



***Special
Olympics***
British Columbia

SPECIAL OLYMPICS BC EVENT PLANNING GUIDE ATHLETICS SUPPLEMENT

Updated August 2012

SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE

ATHLETICS

JOB DESCRIPTIONS - OFFICIALS

Primary Officials

Competition Coordinator

Qualifications

- Experience in hosting Athletics competitions – Generic or Special Olympic
- It is recommended that the Competition Coordinator complete a BC Athletics Level One Officials Course - General

Responsibilities

- Responsible for the overall management of the athletics competition, track and field events. Ensures that all officials are trained and supervised.
- Responsible for ensuring that the meet is run in accordance with the rules and regulations of Special Olympics Canada and British Columbia as well as Athletics Canada and the International Amateur Athletics Federation, (IAAF).
- Responsible for putting together the competition information package.
- Responsible for hosting and chairing regular meetings of the competitions' Organizing Committee. (These meetings may take the form of teleconference or in-person depending in the needs of the committee).
- Assist in the appointment of individuals to the protest committee.
- Receiving and verifying entries, setting up program of events.
- Host and chair all coaches meetings.

Meet Referee

Qualifications

- Experience acting as a Meet Referee at prior Athletics competitions – Generic or Special Olympic.
- Successfully completed the BC Athletics Level One Officials Certification Program - General.

Responsibilities

- Responsible for enforcing all rules and official decisions, and shall decide all questions concerning the actual conduct of the meet.
- Chair the Sport Rules Committee (Jury of Appeals)
- Make final decision as to athlete eligibility.

Track Referee

Qualifications

- Experience acting as a Track Referee and/or senior official at prior Athletics competitions – Generic or Special Olympic.
- Successfully completed the BC Athletics Level One Officials Certification Program - General.

Responsibilities

- Recruit and train all for officials for track events.
- Responsible for Starting Line Officials
 - Marshals, Clerk of Course and Starters

SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE

ATHLETICS

- Responsible for Finish Line Officials
 - Finish Line Coordinator, Place Judges, Timers, Umpires and Recorders
- Assigns all track level Stagers and Escorts.
- A member of the sport jury in conjunction with the Field and Meet Referees.

Field Referee

Qualifications

- Experience acting as a Field Referee and/or senior official at prior Athletics competitions – Generic or Special Olympic.
- Successfully completed the BC Athletics Level One Officials Certification Program - General.

Responsibilities

- Recruit and train all officials for field events.
- Ensures that each event is safely and correctly set-up.
- Trains and assigns all Head Field Officials, Field Judges, Markers, Measurers, Rakers/Broomers, Recorders and Retrievers.
- Trains and assigns all field level Stagers and Escorts.

Secondary Officials - Track Events

Marshal (1)

Qualifications

- Experience acting as a Marshal and/or official at prior Athletics competitions – Generic or Special Olympic is recommended.

Responsibilities

- Responsible for registering athletes as they enter the staging area.
- Ensures that athletes are ordered by lane and/or bib number prior to handing off to the Clerk of Course.
- Responsible for notifying the Clerk of Course of any no shows at time of marshaling.
- The Marshal has full charge of the flow of competitors within his/her venue area.

Clerk of Course (1)

Qualifications

- Experience acting as a Clerk of Course or Marshal and/or official at prior Athletics competitions – Generic or Special Olympic is recommended.

Responsibilities

- Responsible for competitors from the primary marshaling area to the start line
- Responsible for insuring that all competitors arrive at the start line in the proper order and in their assigned lanes.
- Notifies the Starter and the Track Referee of any no shows.

Starter (1)

Qualifications

- Experience acting as a Starter and/or Assistant Starter at prior Athletics competitions – Generic or Special Olympic is recommended.

SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE

ATHLETICS

Responsibilities

- Has full control of the competitors from the time they are handed off by the Clerk of Course until the event commences.
- Responsible for judging whether or not any competitor has gone over his/her mark.
- Sole responsibility for warning and disqualification made at the starting line.

Recall Starter (1)

- Positioned at the starting line and responsible for firing the gun in the event of a false start.

Finish Line Coordinator (1)

Qualifications

- Experience acting as a Finish Line Coordinator at prior Athletics competitions – Generic or Special Olympic is recommended.

Responsibilities

- Responsible for ensuring that all Timers and Finish Line Judges are ready to perform their assigned duties.
- Responsible for ensuring that the finish line area is free of unauthorized personnel.
- Responsible for notifying the Starter that the next race can begin.

Timers (8)

- Responsible for timing the competitors according to the finish order of the competitor he/she is assigned.

