Chapter 5 – Officiating Long Distance Running and Road Events

Long distance running events present several challenges to the official accustomed to the precision and control that characterize stadium events. Long distance events conducted on public roads requiring extensive planning, attention to detail and safety considerations. Chapter 5 focuses on the special requirements and considerations for officiating long distance running and road events.

Sports Governance

Governing Bodies

This section opens with a description of the various governing bodies that influence the conduct of long distance athletics competitions.

The International Olympic Committee (IOC) has the authority for conducting the Olympic Games and the United States Olympic Committee (USOC) for selecting the U.S. Olympic Teams.

The U.S.O.C. supervises a number of activities to support the success of U.S. athletes in Olympic competitions including funding development efforts through the Olympic Foundation.

The International Amateur Athletic Federation (IAAF) is the international governing body for “athletics” (track and field, race walking, long distance running, and cross-country) for all international athletics competitions.

USA Track & Field (USATF) is the national governing body for “athletics” (i.e., track, field, race walking, cross country and long distance running) for the United States and elects representatives to the USOC and IAAF. It holds an annual meeting to develop and refine the rules of competition and coordinate the development of national and international level competitors at the youth, open and masters levels. It governs through the work of sport and administrative committees as well as the efforts of local associations.

USATF has divided the nation into 56 geographic associations. Each association is charged with the responsibility of governing the conduct of local USATF competitions, and training and recommending the certification of officials working within a specific geographic area.

National Track & Field Officials Committee

An administrative committee of USATF, the National Track & Field Officials Committee seeks to:

- Promote excellence in athletics and officiating through the continuous training and support of officials.
• Promote a consistent standard of skills for all those engaged in officiating USATF sanctioned competitions.
• Ensure that all competitors have a fair opportunity to compete within the rules of the national governing body.

Officials Training and Certification

USATF’s National Track & Field Officials Committee and its national officials education program is charged with the task of offering instructional materials and support to all elements of USATF officiating – track and field, cross country, race walking and long distance running. Working in concert with USATF’s various sport committees, the Officials Committee guides the training and certification of athletics officials by:

• Establishing training, testing and certification (requirements for “National” and “Master” level officials within the disciplines of Track and Field, Race Walking and Long Distance Running.
• Providing training and technical assistance materials to assist the association officials committee chairpersons.
• Helping to select officials for major national and international competitions, and team selection events.

An Officials Education Program has been established to enhance the training and skills certification of USATF officials through offering a standard body of knowledge and guiding officiating values. This program:

• Establishes 3 levels of domestic certified officials that are Association, National, and Master. Each level requires an increased degree of experience, competency and commitment.
• Provides minimum certification requirements administered by the local USATF association. These can include requiring the candidate to attend classroom instruction, demonstrate skills under the supervision of certified officials, and pass the national rules review exam.
• Recognizes the need to develop specialized curricula for officiating track and field, race walk officiating and long distance events.
• Permits each certified official’s personal interests to be drawn to those events and sports within “athletics” that most interest her/him.
• Emphasizes that the truly effective official is one who realizes that developing and honing officiating skills is a lifelong process and continually seeks opportunities to learn new skills and adopt improved methods.

Pertinent Sport Rules

The next section offers a brief overview of the pertinent rules that apply to the conduct of long distance running events. USATF Rules of Competition are consistent with the IAAF competition rules and are developed with the active input of the various sport and administrative committees (e.g., the Women’s Long Distance Running Committee). USATF has also developed Guidelines for Fair Competition in Road Racing (adopted in 1988) to guide the conduct of major road races.
Together, these provide the authority required ensuring a safe and fair competition. These rules and guidelines form the basis for all enforcement actions taken by a USATF official. For the complete text of the rules consult with the International Amateur Track & Field Federation Handbook (available at www.IAAF.org) and USATF Competition Rules (www.USATF.org).

Each official should become fully conversant with these rules and guidelines in their entirety. At the same time, the official should be aware that the rules and guidelines, as with any rule or law, are subject to interpretation and judgment. It is this interpretation that may effect both the application and enforcement of a particular rule or guideline in the event situation. There is no substitution for common sense, fairness and sound judgment.

Applicable USATF rules include:

- **Rule 143 — Assistance to Athletes**: states in essence that no individual shall give assistance of any type to a competitor, except with the prior approval of the event referee. This “assistance” includes pacing a competitor or providing intermediate times, advice or information within the “competition area.” Services provided by the event’s medical staff to competitors during the competition are permitted.

- **Rule 165 — Road Races**: includes a provision for removing a competitor for a medical reason by an officially appointed member of the event’s medical staff. It also outlines guidelines for marking distances, ensuring runner safety and offering liquid aid refreshments.

- **Rule 167 — Cross-Country Competitions**: outlines both the general and specific requirements for the layout of cross-country events. These include how the course should be marked, difficulty of terrain and obstacles, course distance, and the starting procedures. Also covered are officials, season, distances, scoring procedure, and teams.

- **Rules 7 and 15-18 — Men’s Long Distance Championships**: specify requirements for conducting USATF championship events in men’s cross country, marathon, road races, and sectional or regional long distance track, road and cross country championships. These include requirements for the race distance, entries, course marking, measurement, and awards.

- **Rules 2-21 — Women’s Long Distance Championships**: state the requirements for conducting USATF championship events in women’s cross country, marathon, road races, as well as sectional/regional long distance track, road and cross country championships. These include requirements for the race distance, entries, course marking, measurement, and awards.

- **Rules 3-31 — Officials and Games Committee**: describe distance event officiating guidelines. These cover organization, roles, responsibilities, authority and tasks.

- **Rule 32 — Referee**: describes referee’s duties and notes that in long distance running events a jury of appeals shall be appointed to review rulings such as those resulting from the enforcement of Rule 66.

- **Rule 66 — Assistance to Athletes and Attendants**: outlines the requirements of a fair competition and specifically notes illegal forms of assistance such as pacing of competitors by anyone within the competition area not participating in the same event. “Men and women shall not be considered to be in the same event.”
Rule 66 is so critical to maintaining the integrity of long distance competitions, the complete text is provided as follows:

**Assistance to Athletes**

Except as provided in road races (Rule 132) and in long distance walking events (Rule 15), during the progress of an event, a competitor who shall receive any assistance whatsoever from any person may be disqualified by the Referee. “Assistance” includes giving help or conveying help to an athlete by any means, including a technical device. It also includes pacing in running or walking events by persons not participating in the event, by lapped competitors, or by any kind of technical device. Men and women shall not be considered to be in the *same event*.

A hands-on medical examination during the progress of an event by officially designated medical personnel shall not be considered unfair aid or assistance.

Medical personnel, authorized by the Games Committee or Referee to do so, has authorization or authority to examine any athlete who appears to be in distress, and, if in that official’s opinion, it is in the athlete’s health and welfare, may remove the athlete from the competition.

In a track event, any competitor competing to lose or to coach another competitor shall forfeit his right to be in the competition and shall be disqualified.

Intermediate times and preliminary winning times may be officially announced and/or displayed. Otherwise such times must not be communicated to the athletes by persons in the competition area without the prior approval of the Referee.

**Attendants**

(a) No attendant or competitor who is not actually taking part in the race shall accompany any competitor on the mark or in the competition, nor shall any competitor be allowed, without the permission of the Referee or Judges, to receive assistance or refreshment from anyone during the progress of the race, except as provided by Rule 66.2, Rule 132.2, and Rule 15.3.”

- Rule 131 — Running Events: defines the two types of long distance running events — “fun runs” and “competitive” road races. It offers recommendations and requirements governing these types of competitions, including distance, timing procedures, and joint “fun run” competitions with “competitive events.”
- Rules 132-133 — Course Requirements and Standards: indicate provisions for course layout and management, refreshment and sponging stations, distance indicators, elapsed times and splits, vehicular traffic, first aid facilities and the lead vehicle.
- Rule 134 — Course Monitoring and Marking: describes the requirements for marking the course, and recommendations on runner identification, finish area design and procedures.
Event Planning

This section discusses principles, planning details and approaches that can be used to provide a well-officiated long distance event. Appreciating the “big picture” details of event planning facilitates the official’s understanding of how each task contributes to an effectively officiated event.

Content is based on the techniques and procedures used by many of our nation’s most effectively officiated races. Throughout the remainder of the text, these methods and techniques will be offered under the title Commonly Used Techniques. These are considerations that can help a race provide a fair, safe and competitive experience to all participants. However, the novice official should realize that these reflect only a sampling of the variety of effective approaches race directors have used in planning and administering successfully officiated events. In the final analysis, the specific details of race planning and execution rest with the race director.

Race directors and their planning committees prior to race day consider a number of elements that require care in planning and close coordination with public authorities. On race day, the official’s role is to assist in executing this plan. Given the many factors that have gone into the design, it would be inappropriate for any official to unilaterally seek to change course design, start or finish elements.

Course Design, Certification and Sanction

Safety and reasonableness should guide the course selection and such design decisions as assembling the field on the starting line, creating a start area that can handle the expected field and a finish area that can remain available to finishers for at least 90 minutes. These decisions in turn dictate the need for officials, support personnel, public permissions, attention to community impacts and expertise required to administer the event.

Starting Area

For events held on roads, the starting area should be established on a safe level surface at least 30’ wide and deep enough to handle the expected field. When starting on a public road, it is desirable to have a staging area immediately adjacent to the road and then move the competitors out onto the road 1-5 minutes prior to the scheduled starting time.

Commonly Used Techniques – Start Area Planning Considerations

• Start on Time. Effective races start at the exact time promised in the pre-race information/brochure. They recognize that prompt runners should not be penalized by the chronically late or the failure to adequately plan for day of race entrants. This means that all day of race registrations should cut-off 45 minutes in advance of the start time with announcements made starting 1 hour prior. No allowance should be made for latecomers – the race director should make this principle clear to all sponsors at the time the basic sponsorship arrangements are made.

• Pace Signs. For road races and marathons, competitors are often arranged within the starting area according to the pace at which they are intending to run the race, with
fastest athletes nearest the starting line. When the approach is taken, signs are used to marshal people from a gathering/staging area to the start area — beginning with the fastest competitors.

