



Study Guide 4 – Finish Line/Lap Scorer

Study Guide 4 – Finish Line/ Lap Scoring – Learning and Performance Objectives

Junior Official Program Study Guidelines

Purpose

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 18 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.

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!

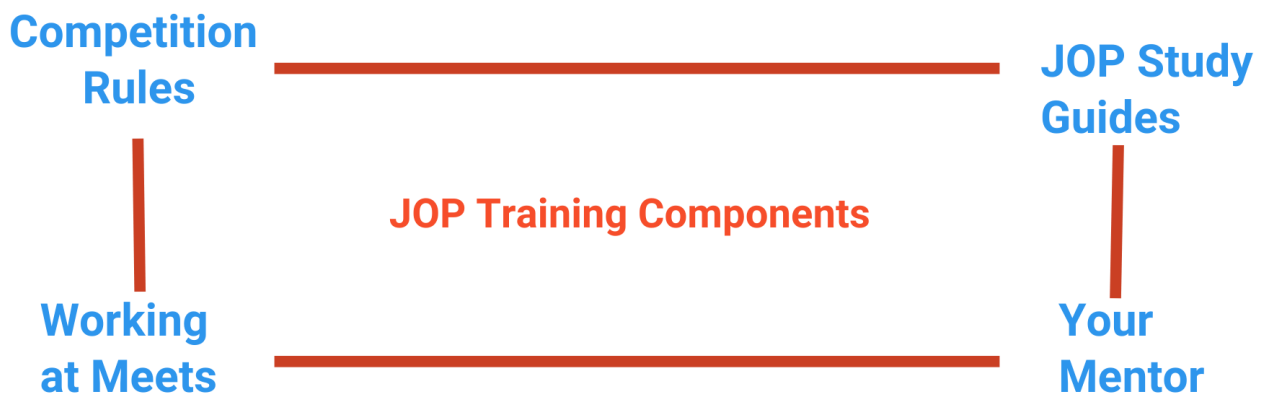


Study Guide 4 – Finish Line/Lap Scorer

The content of these Study Guides is primarily drawn from these resources:

- USATF Competition Rules
- Best Practices
- USATF Code of Ethics
- USATF Professional Guidelines

These Study Guides, your mentor, the USATF Competition Rules, and experience working track and field meets are the four key components of the Junior Officials Program.



Study Guide Information

USATF Rules – Rule 139 - Finish Line Coordinator (FLS1):

The Finish Line Coordinator shall be responsible for alerting all finish line officials that a track event is about to begin and to ensure that these officials are ready to perform their assigned duties prior to the start of that event. When this is accomplished, the Finish Line Coordinator shall inform the Starter of this condition. It is also the duty of the Finish Line Coordinator to ensure that the finish line area is free of all unauthorized personnel during the start, the progress, and the finish of a track event. A Finish Line Coordinator may be assigned to assist the Chief Finish Line Judge and/or Chief Timer in recording times and places.

USATF Rules – Rule 164 – The Finish Line (FLS2)

1. The finish line shall be a line drawn across the track or course surface from finish post to finish post. Where their use may interfere with photo finish equipment, finish posts should not be used.
2. For the purpose of aiding the judges, but not as a finish line, there can be stretched across the track at the finish, 1.22m (4 ft.) above the ground and directly over the finish line, a worsted string or thread or tape of material which will not tend to injure the runners when broken by



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them. This worsted string or finish tape shall be held by officials other than the judges or by releasing clamps fastened to the finish post on either side, so that it will always be at right angles to the course and parallel to the ground. It is recommended that where there is fully automatic timing, the worsted string or tape not be used.

3. The finish post shall be of rigid construction, 1.37m (about 4 ft. 6 in.) in height, 7cm in width - and by width is meant the direction at right angles with the track - and 2cm in thickness.
4. The finish line on the surface, while theoretically of no appreciable width must actually have some width so that it may be more readily observed. The finish line shall be 5cm to 30cm in width and shall be of any solid color contrasting distinctively with the surface of the finish area.

NOTE: See Rule 244 for finish line requirements at road events. See Rule 256 for finish line requirements at cross country, mountain and trail events.

5. In order to confirm that the camera is correctly aligned and to facilitate the reading of the Photo Finish image, the intersection of the lane lines and the finish line shall be colored black in a suitable design. Any such design must be solely confined to the intersection, for no more than 2cm beyond, and not extended before, the leading edge of the finish line. Black marks 5cm by 2cm may also be placed on each side of the intersection of the middle lane and the finish line.

USATF Rules – Rule 131 – Lap Scorers (FLS3)

1. Lap Scorers shall keep a record of the laps covered by each competitor in races longer than one mile. For races of 3 miles and over (3000 meters and over in indoor races), Lap Scorers shall also record on their lap scoring cards the times over each lap (as given them by an Official Timer) of the competitors for whom they are responsible. No Lap Scorer should be responsible for more than three competitors (six in the case of ultramarathons and road walking events).

NOTE: Whenever possible, an adequate number of trained lap scorers should be selected before the day of competition.

