



U.S. OLYMPIC TEAM TRIALS

TRACK & FIELD

Officials Manual

2024 U.S. Olympic Team Trials – Track & Field

June 21-30, 2024

Hayward Field - Eugene, Oregon

All times are Pacific Time



I am excited to welcome you to Track Town USA for the 2024 U.S. Olympic Team Trials – Track & Field. Our goal is to support you and the great work you will be doing over the course of the competition. If, after reading the manual you still have questions, you can reach the Officials Services Team by email at sport@gotracktownusa.com. Additionally, please note the phone numbers on page 9 for the contacts for your specific questions and services.

Please review the entire document.

ARRIVALS & DEPARTURES: Transportation from PDX and EUG.

Transportation is being provided by TrackTown USA from the Eugene (EUG) and Portland (PDX) airports to the UO Campus for all officials who requested this service on the Selected Officials Travel & Housing Form. Pick-ups have been scheduled based on the flight information you provided.

EUG Arrivals: Once you have your luggage, please look for your designated shuttle outside of the baggage claim area. The shuttles will be clearly marked with TrackTown USA.

PDX Arrivals: On June 19th and 20th, there will be one shuttle a day from Portland. The schedule below is based on the information provided by all officials. For those using this shuttle, once you have your luggage, please look for the designated shuttle outside of the baggage claim area at the designated departure time. The shuttles will be marked with TrackTown USA. If you are unable to use this shuttle, you can make alternative arrangements. Some suggestions include Amtrak or car rental.

Transportation will be provided from the Portland Airport on the following schedule:

Date	Departure Time
June 19	2:00 pm
June 20	2:30 pm

EUG and PDX Departures: A schedule for shuttle departure times to EUG will be provided when you are on-site. We will have one departure shuttle on June 30 and July 1 to PDX. Departure time for this shuttle will be provided when you are on-site. If you are unable to use this shuttle, you can make alternative arrangements. Some suggestions include Amtrak or car rental.

The airport shuttles will pick up in front of Carson Hall (by the turnaround area).



ACCOMMODATIONS:

Accommodations for officials will be located at the University of Oregon's Carson Hall (1450 E 13th Ave, Eugene, OR 97403) from June 19 (for select officials)-July 1. See the MAPS section below for the location of Carson Hall.

Accommodations Policy: The housing provided is double occupancy, one day prior to your officiating assignment, with check-out the day after you finish officiating.

Thank you all for submitting your information on the Selected Officials Travel & Housing Form. We will be emailing all officials requesting housing, transportation, or had a request outside of the accommodations policy the week of Jun 10 - 16. If you submitted a special accommodations request and do not receive an email from us by June 16, please email sport@gotracktownusa.com.

Carson Hall Information:

- In-room sinks
- Shared bathroom
- Lounge area with TV
- Laundry Room (must get laundry card or download the digital app for use)
- Elevator and stairs
- Men, women, and married couples are in separate wings with restrooms located in each wing.
- Fresh towels will be located in the laundry rooms with labeled bins starting Monday, June 24th.
- In-room cleaning and linen (bedding and towels) refresh will occur Monday – Wednesday, June 24 – 26. If your room has a “Do Not Disturb” door hanger on during that time, your room will be skipped and not serviced.

Check-In & Check-out: **EVERYONE** needs to check in and check out of their rooms by the procedures listed below. Please **DO NOT** leave your room key in your room and leave without following the designated check-out procedure.

Where you will go for check-in/check-out is dependent upon your arrival and departure times. Due to limited staffing, the University of Oregon Conference Services is unable to staff check-in at Carson Hall the entire time, and the Officials Services Team is not permitted to pick up your materials for you.

- Check-in at Carson Hall will be available on Thursday, June 20 from 1:00 pm– 6 pm.
- Check-out at Carson Hall will be available on Sunday, June 30 from 7:00 am–1:00 pm and Monday, July 1 from 7am – 1 pm.

If you arrive or depart outside of the times listed above for Carson Hall, you will need to check in/check out at the Housing Service Center at Global Scholars Hall (located at 1710 E 15th Ave.). See the MAPS section below for the location of Global Scholars Hall. The housing service center is staffed from 7:00 am–9:00 pm daily. During and after these hours, they may be reached by calling (541) 346-9114.



If you find yourself locked out of your room, please call 541-346-9114. This number is answered 24/7 by Conference Services.

If you have any issues or questions about anything in Carson Hall or your meal card, help can be found by calling (541) 346-9114. This number is answered 24/7 by Conference Services.

PARKING

Overnight Parking: In order to legally park on the UO Campus overnight, **YOU MUST** send an email to conferences@uoregon.edu requesting an overnight permit (be sure to include the dates you need to park). In the email, indicate that you are an official participating in the Olympic Trials. The permit price is \$14 for two days/one night and \$45 for seven days/six nights. Parking and Transportation does not provide a custom pass for over six nights, the only two options are those above. You will need multiple passes if you need to park for more than one or six consecutive nights. The daytime and overnight parking lots are the “R-East lots (59B, 45B, 52, 53, 54) which are located off 15th Avenue and Walnut Street. Once you request your permit, Conference Services will enter your information and you will receive an email with a link to pay for your permit and enter your vehicle’s make, model, and license plate. Once you purchase your permit, you will receive a receipt with parking guidelines and a [campus parking map](#).

Daily Parking: This is available to all officials who are not staying in campus housing and who need to park their car during the day while officiating, please email sport@gotracktownusa.com to request parking information.

MEALS AT CARSON:

Meals will be provided in **Carson Hall** (breakfast, lunch dinner) The dining areas will be open from June 18 (starting with dinner) – July 1 (ending with breakfast). For officials who have been to Hayward Field in the past, this is a change.

Standard Dining Hours (June 19, 20, 25-26, & June 29-July 1):

Breakfast	7:00 am–10:00 am
Lunch	11:00 am–3:00 pm
Dinner	5:00 pm–8:00 pm

Extended Meal Days & Times at Carson Hall:

Friday, June 21 - Monday, June 24:	Dinner hours will be 5:00 pm–9:30 pm
Saturday, June 22:	Lunch hours from 11:00 am – 4:00 pm
Thursday, June 27:	Dinner hours will be from 5:00 pm–9:30 pm
Friday, June 28 & Saturday, June 29:	Dinner hours from 5:00 pm–9:00 pm
Saturday, June 29:	Breakfast will be a self-service grab-and-go for our Race Walk officials. The area will have signage to let you know where to go.

- Officials not staying in campus housing may request Duck Bucks from the Officials Services Team



(sport@gotracktownusa.com) to eat in Carson with the rest of the officials.

- If for some reason the above mealtimes do not accommodate your schedule, please let me know.

We also ask you to be aware of the following:

- Snacks and water will be available in the Official's Briefing Area inside Hayward Field. Water will also be available for you on the field of play.
- No beverages except water (including coffee and colored sports drinks) should be brought into the non-public spaces of Hayward Field or out of the Officials Briefing Room
- After looking at your officiating schedule, the mealtimes, and the information above, please email us at sport@gotracktownusa.com before your arrival to let us know if you have any concerns.

ACCREDITATION:

A credential is required at all times to enter Hayward Field. Starting Tuesday, June 18, you will need your Official event credential to enter Hayward Field.

Accreditation Center:

Ford Alumni Center
1720 E 13th Avenue, Eugene, OR 97403

Accreditation Center Hours of Operation for Officials:

Wednesday, June 19 – Saturday, June 29: 9:00 am – 6:00 pm

APPAREL DISTRIBUTION & INSTRUCTIONS:

Selected officials working more than 3 days will receive 3 navy event polos, a lightweight jacket, and a hat. Race Walk officials arriving to work one day for the Race Walk will receive 1 polo, a lightweight jacket, and a hat. Please remember to bring your USATF Officials' Polo (navy) to the Olympic Trials.

TrackTown USA provided event apparel distribution:

Location: Living Learning Center Performance Hall (LLC)
1475 E 15th Avenue, Eugene, OR 97403

Wednesday, June 19 – Saturday, June 29: 9:00 am – 6:00 pm

A member of the Sports Services Team will be present at LLC during these times for your questions:

Wednesday, June 19	2:00 pm – 6:00 pm
Thursday, June 20	9:00 am – 6:00 pm
Friday, June 21	9:00 am – 10:00 am

If you have any questions or concerns outside this time frame, please contact us using the phone number and email found on page 9 of this manual.



