

# *The Officials Handbook*



**INTRODUCTION:**

This handbook is updated annually and will introduce the basic rules, procedures, and techniques together with the modifications required for Little Athletics. It is intended along with the Competition Handbook as a guide for Officials who assist during competitions conducted each season by LAQ and/or its servants at Centres, Regional Competitions, Carnivals, and Championships. The IAAF rules apply in all cases for Little Athletics unless there is a specific modification.

The IAAF technical rules are published in the IAAF Handbook, which is updated every two years. A good knowledge of the rules is important for any Judge or Referee. Anyone intending to officiate regularly must regard the IAAF Handbook as essential reading.

A properly conducted athletics meet requires Officials to work together as an efficient coordinated team. Their responsibility is to provide athletes with every chance of achieving their best performance in a fair competition. The Athlete must be considered first.

LAQ has a comprehensive scheme and guidelines on achieving Officials accreditation that can be found on the LAQ website.

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## 1. OFFICIALS ACCREDITATION

Details and procedures governing the LAQ Officials Accreditation levels and Education Scheme can be found on the LAQ Officials Education webpages.

Accreditation is gained through online questionnaires for all levels, with practical assessments required for Level 2 and higher.

### 1.1 OFFICIALS ACCREDITATION TABLE

Grading	Level	Notes	How to
<u>Level 0</u>	Introduction to Officiating	An Australian Sports Commission course for all sports in Australia	On-line Course
<u>Level 1</u>	Club/Centre/School Official	Basic Grading. This is aimed at Officials wishing to officiate at a local/ club/centre/school level	Online learning & pass a multiple-choice quiz
<u>Level 2</u>	State Official	This level is aimed at Officials wanting to: <ul style="list-style-type: none"> <li>- be appointed as a Chief or Referee at State Level</li> <li>- be appointed as a Chief at National Level</li> </ul>	Complete practical requirements, attend seminars, complete online learning components and complete an exam
<u>Level 3</u>	National Official	This level is aimed at Officials wanting to be qualified to be appointed as: <ul style="list-style-type: none"> <li>- a Chief at National Level</li> <li>- a Referee at National Level</li> <li>- a position within Competition Management at a National level</li> </ul>	This will include seminars, practical components and a written exam

### 1.2 JUNIOR OFFICIALS

- 1.2.1. Athletes from 13 years of age be eligible to sit the **Level One online** exams.
- 1.2.2. The minimum age for attending an Officials Workshop should be set at U17 (16 years and over).
- 1.2.3. Junior Level 1 Officials (15 - 17 years of age) may be Chief at Centre level but Assistant only at LAQ Competition Days (includes Regions, Winter, State Championships)
- 1.2.4. Junior Level 1 Officials (15 - 17 years of age) may apply to carry out duties at Association meets. A letter of recommendation must accompany applications from the Centre Committee. This does not apply to the position of Starter - Officials must be 18 years of age to use a starting gun that requires the use of caps, blanks or any other combustible material.
- 1.2.5. That for all Little Athletics competitions, no person under the age of 18 is to be in the position of Starter or Recaller where those positions require the official to hold a starting gun caps, blanks or any other combustible material.

## 2. FOOTWEAR & SPIKES

2.1. Shoes must be worn by all athletes while competing in any LAO sanctioned track and field competition. Any person seeking exemption from wearing shoes must support their application with a relevant medical certificate on the day of competition, before competing.

2.2. No competitor may wear football boots or cleats in an event.

2.3. Spikes

- a) At Centre level at the Centre Management discretion, athletes from U11 age group and upwards are able to wear spikes in appropriate events as detailed in the table below.
- b) Competitors in the U6 to U10 age groups may not wear spike shoes.
- c) Competitors in the U11 to U12 age groups may wear spike shoes in long jump, triple jump, high jump, and javelin and in events run entirely in lanes.
- d) Competitors in the U13 to U17 age groups may wear spike shoes in long jump, triple jump, high jump, and javelin and in all track events (except walks).
- e) Spike shoes with spikes removed shall not be worn by any competitors in events where they are not able to wear spike shoes.
- f) Spike shoes must only be worn during an event and are not to be worn to and from an event
- g) Spiked shoes must not be worn in the stand or outer areas of the track.
- h) Spiked shoes should be carried in a suitable bag at all times and stored safely when not in use.
- i) On synthetic track: spikes must be no longer than 7mm.
- j) On synthetic field: spikes must be no longer than 9mm.
- k) On grass track or field: spikes must be no longer than 12mm.
- l) Any number of spikes up to 11 may be accommodated on each shoe, but the number of spike positions shall not exceed 11. LAO ('15)
- m) Spike shoes must be worn with all holes filled with a complete set of spikes, with no more than two blanks / slugs installed. LAO ('15)



Any athlete not exercising care when using spikes may be disqualified from wearing them for the remainder of the competition.

2.4. Age & Event Specifications

	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17
<b>Track</b>												
<i>Laned</i>	---	---	---	---	---	S∞S	S∞S	S∞S	S∞S	S∞S	S∞S	S∞S
<i>Unlaned</i>	---	---	---	---	---	---	---	S∞S	S∞S	S∞S	S∞S	S∞S
<i>Relays</i>	---	---	---	---	---	lr *	lr *	S∞S	S∞S	S∞S	S∞S	S∞S
<b>Field</b>												
<i>V Jumps</i>	---	---	---	---	---	S∞S	S∞S	S∞S	S∞S	S∞S	S∞S	S∞S
<i>H Jumps</i>	---	---	---	---	---	S∞S	S∞S	S∞S	S∞S	S∞S	S∞S	S∞S
<i>Javelin</i>	---	---	---	---	---	S∞S	S∞S	S∞S	S∞S	S∞S	S∞S	S∞S

Legend:

- S∞S May wear spike shoes with spikes
- lr U11 - U12 Athletes competing in 4 x 100m Relays may wear spike shoes with spikes
- \* Athletes competing in U13 - U17 Relay teams may wear spike shoes with spikes

## 3. TRACK EVENTS

### 3.1 RELAY BATONS

The baton specifications are:

- a) Diameter 32mm (+/- 2mm)
- b) Length minimum - 280mm, maximum - 300mm
- c) Weight minimum - 50g

## 3.2 HURDLE SPECIFICATIONS

### 3.2.1. Distance and Age Specifications

		U6	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17
60mH	(20cm)	BG	---	---	---	---	---	---	---	---	---	---	---
60mH	(30cm)	---	BG	---	---	---	---	---	---	---	---	---	---
60mH	(45cm)	---	---	BG	BG	---	---	---	---	---	---	---	---
60mH	(60cm)	---	---	---	---	BG	BG	---	---	---	---	---	---
60mH	(68cm)	---	---	---	---	---	---	BG	---	---	---	---	---
80mH	(76cm)	---	---	---	---	---	---	---	BG	G	---	---	---
90mH	(76cm)	---	---	---	---	---	---	---	---	B	G	G	---
100mH	(76cm)	---	---	---	---	---	---	---	---	---	B	B	G
110mH	(76cm)	---	---	---	---	---	---	---	---	---	---	---	B
200mH	(68cm)	---	---	---	---	---	---	---	BG	---	---	---	---
200mH	(76cm)	---	---	---	---	---	---	---	---	BG	---	---	---
300mH	(76cm)	---	---	---	---	---	---	---	---	---	BG	BG	BG

### 3.2.2. Flights, Spacing and Height Specifications

60mH	6 Flights	@	7m spacing, 12m lead in, 13m run out
			20cm U6 Boys & Girls
			30cm U7 Boys & Girls
			45cm U8 & U9 Boys & Girls
			60cm U10 & U11 Boys & Girls
			68cm U12 Boys & Girls
80mH	9 Flights	@	7m spacing, 12m lead in, 12m run out
			76cm U13 Boys & Girls, U14 Girls
90mH	9 Flights	@	8m spacing, 13m lead in, 13m run out
			76cm U14 Boys, U15 & 16 Girls
100mH	10 Flights	@	8.5m spacing, 13m lead in, 10.5m run out
			76cm U15 - 16 Boys & U17 Girls
110mH	10 Flights	@	9.14m spacing, 13.72m lead in, 14.02m run out
			76cm 17 Boys
200mH	5 Flights	@	35m spacing, 20m lead in, 40m run out
			68cm U13 Boys & Girls
			76cm U14 Boys & Girls
300mH	7 Flights	@	35m spacing, 50m lead in, 40 run out
			76cm U15 to U17 Boys & Girls

3.2.3 Check all hurdles regularly to ensure they are in full working order.

## 3.3 RECORDING & RESULTS

3.3.1. All track event performances manually timed, i.e. timed by hand held stopwatches, shall be recorded to 1/10th second. All times not ending in zero, in the second decimal, shall be rounded up to the next 1/10th second, i.e. 10.11 shall be read as 10.2. Hundredths (0.01) of a second are only recorded with fully automotive start and finish electronic timing systems (i.e. Timing Gates, Photo Finish)

3.3.2. The time shall be taken from the flash / smoke of the gun to the moment at which any part of the body of the competitor (i.e. torso, as distinct from the head, neck, arms, legs, hands, or feet) reaches the vertical plane of the nearer edge of the finish line.

3.3.3. Where a fully automatic electronic timing system (i.e. photo finish or gates) is in use and has sufficient capacity to time all places and the finishing order, the official time and places shall be that obtained from the electronic timing system and all times recorded shall be deemed electronic.

3.3.4. Upon completion of each event, the result sheet shall be immediately filled in / printed and handed to the Recorder. If the result is a manual Best Performance, the Referee must sign the result sheet.

3.3.5. The following symbols are used when recording track events:

DNS	=	Did not Start	RC	=	Red Card (Walks)
DNF	=	Did not Finish	>	=	Bent Knee(Walks)
DQ	=	Disqualified from an event	~	=	Contact (Walks)

### 3.4 STARTING

#### 3.4.1. Equipment

- a) Starting Device(s) or Gun and Caps
- b) Ear Muffs/Plugs
- c) Whistle
- d) Two-way radio/head set
- e) Loud hailer / track speaker system
- f) Raised platform (preferred but not essential)
- g) Sight board (preferred but not essential)
- h) Flash Unit (preferred but not essential)
- i) Flashcards or Flags (white indicates 'ready', red indicates 'not ready' and yellow indicates 'false start')
- j) Program of events
- k) Starting Blocks (if available)
- l) Relay Batons (if required)



#### 3.4.2. The Chief Starter

- a) The Chief Starter would ordinarily brief and allocate positions (including assign Starters to specific races), answers queries, and act in a supervisory position. The Chief may also start races. The preferred number of Officials required to run the Start area is five.
- b) The Chief Starter has control of the athletes on their marks and is the sole judge of any fact connected with the start of the race.
- c) It is important that the Chief Starter can see all the runners. This is best achieved if the Chief Starter is on a raised platform.
- d) For races started on the straight or a lined curve, the Chief Starter would normally be positioned on the inside of the track and easily visible to the Timekeepers.
- e) For races started on staggered lines i.e. 400m, 4 x 100m relay, and 800m events started in lanes, the best position is on the outside of the track and behind the runners.
- f) In all staggered starts, the Chief Starter, where possible, may use an amplifying device to relay commands to the athlete in each lane. Where such a device is not used, the Starter shall so place himself so that the distance between the Starter and each of the athletes is approximately the same.