2. At the completion of each race, lap scoring cards shall be delivered to the Referee.
3. One lap scorer shall be responsible for maintaining at the finish line a display of the laps remaining. The display shall be changed each lap when the leader enters the straight that ends at the finish line. In addition, manual indications shall be given, when appropriate, to competitors who have been, or are about to be, lapped. The final lap shall be signaled to each competitor, usually by ringing a bell.
4. Transponder systems complying with Rule 165.16 may be used for lap scoring.

Finish Line Coordinator & Officials Preparations & Duties – Best Practices

Personal Equipment (FLS4):

Uniform prescribed for the meet	Rule book (Applicable book)
Raingear	Water
Sun Screen, Sunglasses	Clipboard



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Hat (outdoors)	Pen/Pencil, 3"x5" cards or small notebook
Whistle on lanyard	Chair
Flags (white and red)	Personal Meds

Finish Line Coordinator Preparations (FLS5)

1. Be familiar with start/finish lines, exchange zones, condition of blocks, entry/exit for vehicles .
2. Determine path for exit of athletes after races; is there a Mixed Zone?
3. Determine location of: starter/recall starter; electronic equipment; medical personnel; rest rooms; water/refreshment at finish line.
4. Verify meet schedule
5. Speak to Head Clerk about paper flow for receiving Heat Sheets at the finish line .
6. Verify signals (if any) between starter and finish judges .
7. Meet w/Electronic Equipment Operator (EEO) - verify signals between starter/EEO (if any)
8. Synchronize watches for meet schedule with Announcer, Starter, Clerk .
9. Coordinate with Clerk on location for athletes awaiting next race & relay team 2nd/3rd/4th runners .
10. Check placement of TV cables, cameras and microphones to maintain safety; coordinate w/TV reps as necessary; determine where interviews are being conducted, be as invisible as possible.
11. Determine the location of Laps To Go and Time of Race displays for athletes/spectators .
12. Determine officials' meal times & location; refreshment/snacks on track .
13. If not done by Head Umpire, determine who will perform Lap Scoring duties; assign athletes to each Lap Scorer (3 runners/scorer); obtain lap scoring sheets, make copies as necessary .
14. Conduct meeting for Finish Line officials & volunteers to pass on necessary info.

Finish Line Official - Duties.

1. Attend Officials' meeting (if one scheduled).
2. Arrive at track at least one hour before your first event. **(FLS7)**
3. Wears the appropriate uniform. **(FLS8)**
4. Record finish times and order of finish in all races; assist in placing or relocating blocks for races. **(FLS9)**
5. Keep the start/finish line clear of athletes, coaches, & spectators. Keep the area quiet for starts. **(FLS10)**
6. Instruct athletes to exit/refreshments/medical assistance as soon as race finishes. **(FLS11)**
7. Use red and white flags to indicate to Starters if race is ready to be started. **(FLS12)**
8. Operate the Laps to Go display for races 800m & over (outdoor) 400m & over (indoor) – flip to next lower number as leader enters the homestretch. Ring bell loudly on last lap for each runner; if multiple races are combined, ring bell for the leader of each original race. **(FLS13)**
9. Perform Lap Scoring duties. **(FLS14)**
10. Be aware of oncoming athletes before you step onto the track or step across lanes. **(FLS15)**
11. Be aware of throwing or jumping events in area adjacent to finish lines. **(FLS16)**
12. If Referee reverses start direction due to weather, assist in relocation of necessary items. **(FLS17)**



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13. Help coordinate volunteers who are holding finish line tape; assist in identifying athletes for drug testing if needed. **(FLS18)**
14. If not done by an Umpire, call out lap times for races not starting at the common start/finish line. **(FLS19)**
15. Collect Lap Scoring sheets; attach them with completed heat sheet results and submit accordingly. **(FLS20)**
16. Be as invisible in the competition area as possible during TV events. **(FLS21)**

Lap Scoring (FLS14) - Explanation

Accurate lap scoring is critical for conducting fair and accurate long distance races. NCAA - Lap scorers count laps completed and record lap times for races of 2 laps or more. USATF - Lap scorers keep a record of laps covered in races of more than 1 mile - and walking events and road races with circuits or laps; and they record lap times for races of 3 miles (outdoors) or 3,000 meters (indoors) and greater. The following explanation presents the basic lap scoring principles.

- Provide an adequate number of lap scorers – max of 3 athletes per counter for track competitions and 6 per counter for road walking and ultra-marathons (USATF Rule 131). Scorers should have a stopwatch (for when the clock stops for the leader's finish); also consider having them wear the hip numbers of the athletes they're scoring.
- Athletes should have hip numbers on both hips and on the singlet - when permitted (front and back for race walks); use safety pins to keep numbers from falling off; differentiate numbers if men & women are in the same race.
- A digital clock should be visible to both competitors and Lap Scorers - at the start/finish line or for road races at the location of an even thousand meters mark or at the start or finish of a lap of the course.
- Lap scorers should be seated with clear visibility of competitors, preferably 10-20 meters before the finish/lap line, and inside or outside the track depending on logistics, to facilitate communication with athletes and the display operator.
- One lap scorer operates a "laps to go" board for competitors' viewing; indicates the final lap of the race by ringing a bell for the event leader and each athlete; and calls out finishers to assist Judges and Timers. Even with a FAT system, someone has to tell the operator who is a finisher and who is not. The "laps to go" number is changed as the leader is coming into the homestretch of a track, or about 100 meters from the lap finish line of road courses.
- If there are sufficient officials, one person reads the time aloud while others record times. This keeps the scorers' eyes on the competitors and lap sheets, and not having to also look at the clock. An additional person to act as a checker/troubleshooter/relief person can also be useful.

