**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. The nearest emergency exit may be the location of the incident so please follow instructions.
4. Ensure all athletes under your control at the time of the emergency also follow the evacuation guidance.
5. If safe to do so, stay together. Once outdoors, all chiefs to report to the SC, to ensure all Starters and Starters Assistants are accounted for.
6. Starters should ideally keep possession of all their starting equipment.
7. Keep the Start area clear.
8. Be alert today for trip hazards, especially the plastic raised track, starting blocks, etc.
9. 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 Photo Finish |  | Field Referee |  |
| Competition Team |  | Competition Team |  |

**Appearance**

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

**Toilet locations**

Toilets are located …………….

**Rules applicable today**

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

**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 10 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 by a member of the SA Team.
4. There will be one Call Room and athletes will require to report there at least ………………………. Minutes before the scheduled start time of their event.
5. Bib numbers will be checked and leg numbers will be issued in Call Room but please have spare safety pins and spare leg numbers (dependant on meeting) handy.
6. Spikes - 9mm maximum, these will be checked in Call Room (if in operation).
7. Personal Starting Blocks will not be permitted. Stadium Blocks only.
8. Starting blocks are available & are on trolleys – will need to be moved as we go.

**Pre-race**

1. Chiefs should collect a radio when signing in on arrival.
2. Distribute Timetable with Team Duties.
3. The Meet Manager System/Rainbow will be in operation.
4. Photo finish will be in operation and be aware of front-on camera by the finish. Do not obscure.
5. The Timetable is as available to me at time of printing.
6. Start sheets may be in ‘Meet manager’ format or hand-written start sheets but will have all the required information on them.
7. Bib numbers not to be folded and secured firmly with 4 pins.
8. Hip numbers to be visible and pinned. (Unless directed otherwise on right hip).
9. If HEATS are not required track finals will be run at ………………………………. time.
10. At **scottish**athletics events tape measures are available for block placement.
11. Please remove un-used blocks from empty lanes & lift blocks in 400 races swiftly.
12. Blue Card Protocol will be used prior to the start of all Hurdle races.
13. During hurdle races, blocks can be set however **NO RUN OUTS**, not even to check blocks placement, until Blue card shown by Clerk of Course and acknowledged by I/C SA.
14. Please deploy a run out blocker, whenever possible.
15. Please allow athlete/s time to practice, ensuring athletes are lined up ready to race at least 1min prior to allocated start time.
16. Be aware of track officials behind the straight start line & please don’t obscure their view up the track.

**Pre-race Starters Assistant information to Starters**

1. Starters would appreciate the Number of heats and the status of the race, if different to TT.
2. Provide updates to the Starters as they occur, especially any relevant issues to keep them informed as required.
3. I/C to ensure athletes are lined up ready for race prior to showing 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. I/C to record race start times on the start sheets and pass onto CSA please.

**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. DO NOT anticipate any warning(s) that may be given. Await instruction from the Starter.
2. SA taking the line in Straight track starts will issue cards.
3. In Echelon Starts, if a Green Card is requested, this will be carried out by the **I/C SA** from outside lane inwards in a straight lined directly across track.
4. 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.
5. 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.
6. Any athlete who receives a DQ will be escorted from the track by the CSA.
7. If a CW is issued it will be by the SC who will perform the role of the SR, requesting the Starters’ Assistant 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.
8. The CSA will then record it on the CW form and notify photo-finish and Meeting Manager or NTD, after checking with the Duty Starter for the DQ rule number, who will then communicate this award to all chiefs.
9. 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.

**General**

1. Please keep checking with the team members to see if anyone requires support or if you require help from others.
2. Refer any problems immediately to the CSA or SC.
3. The SC will make ANY decision on Conduct Warnings in the absence of a SR.
4. Please exercise due caution when crossing the track.
5. Please process smartly from one area to the next start in line.
6. Starters/Starters’ Assistants shall withdraw from the FOP when there are no races happening, there is a large gap between races or the race proceeds for an extended period of time prior to the next race requiring assembly.

**Starters Generic Briefing**

1. If you have any observations on the arena or the meeting, please pass this information on to the SC who will provide feedback to the Meeting Manager/Organiser.
2. Hand out the duty allocation sheet(s).
3. The usual duty locations will be in operation today.
4. A podium is available for the Duty Starters at 400m, 100m & 200m starts.
5. 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.
6. If any false starts 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.
7. Refreshment breaks will be monitored by the SC. However, anyone can have a bathroom break as necessary.
8. If you have any concerns please inform your Chief or Lead official.

**Equipment**

1. At outdoor **scottish**athletics events, TESS will be used for Starting and Recalling. Recallers are to have their own personal gun in hand only as a backup
2. At Indoor events, 2 Electronic “Omega” Guns and control boxes are used. One will be situated at the 60m start and one will be 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 PF 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 headset outdoors, 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 commence after receiving the Timekeepers’ ‘ready’ signal.

**Chiefs' Technical Meeting**

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

* Who is Assistant MM?
* Any specific info?

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 circular event and AFTER a 400mH 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

* Confirm that the Starter will aim to start a race when no athletes are preparing for a throw or jump.
* If a field event is close to a start area, check with the Referee and agree on positioning and safety.

Chief Starters Assistant

* Info re: race and card procedures.
* Time changes and race reductions**,** inform as required
* 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**

* Rules applicable?
* Sufficient start and start assistant officials?
* Meet Manager in use. Y/N
* Chief Starters Assistant temporary replacement?
* Finished athletes’ removal. By Track officials or Starters Assistants team?
* Any other issues?