

# **SUGGESTED TECHNIQUES FOR TRACK AND FIELD OFFICIATING**

(Updated 2015)



Photo courtesy of Tom Elling





## **INTRODUCTION**

The purpose of this manual is to help promote, highlight and develop quality techniques for officiating interscholastic track and field. The manual is a compilation of effort by many well-experienced and knowledgeable track and field officials. It resulted from their willingness to share their expertise and experiences as well as their ability to put it in writing. The creation of the manual has been a labor of love and appreciation is extended to all who contributed to this worthy effort.

**PIAA** believes all interscholastic track and field officials will find this manual beneficial. Please use it to further enhance your knowledge of the rules and to develop your officiating techniques. In addition, we strongly encourage you to review the **NFHS Track & Field Officials' Manual** as a primary source for information regarding track and field officiating.

Thank you for your support of interscholastic track and field under the auspices of the Pennsylvania Interscholastic Athletic Association.

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## MEET MANAGEMENT and REFEREE

- I. Though it may appear redundant, the most effective manner to handle disputes is to minimize or eliminate the probable cause.
  - A. Careful planning is essential. Meet site, times, dates, conditions and instructions must be communicated to all concerned in ample time by meet management.
  - B. Facilities must be examined well ahead of competition. This shall include the track, lane markings, exchange zones, with special emphasis placed upon the tracks that have been newly surfaced. Each of the field facilities should be examined with the safety of each contestant the prime concern.
  - C. All potential areas of concern or misunderstanding should be covered during the pre-meet conference with coaches and captains. The jewelry and uniform rules should be reviewed along with emphasis on the expectation of good sportsmanship.
- II. During the pre-meet conference in dual meets, those matters, which may and those, which may not be appealed, should be explained. In larger meets, such as invitational, conference, district and state championships, a separate meeting with coaches covering those matters should be held.
  - A. Those situations subject to appeal include misapplication of the rules (such written appeal to be filed within thirty minutes after the announcement of event results), correction of clerical or team scoring, correction of meet results involving an ineligible participant, failure to follow stated procedures previously announced, including time schedules, number of heats, trials, competitors who advance, etc.

- B. Matters not subject to appeal include judgments of officials relating to lane violations, false starts, hurdling infractions, jumping and throwing infractions, unsportsmanlike behavior or other violations of the rules.
- III. When officials report an infraction, make sure he/she has specific information presented in writing on forms provided which shall include:
- A. Contestant number, uniform color, event, team or name if this occurs during a dual meet where numbers are not used.
  - B. Nature of violation, i.e. lane violation, hurdle infraction, lap number, etc.
  - C. Secure confirmation by another official, if possible.
  - D. Check with automated equipment personnel, if pertinent.
  - E. This information is to be presented to the referee for his/her decision.
- IV. If the referee determines that the infraction warrants disqualification, the following is recommended:
- A. Before the results are announced, meet with the contestant or at least one member of a relay team if that is the event in question. Such meeting should take place in a calm, professional manner and should be private (away from the maddening crowd).
  - B. Direct the contestant to inform his/her coach immediately to explain the ruling.
  - C. If the coach requests, the referee will meet with him/her to answer reasonable questions and review with him/her that which may and/or may not be appealed.

- D. If a legitimate appeal is filed, meeting the stated criteria, the Jury of Appeals may be called into session. Under such circumstances, the referee will make available all pertinent information, which was considered when rendering his/her ruling.
- E. Points to keep in mind:
  - a. Be friendly, not buddy-buddy, informative and remember, everyone is under stress. Stay calm.
  - b. Be flexible. Keep doors open for discussion, yet be firm.
  - c. Do everything possible to be fair within the rules.
  - d. Announce results only when the situation is resolved.
  - e. Be willing to explain the infraction and the final ruling to the media. Remain professional without reference to personalities or the quotes of others.
  - f. Impress upon fellow officials and other meet administrators to refrain from allowing personal interpretations and emotions to inflame or prolong the dispute.

## STARTER/REFEREE

### A. GENERAL REMINDERS:

1. *Appearance:* The starter should arrive at the meet in the proper uniform, orange shirt/jacket and blue slacks/shorts. The uniform should be clean and pressed. The PIAA patch should be worn on the left shoulder, 3" down from the shoulder seam. An American flag may be placed on the right sleeve in the same position. An official's appearance is very important in promoting a professional presence. Often, at dual/tri meets there is only one PIAA official assigned to a meet and that makes you not only the starter but also the referee and field judge. It is important to give the impression that you are capable of handling the job at hand. First impressions count. The physical condition of an official is equally important. Like it or not, we are role models for the athletes and it does not promote our sport if we are out of shape and find it difficult to get from one event to the other in a timely fashion.
2. *Equipment:* Make sure your starting device is clean and in good working order. Check your bag the night before to make sure you have all your supplies. It is helpful to keep a box of starter's blanks in your bag, in the event that you would arrive at the site and someone "forgot" to have starter's blanks on hand.
3. *Be courteous.* As the old saying goes, "You can catch more flies with honey than with vinegar." No matter what problem or situation occurs, always maintain a courteous approach.
4. *Know the Rules.* Passing your test or being an experienced official does not exempt you from staying on top of the rules. It is good practice to read through the rules book every season. At smaller meets you may be the only official on site, and may be required to answer questions about field events. Few if any officials know every rule, but perception becomes reality and you will be perceived as more competent, if you are familiar with the rules book and can find answers quickly.

5. *Preventative Officiating.* Remember, we officiate so the athletes can have a fair, positive experience. They gain nothing by being disqualified for an improper uniform or wearing a piece of jewelry. Through preventive officiating, we may be able to correct a situation before it becomes a problem.

### B. PRE-MEET

1. Be on time. Allow ample time to arrive at the site. Minimally 30 minutes before the scheduled starting time.
2. Check the facility. Take a walk around the track, checking for potential problems; line markings, holes, water laying on the track, etc. Also, do a visual inspection of the jumping and throwing areas. Safety for the athletes is a # 1 priority!
3. Greet all coaches and shake hands. Speak to them and exchange pleasantries so they feel that you are approachable in the event a situation occurs. Discuss with the "host site" coach information about the facility and the staff working the finish line.
4. Meet with the finish line staff. Get familiarized with the procedure they use and be sure everyone understands how the start of the race will proceed.
5. Meet with team captains and coaches. Confirm uniform rule and read the Sportsmanship Message.

### C. STARTING TECHNIQUES

1. Signal the Head Finish Judge that the race is about to begin. When finish line returns an "all ready", competitors should be asked to remove their warm-ups. Starter takes a position outside of the track.
2. Races or opening relay legs of less than 800 meters - runners usually start out of blocks:

- a. Raise the starting device to the over-the-head position and give the command, "ON YOUR MARKS." At the same time swing the other arm (starting with elbow straight and hand at side) backward and upward over the head and then down in front, ending with hand pointing to the ground in front. After a reasonable length of time, sufficient to allow all runners to become comfortable and motionless (if the starter feels the time taken to prepare for the "set" command is too long, he/she may direct the runners to stand and warn the offender(s) to arrive at the pre-set position more quickly).
  - b. Give the command "SET" and at the same time, raise the free hand above the head. (Do not Yell. The SET command should be given in clear and crisp voice, but never yell at the runners). All runners should respond immediately and assume their final set position. The starter should fire the starting device only after all runners are set and motionless. Runners can be called up at this point, if the interval assuming final set position is too long.
3. Individual races or relay legs of 800 meters or longer:
- a. Runners are asked to take a position 3 meters behind the starting line/starting arc.
  - b. With the starting device raised over the head and the other hand pointing to the ground in front, give the command "ON YOUR MARKS," and at the same time quickly raise the free arm over the head.
  - c. When all are motionless, fire the starting device.
  - d. If a runner goes down in the first 100 meters, fire the starting device again to recall the runners and restart the race.

4. Starting violations that constitute a false start:
- a. Failure to comply with the starter's commands.
  - b. Having any part of the body in contact with the starting line or running surface beyond the line, when the starting device is fired.
  - c. Failure to remain motionless after assuming the set position prior to the starting device being fired.
  - d. Repeated use of disconcerting acts.
5. A starter should never "save" a runner from a false start by shortening the time interval between the "SET" command and the firing of the starting device. It is the responsibility of the starter that all competitors receive a "FAIR AND EQUAL START".

## CLERK OF COURSE

- A. Responsible for recording/verifying name and number of each competitor and shall assign each runner to the proper heat/section and starting position.
- B. Responsible for giving all necessary instructions concerning the rules of competition per event.
1. Uniform requirements/limitations (Rule 4.3 plus any state association modifications).
    - Preventive officiating
    - State Association
  2. Starting procedures --- starting blocks, chutes or alleys.
  3. Break points if changing lanes is allowed --- 800 meters plus.
  4. Batons --- who supplies them?
  5. Marking of the track (relays) --- legal/illegal.
  6. Number and criteria for qualifying and/or advancing through competition --- procedures determined by the games committee (Rule 3.2).
  7. Records, if applicable.
- C. Forming heats --- determined by games committee (Rule 5.5 and 5.6).
1. Preliminary rounds:
    - Place best qualifying times in different heats and preferred lanes.
    - If possible, avoid teammates in same heat.

Top seeds shall be assigned middle lanes --- Lane 3 on a 6-lane track, Lane 4 on an 8-lane track. Follow the "ladder" principal --- up, then down; right to left, then left to right.

### 6 - lanes

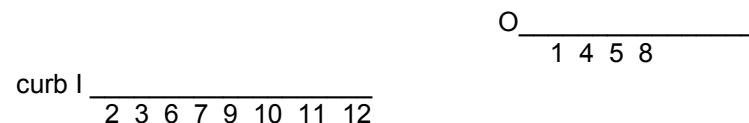
3 - 4 - 2 - 5 - 1 - 6

### 8 - lanes

4 - 5 - 3 - 6 - 2 - 7 - 1 - 8

<u>Lane</u>	<u>Heat 1</u>	<u>Heat 2</u>	<u>Heat 3</u>	<u>Heat 4</u>
1	#28	#27	#26	#25
2	#20	#19	#18	#17
3	#12	#11	#10	#9
4	#4	#3	#2	#1
5	#5	#6	#7	#8
6	#13	#14	#15	#16
7	#21	#22	#23	#4
8	#29	#30	#31	#32

- Races run from chutes or alleys --- consider placing #1 on the outside, then #2, #3 on the inside, #4, #5 outside, etc. (2/3 of runners inside and 1/3 runners outside)



### 2. Semifinals/Finals

- Prefer to advance by place, then time --- determined by games committee --- dictated by:
  - (1.) Total number of entries and lanes available.
  - (2.) Whether semifinals + finals, or finals only.

Example:

1<sup>st</sup> 4 places from each preliminary heat

- or -

1<sup>st</sup> 3 places from each preliminary heat

+ next 4 fastest times overall

- Substitutions: Rule 5-9 and related situations in the **NFHS Track & Field Case Book**.

