

# Officials Handy Hints

**The Australian Athletics Officials Education Committee** (a joint initiative of Athletics Australia and Little Athletics Australia), have developed a number of 'handy' hints, a document to assist officials undertaking their roles.

They are primarily aimed at novice officials, who would like a handy guide they can keep in their bag at athletics carnivals. Each handy hint has a brief outline of the following:

- **Significant rules of the event**
- **Equipment required to conduct the event**
- **Officials required to conduct the event**
- **Risk management considerations**

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# Discus

## What Is A Discus?

The discus, an implement in the shape of a plate, can be made of rubber, wood and metal or plastic and metal.



## How Do I Make The Event Site Safe?

- Discus circles **must** be enclosed with a cage.
- Apart from the Chief Official and the Official on the sector line and/or spiking, everyone should stand behind the athlete, and at least 1 metre away from the safety cage.
- Other than the athlete, **no-one** should be inside the cage when a discus is thrown
- The landing sector should be flat and devoid of holes.
- The discus should be **CARRIED** back to the circle - never thrown.

## What is the Minimum Equipment I Need?

- **Discus circle within a cage and sector:** Clearly marked
- **Tape Measure:** (50-100 metres)
- **Discus:** age, gender, disability appropriate. A separate sheet lists the weights.
- **Spike:** To hold zero end of tape at the nearest edge of the mark made by the discus on landing
- **Flags:** Red, white, yellow
- **Recording Sheet:** For recording all performances at the venue
- **Cloth:** To wipe and clean the discus
- **Broom:** To sweep the surface of the discus circle.
- **Mat:** for athletes to wipe their feet
- **Sector:** of 34.92°.
- **Cone:** for closing the circle
- **Stopwatch:** for timing trials

## What is the Minimum Number of Officials Required to Conduct the Event?

- **Two officials at throwing circle.** Tasks include watching for foul throws, measuring and pulling the end of the tape back through the centre of the circle.
- **Two officials at side of Sector.** Tasks include locating and marking the point of impact of the discus and returning the discus to the circle.
- **One official for recording.**

## What Happens During an Athlete's Trial?

- A discus can be thrown anyway – even underarm
- An athlete may enter the circle from any direction
- A marker may be used
- The trial must be commenced from a stationary position inside the circle
- Each athlete is entitled to 3 trials
- Some athletes may have 6 trials – the best 8 at championship level
- Once competition has begun, athletes shall not be permitted to use the circle or ground within the sector for practice trials with or without implements.
- The athlete may during the course of each trial, stop and place the discus down in the circle and then recommence the trial again, providing that no other **infringement** has occurred.

# Discus

## When Is a Foul Recorded?

- If the athlete leaves the circle before the discus has landed.
- If the athlete touches the top of the circle or the ground outside the circle during the trial with any part of their body. (They are allowed to touch the inside of the circle.)
- If the discus falls so that the point of impact is on or outside the sector line.
- If the athlete does not exit from the **rear half** of the circle.
- If the athlete takes longer than 60 seconds to commence his trial



## How Is a Throw Measured?

- The imprint mark made by the discus on landing closest to the circle is selected
- The selected point is marked by the spike and the zero end of the tape is held at the spike.
- The tape is drawn tight through the centre of the circle.
- The distance is measured at the point where the tape crosses the inner edge of the circle directly back through the centre of the circle (there should be a mark)
- Each measurement is to the nearest centimetre below the distance thrown unless the reading is a whole centimetre.
- If the discus hits the cage and deflects back into the sector it shall be a valid trial and measured providing no other infringement occurs.

## How is a Throw Recorded?

- Best performances should be circled or highlighted.
- Ties are broken by referring to the next best throw.

Competitor	Trial 1	Trial 2	Trial 3	Best	Placing
A	24.75	X	24.62	24.75	3
B	25.53	24.29	25.99	25.99	1
C	24.75	24.53	24.57	24.75	4
D	25.53	25.98	25.88	25.98	2
E	X	16.47	X	16.47	5

# High Jump

## Preparation for the Event

- Ensure that all aspects of the landing area and run up are safe for the athletes
- Ensure that the brackets that support the cross bars are facing the opposite upright
- Allow athletes practice jump/s to check their run up
- Set bar at the correct and stated starting height
- The uprights and landing area should be designed so that there is a clearance of at least 10cm between them to avoid displacement of the cross bar through movement of the landing bag coming into contact with the uprights



## Event Safety

- Uprights may be moved during a competition only if the Judge in consultation with the Referee considers the take-off or landing area has become dangerous
- The landing area should be maintained in a safe condition. If a number of small landing bags are used, they should be regularly checked to ensure there are no holes or gaps between them
- It is good practice to place smaller mats at the back and ends of landing area if the main bag is not the required size

## Equipment

- **Stands/Uprights:** x 2 fitted with a suitable adjustable bracket for holding the cross bar
- **Cross Bar:** (circular in cross section) with square mounting blocks at each end for resting bar on brackets. Supports must be smooth.
- **Measuring Stick:** or tape
- **Landing Bag:** minimum 60cm thick
- **Broom:** for keeping the run-up clear
- **Markers:** for athletes to mark their run-up (tape) Athletes allowed 2 markers

## Officials Required

- Two officials at the uprights: to return the cross bar to the supports
- One official to judge the jump; this official may be the Chief Judge
- One official to record the athlete's performances

## Measuring the Cross Bar Height

- Measurements are taken with the measuring stick from the top of the middle or lowest point of the cross bar
- The height of the cross bar at the uprights is also taken to ensure that the bar is level
- Knowing the difference i.e. "the sag" of the bar is useful when raising the bar as the height at the uprights will be higher than in the middle
- Put a mark on the cross bar to show you which is the front of the bar so it is the same for all athletes