- **Starting Line — Use of Fake Line and Young Competitors.** For very large races with invited runners, a fake starting line at least 15’ behind the true starting line may be used. This permits the invited runners to be placed on the true starting line and helps protect the integrity of the course measurement (certification). Many races prohibit children under age 12 from the first five or so rows of runners. It has been found that while they may be able to get out fast, young runners tend to fall off the pace quicker and are hard for older runners to see.

- **Announcer’s Role at Start.** During the period of assembling of competitors to the start, generally the announcer’s primary responsibility is to provide only that information which can help ensure a safe, fair, and on time start. Competitors should be reminded to align themselves with the “per mile” pace signs.

- **Warnings.** Many races provide announcements (or warning shots) at five-minute intervals starting with 15 minutes prior to the printed starting time. For large races, the following additional announcements are commonly used:
  - One minute until the start
  - 30 seconds to the start
  - 10 seconds to the start

  **Note:** Countdowns to the start are not recommended. Generally, this practice results in early starts thus potentially invalidating any records that may be achieved.

- **Starting Commands.** According to USATF rules for starting distance events, the first command is *On Your Marks* followed by the firing of the gun. In accordance with USATF Rule 6, a 32 caliber blank gun should be used. An elevated starter and the simultaneous release of balloons may also be used to aid starters at very large races. Although USATF rules indicate that timing is to be initiated with the smoke of the starter’s pistol, USATF’s Road Running Technical Committee recommends that timers initiate their watches with the first forward movement of the runners beyond the starting line, if this forward movement precedes the actual firing of the gun and a well-conceived procedure for the simultaneous starting of all watches (other than the smoke) can be achieved.

- **Count-Up.** For larger races, the announcer may read the race time until all starters have crossed the starting line and commenced the race. This provides slower runners with a means to calibrate the true time taken to run the course.

- **Wheelchair Starts.** Special consideration should be given to the starting requirements of wheel chair competitors. Commonly, the practice is to start these competitors 15 minutes prior to the start of the runners. This permits these competitors to move out quickly without the possibility of collision with the runners. With the front wheel touching, but not crossing, the marked starting line, the start command should be the same as for the runners.

- **Cross Country Starts.** For cross country races, each team is usually assigned a starting box along an arced line which allows at least three members of each team to line up on the starting line equally distance from an established focal point.
Unattached competitors are generally assigned to specific boxes spread along the starting line — as established by a draw.

- **Dogs and Other Potential Hazards.** There is a disturbing tendency of certain novice runners to run with their pet or strollers. These represent a danger to both the animal and child as well as to other competitors. To counter this growing problem, some races assign a marshal to review the starting area to ensure that no pets or strollers are permitted in the event. In such cases, provisions should be made to take care of pets and small children during the event (to avoid possible conflicts with entrants). Some race entry forms specifically state that no pets or strollers are allowed.

**Course Certification**

Once a course is designed, it is essential that the director arrange for the course to be measured and registered as a USATF certified course by employing a USATF Course Certifier. According to USATF rules:

- Races may only advertise that the course is “certified” after it is approved by USATF as “certified.”
- Road Running Technical Committee’s (RRTC) Course Certifiers are to be used to measure and certify the course within the Technical Committee’s specified tolerances.

To certify the course, the race director should contact the “USATF Regional Certifier” serving the association for assistance. A list of current Regional Certifiers is available from: USA Track & Field, P.O. Box 120, Indianapolis, Indiana, 04626.

**Association Certification Committee**

Some USATF associations have a Course Certification Committee created to facilitate the accurate measurement of courses within the Road Running Technical Committee’s strict measurement guidelines. This certification committee’s function is to monitor the status of the certification of racecourses within the association by working closely with the RRTC national certifier responsible for the program in the association. The committee should sponsor measurer training, maintain measuring equipment, and take action to discourage the false advertising of races claiming that their course is USATF certified when it is not.

**Certification Requirements**

USATF Rule 133 establishes the following requirements for course certification:

- Courses may be designated as “USATF Certified” only if a national certifier, who is approved by the Certification Chairperson of the Road Running Technical Committee of The Track & Field, has determined that the shortest possible route is measured with reasonable accuracy.
- Courses meet certification standards if the measurements demonstrate that the course is at least the stated distance. To ensure that a course is not short, the measurement
must include an additional 1/1 of the stated distance. For more detailed information on course certification, officials are encouraged to secure USATF’s Course Measurement Handbook that is available from USA Track & Field (P.O. Box 120, Indianapolis, Indiana, 04626).

**Preservation of Course Integrity and Record Performances**

**Number Checkers.** Number checkers are a special group of course judges who are responsible for recording the race numbers of all competitors passing a randomly selected set of checkpoints. They are frequently used in longer races to catch course cutters or those jumping into the race after the start. This can be achieved by using videotape, reading numbers into a tape recorder, a written checklist or a combination of these.

**Final Course Inspection.** It is also useful for the person who measured the course to ride the course just ahead of the competitors to perform a final course inspection and ensure that the course is run as measured.

Records Validation. A national or world’s best open class or age division performance is validated as follows:

- Witness to the actual race must provide to the Validation Chairperson of the Road Running Technical Committee of USA Track & Field, or a designee, a complete and precise map or description of the shortest possible route that was available to the record claimant during the race.
- The actual course must be evaluated and approved as accurate by an expert designated by the Validation Chairperson of the Road Running Technical Committee.
- Record “performances will not be accepted if the remeasurement shows that the actual course distance was shorter than the stated distance.” (Rule 185).

**Records Coordinator.** With so many potential age group records available for breaking, it is also helpful to identify prior to the event a person knowledgeable in the rules pertaining to records who will have all the necessary records forms. When a possible record is established, this person will collect the times and timer signatures, as well as the signatures of all other officials who must sign the form (e.g., starter, lap counters, race walk judges...).

**Marshals.** To strengthen the case for a record and assist in the certification validation process, it is helpful to assign marshals to be assigned to critical points along the course to take appropriate actions to ensure that the course is run as measured. When physical barriers or other means are not able to prevent course cutting, cones should be placed on painted dots to demark the approved turning radius or approved course boundary.
USATF Event Sanction and Insurance

Sanction

A sanction is the written approval of an application that is reviewed and approved by the local USATF association. It is required to secure the USATF insurance and, often, to secure the services of USATF certified officials.

Sanction Fees. The local association collects two types of fees for sanctions. These are the local fee and the national fee. The association keeps the first and forwards the second to the USATF national office. Fees are directly related to the number of expected entrants and include the insurance coverage (see below).

Regulation XIV Sanction. A national sanction (also known as a Regulation XIV Sanction) is the written approval required whenever cash of any amount or individual prizes exceeding $250 in value are to be awarded.

Prior Approval. All sanctions must be approved in advance of the event. Both the course certification and sanction(s) must be approved before being advertised in any race materials.

Liability Insurance

Those securing an approved sanction are named as additional insures on USATF’s policy providing liability coverage for an event. This covers liability claims against the sponsor(s), race management, officials and other groups named on the policy rider.

Note: USATF officials should only work those events in which they are covered against potential liability claims.

Government Issued Permits

Special use permits may be needed. These include permits for the use of parks, streets and facilities. These can take several weeks to process, so acquiring the permits and identifying any special permission should be initiated at least two months in advance of the event.

On Course Logistics

Aid Stations

If placed in charge of the aid stations, keep the following suggestions in mind. [For more information refer to USATF’s Sports Medicine Manual for Long Distance Running by Dr. John Robertson]

Types of Stations. Normally there are three kinds of aid stations:

- liquid refreshment
- medical and
• sponge

Location. Depending on climatic conditions, liquid refreshment aid stations should be available to competitors for all races over 5 kilometers and should be not more than 5 kilometers apart. In addition, there should be both medical and water provided at separate stations both at the start and just beyond the finish line area for all events.

Organization. Most major events recognize the value of each on-course aid station being organized in exactly the same manner. Experience indicates that the stations be provided in the following order:

1<sup>st</sup> liquid refreshment
2<sup>nd</sup> medical
3<sup>rd</sup> sponge

Liquid Refreshment Stations

Importance. Liquid refreshment is critical to the safety of runners, particularly during hot periods. USATF recommends that stations be located at both the start and the finish areas, as well as at regular intervals along the course.

Location. In large races, to ease the runner’s access to needed liquid refreshment, many runners indicate that it is helpful if stations are located on both sides of the road. They request that be advertised at least 1 meter in advance of the station. Some races achieve this by using large folding sandwich \& boards with “H2O” noted in large print.

Refreshments. A number of races divide each liquid refreshment station into 3 clearly designated sections using several key principles.

Identical Look and Feel. Each station looks identical to all other refreshment stations. For major events, the refreshments can be placed in the following order:

1<sup>st</sup> plain water
2<sup>nd</sup> electrolyte replenishment
3<sup>rd</sup> personal (choice) aid containers
4<sup>th</sup> backup water for those not finding their bottle

NOTE: By putting the personal aid third, it reduces the possibility that other runners will knock down or improperly take the personal aid of others. If this arrangement is used, there should be backup water just beyond the personal aid station to permit runners unable to find their containers to secure needed liquid replenishment.

Adequate Separation. Each station should be separated by at least 20 meters and enough water is provided for every 1.25 runners, except in hot conditions where there is enough water for each
runner at each station. Runners often use one cup of water to cool their head and neck and then a
second for replenishment.

Personal Choice Refreshments

Some competitors may choose to leave a personal form of refreshment at the station in a marked
container. Experience indicates that it is wise to always locate personal choice refreshment
containers at the end of each refreshment station on a consistent single side of the running path.

Each race establishes its own procedures for delivering personal choice refreshment to the station
locations and how they are organized at the station. Often the competitor is expected to ensure
the delivery of each personal aid container, along with a list of the stations that they are to be
placed to a designated location prior to the event’s start. These containers should be distinctively
marked. Often, races require that the runner’s number be tape to or written on the container.

