

Scottish Athletics Officials Conference

NTD/ Meeting Manager Workshop

BELIEVE, BELONG, ACHIEVE TOGETHER

scottishathletics 

Role of NTD

- Attend the Timetabling Meeting
- Liaise with Scottish Athletics Events Manager
- Compline Call Room Timetable – issue to athletes/ officials
- Arrange times for briefing meetings with chief officials/ all officials
- Indoors – arrange distribution of access passes
- Check/ confirm time of gun test
- Responsible for ensuring the meeting is run in accordance with Rules Of Competition
- NTD role includes role of Competition Director

Role of Meeting Manager

- Distribution of Radios
- Checking in of officials and collection expenses sheets
- Checking in and briefing of volunteers
- Checking paperwork chain from seeding through Call Room to track and field referees
- Checking distribution of paperwork from Control room, including display of results and informing athletes/ coaches of time/ location of display
- Liaising with Chief Officials throughout the day to ensure smooth running of meeting
- Completion of paperwork for records, accidents etc.

Role of Assistant Meeting Manager

- Control/ management of Declarations Area
- Ensure that information from declarations is relayed to seeding and Call Room
- Liaise with Call Room, First Call Room and Seeding throughout the meeting
- Collection and signing in of radios

Management Roles at Scottish Championships

QUESTIONS over Management Roles at Scottish Athletic Championships

- Do the current arrangements work effectively?
- If not how can we improve it?

When appointed NTD is responsible for ensuring the event runs smoothly in accordance with Rules of Competition, with support from Chief Track/Field/ Starter

When no NTD appointed, Meeting Manager takes on this role, together with Chief Officials

- If no NTD Meeting Manager Role becomes more demanding; should Assistant MM be asked to play more active/technical role in support of MM.

Management Roles at Scottish Championships (2)

QUESTIONS over Management Roles at Scottish Athletic Championships

- **Currently Assistant MM role is to supervise Declarations Area** and to ensure effective communication with Call Room & seeding etc.
- **Is this the most effective use of Assistant MM or should a separate Role of Declarations/Admin. Manager be created** to supervise declarations and communication between Call Room, Seeding and Chief Officials
- **If Admin. Manager Role is created does this need to be filled by a Technical Official or could it be filled by a member of the Scottish Athletics Events Team/staff?** Given the nature of issues that arise (eg)
 - What happens when athlete turns up to declare but there is no record of entry being received?
 - What happens when athlete arrives too late to declare for an event/declarations closed? – Who makes final decision in such circumstances?

