

**USA Track & Field
National Track & Field Officials Committee
Officials Training Clinic -- Presenter's Outline**

Note emphasis points are highlighted for each area.

9:00 WELCOME AND INTRODUCTIONS (*Introductory Overhead*)

A. Welcome to the Clinic

1. **Goals** for this clinic are to: (*Goals Overhead*)
 - a. Help participants develop **a positive ATHLETE-CENTERED philosophy of officiating** --
 - b. Developing a **proactive approach** to officiating -- avoid fouls!
 - c. Delineate the key **differences** between the various **rules** we use
 - d. Describe **basic meet planning**, administration and implementation
 - e. Provide an overview of **officiating roles, tasks** and **approaches**
 - f. Expose participants to the variety of **officiating opportunities**
 - g. Prepare the novice official for **greater** officiating **responsibilities**
 - h. Impart understanding that we are involved in an **ongoing process** of constantly seeking to become an **even more effective official**
 - h. **Have Fun!** Make sure that this **volunteer** activity remains fun to do.
2. Clinic approach :
 - a. Your **learning objectives** are important--will try to cover areas of interest
 - b. Importance of **discussing, sharing** and **developing a philosophy of officiating**
 - c. **Instructor's role** -- to **facilitate** your learning by presenting ideas, tips, and perspectives on officiating
 - d. Will use a **variety of mediums** -- lecture, discussion groups (on situationals), video, and general discussions -- ambitious coverage for one day
3. Clinic **groundrules** (to maximize the day's value to all):
 - a. **Participate fully** with an **open mind**
 - b. In making comments:

- 1) **Share with the whole group**, not side talk
- 2) **Stand up** and give your **name**
- 3) Limit comments to **one subject**, no more than 30 seconds in length

B. Introductions (*Participants Introductions Overhead*)

1. **Name and community**
2. One of your **major goals** for attending today's clinic

C. Schedule -- Clinic Content (Approximate Start Time)

1. **Introduction** to USA Track & Field Officiating (9:30)
2. Officiating **Track Events** (10:00)
3. **Lunch** (12:00 - 1:00) -- **Restroom** Location, Meal Options
4. Officiating **Throwing Events** (1:00)
5. Officiating **Jumping Events** (2:15)
6. Officiating the **Race Walks** and **Distance Events** (3:30)

9:30 INTRODUCTION TO OFFICIATING -- FOUNDATION INFORMATION

A. Overview: This section includes an overview of officiating, USATF and preparations for officiating

B. Video Unit One -- *Welcome to USA Track and Field*

C. Developing a Positive Athlete-Centered Philosophy of Officiating (*Key Elements Overhead*)

1. **Roles** of the official
 - a. To understand that effective officiating is **both art and science**--
common sense, judgment, integrity and **fairness** are central to applying the **intent of the rules** to the situation and circumstances

- b. To assure **fair competitions** by **knowing the rules**, exercising **common sense** and **judgement** in **impartially** applying the rules, considering the **circumstances** of each situation--**no Supercops** are wanted
 - c. Maintaining consistency throughout the competition
 - d. Importance of **proactive attitude** toward officiating (before, not during competition)
 - e. To **act** and **look professional** at all times
2. **Never** take any action **during the competition** which can affect its **outcome**

D. Rules (Governing Bodies Overhead)

1. **Separate rules** have been developed by:
 - a. National Federation of State High School Associations
 - b. National Collegiate Athletics Association
 - c. USA Track & Field
 - d. International Association of Athletics Federations
2. **Do not trust memory**, always check the latest book, and base all actions on the rules -- when it doubt, **look it up!**

E. USA Track and Field Training and Certification Program (Levels Overhead)

1. "Certification" is a **process** and an acknowledgment of competency
2. **Three** primary certification **levels** -- Association, National and Master
 - a. **Association:** beginning level -- clinic and open book *rules review*
 - b. **National:** two (2) years of officiating at the Association level, meet resume, pass rules review
 - c. **Master:** written recommendations from current Master level officials, three years of progressively challenging experiences at National level, and pass rules review
3. Certification training involves **class, testing** and **practicum** (some Associations) (**Certification Data Form and Practicum Overheads**)

- a. Complete the class and submit the completed **general rules review** and certification data form to Association Certification Chair to become an "**Association Certified**" USA Track & Field Official
- b. Complete all **practical experience** requirements over **2 year period** for "**National**" level of Certification along with a resume and letter requesting the change