Sponge Stations

If placed in charge of a sponge station, the keep the following considerations in mind:

- USATF rules recommend sponge stations be located half way between the liquid
  refreshment stations for races of 2 kilometers or greater. Only sponges and water
  should be offered.
- Several races have found that natural sponge cut into 3” x 3” squares is the most
effective. At each station, a commonly used ratio is one sponge for every 1.5
  competitors. Sponges should be gently squeezed to remove excess water, but in a
  manner which retains most of the water.
- Technique: To effectively offer the sponge, they are held out to the runners with two
  fingers. Containers should be available 2-4 meters beyond the exit of each station to
  receive used sponges.
- Following the race, all sponges should be thoroughly washed and rinsed clean, then
dried in a clothes drier (low temperature). Storage should be in cardboard boxes
  (allows breathing to occur), not in plastic bags.
- If asked to organize the medical stations, the keep the following suggestions in mind.
  [For more information refer to USATF’s Sports Medicine Manual for Long Distance
  Running by Dr. John Robertson]

Location. Often medical stations are located at least 5 meters beyond the refreshment station.
To be effective, they should be clearly marked (white balloons with a red cross or signs — ∧
shaped sandwich board type signs work well). It is recommended that the main medical station
be located just beyond the finish line and well coordinated with the finish line and course
communications system.

NOTE: The most important priorities at the end of the finish chutes are medical services and
quick access to water.
Commonly Used Techniques - Refreshments Processing

If placed in charge of aid stations, consider the following principles used by many successful races:

- Cups adequately spaced to permit ease of handling and minimum spilling. Cups are to be no more than 2/3’s full.
- In filling the cups, they are arranged on the table and a pitcher is used to pour the water to desired height — cups are not dipped.
- In dispensing cups, volunteers hold the cup gently with the arm relaxed and outstretched while moving the arm in the same direction, as the receiving runner is moving. Each giver calls out what they are offering (e.g., “WATER,” “WATER”).
- Wax paper cups are used, since plastic containers/cups tend to shatter and pose an injury threat to runners.
- Advance signs or balloons are used to identify the refreshment station. Cups can be offered with lids and straws to permit runners to carry the liquid between the stations and drink it slowly (e.g., no air).
- Move with the runners in dispensing aid.
- Use pre-rinsed garbage bags to line cans (i.e., to rid the taste), squeeze 1 lemon/each 1 gallons to freshen the water and electrolyte replenishment should be diluted at half strength.
- Put trashcans at the end of the station for discards.
- Offer enthusiastic support to all the runners.
- Ensure that the volunteers do not narrow the running path in their enthusiasm to hand out liquids.
- For major events, separate water tables for men and women can be designated and marked.
- A person is assigned at the personal aid table to upright fallen containers, which have been upset by previous competitors.
- If possible, personal aid bottles are marked with the race number and arranged in numerical order on the tables with plenty of room around each bottle.
- If spraying is offered, the sprayer is placed to the side of the road in an area where there is a drain or slight slope to carry the water away from the running path. Choosing spraying should be a decision of the individual competitor. When offered, spraying should be limited to the “strike zone” (chest to knees) away from the feet — spray people in the face only if requested.
- All on-course personnel should know the course, location of the nearest medical station and procedures for evacuating an injured runner.

Medical Aid Personnel

Ideally, each station would have an emergency medical technician (EMT). At a minimum, the primary medical station located in the finish area should have a medical professional on duty.
Medical/first aid personnel should be clearly designated to ensure that the athletes can easily seek needed assistance.

Commonly Used Techniques – Medical Stations

- Each station provides shade or weather protection, has a cot or stretcher, basic first aid supplies, water, blankets/space blankets (even in warm weather blankets are needed) and radio contact with the finish area and the race’s medical director.
- Medical evacuation is carefully planned and arranged for in advance. The procedures are written and distributed to medical station personnel. Evacuation routes are developed for each station and the finish area. An aisle is designed through the finish area to permit the access and egress of an aid vehicle.
- Medical personnel are used who understand the special needs of runners.
- The normal casualty rate for a 1K is 5% of the field. This goes up to 12-14% for marathons. At the finish of longer races, plan for at least one medical person for each 4 expected casualties.
- Two doctors (one of which is either a podiatrist or orthopedic specialist) complemented by a number of RN’s provide the basic support. Registered Nurses (RN’s) seem preferable to Licensed Practical Nurses (LPN’s).
- In many areas, the local chapter of the American Red Cross is a good source for on-course medical support volunteers.
- Races of 2 kilometers or greater may wish to consider two finish area medical tents — one devoted to foot injuries and the other devoted to more serious medical problems.
- Special medical conditions, allergies, etc. can be indicated on the back of the runner’s race numbers.
- A private area should be provided for taking rectal temperatures, and rest rooms should be close to this station. It can also serve any required drug testing.
- For foot and orthopedic injuries, a chair is preferable to a cot.
- An electronic thermometer saves time.
- Both warm and cool liquids are necessary. A good warm liquid is tea with honey.
- Many longer races have a separate channel for calling in medical emergencies and a direct communications link to the ambulance or aid vehicle.

Splits

Official Watches. For record purposes, USATF rules indicate that all official watches are to be started with the smoke/flash of the starting gun — not by radio! Watches should be started with the smoke and then delivered to the split reading areas ahead of the competitors.

Split Coordinator. The race director may assign an official to the task of planning the logistics for starting the split watches and delivering them to the split timers on the course. If you are assigned to the task of splits coordinator, it is wise to prepare a systematic plan to take started...
watches from the start to the locations where splits will be provided. Immediately prior to the start, review with the individual split timers their exact split locations and the plan for delivering the watches (and/or split readers) to the split locations. Watches should be delivered at least 3 minutes prior to arrival of the runners.

During the Race. As the coordinator delivers the watches to each split location, it is valuable to check each watch to assure that it is working properly. Each split reader should be asked to describe his/her task and demonstrate how splits will be read — making sure the reader “projects” when reading splits. At least two backup watches are usually started and accompany the split coordinator around the course. If unused, spare watches can provide backup support to the finish line.

Volunteer Pickup. Provision should be made to assure that all course volunteers can easily return to the assembly or finish area, particularly in marathons.

Reading Splits. If placed in charge of coordinating the intermediate times (splits), the USATF certified official should keep the following considerations and commonly used principles in mind:

Frequency. Splits should be read at consistent intervals through the entire course — at a minimum of every 5 kilometers. For marathons and large-field races, events often provide splits at the first and second mile (to assure that everyone gets a true per mile pace) and then either every mile or every 5 kilometers thereafter. Frequently, split times are provided at the halfway mark for marathons.

Starting the Watches. According to USATF rules, visible viewing of the smoke from the starter’s gun should start all split watches – watches should not be started by sound via radio. At least two spare backup watches are recommended.

Delivering the Watches. Commonly, the watches are then delivered to the split readers. In delivering the watches, they should be checked and the split reader should be asked to describe his/her task and demonstrate how splits will be read.

Signs and Large Clocks. Consistently located signs and a line on the road help by marking the spot where each split is called. Large digital clocks can also be used to provide added support. Normally, these are established above the running surface (indicating the distance) and, where feasible, visible for at least 1 meters.

Each split reader should take care not to block the sign or clock from the runner’s view — i.e., stand behind it. Spectators should also be kept well back from the split locations.

Commonly Used Techniques – Split Provision
- Splits are read in a loud, clear voice directed at each runner — first to last.
- The minute (and hour) are read at least every 1 seconds, with the seconds read off in between. Teams of readers are used for those positions requiring splits to be read for 15 minutes or more.
• If personnel allows, some race directors assign a person 25 meters beyond the split timer calling from a sheet indicating the runners’ current per mile/kilometer pace.
• Split reading is directed toward the athlete, making sure that the reader projects without allowing his/her voice to crack.
• The reader stands just beyond the distance mark and clock (if available).
• Effective readers do not assume the runners will see their time if a clock is present — experience indicates that at least 4% will not see the time and are relying on hearing the split.
• The split reader remains positive and enthusiastic toward the runners realizing they have been looking forward to hearing from the reader for some time — their diligence makes it worth the trip!

Event Personnel – Support Officials and Competition Officials

Support Officials

Course Coordinator. In many larger races, race directors have found it helpful to assign a Course Coordinator to the overall responsibility for course planning, equipment and personnel. For races over 1 kilometer, special function supervisors (e.g., area or sector supervisors, split readers, communications support, marshals, refreshment, and first aid stations) can assist the Course Coordinator.

Area Supervisors. Often race directors find it helpful to divide the course into 5-kilometer sectors, each under a separate supervisor who can then report directly to the Course Coordinator. Under this approach, course marshals then report to a geographic sector headquarters rather than converging on the busy start or finish areas. When this approach is used, volunteers are assigned to an area supervisor who is then responsible for explaining their duties and assigning them to their designated positions. On race day, the volunteer reports directly to the sector supervisor for final instructions.

Event Referee and Race Director

When serving as an event referee, the official should remember that he/she is serving under the race director. The referee’s primary focus should be on supervising the officiating necessary to for a fair competition. When necessary, the referee rules on reports generated by the competition officials or receives any protest.

As the event manager having final responsibility for the event, the race director is to be kept informed of all-important information brought to the event referee’s attention. The race director is to be consulted prior to the referee making any decision that might affect event results. The race director should only make any public comments once a decision is final.

Competition Officials

USATF competition officials are to remain conscientious to their duties and, when required, render an objective report of observations. Working under the supervision of the event’s referee
(major team selection, prize money or championship events) and race director, USATF officials are expected to be knowledgeable both of content and appropriate application of the rules and guidelines. USATF officials are to be consistent and impartial in their enforcement responsibilities without regard to either an individual athlete’s notoriety or history and ignoring any criticism that might result from the fair application of the rules to the situation. Whenever possible, the official should give the benefit of the doubt to the athlete.

**Course Marshaling**

**Marshal’s Role/Tasks.** Marshals are to ensure that the full competitive area remains unobstructed and available to all official competitors. Normally, the primary tasks of the course marshal are to:

- Provide directional information to the runners to ensure that each runner runs the designated course.
- Prevent cars, bicycles, dogs, trash, pedestrians, or spectators from impeding the path of the athletes.
- Assist the umpires by reporting possible violations of the USATF rules or guidelines to the event referee.