### **ASSISTANT CLERK OF COURSE**

- A. Assist Clerk of Course in any manner needed.
- B. Perform final uniform inspection before competition, both individual and relay teams.
- C. Perform final check of heat and lane assignment prior to releasing competitors to the starter.

## **TIMERS AND FINISH JUDGES**

### **The Finish System**

The suspense and drama of the track competition are often focused on the activities at the finish line. Here the effective coordination of the various skills and abilities of the finish officials becomes evident. Officials who determine the correct finish order are complemented by other officials who assign times to each competitor. These tasks are supervised by the Head Finish Judge who makes the final decisions concerning the places of each race.

At every meet, an official is to be designated as Head Timer. This official must supervise the timing and recording of all times, immediately check that any record performances are recorded correctly, and maintain the orderly assignment of accurate times to each competitor. In assigning timers, whenever possible, the Head Timer should assign a timer to cover every place. However, as a minimum for scoring meets, the Head Finish Judge shall assign Lap Scorers (and a Special Lap Scorer), Finish Judges and Timers to pick or time one more place than the number of places to be scored.

Lap Scorers, Timers and Finish Judges should work as part of a team, seeking accurate finish results for every finisher. Where there are two or more competitors finishing closely, care should be taken to record the position of each athlete in relation to each other (i.e., inside, outside, middle of track). This is especially important when close finishes are between those occupying the inside and outside lanes.



## Lap Scorers

Lap Scorers are assigned to keep track of the number of laps completed by each competitor in races of 1500 meters or longer. Each Lap Scorer should not be responsible for more than four competitors. A Special Lap Scorer shall be appointed by the Head Finish Judge to notify each competitor concerning the number of laps she/he still has to complete. The Special Lap Scorer (or her/his designee) shall indicate the final lap of the race for each competitor by ringing a bell. The Special Lap Scorer shall call out the order of finish to assist the Finish Judges and Timers identifying assigned placers.

## Timing

Timing Methods: Two methods of timing are considered official-hand timing and fully automatic timing. A timing device which operates automatically only at the start or finish is not acceptable for producing official times. Hand times are taken using either stopwatches or manually operated electronic devices.

When an approved digitally recording, video or photographic device with fully automatic electrical timing (FAT) is used to record the finish, the official photo or image is turned over to a Photo Finish Panel for review and preparation of official results. A videotape system may also be used to record the finish places and times if it meets all of the technical requirements, which have been established, and if it has been calibrated by an independent testing laboratory. However, should the Referee determine that the fully automatic timing equipment is not operating properly, then the hand times shall be official. Typical examples of each system are the computer finish line systems such as Omega or Finish Lynx, Pyro-Bright Flash and Accutrac.

Taking and Recording Times: The competitor's time shall be taken from the flash/smoke of the Starter's pistol or approved apparatus to the moment at which any part of the competitor's torso (as distinguished from the competitor's head, neck, arms, hands, legs or feet) reaches the perpendicular plane of the nearer edge of the

finish line. When possible, there should be three official timers assigned to time each scoring place and one or two alternative timers who shall time the winner of each event. Ideally, every competitor should receive an official time.

As illustrated below, if two of the Official timers' watches agree and the third assigned to that place disagrees, then the time shown by the two agreeing watches shall be the official time. If all three watches disagree, the time shown by the watch recording the middle time (not the average of all three) shall be the official time. If for any reason only two watches record the competitor's time, and they fail to agree, the longer time of the two shall be accepted as the official time.

Watch #1	Watch #2	Watch #3	Official Time
10.7	10.7	10.8	<b>10.7</b>
10.3	10.5	10.6	<b>10.5</b>
10.3	10.4	N.T.	<b>10.4</b>

In all hand timed races on the track, the times shall be rounded to the 1/10th of a second. The times for races partly or entirely outside the stadium (e.g., cross country) shall be recorded to the next longer full second (i.e., a cross country time of 19 minutes 44.3 seconds shall be recorded as 19:45). If a digital watch or a manually operated electronic timer is used which records times to the 1/100th of a second, all times not ending in zero in the second decimal (1/100th of second) shall be rounded up to the next longer 1/10th of a second. For example:

### Digital Time -- Official Time

1:44.21 = **1:44.3**

1:44.20 = **1:44.2**

1:44.29 = **1:44.3**

Fully automatic timing for track races up to and including the 3200 meters shall be recorded to next longer 1/100th of a second.

Any race run partly or entirely outside the stadium shall read to the 1/100 of a second and recorded to the next longer whole second.

### **Picking and Timing Techniques**

Assignment: Finish line personnel are assigned to the tasks of determining an order of finish and assigning finish times. In carrying out these duties, the finish line official must always stay alert, maintain a calm attitude, and never get flustered, even during a difficult situation such as a blanket finish of eight competitors. An effective finish line official must not only have quick reactions, but also the ability to concentrate without distraction on the order of finish and selecting the correct competitor to time or pick.

Time and Pick by Place, Not by Lane: Finish Judges are responsible for determining which competitor finished in a specific finish place. Timers are responsible for timing a specific finish place. Thus, Timers and Finish Judges are assigned by the Head Finish Judge to time and pick a competitor for a specific finish place and not to time or pick competitors by lane! Because the middle of the finish pack are the most difficult to distinguish, the Head Finish Judge should assign her/his most experienced Timers and Finish Judges to places 3 - 5. If a FAT system is being used and is functioning properly, then places will be assigned from the finish image. The Finish Judges places will be used as backup.

Location: To properly observe the finish and to distinguish between close finishers, all finish line personnel should stand in an elevated position at least 5 meters back from, and in line with the finish line. Both Timers and Finish Judges must concentrate on the race. They are to follow the race from the moment competitors are brought to the "set" (or "on your marks") position at the start line until their assigned placer's torso crosses the vertical plane of the finish line.

They should concentrate on the entire event well beyond the finish line in order to accurately assist with the proper recording of times and placers.

Proper Technique: Timers should become familiar with the operation of the watch well before the start of competition. The watch should be held face up in the palm of the hand with the index finger on the start button. Concentrating on the Starter's pistol, not the runners, the watch is started the instant the flash or smoke is seen, not with the sound.

After starting the watch, the Timer must always check that the watch is running properly. If for any reason, the watch did not start or the time is suspected to be incorrect, the Timer should immediately notify the Head Timer or Head Finish Judge. Backup (alternate) Timers should be pre-assigned and ready to cover such situations.

When the competitors are approximately 10 meters from the finish, the Timers and Finish Judges should turn their attention to the finish line so that they can effectively distinguish the order of finish, giving particular attention to close competitions between athletes on opposite sides of the track. It is essential that the official's concentration is not broken at the moment the assigned placer crosses the finish line.

Since competitors may or may not have competition and/or hip numbers, it is valuable in closely contested events (e.g., the sprints and hurdles) for the Timers and Finish Judges to record the lane number of the placer and to visually follow that placer down the track to identify distinguishing characteristics such as uniform colors and physical attributes.

To avoid blocking the view of another finish line official, in shorter races, Timers and Finish Judges should remain on the finish stand until all competitors have crossed the finish line before leaving their places and seeking the name and number of an assigned competitor or conferring with other officials assigned to the same finish place.

The times and places are then reported in consistent fashion to the Head Finish Judge (e.g., first place, then second, then third, etc.).

To assist the Timers and Finish Judges (in the event that Lap Scorers are not assigned), the Head Finish Judge shall be responsible for signaling the final lap for each competitor in races of 1500 meters or greater and to call the order of the finish. When qualifying heats are conducted for any race, the Head Timer shall record all of the times in every heat. These should be made available, if needed, in the event that the fully automatic timing (FAT) device fails to operate in any of the heats.

When an official serves in the dual capacity of Timer and Finish Judge, the order in which the competitors finish is of primary importance. In this situation, the official must track the assigned placer beyond the finish line, distinguish the placer by some identifying characteristic (before moving off the finish stand), and gather the placer's identifying information prior to reporting the placer's finish time.

## **WHAT IT TAKES TO BE A TRACK & FIELD UMPIRE**

### **WHO ARE UMPIRES?**

Umpires are assistants to the Referee assigned to report any rules infringement. Their duty is to watch for breaches of rules; however, they have no power to render any decisions. They stand or sit at such points as the Referee or Head Umpire shall determine. Any infractions or incidents observed should be reported to the Referee or Head Umpire after indicating the occurrence of such by a yellow flag or some other signal previously agreed upon. Otherwise, an all-clear signal may be indicated.

From the time the Starter begins the race until the finish line personnel determine the results, the umpires become the subjective interpreters of the athlete's actions. Always alert, the umpire must know the intent of the rules of competition and their appropriate application to the situations. The umpire must be observant for a wide variety of possible fouls or infractions. This is an area where the rules books of various governing bodies have slight differences so it is particularly important to go over the rules just before the meet to make sure the appropriate call is made according to the NFHS Track and Field Rules Book.

### **DUTIES OF UMPIRES**

It is the duty of the umpire to observe the competition closely. But, the umpire is not there to find fault or to call fouls but rather to insure a fair competition. The umpires should report orally and in writing all apparent violations of the rules to the chief umpire without waiting for a protest. In so doing, they assume no responsibility for disqualification - only the Referee can make a disqualification.

Upon observing an alleged violation, speak to no one about the possible violation. Write it up on a violation card, and be sure to include the competitor's number, lane, color of jersey and any

other details that may allow proper identification of the correct athlete. The most important item is the identification of the athletes involved. Without this the Referee can do nothing.

The umpire shall raise a yellow flag, or signal in the agreed manner, in the event of an alleged violation as soon as the umpire's area is clear. Raise the flag until the Head Umpire or Assistant acknowledges it. Do not waive it around.

## **ALL RACES**

Competitors should not receive any assistance whatsoever during the progress of an event. Assistance includes conveying advice or information to an athlete. All rules books allow verbal communication from outside the competition area provided that no mechanical device is being used. Any athlete receiving such assistance should be reported to the Head Umpire.

All infringements of the Rules should be reported on the Umpire's Report Form. The number of any competitor dropping out of a race and the lap number, where applicable, should be noted and passed on to the Head Umpire. When an athlete commits a flagrant foul in a race to aid a teammate, all persons from the offending team in that race shall be disqualified. Such an infraction would be reported by the umpire and ruled on by the Referee.

## **RUNNING WITHOUT ASSIGNED LANES**

Observe runners during the race for illegal passing, crowding, cutting in or jostling while within your area of responsibility. Jostling or impeding or obstruction should be watched for especially when athletes are not in lanes. This occurs frequently on the curves or when competitors are cutting in.

A competitor may run anywhere on the track at any pace or any change of pace as long as the competitor does not impede or obstruct by any body or arm action the progress of another runner.

It is a violation if the runner veers to the right or left so as to impede a challenging runner and forces the challenging runner to run a greater distance.

