

# **OUT OF STADIUM PROTOCOLS, SAFETY, ROLES & RESPONSIBILITIES**

## Introduction

This document describes the roles and responsibilities of various Out of Stadium officials and the safety issues associated with their roles.

Out of Stadium officials are appointed to ensure that

- The competition is conducted within the IAAF/IPC and local Rules of competition in an impartial and unbiased manner;
- The safety of all competitors and officials is paramount and managed to the best of their ability;
- The events are conducted at the scheduled times; and
- The involvement in the competition enables all officials to enjoy the experience and contribute to the successful completion of the events.

## Pre Competition Activity

Preparation for an Out of Stadium competition will have commenced well before the date and time of the events focusing on course preparation and collation of equipment. Notices will have been sent to all appointed officials before the event providing associated competition day information. It is imperative that all nominated Out of Stadium officials report to the nominated venue at the requested time so as to

- receive instruction as to completion of any required pre competition work; and
- receive any briefings as to the relevant specific issues regarding the competition events.

All Out of Stadium officials will be in attendance for

- an overall meeting conducted by the Technical Delegate; and
- a team meeting conducted by the relevant Chief Judge/Chief Umpire for appointed personnel, both officials and volunteers.

## Team Meetings

Members of the Out of Stadium team (Referees, Umpires, Chief Finishing and Transponder Judges and Manual Timekeeper) will meet at a time as set by the Chief Umpire to discuss race matters and receive event information. This information is usually contained in a folder with a race program, course map course positions and incident report forms. It is important that all officials understand their area of responsibility and seek clarification of any matters at this meeting.

In addition, at this meeting identification vests (as appropriate) and radios are issued. Mobile telephone numbers of officials are provided to the Chief Umpire (for emergency use only).

It is imperative that all officials prepare themselves for the competition by possessing sufficient warm and wet weather clothing, take a toilet break prior to the start of the competition and obtain sufficient food and water before proceeding to their nominated position on the course.

03/2016

### Pre Event Activity

On arrival at their nominated course position, all officials should inspect their area of the course, rectify any items that require attention and notify the Chief Umpire or Referee of any issues that may prevent the events starting at the programmed time. In addition, all officials should advise an “all clear” to the Chief Umpire as part of the pre-event radio check.

### Radio Usage

Unlike track events, Out of Stadium events have officials in positions most of which cannot be seen by the Referee or Chief Umpire. It is therefore important that all officials make best use of the radio network for the giving and receipt of information to enable the proper conduct of the competition. In particular, all officials should listen for the start of the competition event(s) and information as to starting numbers. During the event(s), umpires out on the course should, as considered appropriate, report the positions of the first and last competitors as well as the details of any competitors who withdraw from the event and whether any medical attention is required.

Radio protocol should be strictly observed by

- identifying the caller;
- providing succinct relevant information; and
- promptly answering any queries from other officials.

### Event Monitoring

All officials should observe the conduct of the event(s). In particular, for Out of Stadium events officials should notice

- competitors remaining on the designated course at all times. When a competitor leaves the course, he/she is deemed to have withdrawn from the event;
- competitors being paced or coached by non- race participants;
- competitors pushing, obstructing or jostling other competitors; and
- any uniform violations.

In addition, officials should watch for any vehicles, non-competitors or animals entering the course and be vigilant in clearing the course to ensure that competitors are not impeded during the event.

### Roles and Responsibilities of Officials

#### *Technical Delegate*

The Technical Delegate will

- ensure that the course is prepared and properly considers the safety and security of competitors;
- ensure that all equipment required for the proper conduct of the competition is available and functional;
- ensure that all officials (including medical) have reported correctly prepared for duty; and
- conduct a final inspection of the course and infrastructure (usually with the Referee) on the day of the competition and ensure appropriate remedial action is completed as required.

### *Referee*

The Referee will

- conduct a final inspection of the course and infrastructure on the day of the competition (usually with the Technical Delegate);
- ensure that the Rules (and Technical Regulations) are observed and decide on matters which arise during the competition and for which provision has not been made in these Rules (and Technical Regulations);
- advise the Competition Director if an event is all clear or whether there are any reports;
- rule on any protest or objection regarding the conduct of the competition;
- use his/her authority to warn or exclude from competition any competitor guilty of acting in an unsporting or improper manner; and
- have no jurisdiction over matters within the responsibility of the Chief Judge of walking events (including disqualification of competitors during the event). However after receiving advice from the Chief Judge of walking events, the Referee shall declare the final placings and advise any competitors of post event disqualification.

### *Chief Umpire*

The Chief Umpire will

- prepare an umpiring roster for the competition that indicates the positions of all umpires;
- convene and chair the team meeting of Out of Stadium officials prior to commencement of the competition;
- collate and issue the umpires' folders providing all relevant information for the competition;
- receive advice from any umpire(s) wishing to have their practical card completed;
- communicate during the events with umpires regarding reports, positions of competitors and that course changeovers have been completed in a timely manner;
- advise "all clear" to the Referee at the completion of each event or whether there is a report; and
- monitor the well-being of umpires (including relief as required) and performance of their duties.

