



## **Starter & Starters Assistants Handbook**



UKA Rules for Competition incorporating World Athletics Rules  
2022–2024 have been used to inform this booklet



## Introduction

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

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

With the index being hyperlinked, the reader can click between each section easily.

Paragraphs in the main document 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.

A huge thanks must also go to my fellow Starter/Starters Assistant Officials, many of whom contributed to the development of the handbook or provided valuable feedback on the contents.

*Andrew Minnis*

***scottishathletics** Starters/Starters Assistants Discipline Head and UKA Level 3 Starter & Level 4 Starters Assistant*

## Updates since last edition

- Index Page altered
- Rule numbers altered to relate to current edition of UKA rule book (2022-2024)
- Page 22-27: Briefing Notes
- Page 17-21: Outdoors and Indoors – Ideal Starters Assistant Positioning
- Page 31: Key Rules and Regulations Relating to Start
- Throughout this version of the handbook there are numerous changes such as abbreviations, changes to layout, additional notes and key points added.

# Table of Contents

START TEAM STRUCTURE & ORGANISATION.....	3
<b>SECTION I – TRACK &amp; FIELD GUIDANCE.....</b>	<b>3</b>
ABBREVIATIONS.....	3
START COORDINATOR (SC).....	4
START REFEREE (SR) .....	4
STARTER (S).....	5
START RECALLER(S) .....	5
CHIEF STARTERS ASSISTANT (CSA) .....	6
CSA DUTIES .....	6
LEAD STARTERS ASSISTANT (LSA) .....	6
STARTERS ASSISTANTS (SA) .....	6
EQUIPMENT .....	8
DUTY SHEETS .....	9
OUTDOOR – STARTER ASSISTANTS POSITIONING .....	11
INDOOR – STARTER ASSISTANTS POSITIONING .....	14
SCOTTISH START TEAM - GENERIC START TEAM BRIEFING NOTES.....	16
STARTERS GENERIC BRIEFING .....	19
MEETINGS CHECK LIST FOR START COORDINATOR .....	20
<b>SECTION II – ENDURANCE GUIDANCE .....</b>	<b>21</b>
<b>SECTION III – PROTOCOLS &amp; RULES .....</b>	<b>23</b>
SCOTTISH ATHLETICS - BLUE CARD PROTOCOL.....	23
SCOTTISH ATHLETICS - RADIO TRAINING AND PROTOCOLS.....	25
WARNING / DISQUALIFICATION (DQ) CARDS .....	25
DISQUALIFICATION (DQ) GUIDE .....	26
KEY RULES AND REGULATIONS – RELATING TO THE START .....	27
<b>SECTION IV – STARTING EQUIPMENT .....</b>	<b>31</b>
TESS (THE ELECTRONIC START SYSTEM) .....	31
SIS (START INFORMATION SYSTEM).....	33
THE STARTING PISTOL.....	35
<b>SECTION V - SCOTTISH START TEAM PEER GROUP .....</b>	<b>37</b>
<b>SECTION VI - CONDUCT.....</b>	<b>42</b>

## Section I – Track & Field Guidance

### Start Team Structure & Organisation

The Scottish Start Team Discipline is comprised 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 the procedures it will follow when implementing the Rules, so that event can run smoothly.

Officials of the Start team must also understand the respective duties and roles of each member of the team.

A full description relating to each member of the Start Team (Start Coordinator, Starter, Recalls and Starters Assistants) can be found below, also within Rules **CR22** and **CR23** of the UKA Rule book.

### **Abbreviations**

**BCP** - Blue Card Protocol  
**CoC** - 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** - Starter  
**SA** - Starters Assistant  
**SC** - Start Coordinator  
**SIS** - Start Information System

**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 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:

The Start Coordinator will:

- 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 Recallers 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 **TR16.8** or **TR39.8.3** of the Technical Rules, the procedure set out in Rule **TR16.9** 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, **scottishathletics** events do not have SR's allocated. 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"*.

It was therefore agreed at the February 2020 **scottishathletics** Official's Commission meeting that if required, the SC, would also be the SR at Scottish events.

### UKA Rules of Competition 2020-22 Rule CR18 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 **TR16.6** 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.

### UKA Rules of Competition 2020-22 Rule TR16.2.3: -

The Starter must not initiate the start procedures before they are sure that the relevant timing team is ready as well as the Judges at the finish and in races up to and including 200m, the Wind Gauge Operator. The communication process between the start and the finish area and the timing team varies according to the level of the competition. In events organised under paragraphs 1.1 to 1.6 of the International Competition definition and many other high level meetings there is invariably a service company responsible for the electronic timing and the Start Information System. In this case, there will be technicians who are responsible for communication. In other competitions a variety of communication systems are used – radios, phones, or by using flags or flashing lights.

## 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 **TR16.7** and **TR16.10** of the Technical Rules.)
- 6) Warnings and DQ's under Rules **TR16.7**, **TR16.8** and **TR39.10.3** of the Technical Rules may be decided only by the Starter in accordance with Rule **CR18.3**.
- 7) It is necessary to take into account Rule **CR18.3** of the Competition Rules when interpreting both this Rule and Rule **TR16** 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 and overseeing of the Starters Assistant (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:**

#### **The CSA will:**

- 1) Oversee duties, positioning and responsibilities of SA Team on the Field of Play (FOP) by establishing agreed protocols and will brief the SA Team prior to start of competition, providing appropriate duty sheets when required.
- 2) Be the link to the Competition Management, Call Room, (Photo) Finish Judges, Track Referee and, where appropriate, the Host Broadcaster throughout the meeting.
- 3) Aim to be at every start.
- 4) Will record every race start time, aiming to keep the competition to time by working efficiently as a team and with all other officials.
- 5) Step in and raise FS lane box indicators for offending athlete(s) this once race is away.
- 6) Escort any DQ'd athlete(s) away from the race and, if necessary, from the start area.
- 7) Monitor the process of the BCP.
- 8) Assist as required and cover for any member of their team taking a break.
- 9) Produce the requested race start times for 'Timetabling'.

## **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) An LSA will be appointed to the Circuit only and not the straight, which can be overseen by the CSA. Alternatively the CSA will appoint someone to oversee the Straight on the day if the CSA is required 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's 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 TR16.3 and TR16.4 are observed.
- 6) In case of a FS, the SAs shall proceed in accordance with Rule TR16.9 of the Technical Rules.
- 7) 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.

## In-charge (I/C) SA

- 1) Observes L7 & 8 on outside of track at Echelon Outdoors (Inside of track, L5-6 Indoors) and takes line on Straight races.
- 2) Issues green card to whole field on echelon starts as directed by the Starter
- 3) Issues warning(s)/Conduct Warnings as directed by the Starter to any offending athlete(s) on Straight starts and L7/8 at echelon starts (L5/6 indoors).
- 4) Communicates with CoC, Track Referee and Starter during Blue Card Protocol process.
- 5) Calls up or Collects/Receives athletes from Call Room/Assembly and advises on lanes allocated.
- 6) 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.
- 7) Checks clothing shoes and numbers as required. (Bibs must be worn as issued and may not be cut or folded in any way)
- 8) Informs athletes to set up blocks and advise on runouts permitted and to not run past 'blocking' SA.
- 9) Informs athletes of qualification to next round if required.
- 10) Informs Starter if race is a Heat, Semi Final or a Final and how many races there are if different from what is stated.
- 11) Informs 800m runners of break point.
- 12) Checks all athletes are happy after a trial start/s and then asks them to 'get ready for race, please', lining up approx. 1meter behind start line on echelon.
- 13) On Straight starts, 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.
- 14) Raises board vertically to signal 'Race Ready' to Starter and lowers board only after reply.
- 15) Looks down line from echelon starts and steps back immediately when other SA's look at them.
- 16) Remove Blocks from track, if required.
- 17) Notes race start time/warnings/DQs on start list.

## Assist 1 SA Duties

- 1) Assists I/C SA, if required, with initial Bib/Hip number checks.
- 2) Straight: check feet are in blocks on Straight line starts L5-8 Outdoors (L1-4 Indoors), as directed by CSA.
- 3) Circular: Observes L4-6 on outside of track at Echelon Outdoors (Inside of L3-4 Indoors) and when ready immediately makes eye contact with I/C to step back simultaneously.
- 4) Issues warning(s)/Conduct Warnings as directed by the Starter to offending athlete(s) in L4-6 on Echelon Outdoors (Inside of L3-4 Indoors).

