TABLE OF CONTENTS

Directory

Bill Roe 1003 - 32nd Street, Bellingham, WA 98225 ..... 360/650-3969 or bill.roe@wwu.edu

Tim Baker

Dan Brannen

Norm Brand

Sal Corrallo

Jerry Crockett

John Davis

Wally Egger

Danny Grimes

Nancy Hobbs

Don Kardong

George Kleeman

Andy Martin

David Martin

Carol McLatchie

Wayne Nichol

John Robertson

Lawrie Robertson

Alan Roth

Carl Sniffen

Peter Thompson

2001

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2002

January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Introduction

Long distance running events present several challenges to the track & field official accustomed to the precision and control that characterizes a stadium event. Long distance events conducted primarily on public roads require extensive planning, attention to detail, and considerations of safety. This curriculum for long distance running officials focuses on the special requirements and considerations for officiating road and off-road events.

Much of the enclosed content comes from two sources: one was initially used as the agenda for a long distance running (LDR) officiating workshop which the officials committee of the Potomac Valley Association (PVTF) of USA Track & Field (USATF) ran in conjunction with the D.C. Road Runners Club (DCRRC) on November 7, 1998. The other was a classroom presentation I developed for my officiating class at Western Washington University, which I have offered since 1987.

Many people contributed to the original material: Bob Platt (DCRRC), Sal Corrallo (PVTF), Norm Brand (USATF Men's LDR member of the Rules Committee), Paul Banta (former Army Ten Mile race director), John Davis (USATF Officials chair), Henley Gabeau (executive director of the Road Runners Club of America [RRCA]), Bob Hersh (USATF Rules Chair), Nina Kuscsik (USATF Women's LDR member of the Rules Committee), Al Morris (PVTF), and Sue Polansky (Long Island USATF).

Nineteen people attended the first trial sessions. One of these people already had USATF Official Certification, and was taking the course to upgrade in the area of road running. Two of the people attending chose not to become certified at this time, but expressed their appreciation at our efforts. The remaining sixteen were given a take-home rules test, which they returned in order to be certified in the area of long distance running. They were also encouraged to write their comments concerning the workshop and how it might be improved.

In discussions with participants and observers following the first trial, there seemed to be a very positive response to this effort and a pride in our "breaking new ground" in the area of officials training and certification. Three suggestions were made which were given consideration:

1. There were two representatives from the Montgomery County Road Running Club present taking the certification course. They expressed some interest in mounting a similar effort in Montgomery County.
2. While the value of a "road running-only" workshop was recognized and it was hoped that we would do this again in the future, it was also suggested that the subject matter of the curriculum should be added to the regular officials' training and certification sessions. Not only would a separate session on road and cross country running be appropriate for all officials in the same way that jumping is to a track official, but the separate rules for LDR (timing to the nearest second, no recall of the start, etc.) should be incorporated into the curriculum in those areas.
3. Finally, a similar effort in the area of race walking was also felt to be appropriate (like LDR, this is a neglected part of the sport in the area of officials' training and certification).

We in USATF want you to be a part of our national efforts to bring the road running and USATF officials' communities together. The pilot program was a "win-win" situation in PVTF, and we think that it showed that those who thought that a separate curriculum for long distance running officiating could not or should not be done were wrong. It went very well and Potomac Valley should be proud for blazing new trails. Now we bring it to you.

Bill Roe
Vice President
USA Track & Field

Credits

Tim Baker and Sal Corrallo for the original LDR curriculum presented in Potomac Valley, along with many contributors to their initial drafts.

John Robertson, M.D., for the Medical Guidelines which have been adapted here.

Lawrie Robertson for the original LDR guide prepared for the 1984 Women's Olympic Marathon Trials in Olympia, Washington. He has served as technical advisor to several major national road races.

USATF's Andy Martin, Manager for Association Services and former managing director of the New Jersey Association, for guidance.

USATF's three LDR chairs, Danny Grimes (men), Carol McLatchie (women), and Jerry Crockett (masters) for their support for the project.

RRCA's Freddi Carlip (president) and Henley Gabeau (executive director) for assistance

MUT's Nancy Hobbs for the information in the Mountain and Trail Running section.

AUA's Dan Brannen for the information in the Ultrarunning section.

Philosophy of Officiating LDR Events

The Premises underlying the Development of a Curriculum and Certification of Road Running Officials by USA Track & Field.

The sport of Athletics has four divisions - track & field, road running, cross country running, and race walking. As a member of the International Amateur Athletics Federation (IAAF), USA Track & Field (USATF) is charged with not only the regulation, but also the development of, these four divisions in the United States. When the name of "The Athletics Congress" was changed to "USA Track & Field," assurances were given that road running, cross country running, and race walking would not be treated as a poor stepchildren of track & field.

In addition to the above-noted requirement that attention be paid to the interests of the road running and race walking communities, there is a very practical consideration which should be given. People whose only connection with the sport comes from the fact that they run road races make up a substantial part of our membership and potential membership. If, for instance, several major marathons were to once again implement the requirement of USATF membership, the budgets of quite a few Associations would greatly increase.

Like the athletes, officials in the sport tend to specialize. Some people only do the pole vault; others will only be starters. So, too, some people are only interested in working at road races. The primary focus of the curriculum for training and certifying officials in USATF is on track & field. Very little time is spent in the training sessions and very few of the questions on the test relate to the matters of concern to those who are interested in road running. The result has been that few of the people who officiate at road races have seen an advantage in becoming a USATF certified official. Faced with the attitude, "If you don't sit through the classes and answer questions about pole vaulting and hurdling, we won't certify you", the response has been, "Ok, we won't get certified."

Recognizing that this scenario resulted in a "lose-lose" situation both for USATF and for the road running community, individuals from the Potomac Valley Association of USATF and the D.C. Road Running Club of the Road Runners Club of America approached the chair of the Officials Committee of the Association with the following proposal:

- DCRRC and the Officials Committee of USATF would jointly run an officials' training clinic which would focus on the training of individuals to be granted certification at the Association Level as road running officials after the successful completion of a test similar to the National Officials Certification Exam, specifically focused on road running rules.
- The rules that related to road running were culled from the USATF Competition Rules. Input was requested from the chairs of the national Men's and Women's LDR Committees, the Men's and Women's LDR representatives to the national Officials Committee, the chair and the representatives from Men's and Women's LDR on the national USATF Rules Committee, USATF Vice President Bill Roe, and the Executive Director of the RRCA, Henley Gabeau. Taking the suggestions that were made into consideration, modifications were made.

It was decided that the training and testing of road running officials would be done on an experimental basis. A waiver for this specific effort was requested from and granted by the chair of the national Official's Committee. The results will be reported at the time of the USATF Annual Meeting in December. If successful, it was felt that this could serve as a prototype for reaching out to other groups, e.g. race walking.

The Philosophy of Officiating

The job of the officials at a road race or cross country meet – as at a track & field meet – is to assure an equitable and safe competition. The International Amateur Athletic Federation (IAAF), the international governing body of the sport, probably best said it in one of their publications concerning officials in which they suggest that the focus of the officials should not be on uncovering infractions and disqualifying athletes, but rather on facilitating the competition between the athletes.

You should know the rules, but you should also know the difference between being an official and being officious. It is embarrassing watching an official swagger around exerting his or her power.

- If someone has their number on incorrectly, you suggest that they might put it on right rather than disqualifying them or threatening to do so.
- If you see an illegal situation developing, see what you can do to get it corrected.
- If something is not illegal, then it is legal. If it is not clear, the benefit of the doubt goes to the person accused of an offense, especially in the absence of a specific rule.

Use common sense within the rules. At a recent Colonial League championships, one of the runners tried to pass another as they were approaching the finish line. The young man being passed put his arm out, impeding the other runner and winning the duel. In the finish chute, the young man who run apologized to the athlete he impeded, and switched places with him. The referee asked to see the coach, who began by complaining that the order of finish was wrong. The referee explained to the coach what he had seen happen, and told him that – at this point – he was ruling that the reversal of order was to stand, but – that if the other coach protested, he would change this to a disqualification. The other coach was satisfied, so the ruling stood. The referee later spoke to the athlete, explaining what he had done wrong. Everyone was satisfied.

A referee at the 1992 Olympic Trials in New Orleans was asked afterwards how things went. The referee told them that it was a good meet for the referee – or any official – when he doesn't get his name in the paper once.

Stay cool. Remember, the parties in a dispute are usually upset. Your getting upset doesn't help things. If someone yells at you, speak quietly back to them. Don't get into a power struggle. Remember – you do have the power, so use it wisely. If you have a confrontational situation, try to get it out of the public arena. Listen carefully to what the other person is saying, trying to get beyond the emotions of the situation. If someone is asking you to change a ruling, ask them if they could cite in the rule book what basis they have for their appeal. If the person is right, change your ruling. If they are not right, don't be brow-beaten into a change.

Remember, unless you are the referee, you don't disqualify anyone. You advise the referee. Your job is to report the facts. Make sure that you have these facts down – report them completely, accurately, and without emotion. It is then up to the referee to decide.

Have fun and be pleasant, but make sure that you do not move into the "life space" of the athlete. If they want to chat with you, chat with them. If they want to be left alone, leave them alone.

NEVER FALSIFY ANYTHING. The time is what the time is. If you know that it is wrong, e.g. that there is something wrong with the timing system, report this fact. Remember our legitimacy comes from our integrity. If you do something dishonest, people will never believe you in the future. Also, remember if you do something as a favor for someone, you are probably punishing someone else, i.e. if you say that someone has run a record time when they have not, you are taking that record away from someone else.

Structure of the Sport

Governing Bodies

This section opens with a description of the various governing bodies that influence the conduct of long distance athletics competitions.

The International Olympic Committee (IOC) has the authority for conducting the Olympic Games and the United States Olympic Committee (USOC) for selecting the U.S. Olympic Teams. The U.S.O.C. supervises a number of activities to support the success of U.S. athletes in Olympic competitions including funding development efforts through the Olympic Foundation.

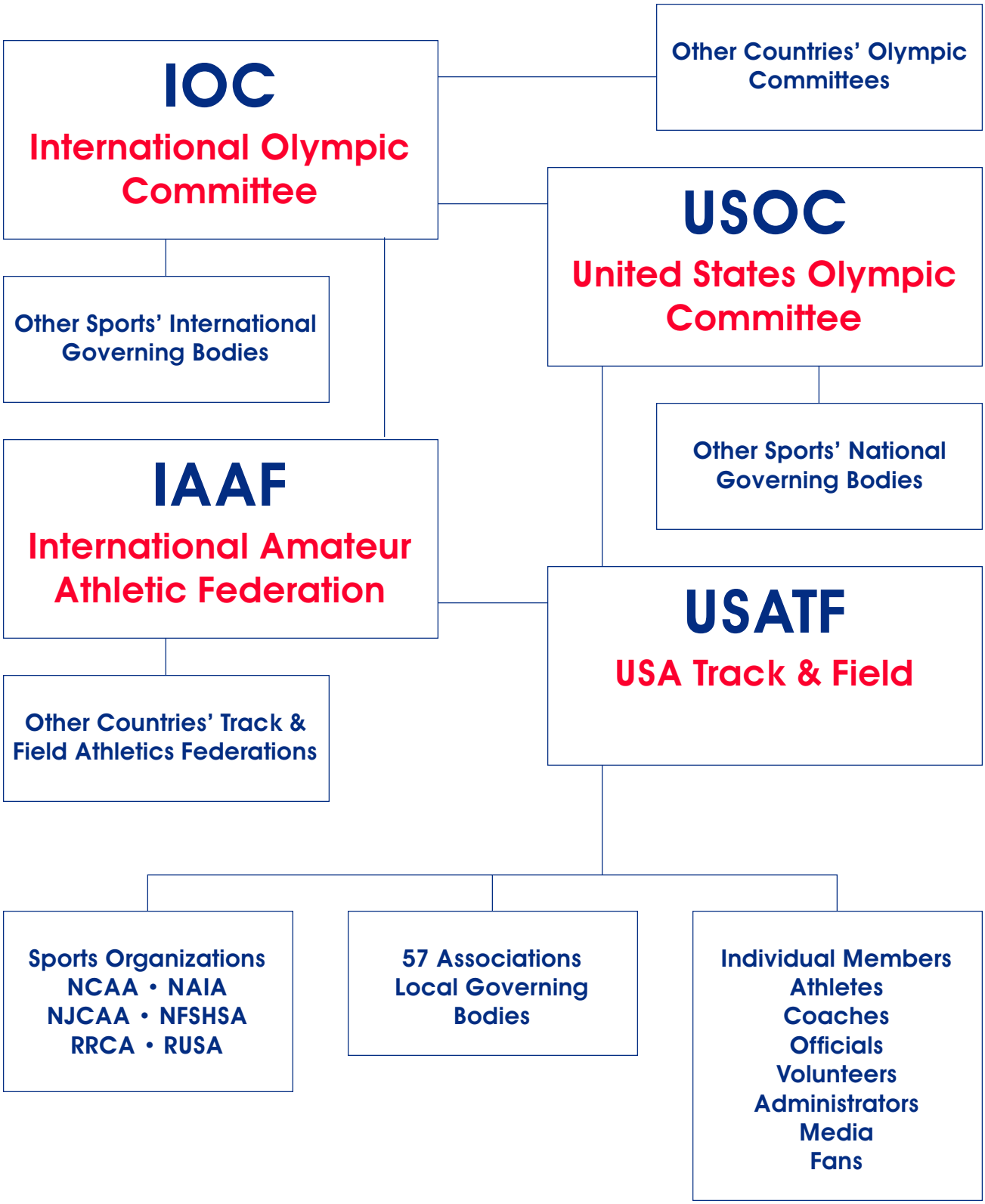
The International Amateur Athletic Federation (IAAF) is the international governing body for "athletics" (track and field, race walking, long distance running, and cross country) for all international athletics competitions.

USA Track & Field (USATF) is the national governing body for "athletics" (i.e., track, field, race walking, cross country running, and long distance running) for the United States and elects representatives to the USOC and IAAF. It holds an annual meeting to develop and refine the rules of competition and coordinate the development of national and international level competitors at the youth, open, and masters levels. It governs through the work of sport and administrative committees as well as the efforts of local associations. USATF has divided the nation into 57 geographic Aassociations. Each Association is charged with the responsibility of governing the conduct of local USATF competitions, and training and recommending the certification of officials working within a specific geographic area.

National Track & Field Officials Committee

An administrative committee of USATF, the National Track & Field Officials Committee seeks to:

- Promote excellence in athletics and officiating through the continuous training and support of officials;
- Promote a consistent standard of skills for all those engaged in officiating USATF sanctioned competitions; and
- Ensure that all competitors have a fair opportunity to compete within the rules of the national governing body.


IOC
International Olympic Committee
Other Countries' Olympic Committees
USOC
United States Olympic Committee
Other Sports' International Governing Bodies
Other Sports' National Governing Bodies
IAAF
International Amateur Athletic Federation
USATF
USA Track & Field
Other Countries' Track & Field Athletics Federations
Sports Organizations
NCAA • NAIA
NJCAA • NFSHSA
RRCA • RUSA
57 Associations
Local Governing Bodies
Individual Members
Athletes
Coaches
Officials
Volunteers
Administrators
Media
Fans

Roles of Officials

In the line of their duties, USATF competition officials are asked to remain conscientious to their duties and, when required, render an objective report of observations. Working under the supervision of the event's referee (major team selection, prize money, or championship events) and race director, USATF officials are expected to be knowledgeable both of relevant content and appropriate application of the rules and guidelines. USATF officials are to be consistent and impartial in their enforcement responsibilities without regard to either an individual athlete's notoriety or history, and to ignore any criticism that might result from the fair application of the rules to the situation. Whenever possible, the official should give the benefit of the doubt to the athlete.

In general, the roles of officials from track & field to long distance running, cross country running, and race walking are translatable. A games committee for a road race performs most of the same functions as they would for a track & field event. A road event director is the counterpart to a meet director for track & field and cross country, although in a heightened sense. The role of a referee is diminished in the operation of the actual cross country or road event, whereas in the context of a track & field event, the referee really is the central role during the competition. Hence, the meet director / road event director assumes more during-event responsibility in cross country and road events.

Some positions offer stark contrast from event to event. The surveyor in a track & field meet is the course certifier in a road event – and is non-existant in a cross country meet, where course length (while nice to know) is incidental to the event. Lap counters are employed in road and cross country events only where loop courses are repeated over and over. The role is common, however, in race walking events, since 2000-2500-meter loops are the common course length.

In discussing the roles, the order taken from the USATF Competition rules is modified to fit the "flow" of an event from the officials' list.

Meet Personnel

Rule 30

1. Officials necessary at athletic events: There shall be as many officials at a meet as are necessary for its orderly and efficient operation, and compliance with these rules.
2. Officials assigned as competition officials should be those certified by the national Officials Committee of USA Track & Field. See USATF Bylaws Article 15-J.
3. The following personnel are recommended as a minimum, including Chief Judges where applicable, for the conduct of track and field meets:

   Management Personnel

   Games Committee
   Meet Director
   Assistant Meet Directors as needed

   Competition Officials

   (does not apply)

   Support Personnel (as needed)(NOTE: only those which applyto road events are listed)

   Surveyor
   Announcer
   Doctor
   Press Steward
   Recorder of Records
   Awards Custodian

4. The following officials and support personnel are recommended for the conduct of cross country and road events:

   Referee
   Jury of Appeal
   Clerk of the Course
   Starter
   Marshals
   Course Umpires
   Course Recorders
   Lap Counters
   Chief Finish Judge
   Finish Judges
   Judges' Recorder
   Timers
   Timers' Recorders
   Chute Umpires
   Chute Controller
   Competition Secretaries

   It is recommended that there be 6 to 9 walking judges, plus a sufficient number of race walking officials.

5. Where feasible, no official should act in a dual capacity. A coach should not serve as an official or referee for any single event(s) in which an athlete whom s/he coaches competes.
6. No track team or club team manager or coach should act as an official at a championship, international selection competition, or an international meet held under IAAF Rule 12.1.a to .d for any single event(s) in which an athlete whom s/he coaches competes.

In general, take the above with a large grain of salt. Several common volunteer road and cross country event roles are missing, including split timers, water station personnel, registration personnel, and finish line hospitality workers.

Games Committee

Rule 31

1. In championship meets, the Games Committee shall be appointed by the sport committee or committees of USA Track & Field.
2. In club meets, the Games Committee shall be appointed by the club holding the meet.
3. This Committee shall provide a place properly laid out and measured to conform to all the requirements of these rules and shall also furnish all implements and equipment necessary for the satisfactory completion of the events scheduled in the official program, and shall have jurisdiction of all matters not assigned by these rules to the Referee or other officials.
4. In non-championship meets, a meet director or meet manager, or both, may exclusively, or with the club hong the meet, carry out any of the above-described functions.

They set up the meet. Their most important job is appointing the meet director or administrator, who makes most of the operating decisions. Before the meet, these are the people who decide what the philosophy and tone of the meet will be. There is a difference between a championship and a big, fun all-comers meet. As an official, it is up to you to go along with this. If you don't like it, finish officiating the race, and don't come back again. It is not up to you as an official to determine the tone of the meet. Who is and is not a competitor is up to the race committee. What the course is or is not is up to the race committee.

Event Director

Although many races are the brainchild of one individual and not the product of a games committee, USATF doesn't recognize the role of event director with its own rule. Before the race or meet, this is the person who ultimately will make or break the event. In many cases, the event director is the "owner" of the race, having created the idea, approached the initial sponsors, and recruited the first competitive field. He or she may – a few years down the road – have recruited a games committee to work with, and may be paid to stage the event. In other cases, the event director is a hiree of the games committee. The majority of the "thinking" and logistical work prior to a race comes from this individual and key race officials he or she works with.

Referee

Rule 32

1. The Referee shall enforce all the rules and decisions of USA Track & Field, and shall decide all questions relating to the actual conduct of a meet, the final settlement of which is not otherwise assigned by said rules.
2. (does not apply)
3. A Referee shall have the authority to warn any competitor for improper conduct or to exclude such a competitor from the competition. Warnings may be indicated to the athlete by showing a yellow card, exclusion by showing a red one. Warnings and disqualifications shall be entered on the competition card.
4. The decision of the Referee in all matters shall be final and without appeal except in those meets or events for which a Jury of Appeal has been established for that special purpose. The Jury of Appeal then shall have the final authority. In long distance running events, a Jury of Appeals shall be appointed. See Rule 50.
5. To arrive at a fair decision in any matter, including protests, the Referee may consider a film or picture produced by an officially designated videotape recorder.

6. A separate referee may be assigned for track events, for field events, for combined events, and for running and walking events outside the stadium. The Referee for events outside the stadium shall have no jurisdiction over matters that are within the responsibilities of the Chief Judge of Race Walking (see Rules 39 and 150).
7. (does not apply)

Selection of the referee and, if used, a jury of appeals (see below) is made by the event or race director, sometimes with the consultation and concurrence of the games committee. It is recommended that these persons be individuals who are knowledgeable in the appropriate application and interpretation of USATF rules in the road race context.

There are some commonly used techniques which allow an organized, systematic approach to enforcement:

- For all events granting cash prizes, either the race director or his/her designee should be identified prior to the event as the event referee who will rule on all issues regarding the enforcement of USATF rules.
- In national championships, international team qualifying events, and when large cash prizes are awarded, it is wise to also appoint a jury of appeals to review the decisions of the referee (see later paragraph in this section).
- When a protest or report is submitted to the referee, the following procedure should be considered:
  1. The referee promptly reviews the competitor's protest, checking with the appropriate umpires concerning the allegation, and then determines if an infraction of USATF rules may have occurred. The referee's finding should cite the applicable USATF rule(s) and the grounds supporting the finding.
  2. In rendering a decision, the referee should give the benefit of the doubt to any accused athlete(s). The options generally available to the referee are:
     a. To determine that no violation or infraction of the rule occurred;
     b. To reprimand and caution the competitor(s), but not disqualify.
     c. To disqualify one or more competitors. Disqualification should only be given in those rare cases where the violation was flagrant or serious damage was inflicted on other competitors.
  3. The referee's written decision is to be given promptly to the race director.
- Throughout, the only spokesman should be the race director. For all others, it is recommended that the best comment be "no comment". The race director should become aware of the facts reported and refer to the written reports and known information when discussing the alleged incident.

In major events, it is helpful to assign to the referee the tasks of verifying the times, coordinating records information, and ensuring that the course as measured was followed.

When serving as an event referee, the official should remember that he/she is serving under the race director. The referee's primary focus should be on supervising the officiating necessary to for a fair competition. When necessary, the referee rules on reports generated by the competition officials or receives any protests.

As the event manager having final responsibility for the event, the race director is to be kept informed of all-important information brought to the event referee's attention. The race director is to be consulted prior to the referee making any decision that might affect event results. The race director should only make any public comments once a decision is final.

Jury of Appeals

Rule 32

4. The decision of the Referee in all matters shall be final and without appeal except in those meets or events for which a Jury of Appeals has been established for that special purpose. See Rule 50.

Rule 50

A Jury of Appeal composed of three to five persons, preferably certified officials, may be established by the Games Committee to consider appeals from decisions of the Referee as to matters that developed during the conduct of the event. One of its members shall be the chair. If and when it is considered appropriate, a secretary, who may be a non-member, may be appointed. One or more alternates should also be named. Referees shall not serve as members of the Jury of Appeal. In no case shall any management personnel or competition official serve on a Jury of Appeal in considering any appeal where such individual has previously performed an official function in respect of the matter being appealed. For national, regional, and Association long distance running and cross country championship events and events sanctioned under

Regulation 14.A.1, .2, or .3, a Jury of Appeal shall be appointed. For all non-championship long distance running and cross country events, a Jury of Appeal should be appointed, where feasible. The Jury of Appeal shall consult with all relevant officials. The decision of the Jury of Appeal shall be final. See Rule 73.6.

Rule 73

1. Protests concerning the team status or eligibility of an entered competitor must be made to the chair of the Games Committee prior to the commencement of the competition, or to the Referee during the competition.
2. Protests relating to matters which develop during the conduct of the competition must be made to the Referee at once and not later than 30 minutes after the result has been announced, except in the case of long distance and cross country races, where the time period shall be 24 hours. However, in the case of events in which final results are not announced on the day of competition, the Games Committee may determine and announce in the results that are released, a period not to exceed seven (7) days during which protests may be made to the meet or race director.
3. Protests, at the discretion of the Games Committee or the Referee, may be made orally or in writing. For national championships, they must be made in writing.
4. If possible, the Games Committee or the Referee shall decide protests at once. If the nature of the protest or the necessity of obtaining testimony or evidence prevents an immediate decision, the competitor shall be allow to compete under protest, and the protest shall be decided by the Games Committee within one week, unless its subject be the eligibility of the competitor to compete, in which case the Games Committee must report such protest within 48 hours to the Member Services chair in the Association where the meet or event is held.
5. Where a Jury of Appeal has been established to consider appeals of decisions by the Referee as to matters which developed during the conduct of the event, appeals must be made in writing immediately and within 30 minutes after the action by the Referee has been officially announced. In the case of long distance and cross country races, the time period shall be 24 hours.

Set yourself up for disaster by having a prize purse for your road race – of any size – and not have a Jury of Appeal structure in place. There are countless calls each year to the USATF National Office by beleagured race directors whose race has run into serious issues of cheating, course cutting, ineligibility of an athlete, and more. These problems can be avoided by having a structure in place before problems arise.

Announcer

Rule 43

The Announcer shall announce to the public the names and numbers of the competitors taking part in each event, and all relevant information such as the composition of the heats or lanes drawn and intermediate times. The results (placings, times, heights, and distances) of each event should be announced at the earliest practical moment after the Announcer receives the information.

While this paragraph is not the most complete for announcers of road running events, and while it is impractical for road running announcers to give all competitor's numbers and names at the start, you get the idea. The job of a road running and cross country running announcer is - much as many track & field meet announcers have also moved toward - as much enlighting the entertained masses as it is informational. It is critical that cross country and road running events have a public address system which can be clearly heard at the start and finish.

Clerk of the Course

Rule 40

1. The Clerk of the Course shall control the Assistant Clerks of the Course and assign them to such duties as deemed proper.
2. The Clerk of the Course shall be provided with the names and the numbers of all competitors entered in running or walking events, and s/he shall notify them to appear at the starting line or other assembly area before the start in each event in which they are entered.
3. In handicap events from marks, the Clerk of the Course shall place each competitor behind the proper

mark and shall immediately notify the Starter should any competitor attempt to advance after the Starter has commanded the field to "get ready."
4. In time allowance handcap events, the competitors shall be assigned their positions by the Clerk of the Course, who shall also furnish the Starter with the number and time allowance of each competitor.

This paragraph is not feasible for road running, but certainly check-in of each team and, at championships, each competitor at a cross country running event is desireable. In road running, it is desireable to at least check in and place the best of the field for the event in elite starting spots.

Starter

Rule 49

1. The Starter shall have entire control of the competitors at their marks and shall be the sole judge, except as herein otherwise provided, of fact as to whether or not any competitor has gone over his/her mark. If deemed necessary, an Assistant or Recall Starter may be provided to assist the Starter in starting an event, also with the authority to recall the competitors, by the firing of a gun, in any race in which, in his/her opinion or that of the Starter, the start was not fair. See Rule 60 for method of starting.
2. Warnings and disqualifications may be made only by the Starter.
   ***NOTE**: For events conducted with a staggered start, it is recommended that there be at least two Recall Starters.*

Rule 60

1. The start of a race shall be indicated by a line marked on the track or ground not more that 5 centimeters wide (approximately 2 inches). When starting, all competitors must be behind the starting line and they must not touch the starting line or the surface in front of it with hand or foot.
2. (does not apply)
3. (first sentence does not apply) In races longer than 400 meters, the command shall be "on your marks" and when all competitors are steady, the pistol shall be fired. When appropriate, the Starter may assemble the competitors at a line, imaginary or otherwise, 3 meters behind the starting line, and have the athletes move up to the starting line on the command "on your marks." In time handicap races, the command "Go" may be used.
4. Prior to each running event, the Starter shall give instructions to competitors concerning the commands to be used. Before the start signal is given, the Starter shall ascertain that the Timers, Judges, and, when applicable, the Chief Photo Finish Judge and the Wind Gauge Operator, are ready.
5. Where a pistol is used, it should be of not less than .32 caliber, with powder giving a distinct flash/smoke, except (exception does not apply). It should be held as to provide a background against which the flash is clearly discernible.
6. All questions concerning the start shall be decided by the Starter.
7. (does not apply)
8. If a competitor commences the starting motion after assuming a full and final set position, and before the report of the gun, it shall be considered a false start.
9. If a competitor after the "on your marks" disturbs other competitors in the race through sound or otherwise, it may be considered a false start.
10. No later than the command "on your marks," the Starter shall raise the hand with the gun. That hand shall remain extended above the head until the gun has been fired. During that time, the hand without the starting gun shall remain at the Starter's side.
    NOTE: To facilitate hand timing, the Starter may signal Timers just prior to the "Set" command.
11. (does not apply)
12. The Starter or any Recall Starter, who is of the opinion that the start was not fair, shall recall the competitors by firing a gun.

NOTE: In practice, when one or more competitors makes a false start, others are inclined to follow and, strictly speaking, any competitor who does so has made a false start. The Starter should charge only the competitor or competitors who, in the Starter's opinion, were responsible for the false start. This may result in more than one competitor being charged with a false start. If the unfair start is not due to any competitor, no competitor shall be charged.

13. No penalty shall be imposed for the first false start, but the Starter shall, except in the combined events, disqualify the offender or offenders, on the second false start. False starts are called on individuals, not

on the field.
14. In handicap races, the Starter shall also disqualify from that event any competitor who attempts to advance from his/her mark, as prescribed in the official program, after the Starter has given the warning to "get ready."
15. (does not apply)
16. The Starter shall report to the Referee any misconduct by any competitor at the start. The Referee shall have the authority to disqualify such contestants.
17. (does not apply)
18. (does not apply)

There are many rules of starting, most of which only indirectly apply to road running and/or corss country running. However, the basics for good starting protocols are included. Although it is unlikely that a start of a major road race would be called back from a sheer practicality standpoint, the Starter and the Referee have the authority through these rules to act in situations where advantage has been gained. It is important that, in any pre-race technical meeting and in any pre-race announcements, the starting procedures be explained fully to those athletes who will be in the proximity of the actual starting line.

Marshals

Rule 48

The Marshal shall have full charge of the enclosure of the course and shall prevent anyone but officials and actual competitors from entering or remaining therein. The Marshal shall control his/her assistants and assign to them their respective duties.

Marshals are to ensure that the full competitive area remains unobstructed and available to all official competitors. Normally, the primary tasks of the course marshal are to:

- Provide directional information to the runners to ensure that each runner runs the designated course.
- Prevent cars, bicycles, dogs, trash, pedestrians, or spectators from impeding the path of the athletes.
- Assist the umpires by reporting possible violations of USATF rules or guidelines to the event referee.

In major events, each course marshal position should be provided with a written description of duties and responsibilities. This should include an area map indicating the location of the assignment, any necessary directional signs/pointers, and specific instructions about the proper direction for the runners to take.

The "go native" problem. A consistent problem of major events is when the marshals either turn into spectators or use their position to become a privileged photographer. All volunteers should be reminded that they have a single task to perform which requires their total concentration to accomplish it.

Course coordinator. In many larger races, race directors have found it helpful to assign a course coordinator to the overall responsibility for course planning, equipment, and personnel. For races over one (1) kilometer, special function supervisors (e.g., area or sector supervisors, split readers, communications support, marshals, refreshment, and first aid stations) can assist the course coordinator.

Area supervisors. Often race directors find it helpful to divide the course into 5-kilometer sectors, each under a separate supervisor who can then report directly to the course coordinator. Under this approach, course marshals then report to a geographic sector location rather than converging on the busy start or finish areas. When this approach is used, volunteers are assigned to an area supervisor who is then responsible for explaining their duties and assigning them to their designated positions. On race day, the volunteer reports directly to the sector supervisor for final instructions.

