

Athletics: Call Room Pod System for IAAF and IPC International and National Meets.



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THE PURPOSE of the CALL ROOM:


The purpose of this document is to help Starter's Assistants understand the workings of an International / National Call Room. Not everything that is required for an International meet will be needed for a National Championship but the check in / inspection processes does not change. **The Call Room is unique unto itself. It is the only time track and field athletes come together in one area. Call Room Staff must work together as a well-oiled machine.**

The **CALL ROOM** is so important for ensuring that athletes get to their event site at the scheduled meet time that is listed on the approved Call Room Flow Chart schedule and the official meet schedule. It is also important as it sets the stage for the athlete's frame of mind for the competition. Call Room staff are the first point of contact at the competition and as such can help "make their day" when done with the calm, professional expected of them.

The Call Room is part of the field of competition and athletes must abide by the rules and regulations set forth by the Local Organizing Committee and by IAAF, IPC or the National Sport Governing Body.

An efficient and effective Call Room floor plan, operation, processes and a well-trained CR staff can make or break a meet. Everyone involved in this area **MUST** be on the same page and work as a team player.

Helpful Hints for a CR Chief and CR Referee:

- For a major competition be in contact with the LOC and provide details on requirements for the Call Room and arrive at least 2 to 3 days early **before** the meet starts to check things out.
- Ask the LOC for the Call Room site plan and see if you can see possible concerns/issues in the layout / location. Make suggestions for improvement as appropriate.
- Always keep in your mind **to not over think, keep it simple for CR staff!** A calm environment is key to a successful Call Room.
- Make sure you have input on who will be your assigned Call Room Starters Assistant(s) for track events as well as for field events.
- Tour the CR area, the stadium – see every nook and cranny! Make notes on where certain rooms are: caretaker’s rooms, storage rooms, find where there is a washer & dryer, first aid/medical centre, TIC [Technical Information Centre], Equipment Measurement Room for implements, Combined Events Rest Area, where are the entrances and exits to stadium.
- **Introduce yourself to Stadium site staff and treat them well.**
- Look for things like metal barriers that could be used in the Call Room, portable white  plastic chain link barriers, and a small fridge / cooler for water to be kept cold in, that will enhance the operation or look of the Call Room.
- Find out if you can get a LCD projector so the daily meet flow chart schedule can be projected in the Call Room area. Or if you can get large screen monitors to connect a Laptop to.
- Find good places to post the meet flow chart schedules and make sure enough copies are printed off for those officials who need the flow chart schedule for each session.
- Find out if there is Public Address system that the Control Check-in Gate staff can use.
- Time the walking routes from CR to stadium entrances for track events and to each field event site. Make sure if there is an event site change you know the time it takes to get to this site.
- Have signage made for the Call Room. It is best to organize this in advance with the LOC. Also ensure the LOC has the event signage for **all** events.
- It is advisable to carry a flow chart schedule attached to your ID tag by a bulldog clip. This way you will know where it is and won’t have to check pockets or bags for it.
- Always watch and read body language of the athletes and CR personnel as it will tell you a lot. Act on the “vibe(s)” you get, immediately.
- Always bring your own IAAF and IPC measuring equipment if you have it. Make sure you have a verification certificate for the measuring equipment.
- Always have a copy of the IAAF and IPC Advertising Rules and Regulations. Print these manuals off from the organizations’ website.
- **Always wear a watch that is set to the meet clock.**
- **Always be ready for the unexpected.**
- Make sure you have all the technical information on the Call Room procedures that is needed for the Coaches/Athletics Technical Manuals and get it into the LOC as soon as it is requested. Request that you are given a draft of the Technical Manuals before they are sent out so you can double check the information being sent out. It is better to have

it in print so athletes cannot say “It wasn’t in the technical package so I’m not going to abide by this rule.”

- Always make sure your CR area is not in a high traffic area so you do not have to deal with:
 - Meet / crowd / traffic noise
 - Movement flow conflicts. Keep away from routes used by officials, non-competing athletes and coaches going to the stadium or TIC or returning to the warm up area. **A Call Room must guaranty security.**
- **Suggestion:** Never have the TD / Coaches meeting in the Call Room Area. Ask the LOC to find a separate location like a lecture style theatre with a PA system and good viewing lines so everyone can see and hear the presenters. **CR staff needs their area for set up and training sessions prior to the meet starting.**
- If you can get a TV [55 - 70” screen] for major national/international events that is a key in having a calm Call Room. Athletes and CR staff can have the best view of what is happening in the stadium. Having a TV also allows CR staff to see when weather has shut down the stadium events and the athletes have to return to the CR to wait out the weather. It gives staff a heads up to close CR to incoming event athletes, prepare pod areas to receive those returning stadium athletes and get towels (which happened at the 2015 Toronto Pan Am Para Games.) Also if you can get Food Services to bring hot drinks and or bottled water to the Call Room.



2015 Toronto Pan Am Para Games

For all athletics events, the field of competition starts in the Call Room.

- The Call Room is responsible for preparing the athletes for competition with as few complications as possible.
- The Call Room is where competitors check in and assemble for their event.
- The Call Room is considered a competition site. Once athletes check in, they may not leave. It must be a **SECURE SITE**.
- The Call Room deals with both track athletes and field athletes.
- No coaches or any other unauthorized persons are allowed in the Call Room. Call Room personnel have to check all meet ID tags to see if the individual is allowed to be within this secure site. There are **NO** exceptions! It is a good idea to place staff at the entrance and exit of the Call Room to check everyone's ID tags.
- Call Room personnel make sure all athletes have a smooth transition from the Call Room to the start line of their race or venue for their field competition, ensuring that all competitors are wearing:
 - legal and approved clothed uniform
 - legal footwear
 - legal spikes
 - correct bib number / name and hip number(s).and are in the:
 - correct event
 - correct heat
 - correct lane
 - correct flight
 - in correct competing order for field events as listed on flight sheet.
- The Call Room Chief SA and Call Room personnel need to have a very good working knowledge of the IAAF / IPC Athletics Rules and Regulations. These officials will be required to answer questions about the events:
 - how many advance to the next round
 - what is the qualifying standard
 - has there been a change of direction for their event
 - which site is being used
 - is the event running on time or;
 - is there a delay and how long is the delay.
- All Call Room personnel must be on time for all established start times, thorough and efficient when doing inspections and recording information, patient, respectful, quiet and know the chain of command within the Call Room. The Call Room is a place of calm before the athletes head out to the event site.

Call Room Duties:

- **Inspect** bib number, bib name and athlete's ID tag. **Check** name and picture on ID tag then **collect** ID tag. **Verify** that the athlete is in the correct event, heat, lane or flight.