F. Meet Planning -- The Big Picture

1. **Games Committee** -- planning body for major events (Rule 30)
2. Effective officiating requires **advanced planning** by Games Committee
 - a. Starting well in advance of event - timeline of working from event to today to determine time needed for critical tasks
 - b. Delegating tasks to specialized subcommittees
 - c. **Recruiting** needed officials - 40 to 150 (depending on meet type)
 - d. Securing **work** and **hurdle crews**
 - e. Understanding the **facilities** to make sure that it is **fully equipped** and the areas are laid out in accordance with the applicable rules
 - f. Securing the needed **officiating equipment** -- rule books, watches, clipboards, wind gauge, cross bars, tapes, ...
 - g. **Setting an events schedule** and coordinating efforts
 - h. Determining **special rules** and procedures applying to the competition
 - i. **Distributing** meet information, publicity, entry forms, and preparing **typed heat sheets** and field event entry forms

G. Event Administration -- *Implementating the Plan:* (Flow of Tasks Overhead)

1. **Flow of Responsibility** during the event -- communication is essential
 - a. **Role of the Referee** (Rule 32)
 - 1) **Authority** to interpret and enforce rules, including deciding on situations not clearly covered by the applicable rules
 - 2) **Supervises** the event
 - 3) Maintains and **can modify event schedule**

- b. **Supervisors** -- working under the Event Referee (*no details*)
(Assignments Overhead)
 - 1) **Clerk** -- assistant clerks
 - 2) **Starter** -- recall starter
 - 3) **Head Timer** -- authority over finish line area's timers, finish judges and photo timing personnel -- Sometimes a **Finish Line Coordinator** is assigned these tasks
 - 4) **Chief Umpire** -- coordinates umpires
 - 5) **Chief Field Judge** -- coordinates with heads of each field event
- c. **Meet support** personnel -- scorer, wind gauge
- d. Role of the **announcer** (Rule 43) - to help maintain the schedule and announce results, not a horse race (As noted in NCAA Rules: *The announcer's job is to give relevant information in the fewest words possible with minimum disruption of attention from the competition itself.*)

H. Break Exercise #1 -- Discuss during break with at least 1 other **person you did not meet prior to today** the following:

Situation: As clerk at a high school meet, while checking in the athletes to participate in the 4 x 100 meter relay you notice that one member of one relay team has a different singlet (top) than other members of the team. What, if anything, would you do?

10:00 OFFICIATING TRACK EVENTS

A. Video Unit Two -- Officiating Track Events

B. Maintaining the Track Events Schedule (Meet Schedule Overhead)

- 1. Importance of **close coordination** between the **announcer, clerk, starter and finish line** (Track Layout Overhead)
- 2. **Referee** oversees that schedule is maintained

C. Clerk -- 3-4 required (checking, holding, escorting) (Rule 40)

1. **Characteristics** of an effective clerk
 - a. Well **organized**
 - b. Exudes sense of **calm control**
 - c. **Flexible** and **creative**
 - d. **Decisive** and **appropriate**
2. **Roles** -- roles of Clerks are to:
 - a. **Check out the facility** and start line locations
 - b. **Assign lanes**
 - c. **Check-in athletes** and verifying assignments
 - d. **Gather, hold** and then **escort** athletes to the starting line
 - e. Set athletes in the **proper lanes**
 - f. Often, to **check for numbers, uniform, proper location** of numbers, **spike** lengths and other meet requirements -- gives **preliminary instructions**
 - g. **MAINTAIN THE MEET SCHEDULE**
3. **Forming heats** and **determining lane assignments** -- *see handout* for explanation -- sections = timed final (Heat Sheet Overhead) (Rule 75)
 - a. 4-Part **carbonless** are best--1 each to announcer, finish line, clerk, and results
 - b. **Typed**, should show competitors, lane assignments and method for advancing (*subject to change*)
 - c. **Method for advancing** -- PLACE 1st, TIME 2nd
 - e. **Double Draw** method -- overhead -- top four times to lanes 4,5,3,6; slower to 2,7,1,8 (Double Draw Overhead)
 - f. **Finals: in H.S.**, at least 1 more than the number of scoring places, in **USA Track & Field** = no more than 12 in 1500/1600, 16 in 3000/3200 and 20 in 5000
4. **Checking In**
 - a. When possible, **entry forms should be typed** and complete (name, number, lane, method for advancing)
 - b. When athletes check-in, they should be **informed of the procedures** for **gathering** and **escorting** them to the start line