#### 3.4.3. The Starters Assistant/Start Marshals

- a) Check that the competitors are competing in the correct heat or race.
- b) Check that athletes are wearing correct numbers and footwear.
- c) Place competitors in their correct lane, per the start list, in line approximately 3m behind the starting line.
- d) A competitor shall not be allowed to compete in a heat other than the one in which their name appears, except by consent of the referee.
- e) Signal the Chief Starter that all is ready.
- f) Assemble the competitors again when a fresh start is ordered
- g) Be responsible for the readiness of batons for the first runners in relay races.
- h) Ensure starting blocks are available if required.
- i) When the Chief Starter has ordered the athletes to their marks, the Start Marshal no longer has jurisdiction over the athletes.

#### 3.4.4. The Recaller(s)

- a) One or more Recall Starters shall be assigned to assist the Chief Starter.
- b) Recall Starters shall be placed so that they can see each competitor assigned to them.
- c) When the Chief Starter has ordered the competitors to their marks, the Recall Starter must see that no competitor has placed fingers, hands, or feet on the starting line or in front of it.
- d) If any difficulty arises, they must signal the Starter immediately.
- e) Recall starters shall assist the starter in the supervision of the regularity of the start. In case of any start, which does not comply with the requirements for a correct start, they shall give the sign of a recall by firing a pistol.
- f) If there is a recalled start, the Recall Starter shall advise the Chief Starter of the reason for the recall. The Chief Starter shall decide the action taken.
- g) Two Recallers are needed to assist the Chief Starter in laned events of 200m or more and circular relays.

### 3.4.5. Starting Procedure

All races should be started by the actual sound of the "gun" or starting device.

- a) Take up position on a raised platform.
- b) Before proceeding further, the Chief Starter shall ascertain if the Timekeepers and Place Judges are ready by receiving an "All Clear" from Track Referee or if not in control, from the Chief Timekeeper, except when PhotoFinish is being used, the starter must ascertain that PhotoFinish is ready. Waving of a white flag is the preferred method of indication.
- c) Sound a whistle and ensure all athletes are ready.
- d) For events up to and including, 400m and all relay events:
  - i. Call "On your marks",
  - ii. Allow time for athletes to settle. Check for "All Clear" from Recaller(s). When all movement has ceased, raise gun and give the order,
  - iii. "Set",
  - iv. When all athletes are steady, "fire" the gun.
- e) For events longer than 400m:
  - i. Call "On your marks", and
  - ii. When all athletes are steady, "fire" the gun.
- f) After the "On Your Marks" command, the athlete shall approach the start line and assume a position completely within their allocated lane and behind the start line. At the "Set" command, the athlete should immediately take up their final starting position. An athlete shall not touch either the start line or the ground in front of it with hands or feet when on their marks.
- g) If the Chief Starter is not satisfied that all athletes are ready for the start to proceed, in either the "on your marks" or "set" position, the Chief Starter shall order athletes to "stand up," or for wheelchair athletes "push back," and the start procedure shall recommence.
- h) The pause between the command "Set" and the firing of the gun is necessary to allow the Chief Starter time to be sure all movement has ceased, and also to allow athletes to reach full concentration. There is no set time; however, a reasonable amount of time must be given to allow athletes to settle.
- i) If the Chief Starter or the Recaller is of the opinion that the start was not fair, they shall recall the athletes by firing a second shot. The first option on a recall should be with the Chief Starter.
- j) An athlete may indicate they are not set (by raising their hand), and the Chief Starter will stand the field up again. The order to 'stand up' will also be used when breaks occur, especially in staggered starts when some athletes may be unaware of what has happened.
- k) If the unfair start is not due to any competitor, no warning shall be given.
- l) Any warning or disqualification may be made only by the Chief Starter.
- m) No explanation is necessary if an unfair start was due to crowd noises or external interferences and not related to the athletes.

### 3.4.6. False Starts

- a) Any athlete making a false start must be warned with a yellow card; the Starter's Assistant affects this by raising a yellow flag above the competitor.
  - i. If that athlete has two false starts he/she will be disqualified and advised through the use of a red card by the Chief Starter;
    - In multi events: for three (3) false starts.
    - In all other cases: for two (2) false starts.
- b) If an athlete fails to comply with the command "On Your Marks" and the Chief Starter is of the opinion that a reasonable time has elapsed, the Chief Starter may give a warning for the first infringement and declare a false start by that athlete on the second infringement.
- c) If a competitor leaves their mark with hand or foot after the words, "Set" (laned events excluding 800m) or "On your Mark" (all other events) and before the gun is fired, it shall be considered a false start.
- d) It may also be deemed a false start if in the judgement of the Chief Starter an athlete after the command "on your marks" disturbs other athletes in the race through sound or otherwise.
- e) Where a standing start is used an athlete who immediately after the Set command moves either of their feet to take up their final starting position shall be deemed to have complied with the rules of starting.

### 3.4.7. Starting Techniques

- a) A Standing Start
  - i. Except as specified for crouch start (see below) may be used by all athletes in all events.
- b) A Crouch Start
  - i. May only be used by U11 - U17 athletes for all track events (up to and including the 400m event), In a crouch start, with or without starting blocks, both hands shall be in contact with the ground behind the line, when the athlete is in the 'set' position.
  - ii. Where a crouch start is utilised, athletes must have both hands and one knee on the ground when the command "On Your Marks" is given.
- c) A Three Point Start
  - i. is not a recognised start, and shall not be allowed / used at any LAQ competition.

### 3.4.8. Safety

- a) Earmuffs or earplugs must be supplied by the relevant Centre or LAQ and worn by the Starter(s).
  - i. Hearing protection must comply with the Australian standards - AS1269 (Acoustics Hearing Conservation) and AS1270 (Acoustics Hearing Protectors).
- b) Starting caps are to be kept in their boxes or in a safety tray or container. The gun shall be reloaded after each firing whilst competition is in progress.
- c) Starting caps must not be kept in pockets or held in hands, as they may to explode / ignite due to heat.
- d) Keep naked flame away from any storage of caps.
- e) Keep pistol and caps away from athletes / children and store in a safe place.
- f) Officials using starting pistols (using caps or blanks) must be at least 18 years of age.
- g) When loading caps into the starting pistol do not use any sharp or hard object to push the caps into place, use only the pad area of your finger.
- h) All disused or misfired caps are to be disposed of in a safe manner.
- i) The Starter should ensure the gun is stored in an unloaded state.
- j) Ensure that all people are kept as far away as is practicable from the starter during races.
- k) The gun should not be discharged near the face or near any other person who is not wearing hearing protection.



### 3.5 TIMEKEEPING

#### 3.5.1. Equipment

- a) 8-10 Stop Watches
- b) White painted finish posts (5cm wide)
- c) Timekeepers stand (preferred but not essential)
- d) Flags (white indicates 'ready' and red indicates 'not ready')
- e) Two-way radio/head set.



#### 3.5.2. Chief Timekeeper

- a) Ensures that all Timekeepers are ready, with their watches set on zero, before signalling to the Track Referee and/ or the Starter with a white flag that all is ready to start the race. A red flag indicates that Timekeepers are not ready.
- b) Times all track events with the help of a number of Timekeepers.
- c) Times first place position.
- d) Allocates two additional Timekeepers to time first place (not necessary at Centre level).
- e) Where possible, allocates separate Timekeepers to time second, third, fourth placings and so on.
- f) Checks all times to ensure that the watches on first place agree and that the rest are in correct sequence.
- g) Also decides the official time to be recorded for the other placed runners, checking the watches if there is an apparent discrepancy.
- h) Check winning times for new best performances and sign if necessary. Watches with best performance times are not cleared before the Chief Timekeeper has verified times.
- i) Instructs all Timekeepers to clear watches on completion of a heat, final or if a false start occurs.

#### 3.5.3. Timekeepers

- a) Time all track events under the direction of the Chief Timekeeper.
- b) The Timekeepers shall act independently from one another and without showing the watch, or discussion the time with any other person, shall enter the time on the officials form and hand it to the Chief Timekeeper, who may examine the watches to overrule the reported times.
- c) Timekeepers time places and must not be allocated a lane to time.
- d) Occasionally may have to operate as both Timekeepers and Place Judges and therefore, need to record the athlete's registration number on the Timekeepers slip.

#### 3.5.4. Positioning

- a) It is recommended that the Timekeepers should be:
  - i. Placed at least 5m from, and in line with the finish, on the outside of the track and opposite the Place Judges.
  - ii. On an elevated stand in order that they may have a good view of the starter and the finish line.
  - iii. If an elevated stand is not available, those closest to the track must crouch down as the runners approach the finish line to allow Timekeepers at the rear to see the finish line clearly. It is important that all Timekeepers have a clear view of the Starter.
- b) Finishing posts should be painted white, be a minimum of 1.5m high and should be placed 30cm from the inside and outside edge of the track at the finish line.

#### 3.5.5. Timekeeping General

- a) For all LAQ competitions, where a fully automatic system is not in use, a multi-timer watch with printer may be used for events greater than 200 metres.
- b) For all LAQ competitions, where a fully automatic system is not in use, three (3) watches are required to time first place only. Normal Timekeepers slips are to be used.
- c) The preferred number of Officials required to conduct timekeeping is two more than the number of lanes being used. If six lanes are being used, then eight Timekeepers are required, three Timekeepers for first place, and one Timekeeper for each of the remaining five lanes (not essential at Centre level competitions).
- d) The stopwatch should be held so it is started and stopped with the index finger and not with the thumb.
- e) The stopwatch is started as soon as the Timekeeper sees the flash or initial puff of smoke from the starter's gun. The stopwatch must not be started by the sound of the gun.

- f) The Timekeeper must be ready to stop the watch immediately when the torso of the athlete reaches the vertical plane of the nearer edge of the finish line. The "torso" is that part of the body from neck to waist, excluding hands, arms etc.
- g) Where there are three (3) watches used for the first placegetters, if two of the three watches agree, the time shown by the two shall be the Official time. If all three watches disagree, the middle time shall be the Official time. Should only two times be available and they disagree, the slower time shall be the Official time recorded.
- h) Where a fully automatic timing system is in use and has sufficient capacity to time all places (i.e. photo finish / gates), the official time shall be that obtained from the electronic timing system and all times recorded shall be deemed electronic.
  - i. In addition one (1) Timekeeper shall use a hand held timing device, timing all placed athletes / teams crossing the finish line. Times will only be recorded if required. <sup>'15 07</sup>  
<sub>07</sub>

### 3.6 PLACE JUDGING

#### 3.6.1. Equipment

- a) 8-10 Place judging writing pads
- b) White painted finish posts
- c) Place Judges stand (preferred but not essential)
- d) Flags (white indicates 'ready' and red indicates 'not ready')
- e) Two-way radio/head set

#### 3.6.2. The Chief Judge

- a) Judges all track events with the assistance of a number of Place Judges.
- b) Judges first place position.
- c) Where possible, allocates separate Place Judges to place second, third, fourth placings and so on.
- d) Ensures that all Place Judges are ready to start the race before signalling to the Starter with a white flag (if no Track Referee is available).
- e) Instructs all Place Judges if a false start occurs.
- f) Records at least the first four placings and as many other places as possible.
- g) Checks all judged positions to ensure that first place agrees and that the rest are in correct sequence.
- h) The Track Referee has jurisdiction to decide final placings in a race if the Judges of disputed place(s) are unable to arrive at a decision.

#### 3.6.3. Place Judges

- a) At the direction of the Chief Place Judge, Judges all track events in accordance with the rules.
- b) Place Judges must not be allocated a lane to place.
- c) Act independently from one another i.e. not discuss placing.
- d) Judges shall decide the order in which the athletes / teams finish, and their decisions on places shall be used specifically to differentiate equal times as given by the Timekeepers.

