

The Athlete Journey - Declarations

Declarations is the first part of call for all athletes wishing to compete in an athletics meeting.

It is a vital part of the meeting as it confirms how many athletes are due to compete in each event. The Declarations team work closely with all other officials to make sure a meeting starts on time and keeps to the timetable.

If something goes wrong in declarations it is felt by everybody!

What to expect?

When arriving at the declarations you will find the following;

- Athlete numbers on a specific table.
- Declaration sheets for each age group sorted by event.
- Pens
- Safety Pins
- Signage
- Timetables / Call Room Schedules
- Radio

What you will do

Prior to competing in their event **all** athletes will need to report to declarations to declare their intention to compete.

It is the job of the declarations official to check in the athletes by confirming their details and providing them with their numbers to be worn.

Typically, this is done in two stages.

STAGE 1

Athlete reports to the table showing their Age Group e.g. U13 Boys.

The official at this table should ask for the following information –

1. Event which athlete wishes to declare for.
2. Athletes Name
3. Confirm the club as shown on the declaration form.
4. Confirm the seeding performance as shown on the declaration form.
5. Confirm if the athlete is competing in any other events – if they are then repeat stages 1 to 4
6. Advise the athlete of their bib number, write this on a piece of paper, hand to athlete and direct them to the numbers collection table.

Important Points to be aware of

- Athletes must declare in person – this means that Parents, coaches, friends etc are not allowed to declare and collect numbers on behalf of the athlete. They must do so themselves.
- If an athlete is unable to declare in person then the person attempting to declare on their behalf should be directed to either the Chief Declarations Official, Meeting Manager, NTD or scottishathletics Events Team for further information and action.
- The acceptable method of declaring an athlete is to CIRCLE their number on the declaration sheet. Please do not score out athletes who are withdrawing. If an athlete is not competing leave their name blank. This keeps the paperwork clean and tidy for seeding and allows them to process the sheets quickly.
- The only other acceptable annotation to the paperwork is an update to the seeding performance which will be checked at seeding for accuracy.

STAGE 2

Once the athlete has been given the piece of paper with their number on they should report to the Numbers table to collect their bib numbers.

The official on this table will take the piece of paper and hand over the athlete TWO numbers to be worn front and back.

Athletes should also be advised at this time to check the Call Room Schedule for what time they need to report to the Call Room. The Call Room time is usually 15-20mins before the timetabled start time of an event.

When do declarations close?

Declarations will primarily close one hour before the event. The only event that differs from this is Pole Vault – a 75minute closing time will be in place for this event, to allow for the extended warm up this event requires.

The closing time for an event is printed in large type at the top of the declarations sheet. At this time the sheet should be taken to seeding for the next part of the process.

Flexibility – Once the declarations sheet has been handed to seeding then it is not possible to add any further athletes to that event. Should an athlete arrive after this time they should be directed to Chief Declarations Official, Meeting Manager, NTD or scottishathletics Events Team for further information and action.

Common / Recurring Issues and Questions

Athlete arrives after the events closing time – Direct Athlete to Chief officials for further information. You may need to use the radio to do this.

Someone other than the athlete is attempting to declare the athlete – Inform them that athletes must declare in person and you are unable to progress this request. If this is not acceptable then direct them to Chief officials for further information.

Parents / Coaches – It is common that athletes will be accompanied by their parents when declaring, this is perfectly acceptable, however sometimes the parent/coach will do all the talking for the athlete. Officials should try as much as possible to address the athlete directly rather than through their parent/coach.

Questions	Answers
What time is my event?	Timetables are posted on the walls at declarations and in the warm up area.
When is my Call Room Time?	Call Room schedules are posted on the walls at declarations and in the warm up area.
Where is the Call Room?	Stadium Layouts are posted on the wall at declarations and call room is signposted.
Where is the Warm Up area?	Stadium Layouts are posted on the wall at declarations, Warm Up area is signposted.

All of the above information will also have been emailed to athletes 9 days in advance of the event.

REMEMBER

- **Be welcoming – many athletes are nervous in the morning of an event and are easily flustered.**
- **Smile and speak to the athlete directly.**
- **Check if an athlete is competing in more than one event.**
- **Only CIRCLE the athletes number, no Scoring out.**
- **Make yourself aware of the location of Seeding, Warm Up, Call Room, Toilets and the Officials room for refreshments.**

Event Closing Time		U13B Javelin		Event name and start time	
Close: 1300hrs		Event: 1400hrs			
Event 59 - Boys Javelin U13B (13)					
Saturday 19/08/2017 - 14:00					
CBP:	38.09m	2004	Ryan Stewart, Central AC		
2016:	31.04m	20/08/2016	Craig Watts, Inverness Ha		
Comp#	Name		Team	Seed Mark	
1	148 Adam Atkinson		Cumbernauld AAC	23.09m	
2	639 Sam Burnett		Inverness Ha	19.52m	
3	308 Jack Campbell		Central AC	30.61m	
4	756 David Cathcart		Moorfoot Runners	23.72m	
5	768 Ben Connolly		Nenagh Olympic AC	32.55m	
6	952 Lewis Craigie		Whitemoss AAC	17.34m	

Circles only, no other marks. Non declared athlete blank