

ATHLETICS NORTH QUEENSLAND

OFFICIATING PROTOCOLS

**Compiled by
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This manual is made available to assist Technical Officials in the North Queensland region. The manual is not for sale.

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OFFICIATING PHILOSOPHY

The aim and responsibility of every official should be to ensure that each athlete is given every possible opportunity to achieve their best performance in a safe and fair competition in accordance with competition rules.

QUALITIES OF A GOOD OFFICIAL

- To understand that they are there to assist all athletes and to treat them all equally and fairly
- To ensure the safety of athletes, officials, and other persons on the Field of Play
- An up to date knowledge of the rules and requirements of the competition
- An awareness of where their event fits into the program (i.e. be aware of the total picture) and act accordingly
- Maintain a calm demeanour and don't let comments from spectators and others influence your decisions
- The ability to maintain concentration for long periods in all conditions
- Be positive, polite and friendly, firm but not intrusive.
- Show integrity, objectivity, impartiality, consistency, know your rules and above all, use your common sense.
- Well organised and in possession of all required equipment
- Neat and tidy and arrives on time
- Proactive rather than reactive
- Able to react quickly and to help to ensure that the competition runs to time
- Able to relax and enjoy the experience and to encourage others to do likewise
- If you sometimes wear a coaching hat, you leave it at home when you are officiating – not only must you be impartial, you must be seen to be impartial.

KNOWLEDGE OF THE RULES

- All officials should ensure that they are familiar with the current versions of the IAAF, IPC, and Masters Rules along with local variations to these rules as approved by Athletics Australia and/or Athletics North Queensland.
- All officials should have in their possession a current version of the IAAF Competition Rules.
- All officials when working at school meets not conducted by ANQ should ensure that they have read the rules of competition for these meets.

SAFETY

ATHLETICS CAN BE A DANGEROUS SPORT!

- Be aware of safety at all times and always ensure the safety of athletes, officials, and spectators.
- Allow only competitors, officials and other accredited personnel onto the Field of Play.
- Always have qualified medical personnel in attendance.
- Always look in both directions before crossing the track
- Do not cross the grassed area at any time (go around the track).
- If conditions are unsafe do not conduct or continue the event.
- Always take care when lifting objects, especially heavy ones.
- Warning signs should be in place when throwing events are in progress.
- Implements must be carried back – never thrown, even for a short distance – if available, a chute should be used to return shots.
- Always ensure that safety cages are used for hammer and discus throws.
- The appropriate hammer cage gate must be closed and locked in position during competition and when athletes are warming up.
- Warm ups for all Field Events must be supervised.
- A Safety Officer must be in place if two long throws are occurring at the same time and if circular events are being conducted in conjunction with hammer throw events.
- Athletes should not be called to the discus/hammer circle when a track event is about to start near the cage. A brief delay is advisable in such instances and may also be advisable when groups of athletes pass on the track during circular events. Discretion needs to be

used when conducting Javelin, High Jump, and Pole Vault events where the athletes' run ups intrude onto or across the track.

- Officials should ensure that a cone or similar device is placed on the runway for the Long Jump, Triple Jump, and Javelin events to close the runway until the next trial is called.
- Provide water as required by the competition rules (or by common sense) in running and walking events and provide shade and water for field events. (Responsibility rests in the first instance with ANQ.)

Concentration and common sense are two of the keys to being a good official.

GENERAL - TRACK and FIELD ROLES

The Technical Delegate

The role of the Technical Delegate at ANQ Meets varies somewhat to the role of the Technical Delegate as outlined in the IAAF Rules. In most ANQ meets we have a Technical Delegate/Meeting Manager and an Administration Delegate. In brief, their roles are as follows:

Technical Delegate (TD)

- Is responsible for ensuring that all technical matters are in accordance with the rules of the IAAF, IPC, Masters, and/or ANQ.
- The TD generally works in close cooperation with the ANQ Office Staff. This should include ensuring that all officials have been appointed and notified, and that equipment, communication systems, officials' meals/water/tea/coffee etc are available.
- The TD is responsible for the actual technical conduct of the Meet and should chair the Jury of Appeal.
- At Road Running and Road Walking events the TD will often assume the role of Meeting Manager.
- At the conclusion of the meet the TD should prepare a report on the conduct of the meet for the ANQ Competition Manager.

