

CYO

Track & Field

Meet

Officials

Handbook



2009



CYO/Camp Howard
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Portland, OR 97232

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cyocamphoward.org

**CAMP
HOWARD**

Dear Track & Field Officials Candidate,

Thank you for your interest in becoming a Track & Field Official. We look forward to working with you this season and hope you will find the enclosed information helpful in performing your assigned role as a Track & Field Official. Several documents will be needed in your training. This document covers specific information as it pertains to the smooth running of a CYO track meet. The CYO Sports Manual and the National Federation of States High School Association's Track & Field and Cross Country Rules Book are two additional documents that you will need to complete your training. Both books will be handed out during the Officials Clinic on March 4th, 5-8p.m., and 28th, 9a.m.-12p.m., in the lunchroom at Valley Catholic H.S. (4275 SW 148th St, Beaverton)

Online at the cyocamphoward.org website, you will find the following documents that need to be completed before, or at, the Officials Clinic:

1. CYO Track & Field Official's Contract
2. Availability Schedule
3. Payroll information

Please remember...we must have all paperwork filled out entirely, and accurately, to be paid!

You may be interested to know there are other CYO opportunities for officiating throughout the year in other Fall and Winter sports. We will attempt to contact you in the coming year to remind you of these opportunities as they become available.

Please return asap, by mail or in person to the CYO Office:

The CYO T&F Officials Contract

Payroll information

Availability Schedule as soon as possible.

Indicate on your availability schedule if you are interested in officiating in other CYO sports.

Thank you for helping us to "Make Great Memories for Kids"

Meet Director

The Meet Director is responsible for the smooth running of the Track and Field Meet. The Meet Director should hold no other position at the meet. It is the job of the Meet Director to:

During the week before the Meet:

1. Charge or replace batteries in all units requiring batteries
2. Make sure there are enough "Blanks" for starter at next meet
3. Check paper supply in timing device & have new rolls on hand
4. Find out what areas at the site will need to be marked off with posts and flagging material.
5. Contact Athletic Director at site and find out about the site. Ask for a tour if he has time, Where are the high jump materials kept? Rakes for long jump pit...

The Morning of the meet:

Arrive at least one hour prior to the start of the meet to assure the following:

1. Check in workers for the meet. (You will receive worker sheet from Mark Lee)
2. Workers set up the following in this order:
 - A. Tent set up for Head Timer & Scorekeepers
 - B. Set up high jump area if it is not set up (Portland Christian, Milwaukie)
 - C. Turbo Javeline sectors and posts with flags
 - D. Mark off with posts and flags:
LaSalle High School & Valley Catholic fence off with posts and flags:
 - Three feet from the track toward the grandstands the length of the track to keep people off the track.
 - Outside of long jump pit
 - E. A laminated "Schedule of Events" should be posted somewhere where people can see it
 - F. Put all boxes with materials at the Scorekeeper tent and check out the material to workers at the beginning and check it in at conclusion of event
 - G. Unlock press box
3. Assist Starter in finding and marking beginning point of each race and relay exchange areas

During the Meet:

1. Troubleshoot problems & run a SAFE meet
2. Make sure the meet runs on time with help of officials and announcer
3. Be knowledgeable of all aspects of the meet and be able to answer questions, etc. Will prepare "Red Card Disqualification" slip if necessary and attach to result sheet for the event where the infraction occurred.
4. Resolve disputes according to CYO rules and philosophy and or call upon the assistance of CYO Commission chair or membership.
5. Directs the Meet Announcer to make all calls for races (Field Officials request directly to Ann.)

After the Meet:

1. Direct all volunteers to clean their area prior to leaving facility
2. Put away everything you took out - high jump materials etc.
3. Direct all paid workers to assist in **CLEANING UP FACILITY**
 - ALL garbage from field, bleachers, track area
 - Make sure you have checked in all CYO materials from workers
 - Turn off walkie talkies
4. **LOCK** press box
5. After everything is **PERFECT**...check workers out.

Clerk of the Course and Assistant Starter are the two titles given the individuals who operate the Bull Pen. These two officials play a vital role in organizing the competitors and avoiding unnecessary delays in the continuance of events.

BULL PEN / CLERK OF THE COURSE

Bull Pen/Clerk of the Course - This person is responsible for assigning runners to a specific heat and lane. After the first call for each event, runners will be reporting to the bull pen area. Runners must be divided into the proper division (roadrunner, cub, cadet) and then further divided into heats by grade. After the final call of an event, all runners should be present. Remind runners to stay in their lane till their stickers have been removed. Volunteers will lead runners, by heat, from the bull pen area to the starting area. Remind runners to stay in their lane until their stickers have been removed.

