



Study Guide 13 - Marshal

Study Guide 13 – Marshal Program Learning/Performance Objectives

Junior Official Program Study Guidelines

The purpose of the Study Guides in this program are to help you acquire the knowledge needed to be able to understand and create a brief statement of the information that you will need for course completion and future knowledge. You might think of this Study Guide as a mini-outline to the different official positions that are contained in Track and Field competitions. Consider this Study Guide as a condensed version of all of the important information that you will need to complete the Junior Officials Program successfully.

Each Officials duties, skills and behaviors are contained in the 17 different Study Guides offered in this program. These Study Guides are a combination of

- Adopted 2020 USATF Rules of Competitions.
- Best Practices (those skills that describe “what works best” in a particular situation or environment). These Study Guides are data supported successes and researched supported over time, as offered by Track & Field officials in the quest for accountability for reliable methods.
- USATF Code of Ethics
- USATF Professional Conduct Guidelines

Procedures

Once you have the Study Guide in front of you, do more than just read it. Take the time to look at the material to understand what you will be asked to do. Start by reading the description to formulate a big-picture idea of what your Mentors assessment will look like. Then, review the list of concepts.

Quizzing yourself is a highly effective study technique. Make a copy of the Mentors Checklist and carry it with you to the meets so you can review the questions and answers periodically throughout the day and across several days/meets. Identify the questions that you don't know and quiz yourself on only those questions. Say your answers aloud.

The important skills needed in this Guide correspond to the Learning and Performance Objective numbers that begin with the abbreviation **M (Marshal)**. (**M1 - M17**)

Ask questions of your Mentors, they are there to answer your questions and guide you to learning and performing as a USATF official.

Good Luck to you on your journey to become a USATF Certified Official!



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Study Guide Information

1. USATF RULE 133 – MARSHAL (M1)

The Marshal shall have full charge of the areas used for competition, shall allow only persons with valid accreditations to enter or remain therein, and shall limit all persons from interfering with the fair, orderly and sportsmanlike conduct of the meet. Marshals shall be easily identifiable. The Chief Marshal shall supervise and assign respective duties to the Marshal assistants.

USATF OFFICIALS BEST PRACTICES

MARSHAL DUTIES

(USATF Rule 133; NCAA Rule 3.15; tailor these instructions to the competition)

Marshals “shall have full charge of the enclosure or course.” and “...shall prevent anyone but officials and actual competitors” from being in the competition area. Marshals work with the head official of each competition area but they are under the direction of meet management. Basic responsibilities include:

2. Secure access to the competition area so that only working officials, competitors, and other authorized/credentialed individuals are permitted entry. (M2) The competition area is a particular venue where competition will occur, such as a long jump venue within the “enclosure or course”.

3. Secure the start area of each race, prevent physical encroachment and sound interference (including that from the announcer) which could jeopardize the start. (M3) Protect the starters and competitors. Control photographers. If athletes are disqualified and refuse to leave the start/track, Marshals should ask them to accompany them off the track, and failing that, should pull the starting blocks and/or stand where the runner would have started.

4. Secure the finish area of each race and prevent any person other than competitors from crossing the finish line/timing system so that the order of finish and timing can be accurately determined. (M4) Protect the finish/timing, electronic measuring equipment from being bumped.

5. Secure every field event competition area, including the runways, pits, circles, and implement landing areas to protect competitors and officials, spectators, and media. (M5) Safety is paramount; make certain no one is within an area where they could be struck by an implement. Coordinate with field event head judges regarding their needs for Marshaling. At least one, and often three Marshals are needed per event. If sufficient marshals are not present, try to secure volunteers to assist.



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6. Secure meet administration areas within the competition enclosure. (M6) Allow only authorized /credentialed persons in. This is not an area for off-duty officials.

7. In the event of an injury, secure the area to permit access to the injured person only by appropriate personnel. (M.7) Once medical personnel have arrived, keep all others and media out.

8. See that competitors, coaches, or trainers do not engage in unsportsmanlike conduct within the competition area. (M8) Do not physically touch individuals, but inform them of the consequences of their conduct for that meet and for future competitions. If individuals fail to respond to verbal directions, and physical is necessary or physical injury is imminent, ask law enforcement to intervene.