#### 3.6.4. Positioning

- a) It is recommended that the Place Judges should be:
  - i. Placed at least 5m from, and in line with the finish, on the inside of the track and opposite the Timekeepers.
  - ii. On an elevated stand in order that they may have a good view of the starter and the finish line.
- b) Place Judges must place athletes as they reach the finishing line.
- c) If an elevated stand is not available, those closest to the track must crouch down as the runners approach the finish line to allow Place Judges at the rear to see the finish line clearly.
- d) Finishing posts should be painted white, be a minimum of 1.5m high and should be placed 30cm from the inside and outside edge of the track at the finish line.



#### 3.6.5. Place Judging General

- a) The preferred number of Officials required to conduct Place Judging (incl. the Chief Place Judge) one more than the number of lanes being used. If six lanes are being used, seven Place Judges are required, two Place Judges for first place, and one Place Judge for each of the remaining five lanes.
- b) The Place Judges must be ready to place the athlete immediately as the torso\* of the athlete reaches the finish line. The "torso" is that part of the body from neck to waist, excluding hands, arms etc. Many competitors employ the "dip" finish in which the body is dipped forward just before reaching the tape. They must be sure that in this case the torso has reached the line, not merely the head.
- c) A full complement of Judges is not required to be used when fully automatic electronic timing equipment and photo finish equipment is in operation.
- d) Not necessary to concentrate on race start, must be ready for 'the finish'.

### 3.7 TRACK UMPIRE

- 3.7.1. Equipment Umpires should have
- a) a yellow and white folder or yellow flag and a white flag
  - b) some masking tape
  - c) pen and or pencil
  - d) report forms.
- 3.7.2. The preferred number of Officials required to conduct Track Umpiring efficiently is eight. Either the Chief Umpire or the Track Referee will specify Umpires positions.
- 3.7.3. The Chief Umpire / Umpires are assistants to the Referee. Umpires do not have any powers to disqualify an athlete; they may only make a report to the Referee of a rule infringement. Notice violation must be immediately to the Chief Umpire or Track Referee by raising a yellow flag and keeping it raised until acknowledge by the Chief Umpire or Track Referee. Umpires:
- a) Ensure that the competition is fair for all athletes.
  - b) Watch for and report the following violations seen from allotted position:
    - i. An athlete who runs out of the lane or an athlete who runs on the line
    - ii. An athlete who receives any outside assistance
    - iii. If an athlete voluntarily leaves the track
    - iv. If an athlete interferes with, or impedes another athlete, or otherwise breaches the rules forcing another athlete off the track
    - v. Any jostling, impedance or interference to an athlete caused by another athlete when cutting across in front too sharply or for any other reason.
  - c) Any infringement spot shall be marked and described on the Umpires report; if necessary the Umpire may mark the infringement spot on the track with tape. The lane, the athlete's number and the athletes' Centre should be noted.
  - d) In the Race Walking events, the Track Referee and Umpires shall determine the fairness of the competition other than the Walking rules. The Umpires will be responsible for detecting deliberate impedance or interference and reporting this to the Track Referee, who should confer with Chief Walk Judge and indicate which athletes, are disqualified before walk results are finalised.
- 3.7.4. Duties for Specific Events
- a) 800m (laned)
    - i. Are positioned at each side of the break line clearly marked on the track and with flags at each side of the track
    - ii. Shall ensure that small cones are placed on the lane lines immediately before the intersection of the lane line and the breakline
    - iii. Report any athlete who runs out of the lane before reaching the break line.
  - b) Hurdles
    - i. Stand in a position to be able to clearly see hurdlers as the hurdles are cleared
    - ii. Watch to see that the athlete does not straddle one leg over the side of the hurdle
    - iii. Watch to see that the athletes clear their own hurdles and do not run out of their lane
    - iv. Watch to see if an athlete deliberately knocks down a hurdle.
  - c) Relays
    - i. For each changeover conducted in lanes, designated officials shall ensure that the athletes are correctly placed in their takeover zone
    - ii. Watch to see that baton is passed within the take-over zone
      - It is only the position of the baton that is decisive and not the position of the bodies of the athletes
      - The passing of the baton commences when it is first touched by the receiving athlete and completed the moment it is only in the hands of the receiving athletes.
    - iii. Watch that the athlete before receiving or after handing over the baton, keep within their lane or zone until the course is clear to avoid obstruction to other athletes
    - iv. Watch for any assistance by pushing or by any other method
    - v. Watch that the baton is only carried by hand though the race
    - vi. Watch if the baton is dropped and that it is recovered by the athlete who dropped it



- vii. Allow an athlete to place one (1) only checkmark on the track within his one lane by using adhesive tape
- viii. Raise a yellow flag if there is any interference or infringement at a relay takeover.
- ix. Raise a white flag immediately after all of the outgoing athletes have taken the baton and are outside the takeover zone if there are no infringements
- x. Continue to hold the flag raised until recognised by the Track Referee or Chief Umpire.

### 3.8 RACE WALKING

#### Definition of Race Walking

Race walking is a progression of steps so taken that the walker makes contact with the ground, so that no visible (to the human eye) loss of contact occurs. The advancing leg shall be straightened (i.e. not bent at the knee) from the moment of first contact with the ground until the vertical upright position.

**Note:** The advancing foot of the walker must make contact with the ground before the rear foot leaves the ground.

For LAO competitions, a Walks Coordinator may be appointed. The Walks Coordinator would ordinarily brief and allocate Judges' positions (including assign Chiefs Judges to specific races), answers queries, and act in a supervisory position. The Coordinator may also Judge races. If a Walks Coordinator were not appointed, the Chief Walk Judge would assume these tasks

#### 3.8.1. Equipment

- a) Judges Summary recording sheets.
- b) Walk Judges recording sheets
- c) Judges position form (where applicable).
- d) Yellow folders with symbols - & > one either side

#### 3.8.2. The Chief Walk Judge

- a) Briefs the Judges and allocates positions evenly around the track prior to the first event.
- b) Is the only person permitted to disqualify an athlete during or after an event for Walk technique.
- c) Prior to each walking event, will acquaint the competitors with the judging procedures for the event.
- d) Judges athletes at the start and along the straight to the finish line.
- e) De-briefs athletes regarding "Red Cards" and subsequent disqualifications (giving reasons where applicable) at the end of a race.
- f) Sign the Judges Summary Recording sheet after checking that it corresponds with the Walk Judges slips.
- g) The Chief Race Walk Judge must report to the Referee immediately after the end of the event, the details of all athletes disqualified AND all athletes who received red cards.
- h) Is responsible for responding to all queries relating to Walk events, unless a Race Walking Coordinator has been appointed.

#### 3.8.3. Walk Judges

- a) The appointed judges shall elect between them a Chief Judge unless one has already been appointed a Chief Judge for the relevant carnival.
- b) The number of appointed walk judges for an event, including the Chief, shall comprise a minimum of four (4) and maximum of six (6). A Recorder specific to the task of summarising and recording the judges slips should also be appointed.
- c) Meet prior to the first event commencing for briefing and for position allocations by the Chief Walk Judge.
- d) Shall act in an individual capacity and their judgments shall be based on observations made by the human eye.
- e) The independence of judges is extremely important and wherever possible connections between athletes and judges should be avoided. Individual Judges are required to declare their interests
  - i. The Competition Manager shall have the authority to allow judges where such connections exist. Connections means relative, coach or protégé
  - ii. Individual judges may indicate if they wish to stand down for a particular race
  - iii. Where possible members of the same family should not serve as a judge for the same race.
- f) Walk Judges are not responsible for detecting deliberate impedance or interference.

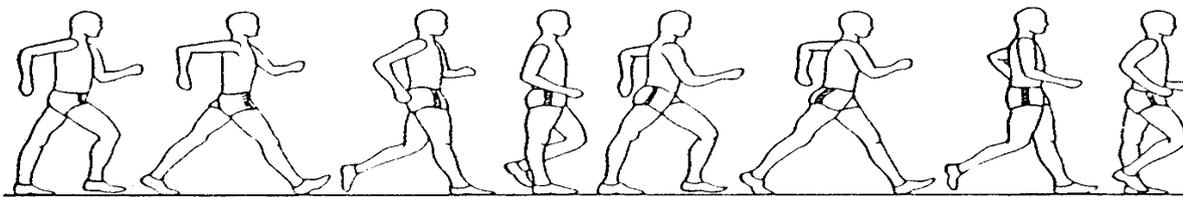


- g) It is imperative that during an event all judges act in an individual capacity and their judging is not influenced by the judging of another judge, per medium of conversation or messages
  - h) Walk judges, recorders or messengers shall not use transceivers during the conduct of the event
  - i) The judges must adequately cover the whole of the track/course; this can be done by having approximately equal distance between judges. There should be no blind spots, judges should judge from the outside of the track/course and not encroach on an area allocated to another judge, but judge from their allotted position as walkers are passing or approaching their section
  - j) Move to their designated position prior to the start of each event.
  - k) Should Judge from the outside of the track and may not move more than 10m each way from their allocated positions.
  - l) "Cautions" and "Red Card" to athletes when necessary and complete Walk Judges Recording sheet.
  - m) Are not permitted to leave his or her position (unless instructed by the Chief or Coordinator), talk or communicate in any form to anyone throughout a Walk event.
  - n) Sign the Walk Judges Recording slips by name and / or number then deliver them (via runners) to the Recorder after each event.
  - o) Move to a central area for de-briefing on completion of the last Walk event.
- 3.8.4. Caution (Yellow Paddle)
- a) Any judge can give a "Yellow Paddle" to a competitor when a competitor appears to be in danger of failing to comply with the rules
  - b) Cautions are issued verbally and briefly taking care that remarks do not constitute coaching
  - c) A caution has no bearing on disqualification. It is possible to be cautioned by every judge in the race yet not receive a single warning. This advice is only to indicate to a competitor that their action is deteriorating to a dangerous state
  - d) A judge can only caution a competitor once for each offence during the event
- 3.8.5. Red Card
- a) A judge gives a "Red Card" for disqualification if a competitor is actually breaking the rules of race walking
  - b) At the Senior Carnival, Regional, Winter & State Championships, for U12 - U17 athletes, Race Walk Judges will not call 'Red Card' for relevant infringements, only written reports will be made. BoD 14 ('14)
  - c) For other age groups, the Red Card will be given verbally at the time of detection of the actual infringement
  - d) The Red Card is recorded on the judging pad and forwarded to the Chief Judge as soon as practicable
  - e) A judge may only give a competitor one Red Card during the event irrespective of the infringement
  - f) If a judge in an event requiring verbal Red Cards to be given, is not sure a competitor has heard the "Red Card" the Judge should repeat it at the next suitable opportunity
  - g) A Red Card should never be given unless there is absolute certainty the rules have been infringed. Any doubt existing must be given to the competitor and the Red Card not issued
- 3.8.6. Disqualification
- a) A Red Card by 3 or more walk judges, that in their opinion a competitor's mode of progression failed to comply with the definition of race walking brings about a disqualification
  - b) **Only the Chief Judge may advise a competitor of their disqualification**
  - c) Where a competitor is disqualified, the Chief Judge shall indicate to such competitor verbally that they are disqualified and give the reasons for the disqualification
  - d) The result of an event shall not become final until the Chief Walk Judge and Track Referee has given the all clear
- 3.8.7. Walk Judge's Summary Sheet
- a) A copy of the master sheets of each walk event will be posted on the notice board with the result sheet
  - b) The master sheet is that document which the Chief Judge records the Red Cards of the judges and them self and indicates which competitors received 3 or more Red Cards
  - c) Judges should be indicated by number and not by name on the notice board copy of the sheet

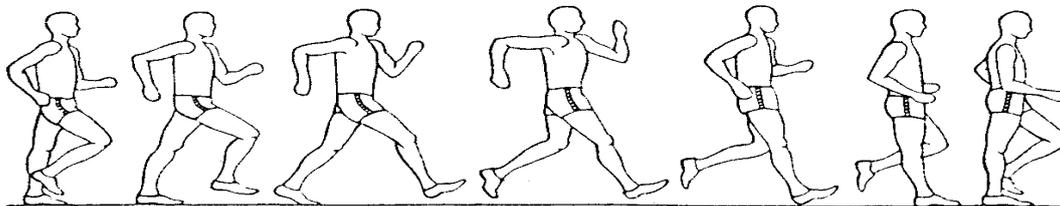
All "Caution" and "Red Card" remarks should be loud and clear and always preceded by the word "Caution" or "Red Card." Remarks must not constitute coaching.