The Head Lap Scorer should have:

- Pencils/Pens and clipboards for the crew, a stopwatch, and a set of binoculars
- Score sheets for the crew with the name, bib number and hip number of every competitor; an indication of laps completed, distance completed, laps to go; and spaces to record each lap completion time and to calculate the elapsed time for each lap (see Best Practices sheets)

The Head Lap Scorer should brief the crew on their duties and techniques:

- Identify your competitors - prior to the start of the race, identify each assigned competitor and write his/her uniform description on your score sheet



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- Record the time for each competitor on each lap (vs. just making a check mark). This confirms a lap is not missed. Times need not be exact – they’re only to verify that a lap was completed.
- If you miss an athlete and know the approximate time, enter it; otherwise just leave the space blank (all the times are estimates). Remain alert and get an accurate split the next time.
- If you note a competitor has dropped out or been disqualified, make that known to all scorers (without disturbing others concentration); if it’s one of yours, mark this on the sheet. This keeps scorers from trying to find an athlete or worrying about whether they missed the athlete on that lap.
- During the race, check to see if each lap time is relatively consistent -- to be sure a lap was not missed (calculate the lap time by subtracting each previous time from the most recent total time) Another way to check is to add the lap time to the previous lap time to predict when your athlete will next arrive.
- It’s critical to know and communicate to athletes when they have one lap to go. Advise the finish line or special scorer, or if prearranged, walk up to the athlete, raise one finger straight up and call out their hip number and “one to go” (this also helps finish line personnel). When your athletes are finishing, call out their number or singlet color and “finisher.”
- For road walks or races starting and/or finishing in a stadium: remember competitors complete ___ laps of the track before exiting to the street; this track portion constitutes lap #1. Also, competitors complete ___ full laps on the roads before being directed back to the stadium for the finish. Be alert as to which of your athletes are on their last road lap and need to be directed into the stadium for their finish.

Example of Lap Counting Sheet 20K Race Walk



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Lap Counting Sheet 20K Race Walk (on a 400m track)								
Meet _____ Date _____ Event _____	Men _____ Women _____ Age Group _____							
Athlete Hip # _____ Team _____ Bib # _____ Colors _____	Athlete Hip # _____ Team _____ Bib # _____ Colors _____	Athlete Hip # _____ Team _____ Bib # _____ Colors _____	Athlete Hip # _____ Team _____ Bib # _____ Colors _____					
Laps Complete	Time	Laps to Go	Time	Laps to Go	Time	Laps to Go	Time	Laps to Go
1		49		49		49		49
2		48		48		48		48
3		47		47		47		47
4		46		46		46		46
5		45		45		45		45
6		44		44		44		44
7		43		43		43		43
8		42		42		42		42
9		41		41		41		41
10		40		40		40		40
11		39		39		39		39
12		38		38		38		38
13		37		37		37		37
14		36		36		36		36
15		35		35		35		35
16		34		34		34		34
17		33		33		33		33
18		32		32		32		32
19		31		31		31		31
20		30		30		30		30
21		29		29		29		29
22		28		28		28		28
23		27		27		27		27
24		26		26		26		26
25		25		25		25		25
26		24		24		24		24
27		23		23		23		23
28		22		22		22		22
29		21		21		21		21
30		20		20		20		20
31		19		19		19		19
32		18		18		18		18
33		17		17		17		17
34		16		16		16		16
35		15		15		15		15
36		14		14		14		14
37		13		13		13		13
38		12		12		12		12
39		11		11		11		11
40		10		10		10		10
41		9		9		9		9
42		8		8		8		8
43		7		7		7		7
44		6		6		6		6
45		5		5		5		5
46		4		4		4		4
47		3		3		3		3
48		2		2		2		2
49		1		1		1		1
50								

