



**OUT OF STADIA:
PROTOCOLS
ROLES & RESPONSIBILITIES
SAFETY**

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OUT OF STADIA EVENTS

INTRODUCTION

Welcome and congratulations on your appointment as an Out of Stadia Official.

This document describes the protocols, roles and responsibilities of the various Out of Stadia officials and associated safety issues.

As Out of Stadia officials we are appointed to ensure that:

- The competition is conducted within the WA/WPA rules, in conjunction with 'local' rules of competition, in an impartial and unbiased manner;
- Events are conducted at the scheduled times;
- The safety of all concerned is paramount;
- We enjoy ourselves and are willing to learn from and share our experiences in a friendly and co-operative environment as a component of succession planning.

PROTOCOLS

Pre-competition

Preparation for an Out of Stadia competition will have commenced well before the date and time of the events mainly in course preparation and collation of equipment. Notices will have been sent to all appointed officials before the event providing competition day information. It is imperative that all nominated Out of Stadia officials report to the venue at the requested time to:

- receive instruction as to the completion of any required pre-competition work; and
- receive any briefings as to the relevant specific issues regarding the competition events.

All Out of Stadia Officials will be in attendance for:

- An overall meeting conducted by the Competition Director; and
- A team meeting conducted by the Chief Umpire.

Team Meeting

Members of the Out of Stadia team (Referees, Umpires, Chief Finishing and Transponder Judges as well as Manual Timekeeper) will meet at a time as set by the Chief Umpire to discuss course issues and receive specific event information. This information is contained in a folder with a race program, course map course positions, infringement and incident report forms. It is important that all officials understand their area of responsibility and seek clarification of any issue at this meeting.

In addition, at this meeting identification vests, if required, and radios are issued. Mobile telephone numbers of officials are given to the Chief Umpire (for emergency use only).

It is imperative that all officials prepare themselves for the competition by having sufficient warm clothing, take a toilet break prior to the start of the competition and obtain sufficient food and water prior to proceeding to their nominated position on the course.

These meetings are compulsory. They make for a better event team by building camaraderie amongst all track officials while providing an important forum for the exchange of ideas.

Pre Event Activity

On arrival at their nominated course position, all officials should inspect their area of the course, rectify any items that require attention and notify the Chief Umpire or Referee of any issues that may prevent the events starting at the programmed time. Finally, all officials should advise an “all clear” to the Chief Umpire as part of the pre-event radio check.

Radio Usage

Unlike track events, Out of Stadia events have officials in positions most of which cannot be seen by the Referee or Chief Umpire. It is therefore important that all officials make best use of the radio network for the giving and receipt of information to enable the proper conduct of the competition. In particular, all officials should listen as to the start of the competition event(s) and information as to the number of athletes. During the event(s) umpires out on the course should, as considered appropriate, report the positions of the first and last athletes as well as the details of any athletes, including race number, who withdraw from the event and whether any medical attention is required.

Radio protocol should be strictly observed by:

- Identifying the caller;
- Providing succinct relevant information; and
- Promptly answering any queries from other officials.

Event Monitoring

All officials should observe the conduct of the event(s). In particular, Out of Stadia events officials should observe:

- Athletes remaining on the designated course at all times. When an athlete leaves the course, he/she is deemed to have withdrawn from the event;
- Athletes not being paced or coached by non- race participants;
- Athletes not pushing, obstructing or jostling other athletes;
- Any uniform violations.

In addition, officials should watch for any vehicles, non-athletes or animals entering the course and be vigilant in clearing the course to ensure that athletes are not impeded during the event.