5. **Gathering and Escorting**

- a. Keeping the **clerking area clear** of the non-competitors
- b. **Confirm** that all athletes are present
- c. **Checks** for numbers, spike lengths, ... etc.
- d. **Confirm lane assignments** -- refer to last names
- e. **Provide instructions** about starting procedures, method for advancing to the next round, and rules applying to the event
- f. **Assign athletes** for next heat **to an escort clerk** and escort them to start line
- g. **Turn over to the Starter** for final instructions

6. **Tips and techniques:**

- a. Locate in a **dry** (sheltered) **and visible area**, use a **corral** and **pew system** for multi-heat sprints--particularly for youth meets
- b. **Place lane numbers** on seats or bench -- easy to check who is missing
- c. **90% of instructions** to the competitors should be given in the clerk area, **instructions by the starter** should be **minimal**

D. STARTING LINE RESPONSIBILITIES (Rule 60)

1. Starter **provides very brief information** on the key rules and procedures governing the start--do not hold exposed athletes
 - a. **Use of blocks** is required in USAFT, not High School
 - b. **False starts** and other important rules
 - c. **Method for advancing**
 - d. Use a **.32 caliber** pistol
2. **Position** of Starters
 - a. **Location**
 - b. **Control/Visibility** -- hold set until steady, can bring back up
 - c. **Signals** -- whistle, flag or turning palm
3. **Start commands:**

- a. **Races of 400 meters or less: "on your marks"** (starter raises gun arm only over head, other arm at side), "**set**", and when the runners are steady the pistol (.32 caliber) is fired
 - b. **Races over 400 meters: "on your marks" (High School uses "Runners Set")**, the runners advance from imaginary line 3 meters back from the start line to the start line, the pistol is fired
 - c. **Can recall for unfair** start and can call false start on starter
 - d. In the case of a failure of fully automatic timing, attempt recall of competitors (Rule 38)
 - e. NCAA rules on **practice starts** in starting area
4. Importance of **communication and close coordination with Finish**
 5. "All questions concerning the start shall be determined by the starter."

E. Finish Line Responsibilities -- Timing and Picking Places (Rule 64)

1. Expect in the case of the multi-events, **timers are always are to be assigned to specific finish places** (e.g., first, second, third, . . .), and **NEVER** to lanes. (Rule 37.5) (Timing Sheet Overhead)
2. **Separate people** should be assigned to establish the order of finishers and establish place times -- **tiered arrangement**, ideally 2-3 on each place and located on **both sides**, at least **16 feet back** from track
 - a. **Timers:** separate timers are assigned by the Head Timer to time each place -- from the **smoke of the gun** to the breaking of the **vertical finish line plane** by the placer's **torso** (not arms, legs or head) -- clear watch at whistle (Rule 37)
 - b. **Finish Judges:** separate pickers (finish judges) are assigned by the Chief Finish Judge to determine the order of finish by place -- giving full attention to finish line as finishers draw near (Rule 34)
 - 1) identify **name and number** of placer
 - 2) **report** information **by place**
 - c. Timers and pickers **pay attention entire race**
3. **Organization** -- one person should be responsible for gathering the times and another assigned to gather the place information

4. **Disputes -- higher place has priority**, head timer and finish judges are final determinants of result when no F.A.T. is used (Timing Conflicts Overhead)
 - a. If **3 timers do not agree -- middle** time
 - b. If 2 of 3 timers agree -- **time of 2**
 - c. If only 2 timers both disagreeing -- **slower time**
5. **Photo-timing** -- special techniques and requirements (Rule 38)
6. **Courtesy** -- do not leave area without telling head
 - a. **Do not bluff**, inform if watch started late or did not start
 - b. Stay away from **light beam**
 - c. If crouched, **do not stand up**
 - d. Move promptly and **work as a team**

F. Role of Referee (Rule 32)

1. Oversees that schedule is maintained
2. Supervises all competition officials directly or indirectly
3. Rules on all matters except starter's and race walk judges' disqualifications

G. Umpire (formerly known as "Inspector") (Rule 33)

1. **Role** of the Umpire: to report **observations** of **possible** violations and **signal status** of the event (using yellow or white flags--red when yellow not available)
2. **Process:** When a possible violation is observed, **write** it down and reported to the Head Umpire--**record** it in your minds eye--think it thru, but **never second guess first instincts**; work in teams with one recording, one raising the yellow flag to seek the attention of the Head Umpire and Referee
3. **Head umpire** reviews the report with the referee and the **referee renders the decision**
4. **Locations**
5. Possible **types of violations:** (Rule 65)