Administration Delegate (AD)

- Controls the entries (including seedings) and accepts and/or rejects changes and arranges the heats and qualifying rounds and the draw for positions/stations.
- Verifies and produces the results.
- Once the start sheets have been processed it is the responsibility of the TD and/or CD (Meeting Manager if no CD) to determine whether an athlete may compete or not.

Competition Director (CD)

- Plans the technical organisation of the Championship meets in conjunction with the Competition Manager (ANQ Office Staff) and the TD and AD.
- Directs the interaction between all athletes and maintains contact with all Officials.
- Coordinates the activities of the announcers, ceremonial officers, and scoreboard operators in the presentation of the meet.

Meeting Manager (MM)

- Responsible for the correct conduct of the meet and cooperates with the CD during Championship meets.
- Checks that all Officials have reported for duty and appoints substitutes.
- Has the authority to remove Officials from duty for not abiding by the Rules.
- Together with the Referees ensures that only authorised personnel are on the Field of Play.
- The MM is the only person able to appoint additional officials to assist. Unregistered people or those who have not signed the Child Protection Declaration will not be able to assist.

The Track Referee

- To preside over all Track Events to ensure that the Technical Rules are observed.
- To decide on anything which arises during the Meeting which is not covered by the Rules
- To deal with any disputes
- To decide placings only when the Judges of the disputed place(s) cannot agree.

- To rule on any protest or objection regarding the conduct of the competition
- To warn or exclude from the competition any athlete guilty of improper or unsportsmanlike conduct.

- To declare any event (or part of event eg round) void and to be held again. The Track Referee will confer with the MM and/or CD to determine a suitable time having regard to the available time and the remaining events on the program.
- Together with the Chief Photo Finish Judge and the Starter to ensure that the Photo Finish equipment is operating as described in Rule 165.19
- To Check all final results
- To change the place of competition if circumstances so require (eg not to use a certain lane)

Note 1: Whilst not specified in the rules it is recommended that Track Referees always check that hurdles are placed correctly and at the correct height, the cones are in the correct position for the steeplechase, and the cones are correctly placed for split starts.

Note 2: A Track Referee has no jurisdiction over matters within the responsibilities of the Chief Judge Race Walking however still controls all other matters as detailed above.

Note 3: A Track Referee should not act as a Judge or Umpire but must act if they observe any infringement that they miss.

The Start Referee

A Referee will oversee the start area. The appointed person should be a specialist and experienced starter, thus basing his observations on a technically sound background.

The Start Referee fulfils several obligations, specifically:

- Is not a member of the start team.
 - Works alongside the start team.
 - Does not interfere or comment on starts, except when issues need addressing.
 - Is required to keep an accurate record of all starts.
 - Ensures the Start Area Coordinator carries out an initial check of the false start equipment and a zero test.
 - Monitors the operation of false start equipment.
 - Communicates with athletes only as a result of an official protest about a start or a warning/disqualification. In this context and in accordance with Rule 146.4(a), the Start Referee can allow an athlete, who immediately protests, if there is any doubt, to run the race “under protest”, subject to the protest being considered later.
- Imposes and notifies the imposition to the athletes of a “disciplinary” warning. The Start Referee must also be aware of any previous disciplinary warnings given to athletes.

The Field Referee

- Preside over Field Events to ensure that the Technical Rules are observed.
- To decide on anything which arises during the Meeting which is not covered by the rules.
- To deal with any disputes.
- To rule on any protest or objection regarding the conduct of the competition.
- To allow an athlete to compete in an order different from that drawn by lot.
- To warn or exclude from the competition any competitor guilty of improper or unsportsmanlike conduct.
- To change the place of competition if circumstances require (safety). Wind alone is not a reason.
- To supervise the measurement of any new records where there is no measurement judge.
- To check and sign the results sheet.

Note: Where there is not a Referee, the Chief Judge of the event has to make the decisions normally made by the Referee except for disqualifications.

Contact Person at School Meets that are conducted by School Authorities

At all school meets to which ANQ officials have been appointed, one of the officials will be nominated as the person to whom officials must report. Any official whose circumstances change prior to the meet must contact the ANQ Office or the nominated official if late or sick.

The only person who will have contact with the school will be the nominated official.

OFFICIALS GENERAL

Officials Sign On

- All officials must sign on before commencing their designated task. Highlighting or ticking your name is not sufficient.
- All officials should arrive at the venue at least one hour prior to the starting time for the first event of the day not just the event to which they have been allocated. This is necessary to allow re-allocation of officials if required and to assist with event site set up.
- The MM will be responsible for checking that all officials have signed on and for the official's roster on the day.
- Officials should be provided with an up-to-date copy of the timetable for each day of competition.