Umpires

Rule 33

1. The Chief Umpire, who is directly responsible to the Referee, shall have general supervision over Umpires. The Chief Umpire shall be responsible for:
   a. Briefing and reviewing with Umpires the appropriate rules of competition and any special regulations established for the competition by the Games Committee or Referee.
   b. Placing Umpires at locations where they may best perform their duties.

   c. Securing Umpires complete details, orally and in writing, of any alleged violations and submitting the report of the alleged violation to the Referee
   d. (does not apply)
2. It shall be the duty of any Umpire to stand at such point as the Referee or Chief Umpire may designate; to watch the competition closely and, in case of a foul or violation of the rules by a competitor or other person; to indicate such foul or violation by raising and waving a yellow flag; and to report, orally and in writing, to the Chief Umpire what s/he saw of the incident.
3. In walking events, the assigned Umpires shall perform their duties as in any other event, but shall not be responsible for technique rules, which are the responsibility of the walking judges.
4. (does not apply)
5. Umpires are merely assistants to the Referees, to whom the Chief Umpire shall report, and shall have no power to make any decisions.
6. (does not apply)

Rule 65

1. Competitors shall be placed at the finish line in the order in which any part of their bodies (i.e., the "torso," as distinguished from the head, neck, arms, hands, legs, or feet) reaches the finish line.
2. (does not apply)
3. Each competitor shall run in a direct line after entering the final straightaway in all races of two or more turns unless there is another competitor in his or her path.
4. Any competitor or participant jostling, running across, or obstructing another competitor or participant so as to impede his or her progress shall be liable to disqualification in that event. The Referee shall have the authority to order the race to be re-held (EDITOR: unlikely in most road running or cross country situations, given the distances involved)(remainder of paragraph not intended for long distance events).
5. No performance accomplished by an athlete shall be valid unless it has been made during an official competition.
6. (does not apply)
7. Leaving Track, Field, or Course
   a. No competitor, after leaving the track or course, shall be allowed to rejoin a race either for the purpose of gaining a place or to pace or to assist another competitor.
   b. (does not apply)
   c. In any track event of 20,000 meters or more, or in any road race, a competitor may leave the road or track with the permission and under the control of a judge or other authorized official, provided that by going off or returning to the course the athlete does not lessen the distance to be covered.
8. Any competitor who shall refuse to obey the directions of the Referee or other proper official, or who shall conduct him/herself in an unsportsmanlike manner, or who is offensive by action or language
9. To be considered a finisher, a competitor must complete the race.
10. In any race decided on the basis of distance covered in a fixed period of time, the Starter shall fire the pistol or give other audible or visual signal exactly one minute before the end of the race to warn competitors and judges that the race is nearing its end. At the exact specified time after the start, as directed by the Chief Timer, the Starter shall signal the end of the race by again firing the pistol or giving other audible or visual signal. The Timers will then immediately stop their watches. At the instant of the signal of the expiration of the time, the Judges appointed for that purpose shall mark the exact spot where each competitor last touched the track before or simultaneously with the final signal. Competitors may be given marking devices to place at the last contact point to aid the Judges. The distance achieved shall be measured to the nearest meter or yard behind the rear edge of the last footprint of the competitor. At least one judge shall be assigned to each competitor before the start of the race for the purpose of recording the time of each lap completed and marking the distance achieved.
11. Distances achieved in fixed time period races may be measured in miles, yards, or meters. However, the results must be reported in kilometers and/or meters. Distances converted from other than metric measurement must be indicated as such. Any conversion shall always be rounded down to the next lower meter.

Rule 66

1. Except as provided in road races (Rule 132) and in long distance walking events (Rule 150), during the progress of an event a competitor who has received any assistance whatsoever from any other person may be disqualified by the Referee. "Assistance" is the conveying of advice, information, or direct help to

an athlete by any means, including a technical device. It also includes pacing in running and walking events by persons not participating in the event, by competitors lapped or about to be lapped, or by any kind of technical device. It does not mean participation of an officially designated pacesetter in the race.
NOTE 1: Pacesetting by a person entered in an event for that purpose is permitted.
NOTE 2: Competitors may carry or wear articles of personal equipment, such as wrist chronometers and heart-rate monitors.

2. a. Verbal or other communication, without the use of any technical device, from an individual who is not in the competition area to an athlete who is in the competition area shall not be considered assistance.
   b. The use by athletes of video or cassette recorders or players, televisions, CD or CD-ROM players, radio transmitters or receivers, mobile phones, computers, or any similar device in the competition area shall not be permitted. In long distance running and race walking, this is not a mandatory rule, but is a strong suggestion as a guideline for safety reasons.
3. (does not apply)
4. (does not apply)
5. (does not apply)
6. Intermediate times and preliminary winning times may be officially announced and/or displayed. Otherwise, such times must not be communicated to the athletes by persons in the competition area without the prior approval of the Referee.
7. No attendant or competitor who is not actually taking part in the competition shall accompany any competitor on the mark or in the competition, nor shall any competitor be allowed, without the permission of the Referee or Judges, to receive assistance or refreshment from anyone during the progress of the competition, except as provided by Rule 66.7, Rule 132, and Rule 150.4.
8. Medical personnel authorized by the Games Committee or Referee to do so may examine any athlete who appears in distress. If, in their opinion, it is in the best interest of the athlete's health and welfare, they may remove the athlete from the competition. A hands-on medical examination during the progress of any event by officially designated medical personnel shall not be considered assistance.
9. During hot weather, the meet organizers may furnish competitors with water and sponging stations in races of 5000-meters and longer on the track.

Rule 132

See the complete Long Distance and Road Events rules in section 14.

Rule 150

See the complete Race Walking rules in section 16.

The number one rule for umpires is to write everything about an incident you have seen as soon as possible and without talking to any other person. Umpires often carry athletic tape or a vial of chalk with them and put a mark down on the course or track to mark the spot of an incident, which helps them refresh their memory about an incident if they and the chief umpire and/or referee are able to visit the spot after the event. Be ready to answer the questions of the referee. Don't talk with the athlete, coach, or anyone else about you have seen.

Umpire's role. The umpire's primary responsibility is to assist in the enforcement of USATF rules and its guidelines on pacing and other forms of prohibited assistance.

Umpire selection. The race director or designee normally selects umpires. They should be selected from the area's most knowledgeable and experienced officials. If possible, these individuals should be USATF LDR certified officials. To be effective, umpires must know the special rules, guidelines and circumstances that apply to distance events. Umpires should be provided with written job descriptions that include information on prohibited assistance and applicable USATF rules, and procedures for reporting potential violations.

Placement. It is recommended that umpires wear the same attire as other event officials. Depending on the length of the race, five (5) or more umpires should be appointed and assigned to randomly selected locations throughout the length of the course.

What to look for. Potential violations include cutting the course, premeditated pacing or assisting an athlete by a non-competitor, registered and unregistered competitors joining the race at a point after the start, or providing unauthorized splits or liquid refreshment.

Judges of Race Walking

Rule 39

1. JUDGING
   a. The Judges of Race Walking shall have the sole authority to determine the fairness or unfairness of walking, and their rulings thereon shall be final and without appeal. Judging decisions are made as seen by the human eye.
   b. The appointed judges of Race Walking shall elect a Chief Judge.
   c. The Chief Judge shall assign the Judges to their respective judging areas and explain the judging procedure to be used during the race.
   d. All Judges shall be currently certified as Race Walk Judges by USATF or by another IAAF member federation.
   e. All Judges shall act in an individual capacity.
   f. The Chief Judge will serve as the Referee and Chief Umpire if none is assigned. The Judges will serve as Umpires if none are assigned.
   g. In road races, depending on the size of the course, there should be a minimum of six to a maximum of nine judges, including the Chief Judge. In track races, indoors and outdoors, there should be five judges, including the Chief Judge.
2. CAUTION
   a. Competitors must be cautioned by any Judge when, by their mode of progression, they are in danger of ceasing to comply with the definition of race walking (see Rule 150); but they are not entitled to a second caution from the same Judge for the same offense. Having cautioned a competitor, the Judge shall record all such cautions on the Judge's tally card. All Judges' tally cards are turned in to the Recorder at the end of the race for posting.
   b. Each Judge shall use a white paddle or disc for signaling cautions during a walking race. Each paddle should have the symbol (wavy horizontal line) indicating "loss of contact" on one side and the symbol "greater than" indicating "bent knee" on the reverse side to show the reaon for the caution.
3. DISQUALIFICATION
   a. Each Judge's proposal for disqualification is called a warning. Competitors shall be given warnings when, by their mode of progression, they fail to comply with Rule 150.2 by exhibiting visible loss of contact or a bent knee during any part of the competition.
   b. Once a Judge has decided to propose a disqualification, the Judge shall immediately fill out a red warning card which shall be passed to the Recorder as soon as possible. If there is no Recorder, the red cards go to the Chief Judge. Each warning shall be recorded separately on the Judge's tally card.
   c. When a competitor receives a warning from three different Judges, the competitor shall be disqualified and informed of the disqualification by the Chief Judge.
   d. Disqualifications may be given immediately after the competitor has finished, if it is impractical to inform the competitor of the disqualification during a walking race.
   e. The Chief Judge shall use a red paddle or disc for signaling disqualifications during a walking race.
   f. For championships and international trials races, a warning posting board should be used to keep competitors informed about the number of warnings that have been received by the Recorder or Chief Judge for each competitor.
   g. A copy of the completed Judges' Summary Sheet shall be posted as soon after the event as possible. The original of this sheet shall be delivered to the Scorer and made part of the official meet records.

You will not often be able to put on a satisfactory race walking event within a running road race. Judging is very difficult – spotting the walkers is not a problem, but seeing their form clearly often is. Getting adequate judging to cover a road course realistically to make the competition fair is – in some cases – out of the question. A point-to-point 10-kilometer road course would require 50-100 stationary judges or mobility of the judges that would be dangerous in most road situations. Therefore, most race walks on road courses are held separately and on courses which are 2000 to 2500 meters in length. Most competitive walking divisions in road runs receive little recognition.

Judges of Finish

Rule 34

1. When an approved imaging device is properly functioning at the finish of an event, the image must be referred to the Photo Finish Judges for primary determination of the order of finish. In the absence of such a device, the primary determination of the order of the finish shall be made by the Judges at the finish,
2. It is recommended that there be at least four judges, and... (does not apply)... one of whom shall be designated as Chief Finish Judge, who shall decide the order in which the competitors finish. The Chief Finish Judge shall only observe the finishes and his/her decision shall be given only in the case of a tie vote on the part of the other judges. In case of a disagreement, the majority of judges concerned with the disputed place or places shall decide, and if there is a tie vote on the part of such judges, the Chief Finish Judge shall decide.
3. When possible, Judges shall be placed at least 5m back from and in line with the finish on an elevated platform.

Rule 38

1. When a fully automatic timing device is used, the Photo Finish Judges shall determine the places of the runners or walkers and the times as recorded by the device. At the beginning of each session, the Photo Finish Judges, in cooperation with the Starter and the Referee, shall initiate and supervise control tests to ensure that the fully automatic timing equipment is (i) started automatically by the Starter's pistol and (ii) correctly aligned with the finish line.
2. a. If possible, there should be at least two fully automatic timing devices of a similar make in operation, one from each side of the track at the finish line. (does not apply) Preferably, the two timing devices should be technically fully separated, i.e., supported by different power systems and relaying the report of the Starter's pistol, or approved starting apparatus, by separate equipment and cables.
   b. Where two or more fully automatic timing devices are used, one should be designated as the official one before the start of the competition. The times and places from the other device(s) or camera(s) should not be considered unless there is reason to doubt the accuracy of the official device or if there is a need to use the supplementary images to resolve uncertainties in the finishing order or times.
3. (since road and cross country events are not timed to the tenth of a second, this section does not apply)
4. The Chief Photo Finish Judge shall record and certify the places and times and forward them to the Competition Secretary and/or such other officials designated by the Games Committee or Meet Director. When a computerized result system is used, the placings and times of the competitors may be entered directly into the computer system under the direction of the Chief Photo Finish Judge. Results shall subsequently be certified as official by the Referee or the Referee's designee. The determinations of the Photo Finish Judges may be appealed to the Referee for a final determination.
5. In the event of record performance, the Referee should evaluate and certify the times and duly note them on the records of the Photo Finish Judges. If a record is timed by a videotape based system or a computer based system, a printed picture shall be made.
6. Recording times:
   a. (does not apply)
   b. The result for fully automatic timed races on the track longer than 10,000 meters shall be read in 1/100th second and shall be converted to the next longer 1/10th second and recorded in 1/10th, i.e. for a 20,000-meters run, 59:26.32 shall be recorded as 59:26.4.
   c. The times for races conducted partly or entirely outside the stadium (off the track) shall be read in 1/100th second and shall be converted to the next longer whole second, i.e., for the marathon, 2 hours, 9 minutes, 44.32 seconds shall be recorded as 2:09:45.
7. A videotaped-based system may be used, provided:
   a. it is started automatically by the Starter's pistol;
   b. it uses a videotape camera aligned with the finish line and videotape that produces at least 50 frames per second;
   c. it incorporates a timing device that generates a reading to 1/100th of a second. When a frame-by-frame videotapee-based system is used, the official time for each competitor shall be read from the time of the frame where the competitor is positioned exactly at, or immediately after, the finish line;

d. it is able to produce a printed picture that shows the time for each runner and whether or not the timing device has been started automatically by the Starter's pistol; and
e. it is so manufactured that the picture production and the time system are synchronized.

8. When a videotape-based system is used, the Photo Finish Judges shall consider the frames immediately before and after the finish line. If there is any change in position between these two frames, the Judges shall declare a dead heat between the runners whose positions have changed.
9. As an alternative, a photofinish system based on a combination of a video CCD (Charger Coupler Device) camera with a minimum of 100 lines per second, a computer, and an appropriate electronic timing device may be used, provided this system is calibrated by an independent testing laboratory. The system must be aligned with the finish line and must comply with the requirements of Rule 38.7-a, d, and e.
10. Any adjustments to hand timing will be accomplished by using time interval information from the fully automatic timing system and will be recorded in accordance with Rule 37.8-a.

Rule 64

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 interfer with photofinish 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, 1.22 meters (4 feet) 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 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. (does not apply)
4. The finish line on the track surface, while theoretically of no appreciable width, must actually have some width so that it may be more readily observed. This line should have a width of 5cm ont he track and no less than 5cm on the road or course.
5. (does not apply)

This is a different role than those assumed in Rules 34 and 64. The role of the LDR finish judge is to be active in the "pushing and shoving" which is often necessary at the finish of a large-scale event, and even occassionally during a close finish between two competitors in a smaller race. The rules which apply are those in the LDR and cross country running sections.

Timers

Rule 36

1. Two methods of timing are official, hand timing and fully automatic timing, as set forth in Rule 38. A timing device that operates automatically at either the start or finish, but not at both, shall be considered to produce neither hand times or fully automatic times and should not be used to obtain official times.
2. Where practical, fully automatic timing should be used. Such times shall be the official times for those events unless the Referee determines that the equipment is not operating properly.
3. When hand times must be used, timing procedures shall be governed by Rule 37. When properly functioning fully automatic timing is available, timing procedures shall be governed by Rule 38.
4. The use of transponder timing systems in road races is permitted provided that:
   a. the system requires no action by the runner during the competition, at the finish line or during any finish line or results related system or process;
   b. the resolution is 0.1 second (i.e., it can separate runners finishing 0.1 second apart);
   c. the weight of the transponder and its housing carried on the runners' uniform, race number or shoe is not significant;
   d. none of the equipment used at the start, along the course or at the finish line constitutes a significant obstacle or barrier to the progress of the runner;
   e. the system, including the implementation of its components and its technical specifications, is approved by the finish line subcommittee of the Road Running Technical Council;
   f. the system is started in accordance with Rule 135.2;
   g. the determination of the official winning time is in accordance with Rule 37; and
   h. times for other competitors will be adjusted, based on the official winning time.

Rule 37

1. Hand times shall be taken by using either mechanical stopwatches or manually operated stopwatches or electronic devices with digital readouts. If the fully automatic timing system was not automatically started with the pistol, or suffered a loss of operation during the race, but did accurately record the finish, the hand times should be adjusted using information from a fully automatic timing system, if such information is available.
2. A certified official shall be designated as Chief Timer.
3. The Chief Timer, among other things, shall:
   a. Determine that all running and walking events are timed in accordance with these rules.
   b. Assign timers to their assignments.
   c. Supervise the recording of all times taken.
   d. Make note of the records for the events to be timed, so an immediate check can be made in the event of record performances.
   e. In the event of a record performance, inspect the watches of the timers involved and certify on the official record application form the times recorded by such timers, who shall also sign the record application form.
   f. Where feasible, examine all watches prior to competition to determine their accuracy.
4. There shall be three official timers and one or two alternate timers, who shall record the time of the winner of each event. The time recorded by the alternate timers shall not be considered unless one or more of the official timers' watches fails to properly record the time, in which event the alternate timers shall be called upon in such order as has been previously determined so that, if possible, in all races three watches have recorded the official winning time. Times for all finishers shall be recorded.
   NOTE: It is recommended that there be four more timers than there are placed being recorded (Chief Timer, two additional first place timers, and one alternate).
5. When it is feasible to do so, intermediate or lap times should be recorded in races of 800-meters and over and at every 1000m in all races of 3000 meters and over. Split times should be given to all competitors in events longer than 400 meters either by use of a visible time clock, orally, or both. For races partially or entirely off the track, split times should be given to the competitors either by a visible time clock, orally, or both at appropriate locations on the course.
6. The time shall be taken from the flash/.smoke of the pistol or approved apparatus to the moment at which any part of the competitor's body (i.e. the "torso" as distinguished from the head, neck, arms, hands, legs, or feet) reaches the perpendicular plane of the nearer edge of the finish line.
7. If two of the official timers' watches agree and the third disagrees, the time shown by the two shall be the official time. If all three watches disagree, the time shown by the watch recording the middle time (not the average of all three) shall be the official time. If for any reason only two watches record the time of an event, and they fail to agree, the longer time of the two shall be accepted as the official time.
8. a. For all hand-timed races on the track, the times shall be recorded to 1/10th of a second. The times for races partly or entirely outside the stadium shall be converted and recorded to the next longer full second, i.e., for the Marathon, 2h.09:44.32 shall be recorded as 2:09.45.
   b. If the hand of the watch stops between two lines indicating the time, the longer time shall be accepted.
   c. When the time displayed on electronic, manually operated digital timers includes decimal place values greater than zero, the recorded time shall be the displayed time rounded up to comply with the provisions of Rule 8.a above. E.g., for the Marathon, displayed times of 2:09:44.001 or 2:09:44.01 shall be recorded as 2:09:45. For the track, a displayed time of 1:45.209 shall be recorded as 1:45.3 and a displayed time of 47.31 shall be recorded as 47.4.
9. When possible, timers shall be placed at least 5m back from and in line with the finish on an elevated platform.

Rule 135

1. Officials at the finish should record each runner's number as he or she completes the race, along with his or her finish time. The order in which athletes cross the finish line will be the official finish position.
2. False starts in road races should not be recalled. The timers shall start their watches or timing devices at the flash/smoke of the pistol or approved apparatus or at the first moment a competitor crosses the start line, whichever happens first.

3. The official time will be the time elapsed between the start of the watches or timing devices and the athlete crossing the finish line. If an athlete crosses the start line after the start of the watches or timing devices, the athlete's elapsed time between the start and finish line can be made known to the athlete, but will not be considered as the official time.

Remember that in large races, you need to be able to associate a time with a person. The usual hectic nature of a road event, plus the introduction of unregistered runners or runners who have lost their number or finish tag, and the general mass of people finishing at peak times, makes accurate timing almost impossible. For that reason, time checkers - a role undefined here, but explained later in the curriculum – becomes critical to making sure exact matches are made throughout the finish of a large competition. They are also critical in cross country running, since there are peak times where a large percentage of these generally fairly elite runners will cross the line together. However, in cross country running, it is place that is more important - if timing systems break down, there is little to be lost in cross country.

Recorder of Records

Rule 52

The recorder of records shall see that records are properly applied for. He/she should have at the site of the competition an adequate supply of record forms. He/she should have no other duties. See Rule 185.

Rule 180

1. a. No non-winning performance in a road race shall be accepted as a record unless it can be verified (independently of the primary timing systems) that a specific time was recorded for that particular runner. If it cannot be verified that such a time was recorded for the runner, the next slower recorded time that can be verified as being recorded after that runner finishes may be assigned to that runner.
   b. No performance shall be accepted as an Open American record unless it was timed in accordance with Rules 37 and/or 38.
2. A winning performance in a race shall be timed in accordance with Rule 37 or 38. The winner of each sex division shall be considered to have a winning performance.
3. Road running performances will not be accepted if the remeasurement of the course shows that the actual course distance was shorter than the stated distance.
4. For track records at distances longer than 10,000 meters, lap sheets must be kept. Such lap sheets must record the total elapsed time for the record applicant for each lap. Only laps for which a time was recorded will be counted as having been completed. Each time entry must be initialed by the recorder, the lap sheets must be verified and signed by the race director, and a legible photocopy (NOT the original copy) of the lap sheets must accompany the record application.
5. For all road records:
   a. The course must not have a net decrease in elevation from start to finish exceeding 1 part per thousand (i.e., 1m per km).
   b. The start and finish of the race must lie no more than 30% of the race distance apart as measured along the straight line between them, except when it can be shown that the average component of the wind direction at the head of the race (the lead runner) did not constitute a significant tailwind. NOTE: A tailwind shall be deemed to be significant if it prevails consistently throughout more than fifty percent (50%) of the course during the race.
6. For all women's road running records, except Masters records, separate records shall be kept for women-only and mixed competition.
7. In all events which are defined by time, distance will be measured to the nearest lesser full yard or meter only.
8. A national or world's best open class performance must be validated as follows:
   a. Witnesses to the actual race must provide to the Validation Chair of the USATF Road Running Technical Council or a designee a complete and precise map or description of the shortest possible route that was available to the record claimant during the race.
   b. The actual course must be evaluated and approved as accurate by an expert designated by the Validation Chair of the Road Running Technical Council.
9. For road records, a complete set of lap sheets must be kept for any event which is run in three or more loops of the same course. The maintenance and disposition of such lap sheets shall be the same as indicated in paragraph 4 above.

Rule 186

1. Race walking performances may be accepted as records only if made in competition limited to race walkers.
2. Separate records shall be kept for track and road courses. Records set on a track shall meet all standards applicable to track running events. Records set on road courses shall meet all standards applicable to road running events, including standards pertaining to the measurement and certification of courses. The maximum circuit length shall be the same as those applicable to championships. See Rule 150.4.a in the Race Walking rules in Section XVI.
3. For records, track races require a minimum of four (4) judges and road races require a minimum of six (6) judges, as prescribed by Rule 39.1 (see above). At least half of these judges shall have National or higher certification, and at least one of these judges must have Master or IAAF certification.

The delight of a road race director, race committee, all of the volunteers, and especially the sponsors and media can be short-lived if you have not prepared for this eventuality. Make sure your course and officials are "up to snuff" in order to pass the grilling you will undoubtedly receive if you wish your race to be accorded "record status."

Event Management & Pre-Event Planning

Event Planning

This section discusses principles, planning details and approaches that can be used to provide a well-officiated long distance event. Appreciating the "big picture" details of event planning facilitates the official's understanding of how each task contributes to an effectively officiated event.

Content is based on the techniques and procedures used by many of our nation's most effectively officiated races. Throughout the remainder of the text, these methods and techniques will be offered under the title Commonly Used Techniques. These are considerations that can help a race provide a fair, safe and competitive experience to all participants. However, the novice official should realize that these reflect only a sampling of the variety of effective approaches race directors have used in planning and administering successfully officiated events. In the final analysis, the specific details of race planning and execution rest with the race director.

Race directors and their planning committees prior to race day consider a number of elements that require care in planning and close coordination with public authorities. On race day, the official's role is to assist in executing this plan. Given the many factors that have gone into the design, it would be inappropriate for any official to unilaterally seek to change course design, start or finish elements.

Why do you want to do stage a road run?

There's got to be a reason why you want to put on a road race. Perhaps because it looks like such an easy way to pick up several thousand dollars – just look at Bloomsday. Just put out a few entry forms, a few ads, a course map, and get a couple of friends to help. Watch the people clamor to you.

Maybe a few decades ago during the start of the "running boom." Nowadays, the runners are more sophisticated and they expect you to provide amenities for their dollars. Amenities cost money.

What does it take? Read on, but we're sure you'll find out it takes more than a few friends and entry fees. Don't get discouraged, because road running needs good races and good people staging them. But you have to want to work hard to do a proper job of it.

Sponsors

Sponsors a few years back were clamoring for involvement with road run events - but no more. Today, the asute retailer or public relations seeker is involved in a myriad of promotions, and to interest them in a running event takes a considerable amount of salesmanship. There are two old sayings to keep in mind - "it takes money to make money" (that's why you need a sponsor), and "you don't get something for nothing."

So what can you give a sponsor? Exposure. Connection with a good cause. Connection with a good event. Connection with running and physical fitness. What are they interested in most? There may be the occassional sponsor more interested in genuinely supporting a cause or being connected with fitness, but most want a very well staged event and the exposure that comes with that. The bottom line is that they have products to sell and they expect to sell more of that product because of their involvement in your event.

What do you ask for? Come up with a budget first, and plan for the sponsor to "give" you no more than equal to what the runners will pay you in entry fees - usually half that amount.

Budgeting

There is no perfect budget system. Survey the market to see what comparable events are charging, and begin from your anticipated income from runners. Then lay out a spreadsheet of costs. The difference must be made up from sponsors or an increased entry fee – and the latter must be supported by the runners in your community.

Income items include: entry fees, late entry fees, tee-shirt sales (if separate), sponsorship money, concessions (if you are lucky enough to get the rights or even to have a site where you can have them), donations, program sales, admissions (if you are in a controlled area), parking fees - can you think of more?

There are a ton of **expense** items - broken down here into five key areas:

Facilities – parks permit, road permits, equipment rentals (like the traffic cones, tables, tents, barricades, and trucks), water/fluid stations, insurance, your USATF and/or RRCA sanction, and course measurement.

Registration – entry forms, numbers, packets, invitations (free entries, even transportation and housing for elite runners

you may get to come to your event), and computer costs.

Promotion – advertising, non-profit spot announcement production, news releases, distribution of entry forms, posters, and taking care of your sponsors.

Officials – event director, other staff, payments to any groups you might need to recruit to help, some kind of reward item for the volunteers, food and beverage (at least coffee and doughnuts) for volunteers, and medical aid.

Functions – awards (cash, prizes, trophies, medals, ribbons, and/or random special prizes), tee-shirts (where used as an award for finishing), finish line refreshments, ceremonies, and post-race dinner or function.

Volunteer Flow Chart

The flow chart on the next page shows the numbers needed for a medium sized 5-kilometer (3.1 mile) road run of 500 people which starts at 10 a.m. and is mainly held in a confined park area. For the 1984 USA Women's Olympic Marathon Trials, over 5000 volunteers and officials worked the day of the event!

Race Committee

You can't do it alone. This can't be stressed this enough. Get people to help you. Get them committed in advance. No matter how many you get, it's a committee. And it's better and a heck of a lot more fun than doing it alone, as you will find out if you can escape the "control freak" mode.

The committee approach also lets you delegate things to people who may have or develop an expertise in that area. It helps to have an accountant in charge of the funds, and everyone seems to know a CPA these days who runs. It helps to have a doctor in charge of the medical area, and very few people are without associations there.

Make a list of the people who can help you. At the same time, brainstorm a list of major tasks which need to be accomplished. Then, make some phone calls! Make sure you can deliver to your committee a compelling reason for their commitment of time and energy. Otherwise they are not your friends or committee members – or both – for long!

How to plan...

- Select people you can rely on. Get friends who have some interest in sports and/or running. If you're a coach, get alumni, assistant coaches, faculty, old teammates, runners at your work, and employees of sponsors or charities you might have involved.
- Make out a phone list and an e-mail roster. Good communications are everything. The Internet is an effective way of communicating, but don't forget those folks who may not be on-line.
- Hold an initial organizational meeting. Get input from everyone, and write everything down you might need to contemplate somewhere down the line. Don't walk in with every detail decided – getting people involved means letting them be part of the decision-making process.
- Set a calendar. List everything you can think of doing, including any meetings of your committee. Then organize them into chronological order, and put them on a calendar. Distribute the calendar to everyone on the committee.

Race Director's Checklist

Pre-Race Planning

- ❑ Establish race date, time, distance(s) ..... At least six months prior
- ❑ Establish race objectives and scope ..... At least six months prior
- ❑ Establish race budget and sponsorship needs ..... At least six months prior
- ❑ Determine entry parameters - cost, deadlines, late fees, etc. ..... At least six months prior
- ❑ Course tentatively designed ..... At least five months prior
- ❑ Course approved by local authorities/owners and permits granted ..... At least four months prior
- ❑ Publicity/advertising begins ..... At least 90 days prior
- ❑ USATF and/or RRCA sanction/insurance ..... At least 90 days prior
- ❑ Course certified ..... At least 60 days prior
- ❑ Outline traffic control and course security plan for police and other authorities ..... At least 30 days prior
- ❑ Arrange for medical support, ambulance service ..... At least 30 days prior

6-7 a.m.	7-8 a.m.	8-9 a.m.	9-9:30 a.m.	9:30-10 a.m.	10-10:30 a.m.	10:30-11 a.m.	11 a.m.-noon

EQUIPMENT SET-UP AND TAKE DOWN

1
2
3

REGISTRATION CREW

1
2
3
4
5
6
7
8
9

MEDICAL AID TEAM

1
2
3

RESULTS CREW

1
2

WATER CREW

1
2
3

COURSE TIMERS

1 mile
2 mile
3 mile

PARKING CREW

1
2
3
4
5
6
7

AWARDS & COSTUME JUDGING

1
2
3
4
5

ANNOUNCING TEAM

1
2
3

STARTER

1

START LINE CREW

1
2
3

AEROBICS TEAM

1
2
3

CLOTHING CHECK

1
2
3
4
5

COURSE MONITORS

1
2
3
4
5
6
7
8
9
10
11

FINISH LINE CREW AND TIMERS

1
2
3
4
5
6
7
8
9
10

PACE TIMERS

1
2
3
4
5
5

REFRESHMENTS

1
2
3
4
5

- ❑ Prepare, print, and distribute entry forms ..... At least 90 days prior
- ❑ Order race numbers and supplies ..... At least 30 days prior to the start of registration
- ❑ Order T-shirts for entrants ..... At least 30 days prior to the start of registration
- ❑ Order T-shirts for volunteers ..... At least 30 days prior

Fill at least the following functions:

Course Measurement Team - these people measure the course and make the necessary maps for others to use.

Equipment Manager – this person coordinates the equipment needs for all areas, procures and transports the equipment (or arranges for the transportation for each area), and returns all equipment post-event. Generally because course water stations are seen as apart from medical aid, the equipment manager works with the course manager to deliver these materials.

Course Manager – this person surveys the course and makes lists of the needs. He or she fulfills the rentals and purchases necessary to operate a smooth course, as well as applying for the permits. Then, day of race set-up is coordinated in all areas, as well as take-down. Course control is also within this area, as is coordination of water stations (and sponging stations in longer races).

Permit specialist – special use permits may be needed. These include permits for the use of parks, streets, and facilities. If you are running through a historical area or in sensitive wetlands, permits will take longer in most cases. In many cases, the person you choose to help you get your permits is a specialist in events or has an "in" with the permitting agency.

Registration Chair – this person assists with formulation of the entry form, makes sure that race numbers and shirts have been ordered, handles the incoming mail for the event and processes the registrations, and coordinates the day of race registration area. This includes shirt distribution if given to all entrants.

Computer Team – after the registration chair finishes processing the entries, the computer people input the information for the best possible, quickest results.

Promotion Chair – this person coordinates getting the word out on the event, including all advertising and press releases.

Volunteer Coordinator – each person on the committee lets this person know their needs for the race, and using whatever resources he or she can, this person fills them.

Communications Director – this person coordinates the announcer, spotters, and radio network for a smooth flow of information before, during, and after the event.

Start Director – directs all aspects of the start, including equipment procurement, set-up, flow, and take-down.

Finish Director – directs all aspects of the finish, including equipment procurement, set-up, flow, and take-down.

Medical Director – sets up viable medical protection for everyone. He or she should also be prepared to communicate potential weather-related health issues to the media or announcer before the start.

Results Director – this person is usually also the data entry person and coordinates the areas which might need data before and during the event – announcer, registration, and media.

Awards Chair – according to the divisions established, this person orders the various awards and sets up the function at which the awards are distributed, including any celebrities who might be coerced into participating. This person also generally handles the "entertainment" aspects of the start, course, and finish.

Hospitality Chair – all of the finish line goodies and set-up are handled by this person. This includes distribution of the t-shirt if it is a post-race prize.

Commonly Used Techniques - Assignment and Tasking of Personnel

Job descriptions. It is helpful to have a clearly worded job description prepared for each volunteer's position. These describe the task to be performed, arrows for course directions, and the location of the job. The description also provides the volunteer with a ready reference as the runners approach.

One person, one job. A basic principle that should guide all race assignments is to provide each volunteer with only one job on race day. As an official, you should limit your activities to a single task and give that task your full concentration.

Pre-race meeting. For large events, it is helpful for the head official for each area to meet with the race director on an evening 2-3 days prior to the race. This meeting permits the key people to receive and review their assignment, and secure answers to any remaining questions.

Final briefing. On race day, it is also helpful for each head official to conduct a final briefing with their area's volunteers at least 9 minutes prior to the start of the event.

Communication

The key to any good event is constant communication with everyone involved. Before the race, your committee needs to know what is going on. On race day, volunteers all need to know as much as possible about the set-up and location of various important items for runners. And after the race, timely results to the runners and a timely thank-you to the volunteers, people, and organizations who made the race go are critical to the future of the event. And, most importantly, thank your committee - no matter whether they are your friends or not!

USATF Event Sanction and Insurance

Sanction. A sanction is the written approval of an application that is reviewed and approved by the local USATF Association. It is required to secure the USATF insurance and, often, to secure the services of USATF certified officials. Two types of fees are collected by the local Association for sanctions. These are the local fee and the national fee. The Association keeps the first and forwards the second to the USATF National Office. Fees are directly related to the number of expected entrants and include the insurance coverage (see below).

Regulation 14 sanction. A national sanction (also known as a Regulation 14 sanction) is the written approval required whenever cash of any amount or individual prizes exceeding $250 in value are to be awarded.

Prior approval. All sanctions must be approved in advance of the event. Both the course certification and sanction(s) must be approved before being advertised in any race materials.

Liability insurance. Those securing an approved sanction are named as additional insures on USATF's policy providing liability coverage for an event. This covers liability claims against the sponsor(s), race management, officials and other groups named on the policy rider. *Note: USATF officials should only work those events in which they are covered against potential liability claims.*

Registration Systems and Promotion • Divisions

Runner registration and check-in entail the acceptance of completed entry forms, recording of data contained therein, and the issuance of race numbers to entrants. With the advent of affordable personal computers and specialized software for scoring races, more and more races are using computers in all facets of the event – from registration to scoring to mailing of complete results. Whether your race committee opts to use a computer or to do everything manually, effective and accurate registration procedure has five basic steps:

- entry form development
- entry form distribution and promotion
- entry form receipt and collection of fees
- entry processing and number assignment
- runner check-in or race packet pick up

Entry Form Development

In developing the format for a race entry form, it is wise to consult with those who will be directly involved with processing entries. The entry form should be designed to facilitate the transposing of runner information from entry form to computer or from entry form to race number. For example, if the computer program or runner pull tag requires last name first, that is how the entry form should be set up. Seemingly small items, such as using boxes for runner information to encourage the entrant to print legibly may facilitate the data entry process.

Included with this packet is a sample entry form. Take a look at the types of information included – you need to give potential participants

- enough information to make them want to be in your event,
- enough information to actually enter, and
- enough information to prevent them from calling you up at midnight the night before the race asking questions.

Here's the key items – and, believe it or not, each one of them, no matter how critical, has been left off of a race entry form at least once! In 1989, the *Northwest Runner* magazine left the date of the USA Trials for the World Cross Country Championships out of the advertisment.

DETAILS FOR THE INFORMATION SECTION

This section is a race "announcement" which tries to entice runners into running your particular race. It tells the runner where, when, how far, how much, etc. All pertinent information about the race is contained in this section:

- Name of race
- Sponsors and/or charity involved
- Date
- Time
- Usual weather for this date and time
- Starting place, including transportation to the start and how that is provided or recommended
- Course description (could include length, map, description including street or road names, terrain, percentages of surface types involved, certification number)
- Service locations (mile or kilometer split times, water and other refreshment (specify) stations, medical aid stations)
- How to enter
- Where to send or take entries
- Costs
- Prohibitions (could include roller skates, roller blades, dogs, headphones, wheelchairs, baby joggers, bikes, etc.)

A note about dogs and other potential hazards. There is a disturbing tendency of certain novice runners to run with their pet or strollers. These represent a danger to both the animal and child as well as to other competitors. To counter this growing problem, some races assign a marshal to review the starting area to ensure that no pets or strollers are permitted in the event. In such cases, provisions should be made to take care of pets and small children during the event (to avoid possible conflicts with entrants). Some race entry forms specifically state that no pets or strollers are allowed.

- Whether or not the cost includes a tee-shirt
- Entry deadlines (usually a pre-race deadline with a lower cost and one or more late entry deadlines with higher fees)
- How you pick up your race number and other goodies, including on race day for mail-in entries
- Day of race schedule
- Whether day of race entries are accepted and at what price
- Whether there is an overall limit to the size of the race (Unless you have a very high success factor, this is not recommended – you'd be surprised how soon rumors begin of your race being filled up!)
- How people can volunteer to help
- Age divisions of competition

- Awards for overall winners, place winners within age divisions, and random drawings (if any)
- Time and place of awards
- How and where results will be handled
- An information number.

DETAILS FOR THE ENTRY FORM FILLED OUT BY ENTRANTS

This section is filled in by the runner to enter the race. It contains spaces for all the information the race committee needs for registration and awards. It also contains a "waiver" or release of liability. The exact format should be worked out with the person doing primary data entry.

- Name of entrant (last, first, middle initial, or first, initial, last)
- Mailing address and phone
- Age of entrant as of race day
- Birthdate of entrant (important for youth)
- Sex of entrant
- Age group listings ("circle one" format)
- T- Shirt sizes ("circle one" format) or option check-off and amount extra to enclose (if any)
- On time and late entry fee prices
- Check to be made payable to whom?
- Address entry form and fee is to be sent.
- Waiver and release of liability (to be signed by all entrants except minors who must have parent or legal guardian sign)
- Official use only box for recording number assigned and other matters like check number, method of payment, etc.

Now, in case this seems like a lot of information, there are races which publish whole booklets like Bloomsday. They sell you things like training shirts, pins, hats, and sweatsuits. They offer carbo-loading dinners, trade fairs, guest speakers, and full-blown clinics. They give you a complete history of the winners and growth of their race. They might even have seven or eight events on one day, and the form might include registration information for all of them.

Distribution

One of the best ways to get the word out about your race is to distribute your entry forms far and wide. To get a target of 500 runners entered, you'll usually need to print a minimum of 5,000 coupons, and maybe more. Sports stores will take some of those, and usually offer places where a multitude of races display their information.

Sending a couple of volunteers to other races to hand out the entry forms at the finish area also works fairly well. A third method is to direct mail your form to a selected zip code area by using services available which keep runner's names and addresses on a computer data base and will sell you their lists. Sponsors often will include the form in their own mailings – a major department store sends out forms with its monthly billings for its race. This latter method is also designed to also inform a wide number of people who are never going to enter that you and your sponsor are doing the event in the first place.

Having your entry form on the Internet is becoming more and more critical to the distribution process. You can choose one or both of two methods: either a "pdf" file which prints the entry information and mail-in form for the runner, and/or an electronic entry form which the runner fills out on-line and submits to a registration center. This needs to be a secure site in order to accept VISA or other charge cards.

Other Promotion

There are many other things you can do to get the word out about your race. Each comes with its own costs, distribution pattern, and effect. Some are aimed at getting more runners out for the event, while others are "sponsor-friendly," getting the sponsor's name out to the community-at-large. Here are some of the most common ones:

Advertising: you can choose commercial advertising as a method. Daily newspapers are effective, but expensive. They also reach the total spectrum of the population and not just a running market. Radio commercials are expensive, and television is more so. The primary reason for sponsors to insist on some form of one or all of these is to promote their exposure to the community that they are connected with a healthy activity – ***and to sell more of what they sell***.

Runner advertising: local running magazines, like Club Northwest's *Northwest Runner* or New England's *NE Runner*, are the most cost-effective and reach exactly the audience you want. Depending on circulation, they also are an effective method of distribution.

Non-profit advertising: without paying for an advertisement, you can still get in the newspaper, most of which run activity columns. You can also get on radio and/or television, if you want to take the time to make and distribute taped advertisments for your event and if you or a charity involved with the race are IRS tax-exempt 501-C-3. Since most radio and television stations are bound by law to do a certain amount of public interest assistance each year, you might get one to help you produce the materials.

Posters: a nice large picture poster, especially if you have a good logo or graphic, makes a good window display for your event. Posters can be circulated around campuses, sports shops, restaurants, public bulletin boards, and other locations where casual observers will see them. Your charity can also assist you here.

Press conference: if you've got a highly ranked and/or famous person coming to your event, you might bring them in or arrange for the local media to talk with them.

Press releases: a well-written release of information to the local media can generate a lot of articles!

Internet: besides an Internet registration system, both you and your sponsors should work on a web site and provide information about your race that way.

Entry Form Receipt and Fee Collection

This facet of the registration process concerns itself with the opening of mailed-in entries, verification of runner information and payment, and separating checks from entry forms. Incomplete entries or ones with incorrect check amounts are set aside and the entrant is contacted (if this is not possible, they are earmarked for the "trouble desk" at runner check-in).

A central location should be selected for receipt of entries and processing. This location should provide for ease of access for volunteers, yet provide for security of funds. There should be strict checks and balances to protect against internal and external theft of receipts.

Entry Processing and Number Assignment

In a **computer-assisted registration process**, all necessary runner information is entered into the computer. The computer program or the operator assigns each entrant a runner number, unless the runner has visited an in-person registration site, in which case their number should already be recorded on the form. In most cases, a mailing label is generated with the entrant's runner number as well as name, address, etc. This label is then affixed to the pull tag of the corresponding race number. Although computer programs vary, most will allow the operator to generate labels in a manner best suited for registration – alphabetical within sex /age group (such as all males 0-14, followed by males l5-19, etc.) or other.

If a manual system is used, the sorting and printing is done manually. The following sequence works best:

1. Entries are separated by sex age/group classification.
2. They are alphabetized within each group.
3. The runner information is printed on the race number pull tags or typed onto mailing labels which are then affixed to the pull tags.
4. The assigned numbers are simultaneously recorded on the entry form.
5. If color coding is to be used, it is done as each sex/age group is completed.
6. The numbers are sorted according to how you plan to distribute them - by age division or by last name being the two most common methods.

On most race days, runners can still register for the race by filling out a form and paying a cash fee (usually no checks are accepted except from teams which are known to the race). The process needs to have enough people working it so that there is never a line of any great length. Your mode of operation should be simple – plenty of entry forms, pens or pencils, helpers, and change. Plan your registration to be smooth enough to allow your run to start on time. But don't wait for runners who show up late to register!

The Number

Each person in a road race is given a race number to use for identification. At the start, officials check to make sure that all runners are registered. During the race, participants who break a rule can be identified and, if necessary, disqualified. Leading runners can be identified for the announcer. At the finish, runners need their number to cross the line and be given an accurate place.

The front of the number carries the race name and is usually sold to a sponsor or imprinted with the company which provided the numbers to you complimentarily. The back of the number should have a location pre-printed on it so that the entrants with pre-existing medical problems can write medications, doctor's contact numbers, health insurance plan, or other information on it.

Race numbers in a road race are ALWAYS worn on the front of the singlet or shirt, and are pinned using four safety pins. DO NOT put pins through the bottom tag – it must be removed quickly at the finish.

SAMPLE TRI-FOLD ENTRY FORM
FRONT

SAMPLE TRI-FOLD ENTRY FORM
BACK

SAMPLE ENTRY FLYER

Race Day Time Plan

PRE-RACE

check	*time*	*task/job*	*in charge*
❑	_____	Truck rental pickup (usually the day before)	_____
❑	_____	Equipment pickup (usually the day before)	
❑	_____	Pickup of materials from registration outlets (may be accomplished several days before or over a period of days prior to the event on a schedule determined and publicized)	_____
❑	_____	Volunteer meeting (a training session may be held at some point prior to race day, but many races with limited budgets opt to have volunteers meet race morning and go over key details)	_____
❑	_____	Set-up crew arrives at race site (generally the finish line)	_____
❑	_____	Starting line & registration crew begins set-up	_____
❑	_____	Public address system in place at start	_____
❑	_____	Public address music & announcements begin (you must be aware of local ordinances which allow sound amplification only certain hours)	_____
❑	_____	Course set-up begins (this may be one or several crews, depending on length and complexity of the course)	_____
❑	_____	Course closures (may be staggered along the length of the course for races which are longer than 5km; police will generally determine that a course is safe for a race to begin, using a pre-determined plan)	_____
❑	_____	Course police and volunteers report to positions	_____
❑	_____	Finish line crew begins set-up	_____
❑	_____	Finish line volunteers report	_____
❑	_____	Finish line run-through	_____

RACE

When the participants begin showing up, the race has actually begun!

check	*time*	*task/job*	*in charge*
❑	_____	Registration opens	_____
❑	_____	Street/area for start closes for lineup of participants	_____
❑	_____	Registration closes (generally 15 minutes before race time)	_____
❑	_____	Police or other authority determine that the race may begin and that the course is safe	_____
❑	_____	RACE BEGINS NOTE: for multiple races, such as cross country or separate men's and women's starts, this above sequence is outlined for each race	_____
❑	_____	Reports scheduled from the course (this item may be repeated)	_____
❑	_____	Hospitality area set up at finish	_____

- ❑ _____ Media area set up at finish _____
- ❑ _____ Finish line officials in place for first finisher _____
- ❑ _____ First finisher anticipated _____
- ❑ _____ Last finisher anticipated _____
- ❑ _____ Awards ceremony begins (results may or may not be official) _____
- ❑ _____ Awards ceremony ends _____
- ❑ _____ Hospitality area closes _____

When you kick the last participant out of the hospitality area, the race is over!

POST-RACE

- ❑ _____ Tear down of start area completed _____
- ❑ _____ Tear down of course complete (this will likely be in stages according to how the course was set up and the division of equipment) _____
- ❑ _____ Tear down of finish area complete _____
- ❑ _____ Tear down of hospitality area complete _____
- ❑ _____ Vehicles depart from staging area for return of equipment _____
- ❑ _____ Equipment returned _____
- ❑ _____ Trucks returned _____
- ❑ _____ Results area opens (this may or may not be done during the race finish) _____
- ❑ _____ Initial results (top division winners, etc.) released to media, members of the race committee _____
- ❑ _____ Complete final results tallied and distributed _____
- ❑ _____ Results to local media (may – but should not be – after race day) _____
- ❑ _____ Results to local running publication (may be after race day) _____

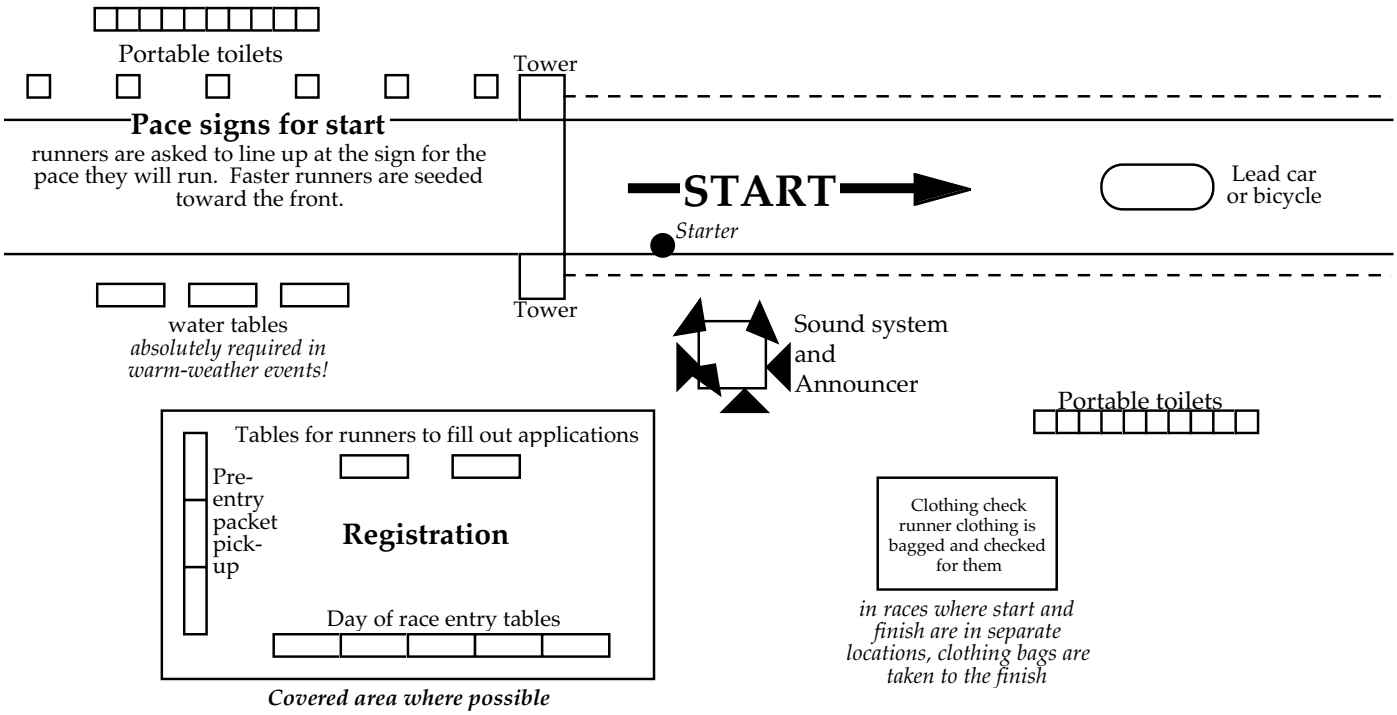
The Starting Area

IN GENERAL

Make the area wide and as deep as necessary to hold all of the people you expect:

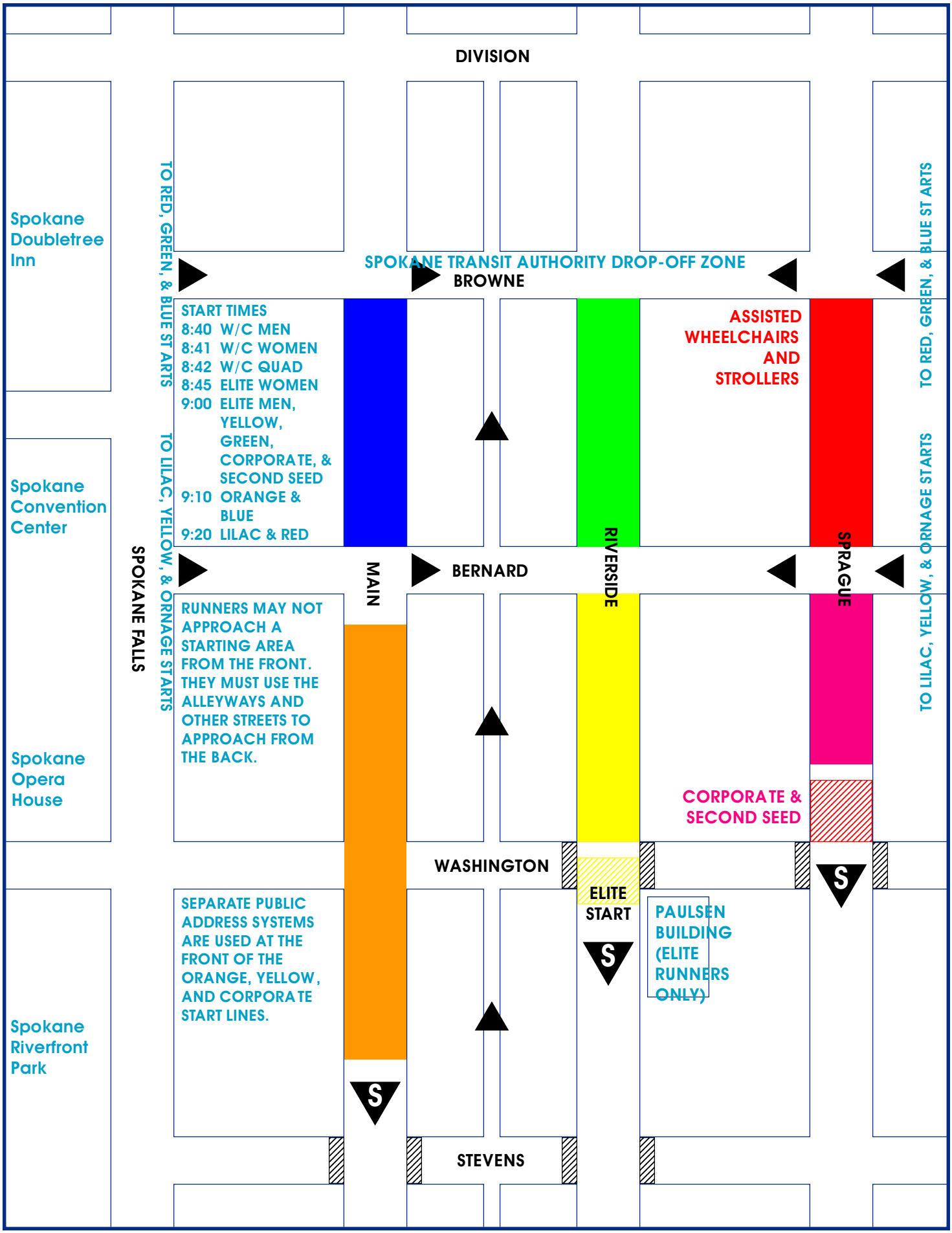
- For a road run, the first 500 meters should be relatively straight, flat, paved roadway at least two lanes wide. It shouldn't narrow down until the runners have had a chance to thin out a bit.
- For a cross country meet, the width of the starting area becomes as important as the length before the first turn. A common rule of thumb is that the start be wide enough to accomodate one starting "box" or position for each entered team of 7-10 runners, where each team can get two runners on the front line, and enough additional space for unattached runners.
- For race walks, the size of the field usually doesn't prevent a start from being held anywhere. Race walks require a very flat area to start in, so that athletes and judges alike get off to a fair start.

The starting area generally always contains the registration site for late pickup and/or registration. A common layout is diagrammed below.



Good areas to try to get for a start area include gymnasiums, stadiums, athletic clubs, or public parks. These facilities usually have covered areas, parking close by, lavatories built into the facilities, power and water for the starting line, and servicable roadways for the actual start itself. Starts in the middle of nowhere are expensive and inconvenient, and require tents, generators, portable toilets, and/or even water to be brought in.

A good public address system which can be heard in both the registration area and the starting line, and has communications to the course and finish line is essential. Without such a system, the 1987 Lilac Bloomsday in Spokane, with 60,000 participants poised on the starting line, would have had a disaster on its hands when a wheelchair in that segment of the event careened off an embankment within the first mile of their event, which had started fifteen minutes earlier. Emergency vehicles had to be brought to the site, and the race was delayed 13 minutes. But the near-tragedy (the athlete was okay) could have turned ugly, since the accident only occured 90 seconds before the starting time of 9:00 a.m.!! Just to show you the complexity of the Bloomsday starting line, a map is on a following page.



THE STARTING AREAS FOR THE LILAC BLOOMSDAY ROAD RUN, SPOKANE, WASHINGTON

Spokane's Bloomsday Start

RUNNER CHECK-IN

Check-in is the culmination of the registration process. Pre-registered runners and those who wish to enter that day report to a designated location to pick up race numbers. It is extremely important that this process be well organized and flows smoothly. The registration area should be set up with tables, each one assigned a particular sex/age group's race numbers. Less popular age groups, such as 50-54, 55-59, and 60+, can be combined at one table. More popular age groups,such as 20-24, 25-29, 30-34, may need to be broken down even further, especially in larger races. In doing so alphabetically, the most accurate way to break the group in half or thirds is to take the white pages of a phone book and divide the number of pages to see where the break should be).

Aside from tables for pre-registered entrants, additional tables and staff are required for late registration, trouble desk, and T-shirt distribution (if they are to be distributed pre-race).

Late registration handles those runners who wish to register for the event after the official deadline. Here the entire registration process is handled on a case-by-case basis. Because the process is far more involved than on-time packet pick up, this area should be well staffed by knowledgeable personnel and set up away from on-time registration. In larger races and races expecting a large percentage of the field to register late, it is wise to have tables set up for entrants to fill out entry forms, followed by tables for collection of entry fees, and finally tables set up in sex/age group fashion to issue race numbers. At this last set of tables, volunteers fill out runner information on the race numbers' pull tags and affix color coding. In the computer-aided registration process, late registrant data may be entered into the computer anytime before the computer file is to be used for scoring.

Spokane's Bloomsday Start

Spokane's Bloomsday Start

The trouble desk is another area needed for runners' check-in. Its function is to handle people who say they have registered, but are unable to find their entry at the appropriate sex/age group table. The reasons for the problem may be the entrant's failure to enclose the proper entry fee, sign the release form, fill in all required information, etc. The trouble desk is usually equipped with its own computer terminal or an alphabetical list of all registered runners, including those with problems. In a noncomputerized system, this table would have all of the processed entry forms filed in alphabetical order within sex/age group.

T-shirt distribution, if it is to be done pre-race, should be handled at separate tables, as well, to alleviate unneeded confusion at the check-in tables.

See appropriate rules under the LDR and Cross Country sections for actual guidelines.

Starting Area

For events held on roads, the starting area should be established on a safe level surface at least 30' wide and deep enough to handle the expected field. When starting on a public road, it is desirable to have a staging area immediately adjacent to the road and then move the competitors out onto the road 1-5 minutes prior to the scheduled starting time.

Commonly Used Techniques - Start Area Planning Considerations

* Start on Time. Effective races start at the exact time promised in the pre-race information/brochure. They recognize that prompt runners should not be penalized by the chronically late or the failure to adequately plan for day of race entrants. This means that all day of race registrations should cut-off 45 minutes in advance of the start time with announcements made starting 1 hour prior. No allowance should be made for latecomers - the race director should make this principle clear to all sponsors at the time the basic sponsorship arrangements are made.
* Pace Signs. For road races and marathons, competitors are often arranged within the starting area according to the pace at which they are intending to run the race, with fastest athletes nearest the starting line. When the approach is taken, signs are used to marshal people from a gathering/staging area to the start area - beginning with the fastest competitors.
* Starting Line - Use of Fake Line and Young Competitors. For very large races with invited runners, a fake starting line at least 15' behind the true starting line may be used. This permits the invited runners to be placed on the true starting line and helps protect the integrity of the course measurement (certification). Many races prohibit children under age 12 from the first five or so rows of runners. It has been found that while they may be able to get out fast, young runners tend to fall off the pace quicker and are hard for older runners to see.
* Announcer's Role at Start. During the period of assembling of competitors to the start, generally the announcer's primary responsibility is to provide only that information which can help ensure a safe, fair, and on time start. Competitors should be reminded to align themselves with the "per mile" pace signs.
* Warnings. Many races provide announcements (or warning shots) at five-minute intervals starting with 15 minutes prior to the printed starting time. For large races, the following additional announcements are commonly used:
* One minute until the start
* 30 seconds to the start
* 10 seconds to the start

Note: Countdowns to the start are not recommended. Generally, this practice results in early starts thus potentially invalidating any records that may be achieved.

* Starting Commands. According to USATF rules for starting distance events, the first command is On Your Marks followed by the firing of the gun. In accordance with USATF Rule 6, a 32 caliber blank gun should be used. An elevated starter and the simultaneous release of balloons may also be used to aid starters at very large races. Although USATF rules indicate that timing is to be initiated with the smoke of the starter's pistol, USATF's Road Running Technical Committee recommends that timers initiate their watches with the first forward movement of the runners beyond the starting line, if this forward movement precedes the actual firing of the gun and a well-conceived procedure for the simultaneous starting of all watches (other than the smoke) can be achieved.
* Count-Up. For larger races, the announcer may read the race time until all starters have crossed the starting line and commenced the race. This provides slower runners with a means to calibrate the true time taken to run the course.
* Wheelchair Starts. Special consideration should be given to the starting requirements of wheel chair competitors. Commonly, the practice is to start these competitors 15 minutes prior to the start of the runners. This permits these competitors to move out quickly without the possibility of collision with the runners. With the front wheel touching, but not crossing, the marked starting line, the start command should be the same as for the runners.
* Cross Country Starts. For cross country races, each team is usually assigned a starting box along an arced line which allows at least three members of each team to line up on the starting line equally distance from an established focal point. Unattached competitors are generally assigned to specific boxes spread along the starting line - as established by a draw.

The Course

Course Design, Certification and Sanction
Safety and reasonableness should guide the course selection and such design decisions as assembling the field on the starting line, creating a start area that can handle the expected field and a finish area that can remain available to finishers for at least 90 minutes. These decisions in turn dictate the need for officials, support personnel, public permissions, attention to community impacts and expertise required to administer the event.
Course Design and Locations
The following commonly used principles guide the planning of many successful road races. A useful principle is to keep it safe and simple.
According to USATF's Road Running Technical Committee, "For all road records, the start and finish of the race must lie closer than 1% of the race distance apart, as measured along the straight-line distance. In addition, the course may not have a net decrease in elevation exceeding two parts per thousand (i.e., 2 meters per kilometer or 1.28 feet per mile). Records made on a course that do not meet these requirements may be recognized and listed additionally as point-to-point records.
NOTE: The reason for this distinction is the impact of a tailing wind and gravity on performances.
Adequate planning, equipment and volunteers should be provided to assure that the event is both safe and challenging.

In General

The course is only one of many parts of the whole experience for the runner, but there are so many facets to the importance of the course that everything else about a race can be fouled up and – if the course is successful – you can nearly get away with it,

That is not to diminish the importance of smooth registration, an on-time and organized start, a clean finish with no backups, and accurate results. But without the course, what's the use? All of those other aspects, while demanding technical expertise and coordination of a myriad of skilled and unskilled volunteers, are secondary to the necessity to have the gun go off and each and every runner make the transition from the starting line to the finish line with no hinderances.

* Rules 132-133 - Course Requirements and Standards: indicate provisions for course layout and management, refreshment and sponging stations, distance indicators, elapsed times and splits, vehicular traffic, first aid facilities and the lead vehicle.
* Rule 134 - Course Monitoring and Marking: describes the requirements for marking the course, and recommendations on runner identification, finish area design and procedures.

Aspects of the course are many:

- A surface to compete on which is safe, unless it is cross country running and the unevenness of the terrain is purposeful without being dangerous.
- Directional control, meaning that from each aspect of the course, the participant can see the next aspect (i.e., the participant can turn a corner and see the next marker clearly.) This includes the use of monitors to help guide the participants and encourage them along.
- Traffic control, meaning that the participants will not have to worry about automobiles, bicycles, skateboards, roller blades, animals, pedestrians, or other interferences to their participation. This is also a function of the course monitors. Depending on the design and measurement of the course, sidewalks and curbs are usually off limits.
- Regular indicators of pace and time. This generally means mile and/or kilometer splits on the course. You can create overkill here – in a marathon, don't try to give 26 mile splits and 42 kilometer splits. This is information overload for the participant. Generally, mile splits are given in the US, along with a split every five kilometers.
- Medical assistance, usually consisting of water and/or electrolyte fluid replacement stations, sponging stations in longer races, occassional portable toilets, and medical personnel at regular intervals along the course.
- Medical emergency personnel with access to the course at all points. Many races equip course monitors at regular intervals with communications to the medical personnel.
- Entertainment! Bands, dancers, clowns, you name it! The entertainment factor contributes greatly to the enjoyment by the masses in participation events.

Setting Up the Course

The course set-up is governed by the certification process (see the previous chapter on certification). The course is set up as you intend the participants to follow it. There are any number of ways to perform this task.

- Traffic cones are elemental to both road running and cross country. They are visible, both to participants and spectators, and on the roads to cars and others. Cones are spaced closely in high-traffic areas or on corners, and further apart on long straight sections.
- Barricades are more for the prevention of automobile and other intrusions into the course than to guide the participants. But they can also be used for directional arrows and split marks.
- Snow fencing is critical in high-density spectator areas and around corners where it is critical to the certification process that runners stay in the road and off sidewalks. Snow fencing requires fixed objects to mount the fencing (light poles, parking signs, etc.) or sturdy stakes.
- Flagging (pennants) are also used, but are less effective than snow fencing.
- Double flagging and/or snow fencing is common on loop courses and in cross country.
- The method of placing a solid white or other color chalk or paint line in the runner's best path is most common in cross country running and in the Olympic marathons (where the line is generally blue, which shows up on pavement well.)

Monitor Techniques

Monitors are generally volunteers with up to three purposes:

- First is to make sure the course is clear. A clear course generally needs no verbal or other direction to be given.
- Second is to make sure the participants follow the course.
- Third is to communicate back to other race personnel – to medical with problems, to the finish line with periodic updates, and to other course people to let them know of potential problems or concerns, such as a waivering runner or a car on the course.

Split Times

Splits

Official Watches. For record purposes, USATF rules indicate that all official watches are to be started with the smoke/flash of the starting gun - not by radio! Watches should be started with the smoke and then delivered to the split reading areas ahead of the competitors.

Split Coordinator. The race director may assign an official to the task of planning the logistics for starting the split watches and delivering them to the split timers on the course. If you are assigned to the task of splits coordinator, it is wise to prepare a systematic plan to take started watches from the start to the locations where splits will be provided. Immediately prior to the start, review with the individual split timers their exact split locations and the plan for delivering the watches (and/or split readers) to the split locations. Watches should be delivered at least 3 minutes prior to arrival of the runners.

During the Race. As the coordinator delivers the watches to each split location, it is valuable to check each watch to assure that it is working properly. Each split reader should be asked to describe his/her task and demonstrate how splits will be read - making sure the reader "projects" when reading splits. At least two backup watches are usually started and accompany the split coordinator around the course. If unused, spare watches can provide backup support to the finish line.

Volunteer Pickup. Provision should be made to assure that all course volunteers can easily return to the assembly or finish area, particularly in marathons.

Reading Splits. If placed in charge of coordinating the intermediate times (splits), the USATF certified official should keep the following considerations and commonly used principles in mind:

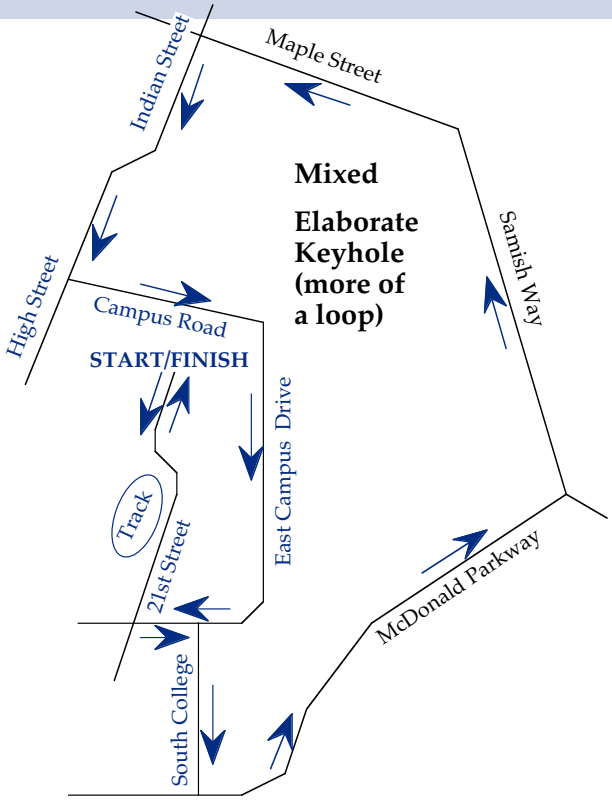
Frequency. Splits should be read at consistent intervals through the entire course - at a minimum of every 5 kilometers. For marathons and large-field races, events often provide splits at the first and second mile (to assure that everyone gets a true per mile pace) and then either every mile or every 5 kilometers thereafter. Frequently, split times are provided at the half-way mark for marathons.

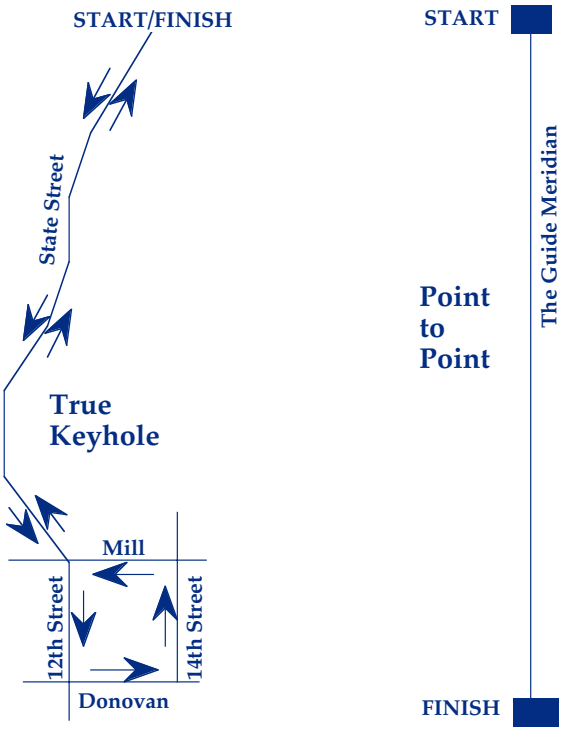
Starting the Watches. According to USATF rules, visible viewing of the smoke from the starter's gun should start all split watches - watches should not be started by sound via radio. At least two spare backup watches are recommended.

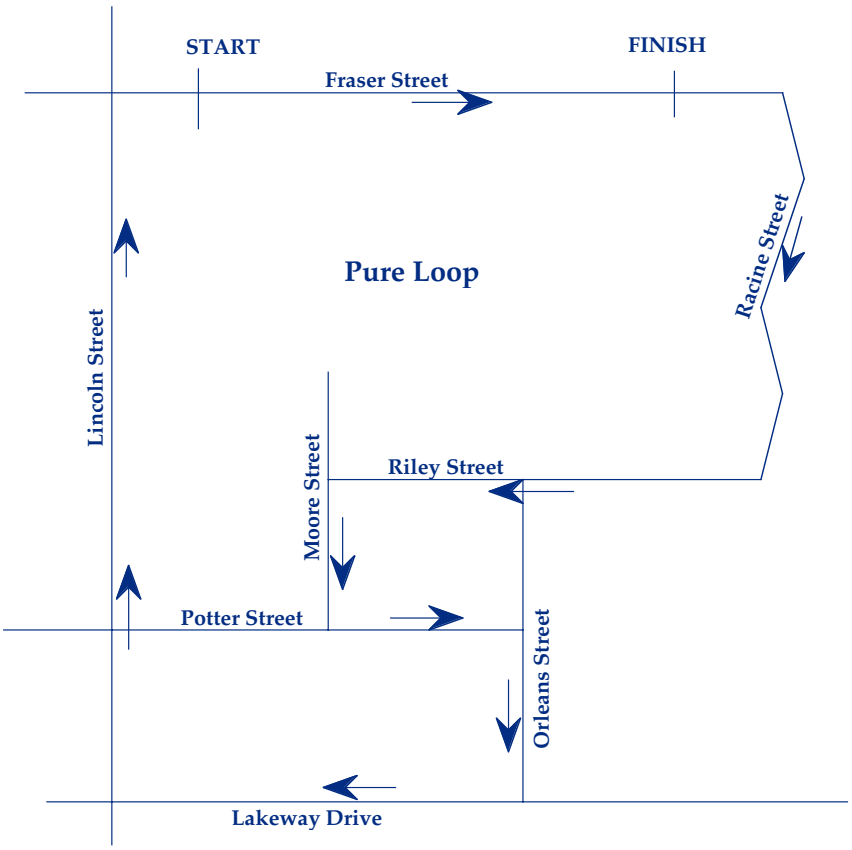
Delivering the Watches. Commonly, the watches are then delivered to the split readers. In delivering the watches, they should be checked and the split reader should be asked to describe his/her task and demonstrate how splits will be read.

Signs and Large Clocks. Consistently located signs and a line on the road help by marking the spot where each split is called. Large digital clocks can also be used to provide added support. Normally, these are established above the

TYPES OF OFF-TRACK COURSES







There are variations not shown:

An **"out-and-back"** course is a keyhole without the loop on the end. Runners are simply turned at a cone or barricade.

A **"figure 8"** course involves two loops meeting at a common point and crossing over.

A **"butterfly"** course involves two loops which nearly meet or share a roadway at the midsection, but which do not cross over.

A **"multiple loop"** course uses the same loop many times. Race walking events on the roads commonly use a certified 2500m loop for ease of judging.

A **"wandering"** course follows no pattern and involves an elaborate set of gates and/or marshals to keep the runners on course. As a race course designer or director, these are the most dangerous, as they often lead to lost runners and mass confusion!

running surface (indicating the distance) and, where feasible, visible for at least 1 meters.
Each split reader should take care not to block the sign or clock from the runner's view - i.e., stand behind it. Spectators should also be kept well back from the split locations.
Commonly Used Techniques - Split Provision
* Splits are read in a loud, clear voice directed at each runner - first to last.
* The minute (and hour) are read at least every 1 seconds, with the seconds read off in between. Teams of readers are used for those positions requiring splits to be read for 15 minutes or more.
* If personnel allows, some race directors assign a person 25 meters beyond the split timer calling from a sheet indicating the runners' current per mile/kilometer pace.
* Split reading is directed toward the athlete, making sure that the reader projects without allowing his/her voice to crack.
* The reader stands just beyond the distance mark and clock (if available).
* Effective readers do not assume the runners will see their time if a clock is present - experience indicates that at least 4% will not see the time and are relying on hearing the split.
* The split reader remains positive and enthusiastic toward the runners realizing they have been looking forward to hearing from the reader for some time - their diligence makes it worth the trip!
Intermediate times and preliminary winning times may be officially announced and/or displayed. Otherwise such times must not be communicated to the athletes by persons in the competition area without the prior approval of the

Along the way, as you ride your course to perform the measurement, note the mile or kilometer marks from the start. You may wish to position signs and/or persons there to give participants the split. In the larger races, clocks are often positioned at these splits. Rule 134.1.b gives guidelines for splits.

This timing is important because the runners use them to help gauge his or her pace per mile and settle into a smooth racing rythym. Splits are most commonly given at the one mile mark and at other key points, such as mid way, 5mile increments, or 5k marks. All participants appreciate and expect accurate splits. There are two basic procedures for attaining this accuracy:

- Drop-off method: Timers start their watches with the start of the race, ride in the lead or accompanying vehicle, and are dropped off at designated split locations along the course.
- Radio method: Tbis method utilizes CB or two-way Nextel-type radios at the start and at the split points. The communicator at the start area gives the communicators at the split points a count down and the command to start their watches. Though not as accurate as the drop-off method, this has the added benefit of having radios on the course to report emergencies and the progress of the race, and relieves the course of an additional vehicle which would otherwise be necessary.

No matter which method is used, make sure splits are in the right location as measured and are clearly marked. Timers should be advised to announce times loudly and clearly. In larger races, a megapbone or other sound system is suggested. The proper way to announce times is to say the minute at least every 5 seconds. For example: "seven mintes, oh l, oh 2, oh 03, oh 4, seven oh 5, oh 6, oh 7, oh 8, oh 9, seven ten..."

Inaccurate splits are a chief complaint of participants. Make sure your splits are accurate, or don't do them at all.

Water and Medical Aid

As you measure, check along the course for good locations for water stops. Also note telephone locations for aid station calls. Water and medical emergencies along the course must be considered as of paramount importance. You need one water stop along the course for every four kilometers of race distance, except in warmer climate or times of year when one every three kilometers will be needed.

The finish line should also have a water station and emergency medical assistance. If you have limited medical personnel available, use them at the finish line for the best coverage. Have some way of getting them out on the course if necessary.

Some tips about running the water stations are:

- Use large, clean plastic barrels, lined with plastic liner bags, to haul and store water (keep covered when not in use.)
- Make sure all items used to store and serve water have been sanitized. Use plastic pitchers to scoop and pour water.
- If possible, locate water stations next to a good water source.
- Don't skimp on cups. Use at least 9 or 7 ounce cups. Water splashes out of smaller cups as soon as they are grabbed by a runner. Also, allow at least 2 cups per runner per water station in warmer weather, as many runners will use one cup to douse themselves and drink out of another.

- Use paper cups only as plastic cups make footing treacherous and slippery when tossed on the ground.
- The number of water stations required is mainly dependent on the weather conditions – the warmer the weather, the more stations and the more water and staff required. Where possible water stations should be located on the right hand side of the road. Don't forget water at the finish, but keep it well beyond the finish chutes.
- If both water and electrolyte replacement drinks are to be served, signage, different color cups, and volunteers yelling out the contents will prevent a lot of sticky heads.
- Instruct aid station volunteers to make it easy as possible for runners to grip the cups of water. The best way is to hold the rim of the cup between thumb and forefinger or to position the cup on the palm of the hand. Latex or plastic gloves should be furnished and made mandatory for all water station personnel.
- Familiarize all aid station personnel with the location of the nearest medical aid station and how to access it.
- On larger races, in order to keep up with the onslaught of runners, it is wise to pre-pour all or most of the cups. Do this by covering the entire surface of the table with filled cups of water. Then place a piece of clean cardboard over tbat layer and start another layer on top of the cardboard. Most tables will support 5 layers of cups.
- Make sure that tables and volunteers do not obstruct the path of the runner. It is easy for volunteers to get caught up in the excitement and step right in front of an exiting runner.

On Course Logistics

Aid Stations

If placed in charge of the aid stations, keep the following suggestions in mind. [For more information refer to USATF's Sports Medicine Manual for Long Distance Running by Dr. John Robertson]

Types of Stations. Normally there are three kinds of aid stations:

* liquid refreshment
* medical and
* sponge

Location. Depending on climatic conditions, liquid refreshment aid stations should be available to competitors for all races over 5 kilometers and should be not more than 5 kilometers apart. In addition, there should be both medical and water provided at separate stations both at the start and just beyond the finish line area for all events.

Organization. Most major events recognize the value of each on-course aid station being organized in exactly the same manner. Experience indicates that the stations be provided in the following order:

1st	liquid refreshment
2nd	medical
3rd	sponge

Liquid Refreshment Stations

Importance. Liquid refreshment is critical to the safety of runners, particularly during hot periods. USATF recommends that stations be located at both the start and the finish areas, as well as at regular intervals along the course.

Location. In large races, to ease the runner's access to needed liquid refreshment, many runners indicate that it is helpful if stations are located on both sides of the road. They request that be advertised at least 1 meter in advance of the station. Some races achieve this by using large folding sandwich /\ boards with "H2O" noted in large print.

Refreshments. A number of races divide each liquid refreshment station into 3 clearly designated sections using several key principles.

Identical Look and Feel. Each station looks identical to all other refreshment stations. For major events, the refreshments can be placed in the following order:

1st	plain water
2nd	electrolyte replenishment
3rd	personal (choice) aid containers
4th	backup water for those not finding their bottle

NOTE: By putting the personal aid third, it reduces the possibility that other runners will knock down or improperly take the personal aid of others. If this arrangement is used, there should be backup water just beyond the personal aid station to permit runners unable to find their containers to secure needed liquid replenishment.

Adequate Separation. Each station should be separated by at least 20 meters and enough water is provided for every 1.25 runners, except in hot conditions where there is enough water for each runner at each station. Runners often use one cup of water to cool their head and neck and then a second for replentishment.

Personal Choice Refreshments

Some competitors may choose to leave a personal form of refreshment at the station in a marked container. Experience indicates that it is wise to always locate personal choice refreshment containers at the end of each refreshment station on a consistent single side of the running path.

Each race establishes its own procedures for delivering personal choice refreshment to the station locations and how they are organized at the station. Often the competitor is expected to ensure the delivery of each personal aid container, along with a list of the stations that they are to be placed to a designated location prior to the event's start. These containers should be distinctively marked. Often, races require that the runner's number be tape to or written on the container.

Sponge Stations

If placed in charge of a sponge station, the keep the following considerations in mind:

* USATF rules recommend sponge stations be located half way between the liquid refreshment stations for races of 2 kilometers or greater. Only sponges and water should be offered.
* Several races have found that natural sponge cut into 3" x 3" squares is the most effective. At each station, a commonly used ratio is one sponge for every 1.5 competitors. Sponges should be gently squeezed to remove excess water, but in a manner which retains most of the water.
* Technique: To effectively offer the sponge, they are held out to the runners with two fingers. Containers should be available 2-4 meters beyond the exit of each station to receive used sponges.
* Following the race, all sponges should be thoroughly washed and rinsed clean, then dried in a clothes drier (low temperature). Storage should be in cardboard boxes (allows breathing to occur), not in plastic bags.
* If asked to organize the medical stations, the keep the following suggestions in mind. [For more information refer to USATF's Sports Medicine Manual for Long Distance Running by Dr. John Robertson]

Location. Often medical stations are located at least 5 meters beyond the refreshment station. To be effective, they should be clearly marked (white balloons with a red cross or signs - /\ shaped sandwich board type signs work well). It is recommended that the main medical station be located just beyond the finish line and well coordinated with the finish line and course communications system.

NOTE: The most important priorities at the end of the finish chutes are medical services and quick access to water.

Commonly Used Techniques - Refreshments Processing

If placed in charge of aid stations, consider the following principles used by many successful races:

* Cups adequately spaced to permit ease of handling and minimum spilling. Cups are to be no more than 2/3's full.
* In filling the cups, they are arranged on the table and a pitcher is used to pour the water to desired height - cups are not dipped.
* In dispensing cups, volunteers hold the cup gently with the arm relaxed and outstretched while moving the arm in the same direction, as the receiving runner is moving. Each giver calls out what they are offering (e.g., "WATER," "WATER").
* Waxed paper cups are used, since plastic containers/cups tend to shatter and pose an injury threat to runners.
* Advance signs or balloons are used to identify the refreshment station. Cups can be offered with lids and straws to permit runners to carry the liquid between the stations and drink it slowly (e.g., no air).
* Move with the runners in dispensing aid.
* Use pre-rinsed garbage bags to line cans (i.e., to rid the taste), squeeze 1 lemon/each 1 gallons to freshen the water and electrolyte replenishment should be diluted at half strength.
* Put trashcans at the end of the station for discards.
* Offer enthusiastic support to all the runners.
* Ensure that the volunteers do not narrow the running path in their enthusiasm to hand out liquids.
* For major events, separate water tables for men and women can be designated and marked.
* A person is assigned at the personal aid table to upright fallen containers which have been upset by previous competitors.
* If possible, personal aid bottles are marked with the race number and arranged in numerical order on the tables with plenty of room around each bottle.
* If spraying is offered, the sprayer is placed to the side of the road in an area where there is a drain or slight slope to carry the water away from the running path. Choosing spraying should be a decision of the individual competitor. When offered, spraying should be limited to the "strike zone" (chest to knees) away from the feet - spray people in the face only if requested.
* All on-course personnel should know the course, location of the nearest medical station and procedures for evacuating an injured runner.

Medical Aid

Medical Aid Personnel

Ideally, each station would have an emergency medical technician (EMT). At a minimum, the primary medical station

located in the finish area should have a medical professional on duty. Medical/first aid personnel should be clearly designated to ensure that the athletes can easily seek needed assistance.
Commonly Used Techniques - Medical Stations
* Each station provides shade or weather protection, has a cot or stretcher, basic first aid supplies, water, blankets/space blankets (even in warm weather blankets are needed) and radio contact with the finish area and the race's medical director.
* Medical evacuation is carefully planned and arranged for in advance. The procedures are written and distributed to medical station personnel. Evacuation routes are developed for each station and the finish area. An aisle is designed through the finish area to permit the access and egress of an aid vehicle.
* Medical personnel are used who understand the special needs of runners.
* The normal casualty rate for a 1K is 5% of the field. This goes up to 12-14% for marathons. At the finish of longer races, plan for at least one medical person for each 4 expected casualties.
* Two doctors (one of which is either a podiatrist or orthopedic specialist) complemented by a number of RN's provide the basic support. Registered Nurses (RN's) seem preferable to Licensed Practical Nurses (LPN's).
* In many areas, the local chapter of the American Red Cross is a good source for ¤ on-course medical support volunteers.
* Races of 2 kilometers or greater may wish to consider two finish area medical tents - one devoted to foot injuries and the other devoted to more serious medical problems.
* Special medical conditions, allergies, etc. can be indicated on the back of the runner's race numbers.
* A private area should be provided for taking rectal temperatures, and rest rooms should be close to this station. It can also serve any required drug testing.
* For foot and orthopedic injuries, a chair is preferable to a cot.
* An electronic thermometer saves time.
* Both warm and cool liquids are necessary. A good warm liquid is tea with honey.
* Many longer races have a separate channel for calling in medical emergencies and a direct communications link to the ambulance or aid vehicle.

A hands-on medical examination during the progress of an event by officially designated medical personnel shall not be considered unfair aid or assistance.
Medical personnel, authorized by the Games Committee or Referee to do so, has authorization or authority to examine any athlete who appears to be in distress, and, if in that official's opinion, it is in the athlete's health and welfare, may remove the athlete from the competition.

Preservation of Course Integrity and Record Performances
Number Checkers. Number checkers are a special group of course judges who are responsible for recording the race numbers of all competitors passing a randomly selected set of checkpoints. They are frequently used in longer races to catch course cutters or those jumping into the race after the start. This can be achieved by using videotape, reading numbers into a tape recorder, a written checklist or a combination of these.
Final Course Inspection. It is also useful for the person who measured the course to ride the course just ahead of the competitors to perform a final course inspection and ensure that the course is run as measured.
Records Validation. A national or world's best open class or age division performance is validated as follows:
* Witness to the actual race must provide to the Validation Chairperson of the Road Running Technical Committee of USA Track & Field, or a designee, a complete and precise map or description of the shortest possible route that was available to the record claimant during the race.
* The actual course must be evaluated and approved as accurate by an expert designated by the Validation Chairperson of the Road Running Technical Committee.
* Record "performances will not be accepted if the remeasurement shows that the actual course distance was shorter than the stated distance." (Rule 185).
Records Coordinator. With so many potential age group records available for breaking, it is also helpful to identify prior to the event a person knowledgeable in the rules pertaining to records who will have all the necessary records forms. When a possible record is established, this person will collect the times and timer signatures, as well as the signatures of all other officials who must sign the form (e.g., starter, lap counters, race walk judges...).
Marshals. To strengthen the case for a record and assist in the certification validation process, it is helpful to assign marshals to be assigned to critical points along the course to take appropriate actions to ensure that the course is run as measured. When physical barriers or other means are not able to prevent course cutting, cones should be placed on painted dots to demark the approved turning radius or approved course boundary.

Course Certification

Course Certification
Once a course is designed, it is essential that the director arrange for the course to be measured and registered as a USATF certified course by employing a USATF Course Certifier. According to USATF rules:
* Races may only advertise that the course is "certified" after it is approved by USATF as "certified."
* Road Running Technical Committee's (RRTC) Course Certifiers are to be used to measure and certify the course within the Technical Committee's specified tolerances.
To certify the course, the race director should contact the "USATF Regional Certifier" serving the association for assistance. A list of current Regional Certifiers is available from: USA Track & Field, P.O. Box 120, Indianapolis, Indiana, 04626.
Association Certification Committee
Some USATF associations have a Course Certification Committee created to facilitate the accurate measurement of courses within the Road Running Technical Committee's strict measurement guidelines. This certification committee's function is to monitor the status of the certification of racecourses within the association by working closely with the RRTC national certifier responsible for the program in the association. The committee should sponsor measurer training, maintain measuring equipment, and take action to discourage the false advertising of races claiming that their course is USATF certified when it is not.
Certification Requirements
USATF Rule 133 establishes the following requirements for course certification:
* Courses may be designated as "USATF Certified" only if a national certifier, who is approved by the Certification Chairperson of the Road Running Technical Committee of The Track & Field, has determined that the shortest possible route is measured with reasonable accuracy.
* Courses meet certification standards if the measurements demonstrate that the course is at least the stated distance. To ensure that a course is not short, the measurement must include an additional 1/1 of the stated distance. For more detailed information on course certification, officials are encouraged to secure USATF's Course Measurement Handbook that is available from USA Track & Field (P.O. Box 120, Indianapolis, Indiana, 04626).

Measuring the Course

The runners who enter your race are paying for it. Treat them nicely. But above all, give them a course they can relate to.

Believe it or not, a bicycle calibrator is the best – and the only universally-accepted method. Those wheels you see people running next to are terribly inaccurate. A very accurate way is to use a steel tape measure - but talk about time consuming!! Laser measurement devices are swell, but unless you know someone with one, the $60 for a bicycle calibrator compares very favorably with a laser's price.

Once you've obtained a calibrator and placed it on your road bike (mountain bikes are not well-suited to measuring), here are the steps involved:

- First, you find a straight, flat, paved road section between 800-meters and one mile and measure it with a steel tape, using clearly identifiable, permanent marks at each end.
- Second, ride your bike with the calibrator on it four times. Each time, take a reading of the "clicks" or counts on the counter. Average the four, and you have the number of clicks in that distance.
- Now comes the math. Figure out how you are going to lay out the course in units. Are you primarily going to use kilometer markings and splits, or mile markings and splits, or both? If your primary measurement is in one or the other, then figure out your "counts" for that distance. For example, if you are going to measure a 5km course, but put down mile marks, figure out that a kilometer (at 3281 feet) calibration course producing 13,321 clicks on average, will yield 21,437 clicks for one mile (at 5280 feet). The extra portion is 2294 clicks from the three-mile mark to the finish line.
- Now, ride your course. How long is it? How long do you want it to be? How long have you told people it will be? Make some adjustments - go a block more here, put in a dogleg there, cut out the downtown area, etc. Now ride the course again. Is it okay? Then ride it a second time. If not, continue to make adjustments until you can ride your accurate course twice.
- Finally, go back to your calibration course and ride it four more times. See if the average has changed due to rising temperature, rain, or flat tire (good advice – if you get a flat tire, start over!)

It's not easy to provide runners with an accurate course. But you'll catch a lot of criticism if you don't.

Course Layout and Management

If you are measuring an existing race course, consult with the race director to be sure that the course you are measuring is the one to be run. Try to get a runner who has run the race to help. A smart runner knows how to run the shortest route and they'll take every allowable shortcut.

If you are asked to lay out a new course, find out what restrictions the race director and the local and state authorities may have on where the race may be run. The finish area is especially critical, since you need a traffic-free area with enough room to set up finish chutes, medical and water aid stations, results processing areas, and often awards ceremonies. Most courses are laid out from finish to start.

When laying out a new course, be sure that the start will be wide enough to accomodate the maximum expected field. Trying to start more than 1000 runners on a two lane road without shoulders is dangerous and will create a significant delay for back-of-the-pack runners to cross the start line. You should never have a sharp turn in the first 100 meters. The more starting straightaway you have, the better and safer the course will be. Likewise, you should have at least a 100-meter straightaway leading into the finish so runners can have a decent finishing "sprint."

Avoid crossing traffic where possible. Most police authorities prefer that the runners run in the direction of traffic. This makes it easier and safer for lead vehicles and police escorts. If you lay out a course that consists mostly of right turns, you avoid crossing traffic and make your measurement job easier since you will have less traffic to contend with.

When laying out a course for a large race (more than 1000 runners), avoid multiple loop courses and out-and-back courses, since they will have special demands which you often cannot adequately meet. Do not lay out a course with three or more loops for larger races, since monitoring against cheating becomes nearly impossible. Likewise, a straight out-and-back course requires some type of recording at the turn-around point which is usually difficult for large races.

It is important to lay out a reasonably accurate course before doing the actual measurement. One way to do this is to use detailed and highly accurate maps with a scale something like 1 to 5000 (lcm=50 meters) or 1 to 6,000 (1 inch=500 feet). Such maps may often be obtained at a city or county office or from the US Geodetic Survey Office. You can buy a small tool called a map measurer (about $15) which can be pushed along on the map to measure distances.

A quick and dirty measurement with your uncalibrated bicycle (uncalibrated means that the standard measuring tool – the Jones counter – is used, but is not calibrated according to prescribed certification procedure) is a good idea since it will give you a rough idea of start and finish points and familiarize you with riding the required shortest possible route. If your chosen course is way off, you may find that you have to spend all your time rearranging elements of the course so that you will not be able to complete the measurements in one day.

Once you have arrived at a tentative course, consult with the race director and local authorities to determine how much of the roadway will be available to runners. If the runners are restricted to following a longer route while a shorter one is available, it may be necessary to include temporary barriers to keep them along the correct path. Instructions such as "stay on the right side" are universally ignored, unless enforcement exists. Note that it is easier to let them run wherever they want on the road and measure the shortest path they can take, so long as the safety factors are not ignored.

If you measure a restricted route, it must be coned and monitored on race day or the certification will be invalid. The restricted route must be marked in such a manner that cones and/or barricades may be properly placed on race day. The positions of cones and barricades must be clearly specified on the course map. Usually, painted lane markings are used as the basis for a restricted route.

If the needed course adjustment is small, it may be made by redescribing the start, finish, or turnaround points (if any). If the needed adjustment is large, you will probably need to reroute the course and make additional bicycle measurements. Making changes in the middle of the course is usually awkward. If the finish must be (or simply works better) at a certain point, you may start measuring at the finish and measure backwards to the start. Otherwise, you should probably start measuring at the start. On the other hand, if you must have the start at a particular location (width, sponsor site, etc.), you would start there. Courses which are often most difficult are ones where the start and finish are both required to be at exact locations.

All important points on the final course should be carefully and permanently marked. Also, their locations should be determined relative to fixed landmarks so that they can be found again in case of changes in the road surface. You should make sure provisional marks are not confused with final marks. It is best to use spray chalk for provisional marks and spray paint over or survey flashers under survey nails for permanent ones.

The entire race course should be inspected just before the race by someone who knows the course as it was measured. The positions of course monitors and marshalls should be checked as should the positions of cones and barricades. If at all possible, the lead runners should be led by someone involved in the measurement. In any complicated undertaking involving lots of people, remember there are bound to be errors. Anticipate them. Check and double check.

If you as the measurer will not be available on race day, be sure to find someone who will be responsible for locating the start and finish and turn-around points (if any) for the course on race day. In the case of the lead car, someone who knows the route should be in the lead vehicle. This person should have a map of the course and the authority to tell people where to go.

Course measurement is relatively easy and takes about a day to both measure and fill out the paperwork for a shorter race of less than 10,000 meters. Marathon course certification or certification through high traffic areas may take much longer.

If you wish more information regarding course measurement technique and requirements, please contact USA Track & Field at 317/261-0500, and ask for information on course certification as prepared by the Road Running Technical Council. The RRTC has a web site connected to the USATF web site at www.usatf.org.

REGULATION 6
CERTIFICATION OF ROAD COURSES

A Definition of course:

1 Path: A running course shall be defined as the streets, roads, paths, marked paths on grass or gravel or dirt, and/or paths using established permanent landmarks or benchmarks which is intended as the runner's path for any type of race.

2 Shortest possible route: The measured running course shall involve the course noted above and the measurement shall follow the runner's shortest possible legal route.

B USA Track & Field certification: A course may be designated as "USA Track & Field Certified" only if a final signatory national certifier who is approved by the certification chair of the Road Running Technical Council of USATF has determined that the shortest possible route has been measured with reasonable accuracy.

1 Stated distance: Courses meet certification standards if the measurements demonstrate that the course is at least the stated distance. In order to ensure that a course is not short, the measurement must include an addition of 1/1000th of the stated race distance.

***NOTE**: Information concerning acceptable methods of measuring courses should be obtained from the Road Running Technical Council of USA Track & Field prior to the measurement of a long distance course.*

2 Effective date: Certification is effective as of the date that all measurements and necessary adjustments are submitted as evidenced by the postmark, although the actual review and approval of the certification may be at a later date.

C Road Running Technical Council

1 Duties and responsibilities: The council shall:

a Manage a national program of accurate road course measurement and certification;
b Establish and maintain a national list of certified courses;
c Select, train, and supervise road course certifiers;
d Provide technical information and advice to assure that rules relating to course measurement and certification can realistically be enforced;
e Provide a pool of qualified expert measurers for special situations as determined by the council;
f Assist the Records Committee and RRIC by providing current information as to race course certification status;
g Assist the RRIC by providing validation measurers as necessary for record purposes; and
h Maintain communications with all interested parties nationally and with technical counterparts in foreign federations.

2 Make-up: The committee shall consist of a chair and members named by the President. At least twenty percent (20%) of the members shall be active athletes selected by the active athlete delegates to USATF.

The Competition

There is one rule which is unwritten in simple form which pervades – or should pervade – all rules and interpretations of rules by race officials: the purpose of rules of competition is to have a level playing field.

This means that the official reporting on or making a decision about a situation in long distance running, cross country running, or race walking should have to determine that someone gained an unfair advantage, or someone was placed in an unfair situation by actions or non-actions of other participants, officials, spectators, coaches, or non-involved individuals.

Rules of Interest to the LDR/XC/RW Community

Rule 65

3 Each competitor shall run in a direct line after entering the final straightaway in all races of two or more turns unless there is another competitor in his or her path.

4 Any competitor or participant jostling, running across, or obstructing another competitor or participant so as to impede his or her progress shall be liable to disqualification in the event.

7.c In any track event of 20,000 meters or more or in any road race, a competitor may leave the road or track with the permission and under the control of a judge or other authorized official, provided that by going off or returning to the course the athlete does not lessen the distance to be covered.

8 Any competitor who shall refuse to obey the directions of the Referee or other proper official, or who shall conduct himself/herself in an unsportsmanlike manner, or who is offensive by action or language to the officials, spectators, or competitors at any competition may be disqualified by the Referee from future competition at the meet, and if the Referee thinks the offense worthy of additional action, he/she shall promptly make detailed statement of the offense to the appropriate National or Association official.

Rule 66

1 Except as provided in road races (Rule 132) and in long distance walking events (rule 150), during the progress of an event a competitor who has received any assistance whatsoever from any other person may be disqualified by the Referee. "Assistance" is the conveying of advice, information or direct help to an athlete by any means, including a technical device. It also includes pacing in running or walking events by persons not participating in the event, by competitors lapped or about to be lapped, of by any kind of technical device. It does not mean participation of an officially designated pacesetter in the race.
NOTE 1- *Pacesetting by a person entered in an event for that purpose is permitted.*
NOTE 2 - *Competitors may carry or wear articles of personal equipment such as wrist chronometers and heart-rate monitors.*

2 Verbal or other communication without the use of any technical device, from an individual who is not in the competition area to an athlete who is in the competition area shall not be considered assistance.

6 No attendant or competitor who is not actually taking part in the competition shall accompany any competitor on the mark of in the competition, nor shall any competitor be allowed, without the permission of the Referee or Judges, to receive assistance or refreshment from anyone during the progress of the competition, except as provided by Rule 66.7, Rule 132, or Rule 150.4.

7 Medical personnel authorized by the Games Committee or Referee to do so may examine any athlete who appears in distress. If in the opinion it is in the best interest of the athlete's health and welfare, they may remove the athlete from the competition. A hands-on medical examination during the progress of an event by officially designated medical personnel shall not be considered assistance.

8 During hot weather the meet organizers may furnish competitors with water or sponging stations in races of 5000 meters and longer on the track.

Rule 73

2 Protests relating to matters which developed during the conduct of the competition must be made to the Referee at once or not later than 30 minutes after a result has been announced, except in the case of long distance and cross-country races, where the time period shall be 24 hours.

Definitions of Possible Violations
The USATF Guidelines for Fair Competition in Road Racing offer the following definitions apply to pacing and prohib-

ited assistance:
Pacing. Pacing is a premeditated or prearranged act of accompanying one or more competitors in a long distance running race for the purpose of enhancing the performance of the competitors. As recognized in USATF Rule 66, pacing does not include officially designated rabbits that are to be available to all competitors.
Assistance. Prohibited assistance is an act by one or more persons (whether or not such person or persons are competitors) which is intended and has the effect of providing (i) an unfair advantage to one or more competitors and/or (ii) a disadvantage to the competitors.
USATF Guidelines on Assistance
The USATF Guidelines for Fair Competition in Road Racing are based on the applicable rules of USA Track & Field of the USA Competition Rules. These include the following guidelines for major events:
* Giving unfair advantage to a competitor by anyone on the course, for any reason, is not allowed. Such actions may result in disqualification of the athlete(s) involved. Examples of prohibited behaviors include:
1) Pacing (a specific form of prohibited assistance) for any portion of the competition.
2) Any person on the course or course vehicle conveying any information which has the effect of giving unfair advantage, such as information relative to the status of other competitors.
3) Any actions by individuals on the course or by competitors that is distracting, distressing or disruptive to other competitors.
4) Receiving unofficial splits, medical or refreshment support, or technical aid from any unauthorized person on the course.
5) Being accompanied for any portion of the race by an unregistered person or non-competitor.
a. The only persons to be allowed on the course are to be appointed officials, athletes with official race numbers, race personnel and other authorized/credentialed persons.
b. All persons who have access to the race course or to the competitors during the competition, are to refrain from any action which could be deemed as pacing or giving of "prohibited assistance".
c. No credentialed person or official is to engage in unnecessary communications with competitors.
d. All persons on the press vehicle, lead vehicles or bicycles, are to be reminded that they are there as a matter of privilege and not of right. As such, they are to remain impartial and refrain from giving instructions to competing athletes or acting as a cheering section.
e. Officially designated lead vehicles or bicycles are to be instructed to maintain a speed and distance that will not have the effect of pacing any competitor. Only official bicycles are to be allowed on the course. All vehicles and bicycles should avoid staying with one runner.
f. All race volunteers should be made aware of the intent of these Guidelines. It is recommended that all umpires and on-course officials with supervisory responsibilities be furnished with the complete Guidelines and recommendations for warning athletes.
g. Fixed clocks with high visibility to all competitors should be placed along the course and should not be restricted solely to the lead vehicle, bicycle or car.
On Course Official's Role in Enforcement
Preventive Approach and Warnings
Prevention. The most effective way to minimize the possibility of a rules violation is to take actions prior to the event that provide an assurance of adherence to USATF rules. Enforcement of USATF's rules and guidelines prohibiting unfair assistance starts with race management and is supported through the efforts of the USATF official.
Another effective prevention measure is for the race brochure to cite USATF's Rule 66 and summarize its guidelines, note possible consequences violators and indicate that judges will be provided to monitor the course.
Limit Actions to Warning. Other than issuing a verbal warning, neither the umpire nor marshals should take any other action against a potential violator. The warning should indicate that the activity is illegal under the USATF rules and could result in the competitor's disqualification. However only the referee has the power to disqualify a competitor.
Before issuing a "warning" to an athlete or a report to the referee, officials should distinguish between spontaneous assistance among competitors and pacing and other forms of prohibited assistance.
Method of Warning. Verbal warnings should be given in a manner least likely to disrupt the performance of competitors. Examples of possible warnings include:
* "Number 1526, stop running with number 229. Both (or one) of you may be disqualified"
* "Stop giving number 411 split times (or water). She may be disqualified for . . . (state the reason)."
Observe Both Competitors and Non-Competitors. Officials should report any behavior by credentialed or official race personnel, which appears to constitute an infraction. If necessary, warnings should be issued to offenders.
Discretion. There are varying degrees of assistance. Reports should be submitted when the course judge believes that the observed activity was an effort to unfairly give advantage to one competitor over other competitors or assisted the

competitor to achieve a time or award that they would be less likely to achieve without assistance. Unfair prohibited assistance also includes activities, which disrupt the concentration or efforts of the other competitors.
Umpire's Report
When a possible violation is observed, the umpires should write down what they saw, even when the inspector has doubts. This report should include:
* Time of the day and course location of the possible infraction.
* Describe what was observed, and specifically, the nature of the alleged violation. Indicate, when possible, the competitor's number and describe the outfit.
* Describe any non-competitor involved (i.e., height, clothing, distinguishing features, hair color, . . .).
* Print the umpire's name and USATF Certification number or address.
* As soon as possible, the inspector should submit a signed copy of the written report to the referee.
* As soon as possible, the referee should inform the race director that a possible infraction has been reported.
* Any competitor who feels that pacing or any other form of prohibited assistance or Rules violation has taken place should be reported.
Incidents should be reported within the following guidelines:
* The race director or referee is to be notified of intent to protest within 90 minutes of the protesting competitor's completion of the race.
* In accordance with USATF Rule 73, the protesting competitor must then submit a written protest within 15 minutes of the announcement of the race results.
As we have covered each official's position, it should be noted that the unwritten "level playing field" rule is inherent within those roles as discussed in Section III. There may be some rules which have been repeated above here for emphasis. However, the rules are the rules, and don't encompass issues which have been addressed – for lack of consensus by various constituencies and rulesmakers – guidelines. These delicate issues are reported on below.

Pacing Guidelines

Although more predominant in mixed gender races, even in single sex races or situations issues of pacing can become problematic or even the subject of protest.

Where it can be shown by clear and convincing evidence that a person of either gender has assisted a person of either gender with unfair assistance or by pacing the athlete, the assisted athlete and assisting person (should he or she be an athlete) will be disqualified.

But the easiest situation to prove is where a male athlete related to or in a relationship with a female athlete can be shown to be assisting by pacing. Race directors who are confronted with this in form of a protest should be prepared to review available video of the race, interview course monitors and other officials on the course, and seek testimony from outside individuals. Race directors who are especially prepared will follow as many women in prize money contention with video cameras or use several key video locations to record the progress along the course.

* Rule 143 - Assistance to Athletes: states in essence that no individual shall give assistance of any type to a competitor, except with the prior approval of the event referee. This "assistance" includes pacing a competitor or providing intermediate times, advice or information within the "competition area." Services provided by the event's medical staff to competitors during the competition are permitted.
* Rule 66 - Assistance to Athletes and Attendants: outlines the requirements of a fair competition and specifically notes illegal forms of assistance such as pacing of competitors by anyone within the competition area not participating in the same event. "Men and women shall not be considered to be in the same event." Since Rule 66 is so critical to maintaining the integrity of long distance competitions, the complete text is provided as follows:
Assistance to Athletes
Except as provided in road races (Rule 132) and in long distance walking events (Rule 15), during the progress of an event, a competitor who shall receive any assistance whatsoever from any person may be disqualified by the Referee. "Assistance" includes giving help or conveying help to an athlete by any means, including a technical device. It also includes pacing in running or walking events by persons not participating in the event, by lapped competitors, or by any kind of technical device. Men and women shall not be considered to be in the same event.

Doping Issues

By far stickier and more damaging to a race and to an individual athletes potentially is a doping violation. If your race is selected for doping controls, you must provide space for testing after the race and volunteers to escort the selected participants after they have been recorded at the finish. Failure to do so can result in loss of your sanction and the right

to give out prize money.

Uniforms and/or Attire

There are rules concerning the attire and footwear participants may wear in a road race, track race, or cross country meet. Of course, there are exceptions – witness the over 200 nude people who ran Bay-to-Breakers in San Francisco in 1999.

Referee.
Attendants
(a) No attendant or competitor who is not actually taking part in the race shall accompany any competitor on the mark or in the competition, nor shall any competitor be allowed, without the permission of the Referee or Judges, to receive assistance or refreshment from anyone during the progress of the race, except as provided by Rule 66.2, Rule 132.2, and Rule 15.3."

Finish Lines

Finish Area
Long distance finish area responsibilities have many parallels to those of the track and field finish line. As a result, certified officials may be asked to either coordinate finish area activities or play a major role in generating accurate results. However, it is important to understand the special elements that make the long distance event finish area tasks unique. Below are offered a number of considerations that the USATF certified official should consider if he/she is selected to direct a long distance event finish area.
Commonly Used Techniques - Finish Area Design
The race director takes care in selecting an appropriate finish area. Usually, they select a safe, flat, sufficiently wide and deep enough area to accommodate the size of the event. If possible, the final approach to the finish line should provide a 15-2 meter straight to promote a more competitive finish. The design considers the special requirements of wheel chair participants and facilitates the access and egress to participants and spectators.
The design also anticipates the need for emergency evacuation, provides finishers with easy access to water and first aid, ensures effective crowd control and facilitates moving the volume of finishers away from the finish area.
In designing a course, many race directors begin by selecting a safe flat finish area, then work backwards to select the start area. This approach recognizes that the finish area is occupied for a much greater length of time than the start.
Finish Area Tasks
The following are finish area tasks that the certified official may be asked to undertake.
Finish Area Crowd Control
Tasks. The crowd control marshals help make sure that spectators and finished competitors stay off the running path. Frequently they are asked to verbally attempt to prevent runners with dogs and unregistered runners (a.k.a. "Turkeys" or "Interlopers") from entering the finish area.
To this end, effective marshals need to anticipate potential problems and direct pedestrian traffic in such a way as to ensure that every competitor has a clear path to the finish line.
Marshals at the Finish. Finish area marshals should refrain from:
* Yelling at anyone, they only get more hostile. Instead, marshals should talk quietly and calmly to them.
* Grabbing either people or dogs - they tend to snap back.
* Taking their eyes off the runners or getting in their way.

In general, effective marshals are as invisible as possible.
Announcer
Many races have found that the announcer can effectively only carry out two assignments at the finish line - inform the crowd about the race/finishers and help maintain order. These announcers do not to try to give unnecessary information to the finishers or talk all the time, since they know that these efforts merely become "white noise" to the finishers.
One of the critical areas of the race is the finish line. Runners are tired, can't see straight, and want to just get through it. Or they are elated, don't realize how tired they are, and place celebration in an inappropriate arena. Or they are doing one of many strange and unique things – running as a centipede, running as a military platoon, running as a family, or assisting a wheelchair person or baby stroller.

Your finish should be planned to allow the runners to move through it as smoothly as possible. Depending on the size of the race, from one to twelve **CHUTES** are used. These lines of flagging, rope, or other barrier keep runners in order until their finish position has been noted. Below is a simple three chute system, showing the moveable **GATES** which allow the race finish director to change chutes and get more runners finished.

In order to better understand the scoring process, this section will take a look at basic equipment needs and basic single and chute design and operation.

Pull Tag Scoring System

The type of scoring system most commonly used throughout this country is generally referred to as a "pull tag" system, since it uses a race number with a detachable, perforated lower portion or pull tag. This tag, which carries the runner's number, name, age, sex, and other necessary scoring information, is collected in order of finish at the finish area – thus establishing proper placement. Times recorded at the finish line are then matched to corresponding pull tags. For example, the fifth recorded time is assigned to the fifth tag collected, the 270th recorded time is assigned to the 270th tag collected, and so on. Various spot check procedures, such as select timing, are used to ensure that the right time is assigned to the right tag.

FINISH LINE EQUIPMENT AND SUPPLES

Finish line equipment and supplies can be broken down into two basic categories: chute construction and timing.

Finish line construction

As runners cross the finish line they are directed into lanes or chutes to keep them in proper order of finish. The materials used to create these lanes are generally:

- Metal or metal/plastic standards or stanchions, constructed of a heavy base and an upright with a loop or tie-bar at the top. They should have a low profile base so that runners will not trip on them.
- Lengths of rope, tape, or flagging, and spray paint or tape to mark the actual measured finish line
- Banner holders
- Barricades and/or webbing (snow fencing)
- Scaffolding to hold clocks, sound systems, and finish line demarcators, and to clearly mark the finish line itself.

The normal span between stanchions is 3-5m. Although chutes stanchions may be made of anything from car and truck axles to traffic delineators, the more lightweight, sturdy, portable, quick and easy to assemble and disassemble, and stable (tip resistant) they are, the better.

Timing equipment

Depending on the size of the race, timing equipment and supplies may include:

- One or more large digital display clocks
- Timing machines or devices which print out a time strip and/or store times in memory for computer download
- Stop watches
- Select time sheets
- Tape recorders
- Video cameras

Most of these items are familiar and require no further explanation. The most important piece of equipment is the timing machine. The typical timing machine is about the size of a portable tape recorder. It is battery powered and has a shoulder strap for easy carrying. It also has one or more cords with push button plungers or a key pad. It also has printing heads and roll paper similar to that of a printing calculator. Timing machines are started at the start of the race. As each runner crosses the finish line, the push buttons or keys on the key pad are depressed. Simultaneously, the timing machine's printer prints the runner's overall place and time. Many of the newer timing machines offer a select time function which allows the operator to key in random runner numbers as well. These numbers are then printed next to the corresponding places and times.

Some smaller races use "tic sheets" instead of a timing machine. Each tic sheet has 5-7 columns of numbers denoting seconds (00-59) and a space above each column for minutes. Each finisher's time is recorded by putting a check next to the proper second in the correct minute's column. Some experienced tic sheet recorders will put a team name or race number in the blank instead of a check, thereby offering times and time checking together.

Video cameras, especially ones with internal stop watch display, are also valuable in determining proper placement and, in some cases, reconstructing parts of the race in the event of timing machine failure. Video operators should place themselves in a way to get a good clear shot of the runner's number as he or she crosses the finish line and moves into the video operator's area of responsibility. Operators should be positioned so they do not obstruct the flow of runners.

Personnel

Finish Chute Personnel

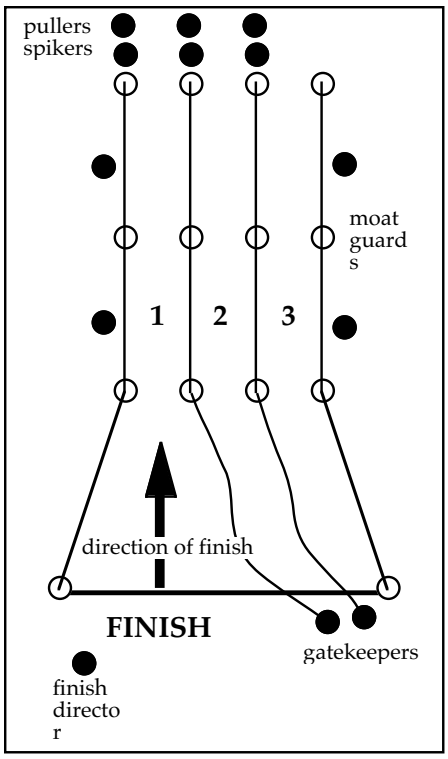
Below are basics, however for a more detailed description of techniques and alternatives the official should secure a copy of USATF's Road Race and Finish Line Management. This excellent publication provides a wealth of technical information.

Chute Systems

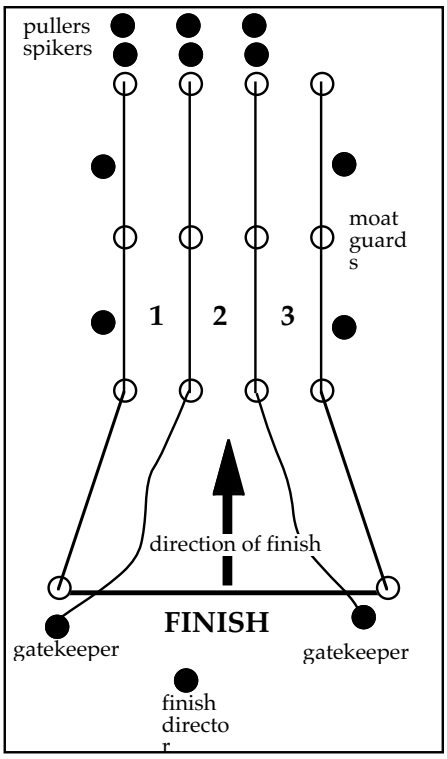
Most races use a series of chutes (lanes) to channel the flow of finishers in order to facilitate the accurate timing and placing of large numbers of finishers. They are either open chute systems, or for smaller fields, closed chute systems. Finishers are generally timed at the front end of the chute lane and the order of placement is established at the far end of the chute.

Closed Chute System

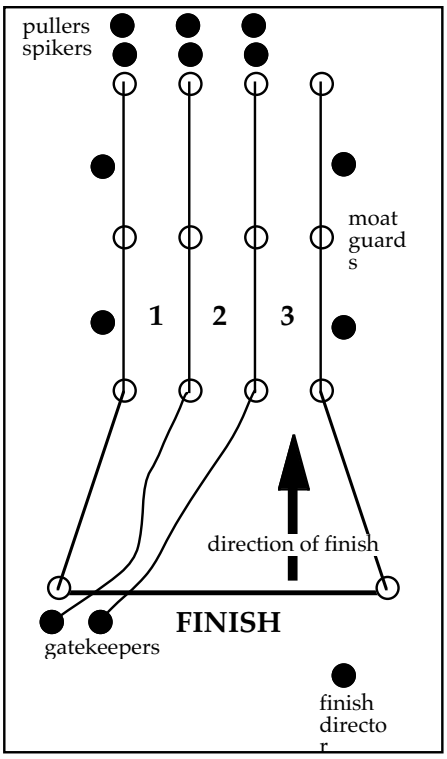
Close chute systems allow finishers to enter a single open chute at a time. Generally, this approach employs a series of



For the first opening, chute 1 is used. Both gatekeepers are on the right, and the line of flagging or rope as indicated directs runners down chute 1.



For the second opening, chute 2 is used. The left gatekeeper moves at the direction of the finish director and the lines of flagging or rope again direct runners.



For the third opening, chute 3 is used. Both gatekeepers move to the left at the direction of the finish director. This is repeated back to chute 1 and through the cycle as many times as necessary.

gates (ropes or pennants) to move runners into a single chute. As a new chute is opened, the chute director sends a pre-numbered card down the chute ahead of the lead finisher. This card is placed on the spindle/spike/cord to designate which of many chute openings are represented by the subsequent runner identification. tags.

Closed Chute Positions. The positions commonly needed to operate an effective chute system include:

* Chute Director. Usually, this person is designated to be in charge of all decisions affecting the finish area operation. This person determines which chute or chutes will be available to finishers. When a "closed chute" system is utilized, the Chute Director hands out the chute cards and directs gate operators .

* Gate Operators. When a closed chute system is employed, gates are used to open and close individual chutes in order to divide finishers into manageable groups. The gate operators must move quickly and decisively, upon command of the chute director, across the running path when a break in the stream of runners offers this opportunity. A chute should be allowed to become no more than 2/3's full before it is closed and a new one is opened.

* Chute Card Runner. In a closed chute system, each chute/lane is assigned a chute card runner who takes a pre-punched, prenumbered card down the chute to the puller ahead of the first finisher entering that chute. This is then placed information side down on an empty spike, cord or spindle.

The finish line personnel are not well defined by USATF Rules and are significantly different from the finish line positions which are defined.

Sorters

Sorters are frequently used to ensure that the correct order of finish is maintained as runners enter the chutes.

Aides to Finishers

Usually stationed in aisles between the chutes, aides are there to assist those runners unable to independently walk the length of the chute. Experience and feedback from athletes indicate that aides should never touch or aid a finisher unless it is absolutely necessary!

However, when the finisher is clearly not able to walk the chute under his/her own power, (working in teams of two) one aide should help the athlete, while the other removes the finisher's i.d. tag and takes the finisher's place in line to give it to the spikers/pullers at the end of the chute.

Puller and Spiker

Many races use the following principles in removing runner identification tags and placing them on spindles/spikes.
* Paired teams of pullers and spikers are generally needed to remove the runner identification tags and place them (one at a time and information side down) on either a spike, cord, or oversized safety pin-type spindle. The numbered "chute card" must always precede the first runner identification tag on the spike.
* When the registered runner has no tag, the puller will have pre-punched blank cards and will write in pencil the runner's race number on the card and use this as a substitute for the i.d. tag. However, the disturbing number of unregistered runners who rudely enter the chute and must also be recorded. When this happens, the place is recorded by the puller by handing a card marked with a "T" (for turkey) to the spiker. NOTE: The chute systems require that a tag or card be placed on the spike for every person who enters the chute. This is because a time is recorded when a person enters the chute. The results people will sort out the "turkeys".

Pullers

When possible, runners should be asked to remove their runner identification tag as they move down the finish shoot. The puller is there to remove those tags not yet removed from race numbers and hand it one at a time to the spiker.
NOTE: Experience indicates that only women should be employed for this task.

Spikers

The spiker places the individual tag one at a time information side down on the spike. The spiker is to make sure that every time his/her designated chute opens a new spike is used and a numbered chute card precedes the first runner identification tag.
NOTE: Experience indicates that the spiker should never place more than one tag at a time on the spike. It has been tragic to see a handful of tags dropped at the finish of a marathon.
It is also recommended that in addition to collecting the identification tags there should ¤ be teams assigned to record the race numbers of finishers as they exit the chute. This ¤ provides a back up should the tags be mishandled.

Chute Director

This person is out front of the finish line and determined when chutes are opened or closed. In a single-file chute system, only one chute is opened at a time, and the director controls the actions of the gate controllers to do that. In a multiple opening chute finish, the director determined how many chutes are opened during the pre-peak buildup, and how the chutes are closed during the post-peak buildup.

Gatekeepers

These persons assist the chute director in opening and closing the chutes. They use movable lines of rope or flagging to open different chutes during the finish for single chute systems, and remove or replace obstacles in front of chutes to open or closed them (as the case may be) in multiple chute system.

Runners

These people must be agile and mobile as they take the chute cards from the chute director down the chute in front of the first runner to use that chute during that opening. It goes on the spindle to identify the sequence of the opening, which may change if a downed runner closes a chute indefinitely. They return quickly to the front of the chute to prepare for the next delivery. They will actually wait in the chute between groups of runners if the chute wasn't quite empty when it had to be used again.

Timers and Select Timers

Timing is discussed separately in the next section.

Sorters

These people make sure, as they cross the line, runners head into the right chute and are instructed to keep in order. If two or more runners cross the line simultaneously, or runners get out of order past the finish line but before entering the narrow portion of the chute, they will sort them into the correct order.

Moat Guards

These people, although usually the least skilled in a finish area and often the last positions filled, are critical in two important regards: first, keeping all finishers in order, including those who are not registered – commonly referred to as "turkeys" – and, second, alerting medical personnel to potential or real problems and assisting downed runners in the chutes. If a downed runner can't rise immediately and make their way to the pullers and spikers, a moat guard will take the tear tag from the runner's number and take their place in the chutes. Then the other moat guards in the vicinity will attempt to remove the downed runner (ONLY with the help of medical personnel) to the side of the finish line.

As well, these "people movers" also serve as ushers to move runners quickly through the chutes while maintaining correct place of finish. They are both cheerleaders and crowd control. As cheerleaders, they congratulate the runners

and encourage them to keep moving through the chute. As crowd control, they maintain chute integrity, keep a smooth flow going, and prepare the runner for tag collection. People movers need to be outgoing and vocal individuals. Key command phrases are "keep moving," or "keep it to a slow jog," "stay in order," "don't switch chutes," "have the tag from the bottom of your number ready," and more.

Pullers and Spikers

Runners in most races wear race numbers with a tear-off tag on the bottom. These tags are removed by the puller (ALWAYS a female) and are handed ONE AT A TIME to the spiker. They are placed in order on storage devices which variously look like oversized safety pins or long striggers, and which are carefully closed and taken to the results area when the chute is closed. The reason that the puller is a female is that men don't object to a woman placing a hand on their chest and ripping the tag off the number. Women – or their boyfriends or husbands – strenuously object to a man placing his hand on a woman's chest to remove that same tag. The reason tags are placed on the string or other device one at a time is that often handfuls of tags have either been dropped or placed on the device backwards.

Chute Systems

Single-File Chute

The single chute system is the type used by most small races and cross country meets. It embodies the basics of all chute systems. The chute system starts some 30' in front of the finish line with a narrowing area which funnels runners into a finish line narrower than the course. Following this is the 10m long decelleration area which gives runners a chance to come out of their finishing sprint and enter the chute system in a controlled manner. Flagging is generally used to funnel runners into the chute system as well. The chute itself is no wider than three feet – wide enough to allow an unobstructed flow, yet narrow enough to discourage runners from passing each other. Although the length of the chute may vary, the most effective length seems to be 25-30-meters. One chute (often a side chute) should be wide enough in road races to accomodate wheelchairs if they participate in your event.

Alongside the runner's finish chute is another chute. This chute contains the finish line work force and is called a moat or workers' chute. By putting the workers in their own chute and out of the runner's, a much quicker flow of runners through the chute is possible. The faster finishers are able to clear the chute system, the less chance there is for chute back up.

Dual Gender Chute System

The dual chute system simply adds a parallel chute and separates the women from the men in the field. In essence, two separate finish lines are created. In doing so, the system's capacity is increased by at least 30% and the awards search for female age group winners is greatly simplified. Because only females are allowed to enter the left chute, it provides a good safeguard against an age group prize being erroneously awarded because a male ran with a number that was originally issued to a female. The female chute will require its own worker chute and staff as well as its own timing machine.

Multiple Chute Systems

Multiple chute systems are complex systems where many single chutes are combined in a larger finish line to accomodate more participants. The chute control team works under the direction of the finish line supervisor. It's area of responsibility is everything in front of the actual finish chutes. The team's main job function is to direct nmners in to the chute system in a smooth and orderly fashion while keeping proper order of finish In a multiple chute system, the team may include supervisors, male/female separators, judges, stackers, 'chute opening sequence card carAers and swing rope operators (see multiple chute system section forjob descAptions).

Still another back-up method is the use of sequence sheets. A two person team records runner oumbers prior to or as runners exit' the chute (a separate team is used for each chute).

The main purpose of the people mover is to prevent a backup in the chutes by keeping a smooth, steady flow. This is accomplished by "hands on the back, not the front", in other words, the runners are being "pushed~ tbrough the chutes and instructed to pull their own tags instead of being stopped and having ~" their tags removed by volunteers. Stopping a runner, even momentarily, will start a backup. Likewise, if tag collectors have to wait for a runner to remove his or her tag, the flow is interrupted - so it is vital that people movers make sure tags have been removed and are ready for collect~ton by the dme the runners are midway through the chute system.

People movers are also watching for runners 'without race nmnbers or runners who have put numbers on their backs.

The ones without numbers (unofficial runners, often referred to as Hturkeys~ or Hbandits.)are given blank tags to hand in (or blank tags are spindled for thern). These blank tags serve to negate the time recorded for that unregistered runner at the finish line. People movers are also on the alert for runners who are experiencing debilitating physicn1 problems. In most cases, depending on the severity of ~e problem, the sick runner is puUed into the worker chute and his tag sent ahead to be spindled. Medical aid is sought if necessary.

TAG COLLECTION ~
The tag coUection team,located at the end of each chute, collects the pull tags from each f~nisher and spindles them on stringers in proper order of finish This job requires a certain degree of manual dexterity so team members should be selected accordingly. There should be at least one experienced tag coUector on each team. Each team consists of either two or three people. One person holds the stringer, the other (s) collects the tags. In a three person format, the two coUectors work tn leap frog fashion: tag coUector HAH collects tags until he or she has enough to spindle (usually 5 to 15 depending on'the experience level of the coUector) or until there is a break in the flow of runners. At that point, tag collector HBH steps in front of HAH and starts collecting tags. HAH, meanwhile, takes the tags to the stringer. The person holding the stringer helps HAH line up the spindle holes on the tags and thread them on the stringer. HAH then steps in front of HBH and starts collecting tags and HBH takes his tags to the stringer. The process is repeated throughout the race. Where possible, switches by collectors should coincide with breaks in the flow of runners. i

In collecting tags, the following points should be stressed: 1) stringers should be premarked with chute number and order of use, 2) tags should already be removed by the runner and be ready for collection prior to arrival at the tag collection area of the chute system, 3) all tags should be collected face side down and spindled that way (very important), 4) spindle holes should be lined up as tags are collected, tags with torn spindle holes should be spindled by running the pointed end of the stringer through the body of the tag, 5) when using multiple chutes, as will be described later,a chute opening or sequence card should precede the runners ip a newly opened chute, a spacer card should follow the la~t tag collected or a new stringer star~d eoch time the chute is reopened, 6) filled stringers should be tied off end secured for safe transport to resorts process" ing, and 7) Tag collection team captains should report to the finish line director immediately aRer the race to advise him or her of any probleras encountered.

The stringers used by the tag collection t~m are available through Rainbow Racing System There are two types. The first is a rigid steel stringer which is approximately 8H long and has a safety pin design. It is used mainly for smaller races, the clasp h opened to accept tags and closed to secure the~ lbe other type is a flexible stringer which consists of a 6' long piece of thin br~uded nylon with a pointed tip to receive the tags 'and a 1~1oop on the other end 'qpon uhich the tags rest. The flexible stringer has a much larger tag capacity. The tip is run through the loop and tied off to secure tags for transport to results processing. As stated earlier, stringerS should be premarked with tags showing chute number (circled) and order of use (e.g., 1 through 12).

Open Chute System

Open chute systems permit finishers to enter any chute/lane they wish and times are estimated. This permits large volumes of finishers to be timed and placed in a relatively compact finish area without finishers backing up over the finish line. Usually, this method uses a multi-lane timing system that permits the separate timing of each lane/chute. Connected to a computer, the times are sorted by lane in the results area. This permits the finishers to enter any chute they wish. Open systems are generally recommended for races in which a large number of finishers will reach the finish line within a short span of time - e.g., a race with more than 2,5 entrants or for race distances of 8 Kilometers or shorter.

Commonly Used Techniques - Finish Area

* Since the crowd in the finish area has a natural tendency to move forward onto the running path, a visible boundary (curb, line, ropes, pennants, barricades) is often designated which the crowd must stay behind. Designating a "no-man's-land" or "moat" between the spectators and finishers is also used as an effective crowd control and finish area management technique.
* Soliciting spectator assistance in self-marshaling the area is helpful. Children, "macho men", over eager photographers, and pets tend to be the major sources of problems for finish area officials and finishing competitors.
* To effectively deal with this problem, many races designate a special area for official photographers. Prior to the arrival of the first finisher, they are briefed on permitted activities - this lessens the possibility of an emotional interchange at a critical moment during the rush of finishers.

Timing

25		27
00	00	00
01	01 ✓	01 ✓
02	02	02
03	03 ✓	03 ✓
04	04	04
05	05	05
06	06	06
07	07	07 ✓
08 ✓	08	08
09	09	09 ✓
10	10 ✓✓	10
11	11	11

Top columns of a tic timing sheet

Timing

Requirements for Records. USATF Timing Requirements For Record Performances - According to the Road Running Technical Committee:

* For open and all-comers records, at least three (3) stopped times must be taken, recorded and signed for. In addition to a printout timer, you should have at least two official watches reserved to record the stopped times on the lead male and female runners, as well as any known potential age group record-setters in the field.

* USATF Rule 37 indicates that "times for races partly or entirely outside the stadium shall be converted and recorded to the next longer full second..." In recording times of potential record performances, the USATF record form requires that times be properly documented and identified by the signature, address and USATF official's number (if applicable) of the responsible timer. In such cases, each stopped time is to be checked by the chief timer to ensure that the time has been properly recorded.

* Prior to the start, at least three (3) watches as are designated as "official" and any others as alternates. Procedures are to be in place to ensure that times are recorded for each finisher and verified by a separate random timing system.

Timing Equipment. The most frequently used timing devices are electronic stopwatches, printout timers and digital readout clocks. The latter are unofficial and for information only. Started with the gun and then left alone until the finish, this equipment prints and place for each finisher. Many models also permit separate timing for each finish chute and can handle five or more finishers per second. Commonly, this timing equipment produces a written printout of times which must be later rounded up to the next whole second in producing results (e.g., 49:59.1 = 5:).

For very long races it may be helpful to rotate the printout timing positions so that they do not become fatigued and unattentive.

NUMBER	TIME
233	26:01
14	26:10
501	26:24
75	26:34
331	26:55
459	27:09
1011	27:23
23	27:34
97	27:47
1257	27:56
235	28:09

Typical sheet used by a time checker

EVENT

TIME

PLACE	TIME
001	0:25:07.98
002	0:25:27.12
003	0:25:29.45
004	0:25:40.45
005	0:25:44.34
006	0:26:01.17
007	0:26:03.28
008	0:26:09.73
009	0:26:09.93
010	0:26:14.59
011	0:26:17.82
012	0:26:24.50
013	0:26:34.14
014	0:26:42.20
015	0:26:43.25
016	0:26:43.76
017	0:26:54.65
018	0:27:00.83
019	0:27:03.49
020	0:27:07.50
021	0:27:08.61
022	0:27:12.53
023	0:27:22.55
024	0:27:24.57
025	0:27:26.35
026	0:27:34.29
027	0:27:37.04
028	0:27:46.65
029	0:27:52.60
030	0:27:55.76
031	0:27:56.15
032	0:27:59.36

Sample of a strip from a printing timer

Special Place Timing

Many races make special provisions to quickly and accurately record the times of top finishers. As well, when wheelchairs or race walk competitors start prior to the runners, special place timing is required to ensure these athletes an accurate time. Generally:

* A timer using a split watch is assigned to record the exact finish time of the first place man, first place women and top finishers in any special divisions (e.g., race walk, wheelchair...).

* Remember, three separate watches are needed to time American and World records.

Each race has unique demands, such as sponsors, course differences, areas to start, finish lines, and volunteers. But timing requirements always remain the same.

For a race of under 100 people, a TIC TIMING SHEET can be used (below left). For each runner who crosses the line, the timer places a check mark under the corresponding minutes column in the appropriate seconds blank. If it is a slow finish (lots of time between runners), you can note the runner's race number in the blank.

For races of over 100 people, a printing timer comes in handy. Printing timers produce a small paper tape with data on it (how much depends on the printer). One person operates the timer with a button or attached stopwatch, pressing the button every time a runner finishes the event.

Along with the finish spike produced at the end of the chutes, the timing strip forms the results. Times are matched to the corresponding person's name in the order of finish.

But what happens if your timer missed one person or got an extra time when they mistakenly pressed the button once too often? We employ TIME CHECKERS who stand at the finish line. They watch a runner coming toward the finish line. They write down the runner's number, then get an independent time for that runner as he or she crosses the line.

As the results area people work, they compare the two lists and the order of numbers at the finish. If their placing of the tags and adding to the tags of the times shows runner #233 had a 26:01, and so does the time checker list, then you can be relatively sure that the time is accurate. However, if runner #459 is the 22nd tag, then his or her time would be given without the time checking as 27:13 – and the time checker got that runner at 27:08! Somewhere, an extra time has popped in!

This may seem like a needless step if you "trust your timers". But even the best timers can't always control the quirks of their machinery, and loose printer cables or sticky timer buttons can cause your timing to become erroneous. Time checking is the only valid way to check it easily, unless you want to video tape the finish and replay it to catch every number and time all over again! No thanks - I'll take time checking anytime!

Another means of recording select times is through the use of time dots. As with select time sheets, a two person team per chute is used. Instead of using select time sheets, sheets of round 3/4-inch self adhesive labels are used. As a selected runner finishes, the caller reads his time. The writer writes it on a dot and gives the sheet containing the dot to the caller who, in turn, chases down the runner as he moves through the chute and affixes the time dot to his pull tag. The caller then returns to the side of the writer and the process is repeated.

There are pros and cons to time dots. One advantage time dots have over select time sheets is that the time dot is already on the tag when it gets to results processing, whereas select time sheets require finding the corresponding tag for each entry and writing the select time on it. Disadvantages include the disruptive aspect of the caller running up and down the worker chute and the interruption in the flow of runners as the dot is affixed to the pull tag. Further, some of the dots may not stick in extremely wet conditions.

Timers and Select Timing - All Systems

As noted above, two types of timing are required for USATF records - times for each finisher, overall timing and random/select timing of finishers.

* Every Finisher (Total Field Timing). Timers are designated to time every person who crosses the finish line. This is often accomplished by using a printout timing mechanism. Care needs to be taken not to miss anyone.

* Select Timing. A second set of timers is to be designated to record the race number and finish time of randomly selected finishers (at least every 1th finisher). Accuracy is essential since these “select” times are to take priority in assembling results over those recorded for 1% of finishers. For very large races, it is wise to have several teams of select timers assigned to 2-4 chutes each.

Select or Random Timing

USATF rules for records require that in ¤all¤ cases select timing has priority over printout timing. This means that select times must be recorded on the results first and then printout times are used to fill in the remaining times between each recorded select time. This ensures that the failure to record a finisher on the print out will not distort (via accordion effect) the listed times of subsequent finishers.

Select timers randomly select finishers (at least every tenth finisher) and record individual race numbers and finish times on either a "tick sheet," pad of paper or special timing equipment. Usually in teams of two (one spots and one records), select timing teams are placed at the finish line (one team for every chute entrance) and record the race number and times of as many finishers as they can accurately record throughout the entire finish period. Accuracy is more important than quantity. For more information see Road Race and Finish Line Management. NOTE: Technological advances now permit this process to be recorded electronically, however, it is always wise to include a manual backup system.
USATF's Running Stats requires that select timing be used in documenting all road records.
USATF rules require that select timing be the primary means of verifying times, and take precedence over the printout timer's times which are to be used merely as a means to fill in times not recorded by the select timers.
Timing Validation. When potential records are established, it is essential that times and timing procedures be verified to ensure that USATF's requirements for documenting records have been followed. Either the designated referee, race director or their designee should be assigned to this task.
Commonly Used Timing Techniques - Finish Timing
Effective finish officials read times to all finishers:
* Equipped with a bullhorn, a person can be designated to read the finish time to each finisher. Regardless of whether or not a clock is present, this practice is important since at least 4% of the finishers will not see a digital clock. People, when exhausted, hear but do not see information.
* Finish times and the location of the water are the most important items of information provided to finishers. Frequently two officials are designated to ensure that times are read to each finisher.
* In reading times, ignore the 1/1's and 1/1's - they do not apply to long distance races where all finish times are rounded up to the next whole second.

TIMING
The timing team is subdivided into three groups: pAmary tuning, select timing, and back-up timin&

The primary timers operate the offlcial timing ~ machines and are located Aght on the actual finish line. They travel to the starting line and witness the start, activating their timing machines as the first runner'breaks from the line. Each timer then takes up bis or her position at the finish line and times each runner that crosses the finish line entering the timer's assigned chute(s).At 1east one timing machine is -required per open chute but it is always wise to have a back-up timing machine for each or, at the very least, a tic street 'team (TACSTATS requires two stopped times to be taken and compared if records are to be accepted for individual performances; thus requiring two to three timing machines for compli- ance). As was stated earlier, many of the newer timing machines have a select time key pad which enables operators to key in nmner numbers which are then printed on the ' ' machine's tape next to the corre- sponding places and times. This does mechanically what the ne~ team does manually.

The select timers manually record random runner's numbers and their corresponding finish times. Not only is select timing a neceslity for accurate results, it is also a requirement if results are to be submitted to TACSTATS.

Each select timing team, usually one for each chute, consists of a caller and a writer. Select time sheets, which have spaces for writing runner number and time, are used. As a runner approaches the finish line, the caller reads the race number. As tho runner crosses the finish,line, he reads the time from the digital clock or stopwatch! The team should t~y to record a runner number and time every S to 10 seconds.

Select tune sheets are used in results processing when timing machine times are matched to collected pull tags. Select times establish points of reference or check poingts as times are being assigned to each tag. This greatly improves accuracy since timing machines tend to ~wander " because of such things as unofficial runners and too many or too few entries by the timing machine operator. Select times are witnessed times which bring the timing machine tape back on line at frequent intervals. Still another benefit of select times is it's function as a back-up system in the event of timing machine failure.

Another means of recording select times is through the use of time dots. As with select time sheets, a two person team per chute is used. Instead of using select time sheets, sheets of round 3/4~ self adhesive labels are used. As a selected runner finishes, the caller reads his time. The writer writes it on a dot and gives the sheet containing the dot to the caller wbo, in turn, chases down the runner as he m: oves through the chute and affixes the time dot to his pull tag. The caller

then returns to the side of the writer an'd the process is repeated.

There are pros and cons to time dots. One advantage time dots have over select time sheets is that the select time is already on the tag when it gets to results processing, whereas select time sheets require finding the corresponding tag for each entry and writing the select time on it. Disadvantages include the disruptive aspect of the caller running up and down the worker chute and the interruption in the flow of runners as the dot is affixed to the pull tag. Further, some of the dross may'not stick in extremely wet conditions.

A combination of the two 'methods is gaining in popularity. Sheets of adhesive dots are used instead of select time sheets for writing select runner numbers and times. These are then taken to results processing and affixed to the proper tag, thus eliminating the need to write Qn each tag.

BACK-UP TIMING

Back-up timing is used to veri~ the accuracy of the primary timing system and where needed, determining times for 'untimed runners in the event of a timing machine failure. The most common back-up systems utilize tape recorders, video cameras and sequence sheets. All are primarily used to verify proper order of finish. Each hpe recorder operator places himselfjust past the finish line and reads the number of every runner entering his or her area of responsibility, iD orter of finish, into the tape recorder (using the pause bunon to avoid Iong,unnecessaly gaps). One tape recorder is required for each chute or set of chutes to be used. In addition, each tape recorder should have atleast 3 tapes so that tapes containing early finishers can be taken to results with the minimum of disruption.

Divisions, Awards, and Results

Divisions

Who are you aiming your race at? Most race directors are looking at participation from the wide gamut of runners, joggers, and walkers or strollers. Most of these people are only out there with the idea of finishing the event and, thereby, earning an "attaboy" or t-shirt. But within your race are all sorts of competitive people who want to prove themselves better than their peers. These are generally runners with a scholastic or club background. And race directors want these people because they are influential in helping others decide which races to enter.

Standard divisions are (and there's little reason not to use them) 9-under, 10-14, 15-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-69, 70-79, and 80-plus. Some smaller races merge the 20's, 30's, 40's, and 50's into one age division. Some longer races, such as marathons, do not offer divisions for kids since it has been judged by medical experts as harmful for kids to run that far.

Awards

There is a wide range of awards available, from standard trophies, ribbons, medlas, and plaques, to merchandize items, to trips to exotic far-off lands, to... ...well, use your imagination and your dollars wisely and come up with some intriguing possibilities.

A couple of words from the experienced: treat men and women exactly the same or expect complaints. Even though in marathons women are less than a quarter of the entrants, equal treatment is expected and deserved. In some races, like Bloomsdaay, women now outnumber men.

Cash is a prize to be considered carefully. To protect those runners who might wish to compete in regional or national championship events, or athletes with high school or college eligibilty, rules have been formulated regarding any amount of cash being given out at a race. Contact the local Association of USA Track & Field for further information.

Results

The results processing team is responsible for assigning an accurate time and place to each tag collected and determining overall and age group award winners. Although a computerized scoring package can greatly speed up the generation of complete results, accurate times must still be assigned to each tag and verified before data can be entered. If you have a computer scoring program, analyze the parts of the process it can handle. Also, a manual search is a good back-up in case of mechanical computer problems, ensuring on - tirne awards ceremonies.

As soon as tunes have been assigned to the first stnager full of tags, another team can start the awards search. Assuming the tags have been color ooded, the team would utilize pre marked color coding charts. These charts have all the age groups listed and a sample of the color coding sticker assigned to each age group. Under each age group is spaces to list the top 3 to 6 finishers in each and their corresponding times. The team starts with the first tag and lists the runner’s place and time under the proper age group column. They proceed through the tags, taking them one at a time, filling in as many winners as are required under each age group. As an age groups fills, that oolor is disregarded and searchers concentrate on finding the colors they need.

You'll be hassled on race day until you publish something in the way of results. Age division winners, even women older than sixty who finish way, way back in the pack, expect their results that day, and within a reasonable amount of time.

Results

The following approaches and principles result from experience at large numbers of road races. If you are asked to coordinate the results area, you may find these ideas useful. Smaller races tend to generate results manually, while for larger races computerized results are the norm. There are several effective ways to organize the results generation tasks and race director will determine the method to be used.

Results Area Principles

The area where race results are assembled should be located near to the finish area, but in an inconspicuous and unmarked location. The area should be cordoned off and marshaled to minimize outside interruptions.

This area should be weather protected with tables and chairs provided for the volunteers.

Computerized Results System Use and Requirements

Although a computerized system can be used for any size race, it is required any time an open chute system is employed

and highly recommended for races having over 2,500 entrants or when less than 9 minutes is available to produce the awards results. Properly programmed computers can produce impressive results quite rapidly and can quickly remedy any errors.

When a computer is used, it is important to remember that USATF rules require that select times take priority over printout timing systems. Therefore, the program must permit the select times to be entered in such a way that they result in an adjustment of any times that come directly to the computer.

It should always be assumed that a computer failure is possible and thus a manual backup system should be in place and operating until the results are completed.

Manual Results System Use and Considerations

A manual results system should only be used as the primary results system when a "closed chute" system is employed and as a backup to any computer system. Generally, first priority should be given to accurately recording the information needed for the awards ceremony. Example of Assembly Line System of Results Generation is offered below.

Sample Organization of Manual Results Personnel

It generally takes at least 1 people to manually produce results and 4-6 to complete a computerized system. People selected should have a reputation for accuracy and remaining calm under pressure. An assembly line approach which has been found to be effective is to divide the results crew into five two-person teams (one reads, one records) as follows:

Team #1 - Awards

Beginning with spike #1, sort through the spikes to identify the top 5 men and women, ¤ and the award winners for each division. These are recorded on the carbonless award ¤ ceremony forms. The spikes are then passed to Team #2.

Team #2 - Tag Information

Using one results sheet for each numbered spike of tags, record the spike number (first card) on the sheets top right corner.Without removing the tags from the spike, Team #2 records the name, race number, sex/age/wheelchair/race walk division on the sheets. There can be several teams working on this task at the same time.

As soon as a spike's information is recorded, the spike should be placed in a safe location. Tags should remain on the spike until at least 12 hours following the awards ceremony, since they represent proof of the order of finish.

Team #3 - Place

Team #3 then goes through the results sheets, starting with the results on sheet #1, and records the overall finish place on the sheet and passes it to Team #4.

Team #4 - Select Times

Using the race number and select timers' sheets as the reference, the "select times" are entered onto the results sheets by scanning to match race numbers. The sheets are then passed to Team #5.

Team #5 - Remaining Times

The printout timer's tape is used to fill in the remaining times between the select times recorded by Team #4. Remember, the "select times" always have priority over the printout timer's times in assigning the official time to each competitor. Team #5 then returns the sheets to Team #1.

Team #1 - Verification and Entering of Finish Times/Places on Awards Sheet

If time permits, Team #1 now takes the completed sheets and verifies that the information Team #1 originally recorded is correct. Times and places are then noted for each of the age division and category winners.

NOTE: No matter what system is used, it is recommended that age division awards not be announced at the awards ceremony if it is scheduled within 3 hours of the race's finish. Experience indicates that there is nearly a 1% likelihood that at least one error will be made when the pressure of meeting a tight deadline is placed on the results personnel. If the sponsor requires that division places be announced, finish times should not be provided in announcing the results.

Commonly Used Techniques - Results

If you are asked to coordinate the results area, you may find the following tips helpful:

* Age, sex and any other divisions can be designated with distinctive colors or slashes on the runner identification tag. When feasible, race numbers should also reflect divisions.
* Three-part carbonless results sheets can be prepared - one each for the top 5 men, top 5 women and each award division. This permits copies be distributed to the awards ceremony, race director and the results area file. All results information should be double checked prior to release.
* Enough i.d. tag spikes should be provided to assure that none have to be used more than once in a race. This permits the tags to remain on the spikes until the race results are fully tabulated and verified.
* Whenever results information is recorded, it is strongly recommended that people work in teams of two - one reads and one records. The reader verifies the accuracy of the information entered by the recorder.

Results Forms

RESULTS PROCESSING

The results processing team is responsible for assigning an accurate time and place to each tag collected and determining overall and age group award winners. Although a computerized scoring package can greatly speed up the generation of complete results? accurate times must still be assigned to each tag and verif~ed before data can be entered. For this reason, this section will detail a completely manual system for the sake of illu~ng the venous steps involved in proper scoring, aSe group awards search and overall complete results. If you have a computer scoring program, analyze the parts of the process it can handle. Some thin~, such as color coded age group awards searches, are still beneficial in a computerized system since they can be done while the tags are being readied for data *my. A color coded awards search also ta!~es the pressure off ofoomputer operators to enter data and produce rep'orts quickly. Also, a manual search is a good back-up in case of mechanical computer problems, ensuring on - tirne awards ceremonies.

Assignment of accurate times and age group awards search follows a step-by-step format: 1. ~erify that tags are in the proper order. Ibis is acoomplished most efficienfly by playing back the finish line audio tape while flipping thrbugh the tags. Jf a discrepancy appears, the tape is stopped and the situation rectified (this may involve the use of other back-up sources, such as video tape ,or sequence sheets. Select times are assigned to each tag. If using select time sheets, a two person team goes through and marks every tag for which a select time has been recorded, one person reading number and time; the other, finding the corresponding tag and writing the time on it (if time dots have been used, this step is already done; if select times have been written on self adhesive dots they are affixed to the oorresponding tags). 3. Asc~na~t of official times. As soon as select times have been written on the first stringer of tags, enother two person team beginc writing finish times on tags One person reads the time from the timing machine tape; the other, writes it on the tag. When the writer comes to a tag marked with a select time, he or she verifies ~at the timing machine time closely approximates the select time. If there is a ~ didcrepancy, the team finds the timinB machine time that most closely approximates the select time and tentathely assigns the tag in question that time. They then tentatively assign times to tags until they reach the next select timed tag. If the tune machine tape matches the select time on this tag, then the tentative times are changed to official times. Tbroughout the process timing machine times may need to be dropped or, in some cases, ~invented. to synchronize select times and machine times. In tnost cases, select times are given credence over machine times since they are a witnessed time.

If more than one t~ng machine has been used to record finishers in a dogle chute, times are compared to arrive at the official time. If two machines were used, the slower of the two times is the official time; if three are used, the miWe one is used. The official time should always be ~rounded upito the next fi~ll second, for example, 29:33.3 or 29.33.03 or 29:33.45 would all be recorded 29:34. A very effective way of putting times oh tags is to first transpose times from tape(s) to sheets of self adhesive dots. Instead of writing times on tags and then having to cross them out if they are wrong, dots are affixed to tags but are easily removed and moved to the correct tag if necessary.

In an earlier section on timing machines, we : touched brieny on timing machines with a select time function. Most timing machine compaoles now offer this as an option or have it as a fe ~ature of their higher end machine.These machines are equipped with a key pad with a ~l0 key~ type format. As a runner approaches the finish line, his number is keyed in; as he crosses the line the ~enter. b~utton is depressed The ~enter. button alone is used for runners the operator is unable to enter runner munbers for and the machioe prints a zero(s) in the runner number column. The machine tape will shov, runners' places ,corresponding runner aumbers recorded (or zeros) and times for each entry. AIthough this is a great help in results processing, it is only as good as the operator. In close fuushes, the n~noer number may be assigned to the wrong runner. Numbers may also be tran~osed. Even then, these are minor problems which are easily remedied. Most newer machines not only print out a tape, but may be hooked up directly to a computer or down loaded into the computer after the race. The computer screen will display select timed numbers and times slong with all the times in between that were not select timed. Once tag order has been yerified, runoer numbgrs may be matched to those times. Select time sheets are still suggested as a back-up.

The following is a checklist for timing machine operators. Some of the mistakes and ove~sights this checklist addresses may seem pretty ob~ous, but any veteran finish line director will attest that he or she has seen many, if not all of them, happen at least once. Here they are: 1) Make sure machines have fresh or charged batteries and plenty of tape. 2) Make sure all timers make it to the start on time. 3) Make sure power is turned on for both timing machine and printer. 4) Make sure timing machine is in the right mode and operators are familiarized with their operation. S) Timing equipment should be sta~ted as runners break from the start line, not at the guo. 6) On the walk back to the finish make sure all

machines have started and protect them against accidenta1 shut off or timing button activation (if a machine does not start, resta~t it at 10 minutes off of another machine (some machines allow a preset start time such as 10 minutes- if a machine does not have this option, 10 munutes will have to be added to each time recorded). Such restarted machines should be used for back-up only. 7)The timing button should be depressed as the runoers upper body breaks the imaginary plane of the finish line. 8) When scoring a pack of runners, the timer should cOunt each runoer and depress the buNon simultaneously. 9j All runners should be timed whether or not they have a visible race number. 10) Timers should check the tape often to make sure the machine is printing ~ properly and there are no jams. 11) Make sure each timer knows the chute(s) for which he or she is responsible. AWARDS SEARCH

As soon as tunes have been assigned to the first stnager full of tags, another team can start the awards search. Assuming the tags have been color ooded, the team would utilize pre marked Rainbow color ooding charts. These chiarts have alt the age groups listed and a sample of the color coding sticker assigned to eiach age group. Under each age group are spaces to list the top 3 to 6 finishers in each and their corresponding times. The team starts with the first tag and lists the runner's place and time under 'the proper age group column. They' proceed to the next tags, taking them one at a time, filling in as many winners as are required under each age group. As an age groups fitl, that oolor is disregarded and seiarchets concentrate on finding the colors they need. All age~group winning tags should be marked with paper clips so that they can be quickly verified before announcing winners at the awards ceremony. The Rainbow oolor coding system allows for an age group award ceremony before the last runner crosses the ftnish line, if desired.

MULTIPLE CHUTE SYSTEMS

Muttiple chute systems are designed for larger races where the single or duet chute system witl not handle the volume of finishers. The typical multiple chute designs feature separate chutes for men and women. For races with fields of 1,000 to 1,500, there is generally 1 femate chute and 2 mate chutes. 1,500 to 2,000 usually requires 1 femate and 3 mate chutes. For over 2,000, 2 chutes are designated for females and 4 or more chutes for mates (chutes should be in multiples of 2, for example,2, 4, 6,or 8).

In a multiple chute system, runners are "sequenced" into chutes. As a chute fills, runners are diverted to another through the use of swing ropes. The sequence of the openings and closings of chutes and therefore the overall placement of finishers is recorded through the use of sequential chute opening cards.~These cards are 'actually tags which are the same size end 'have the same spindle hole format as those of the runners' tags. They are prenumbered in sequential order (e.g., 1-30)and precede runners down a newly opened chute and are spindled before that chute's runners) tags. In results processing, all of the runners' tags behind card #1 are processed. When processers come to the next sequence card on that stringer, they~stop and look for the stringer tbat has card #2 and process the tags behind it until they come to another card. They then stop and find the stringer that contains card #3 and process all the tags behind it.They continue in this manner until aU the sequence cards and tags behind them have been processed in ascending numerical order.

The multiple chute system involves the use of swing rope operators and sequence card carri\ers. Swing ropes are brightly colored lengths of pennant flagging tbat extend from the sides of each chute to slightly beyond the finish line. Swing rope operators, under the direction of the finish line director, use their swing ropes to direc't and funnel runners into the designated open chute. As the chute fills, the finish line director watches for a break in the flow of runners, directs the closure of the filled chute and then opens a new one.

As the director closes a chute and opens another, he sends a sequence' card carrier down the newly opened chute. The card carrier delivers his card to the tag coUection team which puts this card on the stringer before any runners tags. The card carrier then reports quickly back to the side of the director. There are usuaUy a minimum of 3 card carriers who take turns running the cards down the chutes. In addition to marking the stringers for sequencing in results processing, they help alleviate the confusion when a chute is shut down by leading oncoming runners down the newly opened chute. As stated earlier, the director should try to coincide chute closures and openings with breaks in the flow to keep runner confusion at a minimum.

As' the density of runners increases, a multiple chute system with only one chute open at any one time may not be enough to handle the flow. The ' ' answer to the problem is to ~divide and conquer~ by creating more than one open chute, thus increasing the capacity of the system. Just as in tbe case of going from a single chute system to a dual chute

system, each finish line within the system will require it's own timing team.

In the multiple chute system above, we spoke of larger races using 2 chutes for females and multiples of 2 chutes for the males. To better understand how multiple chute operatior~ pragresses ta multiple finish 1iDe operation, we wiU take a typical 6 chute design (2 chutes female; 4, male) and describe what happens from the early stages to peak, high density stages.The 2 chutes assigned to the females will most often stay in typical muldple chute operation, tbat is, as one chute fiUs the other is opened. The 4 chutes assigned to males will start out in typical multiple chute operation and progress to multiple finish line operation at peak and then back down to multiple chute operation as the flow tapers. Tbe 4 male chutes are actuaUy two- 2 chute sections. For the sake of illustration, we will call the sections M1 (chutes 1 and 2) and M2 (chutes 3 and 4). The first runners are directed to the chutes of sections M1 and M2, using chutes 1, 2, 3 and 4, using swing rapes to divert runners from filled chutes to empty ones. Chutes do not need to be used in any pre-set order, such as 1 to 4 and then back to 1, in fact it's better to start out with the middle chutes, then to outside, back to the middle, then outside,etc.thiskeeps the swings short and tbus easy to make quickly. Long swingsarecumber-some and confusing to oncoming runners.

Wben the finish line director perceives that the flow is outgrowing one open chute at a time, he orders tbat the swing rope between sections M1 and M2 be brought straight out and runners directed equally to each section. Now tbe two sections are acting as their own finish lines, each section now operating in multiple chute operation alternating run. ners between tbeir two chutes (a new set of sequence cards is required for each section when this phase begins). Each section now requires it's own tinting team. If scoring is done manuaUy, times must be assigned to the tags in each section and merged to determine overaU place (some computer programs are set up to handle und merge results taken from multiple finish lines).

Many mega races have yet another phase. As the flow of runners increases to the paint where more tban several chutes open at once wiU not handle the flow, as many chutes as ue necessary to handle it are opened. Multilane timers, which have timing bunons for as many as 12 chutes, may be used to time each chute. Each chute wiU also require select timers und other back up timing. Still another method is timini through Hinterpolation.H It's use requires tbat tbe flow of runners through any open chutes be constant. Interpolation utilizes known select times und estimates or interpolates the unknown times in between. Say, for example, 1S runners finish between known times SO:OO and SO:lS, the 12th runner would be assigned a time of SO: 12. In other words, tags are given fractions of time based on their proximity to known time mukers. Known times may be taken from select time sheets, timing machines, time dots, or time frame markers sent down the chutes at frequent intervals. The Lilac Bloomsday Run uses a time frame ma~er system developed by the author to score it's S4,000 plus finishers-aU but it's elite and sub elite field (which is scored using dual chute system). During it's peak flow, runners cross the finish line at tbe rate of 800 per minute. Time frame madrers, pre-marked in 30 second intervals are sent down each of the 12 chutes and spindled along with tbe runners' tags (the time frame markers are the exact specifications as the runner tags for easy spindling). Both runner tags and time frame markers are barcoded for easy data entry. The computer program sorts, assigns times, and mages them for overall results. Complete race results are printed in the next day's paper. The Bloomsday Snish system is explained and diagrammed in detail in HFINISHA Finish Line ManualH by WaUy Egger, avai1able through Rainbow Racing System, S3 per copy.:
I have provided you with a number of results forms to look at. You'll be hassled on race day until you publish something in the way of results. Age division winners, even women older than sixty who finish way, way back in the pack, expect their results that day, and within a reasonable amount of time.

On the first form, you can generally have one or two people working at the finish line writing down the information about the first 10-15 men and women by watching for them and then checking the finish tags in an approximate order. This list can be duplicated and given to any members of the media in attendance.

On the division results form, the workers in the results area write down each division first. Then they look through the finish tags in order and begin writing people down by age. As divisions fill up, they are only looking for those with remaining award spaces. It is sometimes difficult to quickly match times with people, so the best option is to have the announcer of the awards ceremony ask each person what their unofficial time was. Belive me, runners out there in those divisions who didn't win really want to know who beat them and by how much.

The division form is also handy to complete and give to the local media. Most media will print whatever results you can give them, although it is wise to limit yourself to three per age division and the top ten men and women overall.

Use the press notes at the bottom to give the media some tidbits - record size for your race, course record, runner who had a heart attack a year ago, married couple on honeymoon - whatever human interest or technical details you feel

the media would or could center a small story around. It is important to identify your sponsors and the purpose for which you held the event as well.

Record Considerations

Documenting Records

Should a record be established, the race director is responsible for gathering all of the needed signatures and certification numbers (starter, timers, race walk judges,...etc.) on the USATF records form.

In general, the race director is to submit the following information to USATFSTATS, 7745 S.W. 138th Terrace, Miami, Florida 33158 (RUNNING TIMES provides a current list of approved state representatives who have the authority to process and help verify records):

1. Properly signed and completed record form.
2. A complete copy of the results.

* The date of birth and address of each record applicant.
* A copy of the select timing sheets signed by the select timer(s).
* A copy of the course certification documentation and a map of the course.
* For races using multiples of a closed loop course, lap sheets should also be signed and sent.

Should a possible record performance be made, the timers, starter, and select timing teams should remain available to the race director until all the basic paperwork is completed.

Commonly Used Techniques - Records

* All forms are prepared in advance (see Appendix D for samples)
* When using a computer, an "expert in generating computerized race results" is used, not just a computer expert.
* An announcement is made regarding how results will be posted. It is best to send individual results by postcard to each competitor and then post complete results in a local newspaper or at several area locations within three days of the event.

180 - There are six (6) categories of national records as follows: An American Record, An American Junior Record, An American Masters Record (separate records may be established for each of the age bands listed in Rule 250, and such records shall be kept separately for men and women); An All-Comers Record; A Masters All-Comers Record; and An American Youth Athletics Record.

180.3 - When a national record is to be claimed, the Association, club or organization sponsoring or conducting the competition at which the performance was made shall take all necessary steps to have the record applied for.

182.3.b&c - For track events over 10,000 meters and road events up to and including the marathon, multiple events may be contested simultaneously. The athlete must complete the distance entered in order for any intermediate time to be considered as a record. ....For races longer than the marathon distance, an athlete may compete at a distance shorter than the stated race distance but longer than the marathon distance.

182.6 - No performance shall be recognized as a record if it has been accomplished in or during a mixed competition of men and women, except track events longer than 10,000 meters or in road races.

185.1.a - No non-winning performance in a road race shall be accepted as a record unless it can be verified (independently of the primary timing systems) that a specific time was recorded for that particular runner. If it cannot be verified that such a time was recorded for the runner, the next slower recorded time that can be verified as being recorded after that runner finishes may be assigned to that runner.

185.3 - Road running performances will not be accepted if the measurement shows that the actual course distance was shorter than the stated distacne.

185.5 - For all road records: (a) The course must not have a net decrease in elevation from start to finish exceeding 1 part per thousand (i.e., 1m per kilometer); and (b) The start and finish or the race must lie no more than 30% of the race distance apart as measured along the straight line between them, except when it can be shown that the average component of the wind direction at the head of the race (the lead runner) did not constitute a significant tailwind. NOTE A tailwind shall be deemed to be significant if it prevails consistently throughout more than 50% of the course during the race.

185.6 - For all women's road running records, except Masters records, separate records shall be kept for women-only and mixed competitions.

Long Distance Running – Specific Rules

* Rule 165 - Road Races: includes a provision for removing a competitor for a medical reason by an officially appointed member of the event's medical staff. It also outlines guidelines for marking distances, ensuring runner safety and offering liquid aid refreshments.

* Rules 7 and 15-18 - Men's Long Distance Championships: specify requirements for conducting USATF championship events in men's cross country, marathon, road races, and sectional or regional long distance track, road and cross country championships. These include requirements for the race distance, entries, course marking, measurement, and awards.

* Rules 2-21 - Women's Long Distance Championships: state the requirements for conducting USATF championship events in women's cross country, marathon, road races, as well as sectional/regional long distance track, road and cross country championships. These include requirements for the race distance, entries, course marking, measurement, and awards.

131 - The course used for a competition shall be certified prior to the running of the event in accordance with USATF Operating Regulation 15, unless the course is deemed uncertifiable by the Road Running Technical Council.

132 - The organizers of road races must ensure the safety of all competitors.

132.1.a - A hands-on medical examination during the progress of an event by designated medical personnel clearly identified by the organizers shall not be considered assistance. A competitor must retire at once from the race if ordered to do so by a member of the official medical staff who is clearly identified by the organizers.

132.1.b - Water and other suitable refreshments shall be available at the start and finish of all races. Drinking/Sponging or refreshment stations shall be provided at suitable intervals of approximately 2-3 kilometer based on weather conditions. In all events 10 kilometers or longer, water shall be provided at intervals of no more than 5 kilometers. In addition, race management may provide refreshment (other than water) and/or sponging stations at positions approximately midway between water stations.

132.1.c - During hot weather, races should be scheduled in the early morning or evening hours, and additional aid stations should be made available.

132.2 - Adequate first aid facilities should be provided, preferably by use of a mobile unit or units on the running course.

132.2 - If the distance of a race is longer tha 5 miles and the athlete is under 18 years of age, a statement from the athlete's parents permitting the athlete to compete is required.

133.5 - The commands of the Starter will be decided by the Referee. The method of starting to be used must be explained prior to the start in such a manner that all participants will receive and understand the information.

133.6 - The Starter shall report to the Referee any misconduct by any competitor at the start. The Referee shall have the authority to disqualify such competitors.

134.1 - Running courses shall be adequately marked at strategic points to keep the competitors on course.

134.1.a - Each turn and intersection shall be clearly marked in such a way that there will be no doubt as to the direction the runner should go to stay on course.

134.1.b - Distance markers should be located throughout the course. It is recommended that markers be placed at maximum intervals of 3 to 5 kilometers or 2 to 3 miles. The spacing of their intervals shall be determined by the Games Committee.

134.1.c - The measurement line should be marked along the course in a distinctive color that cannot be mistaken for other markings (See USATF Operating Regulation 15).

134.2.a. - monitors shall always be standing and shall be located at or before the change of direction, not after this occurs on the course.

134.2.b - Scorers shall keep a record of the runners and their running times at specific points on the course.

134.2.c - Whenever possible, the route of the competition should be free of vehicular traffic or nearly so. All dangerous intersections should be staffed to provide for traffic and spectator control.

134.2.d - A lead vehicle should be provided with additional vehicles to assist in monitoring the competition, timing, or

other required functions.

134.2.e - Whenever possible, elapsed times should be displayed or read at various points along the running course for the benefit of the runners and to record such time intervals.

135.1 - Officials at the finish should record each runner's number as he or she completes the race, along with his or her finish time.

135.2 - False starts in road races should not be recalled. The timers shall start their watches or timing devices at the flash/smoke of the pistol or approved apparatus or at the first moment a competitor crosses the start line, whichever happens first.

136.1 - The method of scoring shall be set forth in the entry blank and printed program for the race.

* Rule 165 - Road Races: includes a provision for removing a competitor for a medical reason by an officially appointed member of the event's medical staff. It also outlines guidelines for marking distances, ensuring runner safety and offering liquid aid refreshments.
* Rules 7 and 15-18 - Men's Long Distance Championships: specify requirements for conducting USATF championship events in men's cross country, marathon, road races, and sectional or regional long distance track, road and cross country championships. These include requirements for the race distance, entries, course marking, measurement, and awards.
* Rules 2-21 - Women's Long Distance Championships: state the requirements for conducting USATF championship events in women's cross country, marathon, road races, as well as sectional/regional long distance track, road and cross country championships. These include requirements for the race distance, entries, course marking, measurement, and awards.

Championships

* Rules 7 and 15-18 - Men's Long Distance Championships: specify requirements for conducting USATF championship events in men's cross country, marathon, road races, and sectional or regional long distance track, road and cross country championships. These include requirements for the race distance, entries, course marking, measurement, and awards.
* Rules 2-21 - Women's Long Distance Championships: state the requirements for conducting USATF championship events in women's cross country, marathon, road races, as well as sectional/regional long distance track, road and cross country championships. These include requirements for the race distance, entries, course marking, measurement, and awards.

Cross Country Running

An artificial part of track and field, basically an individual sport, is the team scoring and team emphasis. But not so in cross country running, the predecessor of road racing. Here the team is the concept. Here, superstars have won races from local area invitationals and dual meets to world championship events - but the winners are the teams with five, six, or even seven men or women who generally work together to achieve a team goal.

There are some different aspects of cross country running. Perhaps one striking difference between cross country and road running is the numbers - rarely do cross country races surpass 500 runners. Another is quality - fields in a major cross country race often finish in a time span of seven or eight minutes from first to last!

Courses

Courses in cross country running vary widely and are located all over the world. The most popular type of course is the hippodrome or horse track in Europe; in America, golf courses seem to dominate championship level competitions. The English, who are credited with developing cross country running, tend toward the muddiest and most treacherous of courses. The Americans, who have embraced cross country running at almost every level of youth club, middle school, high school, college or university, open club, or masters club, tend toward safer courses designed to test speed rather than stamina.

Puget Sound has hosted a number of important races in recent years, the latest being the 1989 and 1990 USA Trials for the World Cross Country Championships, held in February and hosted by Club Northwest at Tyee Valley Golf Course in south Seattle by Sea-Tac Airport.

Scoring and Forms

Scoring cross country races is thought of at first glance to be a lot like deciphering enemy codes in WWII. But it doesn't take an expert to crack the code. Here are some sample finishes. As you look at them, keep in mind the scoring rules: (a) low score wins; (b) a runner gets points the same value as his or her place (first place is 1 point, tenth place is 10 points, 200th place is 200 points, and so on); (c) the top five for each team score.

Dual Meet
Team A vs Team B

1. ..... Jones, A
2. ..... Smith, B
3. ..... Johnson, A
4. ..... White, A
5. ..... Robinson, A
6. ..... Doe, B
7. ..... Williams, B
8. ..... Arthur, A
9. ..... Thomas, B
10. ..... Thompson, A
11. ..... Pierce, A
12. ..... Hanson, A
13. ..... Wallace, B
14. ..... Kirby, A
15. ..... Anderson, B
16. ..... Gilman, B
17. ..... Roe, A
18. ..... Long, B

In some races, the actual finish place is the point value. But in others, the individuals in a race and members of a team which doesn't finish five people are removed from the scoring. And in still others the sixth and seventh place finishers for a team don't score, but they count as team members to "bump" other finishers behind them to worse places.

In one example, team A scores 1-3-4-5-8 for a five-person total of 21. Team B scores 2-6-7-9-12 for a total of 36. The twelfth runner was the eighth for team A and does not figure in the scoring

In another example, team A scores 1-2-8-10-11 for a five-person total of 32. Team B scores 4-5-6-13-15 for a total of 43. TEAM C scores 3-7-9-12-16 for a total of 47. Each team had the minimum five runners, althought the A team had some advantage because they had seven runners while B team had only six and C team the minimum five.

Forms are provided for you to help understand the scoring procedures.

Triangular Meet
Teams A, B, & C

1. ..... Jones, A
2. ..... Smith, A
3. ..... Johnson, C
4. ..... White, B
5. ..... Robinson, B
6. ..... Doe, B
7. ..... Williams, C
8. ..... Arthur, A
9. ..... Thomas, C
10. ..... Thompson, A
11. ..... Pierce, A
12. ..... Hanson, C
13. ..... Wallace, B
14. ..... Kirby, A
15. ..... Anderson, B
16. ..... Gilman, C
17. ..... Roe, A
18. ..... Long, B

Cross Country Rules Specifics

142.2 - The (Cross Country) course must be clearly marked, preferably with red flags to indicate a left turn, yellow flags to indicate a right turn and blue flags to indicate continuing continuing straight ahead. All flags must be visible from a distance of 125 meters. A white chalk line should be marked on the ground the entire route for the athletes to follow. Each kilometer point should be clearly recognizable. The course should be laid out so that there are no sharp turns at the beginning of the course and so that it is not less than 9 meters (approximately 10 yards) wide at any point.

142.5 - The course must be measured and the distance declared at the time invitations are extended, together with a brief description of the course.

143.1 - Cross country shall be started by the firing of a gun or other suitable device. The standard commands for distance events shall be used.

143.2 - In races which include a large number of competitors, a five-minute warning before the start of the race should be given, with additional warnings if required.

143.3 - Starting positions shall be provided for each team and the members of each team shall be lined up in an order of their own choosing within their assigned position.

143.4 - The starting area of a cross country course should avoid any turns for at least the first 400 meters, and preferable the first 1200 meters. The width of the starting area should be such as to handle comfortably the competitive field.

144.1 - The jersey or singlet worn by the members of a team in cross country shall be basically identical for each member in color and style, and must be clearly visible throughout the race. I.e. worn as the outer garment if tee-shirts are worn underneath by one or more team members. Because of the nature of cross country running, the preferences of individual athletes in certain weather situations will allow other apparel items to vary widely without penalty.

144.2 - Individuals not complying with Subsection 1 may be disqualified from scoring for the team.

145.1 - The finish area for a cross country race should include a final straightaway of at least 200 meters with clear visibility of the finish line by all runners and clear visibility of the runners by spectators. A straightaway of 400 meters is preferred. Alternatively, the race may finish with one-half or more of a lap on a standard track.

145.2 - The finish line should be marked both with a solid line of contrasting color to the ground placed across the width of the finish area and an overhead banner or other indicator of finish. Judges should be stationed at the finish line to determine the order of finish.

145.3 - A f5n5sh chute similar to a road event finish should be constructed to enable the race officials to hold each runner until the method or methods of scoring are applied. It is recommended that at least two independent systems (e.g. cards in order of finish and recording of competitor numbers be used to score.

145.4 - Team scoring shall be in accordance with Rule 7.

* Rule 167 - Cross Country Competitions: outlines both the general and specific requirements for the layout of cross country events. These include how the course should be marked, difficulty of terrain and obstacles, course distance, and the starting procedures. Also covered are officials, season, distances, scoring procedure, and teams.

Cross Country
Teams
Generally, teams composed of 3-5 scorers plus 1-2 displacers are an essential element of the sport. Special considerations for the race director include:
* Preparing team entry packets - generally pre-entries are required.
* Establishing procedures for team declarations, check-in, pre-event coaches meeting, scoring and results posting.
Course
Most effective cross country courses are on safe, but challenging, terrain with appropriate course marking (chalk line, directional arrows and consistently place colored flagging). Although cross country courses do not require certification, every effort ought to made to ensure that they are accurately measured. Information on "off-road" course measurement is available from USATF's Road Running Technical Committee.
Design
Course considerations include the location of the hills, flat areas, obstacles, and path width. For example, a model senior level championships course would be wide and straight for at least the first 65-8 meters. It should have gentle turns during the first mile, provide a wide variety of terrain and challenges over the remainder, and end with a flat spacious finish area clearly visible to competitors from at least 4 meters out.
Start
For larger cross country races, usually each team is assigned to a "starting box" along an arced line which allows for at least three members of each team to line up on the starting line. The arc shaped starting line (see diagram below) assures

that each team is an equal distance from an established visible merge point at least 65-8 meters out on the course. Unattached competitors should be assigned to specific boxes spread along the starting line - as established by a draw.
Example of assigned team/individual Starting Boxes:
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |...| . . .
Starting Line (arc shaped) / ————/ /————o <- Merge Point
|——— 650-800 Meters ———|
Cross Country Officials
Clerks
Clerks should be assigned to place each team and any individual competitors in their assigned box(es).
Umpires and Marshals
Turn judges and marshals should be assigned at all critical points to guide competitors through loops, to open and close gates (for 1st or 2nd loop), and to keep the crowd back from the course. It is helpful for turn judges to be provided with written instructions which include a course map, direction of turns and a dot indicating that judge's location on the course. No judge or marshal should have more than one task to perform.
Finish
Should be flat (not uphill), visible, wide and deep, with firm footing.The finish system must be designed to accommodate a brief rush of finishers (often lasting no longer than 3-5 minutes).
Team Scoring
Primary scoring methods include quick score, total team time and team member finish placement. The approved method for team scoring USATF Cross Country (except women's cross country), Road and Race Walk Championships is described in Rule 7 of the USATF rules. Scoring for USATF Women's Cross Country Championships is described in Rule 21 of the USATF rules.
Quick score (An Unofficial Score)
Generally this is used as an unofficial method to give teams an idea of how they did. Quick scoring requires envelopes to be provided to the coach/team representative, and a cumulative place card to be handed to each finisher.
The coach then records the finisher's name on the back of the card, totals the team score on the front of the envelope and submits the envelope (with place cards enclosed) to the results area. The quick score documentation also provides an effective "back-up" system for the results officials to refer to when problems arise.
Total Team Time Method
USATF Rule 7 indicates: "scoring for the team championships for cross-country (except women's cross country), long distance and road running and race walking championships and the resolving of ties in each event shall be as follows:
* Team scoring shall be the aggregate time of the scoring members. The lowest aggregate time determines the team championships.
* In the event that the Games Committee determines that scores for the winning team(s) cannot be determined by the aggregate times due to clock failure or other reasons, scoring shall be according to the finish places of the scoring members of each team and the team with the lowest aggregate shall be declared the winner. In such cases, unattached or individual competitors, athletes of incomplete teams and those of non-scoring team members shall be eliminated from team scoring.
* In the event of a tie between two or more teams, it shall be resolved by determining which team's last scoring member has finished nearest to first place. If the tie still exists, the next-to-the-last scoring members are compared in the same manner, etc.
If a team fails to finish with a complete scoring team, the team members finishing shall be counted as individuals in the race results and shall be eligible to receive individual awards. Runners of incomplete teams and individual competitors will be eliminated from team scoring.
In the event of a tie between two or more individual runners, each shall score the number of points determined by dividing the total of the finish places of the runners involved by the number of runners who have tied."
Finish Placement
The finish placement method to be used for women's association and national cross country championships is described in USATF Rule 21 as follows:
* "Team scoring shall be the total of the finishing positions of the scoring members. The team with the lowest total points determines the team winner.
* Teams with less than five finishers shall not be scored as a team.
* In the event of a tie between two or more teams, it shall be resolved by determining which team's last scoring member finished nearest to first place."
NOTE: Many road races include a team competition (e.g., corporate teams). The finish placement method is recom-

mended as a quick and practical means for determining team ranking.

Race Walking

Event Divisions - Race Walks and Competitions for the Disabled
Start
To permit these competitors to safely and efficiently leave the starting area, many events start these athletes a minimum five minutes in advance of the runners.
Splits and Timing
It is helpful to assign a specific group of volunteers to give splits and record the finish times of these competitors.
Judges - USATF Race Walk Committee Recommendations
* Race Walk competitions should only be contested when at least four qualified judges are available to judge the event.
* If possible, race walk judges should be placed throughout the course and should be provided with a bicycle or other means for getting to various points on the course.
Finish and Results
* Use of a special chute on one side of the other finish chutes is recommended. This chute should be wide enough to accommodate a wheel chair.
* A column on the results sheet should be designated for special divisions. "RW" can be used to designate race walkers and "WC" can be used to designate wheel chair athletes.
Awards
USATF recommends that awards fairly and equally recognize that these athletes are as skilled and committed to excellence within their discipline as those who run.

3) The Course
  a) Marking the Course
  b) What you should know about course measurement and layout
    i) Make sure you have the map and follow it
    ii) Courses are measured to tangents with the curb, cutting corners over the curb is not allowed, unless indicated on the map
4) Starting
See above.
5) Finish Line Operations
  a) Timing
    i) Complete Results
    ii) Select Timing
  b) Judging and Recording Results
  c) Special Timing Equipment
    i) Time Machines
    ii) The Multiple Stop Watch Requirement
    iii) Palm Pilot
    iv) Transponder Timing
6) Running Offenses
7) Assistance
8) Uniforms
9) Numbers
10) Safety Considerations
11) Records
12) Road Race Management
  a) Race Brochure
i) Liability Waiver
ii) Age, date, time
iii) Awards structure
  b) Working with Police/Venue Authorities
  c) Course layout, measurement, certification
  d) Registration Process
i) on-line
ii) race day

Ultrarunning

Special Requirements of Specific Events
Within long distance athletics there are a number of disciplines, venues and sports, each having its own special requirements and considerations. It is important for the USATF certified official to appreciate these requirements in preparing for an officiating assignment.
This section features four areas for particular attention - marathons and ultra events, road races, cross country, and special divisions. Principles commonly considered by the directors of these events are discussed. Because of the careful pre-planning required, it is essential that event director be consulted before any changes are made.
Marathons and Ultra Running Events
Preparation
Because of the distance and complex logistics involved, these events require more thorough pre-race planning and preparation.
Logistical Support
Volunteers. Generally, a minimum of 25 volunteers are needed to meet course and finish requirements - first aid, liquid refreshment, course marshals, split timers/readers, number checkers at random points, communications, umpires. . . .
Consistency. A consistent "look" is required in course marking, the distance between split times, the apparel worn by course marshals and first aid personnel, and in the lay out and location of aid stations. Race directors achieved this by keeping split timing and aid station signs on the same side of the course, arranging aid station items in the same order, and having each station or split area look identical to every other.
Stations. Medical and liquid refreshment/feeding stations are usually staffed by trained personnel and supported by effective communication and medical evacuation systems. A means for restoring body temperature and the provision of shade/shelter is usually needed at all aid stations and in the finish area.
Communications. A communications system free of interference and linked to a central communications center is important.
Emergency Evacuation Procedures. Detailed procedures should be planned and in place.
Splits. Regular and accurate splits should be offered and supported by ¤ consistently located and visible distance markers.
Road Closure. Increased attention to use of road signs, road closures and police support is important.
Finish Aides. Increased numbers of personnel to assist finishers are helpful.
Equipment. More extensive equipment requirements should be planned.

BILL ROE ADD

I haven't been able to accomplish much on the rule book. My goal is to have an LDR handbook and a cross country handbook together, with rules stated much like the NCAA's cross country rules section. But lately, I've gotten involved with the restructuring group, and my priority is to make sure LDR has its own division in the new order of things...

I have attempted to reply in brief to Tim's first treatise. This is a big task, but between your outline, mine, and some helpful hints along the way, we could easily have this ready for distribution at the annual meeting...

>Here are the rules I identified. Are there any you can think of which we
>have missed?

Rule 8 - Non-Championship Competitions
and therefore the entirity of Rules 1-27, but especially rules 13, 15, 16, 20, 21, 27...

I am NOT including race walking rules, since so few races go to the trouble of getting official walking divisions because they can't judge them properly (courses are almost always on greater loops than max. 2500m).

Rule 30.4, 30.5, 30.6...

>39.1 - The Judges of Race Walking shall have the sole authority to
>determine the fairness or unfairness of walking, and their rulings thereon

>shall be final and without appeal.

I wouldn't even include this...

Somewhere the necessary positions in road running need to be defined better...

>65.1 - Competitors shall be placed at the finish in the order in which any
>part of their bodies (i.e., the "torso" as distinguished from the head,
>neck, arms, hands, legs or feet) reaches the finish line.

A more practical ldr/xc method is to declare that "as practicable, officials will sort runners at the finish into the correct order. However, the ultimate determining factor in place is who reaches the point in the finish area where scoring is performed..." or something like that, because that's the reality...

Rule 67, Doping??... After what Juan Antonio said yesterday...

Rule 69 Postponments - we've actually had a few...

>71.2 - ATHLETIC ATTIRE - In hot weather, an athlete competing in a long
>distance road run may compete without a top shirt. This ruling will be
>made by the Referee with the approval of the Games Committee.

Hoo, boy, I'm not taking any ref jobs when THIS comes out...

>71.3 - a Competitor may compete in bare feel or without footwear on one or
>both feet.

I seriously wonder what our insurance people would say about this, since they must assume that people wear shoes and that roads and paths can be littered with all sorts of dangerous materials...

I would add rule 187 showing what road events are considered for records, and rule 188 for noteworthy performances...

Rule 246 contains road rules for special youth programs and might be a good reference...

Rules 260-271 affect masters, in particular 260, 270. and 271...

I couldn't find any disabled road rules which pertained...

Mountain & Trail Running

Medical Guidelines

From the USATF Sports Medicine Manual for Long Distance Running

Prepared by John Robertson, M.D.

I. Medical Guidelines for Long Distance and Road Racing

A. Introduction

With increasing mass participation in road races and "fun runs," medical complications from minor exhaustion and musculoskeletal injuries to the more serious heat injury and cardiovascular collapse have also increased. Race promoters should plan and provide adequate medical coverage to minimize these hazards. The Sports Medicine & Science Committee of USA Track & Field (USATF) has developed the following guidelines for sponsors and medical directors of distance running events. The goal of these guidelines is to establish a minimal standard of care and therefore promote safe participation of road racing participants.

Medical problems encountered in road racing are generally of a minor nature, but occasionally can be life threatening. Slight variations from an ideal exercising environment rapidly increase the risk of both heat and cold related injuries. While occurring rarely, cardiovascular collapse can occur in any climate.

Anywhere from 0.1% to 11% of runners seek medical attention as a result of road racing, largely depending on weather conditions and the distance run. Planning for adequate medical coverage by following the included guidelines will help minimize the potential hazards to road race participants.

B. Objectives

Minimize the potential hazards of road racing through organization of medical personnel, equipment, and supplies to swiftly handle medical emergencies and through runner education by means of printed material in race packets and pre-race announcements.

C. Personnel

1. **Director:** Appoint a medical director, knowledgeable of the particular concerns of runner, preferably a medical doctor (M.D.). For races of less than 10-kilometer distance or 500 runners, a non-M.D. medical professional may serve as medical director if an M.D. is available for advice.
2. **Personnel:** Medical personnel including M.D.s, with expertise in sports medicine, emergency medical care, orthopedics or primary care, podiatrists (D.P.M.), nurses (R.N.), physical therapists (P.T.), athletic trainers (A.T.), and emergency medical technicians (E.M.T.), should be familiar with medical problems associated with runners and recently CPR certified.
3. **Staffing Requirements:** 5 to 10 professional and 5 to 10 non-professional per 1,000 runners depending upon race distance and type of course. A 10K and out-and-back course requires fewer personnel than a marathon or loop course. Non-professional personnel with first aid training include spotters/bikers for surveillance between aid stations and stretcher bearers and walkers for the finish line.
4. **Vehicles:** Emergency vehicle/ambulance coverage both at the finish line and along the course. One course vehicle for races under 15 miles and two for races over 15 miles.
5. **Medical services:** Notification of local hospitals, police and emergency medical vehicles (911) of race day, time, map of course, number of participants, and outline of course medical coverage.
6. **Personnel organization:**
   Aid stations: M.D., R.N. or E.M.T. (P.T./A.T. optional)
   Roving medical vehicles: M.D., R.N. or E.M.T.
   Finish line personnel: Triage Officer. Field hospital divided into medical and orthopedic/podiatric care areas. Staff available for recording medical data at the finish line field hospital and aid stations.
7. **Meetings:** A medical staff meeting prior to race day to discuss organization of medical coverage and for general education of staff members unfamiliar with the particular medical concerns of runners is suggested.
8. **Visible ID:** Distinctive identification including caps, arm bands, tee-shirts and/or "disaster" vests labelled with individual jobs (physician, physio, nurse) allows for easy recognition.

D. Level of Care

1. **Proper equipment:** Equipment and supplies for obtaining vital signs, instituting basic cardiopulmonary resuscitation (CPR) and advanced life support (ALS) should be available in the roving medical vehicle and finish line field hospital. The goal is to provide CPR within 4 minutes and ALS within 8 minutes

of an emergency. This goal necessitates thorough course monitoring and efficient communications to roving medical vehicles.

2. **First aid:** treatment for orthopedic and podiatric problems.
3. **Body malfunction:** Treatment of dehydration, hyper/hypothermia, and hypoglycemia.
4. **Pre-existing conditions:** General medical problems associated with road racing including allergic responses such as hives, asthma, and anaphylactic shock.
5. **Disabled access:** Facilities available for dealing with wheelchair athletes including an unobstructed race course and bathroom facilities.

E. Environmental and Medical Considerations

The potential for heat/cold injuries is related to environmental conditions of temperature, humidity, direct sun exposure and wind, plus running pace, fluid intake, type of clothing worn, and level of acclimatization.

1. **Race day selection:** Avoid temperature extremes and be especially cautious of a warm day following several days of cool weather. Announce before race that most runners will not be acclimated to sudden warmer weather.
   - **a.** **WET BULB GLOBE TEMPERATURE (WBGT)** index with color flag system to warn runners of thermal injury risk of current weather conditions (see Appendix A). Use of dewpoint temperatures may be substituted for WBGT index with same temperature categories.
   - **b.** WBGT greater than 82°F **(Black Flag)** consider rescheduling the race or reducing race distance to less than 10-kilometers. Prerace announcement should emphasize great risk of heat injury and suggest a slow pace.
   - c. Races greater than 10-kilometers and WBGT greater than 73°F **(Red Flag)** during race time require a race start before 8 a.m. or after 4 p.m. Runners should be advised to slow pace and watch for symptoms of heat injury.
   - d. Temperature less than 50°F (10°C) (with wind chill) require clothing and pace precautions; less than -40F (-20°C) require cancellation of races longer than 10K; less than -10°F (-38°C) require cancellation of all races.
   - e. Withhold regional and/or national sanction unless previous five-year historical data for the day and time of the race suggests likely acceptable temperatures.
2. **Cardiovascular collapse:** occurs more frequently in runners with known heart disease and those with clearly defined risk factors. Warn runners on entry form and with pre-race announcement to medical clearance from their personal physician and to avoid "sprint" to the finish line. Use of pre-race medical questionnaires to identify high-risk runners is suggested. Medical past history, current problems, and medications as part of registration form and printed on back of runner's entry number for immediate access during race.
3. **Allergic reaction:** Asthma, hives, anaphylactic shock are rare, and if not controlled medically should preclude racing.
4. **Dehydration:** Encourage fluid intake before, during and after race in runner education material and pre-race announcement.

F. The Course: Organization, Monitoring, Logistics

1. **Traffic safety:** Course monitors/marshals located at intersections or change of course direction.
2. **Crowd control:** Located at start and finish. Cordon off finish line medical area and provide efficient flow of runner traffic through triage, medical, cool down, fluids, clothing, and reception areas.
3. **Communications:** Use of amateur radio or citizens band (CB) equipped vehicles located at the start, aid stations, finish line, roving medical vehicles, dropped out runner vans, and sweeper bus. Suggested spacing every 1-2 miles. Report all medical problems to the medical communications director for implementation of appropriate medical response. Ideally, spotters or bikers patrolling between aid stations also with radio communications dramatically improves response time to emergencies.
4. **Vehicles**
   - **a.** Roving medical vans equipped with radio, personnel, and supplies adequate to handle ALS. Optional plan is direct radio access to local emergency vehicles through communications network. Medical vehicles should have access lanes to the course.
   - **b.** Dropped out runner vehicles equipped with radio and blankets for cold weather races, one vehicle for 10-kilometers and one vehicle per 2,000 runners per 13 miles, i.e., marathon with 4,000 runners requires four pick-up vehicles. One pickup vehicle to function as trail/sweeper.

5. **Medical evaluation or runner disqualification:** Any authorized medical official has the authority to examine any runner who appears ill and, if in the officials' opinion it is in the runner's best interest of health and safety, to remove that runner from the race. Intervention by medical staff for runners who appear compromised (not proceeding towards the finish, disoriented, and do not appear clinically fit) should include brief assessment of mental state. Runners should be informed in registration materials and pre-race announcements that aggressive or emotional behavior is an early sign of heat injury and will be interpreted as such by medical staff. Stopping the runner and checking rectal temperature, blood pressure, pulse, respiration, and mental state will allow for decision on medical disqualification and transport to the finish line hospital or local emergency room (ER). A medical evaluation does not disqualify a runner. If medically warranted, he/she may return to the race.
6. **Time limit:** Establish a reasonable time limit and consider allowing those unable to finish within that limit to start one hour early (e.g., 6 hour marathon = 13-14 minutes/mile pace).

G. Site Facilities Organization

1. Starting Line

a. Adequate crowd and traffic control to allow for unimpeded flow of runner traffic.
b. Adequate drinking water: one 8-ounce cup per runner for races less than 10 miles and two 8-ounce cups of water for races longer than 10 miles.
c. Adequate sanicans or portable bathrooms: one can per 100 runners.
d. Well-marked pace seeded areas.
e. Race start promptly at advertised time.
f. Clothing check for races under 60°. Transport clothing bags to finish if point to point course.
g. Pre-race announcement describing risk of thermal injury, method of prevention, and outline of medical services (see below in Runner Education).
h. Color coded WBGT index flags for heat stress.
i. Warm weather marathons should consider providing accurate scales at the start for runner weigh-in and writing this number on the back of the runner's race number. Additional scales at aid stations to check for more than 3% loss of weight.

2. Aid Stations

a. Location: every 2 miles or less, positioned 50 yards upstream from Fluids.
b. Medical personnel: E.M.T., CPR trained nurse or M.D. (D.P.M., P.T., A.T. optional).
c. Supplies: ice and small plastic bags, towels, blankets for races under 60°, athletic trainers kit, and supplies for minor musculoskeletal injuries, chairs, cots, and covered shelter (van or tent) beyond 15 miles (see Appendix B).
d. Fluids: water, appropriately diluted electrolyte replacement drink or glucose-polymer solutions, 6- to 8-ounces per runner with cups totalling 1.25 times number of entrants. Double this total if the course is out-and-back. Provide cups with lids and straws. Sponges optional; encourage drinking instead of sponging.
e. Adequate signage notifying fluid type and Red Cross for medical personnel. Color coded flags describing current environmental heat stress at each aid station.
f. Communications available.
g. Portable toilets on course.