*e.g. "CAUTION No..... contact or knees" or  
e.g. "Red Card No..... contact or knees"*

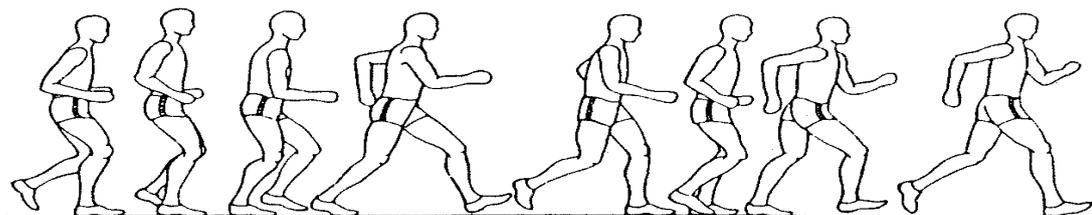
For loss of contact ~ a wavy line in black on a yellow background  
For knees a 45° angle < also in black on a yellow background shall be used



**CORRECT TECHNIQUE**



**LOSS OF CONTACT**



**BENT KNEE**

## 4. FIELD EVENTS

### 4.1 GENERAL

- 4.1.1. Rakes, shovels, and measuring implements should only be used by Officials and put aside or laid so that spikes point towards the ground.
- 4.1.2. All participating athletes and spectators must be kept to the side and well away from these events in case of an inaccurate throw. Only officials should be in the sector and in close proximity to the competition areas. All competing athletes, except the athlete attempting the trial, should stand behind the throwing area while the event is in progress.
- 4.1.3. Officials must maintain strict control over all event areas, including the warm-up period. Athletes also have a safety responsibility.
- 4.1.4. Once competition has begun, athletes are not permitted to use, for practice purposes, the runway, implements, sectors or circles.
- 4.1.5. Officials should use correct techniques when lifting equipment.
- 4.1.6. Except in High Jump, each athlete is permitted three (3) trials, i.e. one (1) trial per round, however at the discretion of the Referee, more than one (1) trial may be taken in one (1) round, but the trials may not be consecutive. The best of the three (3) trials determines the placing.
- 4.1.7. The timing of a trial shall commence from the time that the athlete is called.
- a) The Recorder shall time the trials and indicate the last 15 seconds of each trial with an upheld yellow flag. The flag shall be held up until the time has lapsed or the athlete has completed the trial.
  - b) Time Allowances for Trials
 

<i>Number of athletes left in the competition</i>	<i>High Jump</i>	<i>Other</i>
More than 3 (or for the very first trial of each athlete)	0.5min	0.5min
2 or 3	1.5min	1min
1	3min	
Consecutive trials	2min	2min
<i>Combined Events</i>		
<i>Number of athletes left in the competition</i>	<i>High Jump</i>	<i>Other</i>
More than 3	0.5min	0.5min
2 or 3	1.5min	1min
1 or consecutive trials	2min	2min
- 4.1.8. The Trial is completed when at
- a) Throws, the athlete leaves the circle or runway
  - b) Long / Triple Jump, the athlete leaves the landing pit
  - c) High Jump, the Chief Judge indicates a fair or foul jump
- 4.1.9. At all field events, the athlete must commence their attempt within the time allowed.
- 4.1.10. If an athlete incurs a foul, they will be given the reason for the foul at the completion of the trial.
- 4.1.11. Markers
- a) A competitor may place alongside the runway one (1) or two (2) markers (at LAQ Competitions, only those supplied or approved by LAQ) to denote their starting point for long jump, triple jump, high jump, and javelin. They may be used to assist them in their run-up and take-off.
  - b) For throws made from a circle, an athlete may use one marker only. This marker may only be placed on the ground in the area immediately behind or adjacent to the circle. It must be temporary, in position only for the duration of each athlete's own trial, and shall not impair the view of the judges.
  - c) If markers are not supplied, adhesive tape may be used.
  - d) Chalk or similar substances or anything that leaves an indelible mark may not be used.

- e) The use of sharp or pointed markers or anything considered dangerous by the Referee will be prohibited.
- f) The check marks or markers shall not obstruct any other athlete or the runway.

**4.2 MEASURING**

- 4.2.1. Judges shall ensure that each valid trial of the athletes is measured. In High Jump, precise measurements should be made when the bar is raised.
- 4.2.2. At most competitions, fibreglass tapes may be used for general measurements, however where State and National best performances are set, a Certified Steel tape should be used to verify the mark in throws and horizontal jumps.
- 4.2.3. In measuring all field events, except the High Jump, the zero end of the tape should be placed at the nearest edge of the mark where the implement first lands (throws) or where the athlete makes a mark in the pit closest to the take-off (jumps). See specific event rules for the description of where a measurement is read.
- 4.2.4. Distances shall always be recorded to the nearest centimetre (0.01m) below the distance measured if the distance measured is not a whole centimetre.
- 4.2.5. Some events may utilise an Electronic Devise Measuring (EDM). Operators are required to:
  - a) Stand with the EDM unit, reading the distance to the spike (placed at the landing spot)
  - b) Call the distance to the Recorder
  - c) Indicates to the spiker once the distance is read.



**4.3 RECORDING & RESULTS**

- 4.3.1. The following symbols shall be used when recording at all field events at LAQ & Centre competitions:
 

NM =	No valid trial recorded	7.36 =	Distance thrown or jumped (horizontal)
O =	Cleared (High Jump)	- ( <i>dash</i> ) =	Pass
X =	Failed / Foul	DNS =	Did not Start
DQ =	Disqualified from an event		
- 4.3.2. Distances for field events are recorded to the whole centimetre below the actual distance, e.g. 4.528m is recorded as 4.52m; 4.671m is recorded as 4.67m; 27.999m is recorded as 27.99m
- 4.3.3. Each competitor shall be credited with the best of all their trials, subject to the conditions relating to ties.
- 4.3.4. In ties in all field events, except for High Jump:
  - a) If athletes are tied for any place after ALL countbacks have been applied, then equal placing will be declared.
  - b) If in the first round of an event, and there is a tie for the last qualifying place, it shall be resolved by following the countback procedure. Where the tie cannot be decided, the athletes concerned will all progress.
- 4.3.5. In High Jump, where the same height cleared is equalled:
  - a) The competitor with the lowest number of jumps at the height at which the tie occurs shall be awarded the higher place.
  - b) If the tie remains, the competitor with the lowest total of failures throughout the competition up to and including the height last cleared shall be awarded the higher place.
  - c) If the tie still remains, the competitors shall be awarded the same place in the competition.
- 4.3.6. Countbacks
  - a) In field events other than High Jump, the second best performance of the competitors tying shall decide the tie. If a tie remains, the third best performance and so on will decide.
  - b) The following example illustrates the rule on countbacks in High Jump.

	1.78m	1.82m	1.85m	1.88m	1.90m	1.92m	1.94m	Total Failures	Position
<b>A</b>	—	X 0	0	X 0	—	X X 0	X X X	4	2=
<b>B</b>	0	0	0	X	X 0	X X 0	X X X	4	2=
<b>C</b>	0	0	X	0	X X 0	X X 0	X X X	5	4
<b>D</b>	0	—	—	X X 0	X X 0	X 0	X X X	5	1

A, B, C and D all cleared 1.92m and failed at 1.94m.

- c) The rule regarding ties comes into operation, as "D" cleared 1.92m on the second attempt, the others taking three, "D" is declared the winner.
- d) The other three (3) will tie and the Judges add up the total number of failures, up to and including the height last cleared, i.e. 1.92m.
- e) "C" has more failures than "A" or "B," and is therefore awarded 4th place. "A" and "B" share second place.
- f) At the Regional Relays where two or more teams' Best Performances are equal  
In High Jump relays, the sums of the 'number of attempts at Best Height cleared" are used to separate the tied teams
  - i. The team with the lowest total number of attempts will be given the highest placing
  - ii. Should the tied teams still not be separated the sums of the 'total failures' of each of the tied teams, the team with the lowest total number of failures will receive the highest placingIn field relay events (other than High Jump), the combined second best performances of the same competitors tying shall decide the tie. If a tie remains, the combined third best performance and so on will decide.  
In the event a count back does not split teams, reference would be made to the Centre Best Performances; if a tie still remains, then the progressing teams shall be decided on the flip of a coin.
- g) Upon completion of each event, at LAQ competitions, the result sheet shall be immediately completed, checked and signed by the relative Officials and handed to the Referee, who in turn checks and signs off on the recording. The results sheet is then provided to the Chief Recorder and or the medal presentations area along with a completed medal presentation form (where applicable).

## 4.4 HIGH JUMP

### 4.4.1. Event Specifications

U8 to U10 Scissors only: onto low scissors mat

- a) The minimum height of scissors jump mats should be 15cm, the maximum should be 30cm.
- b) The landing area should not be less than 5m x 3m

U11 to U17 Scissors or flop technique: onto appropriate thickness and density flop mats. *LAA ('15)*

- a) The minimum height of the flop mats should be 40cm (preference to 50cm or higher)
- b) The landing area for the flop should not be less than 5m x 3m

### 4.4.2. Equipment

- a) 2 x Uprights on bases
- b) 1 x Crossbar
- c) 1 x Measuring Stick
- d) Safe landing mat/s
- e) 3 Flags for signalling Fair or Foul Jump (one (1) Red, White and Yellow)

### 4.4.3. Set-up

- a) Set up High Jump area by placing the landing mat/s in a suitable position on the field. If the high jump landing area is made up by more than one mat, the mats must be strapped together (around the edges) to form one unit and wherever possible must be bound together by a one-piece fabric fitted cover that binds the mats together into a single unified landing surface.
- b) The uprights are placed immediately in front of the mats, allowing 10cm to avoid displacement through a movement of the landing area during a jump, and the correct distance apart to hold the crossbar.
- c) The crossbar supports must face each other and not to the front or to the back of the landing mats. (If facing the front of the mats, the athletes will injure themselves by knocking over the uprights, as the bar goes down. If facing to the back, the crossbar would need to travel the length of the supports before falling off.)
- d) The supports may not be covered with rubber or with any other material, which has the effect of increasing the friction between the surfaces of the crossbar and the supports. Nor may they have any kind of springs.
- e) The space between the end of the bar and the uprights should be at least 10mm.
- f) A white line or adhesive tape (5cm wide) shall be extended along the horizontal plane, three metres outside and from each upright.

