

BEING A FIELD REFEREE

Things you need to think about :-
BEFORE, DURING and AFTER

Before the Competition – The Timetable.

You usual have a little over a week with the Final Timetable. Here is one to look at

Field												
Event No	Time	Event	Age Group	Info	Entries		Entries		Actual Entries	Seeded	Start	Possible Finish
71	10:00	High Jump	U16 Girls CE Pool 2	SH 1m11		Pool 2	16					
71	10:00	High Jump	U16 Girls CE Pool 1	SH 1m17		Pool 1	16					
72	10:00	Shot Put	U18 / Mast Women CE			Pool 1	22 3					
73	11:15	Pole Vault	Sen / U20 Men CE Pool 1	SH 3m81	out	Pool 1	11					
73	11:15	Pole Vault	Sen / U20 Men CE Pool 2	SH 2m31	in	Pool 2	11					
74	12:15	High Jump	Sen/U20 Women CE Pool 1	SH 1m39		Pool 1	12					
74	12:15	High Jump	Sen/U20 Women CE Pool 2	SH 1m27		Pool 2	10					
75	12:30	Long Jump	U18 Women CE Pool 1	In		Pool 1	11					
76	12:30	Long Jump	U18/ Mast Women CE Pol 2	Out		Pool 2	11 3					
77	13:15	Long Jump	U16 Girls CE Pool 1	In		Pool 1	16					
77	13:15	Long Jump	U16 Girls CE Pool 2	Out		Pool 2	16					
78	14:00	High Jump	Masters/U18 Men CE Pool 2	SH 1m12		Pool 2	10	60St				
79	14:00	High Jump	Masters/U18 Men CE Pool 1	SH 1m47		Pool 1	11	60F				
80	14:00	Shot Put	Sen/U20 Wom CE			Pool 1	22					
81	15:30	High Jump	U18 Women CE Pool 1	SH 1m30		Pool 1	12	60F				
82	15:30	High Jump	U18/Mast Women CE Pool 2	SH 1m15		Pool 2	10 2	60St				
83	15:45	Long Jump	Sen/U20 Women CE				22					
84	15:45	Shot Put	U16 Girls CE				32					

What might you look at?

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Just try to be aware of what might happen and be aware of hot spots!

Try to work out how many teams of officials you need - this can only be decided if you have some idea of when events will FINISH.

With Open Track you have access to information on individual athletes

OPEN TRACK 4J scottishathletics National Indoor Combined Events, Maste... ABOUT LOGIN / SIGNUP

EVENTS > 9516 > 22 LONG JUMP U16 BOYS PENT > POOL 1 OF 1

Participants

No start lists yet, 17 participants entered

Bib	Name	Cat	TEAM	PB
141	Archie BROWN	U16B	LASSW	5.56
162	Blake BURCHILL	U16B	HARM	4.95
113	Sol CURRIE	U16B	INVCL	4.79
158	Joseph DUFF	U16B	KILMH	4.81
150	Calum FITZGERALD	U16B	KILMH	4.57
171	Tyler FRASER	U16B	ABERD	
133	Murray GRAHAM	U16B	NAYR	4.39
128	Zac HOLLYMAN	U16B	GIFFN	5.14
122	Joseph LANAHAN	U16B	SHETT	6.99
148	Rory LOGG	U16B	EDIN	4.56
120	Michael MASSEY	U16B	PITRE	5.95
131	Jacob MCLEOD	U16B	PITRE	3.75
165	Tyler PHILIP	U16B	ABERD	5.47
118	Lewis ROBERTS	U16B	PITRE	5.08
157	Magnus SOSU	U16B	SPRBH	4.90
160	Henry THOMAS	U16B	CENTR	5.10

Last changed: 3 Feb 2026, 3:06 p.m.

- Check the athlete list - does anything stand out e.g. athletes may be requiring a CWG standard - or perhaps someone nearing a Scottish Record

PREPARE A DUTY SHEET – it gets easier with practice

- **Timetable & call room information**

How many officials do you have? Look at Levels and those needing Reports or trainees or new Level 1s needing support. And lots more!!



- **Check with TM re EDMs etc and any other information that may be handy to know in advance**
- **NTD briefing usually by email in advance - check any queries etc through this means - consider warm ups if numbers are high can we get them into call room early??**

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)

Use the Template available on the website in Officials' Toolkit Field

Name of event and date																
NTD - - Meeting Manager - - Asst.Meeting Manager - J																
C of C & Team -																
Field Refs -																
Event Time																
Final Call Assembly Time																
Event No																
Event																
weights start heights e	Level															
Athlete Nos																
Estimated Time for Event																
Estimated End Time																
<p>HJ - SH: Time allowed between trials PV SH: HJ - > 3 athletes = 1 min, 2 or 3 athletes = 1.5 mins, Consec.attempts = 2 mins, 1 Athlete Remaining = 3 mins PV SH: PV - More than 3 athletes = 1 min, 2 or 3 athletes = 2 mins, Consec.vaults = 3 mins, 1 Athlete remaining = 5 PV SH: LJ/SP - More than 3 athletes = 1 min, 2 or 3 athletes = 1 min, Consec.attempts = 2 mins</p> <p>Minimum 2 warm-up attempts per athlete ~ Note Start & Finish time on all Cards, along with 3 Signatures including Levels please</p> <p>Athlete Collection Times:- HJ - 40 minutes before Event PV - 50 minutes before Event Horizontal Jumps & Shot Put - 30mins before Event</p> <p>Please carry out warm ups in 'Event' order ~</p>																
<p>Any other considerations before the competition?</p>																

If 2 refs - work together and decide who is doing tasks

- **allocate events to supervise and sign off cards**
- **Prepare placing sheets for 1,2,3 (champ matches only)**
- **Conduct warnings - understand what to do, what are the rule numbers we need to know? Those with mobiles handy look it up now.**
- **Briefing sheet – try to be true to its name, but what should be included?**

ANYTHING ELSE?

