Introduction to Competition Admin Roles

The Athlete Journey

Pre Event Information
- When, Where, What, How much?
- Draft Timetable
- Local knowledge / restrictions
- Parking
- Refreshments
- Event format
- Officials Information – Final Timetable, Call Room Schedule
- Stadium Preparation

The Athlete Journey

<u>Arrival:</u> Arrivals Desk

Direct athletes, officials, coaches and spectators where to go

Awareness of: Parking, Toilets & Changing, Spectating Areas, Warm Up Area, Call Room

Receive admission payments, sell programmes

Distribute accreditation, check coach licences for access

The Athlete Journey

Declarations

Athletes check in for their events – could be electronic or paper
Check if athlete is declaring for all events

Keep it simple – only circle for events they have declared, try not to put any other marks on the sheet.

Write the bib number on paper and hand to athlete. Directing them to collection desk – take care with 6 and 9!

Be aware of locations of seeding, warm up, call room, toilets and officials room for refreshments.

At event closing time submit declaration sheet to seeding

BELIEVE, BELONG, ACHIEVE TOGETHER

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The Athlete Journey

REMEMBER

- **Be welcoming – many athletes are nervous in the morning of an event and are easily flustered.**
- **Smile and speak to the athlete directly.**
- **Check if an athlete is competing in more than one event.**
- **Only CIRCLE the athletes number, no Scoring out.**
- **Make yourself aware of the location of Seeding, Warm Up, Call Room, Toilets and the Officials room for refreshments.**

Event Closing Time

Close: 1300hrs

U13B Javelin

Event: 1400hrs

Event name and start time

Event 50 - Boys Javelin U13B (13)
Saturday 19/08/2017 - 14:00

| | CBP: | 38.09m | 2004 | Ryan Stewart, Central AC |
| | 2016: | 31.04m | 20/08/2016 | Craig Watts, Inverness Ha |

Comp#		Name	Team	Seed Mark
1	148	Adam Atkinson	Cumbernauld AAC	23.09m
2	639	Sam Burnett	Inverness Ha	19.52m
3	308	Jack Campbell	Central AC	30.61m
4	756	David Cathcart	Moorfoot Runners	23.72m
5	768	Ben Connolly	Nenagh Olympic AC	32.55m
6	952	Lewis Craigie	Whitemoss AAC	17.34m

Circles only, no other marks. Non declared athlete blank

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Numbers Desk

Receive athletes from declarations who will provide a slip with their bib number

Hand out TWO bib numbers for that number only.

Check if they have safety pins – if no provide them with 8

Remind athlete to pin the number securely to their vest/top on all four corners

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Seeding

Receive or collect declaration sheet from declarations officials

Check athletes clearly circled – if in doubt CHECK

Note total number of athletes declared

Keep a record / tick sheet of progress against the timetable.

Calculate how many heats will be required and whether event will need Heats, Semi finals for a straight final or how many pools in field events.

You may have to make a decision or speak to event management for:

Athletes declaring late / athletes that have not declared but arrive directly at call room / event site.

Update any online information – start lists
Manual Seeding Vs Competition Management Software

The Athlete Journey

Call Room

Check In

Call Room Call UP – use a microphone to call athletes in their heats / pools to report to call room.

Tick athletes on entry against start lists

Direct athletes (and assistants) ONLY into Call Room area.

ADDITIONAL ROLE – help to supervise warm up area for safety and proper use.

Call Room Judge

Allocated specific events to each call room steward

Check:

Bib numbers matches start lists and is securely fastened

Vest matches start list or is acceptable alternative – conforms to logo restrictions

Footwear – Spike Length, type & number as well as Shoe compliance to WA Rules

Bags for any prohibited items – mobiles, substances, sharp items

The Athlete Journey

Call Room

Call Room Judge: TRACK EVENTS

Hip Numbers – as per start list position not lane

Allocate athlete to relevant seat

Ensure number are placed on correct hip and visible

Securely fasten hip numbers

Advise athletes of any qualifying conditions

Call Room Judge: FIELD EVENTS

Allocate athlete to sit within their field pool

Check bags

Advise athletes of qualifying conditions / number of trials / reversal of order

The Athlete Journey

Call Room
ATHLETE STEWARD
The Call Room Manager may allocate events to each steward

Collect applicable heat/pool start lists AND athletes from Call Room.

Escort athletes to event site

Handover paperwork to relevant chief officials –
   Chief Starters Assistant or Chief Field Official

Escort athletes from event site to toilet facilities and back

Collect athletes at finish line and escort off track

Escort any disqualified athletes from the field of play

The Athlete Journey

Field of Play

Additional volunteers may be required to input data into live results programmes or score boards.

Announcer

Keep spectators informed of the progress of the meeting

Announce important information relating to timetable changes, declaration times, call room reporting etc

Specific announcement to athletes

Call athletes to presentations, lead announcements for medal presentations

Play appropriate music and provide event commentary

Commentate where necessary on track and field events

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The Athlete Journey

<u>Results</u>

TRACK RESULTS

Receive hard copy of track result from photofinish

Check result matches hard copy

Publish result online

FIELD RESULTS

Receive hard copy field cards from Field Official – check correctly signed and has start / finish timings

Input results into software – pay attention to accuracy, if in doubt check

Long Jump & Triple Jump will include wind speed card as well as performance card.

ALL

Cross check for any record performances that may require additional paperwork

Maintain a tick sheet or similar to monitor progress against the timetable

OFFICIATING

The Athlete Journey

<u>Presentations</u>

Lead medal ceremonies for all winning athletes

Work with announcer to call up athletes to report to presentations

Check correct medals / trophies are awarded

Track athletes will need to be called when result published

Field athletes may be escorted directly from field event

Be prepared to award athletes on podium

Make note of unpresented medals for posting

Maintain tick sheet to monitor progress against the timetable

Shaping Admin as a Discipline

Q. Which roles could make up admin as a discipline?

Arrivals Desk	Call Room Manager	Seeding – Track	Announcer
Declarations	Call Room Judge	Seeding – Field	Presentations
Numbers Table	Call Room Check In	Track Results	
Field of Play Data Input	Athlete Steward	Field Results	Admin Manager

Shaping Admin as a Discipline

- Non Technical Officials

Arrivals Desk	
Declarations	
Numbers Table	Call Room Check In
FOP Input	Athlete Steward

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Shaping Admin as a Discipline

- Level 1

Arrivals Desk		Assist Seeding – Track	Assist Announcer
Declarations	Call Room Judge	Assist Seeding – Field	Presentations
Numbers Table	Call Room Check In	Assist Track Results	
FOP Input	Athlete Steward	Assist Field Results	

Shaping Admin as a Discipline

- Level 2

Arrivals Desk	Call Room Manager	Lead Seeding – Track	Lead Announcer
Lead Declarations	Call Room Judge	Lead Seeding – Field	Lead Presentations
Numbers Table	Call Room Check In	Lead Track Results	
FOP Input	Athlete Steward	Lead Field Results	Admin Manager

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Shaping Admin as a Discipline

- Level 3
  - UK Athletics Online Call Room Module
  - Timetabling
  - Call Room Scheduling
  - Manual Seeding and Results
  - Photofinish File Writing
  - Competition Management Software Set Up (MeetManager, OpenTrack etc)
  - Networking
  - Printer Set Up / Installation

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Shaping Admin as a Discipline

To achieve L1
Attend Course, H&S, Safeguarding, then 1 experience each in Declarations, Seeding & Results, Call Room, Announcing or Presentations

To achieve L2
Min 6 more experiences in at least 2 of Declarations, Seeding & Results, Call Room, Announcing or Presentations
1 x positive report, questions

To achieve L3
At least 20 further experiences covering all of Declarations, Seeding & Results, Call Room, Announcing or Presentations
2 x positive reports acting as a lead in 2 areas, further questions(?)

Shaping Admin as a Discipline

Questions and Discussion