Polo to wear each day:

- **Friday, June 21 & Thursday, June 27:** Navy USATF Officials' polo
- **Saturday, June 22 – Monday, June 24:** Navy officials' event polo
- **Thursday, June 28 – Sunday, June 30:** Navy officials' event polo

Officials must wear the polos listed above on the corresponding dates, khaki slacks or shorts and athletic shoes (Nike or non-branded) with white socks. A white non-logo long-sleeve shirt may be worn under your polo shirt. For more information on USATF Officials' uniform click [HERE](#).

OFFICIALS MEETING

THURSDAY, June 20:

- 5:00 pm–6:00 pm: Head Officials & Referees meet at the Auditorium at Hayward Field near Door 3
- 6:15 pm: All Officials meet at Hayward Field in Section 121
- 6:30 pm–7:00 pm: All Officials Meeting at Hayward Field

After the all official's meeting, Head Officials may meet with your crews inside the stadium or at your event site until 8:00 pm.

Officials Meetings Location Information:

Heads & Referees: The Hayward Field Auditorium is located inside Hayward Field. To access this space, you should enter between the Southeast gate and the University of Oregon Hammer Field. Proceed along the driveway until you reach the garage. You will continue through the garage, the Auditorium is located on your right just past the UO coach's mural.

All Officials Meeting: Will be located in the seating bowl of Hayward Field above the finish line in Section 121.

Please note that you must have your credential prior to entering Hayward Field beginning June 18.

OFFICIATING NOTES FROM MIKE ARMSTRONG

Officials Report Time: Be sure to check with your Head Official for your crew's report time and reporting location.

Official Briefing Area: (designated by ★ on the map located on the last page of this manual)

An officials' briefing space is provided on the 140-track inside Hayward Field close to Door 1 or you may utilize space in Carson dining hall during your meal times. No briefing will be allowed on the field of play.

Field of Play Protocols: Event crews including assigned volunteers are to enter and leave the field of play in a formal group. There will be **no food or drink (except water)** allowed in the field of play or outside the Official's Briefing Room. Official's personal bags may be left in the Officials Briefing Room. **No personal items** are allowed on the field of play.



Additional Officiating Assignments

Javelin Crew

- Men's Dec Shot Put – June 21 – 12:11 PM
- Men's Shot Put Q – June 21 – 6:15 PM

Discus Crew

- Men's Dec High Jump – June 21 – 4:30 PM
- Women's 5,000 Laps – June 21 – 6:22 PM
- Women's Shot Put Q – June 28 – 7:15 PM

Hammer Crew

- Men's Pole Vault Q – June 21 – 5:50 PM
- Men's Dec Pole Vault – June 22 – 1:17 PM
- Women's Hep Shot Put – June 23 – 6:10 PM

High Jump Crew

- Men's 10,000 Laps – June 21 – 7:27 PM
- Women's Pole Vault Q – June 28 – 5:55 PM

Shot Put Crew

- Women's High Jump Q – June 22 – 5:00 PM
- Women's 5,000 Laps – June 24 – 7:09 PM

Pole Vault Crew

- Women's Hep High Jump – June 23 – 11:23 AM
- Men's High Jump Q – June 27 – 5:00 PM
- Men's 20k RW – June 29 – 7:30 AM

CE Coordinators

- Men's High Jump Q – June 27 – 5:00 PM
- Men's 5,000 Laps – June 27 – 8:03 PM
- Men's 5,000 Laps – June 30 – 4:30 PM

Horizontal Jump Crew

- Men's 5,000 Laps – June 27 – 8:03 PM
- Women's 20k RW – June 29 – 7:31 AM
- Men's 5,000 Laps – June 30 – 4:30 PM

Race Walk Crew

- Women's 10,000 Laps – June 29 – 6:09 PM



KEY REMINDERS

- ONLY the head official for each event will be allowed to pick up their equipment bag located in the officials’ equipment room inside the stadium.
- Personal bags are not allowed on the field during competition.
- All officials must confirm their daily duties with Mike Armstrong, even on the days you are not assigned to work.
- No cameras or cell phones are allowed on the field of play or in any competition area.
- Officials should not block any signage or reader boards.
- Bathrooms for officials and volunteers are located by Door 3
- All athletes should leave the Field of Play through Door 3
- Bathrooms during the competition for athletes can be found in the following locations:
 - Horizontal Jumps through Door 1
 - West Shot Put, West High Jump, and Javelin through Door 2
 - Pole Vault, East Shot Put, and East High Jump through Door 4

Entrance Open & Close Times

Officials can use the following gates to access Hayward Field during the following days and times. Gate locations can be found on the map on page 10.

