

Quick Guide - Umpire¹

Purpose:

- To act as a Referee's Eyes and Ears, observing competition and reporting any violations of rules by competitors to the Referee
- 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. Check meet schedule for venue location, parking, etc.
- b. Check start times for the meet.
- c. Dress in the appropriate Umpire uniform – White polo shirt, Navy pants / skirt, name tag.
- d. Be sure to carry appropriate sun screen, hat, rain poncho etc. for unpredictable weather.
- e. Bring a water bottle in case the meet does not provide water.

2. Before the day's events:

- a. Assemble 60 minutes prior to the event at Official Quarters, 20 minutes before the event: at Track entrance, 10 minutes before the event: assume your position on the track.
- b. Ensure you have all the necessary equipment; flags, and report forms, clipboard, pencil.
- c. Familiarize yourself with the report forms used at the meet.
- d. Ensure you receive your assignment from the Chief Umpire or Track Referee.

3. During the day:

- a. At Major Meets: Umpires will stand during events (except 5-10km events) and sit down as a Section when possible between events unless an infraction has occurred.
- b. After each event, signal your Section head by flag, or similar signaling method. E.g. Yellow for infraction/ Green for no infraction, or as directed by Chief Umpire or Referee.
- c. Report any infractions to the Referee, with a note of which lane and the competitors number, also the type of infraction, and what advantage if any and how much was gained, mark the track immediately and signal to your section head, then complete Umpire Report Form. Also take notes of and observed discrepancies or unusual events which are not infractions. It is important to make a note of anything that can help you identify which athlete committed the infraction, i.e. uniform colors, team, etc.
- d. Do not discuss any infraction with anyone other than the Chief Umpire or Referee.
- e. Report any coaching or assistance to the athletes.

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- f. Duties for all Races, watch for runners
 - i. Out of lane (especially on corners, on the athlete's inside line)
 - ii. Stepping Off Track (voluntary or involuntary)
 - iii. Jostling and impeding
 - iv. Cutting in, and impeding other runners in the process.
 - v. Receiving aid from coaches, other athletes, or personal devices.
- g. Relay Duties
 - i. Position of baton, not athlete's hand is decisive factor in determining out of zone infractions.
 - ii. If baton is dropped, must be picked up by the runner who dropped it
 - iii. Runners must stay in lanes after passing the baton until all other runners have passed. The exception would be in the distance relay where runners should try to avoid impeding other athletes after the baton is exchanged.
 - iv. For 4x100 outdoors, runners allowed use of area 10metres before the exchange zone – often called the acceleration zone.
 - v. Remove all markings (tape etc.) made by athletes after the race.
- h. Hurdles Duties
 - i. Ensure Trail leg goes over the “plane” of hurdle not around it – especially on “outer” hurdles, or on the curves in the 400 hurdles.
 - ii. Ensure competitor clears hurdle in their own lane
 - iii. Watch for deliberate knockdown of hurdles by hand or foot
 - iv. Take a crouched position
 - v. Pick up any knocked down hurdles if possible or in the absence of hurdles crew.
- i. Steeplechase
 - i. Watch for steps on inside line coming into or out of water jump.
 - ii. Watch that athletes go over the barriers, not around or under barriers.

4. End of Day:

- a. Return all supplies to the Officials' Quarters, if necessary.
- b. De-brief with Chief Umpire or Referee.
- c. Check for start times for the following day if applicable.

Resourcing:

- At larger meets, umpires might be assigned to the lap board and bell.
- At larger meets, umpires might be assigned to “lap scoring” or keeping track of laps completed.