

This list of officials/volunteers can be overlapped for local meet purposes.

Depending upon the number of participants in the meet, you will need the following Meet Officials:
Arrange an official's organization meeting prior to the start of the meet.

Meet Director / Meet Referee

1. _____

Secondary Meet Director

1. _____

Announcer/Awards Presenter

1. _____

Clerk of Course

1. _____

Starter

1. _____

Recorder

1. _____

Head Judge

1. _____

Head Timer

1. _____

Finish Judges/ Timers (1-8)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Turn/Lane Inspectors-Can use field event officials (3)

1. _____

2. _____

3. _____

Softball Throw Judge

1. _____

Softball Throw Recorder

1. _____

Marker

1. _____

Ball Chaser

1. _____

Standing Long Jump Judge

1. _____

Standing Long Jump Recorder

1. _____

Standing Long Jump Raker

1. _____

Standing Long Jump Marker/Raker

1. _____

Note: Some of these volunteers can be used to register participants before the meet.

Meet Official's Job Duties

Head Finish Official

1. Designate Finish Line officials who will time participants in each lane.
2. Oversee finish line area
3. Ask timers to be ready with watches cleared at start of each race
4. In the relays, get signal from passing zone judges that the teams are ready at each zone.
5. Notify starter with flag or whistle when ready.
6. After the relays, check with passing zone judges to make sure that the hand-offs were in the zones. Notify recorder if there was a violation for a disqualification.
7. Deliver event results to recorder before next race.

Recorder:

1. Ask for place finishers in order of 1st through last place.
2. As times are recorded, note whether they are in order of places. If there is a time error, the picker's choice takes precedence over the timer's results, PLACES STAND. Give both runners the lowest of the two times.
3. Remind timers not to clear their watches until given the okay.
4. Get event sheets prior to each race.
5. Deliver event sheets to the results table.

Timers:

1. Your job is to time an assigned lane in each race.
2. Practice starting, stopping, and resetting your watch a few times before an actual race.
3. Be alert to the Head Official – that person is in contact with the starter. He or she will tell you when to be ready and the distance of the race. Hand signal will be used with whistle to inform the starter.
4. Your timing cue is the smoke from the starter's pistol, not the sound.
5. After a race, go out onto the track with your picker and escort the runner back to the

recorder. Only announce your time to the recorder.

6. Announce the time when asked, after the picker has given the runner's name.
7. Don't clear your watch until the recorder has okayed it.
8. All heats are timed – be prepared
9. Picker selection takes precedence over the watch results.

Finish Judges (pickers):

1. In each race, your primary job is to pick the place finisher that you've been assigned.
2. Immediately after each race, go out onto the track and greet the child you've chosen. Escort the participant to the recorder and ask them their name.
3. Announce to the recorder the place and the participant's name.
4. In the event of a preliminary heat, some pickers may have to escort their finishers to the waiting area for the final heat.
5. All finishers get to pick up participation ribbons (if used) at the awards table. First – Third place finishers will pick up their place ribbons. The first place finisher should get a packet with the State Qualifier information in it.
6. In the case of the dashes, there may be more than one judge on the first two places required.

Clerk of Course:

1. Responsible for recording the name and number of each competitor and shall assign each runner to the proper heat and starting position. He/she is responsible for giving all necessary instructions concerning the rules governing the race.
2. Final check to make sure shoes and uniform comply with the rules.
3. Assign running numbers if applicable