Finish-Line Judges (4)

- Responsible for picking the correct order of finish

Recorder (1)

- Responsible for recording the athlete's times and placements on the results sheet

Announcer (1)

- Responsible for calling the name, number and lane of the competitor taking part in each event, and all other relevant information.
- Responsible for calling athletes to marshalling based on the event order provided by the Competition Coordinator.

Finish Line Escorts (4-8)

- Responsible for stopping athletes once the race is completed. These escorts should stand well back from the finish line (approximately 15 meters).
- Responsible for arranging the athletes in the proper lanes until the recording of the finish is complete upon which the athletes will be released to their escorts.

Heat Escorts

- Responsible for arranging competitors at the staging area.
- Responsible for assisting the Clerk of Course in escorting athletes to the starting area and to the awards area upon completing of their event.

Umpires (Track Inspectors) (4)

- Responsible for monitoring the track lanes and identifying lane violations.
- Identify any lane infractions by raising a red flag.
- Responsible for reporting any violations at the completion of each heat.

Secondary Officials - Field Events

ALL FIELD EVENTS

Marshal (one (1) per field venue)

Qualifications

- Experience acting as a marshal and/or official at prior Athletics competitions – Generic or Special Olympic is recommended.

Responsibilities

- Responsible for overseeing the event to ensure a consistent flow of athletes
- Responsible for ensuring that proper officials and equipment are present.

Head Official (one (1) per field venue)

Qualifications

- Experience acting as a field official at prior Athletics competitions – Generic or Special Olympic is recommended.
- Successfully completed the BC Athletics Level One Officials Certification Program - General.

Responsibilities

- Responsible for enforcing the rules for a particular venue.

Field Judges (two (2) per venue)

- Responsible for measuring and judging each valid attempt by each competitor in each field event.

Announcers (one (1) per field venue)

- Responsible for calling the name, bib number and local program of each competitor, as well as result information.

Recorders (one (1) per field venue)

- Responsible for recording the athletes' names, bib number and results from the event.

Escorts (two (2) per field venue)

- Responsible for verification of athletes name and bib number and leading athletes to and from the on-deck area.

STANDING/RUNNING LONG JUMP

Marker (1)

- Responsible for marking the landing point of each jump.

Measurers (2)

- Responsible for placing and reading the measuring tape.

Work Crew (Rakers and Broomers)

- Responsible for preparing the pit prior to the start of the event and grooming the pit after each jump.

SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE

ATHLETICS

Take-Off Area Judge (1)

- Responsible for all foul violations at the take off area.

HIGH JUMP

Crossbar Officials (2)

- Responsible for placing the crossbar and watching for fouls.

SHOT PUT

Marker (1)

- Responsible for marking the landing point of each throw.

Measures (2)

- Responsible for placing and reading the measuring of the puts.

Retrievers (1)

- Responsible for removal and control of all putted shots.

MEDICAL REQUIREMENTS

The following are the minimum requirements for medical coverage at sanctioned Special Olympics BC Athletics competition.

- Four (4) First Aid attendants - (standard certification)

AWARDS

All competitors are to be awarded participation ribbons with the athlete obtaining the fastest, second fastest and third fastest times in each gender, event and division receiving 1st, 2nd and 3rd place awards accordingly.

For Example: The fastest, second fastest and third fastest athlete in the following divisions would receive 1st, 2nd and 3rd place awards accordingly.

Event - 100m
Gender - Female
Division - F1

Event - 100m
Gender - Female
Division - F2

Event - 100m
Gender - Female
Division - F3

EVENT FLOW - TRACK EVENTS

Calling Events

The Meet Announcer should announce each upcoming event three (3) times. The first call for an event should take place fifteen minutes before the event is scheduled to take place. The second and final calls follow at ten minutes and five minutes, respectively, prior to the start.

- ***First and Second Calls***

"Ladies and gentlemen, your attention please. This is the (first, second) call for the men's 8-11 100m dash, heats 1 through 4. All participants should now proceed to the staging area. Repeat, (first, second) call for the men's 8-11 100m dash heats 1 through 4".

- ***Final Call***

"Ladies and gentlemen, your attention please. This is the final call for the (event). All participants should now be in the staging area".

Staging Set-up

The following guidelines are suggested when setting up staging areas:

- Easy access to and from each event
 - Well marked with event name
 - Tent or shaded area
 - Chairs numbered and in rows of eight (8) to accommodate heats
 - Flip Charts to list heats being staged
 - Communication system (P.A. and walkie-talkies)
 - Registration table
1. After hearing the event call by the Announcer, coaches should accompany their athlete to the staging area where a Heat Escort will be responsible for the athletes until the awards ceremony.
 2. An Entry Clerk should be positioned at the staging area entrance to oversee athlete check-in and record scratches. The Entry Clerk should also ensure that only those athletes whose event has been called are entering the area.
 3. The staging clerk should arrange and seat athletes by division and lane position (competition order).
 4. Once the event is scheduled to take place and the signal is given by the Clerk of Course, the Heat Escort should take the athlete to the starting line or competition area.

Event Flow

1. Once an event is completed, the results should be recorded and given to the Heat Escort.

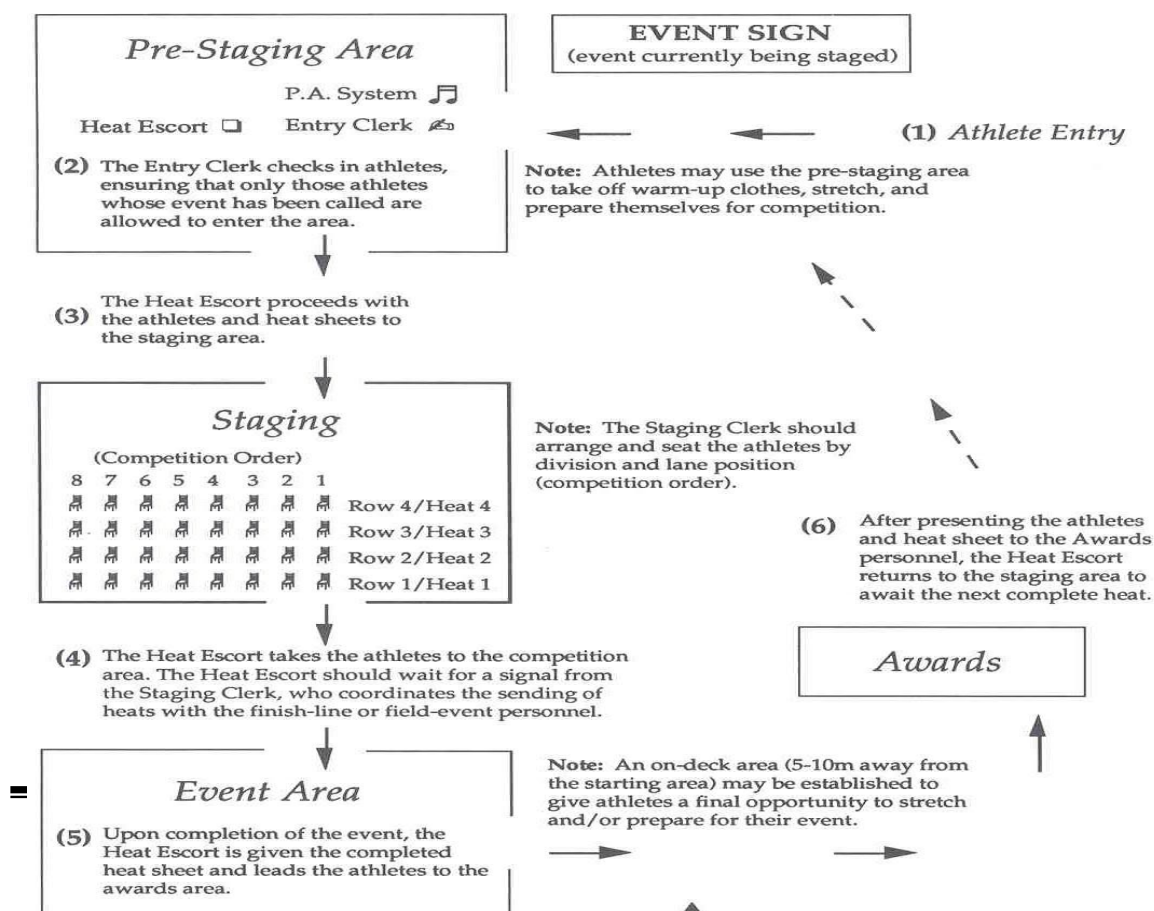
SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE ATHLETICS

2. The Heat Escort then takes the completed heat sheet and the athletes to the awards area. The Heat Escort leaves the athletes and the heat sheet there and returns to the staging area where he/she awaits the next complete heat.
3. This cycle continues until all heats are completed.

Guidelines for a Successful Event Flow

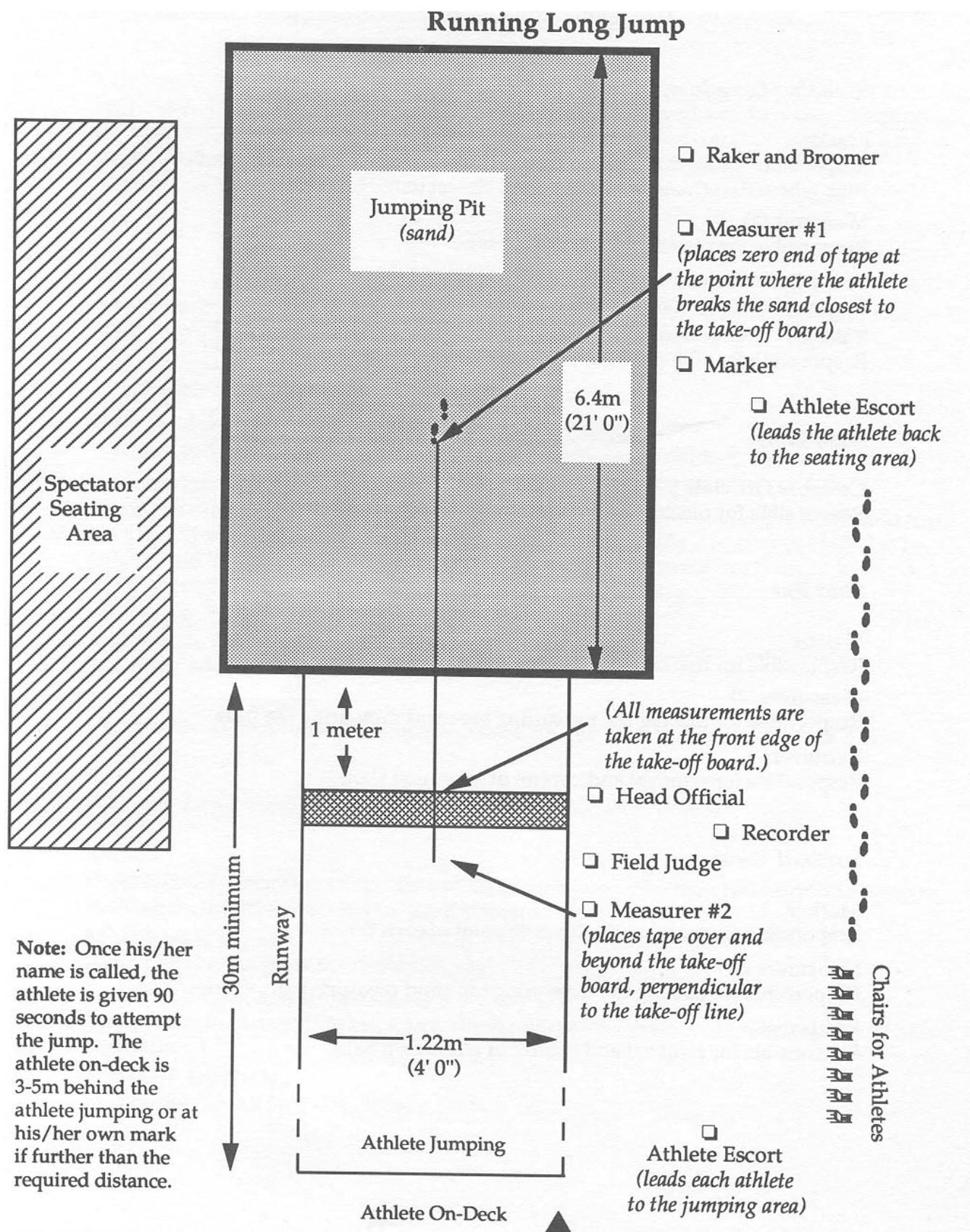
1. A master copy of the event starting times should be posted **outside the competition area** as a general reference.
2. Due to possible delays from other events, hold incomplete heats as long as possible. In an effort to keep on schedule while not penalizing athletes, who may be competing in other events, **incomplete heats may be bumped to a later starting time if another heat is ready to begin.**
3. In a delay situation where a competitor is missing, **find out where the athlete previously competed** and where he/she competes next. The Clerk of Course should make the decision regarding whether or not to run an incomplete heat.
4. Athletes who miss their heat should be scratched from the event, **not simply moved to another heat.**
5. **"Spotters"** may be used to help locate athletes who may be lost or are still competing in another event.
6. If possible, **radio communication** should take place between the Clerk of Course, finish line and field event personnel, Staging Manager and Announcers.

Diagram of Staging Set-Up and Event Flow



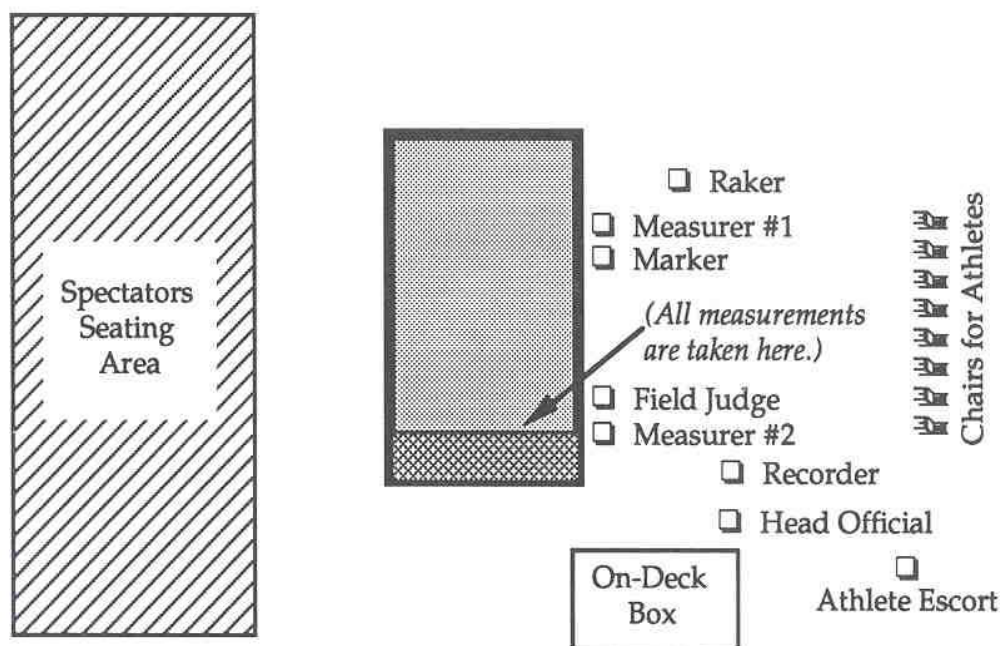
SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE
ATHLETICS

EVENT FLOW - FIELD EVENTS





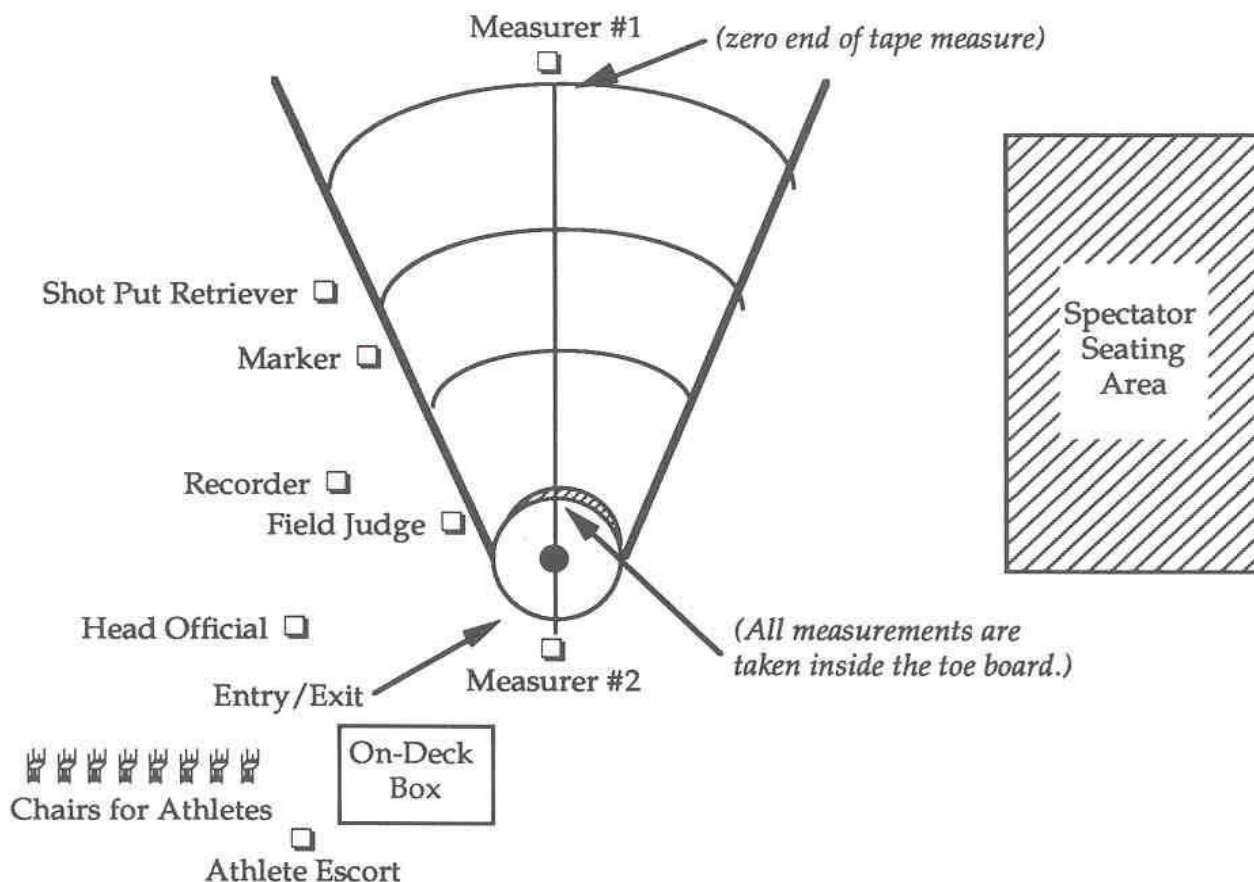
Standing Long Jump



Event Flow

1. The Head Official oversees all Standing Long Jump areas.
2. Once his/her name is called, each athlete is given 90 seconds to attempt a jump.
3. The Field Judge verifies each jump by raising a white flag for a legal jump or a red flag for a foul.
4. The Marker enters the pit after each jump and marks the landing point with a stick at the first break of the sand closest to the take-off board.
5. Measurer #1 enters the landing pit and positions the zero end of the tape at the stick placed by the Marker.
6. Measurer #2, located at the take-off area, pulls the tape taut and perpendicular to the take-off line.
7. The Field Judge reads the distance; the Recorder records the distance.
8. The Escort leads the athlete from the landing area to the chairs and escorts the next athlete to the jumping area.