***NOTE:** Many International meets now send out the track athletes completely "competition ready" which means that in the Call Room the Basket Crew will collect all extra things that are not required for the race. The athletes' baskets and bag of athlete ID tags will go indirectly to Post Control Event. Having the Basket Crew in the final CR cuts down the traffic at the start line and gives the TV viewers a cleaner/tidier picture /more professional look*

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to the “show”! This means Call Room staff has to be prepared to have extra people and watch the basket crew so nothing interferes with the athletes. Many athletes like to bring tape measures out to measure their block pad distance, if this happens when basket crew personnel will have to collect the tape measures at the start line and take them to post event control.

- **Detection** means looking for **illegal issues very carefully**. Bag and warm up clothing inspection must ensure every compartment is inspected. Call Room personnel need a keen eye to detect where an illegal item may be hidden. Is an athlete sitting on a cell phone? Search everything is the best policy. There may be times where you have to cable tie close all the zippers on an athlete’s bag and inform the Track SA or Chief of the field event of what you have done because of the time factor.
- **Cover** illegal advertising with tape and watch that an athlete does not take the tape off. Make a note on the event sheet what athletes have tape to cover illegal advertising.
- **Deliver** event athletes to the main stadium on time as per the approved flow chart meet schedule. The CR marshal who takes the heat event sheet to the entrance of the athlete’s walkway will give the assigned SA Track official this sheet. The Chief SA Track official will notify the Track Referee(s), Chief Umpire(s), Chief Photo Finish Official and the announcer of any changes to the heat (such as the spelling of the athlete’s name). The Chief Field Event official will notify the Field Referee and announcer. All this communication is normally done by walkie talkie.
- **NABBS system is the code system that is commonly used and it is recommended that all CR personnel use it. All information is recorded on the heat or flight sheet that the inspection processes for checking was done for each athlete:**
 - N – Name/ ID tags
 - A- Advertising on tracksuit and country uniform [IAAF/IPC] being worn/carried in by the athlete.
 - B- Bibs number and name / Hip Numbers
 - B- Bag inspection
 - S- Spikes/Shoes/Heel & Sole

NOTE: For IPC athletes, they are allowed to take a paper form out to the field of competition that lets them ask for assistance from an official e.g. races using starting blocks, long and triple jump and javelin. These forms should be available from the TIC. These forms are copied in TIC and a copy is given to the Call Room Chief directly. CR personnel mark on the event sheet which athletes need assistance in setting up. Track Starters Assistants help the track athletes and field event officials help the field athletes.

NOTE: At major international meets the athletes’ ID tags are taken and bagged in the final CR. A trusted adult CR person is assigned the job to give the bag of ID tags to a Post Control Event person for the track events. For the field events when the Chief of the event comes into the Call Room to collect field athletes, the bag of ID tags is given to the Chief who at the end of the event, walks the athletes off the field of play to the Post Control Event area and hands the bag of ID tags to a senior Post Control Event person.

The large plastic bag is marked with what event, heat number using a permanent black marker. By taking all athletes ID tags, all athletes **MUST** exit after their event through the Post Event Control area. There athletes claim their belongings, ID tag, meet and talk to the media and can be met by Doping Control if athletes have been selected.

CALL ROOM PERSONNEL:

CALL ROOM REFEREE [CRR]: Supervisor (Sometimes this person is an ITO)

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- Wears **RED** arm band (unless it is an ITO).
 - Ensures that Rules and Regulations are observed in the Call Room.
 - Attends technical meeting.
 - Decides on any matter that is not covered in the Rules.
 - Can warn (yellow card) and disqualify (red card) an athlete who is acting in an unsporting or improper manner. Must write an official report stating reasons for such disqualification. Report is sent to Results Staff, Technical Delegate and Meet Manager
 - Has authority starting from the first Call Room up to the competition site.
- Note:** Within Canada, the Call Room Referee position is only used at National [N /NC] and International meets.

CALL ROOM CHIEF [CRC]: Organizes, operates, oversees and runs the Call Room.

- Wears **GREEN** arm band.
- Ensures that Rules and Regulations are followed in the Call Room.
- Briefs the Call Room personnel.
- Attends the technical meeting(s).
- Receives and relays all messages.
- Posts all information for athletes.
- Ensures all Rules are strictly adhered too.
- Maintains all paper work.
- Liaises with Call Room Referee.
- Ensures that all competing countries / clubs are given notice of Call Room protocols, Call Room Control Check-in Gate Procedures and spike restrictions at least 60 days prior to the start of the competition.
- Creates the meet flow chart schedule for each competition day / session.
- May be called onto the field of competition to check spikes, clothing, and electronic equipment or wheelchair or throwing frame inspections. This is at the discretion of the Track Referee, Field Referee and /or Chief Starter.
- Keeps an eye on **all** field event times in case of delays.
- Oversees and responsible for the Call Room Control Check-in Gate Area.

Call Room Personnel:

Personnel include both Officials and Volunteers

- Call Room Judges / Starter's Assistants
- Digital Display Board Announcer [Bilingual or Trilingual]
- Track – Check In [Bilingual or Trilingual]
- Field – Check In [Bilingual or Trilingual]
- Checkers: Sport bag / Spikes & Shoes / Advertising / Uniform: Team / Country / Club
- Staging Area Personnel [hip numbers, washroom monitors, correct lane /heat / order]
- Walk Marshals to take athletes to Field of Competition
- Security Personnel at entrance and exit doors of Call Room.

NOTE: At some meets there could be two (2) Call Room areas – this will depend on how far it is from the warm up area to the event stadium. If the warm up area is a distance away then the first Call Room is for the check in and inspection. Checked in athletes by event are then transported or walked to the second Call Room along a secure route. The second or **Final Call Room** is the last staging area – athletes are placed and seated in competing order, given hip numbers and given one last inspection check before being escorted out to the competition site.

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- Establish a list of jobs: [Index cards with job descriptions done in point form that explain the job duties are useful]
 - 1) Control Check-in Gate Area: Person assigned to this job **must be** bilingual or trilingual. Needs a PA system, copy of meet flow chart and copy of all event sessions for that day and list of items that are not allowed in Call Room? Suggest two officials run this station.
 - 2) Marshals/ Escorts:
 - Walk track athletes to their start line; one Marshal/Escort in front with the heat sheet and the other Marshal / Escort at the end. If two heats are going out at the same time then add a Marshal/Escort between the two heats.
 - Walk field athletes to their competition site with Event Chief.
 - 3) Sport bag checkers: Check everything in athlete's sport bag. [Wear rubber gloves, not wear latex as someone could be allergic to latex].
 - 4) Equipment and Uniform checkers:
 - Must check shoe construction / spikes [need spike gauges, calipers to check sole & heel thickness of high jump and long jump shoes].
 - 7) Advertising / uniform checkers use a template.
 - 8) Staging area monitors – track (stays in area / walk athlete to washroom).
 - 9) Staging area monitors – field (stay in area / walk athlete to washroom).
 - 10) 1 – 2 Call Room Judges / SA overseeing track.
 - 11) 1 – 2 Call Room Judges / SA overseeing field.

