

COMPETITION MANAGEMENT

Infield Management Guidelines - Officials

November 2016

1. Introduction

European Athletics set the goal to keep the number of working people infield to the most efficient number, which is important for all the intervenient groups to perform their respective tasks in an athletics competition, but mainly for the athletics events to be properly presented and viewed by spectators in the stadium and TV viewers.

Aiming a clean infield concept, these Infield Management Guidelines were created and are mandatory requirements for the European Athletics Indoor and Outdoor Championships. These must be followed as much as possible for all the other European Athletics competitions (events, clubs competitions and meetings).

The following groups must be considered for the setting of maximum numbers infield:

- Athletes
- Officials
- Host Broadcaster
- Event Presentation
- Volunteers
- Infield Photographers
- Award Ceremonies (depending on the competition in question but nowadays the tendency for the major championships is for this activity not to take place infield).

There are though other groups that may have to go infield, but only in exceptional circumstances (equipment set up and removal or troubleshooting):

- Timing Company
- Data Processing Company
- Marketing (signage company)
- Medical staff
- Various (technical personnel, etc.)

In any situation a person required to be infield must ensure staying exclusively for the period required to perform the respective activity.

These guidelines shall be taken in consideration by the LOC in the planning of a European Athletics Event and shall be the base for the development of the following documents to be presented by the LOC to European Athletics in the preparation of the event:

- **Infield layouts per day/per session**, including the positioning of the human (officials, athletes, volunteers, photographers positions, etc.) and material resources (competition equipment, furniture, cameras, boards, timing and data equipment, etc.);
- **Stadium plan with the several groups' flows** to and from the infield;
- **Detailed plan with timing on the equipment set up and removal** from the infield.

An **Infield Management Meeting** shall take place before the event, and representatives of the following groups must attend:

- Technical Delegate(s)
- LOC Competition Director
- Event Presentation (LOC Manager and EA Consultant)

- Technical Partners
- Host Broadcaster (Producer & responsible for camera positions)
- Photo Chief
- European Athletics Project Leader
- European Athletics responsible for marketing, competition, TV, and media

After the clean infield discussion all concerned must agree on the final position of cameras, boards, technical equipment and any other material infield. Nothing can be moved without the confirmation of responsible area!

2. Infield Management for Officials

The appointments of officials can be divided into 3 groups:

- a) General
- b) Track Events
- c) Field Events

Note 1 Whenever applicable all officials must be seated and as possible in a way that the public's visibility is not obstructed (ex. take off board in LJ/TJ).

Note 2 Officials on a temporary duty must leave the infield as soon as their duty is finished.

Note 3 The figures should not exceed those shown.

Note 4 The European Athletics Technical Delegate(s) is/are the only persons allowed to change these figures and only if there is a relevant technical reason.

EUROPEAN INDOOR CHAMPIONSHIPS

General (4)

- 1 Marshall
- 3 Marshall Assistants (control of crossing High Jump/Long Jump - 60 m races)

Note 1 Technical Management Team will be infield only for set up and the removal of equipment and troubleshooting.

Track Events (8 + Umpires)

- 2 Starter assistants
- 2 Recallers
- 1 Track Referee-ITO (positioned if possible outside)
- 1 Start Referee-ITO (Start and Track Referee could be the same person)
- 2 Judges for track events (acting also as lap recorders when appropriate)
- 5 Umpires (only during hurdles races)
- 2 Umpires (only during relay races)

Note 1 Referee(s) and Chief Judge Track should be outside the track.

Note 2 Starter & Start coordinator should be outside the track, except for the oval races when they can be inside.

Note 3 Other umpires must be located outside the track.

Field Events (32)

High Jump (5)

- 1 Referee-ITO
- 1 Judge (Flags, placing the bar and assisting measuring)
- 1 Judge (placing the bar, assisting measuring and operating the countdown clock)
- 1 Recorder operating the next athlete board (if length of cables allows it)
- 1 Athletes' Judge to also control the crossing of the track by athletes wishing to communicate with their coaches (another one will be outside).

Pole Vault (7)

- 1 Referee-ITO
- 1 Judge (Flags)
- 2 Assistants for placing the bar, uprights, assisting to measure and catching poles
- 1 Recorder also recording bar positions
- 1 Judge operating countdown clock and the next athlete board
- 1 Athletes' Judge

Long Jump/Triple Jump (8)

- 1 Referee-ITO
- 1 Judge (Flags)
- 1 Judge for spike/prism positioning
- 1 Recorder
- 1 Judge operating the next athlete board and the countdown clock
- 2 Assistants for levelling the sand
- 1 Athletes' Judge

Note 1 Assistant(s) to fix the plasticine indicator board whenever possible should be outside with the replacing boards.

Shot Put (8)

- 1 Referee-ITO
- 1 Judge (Flags)
- 1 Judge on the "other" side of the circle and operating countdown clock.
- 2 Judges controlling validity on landing and positioning the EDM spike/prism
- 1 Judge to place the implements on the rack and record implements statistics
- 1 Recorder operating next athlete board
- 1 Athletes Judge

EUROPEAN CHAMPIONSHIPS

General (4)

- 1 Marshall
- 3 Marshall assistants (control of track and athletes)

Note 1 Technical Management Team will be infield only for set up and the removal of equipment and troubleshooting.

Track Events (11 + umpires)

- 1 Track Referee-ITO
- 1 Start Referee-ITO (Start and Track Referee could be the same person)
- 1 Starter
- 1 Start Coordinator
- 2 Starter assistants
- 2 Recalls
- 3 Judges for track events (acting also as lap recorder when appropriate)
(for races up 1500 m it is necessary to have 3 more)
- 10 Umpires (only during hurdles races)
- 12 Umpires (only during relay race)
- (1 Wind Gauge Operator (only if there is no automatic wind gauge))

Note 1 Referee(s) and Chief Judge for track events should be outside the track.

Note 2 Other umpires must be located outside the track.

Note 3 If no transponders are used 7 Judges to act as lap scorers for 10.000m and Race Walking track events.

Field Events (68)

High Jump (5)

- 1 Referee-ITO
- 1 Judge (Flags and placing the bar and assisting measurements)
- 1 Judge (for placing the bar, assisting measurements)
- 1 Secretary operating the next athlete board and the countdown clock
- 1 Athletes' Judge to also control the crossing of the track by athletes wishing to communicate with their coaches (another one will be outside).

Pole Vault (8)

- 1 Referee-ITO
- 1 Judge (Flags)
- 2 Assistants for placing the bar, assisting measurements and catching poles

- 1 Recorder operating also recording the bar positions
- 1 Judge operating the countdown clock and the next athlete board (in alternative to the secretary)
- 1 Athletes' Judge
- 1 EDM for the height

Long Jump/Triple Jump (9)

- 1 Referee-ITO
- 1 Judge (Flags)
- 1 Judge for EDM spike/prism positioning
- 1 Recorder
- 1 Judge operating the next athlete board and countdown clock
- 1 Judge for Wind Gauge *(only if there is no automatic wind gauge)*
- 1 Athletes' Judge
- 2 Assistants for levelling the sand

Note 1 The assistant(s) to arrange the plasticine indicator board whenever possible should be outside the competition area with the replacing boards.

Shot Put (8)

- 1 Referee-ITO
- 1 Judge (Flags)
- 1 Judge on the "other" side of the circle operating countdown clock
- 2 Judges controlling validity on landing, placing EDM prism/spike
- 1 Judge to place the implement on the rack and record implement statistics
- 1 Recorder also operating the next athlete board
- 1 Athletes' Judge (also to replace the implement on the rack)

Throws from a circle with cage (10/11)

- 1 Referee-ITO
- 1 Judge (Flags)
- 1 Judge on the "other" side of the circle
- 1 Judge on the back of the circle (cage) operating countdown clock
- 2 Judges controlling validity on landing, positioning EDM prism/spike (**for Discus 1 additional judge**) and returning back the implements
- 1 ITO in landing area for Discus

- 1 Recorder also implement statistics (information given by the flags' judge).
- 1 Athletes' Judge
- 1 Operator radio-controlled vehicle carrying back the implement

Javelin (10)

- 1 Referee-ITO
- 1 Judge (flags)
- 1 Judge on the "other" side of the runway operating the countdown clock
- 2 Judges placing measuring apparatus and return back the implements
- 1 Judge controlling validity on landing
- 1 ITO in landing area
- 1 Recorder also operating next athlete board and recording the implements statistics (information given by the flags' judge).
- 1 Athletes' Judge (also to replace the implement on the rack)
- 1 Operator radio-controlled vehicle carrying back the implement

Note 1 The operator of the radio-controlled vehicle carrying back the implement is also responsible for its maintenance, e.g. changing batteries and if possible should be placed outside with a clear and unobstructed view.

3. Sector Layout for Throwing Events

The landing sectors for throwing events should be laid out according to the following guidelines:

- Qualification rounds - one yellow arc at qualifying mark and one white reference mark
- Finals - 2 white arcs at distances such that:
 - 20% of throws land before the shortest arc
 - 60% of throws land between the two arcs
 - 20% of throws land beyond the furthest arc

Intervals of the arcs for **Shot Put** should be 2 metres.

Intervals for all **other Throwing Events** should be 10 metres.

4. Competition Officials Layout

As per Appendix 1

November 2016