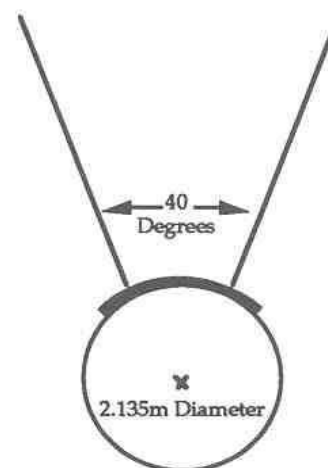
Shot Put



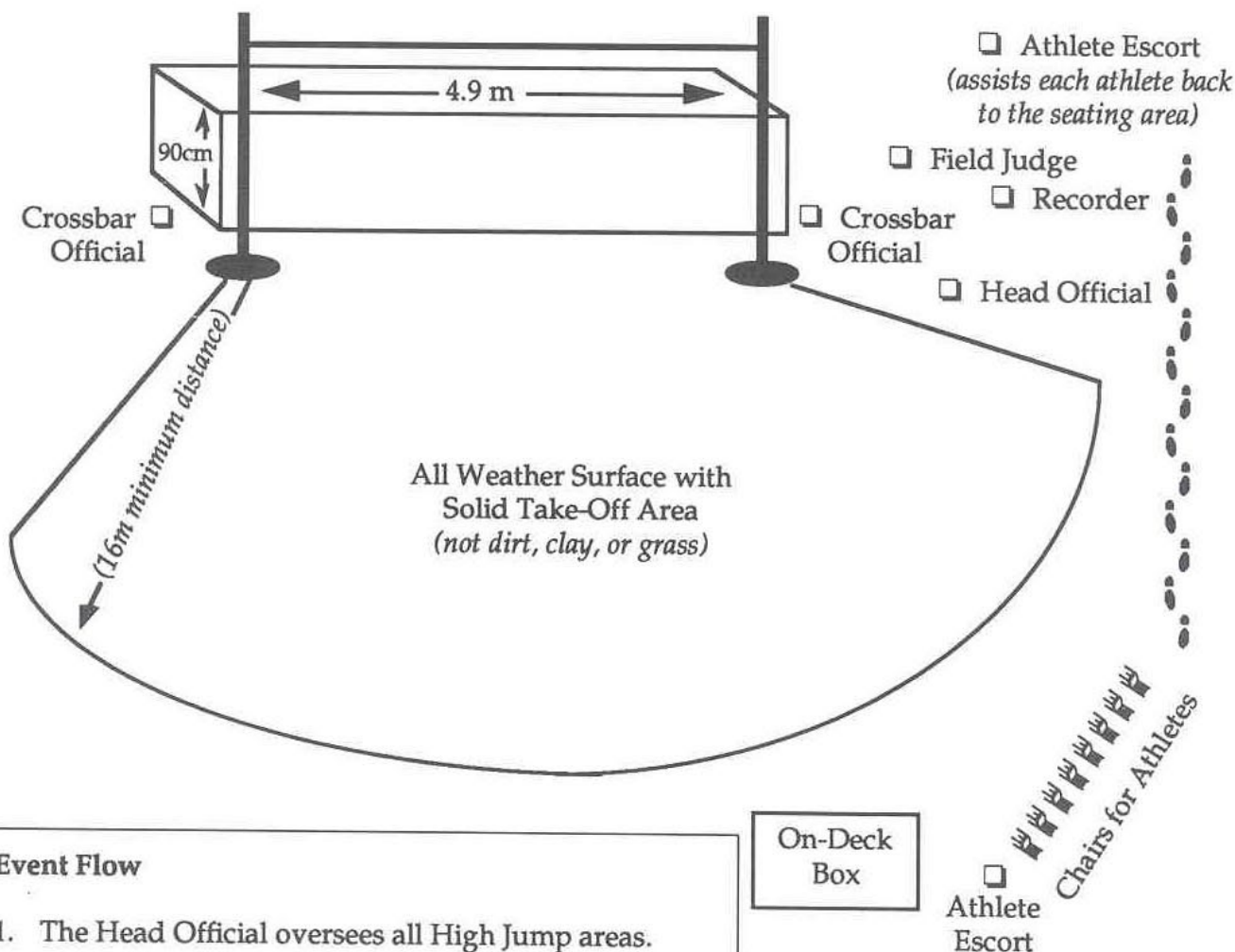
Event Flow

1. The Head Official oversees all Shot Put areas.
2. Once his/her name is called, each athlete is given 90 seconds to attempt a put.
3. The Field Judge verifies each put by raising a white flag for a legal put or a red flag for a foul.
4. The Marker enters the pit after the shot is put and marks the landing point.
5. Measurer #1 enters the landing pit and positions the zero end of the tape at the marked point.
6. Measurer #2, located at the back of the circle, pulls the tape taut through the "X" at the center of the circle and positions the tape at the front of the circle, inside the toe board.
6. The Field Judge reads the distance from inside the toe board. The Recorder records the distance.

Shot Put Circle



High Jump



Event Flow

1. The Head Official oversees all High Jump areas.
2. Once his/her name is called, each athlete is given 90 seconds to attempt a jump.
3. The Field Judge verifies each jump by raising a white flag for a legal jump or a red flag for a foul.
4. The Crossbar Official replaces the bar (if knocked down).
5. The Field Judge verifies each jump height; the Recorder records the jump. The Escort leads the athlete back to the chairs and prepares the next athlete.
6. The crossbar should be raised 5cm after each round.

SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE
ATHLETICS

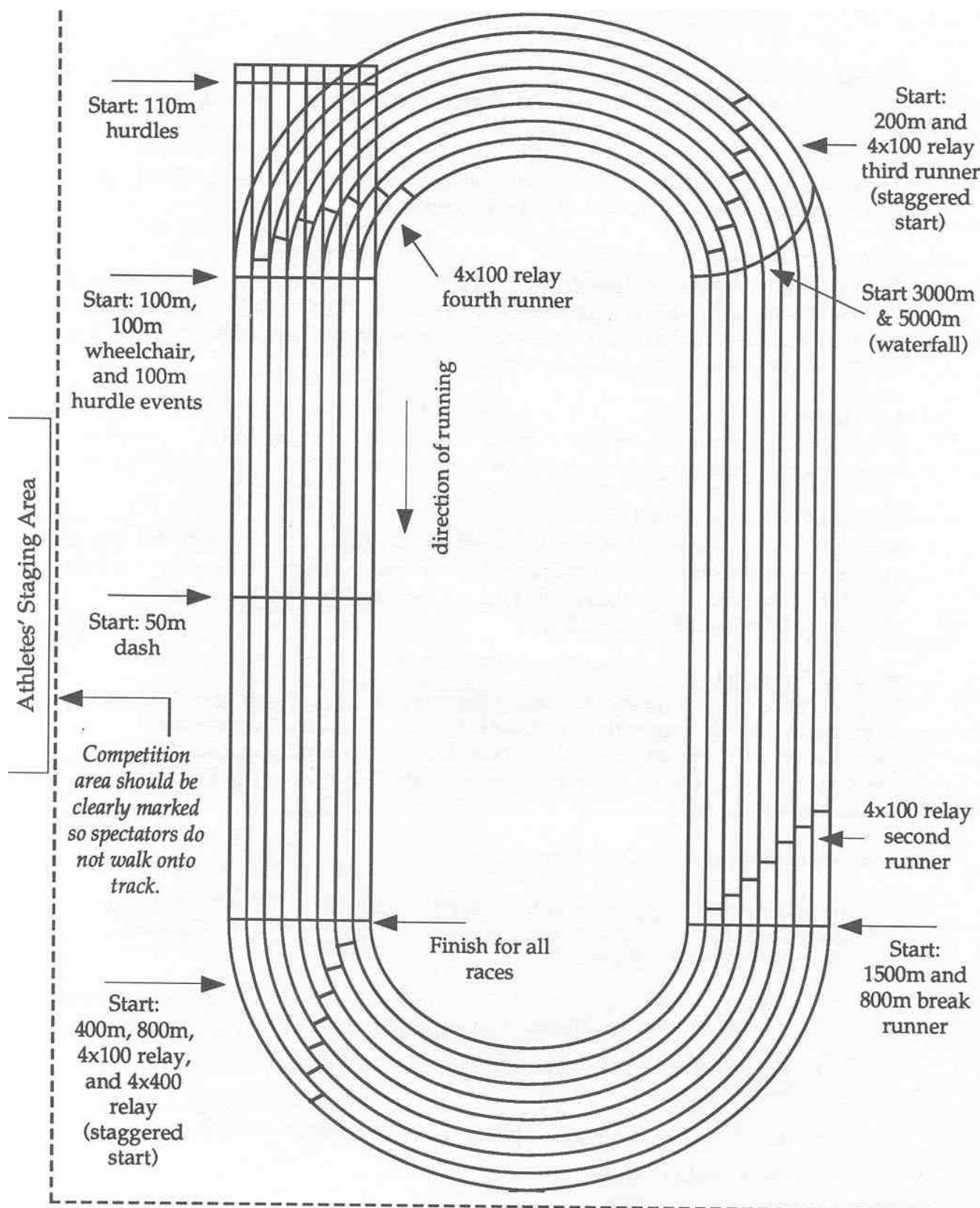
EQUIPMENT CHECKLIST - TRACK EVENTS

<i>EQUIPMENT</i>	<i>NUMBER REQUIRED</i>	<i>CHECKED</i>
Starting Pistol	1	_____
Starting Shells	50	_____
Starter's Sleeve	2	_____
Batons (8 minimum)	8	_____
Stopwatches	12-15	_____
Whistles	5-8	_____
Tape Measures (50m and 100m)	2 each	_____
Lap counter/bell	1	_____
Starting Blocks	8-10	_____
Hurdles	SOC Rules	_____
Officials Flags (red/white)	12 sets	_____
Chairs	50	_____
Tables	8-10	_____
Tents	Dependent on venue	_____
Computer	1	_____
Rope (for areas to be separated and secure)	500 ft.	_____
Pennant flags (for areas to be separated and secure)	100 ft.	_____
P.A. System	1	_____
walkie-talkies	12-15	_____
Awards Stand	2	_____
Water jugs and cups	8-10	_____
Rakes, Shovels and Brooms	8-10	_____
Pens/Pencils	2 doz. each	_____
Paper	1 box	_____
Clipboards	15	_____

SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE
ATHLETICS



VENUE MAP



SPECIAL OLYMPICS BC - ATHLETICS HEAT SHEETS

EVENT: _____ EVENT NUMBER: _____ DIVISION: _____

GENDER: MALE FEMALE (CIRCLE)

AGE GROUP: _____

LANE	ATHLETE'S NAME	BIB #	LOCAL	TIME	PLACE
1					
2					
3					
4					
5					
6					
7					
8					

OFFICIAL SCORER _____

SPECIAL OLYMPICS BC - TRACK AND FIELD FIELD EVENT SCORESHEET



EVENT: _____	EVENT NUMBER: _____	DIVISION: _____
GENDER: MALE FEMALE (CIRCLE)		
AGE GROUP: _____		

ORDER	ATHLETE'S NAME	BIB #	LOCAL	#1	#2	#3	BEST ATTEMPT	PLACE
1								
2								
3								
4								
5								
6								
7								
8								

OFFICIAL SCORER _____

SPECIAL OLYMPICS BC ATHLETICS REGISTRATION FORM



Region: _____ Local: _____

Team Contact: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____

E-mail: _____

Athlete Name	Gender	Age	Event	Seed Time/Distance
1) _____	_____	_____	1)	
			2)	
			3)	
			4)	
			5)	
2) _____	_____	_____	1)	
			2)	
			3)	
			4)	
			5)	
3) _____	_____	_____	1)	
			2)	
			3)	
			4)	
			5)	
4) _____	_____	_____	1)	
			2)	
			3)	
			4)	
			5)	
5) _____	_____	_____	1)	
			2)	
			3)	
			4)	
			5)	
6) _____	_____	_____	1)	
			2)	
			3)	
			4)	
			5)	

Return Form to: