

# Making a Duty Sheet

There are some different kinds of Duty Sheets to suit different types of events

**CSSL Division 1 - Match 1 - 02/06/19**

TEAM 1			TEAM 2			TEAM 3			TEAM 4			TEAM 5		
TIME	AGE GROUP	EVENT	TIME	AGE GROUP	EVENT	TIME	AGE GROUP	EVENT	TIME	AGE GROUP	EVENT	TIME	AGE GROUP	EVENT
12:00	Sen M	Long Jump	12:00	U13B	Javelin 400g	12:00	U13G	High Jump	12:00	U17M	Long Jump	13:00	U17 M	Shot Putt 5kg
13:00	U17W	Long Jump	12:40	U13G	Javelin 400g	12:40	U15G	High Jump	13:00	U15 B	Discus 1.25kg	13:40	U15B	Shot Putt 4kg
13:40	U11G	Long Jump	13.40	U15G	Javelin 500g	14:00/ 14.40	Sen/U1 7W	High Jump	13:40	U11B	Long Jump	14:20	U13B	Shot Putt 3kg
14.20/ 15.00	Sen/U1 7W ***	Javelin 600/500g	14:40	U13B	Long Jump	15.30	U17 M	High Jump	14:00	U13G	Long Jump	15:00	Sen M	Shot Putt 7.26kg
15.40	U15B	Javelin 600g	15:20	U15G	Long Jump				15:30	U17M	Discus 1.5kg	15:40	Sen W	Shot Putt 4kg

**The simplest form for League – Duty Sheet**



Triple Jump		13:00			
			Final Call	Briefing	Athletes on Site
Smith	1		Chief Judge, brief athletes, call up, runway control, check result, sign card, athletes to mixed zone		
Brown	2		Card 1, Check computer input & scoreboard		
Grey	3		Time clock, wind gauge operator, record wind speed, tidy site		
Green	4		EDM operator, Card 2		
White	5		Board, cone, validity of jump, flags		
Jones	6		Replace plasticene indicator (re-instate take off area), tidy site		
Plum	7		Pit judge, EDM spike		
Black	8		Pit judge, level sand		
James	9		Pit judge, level sand		

High Jump		15:00	Time			
			Final Call	Briefing	Athletes on Site	
White	1		Chief Judge, brief athletes, call up, Card 2, Height progression Fan control, check result, sign card, athletes to mixed zone			
Plum	2		Card 1, Check computer input & scoreboard			
Black	3		Time clock judge, tidy site			
James	4		Control warm up, Set bar, Validity of jump, Flags, measure			
Jones	5		Set bar, Plane of Uprights, cone, assist measure, tidy site			

# International Duty Sheets usually list each event separately

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# Making a Duty Sheet for a Scottish Championships

## Things to consider



### Officials' Safety

Timetable – estimate finishing times – Events on at same time

Establish if there are any clashes which might be impossible (long throws together) or in need of careful policing (Pole Vault and Discus running together)

Newer officials – a mentor to ensure they know safety rules

### Officials' Health and Wellbeing

Adequate breaks / Finishing time and ability to get to next event

Not too many physically demanding tasks

Variety of roles to keep mind and body active

### Officials' Capabilities –

Technically able – EDM, Wind Gauge

Physically able – Standing for long time, retrieving, raking, eye sight

(If you don't know names on your list – find out first)

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## Formation of Teams

A good balance of abilities, mentors and ability to cope with Reports

## Some other Considerations

Number of Teams needed at any one time.

Decisions – smaller groups of officials (combining some duties) to allow for more teams? Put 4 on HJ and PV – can give someone to move.



## Calculating Finishing Times (not an exact science so customise your own scheme)

High Jump – 7 times the number of competitors

20 competitors = 140 minutes – an opening height might reduce this.

Pole Vault – 7 times the number of competitors in minutes and then add on

10 competitors = 70 minutes (probably guess 90)

Shot Putt- if over 8. Competitors X 2 minutes + 16 minutes for last three rounds.

20 competitors =  $(20 \times 2) + 16 = 56$  minutes

Long Jump- as Shot Putt if you have good Chief, Call Up, Rakers, EDM

Triple – as above, but add **something** to move boards

Long Throws – if over 8. Competitors X 3 minutes + 24 minutes

20 competitors =  $(20 \times 3) + 24 = 84$  minutes

\*\*\*Different age groups will differ – but you need a rough idea where problems may lurk.