Lap Counter Name: _____
 Chief Umpire: _____ Referee: _____



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USATF OFFICIALS BEST PRACTICES					
LAP SCORING SHEET - 200 METER TRACK					
Find your athletes before the race and enter their identifying info below					
Meet _____		Athlete	Athlete	Athlete	Athlete
Date _____	Hip Number _____				
Event _____	Bib Number _____				
Men ____ Age Group _____	Team or Uniform Colors _____				
Women ____ _____	Other _____				
Event & # of Laps	Laps To Go	Times	Times	Times	Times
1st lap time, enter here → 5K - 25 Laps	24 to go	_____	_____	_____	_____
	23 to go	_____	_____	_____	_____
	22 to go	_____	_____	_____	_____
	21 to go	_____	_____	_____	_____
	20 to go	_____	_____	_____	_____
	19 to go	_____	_____	_____	_____
	18 to go	_____	_____	_____	_____
	17 to go	_____	_____	_____	_____
	16 to go	_____	_____	_____	_____
15 to go	_____	_____	_____	_____	
1st lap time, enter here → 3K - 15 Laps	14 to go	_____	_____	_____	_____
	13 to go	_____	_____	_____	_____
	12 to go	_____	_____	_____	_____
	11 to go	_____	_____	_____	_____
	10 to go	_____	_____	_____	_____
	9 to go	_____	_____	_____	_____
	8 to go	_____	_____	_____	_____
1st lap time, enter here → 1 Mile/1500M - 8 / 7 1/2 Laps	7 to go	_____	_____	_____	_____
	6 to go	_____	_____	_____	_____
	5 to go	_____	_____	_____	_____
	4 to go	_____	_____	_____	_____
	3 to go	_____	_____	_____	_____
	2 to go	_____	_____	_____	_____
	1 to go	_____	_____	_____	_____
	Finish Time	_____	_____	_____	_____
Lap Scorer/Official: _____		Lap Scoring, 200m Track, USATF Best Practices, Mar 18 (Credit: N. O'Doherty)			

Notes:



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USATF OFFICIALS BEST PRACTICES					
LAP SCORING SHEET - 400 METER TRACK					
Find your athletes before the race and enter their identifying info below					
Meet		Athlete	Athlete	Athlete	Athlete
Date	Hip Number				
Event	Bib Number				
Men _____ Age Group	Team or Uniform Colors				
Women _____	Other				
Event & # of Laps	Laps To Go	Times	Times	Times	Times
10K - 25 Laps 1st lap time, enter here →	24 to go	:	:	:	:
	23 to go	:	:	:	:
	22 to go	:	:	:	:
	21 to go	:	:	:	:
	20 to go	:	:	:	:
	19 to go	:	:	:	:
	18 to go	:	:	:	:
	17 to go	:	:	:	:
	16 to go	:	:	:	:
	15 to go	:	:	:	:
	14 to go	:	:	:	:
5K - 12 1/2 Laps 1st lap time, enter here →	13 to go	:	:	:	:
	12 to go	:	:	:	:
	11 to go	:	:	:	:
	10 to go	:	:	:	:
	9 to go	:	:	:	:
3K - 7 1/2 Laps 1st lap time, enter here →	8 to go	:	:	:	:
	7 to go	:	:	:	:
	6 to go	:	:	:	:
	5 to go	:	:	:	:
	4 to go	:	:	:	:
	3 to go	:	:	:	:
	2 to go	:	:	:	:
1 to go	:	:	:	:	
	Finish Time	:	:	:	:

Lap Scorer/Official: _____ Lap Scoring, 400m Track, USATF Best Practices, Sep 17 (Credit: N. O'Doherty)

Notes:



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LAP SCORING BASICS - For 1 or 2 SCORERS (USATF Rule 131, NCAA Rule 3.18) (FLS22)

Lap scorers are required to keep a record of laps covered by each competitor for races of one mile or longer (USATF), and times for each competitor's lap for races of three miles/3000 meters or more. Also, lap scorers should not be assigned more than three competitors in any race. When a sufficient lap scoring crew is present, see the Best Practices "Lap Scoring" document for how to perform this duty, along with the associated "Lap Scoring Sheets."

However, at many meets only one or two lap scorers are assigned, and this paper describes how to perform the duty in these instances. At least two people are needed for races with more than ten runners. In the absence of multiple lap scorers, and with a field of many athletes, it's impossible to accurately record laps, keep track of lapped athletes and finishers, and record times. In these cases, do not attempt to record times because the correct number of laps remaining, and an accurate order of finish are the most critical elements. Scorers must be focused for the entire race for accuracy.

Preparation

Assume nothing will be supplied by the meet or facility. You'll need the following at a minimum:

- • Clipboards and several reliable pens or pencils
- • Graph paper or lap scoring sheet (LSS). Instructions for creating a form in Microsoft Excel are at **Appendix A**
- • A lap counter device and/or large hand held numbers to display to the athletes
- • A finish line bell, or possibly a metal baton suspended from a lanyard and struck with a metal rod.

A lap counter device displays laps remaining for the leader in a race. Lap scorers and the counter device are positioned just before the finish line so laps remaining can be shown to athletes as they approach the finish. When using hand held numbers, drop numbers you're finished displaying; you can't display a wrong number if you're not holding it.

Coordinate with the Clerk regarding issuing of hip numbers. Ensure runners have a number on both the chest and the hip so they're clearly visible to the scorers (if scorers are inside the track, then numbers go on the left hip & chest).

A standard indoor track is 200 meters though many are various other sizes. Don't take anyone's word for it; arrive early, find out the length and calculate the number of laps for each race in the meet. There are more distances run indoors (see Appendix B) and lapping happens twice as fast due to the smaller track. Be aware of the challenges for relays: the competitor that starts the race does not end the race; many times only the final runner in each team wears a hip number, and there may be different distances for different legs and exchange zones moving around the track. It's useful to put the total laps in the race on the lap counter and use hand held numbers for the individual runners.