ON DAY OF THE COMPETITION

- Lead by example - dress code. Our standard dress code is purple polo shirt, dark trousers and dark shoes - I would expect our referees to lead by example here
- **Check officials have checked in - let Moira Nisbet know any official that has just not turned up. Moira will then send an email after the event to check how they are**
- Team briefing - ensuring officials are aware of any additional information from that already supplied (we do not need to repeat what is on briefing notes)
- **Answer queries - where HJ beds are, heights, increments etc; jump offs - understanding of the rules of jump off**
- Watch over events to ensure all officials carrying out duties as expected - any changes of duties note on sheet for reference later
- **Warning issued - how do you do this and how do you record this**
- Check field cards and sign off ensuring correct sign offs
- **Bring sweet treats**



CONDUCT WARNINGS

Meeting:

Date:

Athlete Name/Number:

Event:

Round:

Time:

Infringement: TR 7.1 acting in an unsporting manner (*give reason below*)

TR 7.1 improper conduct (*give reason below*)

TR 7.1 [16.5.1] aborting the start without valid reason

TR 7.1 [16.5.2][C] delaying the start (failing to comply with starter's commands)

TR 7.1 [16.5.2][D] delaying the start

TR 7.1 [16.5.3] disturbing the start

TR 7.3 disqualification from further events – YRC or RC

TR 7.4 RELAY TEAM disqualification from further events – YRC or RC

(Tick as appropriate)

Signed:

Call Room Referee Start Referee Field Referee Track Referee
(Please circle)

Procedure to follow: -

- Inform photo finish (for YC to be shown on results) and the Meeting Manager. NB: PF will need the reason for YC under TR7.1 - see WA "Rules Applicable to Disqualifications And/Or Warnings" list.
- Complete form immediately and give to the Meeting Manager who will copy it for TIC and Call Room Referee who will ensure that YC appears on all future start lists/technical lists
- If the Call Room Referee gives a yellow card they will annotate the start lists appropriately prior to following the above procedure

SCOTTISH RECORD: NATIONAL NATIVE ALL-COMERS UNDER20 UNDER17 UNDER15 UNDER13
(Please circle records that apply) INDOOR OUTDOOR

ATHLETE		CLUB	
DATE OF BIRTH		PLACE OF BIRTH	
EVENT		PERFORMANCE	
VENUE		DATE	
MEETING		WIND READING	

For Relay Events details are required of the team in running order:-

1 _____ 2 _____

3 _____ 4 _____

For Track Events:

TIMEKEEPERS' CERTIFICATE

Complete section 1 or 2 as appropriate:

1 A fully automatic, correctly aligned, electronic timing device was used. I confirm the time above.

Name of Photo-Finish Chief _____ Signature _____ Level _____

Or where there was no photo-finish timing:

2 We certify that we were official timekeepers of the above event and that the exact time recorded on our watches for the competitor concerned was:

Time	Signature	Name	Level

I confirm that the official time for the competitor named was _____

Name of Chief Timekeeper _____ Signature _____ Level _____

STARTER'S CERTIFICATE

I certify that the start of the race was in accordance with the relevant Rules.

Name of Starter _____ Signature _____ Level _____

For Field Events:

Names of officials in attendance:

Official 1 _____ Level _____

Official 2 _____ Level _____

Official 3 _____ Level _____

In the case of a throwing event, I confirm that the implement used for the competition was weighed before and after the competition and found to be of the correct weight.

Name of Equipment Officer/
Technical Manager _____ Signature _____ Level _____

REFEREE'S CERTIFICATE

I certify that all the conditions as laid down by UKA/WA Rules for Competition were complied with and that the performance was made in bona fide competition in accordance with these Rules. The following information is attached:-

1. A copy of the photo-finish picture.
2. A copy of the Field Event scorecard signed by the officials for the event.

Name of Referee _____ Signature _____ Level _____
(To be signed by Track Referee/Field Referee/Walking Judge as appropriate)

Format for a TRINITY REPORT

- Series of Headings
- Tick Boxes - very poor/poor/satisfactory/good/excellent
- Comment boxes

Availability of information prior to the event

Appointment of Officials



Comments about specific officials

Facilities and equipment

Technology

IT system from registration to results



Timetable

Arrangements for Officials' welfare

Incidents dealt with and any other major issues

Assessment for Level 4P Officials

After the competition

- Field referee report to be submitted - must be submitted by the level 4 – *Although not all Reports go to TRINITY, the headings are worth considering in any Report you write.*
- **Level 4p reports to be submitted**
- Communicate with Scottish Athletics any issues with timetable etc that you have not put down on the field ref report
- **Thank you to the officials if you have the email addresses (if not SA will send one out anyway)**

