DUTIES OF THE MEET REFEREE

The Referee is solely responsible for the proper conduct of all phases of the track & field competition. Under authority of the Referee, all other meet officials are assigned and are responsible to the Referee. The Referee will rule on infractions or irregularities that may not be covered within the rules. The Referee may seek the advice of the Head Umpire or Field Referees or other meet officials prior to making a ruling.

The Referee is also authorized to make decisions on any questions that might arise in connection with the event, including those not specifically placed under the jurisdiction of other officials. The Referee's authority begins upon arrival at the meet site. In the absence of a Field Referees, the Referee assumes those duties.

Responsibilities of the Referee will include, but are not necessarily limited to the following:

1. **PRE-MEET DUTIES**
   - **A. Inspect all track and field event facilities**
     1. Areas of safety and emphasis that should be checked
        a. Sufficient padding around the pole vault and high jump landing pads
        b. Are the pole vault standards secured?
        c. Are all throwing areas roped or flagged to ensure safety of spectators and athletes?
        d. Are vaulting standards scored?
        e. Is there a mark on shot put toe board representing 34.92 degrees?
        f. Check for "event closed" signs
        g. Check the legality of vaulting poles
        h. Check for weighing and inspecting the implements
   - **B. Meet with Meet Director**
     1. Obtain and review all games committee information (should be distributed prior to the meet)
     2. Review and discuss the schedule – Are we following a set schedule or is it a rolling schedule? When are field event areas open for warm-ups?
     3. Does the Referee have to verify records?
     4. Is there a jury of appeals? If so, who is on it?
     5. Do you have appeal forms?
     6. Was a time limit set for being excused from field events?
   - **C. Meet with Head Umpire**
     1. Review disqualifications and procedures
     2. Umpire report, they do not disqualify
     3. Umpires should report to the Head Umpire, but should not leave their station until the race is over.
     4. "Umpires Meeting" handout
   - **D. Meet with the Head Timer**
     1. Verify there are enough timers for non-FAT meets
     2. Designate someone to read lap times at non-FAT meets
     3. Discuss procedures for verifying records
     4. Ensure they understand how to obtain the official time if handheld timing is used
     5. Stopwatches read in hundredths when going from Prelims to Semis or Prelims to Finals. At all other times, manual times shall be rounded up to the next tenth.
   - **E. Hold a pre-meet coaches meeting**
     1. Items to cover in this meeting are listed on separate handout. Please follow those suggestions as was covering marking rules for track and runways (no marks on runways, no shoes or spray paint for marking alongside runways), procedure for concurrent events, etc.
   - **F. Meet with Head Finish Judge**
     1. Designate a lap counter and a bell ringer
     2. Bell is rung or gun is fired designating the final lap of girls and boys individual 800, 1600, and 3200 meter races only.
     3. Head Finish Judge shall not be involved with disqualifications. Results shall be recorded and the Referee will inform the Head Finish Judge if there is a disqualification. Note disqualification on results sheet that goes to the announcer.
     4. Lapped runners do not move out
     5. Do they have a red and white flag?
   - **G. Meet with Assembly Clerk**

1. Check uniforms – may have to review rules (preventative officiating)
2. Announce how they will qualify for finals or how places will be decided if no preliminaries
3. Explain starting line colors and passing zone colors – send runners to exchange zones for 400m, 800m and Medley Relays.
4. If weather permits, sweats off in the chute.

H. Meet with Starters

1. Have they checked the gun sensor making sure FAT is working properly?
2. Have they checked the PA system if available?
3. Have they determined whom they get the ready signal from?

I. Determine if there is a Jury of Appeals and who is on it

1. Review appeal procedures with those concerned – jury of appeals, Head Umpire, Head Finish Judge
2. Referee cannot be on the Jury of Appeals. If no jury is assigned, the Referee is the final authority.

J. Meet with Field Referees

1. Determine if field event judges know their duties and procedures. If there is no Field Referees, the Referee shall meet with all event judges. This meeting usually has to take place as you visit each event.

K. Meet with Inspector of Implements

1. Does s/he understand their duties and the rules involved?
2. Is there a procedure for marking implements?
3. Is there a procedure for impounding implements?
4. Are they measuring vaulting poles?
5. Review pole vault weigh-in procedures

L. Meet with the announcer

1. Announce disqualifications from the finish sheets!

M. Review procedures to follow in the event of a record in both running and field events

N. Designate area of availability during the meet

2. DUTIES DURING THE MEET

A. Directly responsible for ensuring fair competition
B. Spend time with timers/pickers to determine if they are following correct procedures
C. Visit each field event during competition to ensure proper procedures are followed
D. Visit relay exchange zones to observe procedures
E. Make adjustments in heat and lane assignments, if necessary
F. Decide place winners in track events if judges are unable to do so
G. Determine if a race shall be re-run, and if so, who is eligible to participate in the re-run and when it is scheduled
H. Decide whether to suspend meet due to an emergency, such as hazardous weather conditions, etc.
I. Decisions are final except for any appeal procedure established prior to the meet.
J. If conditions warrant, alter the order of trials in field events.
K. Disqualify a runner who commits an infraction that is observed, but is not reported because of the absence of an Umpire.
L. When a competitor is disqualified, notify or cause to be notified the competitor or the competitor's coach of the disqualification. The public address announcement meets this requirement.
M. Be at head of track during hurdle races while looking for any athlete deliberately knocking down hurdles

3. DUTIES FOLLOWING THE MEET

A. Stay until all events are completed. Referee's authority concludes 30 minutes after the last event results have been announced or made official. Referee shall approve the official scorer's final results and record the time the meet was officially concluded.

CHECKLIST OF ITEMS THAT REFEREE SHOULD HAVE AVAILABLE

A. Guidelines for re-running a race
B. Guidelines for breaking ties in field events
C. Guidelines for checking the legality of vaulting poles
D. Checklist of items to discuss with various officials
E. Six-inch ruler to check vaulting poles
F. "Safety Considerations" handout
G. 25-foot measuring tape