

Purpose:

- To keep the event on time, and supervise athletes from the time they check in, until they are handed over to the Starter.
- Coordinate with other officials (e.g., photo finish, announcer) to ensure accurate information flow on athletes competing in a race.
- Contribute to athlete's positive experience at event. Be consistent with each athlete throughout event— treat everyone the same.

Responsibilities:

1. Before the meet

- a. Review schedule of events to understand the flow and time allocations during the meet.
- b. Review the heat sheets (e.g., if available on the web site) to understand the number of heats and entries for each event and any potential issues (e.g., large number of entries for one heat).

2. Before the meet:

- a. Obtain the up-to-date schedule and heat sheets for the day. Review against the schedule and determine the movement of athletes from check-in to start line to ensure races start as planned. Look for, and address any issues such as ensuring enough hurdles in lanes for the number of competitors in each heat.
- b. Ensure all races have marked assembly lines 3m back of start lines.
- c. Meet with other officials to coordinate the following:
 - i. Finish line—procedures to ensure the finish line is aware of any changes in the heat sheets.
 - ii. Photo Finish or Timers—procedures to ensure they are ready to time each heat/event before handing control over to the Starter.
 - iii. Announcer (if present)—procedures to ensure they are aware of any changes in the heat sheets as well as timing of announcements and calls for athletes to report in.
 - iv. Starter—agree on common signals and procedures to ensure the best and fairest start. Review and confirm responsibilities for providing information to athletes, handling false starts or other restarts, positioning of starters and SAs for each race, etc.
 - v. Competition Secretary—procedures to ensure athletes are registered for the meet and heat sheets reflect actual line-up for the race. Review decisions on changes to heats due to actual turn out (e.g., combine heats, straight to final). These decisions are made in conjunction with the Meet Director.
 - vi. Chief(s) of the hurdle crew, block crew and/or basket crew—procedures for placement and removal of equipment.
- d. Walk the track to note start lines, break lines, steeplechase route, and relay zones. Note any potential hazards on the track (e.g., water on track, holes or excessive tape on the track) and communicate to Meet Director if you cannot resolve yourself. Note staging or assembly areas to safely hold athletes before their race.
- e. Ensure the necessary equipment is available for the day's activities (e.g., batons for relay events, starting blocks, steeplechase barriers and water in pit, hurdles with crew positioned to adjust hurdles after each event).

3. During the day:

- a. Monitor progress of the meet compared to the schedule. Advise athletes of any delays in schedule.
- b. Check-in or scratch runners on heat sheets (if not already done in the Call Room) and communicate to finish line, Competition Secretary and Announcer as appropriate.
- c. Confirm that competitors are competing in the correct event and heat.
- d. Check that competition numbers are correct and worn properly. Issue hip numbers, if required, for longer distance races (e.g., races not run in lanes) and/or relay races.
- e. Place the runners in correct lanes or stations (if relay race). For relays, ensure the first runner has a baton that meets the rules (e.g., smooth, no tape).
- f. Give instructions to athletes as to number of laps, cut in procedures, method of advancement, method of start and false starts. For relays, give instructions regarding the marshal area for each relay zone, the cut-in procedures (if any) and any other information to ensure the athletes understand how the relay will be run.
- g. Assist with blocks if necessary.
- h. After warm up, close the track. Assemble competitors 3m behind the starting line.
- i. Ensure Photo Finish or Timers and Finish Line are ready to start race.
- j. Signal Starter when runners in proper position.
- k. Watch the start line for any hand, foot or finger over the line.
- l. Re-assemble runners after false start or stand up.
- m. Communicate orally and with cards (green, yellow, red) reasons for false start or stand up.
- n. Supervise removal of starting blocks after start of race.

4. End of Day:

- a. Clean-up track—(e.g., ensure hurdles cleared off, warm-up gear taken to lost and found, starting blocks are picked up and returned to appropriate place).
- b. Debrief the meet—discuss any issues or lessons learned with the Starter(s) and other Starter's Assistants.

5. Personal Required: (At local meets one person may do all of these.)

- a. 2 to position athletes in lanes at correct start line.
- b. 1 to Check-in athletes, confirm event and heat. Check competition number against heat sheet.
- c. 1 to Receive athletes and position for next heat or event.