Coaching by Officials

Officials must never be involved in coaching athletes during competition. Officials may no longer answer questions asked by athletes such as take off foot placements, unless the athlete has fouled.

Officials Uniforms

- Officials must wear the approved Officials uniform which should be neat and tidy
- The only badges that are to be worn on the Field of Play are those issued by ANQ or AA.

Level 2 & 3 Practical

- Any official wishing to have their practical card signed for either their Level 2 or 3 Practical must inform the appropriate person (MM, Referee, Chief) before the start of competition so that appropriate supervision can take place.
- A Level 3 practical card must be signed by another official who holds a Level 3 in that event group.
- A Level 2 practical card should also be signed by an Level 3 official, however if no Level 3 official is present an appropriate Level 2 official, Referee TD, CD, or MM may sign the card.

Note: There is no practical required for Level 1.

MEET PRESENTATION

Event start times

- As far as practicable events must start on time, not early, not late.
- In certain circumstances it is advantageous to the smooth running of the meet to start events earlier than the scheduled starting time. In such instances, care should be taken to ensure that all confirmed athletes are present and ready to start and the permission of the CD/MM must be sought.
- It is the Chief Judge's responsibility to ensure that their team of officials are at the event sites in time for equipment to be checked and ready and for athletes to be briefed and to complete their warm-up before the scheduled start time. Officials likewise should ensure that they are ready to enter the Field of Play at the appointed time.

GENERAL

The competition area

- Is defined by the Chief.
- The competition area should extend across the track to allow athletes to talk to their coach but athletes must be aware of track events in progress.
- Coaches are not permitted on the Field of Play.

Disqualifications and Warnings

- Only the appropriate Referee may disqualify an athlete for an infringement of the technical rules (except in the case of false starts or for infringements of the rules of walking). A Referee may also warn or disqualify an athlete for improper conduct.
- All warnings and disqualifications must be recorded on the result sheet together with the rule number and signed by the Referee.

- A yellow card is used for a warning and red card used for a disqualification.
- A green card is used to indicate to the athletes that a false start has not occurred.
- It is not necessary to warn an athlete before issuing a disqualification.

Protests and Appeals

Immediate Oral Protests

- Protests concerning the eligibility of an athlete to enter an event are determined by the AD.
- Once the start sheets have been produced the eligibility of the athlete to compete is determined by the TD/CD/MM. If none of these officials have been appointed, the determination is made by the appropriate Referee.
- All protests must be directed to the appropriate Referee in the first instance, within the permissible time. Unless otherwise determined, this shall be 30 minutes following the publication of the result.
- An appeal to the Jury is always available in writing within 30 minutes of the decision of the Referee.

Field Events

If an athlete makes an immediate oral protest against having a trial judged as a failure:

- The Referee/Chief may, at their discretion, order the trial to be measured and the result recorded to preserve the rights of all concerned
- The trial should be shown on the result sheet as a failure and the disputed measure recorded elsewhere on the result sheet for later consideration (although the Referee may make an immediate decision)
- In all cases judges should always mark the “nearest mark” made by the athlete or implement until all possibility of an immediate oral protest has passed except in cases where the implement has clearly landed outside the throwing landing sector.
- The Referee makes a decision on the immediate oral protest which is open to appeal to the Jury of Appeal.

Track Events

- The Start Referee may, if there is any doubt, allow athletes to compete “under protest” if an immediate oral protest is made against the athlete receiving a false start.
- The matter is resolved after the race by the Jury of Appeal and if necessary, the placings are adjusted.

Uniforms and Registration Numbers

Initial responsibility to ensure that athletes are wearing the correct approved competition uniform and registration and/or competition numbers rests with the Athlete Check-In, however;

- Officials on the Field of Play in all meets also have the responsibility, once athletes come under their control, of ensuring that athletes continue to wear their approved competition uniform (for most events it is that of their club) and registration and/or competition numbers properly attached and worn in accordance with the Rules.
- Athletes not complying with these Rules should be referred to the MM/CD for a ruling on eligibility to compete.
- Referees and Chief Judges should ensure that all athletes keep their entire competition uniform on until they have moved off the arena.

