**Off-Track Officials’ List Template**

This list should be used in conjunction with officiating guidance available from the **scottish**athletics website.

The table below lists the recommended officials required at a small off-track event (cross country, hill, road/multi-terrain or trail race). It can be adapted to suit the requirements of any meeting by adding/removing officials and marshals as required. Please also take the length of your competition day into account, appointing enough officials to cover breaks or shifts if required.

Those roles 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.

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| --- | --- | --- |
| **Discipline** | **Role** | **Name** |
| **Management** | **Referee (Endurance level 2+ with referee qualification)** |  |
| **Assistant Referee** (optional but encouraged) |  |
| **Admin** | **Declarations volunteer** |  |
| **Declarations volunteer** |  |
| **Results volunteer** |  |
| **Presentations volunteer** |  |
| **Course** | **Clerk of Course** |  |
| **Course Builder** |  |
| **Course Builder** |  |
| **Course Builder** |  |
| **Course Builder** |  |
| **Start** | **Starter (Starter level 1+)** |  |
| **Starter’s Assistant** |  |
| **Finish** | **Line Judge** |  |
| **Line Judge** |  |
| **Recorder** |  |
| **Recorder** |  |
| **Finish Area Steward** |  |
| **Timekeeping** | **Chief Timekeeper (Timekeeping or Endurance level 1+)** |  |
| **Timekeeper** |  |
| **Timekeeper** |  |
| **Time Recorder** |  |
| **Time Recorder** |  |
| **Marshals** | **Chief Marshal** |  |
| **Course Marshal** |  |
| **Course Marshal** |  |
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| **Course Marshal** |  |
| **Course Marshal** |  |
| **Course Marshal** |  |
| **Other** | **Announcer** |  |

The number of course builders, marshals and judges required for your event will depend on your course, how many athletes are taking part, and a number of other factors. Your event plan, route map and risk assessment will help you to determine how many are required to deliver your event safely and effectively.