Call Room Control Check in Gate Area:

NOTE: This area is under the responsibilities of the Call Room Chief. At nationals and major International meets I suggest using a Call Room Control Check in Area just before athletes come to the main Call Room. The Call Room staff person assigned to this area does a quick check in of athlete uniform / bib number / footwear and checks size of bag that is allowed into Call Room plus if time allows to record the time athlete arrived at the check in gate area.

At this Control Check in Gate area athletes are told NO sport / equipment bags are allowed in main Call Room that are over the size limit and no illegal items are to be in the bag, the only exception is Combined Event athletes. Bringing illegal items into the Call Room could get an athlete a yellow or red card. No longer do Call Room personal want to do bag inspection because it takes too much time. **International meets are not allowing athletes to take anything out onto the track, they must be ‘competition ready’ therefore no need for a basket crews to be on the track.**

NOTE: If athletes who need tape measures for blocks that can go out but one Basket Crew member collects the tape measures and takes them to the Post Control Event Area.

Track and field athletes are allowed only **one bag** that is **NO LARGER than 55 cm in length, 45 cm in width and 10 cm in depth.** If an athlete has a bag that is over these dimensions, the athlete has to be told, the bag is not allowed into Call Room and the bag has to be given it to a coach / team mate / friend / parent before athlete can proceed into Call Room.

The reason for this is two-fold:

First, it reduces inspection time in Call Room and reduces confiscation of illegal items when athletes are not allowed to bring them past the Control Check in Gate Area. No longer does a Call Room(s) take confiscation items. Athlete is escorted out of Call Room. Athlete has to find

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someone to look after the confiscated item(s). Athlete then has to re-enter back through Control Check in Gate Area.

Second, Call Room personnel and TIC personnel do not have to worry about lost confiscated items and the issue of legal liability over the “lost” item(s).

Control Check in staff must know the legal and illegal items that are/are not allowed into a Call Room. All legal items **have to fit into the legal sized bag.**

Call Room Chief must make sure this information on the legal size of bag is in the Athletes’ Technical Manual and the list of what are the legal items allowed into a Call Room.

GOODS / ITEMS THAT WILL BE CONFISCATED:

NOTE: Always have your list for Confiscated and Not Confiscated Items approved by the Technical Delegate and Technical Manager. Make sure list is in the technical package for coaches and athletes.

Cell phone, Walkie Talkie, CD player / iPod / Walkman / radio, camera, video camera, video games and any other communication devices are not allowed into Call Room area or pass the Control Gate Check in Area but **heart rate monitors, watches, and sensor pacers are allowed.**

It is advisable to always check the size of the watch face to make sure it is not so large that it could cause injury [face/teeth]. A Call Room Chief can ask an athlete to turn the watch face to the back side of the wrist or ask for its remove for safety reasons.

- Spray paint
- Runway markers [if provided at the meet].
- Glass containers
- Umbrellas
- Yoga mats
- Perfume bottles / sprays/aerosol spray cans
- Article with advertising that is too large to cover up with duct tape e.g., large towels, large logo on a jacket.
- Large blankets, large beach towels
- Medication / syringes [unless accompanied by a TUE - Therapeutic Use Exemption - Medical Certificate clearance].
- Spikes of Illegal length.
- All types of tape: All athletes in relays, high jump, pole vault, long jump and triple jump will be given tape / markers at their event by SA, Umpire or Event Chief. **NOTE: The only tape allowed out is the tape used to wrap pole vault poles.**
- Powder / chalk / magnesium for athletes in Pole Vault, High Jump, Long Jump, Triple Jump, Shot Put, Discus, and Hammer. Powder / chalk will be provided at the competition site. Resin for Shot Put and Discus will be provided at the competition site. **If not provided then it is allowed in but at major meets the norm is that powder / chalk / magnesium is provided.**
- Stretching ropes / surgical tubing
- Personal Implements – batons, discuses, shots, hammers, starting blocks, javelins. All this equipment has to be weighed in, inspected and measured by the Technical Manager **BEFORE** the start of the competition. Equipment is delivered to competition site prior to the scheduled warm up time.

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***NOTE:** A rule of thumb for what is confiscated is anything that can upset or potentially injure a fellow athlete should not be allowed through Control Check in Gate area/Call Room.*

***NOTE:** Any athlete refusing to surrender prohibited items will not be allowed into the FINAL Call Room or out on the field of competition.*

Do NOT Confiscate:

- Tape measures
- Approved TUE medicine [Athlete has to have an approved signed document]. Take a photo copy of TUE and attach it to Athlete Control Check-in form or attach it to Call Room copy of start sheet.
- Pole vault tape
- Extra pair of legal spike / throwing shoes. All the measurements have to be legal or the shoes are confiscated.
- Spike wrench / changer. An athlete is allowed to change / tighten spikes on the field of play.
- Extra-legal spikes.
- Roll sticks for hamstrings, quads, calf muscles.
- Provincial/ National flags.
- Smaller towels that meet IAAF advertising rules are allowed [e.g., hand towel, smaller bath towel]
- Sunshine screen that is applied by hand to the skin
- On really hot days get approval from Meet Director / Technical Delegate for hats to be worn in the long distance races.
- **Passports or personal wallets**

***NOTE:** Lighter fluid is allowed for pole vaulters by IAAF. I suggest that the lighter fluid is checked in at the technical area for implements inspection. The Technical Manager will make sure every athlete who uses this fluid has it at the competition site. The use of this fluid is supervised by an official at the event site in a safe area.*

CALL ROOM: EQUIPMENT LIST

The following is a wish list of equipment for the Call Room.

CHECK LIST:

- Large tent area or large staging room that can hold 75 + athletes and CR staff plus must be wheelchair and spike accessible.
- Need at least 85 chairs: 32 for track, 32 for field and 12 for Call Room staff and extras just in case CR personal has to enlarge a flight/heat.
- Need two tables and 4 chairs for Control Check in Gate Area
- Call Room area with rubber mats; this allows athletes to put spikes on in the Call Room; – “Competition Ready” at their event site.
- Necessary measuring devices – 12 mm, 9mm, 7mm, and 6mm-spike gauges [All to be 4MM in width]. Callipers [measure thickness of sole and heel of track and field shoes for high jump and long jump], metal tape measures, wheelchair measuring sticks [75, 70 cm & 50 cm metre sticks], vertical height measuring machine so the height of T/F 42-43 [double leg amputees] to ensure both legs meet the height restriction as set by IPC classifiers and advertising templates – IAAF Advertising Manual.
- **7 sets of Marshalling Sheets** for each day. **These sheets are to be picked up at least two hours prior to the first scheduled check in time of each day.** If it can be arranged try to get one set the night before and then spend the evening cross checking the marshalling sheets with the official meet schedule is to ensure accuracy!

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- 1 Set for Call Room Control Check in Gate Area: This control point makes sure athletes DO NOT bring in large bags and are competition ready.
 - 1 Set to post by Main Call Room or use a projector screen that displays the session schedule.
 - 2 Sets of Track events
 - 2 Sets of Field events
 - 1 Set for Call Room Referee
 - Call Room Signage
 - 2 – 4 large battery operated clocks [24 hours] and spare batteries. Set your watch; get your staff to set their watches and the Call Room clocks to the main meet clock in the stadium.
 - Portable Public Address system / Boom Box.
 - Photocopy machine [table size and in Call Room office area].
 - Printer [table size and in Call Room office area] to receive revised heat sheets or field event sheets.
 - 2-3 packages of stick-on name tags. Helps in learning your volunteer's name!
 - Bulletin Board / Notice Board – post paper information.
 - White Board for messages / reminders, coloured dry-erase markers.
 - Walkie talkies / communication system - telephone or cell phone and list of important phone numbers for meet [e.g., Competition Director, Meet Manager, Medical, Results].
 - Washrooms that can accommodate large numbers of athletes - 8 or more stalls [equal number e.g., 4 male and 4 female for able bodied athletes, IPC - 4 male wheelchair stalls and 4 female wheel chair stalls. 4 regular stalls for other IPC athletes. If portable toilets are placed in or near your Call Room, make sure they are pumped out twice a day. You may want to have air fresheners on hand!
 - Suggest that the Call Room uses the small [250 ml] bottles of water placed in a cooler. It has been observed that athletes only have two or three sips / gulps of water. Less waste if you use the smaller bottles. Athletes are only in the Call Room Area a short amount of time and there is water on the field of play. Only give water if an athlete asks for it.
 - 4-6 tables [8 feet in length]. If you can table skirting that is always helps with the appearance in the CR area.
 - Call Room and athlete walkway completely fenced in with visible security. Also must be wheelchair compatible. No stones or obstacles.
 - If possible have TV for the athletes [Electrical outlet access]. Helps to keep athletes calm; they can watch what is happening out on the field of competition.
- NOTE: Final Call Room Check in must be a double check system. All heat / flight sheets must be photocopied; one sheet is given to the Chief Starter's Assistant [Green arm band –Track] or to the Chief Event Official [Navy arm band- Field] and the other sheet is placed in the Check in binder for Field or Track. The information on BOTH sheets must be the same. At the end of the day all paper information and binders are given to the Call Room Chief. This information is kept until the end of the meet then given to the Host Organizing Committee or designated official. That is why a photocopier should be in the Call Room if you are not given one then all track event sheets MUST be returned by CSA – Track to the CRC after each session.***
- Posters of legal requirements for:
 - Clothing
 - Spikes number / Dimensions of spikes / Shoe construction
 - Bib number /name
 - Unauthorized material / items

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○ Medications

- 2 or more Starter's Assistants [Call Room Judges] and 24 + volunteers. Equal numbers of male and female volunteers. Number of SAs and volunteers increases if two Call Rooms are going to be used. Call Room Judges / SA officials must be knowledgeable about IAAF rules so they can be left in charge when Call Room Referee / Call Room Chief have to leave the Call Room area.
- 3 -5 boxes of safety bins [1 gross per box].
- Ample supply of hip numbers. Major meets want hip numbers on both hips and they may have to be pinned.
- Paper weights if area is outside.
- Garbage cans / garbage bags / paper towels.
- 12 – 16 clipboards / 2-3 boxes of paper clips / stapler and staples / highlighters / felt pens / pencils and pencil sharpener / pens / white chalk board marker pens / binders.
- Map of the competition site with all areas marked.
- Advertising Templates.
- 2 Current IAAF Advertising Rulebooks: one in English and one in French.
- 2 Current IAAF Rulebooks: one in English and one in French.
- Current IPC Rulebook and IPC advertising Rulebook.
- For IPC meets the Host organizing Committee must supply orange vests for track guides and yellow vests for field escorts. These vests are collected at the Post Control Area after every event. Make sure you have access at the stadium to a washer and dryer and detergent for washing. These vests will have to be washed daily or between sessions.
- 6-12 Rolls of Duct Tape (used to cover illegal advertising).
- Small tool kit [e.g., pliers, knife, scissors, screwdriver, needle & thread, spike wrench, white tape, metal tape measure, shoe laces, vice grips, ...].
- First Aid kit [e.g. bandages, female hygiene products, sunscreen, rubber gloves, tweezers, tape, gauze rolls, gauze pads, Kleenex, cleaning agent]. 2 – 3 Boxes of rubber gloves size M and L used by volunteers to examine athlete sport bags. *NOTE: DO NOT use Latex gloves as athletes/ CR personnel /guides/escorts could be allergic to the latex.*
- Golf Cart. For IPC meets it would be great to have a large golf cart that could transport disabled athletes if needed.
- Withdrawal / scratch forms, Did Not Show forms [DNS]
- Spare blank bibs.
- Large plastic storage bins to store Call Room equipment. Golf cart can help with transporting the bins to lock up for the evening [storage area must be secure].
- Vests or arm bands for Marshals who walk athletes out onto the track to their events. This helps security recognize Call Room personnel. Using vests or arm bands allows for the opportunity to switch jobs around so everyone gets a chance to be in the stadium.
- All Call Room personnel must wear their meet ID and meet uniform at all times.
- Make sure all Call Room staff are wearing running shoes, no open toed shoes allowed. Safety issue with spikes.
- Blank Flow Chart Schedule sheets [24]. Should do a flow chart schedule for each session.
- Moveable screens.
- Supply of rain ponchos if your meet is outdoors.

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- **IPC measuring equipment:** 3-4 sets of measuring sticks - 50cm, 70 cm and 75 cm , 3 - 4 metal tape measures, 3-4 20 cm levels, a bunch of triplicate 'Did Not Pass Inspection' forms, a set of decals (enough to put on wheelchairs and throwing chairs that pass inspection), coloured electrical tape, special permanent markers
- Have a single hole punch device that you can use if there is no special code for Call Room personnel. You punch each personnel card so you know who belongs in the Call Room.

Note: At IAAF / IPC meets there should be no talking with the athletes in the Call Room therefore you may not need the interpreters in your area. It would be a good suggestion to find Call Room personnel who can speak two or more languages if an occasion arises that an athlete asks a question. Talking to or showing the athlete something on a cell phone, laptop or a computer could cause a country/club to protest in that they are thinking an unfair advantage has been given to the athlete that was having the conversation or looking at something on an electronic device with a CR staff member.

- **Supply of Spikes:** There is no need to have a supply of spikes in the Call Room. If it's an International / National meet, a notice has been sent out to countries / clubs / athletes / coaches about the legal length and type of spikes allowed. It may be advisable to make sure a local vendor or a host sponsor has a booth that will sell spikes to the athletes. You can remind the athlete that it is legal to run in their bare feet.