ROLES & RESPONSIBILITIES

Out of Stadia Referee (CR 18)

Prior to competition:

- **Conduct a final inspection of the course and infrastructure on the day of the competition (usually with the Technical Delegate and a LOC member);**
- **Ensure that all equipment and fittings are secure and functional;**
- **Reports any concerns to appropriate officials e.g. Technical Manager if course rectifications are necessary**

During competition:

- **Shall ensure that the Rules (and Technical regulations) are observed and shall decide upon any matters which arise during the competition and for which provision has not been made in these**

Rules (or any Technical Regulations);

- Shall decide placings in a race when the Judges of the disputed place(s) are unable to arrive at a decision;
- Will not act as a Judge or Umpire but may take any action or decision according to the Rules based on his observations and may overrule a decision of a Judge;
- Shall rule on any protest or objection regarding the conduct of the competition;
- May reconsider a decision on the basis of available evidence;
- Has the authority to warn or exclude from competition, any athlete guilty of acting in an unsporting or improper manner;
- Shall have no jurisdiction over matters within the responsibility of the Chief Judge of walking events;
- Advise the Competition Director if an event is “all clear” or that there is/are report(s);
- Decide, with Competition Management, the placement of drink stations as required.

Chief Umpire (CR 20)

- Prepare the umpiring roster for the competition;
- Update umpires on information specific to the event;
- Liaise with Athletics Australia Administration for the production of the umpires folders;
- Communicate with umpires during the event in regard to infringements, position of athletes and that course changeovers have been completed;
- Collect Umpire Report Forms from umpires;
- Advise the Out of Stadia Referee if an event is “all clear” or that there is/are report(s);
- Is responsible for dealing with umpires who are “not performing” their duties;
- Monitor performance of umpires;
- Monitor well-being of umpires.

Chief Finishing Judge (CR 21)

- Record the placings of the athletes at the finish of the event(s);
- Record laps completed by athletes in multi-lap events;
- Record numbers of any DNF athletes as advised by other officials;
- In conjunction with the Chief Umpire arrange for officials to record lap times in multi lap events
- Obtain data from the Chief Timekeeper;
- Retain all lap counting/lap scoring/timekeeping information for possible use by the Referee in dealing with a protest.

Chief Transponder Judge (CR 21, TF 19)

- Ensure equipment is set up correctly to record times of athletes as they cross the finish line (both during and at the end of the event(s));
- Record all DNS and DNF athletes advised from other officials;
- Confer with Chief Finishing Judge regarding any finish order anomalies; Confer with the Administration Delegate as to the publishing of the results of the event(s).

Manual Timekeeper (TR 19)

Keep a manual record of all times as a backup to photo finish/transponder results.

Lap Board (CR 24)

The umpire allocated to operate the Lap Board:

- Will keep the lap board operating in line with the leader of the race and the number of laps they have to complete. The lap board is changed as the leader enters the home straight;
- Will remain standing for the entire event;
- Will use a lap book for athletes who are not on the lead lap to indicate the number of laps they have to complete to finish the event;
- Will watch all athletes (as an umpire) prior to and past the finish line.

Lap Scorers (CR 24)

- Will be seated near the finish line;
- The Manual Timekeeper shall read the running times to the Lap Scorers who will note them on the lap scoring sheet for each of their athletes;
- The number of Lap Scorers may vary for each event;
- Lap Scorers will record the laps completed, and times, of all athletes;
- It is a good idea to have a pencil (as well as a pen) in case of rain.

Lap Counter (CR 24)

- At some events an umpire(s) may be appointed to assist in ensuring that all athletes complete the number of laps designated for an event;
- Umpires appointed to this position will note the hip numbers of each athlete as they complete a lap by crossing the finish line. Hip numbers of all athletes will be recorded on a suitable lap counting sheet.

Umpires (CR 20)

Umpires shall watch for infringements, in particular athletes who:

- Push, obstruct or jostle so as to impede progress of other athletes;
- Leave the marked course thereby shortening the distance;
- Voluntarily leave the marked course but then continue in the race;
- Collect refreshment from a place other than a refreshment station;
- Receive other assistance or coaching.

Any infringements need to be reported immediately. **Do not** wait until the end of the race.

Umpires may also be required to assist with transport to the finish area for athletes who do not complete their event.

