

Officiating Meets at Hayward Field

A Meet Management Guide



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Oregon Track Club Officials Committee*

Meet Management Guide, Version 1, 2023

Introduction

How to use this guide

The Oregon Track Club Officials Committee helps recruit, train, and support track and field officials for meets held at Hayward Field and elsewhere. This guide has been written to help meet organizers provide needed information to officials in a timely manner. While we recognize that meet directors and organizers have various constituencies to please, the smooth operation of a meet will only happen if officials are part of the planning process and are given needed information well in advance of the competition.

Preparing a checklist for your meet

This guide attempts to cover general and competition information needed by officials several days prior to meets. Answering these questions will save you a tremendous amount of time, provides you a checklist in preparing for your meet, and aids in dissemination of material. You will know that your communication to officials is complete and will give you the peace of mind that your meet will be officiated in a uniform, fair, and safe manner. Every meet is different, so some parts of this guide might not apply to your competition.

Distributing information to Head Officials

Head Officials at Hayward Field are experienced leaders who communicate frequently with their crew and assign roles which benefit the athletes and meet management. Communication with these individuals well in advance of your meet can pinpoint events that need additional volunteers and/or problems that need solving. It is suggested that all the areas in this guide be communicated to Hayward Field Head Officials and their crews at least one week prior to the meet. Additionally, the Meet Referees, Head Clerk, and Technical Information Director should be consulted 10 days before your meet.

While this document attempts to cover all needed information, if questions arise prior to the competition, please contact any of the Head Officials or Competition Support Heads listed on the next page or the chair of the Oregon Track Club Officials Committee.

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Contact Information for Hayward Field Head Officials and Competition Support Heads

Basket Crew	Catherine Calbreath (Co-head) Joseph Calbreath (Co-Head)	catecalbreath@gmail.com josephcalbreath@gmail.com
Clerks	Jenifer Pleus	jlpleus12@msn.com
Discus	David Rodgers	rodgers@uoregon.edu
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Starting Blocks	Ryan Elliott (Co-head) Sara Elliott (Co-head)	rellio532477@gmail.com saraellio5331@gmail.com
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Coordinator of Officials	Dennis Olafson Randy Lary	trackcen6@gmail.com rlary3@comcast.net
Field Referee	Dennis Olafson	trackcen6@gmail.com
Running Referee	Mike Olsen	MikTul@aol.com
Technical Information Director	Sandy Pashkin	spashkin66@gmail.com

Pre-Meet Questions

Clothing, Credentials, Parking, Tickets

- What should officials wear?
- Where should officials place personal belongings not brought on the field of play?
- What credentials are required for officials to access the competition area?
- Where can credentials be picked up and at what times? Is there an early pick-up time?
- Where will the check-in location be on day of the meet?
- What parking is available for credential pickup?
- What parking is available for Non-competition Marshals on practice days?
- What parking is available for Head Officials on meet day?
- What parking is available for Crew Members on meet day?
- Where will bicycle parking be located on meet day? How do officials access bike parking if they are scheduled before it opens?
- Will there be a section in the stands for officials to sit who are done working?
- Will complimentary tickets be available for officials' families? How will they be accessed?

Meetings, Feedback, Contact Information

- Will there be a Head Officials meeting prior to the meet?
- Where should officials meet for pre and post-meet crew discussions?
- Will Head Officials be asked for feedback by the organizing committee after the meet?
- What are the names and contact information for the meet director, running and field referees, coordinator of officials, technical information director, and facility director?
- Will a governing body representative be present? If yes, what is their contact information?
- What is the competition/administrative chain of command and contact information?
- What is the process to alert Head Officials of any changes in a timely manner?
- Who is the timing company and is there an equipment sponsor?

Clerking Area

- Where will the Clerking area be located?
- What are the spike regulations for this meet?
- How will Clerks communicate with head officials?
- Will athletes competing in both running and field events be escorted to running events by Clerks?
- Will late entries or changes be accepted at the Clerks area or field event site? How are requests made and managed? If so, who authorizes them and how will officials know that the request is approved?

Implement Inspection

- Where is the location of implement inspection?

- What time does Implement Inspection open and close for the day?
- Will there be open hours the day prior to meet? What are those hours?
- What time does Implement Inspection close prior to the event for athletes to check in their Implements?
- Will there be house Implements?
- What time do Implements need to go out to the field?
- Will athletes be allowed to take Implements from the field after the conclusion of event?
- When and where can athletes pick up implements after the competition?
- Where will Implements be stored if not picked up by closing time?

Pole Vault

- Where will pole vault poles be stored?
- Will there be a pole certification process? Who does this?
- Who will make sure that poles are brought out before warmups?
- When and where can athletes pick up poles after the competition?

EDM & ER

- Will Electronic Distance Measuring and Electronic Recording be used?

Volunteers, Support Crews, Lost and Found

- Will volunteers be available to help at event sites or as competition support? Where will they be located?
- Who gives instructions to volunteers who assist with events?
- Will support crews be used for this meet (Basket, Hurdles, Starting Blocks, Escorts Crews, etc.)?
- Will there be a designated lost and found area and where will it be located?

Officials Hospitality

- Where will meals be served and at what time?
- Will snacks be available and where will they be located?
- Will officials have access to water on the field of play?
- Which restrooms can officials use?
- If the meet has long hours, what provisions are there for officials' breaks?
- Will overnight lodging be provided for officials driving from outside this area?

