

OFFICIALS/VOLUNTEERS – LEVEL 1 MEETINGS

Any track and field event licensed by **scottishathletics** will receive a level 1 event licence. In order to ensure that results are accurate, consistent and eligible for publication on ranking sites, standards of officiating at these events must meet or exceed the minimum standards set out below.

Minimum GRADED officials required for a level 1 meeting:

Discipline	Role	Qualification required
Track	Track Referee	Track level 2+
	At least 3 graded judges	Track level 1+
Field	Field Referee	Field level 2+
	At least 2 graded judges per simultaneous field event	Field level 1+ (Long Throw Chief must be 2+)
Timekeepers	Chief Timekeeper	Timekeeping level 2+
Start Team	Start Co-Ordinator	Starter level 1+

If Photofinish is in use (not essential at a level 1 meeting), the Chief must be level 1+

Roles required at a level 1 meeting:

ESSENTIAL

- 1 – 2 admin volunteers to seed events and print start lists and field cards (could also be done in advance if necessary)
- 1 – 2 declarations volunteers to check athletes in and distribute number bibs before the first event
- 2 – 3 Clerks of Course to prepare and set out equipment (throws implements, sectors, jumps boards, hurdles, blocks, etc.), and to ensure equipment is removed from the competition area as soon as it is no longer required.
- At least 4-5 Field Judges/volunteers per field event running at any one time. Each event must have at least 2 graded officials. The overall lead official will be *Field Referee*, and the designated lead official on a particular event will be *Chief*.
- 4 – 8 Track Judges/Umpires at Finish Line to determine placings, and positioned in suitable locations around the track to check for lane infringements, relay changeovers, wind readings, etc. as appropriate. Lead official would be *Track Referee*; at least 4 judges must be graded track officials.
- 3 – 6 Timekeepers to time athletes. Lead would be *Chief Timekeeper*, and signals to the Starter before any race that their team is ready.
- 1 – 2 Starters to start the races. Lead Starter would be *Start Coordinator*. For a full-day event, appointing 2 Starters is recommended.
- 1 – 3 Starters Assistants to organise athletes prior to the start of their race from paperwork produced by the admin team. If more than one, lead SA would be *Chief Starter's Assistant*.

OPTIONAL

- 2 – 3 Photofinish Judges (if available) to set up and operate Photofinish. Lead official would be *Photofinish Chief*.
- Announcer to communicate important information to athletes, coaches, officials and spectators and/or to provide commentary on events

A full description of all officiating roles can be found in Appendix 3 of the UKA rulebook.

Officials' List Template

The table below lists the officials required at an event where a maximum of 2 field events will operate at any one time and photofinish will be in operation. It can be adapted to suit the requirements of any meeting by adding/removing judges as required. Please take the length of your competition day into account, appointing enough officials to cover breaks if required.

Those role highlighted in grey must be allocated to graded officials within the relevant discipline; whilst other roles may be filled by graded and assistant officials (preferred), or volunteers.

Discipline	Role	Name
Admin	Admin volunteer –seeding races, printing field cards, etc	
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	Declarations volunteer	
	Declarations volunteer	
Technical	Clerk of Course	
	Clerk of Course	
	Clerk of Course	
Field	Field Referee	
	Field Judge	
	Field Judge	
	Field Judge	
	Field Judge	
	Field Judge	
	Field Judge	
	Field Judge	
	Field Judge	
	Field Judge	
	Field Judge	
	Field Judge	
Track	Track Referee	
	Track Judge	
	Track Judge	
	Track Judge	
	Track Judge	
	Track Judge	
	Track Judge	
Timekeeping	Chief Timekeeper	
	Timekeeper	
	Timekeeper	
	Timekeeper	
	Timekeeper	
	Timekeeper	
Starting	Start Co-Ordinator	
	Starter's Assistant	
	Starter's Assistant	
Photofinish	Chief Photofinish	
	Photofinish Judge	
	Photofinish Judge	
Other	Announcer	