## Chief Officials’ Meeting

**Major meetings (Not televised - 2013)**

### Agenda

1. Welcome and introductions including any Chief changes
2. Information updates
   * Latest version of schedule
   * Stadium plans
   * Routes from Call Room
   * Route to Mixed Zone
   * Personal implements
   * Accreditation
   * International oversight (IF Delegate)
3. Competition rules and conditions
   * IAAF – Particular issues
   * UKA – Particular issues
   * IPC – Particular issues
4. Media partners’ technical requirements
   * Field event line ups
   * Holds for sprint starts / races
   * Always pass questions / issues to UKA media rep (if present)
5. Height progressions & Take-off boards
6. Call room and call times
   * Schedule
   * Confiscation procedure re mobiles etc
   * Field - collect athletes - briefings
7. Start lists / Technical lists / Result Sheets
   * Who generates, who collects, no of copies, etc
   * Seeding – details of who and how
   * Number bibs
8. Routing of athletes
   * Presentation / Exit from Field of Play
   * During HJ / PV – processes
9. Radio allocations and communication systems
   * Starter’s signals
   * Radio protocols
10. Results confirmation and incident reporting (Track)
11. Doping Control information.
12. Presentation
    * Technology – providers & systems
    * Start procedures – IAAF / UKA / IPC rules.
    * Ceremonies.
    * Text screen / Video screen
    * Umpire positions
    * Judges’ & Timekeepers’ seating
    * Removal of Starting Blocks
    * Officials’ behaviour
      1. Clean Competition area
      2. No 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.
13. Dress code – uniform distribution
14. Health & Safety – please mention any issues in your briefing.
15. Officials’ Refreshments; Rest Area; Seating.
16. 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
17. Coaches seating
18. AOB
    * Times of briefing meetings
    * Request for worksheet and/or notes from each discipline area to whoever attends briefing meeting. (for use by NTD)
    * Domestic arrangements for the meeting.
    * Issues to feed back to Event Management.
    * Additional comments by Competition Director, Technical Manager, and Meeting Manager.
    * 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 |  |  |  |  |