NOTE: If running an IAAF / IPC Call Room you will need a container to hold the Country Code Bibs for the countries entered in the relay races. Make sure at the technical meeting that coaches are reminded they are responsible to make sure if his/her team advances the coach should collect the bib codes. IAAF / IPC only prints 6 bib codes for each country. I like having the Call Room handle the country code bibs, often the country code bibs are given to the head coach and sometimes there is an issue on these bibs gone "missing/disappeared/lost". A Call Room can make up number bibs but not country code bibs.

NOTE: It is a good idea when planning your Call Room area not to have track athletes facing field athletes. Sometimes there could be tension between the groups. Also remember to have a plan to change the track holding area for the relay races!

IPC Athletics Rules & Regulations Notes

Wheelchair Athletes and Measurements: Measurements will always take place without the athlete sitting in the wheelchair.

IPC Rule Guide Animals: No guide animals shall be permitted in the competition area.

*NOTE: The Call Room is considered a competition site therefore no animal is allowed in. Having said that you may run into situations where it is not a guide dog but a dog that is used to help with anxiety issues. Consult with the Call Room Referee and TD or designate on this matter. **A Call Room Chief should be notified a head of time of any possible special circumstances that could arrive at the Call Room Check in Gate Area. At international meets there will be coaches / staff that can look after the animal but at a national championship often there is no one to look after the animal so find an area that works for the athlete owner of the animal and the other competing athletes.***

NOTE: Wheelchairs and Throwing chairs must be measured and inspected prior to the start of meet. The wheelchairs and throwing chairs must be kept in a secure area. Once examined and have passed the inspection this equipment cannot leave the secure area until it is time for the competition to start. The wheelchairs and throwing chairs that are cleared are put in an area within the secure room away from the wheelchairs and throwing chairs that do not pass. Athletes /Coaches of these wheelchairs and throwing chairs are allowed to come into the area where this equipment is and do repairs/ adjustments. This equipment must be re-examined and if it clears it is then placed with the other "passed" equipment.

Call Room Chief and Call Room personnel must measure, inspect and record the result of each competition wheelchair and throwing chair. These pieces of equipment must have the competition's bib number attached to the frame. It is suggested to take pictures of each

piece of equipment with visible bib number showing for records. Call Room Chief must have a stack of decals or colored tape that shows that the piece of equipment has passed. Any piece of equipment that does not pass, the Call Room Chief must leave a “**Did Not Pass**” form on the piece of equipment, taped down to frame or racing chair. The form should be in triplicate; one copy on the athlete’s piece of equipment, one copy for Call Room Chief and one copy to TD or designate. Call Room Chief must train the CR personnel on what to inspect on the wheelchair racing frame and throwing chair. Suggest making a list of what has to be inspected and the regulations [laminated cards with one side wheelchair, other side throwing frame chair information]

IAAF / IPC CALL ROOM PROTOCOL:

The IAAF and IPC assume the responsibility for the technical control and direction at all their international / national championships.

Both organizations have input/control (often published regulations for the competition) as to how things will be done at their meets. This applies to the Call Room and how it is operated. The IAAF, IPC and AC have created protocol with regards to:

1. Athletes’ Call Room reporting times: Athletes’ Call Room reporting times will be according to the following schedule. All times are prior to the actual start time of the event.

Time Frame for Flow Chart Schedule:

Event	Call Room opens (minutes)	Call Room closed (minutes)	Entry to Arena (minutes)
Track Events	30	20	10
High Jump	60	50	40
Pole Vault	80	70	60
Other Field Events	50	40	30
Relays	35	25	15
First Event of Combined Events in each session	Same as above		

	Example: Field Event									
Start Time	EVENT	Call Room open	Call Room closed	Leave Call Room	Enter F of P	Arrive Site	Warm up Time	Warm Up End Time	Event Time	

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9:15		W Shot Put Q AB	8:20	8:30	8:39	8:40	8:40	30 mins	9:10	9:15
10:00		M Pole Vault	8: 29	8: 39	8: 49	8: 50	8:55	60 mins	9:55	10:00
		Example: Track Event								
10:02		W 800m H-1	9:35	9:45	9:53	9:54	9:55	5 mins	10:00	10:02
10:12		W 800m H-2	9:47	9:57	10:03	10:04	10:05	5 mins	10:10	10:12

Example: Call Room Flow Chart Schedule Headings:

The order will be decided by the Competition Manage and / or Technical Delegate.

	x Example Reverse Order								
	Example: Field Event								
Start Time	EVENT	End of Warm Up	Warm up Time	Arrive Site	Enter F of P	Leave Call Room	Call Room closed	Call Room open	Event Time
9:15	W Shot Put Q AB	9:10	30 mins	8:40	8:40	8:39	8:30	8:20	9:15
10:00	M Pole Vault	9:55	60 mins	8:55	8: 50	8: 49	8: 39	8: 29	10:00
	Example: Track Event								
10:02	W 800m H-1	10:00	5 mins	9:55	9:54	9:53	9:45	9:35	10:02
10:12	W 800m H-2	10:10	5 mins	10:05	10:04	10:03	9:57	9:47	10:12

NOTE: Allowed 2 minutes for Closing Track / Field site and announcements

2. Advertising allowed on uniforms:

Uniforms will be checked against photographs of the uniforms provided upon arrival at the Team Accreditation Centre. These photographs will be checked and approved by the Technical Delegates and a copy will be given to the Call Room Chief. If no pictures are provided you could have IAAF/IPC senior members assigned to the Call Room and they assist with any issues on uniforms. All advertising checkers are given copies of the pages from the IAAF/IPC Advertising - athlete's uniforms. Each POD should have two (2) clear Mylar advertising templates.

NOTE: For AC National Championships the locations of the bibs will be not as stated in IAAF rulebook as Athletic Clubs want the media / TV and spectators to see which club the athlete competes for. Placement is more on the upper stomach area. IPC has their rules for where bib numbers are placed on wheelchairs.

3. Entrance by event:

The walk routes have to be established for the Call Room. Call Room personnel have to know which events use which route and which entry/exit location. Make a map and post it in the Call Room by the exit doors and in the Call Room office. All staff had to know this map. Call Room personnel remind field event officials what route they have to use.

NOTE: Understand the designated route(s) will not always be the shortest distance as issues of television coverage, advertising signs and the events already underway have to be taken into consideration.

4. Call Room Protocol:

Athletes stayed in their Pod till it is time to leave. Only time an athlete leaves the Pod is to use the washroom/portable toilet and the athletes must be escorted. If an athlete needs to leave Call Room, athlete is escorted to Call Room Control Check-in gate and released from there. If this happens, document the incident – who / bib number / country / reason / time and date.

