minute or defined time limit.
- After clearing the crossbar, contacts an upright and displaces the crossbar.
- g. After clearing, steadies the crossbar with hand or arm.
- h. Grips the pole above the top hand-hold band.
- Touches or catches the pole to prevent it from dislodging the crosshar
- 3. It is the responsibility of the coach to verify the competitor will use a legal pole rated at or above the competitor's weight.
- Tape is NOT ALLOWED on hands or fingers unless to cover an open wound. Gloves are not permitted. Chalk or an adhesive or similar substance such as rosin on hands or the pole during competition is LEGAL.
- 5. You will follow the raises as defined by the games committee. Athletes may pass if they wish.
- When there are nine or fewer competitors left at the beginning of a height, discontinue 5-alive and go to a straight flight.
- When only one competitor is left, the competitor may determine successive heights.
- Except during a tie-breaking jump off for1st place, the bar is NEVER LOWERED.
- Mark the bases & bar for proper orientation in case they are displaced/jostled. They must be placed in the exact same position.