Pole Vault Head Official Protocols
(Created for national championship meets; modify as necessary for other competitions)

1. **E-mail to crew soon after selection announcement**
   - Congratulate crew on selection; intro yourself as event head; call or e-mail right away if issues, questions, or physical limitations; remind crew to confirm selection as directed by the Nat’l Ofcls Cmte; get contact info

2. **Contact with Officials’ Coordinator 2-3 months prior to event**
   - Review crew assignments; obtain info on individuals not known by the head; confirm volunteer help
   - Confirm equipment provided by meet mgmt: cross bars, bar lifters, extenders measuring device, timing device, steel tape measure, cloth tape measure (runway), broom, cone, performance board, standards setting board, officials’ chairs, athletes benches, flags (red, white, & yellow), water container/bottles, wind indicator, pennants/barriers, metric conversion chart, clipboards, pencils, athletic tape, pole rack, towels, shims, chalk dish & chalk, tacks, Weather Writers
   - Based on the above, confirm items the head may need to bring: stopwatch, flags (red, white, & yellow), metric conversion chart, clipboards, pencils, rule book, level, plumb bob & string, tacks, wrench/vise grip, Weather Writers, runway markers, shims

3. **E-mail to crew 2-3 months prior to event**
   - Send event procedures; crew assignments (if set); contact info for crew; meet schedule & web site
   - Specify days & times of events (if known); also meeting time & place, including venue set-up time
   - Reminders - officials’ uniforms; review rulebook & materials for the event in the Best Practices library
   - Equipment/gear to bring; have sunscreen, cold weather or rain gear
   - Any limitations on what you can do at the event? Proficient with 5-alive or not?

4. **Pre-meet head officials’ meeting**
   - Get answers to the questions on the last page of this document
   - Meet w/Referee(s), Clerk, Electronic Recorder - learn their location, radio channels, cell #, procedures

5. **Pre-meet crew meeting**
   - Share info from the head officials’ meeting - - answers to questions on the last page
   - Crew assignments & expectations; pre-event show time & place; post-event meeting time & place
   - Safety - general considerations
   - Event head and flight coordinator will go to Clerk’s area to pick up & brief athletes
   - We’ll generally keep a quiet venue – using hand signals; and will generally remain seated (except Flight Coord)
   - Flight coordinator – Get opening heights & passes; check bibs & spikes; review 5-alive procedures; immediately advise recorder of all passes; at end of each round compare makes & misses with Recorder then advise Pit Boss to raise bar
   - Pit boss/Flagger – place orange cone/stand on runway until certain pit & standards are ready - bar is centered, snug to standard & steady, standards settings are correct, then remove cone/step off; have a height progression cheat sheet; raise bar only after directed to do so by Flight Coordinator; measure new height
   - Flagger – be in position to see both timer and zero-line fouls; eyes on box first, then bar, no flag until certain that bar will remain up
   - Timer – start clock when flagger or pit boss steps off runway or removes cone; stop, reset clock only after white or red flag; find out & relay info on bar/no bar/bar height during warm-ups
   - Recorder(s) – be aware of records; compare results with electronic recorder after each round; check ties – track whether a jump-off is needed
   - Standards judges - escort athletes to mixed zone after event; watch for hands on the bar. Prior to each attempt, check opposite standard to make sure that both standards have the same 0-80 cm setting, and check height setting to make sure standard height setting has not slipped.
   - What we’ll do in the event of a protest; in the event of a record; in the event of high winds
   - What we’ll do in the event of a “replacement trial” ordered by the Referee
   - If you see an apparent problem, get my attention right away; keep hydrated; have sunscreen, rain gear
   - Clean up venue after event, before departure
Pole Vault Head Official Protocols (Cont’d)

6. Pre-event crew walk-around, venue prep, and coordination
   - How the crew will arrive & depart the venue
   - Where to pick up & return equipment and chairs, radios; equipment
   - Safety considerations (again)
   - Get event sheets (4 copies); give to flight coordinator, recorder(s); obtain additional sheets if needed
   - Set up venue (see Best Practices venue diagram) athletes & officials seating, timing device, performance &
     standard settings boards, wind indicator, chalk dish, water, runway tape measure, poles & bags
   - Clean out box, place tape measure on runway, sweep runway; remove any items near pit, set measuring
     device for opening height/calibrate laser
   - Zero standards – see Best Practices sheet, check movement in standards base, check standards tape (45-80)
   - Mark center & end pieces of 3-4 crossbars (label warm-up bars)
   - Placement of officials (see Best Practices venue diagram); plus trainers, electronic recorders, TV crew
   - Warm-ups – how we’ll communicate re: requested heights
   - Hand signals to be used during the event
   - Review operation of timing devices with the timer(s)
   - Review spectator/TV sight lines/acceptable positions for photographers
   - Location of restrooms, trainers, mix zone
   - Review all applicable records
   - Meet w/field referee – confirm direction; discuss procedures, safety, protests; get cell number or radio
     channel
   - Meet w/electronic recorder – compare w/Recorder after every attempt
   - Pickup & brief athletes (see Best Practices sample briefing), escort to the venue

7. Post-event actions
   - Close runway with cone or chair; drop standards to bottom
   - Verify, sign, and turn in event sheets – to __________
   - Hand out medals/escort winner to presentation if needed; escort athletes to mixed zone if needed
   - Clean up venue; remove runway markers & tape measure; return equipment, chairs, and radio
   - Crew meeting & critique – what went well; what didn’t go well & how to fix it; what needs to be changed;
     reporting time for next event and review of assignments

8. Post-meet actions
   - Complete crew evaluations, send form(s) to the NOC evaluations committee or appropriate person
   - Provide a copy of the evaluation or feedback to individual crew members
   - Provide feedback to the Best Practices Editor on suggestions to improve this protocol
   - Consult with the Referee regarding what went well; what didn’t go well; what to change or improve upon
Pole Vault Head Official Protocols (Cont’d)

Pre-meet Head Officials’ Meeting – Get Answers to the Following

Additional Event Staff: Volunteers: ___________________ Marshals: ___________________

Event Sheets: Pick up from: ________________ Time: _____ Turn in to: ________________

Event Equipment (including chairs): Provided at Venue? ___ Yes ___ No

If no, location to pick up & return: ________________________ Time: _____________________

Event Direction Decision Time: _____ Needed 30-60 minutes prior to warm-up start

Radio for Event Head? ___ Yes ___ No If yes, pick up Location: ________________

Coaches Boxes: ___ Yes ___ No ___ Warm-ups ___ Finals

Laser Measurement: ___ Yes ___ No

Electronic Countdown Clock: ___ Yes ___ No

Electronic Recording ___ Yes ___ No Operator: ___ From Crew ___ Provided by Meet Mgmt

Athlete Check-In: ___ At Venue ___ At Clerking Pick-Up Time: _______ All Flights? ______

Competition Protocol:

Warm up times: ______

Athlete Intros: ___ Yes ___ No Time: __________________________

Number of flights ___ Number athletes advancing to finals ___ Plus ties? ___ Yes ___ No

Five-Alive when appropriate: ___ Yes ___ No

Measure every height change, or every 2nd or 3rd change? ___

Can athletes leave venue to talk to coaches? ___ Yes ___ No

Do athletes require escorts to leave venue? ___ Yes ___ No

Can athletes be released before end of competition? ___ Yes ___ No

Tie-Breaker for other than 1st Place? ______ Which place(s)? ______

Exit Thru a Mixed Zone: ___ Yes ___ No Location: ________________ Who escorts? ______

Awards: # of Places: _____ Where presented: ________________ When presented: __________________

Trainers/Medical Staff: Main Location: ________________ Closest to Event: ________________

Means of contact: __________________________

Protest Table Location: __________________________

Severe Weather: Shelter Location: __________________________

Officials Meals: Location: ________________ Times: __________________