

# Orientation for Hayward Field Head Officials and Associate Head Officials



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Version 1, May 2024

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# Head Officials Duties

1. USATF Master level certification, or working toward Master's level
2. Assemble a crew to ensure adequate event coverage throughout the entire year
3. Organize and support the work assignments of available officials (unless assigned by another entity)
4. Identify and contact replacement officials when there is a shortage for an event
5. Communicate in a timely manner if there is a shortage of officials (with appropriate Officials' Coordinator for the meet)
6. Communicate by Google document with Meet Operations which officials are assigned to work the University of Oregon meets
7. Instruct crew which rule book you will be using ahead of the meet so that they can review and apply the correct rules during the competition
8. Provide crew specific communications prior to the meet and answer questions from the crew as they come up.
9. Prior to the meet/event, check the venue for safety and any necessary equipment
10. During the meet, oversee the running of the event to ensure a fair, friendly, and unbiased competition
11. Oversee the reconciliation of electronic and written results at the end of each round or height
12. After the event/competition, assist in, and supervise the cleanup of the venue
13. After the event/competition, return results to the equipment room
14. After the meet, send an email debrief on the event to the Meet Director
15. Attempt to resolve personality conflicts within your crew
16. Instruct your crew on all facets of your event
17. Encourage officials to pursue and aspire to the next level of USATF certification
18. Provide or arrange for mentorship as appropriate
19. Encourage appropriate crew members to aspire to be a Head or Associate Head official
20. Monitor and evaluate crew members based on observations of their work at different meets, specifically in reference to:
  1. Knowledge of rules (encourage review of rule book applicable to the next meet)
  1. Adherence to the Hayward Field [dress code](#)
  2. Demonstrates ability to perform their competition duties as assigned
  3. Ability to work well with others
21. Provide feedback to crew members based on observations of their work at different meets

## Associate Head Duties

1. Be willing and able to perform all above duties as delegated by the Head Official
2. Assist the Head Official with mentoring crew members
3. Assist the Head Official with monitoring and evaluating crew members

# 2024 Hayward Field Key Officials Contact List

You will find the current Key Official's list [here](#).

## Head/Associate Head Meetings

1. **Annual Head/Assoc. Head Officials Meeting:** Held in January, presented by UO and Oregon Track Club (OTC). This meeting focuses on the schedule of track and field meets being held at Hayward Field in the upcoming season. In addition, the UO Meet Director provides information regarding rules, personnel, and operational changes since last season. The OTC representative gives a brief update, as well as the USATF Oregon Certification Chair, a representative from TrackTown, and the Oregon School Activities Association (OSAA) Director.
2. **OTC Training Clinics:** The OTC Officials Committee annually trains and orients new or returning officials in two unique all-day classes in January/February. Each day provides an opportunity for officials to learn about the different events and officiating opportunities available at Hayward Field, community college, and at the high school level. As a Head Official or Assoc. Head Official, you are welcome to join us in training your future crew. If you are hoping to grow the number of officials in your event, this is a great place to recruit. Get in touch with an OTC Officials Committee member [here](#).
3. **Annual Officials Dinner Meeting:** This meeting is hosted by the UO. It is generally held at The Club at Autzen Stadium in February. This is a meeting for all officials to gather pre-season and receive meet information from UO, TrackTown, OTC, and OSAA. Emeritus Officials are recognized. Crews are grouped by table so they can discuss the upcoming schedule and receive updates from their Head Official.
4. **OTC Officials Meeting:** This meeting is sponsored by the OTC Officials Committee for Head Officials as a meet-and-greet and work gathering. The OTC Officials Committee works collaboratively with Head and Associate Head Officials. This meeting may occur annually for the benefit of all officials as needs are identified by the OTC Officials Committee.

# Managing Your Crew

## 1. Workforce

Crew Requirements  
Communication  
Certification  
Mentoring  
Record Keeping

## 2. Conflict Resolution

Crew Member Conflict  
Difficult Crew Member

## 3. Workflow

Venue Prep  
Running the Event  
Post Event

## Workforce

### Crew Requirements:

- Know how many crew members you will need for a meet well in advance so that you can appropriately assign your crew. At Hayward Field, we are accustomed to having a crew member assigned to each position, but some crews operate without the optimal number of officials.
- You might be asked to give the list of officials you have assigned for the meet to the Meet Director up to a week or more in advance of the meet. (If your crew consistently is short of crew members, consider partnering with the OTC Officials Committee before the OTC training clinics, so you can recruit potential officials).

