



Study Guide 16 – Meet Management

Study Guide 16 - Meet Management- Learning/Performance Objectives

Junior Official Program Study Guides

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 USATF 2020 Competition Rules.
- 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 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 **MM (Meet Management)**. (**MM1 through MM11**)

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!



Study Guide 16 – Meet Management

Study Guide Information

1. USATF RULES – MEET MANAGEMENT/PERSONNEL/OFFICIALS

RULE 110 MEET PERSONNEL (MM1)

1. There shall be as many officials at a meet as are necessary for its orderly and efficient operation, and compliance with these rules. The size of the meet and the level of competition both play a role in determining the number of officials to be used at an event. In some cases, the number of officials conducting an event may be reduced significantly.
2. Officials assigned as competition officials should be those certified by the National Officials Committee of USATF.
NOTE: *The training and certifying of officials for athletics is supervised by the National Officials Committee and by the Officials Committee of each Association of USATF as authorized by USATF Regulation 16-I. Information may be obtained by contacting the Association Officials Chair or emailing certification@usatfofficials.com.*
3. Except for Competition Officials appointed in accordance with USATF Regulation 18-J, the Games Committee shall determine the number and appointment of Competition Officials including when and how the appointments are made.
4. The following personnel are recommended as a minimum, including Chief Judges where applicable, for the USATF National Championships specified in Rule 10 and Rule 11:

2. Event Management Personnel (MM2)

Meet Director
Games Committee
Competition Director
Assistant Competition Directors, as needed



Study Guide 16 – Meet Management

Management Officials	Minimum Indoor	Minimum Outdoor
Technical Manager	1	1
Jury of Appeal	3	3
Referee – Clerking	1	1
Referee - Track	1	1
Referee - Start	1	1
Referee - Field	1	1
Referee - Combined	1	1
Referee - Outside Stadium	-	1
Referee – Video	1	1
National Technical Officials	1	3
Photo Finish Operator	1	1
Competition Secretary	1	1
Start Coordinator	1	1

*Where adequate automatic photo-finish devices are available, this reduced substantially. See Rules 126.3 and 128.4.

3. Support Personnel (as needed) (MM3)

Announcer

Surveyor Press Steward

5. The following officials and support personnel are recommended for the conduct of cross country and road events:

Starter

Clerk of Course

Chief Finish Judge

Finish Judges

Judges' Recorder

Timers' Recorder

Jury of Appeal

Course Umpires

Course Recorders

Chute Umpires

Chute Controller

Competition Secretaries

Marshals

Doctors

Press Steward

Lap Counters

Doctor

Performance Board Operators, Awards, Custodian



Study Guide 16 – Meet Management

6. Referees, National Technical Officials, and Chief Judges should wear a distinctive armband or badge.
7. It is recommended that there be 6 to 9 Race Walking Judges, plus a sufficient number of Race Walking Officials.
8. Where feasible, no official should act in a dual capacity within the decision making chain of officials. A coach should not serve as an official or Referee for any single event(s) in which an athlete whom he/she coaches competes.
9. No track team or club team manager or coach should act as an official at a Championship, international selection competition, or international meet held under IAAF Rule 1.1(a) through (d) for any single event(s) in which an athlete whom he/she coaches competes.

4. RULE 111 GAMES COMMITTEE (MM4)

1. In Championship meets, the Games Committee shall be appointed by the sport committee or committees of USATF.
2. In non-championship meets, this Committee may be appointed by the entity holding the meet.
3. This Committee shall be responsible for the correct conduct of the meet. It shall provide a place properly laid out and measured to conform to all the requirements of these rules, the appropriate sections of the IAAF Track and Field Facilities Manual and, shall also furnish all implements and equipment necessary for the satisfactory competition of the events scheduled in the official program, and shall have jurisdiction of all matters not assigned by these rules to the Referee or other officials. They may delegate operational responsibility for some or all of these areas to a Competition Director.
4. In non-championship meets, a meet director or meet manager, or both, may exclusively, or with the entity holding the meet, carry out any of the above-described functions.
5. The Competition Director, or an Assistant, shall check that all officials have reported for duty, appoint substitutes when necessary, and shall have authority to remove from duty any official for cause. In cooperation with the appointed Marshall, he/she shall arrange that only authorized persons are allowed in the competition area.

