



## **PLAN B – Study Guide – 4 – Finish Line/ Lap Scorer**

### **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 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.

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!



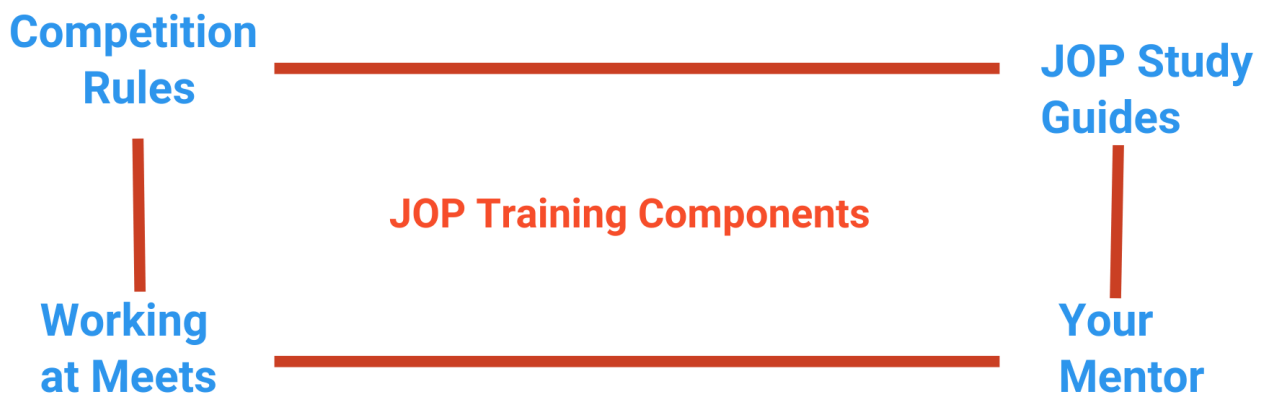
## PLAN B – Study Guide – 4 – Finish Line/ Lap Scorer

This is one of 17 Study Guides available to you. Each Guide covers a different track and field event. You are welcome to review all the guides, but the JOP program would like you and your mentor to **select ten (10)** of these Guides to concentrate on as your primary focus while participating in the JOP program. JOP Participants who are in the program for longer than two (2) years will have the opportunity to experience all of the 17 Study Guides. This will help you prepare for the Officials Association Level that the 3-4 year participants can qualify you to become. You will be evaluated by your mentor on your knowledge of your 10 Study Guide events. Also, an Alternative List of Study Guides will be produced for your furthering your knowledge in your officiating experience.

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.



You will need to become very familiar with the following rule(s) as listed in your copy of the 2020 Competition Rule Book or found at: [2020 Competition Rule Book](#)

- USATF Rule 139 – Finish Line Coordinator (page 46)
- USATF RULE 164 – The Finish Line
- USATF Rule 131 – Lap Scorers (page 43)
- Personal Equipment
- Finish Line Official Duties
- Lap Scoring Forms



## PLAN B – Study Guide – 4 – Finish Line/ Lap Scorer

- Lap Scoring Basics for 1 or 2 Scorers
- Start of the Race – Lap Scoring Sheet
- Early in the Race – Lap Scoring Sheet
- Middle of the Race – Lap Scoring Sheet
- Finish of the Race – Lap Scoring Sheet
- 300 Meter Track – Lap Scoring Sheet
- Lap Scoring Sheet Instructions
- Total Laps for Common Races – Figure 5
- Road Racing and Cross country Chute/Finish Line Layout – Figure 6
- Three Chute Used Instructions

### 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  
[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](#)



## PLAN B – Study Guide – 4 – Finish Line/ Lap Scorer

### 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		



## PLAN B – Study Guide – 4 – Finish Line/ Lap Scorer

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		
Help coordinate volunteers who are holding finish line tape; assist in identifying athletes for drug testing if needed.	FLS18		
If not done by an Umpire, call out lap times for races not starting at the common start/finish line.	FLS19		
Collect Lap Scoring sheets; attach them with completed heat sheet results and submit accordingly	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 for three chute usage	FLS27		

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## PLAN B – 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	PO11	Conducts complete, accurate briefings for athletes.	AEC11



## PLAN B – Study Guide – 4 – Finish Line/ Lap Scorer

suggestions for conducting events in the best possible manner in the future.			
Comply with the USA Track & Field Officials Code of Ethics	<b>PO12</b>	Effectively manages volunteers	<b>AEC12</b>
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.	<b>PO13</b>	Completes event forms properly and neatly	<b>AEC13</b>
Possess the appropriate rule book(s) for the competition.	<b>PO14</b>	Demonstrates good decision-making and problem-solving skills.	<b>AEC14</b>
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.	<b>PO15</b>	Accepts & responds to feedback, contributes to post-event review	<b>AEC15</b>
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.	<b>PO16</b>		
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.	<b>PO17</b>		
Not use any electronic or photographic devices, including cell phones, while officiating.	<b>PO18</b>		
Assist in submitting competition results, cleaning the event area, and returning equipment. Before departing the site, determine if any other venues need officiating assistance.	<b>PO19</b>		
Attend periodic training sessions or clinics to maintain or update officiating skills. Assist, as appropriate, in developing and presenting training materials.	<b>PO20</b>		
Keep physically fit, and advise their association or coordinator of officials of physical limitations on their ability to perform any assigned duty.	<b>PO21</b>		
Mentor less experienced officials by sharing information and techniques, demonstrating use of equipment, identifying potential problems or issues and recommending solutions, and encouraging questions.	<b>PO22</b>		
Assist in recruiting new officials.	<b>PO23</b>		
Consider active involvement with the officials' committees of the local association and USATF.	<b>PO24</b>		
Make recommendations for rules changes as appropriate.	<b>PO25</b>		



## PLAN B – Study Guide – 4 – Finish Line/ Lap Scorer

### Study 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):						





## PLAN B – Study Guide – 4 – Finish Line/ Lap Scorer

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	NA	NA
*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		



## PLAN B – Study Guide – 4 – Finish Line/ Lap Scorer

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

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_