The Call Room is a secure site. There can be security personnel or police at all entrances/exits of the Call Room and Control Check-in Gate Area.

5. Call Room Lay Out and Procedures:

IAAF meets use a Pod system for their Call Room. At the 2015 Toronto Para Games a pod system was used. Chairs are placed in a “II” shape. An athlete has a chair to sit in and a chair separating him/her from the next athlete. The number of Pods will depend on the area size allocated to the Call Room. Each Pod should be assigned four Call Room personal:

- One to do sign in and bib inspection. **There is a quick check done at Check IN Control Gate BUT the official check is always done in the FINAL Call Room.** Athletes were identified by their accreditation card and bib number. All check in procedures must be recorded on the Call Room start sheet using the NABBS code system.
 - N = name/ID tag [name on event sheet, ID tag and ID photo match]
 - A = advertising inspection done on all clothing that athlete has brought in
 - B = bag inspection done
 - B = bib placement is correct [name on chest, number on back]
 - S = spike inspection done

NOTE: Information recorded on sheet by each athlete's name who had duct tape (DT) covering illegal advertising (e.g., Code used = DT Vest). By letting the CSA Track / Event Chief know another inspection should take place on the field of competition to make sure duct tape is still in place.

- One does shoe/spike inspections.
- One does a sport bag inspection
- One does advertising inspections using advertising templates.
- One does ID tag, bib check. Hip numbers and places athlete in correct spot for the event.
- Call Room personnel should have a maximum of ten (10) minutes to check all the athletes' bib numbers, uniform, shoes, and belongings (sport bag) in accordance with IAAF/IPPC Advertising Guidelines. **All inspections had to be done thoroughly and done in a timely manner!**
- Athletes receive three bib numbers [IAAF/IPC]; two for his/her competition vest/race chair/throwing frame [breast and back] and one for his/her sport bag. AC athletes receive a total of two bib numbers; two for his/her competition vest [breast and back]. Number on back and athlete's name on the front.
- **Athletes walk into the Call Room and look for their assigned Pod.** A pod display stand and signage is placed in front of each Pod area. Athletes go to their event Pod and checked in there. There are no tables used for inspection purposes. Everything is done in front of the athlete within the Pod.
- Call Room personnel are instructed not to talk to the athletes but use hand gestures. Only if an athlete asks a question then you could speak to him/her. The conversation has to be minimal.
- **At no time should there be electronics other than a TV in the Call Room area. Cell phones, laptops and computers are only allowed in Call Room office.**
- The Call Room personnel give track athletes two hip numbers and four safety pins to secure hip numbers to uniform. IAAF meets require that track athletes wear two hip numbers. AC normally only requires one hip number on the right hip.

NOTE: If running an IAAF Call Room that does have a technology crew present, make sure they have the correct accreditation to be in the Call Room Area and make sure that their area does not interfere with the Call Room operations. AC meets has an assigned personnel/official(s) who will bring to the Call Room revised heat / flight sheets. **As soon as these sheets arrive, Call Room Chief must IMMEDIATELY check the event and start time and get the sheets into the correct order. THIS IS A PRIORITY! These sheets could be for an event that has already started checking in or just ready to leave or have left the Call Room.**

6. Combined Events:

Competitors in the Combined Events [Decathlon and Heptathlon] check in at the Main Call Room at the start of each day. Once ID tags had been checked, the athlete gives his /her accreditation to the Combined Event Call Room Chief. From the main Call Room these athletes head out to their first event.

The Combined Events Rest Area [separate area] is where athletes rest and wait for their next event. This area is considered a Call Room for all subsequent events on that day, and a Call Room Chief must be present prior to the group leaving the Combined Events Rest Area every time. The Call Room Chief conducts the checks / inspections of the uniforms and equipment.

Athletes who wish to return to the warm up track / throw areas must report to the Combined Events Call Room Chief in the Combined Events Rest Area in order to get their accreditation

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ID tags back. It is not a requirement for athletes in the Combined Events to stay in the Rest Area between events. However all athletes have to report back to the Combined Events Rest Area before the start of the next event to undergo the final check 10 minutes before they enter the field of competition.

Access to this room has to be restricted to competitors and one accredited team official per athlete, this team official has to be in possession of the appropriate Combined Events Rest Room pass. These passes were given out at the Coaches' technical meeting.

The main Call Room Chief provides the Combined Events Call Room Chief with a spike gauge [12 mm, 9 mm, 7 mm, & 6 mm - diameter 4 mm], advertising templates, some plastic bags / cable ties, some confiscation forms, clipboard, pens, a clock [extra batteries], a highlighter and a bag to carry the athletes' ID tags. The Chief SA will need a stopwatch and will walk the distance between CE rest room and each event so he/she knows how much time it takes to travel to the site.

Dependent on the time between events in the first session of each day of the Combined Events, the Main Call Room should operate as follows. If there is **not enough time** for athletes to go to the CE rest area between events, the Main Call Room might perform the checks only if the meet Flow Chart Schedule and if there are enough Call Room personnel that allows enough time for Main Call Room to do the required inspections **for all events in the first session**.

If the Main Call Room can only handle the first event inspection then the remaining checks can be done by the Combined Events SA at the event site or in the CE rest area or before entering the field of competition. If there is **NOT enough time** in the schedule for the athletes to go to the rest area after their first event, the Call Room should perform the checks for the first event only. The Combined Events SA can perform the subsequent checks in the rest area or prior to entering the field of play. Combined Events athletes are allowed to have items in their bag that would normally be confiscated because they are allowed to use these items in their CE rest area. Electronics and stretching bands are examples of allowed items. The Combined Events Chief SA must remind all athletes that these items are not allowed on the field of play and must be left in the CE rest area or left in their bag while on the field of competition. The Combined Events Chief SA must monitor the athletes to ensure compliance.

The Combined Events Chief SA must time the walk from the CE rest area to the competition sites and in concert with the Combined Events Referee determine times for the athletes to reassemble at the CE rest area or other designated site and the times to depart for the competition site. The CE Chief SA must always include enough time to perform the appropriate equipment checks for the next events. The assembly time and location must be posted in the CE rest area.

Intermediate scores must be posted in the CE rest area as well as the heat sheets (track) or competition sheets (field) for the next event.

7. Relay Events:

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The composition of a team and the order of running for a relay shall be officially declared and present official paperwork at the TIC no later than one hour before the published first call time for the first heat of each round of the competition.

All members of the relay team must wear the same uniform and check in as a team. Teams are not allowed into the Call Room if a member is missing from their Team.

For IAAF first round of relays, countries are given their 3 letter country code bib in the Call Room. Each country's relay team entered was allotted six (6) three letter country code bibs. For teams that advanced to the next round, each relay member had to enter the Call Room wearing a 3 letter country code bib on his/her breast and their bib number on their back.

