

Field Event Responsibilities

High Jump Pit Crew

Details

Report time: 30 minutes before event start time. May leave after the last athlete finishes.

The High Jump Pit Crew is responsible for ensuring a smooth and efficient high jump competition by managing the equipment and assisting officials. Key duties include setting and adjusting the crossbar to the correct heights, ensuring the landing area (pit) remains properly positioned and fluffed for athlete safety, and retrieving fallen bars quickly to minimize delays. Crew members will also help confirm proper placement of standards, assist in measuring heights when needed, and update the high jump standard performance board to the correct height.

Additional responsibilities include ensuring that only coaches with the correct credentials are present in the designated coaches' box, preventing unauthorized individuals from entering restricted areas. The Pit Crew also ensures that the landing pit remains properly maintained and that all equipment, including the crossbar and standards, meets NFHS specifications. This role requires attentiveness, quick response times, and the ability to work efficiently under the guidance of event officials to maintain a fair and safe competition environment.

Javelin Field Crew

Details

Report time: 30 minutes before event start time. May leave after the last athlete finishes.

The Javelin Field Crew is responsible for assisting with the efficient and safe operation of the javelin competition by managing equipment, measuring throws, and ensuring a well-maintained competition area. Key duties include retrieving and returning javelins to the designated holding area, properly

marking and measuring each throw using the correct sector guidelines, and ensuring athletes remain behind the foul line until their attempt is completed.

Additionally, the crew is responsible for maintaining the runway, ensuring the throwing sector is clear before each attempt, and assisting officials in confirming legal throws. Safety is a top priority in this role, requiring attentiveness, quick response times, and clear communication with event officials and athletes.

Shot Put Field Crew

Details

Report time: 30 minutes before event start time. May leave after the last athlete finishes.

The Shot Put Field Crew plays a vital role in ensuring the smooth operation of the shot put competition by managing equipment, maintaining the throwing area, and assisting event officials. Key duties include retrieving shot puts after each attempt and returning them to the designated holding area, raking and maintaining the landing sector, and sweeping the shot put pad to ensure a clean and safe surface for each competitor.

Additionally, the crew is responsible for marking and measuring throws according to NFHS sector guidelines, ensuring the throwing area remains clear before each attempt, and assisting in verifying legal throws. This role requires attentiveness, quick response times, and clear communication with officials and athletes to keep the competition running efficiently and fairly.

Long Jump Field Crew and Pit Rake

Details

Report time: 30 minutes before event start time. May leave after the last athlete finishes.

The Long Jump Field Crew is responsible for assisting in the smooth and efficient operation of the long jump competition by managing equipment, maintaining the takeoff board and sand pit, and supporting event officials. Key

duties include retrieving and placing markers and sweeping the takeoff board to keep it clean and visible for athletes.

The Pit Finish Rake Crew is responsible for ensuring the sand pit is properly leveled and maintained after each jump, creating a fair and consistent landing surface for all competitors. We utilize the pit rake to smooth the sand thoroughly, removing all marks and ensuring an even surface before the next attempt.

Additionally, the crew assists in marking and measuring jumps according to NFHS guidelines, ensures the runway remains clear before each attempt, and helps verify legal takeoffs. This role requires attentiveness, quick response times, and clear communication with officials and athletes to ensure a fair and efficiently run competition.

Pole Vault Pit Crew and Crossbar Crew

Details

Report time: 30 minutes before event start time. May leave after the last athlete finishes.

The Pole Vault Pit Crew is responsible for ensuring the smooth and efficient operation of the pole vault competition by managing equipment, maintaining the landing area, and assisting event officials. Key duties include adjusting and securing the crossbar to the correct heights, ensuring the landing pit remains properly positioned and fluffed for athlete safety, and retrieving and resetting fallen bars to minimize delays.

The Pole Vault Crossbar Operators are responsible for managing the crossbar throughout the competition, ensuring it is correctly placed, adjusted, and reset efficiently for each attempt. Key duties include setting the crossbar at the proper height, ensuring correct placement on the standards, and quickly resetting the bar after a failed attempt to keep the event running smoothly.