Unauthorised equipment on the Field of Play

- When a competitor is detected on the arena in possession of unauthorised equipment this matter should immediately be brought to the attention of the appropriate Referee/Chief.
- The Referee/Chief should ensure that any such unauthorised equipment is immediately removed from the Field of Play and safeguarded until claimed by the athlete concerned.
- The Referee should warn the offending athlete, showing a yellow card and entering the details on the results sheet, and advise the athlete that any repeat of the rule infringement may result in disqualification.

Additions to Start Lists

No athlete is to be added to the start list of any event, either track or field, without the express approval of the CD/AD once the start sheets have been produced.

Records

- Track records should be checked by the Photo Finish/AD/Results Services and recorded on the result sheet.
- Field records: - a certified steel tape must be used to verify ANQ or AA records. The performance must be measured by three field judges including the Referee.
- If the Referee is not immediately available a peg should be placed in the ground for Throws so the measurement can be made at a later time. For Horizontal Jumps if the Referee is not available the tape being used must be retained for measurement against the steel tape.
- Note: No Record or Qualifying distance can be achieved unless an implement is fully validated prior to and after the event.
- For High Jump and Pole Vault the measuring bar (if not certified) must be measured against the steel tape at the end of the event if the Referee is not immediately available.
- If the EDM is being used there is no necessity to use the steel tape to measure the record provided the EDM has been checked against the steel tape before and after the event.
- School Meets: There is no necessity to use the steel tape for school meets unless it is also an ANQ record.

Runway Markers/Relay Check Marks

- Runway markers supplied by the Organising Committee should be used. If such markers are not supplied an athlete may use adhesive tape or similar.
- On no account should running shoes, chalk or marker pens be allowed.
- One or two runway markers only are permitted.
- Check marks must be made with adhesive tape.
- Only one check mark is allowed at each change in relays.
- At the end of each race/field event Officials should collect and dispose of any used tape etc.

Simultaneous Entries

- It is the responsibility of athletes who are in more than one event at the same time to arrange for this to be communicated to Chief Judges or Starters Assistants and they in turn should provide any assistance to the athlete within the rules.
- Referees/Chiefs may allow athletes to compete "out of turn" for one round at a time(except for the last round) in order to allow them more time to move between events. However, if an athlete is not present for their next trial (as scheduled or otherwise as approved by the Referee) it is a pass once the athlete has been called and the time allowed for their trial has expired. In these circumstances an athlete may be going between events. The athlete should be advised that they must inform the Recorder/Chief of their arrival and departure each time.
- If an athlete has not returned by the completion of the competition they are deemed to have abandoned the competition if they do not commence to compete before the time for one further trial has expired.
- All Officials should cooperate to ensure that no athlete is disadvantaged by the delay in start time of a track event. Athletes should be allowed to return to the field event if time permits. Alternatively, the athlete should be kept at the field event until the last moment before the start.
- Track does not take precedence over field but common sense must prevail.
- School Meets: Officials will need to check the rules for any school meet to which they have been appointed because some have different rules from IAAF, IPC, and AA/ANQ..

Mixed Competition

- Mixed competition between male and female participants is permitted in Australia and qualifying performances and records for State and National championships are accepted.
- Such records in track events will be acceptable providing the event is run as two separate competitions run simultaneously where the males are on one recording sheet and the females are on another.
- Such records in field events will be acceptable providing the males are on one recording sheet and the females are on another.

- Qualifying performances are not acceptable however for International or IAAF events in mixed events where the event is not segregated into men only/women only rounds.
- Such qualifying performances will be acceptable however providing the event is run as two separate competitions run simultaneously where the males are on one recording sheet and the females are on another. The competition is run with all females completing round 1 followed by all males completing round 1 etc and the results are calculated and collated separately.
- It is also acceptable in vertical jumps providing that separate sheets are used and all women who wish to attempt the height at which the bar is set are followed by all men who wish to attempt that height and again results are calculated and collated separately.
- What is not acceptable is where all men who wish to attempt a height eg 4.45m, do so and then the bar is lowered to a lower height for the women eg 3.10m, to give the athlete a longer rest between trials. The bar must always rise in accordance with the rules and the previously announced increments, and must never be lowered.

TRACK EVENTS

THE START

Procedures for ruling on false start protests

The Start Referee must:

- Decide when irregularities at the start can merit an “allowable protest” i.e. blocks slippage, environmental influences, or crowd disturbance.
- Retrospectively disqualify an athlete for a false start (Rule 146.4(b)) when a race is completed, a protest is lodged about the start and it is upheld. The false start equipment (where available) must be considered.
- Judge on the legality of a start. This adds to the importance of a Start Referee having a background as an experienced Starter.

