## Chief Officials’ Meeting

**UKA & Appropriate Home Country Meetings**

**Agenda**

1. Welcome and introductions including any Chief changes
2. Information updates
   * Latest version of schedule
   * Stadium plans
   * Routes within stadium
   * Personal implements
   * Accreditation
3. Competition rules and conditions
   * UKA – Particular issues
   * IPC – Particular issues
4. Height progressions & Take-off boards
5. Call room and call times
   * Schedule
   * Confiscation procedure re mobiles etc
6. Start lists / Technical lists / Result Sheets
   * Who generates, who collects, no of copies, etc
   * Seeding – details of who and how
   * Number bibs
7. Routing of athletes
   * Presentation / Exit from Field of Play
   * During HJ / PV – processes
8. Radio allocations and communication systems
   * Starter’s signals
   * Radio protocols
9. Results confirmation and incident reporting (Track)
10. Doping Control information.
11. Presentation
    * Technology – providers & systems
    * Start procedures – UKA / IPC rules.
    * Ceremonies.
    * Text screen
    * Umpire positions
    * Judges’ & Timekeepers’ positions
    * Removal of Starting Blocks
    * Officials’ behaviour
      1. Clean Competition area.
      2. Bags in arena – share for waterproofs if necessary.
      3. Chairs / Stools?
      4. Don’t dawdle in the centre
      5. Delegate someone to lead the clearance of the event site
    * Officials’ access & egress.
    * Run-up markers only if possible - No shoes / Cans / Bottles
12. Dress code
13. Health & Safety – please mention any issues in your briefing.
14. Officials’ Refreshments.
15. Assessment & Reporting – do you have latest version?
    * As normal – A-D
    * Download if not received.
    * Put in as much detail as possible please
    * Use guidance notes to upload direct to internet
16. AOB
    * Times of briefing meetings
    * Request for worksheet and/or notes from each discipline area to whoever attends briefing meeting.
    * Domestic arrangements for the meeting.
    * Issues to feed back to Event Management.
    * Comments & questions from Chiefs – issues that affect the way you are able to do your job.

NOTE FOR NTD:

Please add the initials of the person you wish to lead on any particular subject on the agenda.

## Briefing allocations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Discipline** | **Chief** | **Reporter** | **Time** | **Location** |
| Field |  |  |  |  |
| Track |  |  |  |  |
| Timekeepers |  |  |  |  |
| Photofinish |  |  |  |  |
| Starter |  |  |  |  |
| Starter’s assistants |  |  |  |  |
| Call room |  |  |  |  |