## 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 |  |  |  |  |