A competitor may pass another runner legally on either the right or left side. A competitor may cut in front of another runner, provided that the overtaking runner has one full stride (this rule also applies to the waterfall start).

Direct contact is not necessary; any action that causes another runner to break stride or lose momentum can lead to disqualification. NFHS Track & Field Rules require a full stride (about 7 feet). This is the only rules book to specify a distance. It is a violation if a competitor runs inside the track curb on a curve or passes another by running inside of the track curb. Voluntarily leaving the track, and presumably the race, then returns later to continue the race should be reported.

Note. In general more interference is allowed at higher levels of competition and on indoor tracks.

At some track meets, certain umpires may be asked to keep a record of laps completed by all competitors in races longer than 1500 Meters. The lap scorer shall keep a record of the laps completed of the designated competitor. They will notify each competitor the number of laps, which are still to be completed, and record it on a lap scoring form. One lap scorer will signal the final lap for the race leader, usually by ringing a bell.

## **RACES THAT START IN LANES, BUT DO NOT FINISH IN LANES**

In a race starting, but not finishing in lanes, the athlete must cross the break line within the assigned lane. Until crossing the break line the athlete must maintain the assigned lane in accordance with the rules for races run entirely in lanes.

If steps on or over the inside lane are allowed by rule, the athlete must make sure that they are in the proper lane before crossing the break line. For example a high school athlete may step inside

the lane line for two steps, but must correct the third step before the break line in the assigned lane. Small markers, cones or flags, may be placed at the intersection of the lane lines and break lines.

## **RACES RUN ENTIRELY IN LANES**

In all races run in lanes, competitors shall start and finish within their assigned lanes. The competitor may be disqualified if observed to have deliberately run outside the assigned lane and gained an advantage. Each rules book has a slightly different definition of this foul particularly if it occurs on a straightaway, or on a curve. Be sure you can report the number of steps taken that are on or over the inside lane line. The Referee may also want to know how far over the line the athlete was.

Note: If a runner runs outside the assigned lane in the straightaway or runs outside the outer line on the curve, with no material advantage gained and no other runner obstructed, no disqualification will take place.

## **RELAY RACES**

The same rules and penalties with reference to fouling, illegal assistance, or violations that apply to other running events shall also apply to relay racing. The Umpire should ensure that baton exchanges are made within the exchange zone. The position of the baton, not the competitor's hands or feet is the decisive factor. The pass is completed only when the baton is in the hand of the receiving runner.

If the baton is dropped, whoever drops it must pick it up. The pass must still be completed in the exchange zone and the team may not gain advantage or interfere with other runners while retrieving the baton. Each competitor must carry the baton by hand throughout his/her leg of the relay.

The following are other possible relay violations for which Umpires should be alert:

1. Runners must stay in their lanes after passing the baton until all other runners have passed.
2. In the 4 X 400 meter relay, runners are allowed to move to an inner position for the second and third hand off. Watch for unfair jostling and/or obstruction.
3. Assistance by pushing-off or by any other method should be reported.
4. The baton is thrown not passed to the next runner.
5. While running, a team member transports the baton in some manner other than in the hand.
6. The last runner of the team finishes the race without a baton.
7. After passing the baton, a runner veers out of the passing lane or from a straight course and impedes an opposing runner.
8. Assuming a preparatory position in any race run in lanes, any part of the outgoing runner breaks the plane of the adjacent lane lines so as to interfere with another runner.
9. The outgoing runner waiting for the baton does not take a position entirely within the 20 meter passing zone.
10. A team member runs more than one leg.
11. After handing of baton, the incoming runner impedes another runner other than another incoming runner who has already handed off the baton.

In sprint relays, if the incoming leg is 200 meters or less, the outgoing runner may use the international acceleration (fly) zone. In high school, the incoming runner must be in an assigned lane for the entire leg.

Check marks may be placed on the track for races run in lanes, within their own lane. Material authorized by the games committee should be used to mark the track as authorized by NFHS rules.

*Note:* Umpires should make sure that all markings made by the athletes are removed immediately after the race.

## HURDLE RACES

All competitors must clear, within their lane, the required number of hurdles. This must be done without running around the side, trailing or leading the leg along side below the level of the hurdle bar, intruding into another lane, deliberately knocking down a hurdle with the hand or foot or impeding another hurdle.

Umpires should observe the runners as they are coming, clearing and going. On all hurdle races **always** be alert to the proper settings (height and weight), placements and locations. Usually, in major meets, a Hurdle Chief with the hurdle crew will handle this chore. In those situations where someone has the responsibility of placing and checking the hurdles, it is still a good idea for umpires to double check to make sure that everything is ready for the race.

## UMPIRE POSITION

In many cases, there will not be enough umpires to staff every position indicated. In those cases, the Head Umpire will need to prioritize the positions. The first priority is the beginning and ending of each turn. These should be designated for assistant umpires if available. The next priority would be the positions midway between the first four.

As additional umpires are available then positions may be assigned to other positions either inside or outside the track.

For hurdle races, the Head Umpire should make sure that every flight could be observed preferably by two umpires on opposite sides of the track. This also applies to the steeplechase.

During the relays, the Head Umpire should make sure that there are enough umpires assigned to each zone without losing the ability to judge lane violations. It works best if the umpire does not have to watch more than two lanes in a big meet. If there are not enough umpires for that, then fewer umpires can be assigned to the entrance of the zone as most violations are at the exit end of the zone.

Obviously those races less than one full lap require fewer umpires. The Head Umpire should not overload the track just because there are many umpires. For example, the 100 meter dash does not need any more than twelve umpires and can get by with fewer if necessary.

The Head Umpire may have to modify any locations due to local conditions such as a wall next to the track.

## REPORTING INFRACTIONS

To report a possible rule infraction, which could result in a disqualification, the umpire must be able to clearly recall the circumstances surrounding the infraction to aid the Referee in their decision. For this reason, a written report of what was observed should always be prepared as soon as possible. The Umpire should always:

1. Carry rule violation cards or paper and pencil to record the information. A small notebook is often useful for this purpose.
2. Use the violation report form provided by the Head Umpire.

3. Signal the Head Umpire immediately by holding up a yellow flag at the spot of the infraction. Do not wave the flag, simply raise it.
4. Record the name of the event, heat number, time of day, lane number, competitor(s) number(s), team affiliation, uniform colors, and a brief description of the possible violation.

The following form is an example of an **Umpire Violation Report Form**. Different meets and games committees have different types and styles of forms. The umpire should make every effort to fill out the form as completely as possible, no matter how insignificant the possible foul may seem. The Head Umpire should always come to gather the report form and discuss what was observed.

The Referee has the final say, unless there is a Jury of Appeals, and may or may not disqualify based on the full appraisal of the complete situation. Do not get involved in a protest unless the Referee summons you to clarify the report. The Referee and not the Umpire disqualifies the athlete.

Once you turn in a violation report put it out of your mind, you have nothing more to do with it. Do not be offended if your call is not upheld. Even though you made the violation report you may not know all the circumstances. It is your job to report what you see and once you have the report completed your job is complete. Let it go. Report what you saw and document it to the Meet Referee. Only the Meet Referee can decide on intent, or make a decision on the legality of what was reported. By reporting what you saw your responsibilities as an umpire are complete. Do not get into a debate with anyone regarding decisions by the Meet Referee.

## UMPIRE VIOLATION REPORT FORM

MEET:	DATE:	TIME:
EVENT:	HEAT:	DIVISION:
NAME:	LANE:	BIB NUMBER:
UNIFORM COLOR:	TEAM:	
LOCATION OF INFRACTION:		
TYPE OF INFRACTION;		
UMPIRE'S NAME:	SIGNATURE:	
HEAD UMPIRE'S COMMENTS:		
REFEREE'S DECISION:		
REFEREE'S SIGNATURE:		

Please complete immediately after the occurrence of an infraction and turn into the Head Umpire. Signal your intent to complete a form by raising a yellow flag when the infraction happens.

## SOME GENERAL RULES TO REMEMBER WHEN UMPIRING TRACK EVENTS

1. Follow the Umpire's motto: Be Awake, Be Aware, and Be Alert.
2. Remember, "ONLY THE REFEREE CAN DISQUALIFY AN ATHLETE". Your job is to report the infraction.
3. The umpire's job begins the moment the race starts and ends when the finish line results are complete. Make sure your post is attended at all times.
4. Carry a note pad and pencil/pen to record information.

5. Raise yellow flag to signal "infraction" the moment it occurs.
6. **If you think it happened, it didn't. If you know it happened, it did.**
7. Be able to describe to the Head Umpire and/or Referee what happened.
8. Report to Head Umpire, any foul or other infraction including uniform violations or use of a communication device.
9. Record the uniform number of the competitor who committed the infraction or foul, the color of the jersey, the number of the lane and the number of the competitor fouled if a foul has occurred.
10. Wait until after verbally reporting any infraction to the Head Umpire and/or Referee before you discuss the infraction with other umpires.
11. Providing verbal aid to runners IS LEGAL if no mechanical device is used and the aid is given from an area OUTSIDE the area of competition.
12. Another athlete does not have to be touched for a violation to occur.
13. Be firm, but respectful, in dealing with athletes such as instructions for relays, etc. Do this also with coaches IF referees request that you talk to them.
14. Refer a coach, athlete or spectator, to the referee if they have a question about a coach.
15. Let the section - heads answer the questions asked about relay exchanges.

16. Make sure only approved markings are allowed on or off the track.
17. Straighten the hurdles after the last warm-up and pick up hurdles that were knocked down.
18. Verify correct positioning of hurdles after the hurdle crew has placed them.
19. Take a crouched position to observe the hurdle events. Use the sound of the gun as your signal.
20. Most relay fouls occur as the runners exit the exchange zone.
21. Carefully observe runners when they may be hidden behind obstacles or in the middle of packs.
22. Competitors, who commit infractions, quite often hinder themselves as well as others.
23. Conduct yourself in a professional manner. Look and be sharp.
24. KNOW THE INTENT OF THE RULES UNDER WHICH THE COMPETITION IS BEING HELD AND BE ALERT AT ALL TIMES.
25. PRACTICE PREVENTIVE OFFICIATING, BE VISIBLE AND VOCAL.



## UMPIRE REPORTING AND UMPIRE POSITIONS

**BE AT THE TRACK OFFICIALS HEADQUARTERS = 60 MINUTES BEFORE THE MEET**

**BE AT THE ENTRANCE TO THE TRACK = 20 MINUTES BEFORE THE EVENT BEGINS**

**BE AT YOUR ASSIGNED TRACK POSITION = 10 MINUTES BEFORE THE EVENT STARTS**

Umpires will stand for all events. After the race is completed, umpires will, as a group sit down, accept of course, those umpires who witness an infraction. After the last heat, umpires will move to the next event positions as quickly and professionally as possible.

## FIELD EVENT GUIDELINES

### A. Rules

1. All meets will be contested under NFHS Rules.
2. Exceptions and changes may only be made by the state association or the GAMES COMMITTEE.

### B. Jewelry

1. No jewelry is permitted including watches.
2. The rule must be enforced during competition in all meets including dual meets.

### C. Uniforms

1. All competitors must wear a school issued uniform.
2. The uniform includes shoes, shirt and shorts.

### D. Venue Safety

1. All venues should be roped off to prevent spectators and others from interfering with the competition.
2. All venue facilities must meet the NFHS standards or competition shall not be contested.

### E. Throws

1. A ten-yard safety area should be established on each side of the sector line.
2. Implements may be provided for any invitational, conference or championship. NFHS Track & Field Rules Book Rule 6-2.

#### F. Vertical Jumps

1. All equipment must meet NFHS standards for competition to begin.
2. Distance from foul line to takeoff board may be adjusted to accommodate different levels of competition.

#### G. Horizontal Jumps

1. Pits must be declared safe and sand should be filled to the top of the pit.
2. Sand should be cleared from the runways at all times.
3. Triple jump - Competitors during warm ups must declare the distance board they are going to use during the competition (safety reasons).

#### H. Guidelines for Officials

1. Be professional.
2. Practice preventive officiating.
3. Don't be overly friendly.
4. Be quietly in control.
5. Do your very best job - regardless of meet.
6. Consider the intent of the rules - apply common sense.
7. Know the rules.
8. Learn from your mistakes - correct if possible - then forget it.

#### I. Pre-Event Instructions

1. Explain the rules.
2. Explain how you will operate the event.
3. Answer the questions of competitors.

**NOTE:** There shall no practice, warm-up or attempts made in the field events until an official is present at the venue.

## OFFICIATING THE DISCUS THROW

### THE COMPETITION

1. The order in which the competitors take their trials shall be drawn by lot or by the games committee. (*See also NFHS Track & Field Rules Book, Rule 6*).
2. Each competitor shall be allowed three preliminary trials. In the finals, each qualifier is allowed three additional trials. In meets with limited entries, the games committee may allow all competitors just four total trials. Competitors shall be credited with their best performance regardless of whether it occurs in the preliminaries or finals.
3. At the competition area, each competitor may practice throws, which should be made in draw order, under the supervision of the judges.
4. Once the competition has begun, competitors are not permitted to use implements for practice purposes or to use the circle or ground within the sector for practice throws, with or without implements.
5. The throw shall be made from within the circle. A competitor must commence the throw from a stationary position. A competitor is allowed to touch the inside of the iron band.
6. Other rules for consideration:
  - (a). No device of any kind (e.g. the taping of two or more fingers together) which in any way assists a competitor when making a throw, shall be allowed. The use of tape on the hand shall not be allowed except in the case of the need to cover an open cut or wound.
  - (b). The use of gloves is not allowed.

- (c). In order to obtain a better grip, competitors are permitted to use a suitable substance on their hands only.
  - (d). In order to protect the spine from injury, a competitor may wear a belt of leather or other suitable material.
  - (e). A competitor may not spray or spread any substance in the circle nor on his shoes.
7. It shall be a foul throw if the competitor, after he has stepped into the circle and begun to make a throw, touches, with any part of his body the ground outside the circle or the top edge of the circle, or if he improperly releases the discus in making any attempt.

#### 8. Rules Regarding Delay

Contestants shall report promptly to the event judge at the designated location at the scheduled time or when the event is announced. A competitor shall be charged with an unsuccessful attempt if he/she does not initiate a trial within 1 minute after being called for a trial.

The official responsible shall indicate to the competitor that all is ready for the trial to begin, and the period allowed for this trial shall commence from that moment.

If the 1 minute elapses once the competitor has started his/her trial, they are permitted to complete the trial.

9. For a valid trial, the discus must fall completely within the inner edges of the landing sector.
10. The measurement of each throw shall be made immediately after the throw from the nearest mark made by the discus to the inside of the circumference of the circle, along a line from the mark made by the implement to the center of the circle.

11. The competitor must not leave the circle until the implement has touched the ground.
12. When leaving the circle, the first contact with the top of the iron band or ground outside the circle must be completely behind the white line which is drawn outside the circle running theoretically through the center of the circle.
13. Implements must be carried back to the circle and never thrown back.
14. Each competitor shall be credited with the best of all his/her throws.
15. The discus circle and cage (see NFHS Track & Field Rule Book).

#### PURPOSE OF THE OFFICIAL

1. To help athletes get their best performance in a safe and equitable competition.
2. To be seen but not heard.
3. To know and apply the rules fairly and uniformly to all. So no one has either an advantage or a disadvantage. Rules are to help solve rather than cause problems.
4. To explain rules clearly and use common sense and tact in applying them.
5. To maintain a safe competition for athletes, officials and fans both during warm-ups and the competition. The needs of the athletes must be considered first but you need to be in charge, not the coach.
6. To not socialize during the competition with athletes, coaches or other officials.

#### **Safety:**

Always be attentive when you are on the field (or track). Field events can be dangerous if you are hit with any of the implements. You can be killed or seriously injured. Do not cross runways or the

throwing sector during a competition. Always keep your eye on the runway or the circle. Be prepared for the unexpected. Particular attention must be paid during the warm-up period since the time between throws is much shorter. Position yourself so the implement will land to the side and in front of you. Remember many of the implements tend to skip when they land so never be directly behind them. Be attentive to the wind direction and whether the thrower is left or right handed since both will impact which way the implement will move in the air and after hitting the ground.

Keep the competitors behind the front of the cage and at least 6 feet back from the cage or circle. Do not let anyone go into the impact area except the field officials. Keep coaches, officials and athletes away from the sector lines during the competition.

Return all implements to the side of the sector. They should not be thrown. Make sure warm-ups are done in the cage. Once the competition has been started, the competitors are not permitted to use the circles, runways or areas within the sectors for practice.

## PLACEMENT OF OFFICIALS AND DUTIES

### 1. HEAD EVENT JUDGE

#### Warm-up Duties

Warm-ups will be for a determined amount of minutes before competition as established by the Games Committee.

Conduct pre-event review session. Supervise all warm-up activities. Inspect hands for illegal taping. Communicate instructions to athletes.

#### Competition Duties

Coordinate all assistant judges. Observe foot faults in circle and any other infractions personally observe. Determine whether a throw is legal or not and say "mark" when it is legal.

Record each measurement and help keep the circle as clean as possible. Serve as the liaison between the event and the Head Field Event Judge and the Scorer.

### 2. ASSISTANT JUDGE

#### Warm-up Duties

Help keep the circle clean. Keep towels in back of circle for hands and feet.

#### Competition Duties

Observe foot faults in ring. Call aloud the distance of each attempt. At the end of completion or a flight, verify performance and qualifiers with Head Field Judge.

### 3. TAPE HOLDER AT RING

#### Competition Duties

The tape holder should be sure the tape is straight from the point of impact through the mark in the center of the circle and that the tape is pulled tightly. The tape should be on the right side, facing the sector.

Hold position until tape is read to the lesser inch. The holder of the tape at the circle is also a circle inspector and should watch for circle infractions and report any to the Head Judge.

### 4. TAPE MARKER AND SECTOR JUDGE

#### Warm-up Duties

Stand at "parade rest" in position. Supervise retrievers and keep all athletes and press away from landing area.

#### Competition Duties

Mark each attempt with tape. Hold the zero mark on the tape exactly at the first point of contact of the implement that is closest to the scratch line. Hold position until the ring tape official walks out of the ring.

Make sure the tape is pulled to the side of the landing area after each throw to minimize the possibility of it being hit by the discus.

## **5-6. LANDING JUDGE MARKERS**

### Warm-up Duties

Stand at "parade rest" in position. Supervise retrievers and keep all athletes and press away from the landing area.

### Competition Duties

Will mark the first point of contact of the implement with the ground in the landing area. Mark each attempt with marker. Hold position until tape is placed on mark. Assist in determining foul landing.

## **7-8. RETRIEVERS**

### Warm-up Duties

Kneel outside sector approximately even with landings. After the throw lands, retrieve, return outside the sector line.

### Competition Duties

Kneel outside sector approximately even with landings. After the throw lands, retrieve, return outside the sector line.

**NOTE:** Electronic Digital Marking (EDM) when used may alter positions, duties, and procedures of some officials.

## **OFFICIATING THE SHOT PUT**

### **A. Preparation for the Competition**

The Head Judge should report to the event site well in advance of the competition. Initially inspect the site to determine that it is in conformance with the rules of the event (sector lines, circle, stop board, safety zones, etc.). Introduce yourself to assisting officials and review their duties and responsibilities with them.

Once the event site is opened for warm-up throws, all officials must supervise this activity. Care must be taken to ensure the safety of the competitors, officials and spectators. Competitors should not be permitted in the impact area during the warm-up period. Officials should retrieve the implements and return them to the same side of the sector that they will be returned to during the competition. Every effort should be made to keep competitors out of the sector, or from coming past the restraining line. Safety is of the utmost importance and cannot be stressed enough.

Check-in of the competitors should begin no later than 20 minutes prior to the start of the competition. The Head Judge can conduct the check-in at the circle as he/she regulates warm-ups. This is also an excellent time to do preventative officiating with regard to uniform and taping violations. (Note - in the shot put, no taping of any part of the hand or fingers is permitted unless there is an open wound that must be protected by tape; taping of the wrist is permissible. Gloves are not permitted; however competitors are permitted to wear support belts).

Implements must also be inspected for conformance to rules; in meets where an inspector of implements has certified the implement, the proper inspection marking should be visible. Competitors' numbers should be verified if they are being used.

Prior to the start of competition, the Head Judge should meet with the competitors to review the general rules for the event and group the competitors into flights. Other points of emphasis may include:

1. Calling up of competitors - The Head Judge will call up each competitor to begin his/her trial. This call includes the competitor who is "up" (whose trial is now underway), the competitor who is "on deck" (the next competitor to compete) and the competitor who is "on hold" (the third in line to compete).
2. Uniform rule modifications - No jewelry, including watches, is permitted to be worn during competition. Other exclusions include sunglasses (except prescription), hat/head coverings (except religious) and bracelet/wristbands. Single color "scrungies" not wider than 2" are permitted.
3. Use of adherents - Competitors are permitted to use chalk or an adhesive or similar substance such as resin during competition.
4. Excused from the event - Competitors must be informed that they are to report to the Head Judge prior to leaving the event site to compete in another event and also upon their return. The time limit for competing in another event, as determined by meet management, should also be communicated by the head judge to the competitors.

## **B. Officiating Procedures**

The Head Judge has primary responsibility for ruling on the legality of the throw. He should watch the thrower in the circle first. If the throw is fair in the circle, he then should watch for the implement to land. The competitor cannot leave the circle until the implement has landed and then they must do so under control from the back half of the circle.

The Head Judge should not yell, "Foul" during a throw, even if the foul occurs at the very beginning of the throw. This could distract the competitor and cause him to fall and possibly injure himself.

During the event, the Head Judge should not hesitate to move while a competitor is in motion to get a better view of the circle and the competitor. Positioning is critical in evaluating the trial, so be in an advantageous position.

When measuring the throw, the measurement shall be recorded from the nearest edge of the first mark made by the implement in the sector to the inside edge of the stop board nearest the mark. The Assistant Judge should pull the tape true and straight through the center of the circle with some slight tension maintained during the measurement. Measurements shall be recorded to the nearest  $\frac{1}{4}$ ".

Assistant judges working in the sector are primarily responsible for determining the first mark made by the implement and calling sector line fouls.

In the shot put, the weight of the implement will create an indentation, except in the hardest of ground. The judge(s) should be in position to move to the mark quickly. The throw should be marked from the nearest mark made by the implement inside the sector lines, not the center of the impact area. The mark should be held until the head judge has measured and recorded the throw.

The implement must clearly land within the sector lines to be a legal throw. Judges should be in proper position to properly rule on whether or not the throw is legal.

Assistant judges are also responsible for carrying the implements back to the sector lines for retrieval by the competitors.

## **C. General Rules for the Shot Put**

The shot is put from the shoulder with one hand only. At the time the competitor takes a stance to commence a put, the shot shall touch or be in close proximity to the chin and the hand shall not be dropped below this position during the put attempt. The shot must not at any time be brought below the line of the shoulders. In summary, the rules affecting the shot put are:

1. After entering the circle, the competitor must start from a stationary position.
2. The competitor must not leave the circle until the shot has landed. The competitor must exit the back half of the circle under control.
3. The shot must be held in close proximity to the neck or chin - the throwing arm must not drop behind or below the shoulder level.
4. During the put attempt, the competitor may touch the inner face of the stop board or the iron band. The competitor is prohibited from touching the top of the circle or the ground outside the circle during the put.
5. The competitor may not touch the top or end of the stop board before the put is marked.
6. Any part of the competitor's body may extend over the iron band or stop board provided it does not touch the ground outside the circle.
7. The shot must be put so that it falls clearly within the sector lines.
8. The competitor must initiate put within 1 minute after being called for a trial.

#### **D. General Rules for the Competition**

1. Each competitor shall be allowed three preliminary trials. Competitors advancing to the finals are allowed three additional trials (Note: in meets with limited entries, meet management may allow all competitors just four trials).
2. When preliminaries are held, one or more competitors than there are scoring places will qualify for the finals. All competitors tying for the last position will advance to the finals.

If a competitor qualifying for the finals withdraws from the competition, no substitute will replace the withdrawn competitor (Note: to be eligible for the finals, a competitor must have had one legal throw in the preliminaries).

3. Competition in the finals shall be in reverse order of performance, in single rotation or more than one trial in succession, so that the best qualifier will compete last.
4. During the competition, both preliminaries and finals, the Head Judge may allow trials to be taken in succession in order to accommodate a competitor who may be excused to participate in another event.
5. To place in the event, a competitor shall have had at least one legal throw.
6. Competitors will be credited with their best performance regardless of whether it occurs in the preliminaries or finals.
7. To break ties for places, if the distance resulting from the best performance of competitors is identical, the higher place will be awarded to the competitor whose second-best throw is better from either the preliminaries or the finals. Should the tie remain, the higher place will be awarded to the competitor with the third-best performance, etc.

## OFFICIATING THE JAVELIN THROW

### Applicable rules

NFHS rules apply as modified by the PIAA. Be sure you review all applicable rules before you assume your assignment.

### Officials and their duties

At an invitational, you probably will have enough help to conduct the event properly. Minimally, you should have the following people to successfully manage the event:

**Head Judge** – this is the person directly responsible for running and managing the event.

#### Assistant Judges:

- One judge reads the tape and assists the Head Judge in the management of the event.
- One judge pulls the tape through the point of the sector to ensure that there is accurate measurement of the distance thrown.
- One judge has the “0” end of the tape, usually attached to a stick or cane, and marks the first point of contact that the javelin has with the ground. He/she will hold this mark until the tape has been read, the distance recorded, and the reader and pull through judges have left the runway.
- In meets where there are enough judges to do so, a judge serves as a flight coordinator to assist in the running of the event. This judge usually is located at the back of the runway (furthest from the toe board) and has a duplicate list of competitors’ names in flights. They let each athlete know the order of throwing (up, on deck, on hold), and alert the Head Judge if there is any change in the throwing order.

- The remaining judges assist in marking the landing of the javelin and safely return the javelins to the designated area for athletes to retrieve them.

**NOTE:** In most dual and tri-meets, where help may be at a premium, the Head Judge is in charge and should be the person at the toe board to adjudicate the fairness of all throws. A competent person in the sector to mark the throw is also necessary and should be an adult. The person to pull the tape through could be a student worker, so long as they are able to pull the tape through the point.

Additional persons/students to assist in the retrieval and return of the javelins are helpful, as they will help to move the event along. Be sure these people are alert and act responsibly.

### Event setup

When setting up for the javelin throw, there is one overriding concern for the event official – SAFETY!

In most cases, meet management will have already determined the venue for the event. However, it is YOUR RESPONSIBILITY AS THE REGISTERED OFFICIAL to make certain that the venue is safe. When at all possible, keep the venue clear of all other track and field event areas.

Inspect the venue for the following:

- Level, even run up for the throwers.
- Level, even landing area.
- No other events in close proximity to the landing area.
- If on grass, make sure the grass is not slippery or otherwise hazardous. Many times the planting area will be chewed up or muddy, especially late in the season.
- A controlled area where the competitors can wait.
- No overhead wires or other obstacles.
- Sector lines and foul lines are laid out correctly.



If you find the venue to be deficient in any of these areas, request that meet management make any necessary corrections to make it safe for competition. If they refuse or cannot make the necessary accommodations, and the venue is unsafe IN YOUR OPINION, the event should be forfeited and the points awarded to the visiting team. At an invitational, this is usually not a problem since the venue will have been used before.

Make sure that you have an area for the athletes to warm up in, and a holding area for the active flight (when using more than one flight).

## **EVENT MANAGEMENT**

### **Athlete check-in**

Each athlete in the javelin must check-in with you BEFORE they begin to warm-up for the event. They must be properly uniformed, and their javelin should have either been inspected, or should be in compliance with the rules. If the meet is using numbers, they should have their number on when they appear before you.

### **Flights**

If you have more than 12 competitors, you should break the group of throwers into flights. With fewer than 12, you can run them as one flight. In championship meets, the top 7-9 throwers will advance to the finals for 3 more attempts.

In dual and tri-meets, you can use the trials/finals format, or you can use 4 attempts in lieu of that.

### **Warm-up periods**

Most injuries in the javelin occur during the warm-up period. If there is adequate help, such as at an invitational or other championship meet, regulate the warm-ups on the runway. The retrievers in the landing area should be the only persons in the landing area and should always carry the implements back to the designated area. Never throw them back.

In dual and tri-meets, where help may be limited, possibly can use the following procedure:

- 1) After establishing flights, have each thrower take one throw, in the order they will be throwing in, and then stand off to the side of the runway.
- 2) When all throwers have taken their 1<sup>st</sup> warm-up throw, allow them to go out into the sector and retrieve their implement. They must carry them back to the runway, not throw them back.
- 3) Take another throw in the same order, repeating the same process as above, until all of the contestants are ready to begin the competition.
- 4) This same procedure should be used for each flight.
- 5) Remember that the general rule in all throwing events is to NEVER TURN YOUR BACK TO THE THROWER.

### **Safety concerns**

It is most important that javelins always be carried and not thrown, other than in the act of throwing them in competition. As noted above, most injuries occur during the warm-up period due to reckless and unsupervised behaviors. Another instance when injuries occur is when throwers are warming up and making short “spike” throws. These are short throws of only 5-10 feet when the athletes will drive the javelin in the ground in front of them. These should be limited to being done on the runway, and not in any other area.

### **Recording distances**

Be sure that the “0” end of the tape is in the landing sector. Usually you will want to attach this to a stick or cane to make marking the point of landing easier. The person working the “dead” end of the tape should mark the spot where the javelin lands and hold that spot until the Head Judge and the assistant pulling the tape leave the runway.

Record the distance on the score sheet clearly. It is a good idea to read the distance and then repeat it aloud so that you are sure of what you read, and so that those watching the event can hear the distance.

At meets where possible, have a second recorder to record the distances. In this way, if there is a discrepancy, a back-up record of what was measured and read will be helpful.

### **POINTS OF EMPHASIS**

Safety, safety, safety! There is no more important aspect of the javelin throw than maintaining safety in the throwing area. Remember these important points:

1. Javelins should always be carried back to the runway, never thrown back.
2. Warm-up periods should be regulated and monitored closely by an official to ensure safety.
3. Never let anyone other than the sector judges into the sector.
4. Keep the venue clear of all other events whenever possible.

A well-managed event will be a well-run event. A well-run event will benefit the athletes, the coaches and the spectators. You, as the event judge, must take and maintain control of the event from the time you begin warm-ups to the time the event is over and all of the implements have been put away.

## **HIGH JUMP**

### **Pre-Event Preparation**

1. Read the current NFHS Track and Field Rules Book and Case Book for the event.
2. Arrive at the site no later than 30 minutes before warm-ups.
3. Check the site for safety violations.
4. Determine that neither the pit nor the crossbar is touching the uprights.
5. Determine that the pit is not breaking the plane of the crossbar.
6. Mark the location of the uprights so they can be returned to their original position if they are moved during the competition.
7. Mark the crossbar to determine that the same side is facing toward the pit at all times.
8. Have all necessary equipment (pencils, clipboard, highlighter, measuring device with English and Metric increments).

### **Warm-Up**

1. Check in competitors.
2. Check competitors' numbers if applicable.
3. Check competitors for compliance with the uniform and jewelry rule.
4. Explain the jumping procedure to the competitors.
  - a. Jumping in flights as determined by the Head Judge.
  - b. Using the "five alive" procedure.

## Officiating

1. Head Judge serves as flight coordinator, recorder, call competitors up and measures heights.
2. Two assistant judges replace the crossbar, raise standards as needed, keep the pit aligned with crossbar, watch for feet breaking the plane of the crossbar, and time competitors if needed.
3. Additional assistants may serve as a recorder of jumps and serve as a timer.
4. Having a marshal available to police the area will help as well.

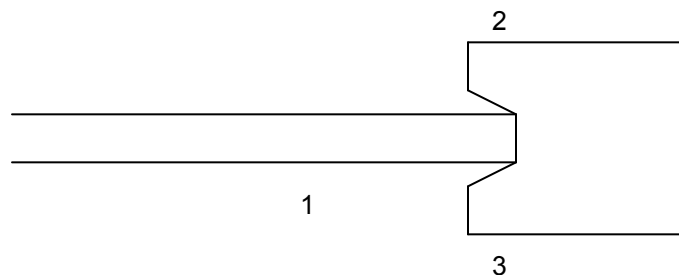
## POLE VAULT

The following guidelines are written to address three types of competition: regular season dual meets, large meets, and championship meets like the PIAA Championships.

### A. Dual Meets

1. The host team coach or athletic director should have the rules for the pole vault taped to the pole vault clipboard, as the Head Judge is usually a teacher.
2. The Referee and/or Head Field Judge should be at the field, if possible, 1 hour or more before the event is to start to do the following:
  - a. Check the pit, standards, crossbar and vaulting area for any safety violations.
  - b. Get the "PIAA Pole Vault Verification Form" from the teams' coaches or vaulters.
  - c. Check the vaulters' pole weights so they are equal to or greater than the vaulters' weights. The weight of the pole must be on the pole and it must include the manufacturer's handhold band. Layers of tape that are uniform thickness may be on the pole.
3. Pole vault judge procedures
  - a. Write the vaulter's name, weight and pole weight on the scorecard.
  - b. Supervise the warm-up period.
  - c. Start the event after the final call is made by the announcer. Write any passes for the first height or subsequent heights.

- d. Call the first three vaulters, such as A, B and C. After A vaults, call the next three vaulters B, C and D, etc. You can go down the list in a dual meet.
- e. After the event, write the winning places names, heights and points on the scorecard and the time the event was completed. Sign the scorecard and take to the scorer. Close the pole vault area.



- 1 Head Judge – scorecard and watch (usually a teacher)
- 2 Student
- 3 Student – in charge of putting up the crossbar, moving the standards from 18” to 31½” toward the pit, and catching the poles.

## B. Large Meets

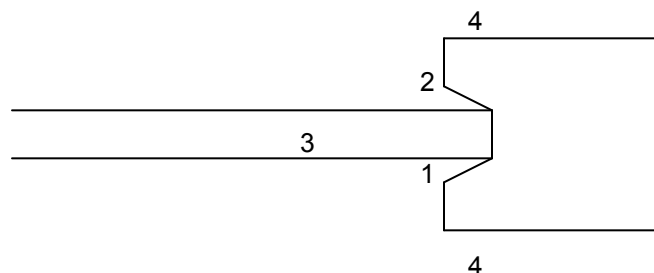
- 1, The Head Judge and assistants should be at the field 1 hour or more before the event starts to do the following:
  - a. Check the pit, standards, crossbar and vaulting area for any safety violations.
  - b. Get the “PIAA Pole Vault Verification Form” from the coaches or vaulters.

- c. Check the vaulters’ pole weights so they are equal to or greater than the vaulters’ weights. The weight of the pole must be on the pole and it must include the manufacturers hand hold band (newer poles) or the weight written on the pole with a hand hold band taped 6 inches from the top (older poles). Uniform thickness layers of tape may be on the pole.
- d. Check the correct pronunciations of the vaulters’ names and write phonetically on the scorecard, if necessary.
- e. Supervise the warm-up period.
- f. Start the event after the announcer makes the final call. Write any passes for the first height.
- g. Explain to the vaulters how the event will be run. Usually at large meets the five-alive method works best until less than ten vaulters remain, at which time just proceed down the remaining list.
- h. On the scorecard, mark an (x) for a failed attempt, an (o) for a successful attempt and a (-) for a passed attempt. When a vaulter has three failed attempts in a row regardless of the height or heights, draw a line from the last (x) to the right on the scorecard, so one can easily see the vaulters who are left in the competition.
- i. A pole vault competitor(s) who has passed three (3) consecutive heights **and has NOT entered the competition** should be permitted two (2) minutes of warm-up jumps per the number of competitors entering at that height without the crossbar in place. The competitor(s) **shall** enter the competition at that height. Such warm-up must be taken at a height change. (Example: if three (3) competitors are entering the competition at 12’ 6”

the 3 vaulters will have a total of 6 minutes to warm-up)

The Head Judge should notify the vaulter when 30 seconds remain if they have not initiated their trial.

- j. After the event is completed, close the vaulting area. Check and double check the winning places. Write the names of the vaulters placing and their heights on the scorecard. Sign the scorecard and write the time the event was completed and give to the Head Field Judge to verify the results. Also give the Head Field Judge the "Pole Vault Verification Forms".



- 1 Head judge
- 2 Assistant judge
- 3 Assistant judge
- 4 Usually students

### C. Championship Meets (such as PIAA Championships)

1. The Head Judge and Assistant Judge will be in the locker room to weigh the first vaulting class. Each vaulter must be in his/her track uniform and have the "PIAA Pole Vault Verification Form." A judge will write the vaulter's weight on the verification form and on the two scorecards for each class.

2. Other assistant judges will be at the pole-vaulting area to write the weights of the poles on the forms sent out from the locker room after they have inspected the poles and verified the weights the vaulters may use.

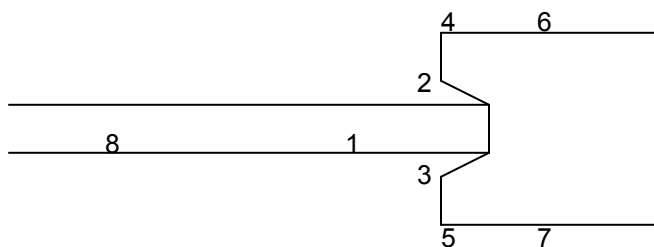
3. The Referee, with the help of the Head Judge, must determine the runway to be used for the safety of the vaulters. When the pit is set, the standards are zeroed and the height of the crossbar is measured. The Head Judge may then open the runway for warm-ups, which should be supervised by the assistant judges.

4. While the vaulters are warming-up, the Head Judge will check with the vaulters the pronunciations of their names and write phonetically on the scorecard, inform the vaulters of the starting height and write down any given passes of heights.

5. The Head Judge will meet with vaulters after the final call for the pole vault is given. He/she will discuss with them the procedures to be used in running the event and particularly, the possible eight place finishers to stay around the pole vault area to be escorted over for their award. Then read the names of vaulters in the order of vaulting and take any passes of heights, which he/she did not receive prior to this time.

6. The assignments for the pole vault judges:

- |                    |                       |
|--------------------|-----------------------|
| 1. Head judge      | 2. Pole catcher       |
| 3. Pole catcher    | 4. Standards setter   |
| 5. Standard setter | 6. Crossbar setter    |
| 7. Crossbar setter | 8. Flight coordinator |



Assignments of #'s 2, 3, 4, 5, 6 and 7 may be rotated throughout the competition.

### Officiating Procedure

1. To start the competition, the Head Judge (#1) stands on the runway facing the flight coordinator (#8) and reads the first three vaulters in order of vaulting. The flight coordinator (#8) will get the first vaulter on the runway, check the pole weight according to the scorecard and get the standard setting and relay to the Head Judge (#1) who relays the standard setting to 4 and 5 who set the standards. Crossbar setters (#6 and #7) will set the crossbar at the correct height. When the standards and crossbar are set, the Head Judge (#1) will step off the runway, which is the signal for the vaulter that the 1 minute time clock will be started. The Head Judge (#1) will announce to the vaulter when 30 seconds are left if the trial has not been started. The Head Judge (#1) will determine if a vault is a failed or successful vault. The above procedure will be followed throughout the competition.
2. At the conclusion of the competition for the first class, the Head Judge (#1) will check and double check the results, sign the scorecard and write the time of completion on the card. Give the scorecard to the Head Field Judge to check results and sign the card. The Head Judge (#1) will then take the card to the Scorer at the tent and the eight place winners and/or ties to the tent to receive awards.

3. The aforementioned procedures will be carried out for all classes of vaulters.

### National Federation Track and Field Rules relevant to pole vault safety:

1. The competitor's weight shall be at or below the manufacturer's pole rating. The manufacturers must include on each pole: the pole rating that shall be a minimum of  $\frac{3}{4}$  inch in a contrasting color located within or above the top hand-hold position; a 1-inch circular band indicating the maximum top hand-hold position with the position being determined by the manufacturer.
2. A competitor shall not use a variable weight pole, a pole, which is improperly marked, or a pole rated below his/her weight during warm-up or competition. **Penalty: Disqualification from the event.**
3. Prior to warm-up, the Field Referee, Head Field Judge, or Inspector of Implements shall inspect each pole to be used in the competition to verify that the poles are legal equipment as per NFHS Track & Field Rules Book. This includes checking the placement of a top hand-hold band, numerical pole ratings a minimum of  $\frac{3}{4}$ -inches in a contrasting color located within or above the top hand-hold band, and the proper binding layers of adhesive tape are of uniform thickness. The binding shall not be on or above the top handhold band.
4. It is the responsibility of the coach to verify the competitor will use a legal pole rated at or above his/her weight.
5. It is a foul if the competitor grips the pole above the top hand-hold band. **Penalty: An unsuccessful trial is charged, but not measured.**

# **PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC. (PIAA) POLE VAULT VERIFICATION FORM**

ALL MEMBER SCHOOLS are required to process the **PIAA Pole Vault Verification Form** listing the name and grade of each contestant participating in the pole vault event. The head coach must verify, on the day of each meet, the weight of each contestant, and the proper ratings of all poles used by each contestant. This procedure is required for indoor (winter) and outdoor (spring) track and field competition. **The completed form must be presented to the MEET REFEREE/STARTER or HEAD FIELD JUDGE prior to the start of warm-ups, on the day of competition.**

School Name \_\_\_\_\_

<u>Name of Pole Vaulter</u>	<u>Grade</u>	<u>Vaulter's Weight*</u>	<u>Pole Rating</u>
-----------------------------	--------------	--------------------------	--------------------

- |    |       |
|----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |
| 6. | _____ |

\*Includes full competition uniform and footwear

Name of Head Coach (please print) \_\_\_\_\_

Date \_\_\_\_\_ Signature of Head Coach \_\_\_\_\_

# **OFFICIATING THE HORIZONTAL JUMPS**

A good official must be knowledgeable in the rules and must be able to apply them fairly. Safety for all must be the highest consideration. This should include consideration of the impact of the event on surrounding events and vice versa. Fair play is the second most important job of the official. **If a judge has any doubt about an attempt, the competitor must be given the benefit of the doubt.** Sometimes a Judge should ask themselves "what is the spirit and intent of the rule?" in order to give a fair and proper decision.

## **PRE-EVENT PREPARATION**

1. Read the current NFHS Track & Field Rules Book and Case Book for the event you are scheduled to officiate. Do not be afraid to use the rules book to clarify situations.
2. Report to the site 60 minutes **before the athletes arrive** for warm-ups.
3. Contact meet management, to see if there are any special instructions or rules for the day (examples may include how many trials will be allowed, how many advance to the finals or if the games committee approved any exceptions to the rules) and to obtain the event scoring sheets.
4. Check the venue and surrounding area for any safety issues.
  - A. Inspect the runway for holes, indentations, etc., which could cause injury to the athlete.
  - B. Check the length of the runway to be sure that it is long enough (min. 130').
  - C. Inspect the take-off boards. Boards should be a minimum of 8" wide.

1. If boards are inserted into the runway, they should be shimmed so that they are level with the runway. Use shims as wedges to assure that the board is tight and will not move during take-off.
  2. If a painted scratch line is used instead of a takeoff board, the front edge of the painted line must have a straight edge so that jumps can accurately be measured. Use white duct tape or athletic tape to provide a straight edge if the painted line is unsuitable.
- D. Measure the distance to the pit from all take-off boards to see if they are appropriate for the competition.
- E. Inspect the landing area.
1. Check the length and width of the pit to see if it meets specifications.
  2. Inspect the surrounding edges of the pit for safety (landing areas can be enclosed with concrete, wood, artificial surfaces, or earth).
  3. Check to see if the sand in the landing area has been turned over. Be sure the landing area is soft enough to allow for safe competition and that the sand is the same elevation as the take-off board and runway.
  4. Extend a tape (at least a 150' tape) from each take-off to the end of the runway to assist the athletes in establishing their marks.

## WARM-UP PROCEDURE

1. Check in each competitor as they report to the site. Contestants who have not checked in before the start of competition will not be allowed to compete.

- A. Check competitor number - if applicable. Numbers should be displayed on the front of the uniform. Ask if they are participating in an event that will conflict with this event. Make note of the event on the event sheet.
- B. If more than one take-off board is being used, ask the competitor to identify the one he wishes to use. Mark the board choice by his name on the event sheet.
- C. Inform competitors of the uniform and jewelry rules as per the PIAA Rule Modifications/Adoptions approved by the PIAA Board of Directors (July 2014).
- D. Inform the competitor of warm-up procedures and when the runway will be closed.
  1. In meets with more than one flight a 30-minute general warm-up is given to all competitors.
  2. All competitors not in the first flight are removed from the runway at the end of this 30-minute period and the first flight will be given 10 minutes to complete their warm-ups before competition begins.
  3. Competitor not in the first flight will be given a 10-minute warm-up before their flight begins.
  4. All competitors in finals will be given a 10-minute warm-up before finals begin.
- F. Explain what is acceptable material to use for marks.
  1. **Chalk is not acceptable!**
  2. One or two markers (number and material as approved by meet management).
  3. No marker may be placed on the runway.
  4. Markers may not be placed beyond the takeoff line except by meet management.



- F. During warm-ups, an official, or someone designated by meet management should fill any holes in the landing area caused by warm-ups. This is to prevent athletes from injury caused by stepping into a hole while running through the pit.
- G. Warm-ups should conclude 5 minutes before the designated starting time to allow the landing area to be leveled for competition. The pre-event meeting should be held at this time.

## INSTRUCTIONS TO COMPETITORS

While the landing area is being prepared for competition, an official should meet with all competitors to inform them of the procedures used in conducting the competition.

- A. The procedure for determining how the competition will be conducted is determined by meet management.

- 1. Competitors may be given four attempts. All attempts count and there will be no finals.

**Or**

- 2. Each competitor will receive three preliminary trials to qualify for finals. The number of finalists is determined by taking one more competitor than the number of scoring places. If two athletes tie for the last qualifying position, both athletes will advance to finals. Finals will be conducted in reverse order with each competitor receiving three more attempts. All six trials will count and the athlete will be credited with his best performance.

- 3. Attempts will be taken in the jumping order determined by meet management.

- B. Inform competitors of the procedure used for participating in another event.

- 1. Check out with the Head Judge before leaving event (record checkout time).
- 2. Tell the competitor amount of time they will be given to return (set by meet management).
- 3. The competitor can, with the permission of the Head Judge, take attempts out of order, or all in succession.
- 4. If preliminaries are used, all jumps MUST be completed by the ending time set by meet management.
- 5. Check back in with the official when returning (record returning time).

- C. The following commands will be used:

UP – competitor on the runway ready to jump.

ON DECK – warm-ups removed ready to be on the runway when called UP.

ON HOLD – competitor should be ready to remove warm-ups to be ON DECK.

- D. The competitor has **one minute** to initiate a trial. Failure to initiate a trial during the prescribed time will result in a foul. The time begins when the athlete is called UP.
- E. The jump will not be marked until the athlete properly exits the landing area. This exit should be made ahead of the mark in the landing area.
- F. The runway or landing area may not be used for warm-ups during competition.

- G. Announce the jumping order to the competitors. Physically line them up in jumping order on the runway so the competitors can see who precedes them in the jumping order. This should be done before each flight and before finals.

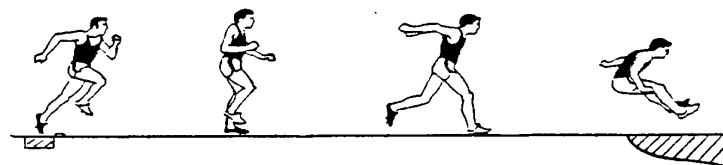
## JUDGING THE EVENT

The take-off shall be from the take-off board, the edge of which nearer to the landing area shall be called the "scratch line" or "foul line". If a competitor takes off before reaching the board, it shall not be counted as a failure. No marks shall be placed on the runway, but a competitor may place marks alongside the runway as specified by the NFHS Track and Field Rules Book. No marks may be placed between the take-off board and the landing. Usually athletic tape is used unless meet management provides markers. **CHALK IS NOT ALLOWED!!!**

### IT IS A FOUL IF THE COMPETITOR:

- Allows his/her shoe to extend over the scratch line or make a mark in front of it on the takeoff.
- Runs across the scratch line, or scratch line extended.
- In the long jump, does not keep his/her head in the superior position, i.e., no somersault.
- In the triple jump, if hopping does not land on the same foot used in takeoff, or in stepping does not land on the other foot from which the jump is performed.  
(Example of a CORRECT sequence: Take-off left foot, then left foot, then right foot (see graphic on next page.)
- Fails to initiate a trial within 60 seconds after being called.
- In the process of landing or leaving the pit, touches the ground outside the landing nearer the scratch line than the nearest mark made in the landing pit.

### Sequence for Triple Jump



HOP must take off and land on same foot

STEP must land on opposite foot

JUMP must land in the landing area

Before the competition begins, he/she should have been informed of the jumping order, number of flights, and the number of competitors that will qualify for finals, as well as any other rules or pertinent information deemed necessary by the Head Judge.

When the competition begins, the competitors will be called up in the jumping order by the flight coordinator (assistant judge). The flight coordinator will check that each competitor is wearing the correct number front and back, as issued and not mutilated or folded in any way. When an athlete is called to jump, the next two athletes should be called ON DECK and ON HOLD so that they may complete their preparations and are ready to jump when called. From the moment they are called (not from when they remove their warm-ups) each athlete has one minute to initiate a jump that is carried to competition.

If only three judges are available to judge the event, the flight coordinator could be dispensed with and those duties done by the judge at the take-off board. If a competitor has started his trial before the time limit expires, then the trial should be allowed unless otherwise fouled. Once a competitor has been called up, they cannot change their mind and decide to pass the trial. If they do, the attempt will

be recorded as a foul once the time interval has elapsed. Competitors may pass an attempt any time up to when they are called up. The flight coordinator should communicate any passes or changes in jumping order to the Head Judge.

If a competitor experiences any interference during a trial, the Head Judge may award the athlete a substitute trial. (Other competitors, officials, or spectators, who cross as the athlete is making a trial, or a photographer taking a flash photograph, are examples of interference, which may occur).

### TAKE-OFF BOARD

The Head Judge shall raise a white flag to indicate the validity of a trial when notified by the Pit Judge that the competitor **has correctly exited the pit**. When a foul occurs, the red flag is raised **after** the athlete has completed his landing. The judge should hold the flag up long enough so that the competitor, spectators, coaches, and officials have a chance to see it.

### MARKING THE JUMP

Once a competitor has jumped, the pit judge is responsible for deciding if the athlete has correctly exited the pit. The judge should note that the athlete leaves the pit in forward motion, ahead of his/her mark. It shall be recorded as a foul if, after landing, the athlete walks back through the pit, leaving the pit behind the mark in the landing area. Effectively the athlete is making a mark nearer to the scratch line with each step taken.

It is important that the official realize **when** a jump is complete. It is generally accepted that once an athlete has correctly exited the landing area the jump is complete and is then marked, measured, and recorded. After giving the Head Judge the appropriate signal (fair or foul), the Pit Judge will move into the pit and mark the jump.

If an athlete makes more than one impression in the sand and the Pit Judge has difficulty deciding which mark is nearer to the foul line, he/she should tell the judge at the board that they would like more than

one measurement taken. It can be deceptive, when marks are far apart, as to which is closest to the foul line. A request to take two (2) should be made by the Pit Judge and both marks should be measured. Only the shorter distance should be announced and recorded.

It is also important that the Pit Judge be extremely careful when observing and marking the jump. He/she should know where the “zero” spot is located on the marking device, and that the marking device is inserted as perpendicular as possible to the pit.

Since the distance is measured to the lesser  $\frac{1}{4}$  inch, it is possible to change distance if the procedure used to mark the jump is faulty.

### MEASURING THE JUMP

The measurement of the jump shall be made at right angles from the nearest break in the sand, inside the landing area, made by any part of the body or apparel of the competitor to the take-off line or the take-off line extended. The distance shall be measured to the nearest lesser  $\frac{1}{4}$ ” below the distance covered, i.e. fractions less than  $\frac{1}{4}$ ” are ignored.

If calibrated measuring equipment is used its accuracy must be checked with a steel or fiberglass tape; otherwise a steel or fiberglass tape should be used and the part of the tape showing the distance jumped must be held at the take-off line. Alternatively, a scientific apparatus that has a certificate of accuracy from a nationally recognized standardizing organization may be used.

When the jump is measured, the judges should insure that the tape is absolutely straight between the zero point and the reading point at the foul line OR foul line extended. Judges should wait until the Pit Judge has completed marking the jump in the sand before pulling the tape. The tape should not be pulled so strongly that the reading may be affected. It is helpful to use the runway lines as a guide to assist in aligning the tape. The position of the tape puller should be about three feet behind the take-off board.

The Pit Judge is responsible for supervising the leveling of the sand in the pit. After the jump has been marked, the assistant judges can

begin grooming the pit, from the back toward the takeoff board, so that only the competitor's mark remains to be smoothed after the Pit Judge exits the pit. If a record is thought to have been established, the athlete's entire mark **MUST NOT BE DISTURBED!**

There is a tendency to demean the job of leveling the pit, assuming that it is a minor position. It is so critical that the result of the competition could depend on the quality of the leveling. Distance can be gained or lost by sloppy raking. It is important to remember that the competition can be decided on a distance of  $\frac{1}{4}$ !"

It cannot be stressed too strongly that all duties are of equal importance and each have their part to play in providing an efficient and well run competition. Where possible, particularly at major meets, it is important to use experienced officials. When the pit is ready for competition, the Pit Judge signals the appropriate official that competition may resume.