- a. **Lane**
- b. **Relays** (Rule 121)
- c. **Impedance**
- d. **Illegal assistance** and **pacing**
- e. **Hurdles**
- f. **Steeple chase**
- g. **Race walks same** as other track events--separate judges assess technique

6. Use **yellow flags** when possible to designate possible fouls (Rule 33.2)

H. Break Exercise #2 -- divide up into small groups to discuss the situation following two situations: (15 minutes)

Situation A: In the semifinals of the 300 meter hurdles, the athlete in lane 7 crosses into lane 6 and runs the remainder of the race in the wrong lane. The runner in lane 6 protests claiming she was not permitted the opportunity to fairly compete. What action should the referee take and why?

Situation B: In the 100 meter hurdles, the runner in lane 5 suddenly staggers and knocks over the hurdle in lane 6 which causes the runner in lane 6 to fall. The runner in lane 5 claims that the runner in lane 4 bumped him into the path of the hurdle in lane 6 and that his coach has conclusive proof on video to support his claim. The inspector indicates that all he saw was the competitor in lane 5 knock over the hurdle in lane 6. What action should the referee take and why? Should she view the video?

LUNCH BREAK

1:00 OFFICIATING THROWING EVENTS

A. Video Unit Three -- *Officiating Throwing Events*

B. General Rules Applying to All Field Events (Rule 90) (General Rules Overhead)

1. **Reporting** -- clerking is done at the event area
2. **Preliminary Trials** -- number to advance
3. **Calling** the athletes -- "**up**", "**on-deck**", and "**on hold**"
4. **Time limits** -- 90 seconds for all events except the pole vault which provides for 2 minutes
5. **Leaving the event area** -- time limits, permission and bar may not be lowered
6. **Inspecting implements** and use of illegal implements
7. **Illegal assistance** (coaching)
8. **Taping aids** and **shoe restrictions**
9. **Taking measurements**
10. **Recording measurements** -- whole centimeters, with next lower even centimeter for the **discus, javelin and hammer**
11. Actions of the official: **use of flags** and term "**mark**"

C. Definitions (Field Techniques Overhead)

1. **Trial** - An **attempt** in a throwing event
2. **Flight** - A **round of trials** for a group of competitors
3. **Qualify** - To **earn the right** by performance to participate in the final
4. **Qualifying Competition** - Qualifying attempts **preceding** competition proper to determine which of the athletes entered into the event **shall compete** in the **competition proper**; marks achieved **do not carry forward** into the competition proper.
5. **Foul** - an attempt which is counted as a "trial," but which is not measured because of a **rule violation**

D. Throwing Events (Shot Put, Discus, Javelin and Hammer) -- IMPORTANCE OF SAFETY!

1. **Implements check-in**, impoundment and return

2. Rules applying to events **thrown from a circle**
3. **Special rules** by event (Specific Rules Overhead)
 - a. **Shot put** and **discus** -- measurement, fouls, technique (Rules 97 & 98)
 - b. **Javelin** -- measurement, fouls, technique (Rules 99)
 - c. **Hammer/Weight** -- leaving the circle, fouls Rules 100 & 101)

E. Tips for Effective Throws Officiating (Field Events Tips Overhead)

1. **Safety First** - Always **be alert**; use **preventive/proactive** approach to your officiating. **Carry in all implements** following a throw and **clear throwing area** during **supervised warm-up** periods.
2. **Professional Bearing** - Be **firm, fair** and **in control** remembering that the **competition is for the athletes** - do not draw attention to yourself.
3. **Review Appropriate Rules - Prior to the competition review the rules** which apply to that competition (High School Federation, NCAA, USA Track & Field) and the **specific rules** relating to that event. If in charge, review the rules with your crew.
4. **Instructions - Do not assume** that the athletes know the rules, **when in doubt look it up**. Give clear, concise instructions and indicate the specific amount of **time allowed for warm-up**, how the **flights are organized**, **number** and **arrangement** of throws for each competitor, and the **number of competitors to proceed** to the **final**.
5. **Assure Fairness** - Provide a **fair competition**, showing **favortism toward none**, remembering that each athlete should be provided an equal opportunity to **do her/his best**.
6. **Inspect Throwers and Implements** - Before each throw, check the throwers hands for **illegal taping** or substances and check the implement to ensure that it is an **approved implement**.
7. **Call Athletes** - The head judge is to call the athletes with the one about to throw being **UP**, the next **ON DECK**, and the third **ON HOLD**; then start the clock and remove any cone.