Bull Pen - Rules:

- 1. Boys must compete with boys, and girls must compete with girls.**
 - a. Exception is 3000M. and 1500 M., depending on number of athletes we may choose to run mixed divisions (Starter will determine)**
- 2. Divisions:**
 - A. Roadrunners**
 - B. Cub**
 - D. Cadet**
- 3. Individual races - athletes must compete in their own division.**
- 4. Relay races - athletes may combine divisions with the following restrictions:**
 - A. All members of the relay team must be the same gender**
 - B. The division of the relay team is determined by the oldest member of the team.**
 - C. 2 Relay teams per division per school**

Instructions for Bull Pen:

- 1. Review the running event schedule**
 - A. Familiarize yourself with the starting point, or exchange area, for each race.**
- 2. Insure you have at least 4 volunteers.**
- 3. Coordinate with Announcer when to call for races**
 - A. For 100's and relays (popular races) it may be advisable to call for event#/gender.**
- 4. Control the Bull Pen area to reduce noise that may interfere with the Start of a race.**
- 5. Preparation for each event:**
 - A. Separate between boys and girls**
 - B. Separate between divisions (Roadrunner, Cub, Cadet)**
 - C. Divide up athletes in heats of 8 (# depends upon how many lanes used)**
 - D. Within each heat, give lane assignments of 1-8**
- 6. Inform starter and finish line of how many heats in each division.**
 - A. Example: 6 heats - Roadrunner (2) Cub (1) Cadet (3)**
- 7. Examine shoes of runners. No spikes for roadrunners. (must change or not run)**
- 8. Relay teams must be attired in matching tops and bottoms. (may result in disqualification)**
- 9. Instruct athletes to remember their heat and lane. Write the lane number on the hand of each relay runner. This will help eliminate confusion as runners assemble in the exchange areas.**
- 10. Have a female volunteer write, in pen, the lane number on the athletes sticker.**
- 11. Have volunteers walk heats, in order, to appropriate start area, while being careful to avoid obstructing the view between Starter and Head Timer.**

Starter

The Starter is responsible for explaining the starting commands to competitors before each heat. The starter will receive a signal from the head timer when timers are ready. A red flag indicates not ready, and a white flag indicates ready to start race.

1. Pick up starting equipment from the Meet Director and inspect it. Be sure you have an adequate supply of blanks for the meet. Load both guns provided and test equipment (once).
2. Identify all starting lines and exchange zones for all races and lanes. Check with Meet Director to verify correct starting location.
3. Review race schedule and prepare for races. Be sure you are familiar with current year NFHS Rules regarding the Start and False Starts.
4. Coordinate with Clerk of Course for forwarding competitors in a timely/accurate manner.
5. Report to starting line before the start of each race.
 - A. Inspect Roadrunner shoes, no spikes allowed
 - B. Review instructions with each heat covering race and starts
6. Starting commands
 - A. For relays and races less than 800 meters shall be “on your marks”, at this signal competitors will take their position on the starting line. After they have taken their positions, and are steady on their marks, the starter shall then instruct them “set”. At this command, all competitors will assume their final set position. No part of their body may touch the starting line. When all competitors are set and motionless, the starter shall fire the gun. The interval between the set command and the firing of the gun, is usually 1 - 2 seconds.
 - B. For races of 800 meters or longer, the starting commands shall be “runner set”. When all competitors are steady, the starter shall fire the gun.
7. When ready for start of race, The Starter will raise white flag and wait for white (ready) flag from Head Timer.
8. Upon seeing the white flag from the Head Timer, inform runners to move to the starting line.
9. Starter takes the position appropriate for the start of each race (NFHS Rule Book).
10. Starter raises the arm holding the starting gun to a position 90 degrees to the body and begins the command sequence for the start of the race. On the command “set”, the Starter’s arm is raised to a position just short of vertical above the head. Starter waits until all competitors are motionless (1-2 seconds) and fires the gun. (Cadence of starting commands should be consistent between races.
11. If a runner does not immediately attempt to follow the Starters commands or distractions may inhibit a fair start, the Starter may release the runners by lowering the arm while saying “Stand up”. The offending athlete will then be charged with a “False Start”, a warning may be issued, or steps taken to eliminate the distractions. The Starter will determine to correct course of action.
12. Each runner is allowed one false start. If a runner commits a second false start, he/she will be disqualified.
13. If the starting gun has been discharged and a False Start has been committed, a false start shall be signalled by a second firing of the gun to call competitors back.
14. After all races have concluded, unload all spent and unspent blanks, wipe all guns dry, and pack guns into the container provided. **Do not stores guns wet.**
15. After the conclusion of all running events. Return supplies to the Meet Director and receive additional duties to conclude the meet.