## Assist 2 SA Duties

- 1) Stands 30m down track (in sprint hurdle races, in front of hurdle 4), in the middle facing athletes, to prevent excessive block run outs.
- 2) Straight: check feet are in blocks on Straight line starts L1-4 Outdoors (L5-8 Indoors), as directed by CSA.
- 3) Circular: Observes L1-3 on outside of track at Echelon Outdoors (Inside of L1-2 Indoors) and when ready immediately makes eye contact with I/C to step back simultaneously.
- 4) Issues warning(s)/Conduct Warnings as directed by the Starter to offending athlete(s) in L1-3 on Echelon Outdoors (Inside of L1-2 Indoors).

### 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 FOP.

**The 'cue' to stepping back, initiated by the I/C SA, is primarily eye contact and the slight movement backwards of the I/C's leg to 'signal' to indicate to the other SAs that they are about to step back. All SA's should then proceed to step back together as one.**



## Equipment

### Starters Essential Equipment

- Red top, black or navy trousers and black shoes or trainers.
- Outdoors; a red waterproof jacket, black or navy waterproof over trousers (gloves & a red baseball cap optional)
- Officials' ID & lanyard
- A clipboard (preferably weatherproof), blank paper, pens or pencils.
- Starting pistol
- Appropriate blank ammunition
- Ear defenders or foam ear inserts
- A loud whistle on a lanyard
- Hi-Viz sleeve
- A wristwatch, preferably digital
- The latest UK Athletics Rules of Competition

### Starters Assistant Essential Equipment

- Red top, black or navy trousers and black shoes or trainers
- If outdoors; preferably a red waterproof jacket (optional gloves & a baseball cap)
- Officials ID & lanyard
- A clipboard (preferably weatherproof) blank paper, pens and pencils
- Green, Red/Black, Yellow/Black, Red and Yellow laminated cards
- A wristwatch, preferably digital
- Safety pins
- Spare Hip numbers
- The latest UK Athletics Rules for Competition



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.



More frequently, electronic starting systems are being used at events. **scottishathletics** use TESS (The Electronic Starting System) which also includes an electronic recall system. At Glasgow Emirates Indoor Arena, the Omega Electronic Start System is used as the primary starting method and one of the above starting pistols as the recall gun.

## SA Additional Equipment

- 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, if different to what is stated on timetable.

## Start Team Actions Upon Arrival

- 1) At Scottish Athletics Championship events report at least 1 hour before the first track event to the Meeting Manager (MM) or at non-Scottish Athletics events, the meeting organiser. Then report to the SC & CSA.
- 2) In the Officials Room – sign in and pick-up lunch if provided.
- 3) For National events attend briefings at the stated time and place.
- 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 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.

### Starters Assistant Standard Duties

Where possible, the Starters and Starters Assistants duty sheet should allocate duties by event. Ideally 3 SA's plus a CSA are required.

For example, the Duty Starter and I/C and also the Recall Starters/ A1 and A2 for the 1<sup>st</sup> round of the Men's 100m, should be replicated throughout subsequent rounds, where possible.

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

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

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

Event	Time	Event	Age Gp	Rnd	Hts	Entries	Comment	Barry	Patricia	Stephen	Andrew
1	10:00	100m	U15 G	1	7	56	3+3	A2	IC	A1	
2	10:30	100m	U15 B	1	5	36	3+4	A1	A2	IC	
3	10:50	1500m	U15 B	1	3	40	4+4	IC	A1	A2	
4	11:14	1500m	U15 G	1	2	32	4+4	A2	IC	A1	
5	11:30	300m	U15 G	1	3	23	2+2	A1	A2	IC	
6	11:44	300m	U15 B	1	2	16	3+2	IC	A1	A2	
7	11:52	100m	U15 G	SF	3	24		A2	IC	A1	
8	12:04	100m	U15 B	SF	2	16		A1	A2	IC	
9	12:15	800m	U15 G	1	4	36	2+2, F of 10	IC	A1	A2	
10	12:35	800m	U15 B	1	3	29	2+2	A2	IC	A1	
11	12:50	800m	U20 W	1	2	20		A1	A2	IC	
12	12:58	800m	U20 M	1	3	28	2+2	IC	A1	A2	
13	13:10	100m	U15 G	F	1	8		A2	IC	A1	
14	13:14	100m	U15 B	F	1	8		A1	A2	IC	
15	13:55	400mH	U20 M	F	1	3		IC	A1	A2	
16	14:00	400mH	U20 W	F	1	7		A2	IC	A1	
17	14:05	300m	U15 G	F	1	8		A1	A2	IC	
18	14:10	300m	U15 B	F	1	8		IC	A1	A2	
19	14:15	200m	U15 G	1	6	44	3+6	A2	IC	A1	
20	14:39	200m	U15 B	1	4	28	3+4	A1	A2	IC	
21	14:55	200m	U20 W	1	3	22	2+2	IC	A1	A2	
22	15:10	200m	U20 M	1	3	25	2+2	A2	IC	A1	
23	15:25	1500m	U15 B	F	1	12		IC	A1	A2	
24	15:33	1500m	U15 G	F	1	12		A2	IC	A1	
25	15:45	80mH	U15 B	F	1	6		A1	A2	IC	
26	15:50	75mH	U15 G	1	3	24		A1	A2	IC	
27	16:05	200m	U15 G	SF	3	24	2+2	A2	IC	A1	
28	16:17	200m	U15 B	SF	2	16	3+2	A1	A2	IC	
29	16:25	200m	U20 W	F	1	8		IC	A1	A2	
30	16:30	200m	U20 M	F	1	8		A2	IC	A1	
31	16:35	800m	U15 G	F	1	10		IC	A1	A2	
32	16:40	800m	U15 B	F	1	8		A2	IC	A1	
33	16:45	800m	U20 W	F	1	8		A1	A2	IC	
34	16:50	800m	U20 M	F	1	8		IC	A1	A2	
35	16:55	75mH	U15 G	F	1	8		A1	A2	IC	
36	17:10	200m	U15 G	F	1	8		A2	IC	A1	
37	17:15	200m	U15 B	F	1	8		A1	A2	IC	

## Starters'/ Recalls' 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 as 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 outdoors is covering lanes 1 – 4 both for FS and block slippage. Recall 2 will cover lanes 5- 8 with similar duties. Indoors, Recall 1 will cover lanes 1, 5 and 6 whilst Recall 2 will cover 2, 3 and 4.
- 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, instruct the Starters' Assistants to issue a 1<sup>st</sup> CW to the relevant athlete/s.
- 8) If the Duty Starters are then informed that this will be the athlete's second CW or if the athlete/s have been given a 2<sup>nd</sup> CW at the start/during the start process, the SC will then instruct the Starters' Assistants to issue a 2<sup>nd</sup> conduct warning to the relevant athlete/s.
- 9) The SC will be at all starts.
- 10) A named Starter will deputise for the SC in the SCs absence.

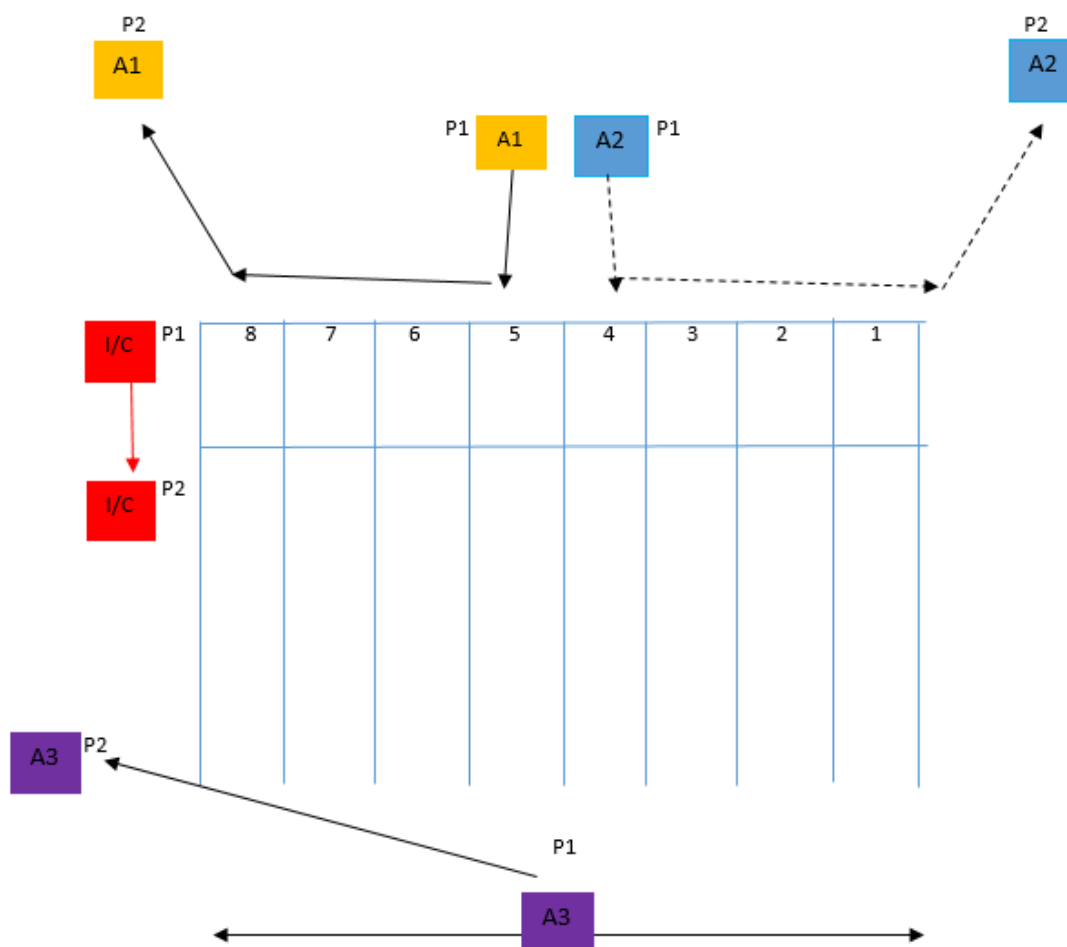
**Note:** Duties listed are generic duties. Specific guidance will be given by the SC as to duties/places to stand and to movement on/off FOP.

## Outdoor – Starter Assistants Positioning

P1 = 1<sup>st</sup> position to take / P2 = 2<sup>nd</sup> position to take

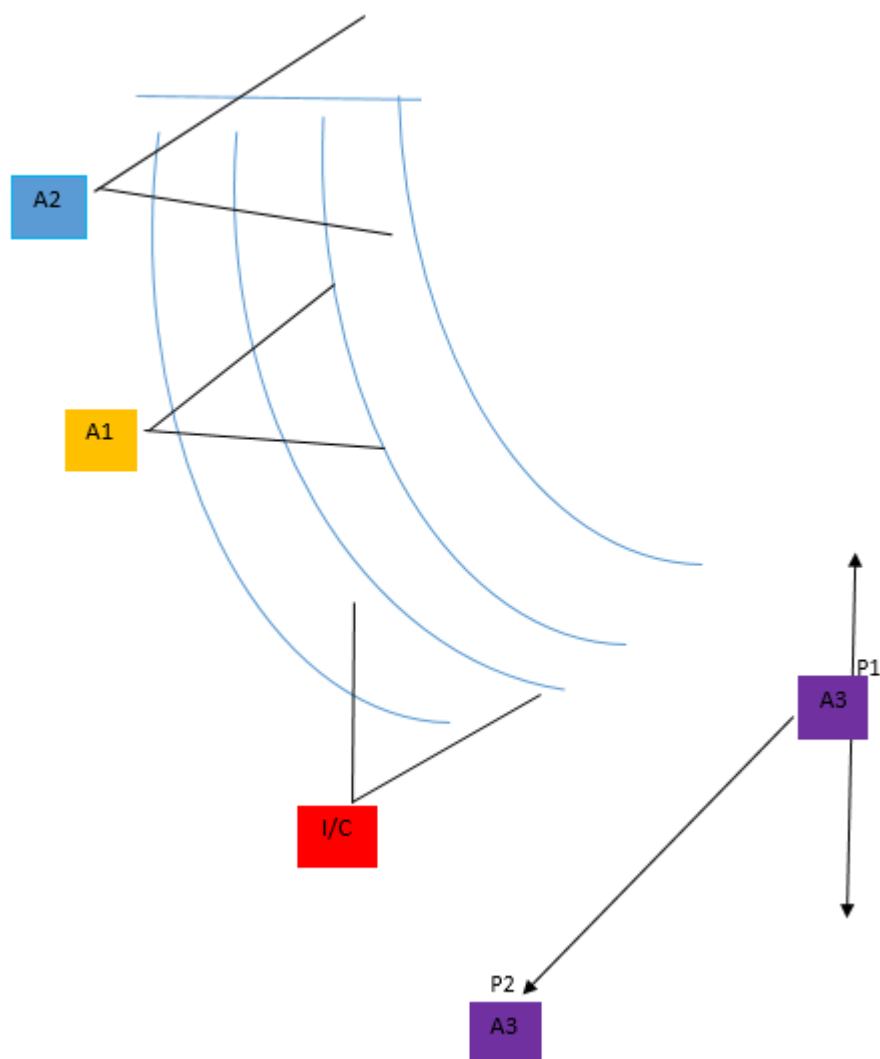
When positioning yourself to check athletes on their start line, you should ideally position yourself in a place to see what you need to with the minimal amount of movement possible.

### Straight Line Races



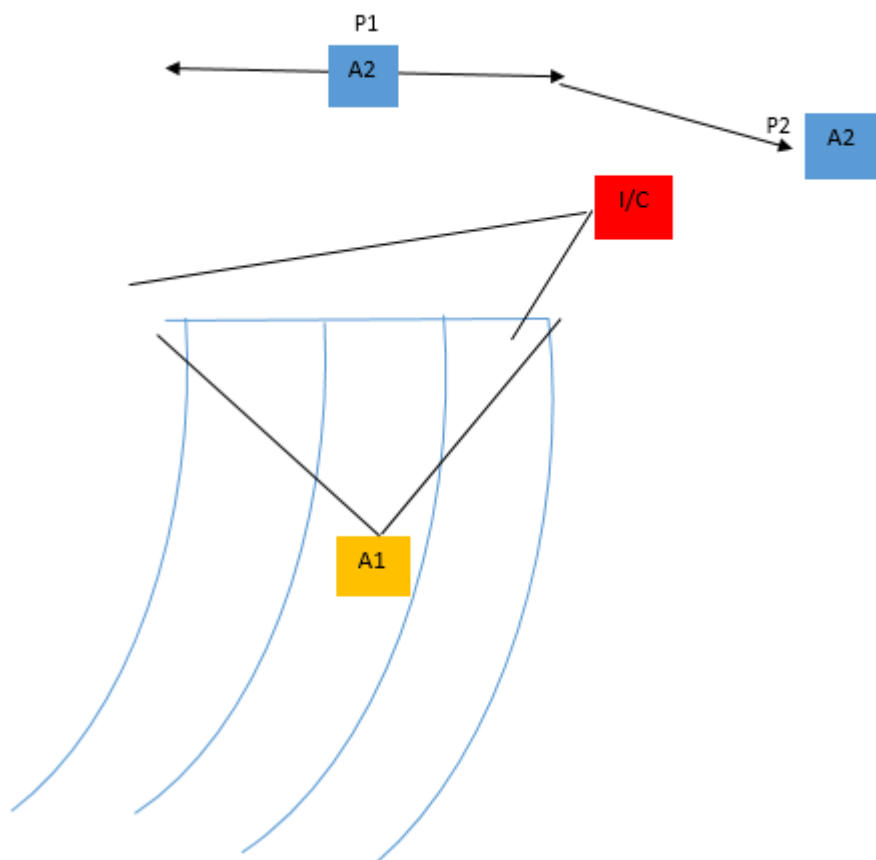
	<b>In Control (I/C)</b>	Ensures athletes are lined up in a straight line prior to start, approx. 2-3mtrs behind start line, in preparation for presentation then Starters' instructions. Then proceeds to check athletes in lanes 1-8 are settled for race as per duties given.
	<b>Assist 1 (A1)</b>	Assists I/C in preparation for race as per duties given. Then proceeds to follow in A2 check feet are in contact with blocks for lanes 5-8, then takes up relevant position dependant on level of meeting on outside of track in for start of race.
	<b>Assist 2 (A2)</b>	Assists with preparation for race as required per duties given. Then proceeds to lead, checking feet are in contact with blocks for lanes 1-4, then takes up relevant position dependant on level of meeting for the start of the race.
	<b>Assist 3 (A3)</b>	Takes up position 30m up track to prevent excessive run-outs of athletes. Then makes way to relevant position dependant on level of meeting on outside of track.