Neatness counts; if your 7's look too much like your 2's your sheets will be worthless to anyone else trying to read them during or after a race. The lap scoring sheets below are one example; others have designed sheets with larger spaces to handle smaller fields, and sheets that record the running order horizontally vs. vertically. Use what works for you.



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Procedures

Before a race starts get a count of how many athletes will run, hip numbers used, and hip numbers in sequence not used. This allows you to prepare your lap scoring sheets and helps to identify dropouts. Obtain this from the Clerk (especially needed for races that do not start near the finish line). Record the initial sequence of hip numbers on the sheet in the highlighted or “ST” or START column/line. If time permits, make a mental or written note of a description of the runners – especially 1st place; for example # 6 is a blonde with white top and red shorts (white on red).

One scorer is watching the field, calls out the hip numbers of athletes in order as they approach the finish line and operates the lap counter. Call out and record hip numbers as early as possible (head of the straightaway) to maximize the number of athletes you can score each lap; having the runners’ descriptions helps you to do this. The other scorer has their head down and is recording the order of athletes on each lap and keeping track of lapped athletes.

In the first few laps of the race it’s unlikely all hip numbers can be recorded. Don’t worry - get as many as you can from both the front and the back of the field. As the athletes string out during the race, you should be able to record all athletes in the race. Circling a number on the lap chart may be used to indicate a runner who has been lapped.

On every lap, change the lap counter when the leader reaches the head of the final straightaway so you don’t change it twice on the same lap. As you prepare to change the lap counter, confirm verbally with other scorer that the next open column on the sheet matches the new number displayed on the lap counter. For any athlete who has been lapped, you must call out to them the number of laps they have remaining (may display the appropriate hand held number).

Always know who is in first place and who is in last place.

Figure 1 – the Start of the Race -Lap Scoring Sheet (LSS) Prepared for a 10,000K Run – 15 Competitors – First lap. Next page.



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The Start

Order	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	Fin
1	2																								
2	1																								
3	3																								
4	6																								
5																									
6																									
7														✓											
8																									
9																									
10																									
11																									
12																									
13	12																								
14	13																								
15	14																								

Not recorded on the 1st lap -
all were bunched together.

Figure 1 – shows a LSS prepared for a 10,000K race with 15 competitors after the first lap. Outdoor 10,000 races begin at the finish line so all the action happens right in front of you. 24 is the first open column on the LSS, which corresponds to what the lap counter displays as the competitors enter the home straight for the first time.

As soon as possible, start entering hip numbers in the #24 column in the order the athletes pass the finish line. It’s rare that you will capture the complete order of finish on the first lap (see Figure 1 with no entries for the middle of the pack), so get as many as you can from the front and the back. Don’t guess; if you are unsure of a number; wait and get a record of the complete order of athletes on subsequent laps. After the field passes, count the runners as best you can to confirm the number of starters.

On every lap, confirm verbally with the other scorer that the next open column on the LSS matches the new number displayed on the lap counter. Pay attention **every single lap** that the display has the right number.



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Early In the Race

Order	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	Fin	
1	2	2	2	3	2																					
2	1	1	3	2	3																					
3	3	3	1	1	6																					
4	6	6	6	6	1																					
5		7	8	7	8																					
6		8	7	8	7																					
7			15	4	4																					
8			4	15	15																					
9			9	9	9																					
10			5	5	5																					
11		11	10	12	11																					
12		10	12	10	12																					
13	12	12	11	11	10																					
14	13	13	13	13	13																					
15	14	14	14	14	14																					

Figure 2 – Lap Scoring Sheet (LSS) – Early in the Race

Early in the race is the period after the start and before the lapping begins. During this time, the field usually spreads out so this is the best time to get a complete order recorded for all the athletes on the LSS (Figure 2). The earlier in the race you can recognize this the easier it will be when lapping occurs. With your LSS, you will probably be the first one to recognize that a competitor dropped out of the race-inform timing officials of this as soon as possible.

Again, display on the lap counter the number from the LSS which is the next blank for the leader; changing the display number as the leader enters the home straightaway.

Figure 3 – below – Lap Scoring Sheet – Middle of the Race.



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Middle of the Race

Order	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	Fin	
1	2	2	2	3	2	2	2	2	2	2	2	2	2													
2	1	1	3	2	3	3	3	3	3	3	3	3	3													
3	3	3	1	1	6	6	6	6	6	6	6	6	6													
4	6	6	6	6	1	1	1	1	1	1	1	1	1													
5		7	8	7	8	8	8	8	8	8	8	8	8													
6		8	7	8	7	7	7	7	7	7	7	7														
7			15	4	4	4	4	4	4	4	4	4	✓													
8			4	15	15	15	15	15	15	15	15	15														
9			9	9	9	9	9	9	9	9	9	9														
10			5	5	5	5	5	5	5	5	5	5														
11		11	10	12	11	11	11	11	11	11	11	11														
12		10	12	10	12	12	12	12	12	12	12	12														
13	12	12	11	11	10	10	10	10	10	10	10	10														
14	13	13	13	13	13	13	13	13	13	13	13	13	DNF	14												
15	14	14	14	14	14	14	14	14	14	14	14	14														

Figure 3 – Lap Scoring sheet (LSS) – Middle of the Race

Continue to enter numbers into the empty cell in each column as those competitors complete those lap. You are still paying attention to the first empty column on the LSS and making sure that number is displayed to the leader.