# High Jump

## General Rules

- An athlete may approach the bar from any angle.
- An athlete must take off from **one** foot only.
- Prior to the competition the Chief Judge will announce the starting height and subsequent heights the bar will be raised
- The bar shall never be raised by less than 2cm (unless there is one athlete remaining) or 3cm in Combined Events
- An athlete may commence jumping at any height previously announced
- Three consecutive failures regardless of the height will eliminate the athlete
- A failure results:
  - When, after a jump, the bar does not remain on the support because of the action of the athlete whilst jumping
  - If an athlete fails to commence an attempt within 60 seconds of their name being called
  - If an athlete touches the ground or equipment i.e. mat; cross bar including the landing area beyond the plane of the uprights, either between or outside the uprights with any part of their body without first clearing the bar



Note: If an athlete, when they jump, touches the landing area with their foot, and in the opinion of the Judge no advantage is gained, the jump will not be considered a failure

- If the bar falls after an athlete has landed and left the mat, it may still be counted as a failure. It is the decision of the Chief Judge as to whether contact by the athlete or some other factor e.g. wind has been made
- An athlete may abort an attempt (balk) as many times as they like provided that the final attempt is commenced within 60 seconds
- The final athlete may continue to jump at height rises agreed with the Chief Judge or Referee until the athlete has 3 consecutive failures
- An athlete may pass on the second or third trial at a particular height (after failing the first or second time) and still jump at a subsequent height

## Starting Heights

May vary according to the competition, age and gender. Please check the technical regulations of the competition

### Recording

**O** : indicates a clearance or valid jump

**X** : indicates a failure

- : indicates a pass or did not attempt at that height

Competitor	1.15	1.20	1.25	1.30	1.35	1.40	1.43
Andrew	-	XO	O	XO	O	XXO	XXX
Ben	O	O	O	X	XO	XXO	XXX
Chris	O	O	X	O	XXO	XXO	XXX
David	O	X	O	XXO	XXO	XO	XXX
Edan	X	X	X				

# High Jump

## Determining the Results

- Each athlete shall be credited with the best of all their trials, including those achieved in resolving a tie for first place
- The athlete who clears the greatest height is the winner
- If there is a tie:
  - The athlete with the lowest number of jumps at the height at which the tie occurred shall be awarded the higher place.
  - If the tie still remains, the athlete with the lowest total number of failures throughout the competition up to and including the height last cleared shall be awarded the higher place.
- If the athletes are still equal, they will be awarded the same place unless it concerns first place
- If it concerns first place, the athletes tying shall have a "jump-off" unless otherwise decided, either in advance according to the Technical Regulations applying to the competition, or during the competition but before the start of the event by the Technical Delegate or the Referee if no Technical Delegate has been appointed.
- If no jump-off is carried out, including where the relevant athletes at any stage decide not to jump further, the tie for first place shall remain.
- The jump-off shall start at the next height determined in accordance with the heights announced prior to the start of competition, after the height last cleared by the athletes concerned
- If no decision is reached the bar shall be raised, if more than one athlete concerned were successful, or lowered if all of them failed, by 2cm for the High Jump
- If an athlete is not jumping at a height they automatically forfeit any claim to a higher place.
- If only one athlete then remains they are declared the winner regardless of whether they attempt that height



Athletes will be awarded the best of all their jumps, including those in a jump off.

If it concerns any other place the athletes shall be awarded equal place in the competition.

Competitor	Best Jump	Failures		Placing
		Height last cleared	Up to & including height last cleared	
Andrew	1.40	2	4	2=
Ben	1.40	2	4	2=
Chris	1.40	2	5	4
David	1.40	1	6	1
Edan	-			NH

From the example above:

- All cleared 1.40 m and all failed at 1.43 m.
- David wins with the lowest number of attempts at 1.40, only 2
- Andrew & Ben are equal 2nd with 4 failures.
- Chris is 4th with 5 failures.
- Edan did not record a measurable height

# High Jump

## Handy Hints for High Jump Officials

- Have different coloured tape cut into pieces before competition begins for use as athlete markers
- Use a flexi bar for younger age groups to avoid replacing the bar for missed jumps and to limit injuries and increase confidence



# Hurdles

## What is Hurdling?

Hurdling is basically an extension of running. The first leg over the hurdle is called the “lead” leg and the second leg is the “trail leg”

## How do I Prepare for the Event?

- Ensure there are an adequate numbers of hurdles (flights) on the track at the correct distance apart and at the correct height for the age group.
- Check the track conditions. In wet conditions, grass tracks in particular can become very slippery, which can make hurdles a very dangerous event for the athletes.



## What is the Minimum Equipment Required?

- The hurdles shall be made of metal with the top cross-bar of wood or other suitable material, with 2 feet and 2 uprights supporting the cross-bar.

## What Officials are Required for this Event?

- Officials / Umpires are required to observe from directly down the track for any lane infringements, or to notice any interference with other athletes.
- Additionally, Officials / Umpires adjacent to the hurdle flights are required to observe athletes when they are attempting to clear the hurdles

## What are the General Rules?

- The feet of the hurdle shall be at right angles to the cross-bar and shall be placed on the track, so that the edge of the cross-bar nearest the approaching athlete coincides with the track marking nearest the athlete.
- In order for the athletes to check their start and hurdle clearance, athletes are normally permitted a practice trial over the first 2 hurdle flights.
- All races shall be run in lanes and each athlete shall keep to his own lane throughout the race.