### *Chief Finishing Judge*

The Chief Finishing Judge will

- record the placings of the competitors at the finish of the event(s);

- in conjunction with the Chief Umpire, arrange for officials to record lap times and placings in multi lap events;
- record numbers of any DNF competitors as advised by other officials;
- obtain race times from the Chief Timekeeper; and
- retain all lap counting/lap scoring/timekeeping information for possible use by the Referee and/or the Jury in dealing with a protest.

#### *Chief Transponder Judge*

The Chief Transponder Judge will

- ensure equipment is set up correctly to record times of competitors as they cross the finish line (both during and at the end of the event(s));
- record all DNS and DNF competitors advised from other officials;
- confer with the Chief Finishing Judge regarding any finish order anomalies; and
- confer with the Administration Delegate as to the publishing of the results of the event(s).

#### *Umpires*

Umpires are the eyes of the Referee but with no powers to make decisions. They observe the conduct of the competitors on the course and report any Rule infringements to the Chief Umpire (initially by radio and later via a completed incident report form). Any improper conduct should also be reported.

For occasions where incidents do not disadvantage competitors, umpires shall keep notes and, if requested by the Referee or Chief Umpire, only then complete an incident report form.

Umpires possess a Duty of Care to all competitors and should notify the Chief Umpire when medical assistance is required on the course. Umpires may also be required to assist with arranging transport to the finish area for competitors who do not complete their event.

#### *Start Referee*

For Out of Stadium events a Start Referee is appointed to oversee the start area and fulfils several duties. He/she will

- keep an accurate record of start times and communicates the starting of events to other officials on the course;
- ensure that the Start Team has corrected allocated competitors to positions on the start line and to correct barrier boxes as required;
- confer with the starter to ensure that the positions of competitors on the start line are as equitable as possible, i.e. that the maximum number of athletes are on the front row of the start line; and
- impose and notify the imposition to competitors of any disciplinary warning. The Start Referee should be aware of any previous disciplinary warning and advise the Competition Director of any warnings given.

#### *The Start Team*

The Start Team (Starter and Starters Assistants) will carry out the following duties

03/2016

- receive the competitors and the start list from the Call Room and check that all competitors have the correct competition uniform and that bibs and transponder tags are securely fastened;
- assemble the competitors behind the start line in order (i.e. in the correct barrier boxes as required);
- provide any instructions to competitors that may be relevant to the event, e.g. course changeover for a multi-lap event with different lap lengths; and
- ensure a fair start of the event. If there is any doubt about the legality or fairness of the start, the start of the event should be recalled.

### Safety Issues

Well being of competitors is important. All officials are to be vigilant in relation to the health and safety of competitors during the event(s) particularly those who show signs of fatigue. If in doubt, officials should request medical assistance for the competitors.

The well being of officials is also important. All officials are to be vigilant as to the health and safety of their fellow officials during the competition. If notified, the Referee of Chief Umpire should call for medical assistance for any official unable to continue his/her duties during the competition and arrange alternate official coverage as required.

### Refreshment/Water Stations

Officials (generally Umpires) are often required to oversee the operation of Refreshment/Water stations manned by Volunteers. Umpires should be aware that there can be three (3) types of liquids available for competitors during Out of Stadium events

- special drinks bottles prepared and suitably marked by competitors that are forwarded to the competition administration prior to the event. These bottles are then transported to the various Refreshment stations and signed over to the Refreshment Station Team Leader who will arrange for the bottles to be placed on the tables for the competitors;
- isotonic drinks (e.g. Gatorade) that are prepared by the Volunteers and placed in cups on separate tables for the competitors; and
- water placed in cups (2/3 full) by the Volunteers and also placed on separate tables for the competitors. Note that only water is available for competitors in Out of Stadium races that are 10km or less in distance.

Officials should confer with the Refreshment Station Team Leader to ensure that the Refreshment Station is correctly set out to enable competitors to take or receive drinks without impeding other competitors.

Officials should ensure that Refreshment/Water Station Volunteers do not run or walk alongside competitors or provide coaching advice. However, Volunteers are allowed to retrieve used cups/bottles on the course provided that competitors are not impeded. Any infringements regarding Refreshment Station incidents should be notified to the Chief Umpire and the infringing parties warned to desist.

NOTE Drinks can only be handed to competitors from behind the table or, where appropriate, from a position within one metre of either end of the table.

### Toilets

In events longer than 15km, competitors are able to take toilet breaks without being deemed to have left the course. Any official whose coverage includes toilets should record the toilet entry and exit time of competitors as well as monitoring the correct exit direction.

### Pit Lane Issues

Road walking events that have Pit Lane stop areas may require duties to be carried out by officials other than Race Walk Judges. These duties may include setting up of the Pit Lane area and recording of the bib number, entry time and exit time of any competitor in the Pit Lane. Generally a Referee will be in attendance to oversee the use of the Pit Lane process.

### IPC Events

During road race competitions there may be separate or concurrent IPC events conducted with able bodied events. Officials should be aware of any impeding hazards such as sharp corners, gutters, drains and uneven surfaces and, if thought appropriate, advise IPC competitors during their events.