The middle of the race is where the lapping starts. The leader has caught up and passed runners at the end of the field. One way to capture this on the LSS is to circle #14 (in this case with 18 laps to go) to graphically indicate #14 is lapped. Every competitor listed after a circle in a column is a lapped competitor. Similarly, #11 is circled with 17 laps to go and #15 is circled with 15 laps to go.

#14 will be circled again with 13 laps to go, indicating he is lapped twice since 2, 3, 6, 1, and 8 have been entered with 11 laps to go already. When #7 approaches with 12 laps to go, he will be circled. This is also indicated by the empty cells in the 13 and 12 columns.

Alternately, or in addition, you may draw a bold line (or use a highlighter) between the lapped vs, unlapped runners to indicate where the lapping begins-as has been done above in column 18, 17, and 16.

As runners drop out of the race, try to capture and record this; use whatever works for you – a diagonal line thru their number in the last lap completed, or a “DNF” (Did Not Finish) in the column after the last lap completed (as has been done above for #13). Again, inform the timing officials if possible.

You must indicate to lapped competitors how many laps they have remaining.



Study Guide 4 – Finish Line/Lap Scorer

Below – Figure 4 – The Finish

The Finish

Order	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	Fin		
1	2	2	2	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2		
2	1	1	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
3	3	3	1	1	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	
4	6	6	6	6	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
5		7	8	7	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	
6		8	7	8	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	
7			15	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
8			4	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	
9			9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	
10			5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	
11		11	10	12	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	
12		10	12	10	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	
13	12	12	11	11	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
14	13	13	13	13	13	13	13	13	13	13	13	DNF	14	14	14	14	14	14	14	14	14	14	14	14	14	14	
15	14	14	14	14	14	14	14	14	14	14	14																

Figure 4 – LAP Scoring Sheet (LSS) – The Finish

The LSS above shows the chart configuration as the leaders cross the finish line with one lap to go. The Bell is rung as the leader crosses the line.

It is evident from the chart that 2, 3, 6, 1, and 8 will be finishing the next time they come across the finish line. Every competitor who has been lapped gets a verbal “One Lap” or “Two Laps”, etc. as they go by. 7 and 4 will have two laps to go the next time they cross the finish line and the rest of the runners have three laps to go then they cross the finish line, except #14 who will have 4 laps to go. The person recording the numbers on this sheet knows how many laps each runner has remaining and should communicate this information to the person calling out the hip numbers and telling each runner his laps remaining.

This race is not over for you until #14 finishes 4 laps from now. As each runner approaches the finish line, announce verbally whether the runner is a finisher or how many laps he has left.



Study Guide 4 – Finish Line/Lap Scorer

Record the order of finish in the **FIN** column. The completed lap sheets should be turned in to the head umpire.

Appendix A – Lap Scoring on a 300 Meter Track (FLS23)

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Appendix B – Lap Scoring Sheet Instructions (FLS24)

Fitting a full size lap scoring sheet on this page has proven difficult so here are suggestions.

- Open Microsoft Excel.
- Create a table 27x51



Study Guide 4 – Finish Line/Lap Scorer

- Provide any borders desired.
- Make columns 2.71 wide and rows 14.75 high.
- Select the whole table and choose a font, font size of 8.
- On the first row, enter 25 in the second box and 24 in the third box.
- Select both boxes and drag the black square to the next-to-last box. The numbers counting down to 1 will appear in the first row. In the first column, enter 1 in the second box and 2 in the third box.
- Select both boxes and drag the black square to the last box. The numbers counting up to 50 will appear in the first column.