Race start coordination

Prior to the start of a Meeting, the CD and the Start Area Coordinator (SAC) should meet and agree on a protocol for race start coordination.

Starters Assistants responsibilities

- A number of Starters Assistants should be positioned on the track during the warm-up phase to ensure that athletes do not stray too far from the start and should “shepherd” the athletes back towards the start line so that they are positioned in their correct lane or station in time for the introduction of the race.
- Starters Assistants MUST ensure that the athletes are in their correct lane, wearing their correct uniform and have their number bib securely fastened.
- Starters Assistants must use a yellow/black card to indicate a warning following a false start and a red/black card to indicate a disqualification due to a false start. A yellow card is also used to signal to the Starter that all is in readiness for the start. A red card means that the athletes are not ready.
- If a false start is not due to any athlete a green card shall be shown to all the athletes.
- It is the responsibility of the Starters Assistant to ensure that relay batons are issued and collected for each relay race.
- If athletes are not on the start list the AD must be contacted for a decision on whether the athlete may compete.
- For ANQ Meets the Starters Assistants will issue side (hip) numbers for events of 800m and longer. Hip numbers must be securely fastened in all corners (4 pins) so that they are clearly visible to the photo finish camera and the Judges and/or Lap scorers. (For wheelchair athletes the numbers should be likewise placed securely on the competitor’s helmet).

TRACK - GENERAL

Umpires

- Umpires should be supplied with the current umpire report sheets so that an accurate record of infringements can be attached to the result sheet. These sheets should be yellow for able body athletes in stadium, blue for Out of Stadium, and green for Paras.
- Yellow folders are used on the track by umpires. If an infringement occurs the umpire should raise the yellow folder above head height to alert the Track Referee (or Chief Umpire) that a problem may exist. A white folder is raised at waist height to indicate all clear.
- Folders should be held until acknowledged by the Referee or Chief Umpire.
- Umpires should take responsibility for the condition of the track in the sector to which they are appointed, including ensuring that the track is clear of any debris or unnecessary equipment and that hurdles are correctly placed and their height is checked.
- Umpires should assist with the placement of hurdles and steeple barriers on the track.

Lap Scorers

- Where possible Lap Scorers should be located on the outside of the track.
- A set of "Laps to go" cards should be provided to give indication as appropriate to athletes who have been or are about to be lapped.
- The official should ring a bell to indicate the last lap to athletes.
- The official in charge of the lapboard should change it as the leader enters the home straight.

Ties in Track event qualifying rounds

- In all competitions held in North Queensland, in determining whether there is a tie for any qualifying position based on times, the TD in conjunction with the CD/MM will first consider whether, due to the number of lanes available, it is possible to include all such tying competitors in the next round.
- If this is not possible the competitor who placed higher in his heat or round shall be advanced.
- If this still does not resolve the tie only then will the provisions of Rule 167 apply. That is considering the actual times to 1/1000th of second only if Photo Finish is being used.

Walking Rules

- Walk Judges for track walks will be appointed from those officials who are qualified and already appointed to other officiating positions for that meet. The Chief Walk Judge will be selected from the appointed group of walk judges if not previously appointed.
- No official shall act solely as a Walk Judge during the course of a track meet.
- "The Chief Judge has the power to disqualify or in the last 100m when the race takes place solely on the track or on the road course regardless of having received previous red cards." (Rule 230.3(a)). This only applies if the Chief Judge is a member of the IAAF and/or Area Walks Panel.
- The Chief Walks Judge will allocate duties to the Walk Judges, recorders etc.
- Prior to the start of races the Chief Walks Judge may only address athletes in walking events conducted in the under 14 age group and below.
- Notwithstanding Rule 230.3(b), the Chief Judge shall be allowed to act as a Race Walking Judge at all events in North Queensland.
- Failure to provide a posting board will not invalidate an event or the action of the Judges.
- If Walk Judges signs have different designs or colours to those described in Rule 230.4/5; this will not cause the actions of the Judges to be invalid.
- At lesser level competitions (e.g. All Comers, Club Premiership Meets, and Road Walking Events) where there are less than the number of walk judges required by the IAAF Rules available, the following disqualification arrangements will apply: This should be communicated to all competitors by the Chief Walks Judge.
 - (a) Where one judge is available – one red card for disqualification
 - (b) Where two judges are available – two red cards for disqualification.
 - (c) Where three to nine judges are available on road – three red cards for disqualification.

- Clothing in walk events described in Rule 143.1 should be interpreted to mean that competitors shall not wear tights or other leg wear that could impede the walk judges' clear view of the walkers' knees.

Relays

4 X 200m Relay – Method of conduct.

On tracks specially marked for the 4 X 200m Relay (e.g. – Townsville, Cairns)

- The start line shall be the 4 x 400m relay start line (white with blue insert)
- The first full lap shall be run entirely in lanes.
- The third runners shall remain in their lanes until they reach the breakline, after which runners may leave their lanes with care.
- All take-over zones have a 10m acceleration zone within which the outgoing runner may commence running
- Lines denoting the start and finish of each take-over zone and the start of the acceleration zone are marked in blue.
- The final take-over zone (third to fourth runner) corresponds to the 4 x 100m relay second take-over zone in lane 1 (near the 200m start) and the yellow lines denoting the start and finish of this zone and the start of its acceleration zone shall be extended to the outer lane of the track (using tape if practicable) and denoted with cones inside and outside the track.
- The waiting runners at the final take over zone will line up in the order of the start list (inside to out) as indicated by the Umpire or change official.

On tracks not specially marked for the 4 x 200m Relay:

- All of the above guidelines apply except that the 4 x 100m relay take-over and acceleration zones are used for the first and third changes.
- In all other respects the general rules for relays shall apply (Rule 170).

Removal and replacement of the Track running rail

- If part of the running rail is removed for field events its place should be marked by a 5cm white line. The Technical Manager or the Chief Judge will be responsible for removing the running rail. When the events are finished the running rail must be replaced by the Chief Judge.
- Cones or flags should be placed on the white line 4m apart so that their edges coincide with the edge closest to the inside of the track and so that athletes cannot run on the line. This is the responsibility of the Technical Manager or the Chief Judge.

Lane allocations in 800m races

At all ANQ Meets where there are more competitors in an 800m race than there are lanes and it is decided to start the race in lanes:

- The competitors shall be allocated to lanes in the same order as the start list and they should be wearing hip numbers in ascending order from lane 1 out.
- If there are more athletes than available lanes, doubling up occurs in every second lane from the outside.

Lane allocation for 9 lane tracks

- At all meetings held in North Queensland where nine (9) lanes are available and where only eight (8) (or less) competitors are taking part, lane 1 should, in general, be left vacant.
- The preferred lanes on a 9 lane track are lanes 4, 5, 6, and 7.

FIELD EVENTS

Role of the Chief Judge

- The Chief Judge is responsible for the efficient conduct of the event in accordance with the rules, under the overall control of the Field Referee.
- Allocate the duties amongst the Judges if this has not already been done by the Organising Committee
- Brief the Judges on their duties.
- Supervise the conduct of the event.

- Ensure that all necessary equipment is in place before the event starts.
- Ensure the event starts at the scheduled time and that it continues in a timely fashion.
- Brief the athletes before the start, including competing order; number of markers; defining the competition area and that athletes must remain in this area; medical and physiotherapy arrangements; toilet visits; time allowed for trials; etc.
- Ensure the results and placings are done correctly and sign the results sheet.
- Deliver the athletes and the results to the appropriate area (Post Event; Ceremonial; Administration; etc if appropriate).
- The Chief Judge does not have to undertake all the important jobs but supervises those doing them.

Use of flags and cones

- Red and White flags must be used for all field events. White to indicate a valid trial and red to indicate a foul.
- Red and White flags must be used at the wind gauge for Long and Triple Jump to indicate whether the wind is legal or otherwise.
- All flags should be held above the head for a period of 5 seconds so that the announcer and spectators etc are quite clear about the validity or otherwise of the trial.
- Cones or similar are used to indicate that a runway is closed whilst measurements and/or site restoration takes place.
- Officials should place a cone on the runway to indicate the position of the athlete's foot at take off in Long and Triple Jump.
- Cones are also used beside the horizontal jumps runway to indicate where the wind gauge is started when the athlete passes that point in his trial (LJ 40m; TJ 35m)
- The most recent protocol is that only the Judge at the circle/runway will have a red and a white flag. The Judge in the fall area will use hand signals to indicate the validity of the throw in the fall area to the Circle/Runway Judge. After receiving a hand signal the Circle/Runway Judge will raise the appropriate flag to indicate the validity or otherwise of the throw.
 - Two types of hand signals will be used:
 - If the implement falls outside of the sector the Fall Judge will raise an outstretched arm at shoulder height pointing towards the sector line where the implement landed.
 - In case of a javelin landing flat, the fall area judge will signal with one hand, palm open and facing downwards, making several push down movements.