### 4.4.4. High Jump General

- a) The preferred number of Officials required to run the High Jump is four.
- b) At Centre level, there should be no specific starting heights set for High Jump. The starting heights should be set at a level that all athletes can achieve.
- c) There are two main styles of technique used in High Jump, these being the Fosbury Flop and Scissors. All age groups may use the scissor technique. Only athletes in the U11 age group or older may use the flop.
- d) Each athlete has three attempts to clear a particular height (except Relays):
  - i. When all athletes have either completed or passed their first attempt, the first attempt failures try again.
  - ii. Second attempt failures then have their third attempt.
  - iii. If an athlete misses three (3) attempts at the one height, they are out of the competition.
- e) If an athlete misses three (3) attempts at three different heights on consecutive jumps, they are out of the competition. This rule may be varied at some LAQ Competitions.
- f) An athlete may choose not to jump at a particular height. This is not a missed jump but considered as a pass.
- g) The last remaining athlete in the competition may choose his or her own increments, of not less than 1cm.
- h) A competitor may commence jumping at any height above the minimum height and may jump at their own discretion at any subsequent height. Note: The effect of this rule is that a competitor may forego their second or third jumps at a particular height (after failing 1st or 2nd time) and still jump at a subsequent height.
- i) If the bar falls off without having been knocked by the competitor (e.g. due to strong wind), the competitor is not penalised.

- j) The uprights or posts shall not be moved during competition unless the Referee considers the run up or take-off area has become unsafe. In such a case, the change shall be made only after a round has been completed.

#### 4.4.5. The Chief Judge

- a) Stands in line with the High Jump upright/s.
- b) Should ensure, before and during the competition, that the underside and front of the crossbar are distinguishable and that the crossbar is always replaced with the same surface uppermost and the same surface to the front.
- c) Should correctly set the height of the crossbar by measuring each end near the uprights, and then measure at the middle of the bar to the height required.
- d) Measures the height at each end and the centre of the crossbar prior to commencement and as necessary.
- e) Informs the athletes of the starting height and all subsequent heights to which the bar shall be raised at the end of each round.
- f) Rules on the validity of the trial, raising a white flag indicates a fair jump and raising a red flag indicates a foul.

#### 4.4.6. Assistants

- a) Stand well away from the uprights during trials to avoid distracting the competitors.
- b) If an athlete touches the bar during their jump and causes it to vibrate, the Judge(s) shall not steady it until the Chief Judge has so signalled.
- c) Replace the bar each time it becomes dislodged as above.

#### 4.4.7. Measuring

- a) All measurements shall be made from the top of the crossbar, in whole centimetres, perpendicular from the ground with a steel or fibreglass measuring bar at the lowest point of the bar, in the middle (the ends should be equal heights). The measurement is to be taken before athletes attempt to jump it. The height of the crossbar is always measured to the upper (top) of the bar.
- b) In the case of a best performance(s), the Referee and Chief Judge must check the measurement when the crossbar is placed at the best performance height. They must recheck the middle measurement before each subsequent best performance attempt, if the crossbar has been disturbed since last measured.



#### 4.4.8. Increments

- a) State & Regional Relays: The bar will be raised 7cm, 7cm, 7cm and then by 5cm thereafter.
- b) At all Age Day Carnivals, Regional Championships, State and Winter Championships (individual events) the increments for High Jump be 5cm until six (6) athletes remain, then not less than 2cm. The last remaining athlete of an event, in consultation with the Chief may elect the increments not less than 1 cm.
- c) At the Pentathlon, the increments will be 3cm throughout the competition.
- d) The bar is never lowered for an athlete who has returned after competing in another event.

- e) At Association Competition days, the Jumps Referee communicates the increments of the High Jump bar in the event that it is necessary to divide the athletes into two groups due to the number of competitors.

4.4.9. It shall be a foul jump if:

- a) An athlete takes off from two feet (only one foot take offs are allowed).
- b) In the opinion of the Chief Judge, the athlete has knocked the crossbar off its supports, (regardless of whether the athlete is on or off the landing mats).
- c) An athlete touches the ground including the landing area beyond the plane of the nearer edge of the uprights, either between or outside the uprights with any part of his body, without first clearing the bar. However, if when they jump, an athlete touches the landing area with their foot and in the opinion of the Judge, no advantage is gained; the jump would not be considered a failure.

4.4.10. It shall be a fair scissor jump, when using scissor mats if:

- a) The head of the competitor does not go over the bar before the leading foot (the foot closest to the bar at take-off).
- b) The head of the competitor is not below the buttocks when the buttocks clear the bar.
- c) In the act of landing, the athlete has made an attempt to get their feet down first.

## 4.5 LONG JUMP & TRIPLE JUMP

### 4.5.1. Event Specifications

<i>Long Jump</i>	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17
<i>1m x ½m mat</i>	BG	BG	BG	BG	BG	---	---	---	---	---	---	---
<i>1.22m x 20cm</i>	---	---	---	---	---	BG						
<i>Triple Jump</i>												
<i>1.22m x 20cm</i>	---	---	---	---	---	BG						

### 4.5.2. Equipment

- a) Take-off board or mat
- b) 1 measuring spike
- c) 1 tape measure
- d) 1 rake
- e) 1 long handled shovel for turning over sand
- f) 1 Watering can / spray bottle (for dampening sand)
- g) 3 flags 30cm square (one (1) each of white, red and yellow)
- h) Landing Pit(s)

### 4.5.3. Long/ Triple Jump General

- a) In Long / Triple Jump the preferred number of Officials required to run the Long Jump/Triple Jump is five.
- b) Competitors may use the runway to gain their desired starting point before competition begins.
- c) Once the competition starts, competitors may not use the run-up for practice purposes.
- d) In Triple Jump, an athlete may change take off board during the course of the event by notifying the Recorder prior to jumping.
- e) In Triple Jump, the jump must comply with the following sequence: Hop - Step - Jump. The hop shall be made so that the athlete shall first land upon the same foot with which they shall have taken off, in the step, they shall land on the other foot, from which consequently, the jump is performed

### 4.5.4. The Chief Judge

- a) Prior to competition, ensures that
  - i. The Long / Triple jump pit has been dug over and inspected for foreign objects prior to the event commencing;
  - ii. The mat / board for is placed in a suitable position and is firmly on ground so that all athletes in the age group are able to take off and land safely in the pit
- b) Stands in line with the take-off mat or board.
- c) Ensures that, in long jump, the take-off board or mat is placed one metre from the nearer end of the landing area. This may be moved closer to the pit for the younger age groups.
- d) Determines and decides the validity of the jumps then measures the jump according to the rules (see rule 4.6.8).
- e) Reads the tape and calls the distance to the recorder.
- f) Raises a white flag to indicate a fair jump and raises a red flag to indicate a foul.
- g) Ensures that the sand on the take-off mat and pit is smooth ready for the next athlete, after the distance has been read.
- h) Pays particular attention to the sequence of the Triple Jump (viewed from almost immediately behind the athlete is probably the easiest).

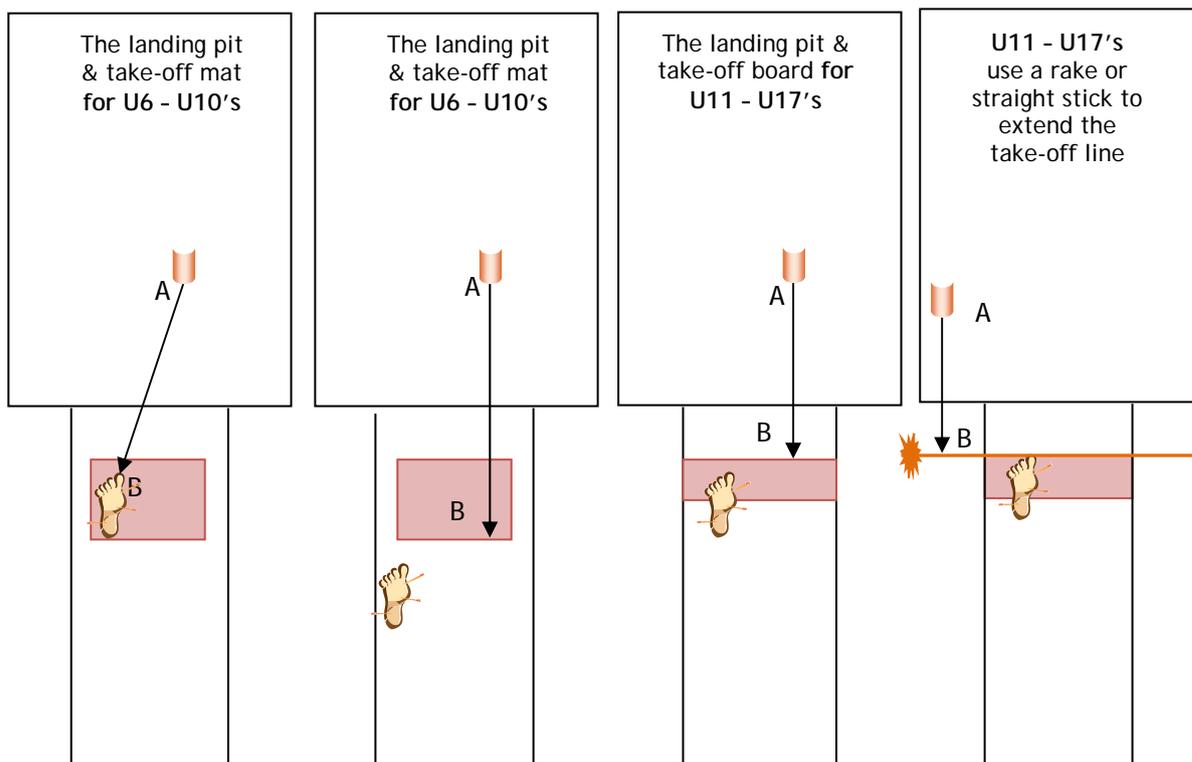
### 4.5.5. The Spotter / Spiker

- a) Stands at the side of the Long / Triple Jump pit.
- b) When the jump has been completed and the athlete has left the pit, the zero end of the tape is placed at the imprint (break) in the sand nearest to the take-off area.

### 4.5.6. Measuring Assistant

- a) Stands to the side of the take-off area; and will hold the tape through the take-off mark for the Chief Judge to read.
- b) For the younger age groups, sprinkles sand onto the take-off mat to a depth of about one centimetre, prior to the start of the event.
- c) Dampens the sand using a watering can.
- d) Brushes the sand on the mat after each jump is measured to erase all footprints.

- 4.5.7. Raker
- a) Stands at the side of the Long/Triple Jump pit.
  - b) Rakes the sand in the pit until it is level before the start of the event and repeats this procedure at the completion of each attempt and / or subsequent measures.
- 4.5.8. Take Off Areas & Measuring
- a) The tape should be held horizontally from the level of the take-off point and pulled tight.
  - b) The feet of the competitor need not necessarily make the break; if a jumper is off balance it may be any part of their body. The zero end of the tape is placed at the nearest break in the sand made by any part of the body or limbs.
  - c) The ½ x 1m Mat (U6 to U10)
    - i. Should be a piece of carpet, canvas or rubber covered with a thin layer of sand
    - ii. When any part of the competitor’s foot lands on the take-off area, the jump will be measured as the shortest distance from the nearest break in the landing area made by any part of the body or limbs to the imprint made in the take-off area by the take-off foot.
    - iii. If a competitor takes-off before reaching the take-off area, the measurement is taken from the nearest break in the landing area made by any part of the body or limbs to the back edge of the take-off area (furthest from the pit). The measurement must be taken perpendicular to the back of the mat.
  - d) The Take-off Board (U11 to U17)
    - i. Should be the standard IAAF take-off board
    - ii. All jumps shall be measured from the nearest break in the landing area (made by any part of the body or limbs) to the front edge of the relevant take-off board (extended as necessary / between plasticine and board). The tape is then straightened and drawn tight so it lays perpendicular, i.e., 90o to the take-off board or its extension.
    - iii. When no part of the competitor’s foot lands on the take-off board / area, the jump will be measured from the nearest break in the landing area made by any part of the body or limbs to the front of the take-off line, or take-off line extended.
    - iv. Triple Jump measurements are taken in the same manner, except to the 5m, 7m, 9m or 11m mat / board.
  - e) For Triple Jump,
    - i. A board is placed approximately at the 5m, 7m, 9m and 11m marks from the edge of the landing area.