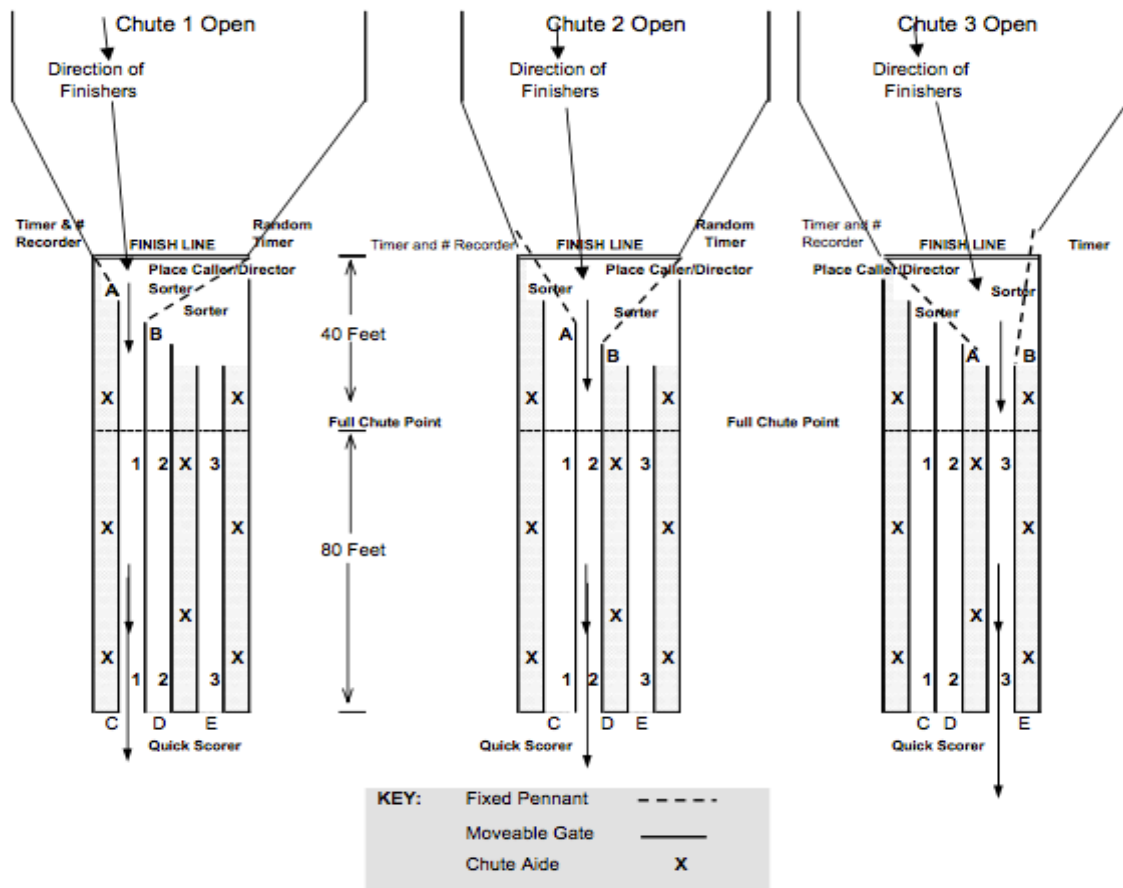
Total Laps for Common Races (FLS25)

Figure 5

Distance	Typical Indoor	Outdoor
400 meters	2 laps	----
500 meters	2+ laps	----
600 meters	3 laps	----
800 meters (& 4x 200)	4 laps	2 laps
1000 meters	5 laps	----
1500 meters	7+ laps	3+ laps
1600 meters (& 4x 400)	8 laps	4 laps
Mile	8+ laps	4+ laps
2000 meters SC	----	4+/5+ laps*
3000 m & 3000m SC	15 laps	7+ laps*
3200 meters (& 4x 800)	16 laps	8 laps
4000 m (Distance Medley)	20 laps	10 laps
5000 meters	25 laps	12+ laps
6000 meters (& 4 X 1500)	30 laps	15 laps
6440 m (4 x Mile)	32+ laps	16+ laps
* Location of water jump determines length of lap.		

Figure 6

Road Running and Cross Country Chute /Finishline Layout



Overview – Figure 6 – Road Running/ Cross Country Chute/ Finish Line Layout (FLS 26)

This finish system is designed to permit a large volume of runners (40 per chute) to finish in a very short period of time with the results accurately recorded. This system seeks to minimize the chance that finishers will jam up back toward the finish line, minimize the period in the chute, provide for a quick score option, and maximize the accuracy of the final results. Momentum is maintained by the gates (ropes held by "A" and "B") moving in the same direction as the finishers. Athletes are timed and placed in their correct order at the Finish Line. The finish



Study Guide 4 – Finish Line/Lap Scorer

order is maintained by sorters and in the chutes by chute aides. These chute aides can also help exhausted finishers move through the chute. Their goal is to keep the finishers in the correct order and to keep them moving quickly through the chutes.

At the end of the chutes, emptying only one chute at a time, the order of finish is established by removing a waterproof identification tag from the race number and placing this tag information-side down on a string or spindle (with no chance of lost or unreadable i.d. tags). The results staff then link finish times and places to produce the final results. Coaches are provided a quick score through numbered cards handed to each finisher as they exit the chute.

In this example, three chutes are used. The system can accommodate any number of additional chutes.

Instructions (FLS27)

1. As the first finishers approach, chute number 1 is open while the entrances to chutes 2 & 3 are blocked by the rope held by person "B."
2. Close finishes are sorted and placed in the chutes in the correct order of finish by the sorters. Their positions are maintained by chute aides ("X") standing in the shaded molts between the chutes.
3. When the finishers reach the "Full Chute Point," the Place Caller/Director instructs person "A" to move the rope in front of chute #1 to close it as person "B" moves there rope to the right opening chute #2 to the incoming runners.
4. When the finishers reach the "Full Chute Point," the Place Caller/Director instructs person "A" to move the rope in front of chute #2 and person "B" moves to to the right opening chute #3 to the incoming finishers.
5. Chute #1 is completely emptied prior to "D" emptying anyone from chute #2.
6. Working one chute at a time, persons "C", "D" and "E" remove the tags from the race numbers and place them information side down on the finish spindle.
7. As each chute empties (1 chute at a time!), the "Quick Scorer" passes the sequentially numbered quick score cards to each finisher.