Access, Schedules, Practice, Maps

- What time will stadium gates open and how can officials access the facility? Are there provisions for officials who need to be on site earlier than the stated arrival time?
- When and where can officials find the competition schedule, start/entry lists, and events having flights/heats?

- Where can officials find both the Officials Manual and Participants Manual for this meet?
- What days and times are scheduled for practice sessions?
- Will site maps be provided with numbered locations of officials' check-in, clerk, hospitality, etc.?
- Where will officials enter and exit the field of play?

Competition Questions

Rulebook

- What rulebook will be used?
- Are the measurement units being used consistent with the rulebook being used? (Imperial or metric?)
- Are there any exceptions to the rule book?
- What is the process for officials and athletes when a record is set? What steps are needed for verification?

Athlete Flow

- Where is the location of athlete check in?
- Who will provide hip numbers, bibs and pins?
- Which events use hip numbers?
- Who will check uniforms and shoes/spikes?
- How long are day-of-competition warm-ups on the field of play?
- What check-in deadlines for athletes have been declared?
- What are the final report times to the Clerk's area for running events?
- What are the final report times to the Clerk's area for combined events?
- What are the final report times to the Clerk's area for specific field events?
- When will athletes enter the field of play for running events?
- What time will field event athletes be picked up by the officials at the Clerk's area?
- Will field event athletes be given instructions at the Clerk's area?
- Is there a standard list of instructions to athletes?
- Who brings athletes in later flights out to the venue?
- Who brings athletes from preliminaries out to the finals?
- Where do athletes go after the competition?
- Has athlete flow information been given to the relevant crews?

Event Equipment and Scoresheets/Flightsheets/Heatsheets

- What information about event records and qualifying will be printed on field event flightsheets and running event heatsheets?
- Will the National Anthem time be listed on the schedule?

- What will be the pickup location for event equipment and scoresheets/flightsheets/heatsheets?
- What will be the location to submit final field event results?
- Where will officials' chairs be located and will officials bring them out?
- What responsibility do officials have for post-competition cleanup?
- Are radios available for officials to use?

Field Event Specific

- Will two pits or rings be used for any field events? If so, who will provide the extra officials needed – Head officials, Coordinator of Officials, or someone else?
- How many athletes advance to the finals in the throws and horizontal jumps?
- Are there tie-breakers for other than 1st Place in the finals?
- Will there be a return to competition time limit for an athlete who checks out of an event to compete elsewhere?
- How many attempts are permitted in the throws and horizontal jumps?
- Will starting heights and progressions be included on vertical jumps scoresheets?
- Will minimum distances be used? If so, what are they, are they included on the field event flightsheets and is the first legal throw recorded?
- Will temporary taped foul boards be used in the horizontal jumps? If so, what are the distances from the pit? Will more than two takeoff boards be allowed?
- What runway markers are allowed and who provides the markers for athletes?
- What measurement methods will be used? (Measuring tape, lasers, other?)
- Who provides an event timing clock for field events?
- What is the flow of field communication between the event, clerk, announcer and production?
- When there are equipment sponsors, what equipment is allowed when the sponsor does not supply certain pieces of equipment? (Bars, timers, standard boards etc.)
- Will field events be stopped for the start of particular races?
- When can field event athletes cross the track to talk with coaches and view video?
- If the track will be closed, will there be a PA announcement?
- Are there any other event specific notes?

Running Event Specific

- Are Lap Counters needed? How many? For which races?
- Will a Hurdle Crew be needed?
- What is the accepted material allowed for acceleration marks? Duct tape is not allowed on Hayward Field.
- Who is responsible for providing relay batons?
- Are there any alley starts?
- Are there any events with irregular starting lines?
- Will pacers be used? How will they be identified?

- Who will deliver finals start lists to officials on the track during the meet?
- Who do officials notify for biohazard clean up?
- Will there be an in-stadium clock labeled 'meet time'?
- If doing anything unusual, such as having fans on the track, will additional volunteers be provided to marshal the event?
- If music will be played, who will stop the music when the gun goes up?

Introductions, Exits, and Awards

- Will athletes be introduced on the field of play, at what time, and what direction do they face?
- Will award presentations take place on the field of play?
- Who is responsible for bringing athletes to the awards area?
- Where can athletes exit the field of play? Do they need escorts and if so, who?
- Can athletes not receiving awards leave the field of play when they are finished?
- Can athletes leave the field of play to talk to coaches?
- Where is the athlete recovery location?
- Will winners take a victory lap?
- How does the Basket Crew deliver clothes to the winner?

Medical Services and Trainers

- Where will Emergency Medical Services and trainers be located?
- Will they have clothing that will identify them?
- Is there an Automated External Defibrillator (AED) available and if so, where is it located?

Protest Table and Results

- Will there be a protest table and where will it be located?
- Where can final results be found and approximately how soon after events are over?

Videographers, Photographers, Coaches, and Television

- Will this meet be televised and do the broadcasters have requests of officials?
- Are coaches permitted on the field? If so, where and how will they be identified?
- Where will videographers/photographers be permitted on the field of play?
- Will videographers/photographers have clothing or credentials that identify them?
- Have these individuals been given instructions about where they are permitted?

Weather Contingencies

- When will decisions be made regarding direction of running events due to wind?
- Who is involved in that process and how will the decision be communicated?
- When will decisions be made on direction of field events due to wind?
- Who is involved in that process and how will the decision be communicated?
- What is the plan for severe weather events? (lightning, earthquakes, etc.)