- 4.5.9. It shall be a foul jump if:
- a) Any part of the athlete's take-off foot protrudes over the front edge of the take-off board or mat.
  - b) An athlete takes off from outside either end of the board or mat whether beyond or before the extension of the front line.
  - c) In the course of landing, the athlete touches the ground outside the landing area nearer to the take-off point than the nearest break in the landing area made by the jump.
  - d) The athlete fails to land in the pit - landing on the run-up constitutes a foul.
  - e) Touches the ground beyond the take-off line with any part of the body, whether running up without jumping or in the act of jumping.
  - f) Does not take off from one foot.
  - g) Any sort of somersaulting is used.
  - h) In triple jump, the athlete's hop or step lands in the pit before the jump.
- 4.5.10. It shall be a fair jump if:
- a) A competitor takes off before reaching the board.
  - b) An athlete runs outside the line marking the runway.
  - c) In Triple Jump, if the "sleeping" leg touches the ground while jumping.
  - d) When leaving the landing area, an athlete's first contact by foot with its border or the ground outside shall be further from the take-off line than the nearest break in the sand.

Foot Foul



Not Foot Foul



Measurer taken from the front of the board

The spike is placed at the nearest break in the sand



## 4.6 THROWS GENERAL

- 4.6.1. An athlete may enter the circle from any direction.
- 4.6.2. An athlete, when leaving the circle the first point of contact with the ground outside the circle shall be completely behind the white line drawn through the centre and extended outside the circle, which is to be not less than 75cm on each side (shot and discus); or behind the curved foul throw line and the extension lines on either side of the run-way for the Javelin.
- 4.6.3. In the case of attempts made from a circle, an athlete shall commence his attempt from a stationary position inside the circle.
- 4.6.4. Officials should always face the thrower and watch the implement.
- 4.6.5. All throwing implements must be carried back or returned using a purpose constructed device, not thrown or rolled. Upon retrieval, the Javelin must be walked back and carried in an upright position.
- 4.6.6. Athletes must not handle spare throwing implements while waiting to throw.
- 4.6.7. It shall be a foul throw if
- The competitor after entering the circle and commencing to make a throw touches with any part of the body the top of the circle or the ground outside or improperly releases the implement in making the attempt. Note: "Body" does not include shoelaces, hats, hairpins, etc.
  - The Competitor leaves the circle before the implement has landed.
- 4.6.8. It shall be a fair throw if
- The competitor touches the inside of the iron band or stop board.
  - The implement falls so that the point of impact is within the inner edges of lines 5cm wide, marking the sector. The ends of the lines marking the sector should be marked with suitable flags.
  - An athlete drops an implement and it does not touch the ground outside the circle or runway. The athlete can retrieve the implement and continue the trial within the allocated time.
- 4.6.9. The Sector Judge will use hand signals to indicate the validity of a throw to the Chief Judge; and there are only two types of hand signals used:
- If the implement falls outside of the sector, the Sector Judge will raise an outstretched arm (approximately shoulder height) pointing towards the sector line where the implement landed.
  - In case of a javelin landing flat, the Sector Judge will signal with one hand, palm open and facing downwards, making several push down movements.
- It is after receiving a hand signal, that the Chief Judge will raise the appropriate flag to indicate the validity or otherwise of the throw.
- 4.6.10. The measurement of each Discus or Shot Put attempt shall be taken from the nearest imprint made by the Discus or shot put to the inside circumference of the throwing circle, along a line from the mark made by the shot to the centre of the circle. The tape shall be straightened and pulled tight and the distance measured to the nearest whole centimetre below the distance thrown.
- 4.6.11. If an athlete in the U13-U17 age groups makes an immediate oral protest against having an attempt judge as a failure, the Chief of the event may, at his discretion, order that the attempt be measured and the results recorded, in order to preserve the rights of all concerned. At the end of the round the Referee will adjudicate on the protest
- Any athlete(s) continuing in a field event under protest shall compete in each round before any other athlete, irrespective of any improved performance in such subsequent rounds.

## 4.7 DISCUS

### 4.7.1. Weight & Age Specifications:

	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17
350g	BG	BG	---	---	---	---	---	---	---	---	---	---
500g	---	---	BG	BG	BG	BG	---	---	---	---	---	---
750g	---	---	---	---	---	---	BG	BG	---	---	---	---
1kg	---	---	---	---	---	---	---	---	BG	BG	BG	G
1.5kg	---	---	---	---	---	---	---	---	---	---	---	B

### 4.7.2. Equipment

- 1 x 50 metre (or longer) measuring tape
- 1 measuring spike
- At least 1 Discus of each weight (refer to Equipment Specifications)
- 5 flags, 30cm square (2 white, 2 red and one yellow)
- A Discus Circle
- A Cage (surrounding the circle)

### 4.7.3. Discus General

- All throws shall be made from an enclosure or cage to ensure the safety of spectators, officials, and athletes.
- The preferred number of Officials required to run the Discus is six, three (3) operating at the circle and three (3) in the field.
- There is no specific rule about how the discus must be thrown, therefore a few styles of throwing that may be encountered: a single handed under arm throw; a bowling action over the head; and a double handed throw.
- If the Discus hits the net / cage and falls within the sector lines, it shall be recorded as a fair throw.
- Officials must stand outside the Discus net while an athlete is throwing.
- Athletes must stand well clear of the Discus safety net / cage to prevent injury.

### 4.7.4. The Chief Judge

- Stands at the Discus circle outside the Discus cage, making sure that they are in the best position to make the correct decision.
- Determines that the attempt is fair, then, after receiving an indication from the Sector Judge, measures the throw according to the rules.
- Watches for foot foul infringements.
- Raises a white flag to indicate a fair throw or raises a red flag to indicate a foul throw.
- Reads the tape and calls the distance to the Recorder.
- At the completion of the event checks the Recording sheet and hands it to the Referee.

### 4.7.5. Sector Judge

- Operates in the field watching the sector lines, assists in determining the point of landing and determines the fairness of the.

### 4.7.6. Spotter / Spiker

- Places the spike/measuring tape (zero end) at the appropriate place in the ground.

### 4.7.7. Measuring Assistant

- Stands at the Discus circle outside and to the rear of the Discus cage.
- Watches for infringements at the rear as the thrower turns.
- Pulls the tape through the centre of the circle.

Not Foot Foul



Foot Foul



## 4.8 JAVELIN

### 4.8.1. Weight & Age Specifications:

	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17
400g	---	---	---	---	---	BG	BG	G	G	---	---	---
500g	---	---	---	---	---	---	---	---	---	G	G	G
600g	---	---	---	---	---	---	---	B	B	---	---	---
700g	---	---	---	---	---	---	---	---	---	B	B	B

### 4.8.2. Equipment

- a) 1 x 50 metre (or longer) measuring tape
- b) 1 measuring Spike
- c) At least 1 Javelin of each of the weight
- d) 4 flags, 30cm square (2 white, 2 red and one yellow)
- e) Javelin Run up and safe throwing area

### 4.8.3. Javelin General

- a) The preferred minimum number of Officials required to run the Javelin is six (6), three (3) operating near the runway and three (3) in the field. Where possible a seventh official may act as the Foot Foul Judge.
- b) The javelin shall be held at the grip. It shall be thrown over the shoulder or upper part of the throwing arm and shall not be slung or hurled.
- c) In Javelin the measurement of each throw will be made from where the metal head of the javelin first struck the ground, to the inside edge of the arc, with the tape being pulled through the point 8m back on the run-up, that being the centre of the circle of which the arc is a part.
- d) Competitors must not leave the runway until the implement has landed.

### 4.8.4. The Chief Judge

- a) Stands level with the sector/foot/foul line approximately 1m back from the intersection of the runway and the sector/foul line at the Javelin throwing area, making sure they are on the right hand side for a right-handed thrower and on the left hand side for a left-handed thrower.
- b) Determines that the attempt is fair. Then measures the attempt once receiving an indication from the Sector Judge and the athlete either has left the runway, from behind the arc line or has passed the 4m mark. The tape is read and the distance called to the Recorder.
- c) Determines "hand/arm" fouls and is also responsible for getting an assistant to check for foot fouls.
- d) Raises a white flag to indicate a fair throw or raises a red flag to indicate a foul throw.
- e) Checks the recording sheet and passes this on to the Referee.

### 4.8.5. Sector Judge

- a) Operates in the field watching the sector lines, assists in determining the point of landing, and determines the fairness of the throw.

### 4.8.6. Spotters / Spikers

- a) Assists the Sector Judge to determine where the Javelin first strikes the ground.
- b) Places the spike/measuring tape (zero end) at the appropriate place in the ground.
- c) Returns the javelin to the competitors. (The javelin must always be carried back to the runway and never thrown).

### 4.8.7. Measuring Assistant

- a) Pulls the tape through the throwing area and down the runway through the centre of the sector lines to an intersection point eight metres into the run-up area.

### 4.8.8. Foot Foul Judge

- a) Stands on the side of the runway at the sector / foot foul line
- b) Checks for foot fouls

- 4.8.9. It shall be a foul if
- a) The athlete turns completely around so that his back is towards the throwing arc at any time during the run-up and before the Javelin is discharged into the air.
  - b) The competitor, after starting their throw, touches with any part of their body or limbs, the lines marking the runway, the ground outside the runway, or crosses the throwing arc marking the end of the runway.
  - c) The Javelin is slung or hurled. Non-orthodox styles are not permitted.
- 4.8.10. It shall be a fair throw if
- a) Only if the metal head strikes the ground before any other part of the javelin.
  - b) The tail end of the javelin touches the ground during the run up.

### 4.9 SHOT PUT

#### 4.9.1. Weight & Age Specifications

		U6	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17
1kg	<i>blue</i>	BG	BG	---	---	---	---	---	---	---	---	---	---
1.5kg	<i>yellow</i>	---	---	BG	---	---	---	---	---	---	---	---	---
2kg	<i>orange</i>	---	---	---	BG	BG	BG	BG	---	---	---	---	---
3kg	<i>white</i>	---	---	---	---	---	---	---	BG	BG	G	G	G
4kg	<i>red</i>	---	---	---	---	---	---	---	---	---	B	B	---
5kg	<i>green</i>	---	---	---	---	---	---	---	---	---	---	---	B

#### 4.9.2. Equipment

- a) 1 x 15 metre (or longer) measuring tape
- b) 1 measuring spike
- c) 1 Shot Put of each size
- d) 4 x flags 30cm square (2 white, 2 red and one yellow)
- e) Stopper board
- f) Shot Put Circle

#### 4.9.3. Shot Put General

- a) The preferred minimum number of Officials required to run the Shot Put is five; three (3) at the circle and two (2) in the field. Where possible a sixth official may act as the Foot Foul Judge.
- b) The shot shall be put from the shoulder with one hand only. At the time an athlete takes a stance in the circle to commence a put, the shot shall touch or be in close proximity to the neck or chin and the hand shall not be dropped below this position during the action of putting. The shot shall not be taken behind the line of the shoulders.

#### 4.9.4. The Chief Judge

- a) Stands at the Shot Put circle, making sure that they are on the right hand side of the circle for a right-handed thrower and on the left hand side of the circle for a left-handed thrower.
- b) Determines that the attempt is fair, then, after receiving an indication from the Sector Judge, measures the throw according to the rules.
- c) Watches for hand fouls and asks the assistant to watch for foot fouls.
- d) Raises a white flag to indicate a fair throw or raises a red flag to indicate a foul throw.
- e) Reads the tape and calls the distance to the Recorder.
- f) Checks the Recording sheet and passes this to the Referee

#### 4.9.5. Sector Judge

- a) Operates in the field watching the sector lines, assists in determining the point of landing, and determines the fairness of the throw.

#### 4.9.6. Spotters / Spikers

- a) Assists the Sector Judge to determine where the Shot Put first strikes the ground.
- b) Places the spike/measuring tape (zero end) at the appropriate place in the ground.
- c) Returns the Shot to the competitors. (The shot must always be carried back and never thrown).

#### 4.9.7. Measuring Assistant

- a) Pulls the tape through the centre of the circle.

#### 4.9.8. Foot Foul Judge

- a) Stands on the side of the circle opposite the Chief Judge, and watches for infringements by the foot.

Not Foot Foul

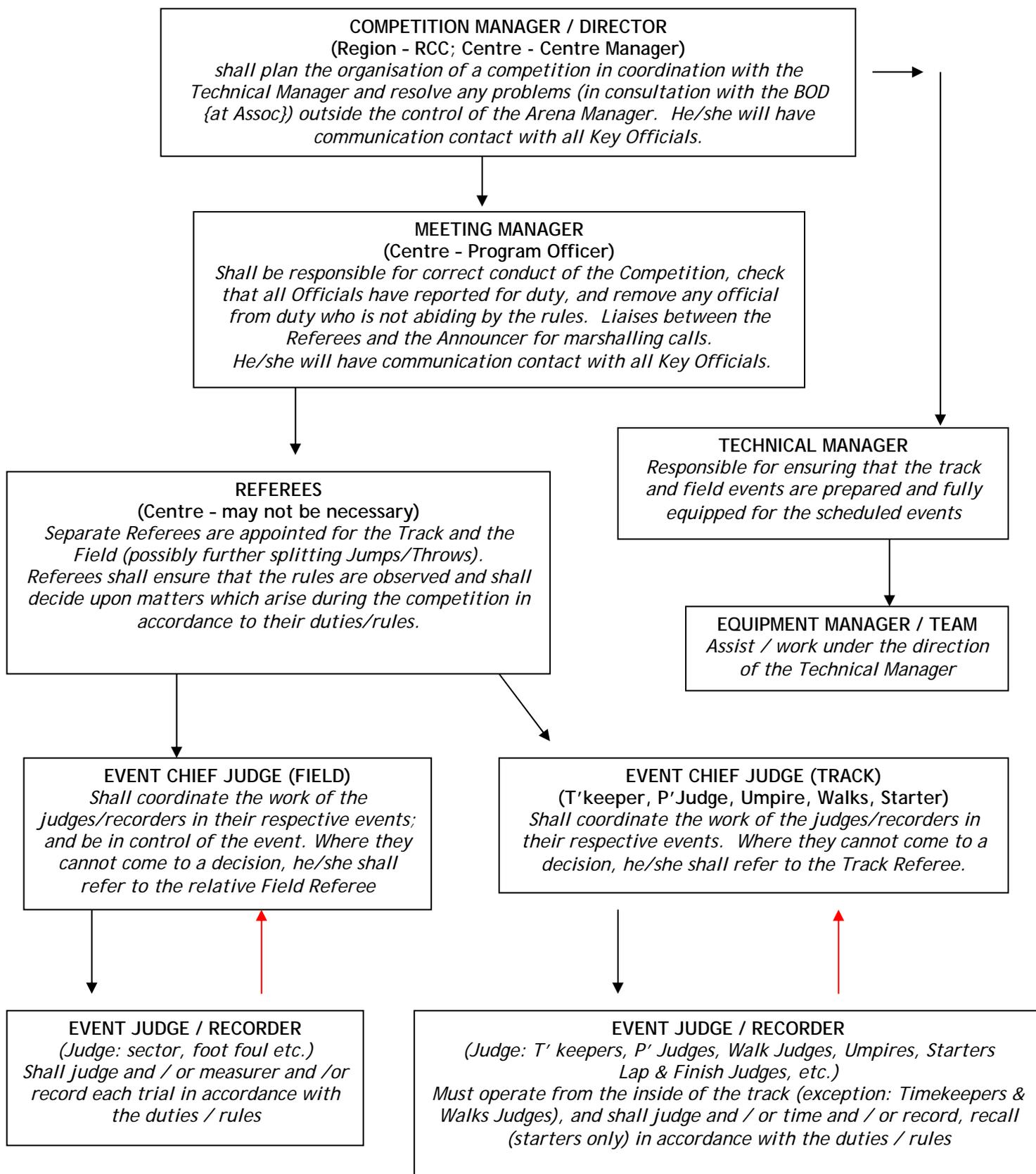


Foot Foul



## 5. LAQ KEY OFFICIALS & THEIR DUTIES

The following is a flow chart of showing the line of control / reporting during competition.



## 5.1 COMPETITION MANAGER (Regional Coordinator at Regional Competitions)

- 5.1.1. At the Association's Carnivals / Championships, shall be responsible for the correct conduct of the Competition.
- 5.1.2. Shall be responsible for any decisions regarding the running of the competition in conjunction with the LAQ Board and / or the Meeting Manager.
- 5.1.3. The Competition Director shall plan the technical organisation of a competition in cooperation with the Technical Delegate(s), where applicable, ensure that this plan is accomplished and resolve any technical problems together with the Technical Delegate(s).
- 5.1.4. Shall check that all Officials have reported for duty, in conjunction with the Officials Committee representative, appoint substitutes when necessary, and have authority to remove from duty any official who is not abiding by the Rules. In cooperation with the appointed Official, he shall arrange that only authorized persons are allowed in the centre of the arena.
- 5.1.5. Shall act as the Chair of the July of Appeal if and when necessary.
- 5.1.6. Conduct a Keys & Chiefs briefing prior to the start of each competition.

## 5.2 MEETING MANAGER (Arena Manager)

- 5.2.1. A responsible Meeting Manager is constantly moving around the Arena.
- 5.2.2. At the Association's Carnivals / Championships, shall ensure the programme is running to the time scheduled.
- 5.2.3. Will assist in any decisions regarding the running of the competition in conjunction with the LAQ Board and / or the Competition Manager / Regional Competition Coordinator.
- 5.2.4. Check the arena is set up for competition in conjunction with the Competition Manager.
- 5.2.5. Liaise during competition with:
  - a) Jumps Referee
  - b) Throws Referee
  - c) Track Referee
  - d) Track/Field Marshall
  - e) Announcer
- 5.2.6. Communicate regularly with the announcer, including providing clear advice regarding start / marshalling which are to be announced.
- 5.2.7. Ensure athletes / Officials are called prior to events.
- 5.2.8. Generally oversee the whole day ensuring the programme runs to time.

## 5.3 TRACK REFEREE

- 5.3.1. Indicates readiness of the Timekeepers and the Place Judges.
- 5.3.2. Decides if any violation by an athlete constitutes a disqualification for the athlete.
- 5.3.3. It shall be the responsibility of the Chief Starter to ensure that the rules are observed and explained to the competitors.
- 5.3.4. Allocates Umpires to their positions and receives reports from Umpires, or from the Umpires Coordinator if so appointed.
- 5.3.5. Should be in a position to watch the whole race in case of obstruction, infringement, or interference on the part of any competitor.
- 5.3.6. Presides over all track events to ensure that the technical rules are observed.
- 5.3.7. Deals with any disputes related to Track events.
- 5.3.8. Decides placings only when the Judges of the disputed place(s) cannot make a decision.
- 5.3.9. Rules on any protest or objection regarding the conduct of the Track competition.
- 5.3.10. Warns or excludes from the competition any athlete guilty of improper conduct.

- 5.3.11. May declare any Track event void and have it re-run at a time that he or she shall decide.
- 5.3.12. Together with the Chief PhotoFinish Judge and the Starter, he shall ensure the PhotoFinish equipment is operating.
- 5.3.13. Changes the place of competition if circumstances so require (e.g. Not to use a lane).
- 5.3.14. It is recommended that the Track Referee always checks that hurdles are placed correctly and are set at the correct height.
- 5.3.15. Track Referees have no jurisdiction over matters within the responsibilities of the Chief Judge of Race Walking however; they still control all other matters as detailed above.
- 5.3.16. Should not act as an Umpire, but must act if he observes any infringement that they miss.

## 5.4 FIELD EVENT REFEREE

- 5.4.1. Reports to the Official's room one hour prior to the start of competition for the day.
- 5.4.2. Checks all event areas to ensure correct equipment is in place and complies with the LAQ specifications and requirements. Liaise with the Technical Manager.
- 5.4.3. Throwing sector measurements must be checked.
- 5.4.4. Sand in the long jump pits is level with the take-off area.
- 5.4.5. Safety straps for mats are available for use in High Jump where the flop technique is being used.
- 5.4.6. High jump mats are of correct dimensions and secured together.
- 5.4.7. Safety cages are in place for Discus.
- 5.4.8. Steel tapes are available and on hand for measurement of best performances if necessary.
- 5.4.9. Ensure best performances for the specific event are marked appropriately. For Queensland Best Performances, red triangular flags / cones are used and for Australian Best Performances, green flags / cones are used.
- 5.4.10. Throwing circles are clearly marked showing the extension of the centre line.
- 5.4.11. List the Officials allocated to the specific events under your control and ensure all Chiefs are familiar with competition procedures e.g. Number of practice trials etc.
- 5.4.12. Ensure all Officials are in place 30 minutes prior to the start of an event.
- 5.4.13. Ensure Chiefs check that athletes are in correct uniform and wearing appropriate footwear.
- 5.4.14. Liaise at all times with the Meeting Manager to ensure the program times are adhered to.
- 5.4.15. Liaise with the Call Room Manager, Clash Marshal or Start Marshal when athletes are in clashing events. Athletes are to remain at the field event(s) until called by the Clash or Start Marshal.
- 5.4.16. Check all recording sheets on the completion of the qualifying round in Championship events; that the 'Final 8' names have been marked with the inverse order marked on the original recording sheet. The Chief and Referee must check it.
- 5.4.17. On completion of an event, all recordings and placings must be checked and recording sheets signed accordingly and taken to the appropriate recording area.
- 5.4.18. All best performances must be measured with a steel tape. Details of the steel tape and the number of the implement used (in throwing events) must be entered onto the recording sheet and initialled by the Referee. In high jump events, the height of the bar must be measured prior to the each attempt.
- 5.4.19. Ensure Officials are correctly attired and identified where necessary.
- 5.4.20. Ensure all Officials have signed in at their event or at the Officials Room for insurance purposes. Advise the Officials of any details of provisions for lunch etc. for officials where they are working for the full day.
- 5.4.21. Ensure only athletes and Officials are within the competition arena. All spectators must be outside the competition arena.
- 5.4.22. Be aware of any practical assessments for Officials being conducted at an event.

