



The Starter & Starters Assistants Handbook

3rd Edition




Rules for Competition incorporating World Athletics Rules 2020 – 2022
have been used to inform this booklet



Introduction

The **Scottish**athletics Start Team Peer Group carried out a review of all their guidance and procedural documentation produced over the years. This handbook provides a single go-to source containing all relevant information used by **Scottish**athletics Starters and Starters Assistants at Athletics both indoors & outdoors plus endurance races in Scotland.

It outlines the various duties and roles of the whole Start Team, along with ancillary information to provide a useful tool to all Technical Officials within the discipline.

If the reader only wishes to view the basic Start/Start Assistant information, the relevant sections of the booklet are marked with this symbol  on the index page. Paragraphs coloured **red** are for noting and paragraphs in **green** provide interpretation to the rule and practical guidance as detailed in the UKA Rules of Competition.

It is intended to be printed as an A5 booklet and available in PDF format for use on tablets, PCs and smart phones.

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- Discipline Head for Scottish Endurance: Dave Cairns.
- UK Athletics Starter/Start Assistant Peer Group Head 2020: Margaret Werrett.
- Previous Head of the Start Discipline, from 2000 to 2017: Dave Biggin.

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Abbreviations

CC	Clerk of Course
CER	Combined Events Referee
CSA	Chief Starters Assistant
CW	Conduct Warning
DNS	Did Not Start
DQ / DQ'd	Disqualification / Disqualified
FOP	Field of Play
I/C	In Charge
IPC	International Paralympic Committee
LSA	Lead Starters Assistant
MM	Meeting Manager
NTD	National Technical Delegate
R1	Recall 1
R2	Recall 2
S	Starters
SA	Starters Assistant
SC	Start Coordinator
SR	Start Referee
TK	Timekeeper
TM	Technical Manager
TR	Track Referee
UKA	UK Athletics
W	Warning issued to athlete
WA	World Athletics
WD	Withdrawn
WMA	World Masters Athletics
WPA	World Para Athletics
YC	Yellow Card
YRC	Yellow / Red Card
ZCT	Zero Control Test

Start Team Structure & Organisation

The Scottish Start Team Discipline is composed of all active Starters and Starters Assistants. Throughout the document all references to the Start Team includes these officials.

All Officials of the Start Team must be well informed about the current Rules and how they should be interpreted. The Start team must be in agreement on what procedures it will follow when implementing the Rules, so that the events can continue without delay. Officials of the Start team must also understand the respective duties and roles of each member of the team, especially those of the Starter and the Start Referee.

The following is an overview of the Start Team duties and responsibilities: -

Start Coordinator (SC)

Responsible for the organisation and management of the Start Team. Their role is crucial to the smooth running of the units that make up the Start Team and the accurate, consistent implementation of the Competition & Technical Rules.

SC Duties:

1. Allocate duties to team members.
2. Supervise the duties of each team member.
3. Control and manage the start process.
4. Plan the position and movements at the start area of the Starter, Start Recalls by establishing agreed protocols.
5. Be the link to the Competition Management, (Photo) Finish Judges, the Timing Company and, where appropriate, Wind Gauge Operator and the Host Broadcaster throughout the meeting.
6. Keep the competition to time by working efficiently as a team and all other parties.
7. Be the interlocutor between the technical staff of the timing and SIS equipment and determine the operational protocols with those providers.
8. Keep all papers produced during the start procedure including all documents showing the reaction times and /or false start waveform images if available.
9. Ensure that following any ruling under Rules 16.8 or 39.8.3 of the Technical Rules, the procedure set out in Rule 16.9 of the Technical Rules is followed.
10. The SC continues to implement their managerial role but also acts as the senior Starter.

Start Referee (SR)

Unlike events held under World Athletics (WA) rules, Scottish events do not have SR's allocated to events. In the past this has meant the SC has referred to the Track Referee (TR) for certain decisions to be made. However, this is not always practical, as it is recommended that *"the Referee be positioned in the start area, during each start (at least for those events using a crouch start) to witness any eventual problem that may occur and to take any decision needed to solve it."* The TR is usually at the finish area and has multiple duties to carry out so might not just be focusing on the start of each race and therefore unsighted to start issues. It was therefore agreed at the February 2020 Official's Commission meeting that if required, the SC, would also be the SR at Scottish events.

UKA Rules of Competition 2020-22 Rule C18 Referees: -

"At meetings where sufficient officials are available so that more than one Referee is appointed for the races, it is strongly recommended that one of them is appointed as the Start Referee.

To be clear the Start Referee in such circumstances should exercise all the powers of the Referee in relation to the start and is not required to report to or act through any other track Referee when doing so.

However, if only one Referee is appointed to oversee the races of a certain competition, and considering the powers they have, it is strongly recommended that the Referee be positioned in the start area, during each start (at least for those events using a crouch start) to witness any eventual problem that may occur and to take any decision needed to solve it. This will be easier when a World Athletics certified start information system is in use.

If not, and if the Referee will not have time to place themselves in line with the finish line after the start procedure (as in 100m, 100/110m hurdles and 200m), and foreseeing the possible need for the Referee to decide placings, a good solution may be to have the Start Coordinator (who should have an extensive experience as a starter) being appointed to also act as Start Referee."

Starter (S)

1. The Starter, whose primary responsibility is to ensure a fair and equitable start for all competitors, shall have entire control of the athletes on their marks. When a Start Information System (SIS) is used to assist in races using a crouch start, Rule 16.6 of the Technical Rules shall be applied.
2. The S shall position themselves so that they have full visual control over all athletes during the start procedure.
3. It is recommended, especially for staggered starts, that loudspeakers in the individual lanes be used for relaying the commands and the start and any recall signals to all athletes at the same time.

4. The S shall place themselves so that the whole field of athletes falls into a narrow visual angle. For races using a crouch start it is necessary that they are so placed that they can ascertain that all athletes are currently steady in their set positions before the gun is fired.
5. Where loudspeakers are not used in races with a staggered start, the S shall so place themselves that the distance between them and each of the athletes is approximately the same. Where the S cannot place themselves in such a position, the gun shall be placed there and discharged by electric contact.
6. The Starter's commands have to be clear and heard by all athletes. Unless they are a long way from the athletes and without a speaker system, they should avoid shouting whilst giving the commands.

Starters Essential Equipment

1. Red top, black or navy trousers and black shoes or trainers.
2. If officiating outdoors, a red waterproof jacket, black or navy over trousers, gloves & a red baseball cap.
3. Officials' ID & lanyard.
4. A clipboard (preferably weatherproof), blank paper, pens or pencils.
5. Starting pistol



When beginning as a Starter the new starter will be mentored by an experienced Starter who will usually lend them a start & recall gun at an event. If the new Starter eventually decides to purchase their own pistols, they must be orange blocked barrel versions.

Level 3 & above Starters can use open barrel revolvers which are more resilient but must be licensed & registered with the police.



For indoor events an electronic system is used as the primary starting method and one of the above starting pistols as the recall gun.

6. Appropriate blank ammunition.
7. Ear defenders or foam ear inserts.
8. A loud whistle on a lanyard.
9. Hi-viz sleeve.
10. A wristwatch, preferably digital.
11. The latest version of the UK Athletics Rules of Competition.

Start Recaller(s)

1. One or more Recallers shall be assigned to assist the Starter.
2. For events of 200m, 400m, 400m Hurdles, 4 x 100m, 4 x 200m, the Medley Relay and 4 x 400m Relays, there shall be at least two Recallers.
3. Each Recaller shall place themselves so that they can see each athlete assigned to them.
4. The Starter and/or each Recaller shall recall or abort the race if any infringement of the Rules is observed.
5. After a recalled or aborted start the Recaller shall report their observations to the Starter, who decides after discussion with their team whether and to which athlete(s) a warning or DQ shall be issued. (See also Rules 16.7 and 16.10 of the Technical Rules.)
6. Warnings and DQ's under Rules 16.7, 16.8 and 39.10.3 of the Technical Rules may be decided only by the Starter. (See also Rule 18.3 of the Competition Rules)
7. It is necessary to take into account Rule 18.3 of the Competition Rules when interpreting both this Rule and Rule 16 of the Technical Rules, for in effect it is both the Starter and the SR responsible for the starts who can determine whether a start is fair.
8. A Recaller has no such power and whilst they may recall a start, they cannot act unilaterally thereafter and must simply report their observations to the Starter.

Chief Starters Assistant (CSA)

Responsible for the organisation and management of the Starters Assistant (SA) Team, the CSA will oversee the SA Team, ensuring that athletes are prepared, ready to race and that the race is 'handed over' to the Starter at the correct time for the race to proceed without delay with accurate and consistent implementation of the Competition & Technical Rules.

CSA Duties:

1. Brief the SA team prior to the start of the first race.
2. Plan the position and movements of the SA Team on the Field of Play (FOP) by establishing agreed protocols.
3. Be the link to the Competition Management, Call Room, (Photo) Finish Judges, Track Referee and, where appropriate, the Host Broadcaster throughout the meeting.
4. Keep the competition to time by working efficiently as a team and all other parties.
5. Provide appropriate duty sheets for the SA team and supervise duties.

6. Aim to be at every start and assist as required.
7. Record every race start time.
8. Cover for any of their team taking a break.
9. Ensure any DQ'd athlete immediately leaves the area of competition by escorting the athlete from the track.
10. If necessary, ensure the athlete(s) is escorted from the start area.
11. Monitor the process of the Blue Card Protocol.
12. Keep all papers produced such as Start Lists and produce the requested Race start times at **Scottish**athletics events for Timetabling (Other events might request this too).

Lead Starters Assistant (LSA)

1. Undertake all duties as describe under the CSA role.
2. An LSA will be appointed for indoor events when both the circuit and straight tracks are in operation at the same time.
3. Usually, an LSA will be appointed to the Circuit only, not the straight – that can be done by the CSA or the CSA will appoint someone to the role on the day if the CSA needs to oversee both tracks, or address other issues.
4. It is the duty of the Circuit LSA pre-event to provide the SC/CSA with a duty sheet for the circuit races, incorporating the “Straight” SAs when they join the Circuit team after the “60m Straight” races are finished.
5. Once the two teams combine, the CSA will remain as CSA with the circuit LSA taking up an SA role.

Starters Assistants (SA)

The Starters Assistants play an important role in the management of the Athletes, particularly in the preparation for the race.

1. The SA shall check that the athletes are competing in the correct heat or race and that their bibs are worn correctly.
2. They must place each athlete in their correct lane or position, assembling the athletes approximately 1m behind the start line (in the case of races started in echelon, similarly behind each start line).
3. If a new start is ordered, the SA shall assemble the athletes again.
4. The SAs shall be responsible for the readiness of batons for the first athletes in a Relay Race.
5. When the Starter has ordered the athletes to their marks, the SAs must ensure that Rules 16.3 and 16.4 of the Technical Rules are observed.
6. In case of a FS, the SAs shall proceed in accordance with Rule 16.9 of the Technical Rules.

In-charge (I/C) SA

1. Call-up the athletes and advise them that no further assistance to be given by anyone other than the SA Team.
2. Advise athletes of heats/lanes allotted and qualifying conditions (if heats are held).
3. Check clothing, shoes and numbers.
4. If not already given to the athletes, issue hip numbers for right hip if required for photo finish. Ensure they are firmly attached with 2 pins, pinned East & West. Ensure that the hip numbers remain visible.
5. Advise athletes about runouts permitted & not to run past the blocking SA.
6. Communicate with Clerk of Course and Track Referee during Blue Card Protocol.
7. Advise Starters of the number of heats using the numbers flip board.
8. Advise athletes of 'break points' for echelon starts.
9. Once I/C sees athletes have checked their blocks, tell the athletes to get "Ready to Race, please".
10. In echelon start races the I/C will marshal athletes to be approximately 1 metre behind their start line in their correct lane and then stand beyond the furthest athlete.
11. For straight track races, I/C stands the opposite side of the track to the starter.
12. Ask the athletes to line up in line with you behind their blocks. Then walk slightly forward of the start line, clear of the athletes before signalling to the Starter.
13. Advise the Starters clearly that the athletes are ready by raising a clipboard above your head (a clipboard with a piece of white A4 paper facing the Starters).
14. Issue warning(s) from Starters to any offending athlete(s) to lanes allocated.
15. Note race start time on start list and notes any warnings or DQ against any athlete/s.
16. Remove blocks if required from track

Assist 1 SA Duties

1. Assists I/C with initial bib/hip number checks.
2. Take a rear position on 'straight' starts, to ensure athletes feet are in blocks.
3. Issues warning(s) from Starters to the lanes allocated.
4. Stands 30m down track (in centre of track) to prevent excessive block run outs.

Assist 2 SA Duties

1. Take rear position on 'straight' line starts, to ensure athletes feet are in blocks.
2. Issues warning(s) from Starters to the lanes allocated.

Note:

Duties listed are generic duties. Specific guidance will be given from the CSA as to duties/places to stand and to movement on/off field of play.

Finally

1. DO NOT anticipate any warning(s) that may be given. Await instruction from the Starter.
2. Be alert to everything and anything that might cause a problem.
3. Bib/ Hip numbers – are they worn correctly and are athlete(s) in the correct lane.
4. If you see that support is required from another SA at any time then please ask to assist.
5. Any problems? advise the CSA immediately.
6. Keep the Start area clear.
7. If possible, remove any unused starting blocks.
8. CSA/LSA will immediately communicate the relevant DQ number to track referee, photo-finish, NTD & Meeting Manager, after checking with the Duty Starter for the DQ rule number.
9. Refer any problems to the SC.
10. The SC will make ANY decision on Conduct Warnings in the absence of a SR.
11. CSA will record warnings, race/heat start times etc. but team members please note also as back-up on the track sheets.
12. Please process smartly from one area to the next start in line.
13. Please exercise due caution when crossing the track.

SA Essential Equipment

1. Red top, black or navy trousers and black shoes or trainers.
2. If officiating outdoors, a red waterproof jacket, black or navy over trousers, gloves & a hat, not red as the starter is required to wear a red baseball cap when starting races to clearly identify them from other officials.
3. Officials ID & lanyard.
4. A clipboard (preferably weatherproof) blank paper, pens or pencils.

5. Green, Red/Black, Yellow/Black, Red and Yellow laminated cards.
6. A wristwatch, preferably digital.
7. Safety pins.
8. Spare Hip numbers
9. The latest version of the UK Athletics Rules for Competition.

SA Additional Equipment

10. Recently introduced, a Heat Numbers Flip board. (Laminated A5 numbers 1 – 10, Final & Semi-Final). Used to inform Starters, Track & Timekeepers of the number of heats to be run.

Start Team Actions Upon Arrival

1. At Scottish Athletics Championship events report at least 1½ hours before the first track event to the Meeting Manager (MM) or organiser at non-Scottish Athletics events. Then the SC & CSA.
2. In the Officials Room – sign in and pick-up lunch if provided.
3. For National events attend briefings.
4. The CSA & SC will do a walk-about either individually or together, to check the track, surrounding areas, equipment required, podiums positions, etc.
5. Ask the CSA if they require any help preparing for the first race.
6. Check your wristwatch time against the stadium main clock to ensure accuracy.
7. CSA & SC should advise each other of any relevant of any issues about the meeting.

Duty Sheets

Duty sheets are prepared by the SC, CSA & LSA (where appropriate) prior to the event and circulated to their respective Start or SA Team at the briefing on the day of the event.

For events with an NTD and/or MM, a copy of the duty sheets must be sent to the NTD and/or MM prior to the day of the event.

The Starters duty sheet should allocate duties by event.

For example, the duty starter and recall positions for the 1st round of the Men's 100m, should be replicated throughout subsequent rounds, where possible.

To maintain a consistent team approach, this process should, where possible, also be used when allocating the SA Team duties too.

Circular Track											
Event No	Time	Event	Age Group	Round	Heats	Nos	i/c	Assist 1	Assist 2	Run-out Block	LSA
14	12.00	800m	U20 Men	1	3	27	KC	DH	AB	MB	
15	12.12	800m	U20 Wmen	1	2	14	DH	AB	KC	MB	
16	12.20	200m	U20 Men	1	5 > 2sf	27	AB	KC	DH	MB	
17	12.40	200m	U20 Wmen	1	5 > 3sf	33	KC	DH	AB	MB	
18	13.05	200m	U13 Boys	1	8 > 3sf	46	DH	AB	RoG	MB/KC	Lunch
19	13.40	200m	U13 Girls	1	9 > 3sf	53	KC	RoG	MB	AB/DH	Lunch
20	14.15	400m	U20 Wmen	1	3	15	RoG	DH	AB	KC	MB
21	14.27	400m	U20 Men	1	3	18	DH	AB	KC	RoG	MB
22	14.39	800m	U13 Girls	1	4	34	AB	KC	RoG	DH	MB
23	14.55	800m	U13 Boys	1	4	32	KC	RoG	DH	AB	MB
24	15.11	800m	U20 Men	Final	1	8	RoG	DH	AB	KC	MB
25	15.15	800m	U20 Women	Final	1	6	DH	AB	KC	RoG	MB
26	15.20	200m	U20 Men	S/F	2	12	AB	KC	RoG	DH	MB
27	15.28	200m	U20 Women	S/F	3	12	KC	RoG	DH	AB	MB
28	15.40	200m	U13 Boys	S/F	3	18	RoG	DH	AB	KC	MB
29	15.52	200m	U13 Girls	S/F	4	24	DH	AB	KC	RoG	MB
30	16.08	1500m	U13 Girls	Final	1	12	AB	KC	RoG	DH	MB
31	16.18	1500m	U13 Boys	Final	2	21	KC	RoG	DH	AB	MB
32	16.38	400m	U20 Women	Final	1	6	RoG	DH	AB	KC	MB
33	16.42	400m	U20 Men	Final	1	6	DH	AB	KC	RoG	MB

Indoor SA circuit duty sheet example

At indoor events, where two tracks are in operation (200m circuit & 60m straight), an LSA will be allocated to each track and they will prepare the duty sheet for their respective track and send a copy to the CSA prior to the event for approval.

Where possible the same by event duty allocation process, as described for outdoor duty allocations, should be followed.

It is not essential for duty sheets to be elaborate affairs with colour coding, etc. Although it does make quick reference easy during a hectic event.

Event No.	Time	Event	Round	i/c	A1	A2	CSA	
1	10.00	400m H	M/F Heats	Richard	Caitlin	Val	Davie	
2	10.15	100m	M/F Heats	Caitlin	Val	Richard	Davie	
3	10.55	400m	M/F Heats	Val	Richard	Caitlin	Davie	
4	11.15	100m	Semi F	Richard	Caitlin	Val	Davie	
5	11.35	2500m	M/F Final	Caitlin	Val	Richard	Davie	
6	11.55	400m H	M/F Final	Val	Richard	Caitlin	Davie	If required
7	12.05	100m	M/F Final	Richard	Caitlin	Val	Davie	
7	12.05	400m	M/F Final	Caitlin	Val	Richard	Davie	
LUNCH								
8	13.15	Sprint Heuristics	M/F Heats	Val	Richard	Caitlin	Davie	
9	13.30	200m	M/F Heats	Richard	Caitlin	Val	Davie	
10	14.00	800m	M/F Heats	Caitlin	Val	Richard	Davie	
11	14.30	200m	M/F Semi F	Val	Richard	Caitlin	Davie	
12	14.50	5000m	M Final	Richard	Caitlin	Val	Davie	
13	15.10	3000m	F Final	Caitlin	Val	Richard	Davie	
14	15.30	Sprint Heuristics	M/F Final	Val	Richard	Caitlin	Davie	If required
15	15.40	200m	M/F Final	Richard	Caitlin	Val	Davie	
16	16.00	3000m SC	M Final	Caitlin	Val	Richard	Davie	
17	16.00	800m	M/F Final	Val	Richard	Caitlin	Davie	
18	16.10	3000m SC	F Final	Richard	Caitlin	Val	Davie	
19	16.30	4 X 100m Relay	M/F Final	Caitlin	Val	Richard	Davie	
20	16.40	4 x 400m Relay	M/F Final	Val	Richard	Caitlin	Davie	
17.00 Presentations								

Outdoors SA duty sheet example

The most important element is that the allocated duties are clear and easy to follow.

Starters' Assistant Standard Duties

3 SAs plus a CSA are usually required:

I/C

- Straight starts: Takes the line on sprints indoors & outdoors.
- Circular starts: Observes lanes 7 & 8 at echelon outdoors, lanes 5 & 6 indoors.

Assist 1

- Straight starts: Takes rear position on straight line starts; lanes 5 – 8 outdoors & lanes 1 - 4 indoors.
- Circular starts: Observes lanes 4-6 at echelon outdoors & lanes 3-4 indoors

Assist 2

- Straight starts: Takes rear position on straight line starts lanes 1-4 outdoors & lanes 5-8 Indoors
- Circular starts: Observes lanes 1-3 at echelon outdoors & lanes 1-2 indoors

Starters' Standard Duties

1. Indoors the Recall 1 position on 'the straight' is to the right of the Starter.
2. If there is a FS allow the Starters time to recall. Provide information if necessary and be available to hear the Starters intentions.
3. Recall 2 at 'the straight' indoors is for block slippage only and should be positioned to the left of the Starters.
4. At Circular events, Recall 1 is covering lanes 1 – 4 both for FS ~~false starts~~ and block slippage. Recall 2 will cover lanes 5- 8 with similar duties.
5. The Duty Starters will have total control of the race and any decisions, as normal.
6. The SC will, if required, also act as the SR to address any issues, protests or conduct warnings required to be awarded.
7. If a Conduct Warning (CW) is necessary then the Duty Starter will, after consulting with the SC, issue the CW.
8. If the Duty Starters are then informed that this is the athlete's second CW, the SC will issue the 2nd CW and then disqualify the athlete by showing a red card.
9. The SC will be at all starts.
10. A named Starter will deputise for the SC in the SCs absence.

Note: Duties listed are generic duties. Specific guidance will be given by the SC and CSA as to duties/places to stand and to movement on/off FOP.

Generic Start Team Briefing Notes

This template is available to provide generic points for officiating at an event by a start team and will be adapted by each SC and/or CSA to reflect the specific event and the various elements they wish to cover in their briefings to their respective teams.

Welcome everyone to this event and thank you for officiating today.

Health and Safety

1. There is no emergency evacuation planned for this event.
2. In the event of any emergency, follow instructions of the stadium staff.
3. If safe to do so, stay together. Once outdoors, all team leaders to report to the SC, to ensure all Starters and Starters Assistants are accounted for.
4. Ensure all athletes under your control at the time of the emergency also follow the evacuation guidance.
5. Starters should ideally keep possession of all their starting equipment.
6. The nearest emergency exit may be the location of the incident so please follow instructions.
7. Be alert today for trip hazards, especially the plastic raised track, starting blocks, etc.
8. Look before moving onto the track and be aware of what's going on around you, especially during 'run-outs' by athletes.

Start Team

Start Coordinator			
Starters(s)			
Chief Starters Assistant			
Start Assistants			

Meeting Management

National Technical Delegate		Meeting Manager	
Track Referee		Chief Timekeeper	
Technical Manager		Clerk of Course	
Call Room Manager		Chief Timekeeper	
Chief Photofinish		Field Referee	
Event Manager		Event Admin	

Appearance

The usual high standard of dress code for the start team should be maintained.

Toilet locations

Toilets are located

Rules applicable today

- UKA rules, incorporating WA & WPA rules where appropriate.
- Safe Athletics, Track & Field Safety Guide for Competition

Pre-race

1. The Meet Manager System will be in operation.
2. The Timetable is as available to me at time of printing.
3. Start sheets may be in 'Meet manager' format or hand-written start sheets but will have all the required information on them.
4. Chiefs should collect a radio when signing in on arrival.
5. Distribute Timetable with Team Duties.
6. If HEATS are not required track finals will be run at HEAT time.
7. Blue Card Protocol will be used prior to the start of all Hurdle races.
8. Only stadium blocks to be used.
9. During hurdle races, No Run Outs, NOT EVEN to check blocks placement, until Blue card shown by Clerk of Course and acknowledged by I/C SA.
10. Please deploy a run out blocker, whenever possible.
11. I/C to record race start times on the start sheets and pass onto CSA please.
12. Please remove un-used blocks from empty lanes & lift blocks in 400 races swiftly.
13. Be aware of track officials behind the straight start line & please don't obscure their view up the track.
14. Bib numbers not to be folded and secured firmly with 4 pins.
15. Hip numbers to be visible and pinned. (Unless directed otherwise on right hip)
16. At **Scottishathletics** events tape measures are available for block placement.
17. Photo finish will be in operation and be aware of front-on camera by the finish. Do not obscure.

Pre-race Starters Assistant information to Starters

1. Starters would appreciate the Number of heats and the status of the race from the Starters Assistant teams please, using the numbers flip board.
2. Provide updates to the Starters as they occur, especially any issues to keep them informed.
3. I/C to give a straight raised clipboard to the starter to confirm that the athletes are ready & await acknowledgement before lowering your board.
4. A co-ordinated 'step back' will produce one simultaneous signal to the duty Starters.
5. Starters' Assistants should record race start times on the start list.

Flow of athletes

1. For **Scottish**athletics events the athletes will arrive in one or more heats at a time from the call room located in the indoor track area. For other events they will either be brought to the relevant start by volunteers or just turn up themselves. This should be 15 minutes before gun time.
2. 100, 200, 300m and 1500m athletes will be brought out to these start positions.
3. Athletes collected from the various field events. Confirm who does it.
4. There will be one Call Room and athletes will require to report there at least Twenty Minutes before the scheduled start time of their event.
5. Bib numbers and leg numbers will be issued in Call Room but please have spare safety pins and numbers handy.
6. Spikes - 9mm maximum, these will be checked in Call Room.
7. Personal Starting Blocks will not be permitted.
8. Starting blocks are available & are on trolleys – will need to be moved as we go.

Post-race

1. For all straight races, please ensure the next race is setting up their blocks as soon as the last race has finished so that we don't have an empty start line for too long.
2. Be mindful not to obscure the view of the Track Judges watching the athletes from behind the straight start.
3. On echelon starts, please signal for next race to approach the start line as soon as the last runner from previous race has passed them.

Issuing of Warnings

1. SA taking the line in Straight track starts will issue cards.
2. In Echelon Starts, if a Green Card is requested, please attempt to do this in cascade fashion from outside lane inward.
3. If a Yellow/Black or Red/Black card is issued by the Starters, this is to be administered by the SA responsible for that lane.
4. If an athlete receives a DQ and has left their lane, the Red/Black card will be shown to the relevant lane by the SA responsible for that lane.
5. Any athlete who receives a DQ will be escorted from the track by the CSA.
6. If a CW is issued it will be by the SC who will perform the role of the SR, requesting the I/C to display a solid Yellow card to the athlete being warned, record it on the start list beside the athlete's name with YC and then inform the CSA.
7. The CSA will then record it on the CW form and notify photo-finish and Meeting Manager or NTD who will then communicate this award to all chiefs.
8. If a second Conduct warning is issued by the SC performing the role of the SR, they will personally issue the 2nd Yellow card and then a solid Red card (supported by the CSA, if required.) and record it this time on the start list as YRC.

Starters Generic Briefing

1. Hand out the duty allocation sheet(s).
2. The usual duty locations will be in operation today.
3. A podium is available for the Duty Starters at 400m, 100m & 200m starts.
4. R1 and R2. If you have any concerns about the race, recall, but give the Duty Starter time to recall first. Then discuss your observations with the Duty Starter who will decide on the appropriate action to take.
5. If any false start occurs the Duty Starter should discuss briefly with R1 and/or R2. Then once agreed, the duty starter will award a warning or DQ as per rule for that age.
6. Refreshment breaks will be monitored by the SC. However, anyone can have a bathroom break as necessary.
7. If you have any observations on the arena or the meeting, please pass this information to your Chief or lead official.

Equipment

1. At Indoor events, 2 Electronic "Omega" Guns and control boxes are used.
2. 1 situated at the 60m start and 1 at the 200m start. When there are 300m & 1500m races one of the boxes needs to be moved to the 300m start and the corresponding plugs swapped over at the main junction box by the 200m start.
3. At outdoor events, as the start team move to a new start position and have disconnected and reconnected the transducer, a tap test will be requested through the CSA to Photo Finish.
4. At both indoor & outdoor events if Photo Finish is in operation a Zero Control Test (ZCT) will normally be held one hour before the first track or field event by the SC.
5. For **Scottish**athletics indoor events the Starters speaker system will be in use. For **Scottish**athletics outdoor events a portable speaker system is available.
6. For both systems the Starters should test that the speakers are loud enough at new sites by saying 'Test1, Test 2' listened to by an SA.
7. For the portable system, switch on the body pack immediately before the initial command and switch off immediately after the gun, before stepping off the podium. These actions will obviously commence after receiving the Timekeepers' 'ready' signal.

Chiefs' Technical Meeting

National Technical Delegate (NTD) / Meeting Manager (MM)

- Who is Assistant MM?

Track referee

- Confirm the use of the Blue card protocol.
- Confirm use of green card signal to-SA for hurdles and steeplechase. Also, before another 400m AFTER a 400 hurdles race, to confirm the track is clear.

Clerk of Course

- Confirm the use of the Blue card protocol.

Technical Manager

- Number of sets of blocks available?

Chief Photo Finish

- When is the Zero control test and Radio contact channels?

Chief Timekeeper.

- Signals. Yellow A4 / Whistle.

Field Referee.

- Can we have holds at long/triple jump for starts please?
- If javelin at 100m start, ask for athletes to assemble on 200m side of runway.
- If hammer near 200m then arrange a signalling system to avoid the starter being hit.

Chief Starters Assistant

- Info re: race and card procedures.
- Time changes and race reductions.
- Move speakers and listen for speaker test.

Call Room Manager.

- Athletes brought or collected, by whom and to where?
- Hip numbers? Either or both hip/s. Double Pinned?

Meetings Check list for Start Coordinator

1. Rules applicable.
2. Sufficient start and start assistant officials?
3. UKA assessable event? Y/N
4. Meet Manager in use. Y/N
5. Chief Starters temporary replacement.
6. Finished athletes' removal. By Track officials or Starters Assistants team?
7. Any other issues?

Warning / Disqualification Cards

The following cards are used to transmit critical information from the Starter to the athletes. They also inform other relevant Officials and spectators/television audiences what is happening on the track. It is therefore important that the cards are the same front and back, so the athletes and audiences are receiving the same message.



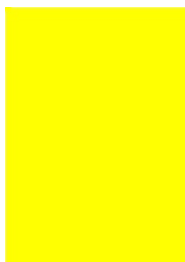
A **Green** card is used to indicate that the Starter is giving a general warning to the athletes that does not warrant a 1st Warning, DQ or CW. It can also be used to indicate that the recall did not warrant a warning due to an outside influence or technical issue.



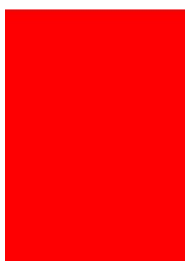
The **Yellow** and **Black** card is given for a 1st Warning, if an athlete FS in a race. (Please refer to the DQ Guide for more detail)



The **Red** and **Black** card is given to indicate that an athlete has been DQ'd from a race.



The **Yellow** card is used as a CW in both track and field events. A second yellow CW card would result in a DQ.



A **Red** card indicates that a DQ has been issued by the SR for a second CW. It does not indicate a FS.

Disqualification Guide

Rule	Incident	Decision	Card
U17, U20 & SENIOR			
T16.8	1 st False Start	Disqualification	RED
			BLACK
U13, U15, MASTERS & SCHOOLS U17			
T16 S1	1 st False Start	Individual Warned	YELLOW
			BLACK
	2 nd False Start	Individual Disqualified	RED
			BLACK
COMBINED EVENTS: U13, U15, MASTERS & SCHOOLS U17			
T16 S1.3	1 st False Start	Individual Warned	YELLOW
			BLACK
	2 nd False Start	Individual Warned	YELLOW
			BLACK
	3 rd False Start	Individual Disqualified	RED
			BLACK
COMBINED EVENTS: SENIOR, U17 & U20			
T39.8.3	1 st False Start	WARN ATHLETE 1 st then WARN ALL	YELLOW
			BLACK
	2 nd False Start	ANY offending athlete(s) is/are disqualified	RED
			BLACK
OPEN GRADED MEETINGS (All Age Groups)			
T16 S1	1 st False Start	Individual Warned	YELLOW
			BLACK
	2 nd False Start	Individual Disqualified	RED
			BLACK
CONDUCT WARNING (SENIORS / U20 / U17)			
These 'follow' an athlete throughout the period of competition.			
C18.5	1 st Warning	Individual Warned	YELLOW
	2 nd Warning	Individual Warned	YELLOW
		& then DQ'd	RED

Blue Card Protocol

This set of procedures was introduced in 2015, to implement a series of actions by relevant track and start team officials to ensure the safety of athletes and officials pre- and post-hurdle races.

Blue Card Process

1. The Clerk of Course will show a **BLUE CARD** once hurdles have been made ready AND for ALL age groups, the 3rd hurdle has been lowered.
2. Trials may then be initiated by the I/C SA and be under their control.
3. Once trials are concluded, as decided by the I/C SA, they will proceed to tell athletes 'Ready to Race Please' and then signal to the Clerk of Course to 'Raise hurdles'.
4. Then, in ALL hurdle races and INCLUDING steeplechase, the Clerk of Course will notify the Track Referee/Chief Track Judge, that all is ready by raising their **BLUE CARD**, when ALL the relevant hurdles are in place.
5. The Track Referee/Chief Track Judge will then indicate to the I/C SA that all is ready by raising their **GREEN CARD** from the TOP of the Track Judges' Stand or on Finish Line.
6. The I/C SA will show their **GREEN CARD** to that official, acknowledging receipt of their ready signal.
7. It is recommended that when hurdles heights are being altered, this process is commenced at the first flight to assist with timely starts by allowing athletes trials over the first two flights, while flights are adjusted further down the track.
8. Await and acknowledge the track referee's **GREEN CARD** after a 400mH, prior to another circular event to ensure the track is clear or ready for the next event.

Protests & Appeals

UKA Rule T8.4.1

In a Track Event,

If an athlete makes an immediate oral protest against having been charged with a false start, a Start/Track Referee may, if they are in any doubt, allow the athlete to compete “under protest” in order to preserve the rights of all concerned.

Competing “under protest” shall not be allowed if the false start was indicated by a World Athletics certified Start Information System, unless for any reason the Referee determines that the information provided by the System is obviously inaccurate.

A protest may be based on the failure of the Starter to recall a false start or, under Rule 16.5 of the Technical Rules, to abort a start. The protest may be made only by, or on behalf of, an athlete who has completed the race. If the protest is upheld, any athlete who committed the false start or whose conduct should have led to the start being aborted, and who was subject to warning or disqualification according to Rules 16.5, 16.7, 16.8 or 39.8.3 of the Technical Rules, shall be warned or disqualified. Whether or not there may be any warning or disqualification, the Referee shall have the authority to declare the event or part of the event void and that it or part of it shall be held again if in their opinion justice demands it.

Note: The right of protest and appeal in Rule 8.4.2 of the Technical Rules shall apply whether or not a Start Information System is used.

If a protest or appeal is based on an athlete’s incorrect exclusion from an event due to a false start and it is upheld after the completion of the race, then the athlete should be afforded the opportunity to run on their own to record a time in the event and consequently, if applicable, to be advanced to subsequent rounds. No athlete should be advanced to a subsequent round without competing in all rounds unless the Referee or Jury of Appeal determines otherwise in the particular circumstances of the case, e.g. the shortness of time before the next round or the length of the race.

Note: This Rule may also be applied by the Referee, the Jury of Appeal in other circumstances where it is deemed appropriate (see Rule 17.2 of the Technical Rules).

When the Start Referee decides on an immediate oral protest made by an athlete for being charged with a false start, they have to consider all the available data and in case of only a reasonable possibility that the athlete’s protest may be valid, they should allow the athlete to compete under protest. After the race, a final decision must be taken by the Referee, a decision that may be subject of an appeal to the Jury. But to be clear, the Referee should not allow an athlete to compete under protest if the false start has been detected by a Start Information System that appears to be working properly or in cases where it is very clear by

visual observation that the athlete has committed a false start and there is no valid reason to allow the protest.

These rules not only apply where a Starter failed to recall a false start but where also a Starter failed to correctly “abort” a start. In both cases the Referee must consider all factors involved in the particular case and must decide if the race (or part of it) has to be re-held.

Giving two examples of extreme situations, it will not be logical or necessary to re-run a Marathon race in a case where an athlete who finishes was responsible for a non-recalled false start. But the same will probably not be the case in a sprint event where an athlete was responsible for a non-recalled false start as this may have affected the start and subsequent race of other athletes.

On the other hand, if for example in a preliminary round, or perhaps even more so in a race within a Combined Event, it was clear that only one or some athletes were disadvantaged by a failure to recall a false start or to abort a start, a Referee could decide that only those athletes be given the opportunity to run again – and if so under what conditions.

Rule 8.4.3 of the Technical Rules covers the situation in which an athlete is wrongly given a false start and excluded from a race.

Endurance Events Guidelines

Starter

1. Comply with UKA Generic Risk Assessments for Starting.
2. Check Starting Location prior to the start of the meeting to ensure that it is in a safe position within a sectioned off sterile Starters zone and that the starter will have full visual control of the start area and timekeepers.
3. Liaise with Referee/Timekeeper/Chip Timing Team/TV crew. Synchronise watch with Referee or Time signal.
4. Issue 5min/3min/1min warnings or as agreed with the referee.
5. Assemble athletes 2-3 meters behind the start line or in pens if appropriate.
6. Allow Referee to address the assembled competitors prior to start if requested.
7. In televised events Starter will synchronise with the Television Team.
8. Ensuring that the timekeepers are alerted.
9. Call athletes forward to the start.
10. Issue 'on your marks' command and start race as quickly as possible.
11. It is strongly advised that the gun is not raised early so that the athletes are not alerted to the imminent start of the race.
12. In the event of a FS, the Starter shall have the prerogative to recall the field.
13. It may be necessary to deploy recall officials some distance in front of the start line to stop a race in the event of a FS.
14. Note: Starters and Referees should avoid being over-zealous in the application of Rule T16.8)

Starters Assistant

1. Support the Starter.
2. Assemble the competitors on the start line or pens, checking that athletes are in the correct order and "toes" are behind the line.
3. In smaller events the Referee may ask for a "head count" to provide an indication of likely finishing numbers, to aid the officials at the finish.
4. In the event of a FS, re-assemble the athletes on the "assembly" line so the process can be repeated.

