

# Shot, Discus, & Hammer Head Official Protocols

(Created for national championship meets; modify as necessary for other competitions)

- 1. E-mail to crew soon after selection announcement** (congratulate crew on their selection)
  - Intro yourself as the event head; if any issues, questions, or physical limitations call or e-mail me right away; reminder for crew to confirm selection as directed by the National Officials Cmte
- 2. E-mail to crew 2-3 months prior to event**
  - Send event procedures; crew assignments (if set); contact info for crew; meet schedule & meet web address
  - Specify days & times of our events (if known); also meeting time & place, including venue set-up time
  - Reminders - officials' uniforms; review rulebook & materials for the event in the Best Practices library
  - Equipment/gear to bring; have sunscreen, cold weather or rain gear
  - Any limitations on what you can do at the event?
- 3. Contact with Officials' Coordinator**
  - Review crew assignments; obtain info on individuals not known by the head
  - Confirm if electronic distance measurement (EDM) will be used
  - Confirm equipment provided by meet mgmt: timing device, steel tape measure, marking stick, broom, towels, cone, performance board, officials' chairs, athletes benches, flags (2 red, 2 white, 1 yellow), water container/bottles, wind indicator, pennants/barriers, metric conversion chart, clipboards, pencils, chalk dish & chalk, distance markers, implement rack, athletic tape, Weather Writers, distance markers
  - Based on the above, confirm items the head may need to bring: stopwatches, marking stick, flags (2 red, 2 white, 1 yellow), metric conversion chart, clipboards, pencils, rule book, Weather Writers, zip ties
- 4. Pre-meet head officials' meeting**
  - Get answers to the questions on the page 3 of this document
  - Meet w/Referee(s), Clerk, Electronic Recorder - learn their location, radio channels, cell #, procedures
- 5. Pre-meet crew meeting**
  - Share info from the head officials' meeting - - answers to questions on the last page
  - Crew assignments (see Best Practices sample); pre-event show time & place; post-event meeting time & place
  - Safety general considerations; if in the field never turn your back on the circle
  - Event head and flight coordinator will go to clerk's area to brief athletes & pick up 1<sup>st</sup> flight
  - We'll generally keep a quiet venue – using hand signals; and will generally remain seated (except Flight Coord)
  - Field markers– mark every throw (in case of a protest), hold until next athlete enters ring
  - Primary Ring Judge/Flagger – judge ring front to back, no flag until implement lands & athlete properly exits the ring; secondary tape reader; keep circle clean
  - Secondary Ring Judge - judge ring front to back, primary tape reader; thumb up or down for fair or foul throw
  - You must be 100% positive to call a foul
  - Flight coordinator: immediately advise recorders & electronic measurer of all passes; control entry to ring – after measurement is complete & field crew is ready
  - Flight Coordinator & Ring Judge move gates as necessary
  - Measurement judges – escort athletes to mixed zone if required after competition
  - Timer – start clock when athlete is finally called “Up”; stop, reset clock only after flagger raises flag
  - Recorder(s) - be aware of records; compare results with electronic recorder after each flight; circle best distance for each athlete after 3<sup>rd</sup> & 6<sup>th</sup> rounds
  - Bring 2<sup>nd</sup> flight to venue as 1<sup>st</sup> flight starts 3<sup>rd</sup> round, return 1<sup>st</sup> flight to clerk, bring finalists to venue \_\_\_\_\_
  - Impound & recertify implement in case of a record – W& M inspector at event or marshal/retriever/volunteer runner take to W & M?
  - What we'll do in the event of a protest & in the event of a record
  - If you see an apparent problem, get my attention right away; keep hydrated; have sunscreen, raingear
  - Post event: clean up venue; markers escort athletes to mix zone; arc judge return implements to W & M

## **Shot, Discus, & Hammer Head Official Protocols (Cont'd)**

### **6. Pre-event crew walk-around, venue prep, and coordination**

- How we'll arrive & depart the venue
- Where to pick up & return equipment, chairs, implements, radios; equipment - see # 3 above
- Safety considerations – cage & netting, metal insert, divots in field, penants/barriers outside sector lines
- No athletes are allowed in the sector; officials retrieve all implements (all Ofcls retrievr in warm-ups except FC)
- Get event sheets (4 cys), give to flight coordinator, recorder(s)
- Set up venue - see Best Practices venue diagram - athletes & officials seating, timing device, performance board, wind indicator, chalk dish, water, implements, orange cone, flags, broom
- Sweep ring, replace landing area divots; pickup & position implements
- Placement of officials - see Best Practices venue diagram; plus trainers, electronic recorders, laser, TV crew
- Warm-ups – how we'll control throws, carry implements by hand – do not throw or roll them; Flight Coordinator keep athletes apprised on time remaining
- Hand signals to be used during the event
- Review operation of timing devices with timer(s)
- Review spectator/TV sight lines/acceptable positions for photographers
- Location of restrooms, trainers, mix zone
- Review all applicable records
- Caution to avoid in the circle during competition – keep dirt & grass off surface
- Meet w/field referee – discuss procedures, safety, protests; get cell number or radio channel
- Meet w/electronic measurement judge – discuss equipment, operator, compare w/Recorder after rounds
- Meet w/weights & measures re: delivery & return of implements, inspection mark, recertify for records
- Meet w/clerk re: escorting, holding 1<sup>st</sup> & 2<sup>nd</sup> flights
- Meet with Head Marshal – discuss placement of Marshals during competition
- Pickup & brief athletes (see Best Practices sample briefing), escort to the venue