### Communication:

- The Meet Director for the meet should send you an email meet manual about a week prior to each meet with information to share with your crew regarding parking, food, credentials, meet schedule, etc.
- Please read these "meet manuals" and be punctual in sending this information to the crew that will be working the meet.
- It is important to have an updated contact list of all crew members that will be working your event. This list should also include the UO/TrackTown database. You will receive an Excel spreadsheet from UO Meet Director prior to the first Head Officials Meeting with the names of all officials interested in working your event, and the list of meets they have volunteered to work. Use this as your guide to your resources, but verify with your crew members the information accurately reflects their availability.

### Certification:

- USATF Officials Certification is not required for officials to work at Hayward Field. However, it is recommended for any official who desires to work championship meets, such as Big Ten, NCAA, all USATF Championship meets, and the Prefontaine Classic. There is a trend toward committee selection of officials, which will likely limit meet selection by non-certified officials.
- Encourage your officials to obtain and maintain certification and move up to the next level when appropriate.
- The USATF Oregon Certification Chair, [Scott Phoenix](#), will work with you to get your officials certified or assist your officials moving up to the next level.

### Compensation:

- UO, OTC, and some TrackTown meets do not provide monetary compensation to officials or Head officials, but frequently they provide apparel.
- OSAA pays Head and Associate Head officials and other key officials for the Oregon State High School Championships. Many Head Officials use this money to celebrate their crews.
- NCAA Selected officials for NCAA championships are paid and provided apparel, however non-selected officials (volunteer officials) receive apparel only.
- USATF championship meets sometimes pay compensation and provide apparel for selected officials.

### Mentoring:

- Mentoring officials with less experience is an important role for the Head Official. You will have the most versatile crew when all of your officials can do every job assignment.
- Whenever it is allowed or feasible, delegate mentoring to your more experienced officials. When a new official is assigned to work under a mentor during an event, it gives them confidence to work a new role while being able to ask questions during the competition. This is useful for team building and trust.
- Please be aware that officials assigned to the same job every meet become dissatisfied and may desire to leave your crew. Even if a skill set seems limited, an investment in crew members is desirable.
- Mentoring goes beyond the field of play to include recordkeeping (an official's resume), certifications, and applying for meet selection. Mentors should check in periodically during and after the season as a way to train and retain officials.

Recordkeeping: There is a lot of information you need to effectively manage your crew and event. Keeping an updated record of your crew will help you know who can do what without having to rely on memory.

- Contact information should be kept in your phone and on your computer
- If you prefer to keep spreadsheets, those are handy too, especially if you want to keep more detailed records. These can include meets, assignments, years at Hayward (important for earning rain gear and service pins), certification level or evaluations. Hayward Field branded rain gear is currently being offered to officials who have worked at least 3 Hayward meets for 3 years)
- If you keep information on your computer, please make certain the records are kept private from other users.

- Maintaining equipment and supply lists and best-practices documents that you or your crews use is a good way to stay organized. You can find best-practices documents [here](#).
- Any paperwork tools that you or your crews use independent of meet score sheets are great to keep in your files or notebooks.-

## **Conflict Resolution**

1. Crew conflict: You became Head or Associate Head Official because you know your event(s), and you have leadership skills. Needing to resolve a conflict between officials on your crew will not be unique to you. It happens. When it does, respond with respect, gather information from both parties and decide what needs to be done. If it is an argument about rule interpretation, then use your knowledge and a quick consult with your Meet Referee to resolve it. If it is a personality issue, trust yourself to have a conversation with each person involved and ask them simply to resolve it themselves. At the very least, you will learn and understand the problem better. Don't be shy in reaching out to other Heads or your Meet Referee if appropriate. You may also reach out to the Coordinator of Officials to assist you in resolving the matter.
2. Difficult Crew Member: We all have them at one time or another. What if they consistently refuse to follow the dress code, can't seem to learn or apply the rules, habitually show up late, repeatedly cancel at the last minute, or they just simply annoy a lot of people? What should you do? Make sure they understand the expectations you have for them. Coach them for performance. Evaluate their improvement and give them feedback. If you cannot resolve the issue, contact your Coordinator of Officials for assistance before you ask them to leave your crew. As a Head Official, you have a lot of influence. Utilize it.

## **Workflow**

1. Pre-Event:
  - Make sure your venue is properly set up and look for any safety issues that may affect athletes, coaches or officials, and correct them.
  - Pick up all needed equipment and supplies in the equipment room, as well as run/score/flight sheets. (Fill out progressions as appropriate)
  - Check that officials know their assignments and which rule book is being applied.
  - Give athletes specific instructions regarding their event
2. Running the Event:
  - The Head Official remains at the venue until the competition is complete
  - Be aware what other events are running in the vicinity to safely control the flow of people
  - Please start events on time

- Know whether or not there will be introductions of athletes prior to the start of your competition
  - Continue to monitor the venue for safety issues
  - Take care of your crew, and evaluate their performance
3. Post-Event
- Check the score sheet for accuracy before it is turned in
  - Return equipment to the equipment room where you found it. All electronic equipment must be plugged in after the meet to ensure it is ready for the next meet.
  - Tidy the venue by disposing of garbage left behind
  - You may be asked to either evaluate your crew (in the case of USATF meets) or your event (by the UO). You will be sent information regarding evaluations by email either prior to, or following your event.
  - Debrief the event with your crew
  - Please send any major concerns regarding meet operations to the OTC Officials Committee it may elevate the concerns to the appropriate organization

## **Operations Information**

1. Meet Operations:
- Find the Meet Operations Committee members [here](#). The Operations Committee is responsible for making decisions regarding the facility and logistics of UO meets at Hayward Field.
  - When a meet is held at Hayward Field by an outside entity such as TrackTown, USATF, OSAA, Nike, etc, these organizations make decisions regarding how the meets will operate.
  - Head Officials should receive a meet manual via email approximately 1-2 weeks before the meet so that they can prepare their crews for expected changes. It is critical for every Head Official and Associate Head Official to carefully read these manuals before the day of the meet so their event will run smoothly.
  - Meet manuals address general information such as official's parking, food, uniforms, and credentialing. Also included is the most recently updated schedule of events, athlete check-in, and other specific information related to the events. This is the information that you will want to forward to your crew in advance of the meet.
  - Any specific unanswered questions you have regarding the meet may be answered by the referees that supervise your event.
  - Please inform Meet Operations of any needs you have for your event at the beginning of the season, and at the end. (i.e. crossbars, measuring tapes, etc.)



# Informational Websites

1. Oregon Track Club [website](#). Information on the OTC, and Hayward Field, and the *Tracking 27* newsletter for Oregon officials
2. USATF [website](#). General Information about USATF
3. USATF [Officials page](#)
4. USATF [Best Practices page](#)
5. USATF Oregon [website](#)
6. USATF Oregon [Officials page](#)
7. TrackTown USA [website](#)
8. Hayward Field Officials Dashboard [website](#)
9. UO Athletics website, GoDucks. [Track & Field page](#)

## Using the UO/TrackTown Database

This database is used by both UO and TrackTown to maintain information on officials and the meets for which they volunteer.

- The data is collected in January/February when the UO Meet Director sends a “survey” to all officials who worked at Hayward Field last year.
- The OTC sends the survey link to all participants of its annual training clinics held at Hayward in January and February.
- The information is compiled into an Excel spreadsheet and sent to all Head Officials. You will receive this spreadsheet before the annual officials’ dinner.
- Please reach out to your crew members whose names do not appear on the spreadsheet so they can complete the survey. Underscore the importance of them using this survey to assist you in meet planning.
- One simple way to find out who is missing from you crew, is to sort the data by category, using the column “event.”
- You may find names on the spreadsheet you do not recognize. Please contact these people ASAP to find out if they are truly interested in working on your crew. Invite them to the first meet, or to sit with your crew at the officials’ dinner.
- You can cut/paste and manipulate the spreadsheet once you download it to your own computer.
- Use your copy as a sign-up sheet for your meets. It is advisable to double-check with each crew member their availability for each meet, as they may not have a record what they signed up for or their plans have changed.
- You will find updated contact information on the spreadsheet as well, so make sure to check it against your list from last year.

# Competition Rule Books

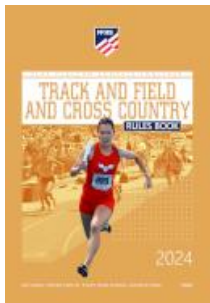
1. NCAA Rule Book: Can be downloaded for free, or purchased: [NCAA Track & Field Rule Book 2023/2024 Edition](#)



2. USATF Rule Book: Download free [here](#) or purchase online at the [TEAMUSA store](#).



3. NFHS Rule Book: Purchase online at the National Federation of State High School Associations (NFHS) - [2024 Track & Field Rules Book](#)



4. World Athletics: [Book of Rules](#), Book C, Competition Rules & Technical Rules

5. Track & Field Rule Book Differences. Compares the rules across the four major rule books. Purchase [here](#).