All members of the relay team **must** wear the same uniform [IAAF/IPC]. Relay athletes wear their number bib on their back and the IAAF three-letter country code bib on their chest.

***NOTE:** Watch for teams trying to change bib numbers because they do not like the running order declared by their coach. Assign an official whose sole job is to watch for the switching of bibs numbers and hip numbers.*

8. Transponders:

IAAF meets: The timing chips are handled by the timing company personnel for 3000 m races and up. These bibs are not given out in advance to the teams and normally kept at the Call Room until the timing personnel come and collect the bib numbers and insert the transponders.

On race days the transponders personnel and Call Room officials worked together to hand out the bibs. Before the athletes leave the Call Room area, transponder personnel should run a computer check on each runner. Two ITOs should verify that the transponders read the correct athlete's name and country on the computer screen. Timing personnel collect transponders at the Post Event Control Area. Call Room officials may be asked to help with this task.

Personal Note:

Before the competition starts, it is suggested that coaching staffs and athletes from all the countries/ clubs be allowed to tour the Call Room. The Call Room Chief must be on hand to show, explain and answer any questions on the Call Room. Have the coaches and athletes start at the Control Check-in Gate Area.

Call Room Example for IAAF and IPC athletes at the same meet: Use large tents - 2 - 40 wide by 60 feet in length with 1- 2 attached smaller tents 40 by 40 feet.

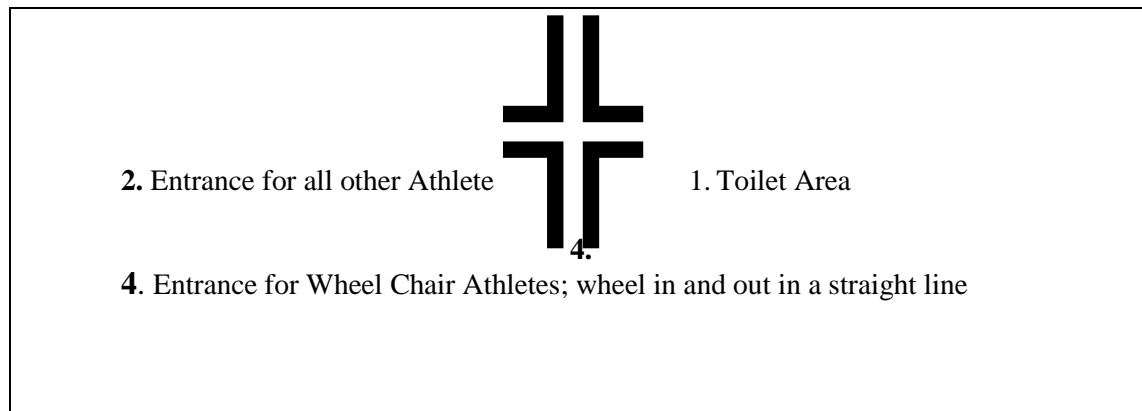
Secure Area for Call Room

[Cross or a T shaped tent layout but on its side

Cross Shaped Call Room:

3. Exit to Field of Competition

3.



5. Control Check in Gate Area

2010 Moncton World Juniors Call Room Pictures



POD LAY OUT: 24 chairs / 2 chairs per athlete (blue chairs). Two (2) yellow chairs for CR Pod staff on one side and another 2 yellow chairs on the other side of the entrance door.

Note: Each athletics stadium location will provide its own unique situations and the Call Room Chief will have to be very creative in planning how his/her Call Room will look like within what the site offers you. This Call Room Pod had high walls which was an issue because athletes could not see the TVs and what was happening in other pods. If they wanted to see they stood at the entrances to the pod which created a traffic issue for Call Room personnel and the athletes who had chairs by the entrance way.

A suggestion would be use half walls. If using no walls then be sure there is enough space between pods and the chairs block athletes from leaving their pod. The chairs have to be in a tight U formation, no space between the chairs. The only exit should be by the front entrance of the pod.

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A clear 4 sided Acrylic spike gauge - 12mm, 9mm, 7mm, and 6mm - diameter 4 m is used to measure spike length. These gauges were made professionally. The athletes could see clearly if the spike(s) was legal or not. We had no challenges by athletes on spike requirements.



POD DISPLAY STANDS and BOARD SIGNAGE



Call Room Chief has to have a complete set of scheduled signage of events for the whole meet. These signs will direct an athlete to the correct pod, athletes just walk in, read the

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signage and go to his/her pod and sit down. Call Room personnel immediately start the check in process.

Pictures from the 2015 Pan Am Games and Pan Am Para Games – Toronto, Ontario



Getting organized to open Call Room



Call Room personnel separating one flight of 14 Para Throw Athletes into two groups of seven with a Throws Chief and IPC ITO. Notice the television!

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Table with extra inspection equipment- calipers, hip numbers, safety pins, guide/escort bibs, rubber gloves, duct tape.



Pod Display pole with meet clock and event

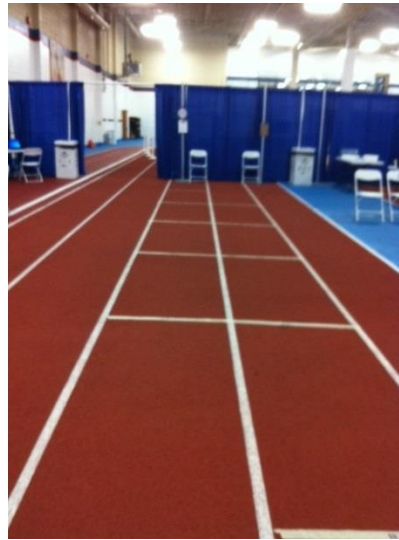


Field Pod

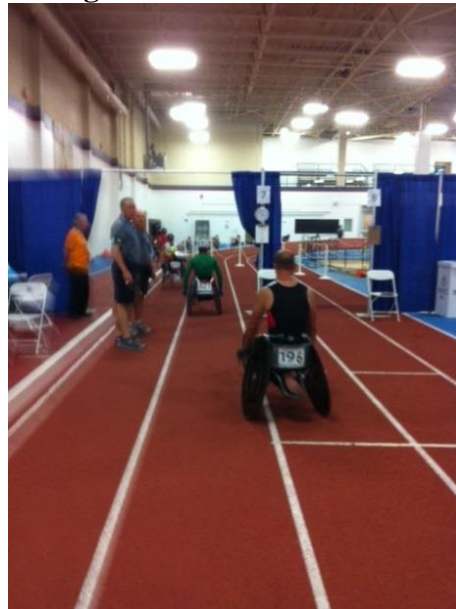
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Track Pod



Check in Pod area to stage wheelchair athletes. These athletes would wheel in, be put in order then they would wheel straight out.