INCIDENTS

Umpires may also notice incidents that do not constitute an infringement of the rules but nevertheless

may impact on the race or cause an athlete to protest to the Out of Stadia Referee. In these circumstances a written note of the details should be taken and retained in the umpire's folder. If required by the Out of Stadia Referee, transfer the written note to the Umpire's Racing Incident Form.

IMPROPER CONDUCT

- Report improper conduct (TR 7) on the appropriate Umpire infringement form. This also includes any warm-up or warm-down relevant to the event when an athlete has engaged in conduct that is considered to be insulting, improper or likely to bring the sport into disrepute. The type of conduct may be but not limited to:
 - Racial comments;
 - Foul or abusive language;
 - Foul or indecent body language or acts.

UMPIRING GENERAL TIPS

All Umpires:

Umpires will be placed at regular intervals and in each key point. Other umpires should move along the course during the race.

Refreshment/Water Stations

Officials (generally umpires) are often required to oversee the setup and check that all equipment is available for the efficient operation of Refreshment/Water stations. This will involve liaison with the drink station supervisor and the volunteer team.

Umpires should be aware that there can be three (3) types of liquids available for athletes during Out of Stadia events:

- Special drinks bottles prepared and suitably marked by athletes that are forwarded to the competition administration prior to the event. These bottles are transported to the various Refreshment stations and signed over to the Refreshment Station Team Leader who will arrange for the bottles to be placed on the tables for the athletes;
- Isotonic drinks (e.g. Gatorade) that are prepared by the Volunteers and placed in cups on separate tables for the athletes;
- Water placed in cups by the Volunteers and also placed on separate tables for the athletes. Note that only water is available for athletes in Out of Stadia races that are 10km or less in distance.

Officials should confer with the Refreshment Station Team Leader to ensure that the Refreshment Station is correctly set out to enable athletes to take or receive drinks without impeding fellow athletes.

Officials should ensure that Refreshment/Water Station Volunteers do not run or walk alongside athletes or provide coaching advice. However, Volunteers are allowed to retrieve used cups/bottles on the course provided that athletes are not impeded. Any infringements regarding Refreshment Station incidents should be notified to the Chief Umpire who will immediately advise the Out of Stadia Referee.

Toilets

In events longer than 10km athletes are able to take toilet breaks without being deemed to have left the course. Any official whose coverage includes toilets should record the toilet entry and exit time of athletes as well as monitoring the correct exit direction.

Penalty Zone Issues

Road walking events that have a Penalty Zones will require duties to be carried out by non-Walk Judge officials. These duties may include setting up of the Penalty Zone area, recording of bib number and entry time of a athlete and elapsed time of the athlete in the Penalty Zone. Generally, a Referee will be in attendance to oversee the use of the Penalty Zone process.

WPA Events

During road race competitions there may be separate or concurrent WPA events conducted with able bodied events. Officials should be aware of any impeding hazards such as sharp corners, gutters, drains and uneven surfaces and, if thought appropriate, advise WPA athletes during their events.

SAFETY

Safety is an important element of our role. Be vigilant and aware of potential health and safety issues.

Well-being of athletes is important. All officials are to be vigilant as to the health and safety of athletes during the event(s) particularly those who show signs of fatigue. If in doubt, officials should summon a medical assistance for the athletes.

Included in the World Athletes 2020-2021 Competition and Technical Rules, **under CR 6 Medical Delegate**, officials are reminded that they have a Duty of Care to all competitors. In the case of an athlete falling to the track/road/grass, an official may provide water/sponge, may assist in lifting the athlete to their feet but **MUST NOT** assist in progressing the athlete forward.

Well-being of officials is also important. All officials are to be vigilant as to the health and safety of their fellow officials during the competition. If notified, the Referee or Chief Umpire should call for medical assistance for any official unable to continue his/her duties during the competition and arrange alternate official coverage as required.

If you see a potential risk act in a pro-active manner to protect the person(s) who are threatened.

NOTE

The latest umpire forms (03/2020) are available on the Athletics Australia website. To access these forms:-

- On the Home page go to **Officials** section
- Click on **Resources** in the drop down menu
- Click on **Generic Forms**