

Declarations protocol

Every athlete and Official deserves to be treated with respect, whatever their age, gender or discipline.

It is everybody's responsibility

- Gently encourage younger athletes to give their name & event, even when a parent is present
- Always ensure you have heard correctly what event an athlete is declaring for. Ask them to repeat if necessary.
- Don't make presumptions based on appearance or your perception. The wall signs are clear, so the athlete is usually in the correct line for their age and gender. If necessary, confirm by saying the event, eg. U15 Girls 100m
- Speak out as you circle the number & write it on the slip. Less chance of mistakes if athlete hears & could correct.
- Draw a line below the number you have written on the slip to avoid mistakes
- Clearly ask about additional events before issuing number's slip.
- Confirm arrangements for personal implements
- Remind to check Call Up Schedule on the wall
- Give clear directions to numbers table.
- Always use appropriate language for the situation.
- There can be a little discretion on closing the first events, but ideally not more than 10 mins
- After 9.30am close the event as per time on each sheet.
- Gratefully accept any offers of help at the start of the day when busy.
- Don't let the rush effect accuracy
- Phone number available for travel problems, so athletes can be declared. No late declarations.
- Escalate queries to declarations lead who may then radio for NTD/Meeting Manager if required. Do not get into an argument with an athlete, coach or parent.
- Encourage all Officials on Declarations to play their part. Politely guide in correct procedures if appropriate
- Cooperate with other Officials on Declarations and Seeding table.

Remember

- **Circle number of declaring athlete**
- **Ask about other events that day**
- **Remind to check Call Up Schedule on wall**
- **Remind MUST go through Call Room**