Resources

- USATF Rules of Competition 2020
- Finish Line coordinator and Officials Preparations, Feb. 2014
- Lap Scoring Info, Sept. 2017
- Lap Scoring Sheet (LSS) 20 K Race Walk, Jan. 2018
- Lap Scoring Sheet (LSS) 200m Track (5K, 3K, Mike/1500m), March 2018
- Lap Scoring sheet (LSS) 400m Track (10K, 5K, 3K), September 2017
- Lap Scoring – 1 or 2 Scorers, April 2015
- Road Running & Cross Country Chute/ Finish Line, Jan 1998
- All of the above resources can be found at:
<https://www.flipsnack.com/USATF/finish-line-lap-scoring/full-view.html>
- USAFT Code of Ethics/ Professional Guidelines



Study Guide 4 – Finish Line/Lap Scorer

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

Other Resources

- [Lap Scoring Sheets for 3,000-m, 5,000-m, and 10,000-m races \(up to 25 laps on track\) plus an exercise to teach lap scorers and a sheet for the Chief Lap Scorer](#)
- [Lap Scoring Sheet for a 20-km race on a 1-km loop](#)
- [Lap Scoring Sheet and Training Exercise for a 20-km race on a 2-km loop](#)
- [Lap Scoring Sheet for a 50-km race on a 1.25-km loop](#)
- [2011 USATF National Officials Committee Training Monograph](#)



Study Guide 4 – Finish Line/Lap Scorer

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 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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Guide 4 – Finish Line/Lap Scoring – 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 of criteria will be marked NA. NA’s should be used sparingly.

Learning Objective/Performance Objective What should the JOP be able to explain or do?	LO/PO #	Date Completed	Mentor Initials
USATF Rules – Rule 139 - Finish Line Coordinator	FLS1		
USATF Rules – Rule 164 – The Finish Line	FLS2		
USATF Rules – Rule 131 – Lap Scorers	FLS3		
Personal Equipment	FLS5		
Finish Line Coordinator Duties	FLS6		
Arrive at track at least one hour before your first event.	FLS7		
Wears the appropriate uniform.	FLS8		
Record finish times and order of finish in all races; assist in placing or relocating blocks for races.	FLS9		
Keep the start/finish line clear of athletes, coaches, & spectators. Keep the area quiet for starts.	FLS10		
Instruct athletes to exit/refreshments/medical assistance as soon as race finishes.	FLS11		
Use red and white flags to indicate to Starters if race is ready to be started.	FLS12		
Operate the Laps to Go display for races 800m & over (outdoor) 400m & over (indoor) – flip to next lower number as leader enters the homestretch. Ring bell loudly on last lap for each runner; if multiple races are combined, ring bell for the leader of each original race.	FLS13		
Perform Lap Scoring duties.	FLS14		
Be aware of oncoming athletes before you step onto the track or step across lanes.	FLS15		



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Be aware of throwing or jumping events in area adjacent to finish lines.	FLS16		
If Referee reverses start direction due to weather, assist in relocation of necessary items.	FLS17		
Be aware of oncoming athletes before you step onto the track or step across lanes.	FLS18		
Be aware of throwing or jumping events in area adjacent to finish lines.	FLS19		
If Referee reverses start direction due to weather, assist in relocation of necessary items.	FLS20		
Be as invisible in the competition area as possible during TV events.	FLS21		
Lap Scoring Basic – For One or Two Scorers – Preparation, Procedures, Start of the Race, Early in the Race, Middle of the Race, the Finish of the Race Scenario	FLS22		
Appendix A - Lap Scoring on a 300 Meter Track	FLS23		
Appendix B – Total Laps for Common Races	FLS24		
Appendix C - Total Laps for Common Races	FLS25		
Road Running/ Cross Country Chute/ Finish Line Layout - Overview	FLS26		
Road Running/ Cross Country Chute/ Finish Line Layout - Instructions	FLS27		

Comments: _____



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Guide 4 – Finish Line/ Lap Scoring – 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 Objectives	PO#	Fair* (Check)	Good (Check)	Excellent (Check)	Date Completed	Mentor Initials
1. Arrived 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. Treated all personnel with respect and professionalism.	AEC4	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
5. Communicated effectively with athletes and other officials.	AEC5	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
6. Always stayed attentive to the competition and potential problems.	AEC6	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						



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7. Worked well with other officials for success of the crew.	AEC7	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
8. Willingly assisted as needed in other areas.	AEC8	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
9. Provided a venue that ensured safety of athletes, officials, volunteers and spectators.	AEC9	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
10. Prepared the venue correctly and efficiently.	AEC10	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
11. Conducted complete, accurate briefings for athletes.	AEC11	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
12. Worked effectively with volunteers.	AEC12	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
13. Completed event forms properly and neatly.	AEC13	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
14. Demonstrated good decision-making and problem-solving skills.	AEC14	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
15. Accepted and responded to feedback and attended post-event reviews.	AEC15	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
16. 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):						
17. Presentation of Journal or "Briefcase "of acquired materials indicating the participants knowledge	Program Requirement	Fair*	Good	Excellent		



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of growth over the length of the program.						
*Area for Improvement (Fair or below):						

Comments: _____