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CHECK LIST: Call Room / PAN AMS

SUPPLIES:

- Two 3” binders – one 1” binder and a 2-3 packages of stick-on name tags.
- Black dry-erase markers and erasers.
- 5 boxes safety bins [1 gross per box] 8 Paper weights
- 20 clipboards 2 boxes paper clips stapler and staples three hole punch
- 10 yellow & 10 pink highlighter 2 black felt pens 20 ball point pens
- 10 permanent black “sharpie” markers
- Boxes of rubber gloves size M and L used by volunteers to examine athlete sport bags.
- 100 Medium and 100 large zip lock bags to hold athletes confiscated possessions. [Use only when necessary]
- Map of the competition site with all areas marked.
6-12 Rolls of Duct Tape [used to cover illegal advertising].
- 6 Rolls of 2” Green Painters tape [used to cover illegal advertising on wheel chairs]
- Small tool kit [pliers, pocket knife, scissors, screwdriver, spike wrench, white tape, metal tape measure, shoe laces, vice grips]
- First Aid kit [e.g. bandages female hygiene products, sunscreen, rubber gloves, tweezers, tape, gauze rolls, gauze pads, Kleenex].
- Supply of rain ponchos for call room officials
- 4 sets of Marshalling Sheets for each day. One set of Athlete Check in form sheets. These sheets are to be delivered up at least two hours prior to the first scheduled check in time of each day.

EQUIPMENT:

Necessary measuring devices

- 8 spike gauges: Clear, 4 sided Acrylic spike gauge - 12mm, 9mm, 7mm, and 6mm - diameter 4 m.
- 4 callipers [measure thickness of sole and heel for high jump and long jump]
- tape measure
- wheelchair sticks [75, 70 cm & 50 cm metre sticks],
- Mylar Advertising templates – IAAF Advertising Manual.
- Call Room Signage, Call Board and Call Board signage:
 - Chart Paper – lined
 - Two large marker boards and markers
- Two sign boards (large enough for chart paper - cork boards or wood is fine)
- Electronic/Media Communication
 - 2 TV monitors to watch track and field events [Electrical outlet access]. Helps to keep athletes calm; they can watch what is happening out on the field of competition.
 - Walkie-talkies / communication system – 2 for both Call Rooms, 1 for chief SA on the track
 - Portable Public Address system / Boom Box.
 - Multi-purpose Printer [table size and close to the check in area] to receive revised heat sheets or field event sheets.
 - Photocopier
 - Power (outlet bar), + extension cord
- Operational / Furniture
 - 160 chairs: 144 for pods and 16 for Call Room staff
 - Pod display stands: one for each pod (approx. 5’ tall) (see picture below)
 - Garbage cans / garbage bags / paper towels.
 - 10 tables [8 feet in length].

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- Cooler to hold bottled water.
- 4 Large plastic storage bins to store Call Room equipment.
- 4 large battery operated clocks [24 hours] and spare batteries.

SIGNAGE:

- Posters containing pictures of legal requirements for:
 - Clothing (team uniforms)
 - Spikes number / Dimensions of spikes / Shoe construction
 - Spike types - types that are allowed / not allowed illustration for clarity e.g. post, pin, x-mas tree and cone)
 - Bib number /name placement – no folding indicators etc.
 - Unauthorized materials / items (e.g. Phones, electronics, sunscreen with propellants etc.) – *see Unauthorized Items below.*
 - Athletes are allowed only one bag that is NO LARGER than 55 cm in length, 45 cm in width and 10 cm in depth. If an athlete has a bag that is over these dimensions, then athlete is told: Bag is not allowed into Final Call Room and the bag has to be given it to a coach / team mate / friend / parent before athlete can proceed to Final Call Room. Exception is for Combined Events Athletes

REFERENCE:

- 2 Current IAAF **Advertising** Rulebooks: one in English and one in French.
- 4 Current IAAF Rulebooks: one in English and one in French.
- Withdrawal / scratch forms, Did Not Show forms [DNS]
- Spare blank bibs.

Unauthorized Items

- Spray paint
- Runway markers [if provided at the meet].
- Glass containers
- Umbrellas
- Yoga mats
- Perfume bottles / sprays
- Article with advertising that is too large to cover up with duct tape e.g., large towels, large logo on a jacket.
- Large blankets, large beach towels
- Medication / syringes [unless accompanied by a TUE - Therapeutic Use Exemption - Medical Certificate clearance].
- Spikes of Illegal length.
- All types of tape: All athletes in relays, high jump, pole vault, long jump and triple jump will be given tape / markers at their event by SA, Umpire or Event Chief.
NOTE: The only tape allowed out is the tape used to wrap pole vault poles.
- Powder / chalk / magnesium for athletes in Pole Vault, High Jump, Long Jump, Triple Jump, Shot Put, Discus, and Hammer. Powder / chalk will be provided at the competition site. Resin for Shot Put and Discus will be provided at the competition site. Lighter fluid can be checked in through the technical manager and brought out with their pole vault.
- Stretching ropes / surgical tubing
- Personal Implements – batons, discuses, shots, hammers, starting blocks, javelins. All this equipment has to be weighed in, inspected and measured by the Technical Manager **BEFORE** the start of the competition. Equipment is delivered to competition site prior to the scheduled warm up time.

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NOTE: A rule of thumb for what is confiscated is anything that can upset or potentially injure a fellow athlete should not be allowed through Control in Gate area. Bringing unnecessary equipment indicates the athlete is not "competition ready" therefore no items will be brought in for confiscation; they will be surrendered to their coach/team personnel BEFORE they enter the first call room.

NOTE: Any athlete refusing to surrender prohibited items will not be allowed into the FINAL Call Room or out on the field of competition.

Authorized Items

- Tape measures
- Approved TUE medicine [Athlete has to have an approved signed document]. Take a photo copy of TUE and attach it to Athlete Control Check-in form or attach it to Call Room copy of start sheet.
- Pole vault tape
- Extra pair of legal spike / throwing shoes. All the measurements have to be legal or the shoes are confiscated.
- Spike wrench / changer. An athlete is allowed to change / tighten spikes on the field of play.
- Extra-legal spikes.
- Roll sticks for hamstrings, quads, calf muscles.
- Provincial/ National flags.
- Smaller towels that meet IAAF advertising rules are allowed [e.g., hand towel, smaller bath towel]

LAYOUT and ACCESS:

- Call Room and athlete walkway completely fenced in with visible security.
 - o Must be wheelchair accessible. No stones or obstacles.
 - o Must be carpeted or have rubber mats for spikes

PERSONEL:

Personnel Requirements:

Qty	Role
1	Call Room Referee
1	Chief Starters Assistant
3	Call Room Starters Assistant: 1 track, 1 Field, 1 Combined Events
6	Track officials – 3 teams of 2 – 1 team per pod
4	Field officials – 2 teams of 2 - 1 team per pod
2	Front Desk officials – check in, questions etc.
17	TOTAL

Check List Chart by Rene Van Anandel.