## When can an Athlete be Disqualified in Hurdles?

- If in the opinion of the Track Referee, an athlete deliberately knocks down a hurdle by hand or foot
- If an athlete interferes or impedes another athlete's performance
- If an athlete goes under or around a hurdle
- If an athlete trails their foot around the side of a hurdle
- If an athlete jumps a hurdle not in their own lane

## What are some of the Safety Considerations?

- Make sure ALL hurdles are facing the correct direction. Hurdles have stripes or markings on one side. These stripes or markings always need to face the athlete.
- All the legs of the hurdles should be facing the direction from which the athlete runs.
- Never allow the athletes to jump hurdles from the wrong direction.

## What are the Hurdle Heights?

A separate sheet lists the hurdle heights, holes showing and track markings



# Javelin

## What Is A Javelin?

The javelin is a form of spear and as such is a lethal weapon.

## How Do I Make The Event Site Safe?

- Keep athletes well back from the throwing area
- Everyone should be alert and always watch the who has a the javelin
- The Chief Official should stand alongside the runway in a safe position
- Officials in the sector should never take their eyes off the javelin
- The landing sector should be clear.
- Make sure the sector lines extend well past the largest throw and mark the end with a red throw
- The javelin should be placed in the ground in an upright position if there is no rack
- The correct procedure for removing the javelin from the ground is to place your thumb over the tip and pull back.
- The javelin should be **CARRIED** back to the runway in a vertical position, tip down-never thrown.
- The javelin can be deflected by gusts of wind.



## What Is The Minimum Equipment I Need?

- **Runway:** Clearly marked
- **Sector:** 28.95 °.
- **Tape Measure:** (50-100 metres)
- **Javelin:** age, gender, disability appropriate
- **Spike:** To hold zero end of tape where the tip of the metal head first struck the ground.
- **Place Tickets:** Record performance for each athlete.
- **Recording Sheet:** For recording all performances at venue.
- **Cloth:** To wipe and clean the javelins.
- **Broom:** To sweep the javelin runway.
- **Marker:** Two for each athlete to mark the start point of their run-up.

## What Is The Minimum Number Of Officials Required To Conduct The Event?

- **Two officials at throwing arc.** Tasks include watching for foul throws, measuring and pulling the end of the tape back through the centre of the circle of which the arc is a part (8 metres from the arc).
- **Two officials at side of the Sector.** Tasks include finding and marking the point of impact of the javelin tip and returning the javelin.
- **One official for recording.**

## What Happens During an Athlete's Trial?

- The javelin must be held at the grip.
- It should be thrown over the shoulder or upper part of the throwing arm
- It must never be slung or hurled
- Each athlete is entitled to 3 trials
- Some athletes may have 6 trials – the best 8 at championship level
- Allow athletes a practice throw(s) to check their run-up if possible
- The athlete may during the course of each trial, stop and place the javelin down inside or outside the runway, leave the runway, then return to begin a fresh trial, providing that no other **infringement** has occurred.

## When Is A Foul Recorded?

- Non-orthodox styles are not permitted.
- If an athlete turns completely around, so that their back is toward the throwing arc during the throw, until the javelin has been launched into the air
- If the tip of the metal head does not strike the ground before any other part of the javelin.
- If the athlete leaves the runway before the javelin has impacted the ground.
- If the athlete when leaving the runway leaves forward of the throwing arc or extensions
- If the athlete after starting their throw, touches with any part of their body the lines marking the runway
- If the javelin lands on or outside the sector lines
- If the athlete takes longer than 60 seconds to commence their throw



## How is a Trial Measured?

- The measurement of each throw shall be made from where the tip of the metal head first strikes the ground to the inside edge of the arc along a line from the point of landing to the centre of the circle of which the arc is part.
- The selected point is marked by the spike and the zero end of the tape is held at the spike.
- The tape is drawn tight through the centre of the circle of which the arc is a part (8 metres from the arc).
- Each measurement is to the nearest centimetre below the distance thrown unless the reading is a whole centimetre.

## How is a Throw Recorded?

- Best performances should be circled or highlighted
- Ties are broken by referring to the next best throw

Competitor	Trial 1	Trial 2	Trial 3	Best	Placing
A	34.67	X	34.65	34.67	5
B	35.54	34.98	34.65	35.54	3
C	34.55	37.98	37.54	37.98	1
D	37.98	35.54	34.67	37.98	2
E	X	33.88	34.68	34.68	4

# Long Jump

## What Must I Do To Prepare For The Event?

- Ensure sand in the pit is level with run-up.
- Sand may need to be watered if it is dry.
- Allow athletes a practice jump(s) to check their run up if possible.
- Two markers are to be available to each athlete to mark their run-up.
- The distance from the edge of the pit to the front edge of the take-off area for:
  - U6-8years:** should not be less than 50cm or more than 2m.
  - U9-Open:** should not be less than 50cm and not more than 3m



## How Can I Make The Event Site Safe?

- Dig over the sand to loosen it
- Turn and level the sand to ensure it is level with the run-up
- Remove of objects such as sticks, stones to avoid injury to the athletes
- Water the sand
- Sweep the runway

## What Equipment Do I Need?

- **Take-off area:** (mat, sand, tape, board) varies according to the competition – age; disability
- **Plasticine indicator board and tools:** for major meets
- **Tape measures:** 1 for measuring (20 metres), 1 for run-ups (50metres)
- **Rake:** To level the landing area sand after each trial
- **Broom:** For keeping runway clear of sand
- **Shovel:** For digging over landing area and moving sand
- **Bucket/Hose/Watering Can:** For keeping sand damp
- **Hand Brush:** To sweep take-off area after each jump
- **Spike:** To hold zero end of tape at the nearest edge of the mark made by the athlete on landing
- **Recording Sheet:** For recording all performances.
- **Markers: (Each athlete permitted 2)** To mark the start point of their run-up
- **Flags:** Red, white, yellow
- **Cone:** For closing the runway
- **Stop watch:** To time athletes
- **Wind Gauge:** For wind measurements

## What Is The Minimum Number Of Officials Required To Conduct The Event?

- **One official at take-off area.** Tasks include watching for foul jumps, measuring. (see measuring the jump)
- **Two officials at side of pit.** Tasks include finding break (imprint) made in sand (see measuring the jump) and raking & levelling the sand in the pit.
- **One official for recording.**

## What Happens During an Athlete's Trial?

- Each athlete is entitled to 3 trials and some athletes may have 6 trials.
- Each athlete must place take-off foot on or before the take-off area nearer to the landing area.
- Markers may be placed alongside the runway – not on it
- Markers are not permitted in the landing area/pit.

# Long Jump

## When Is A Foul Recorded?

- If any part of foot is beyond the front edge or if the entire foot is outside either end of the take-off area
- If during the run-up, an athlete touches the ground beyond the take-off line with any part of the body, whether running up with or without jumping; it shall be deemed a trial even if it is not completed.
- If after completing the jump an athlete walks back through the landing area towards the take-off area
- In the course of landing an athlete must not touch the ground outside the landing area nearer to the take-off point than the nearest break (imprint) in the landing area
- If any sort of somersault is used
- If an athlete takes longer than 60 seconds to begin a jump



## How is the Jump Measured?

### Little Athletics U6-U12:

- The official selects the first break (imprint) made in the sand by the athlete's foot, hand or whichever is closest to the imprint made in the take-off area by the take-off foot
- If the athlete takes off before the take-off mat or board, then the jump shall be measured from the break in the sand, in a perpendicular line, to the back edge of the take-off area
- The tape is straightened and laid over and in contact with imprint made by take-off foot in the take-off area or back of take-off area as applicable

### All others:

- The official selects the first break (imprint) made in the sand by the athlete's foot, hand or whichever is closest to the front edge of the take-off board
- If the athlete takes off before the take-off mat or board, then the jump shall be measured from the break in the sand to the front edge of the take-off board
- The measurement is taken perpendicular to the take-off line or its extension, i.e. straight back from the imprint in the sand
- The selected point is marked by the spike and the zero end of the tape is held at the spike
- The tape is drawn tight and the distance is measured to the nearest centimetre below the distance jumped unless the reading is a whole centimetre
- The athlete who has the longest measured distance from all jumps recorded is the winner

## How is a Jump Recorded?

- Best performances should be circled or highlighted
- Ties are broken by referring to the next best jump

Competitor	Trial 1	Trial 2	Trial 3	Best	Placings
Angus	5.75	-	5.62	5.75	4
Brian	6.35	5.92	6.87	6.87	2
Callum	5.65	5.45	5.75	5.75	3
Donald	6.87	6.35	6.33	6.87	1
Eddie	X	X	X	X	NM

# Long Jump

## General Rules

Once competition has begun, athletes are not permitted to use the competition runway for practice purposes

## Handy Hints for Long Jump Officials

- Rake the pit after every jump
- Ensure there are sufficient markers for every athlete
- Have younger athletes run up from a set marker
- Have younger athletes lined up beside the runway to speed up the process



# Place Judging

## Function:

To determine the order in which athletes cross the finish line in a track/course event.

## What Do I Need?

- Recording sheet
- Place Tickets
- Pen
- Clipboard

## Where Do I Stand?

- Operate from the same side of the track
- On the infield
- On a raised stand
- At least 5m back from the inside lane of the track
- In line with the finish

## How Many Place Judges Should There Be?

The number of Place Judges required depends on the type of event (laned/non-laned). It is preferable that there is one Place Judge for each lane or per athlete and a Chief Judge.

## What Do I Do?

Place Judges are allocated a specific place to judge e.g. 3<sup>rd</sup> place

- Judging a place occurs when an athlete's torso – (not head, neck, arms, hands, legs) crosses the finish line
- Record the athlete's number and club and hand to Chief Judge or athlete to proceed to the recording area
- In distances greater than 400m, athletes may be handed place numbers from the judges before being placed in finishing order and proceeding to the recording area

## How Do Place Judges Record The Finish?

- The Chief Judge notes the first to finish
  - The First Judge notes first and checks second
  - The Second Judge notes second and checks third
  - The Third Judge notes third and checks fourth .....
- The Chief Judge determines the placings after collecting the record sheets

## What Happens If A Mistake Is Made?

Sometimes you may miss the finish; it may be too close for you to make an accurate decision or you are unsure.

- Don't panic
- Don't let your mistake be known to the athletes, spectators, coaches
- Inform the Chief Judge immediately and they will assist you

## Handy Hints for Place Judges



# Place Judging

- Be aware of all Judges on the stand and don't obstruct their view
- Don't converse with the athletes as this slows down the process
- In non-laned events, be aware of athletes being lapped or withdrawing

Note: The single function of Judges may vary widely on the type of meeting at which they are officiating e.g. at some competitions with limited officials Timekeepers may also perform the role of Judges. Where an official has a dual role it is important that the official does not lose sight of their athlete until identity is clearly established



# Race Walking

## What is Race Walking?

Race Walking is a progression of steps so taken that the walker makes contact with the ground, so that no visible (to the human eye) loss of contact occurs. The advancing leg shall be straightened, (i.e. not bent at the knee) from the moment of first contact with the ground until the vertical upright position.



## What is the Equipment I need?

- **Walk Jackets or Armbands:** To identify the Walk Judges
- **Walk Judge Summary Sheet (Judges Pads):** To record infringements - Yellow paddles and Red cards
- **Red Cards**
- **Walk Paddles (2):** Bent Knees and Loss of Contact
- **Chief Walk Judge's Sheet:** To collate the infringements
- **Recording Table**
- **Clipboard and pen**

## What are the Race Walking Rules?

There are two basic rules in Race Walking:

- **Contact:** The athlete must never have both feet off the ground at once.
- **Knees:** The advancing leg must be straightened (not bent at the knee) from when the foot first makes contact with the ground until the vertical upright position.
- A **Yellow Paddle** is given when an athlete is "close" to breaking the rules.
- A **Red Card** is issued when an athlete has "broken" the rules.

## How are Yellow Paddles or Red Cards Given?

- A Walk Judge may Yellow Paddle an athlete twice, once for Contact and once for Knees. However they cannot issue 2 for Knees or 2 for Contact.
- Yellow Paddles do not count towards disqualification.
- Each Walk Judge can only Red Card the same athlete once.
- Communication either **verbal or non-verbal** is dependent upon the age level and competition
- Little Athletics:
  - Up to and including U12 athletes receive *Verbal Reports* at the time of detection of the actual infringement. Note: All remarks should be loud and clear and always in the form (e.g. Red Card No. 6 contact or knees)
  - U13-U16 age groups receive *Non- Verbal Reports*. The Reports for these age groups are silent and the athlete is not aware of them – **Red Cards**
  - Please check the Rules of Competition as these may vary

## Where Do You Stand On The Track?

- Judges are spread around the track to ensure the whole track is covered
- Judge from Lane 5-7 to ensure a clear view of the athletes in your zone
- It is best to view an athlete from side on, not from behind



# Race Walking

## What Does a Good Judge Not Do?

- Believe that the proof of a good Judge lies in how many Red Cards given. A good Judge can assist more competitors to finish by the judicial use of a Yellow Paddle before an infringement of the rules take place
- Pre-judge a competitor for what they might have done in a previous event
- Be influenced by outside opinions. A Judge is in control of their section of the course or track, so must make their own decisions
- Avoid getting into conversations during the race with other Judges or spectators
- Take an active interest in the positions or placings of any of the competitors
- Judge by lying or crouching on the track or road
- Hide from the athletes in a road race. It is unethical and distracting to the athlete to 'hop' out from behind a fence, bush, car etc.



## Who Can Disqualify?

- The Chief Walk Judge is the ONLY Judge who informs the athlete of their disqualification
- Three Red cards to one athlete is required for disqualification

## At the End of the Event

- Each Walk Judge must hand in their Judge's Tally Sheet to the Chief Walk Judge as soon as the event has finished.

# Relays

## Preparation for Event

- Ensure that all aspects of the track and change-over zones are safe for athletes.
- Ensure the athletes are aware of the area in which the baton must be passed (change-over zone).



## What are the Different Types of Relays?

- *Shuttle relays:*
  - Four athletes line up opposite one another.
  - The baton is carried up and down the track, passing the baton to the next person in line
  - The baton is held vertically at the base.
  - It is received at chest height by the receiver holding their arms outstretched and hands making a big "V"
- *Circular Relay: 4x100; 4x200; 4 x400; Medley; Swiss*
  - Four athletes per team
  - The baton is held at the base and passed in a non-visual downward pass.
  - The receiver has their arm outstretched behind with the palm facing up and the thumb towards the body.
  - The incoming runner then places the baton downwards into the receiver's hand.

## Definitions

- **Change-Over zones:** 20 metres in length and one lane in width, in which the baton must be passed.
- **Acceleration zone (U12-U16 only):** A zone in each lane 10 metres in length, prior to the beginning of the change-over zone, where the receiving athlete may begin to accelerate prior to the passing of the baton. (The Baton must not be passed within this zone).
- **Check Mark:** Marker placed within a lane to denote where the athlete's acceleration is to begin.

## What Equipment Do I Need?

- **Baton:** smooth hollow tube, circular in cross section, made of a rigid material.
- **White Flags or approved method:** White flag to signal 'all clear'
- **Yellow Flags or approved method:** To indicate 'infringement' has taken place.

## What Officials are Required?

- One Official at each end of the change-over zone.
- Can use only two officials if necessary – one on inside and another on the outside of the lanes

# Relays

## General Rules

- The baton shall be carried in the hand during the event
- U9 – U11 athletes commence running from inside the change-over zone.
- U12 – U16 athletes may commence running from inside the acceleration zone.
- The baton passing takes place within the 20 metre change-over zone.
- The position of the baton is decisive, not the athletes body, head, feet or legs.



## What Happens if the Baton is Dropped during Change-over?

- If the baton is dropped, it must be picked up by the athlete, who dropped it, not by another athlete in the same team.
- Athletes may leave their lane to do this as long as they do not interfere with any of the other runners on the track.
- Once the baton has been retrieved, the athlete can return to their lane and continue with the race.
- Provided this is done within the change-over zone, there will be no disqualification

## When Will a Team Be Disqualified?

- If the baton is thrown between runners
- If the baton is not carried by hand the whole way
- If an athlete interferes with any other competitor
- If the baton is not changed in the 20 metre change-over zone
- If athletes rims on or over their inside lane line

# Shot Put

## What is a Shot?

A shot is a circular metal ball that is put from close proximity to the chin or neck

## How Do I Make The Event Site Safe?

- The Chief Official should stand alongside the ring in a safe position on the right hand side of a right handed thrower and vice versa.
- Apart from the Chief Official and the Officials on the sector line and/or spiking, everyone should stand 2metres behind the athlete
- The landing area should be flat and devoid of holes
- The shot should be **CARRIED** back to the circle - never thrown.