## Echelon Races



	<b>In Control (I/C)</b>	Ensures athletes are lined up in their lane prior to start, approx. 2-3mtrs behind start line, in preparation for presentation then Starters' instructions. Then proceeds to check athletes in lanes 7-8 as per duties given in a position that requires the least amount of movement, preferably none, where possible.
	<b>Assist 1 (A1)</b>	Assists I/C in preparation for race as per duties given. Then proceeds to check athletes in lanes 4-6 in a position that requires the least amount of movement (none) where possible.
	<b>Assist 2 (A2)</b>	Assists with preparation for race as required per duties given. Then proceeds to check athletes in lanes 1-3 in a position that requires the least amount of movement (none) where possible.
	<b>Assist 3 (A3)</b>	Takes up position 30m up track to prevent excessive run-outs of athletes. Then makes way to relevant position dependant on level of meeting on outside of track.

1500m, 3000m/5000m, 1000m



	<b>In Control (I/C)</b>	Ensures athletes are lined up in a straight line prior to start, approx. 2-3mtrs behind start line, in preparation for presentation then Starters' instructions. Then proceeds to check athletes are ready for the race as per duties given.
	<b>Assist 1 (A1)</b>	Assists I/C in preparation for race as per duties given. Then proceeds to take up a position behind athletes so that any infringements may be spotted as per duties given.
	<b>Assist 2 (A2)</b>	Takes up position 40-50m up the track to prevent excessive run-outs of athletes. Then makes way to relevant position dependant on level of meeting on outside of track.

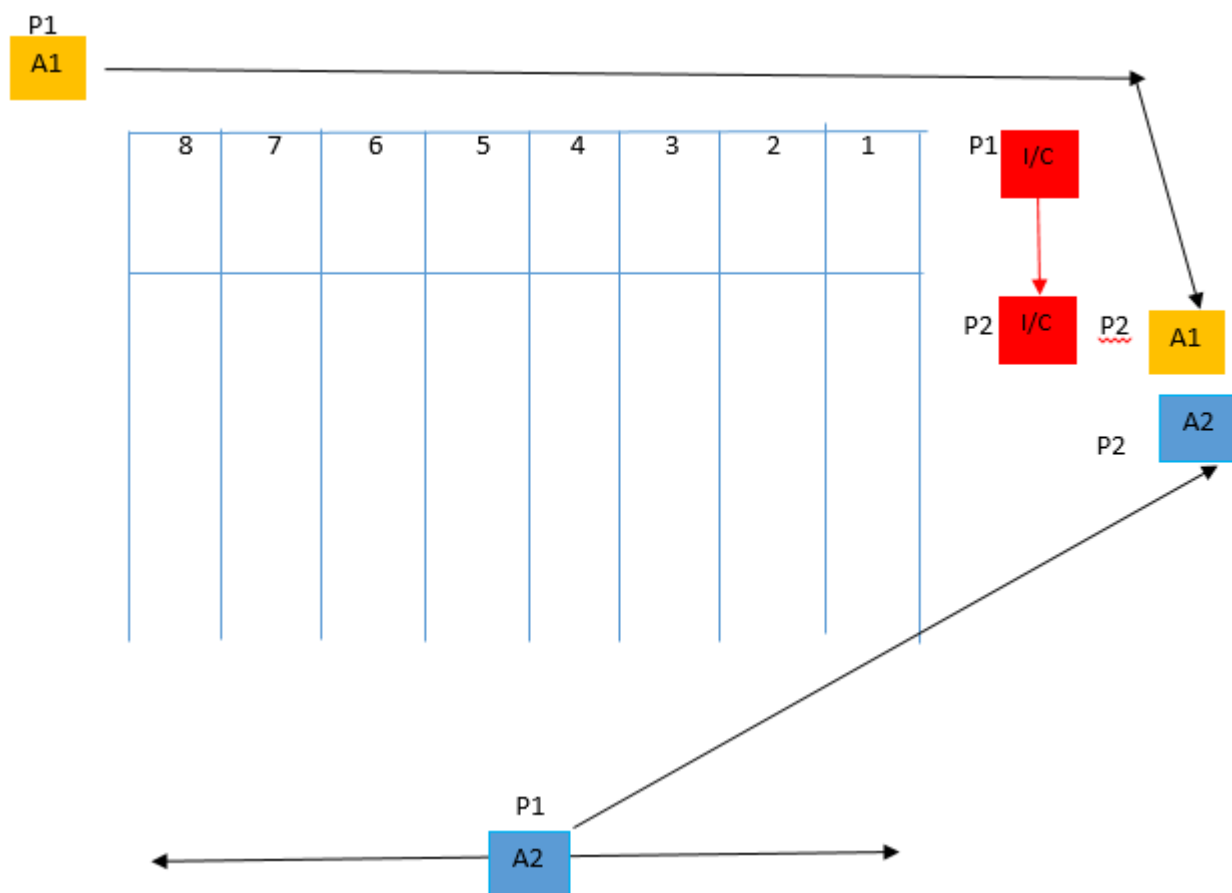


## Indoor – Starter Assistants Positioning

P1 = 1<sup>st</sup> position to take / P2 = 2<sup>nd</sup> position to take

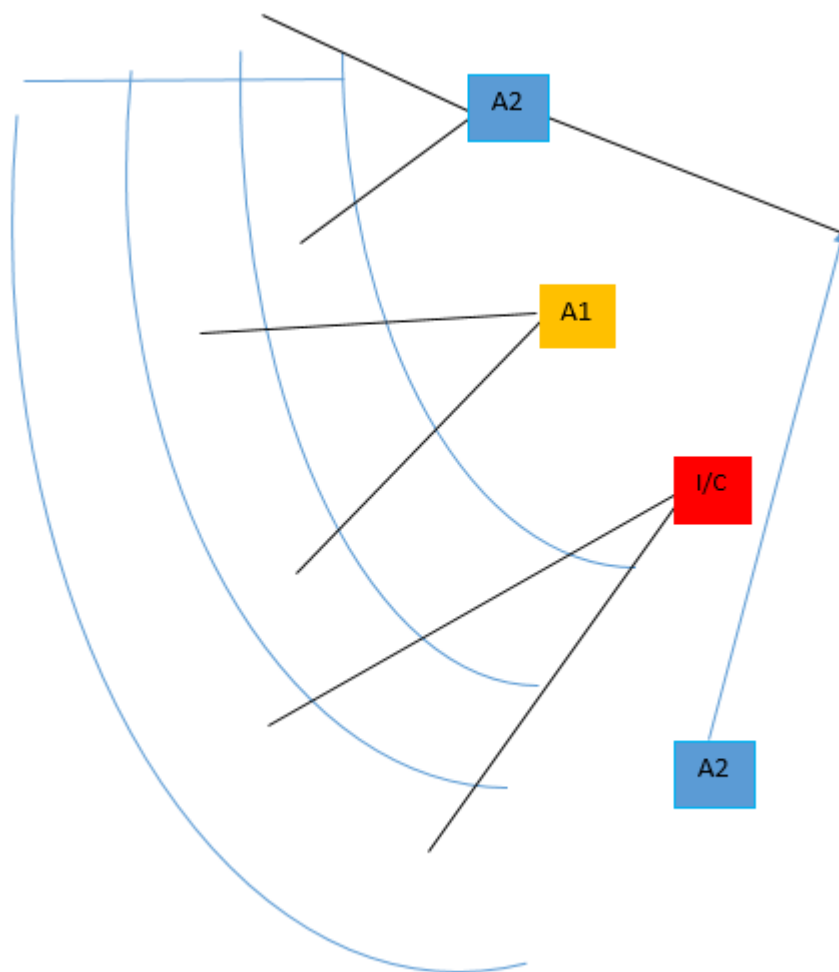
When positioning yourself to check athletes on their start line, you should ideally position yourself in a place to see what you need to with the minimal amount of movement possible.

### Straight Line Races



	<b>In Control (I/C)</b>	Ensures athletes are lined up in a straight line behind starting blocks prior to start, in preparation for presentation then Starters' instructions. Then proceeds to check athletes in lanes 1-8 are settled for race as per duties given.
	<b>Assist 1 (A1)</b>	Assists I/C in preparation for race as per duties given. Then proceeds to lead, check feet are in contact with blocks for lanes 8-1, then takes up relevant position behind I/C ready for start of race.
	<b>Assist 2 (A2)</b>	Takes up position 30m up track to prevent excessive run-outs of athletes. Then makes way to relevant position dependant on level of meeting on outside of track.

## Echelon Races



	<b>In Control (I/C)</b>	Ensures athletes are lined up in their lane prior to start, approx. 2-3mtrs behind start line, in preparation for presentation then Starters' instructions. Then proceeds to check athletes in lanes 5-6 as per duties given in a position that requires the least amount of movement, preferably none, where possible.
	<b>Assist 1 (A1)</b>	Assists I/C in preparation for race as per duties given. Then proceeds to check athletes in lanes 3-4 in a position that requires the least amount of movement, preferably none, where possible.
	<b>Assist 2 (A2)</b>	Assists with preparation for race as required per duties given. Then proceeds to check athletes in lanes 1-2 in a position that requires the least amount of movement, preferably none, where possible.
	<b>Assist 3 (A3)</b>	Takes up position 30m up track to prevent excessive run-outs of athletes. Then makes way to relevant position dependant on level of meeting on outside of track.

## Scottish Start Team - 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 **scottishathletics** 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 **scottishathletics** indoor events the Starters speaker system will be in use. For **scottishathletics** 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?

## Section II – Endurance Guidance

### **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) Ensure 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.

Note: Starters and Referees should avoid being over-zealous in the application of Rule **TR16.8**

### **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 False Start, re-assemble the athletes on the "assembly" line so the process can be repeated.

# Alternatives to Gun Starts for Off-Track Endurance

## Introduction

- 1) Competition Providers and Event Organisers may choose to have off track endurance races started with an alternative to the starting pistol. This could be an Electronic Start System (for example: “TESS” The Electronic Start System), a Hooter or a Warning Horn.
- 2) These alternatives are fully compliant with UKA Rules for Competition (Rule T56) and should still be carried out by a qualified starter, as they have the required experience regarding starting and recalling races under the UKA Rules of Competition.
- 3) The agreed starting method should be noted in the pre-race athlete paperwork, so they are aware of the starting process and not caught unaware.
- 4) The following protocol is a guide for those looking to use this method to provide a fair and clear start signal for all athletes, officials and spectators.

## Start Protocol for “TESS” Starts

- 1) The start process for TESS starts follows the same sequence as for gun starts, albeit the start signal is an electronic gun sound and LED flash emitted from the start actuator. A recall is sounded by a second actuator, which emits a multiple bleep sound clearly identifiable as a recall warning.
- 2) The TESS system also uses a multiple speaker system to enable start instructions and sounds to be clearly heard by the athletes, other officials and spectators.

## Start Protocol for Hooter/Horn Starts

- 1) In races which include large numbers of athletes, 5-minute, 3-minute and 1-minute warnings should be given, either by loudspeaker announcement or whistle.
- 2) The Starter’s Assistant(s) assembles the athletes 2 -3 meters behind the start line.
- 3) The Starter is in complete control of the race start, wearing a hi-viz armband and in possession of a plastic “warning horn” as used for athletics field events or hooter.
- 4) At the appointed time, the Starter checks that the timekeepers are ready for the race to start.
- 5) The Starter calls the athletes to the start line by saying “On your marks”
- 6) At the same time the Starter’s Assistant raises a white flag aloft, in clear view of the timekeepers.
- 7) When the starter is satisfied the athletes are steady, but without delay to avoid a false start, the starter blows the horn/hooter.
- 8) At the same moment, the Starter’s Assistant drops the white flag to provide a visual indication of the race start.
- 9) In the event of a false start, a second Starters Assistant should be stationed 25yds from the start, in clear sight of the starter.
- 10) If the starter notes a false start, they will signal to the 2nd Starters Assistant either by raising a red flag and blowing their horn/hooter repeatedly, or by radio message to the 2nd Starters Assistant.
- 11) The 2nd Starters Assistant will stand Infront of the lead athletes waving their red flag to stop the race.

## Section III – Protocols & Rules

### Scottish Athletics - Blue Card Protocol

This set of procedures was introduced in Scotland 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.

- 1) The **Clerk of Course** is responsible for the setting up of the hurdles and will show a **Blue Card** to the **I/C Starters' Assistant (I/C SA)** once...
    - *In sprint hurdles up to 110m, the **first 4 flights** have been made ready **AND** for **ALL** age groups the **3<sup>rd</sup> hurdle** has been lowered.*
    - *In hurdle races beyond 110m, after the **first 2 flights** have been made ready.*
  - 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 **'Tracksuits off, Ready to Race Please'** and then ask the **Clerk of Course** to **'Raise hurdles'**.
  - 4) Then in **ALL hurdle races 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. This signal will also confirm that personnel are available to put out any other barriers that are not positioned on the track until after the race has started.
  - 5) The designated **Track Referee/Chief Track Judge** will then indicate to the **I/C SA** that all is ready by raising their **Green card from 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. The **Duty Starter** should be alert for this signal from the **Track Referee** to prevent any delay by informing the **I/C SA** of it being displayed, if required.
  - 7) The **I/C SA** will signal to the starter by raising their board. The **Starter** will acknowledge the **I/C SA ready** signal by raising their yellow sleeved arm before immediately then showing this to the **Chief Timekeeper ATOP their podium**. The **Chief Timekeeper** then acknowledges the Timekeeping Team's readiness to the **Starter** by raising a **Yellow card**.
  - 8) The **Starter** will then be free to commence the command sequence if safe to do so and after considering adjacent field events when appropriate.
- *It is recommended that when hurdle 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.*

**\*\*When any circular 'Flat' track event follows a circular hurdles or steeplechase event, the Clerk of Course will show the Blue card to the Track Referee after the circular track has been cleared of ALL barriers or steeplechase heights are adjusted, if necessary.**

The **Track Referee** will then show the **Green card** to the **I/C SA** who will then proceed with any further preparation and signalling their **White Board** to the **Duty Starter** when ready. The **Track Referee** should be **ATOP the Track Judges Stand or on the Finish Line**, and this location should be agreed pre-event.

## Scottish Athletics - 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:

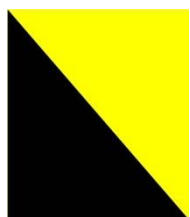
- 1) Ensure the Radio is turned on and set to the correct channel.
- 2) Ensure the Earpiece if you have one is correctly installed.
- 3) Use the words – **Go Ahead**, **Over** and **Out** during your message. Keep it relevant – Radios are not for conversation.
- 4) TURN OFF the radio when returning it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

## Warning / Disqualification (DQ) Cards

The following cards are used to inform the athlete of the decision of 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, and shown raised high so the athletes and audiences are informed.



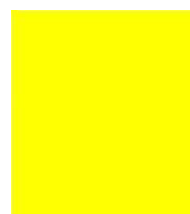
A **Green** card is used to indicate that the Starter is giving a general warning to the athletes that does not warrant a 1<sup>st</sup> Warning, DQ or CW. It can also be used to indicate that the recall did not warrant a warning due to an outside influence or technical issue.



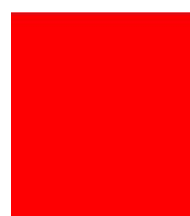
The **Yellow** and **Black** card is given for a 1<sup>st</sup> Warning, if an athlete FS in a race. (Please refer to the DQ Guide for more detail)



The **Red** and **Black** card is given to indicate a FS and 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 is used as a CW in both track and field events. It indicates that a DQ has been issued for a second CW. It does not indicate a FS.

### UKA Rules of Competition 2020-22 Rule TR16.9: -

It is recommended that the size of the diagonally halved cards be A5 and that they be doubled sided. Note that the corresponding indication on the lane marker(s) may remain yellow and red as previously, in order to avoid unnecessary expense in modifying existing equipment.



## Disqualification (DQ) Guide

Age	Rule	Incident	Decision	Card to be Shown
Senior/ U20/ U17	TR16.8	False start	Disqualification	Red/ Black
Senior/U20/U17 CE	TR16.9/ TR39.8.3	1st False start	<b>FIRST</b> false start by <b>ANY</b> athlete. <b>WARNING to THEM</b> 1st, then <b>ALL</b>	Yellow/ Black
	TR16.9/ TR39.8.3	2nd False start in the race	<b>SECOND</b> false start/s by <b>ANY</b> offending athlete/s is/are disqualified	Red/ Black
Masters, Schools (U13/U15/U17), U13/U15 Age Groups, Open Graded Meets	TR16 - S 2	1st False start	Individual Warned	Yellow/ Black
	TR16 - S 2	2nd False start by previously warned athlete	Individual Disqualified	Red/ Black
Masters CE, Schools CE (U13/U15/U17), U13/U15 Age Groups CE	TR16 - S2.2	1st False start	Individual Warned	Yellow/ Black
	TR16 - S2.2	2nd false start by previously warned athlete	Individual Warned	Yellow/ Black
	TR16 - S2.2	3rd false start by previously warned athlete	Individual Disqualified	Red/ Black
Senior/ U20/ U17	CR18.5	1st Conduct Warning	Individual Warned	Yellow
		2nd Conduct Warning	Individual Warned	Yellow followed by Red

### Notes

- \* **SENIOR:** 'who is at least 20 years of age on the 31st December in the calendar year of competition.' or others running in a Seniors race, including 'Masters', at least 35 on the day of competition.
- \* **MASTERS:** 'who are at least 35 years of age on the day of competition.'
- \* **UNDER 20:** 'who are 17 or over on 31st August within the \*Competition Year but Under 20 on 31st December in the calendar year of competition'.
- \* **UNDER 17:** 'who are aged 15 or 16 on 31st August within the \*Competition Year.
- \* **UNDER 15:** 'who are aged 13 or 14 on 31st August within the \*Competition Year.
- \* **UNDER 13:** 'who are aged 11 or 12 on 31st August within the \*Competition Year.
- \* The Competition Year - Rule 'TR3 - S 1'
- \* **OPEN GRADED MEETS:** (ALL ATHLETES, ANY AGE) - operate under Rule 'TR16 - S 2'
- \* **CONDUCT WARNINGS (CR18)** - these 'follow' an athlete throughout the period of competition (event/multiple events, round/multiple rounds, day/multiple days). Therefore at start line we might only show an athlete/s their 1st or 2nd warning. If a Conduct Warning has been issued previously the start sheet should be noted YC.

# Key Rules and Regulations – Relating to the Start –

## 2022-2024

**Black** – Rule, **Purple** – UKA Domestic Ruling, **Green** – Guidance

**All** taken directly from current UKA Rule book.

Full, in-depth rulings can be found and should be taken directly from the current Rule book.

### **Track Measurements (TR14.4)**

In all races up to and including 400m, each athlete shall have a separate lane, with a width of 1.22m ± 0.01m, including the lane line on the right, marked by white lines 50mm in width.

### **RULE T24 S1 UKA SUPPLEMENT - RELAY RACES**

(1) On completion of the final leg the baton is to be handed to an official by the last runner. It is not to be dropped or thrown from the hand. Failure to comply with this instruction may lead to disqualification. (See also Rule T7)

(2) The 4 x 300m Relay uses the 800m start line with the first leg being run in lanes until the break line described in Rule T17.5.1 (one bend in lanes).

The takeover zones for the 2nd, 3rd and 4th legs will be 30 metres, with no acceleration permitted (Rule T24.19). Athletes for the 2nd, 3rd and 4th legs will be lined up by a designated official in the order (inside to out) of their respective team members as they enter the last bend (Rule T24.20).

### **Starting Blocks (TR15) (15.1)**

Starting Blocks Starting blocks shall be used for all races up to and including 400m (including the first leg of the 4 x 200m, the Medley Relay and 4 x 400m) and shall not be used for any other race. When in position on the track, no part of the starting block shall overlap the start line or extend into another lane, with the exception that, provided there is no obstruction to any other athlete, the rear part of the frame may extend beyond the outer lane line.

### **TR15 S1 UKA SUPPLEMENT - STARTING BLOCKS**

The use of starting blocks is optional, except where blocks incorporating false start detection equipment are in use when all competitors shall be required to use only the starting blocks provided. If false start detection equipment is not in use, athletes may use their own starting blocks, but such starting blocks must be approved by the Starter.

For the avoidance of doubt in races up to and including 400m if the use of starting blocks is not compulsory (except as defined in Rule T15) then a crouch start does not have to be applied.

NOTE: On synthetic surfaced tracks the Competition Provider may insist that only starting blocks provided by them shall be used.

### **The Start (TR16) (16.1)**

The start of a race shall be denoted by a white line 50mm wide. In all races not run in lanes, the start line shall be curved, so that all the athletes start the same distance from the finish. Starting positions in events at all distances shall be numbered from left to right, facing the direction of running.

Note (i): In the case of events starting outside the stadium, the start line may be up to 0.30m in width and may be of any colour contrasting distinctively with the surface of the start area.

Note (ii): The 1500m start line, or any other curved start line, may be extended out from the outside lane to the extent that the same synthetic surface is available.

It is anticipated that, in order to efficiently complete the start procedures and for larger meetings to appropriately introduce the competitors in the race, the athletes, when assembled, should be standing and facing in the direction of the race.

### **False Start (TR16.6)**

When a World Athletics certified Start Information System is in use, the Starter and/or an assigned Recaller shall wear headphones in order to clearly hear the acoustic signal emitted when the System indicates a possible false start (i.e. when the reaction time is less than 0.100 second). As soon as the Starter and/or assigned Recaller hears the acoustic signal, and if the gun was fired, there shall be a recall and the Starter shall immediately examine the reaction times and other available information from the Start Information System in order to confirm which, if any, athlete(s) is/are responsible for the recall.

Note: When a World Athletics certified Start Information System is in operation, the evidence of this equipment shall be used as a resource by the relevant officials to assist in making a correct decision.

### **Conduct Warnings (CR18.5)**

The applicable Referee shall have authority to warn or exclude from competition, any athlete or relay team guilty of acting in an unsporting or improper manner or under Rules 6, 16.5, 17.14, 17.15.4, 25.5, 25.19, 54.7.6, 54.10.8 or 55.8.8 of the Technical Rules. Warnings may be indicated to the athlete by showing a yellow card, exclusion by showing a red card. Warnings and exclusions shall be entered on the result card and communicated to the Competition Secretary and to the other Referees.

In disciplinary matters, the Call Room Referee has authority starting from the Warm-up Area up to the competition area. In all other instances, the Referee applicable to the event in which the athlete is or was competing, shall have authority. The applicable Referee (where practicable after consulting the Competition Director) may warn or remove any other person from the competition area (or other area related to the competition including the Warm-up Area, Call Room and coaches seating) who is acting in an unsporting or improper manner or who is providing assistance to athletes that is not permitted by the Rules.

Note (i): The Referee may, where the circumstances justify it, exclude an athlete or relay team without a warning having been given. (See also Note to Rule 6.2 of the Technical Rules)

Note (ii): The Referee for events outside the stadium shall, wherever practicable (e.g. under Rules 6, 54.10 or 55.8 of the Technical Rules), give a warning prior to disqualification. If the Referee's action is contested, Rule 8 of the Technical Rules will apply.

Note (iii): When excluding an athlete or relay team from competition under this Rule, if the Referee is aware that a yellow card has already been given, they should show a second yellow card followed immediately by a red card.

Note (iv): If a yellow card is given and the Referee is not aware that there is a previous yellow card, it shall, once this is known, have the same consequence as if it was given in association with a red card. The relevant Referee shall take immediate action to inform the athlete or relay team or their team of their exclusion.

The below key points are made to provide guidance and clarity in relation to the way in which cards are shown and recorded:

a. Yellow and red cards can be given either for disciplinary reasons (refer mostly to Rule 18.5 of the Competition Rules and Rule 7.2 of the Technical Rules) or for technical infringements in case they are serious enough to be considered unsporting manners (e.g. a serious and clear deliberate obstruction in a race).

b. Whilst it is normal and usually expected that a yellow card would have been given before a red card, it is envisaged that in the cases of particularly bad unsporting or improper behaviour a red card can be given immediately. It should be noted that the athlete or relay team has in any case the opportunity to appeal such a decision to the Jury of Appeal.

c. There will be also some cases in which it is not practical or even logical for a yellow card to have been issued. For example the note to Rule 6.2 of the Technical Rules specifically allows for an immediate red card if justified in cases covered by Rule 6.3.1 of the Technical Rules such as pacing in races.

d. A similar situation might also follow when a Referee issues a yellow card and the athlete or relay team responds in such an inappropriate manner that it is justified to then immediately give a red card. It is not essential for there to be two completely different and distinct in time instances of inappropriate behaviour.

e. As per Note (iii), in cases where a Referee is aware that the athlete or relay team in question has already received a yellow card during the competition and they propose to issue a red card, the Referee should first show a second yellow card and then the red card. However if a referee does not show the second yellow card, it will not invalidate the issuing of the red card.

f. In cases where a Referee is not aware of a pre-existing yellow card, and he shows only a yellow card, once this becomes known, the appropriate steps should be taken to disqualify the athlete as soon as possible. Normally, this would be done by the Referee advising the athlete directly or through his team.

g. In cases of relay events, cards received by one or more members of the team during any round of the event shall count against the team. Therefore, if one athlete receives two cards or two different athletes receive a yellow card in any round of the particular event, the team shall be regarded as having received a red card and shall be disqualified. Cards received in relay events are only applicable to the team and never applicable to an individual athlete.

### **Protests and Appeals (TR8.4.1/8.4.2/8.4.3)**

**8.4.1** In a Running or Race Walking Event, if an athlete makes an immediate oral protest against having been charged with a false start, the Start Referee (or if one is not appointed, the relevant Running and Race Walking 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.

**8.4.2** 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.

**TR8.4.3** 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.

#### **RULE T8 S1 UKA SUPPLEMENT PROTESTS AND APPEALS**

For meetings where there is no Jury of Appeal and / or Technical Information Centre the following provisions shall apply:

(iv) Where protests are made in respect of the Start, the Starter’s decision is final.

#### **CR18.5 and Unsporting or Improper Behaviour and TR7 S1(2) Misconduct (Within June 2022 Supplementary Guidance Notes)**

Spitting (or similar) in warm up, call room, competition or any other public area may be regarded as acting in an unsporting or improper manner and treated as a conduct offence and will be dealt with by a warning or disqualification (yellow card and / or red card offence). The Event Referee will determine whether a yellow or red card is shown. This determination may apply a red card where spitting directly towards an individual or persistent spitting but yellow for less serious offences. Athletes should be aware that different interpretations may apply from event to event. Warnings or disqualifications under this rule cannot be appealed as the Referee’s decision is final (Rule TR8 S1(2)(iii)).



## Section IV – Starting Equipment

### TESS (The Electronic Start System)

TESS Electronic Start System is designed to provide the correct signals to start and, if necessary, recall athletics track events.

The system will provide: -

- 1) A flash which should be clearly visible to timekeepers.
- 2) Audible start signals from the sounder units for the athletes.
- 3) A “beep” recall signal from the sounder units to be used in the event of a false start.
- 4) Connectivity to other technology e.g. Photo Finish and SIS.

The Electronic Start System -

Start Team Training with TESS at Grangemouth Indoor Track -



The system uses a radio microphone system to convey the starter's voice commands to the speakers, be that the TESS Sounder Units or a connected public address (PA) system. The “start” and “recall” sounds are triggered using a wireless link to remote units. The Sounder Units can be appropriately placed to facilitate the best experience for the athletes and officials.

Additional Sounder Units may be placed to ensure that spectators can also hear the signals for events at the far side of the arena.

The system is easy to set up and use by a single person but has connectivity to allow a further two “recall starters” to use additional recall actuators.

The main elements of the system are: -

- 1) A TESS Control Unit – this locates next to the starter and provides the “flash”, the connectivity to other technology (Photofinish and SIS), the wireless link to the remote Sounder Units and the wireless link to the recall actuators.
- 2) One or several TESS Sounder Units – these receive commands from the Control Unit and output a “start” or “recall” tone. If used with a radio microphone link the starters commands are also available. They provide an output to trigger a remote flash if required.
- 3) An optional PA (Public Address) system can pair with a control unit using a Link Box to output start/recall sounds. A wireless microphone can also be connected to enable the starter's commands to be more effectively heard.
- 4) Optionally a Remote Flash unit can be placed close to the timekeepers to provide an alternative to the starter's flash – this can be useful on a bright or sunny day.



There are several accessories: -

- 1) Start Actuator and Flash Wand.
- 2) Wireless recall actuators
- 3) Battery Chargers
- 4) The system comes in a soft pull along carry bag. Also provided is a trolley on which to place the control unit for ease of movement around the stadium.
- 5) The system also features connectivity to associated technology with connections to trigger both electronic timing / photo finish and start information systems (SIS).
- 6) The latency between the “flash” and the Photofinish (and SIS) switch operating is bench set to 250µS, which is well within the WA horizon of 1mS for a ZCT.
- 7) Use is made of wireless technology to transmit instruction signals to the Sounder Units and the recall signals sent to the control unit from the recall actuators. Avoiding the use of cables where possible adds to the flexibility of the system and facilitates setting up and moving the system.
- 8) Additional Sounder Units can be employed to provide signals at all start points thus removing the need to move equipment during the programme of events. Being trolley mounted the Control Unit is easily moved between start positions.



-Start Actuator

Recall Button-



-Control Box



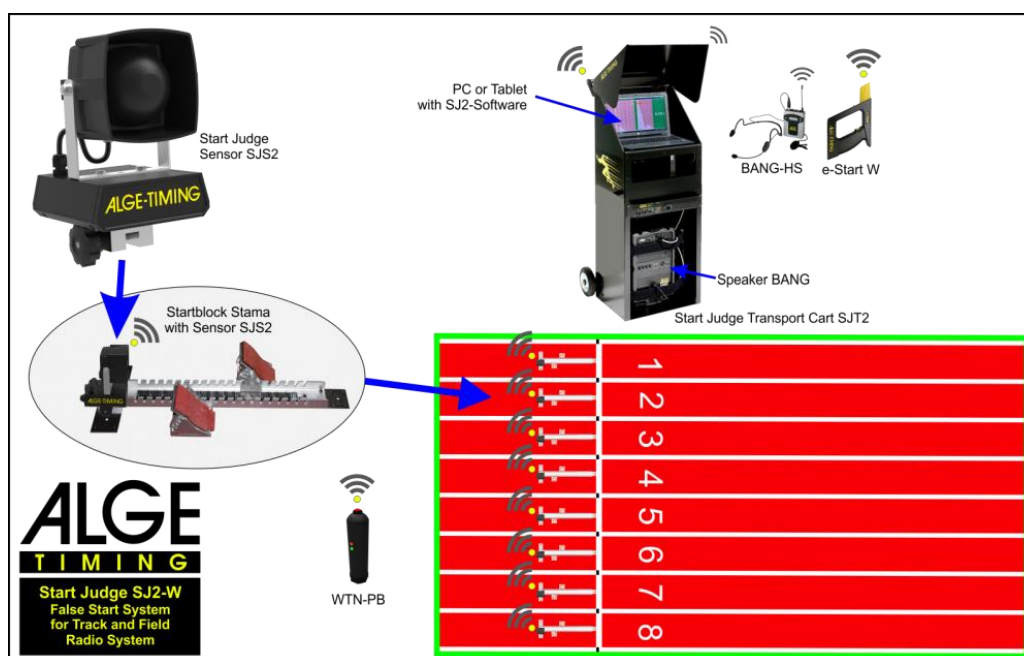
-Speaker Unit

Timekeepers Remote Flash-



## SIS (Start Information System)

The Alge Start Judge SJ2 is a SIS for track & field to monitor the start of running competitions up to 400m. It consists of the Start Judge transport cart SJT2 with integrated controller and battery. The transport cart can store the complete system. The sensors SJS2 are mounted on each starting block. The integrated loudspeaker system enables the starter to give commands to the athletes. The start tone (simulated start shot) is released through the speaker integrated in the start sensor and the BANG. By this, all runners can hear the start tone at the same time. With a radio push button WTN-PB one can move around and still trigger a false start at any time.



# The Starting Pistol

## Introduction

Although the orange starting pistol doesn't require a firearms licence and has a blocked barrel, it is still a dangerous piece of equipment if handled incorrectly.

These orange revolvers are manufactured in such a way that the barrel cannot be drilled out to turn them into a weapon that fires a projectile down the barrel. The revolver will shatter when drilled.

This is a good safety measure, BUT does mean that the usual black powder blanks used in open barrelled licensed guns are not suitable for use in the orange starting pistols. The blanks are too powerful and can cause damage to the revolvers if the user regularly uses black powder blanks.



## Security

When storing the guns, unlike licensed firearms, the orange revolvers do not need to be kept in a gun safe, BUT they should be kept in their storage bag and stored in a safe place which is out of sight and not accessible to children.

## Transporting

When attending an event as a starter, under Home Office guidelines you should NOT travel by public transport or a team bus/coach. Your revolver(s) and blanks should be carried in a suitable bag or holdall which is not in itself identifiable as carrying firearms or ammunition. It should be stored out of sight in the boot of your car which is locked whilst travelling to and from your event venue.

The same Home Office guidelines require licensed firearm holders to park as close as possible to or inside the entrance gate to the event venue or have parking spaces specifically allocated to them. This is not a requirement for orange blocked barrel revolvers but is helpful by providing extra security in the transportation of the equipment.

## Whilst Officiating

Whilst officiating you MUST keep your blank firer(s) and ammunition with you at ALL times even to go to the bathroom. You can ask your fellow starter to look after your revolvers, whilst you go to do something else, but they are YOUR responsibility at all times.

DO NOT discard your spent blanks on the ground. Keep them stored alongside the rest of your starting equipment and discard appropriately in a waste bin later.

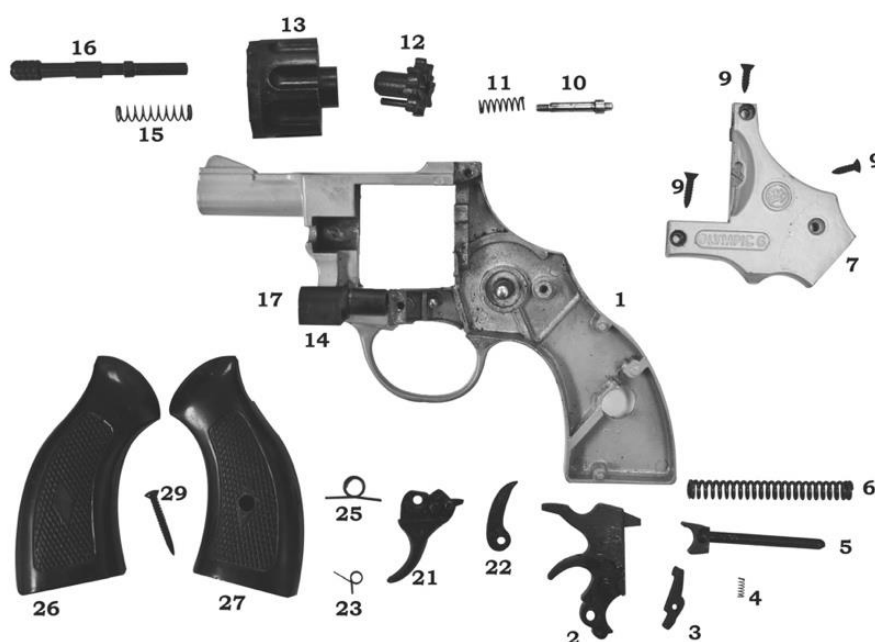
## Starting Pistol Maintenance & Security



This document provides a basic overview of the required cleaning and maintenance of the orange blocked barrel revolvers that are used by Starters at Athletics Events and includes a parts list.

The maintenance process is covered in more detail on the Starters Gun Handling & Maintenance Course, delivered by Richard O'Grady.

Although a professional armourer can strip one of these revolvers down to all its component parts as shown in the parts diagram, this practice **MUST NOT** be carried out by any other person.



1	Body	14	Drum Catch
2	Hammer	15	Drum Catch Handle Spring
3	Hammer Ratchet	16	Drum Catch Handle
4	Hammer Pin Spring	17	Drum Catch Fixing Pin
5	Hammer Spring Guide	21	Trigger
6	Hammer Spring	22	Elevator
7	Frame	23	Elevator Spring
9	Frame Screw	25	Trigger Spring
10	Extractor Screw	26	Right Grip
11	Extractor Spring	27	Left Grip
12	Extractor	29	Grip Screw
13	Drum Magazine		

You will require a cleaning kit for cleaning your gun. The kit should include:

1

2

3

4



5

6

7

8

9

1- Black Powder Cleaning Solution, 2- Old Tooth Brush, 3- Small Wire Brush, 4- Cleaning Cloth, 5-Phosphor bronze brush, 6- Small Screwdriver, 7- Express Gun Oil, 8- Cleaning Rod and Attachment, 9- Small File

- 1) **Always point the gun in a safe direction whilst cleaning it or whenever performing maintenance on the gun**
- 2) **Check that the gun you're about to clean is unloaded.**
- 3) Use an old towel to place your gun on whilst cleaning it, as it's quite a messy job.
- 4) Mix 1 part of Young's Black Powder Cleaner with 4 parts clean water a small solution of cleaning solution and water, into a small container.
- 5) Pour the solution into the barrel and cylinder chambers and onto and all around the frame of the gun.
- 6) Use both the old toothbrush and the small wire brush to clean black powder residue from the gun.
- 7) Attaching the phosphor bronze brush to the cleaning rod and pass it through the barrel and each chamber on the cylinder.
- 8) Once satisfied all powder residue has been removed, tear off a small strip of 4x2 cloth and fold through the eyelet on the cleaning rod attachment. Pass the 4x2 cloth through the barrel a few times and then through each chamber on the cylinder a few times in each chamber as well.
- 9) Wipe over the whole gun with a clean piece of 4x2 cloth.
- 10) Now perform a visual check on the gun to ensure it operates correctly BUT DO NOT dry fire the gun to test it!
- 11) Instead, cock the gun and inspect the face of the hammer for any firing pin indentations. If the indentation is deep the use the small file to gently smooth the face of the hammer.
- 12) Check the cylinder rotates freely and can be closed back into the frame of the gun.
- 13) Annually, remove the butt and side plate of the gun and gently clean the internal workings using the toothbrush and then squirt some gun oil into the internal workings and replace the side plate and butt.
- 14) Finally, saturate the clean 4x2 cloth with the Express Gun Oil and rub over the whole body of the gun.



## Section V - Scottish Start Team Peer Group

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

The **scottishathletics** Start Team Discipline is all the active Scottish Starters and Starters Assistants.

### 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 Discipline Head (DH) 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 DH as the lead co-ordinator for that Sub-group and sit on the main Start Team Peer Group.
- 5) The DH will be an ex-officio member of each Sub-group.
- 6) The DH will lead and coordinate the work of the Discipline, supported by the rest of the Peer Group and Subgroup members.
- 7) The DH 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 DH and Sub-group Member's term of office is 4 years at which time either a new DH, Sub-group Member is appointed or the previous DH, Sub-group Member continues for a further 4 years.
- 9) A DH 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 and encouraging a united and well-informed team of officials
- 2) Establish a broader support base for the Peer Group structure.
- 3) 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 DH replacement is initially identified either through succession planning by the outgoing DH 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 DH 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 DH 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 DH.
- 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 DH, 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 DH, 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 DH 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 DH 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 DH.

## Sub-Group Remits

Depending on the requirements and work being undertaken by Sub Groups, there remits may intertwine. Subgroup members may therefore be asked to work in an additional area or crossover with their experience.

### Allocations

- 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.

### Upgrading

- 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.
  - a. \*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.

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.

### Mentoring

- 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:
  - a. Enable mentors to have the opportunity to learn and develop, and to contribute to the growth and development of aspiring officials.
  - b. Help mentors to understand their mentee's goals and aspirations, and to create and agree a plan that meets the mentee's needs
  - c. 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.

## Allocations - Key factors in the allocation process.

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

## Upgrading - Pathway:

The most recent version of the UKA Officials Pathway can be found here:

<https://www.uka.org.uk/officials/track-and-field/track-field-officials-pathway/>

## 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: -

<b><u>Assistant Official / Trainee</u> - Requirements</b>	<b>Support</b>	<b>Feedback</b>	<b>Reports</b>
<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 <b>scottishathletics</b> 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>

<b><u>LEVEL 1</u> - Requirements</b>	<b>Support</b>	<b>Feedback</b>	<b>Reports</b>
<p>No requirement for 1:1 mentoring</p> <p>Support provided during meetings by Chief officials and other members of the team</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 DH (who will distribute to relevant subgroup) for marking, comments &amp; 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 DH 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>

<b><u>LEVEL 2</u> - Requirements</b>	<b>Support</b>	<b>Feedback</b>	<b>Reports</b>
<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>

<b><u>LEVEL 3</u> - Requirements</b>	<b>Support</b>	<b>Feedback</b>	<b>Reports</b>
<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 DH, mentors, senior Start officials and the <b>scottishathletics</b> 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>

<b><u>LEVEL 4</u> - Requirements</b>	<b>Support</b>	<b>Feedback</b>	<b>Reports</b>
<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'

## Section VI - Conduct

## UKA Code of Conduct for Technical Officials

Officials play a vital role in the preparation and delivery of safe and high-quality athletics events. The code of conduct for officials reflects the required standards of personal and professional conduct in that role.

The most recent version of the British Athletics code of conduct for Technical Officials can be found here: <https://www.uka.org.uk/governance/safeguarding/codes-of-conduct/>

## Notes

[illegible]