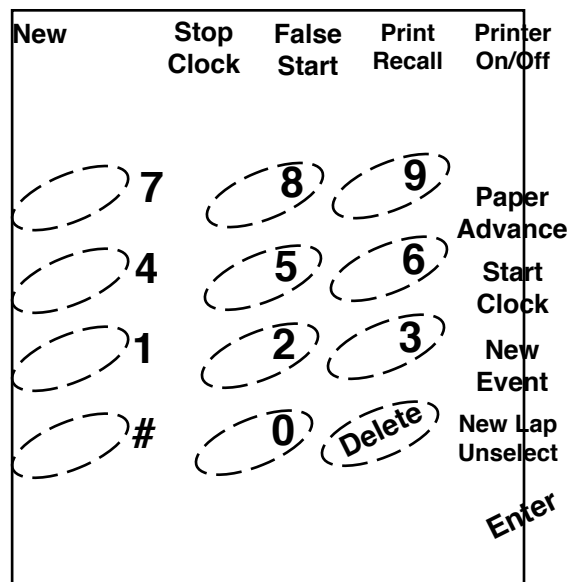
Head Timer

There will be a designated Head Timer who will signal the starter with a white flag when all timers are ready prior to each race. A red flag indicates the group is not ready.

1. Pick up all Timing equipment from the Meet Director and help set up the Timing and Finish Tents. Inspect all equipment and supplies to insure adequate on-hand supplies for the meet.
2. Set up all timing equipment (tables and Sprint 8 system). See attached sheet for Sprint 8 meet and race setup. Determine a point mid-way between running events (or read the Sprint 8 instruction sheet) where the batteries will be replaced for fresh batteries.
3. Coordinate with Meet Director and Announcer to procure all timer volunteers (8 minimum).
4. Assemble all timers, hold a training session (including actual use of equipment in simulated race situations), determine break schedules, retraining plan if timers will be replaced mid-meet, etc.
5. Determine and designate additional duties to be performed such as:
 - A. Only the Head Timer starts the Sprint 8 timing system for each race, determines when all timers are ready, and signals Starter.
 - B. During distance events, volunteer timers should be specifically assigned duties including:
 - i. At least 3 timers should watch for passed/lapped runners, lead runner, and aid the Head Timer to determine remaining distances for each runner.
 - ii. One timer may be assigned to maintain the Lap Counter sign.
 - iii. One timer may be assigned the duty of signaling the Bell Lap for the Lead Runner.
 - iv. One timer may be assigned to activate the single stop button (Lane #1) for all runners crossing the finish line.
6. The official time of a race starts with the smoke, not the noise, from the gun. At that time the Head Timer starts the Sprint 8 timing device by a single push of the Lane 1 button. Just after starting the Sprint 8 system for the race, the Head timer should check to insure there is no additional activation by any other lane (inadvertent press of a button by a lane timer. The appropriate location for a Timer to time a race is at a position very near the vertical plane of the Finish Line. For all races run entirely in lanes, timers should concentrate on the runners until they are within 10 meters of the finish line. They should then watch the finish line. The competitor has finished the race when the torso reaches the edge of the finish line. The Sprint 8 button, numbered with the corresponding lane number is pushed with the index finger as the runner, in their assigned lane, reaches the finish line. The button must only be activated one time per race to record the finish time.
3. Any discrepancy, in the time or place of finish, will be decided by the Head Timer and Finish Judge if necessary.
4. Immediately after the finish of the race, the Head Timer will review the race "receipt" make any necessary corrections, and hand it to the Finish Official.
5. The Head Timer will coordinate the supplies and notify the Announcer when to call for Relay Judges as needed.

SPRINT 8 Timing Unit

1. ___ Put in fresh batteries, check that there is enough paper for the meet (read point #9), and turn on the machine!
2. ___ Screen will give you a choice of Track or Roadrunner: Choose "TRACK"
Push "1" for Track
3. ___ You will be given four choices, Push "1" for timed
4. ___ Push "1" for new meet at the beginning of the day
Push "2" for same meet after changing batteries half way through the meet or other interruptions
5. ___ Press "New Event"
 - a. If the event finishes in the lanes such as 100, 200, 400, 800 push "2"
 - b. If the event finishes in lanes other than the one the runner started in such as the 1500 and 3000, push "1"
6. ___ Enter Distance by pressing digits on the pad such as "1" "0" "0" for 100, etc.
 - a. If you make a mistake press "delete" and it will delete 1 digit at a time.
 - b. Press "Enter" after you get the distance you want.
7. ___ To start a race, the Head Timer presses "Start Clock" on the unit.
The clock will stop when the Head Timer presses "Stop Clock" on the unit
8. ___ Push "New Event" button on unit and you will go through menu again for each race.
9. ___ Changing rolls of paper can be interesting if you haven't done it before. You would be wise to locate the paper slot while it has paper in it. You will probably have to change it during the meet.
10. ___ Change the batteries after the Shuttle Relay. This will keep you from having to have a race run again because the unit went dead!