Additionally, the crew is responsible for updating the height performance board to reflect the correct competition height, ensuring that only credentialed coaches are present in the designated coaches' box, and assisting with measuring heights as needed. This role requires attentiveness, quick

response times, and the ability to work efficiently under the guidance of event officials to maintain a fair and safe competition environment.

Discus Field Crew

Details

Report time: 30 minutes before event start time. May leave after the last athlete finishes.

The Discus Field Crew is responsible for assisting in the efficient and safe operation of the discus competition by managing equipment, measuring throws, and maintaining the throwing area. Key duties include retrieving and returning discuses to the designated holding area, marking and measuring each throw according to NFHS and SDHSAA sector guidelines, and ensuring that athletes remain behind the throwing circle until their attempt is completed.

Additionally, the crew is responsible for maintaining a clear and safe throwing sector, ensuring the area is clear before each attempt, and assisting officials in verifying legal throws. Safety is a top priority in this role, requiring attentiveness, quick response times, and clear communication with event officials and athletes.

Triple Jump Field Crew and Pit Rake Crew

Details

Report time: 30 minutes before event start time. May leave after the last athlete finishes.

The Triple Jump Field Crew is responsible for assisting in the efficient and safe operation of the triple jump competition by managing equipment, measuring jumps, and maintaining the takeoff board and sand pit. Key duties include retrieving and placing markers, sweeping the takeoff board to keep it clean and visible for athletes, and ensuring the sand pit is properly prepared before each attempt.

The Pit Finish Rake Crew is responsible for ensuring the sand pit is properly leveled and maintained after each jump, creating a fair and consistent landing surface for all competitors. We utilize the pit rake to smooth the sand

thoroughly, removing all marks and ensuring an even surface before the next attempt.

Additionally, the crew assists in marking and measuring jumps according to NFHS and SDHSAA guidelines, ensuring the runway remains clear before each attempt, and helping verify legal takeoffs. Crew members work closely with event officials to maintain a smooth and fair competition, requiring attentiveness, quick response times, and strong communication.

Assistant Curve Umpire – Zone 1

Details

Report time: 30 minutes before the event start time. May leave after last event ends.

In accordance with NFHS guidelines, the Assistant Curve Umpire stationed at Zone 1 (Curve 1) plays a vital role in ensuring fair competition during track events. Key responsibilities include:

Lane Compliance: Monitor athletes during the first curve to ensure they remain within their assigned lanes, particularly in races that start in lanes but do not finish in them. OBJ

Break Line Oversight: Observe the break line area to ensure athletes do not step inside the track cut line when moving from lanes to the inside path, especially in middle-distance races.

300m Hurdle Start Monitoring: Assist in overseeing the start of the 300m hurdles, ensuring athletes commence in their correct positions and adhere to proper race procedures.

Umpires from zone 1 should move to finish line on medley, 4 x 200, and 4 x 400 relays.

Infraction Reporting: Vigilantly watch for any rule violations, such as impeding or jostling, and promptly report them to the Head Umpire using the agreed-upon signaling method, typically raising a yellow flag. OBJ

When the 100m hurdles (girls) and 110m hurdles (boys) events are being run,

Assistant Curve Umpires in all zones should move to the straightaway to assist in monitoring for potential infractions in these races. During this time, they should be prepared to assist with other meet duties as needed before returning to their designated curve positions for later races.

This position demands attentiveness, a thorough understanding of track and field rules, and effective communication with meet officials to uphold the integrity of the competition.

Assistant Curve Umpire – Zone 2

Details

Report time: 30 minutes before the event start time. May leave after last event ends.

The Assistant Curve Umpire stationed in Zone 2 (Curve 2), where the traditional 200m start or reverse 200m finish occurs, plays a crucial role in ensuring fair and legal competition. Key responsibilities include:

Lane Compliance: Monitor athletes as they navigate the second curve to ensure they remain in their assigned lanes, particularly in sprints and races run entirely in lanes.

200m Start Oversight: Assist in ensuring that athletes are properly positioned and follow correct start procedures for the 200m race.

Relay Exchange Zone Monitoring: Observe baton exchanges in the second relay exchange zone, ensuring all handoffs occur within the legal 20-meter exchange zone.

Reverse 200m Finish Support: If a reverse 200m finish is used, help monitor athletes as they complete the curve and approach the finish line, ensuring they stay within competition rules.

Infraction Reporting: Identify and report any rule violations, such as lane infringements or impeding, to the Head Umpire or Referee using the designated signaling method.

When the 100m hurdles (girls) and 110m hurdles (boys) events are being run,

Assistant Curve Umpires in all zones should move to the straightaway to assist in monitoring for potential infractions in these races. During this time, they should be prepared to assist with other meet duties as needed before returning to their designated curve positions for later races.

This role requires strong attention to detail, knowledge of NFHS track and field regulations, and effective communication with meet officials to uphold fair competition.

Assistant Curve Umpire – Zone 3

Details

Report time: 30 minutes before the event start time. May leave after last event ends.

In track and field events, the Assistant Curve Umpire stationed at Zone 3 (Curve 3) plays a crucial role in ensuring fair competition and adherence to rules. According to NFHS guidelines, key responsibilities include:

Lane Compliance: Monitor athletes to ensure they remain within their assigned lanes during the curve. Stepping on or over the inside lane line on a curve is considered a violation.

Observing Infractions: Be vigilant for any actions that impede or obstruct other competitors, such as jostling or illegal passing. Direct contact is not necessary for a violation; any action causing another runner to break stride or lose momentum can lead to disqualification.

Reporting Violations: If an infraction is observed, promptly raise a yellow flag to signal a potential rule violation. Document the incident on an umpire violation report form, noting details such as the athlete's uniform number, lane, and nature of the infraction. Report this information to the Head Umpire or Referee, as umpires do not have the authority to disqualify athletes themselves.

When the 100m hurdles (girls) and 110m hurdles (boys) events are being run, Assistant Curve Umpires in all zones should move to the straightaway to assist in monitoring for potential infractions in these races. During this time, they should be prepared to assist with other meet duties as needed before

returning to their designated curve positions for later races.

Umpires from zone 3 should move to zone 2 on medley and 4 x 200 relays.

This position requires attentiveness, a thorough understanding of NFHS track and field rules, and effective communication with meet officials to uphold the integrity of the competition.

Assistant Curve Umpire – Finish Line

Details

Report time: 30 minutes before the event start time. May leave after last event ends.

The Assistant Curve Umpire – Finish Line plays a key role in ensuring fair competition and smooth race operations. Primary responsibilities include:

Race Oversight: Monitor athletes as they navigate the final turn and approach the finish, ensuring they stay in their assigned lanes and do not impede others. Report any infractions to the Head Curve Umpire.

Athlete Assistance: Help guide athletes after they cross the finish line, ensuring a smooth and organized transition away from the track.

Relay Support: Assist with monitoring relay handoffs and exchange zones as needed, ensuring all exchanges are legal and within the designated zones.

This position requires attentiveness, quick decision-making, and the ability to support race officials in maintaining the integrity of the competition.

Infield Marshall

Details

Report time: 30 minutes before field events start time.

The Infield Marshal is responsible for maintaining order and ensuring only authorized personnel are present on the infield during the event. This role includes monitoring access points, checking credentials, and directing

athletes, coaches, and officials to the appropriate areas. Marshals help maintain a safe and organized competition environment by preventing unnecessary congestion and ensuring compliance with event guidelines. Additionally, they assist in relaying information between officials, athletes, and event staff as needed. This position requires attentiveness, strong communication skills, and the ability to enforce policies professionally.

Hurdle Crew

Details

Report: Thursday – 10:30, Friday – 12:45, Saturday – 9:30 and 12:30

The Hurdle Crew is responsible for the efficient setup, adjustment, and removal of hurdles throughout the competition to ensure a smooth and timely event. Key duties include setting hurdles at the correct heights and spacing according to NFHS and SDHSAA regulations, adjusting hurdle positions between races, and ensuring that all lanes are properly aligned before each heat.

Additionally, the crew is responsible for quickly clearing fallen hurdles to minimize delays, maintaining a safe and organized competition area, and assisting event officials as needed. This role requires efficiency, attention to detail, and strong teamwork to keep the event running on schedule and ensure a fair and professional competition environment.

Blocks

Details

Report Time: 30 minutes before the first race

The Blocks Volunteer is responsible for the setup, adjustment, and removal of starting blocks for sprint, hurdle, and other races as needed, ensuring a smooth and efficient competition. Key duties include placing starting blocks in the correct lanes, assisting athletes in adjusting their blocks to their preference, and removing blocks quickly after each race to maintain the event schedule.

Additionally, the volunteer ensures that blocks are properly secured to prevent slipping, maintains a clear and safe starting area, and works closely with

officials to ensure all athletes are ready for competition. This role may require lifting and bending when positioning and adjusting blocks. It requires efficiency, attentiveness, and quick response times to assist athletes and officials in keeping the meet running smoothly.

Contestant and Volunteer Water

Details

Report Time: We ask that you are there 30 minutes before the start of the first event.

The Contestant & Volunteer Water Distribution Volunteer is responsible for ensuring that athletes, officials, and event volunteers stay hydrated throughout the competition. Key duties include setting up and maintaining water stations at designated areas, distributing water bottles or cups to contestants and volunteers, and restocking supplies as needed.

Additionally, volunteers will help keep the water stations clean and organized, dispose of empty bottles and cups properly, and ensure that hydration areas are easily accessible. This role requires attentiveness, efficiency, and the ability to manage a steady flow of people while keeping stations stocked and ready throughout the event. Volunteers should be prepared for standing, lifting water supplies, and working in various weather conditions.

Elevator Supervisor

Details

The Elevator Supervisor Volunteer is responsible for managing access to the single designated elevator, ensuring safe and efficient transportation for authorized personnel, VIP guests, meet officials, and event staff. Coaches and athletes are not permitted to use the elevator, and the volunteer is responsible for enforcing this policy professionally and courteously.

Key duties include verifying credentials for access, prioritizing movement based on event needs, and assisting individuals with disabilities by ensuring they reach the plaza level for handicap seating safely. Additionally, the

volunteer must ensure there are no team camps on the plaza level, helping to maintain a clear and organized space for spectators.

In the event of a medical emergency, the Elevator Supervisor is responsible for distributing the AED (Automated External Defibrillator) as needed. This role requires strong communication skills, attentiveness, and the ability to enforce access policies while assisting individuals as needed. Volunteers should be prepared for extended periods of standing and managing elevator operations efficiently.

Radio Checkout

Details

Report Times: Thursday: 8:30, Friday and Saturday, 7:00. Please stay until all radios and elevator key is turned back in.

The Radio Checkout Volunteer is responsible for distributing, tracking, and collecting radios, event badges, and keys used by meet officials, volunteers, and event staff to ensure seamless operations throughout the competition.

Key duties include checking out radios, event badges, and keys to authorized personnel, recording who receives each item, and providing basic instructions on radio use, channel assignments, and event access policies. The volunteer will also monitor radio battery levels, swap out or charge radios as needed, and ensure all checked-out items are properly returned and accounted for at the end of the event.

This role requires strong organizational skills, attention to detail, and clear communication to help maintain security, access control, and efficient event coordination.

Door Monitor – Fieldhouse

Details

Report Time: This position also works with Radio Checkout. Please make your way to door A of the fieldhouse when radio backup arrives at approximately 10:00 on Thursday, and 8:30 Friday and Saturday.

***You may want to bring a chair.**

The Door Monitor Volunteer is responsible for directing coaches, athletes, and spectators and answering any questions they may have. You are also there to assure that no one enters Door A of the Fieldhouse at anytime.

Individuals tend to pull quite hard on the door when it is locked. The staff member will help direct participating student-athletes to the appropriate locker rooms (Boys Locker Room and Girls Locker Room) and inform them that access to the athletic training room will be through their respective locker rooms. No one should be entering through Door A when it is locked, but we have experienced repeated rattling and pulling on the door in the past.

Meal Distribution

Details

The Lunch Room/Deliver Worker Meals Volunteer is responsible for ensuring that event staff, officials, and volunteers receive their designated meals efficiently and on time. Key duties include organizing and distributing meals in the designated lunch area, delivering meals to workers stationed at event sites, and ensuring that all individuals receive a meal.

Additionally, this role includes keeping the lunch area clean and organized, tracking meal distribution to ensure all staff are served, and assisting with any special meal requests. Volunteers should be prepared for walking and carrying meals to various locations, have strong organizational and communication skills, and be able to work efficiently in a fast-paced environment.

Pole Vault Weigh-In

Details

The Pole Vault Weigh-In Volunteer is responsible for verifying that athletes meet NFHS and SDHSAA weight requirements for their assigned poles to ensure safety and fair competition. Key duties include checking athlete weights, matching them with the appropriate pole rating, and ensuring all poles are properly marked and legal for use in competition.

Additionally, the volunteer will record and confirm weigh-in results, assist in tagging or marking approved poles, and communicate with athletes and coaches regarding any disqualifications or necessary adjustments. This role requires attention to detail, accuracy in record-keeping, and strong communication skills to help maintain a safe and fair pole vault competition.

Event Support Floater (Rover)

Details

Report Time: Please report 30 minutes before the first event.

The Event Support Floater is responsible for rotating between event areas to provide bathroom breaks for event volunteers, fill in for volunteers who do not show up, and assist with events that require additional support. This role ensures that all competition areas remain adequately staffed while keeping event operations running smoothly.

Key duties include checking in with event officials and volunteers, temporarily covering roles such as field event assistance, clerking, or admissions, and helping with general event support when not providing direct coverage. This position requires flexibility, strong communication skills, and the ability to quickly learn and assist in different roles as needed. Volunteers should be prepared for walking between event areas, standing for extended periods, and stepping into various roles to ensure the success of the event.

Warm-Up Area Supervisor

Details

The Warm-Up Area Supervisor is responsible for monitoring and managing the designated athlete warm-up area, ensuring a safe and organized environment. This role includes enforcing access restrictions, allowing only athletes and approved personnel, and ensuring that warm-ups are conducted safely and efficiently.

Additionally, the supervisor coordinates with event officials to notify athletes when it is time to report for their events, helps maintain order in the area, and ensures that no unauthorized team camps or gatherings occur. This position

requires strong communication skills, attentiveness, and the ability to enforce policies professionally to keep the competition running smoothly.

Security (Media/Event Staff Parking)

Details

The Security – Media/Event Staff Parking volunteer is responsible for monitoring and managing access to designated parking areas reserved for credentialed media members and event staff. This role ensures that only those with proper credentials or parking passes are allowed entry, helping to maintain a secure and orderly environment.

Key duties include checking credentials or permits, guiding vehicles to appropriate spots, and keeping the area clear for emergency or operational needs. This position requires strong communication skills, attentiveness, and a professional demeanor, as volunteers may be the first point of contact for arriving staff and media

Security (Event Personnel/Team Entrance)

Details

Report time: Thursday – 9:00, Friday and Saturday – 7:30

The Security – Event Personnel/Team Entrance volunteer is responsible for monitoring and managing access at the designated entrance for teams, coaches, officials, and event staff. This role is critical to maintaining a secure and orderly environment, ensuring that only those with proper credentials or identification are allowed entry.

Key responsibilities include checking team and staff credentials, directing individuals to the appropriate check-in or staging areas, and ensuring the entrance remains organized and free of congestion. This position requires strong communication skills, attention to detail, and a professional, welcoming demeanor, as volunteers are often the first point of contact for many arriving participants.

VIP Parking (Lot E)

Details

Report Time: Thursday – 9:00, Friday and Saturday, 7:30

***Would recommend bringing a chair to sit in.**

The VIP Parking is responsible for monitoring access and ensuring security in the VIP parking area and back entrance of the fieldhouse. This role ensures that only authorized personnel—such as VIP guests, meet officials, and approved staff—are allowed entry to restricted areas.

Key duties include verifying credentials or parking passes, directing vehicles to designated VIP spaces, and maintaining a secure and organized environment at the back of the fieldhouse, which often serves as an operational zone. Volunteers in this role are expected to be professional, attentive, and courteous, serving as a first point of contact for some of the meet's most important guests while helping maintain overall safety and flow.