	Day -2	Day -1	Day 1	Day 2	Day 3	Day 4
	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Activity	19-Jun	20-Jun	21-Jun	22-Jun	23-Jun	24-Jun
Entry B1A Open (Accredited)	7:00		9:15	9:15	9:15	9:15
Entry B1A Closed (Accredited)	18:00		20:00	20:00	20:00	19:45
Entry C Open (Accredited)	7:00	6:00	6:00	6:00	6:00	6:00
Entry C Closed (Accredited)	18:00	23:59	23:59	23:59	23:59	23:59
Entry F Open (Accredited)	10:00	10:00	8:00	8:00	8:00	8:00
Entry F Closed (Accredited)	18:00	16:00	21:00	21:00	21:00	20:45

	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Activity	25-Jun	26-Jun	27-Jun	28-Jun	29-Jun	30-Jun
Entry B1A Open (Accredited)			15:00	15:00	15:00	14:00
Entry B1A Closed (Accredited)	18:00	18:00	20:45	20:00	19:00	23:00
Entry C Open (Accredited)	6:00	6:00	6:00	6:00	6:00	6:00
Entry C Closed (Accredited)	23:59	23:59	23:59	23:59	23:59	23:59
Entry F Open (Accredited)	10:00	10:00	14:30	14:00	14:30	12:45
Entry F Closed (Accredited)	18:00	18:00	21:45	21:00	20:00	23:00



VENUE PREPARATION

We request that all field events venues be set up one hour prior to the start of the first event of each day's competition (we are not counting the Race Walks on June 29 as the start of competition). We have the following start time for the first event for each day of competition:

Friday, June 21:	Morning Session	11:00 am (venue set by 10:00 am)
	Evening Session	3:30 pm (venue set by 2:15 pm)
Saturday, June 22:	Morning Session	11:08 am (venue set by 10:00 am)
	Evening Session	4:45 pm (venue set by 3:45 pm)
Sunday, June 23:	Morning Session	10:00 am (venue set by 9:00 am)
	Evening Session	5:00 pm (venue set by 4:00 pm)
Monday, June 24:	Morning Session	10:00 am (venue set by 9:00 am)
	Evening Session	5:00 pm (venue set by 4:00 pm)
Thursday, June 27		5:00 pm (venue set by 3:30 pm)
Friday, June 28:		4:00 pm (venue set by 3:00 pm)
Saturday, June 29:		4:30 pm (venue set by 3:30 pm)
Sunday, June 30:		3:15 pm (venue set by 12:45 pm)

*When the pole vault is the first field event of the day, the venue must be set up 2.5 hours before the start.

COMPETITION SCHEDULE

The U.S. Olympic Team Trials – Track & Field competition schedule can be found [here](#).

Competition Information: Officials can find all related competition information for the U.S. Olympic Team Trials – Track & Field on the [U.S. Olympic Team Trials – Track & Field home page](#).

MAPS:

University of Oregon – [Interactive Campus Map](#)

For Hayward Field - type "HAY" in the Search Bar

For Carson Hall - type "CAR" in the Search Bar

For Unthank Hall - type "UNTH" in the Search Bar

For Matthew Knight Arena - type "MKA" in the Search Bar

For Housing Services Center at Global Scholars – type "GSH" in the Search Bar

For Knight Law Center – type "KNI" in the Search Bar

University of Oregon – [Interactive Parking Map](#)



CONTACT LIST

Technical Information: All communications related to assignments and the technical conduct of the competition will be coming from Mike Armstrong. For questions regarding the conduct of the competition or coordination of the field of play, please contact:

- Mike Armstrong, National Officials Committee Chair at usatf.officials.chair@gmail.com

Housing: To check in or out after designated hours, if you are locked out of your room, or you have any questions about campus housing, please contact:

- University of Oregon Housing Service Center (541) 346-9114

Services: All questions related to room assignments, transportation, hospitality, apparel, and accreditation hours of operation from the LOC please contact:

- The Officials Services Team at TrackTown USA (sport@gotracktownusa.com). From June 19 - 30, you can also text or call (541) 357-8587.



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