Time allowed in Field Events

- The time clock (if being used) should be visible to the athletes.
- The Official responsible indicates to the athlete that all is ready for the trial to begin and the time allowed commences.
- A Yellow flag must be raised when an athlete has only 15 seconds remaining in which to commence their trial and must be kept raised for the entire 15 seconds and lowered when the time expires. If a countdown clock is not available a stopwatch must be used.
- Unreasonable delay renders an athlete liable to have that trial disallowed. It is a matter for the Referee/Chief to decide what is an unreasonable delay.
- If the athlete decides not to attempt the trial it is a failure once the allowable time expires.
- If the allowable time expires once the athlete has started his trial it is not a failure, providing he continues with the trial.
- After the time starts the athlete can ask for adjustments or interrupt his trial and start again providing there is no rule infringement however no extra time is allowed and the clock is not stopped and restarted.

When is a trial ready to begin

When the site has been prepared (sand levelled, plasticine board replaced, uprights at requested distance, crossbar replaced, Hammer and Discus cage gates in correct position, etc) and the Officials are ready.

Commencement of a trial

A trial commences on the first forward movement from the stationary position.

What to do when an event (or a round) is finishing and an athlete has not returned

Athletes sometimes leave events (with permission), either to compete in another event being conducted simultaneously or to go to the toilet etc. In cases where the event or the round is about to finish and they have not returned, the following procedure should be followed:

- Firstly be proactive and send someone to look for them.
- If the other event is delayed bring them back and finish your event.
- If their involvement in the other event will be over in a short time delay the finish of your event accordingly.
- In the case of a round when the athlete cannot be found or is delayed for an unreasonable time, call the athlete and start the time clock. Once the allowable time has expired a pass is recorded. (The Referee/Chief decides on what constitutes unreasonable delay)
- If they are not present for any further trials, they are called each time and once the allowable time has expired it is recorded as a pass.
- Completion of Event: - If an athlete is not present when all other athletes who are present have completed the competition, the Referee/Chief shall deem that such athlete(s) have abandoned the competition, once the period for one further trial has elapsed.

Recording and Results

- The correct symbols to be used in recording are as follows:
 - “X” = Failure
 - “-” = Pass
 - “O” = Clear (High Jump and Pole Vault)
 - DNF = Did not finish
 - DNS = Did not start in the event
 - ND = No Distance
 - NH = No Height
 - DQ = Disqualified (can only be applied by the Referee)
- When compiling results, the best performance and the placings for all athletes are to be shown in the right hand column.
- Where an athlete does not record a valid performance they do not receive a place in the final results (or points in points scoring events).
- Where EDM is used, the Recorder should compare their sheets with those of the EDM operator at least at the end of Rounds 3 and 6 (see also EDM protocol) In Combined Events, where an athlete does not attempt to start (or to make at least one trial) in one of the events and/or withdraws from the competition, their individual performances up to the point of withdrawal should be shown for statistical purposes but they do not receive a total or a place.
- An athlete may however continue in the competition if they fail to complete an event (or record an ND or NH). Zero points will be recorded for that event.

Ties in Field Events

In all competitions the IAAF Rules in relation to ties must be applied unless otherwise stated in the rules for that meet where a tie may be declared for first place.

Plasticine Boards

Plasticine Boards should be used in horizontal jumps at all Championship events.

Note: 10mm of plasticine should be placed on top of the board.

High Jump White Line

- A 50mm wide white line needs to be taped between points 3 metres outside of each upright.
- The nearer edge of the line is drawn along the vertical plane through the nearer edge of the crossbar.
- This line must be in place for all events and should be placed in position by the Technical Manager or the Chief Judge.

Private Implements

- The use of private implements is permitted in all competitions conducted in all ANQ meets providing such implements have been passed by the Technical Manager and duly marked.
- All implements will be included in the pool of implements for the event concerned. They may be used by any athlete in that competition.
- Officials should ensure that athletes in throwing events do not handle implements until they are called to take their trial.
- At the end of each competition, all implements including any private implements must be collected by the Technical Manager or Officials and returned to the Technical Manager for claiming by the owner. Such implements must never be handed over to athletes or other persons at the event site.
- If there is no Technical Manager and athletes bring private implements to the event site all athletes in the competition must be permitted to use them. The Referee should ensure that they meet the requirements.
- Note: No Record or Qualifying distance can be achieved unless the implement is fully validated prior to and after the event.