In major events, each course marshal position should be provided with a written description of duties and responsibilities. This should include an area map indicating the location of the assignment, any necessary directional signs/pointers, and specific instructions about the proper direction for the runners to take.

**Go Native Problem.** A consistent problem of major events is when the marshals either turn into spectators or use their position to become a privileged photographer. All volunteers should be reminded that they have a single task to perform which requires their total concentration to accomplish it.

**Course Umpires**

**Umpire’s Role.** The umpire’s primary responsibility is to assist in the enforcement of USATF rules and its proposed guidelines on pacing and other forms of prohibited assistance.

**Umpire Selection.** The race director or designee normally selects umpires. They should be selected from the area’s most knowledgeable and experienced officials. If possible, these individuals should be USATF LDR certified officials. To be effective, umpires must know the special rules, guidelines and circumstances that apply to distance events. Umpires should be provided with written job descriptions that include information on prohibited assistance and applicable USATF rules, and procedures for reporting potential violations.

**Placement.** It is recommended that umpires wear the same attire as other event officials. Depending on the length of the race, five (5) or more umpires should be appointed and assigned to randomly selected locations throughout the length of the course.
What to Look For. Potential violations include cutting the course, premeditated pacing or assisting an athlete by a non-competitor, registered and unregistered competitors joining the race at a point after the start, or providing unauthorized splits or liquid refreshment.

Definitions of Possible Violations

The USATF Guidelines for Fair Competition in Road Racing offer the following definitions apply to pacing and prohibited assistance:

Pacing. Pacing is a premeditated or prearranged act of accompanying one or more competitors in a long distance running race for the purpose of enhancing the performance of the competitors. As recognized in USATF Rule 66, pacing does not include officially designated rabbits that are to be available to all competitors.

Assistance. Prohibited assistance is an act by one or more persons (whether or not such person or persons are competitors) which is intended and has the effect of providing (i) an unfair advantage to one or more competitors and/or (ii) a disadvantage to the competitors.

USATF Guidelines on Assistance

The USATF Guidelines for Fair Competition in Road Racing are based on the applicable rules of USA Track & Field of the USA Competition Rules. These include the following guidelines for major events:

- Giving unfair advantage to a competitor by anyone on the course, for any reason, is not allowed. Such actions may result in disqualification of the athlete(s) involved. Examples of prohibited behaviors include:
  1) Pacing (a specific form of prohibited assistance) for any portion of the competition.
  2) Any person on the course or course vehicle conveying any information which has the effect of giving unfair advantage, such as information relative to the status of other competitors.
  3) Any actions by individuals on the course or by competitors that is distracting, distressing or disruptive to other competitors.
  4) Receiving unofficial splits, medical or refreshment support, or technical aid from any unauthorized person on the course.
  5) Being accompanied for any portion of the race by an unregistered person or non-competitor.

a. The only persons to be allowed on the course are to be appointed officials, athletes with official race numbers, race personnel and other authorized/credentialed persons.

b. All persons who have access to the race course or to the competitors during the competition, are to refrain from any action which could be deemed as pacing or giving of “prohibited assistance”.

c. No credentialed person or official is to engage in unnecessary communications with competitors.
d. All persons on the press vehicle, lead vehicles or bicycles, are to be reminded that they are there as a matter of privilege and not of right. As such, they are to remain impartial and refrain from giving instructions to competing athletes or acting as a cheering section.

e. Officially designated lead vehicles or bicycles are to be instructed to maintain a speed and distance that will not have the effect of pacing any competitor. Only official bicycles are to be allowed on the course. All vehicles and bicycles should avoid staying with one runner.

f. All race volunteers should be made aware of the intent of these Guidelines. It is recommended that all umpires and on-course officials with supervisory responsibilities be furnished with the complete Guidelines and recommendations for warning athletes.

g. Fixed clocks with high visibility to all competitors should be placed along the course and should not be restricted solely to the lead vehicle, bicycle or car.

**On Course Official’s Role in Enforcement**

**Preventive Approach and Warnings**

**Prevention.** The most effective way to minimize the possibility of a rules violation is to take actions prior to the event that provide an assurance of adherence to USATF rules. Enforcement of USATF’s rules and guidelines prohibiting unfair assistance starts with race management and is supported through the efforts of the USATF official.

Another effective prevention measure is for the race brochure to cite USATF’s Rule 66 and summarize its guidelines, note possible consequences violators and indicate that judges will be provided to monitor the course.

**Limit Actions to Warning.** Other than issuing a verbal warning, neither the umpire nor marshals should take any other action against a potential violator. The warning should indicate that the activity is illegal under the USATF rules and could result in the competitor’s disqualification. However only the referee has the power to disqualify a competitor.

Before issuing a “warning” to an athlete or a report to the referee, officials should distinguish between spontaneous assistance among competitors and pacing and other forms of prohibited assistance.

**Method of Warning.** Verbal warnings should be given in a manner least likely to disrupt the performance of competitors. Examples of possible warnings include:

- “Number 1526, stop running with number 229. Both (or one) of you may be disqualified”
- “Stop giving number 411 split times (or water). She may be disqualified for . . . (state the reason).”

**Observe Both Competitors and Non-Competitors.** Officials should report any behavior by credentialed or official race personnel, which appears to constitute an infraction. If necessary, warnings should be issued to offenders.
**Discretion.** There are varying degrees of assistance. Reports should be submitted when the course judge believes that the observed activity was an effort to unfairly give advantage to one competitor over other competitors or assisted the competitor to achieve a time or award that they would be less likely to achieve without assistance. Unfair prohibited assistance also includes activities, which disrupt the concentration or efforts of the other competitors.

**Umpire’s Report**

When a possible violation is observed, the umpires should write down what they saw, even when the inspector has doubts. This report should include:

- Time of the day and course location of the possible infraction.
- Describe what was observed, and specifically, the nature of the alleged violation. Indicate, when possible, the competitor’s number and describe the outfit.
- Describe any non-competitor involved (i.e., height, clothing, distinguishing features, hair color, . . .).
- Print the umpire’s name and USATF Certification number or address.
- As soon as possible, the inspector should submit a signed copy of the written report to the referee.
- As soon as possible, the referee should inform the race director that a possible infraction has been reported.
- Any competitor who feels that pacing or any other form of prohibited assistance or Rules violation has taken place should be reported.

Incidents should be reported within the following guidelines:

- The race director or referee is to be notified of intent to protest within 90 minutes of the protesting competitor’s completion of the race.
- In accordance with USATF Rule 73, the protesting competitor must then submit a written protest within 15 minutes of the announcement of the race results.

**Referee and Jury of Appeals**

Selection of the referee and jury of appeals is made by the race director. It is recommended that these persons be individuals who are knowledgeable in the appropriate application and interpretation of the USATF rules in the road race context.

**Commonly Used Techniques - Approach to Enforcement**

- For all events granting cash prizes, either the Race Director or his/her designee should be identified prior to the event as the Event Referee who will rule on all issues regarding the enforcement of the USATF rules.
- In National Championships, qualifying events, and when large cash prizes are awarded, it is wise to also appoint a Jury of Appeals to review the decisions of the Referee.
• When a protest or report is submitted to the referee, the following procedure should be considered:

• The referee promptly reviews the competitor’s protest, checking with the appropriate umpires concerning the allegation, and then determines if an infraction of the USATF Rules may have occurred. The referee’s finding should cite the applicable USATF Rule(s) and the grounds supporting the finding.

• In rendering a decision, the referee should give the benefit of the doubt to any accused athlete(s). The options generally available to the referee are:
  • To determine that no violation or infraction of the rule occurred;
  • To reprimand and caution the competitor(s), but not disqualify.
  • To disqualify one or more competitors. Disqualification should only be given in those rare cases where the violation was flagrant or serious damage was inflicted on other competitors.
  • The referee’s written decision is to be given promptly to the race director.
  • Throughout, the only spokesman should be the race director. For all others, it is recommended that the best comment be “no comment”. The race director should become aware of the facts reported and refer to the written reports and known information when discussing the alleged incident.

In major events, it is helpful to assign to the referee the tasks of verifying the times, coordinating records information, and ensuring that the course as measured was followed.

Commonly Used Techniques – Assignment and Tasking of Personnel

Job Descriptions. It is helpful to have a clearly worded job description prepared for each volunteer’s position. These describe the task to be performed, arrows for course directions, and the location of the job. The description also provides the volunteer with a ready reference as the runners approach.

One Person, One Job. A basic principle that should guide all race assignments is to provide each volunteer with only one job on race day. As an official, you should limit your activities to a single task and give that task your full concentration.

Pre-race Meeting. For large events, it is helpful for the head official for each area to meet with the race director on an evening 2-3 days prior to the race. This meeting permits the key people to receive and review their assignment, and secure answers to any remaining questions.

Final Briefing. On race day, it is also helpful for each head official to conduct a final briefing with their area’s volunteers at least 9 minutes prior to the start of the event.

Finish Area

Long distance finish area responsibilities have many parallels to those of the track and field finish line. As a result, certified officials may be asked to either coordinate finish area activities or play a major role in generating accurate results. However, it is important to understand the special elements that make the long distance event finish area tasks unique. Below are offered a
number of considerations that the USATF certified official should consider if he/she is selected to direct a long distance event finish area.

Commonly Used Techniques – Finish Area Design

The race director takes care in selecting an appropriate finish area. Usually, they select a safe, flat, sufficiently wide and deep enough area to accommodate the size of the event. If possible, the final approach to the finish line should provide a 15-2 meter straight to promote a more competitive finish. The design considers the special requirements of wheel chair participants and facilitates the access and egress to participants and spectators.

The design also anticipates the need for emergency evacuation, provides finishers with easy access to water and first aid, ensures effective crowd control and facilitates moving the volume of finishers away from the finish area.

In designing a course, many race directors begin by selecting a safe flat finish area, then work backwards to select the start area. This approach recognizes that the finish area is occupied for a much greater length of time than the start.

Finish Area Tasks

The following are finish area tasks that the certified official may be asked to undertake.

Finish Area Crowd Control

**Tasks.** The crowd control marshals help make sure that spectators and finished competitors stay off the running path. Frequently they are asked to verbally attempt to prevent runners with dogs and unregistered runners (a.k.a. “Turkeys” or “Interlopers”) from entering the finish area.

To this end, effective marshals need to anticipate potential problems and direct pedestrian traffic in such a way as to ensure that every competitor has a clear path to the finish line.

**Marshals at the Finish.** Finish area marshals should refrain from:

- Yelling at anyone, they only get more hostile. Instead, marshals should talk quietly and calmly to them.
- Grabbing either people or dogs — they tend to snap back.
- Taking their eyes off the runners or getting in their way.

In general, effective marshals are as invisible as possible.

Announcer

Many races have found that the announcer can effectively only carry out two assignments at the finish line — inform the crowd about the race/finishers and help maintain order. These
announcers do not try to give unnecessary information to the finishers or talk all the time, since they know that these efforts merely become “white noise” to the finishers.

Timing

Requirements for Records. USATF Timing Requirements For Record Performances - According to the Road Running Technical Committee:

- For open and all-comers records, at least three (3) stopped times must be taken, recorded and signed for. In addition to a printout timer, you should have at least two official watches reserved to record the stopped times on the lead male and female runners, as well as any known potential age group record-setters in the field.

- USATF Rule 37 indicates that “times for races partly or entirely outside the stadium shall be converted and recorded to the next longer full second...” In recording times of potential record performances, the USATF record form requires that times be properly documented and identified by the signature, address and USATF official’s number (if applicable) of the responsible timer. In such cases, each stopped time is to be checked by the chief timer to ensure that the time has been properly recorded.

- Prior to the start, at least three (3) watches as are designated as “official” and any others as alternates. Procedures are to be in place to ensure that times are recorded for each finisher and verified by a separate random timing system.

Timing Equipment. The most frequently used timing devices are electronic stopwatches, printout timers and digital readout clocks. The latter are unofficial and for information only. Started with the gun and then left alone until the finish, this equipment prints and place for each finisher. Many models also permit separate timing for each finish chute and can handle five or more finishers per second. Commonly, this timing equipment produces a written printout of times which must be later rounded up to the next whole second in producing results (e.g., 49:59.1 = 5:).

For very long races it may be helpful to rotate the printout timing positions so that they do not become fatigued and inattentive.

Special Place Timing

Many races make special provisions to quickly and accurately record the times of top finishers. As well, when wheelchairs or race walk competitors start prior to the runners, special place timing is required to ensure these athletes an accurate time. Generally:

- A timer using a split watch is assigned to record the exact finish time of the first place man, first place women and top finishers in any special divisions (e.g., race walk, wheelchair...).

- Remember, three separate watches are needed to time American and World records.
Select or Random Timing

USATF rules for records require that in all cases select timing have priority over printout timing. This means that select times must be recorded on the results first and then printout times are used to fill in the remaining times between each recorded select time. This ensures that the failure to record a finisher on the print out will not distort (via accordion effect) the listed times of subsequent finishers.

Select timers randomly select finishers (at least every tenth finisher) and record individual race numbers and finish times on either a “tick sheet,” pad of paper or special timing equipment. Usually in teams of two (one spots and one records), select timing teams are placed at the finish line (one team for every chute entrance) and record the race number and times of as many finishers as they can accurately record throughout the entire finish period. Accuracy is more important than quantity. For more information see Road Race and Finish Line Management. NOTE: Technological advances now permit this process to be recorded electronically, however, it is always wise to include a manual backup system.

USATF’s Running Stats requires that select timing be used in documenting all road records.

USATF rules require that select timing be the primary means of verifying times, and take precedence over the printout timer’s times which are to be used merely as a means to fill in times not recorded by the select timers.

Timing Validation. When potential records are established, it is essential that times and timing procedures be verified to ensure that USATF’s requirements for documenting records have been followed. The designated referee, race director or their designee should be assigned to this task.

Commonly Used Timing Techniques – Finish Timing

Effective finish officials read times to all finishers:

- Equipped with a bullhorn, a person can be designated to read the finish time to each finisher. Regardless of whether or not a clock is present, this practice is important since at least 4% of the finishers will not see a digital clock. People, when exhausted, hear but do not see information.
- Finish times and the location of the water are the most important items of information provided to finishers. Frequently two officials are designated to ensure that times are read to each finisher.
- In reading times, ignore the 1/1’s and 1/1’s — they do not apply to long distance races where all finish times are rounded up to the next whole second.

Finish Chute Personnel

Below are basics, however for a more detailed description of techniques and alternatives the official should secure a copy of USATF’s Road Race and Finish Line Management. This excellent publication provides a wealth of technical information.

Chute Systems
Most races use a series of chutes (lanes) to channel the flow of finishers in order to facilitate the accurate timing and placing of large numbers of finishers. They are either open chute systems, or for smaller fields, closed chute systems. Finishers are generally timed at the front end of the chute lane and the order of placement is established at the far end of the chute.

Closed Chute System

Close chute systems allow finishers to enter a single open chute at a time. Generally, this approach employs a series of gates (ropes or pennants) to move runners into a single chute. As a new chute is opened, the chute director sends a pre-numbered card down the chute ahead of the lead finisher. This card is placed on the spindle/spike/cord to designate which of many chute openings are represented by the subsequent runner identification tag.

Closed Chute Positions. The positions commonly needed to operate an effective chute system include:

- **Chute Director.** Usually, this person is designated to be in charge of all decisions affecting the finish area operation. This person determines which chute or chutes will be available to finishers. When a “closed chute” system is utilized, the Chute Director hands out the chute cards and directs gate operators.

- **Gate Operators.** When a closed chute system is employed, gates are used to open and close individual chutes in order to divide finishers into manageable groups. The gate operators must move quickly and decisively, upon command of the chute director, across the running path when a break in the stream of runners offers this opportunity. A chute should be allowed to become no more than 2/3’s full before it is closed and a new one is opened.

- **Chute Card Runner.** In a closed chute system, each chute/lane is assigned a chute card runner who takes a pre-punched, prenumbered card down the chute to the puller ahead of the first finisher entering that chute. This is then placed information side down on an empty spike, cord or spindle.

Open Chute System

Open chute systems permit finishers to enter any chute/lane they wish and times are estimated. This permits large volumes of finishers to be timed and placed in a relatively compact finish area without finishers backing up over the finish line. Usually, this method uses a multi-lane timing system that permits the separate timing of each lane/chute. Connected to a computer, the times are sorted by lane in the results area. This permits the finishers to enter any chute they wish. Open systems are generally recommended for races in which a large number of finishers will reach the finish line within a short span of time — e.g., a race with more than 2,5 entrants or for race distances of 8 Kilometers or shorter.

**Timers and Select Timing – All Systems**
As noted above, two types of timing are required for USATF records — times for each finisher, overall timing and random/select timing of finishers.

- **Every Finisher (Total Field Timing).** Timers are designated to time every person who crosses the finish line. This is often accomplished by using a printout timing mechanism. Care needs to be taken not to miss anyone.

- **Select Timing.** A second set of timers is to be designated to record the race number and finish time of randomly selected finishers (at least every 10th finisher). Accuracy is essential since these “select” times are to take priority in assembling results over those recorded for 1% of finishers. For very large races, it is wise to have several teams of select timers assigned to 2-4 chutes each.

**Sorters**

Sorters are frequently used to ensure that the correct order of finish is maintained as runners enter the chutes.

**Aides to Finishers**

Usually stationed in aisles between the chutes, aides are there to assist those runners unable to independently walk the length of the chute. Experience and feedback from athletes indicate that aides should never touch or aid a finisher unless it is absolutely necessary!

However, when the finisher is clearly not able to walk the chute under his/her own power, (working in teams of two) one aide should help the athlete, while the other removes the finisher’s i.d. tag and takes the finisher’s place in line to give it to the spikers/pullers at the end of the chute.

**Puller and Spiker**

Many races use the following principles in removing runner identification tags and placing them on spindles/spikes.

- Paired teams of pullers and spikers are generally needed to remove the runner identification tags and place them **one at a time** and information side down on either a spike, cord, or oversized safety pin-type spindle. The numbered “chute card” must always precede the first runner identification tag on the spike.

- When the registered runner has no tag, the puller will have pre-punched blank cards and will write in pencil the runner’s race number on the card and use this as a substitute for the i.d. tag. However, the disturbing number of unregistered runners who rudely enter the chute and must also be recorded. When this happens, the place is recorded by the puller by handing a card marked with a “T” (for turkey) to the spiker. **NOTE:** The chute systems require that a tag or card be placed on the spike for every person who enters the chute. This is because a time is recorded when a person enters the chute. The results people will sort out the “turkeys”.

**Pullers**
When possible, runners should be asked to remove their runner identification tag as they move down the finish shoot. The puller is there to remove those tags not yet removed from race numbers and hand it one at a time to the spiker.

**NOTE:** Experience indicates that only women should be employed for this task.

**Spikers**

The *spiker* places the individual tag *one at a time* information side down on the spike. The spiker is to make sure that every time his/her designated chute opens a new spike is used and a numbered chute card precedes the first runner identification tag.

**NOTE:** Experience indicates that the spiker should never place more than one tag at a time on the spike. It has been tragic to see a handful of tags dropped at the finish of a marathon.

It is also recommended that in addition to collecting the identification tags there should be teams assigned to record the race numbers of finishers as they exit the chute. This provides a back up should the tags be mishandled.

**Commonly Used Techniques – Finish Area**

- Since the crowd in the finish area has a natural tendency to move forward onto the running path, a visible boundary (curb, line, ropes, pennants, barricades) is often designated which the crowd must stay behind. Designating a “no-man’s-land” or “moat” between the spectators and finishers is also used as an effective crowd control and finish area management technique.
- Soliciting spectator assistance in self-marshaling the area is helpful. Children, “macho men”, over eager photographers, and pets tend to be the major sources of problems for finish area officials and finishing competitors.
- To effectively deal with this problem, many races designate a special area for official photographers. Prior to the arrival of the first finisher, they are briefed on permitted activities — this lessens the possibility of an emotional interchange at a critical moment during the rush of finishers.

**Results**

The following approaches and principles result from experience at large numbers of road races. If you are asked to coordinate the results area, you may find these ideas useful. Smaller races tend to generate results manually, while for larger races computerized results are the norm. There are several effective ways to organize the results generation tasks and race director will determine the method to be used.

**Results Area Principles**

The area where race results are assembled should be located near to the finish area, but in an inconspicuous and unmarked location. The area should be cordoned off and marshaled to minimize outside interruptions.
This area should be weather protected with tables and chairs provided for the volunteers.

**Computerized Results System Use and Requirements**

Although a computerized system can be used for any size race, it is required any time an open chute system is employed and highly recommended for races having over 2,500 entrants or when less than 9 minutes is available to produce the awards results. Properly programmed computers can produce impressive results quite rapidly and can quickly remedy any errors.

When a computer is used, it is important to remember that USATF rules require that select times take priority over printout timing systems. Therefore, the program must permit the select times to be entered in such a way that they result in an adjustment of any times that come directly to the computer.

It should always be assumed that a computer failure is possible and thus a manual backup system should be in place and operating until the results are completed.

**Manual Results System Use and Considerations**

A manual results system should only be used as the primary results system when a “closed chute” system is employed and as a backup to any computer system. Generally, first priority should be given to accurately recording the information needed for the awards ceremony. Example of *Assembly Line System of Results Generation* is offered below.

**Sample Organization of Manual Results Personnel**

It generally takes at least 1 people to manually produce results and 4-6 to complete a computerized system. People selected should have a reputation for accuracy and remaining calm under pressure. An assembly line approach which has been found to be effective is to divide the results crew into five two-person teams (one reads, one records) as follows:

**Team #1 — Awards**

Beginning with spike #1, sort through the spikes to identify the top 5 men and women, and the award winners for each division. These are recorded on the carbonless award ceremony forms. The spikes are then passed to Team #2.

**Team #2 — Tag Information**

Using one results sheet for each numbered spike of tags, record the spike number (first card) on the sheets top right corner. Without removing the tags from the spike, Team #2 records the name, race number, sex/age/wheelchair/race walk division on the sheets. There can be several teams working on this task at the same time.

As soon as a spike’s information is recorded, the spike should be placed in a safe location. Tags should remain on the spike until at least 12 hours following the awards ceremony, since they represent proof of the order of finish.
Team #3 — Place

Team #3 then goes through the results sheets, starting with the results on sheet #1, and records the overall finish place on the sheet and passes it to Team #4.

Team #4 — Select Times

Using the race number and select timers’ sheets as the reference, the “select times” are entered onto the results sheets by scanning to match race numbers. The sheets are then passed to Team #5.

Team #5 — Remaining Times

The printout timer’s tape is used to fill in the remaining times between the select times recorded by Team #4. Remember, the “select times” always have priority over the printout timer’s times in assigning the official time to each competitor. Team #5 then returns the sheets to Team #1.

Team #1 — Verification and Entering of Finish Times/Places on Awards Sheet

If time permits, Team #1 now takes the completed sheets and verifies that the information Team #1 originally recorded is correct. Times and places are then noted for each of the age division and category winners.

NOTE: No matter what system is used, it is recommended that age division awards not be announced at the awards ceremony if it is scheduled within 3 hours of the race’s finish. Experience indicates that there is nearly a 1% likelihood that at least one error will be made when the pressure of meeting a tight deadline is placed on the results personnel. If the sponsor requires that division places be announced, finish times should not be provided in announcing the results.

Commonly Used Techniques – Results

If you are asked to coordinate the results area, you may find the following tips helpful:

- Age, sex and any other divisions can be designated with distinctive colors or slashes on the runner identification tag. When feasible, race numbers should also reflect divisions.
- Three-part carbonless results sheets can be prepared — one each for the top 5 men, top 5 women and each award division. This permits copies be distributed to the awards ceremony, race director and the results area file. All results information should be double checked prior to release.
- Enough i.d. tag spikes should be provided to assure that none have to be used more than once in a race. This permits the tags to remain on the spikes until the race results are fully tabulated and verified.
• Whenever results information is recorded, it is strongly recommended that people work in teams of two — one reads and one records. The reader verifies the accuracy of the information entered by the recorder.

Documenting Records

Should a record be established, the race director is responsible for gathering all of the needed signatures and certification numbers (starter, timers, race walk judges,...etc.) on the USATF records form.

In general, the race director is to submit the following information to USATFSTATS, 7745 S.W. 138th Terrace, Miami, Florida 33158 (RUNNING TIMES provides a current list of approved state representatives who have the authority to process and help verify records):

1. Properly signed and completed record form.
2. A complete copy of the results.
   - The date of birth and address of each record applicant.
   - A copy of the select timing sheets signed by the select timer(s).
   - A copy of the course certification documentation and a map of the course.
   - For races using multiples of a closed loop course, lap sheets should also be signed and sent.

Should a possible record performance be made, the timers, starter, and select timing teams should remain available to the race director until all the basic paperwork is completed.

Commonly Used Techniques - Records

• All forms are prepared in advance (see Appendix D for samples)
• When using a computer, an “expert in generating computerized race results” is used, not just a computer expert.
• An announcement is made regarding how results will be posted. It is best to send individual results by postcard to each competitor and then post complete results in a local newspaper or at several area locations within three days of the event.
Special Requirements of Specific Events

Within long distance athletics there are a number of disciplines, venues and sports, each having its own special requirements and considerations. It is important for the USATF certified official to appreciate these requirements in preparing for an officiating assignment.

This section features four areas for particular attention — marathons and ultra events, road races, cross country, and special divisions. Principles commonly considered by the directors of these events are discussed. Because of the careful pre-planning required, it is essential that event director be consulted before any changes are made.

Marathons and Ultra Running Events

Preparation

Because of the distance and complex logistics involved, these events require more thorough pre-race planning and preparation.

Logistical Support

Volunteers. Generally, a minimum of 25 volunteers are needed to meet course and finish requirements — first aid, liquid refreshment, course marshals, split timers/readers, number checkers at random points, communications, umpires. . . .

Consistency. A consistent “look” is required in course marking, the distance between split times, the apparel worn by course marshals and first aid personnel, and in the lay out and location of aid stations. Race directors achieved this by keeping split timing and aid station signs on the same side of the course, arranging aid station items in the same order, and having each station or split area look identical to every other.

Stations. Medical and liquid refreshment/feeding stations are usually staffed by trained personnel and supported by effective communication and medical evacuation systems. A means for restoring body temperature and the provision of shade/shelter is usually needed at all aid stations and in the finish area.

Communications. A communications system free of interference and linked to a central communications center is important.

Emergency Evacuation Procedures. Detailed procedures should be planned and in place.

Splits. Regular and accurate splits should be offered and supported by consistently located and visible distance markers.

Road Closure. Increased attention to use of road signs, road closures and police support is important.

Finish Aides. Increased numbers of personnel to assist finishers are helpful.

Equipment. More extensive equipment requirements should be planned.
Course Design and Locations
The following commonly used principles guide the planning of many successful road races. A useful principle is to keep it *safe and simple.*

According to USATF’s Road Running Technical Committee, “For all road records, the start and finish of the race must lie closer than 1% of the race distance apart, as measured along the straight-line distance. In addition, the course may not have a net decrease in elevation exceeding two parts per thousand (i.e., 2 meters per kilometer or 1.28 feet per mile). Records made on a course that do not meet these requirements may be recognized and listed additionally as point-to-point records.

*NOTE: The reason for this distinction is the impact of a tailing wind and gravity on performances.*

Adequate planning, equipment and volunteers should be provided to assure that the event is both safe and challenging.

Key Decisions to be Made by the Race Director

- Objectives for holding the race and scope of the budget.
- Course location and design.
- Distance
- Whether or not to accept day of race entries.
- Prizes and giveaways

Permits

Special use permits may be needed. These include permits for the use of parks, streets and facilities.

Cross Country

Teams

Generally, teams composed of 3-5 scorers plus 1-2 displacers are an essential element of the sport. Special considerations for the race director include:

- Preparing team entry packets — generally pre-entries are required.
- Establishing procedures for team declarations, check-in, pre-event coaches meeting, scoring and results posting.

Course

Most effective cross-country courses are on safe, but challenging, terrain with appropriate course marking (chalk line, directional arrows and consistently place colored flagging). Although cross-country courses do not require certification, every effort ought to be made to ensure that they are accurately measured. Information on “off-road” course measurement is available from USATF’s Road Running Technical Committee.
Design

Course considerations include the location of the hills, flat areas, obstacles, and path width. For example, a model senior level championships course would be wide and straight for at least the first 65-8 meters. It should have gentle turns during the first mile, provide a wide variety of terrain and challenges over the remainder, and end with a flat spacious finish area clearly visible to competitors from at least 4 meters out.

Start

For larger cross country races, usually each team is assigned to a “starting box” along an arced line which allows for at least three members of each team to line up on the starting line. The arc shaped starting line (see diagram below) assures that each team is an equal distance from an established visible merge point at least 65-8 meters out on the course. Unattached competitors should be assigned to specific boxes spread along the starting line — as established by a draw.

Example of assigned team/individual Starting Boxes:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | ... |...

Starting Line (arc shaped) / — — — — — — — — / — — — — — — — — — — — — — o <- Merge Point

Cross Country Officials

Clerks

Clerks should be assigned to place each team and any individual competitors in their assigned box(es).

Umpires and Marshals

Turn judges and marshals should be assigned at all critical points to guide competitors through loops, to open and close gates (for 1st or 2nd loop), and to keep the crowd back from the course. It is helpful for turn judges to be provided with written instructions which include a course map, direction of turns and a dot indicating that judge’s location on the course. No judge or marshal should have more than one task to perform.

Finish

Should be flat (not uphill), visible, wide and deep, with firm footing. The finish system must be designed to accommodate a brief rush of finishers (often lasting no longer than 3-5 minutes).

Team Scoring

Primary scoring methods include quick score, total team time and team member finish placement. The approved method for team scoring USATF Cross Country (except women’s
cross-country), Road and Race Walk Championships is described in Rule 7 of the USATF rules. Scoring for USATF Women’s Cross Country Championships is described in Rule 21 of the USATF rules.

**Quick score (An Unofficial Score)**

Generally this is used as an unofficial method to give teams an idea of how they did. Quick scoring requires envelopes to be provided to the coach/team representative, and a cumulative place card to be handed to each finisher.

The coach then records the finisher’s name on the back of the card, totals the team score on the front of the envelope and submits the envelope (with place cards enclosed) to the results area. The quick score documentation also provides an effective “back-up” system for the results officials to refer to when problems arise.

**Total Team Time Method**

USATF Rule 7 indicates: “scoring for the team championships for cross-country (except women’s cross country), long distance and road running and race walking championships and the resolving of ties in each event shall be as follows:

- Team scoring shall be the aggregate time of the scoring members. The lowest aggregate time determines the team championships.
- In the event that the Games Committee determines that scores for the winning team(s) cannot be determined by the aggregate times due to clock failure or other reasons, scoring shall be according to the finish places of the scoring members of each team and the team with the lowest aggregate shall be declared the winner. In such cases, unattached or individual competitors, athletes of incomplete teams and those of non-scoring team members shall be eliminated from team scoring.
- In the event of a tie between two or more teams, it shall be resolved by determining which team’s last scoring member has finished nearest to first place. If the tie still exists, the next-to-the-last scoring members are compared in the same manner, etc.

If a team fails to finish with a complete scoring team, the team members finishing shall be counted as individuals in the race results and shall be eligible to receive individual awards. Runners of incomplete teams and individual competitors will be eliminated from team scoring.

In the event of a tie between two or more individual runners, each shall score the number of points determined by dividing the total of the finish places of the runners involved by the number of runners who have tied.”

**Finish Placement**

The finish placement method to be used for women’s association and national cross country championships is described in USATF Rule 21 as follows:
• “Team scoring shall be the total of the finishing positions of the scoring members. The team with the lowest total points determines the team winner.

• Teams with less than five finishers shall not be scored as a team.

• In the event of a tie between two or more teams, it shall be resolved by determining which team’s last scoring member finished nearest to first place.”

**NOTE:** Many road races include a team competition (e.g., corporate teams). The finish placement method is recommended as a quick and practical means for determining team ranking.

**Event Divisions – Race Walks and Competitions for the Disabled**

**Start**

To permit these competitors to safely and efficiently leave the starting area, many events start these athletes a minimum five minutes in advance of the runners.

**Splits and Timing**

It is helpful to assign a specific group of volunteers to give splits and record the finish times of these competitors.

**Judges — USATF Race Walk Committee Recommendations**

- Race Walk competitions should only be contested when at least four qualified judges are available to judge the event.

- If possible, race walk judges should be placed throughout the course and should be provided with a bicycle or other means for getting to various points on the course.

**Finish and Results**

- Use of a special chute on one side of the other finish chutes is recommended. This chute should be wide enough to accommodate a wheel chair.

- A column on the results sheet should be designated for special divisions. “RW” can be used to designate race walkers and “WC” can be used to designate wheel chair athletes.

**Awards**

USATF recommends that awards fairly and equally recognize that these athletes are as skilled and committed to excellence within their discipline as those who run.
Conclusion

The goal of this course is to provide the information needed by the USATF official to be effective in any officiating capacity in long distance athletics competitions. Through a detailed understanding of the key components commonly used by successful events, the certified official will understand the big picture and how he/she can assist the race director in assuring a safe and fair competition for all participants.

Supportive/Collaborative Role

In conclusion, our role is to work collaboratively with the race director to ensure a fair and safe competition within the rules and guidelines developed by USA Track & Field.

There Are Numerous Resources Available to the Long Distance Official, Including:

- Books, Publications and Newsletters
- Road Running Club of America has numerous publications and support materials
- Expertise of Experienced Race Directors
- Attending Clinics and Meetings — Officiating and Race Directors
- Expanding One’s Personal Experience and Perspectives

Questions and Answers

Discussion

Rules Review

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ABOUT THE AUTHORS

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Peter Thompson: Peter Thompson is currently the Director of Endurance Training for the Scottish Athletics Federation and previously served as the author and lead instructor for the IAAF’s Level I and II Coaching Education and Certification Program documents. Peter was the pioneering race director of the Nike-OTC Marathon from 1977-84 (1979 Nurmi Award—“Best
U.S. Road Race”), and founded and directed “The Race” in Eugene, Oregon. He also directed 1980 U.S. Club Road Racing Championships in San Diego, the Runner’s World National Running Week and the Runner’s World International Indoor Meet. Peter served as a technical advisor and official at the 1984 Women’s Olympic Marathon Trials and the 1980 A.I.A.W. National Women’s Collegiate Cross Country Championships. Peter founded the Oregon Track Club Road Race Officials Association while serving as the Coach/Administrator of the Oregon Track Club. He is a certified lead instructor in USATF’s Coach Education Program. However, Peter is best known as a coach. The athletes he has coached include Daily Thompson, Cathie Twomey and Marty Cooksey.
Appendix for Unit 5 – Considerations for Effective Race Planning

As in track and field, it is not enough for the USATF certified long distance athletics official to understand a single officiating task. To be effective, the certified official should have a basic understanding of the "big picture" and the essential components necessary to assure safe and fair competitions. This Appendix provides an overview of some of considerations used by race directors in planning effective long distance events. Assurance that an event has been properly planned should be a consideration in the certified official's decision to agree to participate as an event official.

Planning Principles

The following commonly used principles have been used in successfully planned and administered long distance events:

1. Doing first things first:
   
   Adequate time is allowed for detailed planning, forming a committee, delegating tasks, establishing race objectives and securing sponsorship to cover costs. If objectives are clear, choice of sponsorship and mutual obligations and expectations are more likely to be appropriate.

2. Establish a set of objectives (philosophy) to guide planning; for example:
   
   a. To keep the event runner-centered.
   b. To be thorough, seeking excellence in every aspect.
   c. To promote the concept of delegation (with authority commensurate to assigned responsibilities).

   If changes are required for the good of the event or safety of the competitors, the reason is explained for making the change. It is recognized that the lack of delegation and communication is where failure lives!

   d. To communicate in writing the race's objectives and share them broadly.
   e. To consider every effort as building a tradition.
   f. To recognize and appropriately acknowledge the contributions of volunteers and sponsors.
   g. To keep sponsors and volunteers informed through purposeful meetings and regular updates thereby building investment and monitoring details.
   h. To keep all promises.

3. Establish all agreements in writing.

4. Prepare written job descriptions for all key planning and race day positions.

5. Assure that the race director has been given the authority to do the job.
Boards and sponsors may establish policies and identify the race's objectives, but the director is responsible for directing the details of their execution and should be given the necessary authority to accomplish this task.

6. Select a distance, site, date and start times based on the principles of safety, simplicity and reasonable challenge.

7. Evaluate and debrief participants within 14 days of the event's completion:
   a. Athletes: on race day a random sample of views.
   b. Race Planning Committee: brief written reports secured prior to a scheduled formal debriefing meeting.
   c. Sponsors: sponsor input and reactions are sought in a pre-scheduled meeting.
   d. Volunteers: the views of key volunteers and technical advisors are sought.
   e. Race Director personally assesses this year's performance and prepares a list of improvements and changes for the next event.

Race Planning Committee and Subcommittees

Successful events have found that a key to an effectively planned race is a race planning committee. Directors of these races divide critical tasks among several subcommittees with individual committee members responsible for covering such activities as:

1. Sponsorship and Awards:
   Sponsorship is the lifeblood of staging an event. Sponsors appropriately accept and deserve recognition for their investment. The race director gives attention to both securing sponsorship and keeping the sponsor(s) well informed and properly acknowledged.

   The type and depth of awards are determined in accordance with USATF rules and local/state law. The awards ceremony is scheduled in conjunction with results personnel and an announcer's script prepared which includes acknowledgment of sponsors, award donors, and volunteers.

2. Promotion and media relations, including the brochure and contents of race packets.

3. Hospitality — hosting, housing, and post-race activities.

4. Volunteer recruitment, assignment and coordination.

5. Registration: entries, numbers, packet assembly, payments, competitor information, and number pickup.

6. Communication: on course, communications coordination and athlete evacuation procedures.

7. Start: planning, setup, announcing (with script), clerking, logistics and implementation.
8. Course:
   a. Certification, sanction and permits — secured at least 3 months in advance.
   b. Aid stations and medical: first aid, liquid replenishment and appropriate equipment.
   c. Marking, rest rooms, water hookups/securing, road closures and signage, on-course personnel, crowd control, set-up and teardown, course clean up and trouble shooting.
   d. Lead and trail vehicles and police arrangements.
   e. Splits, including a plan for placing split readers, coordinating timing, securing watches, placing clocks, and anticipating and preparing for timing problems, race walking, long distance running, and cross country) for all international athletics competitions.
   f. Assisting with aid station set-up and support.
   g. Judges training and assignment.
   h. Number checking equipment, personnel and procedures.

9. Finish:

Equipment, personnel, set-up, crowd control, timing and placing requirements, finish chute and area design, procedures for documenting record setting performances, coordination with results, job descriptions, and instructing volunteers.

10. Results:

Selection of results system (manual or computerized), forms design, securing needed equipment and volunteers, locating/securing a private enclosed area near the finish, written instructions for volunteers, and establishing a time table for providing results to award ceremony, press and competitors.

11. Evaluation:

Development of materials, securing feedback, scheduling debriefing sessions, and maintaining the planning notebook (to document actions and to guide next year's event).

**Commonly Used Techniques - Planning**

1. Create a planning committee, assign responsibilities and delegate with authority appropriate to each responsibility.

2. Establish race objectives, a "vision" for the event, and communicate them widely.
3. Select the distance, safe site, date and starting time.