9. Assist in the enforcement of competition uniform, electronics, and unauthorized assistance rules. M.9)

10. Possess writing materials to make a record of uniform, electronics, and unsportsmanship infractions, and refusals to follow Marshals' directions. (M.10) Provide reports to the Chief Marshal or the Meet Referee.

11. Anticipate movement of officials from one location to another (M.11) to carry out their duties; precede them to ensure the area is ready for the officials to use when they relocate.

12. If necessary, upon completion of the competition, escort competitors to the Mixed Zone. (M.12)

13. For cross country & road races, may be both a Marshal & Umpire. (M.13) Direct athletes at turns and intersections (but the responsibility to follow the course lies with the athlete).

MARSHAL PERSONAL EQUIPMENT (M.14)

1. Chair
2. Distinctive badge, hat, or armband
3. Marshal report form
4. Pens, pencils
5. Sunscreen, water
6. Inclement weather gear

MARSHAL – CC/LDR/MUT RACES - AID STATION INSTRUCTIONS (M.15)

The day before the race, attend the mandatory meeting at specified time (know the location, address, and phone number). There, you pick up:

- Any needed station materials such as: 1 first-aid kit, 1 first-aid triage instructions, 2 to 4 5-gallon water coolers, 1 folding table, a bin with food server



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gloves, Powerade, HEED and Ultima concentrate (one pack makes 5 gallons), 1 stir-stick, 2 plastic pitchers, packs of paper cups, 5 30-gallon trash bags, course maps, spectator's guides, 1 rake, safety vest, and volunteer t-shirts.

On race day after 7 AM, we deliver to you: (*describe food & beverages provided*).

How to prepare: Bring your water coolers filled with cold water. Bring a filled ice chest, folding chairs, music boxes (only at non-residential locations). Dress appropriately for cold or hot weather. Bring gloves and a hat if needed.

How to set up: Thoroughly read the permit at (*enter race website*). We must comply with the permit; no exceptions.

- The start line is open from (*enter times*). Your first volunteer **must** arrive by X:XX AM, followed by others, to set up your table, mix HEED and Ultima, and pour at least 400 cups of water and 400 cups of athletic drink before the first runners come to your station. Continue pouring water and athletic drink throughout the course of the race. Mix one container of concentrate per 5-gal jug of water. Fill cups only $\frac{3}{4}$ to avoid spillage at the handoff.
- Set up the table 10 feet off to the west side of the trail so it doesn't interfere with traffic. Stand between the table and trail. Do not stand in the trail. You may offer additional snacks in paper cups.
- Volunteers at water stations at intersections also act as course marshals, unless a course marshal is already assigned. See course marshal instructions below. The trail is open to the public during the race. Be courteous to all trail users.
- Hand off the athletic drink first, then plain water. Hold the cup out, but don't block the path of the runners. As runners approach, tell them what you're handing out. Athletic drink should come first, then the water. "PowerAde then water!" is the call, meaning you have the athletic drink, and the volunteers after you have water. Lead runners with the cup; swing your arm as they reach for the cup, so they don't smack it out of your hand.
- Keep your area clear of discarded cups, but wait until no runners are approaching before you pick up cups. Runners are accustomed to running over cups. Please clean up all trash both up and down the trail from your table.
- Cheer on the runners! Encourage them, keep them motivated, and tell them your mileage (see **Welcome Letter**).
- After the last runner passes shut down. Dump unused water. You can leave any leftover drinks in the coolers or jugs.
- Please return to (*enter location*) with the table, the coolers, the first-aid kits, and any other leftover supplies.
- Our hotline is (**enter phone number**). Call in at 6:00 AM and 6:55 AM to hear the start and set your watch. Call the hotline if you need help and when the first and last runners pass your checkpoint. Call **9-1-1** in case of emergency,



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Communications: Cell phones work along most of the course. Ham radio operators are at each station with full-course contact.

COURSE MARSHAL INSTRUCTIONS (M.16)

- Go to your position xxx to set up (t-shirts, map, safety vest, spectator's guide).
- Be there before the first runner arrives (*enter the reporting time for each specific location*).
- Never impede or slow the progress of the runners, but SAFETY IS TOP PRIORITY! At crossings, be assertive about stopping cars to let runners pass. Wait for a sufficient gap between runners before you wave a car through. When in doubt about an approaching runner's speed, hold traffic. Thank the drivers for their patience with a smile and wave.
- Point runners in the right direction. If you're where runners may be confused, holler loudly and point clearly as the runners approach – tell them which way to go. (But, the final responsibility to follow the course lies with the athlete.)
- Maintain good relations with neighbors, strollers, bicyclists, and other trail users.
- Cheer on the runners! Encourage them, keep them motivated, and tell them your mileage (see **Welcome Letter**).
- After the last runner passes, return to (*enter location*). Call for a ride if you need one. Please return any equipment.

PARKING

(Enter parking instructions for all appropriate areas.)



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USATF OFFICIALS BEST PRACTICES

MARSHAL'S INCIDENT REPORT – (M.17)

Event: _____ Heat/Section: _____ Lane: _____
 Hip number: _____ Bib number: _____ Team: _____
 Color of jersey: _____ Color of shorts: _____
 Time: _____ am pm Gender: Men ___ Women ___
 Location: _____

DESCRIPTION INCIDENT (who, what, where, when):

Head Marshal Notified Yes No Time: _____
 Security Notified Yes No Time: _____
 Medical Notified Yes No Time: _____

Signature of Marshal: _____ Date: ___ / ___ / ___

REFEREE'S ACTION:



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Resources

Best Practices:

- First Aid Station, Mar 2013
- Marshal Duties, Jan 2018
- Marshal Evaluation Form, Mar 2014
- Marshal Head Official Protocols, July 2017
- Marshal Incident Report, Feb 2018
- Near Miss Incident Report, Feb. 2018
- The Marshal, Jun 2010
- Severe Weather Conditions, Oct. 2011
- Throws Safety, July 2018
- Venue Inspection checklist, 2013
- Emergency Planning Template, Sept. 2009
- Liability and Safety Clinic, Dec. 2016
- Minimizing Injury, Death, and Bad Results
- Planning for Disaster
- Safety Training, Aug. 2019
- Track and Field Officials Liability- How to Avoid it, April 2015

All of the above RESOURCES can be found at:

https://www.flipsnack.com/USATF/marshaling_safety_liability/full-view.html

- USAFT Code of Ethics/ Professional Guidelines

[USATF Code of Ethics and Performance Guidelines](#)



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REMINDER MAP - Common Learning/Performance Objectives (PO's) for all Junior Official Participants

Mentors will be concentrating on the areas in gray to determine your Checklist and Field of Play Evaluation during and at the end of your individual time-line in the program.

Code of Ethics/Performance Objectives (PO's)	PO #	Assessment Evaluation Criteria (P.O.'s)	PO #
Be fair, consistent, and impartial to ensure equitable treatment for all competitors.	PO1	Arrives on time for meetings and events.	AEC1
Have a thorough knowledge of the rules and procedures for the particular event or position assigned and review them prior to a competition.	PO2	Properly wears officials' uniform; presents a professional appearance.	AEC2
Cooperate with fellow officials to conduct competition in a safe and professional manner. Be courteous and avoid confrontations or making derogatory comments to athletes, coaches, spectators, or other officials.	PO3	Knows and applies rules correctly and consistently.	AEC3
Demonstrate respect and courtesy for other officials. Avoid interfering with duties assigned to other officials or publicly questioning the performance of other officials. Assist in correctly applying rules and support final decisions rendered by chief officials. Provide and accept performance feedback in a positive manner.	PO4	Treats all personnel with respect and professionalism	AEC4
Honor all assignments and agreements made for performance of officiating and support duties.	PO5	Communicates effectively with competitors.	AEC5
Not discriminate against any individual or group on the basis of race, color, religion, gender, national origin, age, or other protected characteristic.	PO6	Stays alert to the competition, potential problems, and the athletes.	AEC6
Not engage in harassment by making unwelcome advances, remarks, or display of materials where such would create an intimidating, hostile, or offensive environment.	PO7	Works well with other officials for success of the crew.	AEC7
Not fraternize with athletes or coaches, provide tips or comments which could be construed as coaching for any athlete, nor cheer for or provide encouragement to particular athletes or teams during a competition.	PO8	Willing to pitch in and help wherever needed or directed.	AEC8
Not use tobacco products while in the field of competition, nor consume alcoholic products before or during a competition.	PO9	Has applicable rule books and necessary personal equipment.	AEC9
Not seek recognition or attention during a competition.	PO10	Correctly and efficiently prepares the venue; maintains safety	AEC10
Conduct an honest self-evaluation after each competition, to identify errors made and areas for improvement; and be receptive to suggestions for conducting events in the best possible manner in the future.	PO11	Conducts complete, accurate briefings for athletes.	AEC11



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Comply with the USA Track & Field Officials Code of Ethics	PO12	Effectively manages volunteers	AEC12
Be punctual in reporting for assigned officiating duties, including allowing adequate time for venue inspection and set-up prior to the warm-up period and competition.	PO13	Completes event forms properly and neatly	AEC13
Possess the appropriate rule book(s) for the competition.	PO14	Demonstrates good decision-making and problem-solving skills.	AEC14
Possess and maintain appropriate uniform items and wear the national uniform or other dress prescribed by meet management, and be prepared to continue duties in all types of weather.	PO15	Accepts & responds to feedback, contributes to post-event review	AEC15
Inspect assigned venues to ensure the safety of athletes, officials, and spectators. Correct or report apparent or suspected dangers to meet management before beginning a competition.	PO16		
Be calm, positive, and polite. Refrain from dialog with athletes and coaches regarding disputed calls or decisions, and instead refer them to the referee, protest table, or games committee for resolution. Report abusive behavior toward officials to meet management.	PO17		
Not use any electronic or photographic devices, including cell phones, while officiating.	PO18		
Assist in submitting competition results, cleaning the event area, and returning equipment. Before departing the site, determine if any other venues need officiating assistance.	PO19		
Attend periodic training sessions or clinics to maintain or update officiating skills. Assist, as appropriate, in developing and presenting training materials.	PO20		
Keep physically fit, and advise their association or coordinator of officials of physical limitations on their ability to perform any assigned duty.	PO21		
Mentor less experienced officials by sharing information and techniques, demonstrating use of equipment, identifying potential problems or issues and recommending solutions, and encouraging questions.	PO22		
Assist in recruiting new officials.	PO23		
Consider active involvement with the officials' committees of the local association and USATF.	PO24		
Make recommendations for rules changes as appropriate.	PO25		



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Study Guide 13 – Marshaling Program Learning/Performance Objectives – Mentor Checklist

Participant Name _____ Mentor Name _____

Evaluate applicable areas, based on assignment(s) for this meet/some areas will be Non-Applicable (NA)

INSTRUCTIONS: All items on this Checklist must be completed during the timeline of the program. Some participants are in the program for one-to-four years. All items/objectives should be checked when the item is successfully completed. Not all items will be completed at any particular meet but over a series of meets. Enter the date of the completed PO/LO, your initials for verification, and any comments that you may have. Make three (3) copies when the form is completed. Keep one (1) copy for yourself. Distribute one (1) to the participant. Send one (1) to your Certification chairperson or to your Junior Officials Program coordinator as per your specific Association designee. All Objectives must be met before submission. Note: Some of the items on the checklist maybe “Not Applicable (NA) but those items are very limited. Ex. A 14 year-old JOP Participant will not be a Starter at a meet or assigning other officials to duties. These type criteria will be marked NA. NA’s should be used sparingly.

Learning /Performance Objectives – MARSHALL What should the JOP to explain and do?	PO#	Date Completed	Mentors' Initials
USATF RULE 133 – MARSHAL	M1		
Secure access to the competition area so that only working officials, competitors, and other authorized/credentialed individuals are permitted entry.	M2		
Secure the start area of each race, prevent physical encroachment and sound interference (including that from the announcer) which could jeopardize the start.	M3		
Secure the finish area of each race and prevent any person other than competitors from crossing the finish line/timing system so that the order of finish and timing can be accurately determined.	M4		
Secure every field event competition area, including the runways, pits, circles, and implement landing areas to protect competitors and officials, spectators, and media.	M5		
Secure meet administration areas within the competition enclosure.	M6		
In the event of an injury, secure the area to permit access to the injured person only by appropriate personnel.	M7		
See that competitors, coaches, or trainers do not engage in unsportsmanlike conduct within the competition area.	M8		
Assist in the enforcement of competition uniform, electronics, and unauthorized assistance rules.	M9		
Possess writing materials to make a record of uniform, electronics, and unsportsmanship infractions, and refusals to follow Marshals’ directions.	M10		



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Anticipate movement of officials from one location to another to carry out their duties; precede them to ensure the area is ready for the officials to use when they relocate.	M11		
If necessary, upon completion of the competition, escort competitors to the Mixed Zone.	M12		
For cross country & road races, may be both a Marshal & Umpire.	M13		
Personal Equipment	M14		
CC/LDR/MUT RACES – Aid Station Instructions	M15		
Course Marshal Instructions	M16		
Incident Report	M17		

Comments:



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Study Guide 13 Marshal - Mentor Assessment – Field of Play Evaluation

Participant's Name _____ Mentor Name _____

MENTORS – All items on this Checklist must be completed during the timeline of the program. Some participants are in the program from one-to-four years. All items/objectives should be checked when the item is successfully completed. Not all items will be completed at any particular meet but over a series of meets. Checkoff the rating that you give to the JOP Participant, enter the date of completion and enter your initials as a verification that the objective was completed. If you have assigned a rating of Fair* - Please add your rationale to the *Area for Improvement space. *Please submit a copy of this Field of Play Evaluation/Assessment final form with the completion dates and your Mentor signature, to the Association Certification Chairperson or JOP Designee in your Association. Please make 3 copies -One (1) for your records, one (1) for the Association Chair/JOP Designee, and one (1) to give to the JOP Participant for their records. Hardcopies or electronic copies are acceptable. All Objectives must be met before submission.*

Code of Ethics/Professional/ Learning/Performance Objectives	PO#	Fair* (check)	Good (check)	Excellent (check)	Date Completed	Mentor Initials
1. Arrives on time for meetings and events.	AEC1					
*Area for Improvement (Fair or below):						
2. Properly wears officials' uniform: presents a professional appearance.	AEC2	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
3. Knows and applies rules correctly and consistently.	AEC3	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
4. Treats all personnel with respect and professionalism.	AEC4	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
5. Communicates effectively with competitors.	AEC5	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
6. Stays alert to the competition, potential problems, and the athletes.	AEC6	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
7. Works well with other officials for success of the crew.	AEC7	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						



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8. Willing to pitch-in and help wherever needed or directed.	AEC8	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
9. Has applicable rulebooks and necessary personal equipment.	AEC9	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
10. Correctly and efficiently prepares the venue and maintains a high level of safety.	AEC10	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
11. Conducts complete, accurate briefings for athletes.	AEC11	Fair*	Good	Excellent	NA	NA
*Area for Improvement (Fair or below):						
12. Effectively works with volunteers.	AEC12	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
13. Completes event forms properly and neatly.	AEC13	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
14. Demonstrates good decision-making and problem-solving skills.	AEC14	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
15. Accepts and responds to feedback in an appropriate manner.	AEC15	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
16. Not discriminate against any individual or group on the basis of race, color, religion, gender, national origin, age, athletic ability or other protected characteristic.	PO6	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
17. Not engage in harassment by making unwelcome advances, remarks, or display of materials where such would create an intimidating, hostile, or offensive environment.	PO7	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						



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18. Not use tobacco products while in the field of competition, nor consume alcoholic products before or during a competition.	PO9	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
19. Be calm, positive, and polite. Refrain from dialog with athletes and coaches regarding disputed calls or decisions, and instead refer them to the referee, protest table, or games committee for resolution. Report abusive behavior toward officials to meet management.	PO17	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
20. Not use any electronic or photographic devices, including cell phones, while officiating.	PO18	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
21. Keep physically fit, and advise their association or coordinator of officials of physical limitations on their ability to perform any assigned duty.	PO21	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
22. Presentation of JOP Log of meet experiences containing the number of Hours based on age group.	Program Requirement	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
23. Presentation of Journal or "Briefcase of acquired materials indicating the participants knowledge of growth over the length of the program.	Program Requirement					
*Area for Improvement (Fair or below):						

Comments: _____



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