

COMPETITION MANAGEMENT

Infield Management Guidelines - Officials

May 2022

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).

It is the responsibility of the Technical Delegate(s), in conjunction with the European Athletics office, to adapt below recommendations, if necessary, based on local circumstances (stadium layout, national judges experience...).

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

- Athletes
- Officials
- Technical team
- 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.

All people working infield shall wear a Uniform or any other identification provided by the LOC.

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** lead by the Technical Delegates(s), 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
- Medical responsible person

After the clean infield discussion all concerned must agree on the final position of personal, cameras, boards, technical equipment and any other material infield, as well as the flows. 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

Notes:

- Whenever applicable all officials must be seated and as much as possible in a way that the public's visibility is not obstructed.
- Officials on a temporary duty must leave the infield as soon as their duty is finished.
- The figures should not exceed those shown.
- 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.

Infield layout maps per event, including the recommended positioning of all officials listed below are to be found in Appendix 1.

EUROPEAN INDOOR CHAMPIONSHIPS

Notes:

- According to World Athletics Competition Rules CR 8.1, the Chief International Technical Official (ITO), in conjunction with the Technical Delegates, shall assign at least one ITO for every event on the programme. The ITO shall be the Referee of each event to which he/she is assigned.
- 2 video referees (one for track and one for field events) will be appointed among the ITOs
- EDM to be used for Shot Put
- EDM may be used for Pole Vault
- VDM to be used for Long Jump / Triple Jump (and for Shot Put, if available in future)
- Countdown clock managed by Secretary via remote control. If technology allows, the countdown clock is to be incorporated into the Field Events Boards (FEBs). In that case, the 'yellow flag' (i.e. showing to the athletes that 15 seconds left before the end of the trial) shall be as well integrated into the FEBs and managed by the Secretary/Data Operator.
- In all field events, there should be the alternative visual means (e.g. via FEBs, other LED boards, 'lighting' tower, etc.) to show valid or invalid trial trials instead of red and white flags. It is still the Chief Judge to decide on the valid or invalid attempt. While the information is to be entered into the system to be visualized via a data operator/secretary. Relevant means of communication are to be provided between the Chief Judge and the data operator/secretary, where needed.

Nb	Function	Location		Comments	Notes
		Infield	Outside		
General					
1	Marshall – has the control of the competition venue and of the access to the infield	X			
3	Marshall assistants (e.g., control of crossing HJ/LJ – 60m races)	X			
Track Events					
1	Starter		X	Starter should be when possible, outside the track	Recommendation to have all start equipment outside lane 6 whenever possible
1	Start coordinator		X		
2	Starter's assistants	X			
2	Recallers	X			
1	Start referee		X- if possible		

1	Track referee		X- if possible	Start Referee or Starter to explain decisions to the audience Start and Track Referee could be the same person	
1	Chief judge Track		X- if possible		
1	Chief judge assistant		X- if possible		
1	Lap scorer	X		Only if needed	
1	Chief Umpire		X	To be infield for relays to position the athletes in the running order	
Max 5	Umpires		4	For oval races	
			3	For relays only – each one managing one group of athletes	
			2	For straight events	
			5	For hurdles only – also helping with positioning hurdles	
1	Photo-Finish judge		X		Order of finish line crossing managed by Technology
1	Photo-Finish judge assistant		X		
Field Events – High Jump					
1	Referee	X			<ul style="list-style-type: none"> • Countdown clock and infield board to be managed by the Secretary • Infield board should be clearly visible for the athletes
1	Chief Judge - also placing the bar & assisting measuring	X			
1	Judge – placing the bar & assisting measuring	X			
1	Athletes’ judge to write protocol, communicate with athletes and control the crossing of the track by athletes wishing to communicate with their coaches (another judge could support, if needed)	X			

1	Secretary		X- if possible	Very efficient communication between Infield and Secretary needed	
Field Events – Pole Vault					
1	Referee	X			<ul style="list-style-type: none"> • Countdown clock and infield board to be managed by the Secretary • Infield board should be clearly visible for the athletes
1	Chief Judge	X			
2	Assistants – placing the bar, uprights, assisting measuring and catching poles	X		One additional assistant may be needed to operate the automatic uprights	
1	Athletes’ Judge – writing protocol and communicating with athletes and also managing the bar position	X			
1	Secretary		X- if possible	Very efficient communication between Infield and Secretary needed	
1	Secretary Assistant		X- if possible		
1	EDM operator- if relevant		X	If relevant, EDM to be used prior to competition for calibration	
Field Events – Long Jump / Triple Jump					
2	Referee	1	1	One on the field of play and one in the VDM/take-off review room/space	<ul style="list-style-type: none"> • Countdown clock and infield board to be managed by the Secretary • Infield board should be clearly visible for the athletes • Plasticine to be available for B-Plan. Assistant(s) to fix the plasticine indicator board should be outside whenever possible with the replacing boards. • VDM and take-off review operators from service provider to sit next to Chief Judge and Judge for VDM
1	Chief Judge		X	Validating the attempt from the VDM/take-off review room/space	
2	Assistants – levelling the sand	X			
1	Athletes Judge – writing protocol and communicating with athletes	X			
1	Secretary		X	Very efficient communication between Infield and Secretary needed	
1	Judge for VDM		X		
1	Judge	X		Handling cone and countdown clock in case not remote	

					<ul style="list-style-type: none"> • Screen for replay of take-off review to be available for athletes on the field of play (Kiosk)
Field Events – Shot Put					
1	Referee	X			<ul style="list-style-type: none"> • Countdown clock and infield board to be managed by the Secretary • Infield board should be clearly visible for the athletes • The “other” side of the circle will be managed by the video referee in case 2 cameras are provided by the LOC or Hawk Eye
1	Chief Judge	X			
1	Judge – controlling validity of landing and positioning the EDM spike/prism	X			
1	Judge – controlling validity of landing and placing the implements on the return rack	X			
1	Judge to place the implements on the rack and record implements statistics	X			
1	Athletes Judge – writing protocol and communicating with athletes	X			
1	Secretary		X- if possible	Very efficient communication between Infield and Secretary needed	
1	EDM Operator		X- if possible		

EUROPEAN OUTDOOR CHAMPIONSHIPS

Notes:

- According to World Athletics Competition Rules CR 8.1, the Chief International Technical Official (ITO), in conjunction with the Technical Delegates, shall assign at least one ITO for every event on the programme. The ITO shall be the Referee of each event to which he/she is assigned.
- 2 video referees (one for track and one for field events) will be appointed among the ITOs
- EDM to be used for all throws
- EDM may be used for Pole Vault
- VDM to be used for Long Jump / Triple Jump (VDM could be also used for Shot Put or even long throws, if available in future)
- Countdown clock managed by Secretary via remote control. If technology allows, the countdown clock is to be incorporated into the Field Events Boards (FEBs). In that case, the 'yellow flag' (i.e. showing to the athlete that 15 seconds left before the end of the trial) shall be as well integrated into the FEBs and managed by the Secretary/Data Operator.
- In all field events, there should be the alternative visual means (e.g. via FEBs, other LED boards, 'lighting' tower, etc.) to show valid or invalid trial trials instead of red and white flags. It is still the Chief Judge to decide on the valid or invalid attempt. While the information is to be entered into the system to be visualized via a data operator/secretary. Relevant means of communication are to be provided between the Chief Judge and the data operator/secretary, where needed.

Nb	Function	Location		Comments	Notes
		Infield	Outside		
General					
1	Marshall – has the control of the competition venue and of the access to the infield	X			
3	Marshall assistants – control of crossing track and other areas, where relevant	X			
Track Events					
1	Starter		X	Starter & Start coordinator may be outside the track, (between lane 8 and the stands) whenever possible	Recommendation to have all start equipment outside lane 8 whenever possible
1	Start coordinator		X		
2	Starter's assistants	1	1		

2	Recallers	1	1		
1	Start referee		X	Start Referee or Starter to explain decisions to the audience Start and Track Referee could be the same person	
1	Track referee		X		
1	Chief judge Track		X- if possible		
1	Chief judge assistant		X- if possible		
4	Lap scorer / finish judges – timing, lap scoring, finish order	1	3 (+3)	3 additional needed for races up 1500m	If no transponders are used 7 Judges to act as lap scorers for 10.000m and Race Walking track events.
1	Chief Umpire		X	To be infield for relays only to position the athletes in the running order. Otherwise, outside.	
Max 7 at one time	Umpires		4	2 in each bend	Umpires' requirements will have to be adapted to the video recording system in place for the event.
		3	3 (out of lane 8)	For relays – 2 managing each group of athletes	
			2	For straight events	
		5		For hurdles – also helping with positioning hurdles	
1	Photo-Finish judge		X		Order of finish line crossing managed by Technology
1	Photo-Finish judge assistant		X		
Field Events – High Jump					
1	Referee	X			<ul style="list-style-type: none"> Countdown clock and infield board to be managed by the Secretary Infield board should be clearly visible for the athletes
1	Chief Judge - also placing the bar & assisting measuring	X			
1	Judge – placing the bar & assisting measuring	X			
1	Athletes' judge to write protocol, communicate with athletes and control the	X			

	crossing of the track by athletes wishing to communicate with their coaches (another judge could support, if needed)				
1	Secretary		X- if possible	Very efficient communication between Infield and Secretary needed	
Field Events – Pole Vault					
1	Referee	X			<ul style="list-style-type: none"> • Countdown clock and infield board to be managed by the Secretary • Infield board should be clearly visible for the athletes
1	Chief Judge	X			
2	Assistants – placing the bar, uprights, assisting measuring and catching poles	X		One additional assistant may be needed to operate the automatic uprights	
1	Athletes’ Judge – also managing the bar position	X			
1	Secretary		X- if possible	Very efficient communication between Infield and Secretary needed	
1	EDM operator- if relevant		X	If relevant, EDM to be used prior to competition for calibration	
Field Events – Long Jump / Triple Jump					
2	Referee	1	1	One on the field of play and one in the VDM/take-off review room/space	<ul style="list-style-type: none"> • Countdown clock and infield board to be managed by the Secretary • Infield board should be clearly visible for the athletes • Plasticine to be available for B-Plan. Assistant(s) to fix the plasticine indicator board should be outside whenever possible with the replacing boards. • VDM and take-off review operators from service provider
1	Chief Judge		X	Validating the attempt from the VDM/take-off review room/space	
2	Assistants – levelling the sand	X			
1	Athletes Judge – writing protocol and communicating with athletes	X			
1	Secretary		X	Very efficient communication between Infield and Secretary needed	
1	Judge for VDM		X		
1	Judge	X		Handling cone and countdown clock in case not remote	

					to sit next to Chief Judge and Judge for VDM • Screen for replay of take-off review to be available for athletes on the field of play (Kiosk)
Field Events – Shot Put					
1	Referee	X			<ul style="list-style-type: none"> • Countdown clock and infield board to be managed by the Secretary • Infield board should be clearly visible for the athletes • The “other” side of the circle will be managed by the video referee in case 2 cameras are provided by the LOC or Hawk Eye
1	Chief Judge	X			
1	Judge – controlling validity of landing and positioning the EDM spike/prism	X			
1	Judge – controlling validity of landing and placing the implements on the return rack	X			
1	Judge to place the implements on the rack and record implements statistics	X			
1	Athletes Judge – writing protocol and communicating with athletes	X			
1	Secretary		X- if possible	Very efficient communication between Infield and Secretary needed	
1	EDM Operator		X		
Field Events – Long Throws					
1	Referee	X			<ul style="list-style-type: none"> • Countdown clock and infield board to be managed by the Secretary • Infield board should be clearly visible for the athletes • The “other” side of the circle will be managed by the video referee in case 2 cameras are provided by the LOC or Hawk Eye
1	Chief Judge	X			
1	Judge on the “other” side of the circle	X		For Hammer and Discus only	
2	Judges controlling validity of landing, positioning the EDM spike/prism and returning back the implements	X			
1	Judge managing implements including statistics	X			
1	Athletes Judge – writing protocol and communicating with athletes	X			

1	Radio-controlled vehicle operator carrying back the implement, if relevant		X- if possible	2 cars but 1 operator (*one car being a back-up in case of any technical issue)	
1	Secretary		X- if possible	Very efficient communication between Infield and Secretary needed	
1	EDM Operator		X- if possible		

3. Infield Management for other categories

Photographers:

- Maximum 12 simultaneously infield photographers for outdoor and 8 for indoor events (the numbers are to be discussed and confirmed by EA & TD before each individual Championships)
- Media Department to develop before each event a clear detailed plan and map (including Numbers, access and flows, behaviour recommendations, etc.)
- Location of the infield working space (one table) for Photo upload to be agreed in advance with TDs
- Construction to install cameras at field events

Host Broadcaster:

- Refer to TV Operations Manual

Victory Ceremonies

- Council Decision to have the victory ceremonies stage outside of the competition venue for both Indoor / Outdoor Championships
- For other events, strong recommendation to have the victory ceremonies staged outside the competition timetable and outside of the track
- If not possible, location of the podium to be carefully studied to avoid crossing of the track.

Medical:

- Refer to Infield Management guidelines for Medical Personal
- Recommendation to find a position for medical staff which is not visible on camera view
- Recommendation to have the anti-doping chaperones located outside the track (and at the end of the mixed zone whenever possible)

Data:

- One CIS to be installed on the athletes' benches for all field events (to be included in the infield layouts) – when the Secretary is positioned outside

Technical Team:

- Technical Management Team should be infield only for set up and the removal of equipment and for troubleshooting.
- LOC competition Management to develop equipment movement plan to be agreed by TDs

4. Equipment

- Start material to be installed outside of lane 8 (6 for indoor events), whenever possible
- Field events boards to be installed outside of the infield for indoor competitions
- Type and size of athletes' benches to be discussed and agreed with TDs and HB
- Type, size and branding of shadow to be discussed and agreed with TDs and HB

5. 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.