4. Secure a sponsor or needed funding. Formalize all agreements and obligations in writing. Hold well planned meetings to consult with and inform major sponsors.

5. Start early; at least 4-6 months lead-time is required for a successful event. This provides time for arranging sponsorships, sanctions and course certification in advance of designing all publicity and support materials (shirts, entry forms, banners,...).

6. Determine equipment needs and develop a logistics plan.

7. Recruit at least 1.5 times the volunteers actually needed on race day.

8. Prepare written descriptions of key volunteer jobs.

9. Prepare a brochure, which provides all necessary information, and design a simple registration procedure.

10. Build media interest in the event and initiate advertising at least 1 week prior to the event.

11. Design all forms and day of race procedures one month in advance.

12. Secure all equipment at least 24 hours in advance.

13. Establish effective communication and medical evaluation procedures.

14. Prepare a question and answer sheet providing basic event information and distribute it to all event officials.

15. Develop a day-of-race checklist with completion/due dates and then monitor and enforce your deadlines by periodic meetings.

16. In designing a course start with a safe finish area.

17. Provide a quiet place for results personnel.

18. Provide results promptly, but do not schedule the awards ceremony too close to the race's finish and limit announcing awards to only the top men and women open categories.

19. Course clean up should be a part of the race plan and volunteers designated to this task.

20. Evaluate your efforts, hold a post race debriefing, and prepare a report evaluating the event for the sponsors and race committee.

21. Recognize and acknowledge all contributions, in writing and publicly if possible.
22. Maintain a race notebook for next year's event.

23. Keep the event runner-centered and honor thy commitments!

24. On race day, keep your cool and make it fun for all involved.
GUIDELINES FOR FAIR COMPETITION IN ROAD RACING
Adopted by USATF - December 1987

Purpose

USA Track & Field of the United States of America (USATF) supports the need to preserve the spirit of fairness, camaraderie and spontaneity in road racing competitions. In furtherance of this goal, these Guidelines are issued.

The intent of the rules of USA Track & Field is to promote safe and fair competitive opportunities in athletics. USA Track & Field strongly opposes "pacing" and other forms of prohibited assistance in long distance running. The aim of the applicable USATF rules and these Guidelines is to avoid any situation that may give an unfair advantage to one competitor over another. These Guidelines are meant to be helpful in understanding the applicable USATF Competition Rules and do not replace or supersede these Rules.

Effective Date and Application of the Guidelines

These Guidelines shall apply to selected road races conducted after 31 March 1988. The Guidelines shall be deemed a part of the sanctions issued for all races subject to USATF Regulation XIV, USATF National Championships and team selection events.

Race directors, athletes and officials involved in these races will be asked to evaluate the Guidelines to assess their application and workability. Following the evaluation process, any revisions or additions deemed necessary would be made. Appropriate rule changes, based on the application, evaluation and revision of the Guidelines, will be submitted to the USATF Rules Committee and to the Congress for review and approval.

Applicable Definitions

As used in these Guidelines, the following definitions apply:

Pacing. Pacing is a premeditated or prearranged act of accompanying one or more competitors in a long distance running race for the purpose of enhancing the performance of the competitors. As recognized in USATF Rule 66, "pacing" does not include officially designated "rabbits" who are to be available to all competitors.

Prohibited Assistance. Prohibited assistance is an act by one or more persons (whether or not such person or persons are competitors) which is intended and has the effect of providing (i) an unfair advantage to one or more competitors and/or (ii) a disadvantage to one or more competitors.
General Guidelines

The USATF Guidelines for Fair Competition in Road Racing are based on the current applicable USATF Rules of Competition. Other useful publications offered by USATF include Road Race and Finish Line Management and Certification Handbook — Officiating Long Distance Events: Road Races, Marathons and Cross Country. The following guidelines will be applied to affected events:

1. Giving unfair advantage to a competitor by anyone on the course, for any reason, is not allowed. Such actions may result in disqualification of the athlete(s) involved. Examples of prohibited behaviors include:
   a. Pacing (a specific form of prohibited assistance) for any portion of the competition.
   b. Any person on the course or course vehicle conveying any information which has the effect of giving unfair advantage, such as information relative to the status of other competitors.
   c. Any actions by individuals on the course or by competitors that are distracting, distressing or disruptive to other competitors.
   d. Receiving unofficial splits, medical or refreshment support, or technical aid from any unauthorized person on the course.
   e. Being accompanied for any portion of the race by an unregistered person or non-competitor.

2. The only persons to be allowed on the course are to be appointed officials, athletes with official race numbers, race personnel and other authorized/credentialed persons.

3. All persons who have access to the race course or to the competitors during the competition, are to refrain from any action which could be deemed as pacing or giving of prohibited assistance.

4. No credentialed person or official is to engage in unnecessary communications with competitors.

5. All persons on the press vehicle, lead vehicles or bicycles, are to be reminded that they are there as a matter of privilege and not of right. As such, they are to remain impartial and refrain from giving instructions to competing athletes or acting as a cheering section.

6. Officially designated lead vehicles or bicycles are to be instructed to maintain a speed and distance that will not have the effect of pacing any competitor. Only official bicycles are to be allowed on the course. All vehicles and bicycles should avoid staying with one runner.
7. All race volunteers should be made aware of the intent of these Guidelines. It is recommended that all umpires, marshals and on-course officials with supervisory responsibilities be furnished with the complete Guidelines and recommendations for warning athletes.

8. Fixed clocks with high visibility to all competitors should be placed along the course and should not be restricted solely to the lead vehicle, bicycle or car.

RACE MANAGEMENT'S APPLICATION OF USATF RULES AND GUIDELINES

Suggested Pre-race Planning Actions by the Race Director

1. USATF Long Distance Running Certified Officials should be used whenever possible.

2. Appoint an event referee who is knowledgeable concerning the USATF Competition Rules and these Guidelines. Whenever possible, a USATF LDR Certified Official should serve as the event referee.

3. Appoint a jury of appeals comprised of three or more individuals knowledgeable in the sport and having no vested interest in the event or allegiance to any competitor.

Select knowledgeable inspectors to monitor the fair conduct of the race. Inspectors should be provided the same attire as other event officials. Depending on the length of the race, five (5) or more inspectors should be appointed and assigned to randomly selected locations throughout the length of the course.

5. All inspectors and course officials in supervisory capacity should be given specific written instructions by the race director on the subjects of pacing and prohibited assistance. The National Track & Field Officials Committee’s Certification Handbook — Officiating Long Distance Events: Road Races, Marathons and Cross Country should be obtained from the USATF Association Certification Chairman and reviewed carefully.

6. Reporting forms or cards should be provided to course officials and inspectors. Procedures for making and processing reports should be prepared in advance.

7. All invited athletes should receive the information called for by these Guidelines in a specifically prepared writing addressed to their attention. This information should be reviewed at prevent meeting of invited competitors.

8. Entry forms and information sent to seeded and invited athletes should contain a cautionary statement advising entrants that procedures have been established to apply the USATF Rules and Guidelines pertaining to pacing and other forms of prohibited assistance.
Actions During the Race

1. Before issuing a warning to an athlete or a report to the referee, officials should be reminded to distinguish between spontaneous assistance among competitors and pacing and other forms of prohibited assistance.

2. Verbal warnings should be given in a manner least likely to disrupt the performance of competitors. Examples of possible warnings include:

   (Number 1526, stop running with number 229. Both (or one) of you may be disqualified.

Stop giving number 411 split times (or water). She may be disqualified for . . . (state the reason).

3. When a possible violation is observed, inspectors are to write down what they saw, even when in doubt. This report should include:

   a. Time of the day and course location of the possible infraction.
   b. Describe what was observed, and specifically, the nature of the alleged violation.
   c. Indicate, when possible, the competitor's number and describe the outfit.
   d. Describe any non-competitor involved (i.e., height, clothing, distinguishing features, hair color, . . ).
   e. Print the inspector's name, USATF Certification number or address and submit to the referee.

4. Officials should report any behavior by credentialed or official race personnel, which appears to constitute an infraction. If necessary, warnings should be issued to offenders.

Post-Race Actions

1. As soon as possible, the inspector should submit a signed copy of the written report to the referee.

2. As soon as possible, the referee should inform the race director that a possible infraction has been reported.

3. Any competitor who feels that pacing or any other form of prohibited assistance or Rules violation has taken place should report the incident within the following guidelines:

   a. The race director or referee is to be notified of an intention to protest within 9 minutes of the protesting competitor's completion of the race.
b. In accordance with USATF Rule 73, the protesting competitor must then submit a written protest within 30 minutes of the announcement of the race results.

4. When a protest or report is submitted to the referee, the following procedure is to be followed:

   a. The referee is to promptly review the competitor's protest, checking with the appropriate umpire(s) concerning the allegation. Determine if an infraction of the USATF Rules may have occurred. The referee's finding should cite the applicable USATF Rule(s) and the grounds supporting the finding.

   b. In rendering a decision, the referee is to give the benefit of the doubt to any accused athlete(s). The options available to the referee are:
      1) To determine that no violation or infraction of the Rule occurred;
      2) To reprimand and caution the competitor(s), but not disqualify.
      3) To disqualify one or more competitors. Disqualification should only be given in those rare cases where the violation was flagrant or the damage inflicted on other competitors was substantial.

   c. The referee's written decision is to be given promptly to the race director.

   d. Throughout, the only spokesman should be the race director. For all others, it is recommended that the best comment be "no comment". The race director should become aware of the facts reported and refer to the written reports and known information when discussing the alleged incident.

**APPEALS PROCESS**

The following appeal procedure is to be followed by any person(s) affected by the referee's decision:

The written appeal must be sent to the race director and the chairman of the jury of appeals (name and address of the chairman is to be provided by the race director).

All appeals must be submitted within 14 days of the referee's decision.

The jury of appeals should consult and confer with the National Chairman of the appropriate USATF Long Distance Running Committee involved.

Any affected athlete(s) is (are) to be notified of the appeal.

The decision of the jury of appeals may only be made public after the foregoing steps have been taken.

The decision of jury of appeals is to be rendered within seven days of receipt of the request for appeal.