Finish Official

The Head Finish Official is important because the accuracy of meet results is greatly determined by this person's ability to keep track of people, facilitate conflicts, etc. In cases of disputes, the Head Timer should be called in to make the decision. If unable to resolve an issue, the Meet Director will be consulted for a final decision.

1. Meet with Meet Director and obtain all equipment and supplies needed for the meet. Help coordinate setting up the Finish Tent and table and then organize all race supplies.
 - A. Sort popsicle sticks. Minimum of 6 sets 1-8 with 2 sets 1-30.
2. Coordinate efforts with Meet Director and Announcer to procure necessary volunteers (min. of 6).
3. Conduct Training meeting with all volunteers, walk through the process in live role playing demonstrations. Assign responsibilities, and go over timing plans including break schedules, and relief coverage and replacement training timing.
4. Runners Cross the Finish Line triggering the following process:
 - A. Numbered popsicle sticks are handed to each finisher as follows:
 - i. In-lane races (e.g., 100M) 2 to 4 Finish Line volunteers take 2 lanes each and hand finishers a popsicle stick corresponding to the lane assigned to the runner by the Bull Pen Official. Care should be taken to make sure that the lane where the runner finished, is the same as the lane they were assigned by checking the racer's competitor sticker. The Bull Pen should have placed the lane numbers on one of the competitors labels.
 - ii. Non-Lane finish races (3000M) racers are given popsicle sticks that correspond to their order of finish, regardless of Group/Division, e.g., Cub, Cadet mixed race.
 - B. Volunteers organize finishers by popsicle stick order. 1, 2,....
 - C. The Finish Official records the Event information to the Running Event sheet(s), and attaches the race receipt with a single staple.
 - i. For races run entirely in lanes
 - a. Finish Official calls the Event, Heat #, 1st place lane #.
 - b. The appropriate runner's stick and competitor label is collected and attached to the Running Event sheet. This is repeated for each competitor in the Heat.
 - ii. Events finished in common lanes
 - a. Longer runs such as the 1,500 and 3,000 will normally have multiple classifications in a single race. Label the Running Event sheet(s) with both event numbers and apply stickers in order of finish. If additional sheets are needed, complete the information on all sheets and continue from the previous sheet. Label each sheet as 1 of 3, 2 of 3, etc. All labels must show the correct gender. Staple all sheets together, with race receipt on top.
5. Running Event sheets are completed for each race and placed in the Running Events notebook.
6. At the conclusion of all running events the Finish Official will organize all supplies for the next week. Heat Winner ribbons will be carefully re-packaged, popsicle sticks sorted and banded, and all supplies returned to the Meet Director. Report to the Meet Director for additional duties.

Relay Lane Judges

The Lane Judge volunteers are responsible for reporting any infractions or irregularities during a race to the Meet Director. Any infraction of the following rules may result in disqualification from the event. A Lane Judge will be stationed at each exchange zone during a relay. Each Judge will have a red flag and a white flag. Waving the white flag indicates readiness and waving the red flag means your group is not ready.

- 1. Lane Judges will be coordinated by the Meet Director. The Meet Director will insure Relay Lane Judges are available before the start of all relays. The Meet Director will instruct the Lane Judges, assign locations, and hand out the red/white flag.**
- 2. Interference is any action by a competitor which unfairly changes the course or natural running rhythm of a runner during a race. This may include bumping, tripping, or running across the runner's path.**
- 3. Aiding or coaching a competitor after the race has been started is not permitted. No one (coach, teammate or spectator) may run alongside a competitor during a race.**
- 4. A competitor may not wear a watch during a race.**
- 5. When a race is run in lanes, each competitor shall stay in his or her own lane during the entire race. A competitor who, without being fouled and running around a curve, gains an advantage by stepping on or over the inside lane may be disqualified.**
- 6. In a race where lanes are not specified (3000 M, 1500 M, 800 M and the 2nd and 4th legs of the 1600 M relay) a runner may change to the inside lane of the track when the competitor is one full running stride (approximately 6') ahead of the runner whose path is crossed. It is a foul if a runner interferes in any way with another competitor's stride.**
- 7. The baton must be handed from the competitor to the succeeding teammate within the exchange zone.**
- 8. If the baton is dropped in the exchange zone either runner may retrieve it, even from another lane, provided the runner does not interfere with an opponent and the baton is retrieved within the limits of the original exchange zone extended across the track.**
- 9. If the baton is dropped outside the exchange zone, it must be retrieved by the runner who dropped it.**
- 10. After passing the baton, the relieved runner should stand still or jog straight ahead to avoid interference with other exchanges. competitors may leave their lane at any time after the exchange is made as long as they don't interfere with other competitors.**
- 11. Throwing the baton following the finish of any relay will not be allowed.**
- 12. In the shuttle relay, the 2nd, 3rd and 4th runner may not leave their starting mark, before the line of exchange zone is broken, by the torso of the incoming teammate. The exchange zone is designated by a line placed 4' ahead of the starting line.**
- 13. When an infraction has occurred, the Lane Judge will raise a red flag upon observance. The Meet Director will then go to the Judge and obtain the information and make the necessary notation to the Running Event sheet and complete a "Red Card Disqualificaton". The Meet Director will attempt to inform the appropriate coach in the event of a disqualification.**