## What is the Minimum Equipment I Need?

- **Sector and Circle:** Clearly marked
- **Tape Measure:** (20 metres)
- **Shot:** age, gender, disability appropriate. A separate sheet lists the weights.
- **Spike:** To hold zero end of tape at the nearest edge of the mark made by the shot on landing
- **Recording Sheet:** For recording all performances at the venue
- **Cloth:** To wipe and clean the shots.
- **Broom:** To sweep the surface of shot put circle
- **Flags:** Red, white, yellow
- **Mat:** to wipe feet
- **Sector:** of 34.92°
- **Stop board:** measuring 1.22m Long, 100mm high and 114mm wide shall be used.

## What Is The Minimum Number Of Officials Required To Conduct The Event?

- **Two officials at circle:** Tasks include watching for foul throws, measuring and pulling the end of the tape back through the centre of the circle.
- **Two officials at side of Sector:** Tasks include locating and marking the point of impact of the shot and returning the shot to the circle.
- **One official for recording.**

## What Happens During an Athlete's Trial?

- The trial must be commenced from a stationary position inside the circle.
- The shot shall be put from the shoulder with one hand only.
- At the start of the trial the shot shall touch or be in close proximity to the neck or chin.
- It shall not be dropped below this position during the action of putting.
- The shot must not be brought from behind the line of the shoulders.
- An athlete may enter the circle from any direction.
- Each athlete is entitled to 3 trials.
- Some athletes may have 6 trials – the best 8 at championship level.
- Once competition has begun, athletes shall not be permitted to use the circle or ground within the sector for practice trials with or without implements.
- The athlete may during the course of each trial, stop and place the shot down in the circle and then recommence the trial again, providing that no other **infringement** has occurred.

# Shot Put

## When is a Foul Recorded?

- If the athlete leaves the circle before the shot has landed.
- If the athlete's hand drops away from the neck during the putting action.
- If the shot is put from behind the line of the shoulder.
- If the shot is thrown like a ball.
- If the athlete touches the top of the circle, the top of the stop board or the ground outside the circle during the trial with any part of their body. (They are allowed to touch the inside of the circle.)
- If the shot falls so that the point of impact is on or outside the sector line.
- If the athlete does not exit from the **rear half** of the circle.
- If the athlete takes longer than 60 seconds to commence his trial.



## How is a Trial Measured?

- The imprint mark made by the discus on landing closest to the circle is selected.
- The selected point is marked by the spike and the zero end of the tape is held at the spike.
- The tape is drawn tight through the centre of the circle.
- The distance is measured at the point where the tape crosses the inner edge of the circle.
- Each measurement is to the nearest centimetre below the distance put unless the reading is a whole centimetre.

## How is a Throw Recorded?

- Best performances should be circled or highlighted.
- Ties are broken by referring to the next best throw.

Competitor	Trial 1	Trial 3	Trial 4	Best	Placing
Andrew	8.72	X	8.63	8.72	5
Ben	9.63	8.87	9.87	9.87	2
Connor	9.88	9.78	9.87	9.88	1
Denis	8.86	8.88	9.67	9.67	5
Edward	X	9.78	X	9.78	3

# Starters

## Function:

To start a race which is fair for all athletes.

## What Do I Need To Start A Race?

- **Hearing protection:** Ear muffs/plugs
- **Starting apparatus:** Starting gun: caps /ammunition, Electronic starting gun
- **Whistle** (for Little Athletics events): to warn everyone the race is about to start
- Raised platform/**Starter's stand**



## Where Do I Stand To Start Races On The Straight Track?

Rule of thumb: On inside of the track: 5m from lane one; 3m forward of start line

## Where Do I Stand For Races On The Circular Track?

Dependent on site constraints:

- At rear of athletes close to lane 8,
- 15m behind lane 1 start line
- Forward of the athletes, outside track; several metres forward of lane
- On infield, close to lane 1; approximately 15m rear of lane 1 start line

## What Are The Rules Of Starting?

- If athlete leaves (breaks) their mark before gun is fired, starter declares a false start
- Disqualification of the athlete "breaking" is dependent on the starter's perception of the break, the age level of the athlete and the combined events rule

## How Do I Start A Race?

- At club/school meet: As Starter check with Track Referee that all other personnel are ready (place judges/ timekeepers)
- At higher level meets, the Starter may be given the "Start the race" instruction from the Competition Manager
- In all meets the Starter should ensure the track is clear before the gun is fired
- In races up to and including 400m, the command is "On Your Marks" "Set" – gun
- In races over 400m, the command is "On Your Marks" – gun
- The length of time between each command is not counted or fixed, but should be a reasonable length of time whereby all athletes are settled and no movement detected. The command will vary, especially between athletes doing standing and crouch starts.
- If an athlete is taking too long to settle into the "Set" position, as Starter ask all the athletes to stand up and begin the commands again
- As soon as you as Starter have determined that all athletes are ready, the gun should be fired

# Starters

## What Are The Safety “Duty Of Care” Responsibilities?

- All guns and ammunition should be stored:
  - separately
  - under lock and key
  - in cool dry container
- Wear protective ear plugs or muffs