5. RULE 115 NATIONAL TECHNICAL OFFICIALS (MM5)

1. At the discretion of the Games Committee, National Technical Officials (NTOs) serve as assistants to the Referee to provide event oversight or can be appointed as a Referee at major Championships.



Study Guide 16 – Meet Management

2. The NTOs, serving in an oversight capacity, shall appoint one Chief among those already appointed for the competition if one was not previously appointed.
3. Whenever possible, the Chief NTO shall assign an NTO for every individual event, and the combined events, in the competition. The NTO shall provide all necessary support to the respective Referee of the event.
4. The NTO must be present at all times when an event, to which he/she has been assigned, is in progress and should ensure that the conduct of the competition is in full conformity with these Rules and the relevant decisions made by the Games Committee.
5. If a problem arises, or if they observe any matter, which in their opinion requires comment, they should, in the first instance, bring it to the attention of the Chief Judge of the event and if necessary, offer advice as to what should be done. If the advice is not accepted and there is a clear infringement of these Rules or decisions made by the Games Committee, the NTO shall bring it to the attention of the appropriate Referee for immediate resolution.
6. At the conclusion of field events the NTO shall also sign the results sheets.

6. RULE 118 PHOTO FINISH OPERATOR (MM6)

The Photo Finish Operators have the responsibility for assembling, positioning, connecting, and properly operating all components used in the capture of images used by the Photo Finish Judges. At the beginning of each session, the Chief Photo Finish Operator shall provide the technical expertise to the Chief Photo Finish Judge to ensure that the official and backup fully automatic timing equipment (i) is started automatically by the Starter's starting device and (ii) is correctly aligned with the finish line. See Rules 128.6 and 165.10(a).

7. RULE 119 JURY OF APPEAL (MM7)

1. A Jury of Appeal composed of 3 or 5 persons, preferably certified officials, may be established by the Games Committees to consider appeals from decisions of or referrals from the Referee as to matters that develop during the conduct of the event. In instances where there is an appeal relating to Rule Race Walking, at least one member of the Jury should be a certified Race Walk judge as defined in Rule 230.1(e).
2. One of its members shall be the Chair. For Championships held under Rules 10 and 11, and when it is considered appropriate, a Secretary, who may be a nonmember of the Jury, shall be appointed. One or more alternates should also be named. Referees shall not serve as members of the Jury of Appeal. In no case shall any management personnel or competition official serve on a Jury of Appeal in considering any appeal where such



Study Guide 16 – Meet Management

person has previously performed an official function in respect of the matter being appealed. No member of the Jury of Appeal shall be present during any deliberations concerning an appeal that affects, directly or indirectly, an athlete affiliated with that member.

3. For National, Regional, and Association Long Distance Running and Cross Country Championship events and events sanctioned under Regulation 23-A or 23-B, a Jury of Appeal shall be appointed. For all non-championship long distance running and cross country events, a Jury of Appeal should be appointed, where feasible. For National and Regional Long Distance Running and Cross Country Championship events at least one member of the Jury of Appeal, as selected under Regulation 18, shall be certified as a competition official at the National or Master level.
4. (a) The Jury of Appeal shall, as its sole function in matters resulting from a Referee decision, determine if the decision of the Referee or the Chief Race Walking Judge is based upon adequate evidence and within the scope of the authority given to such person. If such determination is in doubt, the Jury of Appeal shall consult with all relevant persons, including the relevant Referee, and may consider other available evidence, including any available video evidence. The decision of the Referee or the Chief Race Walking Judge shall be upheld unless shown to be clearly erroneous.

(b) For matters not the result of a Referee decision, the deliberations and actions of the Jury of Appeal shall be governed by Rule 125.

(c) The decision of the Jury of Appeal shall be final. There shall be no further right to appeal. The Jury of Appeal may, however, reconsider decisions if new conclusive evidence is presented. In Youth Athletics, only video designated as official by the Games Committee before the competition may be used.

NOTE: *For appeal procedures, see Rule 146.10.*

8. RULE 123 TECHNICAL MANAGER (MM8)

The Technical Manager shall be responsible for:

1. Ensuring that the track, runways, circles, arcs, sectors, landing areas for field events and all equipment are in accordance with the Rules and shall verify the calibration of electronic measuring equipment. Certification of such shall be made to the appropriate Referee prior to the commencement of the competition.



Study Guide 16 – Meet Management

2. Ensuring that the placement and removal of equipment according to the technical organizational plan for the competition as approved by the Games Committee.
3. Ensuring the technical presentation of the competition areas is in accordance with such plan.
4. Ensuring that the necessary certification under Rule 148.1 exists or has been received before the competition.

9. RULE 124 EVENT PRESENTATION MANAGER (MM9)

1. The Event Presentation Manager shall plan, in conjunction with the Competition Director, the event presentation arrangements for a competition in cooperation with the Games Committee as and where applicable.
2. The Event Presentation Manager shall ensure that the plan is accomplished, resolving any relevant problems together with the Competition Director and the relevant members of the Games Committee.
3. The Event Presentation Manager shall direct the interaction between the members of the event presentation team (announcers, awards, broadcast), using a communication system to be in contact with each of them.
4. The Announcer shall ensure that through announcements and the available technology the public is informed of information concerning the competitors taking part in each event, including the start lists, intermediate and final results. The official results (placings, times, heights, distances and points) of each event should be conveyed at the earliest possible moment after receipt of the information.
5. At competitions held under Rule 10 or Rule 11, the Announcers shall be approved by USATF.



Study Guide 16 – Meet Management

Resources

- Games Committee Issues/Decisions, Oct 2018
- Officials Application Template, Dec 2011
- Officials Assignment Template, Dec 2014
- Officials Coordinating Championship Planning, Jul 2017
- Officials Equipment - Championship Meets, Jan 2016
- Officials Meeting Topics, May 2013
- Protest Form, Oct 2015
- Protest Table, Jan 2012
- Records - Officials Responsibilities, Apr 2016
- Severe Weather Considerations, Jul 2018
- Throws Safety Considerations, June 2017
- Venue Inspection Checklist, 2013
- Volunteer Requirements, Feb 2017
- Assignment of Heats and Lanes in USATF/NCAA
- Considerations for Effective Race Planning
- Credentialing, Mar 2018
- Event Management Manual, Aug 2000
- Field Event Times, Sep 2011
- High School Meet Management Information, Jan 2010
- IAAF Video Recording, 2018
- Liability - How to Avoid It, Apr 2015
- Minimizing Injury, Death, and Bad Results
- Officials Liability and Safety - Annual Meeting Clinic, Dec 2016
- Organization of Track and Field Meet Competition Officials, Nov, 2003
- Overview Training Program for High School Volunteers
- Planning for Disaster and Bad Results in Court
- Road Running and Cross Country Chute /Finish-line Layout, Jan 1998

All of the RESOURCES listed above are available at:

<https://www.flipsnack.com/USATF/meet-management/full-view.html>

- USAFT Code of Ethics/ Professional Guidelines
[USATF Code of Ethics and Performance Guidelines](#)



Study Guide 16 – Meet Management

REMINDER MAP - Common Learning/Performance Objectives for all Junior Official Participants

Mentors will be concentrating on the **areas in gray** to determine your Checklist and Field of Play Evaluation 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



Study Guide 16 – Meet Management

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		



Study Guide 16 – Meet Management

Study Guides 16 – Meet Management Program Learning/Performance – 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 – Meet Management What can the JOP explain or do?	PO#	Date Completed	Mentors’ Initial
RULE 110 Meet Personnel	MM1		
Event Management Personnel	MM2		
Support Personnel	MM3		
RULE 111 Games Committee	MM4		
RULE 115 National Technical Officials	MM5		
RULE 118 Photo Finish Operator	MM6		
RULE 119 Jury of Appeals	MM7		
RULE 123 Technical Manager	MM8		
RULE 124 Event Presentation Manager	MM9		

Comments:



Study Guide 16 – Meet Management

Study Guide 16 – Meet Management – Mentor Assessment - Field of Play Evaluation

Participant 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 Submitted	Mentor Initials
1. Arrives on time for meetings and events.	AEC1					
*Area for Improvement (Fair or below):						
2. Maintained a professional appearance.	AEC2	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
3. Knew and applied rules to the event consistently and fairly.	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 athletes and other officials.	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):						



Study Guide 16 – Meet Management

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): NA						
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 responded to feedback in an appropriate manner.	AEC15	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
	PO6	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.	PO7	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.	PO9	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						



Study Guide 16 – Meet Management

18. Not use tobacco products while in the field of competition, nor consume alcoholic products before or during a competition.	PO17	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.	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	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						

Comments:
