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

1. Contact (e-mail or call) crew soon after selection announcement (congratulate crew on their selection)
   - Intro yourself as the event head; if any issues, questions, or physical limitations call or e-mail me right away; reminder for crew to confirm selection as directed by the National Officials Cmte
   - Ask about experience with laser equipment, plasticine, and field lynx
   - Make crew chief selections; head plan to arrive a day early(?)

2. Contact with Officials' Coordinator 2-3 months prior to event
   - Review crew assignments; obtain info on all individuals; confirm volunteer help; number of pits in use
   - Confirm equipment provided by meet mgmt: at least 4 competition & 2 practice boards per pit, plasticine, timing device or stopwatches, wind gauge, cloth tape measure (runway), steel tape measure or laser, runway markers, marking stick, putty knives, rollers, brooms & rakes, cone, performance board (electronic?), flags (red, white, yellow), wind indicator, pennants/barriers, metric conversion chart, clipboards, Weather Writers, athletic & duct tape, shims, water, officials’ chairs, athlete benches
   - Based on the above, confirm items the head & crew may need to bring: stopwatch, brooms & rakes, marking stick, flags (red, white, yellow), runway markers, metric conversion chart, clipboards, foot markers, rule book, Weather Writers, putty knives & rollers, wrenches & screwdrivers, duct tape, shims, signs: Pass, Check #, Q

3. E-mail to crew 2-3 months prior to event
   - Send event procedures; crew assignments (if set); contact info for crew; meet schedule & meet web address
   - Specify days & times of our events (if known); also meeting time & place, including venue set-up time
   - Reminders - officials’ uniforms; review rulebook & materials for the event in the Best Practices library
   - Equipment/gear to bring: have sunscreen, cold weather or rain gear

4. Pre-meet head officials’ meeting
   - Get answers to the questions on the last page of this document
   - Meet w/Referee(s), Clerk, Electronic Recorder - learn their location, radio channels, cell #, procedures
   - Contact info for facilities manager – water source, hose, trays, boards, etc.

5. Pre-meet crew meeting
   - Share info from the head officials’ meeting - answers to questions on the last page
   - Crew assignments (see Best Practices sample); pre-event show time & place; post-event meeting time & place
   - Safety general considerations
   - Event head and flight coordinator will go to clerk’s area to brief all athletes & pick up 1st flight
   - We’ll generally keep a quiet venue – using hand signals; and will generally remain seated (except Flight Coord)
   - Flight Coordinator – ensure recorder(s) are aware of all passes and attempts out of order (prelims); record time of day for each attempt; escort athletes to mixed zone/awards stand after event (if required) use “Up” “On Deck” and “On Hold” commands
   - Pit Judge – mark every jump, including fouls (in case of a protest), hold until athlete returns past foul line;
   - Primary Board Judge/Flagger – judge fair or foul on board, no flag until athlete properly exits the pit; primary tape reader; after a jump, place orange cone on runway by foul line, remove when pit is ready for next athlete
   - Timer – start clock when official gives white flag or steps off runway; stop, reset clock after flagger raises flag
   - Recorder(s)/Secondary Tape Readers - be aware of records; compare results with electronic recorder after each round; circle best distance each athlete after 3rd & 6th rounds; determine finalists & order, compare w/ER, no announcement/display until head says they’re official
   - Tape Puller – always pull with consistent force; ensure tape is perpendicular to take-off board - Rakers - begin raking as athlete exits pit, leaving mark alone until it’s announced & recorded
   - Bring 2nd flight to venue as 1st flight starts 3rd round, return 1st flight to clerk, bring finalists to venue ______
   - What we’ll do in the event of a protest or a record – head & crew responsibilities; how to record protest marks, preserve plasticine board, eagle eye
   - If you see an apparent problem, get my attention right away; keep hydrated; have sunscreen, raingear
   - Post event: clean up venue
Horizontal Jumps Head Official Protocols (Cont’d)

6. Pre-event crew walk-around, venue prep, and coordination
   - How we’ll arrive & depart the venue
   - Where to pick up & return equipment, chairs, implements, radios; equipment - see # 3 above
   - Safety considerations – rakes & other items near runway & pit; pennants/barriers; awareness of races on track, signage, media
   - Get event sheets (4 cys), give to flight coordinator, recorder(s)
   - Board preparation (day prior) – fit boards into trays; prepare plasticine on multiple boards
   - Set up venue - see Best Practices venue diagram - athletes & officials seating, timing device, performance board, wind indicator, water, orange cone, flags, broom
   - Laser & Wind Gauge – set up, test, review operations, recordings
   - Water pit(s), turn sand, rake/drag leveling bar
   - Placement of officials - see Best Practices venue diagram; plus trainers, electronic recorders, laser, TV crew
   - Warm-ups – how we’ll control jumpers & pit, use of marshals
   - Hand signals to be used during the event; use of Pass, Check #, and Q signs
   - Review operation of laser device and timing devices
   - Review spectator/TV sight lines/acceptable positions for photographers
   - Location of restrooms, trainers, mixed zone
   - Review all applicable records – on Recorder’s event sheet
   - Meet w/field referee – confirm direction; discuss safety, protests; get cell number or radio channel
   - What we’ll do in the event of a “replacement trial” ordered by the Referee
   - Meet w/clerk re: escorting, holding 1st & 2nd flights
   - Meet with Head Marshal – discuss placement of Marshals during competition
   - Pickup & brief athletes (see Best Practices sample briefing), escort to the venue
   - Advise athletes of remaining warm-up time, shut down warm-ups, organize athletes for intros

7. Post-event actions
   - Verify, sign, and turn in event sheets – to ________
   - Hand out medals/escort winner to presentation? Escort athletes to mixed zone?
   - Clean up venue; return equipment & chairs, implements, radios
   - Crew meeting & critique – what went well; what didn’t go well & how to fix it; what needs to be changed; reporting time for next event and review of assignments

8. Post-meet actions
   - Complete crew evaluations send form(s) to the NOC evaluations committee
   - Provide a copy of the evaluation or feedback to individual crew members
   - Provide feedback to NOC Vice-chair - Training on this protocol and suggestions to improve it
Horizontal Jumps Head Official Protocols (Cont’d)

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

Additional Event Staff: Volunteers: ___________________ Marshals: ___________________
Event Sheets: Pick up from: ___________________ Time: _______ Turn in to: ___________________
Number of Flights: ______
Event Equipment (including chairs): Provided at Venue? ___ Yes ___ No
   If no, location to pick up & return: ___________________ Time: ___________________
Wind Gauge: Operator provided by ____ Meet mgmt ____ Crew
Pits – Watered & turned before warm-ups? ___ Yes ___ No
   If no, location of water source & hose? ___________________
Radio for Event Head? ___ Yes ___ No If yes, pick up Location: ___________________
Plasticine Boards to be Used? ___ Yes ___ No
Number of Boards Available: _____ (at least 4 competition & 2 practice each pit)
Event Direction Decision Time: _____ Needed 20 minutes prior to warm-up start
Coaches Boxes: ___ Yes ___ No ___ Warm-ups ___ Finals
Electronic Measurement: ___ Yes ___ No Electronic Timing: ___ Yes ___ No
Athlete Check-In: ___ At Venue ___ At Clerking Pick-Up Time: ______ All Flights? _________
   1st flight – retain/return to clerking/finalists to venue? _________ 2nd/3rd flights – pick-up? _______
Athlete Intros: ___ Yes ___ No Time: ___________________
Competition Protocol:
   Warm up times: General ______ Flights ______ Finals ______
   Number of flights _____ Number athletes advancing to finals _____ Plus ties? ___ Yes ___ No
   Can athletes leave venue/cross track to talk to coaches? ___ Yes ___ No
   Do athletes require escorts to leave venue? ___ Yes ___ No
   Can athletes be released before end of competition? ___ Yes ___ No
   Tie-Breaker for other than 1st Place? ______ Which place? ___________
Mixed Zone: ___ Yes ___ No Location: ___________________ Who escorts? ___________
Awards: # of Places: ____ Where presented: _________________ When presented: ___________
Trainers/Medical Staff: Main Location: ___________________ Closest to Event: ___________
   Means of contact: ___________________
Protest Table Location: ___________________
Severe Weather:  Shelter Location: ________________________________

Drug Testing:  (___ N/A) Athlete Escort: ___ Yes  ___ No  Time of Escort: ______________

Officials Meals:  Location: __________________________  Times: ____________________

1.