Radio Training and Protocols

Some officials may be allocated a radio in order to carry out their role. Below are some guidelines on the how to use the radio and some tips on correct radio protocol.



How do I use a radio?

1. THINK – what do I need to say, is it relevant?
2. LISTEN – check for any other conversations taking place (especially if you have swapped channels)
3. PRESS – the Press-To-Talk (PTT) button on the side of the radio and hold down.
4. SPEAK – talk slowly and clearly holding the radio about 5cm from your mouth.

Remember!

- Do – stay on the correct channel
- Do – follow the “Making a Call on the Radio Waves” guidelines
- Do – be concise and to the point Do – speak slowly and clearly
- Do – keep radio volume high enough to hear incoming calls
- Do – remember that others can hear radio conversations
- Do – sign out / sign in radio from the Officials Room
- Don't - leave the radio unattended
- Don't – turn the volume up so loud that it affects communication around you
- Don't – discuss sensitive matters on air

Making a Call on the Radio: -

Example1: Track Referee communicating with Call Room.

TR: Track Referee to Call Room

CR: Call Room here, **Go Ahead**

TR: *relay message*, **Over**

CR: Acknowledged, **Out**

Example2: Photofinish communicating with Track Referee

PF: Photofinish to Track Referee TR:
Track Referee here, **Over**

PF: Please reverse no. 107 and 435, **Over**

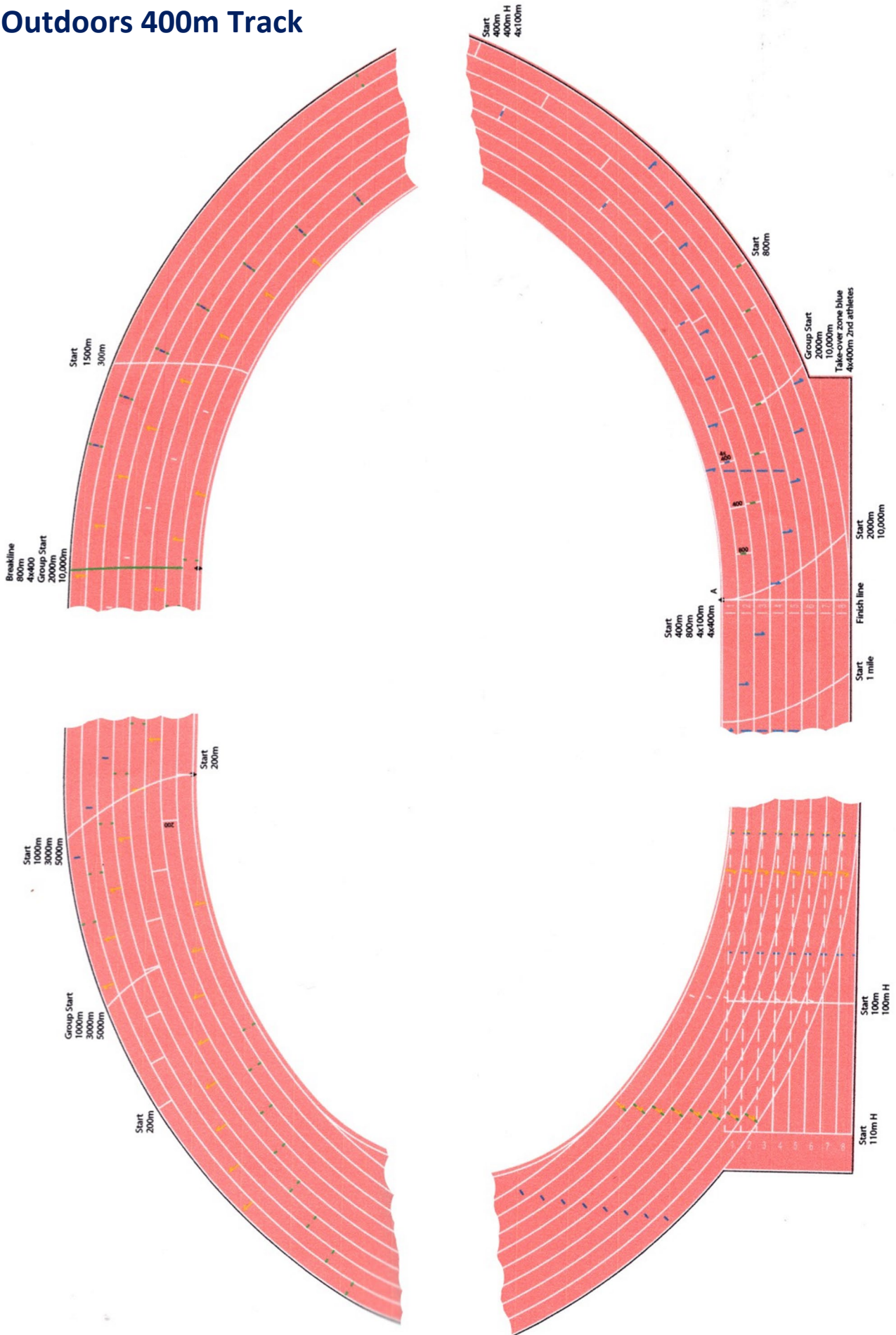
TR: Thank you, **Out**

REMEMBER:

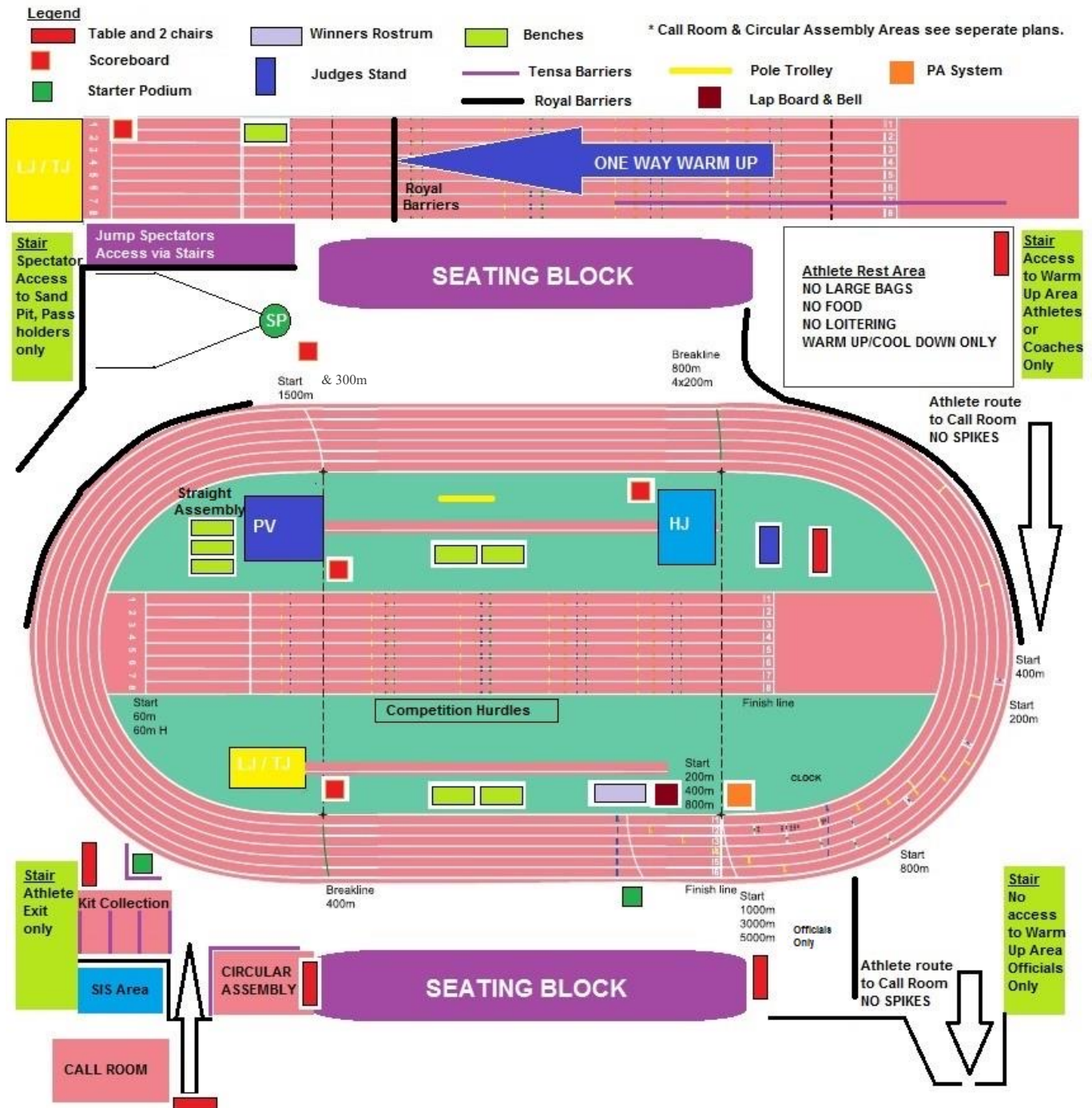
- Ensure the Radio is turned on and set to the correct channel.
- Ensure the Earpiece if you have one is correctly installed.
- Use the words – **Go Ahead**, **Over** and **Out** during your message. Keep it relevant – Radios are not for conversation.
- TURN OFF the radio when returning it at the end of the day.

Track Layouts

Outdoors 400m Track



Emirates Indoor 200m Track



For Scottish Athletics events the officials rest room is up on the 5th floor, accessible via the lift.

For other events the officials rest room is on the ground floor (level 2) in the old cafeteria behind the reception desk.

Technical Officials' Peer Group

Introduction

All Technical Official Disciplines (Track, Field, Start, Timekeeping, Photo Finish Endurance) have a small body of officials from within their respective disciplines who coordinate the work of that discipline.

Start Team Discipline

The **Scottish**athletics Start Team Discipline is all active Scottish Starters and Starters Assistants, and throughout this document all references to the Start Team includes these officials.

Start Team Peer Group

1. The Peer Group's role is to oversee and coordinate the work of the discipline in a fair, unbiased and where possible, evidenced based manner.
2. The Start Team Peer Group's membership is a Head of Discipline (HoD) and 1 lead official from each of 3 coordinating Sub-groups: Mentoring, Upgrading and Allocations.
3. Each Sub-group will consist of 2 active start team officials (L2 or above), who have an appropriate skill set or experience in the work of the Sub-group.
4. One official from each Sub-group will be identified by the HoD as the lead co-ordinator for that Sub-group and sit on the main Start Team Peer Group.
5. The HoD will be an ex-officio member of each Sub-group.
6. The HoD will lead and coordinate the work of the Discipline, supported by the rest of the Peer Group and Subgroup members.
7. The HoD will represent the Start Team at Scottish Athletics Officials Commission meetings or delegate a lead from one of the Sub-groups to attend in his/her absence.
8. The HoD and Sub-group Member's term of office is 4 years at which time either a new HoD, Sub-group Member is appointed or the previous HoD, Sub-group Member continues for a further 4 years.
9. A HoD or Sub-group Member can only do two consecutive terms of office, after which time they must stand down for at least one term of office.

Involving more of the team in the work of the Peer Group will:

1. De-mystify the role, providing a better understanding.
2. Encourage a more united and better-informed team of officials
3. Establish a broader support base for the Peer Group structure.
4. Provide an opportunity for officials to develop skills and experience, enabling them to take on leading roles in the future.

Method

To ensure this structure is fair and equitable, the following procedures will be put into place:

1. A HoD replacement is initially identified either through succession planning by the outgoing HoD or if the position is vacant, by the Scottish Athletics Officials Commission.
2. The Start Team is then notified of the selection and asked if they support the nomination via a poll.
3. Once agreed and the HoD is in post, letters of interest are requested from start team members for the vacant Sub-group positions.
4. Each Sub-group must be representative of the Start Discipline in its entirety, to ensure openness and fairness.
5. To be eligible for selection onto any of the Sub-groups, each person must be an active start team member of level 2 or above and have the relevant skills, strengths or experience they feel they can bring to one of the Sub-groups.
6. Sub-group members must be able to work with the HoD to coordinate and manage the Start discipline.
7. The composition of the Sub-groups and ultimately the Peer Group must reflect the opinion of all of the active Start Discipline members.
8. A Sub-group lead will be appointed by the HoD.
9. The Lead will ensure that all matters forwarded to that Sub-group are dealt with appropriately and the Lead will represent that Sub-group on the Peer Group. This person is not necessarily the most senior official in the Sub-group but the most appropriate person.
10. Relevant matters will be circulated to all active members of the Start Discipline by the HoD, noting which Sub-group will be leading.
11. Any comments or suggestions from any active Start Team member is to be sent, in the first instance, to the HoD, who will allocate a subgroup to deal with the comment or suggestion. This will permit that Sub-group to make preliminary decisions informed by all active Start Team members.
12. Start Team Peer Group meetings will be restricted to HoD plus one representative of each Sub-group, preferably the co-ordinator. The co-ordinator may delegate a member of their Sub-group to attend in his/her absence.
13. Agendas will be circulated to all active Start Team members prior to the meeting, noting which Sub-group will be leading on particular item(s).
14. The HoD will be responsible for circulating the minutes of the Start Team Peer Group meeting to all members as soon after the meeting as possible.
15. Matters of a personal or confidential nature should be sent directly to HoD.

Allocations

Allocations Subgroup Remit

1. To allocate active Start Team Officials to Scottish Athletics Championship events both indoors and outdoors and also SIS operators when possible.
2. To nominate active officials to Scottish Schools events.
3. To keep a record of allocations offered
4. Upon request from the TRNG Secretary (Scottish Officials Commission Convenor), to nominate officials for UKA Level 5 events.
5. To allocate active Start Team Officials to any other events as necessary.
6. To allocate any adjustments to the original teams as necessary.

Key factors in the allocation process.

7. The official's availability.
8. The status of the event and level of competition.
9. The present level of the official.
10. Their allocations during the current and previous seasons, both at Scottish and UK events. Where possible ensuring parity of opportunity to all officials.
11. The need for maintenance and development opportunities, reports and / or performance assessments.
12. Their recent performance or performances.
13. The availability of reporters.
14. To nominate officials to TRNG Secretary for UKA Level 5 matches when requested.
15. The level of any required assessor.
16. Any other relevant factors.

Upgrading

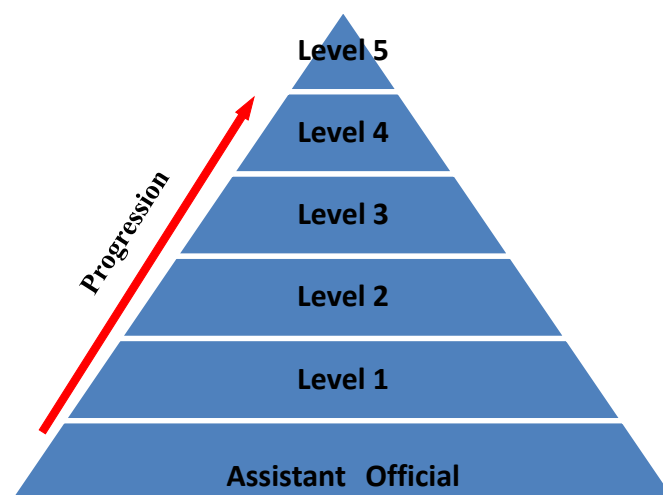
Upgrading Subgroup Remit

1. To provide a fair, unbiased and evidence-based assessment of an officials upgrade opportunities.
2. To encourage officials to advance their officiating experiences, but only to the level they are comfortable with.
3. Collate the Start Team officials Record of Experience annual submissions to provide an evidence base of each officials' officiating skills and suitable development and progression.
4. Forward this information to the Mentoring Subgroup and the Peer Group.
5. For Level 2 upwards, the Record of Experience form will also be used to show what an official has done as part of their application to progress to a higher level.

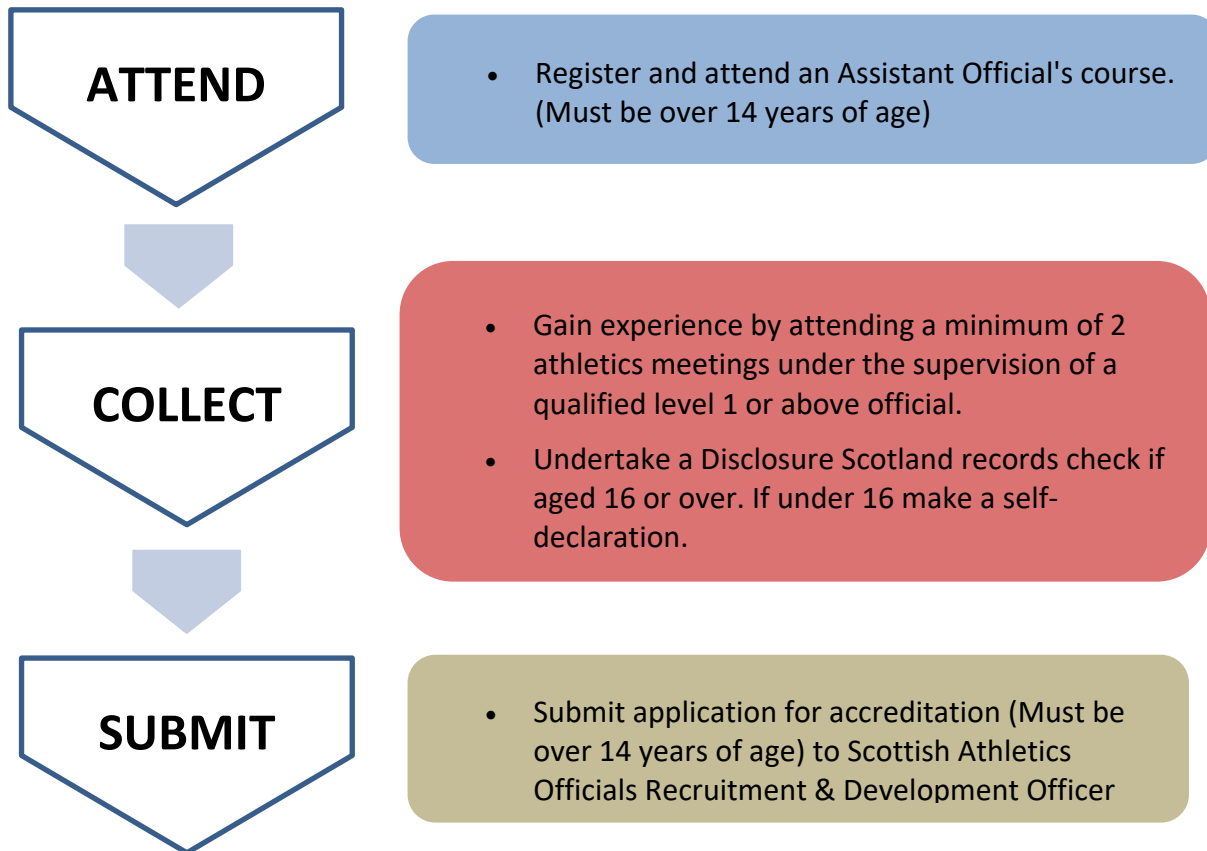
6. For Level 2 upwards, it will be important for the official to show a variety of roles undertaken at a range of meetings. Whilst time will not be a main factor, this diversity may take a minimum of 1 year to complete with increasing timescales for the higher Levels.
7. To identify and monitor level 1, 2 & 3 officials for upgrading to the next level and arrange for reports to be completed on them. In discussion with the Allocations sub-group, allocate reporters for these officials.
8. Identify reporters for each upgrade level (1 to 2, 2 to 3); where possible recruit and train* new reporters as part of the overall skills enhancement of the Start Team. For example, as an official moves from level 2 to level 3 they could be trained in reporting on officials moving from level 1 to level 2.
*As an addition to this point, it may be worthwhile to liaise with the Mentoring sub-group so that 'practice reporting' can take place; whereby throughout the season trainee reporters can do 'dummy' reports on officials. This would help to lessen the trauma of reporting for both sides!
9. When reporting, take account of UKA report forms and recommendations, i.e. a Level 2 report to be done by a Level 3 'of at least 2 years' or higher; and a level 3 report to be done preferably by a level 4.
10. Where appropriate, encourage officials to officiate outside their area through contacts in the other UKA territories/regions. This is to gain experience, have new opportunities etc.

Upgrading Pathway

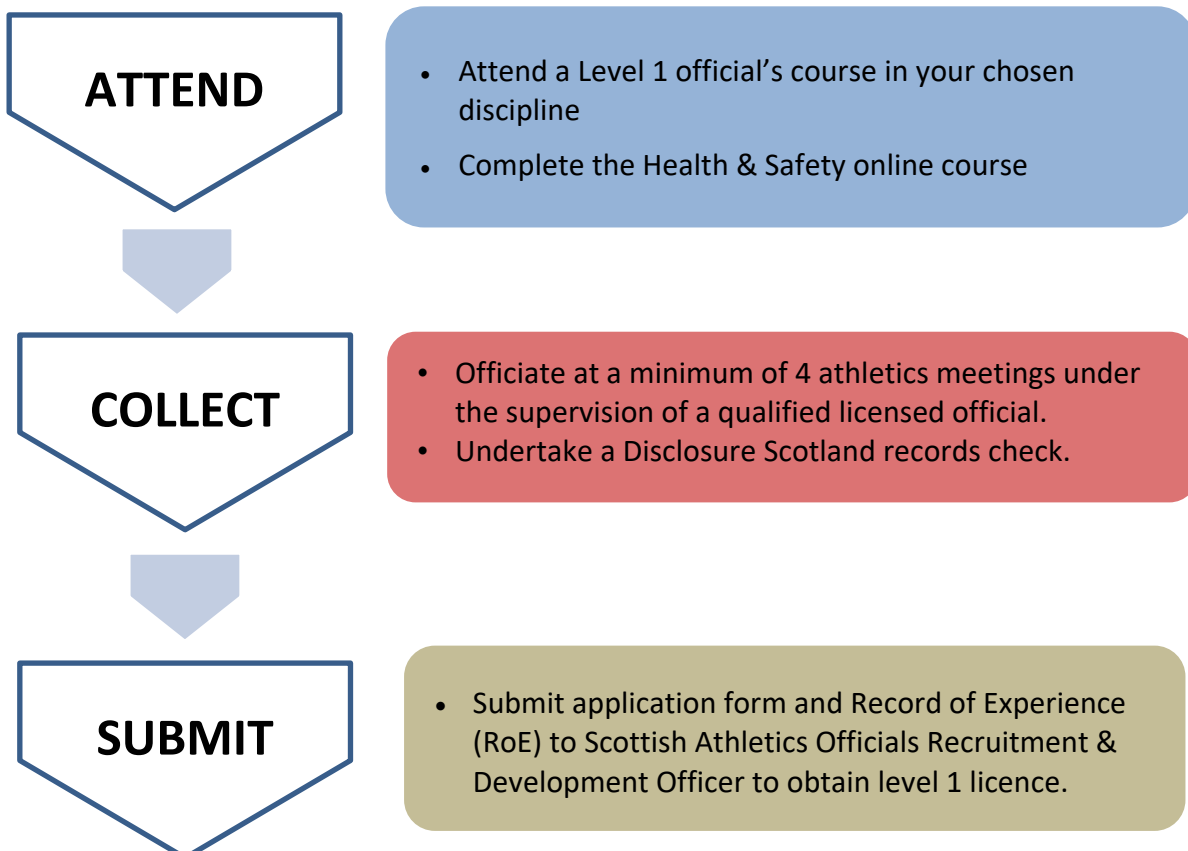
scottishathletics is committed to supporting officials and helping them move up the officials' pathway. Without officials **scottishathletics** could not run Championships in such a professional and well-organised manner. Qualified Officials are also needed for Leagues, Open Graded Meetings and Club Championships around the country.



To become an Assistant Official



To become a Level 1 official



To become a Level 2 official



- All steps at LEVEL 1
- Complete the Level 2 questions for your discipline and submit to your assessor for marking (75% pass mark required.)

- Officiate at a minimum of 6 additional athletics meetings which must be completed after attending the level 1 course.
- Obtain one (1) positive report from a meeting
- Show evidence of self-reflection in your Record of Experience (RoE).

- Submit application, report, completed question paper and RoE for accreditation to the Scottish Athletics Officials Recruitment & Development

To become a Level 3 official

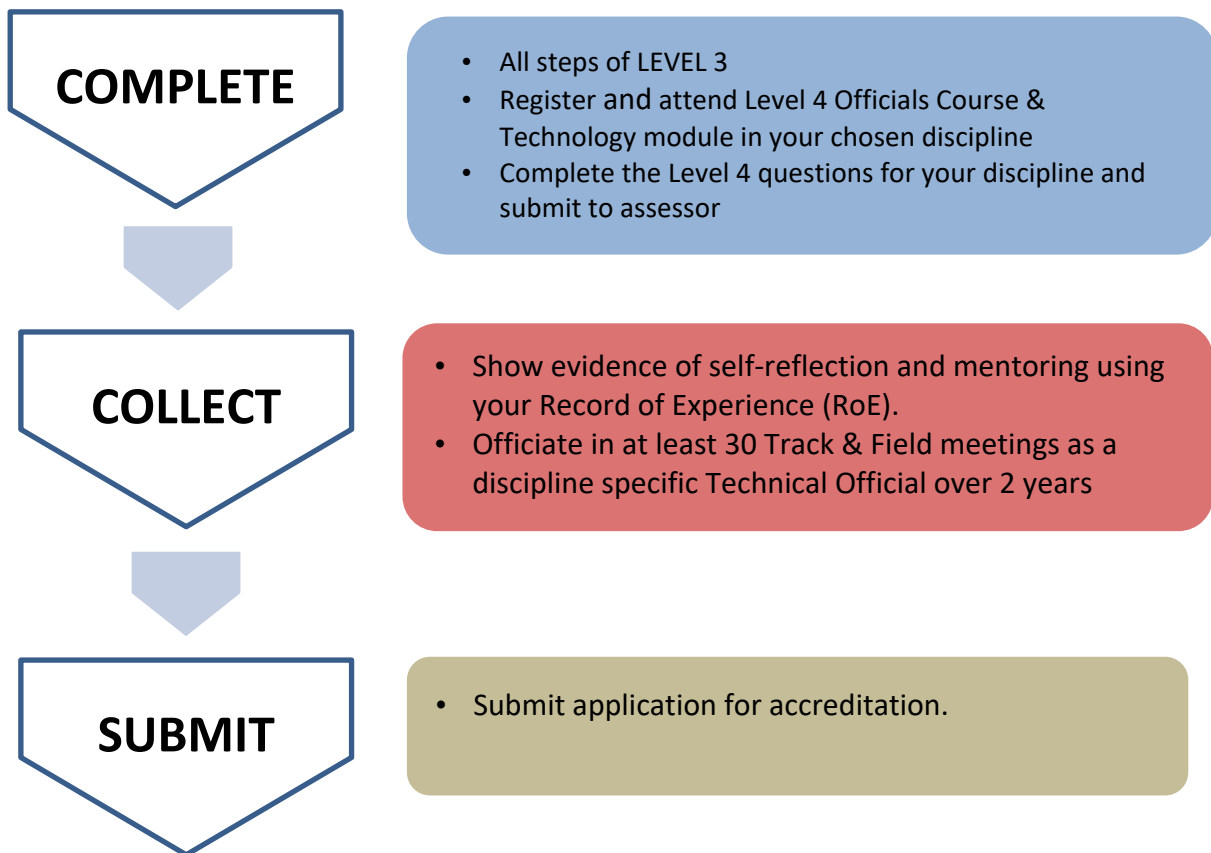


- All steps at LEVEL 2

- Officiate at a minimum of 10 additional athletics meetings.
- Obtain 1 positive report from a meeting.
- Show evidence of mentoring and reflect on your own development.

- Submit application, RoE and report to the Scottish Athletics Officials Recruitment & Development Officer

To become a Level 4 official



Mentoring

Mentoring Subgroup Remit

1. To encourage the completion of experiences and paperwork and collate officials annual experience records for feedback, monitoring and continuation of each official along the officials' pathway.
2. To ensure any official who wishes to have a mentor is able to.
3. In discussion with the Allocations and Upgrading Groups, enable all officials to have opportunities to further their development and competencies within the officiating pathway
4. Provide information to officials on development and mentoring opportunities appropriate to their experience and level.
5. Allocate mentors to developing officials according to the mentee's level and needs, ensuring any official who wishes to have a mentor is able to, in line with the mentoring framework.
6. Record, monitor and track all mentees and mentors to ensure progress.
7. Provide support and guidance to mentors:
 - Enable mentors to have the opportunity to learn and develop, and to contribute to the growth and development of aspiring officials.
 - Help mentors to understand their mentee's goals and aspirations, and to create and agree a plan that meets the mentee's needs
 - Help mentors to listen to and be supportive of their mentee and their thoughts and ideas

8. Ensure that developing officials receive appropriate feedback from mentors as and when required
9. In discussion with the Allocations Group, when and where possible, ensure that a mentor and mentee have the opportunity to work with each other during events

Mentoring Overview:

1. For the majority of newer officials, the main aim is to introduce them to the team and the roles of the start discipline, and to help them to settle in whilst learning the principles and duties required to be a Starter or Starters Assistant.
2. For most mid-level officials, upgrading may be a priority, whilst some will want to stay at their current level. The mentor will need to understand the expectations and aspirations of the official they are working with and guide them appropriately. This should be considered when a mentor is appointed, as the motivations and experience of the mentor are likely to impact on the mentee. Officials at this level may also become mentees themselves, particularly when starting out in Chief roles as they may have newer officials in their team.
3. For officials at level 4, there will be opportunities for mentoring at UKA level. Officials within Scotland will be expected to act as role models to other members of the discipline whilst on duty and may act as mentors on a 1:1 basis or by providing feedback to officials within their team, if required and requested.
4. Requirements for mentoring within the discipline may change if/when upgrading processes change as the two are closely related.

Mentoring Pathway

Requirements and support measures at each stage of the officials' pathway: -

Assistant Official / Trainee

Requirements	Support	Feedback	Reports
<p>No requirement for 1:1 mentoring</p> <p>Support provided during meetings by Chief officials and other members of the team</p> <p>Course tutor(s) and scottishathletics Officials Development Officer can also be contacted to offer additional support with finding suitable meetings in the local area, contacting local clubs and getting started with officiating</p>	<p>Initial support provided by course tutors: assistance with identifying meetings to attend, useful contacts and where to seek support.</p> <p>Supported by Chief Starter's Assistant (CSA) or Start Co-Ordinator (SC), as appropriate to the discipline of the official, during events</p> <p>Where possible, the official should be matched with a more experienced member of the team (typically L2+) for 1:1 support on the day of an event</p>	<p>Feedback provided via e-mail by CSA or SC, as appropriate to the discipline of the official, post-event. Feedback should be positive and constructive, building on feedback discussed during the meeting. Where another official provides 1:1 support on the day, the CSA/SC should consult with them before sending feedback to the official or ask the supporting official to provide feedback directly. *</p> <p>CSA/SC providing feedback will preferably be L2+ and have sufficient experience to act in a Chief role</p>	<p>A written report is not required for officials working towards level 1</p>

Level 1

Requirements	Support	Feedback	Reports
<p>No requirement for 1:1 mentoring</p> <p>Support provided during meetings by Chief officials and other members of the team</p> <p>*The aim long-term is to introduce 1:1 mentoring for this level in the future. Our current priority is to focus on 1:1 mentoring for officials who are L2 and above and less formal support for those at L1 and below</p>	<p>Supported by CSA/SC during events as/when required. This would include encouraging feedback and helpful reminders, but not 1:1 support throughout a whole meeting.</p>	<p>Feedback provided via e-mail by CSA/SC post-event in a positive and constructive tone, building on feedback discussed during the meeting. *</p> <p>When nearing L2 upgrade, the mentee can submit questions to the course tutor or mentoring sub-group or ask for advice from a higher-level official before submitting to HoD (who will distribute to relevant subgroup) for marking, comments & feedback.</p>	<p>Level 2 questions can be submitted to the mentoring sub-group; course tutor or another official for feedback and advice. Once the mentee is happy with their work, they may then submit to the HoD for marking.</p> <p>Report to be arranged by upgrading sub-group once the official has completed the knowledge/question portion of the upgrading process.</p> <p>Report to be written, where possible (according to level and relevant experience of reporter required), by an official who has worked with the candidate as their CSA/SC previously.</p>

Level 2

Requirements	Support	Feedback	Reports
<p>Support provided to all L2 officials by Chief officials and other members of the team during meetings</p> <p>A request for 1:1 mentoring support can be made to the mentoring sub-group; the official can approach a potential mentor directly; or the official can continue without mentor for as long as wanted, if preferred.</p> <p>A mentor (at L3+) is required if considering upgrading to L3 within the next 12 months.</p> <p>Officials can have one mentor for both SA and Starting, or a separate one for each if preferred and dependent on the mentor's experience in each discipline</p>	<p>Supported by CSA/SC during events as/when required. This would include encouraging feedback and helpful reminders, but not 1:1 support throughout a whole meeting.</p>	<p>L2 officials without a mentor will continue to receive support from the CSA/SC during meetings as/when required, and they can request formal feedback (verbal or written) following a particular meeting if they wish. *</p> <p>L2 officials with a mentor are encouraged to discuss their progress with their mentor on a regular basis, in a format agreed with the mentor. Suggestions include phone/video calls, e-mail or meeting in person. They can also receive feedback from their Chief/team during meetings if desired. **</p>	<p>The mentee should discuss with their mentor to check if they are ready or should be encouraged to begin the upgrading process. Once they have both come to a decision, the mentee should ask the upgrading sub-group to arrange any report(s) required.</p> <p>It is recommended that the official's report towards upgrading to L3 is not written by their mentor. However, the official could have a 'practice report' written by the mentor to provide feedback only if desired.</p> <p>Report to be written, where possible (according to Level and relevant experience of reporter required), by an official who has worked with the candidate as their CSA/SC previously.</p>

Level 3

Requirements	Support	Feedback	Reports
<p>No requirement for 1:1 mentoring unless the official is working towards L4.</p> <p>The official can opt not to have a mentor (for any period of time) if not considering upgrading within the next 2 years.</p> <p>Mentors for L3 officials will be L4+</p> <p>An official's mentor could be the same person they worked with at L2 (provided the mentor is L4+) or they can change.</p> <p>Officials can have one mentor for both SA and Starting, or a separate one for each if preferred and dependent on the mentor's experience in each discipline.</p>	<p>Supported by CSA/SC during events as/when required. This would include encouraging feedback and helpful reminders, but not 1:1 support throughout a whole meeting.</p> <p>The HoD, mentors, senior Start officials and the scottishathletics Officials Development Officer can be contacted to offer additional support with finding useful contacts/ meetings outwith the local area, to help the official seeking L4 to broaden their knowledge and experience.</p>	<p>L3 officials without a mentor will continue to receive support from the CSA/SC during meetings as/when required, and they can request formal feedback (verbal or written) following a particular meeting if they wish. *</p> <p>L3 officials with a mentor are encouraged to discuss their progress with their mentor on a regular basis, in a format agreed with the mentor. Suggestions include phone/video calls, e-mail or meeting in person. **</p> <p>Mentoring evidence must be documented for the official to progress to L4. Evidence to be shown must include self-reflection and feedback given by a mentor.</p>	<p>The mentee should discuss with their mentor to check if they are ready or should be encouraged to begin the upgrading process. Once they have both come to a decision the mentee should confer with the upgrading sub-group to arrange any report(s) required.</p> <p>Reports to be written by an official who has been L4 for at least 2 years.</p> <p>An official seeking progression to L4 may have gained useful contacts from outwith their own region. If the official wishes to seek an out-of-area report from their contact in another region, they may arrange this themselves whilst keeping the upgrading sub-group informed.</p> <p>All relevant L4 paperwork including questions, reports and RoE, can be submitted to the upgrading sub-group for assessing prior to submission to the National Peer Group. All evidence and application forms must be submitted on time (preferably before deadline) to be considered for upgrading.</p>

Level 4

Requirements	Support	Feedback	Reports
<p>Currently, there are no Scottish Start officials above L4 to provide mentoring to L4 officials. Experienced L4s could mentor on request.</p> <p>Mentoring may be available at UK level. However, this is beyond the remit of the Scottish peer group.</p>	<p>4Ps receive the opportunity to officiate at National/International events via selection by the National Peer Group. During these, they will be supported by CSA/SC as/when required. This should include encouraging feedback and helpful reminders, but not 1:1 support throughout a whole meeting.</p>	<p>The National Peer Group will <i>'Consider the competency of appropriate officials to "chief" at National meetings having regard to the need to introduce new officials to this role, possibly with mentoring built in. To monitor the progress of those officials used in this role'.</i> **</p>	

* Please refer to 'Feedback Template L0-1'

** Please refer to 'Feedback Template L2-4'

Code of Conduct for Technical Officials

As a responsible Technical official

1. Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
2. Place the welfare and safety of the athlete above the development of performance.
3. Be appropriately qualified including obtaining Disclosure Scotland clearance and adhere to the terms of the technical officials' licence.
4. Keep up to date with any changes in the relevant competition rules and seek the advice of others if necessary.
5. Ensure that activities you direct, or guide are appropriate for the age, maturity, experience and ability of the individual athlete.
6. Cooperate fully with others involved in the sport such as other technical officials, competition providers/organisers, team managers, coaches, and representatives of the governing body in the provision of fair and equitable conditions for the conduct of athletics events under the relevant rules of competition.
7. Act in a decisive, objective but friendly manner in your interaction with other officials, athletes, coaches and spectators and carry out your duties in an efficient and non- abrasive manner.
8. Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances.
9. Be fully prepared for the officiating task that is assigned to you.
10. Dress appropriately, to the standard and nature of the competition.
11. Arrive in good time for the competition and report to the official in charge.
12. Conduct the event in accordance with the rules and with due respect to the welfare of the athlete.
13. Offer guidance and support to less experienced officials whenever appropriate.
14. Encourage and guide athletes to accept responsibility for their own performance and behaviour.
15. Act with dignity and display courtesy and good manners towards others.
16. Avoid swearing and abusive language & never engage in any inappropriate or illegal behaviour.
17. Challenge inappropriate behaviour and language by others

Notes