## Handy Hints

- Know the rules of starting
- Know the correct heights/track positions for all hurdles
- Keep to the timetable
- Achieve and maintain a high standard of starting



# Timekeeping

## Function:

To measure the elapsed time between the start and finish of an event conducted on a track or course

## What Do I Need?

- Stop watch:
  - Standard stop/start/rest
  - Lap timer
  - Multi-Function
- Timing Machine ("Gates")

## Where Do I Stand?

Timekeepers should be:

- In line with the finish line
- On an elevated stand 5 metres from the outside lane of the track
- Preferably seated

## What Do I Do?

- Ensure you are familiar with the operation of the timing device and practice several times
- Hold the watch between the thumb and forefinger with the forefinger on the button
- Hold the watch still to eliminate any unnecessary motion
- Know what **place** you are timing
- Act independently
- Be alert at all times

## When Do I Begin Timing?

- The Chief Timekeeper will normally advise when the start is imminent
- Watch for the raised gun
- Start timing from the flash or smoke from the gun

## When Do I Stop Timing?

- Stop when the athlete's **torso** reaches the finish line (Not head, neck, arms, hands, legs)

## What Happens At The End Of The Race?

- The Chief Timekeeper will ask what time **you** have on **your** watch for your place.
- For all hand-timed track races the time shall be converted and recorded to the next one.





# Timekeeping

- For all races partly or entirely outside the stadium, unless the time is an exact whole second, the time shall be converted and recorded to the next one-tenth of a second e.g. 2:09.44.3 is 2:09.45
- If after converting, two of the three watches agree and the third disagrees, the time recorded by the two shall be the official time

## What Happens If A Mistake Is Made?

If you miss the start or finish of a race:

- Don't panic
- Don't let your mistake be known to the athletes, spectators, coaches
- Inform the Chief Timekeeper immediately and they will assist you

## Handy Hints for Timekeepers

- Be meticulous and level-headed
- Concentrate on the Starter's movements once the Track Referee has signalled "All Clear"
- Don't get caught up in the event as a spectator as you may forget to stop the watch
- At the finish of the race do not have any interest in who wins or the other placings
- Remain calm even if the times announced do not tally with what other people have on their watches
- Only record the time on your watch
- Do not return your watch to zero until directed by the Chief Timekeeper
- If you are using recording sheets – write the event and event number on the top and put a line through the numbers not required in that race (e.g. the sheet lists 10 places and only 6 athletes are competing in a race – cross out 4 places)



# Triple Jump

## What Is A Triple Jump?

The Triple Jump consists of three distinct skills performed at speed in a continuous action as follows:

**Hop:** During the hop the athlete uses the same foot for take-off and landing.

**Step:** Athlete lands on the opposite foot (to that used for the hop).

**Jump:** Athlete performs a jump from the "step" foot by landing in the pit. The saying: "**same; other; both**" can help remember this sequence.



## How Can I Make The Event Site Safe?

- Dig over the sand to loosen it.
- Turn and level the sand so the pit is level with the run-up.
- Removal of objects such as sticks, stones to avoid injury to the athletes.
- Water the sand.
- Sweep the runway.
- Ensure there are take-off boards appropriate to the age; gender and ability of the athlete: 5m; 7m; 9m; 11m; 13 m back from the edge of the pit.

## What Equipment Do I Need?

- **Take-off area:** (mat, sand, tape or board)
- **Tape Measures:** 1 for measuring (20 metres), 1 for run ups (50metres)
- **Rake:** To level the landing area sand after each trial
- **Broom:** For keeping runway clear of sand
- **Shovel:** For digging over landing area and moving sand
- **Bucket/Hose/Watering Can:** For keeping sand damp
- **Hand Brush:** To sweep take-off area after each jump
- **Spike:** To hold zero end of tape at the nearest edge of the mark made by the athlete on landing
- **Indicator Markers:** Placed either side of the selected take-off board
- **Recording Sheet:** For recording all the performances of the athletes in the event
- **Marker:** Two for each athlete to mark the start point of their run-up
- **Flags:** Red, white, yellow
- **Cone:** For closing runway
- **Stop watch:** To time athletes
- **Wind Gauge:** For wind measurements

## What Is The Minimum Number Of Officials Required To Conduct An Event?

- **One official at take-off area.** Tasks include watching for failed jumps, measuring
- **Two officials at side of pit.** Tasks include finding break (imprint) made in sand and raking and levelling the sand in the pit.
- **One official for recording**

## Trials

- Each athlete is entitled to 3 trials and some athletes may have 6 trials.
- Each athlete must place their take-off foot on or before the take-off area nearer to the landing area.
- Each athlete must take-off from one foot.

# Triple Jump

- Each athlete is permitted two markers which are placed alongside the runway – not on it.
- Markers are not permitted in the landing area/pit.
- Once competition has begun, athletes are not permitted to use the competition runway for practice purposes



## When Is A Foul Recorded?

- If any part of foot is beyond the front edge or if the entire foot is outside either end of the take-off area
  - If during the run-up, an athlete touches the ground beyond the take-off line with any part of the body, whether running up with or without jumping; it shall be deemed a trial even if it is not completed.
  - If after completing the jump an athlete walks back through the landing area towards the take-off area.
  - In the course of landing an athlete must not touch the ground outside the landing area nearer to the take-off point than the nearest break (imprint) in the landing area.
- \* The trailing leg is allowed to make contact with the ground during the trial without penalty.
- \* An athlete may change the position of their take off; they must however inform the Recorder first.

## How is the Jump Measured?

### Little Athletics U6-U12:

- The official selects the first break (imprint) made in the sand by the athlete's foot, hand or whichever is closest to the imprint made in the take-off area by the take-off foot.
- If the athlete takes off before the take-off mat or board, then the jump shall be measured from the break in the sand, in a perpendicular line, to the back edge of the take-off area.
- The tape is straightened and laid over and in contact with imprint made by take-off foot in the take-off area or back of take-off area as applicable.

### All others:

- All jumps shall be measured from the nearest break in the landing area made by any part of the body, or anything that was attached to the body at the time it made a mark, to the take-off line, or take-off line extended.
- The measurement shall be taken perpendicular to the take-off line or its extension.
- If the athlete takes off before the take-off mat or board, then the jump shall be measured from the break in the sand to the front edge of the take-off board.
- The selected point is marked by the spike and the zero end of the tape is held at the spike.
- The tape is drawn tight and the distance is measured to the nearest centimetre below the distance jumped unless the reading is a whole centimetre.
- The athlete who has the longest measured distance from all jumps recorded is the winner.

# Triple Jump

## How is the Jump Recorded?

- Best performances should be circled or highlighted
- Ties are broken by referring to the next best jump

Competitor	Trial 1	Trial 2	Trial 3	Best	Placing
A	8.76	-	10.92	10.92	5
B	12.45	12.13	12.16	12.45	1
C	11.76	11.65	11.86	11.86	3
D	12.45	12.09	11.86	12.45	2
E	11.14	11.76	11.86	11.86	4



## Handy Hints for Triple Jump Officials

- Rake the pit after every jump
- Ensure there are sufficient markers for every athlete
- Have younger athletes run up from a set marker
- Have younger athletes lined up beside the runway to speed up the process

# Umpiring

## Function:

- To ensure that each athlete is given an equal opportunity to compete fairly and perform to the best of their ability
- To act as another pair of eyes for the Referee
- To report any infringements without fear or favour and without authority to make a final decision



## What Do I Need?

- Umpiring recording sheets
- White flag or similar – used to signal "All Clear"
- Yellow flag or similar – used to signal an infringement
- Pen
- Clipboard
- Folding chair – for major meets

## Where Do I Stand?

- The Chief Umpire will allocate you to a position for one or several events.
- Once allocated to a position, you may be able to sit on a stool until the Starter takes the stand and remain standing until the race is complete.

## What Do I Look For?

### Laned events:

- Running out of lanes
- Running off the track
- Interfering with another athlete e.g. Jostling, pushing, tripping, cutting off

### Hurdles:

- Legs passing outside the hurdles (Lanes 1 & 8)
- Trail leg passing below the hurdle especially in 200m, 300m, 400m hurdles
- Falling into adjoining lane
- Arms/legs into adjoining lanes

### Non-laned events:

- Interfering with another athlete e.g. Jostling, pushing, tripping, cutting off
- Running off the track

### Relays:

- Dropping the baton and who picks it up
- Out of lane or off the track to recover the baton. Athletes are allowed to leave their lane or course to retrieve the dropped baton, but they must exit and re-enter at the same point so as not to decrease the distance covered. Athletes must not interfere with any other athlete whilst retrieving the baton
- Out of lanes prior to cross over point
- Interference during take-over or after baton change
- Receiving the baton before or after the take-over zone
- Interfering with another athlete e.g. jostling, pushing, tripping, cutting off

# Umpiring

## What Do I Do?

- When all athletes have passed your location and **no infringements** have occurred:
  - raise the “white flag” or approved method to give the “All Clear” to the Chief Umpire
- Wait for the acknowledgement by the Chief Umpire before lowering the flag/approved method
- When all athletes have passed your location and an infringement has occurred:
  - raise the “yellow flag” or approved method and keep it raised until the Chief Umpire acknowledges
  - proceed to fill in the infringement form
- The Chief Umpire will pass the form to the Referee



## What Happens if a Mistake is Made?

Sometimes you may make a mistake, but you have made a decision.

- Don't panic
- Don't let your mistake be known to the athletes, spectators, coaches
- Inform the Chief Umpire of your decision. It is the Track Referee who makes the final decision

# Wind Gauge

## On the Track

**Height:** 1.22 metres

### Where is it Placed?

- Beside straight no more than 2 metres from lane 1
- 50 metres from finish line

### Which Events Require a Wind Gauge?

- 100m; 200m; 100m Hurdles; 110m Hurdles; 200m Hurdles

### How Long is the Wind Measured?

- |                                     |            |
|-------------------------------------|------------|
| • 100 metres & 200 metres           | 10 seconds |
| • 100m H; 110m H; 200mH             | 13 seconds |
| • Wheelchair 100 metres, 200 metres | 10 seconds |

### When Is It Measured From?

100 metres; 100 metre Hurdles; 110 metres Hurdles

- From the flash of the starter's gun

200 metres; 200 metres Hurdles

- When the leading athlete enters the straight

### How is the Wind Measured?

- The wind speed is measured in metres per second (m/s)
  - Positive - Assisting – Tail Wind
  - Negative - Not assisting – Head Wind
- Rounded to the next higher tenth of a metre in the positive direction
- Reading:
  - +2.03 shall be +2.1
  - -2.03 shall be -2.0



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## For the Horizontal Jumps

### Long Jump

- Started when athlete passes a marker at **40m** from the take-off line
- If the run up is shorter, the time is measured for 5 seconds

### Triple Jump

- Started when athlete passes a marker at **35m** from take-off line
- If the run up is shorter, the time is measured for 5 seconds