Running Event:

Staple Heat Receipt Here

Date: _____ Location: _____

Roadrunner [] Cub [] Cadet []
Boy [] Girl []



Place	Label	Time
1st		
2nd		
3rd		
4th		
5th		
6th		
7th		
8th		

HIGH JUMP OFFICIAL

1. **Important Rules (Review all rules in the CYO Sports Manual and NFHS T&F Book)**
 - A. Each competitor is allowed three (3) trials at any one height. Competitors may accept all three trials, or elect to pass any one of them. Unless the contestant has had three unsuccessful trials at a given height, the competitor may elect to pass a height.
 - B. The competitor is eliminated as soon as there have been three consecutive unsuccessful trials, regardless of the height or heights at which the unsuccessful trials were attempted.
 - C. A competitor may attempt to clear the bar in any manner, provided the take off is from one foot. No weights or artificial aids are allowed.
 - D. It counts as an unsuccessful trial if:
 - 1) The competitor displaced the bar
 - 2) The competitor touches the ground or landing area beyond the plane of the crossbar without clearing the bar, including under the bar!
 - 3) When, after clearing the bar and landing in the pit, a competitor stumbles against the standard and displaces the bar.
2. **Procedures**
 - A. Procure all supplies from the Meet Director. Check for sufficient supplies for meet.
 - B. Locate and set up High Jump area including mats, standards, and crossbar. Set up the support standards facing each other at the prescribed distance. Check for any safety hazards and report any unsafe condition to the Meet Director that you were unable to correct yourself. Sweep the run-up area if needed.
 - C. Coordinate with the Announcer for calling competitors to the event.
 - D. Sign-up all competitors. Competitors may sign-up in the appropriate division any time before the beginning of their competition. To sign-up means the removal of one competitor label from each athlete and attaching it to the High Jump sheet.
 - E. Spectators are not allowed in the Field Event areas. Tactfully remove all non-competitors from the area. Keep controllable distractions to a minimum. E.g., talking by waiting athletes while a jump is being attempted.
 - F. If a competitor is involved in a running event, after checking in at the field event, he/she is allowed to go to the running event after the first call, but must return immediately after the completion of their heat. When a competitor returns, continue his/her trials where he/she left off. In Developmental Meets only: under extraordinary circumstances, and with the approval of the Event Official and Meet Director, the bar may be lowered to a previous height. Consideration should be taken to avoid this procedural exception when determining when to raise the bar to a new height. Jumps by competitors may be taken out of order to accommodate a running event athlete.
 - G. Explain rules and procedures to all competitors at the beginning of competition for each division.
 - H. Allow 2 warmup attempts per individual. If time permits, an additional warmup attempt may be allowed.
 - I. Re-inspect the run-up, support standards, crossbar, and landing areas frequently. Readjust landing pads if necessary for safety. Once competition begins, support standards should not be repositioned (set them right the first time).
 - J. Call the names of competitors as listed. Each competitor has a maximum of 1 1/2 minutes to jump.

- K. Mark event sheets as follows:
“O” = Good Jump, “X” = Miss or Foul, or “P” = Pass**
- L. Record places (1st - 8th place) next to the individuals name on the event sheet and circle the highest jump completed for the first two meets only. Do not publish/announce any final results to competitors. At the final meet a runner will take the event sheets to the score booth.**
- M. Breaking ties for places (inform the Meet Director when this situation arises).**
- 1) The competitor with the lowest number of trials for the height at which the tie occurs shall be awarded the higher place.**
 - 2) If the tie still remains, the competitor (up to and including the height last cleared), shall be awarded the higher place. (No misses shall be charged to a competitor at a passed height).**
- N. Do not indicate finish order until all competitors have exhausted their jump attempts. And then double check your results.**
- O. When all High Jump events have concluded, have volunteers help to cover the pit area if needed. Clean all trash from the event area. Return school track equipment to the appropriate area and have all CYO supplies returned to the Finish area. Excuse the volunteers and report to the Meet Director for additional duties.**