3. Finish Line

a. Medical area located near the finish line and the end of runners' chutes.
b. Adequate security: cordoned off and policed from spectators and media (snow fencing suggested).
c. Personnel: Medical - triage officer (for races over 1,000 runners), M.D.'s – primary care or emergency room trained (podiatrist and orthopedist optional), E.M.T.'s and nurses to total 4 to 6 per 1,000 runners. Non-medical personnel including finish chute monitors, stretcher bearers, walkers, and recorders to total 10 to 12 per 1,000 runners.
d. Supplies: tent or adequate shelter from weather, cots, towels, water in large containers, ice in plastic bags or ice chest, tables for medical supplies and equipment, stethoscope, blood pressure cuffs, rectal thermometers (several each: standard, hyper to 110°F and hypo to 90°F), ace bandages, inflatable arm and leg splints, intravenous fluids and necessary equipment (supervision by a physician required), dressings, and moleskin and bandaids for minor musculoskeletal injuries (see Appendix C).
e. Injury record forms (see Appendix D).

f. Adequate fluids: water/electrolyte replacement drink with two 8-ounce cups per runner.
g. Clothing check.
h. Physical layout to allow for efficient movement from finish line, runners' chutes, triage area, medical area (thermal and cardiovascular separate from orthopedic and podiatric), adjacent cool down or walking area with flow to fluid replacement, clothing pickup and reception area. Emergency vehicle access to allow unimpeded entrance and exit to medical tents.
i. Personnel stationed throughout the cool-down and reunion/ reception area observing for afterload or post-race hypotension in juries.
j. Injured runner list on public display and updated every 15 mi nutes.

H. Communications System

Organization as outlined above, structure of medical communications to allow for information regarding injured or downed runner to be relayed by other runners, race course monitors or bikers patrolling between aid stations to nearest radio or nearest aid station. Information can then be relayed to the medical communications director who, by knowing the location of medical vans, can dispatch the nearest van to the scene. Finish line telephone or direct communication to emergency aid cars as a backup source.

I. Runner Education Materials

1. **Race packet/registration form:** information regarding adequate training/preparation, warm/cold weather self-care, environmental heat stress warning system based on WBGT index using color coded flags, fluid replacement, problems encountered during the run, outline of available race medical coverage, proper cool-down, list of individuals with increased risk for thermal injuries or cardiovascular problems (see suggested materials under III.B. Medical Self-Care for Beginning Runners).
2. **Pre-race announcement:** The following information should be announced by loud speaker at least 15 minutes and immediately prior to the start:
   a. Current weather conditions including temperature, humidity, dewpoint, wind speed, and cloud coverage with predicted maximum (or minimum) temperature expected.
   b. Resulting flag color based on WBGT index with risks for hyper or hypothermia to be shown at each aid station.
   c. Location of aid stations with medical personnel and type of fluids available.
   d. Emphasize importance of ACSM fluid guidelines for pre-race and during race fluid intake. Drink immediately post-race until urine is pale.
   e. Explanation of warm or cold weather self-care, with emphasis on early symptoms of heat injury (see III.B).
   f. Availability of medical coverage during the race.
3. Print name, address, phone number, and any ongoing medical problems, allergies, or current medications on the back of runner entry number.
4. Consider pre-race seminar, runners' clinic, or local print media for additional dissemination of medical information.

II. Common Race Iniuries and Their Treatment

A. Heat Cramps

A mild response to heat stress.

T reatment

If unaccompanied by serious complications, treat with rest, oral fluids, cooling down, stretching, ice, and massage.

B. Heat Exhaustion

A serious situation in which hypovolemia develops as a result of excessive fluid loss. The rectal temperature may range between 100 and 105°F (37.7 - 40.5°C) or higher. The runner experiences lassitude or dizziness, nausea, headaches, and muscle weakness. Although the runner is probably volume-depleted, sweating should be evident.

T reatment

For mild cases, treat the same as for heat cramps. For serious cases, including those with hypotension, persistent headache and vomiting, or altered mental states, initiate cooled IV fluid resuscitation, cool

vigorously (with ice to major arteries and fans, for example), and consider transport to an emergency facility. Use of heat Intensive Care Units (ICU's) with atomized water spray and fans for rapid cooling of hyperthermic (>105°F, 40.5°C) runners suggested for races with historical risk of heat injury. *Weiner, J.S., Khogalim, A., Physiological body cooling unit for treatment of heat stroke.Lancet. 1:507-509, 1980.*

C. Heatstroke

Often characterized by motor disturbances, such as ataxia, and severe nervous system disturbances, such as confusion, delirium, or coma. Circulatory collapse and hypotension are possible. Rectal temperature usually exceeds 105°F (40.5°C) but may be lower after a period of collapse and cooling. The skin is usually warm but the victim may not sweat, although sweating usually occurs in the initial stages.

Treatment

Cool the runner immediately with fanning and ice applied in wet towels to major arteries such as the carotid, axillary, femoral, and popliteal. Heat ICU's ideal for rapid cooling, see reference above. If rectal temperature monitoring is possible, place the patient in an ice-water bath. Massage extremities, raise legs, place in the shade, and begin volume replacement with 1 to 2 liters of half-normal saline, although more may be required. Transport immediately to a medical facility. Diazepam or chlorpromazine for control of seizures should be available.

D. Hypothermia

Most likely to occur in underdressed runners during cold-weather runs who either don't run fast enough to generate adequate heat or exhaust themselves early. Can occur on relatively mild days (60°F) with prolonged exposure (over 3 hours) or post race if dry clothes and warm shelter are not immediately available.

T reatment

Runners with a rectal temperature of 96.8°F (36°C) or lower should be stripped of wet clothing, given warm clothing, and wrapped in blankets. If the runner is not shivering, he may be hypoglycemic. Give slightly sweet drinks. As dehydration is inevitable, encourage oral or IV fluids if unable to drink. Monitor rectal temperature in those whose temperature is 95°F or lower and insure a "warming" trend. Below 91.2°F consider immediate transport and move gently to avoid cardiac arrhythmias. Rewarming the core and not extremities by warm IV fluids is ideal. Monitor for arrhythmias.

E. Hypoglycemia

May present as sweating, tremor, mental confusion, and combativeness.

T reatment

Rest and sugar or electrolyte glucose drinks. As dehydration is often associated, encourage fluids orally or IV if necessary. Monitor blood sugar.

F. Hypovolemic Collapse

Seen most often in hot-weather races at the finish line, especially in runners who drink little or no liquid during the race. Hypotension caused by diminished vasoconstriction, can lead to syncope. Runner's pulse will be weak and runner may be faint, cyanosed, or vomiting. It can occur as late as half an hour after the runner finishes the race if fluid intake is insufficient and will be worse if vomiting or has diarrhea.

T reatment

Take rectal temperature; have patient rest with legs raised; hydrate intravenously initially, then orally. Hypovolemia is usually self-limiting.

G. Medical Problems

In addition to the above listed items, various general medical emergency conditions will be encountered. Those not resolved quickly should be referred to private physicians or local ER's immediately.

III. Health Information for Runners

A. Race Preparations

If you have any medical problems, discuss these with your general practitioner. See your doctor if you have any medical problem which makes it risky for you to run or take part in the marathon.

1. Training Tips

- Muscular aches and pains occur most commonly after an increase in training.
- Increase training gradually so that you do not suffer prolonged exhaustion.

- Intersperse days of heavy mileage with one or two days of lighter training, so that your body can replace its muscle glycogen.
- If you have flu, a feverish cold, or a stomach virus, do not train until fully recovered. Then start gently and build up gradually.
- Do not attempt to catch up on lost mileage after illness or injury. This may cause further damage.
- To reduce risk of injury, train on soft surfaces when you can, especially on days of light training. Vary routes and run on varying cambers-hills, etc. Always face the oncoming traffic, especially in the dark.
- If you cannot run 15 miles comfortably a month before the marathon, you will not manage a marathon in safety, or enjoy it. Please do not run on this occasion.

2. Diet

- Eat what suits you.
- Large doses of supplementary vitamins and minerals (such as iron) are not essential and produce no benefit if you are on a good mixed diet.
- Training helps you to sustain a high level of muscle glycogen. Before you run the marathon, decrease your intake of protein (and fat) and increase your intake of carbohydrate (pasta, bread, potatoes, cereals, rice and sweet things), especially for the last three days, which is when you should be reducing your mileage and resting. Unless you reduce the protein and fat you will not eat enough carbohydrate.
- Carbohydrate (glycogen) depletion and then loading does not help runners and can make your muscles very heavy.

3. Fluids

- You must replace fluids lost in sweat; otherwise your body becomes dehydrated and less efficient.
- Drink plenty of fluids after training and during races, especially in the first half of the marathon.
- Alcohol is dehydrating. A pint of beer produces more than a pint of urine. So take plenty of non-alcoholic drinks, especially before the race and in hot weather.
- Drink enough to keep your urine pale straw color and abundant.

4. Clothing

- When training in the dark, be seen. Wear white clothing and reflective flashes. Run facing the traffic.
- Wear comfortable clothing. Natural fibers such as wool and cotton are kinder to the skin than artificial fibers.
- Wear shoes that fit well and are broken in.

5. On Race Day

- Do not run if you feel unwell or have just been unwell.
- Most medical emergencies occur in people who have been unwell but do not wish to miss the start. If you feel feverish, have been vomiting, have had severe diarrhea or any chest pains, or otherwise feel unwell, it is unfair to you, your family, and the marathon support staff to risk becoming a medical emergency and you are unlikely to do yourself justice. There are many other marthons.
- If you have any medical problem which might lead to an emergency, such as seizures or diabetes, put a cross on the front of your number (well away from the bar code) and write details on the reverse of the number, especially your medication.
- Wear appropriate clothes for the weather. On a cold wet day, you can become very cold if you slow down or walk. A hat and gloves prevent heat loss and are easily carried. If it is hot, wear loose mesh clothing, start slowly, run in the shade, and drink whenever you can.
- Start the race well hydrated (urine looks pale) and drink regularly as you lose a lot of fluid "insensibly." This will help you feel better late in the race and may prevent cramping.

6. At the Finish

- Do not stand about getting cold. Go straight to the clothing check area and change into warm dry clothing.

- Do not trust your clothing to someone else. Use the baggage system, get dressed, and then go to the reunion area. Foil blankets do not stop you from becoming cold.

7. Medical Aid

- Train sensibly. Follow this simple advice and you will probably not need medical aid. The medical aid stations are generally situated 50 to 100 meters downstream of the drink stations and at the finish.
- If you drop out, go to an aid station.
- Make sure your relatives know your running number.
- Enjoy your running and keep this advice sheet.

The above section adapted from materials originally prepared by Dr. Dan Tunstall Pedoe, Cardiac Department, St. Bartholomew's Hospital, London, U.K.

B. Medical Self-Care for Beginning Runners

1. WARM WEATHER

You should be able to run a single run of "X" miles at an 11 minute pace to finish this race comfortably. Try to train at a total of "Y" miles per week for at least four weeks prior to this race. Start warming up — stretching and jogging — about 20 minutes before race.

preparing for a...	*X...*	*Y...*
Race of 6-9 miles	...run 5 miles	...train 30 miles
Race of 12-18 miles	...run 10 miles	...train 40 miles
Race of 26 miles	...run 20 miles	...train 60 miles

a. **Hot and cold:** Temperature is a critical factor. Significant heat injury may occur at temperatures about 65°F (18°C) so if you are a novice runner, reduce your running speed by approximately 1 minute per mile. Wear only light athletic clothing. Body temperature will normally rise to 38-39°C (102-103°F) during the race due to exercise heat production. Further increases may occur due to radiant sun exposure, dehydration with decreased sweat rate, and running pace that is too fast.

b. **Fluid loss:** Fluid replacement is essential to restore sweat loss. The average sized male (140-160 Ibs.) may lose 1.5-2.0 quarts of sweat per hour. Drink about 12-16 ounces of water 8-10 minutes before race time. Do not drink sugared drinks at least 90 minutes before the start. Drink 4-6 ounces fluid at each aid station. Stop to drink. Even then, you may replace onl y 50 % of sweat loss.

c. **Symptoms:** Problems during run may include muscle cramps, joint pains, blisters, fatigue. Heat symptoms are most dangerous — headaches, dizziness, disorientation, nausea, throbbing sensation in temples, and/or pale, cold skin. Don't try to run through these symptoms. Stop, walk or rest in the shade, drink fluids, and ask for help.

d. **Finishing:** At the finish, you may become dizzy or faint if you stop running suddenly due to a fall in blood pressure. To prevent this, keep moving. But if symptoms develop, lie down, raise legs, and call for help. If heart rate remains over 120 beats fifteen minutes after finishing, get help.

e. **Chronic medical problems:** If you have a personal or family history of heart attack, stroke or sudden death, or if you smoke, have high blood pressure, high cholesterol, diabetes, asthma or other ongoing medical problems, check with your physician before entering a race. Wear a "medic alert" tag and l.D. or write your name, address, phone and problem along with any medications you are taking on the back of your runner's number.

f. **Heat injury prevention:** Certain groups of runners have more risk of heat injury: the obese, the unfit, the dehydrated, those unacclimated to heat, those with a previous history of heat injury, anyone who runs while ill, children, masters runners, and those consuming alcohol and certain drugs. Prior training in the heat will promote heat acclimatization and thereby reduce the risk of heat injury. Try to do as much training as possible at the time of day at which the race will be held.

g. **Remember:** Running is fun but it can be stressful. Listen to your body. Walk when you are tired. There is always another race.

2. COLD WEATHER

You should be able to run a single run of "X" miles at a 9-11 minute per mile pace to finish this race comfortably. Try to train a total of "Y" miles per week for at least four weeks prior to this race. If you cannot run at this pace, plan to alternate running and walking. A good approach is to run for five minutes and walk for 1-2 minutes.

preparing for a...	*X...*	*Y...*
Race of 6-9 miles	...run 5 miles	...train 30 miles
Race of 12-18 miles	...run 10 miles	...train 40 mi les
Race of 26 mi les	...run 20 miles	...train 60 miles

a. **Temperature and clothing:** Do not "overdress" for running. Your body temperature will rise during exercise, and the extra weight means added work. During the run, wear a light windbreaker with polypropylene shirt or light wool sweater beneath, depending on temperature. For temperatures below 32°F consider leg protection (wind pants, tights, or long underwear), stocking cap, and gloves or mittens.

b. **Problems during the run:** Start out at a comfortable pace and use your breathing as a guide to running speed, i.e., you should be able to talk while running. If you get tired or develop joint or foot problems, walk.

c. **Summoning assistance:** There will be a medical station at the end of the run and radio communications on the course to summon medical aid if required. Remember this is a "fun run," so enjoy yourself.

d. **After the run:** Change into dry clothes and seek warm shelter immediately. Replace lost fluids and calories with warm sugared drinks.

e. **Chronic medical problems:** If you have a personal or family history of heart attack, stroke, or sudden death, or if you smoke, have high blood pressure, high cholesterol, diabetes, asthma, or other ongoing medical problems, check with your physician before entering a race. Wear a "medic alert" tag and l.D. or write your name, address, phone, and problem along with any medications you are taking on the back of your runner's number.

IV. References

A. The Chicago Area Runners Association Road Race Planning Guidelines, Chicago Areas Runners Association, 1833 West Nelson Avenue, Chicago, III., 60657.

B. The Medical Guidelines for Road RaceSponsors and Course Directors, American Heart Association, National Center, 7320 Greenville Avenue, Dallas, Texas, 75231.

C. "Heat Illness," John R. Sutton, M.D., Sports Medicine, Richard H. Strauss, M.D., Editor, 1984, W.B. Saunders Co., Philadelphia.

D. "Popular Marathons, Half Marathons and Other Long Distance Runs: Recommendations for Medical Support," British Medical Journal, page 1355, Vol. 336, 1984a.

E. "Marathon Medicine," Emergency Medicine, September 15, 1985.

F. American College of Sports Medicine Position Statement: Prevention of thermal injuries during distance running. Phys Sportsmed 1984; 12 tJuly) :43-51.

V. Acknowledgements

In addition to the included referenced contributors, the author wishes to acknowledge: Stafford W. Dobbin, M.B., C.C.F.P., medical director of the Buffalo-Niagara Falls International Marathon; William Roberts M.D., medical director of the Twin Cities Marathon; Andres Rodriquez M.D., medical director of the New York City Marathon; Noel Nequin M.D., Chicago Area Runners Association; Jack Daniels, Ph.D.; and Harmon Brown, M.D., chair of USATF's Sports Medicine & Science Committee.

Appendices

I. Wet Bulb Globe Temperature (WBGT)

Index and use of color coded flags to indicate the risk of thermal stress.

A. **BLACK FLAG:** There is extreme risk when the WBGT is above 82°F (28°C). Races should be cancelled or modified if conditions exceed this level at starting time.

B. **RED FLAG:** There is high risk when the WBGT is 73-82°F (23-28°C). This signal would indicate that all runners should be aware that heat injury is possible and any person particularly sensitive to heat or humidity should probably not run.

C. **AMBER FLAG:** There is moderate risk when the WBGT is 65-73°F (18-23°C). It should be remembered that the air temperature, probably humidity, and most certainly the radiant heat at the beginning of the race will increase during the course of the race if conducted in the morning or early afternoon.

D. **GREEN FLAG:** There is low risk when the WBGT is below 65°F (18°C). This in no way guarantees that heat injury will not occur, only that the risk is low.

E. **WHITE FLAG:** There is low risk for hyperthermia, but possible risk for hypothermia when the WBGT is below 50°F (10°C). Hypothermia may occur, especially in slow runners in long races, and in wet and windy conditions.

HEAT STRESS ESTIMATE BY TEMPERATURE AND HUMIDITY

Level (flag)	Low (Green)	Medium (Yellow)	High (Red)	Extreme (Black)
Dry Bulb Temp F (C)	Below 65°F (18°C)	65 to 72°F (18-22°C)	73 to 82°F (23-28°C)	Above 82°F (28°C)
Humidity	under 50%	50 to 75%	over 75%	over 75%
Wet Bulb Globe Temp (WBGT)	Below 65°F (18°C)	65 to 72°F (18-21°C)	73 to 82°F (23-28°C)	Above 82°F (28°C)

WBGT is calculated from wet bulb x 70%, plus globe temperature x 20%, plus dry bulb x 10%. Instrumentation available from Reuter Strokes Inc., Box 970, Cambridge, Ontario (Canada).

B. Equipment Lists per 1000 Runners

Aid Station Equipment

Suggested amounts — prior race experience will be a more accurate predictor

No.	*Item*
--	Ice in small plastic or ziplock bags
1	Stretcher (2 at 10 miles and beyond)
1	Chair (2 at 10 miles and beyond)
--	Blankets (4 at 10 miles and beyond)
2	6-inch ace bandages
2	4-inch ace bandages
2	Packages 4-inch by 4-inch gauze pads
2	Rolls 1-inch athletic tape
2	Rolls 1.5-inch athletic tape
1	Box bandaids — regular size
1	Box of moleskin
1	Surgical soap container
1	Container of petroleum jelly/skin lube
1	Athletic trainer's kit
--	Hand towels and/or wet wipes

Field Hospital Equipment

Suggested amounts

No.	*Item*
10	Stretchers
10	Blankets
5-10	Intravenous setups, D 51/2 NS
--	Ice in small plastic or ziplock bags
--	Electric fans or heaters as needed for weather at site
1	Case 1-inch athletic tape
1	Case 1.5-inch athletic tape
1	Case 6-inch ace bandages
1	Case 4-inch ace bandages
1	Case Underwrap
1	Case 4 in. by 4 in. gauze pads
2	Boxes of bandaids — regular size
2	Boxes of moleskin
2	Boxes of surgical soap containers
1	Oxygen tank with regulator and mask
l	ECG monitor and defibrillator
1	Small instrument kit
2	Blood pressure cuffs and stethoscopes
5	Rectal thermometers (range to 110°F-43°C)
2-3	Hypothermic thermometers (range 72-110°F)
20	Towels
1	50 gallon trash can with drinkable water
2	8-ounce cups – box of 100
2	Tourniquets
1	Oto/ophthalmoscope
3	Emesis basins
1	Crutches
1	Inflatable splints — arm and leg
1	Box of examination gloves
1	Box of K-Y Jelly one ounce tubes
5	Autolet and blood glucose strips
1	ACLS Drug K it

III. MARATHON MEDICAL RECORD - CONFIDENTIAL

_____ _____ _____ _____
Race number *Sex* *Arrival time* *Discharge time*

_____ _____ _____
Name *Age* *Weekly training mileage*

Previous marathons: _____ _____ _____ Today's race: _____
Entered *Finished* *Best time - age when performed* *Finish time*

MEDICA L COMPLA INTS AN D SYMPTOMS – Check all that apply

- ❑ Unconscious ❑ Nausea ❑ Leg cramps
- ❑ Exhaustion ❑ Vomiting ❑ Lightheaded
- ❑ Fatigue ❑ Diarrhea ❑ Headache
- ❑ Overheated (fever) ❑ Confused /disoriented ❑ Elevated pulse
- ❑ Cold or chilled ❑ Stomach or abdominal cramps
- ❑ Other: _____

MUSCULOSKELETAL COMPLAINTS AND SYMPTOMS – Circle all that apply

TISSUE	*LOCATION*					
Muscle	Foot	R	L	H ip	R	L
Bone	Ankle	R	L	Back	R	L
Tendon	Calf	R	L			
Ligament	Knee	R	L			
Skin	Thigh	R	L			
Other _____	Other _____					

VITAL SIGN AND TREATMENT RECORD

Tlme	Temp Rectal	BP	Pul se	IV	Meds /RX
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Notes: IV started ❑ Yes ❑ No ER Transfer ❑ Yes ❑ No

DIAGNOSIS – Circle all that apply

MEDI CAL	MUSCULOSKELETAL	
Dehydration	Blisters	Cramps
Hyperthermia (>103°)	Strain	Hematoma
Hypothermia (< 95°)	Tendonitis	Abrasion
Heat Exhaustion	Bursitis	Stress fracture (suspected)
Other _____	Other _____	

Road Running Certification & Test

Officials Training and Certification

USATF's National Track & Field Officials Committee and its national officials education program is charged with the task of offering instructional materials and support to all elements of USATF officiating - track and field, cross country, race walking, and long distance running. Working in concert with USATF's various sport committees, the Officials Committee guides the training and certification of athletics officials by:

- Establishing training, testing and certification (requirements for "National" and "Master" level officials within the disciplines of Track and Field, Race Walking and Long Distance Running.
- Providing training and technical assistance materials to assist the association officials committee chairpersons.
- Helping to select officials for major national and international competitions, and team selection events.

An Officials Education Program has been established to enhance the training and skills certification of USATF officials through offering a standard body of knowledge and guiding officiating values. This program:

- Establishes 3 levels of domestic certified officials that are Association, National, and Master. Each level requires an increased degree of experience, competency and commitment.
- Provides minimum certification requirements administered by the local USATF association. These can include requiring the candidate to attend classroom instruction, demonstrate skills under the supervision of certified officials, and pass the national rules review exam.
- Recognizes the need to develop specialized curricula for officiating track and field, race walk officiating and long distance events.
- Permits each certified official's personal interests to be drawn to those events and sports within "athletics" that most interest her/him.
- Emphasizes that the truly effective official is one who realizes that developing and honing officiating skills is a lifelong process and continually seeks opportunities to learn new skills and adopt improved methods.

Certification Test

_____ NAME

Write the correct answer in each and every space with is underlined

The decision of the Referee in all matters shall be _____ and without appeal except in those meets or events for which a Jury of Appeal has been established for that special purpose.... See Rule 50.

Umpires are merely _____ to the Referee, to whom the Chief Umpire shall report, and have no power to make any decisions.

If two of the Official Timers' watches agree and the third disagrees, the time shown by the _____ shall be the official time. If all three watches disagree, the time shown by the watch recording the _____ time (not the average of all three) shall be the official time. If for any reason only two watches record the time of an event, and they fail to agree, the _____ time of the two shall be accepted as the official time.

The times for races partly or entirely outside the stadium shall be converted and recorded to the next _____ _____ second, i.e., for the marathon 2h.09:44.3 shall be recorded as 2:09:_____.

The Judges of Race Walking shall have the _____ authority to determine the fairness or unfairness of walking, and their rulings thereon shall be final and without appeal.

Competitors shall be placed at the finish in the order in which _____ part of their bodies (i.e., the "_____," as distinguished from the head, neck, arms, hands, legs, or feet) reaches the finish line.

Each competitor shall run in a _____ _____ after entering the final straightaway in all races of two or more turns unless there is another competitor in his or her path.

Any competitor or participant jostling, running across, or obstructing another competitor or participant so as to impede

his or her progress shall be liable to _____ in that event.

No performance accomplished by an athlete shall be valid unless it has been made during an _____ competition.

In any track event of 20,000 meters or more or in any road race, a competitor may leave the road or track with the permission and under the control of a judge or other authorized official, provided that by going off or returning to the course the athlete does not _____ the _____ to be covered.

Any competitor who shall _____ to _____ the directions of the Referee or other proper official, or who shall conduct himself/herself in an _____ manner, or who is offensive by action or language to the officials, spectators, or competitors at any competition may be disqualified by the Referee from future competition at the meet, and if the Referee thinks the offense worthy of additional action, he/she shall promptly make detailed statement of the offense to the appropriate National or Association Officer.

Except as provided in road races (Rule 132) and in long distance walking events (Rule 150), during the progress of an event a competitor who has received any _____ whatsoever from any other person may be disqualified by the Referee. "_____" is the conveying of advice, information or direct help to an athlete by any means, including a technical device. It also includes pacing in running or walking events by persons not participating in the event, by competitors lapped or about to be lapped, or by any kind of technical device. It does not mean participation of an officially designated pacesetter in the race.
NOTE 1: Pacesetting by a person entered in an event for that purpose is permitted.
NOTE 2: Competitors may carry or wear articles of personal equipment such as wrist chronometers and heart-rate monitors.

No _____ or competitor who is not actually taking part in the competition shall accompany any competitor on the mark or in the competition, nor shall any competitor be allowed, without the permission of the Referee or Judges, to receive assistance or refreshment from anyone during the progress of the competition, except as provided by Rule 66.7, Rule 132, and Rule 150.4.

_____ personnel authorized by the Games Committee or Referee to do so may examine any athlete who appears in distress. If in their opinion it is in the best interest of the athlete's health and welfare, they may remove the athlete from the competition. A hands-on medical examination during the progress of an event by officially designated medical personnel shall not be considered assistance.

During _____ _____ the meet organizers may furnish competitors with water and sponging stations in races of 5000 meters and longer on the track.

In hot weather, an athlete competing in a long distance road run may compete without a _____ _____. This ruling will be made by the Referee with the approval of the Games Committee.

A competitor may compete in _____ feet or with _____ on one or both feet.

Every competitor must be provided with _____ which must be conspicuously worn when competing.

Protests relating to matters which developed during the conduct of the competition must be made to the Referee at once and not later than 30 minutes after a result has been announced, except in the case of long distance and cross-country races, where the time period shall be _____ hours.

The course used for a competition shall be _____ prior to the running of the event in accordance with USATF Operating Regulation 15, unless the course is deemed _____ by the Road Running Technical Council.

The _____ of road races must ensure the safety of all competitors.

A hands-on _____examination during the progress of an event by designated _____ personnel clearly identified by the organizers shall not be considered assistance.

A competitor must retire at once from the race if ordered to do so by a member of the official _____ _____ who is clearly identified by the organizers (armband, vest, or similar distinctive apparel).

Water and other suitable refreshments shall be available at the start and finish of all races.

(ii) Drinking/Sponging or refreshment stations shall be provided at suitable intervals of approximately _____ kilometers based upon weather conditions.

(iii) In all events 10 kilometers or longer, water shall be provided at intervals of no more than _____ kilometers. In addition, race management may provide refreshments (other than water) and/or sponging stations at positions approximately _____ between water stations.

During _____ _____, races should be scheduled in the early morning or evening hours, and additional aid stations should be made available.

_____ first aid facilities should be provided, preferably by use of a mobil unit or units on the running course.

If the distance of a race is longer than _____ miles and the athlete is under _____ years of age, a statement from the athlete's parents permitting the athlete to compete is required.

The _____ of the Starter will be decided by the Referee. The method of starting to be used must be explained prior to the start in such a manner that all participants will receive and understand the information.

The Starter shall report to the Referee any _____ by any competitor at the start. The Referee shall have the authority to disqualify such competitors.

Running courses shall be adequately marked at _____ points to keep the competitors on course.

Each _____ and intersection shall be clearly marked in such a way that there will be no doubt as to the direction the runner should go to stay on course.

Distance _____ should be located throughout the course. It is recommended that _____ be placed at maximum intervals of 3 to 5 kilometers or 2 to 3 miles. The spacing of their intervals shall be determined by the Games Committee.

The measurement line should be marked along the course in a distinctive _____ that cannot be mistaken for other markings (See USATF Operating Regulation 15.)

Turns and major intersections on the course shall be _____.

(a) _____ shall always be standing and shall be located at or before the change of direction, not after this occurs on the course.

(b) _____ shall keep a record of the runners and their running times at specific points on the course.

(c) Whenever possible, the route of the competition should be free of _____ _____ or nearly so. All dangerous intersections should be staffed to provide for traffic and spectator control.

(d) A lead _____ should be provided with additional vehicles to assist in monitoring the competition, timing, or other required functions.

(e) Whenever possible, _____ _____ should be displayed or read at various points along the running course for the benefit of the runners and to record such time intervals.

Any competitor who has been found by the Referee and/or Jury of Appeal to have gained an _____ _____ by intentionally shortening the route of the race ("cutting the course") shall be immediately disqualified from the competition. See, also, Rule 65.7.

Officials at the finish should _____ each runner's number as he or she completes the race, along with his or her finish time. The order in which the athletes cross the finish line will be the official finish position.

False starts in road races _____ _____ _____ recalled. The Timers shall start their watches or timing devices at the flash/smoke of the pistol or approved apparatus or at the first moment a competitor crosses the start line, whichever happens first.

The _____ time will be the time elapsed between the start of the watches or timing devices and the athlete crossing the finish line. However, if an athlete crosses the start line after the start of the watches or timing devices, the athlete's time elapsed between the start and finish line can be made known to the athlete, but will not be considered as official time.

There shall be _____ categories of national records

When a _____ _____ is to be claimed, the Association, Club, or organization sponsoring or conducting the competition at which the performance was made shall take all necessary steps to have the record applied for. Road record applications and all long distance record applications should be sent to the Road Running Information Center at the address shown on page iii of this book.

For track events over _____ meters and road events up to and including the marathon, multiple events may be contested simultaneously. The athlete must complete the distance entered in order for any intermediate time to be considered as a record.

For races longer than the _____ _____, an athlete may compete at a distance shorter than the stated race distance but longer than the marathon distance. The athlete shall be eligible for records of any standard distance that is completed, even if the stated race distance is not completed. Similarly, a race director may offer several ultramarathon options within the same race with each being considered a bona fide scratch competition.

No performance shall be recognized as a record if it has been accomplished in or during a mixed competition of men and women, except track events longer than _____ meters or in road races. NOTE: For Masters exception, see Rule 250.9.

No non-winning performance in a road race shall be accepted as a record unless it can be _____ (independently of the primary timing systems) that a specific time was recorded for that particular runner. If it cannot be _____ that such a time was recorded for the runner, the next slower recorded time that can be verified as being recorded after that runner finishes may be assigned to that runner.

Road running performances will not be accepted if the remeasurement shows that the actual course distance was _____ than the stated distance.

For all road records:

(a) The course must not have a net decrease in elevation from start to finish exceeding ____ part per thousand (i.e., _____m per kilometer).

(b) The start and finish of the race must lie no more than _____% of the race distance apart as measured along the straight line between them, except when it can be shown that the average component of the wind direction at the head of the race (the lead runner) did not constitute a significant tailwind. NOTE: A tailwind shall be deemed to be significant if it prevails consistently throughout more than _____% of the course during the race.

For all women's road running records, except Masters records, _____ _____ shall be kept for women-only and mixed competition.

UNDERSTANDING LONG DISTANCE RUNNING OFFICIATING

For The Provision of Better Officiating To The Long Distance Running Community

Including sections on Cross Country Running, Ultrarunning, and Mountain & Trail Running

USA TRACK & FIELD

Edited by Bill Roe

with assistance from Lawrie Robertson, Tim Baker, George Kleeman, Norman Brand, Wayne Nichol, Andy Martin, John Davis, Don Kardong, Carl Sniffen, Dan Brannen, Nancy Hobbs, Wally Egger, Dr. John Robertson, and other members of the LDR community to acknowledge!

This document was written by Bill Roe, USATF Vice President, as part of an instructional program designed to increase the competency level of and consistency between long distance running officials. Additional contributors are acknowledged.

First Printing – July 2000