### **7. Post-event actions**

- Verify, sign, and turn in event sheets – to \_\_\_\_\_
- Hand out medals/escort winner to presentation? Escort athletes to mixed zone?
- Clean up venue; return equipment & chairs, implements, radios
- Crew meeting & critique – what went well; what didn't go well & how to fix it; what needs to be changed; reporting time for next event and review of assignments

### **8. Post-meet actions**

- Complete crew evaluations send form(s) to the NOC evaluations committee
- Provide a copy of the evaluation or feedback to individual crew members
  - Provide feedback to NOC Vice-chair - Training on this protocol and suggestions to improve it

## Shot, Discus, & Hammer Head Official Protocols (Cont'd)

### Pre-meet Head Officials' Meeting – Get Answers to the Following

**Additional Event Staff:** Volunteers: \_\_\_\_\_ Marshals: \_\_\_\_\_

**Event Sheets:** Pick up from: \_\_\_\_\_ Time: \_\_\_\_\_ Turn in to: \_\_\_\_\_

**Event Equipment (including chairs):** Provided at Venue?  Yes  No

If no, location to pick up & return: \_\_\_\_\_ Time: \_\_\_\_\_

**Radio for Event Head?**  Yes  No If yes, pick up Location: \_\_\_\_\_

**Implements:** Delivered to venue?  Yes  No If no, pick up time \_\_\_\_\_ Location: \_\_\_\_\_

For all flights/? \_\_\_\_\_

**Coaches Boxes:**  Yes  No \_\_\_\_\_ Warm-ups \_\_\_\_\_ Finals

**Electronic Measurement:**  Yes  No **Electronic Timing:**  Yes  No

**Athlete Check-In:**  At Venue  At Clerking Pick-Up Time: \_\_\_\_\_ All Flights? \_\_\_\_\_

1<sup>st</sup> flight – retain/return to clerking/finalists to venue? \_\_\_\_\_ 2<sup>nd</sup>/3<sup>rd</sup> flights – pick-up? \_\_\_\_\_

**Athlete Intros:**  Yes  No Time: \_\_\_\_\_

**Competition Protocol:**

Warm up times: General \_\_\_\_\_ Flights \_\_\_\_\_ Finals \_\_\_\_\_

Number of flights \_\_\_\_\_ Number athletes advancing to finals \_\_\_\_\_ Plus ties?  Yes  No

Can athletes leave venue to talk to coaches?  Yes  No

Do athletes require escorts to leave venue?  Yes  No

Can athletes be released before end of competition?  Yes  No

Tie-Breaker for other than 1<sup>st</sup> Place? \_\_\_\_\_ Which place? \_\_\_\_\_

**Mixed Zone:**  Yes  No Location: \_\_\_\_\_ Who escorts? \_\_\_\_\_

**Awards:** # of Places: \_\_\_\_\_ Where presented: \_\_\_\_\_ When presented: \_\_\_\_\_

**Trainers/Medical Staff:** Main Location: \_\_\_\_\_ Closest to Event: \_\_\_\_\_

Means of contact: \_\_\_\_\_

**Protest Table Location:** \_\_\_\_\_

**Severe Weather:** Shelter Location: \_\_\_\_\_

**Drug Testing:** ( N/A) Athlete Escort:  Yes  No Time of Escort: \_\_\_\_\_

**Officials Meals:** Location: \_\_\_\_\_ Times: \_\_\_\_\_

## Shot, Discus, & Hammer Head Official Protocols (Cont'd)

<b>Hand Signals</b>			
<b>Signal</b>	<b>Used By</b>	<b>Meaning</b>	<b>Response</b>
Thumbs Up or Down	Secondary Ring Judge	Fair or foul throw	Head nod by Primary Judge
Hand signal that throw was out of the sector	Sector Judge	Sector foul	Red flag by Primary Judge
<b>Flag Signals</b>			
White Flag	Primary Ring Judge	Fair throw	Mark, measure, & record
Red Flag	Primary Ring Judge	Foul Throw - ring, time, or sector	Record "F"
Yellow Flag, fully raised	Timer	15 seconds or less remaining	None
Yellow Flag, dropped	Timer	Time has expired	Primary Judge raises red flag
Red Flag in the Sector	Sector Judge	Sector foul	Primary Judge raises red flag
<b>Other Signals</b>			
Cone in the center of ring	Event Head or Flight Coord.	Ring is closed for throws	Keep athletes out of circle
Cone removed from ring	Event Head or Flight Coord.	Ring is open for throws	Officials be alert for

<b>Crew Assignments</b>	<b>Official</b>
Judge ring front to back; check signal from Secondary Judge; indicate Fair or Foul w/flag	Primary Ring Judge
Judge ring front to back; signal with hand to indicate Fair or Foul Throw to Primary	Secondary Ring Judge
Read tape if EM not functioning	Secondary Ring Judge
Second Reader of tape if EM not functioning	Primary Ring Judge
Record measured distance or foul. Note start and finish times	Secondary Judge, Timer, Flt Coord
Manage time clock during warm ups & competition. Raise flag when 15 seconds remain; drop flag when at zero. Watch back half of ring. Record distance or foul.	Timer
Coordinate the competition by calling up competitors using the double call-up procedure. Manage warm-ups	Flight Coordinator
Indicate location where implement lands in the sector with the reflector. Mark with tape measuring stick if EM fails	Measurement Judge (2 req'd, one each side) and Marker
Assist in marking location of implement's impact in sector by positioning in the center of the sector. Assist with removing implement from sector to the retrievers.	Marker
Return implement to implement rack.	Retriever

