**NCAA Track and Field Meet**

**Start Line Officiating (Clerks)**

Under no circumstances should lane and heat assignments be changed without contacting the Convenor.

Heats will only be rearranged to avoid running more heats. It may be reduced to one heat due to scratches. Contact the convenor for approval.

There should be no write-in, walk-on athletes. Contact the Convenor if there appears to be a problem with the entries.

If there are scratches do not move athletes into empty lanes in lane events.

Something MUST be recorded for every athlete. If the athlete did not show at all put DNS beside their name. Put a check mark beside their name if they showed. Put a DNS beside the check mark if they checked in but did not start. This could be an athlete who checked in and went to a field event and did not return. Remind athletes going to field events that track events take precedence and that they must show for their track event even if it means missing a round in a field event.

If the athlete shows and says they are scratching make them aware that they are ineligible to compete for the rest of the day if they do scratch. This includes relays. Include a note and SCR beside the athletes name if the athlete decides to do this. Write details of the incident for reference.

Caution athletes involved in field events that they must check in at the field event and then return immediately to the track event to compete. If there is time they may have a jump or throw etc. before going back to the track event but they must not miss the track event, otherwise it is considered a no show and they are ineligible for the rest of the day. They may return to the field event when they have completed the track event but they re-enter at the round or height that the field event is at.

Indicate DNF if an athlete started and did not finish. If disqualified enter DQ beside their name. Keep a detailed account of the DQ circumstance. There may be a protest.

Keep your sheets in order if possible and return them periodically to the appropriate PERSON in the FINISH / RESULTS area. Sometimes we need to refer to them.

All races are timed finals. Lane races will have timed sections. Remind athletes that they may be running against unseen competitors in other sections so time counts. The top sixteen(16) in each event will advance to the zone championship.

Thank you for your commitment and participation.

***CLERK OF THE COURSE DUTIES AND TIPS***

# Duties

* Maintain the track time schedule.
* Call together and place athletes in proper positions; place all relay teams in proper places on the track.
* Give athletes necessary instructions for their event and explain advancement procedures. - Enforce athletes’ uniform, competitor number, shoe, and logo rules.

# Head Clerk of the Course

* Report 1½ hours before the 1st event to prepare the clerking setup. Locations facilitate movement of runners to the starting lines (a)100,sprint hurdles, b) 400, 800, relay start line, c) 200,3000 start line, d) 1500m, 300H start line. e) 2000m S start line - Obtain necessary information and equipment from meet convenor (see attached sheets)
* Meet with the starter, to review procedures and instructions to be given by the starter and the clerk
* Meet with the finish line coordinator, to review procedures for handling event/heat sheets
* Be familiar with all track markings, and all rules governing the start, running, and relays
* Mark on the your copy of the meet schedule:
* Type of start for each race – lanes, alleys, or waterfall, and break-in point as applicable
* Starting line markings for each race – color and type
* Advancement procedures for the events (heats and finals)
* Number of laps for each race (7-1/2-- 3000 ,5—2000S, 3-3/4—1500)

# Check-in Clerk

* Be aware of the progress of the meet vs. schedule; advise athletes of any delays
* Maintain master set of event/heat sheets
* Check-in or scratch runners on event sheets; keep detailed accounts of these for reference and communicate these to finish line or announcer as appropriate
* Inform runners of heat & lane assignments; time and place for report-in; effect of failure to report-in
* Check for competition numbers and instructions on where they are worn
* Check runners for compliance with uniform, shoe, spike, logo.
* Help the athletes and be cheerful.

# Report-in Clerk

* Check-in or scratch runners on the event/heat sheets; communicate these to finish line or announcer
* Check for competition numbers
* Inform runners of: time until start of event, if must stay in the area; where to take strides; rules for advancement to next round; starting line & break line markings; starting commands; false starts allowed; number of staggered turns; lap counters & lap times; final lap bell; basket crew or where to leave gear; timing & movement to staging area or starting line; get spikes on
* Escort runners to the track; **place in proper order/lanes**
* Deliver event sheet/final list of runners and detailed comments to results management for reference

**Relays**: check for identical uniforms; check/hand out batons;

* In 4x400m relay -brief on exchange zones; assist in placing 2nd, 3rd, & 4th runners in proper order on track. First runners stay in lanes. Second runner cuts in at a point 100m from starting line, will have cones and tennis balls to identify.
* Assemble relay teams in the middle of the infield (Javelin events should be completed by the time relays start).
* This is ideal for marshalling as it is central to the three exchange zones in 4x100 and less congesting arrangement for start line. Review/give heat/section and lane assignments to teams before releasing them. Wait until the previous heat/section has started to race before sending the next heat to their respective areas. Exchange zone judges will briefly instruct as to where the 20m exchange zone is and the 10m run up.
* One clerk should stay in the infield and the other (1-2) should escort the first runners to the blocks at the start line. Please keep clear of the starting area, as not to distract the starting line athletes and starters.

**Marshalling tips for all events**

**Athletes should check in 10-20 minutes before their event time and then remain in the vicinity of the start line while they perform their warmup routine. The second clerk should have the athletes assembled on the track in the lanes when the previous event/heat is near starting to race. The marshalling area should be set up far enough away from the actual start line so athletes are not distracting the starting area. In the 400 m races (start line and finish area are the same, lanes 4-8 can be sent out to set their blocks as soon as the previous race is underway. Once they have finished lanes 1-3 can set theirs.**

**CLERK OF THE COURSE**

The clerk of the course shall be responsible for recording the name and number of each competitor and shall assign each competitor to the proper heat and starting position, as approved by the games committee or meet convenor. The clerk is responsible for giving all necessary instructions concerning the rules governing the race, and either the clerk, starter, or the assistant starter, shall be at the starting mark before each race to check the lane assignments and hold each competitor responsible for reporting promptly to the starting line when the race is announced. Adjustments in heat or lane assignments or in the number of heat qualifiers may be made by the clerk with the approval of the referee. In a race run in lanes, each competitor shall run in the lane drawn unless the clerk moves the competitor to avoid use of a lane which, because of unusual conditions, would unfairly disadvantage a competitor.

The clerk must provide the head finish judge with a written list of all of the starting competitors, their numbers and their lane assignments, the number to qualify from the preliminaries, and record for the event. Also a listing of changes in writing approved by the referee must be provided. The clerk of the course must check and enforce uniform, visible apparel and shoe regulations.

1. RESPONSI BILITIES

1. Familiarize himself/herself with all starting and finish lines
2. Give all necessary instructions concerning the rules governing the race, including method of qualifying in preliminary heats, and places to be scored.
3. Assign each competitor to the proper heat and starting position
4. Deliver the competitors at the starting line promptly for the starter
5. Inspect batons for relay races if not provided by meet management
6. Check and enforce visible uniform apparel, shoe regulations, and no wearing of jewelry.
7. Coordinate calls with the announcer and assist with keeping the meet on schedule time.
8. Inform all competitors of the type of stagger to be used in their race, i.e., waterfall, one turn, two-turn, etc. and exchange zones.
9. Remind competitors of the necessity to remain in their assigned lane at the conclusion of a race to aid finish line personnel in the timing and placing process.
10. Remind competitors of prohibited items by the games committee, such as any wearing apparel in addition to the school issued uniform, radio/stereo equipment, wireless communication devices, tobacco, etc…

2. SUGGESTED EQUIPMENT

* Time schedule and order of events
* List of entries, heat and lane assignments
* Walkie talkie for communication with announcer and finish line personnel
* Time clock/watch that is set to meet time
* Clip board, Pencils/pens, Athletic tape

**GENERAL INSTRUCTIONS FOR ALL RUNNERS 10 MINUTES BEFORE RACE**

* Remove all jewelry and adornments – No jewelry and adornments are allowed on competitors. Watches are not considered jewelry.
* No headwear will be allowed unless inclement weather is encountered. Headbands, if in good taste may then be worn. The

headband shall have no jewelry attached.

* Remind athletes that they must be in proper school issued track uniform and shoes and wear the assigned athlete number. In relay events, each team member shall wear the same color and design school track top. Remind them of guidelines for visible garments worn under the uniform top and bottom and logo restrictions.