



STARTER - LIST OF DUTIES

FOR PROGRESSION TO LEVEL 2 AND 3

The following resource has been developed by the Home Countries Athletics Federations (HCAFs) to guide and provide additional support to individuals progressing through the levels 2, and 3 within the starting/starters assistant discipline. It provides clarity on the duties required to be undertaken and experiences gained, for each level of official, to enable each official to gain the required knowledge and skill sets prior to attaining the next level.

Below is a key where the individual duties have been colour-coded for each level e.g., level 2 and 3 and the types of duties to be undertaken to progress to the next level. This ensures the process of learning and gaining the practical experiences is as enjoyable as possible, whilst the descriptions for each duty, assist with being able to undertake the applicable duty without any supervision in the fullness of time.

LEVEL 2	
LEVEL 3	

By working through the list of duties with a mentor or more experienced official, at your own pace, this will enable you to perform each duty confidently and without supervision. This will, in turn, provide an opportunity for you to give support to less experienced officials who also wish to progress to the next level. **If you require any assistance or additional support with this resource, please contact your Home Country Athletics Federation (HCAF) officiating lead contact.**

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STARTER LIST OF DUTIES (FOR PROGRESSION TO LEVEL 2 AND 3)

DUTY	ROLE DESCRIPTION
1. Uniform and Equipment	<ul style="list-style-type: none"> • Arrive, at least, one hour before the first event wearing the correct uniform. • Bring the correct equipment with you to allow you to carry out your duties. • If you are using stadium equipment e.g. electronic start systems – a phone call to the stadium prior to the meeting is advised to ensure the start system is fully charged and in good working order. • Ensure you have a full set of double sided A5 warning cards (laminated is good) • Whistle, cap and yellow sleeve should be part of your attire to enable audio and visual communication with the timekeepers and aid them to focus on your starting device.
2. Knowledge of Start Rules	<ul style="list-style-type: none"> • Clear knowledge/understanding and interpretation of UKA/WA/WPA Start rules and the ability to apply them correctly.
3. Pre meeting preparation	<p>Prior preparation and planning to prevent poor performance to include:</p> <ul style="list-style-type: none"> • Early arrival to allow a walk around the track noting start lines, whether the steeplechase water jump is inside or outside the track, field events to include long throws and their proximity to start positions on the infield. • Ensuring that timekeepers (if present) have a clear line of sight to all start positions. • You should be flexible enough to compromise on your start position.
4. Warning Cards	<ul style="list-style-type: none"> • Understand the differences between cards for improper conduct yellow, red and red/white diagonal and their use. • Know how to use the yellow/black and red/black diagonal cards for warnings for false starts and disqualification with all age groups. (a laminated aide memoire is recommended) • You may have to explain why the card has been issued to the athlete – succinctly is best. • Disciplinary cards for improper conduct are normally shown by the Start Referee, if present.
5. Warning Cards (2)	<ul style="list-style-type: none"> • Understands the difference in disqualification rules for all age groups and multi-events. • Ability to identify correct warning cards, and issue confident, prompt, and succinct announcements to athletes. • Be able to quote rule numbers for disqualification and conduct warnings for administration and record of results – more frequently carried out by the Start Referee when present (a laminated aide memoire is recommended)
6. Attend Briefing	<ul style="list-style-type: none"> • If working with others attend the briefing of the Start Coordinator • Ask pertinent questions if you are unsure on any matter raised by the Start Coordinator. • Collect your duty sheet and ensure there are no errors and • Ask questions if you are unsure of any point written on the duty sheet.
7. Electronic Start System	<ul style="list-style-type: none"> • Ability to operate the electronic start system – under supervision – both start and recall devices. • Ability to test and set up the electronic start system (Speakers, headset etc.) – under supervision. • Be responsible for ensuring the system is put onto charge if you are appointed to a two-day meeting.

<p>8. Zero Control Test Set up</p>	<ul style="list-style-type: none"> • Observe the zero-control test and understand why this is carried out. • Note which lane the test is carried out in, the equipment used by the photo finish team, and ensure no stray athletes are in the vicinity when the test happens. • Black board with white lines will be supplied by the photo finish team, your role is to fire the starting device on their instruction. 	
<p>9. Starter</p>	<ul style="list-style-type: none"> • Ability to follow a duty sheet. • Correct Starting Positioning for all races and use of a podium when available. • Clear and Audible starting commands. • Acknowledges Starters Assistant signals for race ready, standing athletes up, promptly, if there is a problem. • Follows start procedure correctly depending on race distance. • Understands the different commands – sprints (On your marks, set, 'bang') and Distance (On your marks, 'bang'). • Be able to recall any race, by firing recall starting device, confidently and promptly. 	
<p>10. Recall Starter</p>	<ul style="list-style-type: none"> • Be able to activate recall starting device if required - giving the duty starter the opportunity to recall first. • Adopts correct position for recall starter on all races; remembering you need to be able to cover lanes allocated to you so your 'ideal' position may not be the same as a colleague's ideal position! • If you recalled the race, explain succinctly to the duty starter why you did so and allow him to make the decision as to what happens next. 	
<p>11. Recall Starter - Blocks</p>	<ul style="list-style-type: none"> • Be able to activate recall starting device if required, after allowing starter time to recall in first instance. • Recall quickly in the case of block slippage – do not wait on the starter – he may not have seen the slippage. • Adopts correct position (position best suited to) the recall starter for blocks recall. • Explain what you saw to the duty starter 	
<p>12. Writing a Duty Sheet (County/Regional Champs/National League)</p>	<ul style="list-style-type: none"> • Assigns duties fairly amongst all team members if necessary, according to experience and competency, taking into account any mentoring or assessments being carried out on the day thus ensuring all feel happy and comfortable with the duties allocated. 	
<p>13. Able to facilitate a Start Coordinator briefing to the start team as a whole and then starters on their own.</p>	<p>This involves liaison with other chief officials regarding</p> <ul style="list-style-type: none"> • field versus start clashes • signals to the timekeepers and their acknowledgement signal • liaison with photo finish if there are transducer problems • Stadium evacuation and safety requirements • You are Start Coordinator so your briefing should match your personality, way of working and your expectations. There are many examples of 'good practice' available. 	
<p>14. Awareness of Health & Safety + Safeguarding</p>	<ul style="list-style-type: none"> • This should be a top priority of all officials, but especially those in the start team. Pay particular heed to the content of the Safeguarding courses which are compulsory for all of us. 	

15. Zero Control Test Set up actioning the ZCT	<ul style="list-style-type: none"> • See number 5 above however, you may be asked to carry out the zero control test – follow the instructions from you photo finish colleague • Ensure you know why this test is carried out and what are acceptable readings. Is a positive reading better than a negative reading? 	
16. Liaison with Fellow officials	<ul style="list-style-type: none"> • Contact with Field leads of events close to the start positions before the meeting starts to ensure both competitions can carry on without delays. • Maintain communication with Field Official Event leads when working in close proximity to ensure both track events and field events can be run in parallel, with minimum disturbance or impact on safety. • Acknowledgement of hooters on long throws around 200m start 	
17. Chief Starter / Start Coordinator	<ul style="list-style-type: none"> • Able to operate as a Chief Starter at League and County level events, and gain a Understanding and support of the Chief Starter/ Start coordinators role at Area/Regional level and above. (Description of Role progression and competencies outlined below). 	

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COMPETENCY SKILLS	ROLE DESCRIPTION
GENERAL	
<p>Shadowing Chief Starter (League/County)</p> <p>For level 2 Starter</p>	<ul style="list-style-type: none"> • Understanding and supporting the Chief Starter/ Start Coordinator in creating and undertaking a briefing to officials at a league or club open event. • Creating a simplified duty sheet for officials at a league or club open event, e.g., allocating duties to the other Starters in the team • Understanding the role and responsibilities of a Chief Starter/ Start Coordinator at a league/club open, e.g., liaison with other officials, zero control test, links to photofinish, relaying warning/disqualification rule numbers to photo finish team • Ensure progress of track events against the timetable and dealing with any queries or issues on the day, etc.
<p>Shadowing Chief Starter (Area/Regional)</p> <p>For level 3 Starter</p>	<ul style="list-style-type: none"> • Understanding and supporting the Chief Starter/ Start Coordinator in creating and undertaking a briefing to officials at a regional or county/district event. • Creating a duty sheet for officials at a regional or county/district level event, e.g., assigning individual duties to all officials for each track event, ensuring that all essential duties are covered. • Understanding the role and responsibilities of a Chief Starter/ Start Coordinator at a regional/county event, e.g., liaison with other officials, zero control test, links to photofinish , relaying warning/disqualification rule numbers to photo finish team • Correct Radio protocol if you have a radio

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For further information on the pathway please click on the link below for your respective home country athletics federation

[England](#) ; [Northern Ireland](#) ; [Scotland](#) ; [Wales](#)