# Put together Teams and Times



	Teams		Warm Up	Time	Event	Age	Athlete Numbers	Estimate Finish		Official Number
A	1	EDM	9.25	9.55	High Jump	U20W	13			3
B	1	EDM	11.05	11.45	Pole Vault	U15G	1			4
C	1			11.45	Pole Vault	U15B	4			
D	1		13.25	13.45	Triple Jump	U20M	5			7
E	1		14.55	15.15	Triple Jump	U20W	16			7
F	1									
G	1									
H	2	EDM	9.40	10.00	Long Jump	U15G	19			7
I	2	EDM	12.10	12.30	Triple Jump	U15B	4			7
J	2	EDM		12.30	Triple Jump	U15G	5			
K	2		14.25	14.45	Shot	U15B	11			7
L	2		15.10	15.30	High Jump	U15G	20			3
M	2									
N	2									
O	3	EDM	9.50	10.10	Shot	U20M	6			7
P	3	EDM	11.10	11.30	Shot	U15G	18			7
Q	3	EDM	12.40	13.10	High Jump	U13B	8			3
R	3		13.30	14.00	High Jump	U20M	8			4
S	3		14.55	15.15	Long Jump	U15B	17			7
T	3									
U	3									

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# Put together Teams and Times



	Teams		Warm Up	Time	Event	Age	Athlete Numbers	Estimate Finish		Official Number
A	1	EDM	9.25	9.55	High Jump	U20W	13	11.55		3
B	1	EDM	11.05	11.45	Pole Vault	U15G	1	12.45		4
C	1			11.45	Pole Vault	U15B	4	12.45		
D	1		13.25	13.45	Triple Jump	U20M	5	14.30		7
E	1		14.55	15.15	Triple Jump	U20W	16	16.30		7
F	1									
G	1									
H	2	EDM	9.40	10.00	Long Jump	U15G	19	11.15		7
I	2	EDM	12.10	12.30	Triple Jump	U15B	4	13.30		7
J	2	EDM		12.30	Triple Jump	U15G	5	13.30		
K	2		14.25	14.45	Shot	U15B	11	15.15		7
L	2		15.10	15.30	High Jump	U15G	20	17.00		3
M	2									
N	2									
O	3	EDM	9.50	10.10	Shot	U20M	6	10.40		7
P	3	EDM	11.10	11.30	Shot	U15G	18	12.30		7
Q	3	EDM	12.40	13.10	High Jump	U13B	8	14.10		3
R	3		13.30	14.00	High Jump	U20M	8	15.00		4
S	3		14.55	15.15	Long Jump	U15B	17	16.30		7
T	3									
U	3									

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# The Duty Numbers - Use up to date duties list



## Shot Putt

- Chief 1 Call up, , rear/front circle, , sign card
- 2 EDM, card 1, sign card
- 3 Rear/front circle, check measure, flags, cone, tidy site
- 4 Arm action, pull through (if tape being used)
- 5 Spike, zero end of tape, sector judge, sign card or EDM spike
- 6 Card 2 Scoreboard
- 7 Retrieve implements, sector judge
- 7\* Retrieve implements, sector judge, athletes to presentation
- 8 Time Clock
- 9 Implement Control, record implements used

## High Jump

- Chief 1 Call up, supervise warm up, card 1, height progression, fan control, sign card
- 2 Adjust bar, measure, take off, plane, tidy site (lift all tape and runway markers)
- 2\* Adjust bar, measure, jump validity, flags, cone, sign card, athletes to presentation
- 3 Card 2, scoreboard, sign card
- 4 Time Clock

## Pole Vault

- Chief 1 Call up, supervise warm up, card 1, height progression, upright settings, time clock, sign card
- 2 Adjust bar / uprights, plane of back of box, hands on bar, flags, measure, sign card
- 2\* Adjust bar / uprights, hands on pole, , measure, sign card, athletes to presentation
- 3 Card 2 Scoreboard,
- 4 Time Clock

## Long Jump/ Triple Jump

- Chief 1 Call up, supervise warm up, runway control, sign card
- 2 EDM, card 1, sign card
- 3 Take off board, flags, cone, validity of jump, foot placement in warm up, **(change board)**
- 4 Repair no jump indicator (when in use **( change board)**)
- 5 Spike, landing validity, pit exit, sign card
- 6 Card 2, scoreboard, tidy site including all runway markers
- 7 Rake pit, pit exit, tidy site (life all tape and runway markers)
- 7\* Rake pit, athletes to presentation **(9. foot sequence in Triple Jump)**
- 8 Time Clock

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	U20W High Jump	U15G Long Jump	U20M Shot Putt	U15G Shot Putt	U15 B/G Pole Vault	U15 B/G Triple	U15 B High Jump	U20 M Triple Jump	U20M High Jump	U15B Shot Putt	U20W Triple Jump	U15B Long Jump	U15G High Jump
Warm Up	9.25	9.40	9.50	11.10	11.05	12.10	12.40	13.25	13.30	14.25	14.55	14.55	15.10
<b>Event Time</b>	<b>9.55</b>	<b>10.00</b>	<b>10.10</b>	<b>11.30</b>	<b>11.45</b>	<b>12.30</b>	<b>13.10</b>	<b>13.45</b>	<b>14.00</b>	<b>14.45</b>	<b>15.15</b>	<b>15.15</b>	<b>15.30</b>
No. of Athletes	13	19	6	18	5	9	8	5	8	11	16	17	20
WTS /Heights	1.38		6kg	3kg	B2.03 G1.83	7m/9m	1.28	11m/ 13m	1.67	4kg	9m/ 11m	Out	1.23
<b>A</b>	<b>1</b>												
<b>B</b>	<b>2</b>												
<b>C</b>	<b>3 &amp; 4</b>												
<b>D</b>					<b>1</b>								
<b>E</b>					<b>2</b>								
<b>F</b>					<b>3</b>								
<b>G</b>					<b>4</b>								
<b>H</b>		<b>1</b>											
<b>I</b>		<b>2</b>											
<b>J</b>		<b>3 &amp; 4</b>											
<b>K</b>		<b>5</b>											
<b>L</b>		<b>6</b>											
<b>M</b>		<b>7</b>											
<b>N</b>		<b>8</b>											
<b>O</b>			<b>1</b>										
<b>P</b>			<b>2</b>										
<b>Q</b>			<b>3</b>										
<b>R</b>			<b>4</b>										
<b>S</b>			<b>5</b>										
<b>T</b>			<b>6</b>										
<b>U</b>			<b>7</b>										
<b>Place the first duties</b>		<b>Identify the officials</b>		<b>Keep teams if you can</b>		<b>Give variety of duties</b>		<b>Work through events</b>		<b>Be prepared to change</b>		<b>Online copy - remove colour</b>	



Possible Finished Duty Sheet													
	U20W High Jump	U15G Long Jump	U20M Shot Putt	U15G Shot Putt	U15 B/G Pole Vault	U15 B/G Triple	U15 B High Jump	U20 M Triple Jump	U20M High Jump	U15B Shot Putt	U20W Triple Jump	U15B Long Jump	U15G High Jump
Warm Up	9.25	9.40	9.50	11.10	11.05	12.10	12.40	13.25	13.30	14.25	14.55	14.55	15.10
<b>Event Time</b>	<b>9.55</b>	<b>10.00</b>	<b>10.10</b>	<b>11.30</b>	<b>11.45</b>	<b>12.30</b>	<b>13.10</b>	<b>13.45</b>	<b>14.00</b>	<b>14.45</b>	<b>15.15</b>	<b>15.15</b>	<b>15.30</b>
No. of Athletes	13	19	6	18	5	9	8	5	8	11	16	17	20
WTS /Heights	1.38		6kg	3kg	B2.03 G1.83	7m/9m	1.28	11m/ 13m	1.67	4kg	9m/ 11m	Out	1.23
<b>Brown</b>	<b>1 &amp; 4</b>							<b>5</b>			<b>1</b>		
<b>Grey</b>	<b>2*</b>							<b>3 &amp; 4</b>			<b>7*</b>		
<b>Orange</b>	<b>2 &amp; 3</b>							<b>2</b>			<b>7</b>		
<b>Black</b>					<b>1 &amp; 4</b>			<b>6 + board</b>			<b>3 &amp; 4</b>		
<b>Blue</b>					<b>2</b>			<b>7</b>			<b>6 + board</b>		
<b>Red</b>					<b>3</b>			<b>1</b>			<b>2</b>		
<b>Green</b>					<b>2*</b>			<b>7*</b>			<b>5</b>		
Grey		<b>1</b>				<b>5</b>				<b>2</b>			<b>2 &amp; 3</b>
Brown		<b>2</b>				<b>6</b>				<b>4</b>			<b>1 &amp; 4</b>
Red		<b>3 &amp; 4</b>				<b>7</b>				<b>1 &amp; 6</b>			
Black		<b>5</b>				<b>7*</b>				<b>3</b>			
Blue		<b>6</b>				<b>1</b>				<b>7*</b>			
Orange		<b>7</b>				<b>3 &amp; 4</b>				<b>7</b>			
Green		<b>7*</b>				<b>2</b>				<b>5</b>			<b>2*</b>
Brown			<b>1 &amp; 6</b>	<b>2</b>			<b>2 &amp; 3</b>					<b>5</b>	
Grey			<b>2</b>	<b>3</b>			<b>2*</b>					<b>1</b>	
Red			<b>3</b>	<b>7*</b>			<b>1 &amp; 4</b>					<b>7</b>	
Blue			<b>4</b>	<b>7</b>					<b>1 &amp; 4</b>			<b>2</b>	
Black			<b>5</b>	<b>1 &amp; 6</b>					<b>2</b>			<b>7*</b>	
Orange			<b>7*</b>	<b>4</b>					<b>3</b>			<b>3&amp;4</b>	
Green			<b>7</b>	<b>5</b>					<b>2*</b>			<b>6</b>	
<b>Place the first duties</b>		<b>Identify the officials</b>		<b>Keep teams if you can</b>		<b>Give variety of duties</b>		<b>Work through events</b>		<b>Be prepared to change</b>		<b>Online copy - remove colour</b>	

Shot - 6 Card 2 only no Scoreboard unless there is a volunteer

So now your teams are ready to go