8. **Accurate Measurement - Lift the tape** (3-4 feet) after the mark in the field has been established, **pull gently** to remove kinks, and then **lay the tape** on the measurement point without “stretching” the tape. **Read the mark clearly** enough that the athletes and near-by spectators can hear it using the metric distance (if two sided, then as a courtesy, read the imperial equivalent).

G. Rules Contrast/Comparison Across Governing Bodies Chart (General Rules Overhead)

H. Break Exercise #3 -- discussed by full group

Situation: After the competition in the shot put has ended, the third place competitor protests that the second place competitor used a shot put that was brought to the competition area, but not approved by the inspector of implements for competition (as indicated by a red dot of paint). The head official admits not having checked the implements used by the competitors and the second place competitor claims not to have known that the implement was impounded. How should the referee rule in this situation?

2:15 OFFICIATING JUMPING EVENTS

A. Video Unit Four -- *Officiating Jumping Events*

B. Pole Vault and High Jump (Rule 93)

1. **Set up, check-in, recording** and setting up finals
2. **Marks**
3. **Measuring** -- Opening heights and increments set by Games Committee
 - a. Mark the lowest point on bar and place the bar consistently
 - b. Measure to the lowest point on bar

4. **Breaking Ties**
5. **Special rules** affecting the **high jump**
6. **Special rules** affecting the **pole vault**

C. Horizontal Jumping Events (Rules 94 & 95)

1. **Check-in, recording** and setting up finals
2. **Wind Gauge** -- operation, importance and recording
3. **Measuring jumps** and types of **violations**
 - a. Measured at a **90 degree angle** to take-off board
 - b. **Mark closest** to the board--any impression in sand
 - c. **Foul jump** -- requirements for plasticine and signaling (Rule 94.2)
 - 1) Proper exiting -- must be beyond point of impact
 - 2) To be a foul, there must be an impression in plasticine
 - d. **Right of competitor** to have foul jump measured
 - e. **Maintenance** of the pit
4. Starting the **time clock** and making **calls**
5. Key triple jump rules (Rule 95)
 - a. **Technique** -- land on **one foot**, the **same** as she/he took off from, the other foot must be **used for the second landing** and either or both feet may be used for the third landing.
 - b. Placement of Board -- 13 meters for **men**, **10** meters from pit for **women**
 - c. **Fouls**

3:30 OFFICIATING RACE WALKS AND DISTANCE EVENTS

A. Officiating the Race Walk (Rules 39 & 150)

1. **Roles:** of **umpire** versus role of the **race walk judge** (Illegal and Legal Walking Overheads)
2. **2 rules** governing race walking

3. **Organizing** to officiate the race walk
4. Proper **judging position**
5. Responsibilities in making and **recording cautions** and **disqualification calls**

B. Officiating Long Distance Running Events (Rules 131-137)

1. **Pre-Event planning** -- only work **sanctioned** events
2. **Guidelines for Fair Competition**
3. Considerations by Area:
 - a. **Start**
 - b. **Course umpiring** and course **support** -- water, aid, timing
 - c. **Finish** area (Finish Area Overhead)
 - d. **Results**
4. Special requirements of **cross country**
 - a. **Start**
 - b. **Finish** (Finish Area Overhead)
 - c. **Scoring** methods

4:45 CONCLUSION AND EVALUATION

A. Review of the Day and Goals Established in the Morning

B. Distribution of the Evaluation Forms

C. General Questions and Answers

D. Taking the Next Steps -- Completing Your Practicum and Exam (Practicum and Dataform Overheads)

Clinic Evaluation

Date: _____ Name (Optional): _____

Instructions: Please circle appropriate description and comment as appropriate--please be frank!

1. Overall rating of presentation by subject:

a. Video units

5	4	3	2	1
VERY USEFUL		USEFUL		NOT USEFUL

b. Lectures on track officiating

5	4	3	2	1
VERY USEFUL		USEFUL		NOT USEFUL

c. Lectures on field officiating

5	4	3	2	1
VERY USEFUL		USEFUL		NOT USEFUL

d. Demonstrations and examples of applying rules to actual situations

5	4	3	2	1
VERY USEFUL		USEFUL		NOT USEFUL

e. Overall value of this clinic

5	4	3	2	1
VERY USEFUL		USEFUL		NOT USEFUL

2. The clinic content I found most helpful was:

3. The clinic content I found least helpful was:

4. The clinic content could be improved by:

5. Other comments and suggestions:
