



Study Guide 3 – Clerking

Study Guide 3 – CLERKING Program 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 **C (Clerking) - (C1-C27)**.

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 3 – Clerking

Skills needed to advance to Association Level:

Event Safety
Basic Rules Interpretation
Athlete Check-in & Instructions
Uniforms, Shoes, Bibs, & Hip #s
Starts - Lanes, Waterfalls, Alleys; Break Lines
Heats/Sections - Combine, Delete; Advancement
Relay Team Matters
Monitor Meet Progress vs. Schedule
Paper Flow
All Apprentice Level Requirements

USATF RULE 138 – CLERKING (C1)

1. The Clerk of Course shall control the Assistant Clerks of Course and assign them to such duties as deemed proper.
2. The Clerk of Course shall be provided with the names and the numbers of all competitors entered in running or walking events, and he/she shall notify them to appear at the starting line or other assembly area before the start in each event in which they are entered.
3. The Clerk of Course shall supervise the transit between the warm-up area and the competition area to ensure that the competitors after being checked-in are present and ready for the scheduled start of their event.
4. The Clerk of Course shall place each competitor in the correct lane or position. The Clerk shall place the competitors “under the command of the Starter” by assembling them in each lane or on the common start line, at the direction of the Starter between 1m and 3m behind the start line, with each competitor in a standing position and facing in the direction of the race. When this has been completed, the assigned Clerk shall signal to the Starter that all is ready. When a new start is ordered, the assembly shall occur again.



Study Guide 3 – Clerking

5. The Clerk of Course, and Assistants, shall ensure that competitors are wearing clothing, shoes, and spikes which are in accordance with USATF Rules. The Clerk shall verify that bibs correspond to those on the start list and are worn correctly. The Clerk shall also be responsible for distribution and proper placement of additional identification items used to aid in announcing and judging.
6. In handicap events from marks, the Clerk of Course shall place each competitor behind the proper mark and shall immediately notify the Starter should any competitor attempt to advance after the Starter has given the final oral command to the field.
7. In time allowance handicap events, competitors shall be assigned their positions by the Clerk of Course, who shall also furnish the Starter with the number and time allowance of each competitor.

CRASH COURSE IN CLERKING. Jason Harless- USATF Indiana Association 2018

PERFORMANCE OBJECTIVES (C2)

- Awareness of rules as they pertain to the duties of the CLERK across USATF/NCAA/NFHS rules.
- Identify ways to become more efficient/proficient in Clerking.
- Practical advice to the new or inexperienced clerk.
- Understand flow of a championship clerking procedure
- Problem solve for smaller meets with less available help.

WHO IS THE CLERK OF COURSE? (C3)

- **USATF Rule 138**
- **NCAA Rule 3-6**
- **NFHS Rule 3-7**

USATF Rule 138

- Obtain names/numbers of competitors entered and notify them when to report to the starting line or assembly area for each event.
- Supervise transit between warm-up and competition area so that all are present and ready for the start.
- Place competitors in correct lane/position and place “under the command of the starter.” **SIGNAL THE STARTER!**



Study Guide 3 – Clerking

- Check and enforce clothing, shoes, spike, bibs, additional numbers.

NCAA Rule 3-6

- Clear starting area
- Maintain running time schedule
- Call and place athletes in proper position with instructions given prior to the event
- Placing relay team members in proper position on the track
- Enforce uniform, shoe, logo rules, oversee corrective action, and report
- Related duties as requested by starter, meet director, games committee

NFHS Rule 3-7

- Record names/numbers and assign to proper heat/starting position.
- Give all necessary instructions regarding the race.
- Announce lane assignments and hold competitor responsible to report promptly to the starting line.
- Enforce uniform, visible apparel, shoe regulations.
- May adjust heat/lanes due to circumstances that would make the original draw unfair to competitors. **MUST BE DONE WITH THE REFEREE AND REPORTED TO THE FINISHLINE IN WRITING!**

Common Sense Rules to Live By... (C4)

- Stay a race a head.
- Keep instructions on the line minimal, do almost all in staging.
- Control run-outs.
- Look for block slips / trouble with run outs.
- Instruct block holders.
- Keep athletes moving, but do not rush.
- Don't let one delay the group.
- Ensure all are ready prior to turning over to the starter (get visual confirmation from starter).
- Document problems, corrections, violations (and time of each) and inform Head or Referee as needed.
- Stay consistent in instructions and procedure.
- Prevent, Prevent, Prevent.

Related Rules – Don't forget Masters and Youth Modifications!

- Uniforms (USATF 143, NCAA 4-3, NFHS 4-3) **(C5)**
- Spikes (USATF 143-3c, NCAA 4-3-5, NFHS 4-3-1a(3)) **(C6)**



Study Guide 3 – Clerking

- Electronic Devices (USATF 159, NCAA 4-1-17, NFHS 3-2-8) **(C7)**
- Blocks and block holders (USATF 161, 302.2e, 332.2d, NCAA 2-2, 5-1-3 NFHS 5-4-1, 5-7-7) **(C8)**
- Relays (USATF 170, NCAA 5-8, NFHS 5-10) **(C9)**
- Batons (USATF 170-4, NCAA 2-5, NFHS 5-4-3, 5-10-5) **(C10)**
- Receiving Baton/After passing (USATF 170-16,18,19, NCAA 5-8-4,6, NFHS 4-10-11) **(C11)**
- Forming Heats (USATF 166, NCAA 5-11, NFHS 5-6) **(C12)**
- Responsibility to Report (USATF 142, NCAA 4-2-1, NFHS 4-1-3,4) **(C13)**

Check-in / Staging **(C14)**

- Check and enforce uniform/spikes, oversee corrective actions.
- Report to the Head or Referee.
- Inform of check in time, time to report back, escort time, and start time.
- Ensure bib numbers match competitor.
- Check legality of batons.
- Denote “checked in” by circling the position/lane number (Recommendation for clarity).
- Note scratch (SCR), Did not show/start (DNS) and the TIME of each.
- Report to the Head or Referee.
- Log for failure to participate.
- Note the time entries closed on sheet, mark those not checked in.
- Report to the Head or Referee.
- Log for failure to participate.
- Identify any races that could be combined after entries are closed.
- Report to Head or Referee.
- If making calls, note on the sheet the time of the calls.
- Identify those who are also competing in simultaneous field events.

Escorting **(C15)**

- Line up each race in the order of start.
- Distribute and/or check placement of hip numbers to ensure all can be seen.
- Give instructions regarding the race (start, break line, relay zones, what to do after passing baton,) and advancements to next round.
- If the field event athletes check-in with the clerks instead of at the venue, gather those competing in the field events *before* heading to the venue.
- Escort in predetermined route to the start in single file line.
- Avoid cutting in front of field events, being on the track during a race, staying too close to the start or other events.
- DON'T MISS OR LOSE ANYONE!
- REPORT ANY MISSING ATHLETE IMMEDIATELY TO THE HEAD!

Study Guide 3 – Clerking

- Let the athletes know how the athletes advance to the next level of the competition. It should be written somewhere on the heat sheet. If not, find out the information prior to the event to let the athletes know. Ex. If there are 8 heats in the 200 meter race, how do the athletes advance to the next race? Top fastest times? Winner of each heat? This is very important information for the athletes.

Line Clerking (C16)

- Control the starting line before turning over to the starters.
- Remove those from the area not directly involved.
- Keep meet moving, but don't rush athletes.
- One (1) run out is generally enough at all age levels, unless a block slips.
- Secondary line for additional run outs.
- Keep an eye on run outs to insure all get the same number and there are no problems with blocks.
- Also make sure area is clear and safe for run outs.
- Instruct block holders (if allowed).
- May have to serve as a block holder (if directed by the starter).
- Instructions short and concise (generally just inform of starting line, commands, and break point).
- Assemble all behind blocks or on step up marks after run outs.
- Ensure finish is ready before turning over to the starter.
- Visually and verbally turn over to the starter.
- Inform starter of open lanes, finish line/timers of DNS.
- During start commands, stay well behind line or outside the track.
- Will need to stay by the start line to reassembly if a start is canceled or recalled.
- Mark on sheet any false start (FS), green card (GC), yellow card (YC), red card (RC), did not start (DNS) next to the appropriate runner.
- DNS after checking in or runner showing up to the line without being checked in needs to be reported to the referee.
- When lining-up multiple heats, it is best to keep the heats separated. This cuts down on the athletes ending-up in the wrong heats/lanes. Even though another clerk may have checked them in before bringing the heats out to the Line clerk, it is important to double check each athletes name/bib# when putting the athletes on the track. (This is a potential mistake that happens more at youth meets.)

HEAD CLERK (C17)

- Assign and oversee all clerks.
- Report to the referee any violations, no shows, potential combined heats, etc.
- Keep record of all SCR/DNS and identify (with timing company) any other events to enforce failure to participate.

Study Guide 3 – Clerking

- Ensure uniform corrections are made.
- Making call schedule (if being used) and see that it is carried out.
- Making reporting/escorting schedule
- Be able to step into any role as needed
- Keep master copy of all sheets marked on through the duration of the event.
- Keep all of the paperwork to turn in at the end of each day/meet unless no one asks for it.
- Do not throw any paperwork unless the heat/event has been revised by the Finish Line/and/or meet management/ or the Referee. Throw away any out-of-date paperwork. Highlight the revised time/date of the revised paperwork to make sure everyone is using the correct paperwork.

EQUIPMENT (C18)

- Tables
- Chairs/benches
- Meet Schedule
- Clip boards/Weather-writers or quart size plastic bag
- Pens/pencils/markers/highlighters
- Signs (electronics, age groups, general info, number placement)
- PA – (Public Address system) or Bull Horn
- Clerk sheets and a back up copy
- Batons
- Hin Numbers
- Safety pins
- Spike gauge
- Spare bibs
- Radio communication
- Violation sheets (Example 5)
- Failure to participate list (Example 6)
- Dry Erase board
- Clock
- Approved material for marking the track for relays
- Cups

PRE-MEET PREPARATION (C19)

- Never assume your area will be set up when you arrive
 - Sometimes 1 hour prior is not enough to get set up
- Identify schedule with meet management
 - Rolling vs time schedule
 - Make or review call schedule
- Clarify check in procedure with meet management
 - Can athletes leave area once checked in?
 - Check in area or all at the line?
 - Time check in closes for each event?
 - How soon before a event will races be combined if needed?
 - Relay cards?
 - Checking in of field events?
 - Procedure for those in field events and running events?

Study Guide 3 – Clerking

- Obtain sheets and mark all with Check in time, reporting time, escort time and starting times. Make sure you know and understand the paper flow.
- Make sure to have a duplicate set of sheets.
- Walk track as a crew and identify all starts, break points, relay exchanges, time it takes to walk to each start.
- Meet with the clerks at the beginning of each day of the meet to make sure all clerks understand what their assignments and expectations are and for any meet changes. Be available to ask questions and receive any answers, if needed.
- Determine traffic flow from check in area to starting lines.
- Keep direct, but avoid crowding field events, cutting around throws, crossing infield, TV cameras, etc.
- Meet with starters.
 - How will they know when athletes are in their control?
 - Extra instructions needed?
 - Special requests?
- Meet with finish line / timing company.
 - Synchronize time.
 - Where to place hip numbers?
 - “Ready” signal,
 - Process for reporting of changes / DNS (Did Not Start)/ SCR (Scratched).
 - Can help with identifying other events for failure to participate.
 - Do they want sheets after event?
 - Find out the Procedure for making changes in heats/lanes. Make sure to let the Finish Line know of changes prior to the race.
- Meet with Referee.
 - Procedure for combining events.
 - Violation reporting.
 - Location if needed for ruling.

KEY POINTS (C20)

- Efficient clerking leads to efficient and smooth meets.
- Many details frequently overlooked.
- Can stop many problems before they become issues.
- Concise instructions
- Know your audience
- Keep flow moving, but don’t rush athletes.
- Be heard, but don’t scream.
- Report any issues to appropriate person and document with the TIME.
- Stay safe.
- Work from behind athletes
- Hydrate



Study Guide 3 – Clerking

- Sun protection

MISTAKES (C21)

- Working from the wrong rule book.
- Inconsistency.
- Illegible markings or multiple types of markings on sheets.
- Not reporting violations or scratches.
- Not documenting TIMES of each.
- Missing calls.
- Missing athletes.
- Too many instructions at the line, or wrong information.
- Not knowing the track markings or layout.

SITUATIONS FOR DISCUSSION WITH YOUR MENTOR - (C22)

- Athlete reports to clerk, unable to check in due to not having number/uniform. He leaves after asking when the latest he could check in was. He reports back after the 30 minute cut off time before the event with his number/uniform during the staging/hipping process. This is a NCAA Championship Meet.
- Clerking is being done at the starting line. The runners are instructed to remove warm ups after run outs. One athlete realizes she does not have her uniform. This is a HS meet.
- The meet is using a declaration process (runners have until a specific time to declare their intent to run, then all declared are seeded into heats). Only one runner from a team declares and the rest of his teammates just show up to the staging area prior to the race. This is a NCAA Conference Meet.
- An athlete informs the line clerk of his intent to false start.
- A coach wants to change his relay runners after turning in a relay card.
- A coach or teammate tries to check in another runner.
- You are the only assigned clerk, where do you prioritize yourself and any lay volunteers?
- Calls or no calls? (NFHS 3-15-2, NCAA ?, USATF ?) Individual calls?
- The clerk identifies a situation where only 8/10 entered competitors check in for the hurdle trials. He/she reports this to the referee who declares no trials needed and all will roll over to the finals in the originally scheduled order of events. The 2 remaining athletes show up during staging. General calls were announced over the stadium PA. This is an USATF JO Regional.

Clerking Area Venue Checklist (C23)

- Is the area smooth with no bumps, holes, or obstructions?

Study Guide 3 – Clerking

- Is it located away from but near the track and field venues?
- Does it have easy and safe access to venues?
- Does it have sufficient space for athletes?
- Is there a secure area for athlete bags?
- Are spikes permitted in the warm-up area? If not, is there an alternate warm-up location?
- Will water be available for the athletes in the clerking area? If not, where?
- Where is the warm-up area?
- What are the warm-up area guidelines?

Track Surface (C24)

- Is the surface level without bumps, bubbles, holes or gaps?
- Is the track clear of obstructions?
- Are the curbs in their appropriate place? If not, are there cones?

Venue (C25)

- Is there an obstacle-free zone on the inside and outside of the track at least one meter in width?
- Is the track properly cordoned off to keep spectators from entering and to control entrance to venues?
- Is there a location for competing athletes to wait for their heat/section?
- Is there an easy exit from running events?

Blocks (C26)

- Are the blocks stored on a cart or at least one meter away from the start, finish, inside, and outside of the track?
- Are there adequate holding pins secured in bottom of the block? Hurdles
- Are the hurdles properly stacked on carts or piles one meter from the inside or outside of track?
- Are the hurdles easily adjusted to the proper height?
- Are the weights easily adjusted for the proper height?
- Are the steeplechase barriers securely fastened and at the proper height?

RULE 142 COMPETITOR CHECK-IN (C27)

1. All runners and walkers shall report to the Clerk of Course immediately upon their arrival at the place of meeting and no later than the check-in time designated in the entry blank or the meet information distributed by the Games Committee. All field event competitors shall report to the Chief Field Judge of their respective events at the designated time unless instructed to report to the Clerk of Course in the entry form or meet information distributed by the Games Committee.

NOTE: See Rule 166.6.

2. Each competitor shall inform himself/herself of the time of starting, and shall be promptly at the starting point of each competition in which he or she is entered, and there report to the Clerk of Course.
3. In scored competitions, an athlete shall be disqualified from participation in all further events in the competition, including other events in which participation is occurring simultaneously, where:

(a) A final confirmation was given that the athlete would start in an event but then failed to participate;

NOTE: A fixed time for the final confirmation of participation shall be published in advance.

(b) An athlete qualified in a qualification round of an event for further participation in that event but then failed to participate further;

(c) An athlete failed to compete honestly, with bona fide effort. The referee will decide on this and a corresponding reference made in the official results.

NOTE 1: The situation foreseen in (c) shall not apply to the individual events of a Combined Event.

NOTE 2: Passing in a field event is an allowable action by a competitor and does not constitute failure to participate.

This rule shall not apply to track events in which only a final is held, but an athlete may be barred from such an event if previously he or she has not honestly participated in a track event within the purview of this rule.

NOTE: For Youth Athletics exception see Rule 302.2(g). For Masters exception see Rule 332.1(d)

4. The Referee has the discretion to waive the honest participation rule in the event an athlete provides a medical certificate, based on an examination by a medical officer appointed or approved by USATF or the Games Committee, attesting to the fact that the athlete became unable to compete after being declared, or after competing in a previous round, but will be able to compete in further events on a subsequent day of the competition. Other justifiable reasons, such as factors independent of the athlete's own actions, may, after confirmation, also be accepted by the Referee.



Study Guide 3 – Clerking

RESOURCES:

Best Practices

- Event Preparation – Clerking. March 2020
 - Rules – NCAA Clerking, May 2014
 - Rules – USATF Clerking, May 2019
 - Head Officials Protocols – Clerk, May 2020
 - Official’s Duties – Clerk May 2020
 - All of the above resources can be found at:
 - Clerk Scheduling and Assignment Sheets – Championship, April 2010
 - Efficient Clerking – Annual Meeting Clinic , December 2016
 - Evaluation Forms – Clerk of the Course, July 2017
- All of the above resources can be found
<https://www.flipsnack.com/USATF/clerking/full-view.html>
- USAFT Code of Ethics/ Professional Guidelines
[USATF Code of Ethics and Performance Guidelines](#)



Study Guide 3 – Clerking

REMINDER MAP Common Learning/Performance Objectives (PO's) for all JOP 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 3 – Clerking

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 3 – Clerking

Study Guide 3 – CLERKING - Learning/Performance Objectives – Mentor Checklist

Participants 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 Objectives – Clerking – Module 3 What should the JOP be able to explain or do?	PO/LO #'s	Date Completed	Mentor Initials
USATF Rule 138	C1		
Performance Objectives	C2		
Who is the Clerk of Course USATF/NCAA/NFHS	C3		
Common Sense Rules to Live By	C4		
Related Rules:			
Uniforms (USATF 143, NCAA 4-3, NFHS 4-3)	C5		
Spikes (USATF 143-3c, NCAA 4-3-5, NFHS 4-3-1a(3))	C6		
Electronic Devices (USATF 159, NCAA 4-1-17, NFHS 3-2-8)	C7		
Blocks and block holders (USATF 161, 302.2e, 332.2d, NCAA 2-2, 5-1-3 NFHS 5-4-1, 5-7-7)	C8		
Relays (USATF 170, NCAA 5-8, NFHS 5-10)	C9		
Batons (USATF 170-15, NCAA 2-5, NFHS 5-4-3, 5-10-5)	C10		
Receiving Baton/After passing (USATF 170-13,14,17, NCAA 5-8-4,6, NFHS 4-10-11)	C11		
Forming Heats (USATF 166, NCAA 5-11, NFHS 5-6)	C12		
Responsibility to Report (USATF 142, NCAA 4-2-1, NFHS 4-1-3,4)	C13		
Check-in and Staging	C14		
Escorting	C15		
Line Clerking	C16		
Head Clerk	C17		
Equipment	C18		
Pre-Meet Preparations	C19		



Study Guide 3 – Clerking

Key Points	C20		
Mistakes	C21		
Situations for discussions	C22		
Clerking Area Venue checklist	C23		
Track Surface	C24		
Venue	C25		
Blocks	C26		
USATF Rule 142 - Competitor Check-in	C27		

Comments: _____



Study Guide 3 – Clerking

Study Guide 3 - Clerk of Course - Field of Play Evaluation Form

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 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		



Study Guide 3 – Clerking

*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):						
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		
*Area for Improvement (Fair or below):						
12. Effectively works with volunteers.	AEC12	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
14. Completes event forms properly and neatly.	AEC13	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
15. 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):						
17. 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):						



Study Guide 3 – Clerking

18. 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):						
19. 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):						
20. 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):						
21. Not use any electronic or photographic devices, including cell phones, while officiating.	PO18	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
22. Keep physically fit, and advise their association or coordinator of officials of physical limitations on their ability to perform any assigned duty.	PO19	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
23. 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):						
24. 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: _____