TURBO JAVELIN OFFICIAL

- 1. Important Rules (Review all rules in the CYO Sports Manual and NFHS Track &Field Rules Book)**
 - A. A competitor must start behind the designated scratch line and throw the Turbo Javelin without stepping over, or on the Scratch Line.**
 - B. A CYO approved Turbo Javelin will be used in the event and is supplied by the competitor.**
 - C. Each competitor is allowed three (3) attempts. A foul (stepping over/on the line) will be counted as a throw but will not be measured.**
 - D. Participants in field events must complete their attempt within a 1-minute period after being called by the event official. Failure to do so will result in the attempt being counted as a scratch.**
 - E. CYO records may only be set at the final meet.**
 - F. Throws must be over the shoulder. Throwing side-arm will be counted as a Scratch.**
 - G. Spectators and Coaches are not allowed in the Field Event Areas. Please tactfully encourage all non-competing athletes, coaches and parents to return to the spectator areas.**
 - H. If a competitor is involved in a running event: after checking in at the field event, he/she is allowed to go to the running event after the first call for the running event, and after notifying the Turbo Javelin Official. The competitor must then return immediately at the completion of their heat and check back in with the Turbo Javelin Official.**
- 2. Measurements**
 - A. Measure from the first point of contact made by the Turbo Javelin closest to the Scratch Line. The zero end of the tape measure is at the point of contact in the throwing sector. The tape's reel is held to a center point 8 meters (26'3") behind the scratch line. Record measurements to the nearest lesser inch.**
- 3. Procedure**
 - A. Obtain all supplies from the Meet Director. Inventory all supplies to insure adequate supplies are on hand for the entire meet.**
 - B. Set up the Throwing Sector Line markers. This is normally accomplished by using the 2 1/2' metal stakes set approximately 20 yards apart with colored flags or colored vinyl tape. The Throwing Sector side boundaries should extend 180' on both sides. The colored vinyl tape may be used to close the end of the throwing area.**
 - C. Identify the Scratch Line and run-up area. Sweep if necessary.**
 - D. Coordinate with the Announcer to call for competitors as needed.**
 - E. Warmups occur prior to competition, only at the designated time and location specified by the event official. This is for obvious safety reasons and infractions may result in disqualification from all meet events.**
 - F. Sign up all competitors by affixing the competitors label to the Turbo Javelin sheet. Competitors may sign-up in the appropriate division any time before the beginning of their competition.**
 - G. If more than 10 competitors in a division, divide into flights of 6-8 individuals. Attach competitor labels to the Turbo Javelin sheet. One sheet per flight of competitors. Indicate on each sheet the sheet number and the total number of sheets for the event. E.g., 1 of 4, 2 of 4, etc.**
 - H. Explain rules and procedures to all competitors at the beginning of competition for each division.**
 - I. Call the names of all competitors in the flight. Competitors have the option of taking three consecutive throws or rotating throws within their flight.**

- J. When the turbo javelin hits the ground call “mark” if it is a legal throw or “Scratch” if a foul is committed. Record as such on the score sheet.**
- K. Measure and record each legal throw (to the nearest lesser inch). The Turbo Javelin Official is the person who visually inspects the measurement by taking a viewpoint directly above the tape measure at the point where the tape measure intersects the Scratch Line.**
- L. The event is finished when all competitors have completed their throws. If a competitor has not returned from a running event, have the announcer call for the competitor. Do not indicate finish order unless all competitors have completed all throws.**
- M. When all Turbo Javelin events have concluded, have volunteers help to carefully remove the colored flags from the stakes and roll them for the next meet. Collect all stakes and bind them together. Clean all trash from the event area. Have all supplies returned to the Finish area. Excuse the volunteers and report to the Meet Director for additional duties.**

LONG JUMP OFFICIAL

1. Rules

- A. The jumper shall take off from behind the Scratch Line. The Scratch Line is the edge of the Takeoff Board nearest the pit. For Roadrunners, a 2” wide tape “takeoff board” will be marked at a point 2’ back from the pit (a Cub/Cadet may also request the RR takeoff point for safety reasons, but must make the request before attempting their jumps. The jumper may step on, but not over the takeoff board. If the jumpers’ shoe extends over the scratch line, the jump shall not be measured, but will be counted as an attempt (“scratch”).**
- B. It shall also be counted as an attempt, if, after the competition has started, a competitor runs across the scratch line.**
- C. Each competitor will be allowed three (3) jumps. The farthest jump will count as their best jump.**
- D. For Roadrunners, place a mark 2 feet from the pit with 2” wide athletic tape. Roadrunners shall not be scratched . They shall be measured from the point of takeoff determined by the official. The takeoff point would be the last point of contact on the runway, prior to actually entering the pit.**
- E. Participants in field events must complete their attempt within a 1-minute period after being called by the event official. Failure to do so will result in the attempt being counted as a scratch. Competitors shall not leave the event area once their event competition has started.**
- F. If a competitor is involved in a running event: after checking in at the field event, he/ she is allowed to go to the running event after the first call for the running event, and after notifying the Long Jump Official. The competitor must then return immediately at the completion of their heat and check back in with the L.J. Official.**
- G. CYO records may only be set at the final meet.**

2 Measurement

- A. Measure every legal jump to the nearest lesser 1/4”**
- B. A foul is not measured, but is counted and recorded as a jump (Scratch).**
- C. Each legal jump shall be measured perpendicular to the scratch line, or its extension and from that point in the pit touched by the person or their apparel which is nearest the Scratch Line or it’s extension. The zero end of the measuring tape is held by one volunteer at the mark made by the jumper. A second volunteer holds the tape reel at a point past the Scratch Line and the Official personally determines the measurement (distance jumped) by standing directly over the Scratch Line and reading the corresponding measurement to the nearest lesser 1/4”.**

3. Procedures

- A. Pick up all supplies from the Meet Director. Inventory all supplies to insure adequate supplies are on hand for the entire meet.**
- B. Identify the Takeoff Board/Scratch Line and clean if needed.**
- C. Secure volunteers from the Meet Director and review procedures/rules with them. Have them rake pit area to a level surface throughout the pit. No high or low spots.**
- D. Check the run-up area and sweep if necessary.**
- E. Coordinate with the Announcer to call for competitors.**
- F. Explain rules and procedures to all competitors at the beginning of competition for each division.**
- G. If there are more than 10 competitors in a division, divide into flights of 6-8 individuals.**

- H. Sign up each flight of competitors by affixing the competitors label to the Long Jump sheet. One sheet per flight of competitors. Indicate on each sheet the sheet number and the total number of sheets for the event. E.g., 1 of 4, 2 of 4, etc.**
- I. Warmups occur prior to competition, only at the designated time and location specified by the event official. Each flight will have their own warmup time.**
- J. Competitors jump in the order assigned by the Long Jump Official. The Official will call all competitors for the next flight, in jump order.**
- L. The Official will call each jumper, by name. The jumper will then have 1 minute to complete their jump.**
- M. Upon completion of a successful jump the Official will say, in a loud voice, "Mark". If a foul was committed, the Official will say, "Scratch".**
- N. If the Official declares a fair jump by saying "Mark", the measurement will be taken as described earlier.**
- O. The event is finished when all competitors have completed their 3 jumps. If a competitor has not returned from a running event, have the announcer call for the competitor. Do not indicate finish before all competitors have completed their jumps.**
- P. When all Long Jump events are completed, rake pit, return all track equipment, clean all trash from event area, excuse volunteers, and report to Meet Director for additional duties.**

SHOT PUT OFFICIAL

1. Rules

- A. A competitor must start from a stationary position inside the circle.**
- B. A legal put, shall be made from the shoulder with one hand only, so that during the attempt, the shot does not drop behind or below the shoulder. (The shot must not be thrown).**
- C. It is a foul if the competitor: 1) Throws the shot (see #2), 2) Steps outside the circle or on the top of the stopboard before the put is complete, 3) If the shot does not fall within the sector lines, 4) Enters or exits from the front half of the ring. (The Toe Board is a the front of ring)**
- D. A foul put is not measured but will count as an attempt.**
- E. Each competitor is allowed three (3) attempts.**
- F. Participants in field events must complete their attempt within a 1-minute period following being called by the event official. Failure to do so will result in the attempt being counted as a scratch.**
- F. If a competitor is involved in a running event: after checking in at the field event, he/she is allowed to go to the running event after the first call for the running event, and after notifying the Shot Put Official. The competitor must then return immediately at the completion of their heat and check back in with the S.P. Official.**
- G. CYO records may only be set at the final meet.**
- H. The Cadet Boys will use the 8lb shot, all other divisions use the 6lb shot.**

2. Measurements

- A. Measure and recored each legal put to the nearest lesser 1/4"**
- B. Measure from the nearest edge of the first mark made by the shot to the point on the inside edge of the stopboard when the mesuring tape reel is in line with the center of the circle. The zero end of the tape is at the mark made by the shot.**

3. Procedure

- A. Obtain all equipment from the Meet Director. Make sure that equipment is in satisfactory working condition.**
- B. Inspect the event area. Sweep the throwing circle and rake the throwing sector.**
- C. Coordinate with the Announcer to call for competitors as needed.**
- D. Sign up all competitors by attaching the competitors label to the Shot Put sheet. Competitors may sign-up in the appropriate division any time before the beginning of their competition.**
- E. If there are more than 10 competitors in a division, divide the competitors into flights of 5-7 individuals. Sign up each flight of competitors by afixing the competitors label to the Shot Put sheet. One sheet per flight of competitors. Indicate on each sheet the sheet number and the total number of sheets for the event. E.g., 1 of 4, 2 of 4, etc.**
- F. Explain rules and procedures to all competitors at the beginning of competition for each division.**
- G. Call the names of all competitors in the flight. Competitors have the option of taking three consecutive puts or rotating puts within their flight.**
- H. When the shot hits the ground call "mark" if it is a legal put or call "scratch" if a foul is committed. Indicate the same on the score sheet.**
- I. Measure and record each legal put. The Official visually inspects each measurement from a viewpoint directly above the back edge of the toeboard and records the appropriate distance.**
- J. At the conclusion of all Shot Put events, clean the event area of all trash, return rakes, and report to Meet Director for additional duties.**

CYO Running Events
Inventory check out and check in lists

Quantity @ Start of Meet	Item Description	Quantity @ End of Meet
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Meet Director

Clipboard W/Job Description, pencil, Walkie Talkie, NFHS Track & Field Rule Book, CYO Rule Book, CYO Track Handbook, first aid kit, tool kit with extra supplies inc. batteries. Start location sheet, Order of events & Meet Schedule, meet Officials and Volunteer assignment sheet.

Meet Announcer

Clipboard W/Job Description, pencil, Walkie Talkie, CYO Track Handbook with announcement information.

Bull Pen Officials

Clipboard (2) W/Job Description (2), pencil (2), Walkie Talkie (1), Bull Horn, Order of Events & Meet Schedule

Head Starter

Clipboard W/Job Description, pencil, Walkie Talkie, Starter Gun & refill blanks, whistle, Red/White Flag, Start location sheet.

Head Timer

Clipboard W/Job Description, pencil, Walkie Talkie, Sprint 8 Timing Device w/extra receipt tape, extra batteries, (back up stop watches) cowbell, finish line ribbon, whistle, Red/White Flags (5), & lap cards.

Relay Judges (Team Coaches in Developmental Meets)

Clipboards W/Job Description, pencil, Red/White Flags (from Head Timer)

Finish Official

Clipboard W/Job Description, pencils, Walkie Talkie, NFHS Track & Field Rule Book, CYO Sports Manual, table, tent, Heat Winner ribbons, numbered sets of popsicle sticks (6), Running Results notebook.

Runners

Clipboard W/Job Description, pencil, rope, clothespin (attach clothespin to rope and give to announcer. Send results via rope)

CYO Field Events

Inventory of Field event equipment
Inventory check out and check in lists

Check out

Check in

Shot Put

Walkie Talkie____
Clipboard with Job Description____
Event Sheets & notebook____
50' measuring tape____
Pens __2__
Markers_2__
Rake_____
(Broom)_____

Turbo javelin

Walkie Talkie____
Clipboard with Job Description____
Event Sheets & notebood____
Flag ribbons & stakes____
200' measuring tape____
Pens __2__
Markers_2__
(Broom)_____

Long Jump

Walkie Talkie____
Clipboard with Job Description____
Event Sheets & notebook____
50' measuring tape_2__
Pens _3__
Markers_2__
Rake(s)_____
(Broom)_____

High Jump

Walkie Talkie____
Clipboard with Job Description____
Event Sheets & notebook____
Measuring tape____
Pens _2__
Markers_2__
(Broom)_____



CYO/Camp Howard
825 NE 20 Ave #120
Portland, OR 97232

503-231-9484 phone

503-231-9531 fax

cyocamphoward.org

CAMP
HOWARD

Dear Track & Field Officials Candidate,

Thank you for your interest in becoming a Track & Field Official. We look forward to working with you this season and hope you will find the enclosed information and return it to us as soon as possible. We will use the information to put schedules together for the season.

Please find the enclosed:

1. Contract
2. Availability Schedule
3. Payroll information
4. Important Track & Field Dates including:
T&F Officials Training Clinic
Attendance is mandatory.

Please remember...we must have all paperwork filled out entirely, and accurately, to cut your checks!

You may be interested to know there are other CYO opportunities for officiating throughout the year in other Fall and Winter sports. We will attempt to contact you in the coming year to remind you of these opportunities as they become available.

Please return asap, by mail or in person to the CYO Office:

The CYO T&F Officials Contract

Payroll information

Availability Schedule as soon as possible.

Indicate on your availability schedule if you are interested in officiating in other CYO sports.

Thank you for helping us to "Make Great Memories for Kids"

Sincerely,

Mark Lee
Track & Field Director