- 5.4.23. Ensure all equipment is put away at the completion of the Competition and that all recording items contained in the event box are returned to the Officials Room.
- 5.4.24. The Referee is responsible for responding to any protest in liaison with the respective Chief.

## 5.5 TECHNICAL MANAGERS / EQUIPMENT OFFICIALS

A well prepared Technical Manager is vital to the success and smooth running of any athletics competition

- 5.5.1. Should have an up to date program detailing time of events and age groups. Where possible, should be aware of competitor numbers for each event.
- 5.5.2. Will ensure all necessary and correct equipment is in place in a timely fashion. Have hurdles set to the first hurdle event height.
- 5.5.3. Will ensure that all equipment is in working order and maintain it. Never allow damaged or dangerous equipment to be used; put aside for disposal and report to the relevant Committee.
- 5.5.4. Estimate finish time for the last event of the day, and prepare to return all equipment to its correct storage at the end of competition.
- 5.5.5. At LAQ Competitions, an approved Technical Officer shall be appointed to be responsible for weighing and measuring of privately owned implements that shall be added to the collective pool of event equipment.
- 5.5.6. At LAQ Competitions, the Technical Officers shall be responsible for the management and recording of equipment used for warm-up purposes.

## 5.6 DUTIES OF THE CHIEF OFFICIALS

The following items are a brief summary of the Chiefs role; specific event detail can be found in the relevant event area in this Handbook.

- 5.6.1. Sign on and collect the event box.
- 5.6.2. Attend the Key & Chiefs briefing held prior to the commencement of each competition, when appointed
- 5.6.3. Know who is Officiating in the roles of the Meeting Manager, Competition Manager and relevant event Referees. Allocate the duties among their event Officials / Assistants.
- 5.6.4. Inspect the area they are responsible for and check for and have removed any hazards that may cause injury to the athletes
- 5.6.5. Check the necessary equipment is at the event and that the event marking / layout is correct
- 5.6.6. Water barrel is full for athletes.
- 5.6.7. Officials have reported to the event and with appropriate attire (including shoes)
- 5.6.8. Athlete's uniforms are in accordance with the SunSafe & Uniform policies and uniform listing in the programme.
- 5.6.9. Tidy and prepare event area at conclusion of the event, in readiness for the next event or for pack up.
- 5.6.10. A Field event Chief Judge shall:
  - a) Inspect the area they are responsible for,
    - i. Note and mark out existing best performances
    - ii. Ensure correct weighted implements are available
  - b) Prior to the commencement of competition,
    - i. Inform athletes of the rules of competition
    - ii. Check for / query athletes regarding clashing events. Athletes must speak to the recorder if they are leaving an event for any reason
    - iii. Allow athletes a practice trial under supervision, in draw order
  - c) Check the recording sheet when the competition is finished and pass it to the Referee.

## 6. ADDITIONAL OFFICIALS & THEIR DUTIES

### 6.1 ANNOUNCER

- 6.1.1. The Announcer is the public voice of a Competition and should make necessary announcements clearly and concisely.
- 6.1.2. Call events and Officials as requested by various Referees and the Meeting Manager.
- 6.1.3. May accept any protests and fees accompanying them and announce that they have been received according to the rules. Records the time protest and subsequent reports / papers are received.
- 6.1.4. May maintain a record of Uniform rule breaches as per the Uniform Rules and Policy.

### 6.2 CALL ROOM MANAGER (Marshalling)

- 6.2.1. For TRACK events all athletes are to marshal at the track Call Room area, for FIELD events athletes are to marshal directly at the relevant event as soon as possible once the first call has been made.
- 6.2.2. The first call for athletes to report at the FIELD EVENTS will be made approximately 30 minutes before the programmed event start time to allow for registration and warm-up. The second call will be made approximately 20 minutes before the programmed start time.
- 6.2.3. The first call for athletes to report to TRACK MARSHALLING will be made approximately 20 minutes before the programmed event start time; the second call will be made approximately 10 minutes before the programmed start time.
- 6.2.4. The first call for non-laned events e.g. 800m, 1500m and Walks will be made approximately 30 minutes before the programmed event start time. The second call will be made approximately 20 minutes before the programmed start time. This is to allow the placement of hip numbers on the athletes.
- 6.2.5. As Programmed event times may be brought forward up to 30 minutes, all athletes should be at the arena and prepared for competition at least 60 minutes before the programmed start time.

### 6.3 CLASH MARSHALS

- 6.3.1. The Clash Marshal's duty is to ensure that athletes, who are entered in two clashing events, have the greatest opportunity to compete in both events with a minimum of inconvenience and in a fair sense of competition.
- 6.3.2. In most cases, the athlete will proceed to the Field event, commence this event, and remain there until collected by the Clash Marshall for the next / other events.

### 6.4 RECORDERS

- 6.4.1. The Recorders will operate with a Chief Recorder. They will be assigned duties which will include checking and verifying result sheets, records, points awarded and otherwise as deemed necessary to each competition.
- 6.4.2. Field Recorder:
  - a) Call the athletes for their trials in the order in which the athletes are listed on the field sheet(s).
  - b) Record the measurement on the field event recording sheet.
  - c) Repeat the measured distance or height back to the Chief Judge.
  - d) Circles each athlete's best trial.
  - e) At LAQ Competitions, where applicable, calculates the final eight (8) athletes, in inverse order, for the final round.
  - f) At LAQ Competitions, times trials and indicates the last 15 seconds of each trial with an upheld yellow flag.
  - g) At Centre competitions, writes and issues field event tickets.

- 6.4.3. Walks Recorder:
- a) Transfers the information from the Walk Judges slips onto the Master Recording sheet.
  - b) Advises the Chief Walk Judge when an athlete has accumulated three "red cards."
  - c) Checks and / or lists the athletes' names and numbers on the recording sheet, records the race times and notes disqualifications.
  - d) At the completion of each, Walk event at all LAQ competitions, the Chief Judge's Recording sheet, with all individual red cards and / or caution slips attached. The Chief Judge's sheet with the Judges' names removed is to be copied and displayed for the athletes' perusal.

## 7. EXTRA-ORDINARY CENTRE OFFICIALS & THEIR DUTIES

### 7.1 TEAM MANAGER

- 7.1.1. Centres shall appoint a Team Manager for all Association Carnivals for which athletes / teams have entered.
- 7.1.2. The Team Manager shall not be a Competition Official.
- 7.1.3. Team Managers will be required to sign on before the start of each Carnival (each day, if the competition is conducted over more than one day).
- 7.1.4. Collect and distribute items to each of the competing athletes as required by the Association.
- 7.1.5. Ensure that all competing Centre athletes at Association Carnivals are aware of the event times, as well as the marshalling time for their respective events.
- 7.1.6. Ensure that all athletes report to the Track / Field Marshals once they have been called.
- 7.1.7. Ensure that all athletes are correctly attired in the Centre uniform before being marshalled for events.
- 7.1.8. Record all event times and distances of athletes competing at Association Carnivals. These are subsequently passed onto the Centre Recorder.
- 7.1.9. Act on behalf of the Centre in matters forthcoming to the Centre i.e. Protests, Jury of Appeal.
- 7.1.10. The Team Manager is the ONLY person who can lodge a protest on behalf of a Centre athlete.
- 7.1.11. Advise the Marshal(s) if an athlete withdraws from any events.
- 7.1.12. It is advisable to carry a spare pair of Centre uniforms to save embarrassment for athletes who may not be in correct uniform.
- 7.1.13. At Association Competitions, your assistance may also be required to ensure that parents participate as officials to ensure the smooth running of the carnivals.
- 7.1.14. It is normal for the Team Manager to organise suitable shading for athletes attending away competitions. If you are unable to transport the shade, it is your responsibility to organise this to be done, it is also necessary to organise assistance to erect the shade.
- 7.1.15. Team Managers should also be given, before each individual competition, a list of nominated athletes and officials. If, as the elected Team Manager, you are unavailable to attend any Association competitions where Centre athletes are competing, it is your responsibility to organise an adult to perform the duties required and pass on the relative information.
- 7.1.16. The Team Manager does not have to be a member of the Centre Management Committee. However, it should be a person of some experience and knowledge of events. It is advantageous to the athletes and Team Manager, if the person taking on the role of Team Manager has attended previous Regional Championships, State Championships or other Association competitions and gained some familiarity with the competition procedures.
- 7.1.17. Team Managers should have a copy of this manual for reference.

## 7.2 CENTRE AGE MARSHALS

- 7.2.1. At Centre level, an Age Marshall may be appointed to assist with the competition. The preferred number of Officials required to be Age Marshal, where events are being manned, is one person for each age group. Two people are recommended for the younger age groups.
- 7.2.2. Supervise a defined group of athletes during the whole of the athletic program, usually five events. The group of athletes allocated to the control of each age Marshal will be determined by the Officials Officer.
- 7.2.3. Collect the respective age group folder from the Officials Officer / Recorder at the start of competition. This folder will contain all the field event sheets required for the competition.
- 7.2.4. Meet with your respective group, which remains assembled after warming up and mark off the athletes' names. Add any new member's names to the event sheet and proceed to the first event.
- 7.2.5. It is important that the athletes are kept together in the group. There should be sufficient spare time in the program to allow the athletes to visit toilets, obtain a drink etc.
- 7.2.6. Ensure athletes attend each event programmed at the time shown.
- 7.2.7. Listen carefully for announcements throughout the program. Any announcements that need to be brought to the attention of the athletes should be clearly outlined to the group.
- 7.2.8. Keep groups under control at all events. Any disciplinary action required must be referred to the Centre Manager.
- 7.2.9. Encourage the group to play games between events.
- 7.2.10. Distribute all certificates, tickets, newsletters etc. and then return the age group folder to the Recorder when events are finished for the day's competition.
- 7.2.11. Never alter the order of events unless advised to do so by the Meeting Manager (Program Officer).
- 7.2.12. Assist as Start Marshal, placing athletes in heats, etc. when working at track events.

## 7.3 CENTRE RECORDERS

- 7.3.1. Equipment
  - a) Master recording sheets
  - b) Track & Field recording sheets
  - c) Tables and chairs
  - d) Pens and paper
  - e) Shade at each recording area
- 7.3.2. Chief Recorder
  - a) Transfers results from the Track and Field recording sheets to the Master Recording sheet.
  - b) Records every athlete's performance for each competition on the Master Recording sheet.
  - c) Recognises athletes' performances according to the Centre incentive schemes.
  - d) Prepares the recording sheets ready for the next Centre competition.
  - e) Coordinates the athlete's awards.
- 7.3.3. Track Recorder
  - a) Fills out the Track Recording sheet in athletes finishing order.
  - b) Checks that times have been recorded correctly.
  - c) Writes and issues Track event tickets.
  - d) Track recording procedures vary according to Centre procedures.
  - e) Times are recorded to one tenth (1/10 or 0.1) of a second only.
- 7.3.4. Field Event Recorder / Age Marshal
  - a) Fills out the Field event recording sheet.
  - b) Repeats the measured distance back to the Chief Judge.
  - c) Records with the mark 'X', the athlete's foul attempt. Marks all trials and results for all Field events as called.
  - d) Checks that the measured distances have been recorded correctly.
  - e) Circles each athlete's best trial, then writes out performance tickets and gives them to the athletes at the end of each event.
  - f) Records the distance for field events to the whole centimetre below the actual distance