Valid throws – Javelin

- It is considered a valid landing if the tail of the Javelin is higher than the head when the first contact with the ground is made by the Javelin.
- It is a valid throw when the Javelin is below and to the side of the shoulder so long as the athlete has a bent elbow and the Javelin is higher than the elbow during the throw.

Electronic Distance Measurement (EDM)

When an EDM is being used:

- The EDM operator is the second recorder.
- Always place the prism at the mark and for the prism not to be lifted (whether the throw is valid or not) until the EDM operator gives the standard signal.
- Check measurements with a steel tape immediately prior to the start of competition and after completion together with the Referee and Chief Judge.
- Crosschecking of the two Recording Sheets at least at the end of Rounds 3 and 6 is vital.

Pole Vault age group dispensation

For the under 18 age group and lower for women and the under 16 age group and lower for men, that part of Rule 183.2 which covers the pole dislodging the bar after the athlete has cleared the bar, may not be applied to a particular trial, at the discretion of the Chief Judge, where in the opinion of the Chief Judge, a competitor made a reasonable attempt to push the pole back in the direction of the runway. This dispensation shall apply for age groups at all meetings held in NQ and Australia.

Effect of Disqualification on previous trials

Where a Referee, CD, or Jury of Appeal excludes or disqualifies an athlete from a field event, previous trials achieved in that event will be invalid. If the event is a final, performances achieved in a qualifying round would normally remain valid unless circumstances also justify their invalidation. Similar considerations would apply to other events within the same Meeting.

Change of competition area

- The Field Referee or Technical Delegate may approve a change in the competition area.
- Any change shall only be made at the conclusion of a round.
- Wind direction is not sufficient reason to move the event site once competition has commenced.

Interruptions to events

- All officials should be familiar with the ANQ Lightning Policy. This can be found on the ANQ Website.
- Where an event has to be stopped for emergency reasons (e.g. a sudden electrical storm) any re-start must ensure that all athletes in the event compete under the same conditions.

- In most cases, particularly in vertical jumps, the entire event should be declared void and re-started including all athletes who originally confirmed for the event. However, there may be a starting height which was reached where no advantage had been gained and therefore could be used as the re-start height.
- In throwing events and horizontal jumps it is permissible to recommence the event by re-starting the round during which the original interruption occurred from the beginning of that round particularly if there are time constraints in the overall competition.

Masters and Paras – Matters requiring special emphasis

Specific requirements - Masters and Paras

- All Officials should be conversant with any specific rule differences for Athletes With a Disability (Paras), and in certain cases Masters Athletes.
- Paras or Masters Athletes wishing to use implement weights or rule variations other than the standard for the event must first seek approval from the TD/CD/MM who shall advise any approved variations to the appropriate Referee/Chief unless the local rules specify otherwise.

Athletes falling from track Chairs – assistance

- Officials may assist athletes who fall from track chairs during a race but only by retrieving the wheelchair and holding it for the athlete to climb back into. They must not provide any other assistance.
- The official must not push the wheelchair to get it started again.

Warning wheelchair athletes after a fall

- If an athlete and track chair is on the track after a fall the nearest official must move to a position to warn the oncoming athletes.
- In a distance race where an athlete cannot be quickly moved, a set of cones should be placed to protect the athlete.

Assistance to seated throwers

- Only F32 – 33 and F51 – 53 athletes are permitted to have an escort.
- Escorts may assist athletes to position their throwing frames and may assist the athletes to get onto the chair.
- Escorts must retire to a designated area once athletes are ready to throw.

Seated throwers frame adjustment during throws

Seated throwers who are having 6 consecutive throws are permitted to have a two minute break between rounds 3 and 4 in which to adjust the throwing frame if required.

Field event guides

- Only F11 athletes are allowed 1 guide and/or 1 acoustic caller for Field events.
- F12 athletes are only permitted to have 1 guide

MEDICAL

Medical personnel

- Medical personnel should be appointed to all ANQ meets including Out of Stadium events.
- Medical personnel have the authority to remove any athlete from a road running or road walking event.
- Only duly appointed medical personnel at ANQ meets are permitted to attend to an athlete except where immediate care is needed and an official may assist the athlete.
- At ANQ meets, only ANQ staff are to call an ambulance if it is required.