

## ***Head Officials Meeting Topics***

(Adapt this to your circumstances; use/delete/modify shaded areas)

1. Thanks for heading up your event! Take care of your crew - briefings, water, meals.
2. Safety is a priority! -- for athletes, spectators, & officials. Check your venue - track, runways, rings, cages, pits, sectors, implements; fix problems or report issues to the Referee
3. See the "**Officials Pre-Meet Notes**" sheet – questions on any item there??
4. Issues requiring resolution during competition – get your Referee
5. Radios – pick yours up at and return it to xxxxxxxxxxxx
6. Records (field events) – be aware (see event sheet), use steel tapes
7. Volunteers - xxxxxxxxxxxx use them as you see fit
8. Field events - athletes check-in with Clerk, head judge picks them up there 5 min before start of warm-up period. Give instructions to athletes there; please include the following:
  - a. Bibs are required – name on front; number on back (PV & HJ – name only, front or back)
  - b. Athlete introductions – close venue and line athletes up 2-3 minutes before start of event
  - c. Athletes may not cross the f track to speak with coaches after 1<sup>st</sup> running event starts
  - d. Escorts are required whenever they leave the venue – get a marshal
  - e. All athletes stay at venue until end of competition; escort to Mixed Zone
9. Items you'll need to have/need to get:
  - a. Rule books –head officials have a personal copy with you
  - b. Event sheets (field events) - get from \_\_\_\_\_; take results to \_\_\_\_\_
  - c. Officials' equipment – pick up & return equipment baskets from \_\_\_\_\_
  - d. Chairs – get from & return to \_\_\_\_\_
  - e. Weights & Measures – learn meet mark
10. Questions?

**Introduce Meet Director & Referees for remarks.**

## ***General Officials Meeting Topics***

(Adapt this to your circumstances)

1. Thanks for being here – great crew of officials
2. Safety – runways, rings, cages, pits, sectors, implements; athletes, spectators, officials
3. Reminders:
  - a. Sign-in: be sure to do so each day – location
  - b. No cell phone or camera use on field of play
  - c. We're not the ones people came to see – be unobtrusive, be seated at venue
  - d. When not working an event – be off the field of play; seating the Officials Room
  - e. Officials meals –location; days, hours, location
  - f. Officials shuttle to hotel - schedule, pick-up location
4. Officials in-place NLT 10 min before field event warm-ups. Warm-ups: 30 minutes before event starts (HJ-45, PV-60); that's when we start working, not chatting
5. Athletes may not cross track; escorts; keep them all to end of competition, escort to Mixed Zone
6. Severe weather procedures
7. Questions?
8. Safety again – if any question, stop event & fix it or get the Referee
9. We'll have a few remarks from the Referees and Meet Director, and then each event head will have a meeting with their crew.

**Introduce Referees & Meet Director for remarks** (may include details on lodging, parking, meals)  
**Introduce event head officials; crews meet with them immediately after this meeting ends**

## Officials' Pre-Meet Notes

### All Athletes

1. Bibs are required – name on front, number on back, unaltered (HJ & PV – name bib only - front or back)
2. All athletes are required to depart from the field of play thru mixed zone, located at xx
3. All athletes check in with the Clerk of Course
4. Spikes - max length is ¼ inch, any style
5. Protest table is located at xxxxxxxx

### Running Events

1. Relay cards must be turned in the Clerk not later than xx minutes before the scheduled start time.
2. Hip numbers are worn on both left & right hips, and on singlet top for 3000SC, 5K, 10K; relays??
3. Clerks give all instructions to runners; Starters only give starting commands

### Field Events

1. Warm-up times – PV – xx min, HJ – xx min, all others – xx min general & xx min flight-specific, all officials in-place 10 minutes prior to that; that's when we start working, not chatting
2. Flights//no flights; second flight athletes stay at venue//go back to Clerking area
3. Athlete introductions – yes//no; if so, close warm-ups x minutes before event start
4. All athletes must stay at the venue until event is complete and all exit together – thru the mixed zone
5. Event head officials pick up & brief their athletes at the Clerk's tent
6. Event head officials pick up their event equipment box at xxxxxx
7. Implements are inspected (W & M) in the xxxxxxxx; and will be delivered to venues//need to be picked up & returned by event crews; learn the mark of the day
8. Coaches' boxes – xxxx for warm-ups; xxxx//none for competition
9. Timing – we'll use electronic countdown clocks//stopwatches
10. Measurements - for throws & horizontals we'll use lasers //tape measures; for PV & HJ measuring devices//lasers
11. Palm Pilots – we will//will not use these; compare event sheet and Palm after every round and at end
12. Escorts are//are not required for athletes to leave the venue; Marshals will be present

### Officials' Matters

1. Safety is our top priority; check your venue, fix all issues or report them to the Referee
2. Sign-in- be sure to do so each day at xxxxxxxxxxxx
3. Check the assignment sheet for additional duties (lap counters, etc.)
4. Severe weather – we'll have a PA announcement; the shelter is xxxxxxxxxxxx
5. Trainers/medical staff – located in the xxxxxxxxxxxx
6. Restrooms for athletes & officials - in the xxxxxxxxxxxx
7. Awards – the first x places get awards; presented at xxxx
8. Results - will be posted xxxxxxxxxxxx
9. Officials' meals - served at xxxxxxxxxxxx; times: xxx
10. Officials' transportation - shuttle between hotel & track – location, schedule?
11. Officials' parking – location/directions
12. We're not the ones people came to see -- be unobtrusive
13. No cell phone or camera use on field of play; when not working be off the field of play
14. Keep hydrated