



MANAGING TRACK & FIELD EVENTS

Introduction

All of our events for Primary and Intermediate School aged children, whether they are held at Clubs, or school, or inter-school, are managed by volunteers.

Athletics Wellington has put this guide together to help those volunteers.

We need you.

Don't be put off by words like "officiating", "Referee", "Umpire", "Judge", etc. they are just used to describe the job that a volunteer does.

What we most need is people to help at events and these notes attempt to help you to understand the role in which you are "helping". We hope that you will copy the sections you need, or the "job descriptions" for each category of helper.

Management

You can make your meeting run more efficiently, by doing as much preparation as you can in advance. This includes plenty of advance communication with team organisers. Make sure your contributing Clubs or Schools know well in advance where and when the event is being held, what the timetable is and what help they are expected to provide. You may want them to screen and train their athletes, so that they don't enter children who don't actually know how to do their event.

You may want advance entries, so that you know how many athletes or relay teams to cater for (and therefore how long each event should take!) You might also want to do advance heat draws. (When you do, make sure that you get approximately equal numbers from each team in each heat, and that the same team doesn't get the same lanes each time!)

Prepare result sheets for each activity, in the format you want. If your meeting has event records, or qualifying standards for subsequent events, make sure they are noted on each result sheet. When drafting your timetable, allow time for briefing the officials who are managing the events, and briefing the team managers. Allow time for "warm-ups" before the events start, because you won't be able to allow "general" warming up on the track or the field, once the action begins!

Meeting Management:

The key people are the **Meeting Manager**, and the **Meeting Referee**. In general,(and under IAAF and ANZ rules), the Meeting Manager is in charge of the organisation, the grounds etc and the Referee is in charge of the officials, the events and the administration of the rules.

i.e. The Referee manages what's happening inside the arena fence line and the Manager manages what's happening in the grounds, stadiums and everything outside the competition area. Sometimes schools depart from this formula, but if you have an official you've recruited to administer the rules (referee) then the Manager should not overlap the jurisdiction the meeting rules allow him!

Briefings:

In your briefings, make sure the **event officials** know:

- Where to collect their equipment
- Where to return it
- What the timetable is, and what warnings you will give of rotations
- What the first aid and emergency arrangements are
- Warn them not to get involved in protests and tell them what the protest procedure is. (Normally parents, teachers and coaches should take their protest to the Team Manager, who is the only person who may raise it with the Match Referee).
- Make sure you have arranged refreshments for them, and tell them how and when they'll get a break to enjoy them!

When briefing **Team Managers**, tell them:

- What the timetable is
- How heats etc are to be drawn and what the arrangements for finals are
- What the protest procedure is, and that you don't want protests raised with event officials
- What the first aid and emergency arrangements are
- The standards of behaviour and discipline you expect them to enforce with their athletes
- Ask them to ensure that they keep their parents, supporters and non-competing athletes out of the competition arena

(You aren't normally expected to provide refreshments for Team Managers!)

Meeting Manager:

The Meeting Manager is in charge of the over-all conduct of the meeting.

The Meeting Manager's job is to:

- Oversee the organisation of the event.
- Ensure that advance information is circulated in plenty of time before the event
- Ensure that sufficient event officials are appointed or arranged, and that they are given a brief of their duties. *(You could copy the "job descriptions" from these notes)*
- Produce pre-printed result or recording sheets (making sure that they include any event records)
- Convene an "Official's Meeting" before the event starts
- Convene a "Manager's Meeting" before the event starts. *(You should not try to combine the two meetings, since you may not wish to have Team Managers discussing things which might confuse your officials, so separate is better.... time permitting!)*
- Ensure that the whole athletics meeting runs to time.
- Ensure that a "Fair Play Charter" or code of conduct for athletes, coaches and spectators is published prior to the meeting and is on display at the meeting.
- Receive all protests from team managers and decide the appropriate action. (Protests should **only** be accepted from team managers!)
- Liaise with the designated event officials and announcer.
- Arrange for first aid and emergency services to be available and accessible.
- Organize cancellation notices.
- Evaluate the meet in writing.

Referee:

The Referee is in charge of the technical conduct of the events and must ensure that every athlete complies with the rules of the event and the spirit of fair play or the code of conduct.

At school events there is usually one referee, but at large meetings, there may be separate event referees (track referee, field referee, or even throws referee, jumps referee etc). Where this happens the event referee's decision is usually final, but it could be useful to have an overall "Match Referee" to rule on protests and appeals.

- The Referee has the final say on decisions by all officials.
- The Referees will ensure fair competition on the track and in the field events.
- The Referee should enforce all rules and should decide all questions relating to the actual conduct of the meet.
- Other than "no throw" or "no jump" rulings by officials, **only** a referee can disqualify an athlete. Officials and marshals must advise the referee of unfair or illegal actions.
- The referee **must** sign and approve any records. This will involve checking the measurements for field events and the timing for track events
- Appeals and protests must be made to the Match Referee for decision. There may be a protocol for the Meeting Manager to "collect" them, but those relating to happenings within the competition arena must be referred to the referee.

Announcer:

The announcer is the key official in helping the Event Manager to run the Meeting. The main role is to ensure that all competitors are called to the marshalling areas for their events, at the appropriate time.

- The Announcer should meet with the meeting manager prior to the commencement of the event.
- The Announcer and the announcing system should be positioned in such a way that messages can be heard by all competitors.
- Speak slowly and clearly.
- At the beginning of the event, announce the following:
 - Welcome – acknowledge the event, competitors, spectators and any sponsors.
 - Explain the evacuation procedure in the event of an emergency.
 - Describe how event is to be run covering the following items:
 - Warm-up and stretching
 - Where athletes are to sit, between events and when waiting for relays.
 - Where athletes are to marshal, for relays and for all other events
 - Tell year groups to take their gear and rotate around the events at whatever time intervals the Meeting Manager decides (whether any particular event is finished or not).
 - Athletes should remain at an event until you direct them to move.
 - Toilet and changing rooms facilities – where located
 - When going to the toilet, athletes should excuse themselves from the person in charge of the event, and walk quickly to the toilets. Do not walk across the track or the middle of the field. Walk around the outside of the events.
 - When waiting at an event, please sit down and wait quietly.
 - All children not participating in an event should be in the grandstand or a designated area outside the arena.
 - Out of bounds areas – as defined by the Meeting Manager

- Spectators are to remain in the stand or on the outside of the track at all times.
- Only athletes and officials are permitted to be in the marshalling area and within the track surrounds.
- Rubbish is to be placed in the bins provided. Each school/zone/club is responsible for ensuring their particular area is left in a satisfactory state of cleanliness.
- During the meet, announce reminder messages of the safety rules of the venue and the points listed above.
- Call all events and rotations as listed in the programme.
- Where possible, keep spectators informed of the progress of the event (finals on the track, athletes achieving special results, the height of the high jump, and outstanding distances of throws. *A messenger or reporter, or a mobile microphone can help you!*)
- Keep control of children at or near the finish line, particularly for sprints and relays.
- Ask for quiet at the start of each race if necessary.
- Time the rotations and sound a warning at the agreed time intervals. (Siren, hooter, or bell etc)
- Keep watch over general conduct and out of bounds areas.
- Return all equipment to the meeting manager at the close of competition.