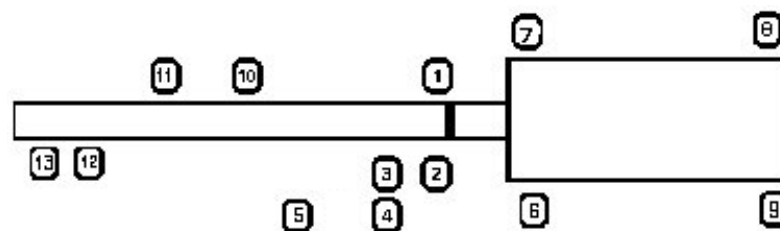
The result of each jump should be recorded for a valid jump and with the letter F for a foul jump. The official who is recording the results should be aware of the records for the event so that the appropriate actions can be taken to certify the record.

### SAFETY CONSIDERATIONS

1. The take-off board must be flush with the ground and firmly fixed.
2. The sand in the pit must be well dug and loosened before use. Keep all implements well away from the landing area and, in particular, never leave a rake with the prongs facing upwards.
3. Always be aware of any traffic from those who may need to cross the runway.
4. All non-competitors must be cleared away from the competition area -- no coaches, parents, etc.
5. Competitors should not use cassette recorders, radios, or similar devices on the field.

6. In the triple jump, competitors may have a choice of take-off boards to suit their performance level. The rules book makes recommendations as to the distances that should be used; however, these distances are determined by the caliber of the competition. It may be necessary to improvise and make a temporary board with white tape if athletes cannot reach the pit from the shortest board.
7. The Field Referee or Head Field Judge should make the decision regarding the number and distance of take-off boards. If more than one board is used, the competitor's board choice should be indicated by his/her name on the card so the judge can be positioned by the appropriate board.

### HORIZONTAL JUMPS OFFICIALS - JOB DESCRIPTIONS



1. **HEAD JUDGE\*** - Conducts pre-event review and briefing sessions. Supervises all warm-up activities. Supervises the competition and determines if the jump is legal (white flag) or illegal (red flag). Assumes the duties of first recorder, clock operator, and flight coordinator if sufficient officials are unavailable.
2. **TAPE PULLER\*** - Pulls the measuring tape taut after the pit judge has secured the mark in the pit. Sometimes functions as the A second eye on the board. Assumes the duties of performance board operator if sufficient officials are unavailable.

3. **FIRST RECORDER** -Records the result of each trial on the official worksheet. Relays the result of each trial to the performance indicator operator and recorder/communications official.
4. **SECOND RECORDER** - Records the result of each trial, and verifies the results with the first recorder. Will have a headset and serve as communicator to the press box.
5. **PERFORMANCE BOARD OPERATOR** -Receives the measurement form the recorder and enters the data into the performance indicator board.
6. **PIT JUDGE\*** - Marks the landing area for measurement and determines if a rule violation has occurred in the landing area. Signals the Chief Judge when the pit is ready.
- 7-9. **PIT LEVELER(s)\*** - After each trial, rakes (brushes) the pit and works in coordination with the other pit levelers. Informs the pit judge when the pit is ready for competition to continue. When possible, two officials should be used to speed up the event. If a drag is used, three officials are necessary.
10. **WIND GAUGE OPERATOR** - Ascertains and records the velocity of the wind in the running direction of the event. Records wind reading by rounding up to the next tenth. (2.59=2.6)
11. **CLOCK OPERATOR** - Positions clock in full view of competitors and starts clock when signaled by the flight coordinator. Signals (red flag) to chief judge if time expires before the competitor initiates an attempt.
12. **FLIGHT COORDINATOR** - Coordinates athletes' warm-up. Communicates instructions to athletes. Informs competitors of jumping order and coordinates the order of competition. Organizes athletes' instructions prior to competition. When a clock operator is unavailable, assumes the duties of the clock operator.

\* Minimum number of officials needed to run event.

**PLEASE NOTE:** 12 officials are listed for this event. Optimally, 8 to 12 officials for championship events would be the goal. However, many regular seasons' invitational as well as qualifying meets may be adequately staffed with 8 officials.

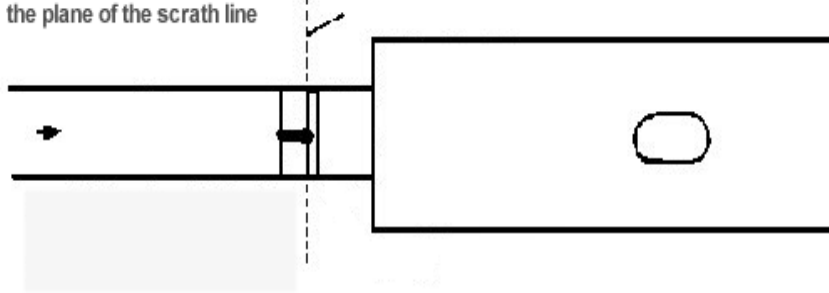
#### List of Equipment for the Horizontal Jumps

Measuring Tape (fiberglass) 30m.  
 Measuring Tape (steel) - records 30m.  
 Measuring Tape (fiberglass) 100m -runway  
 Sticker (to mark the jump)  
 2 clip boards  
 Pencils and pens  
 Stop watch (countdown type preferable)  
 Foot markers  
 Pass - Check number sign  
 Red and white flags  
 Extension (straight edge)  
 Gloves (raking pit)  
 Wisk broom  
 Brooms and landscape rake  
 Athletic tape (white duct tape)  
 Tablet  
 Conversion table if metric is used  
 Board puller  
 Safety pins  
 Wind sock  
 Cones  
 Plastic to cover clip boards  
 Rule book  
 Athletic tape (white duct tape)  
 Tablet  
 Conversion table if metric is used  
 Board puller  
 Safety pins  
 Wind sock  
 Cones  
 Plastic to cover clipboards  
 Rule book

## FOUL ATTEMPTS

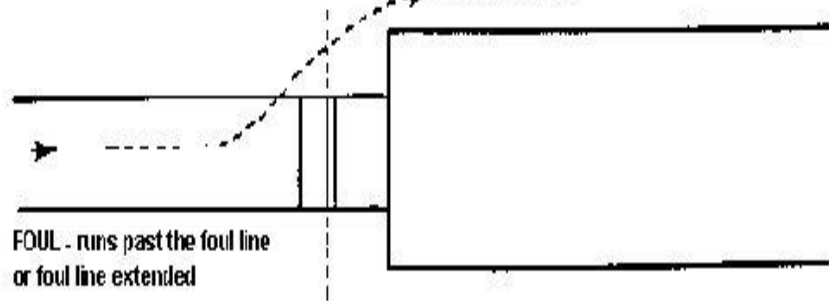
Foul - athlete's foot breaks the plane of the scratch line

scratch line



scratch line

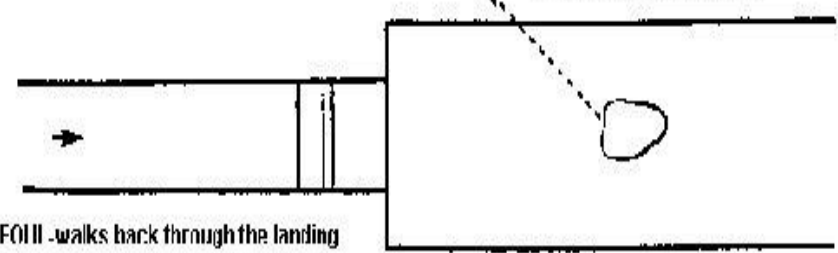
direction of run



FOUL - runs past the foul line or foul line extended

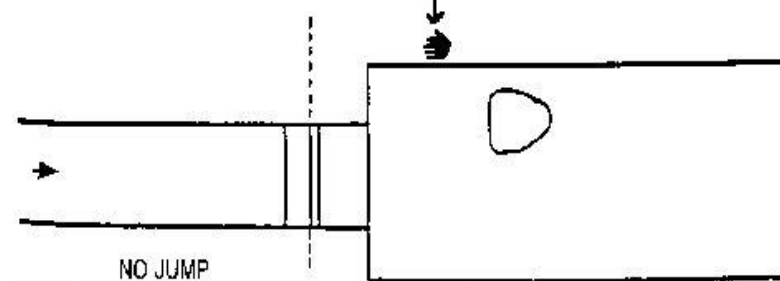
## FOUL ATTEMPTS (cont.)

direction of jumper's exit



FOUL - walks back through the landing area (exits pit behind the mark in the pit).

touches outside the pit while landing



NO JUMP  
It is a foul if an athlete touches the ground outside the landing area nearer the scratch line than the mark in the pit

## RESOURCES

*NFHS Track & Field Rules Book and Case Book*

PARMITER, Mike, *The Technique of Judging Field Events*, Amateur Athletic Association, London, England

KLEEMAN, George, *Officiating Track and Field, Track and Field Coaches Review*, June 1, 2000.

(Sample instruction sheet)

### INSTRUCTION TO COMPETITORS-NFHS

#### GENERAL INFORMATION:

- ☐ If contestants cannot hear --- move in closer.
- ☐ The calls by the Flight Coordinator are:
  - ☐ UP - on the runway and ready to jump.  
ON DECK - prepared to be on the runway as soon as the person that is UP starts down the runway.
  - ON HOLD - you should be preparing to be ON DECK.
- ☐ THE RUNWAY OR PITS MAY NOT BE USED FOR WARM-UP OR PRACTICE.
- ☐ A Fair jump is noted with a white flag after leaving the pit properly.
- ☐ A Foul jump is noted with a red flag after landing in the pit.
  - Takeoff over the takeoff line.
  - Walk back through the pit; touch outside behind your mark.
  - Initiate jump in the allotted time (60 seconds).
- ☐ Relative foot position will be noted with a foot insole or marker.

#### EVENT INFORMATION:

- ☐ Number being taken to finals \_\_\_\_\_.
- ☐ Number of flights in competition \_\_\_\_\_.

- ☐ Order of each flight.
- ☐ Estimated time each flight will begin.
- ☐ All take off marks should be outside of the runway.
- ☐ Each jumper may get 3 jumps in the preliminary.
- ☐ Those involved in other events:
  - Must check out.
  - Must check back-in.
- ☐ In the finals:
  - Jumpers will be re-ordered in reverse order of performance.
  - Finalist may get 3 additional jumps.
- ☐ Immediately inform the Flight Coordinator and/or the Event Referee if you "Pass" your jump.

#### TIME INFORMATION:

- ☐ Time to initiate a jump - 1 minute
- ☐ Time commences - When Flight Coordinator steps off the runway.
- ☐ Time Warning - NFHS no warning time listed in book
- ☐ Time between Flights - 10-15 minutes (Determined by Games Committee)
- ☐ Warm up time for Finals - 10-15 minutes (Determined by Games Committee)

#### QUESTIONS:

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Sincerely,  
Patrick B. Gebhart, Assistant Executive Director

