

THE UMPIRE MANUAL



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This manual is part of the USATF National Officials Monograph Series on how to officiate. Each monograph covers the various techniques for each officiating assignment. These monographs are intended for more in depth understanding of each job. They

are intended for both the novice and seasoned official. They cover the real details of the job and how it should be performed. They summarize various techniques to accomplish the job. These monographs can be copied and used for officials training only

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WHO ARE UMPIRES? (IAAF Rule 127,USATF Rule 127, NCAA Rule 3-5)

Umpires are assistants to the (Track) Referee assigned to report any infringement of the Rules. Their duty is to watch for breaches of Rules, however, they have no power to give any decisions. They stand or sit at such points as the Referee or Chief Umpire shall determine. Any infractions or incidents observed should be reported to the Referee or Chief Umpire after indicating the occurrence of such by raising a flag or some other signal previously agreed upon. Otherwise, an all-clear signal may be indicated. From the time the starter begins the race until the finish line personnel determine the results, the umpires become the subjective interpreters of the athletes' actions. Ever alert, the umpire must know the intent of the rules of competition and their appropriate application to the situations. The umpire must be observant for a wide variety of possible fouls or infractions. This is an area where each rulebook has some slight differences so it is particularly important to go over the rules just before the meet to make sure you call the appropriate foul from the appropriate rulebook.

DUTIES OF CHIEF UMPIRE

The Chief Umpire is directly responsible to the Referee and shall have general supervision over all Umpires. The Chief Umpire should instruct umpires as to the rules and violations in general and as to the special track conditions and special regulations established for the meet by the Games Committee or appropriate referee. This meeting should take place at least one hour to 45 minutes before the first running event. (S)He should also appoint the Assistant Chief Umpire and the Section Heads. The Chief Umpire should determine the number of umpires available and assign them duties and position (numbers) accordingly. If flags are not being used, signals to indicate the occurrence or absence of infractions should be prearranged. During and immediately after each event, the Chief Umpire should watch for signals indicating infractions. The Chief Umpire, in association with the Section Head should secure from the umpires, and clarify, the facts of all apparent violations of track rules. This should be done as soon as possible following the incident and be done both orally and in written form. This should then be reported to the appropriate referee with a recommendation concerning the validity of the violation. Results should be withheld until the reports of any infractions are received and the matter dealt with. Distribute Umpire Manuals and/or meet schedules to all the umpires, and collect them at the conclusion of the meet.

DUTIES OF SECTION-HEADS

Check your team for signals after every lap as soon as the runners are out of range and in the one-lap races you should get an immediate signal. Make sure the umpires mark the track if there is an infraction. Remove the markings after the Referee has seen the markings. Bring the written reports to your Chief/Assistant Chief, or to the Referee if (s)he is closer. Assemble your team in the prescribed time. Secure a substitute when required. Latecomers become substitutes. Signal your chief as soon as possible. Do not wait until the race is over. Give the signal, then watch the race. When ready, signal "white" to your chief. Do tell your section to leave the track when appropriate.

DUTIES OF UMPIRES

It is the duty of the umpire to observe the competition closely. But the umpire is not there to find fault or to call fouls, but rather to insure a fair competition. The umpires should report orally and in writing, without waiting for a protest, all apparent violations of the rules to the head umpire. In so doing, they assume no responsibility for disqualification—only the referee can make a disqualification. Upon observing an alleged violation, speak to no one about the possible violation. Write it up on your violation card, and be sure to include

the competitor's number, lane, color of jersey, and any other details that may allow proper identification of the correct athlete. The most important item is the identification of the athletes involved. Without this the referee can do nothing. The umpire shall raise a flag, or signal in the agreed manner, in the event of an alleged violation as soon as the umpire's area is clear. A yellow flag now is used in all competitions. Raise the flag until the Head Umpire or Assistant acknowledges it. Don't wave it around. In NFHS and NCAA competitions a white flag is raised to indicate that no apparent violation has occurred.

ENTRANCE (where possible)

The "Marching Leader" will advise you regarding the proper marching order onto the track. When marching onto the track, the violation flag should be carried in the left hand, and if provided, the stool in the right hand. Small bags may be permitted, but take NO cameras on to the track and do not talk to people in the stands. All events, except the 100-110 M hurdles, use single file to proceed along the exterior of the track. Umpires working the inside or interior positions cross at a signal from the chief. Sit when the chief or section head sits. For the 100-110 M hurdles form two files; one file walking along the interior and the other along the exterior of the track. The teams working the end positions enter according to local arrangements. Normally an umpire should not cross the finish line on the track.

SPECIFIC RACE GUIDELINES

All Races

Competitors should not receive any assistance whatsoever during the progress of an event. Assistance includes conveying advice or information to an athlete. All rulebooks allow verbal communication from outside the competition area provided that no mechanical device is being used. Any athlete receiving illegal assistance should be reported to the Chief Umpire or Referee. All infringements of the Rules should be reported on the Umpire's Report Form. The number of any competitor dropping out of a race and the lap number, where applicable, should be noted and passed on to the Chief Umpire or Referee. When an athlete commits a flagrant foul in a race to aid a teammate, all persons from the offending team in that race shall be disqualified. Such an infraction would be reported by the umpire and ruled on by the referee.

Race Walking

The umpire function is the same as in any track event. The Race Walking Judge, not the umpire, will judge the form and conformance of the walk to the rules; i.e., maintaining unbroken contact with the surface of the track and having the leg straight while passing under the body.

Running without assigned lanes

Observe runners during the race for illegal passing, crowding, cutting in or jostling while within your area of responsibility. Jostling or impeding or obstruction should be watched for especially when athletes are not in lanes. This occurs frequently on the bends or when competitors are cutting in. A competitor may run anywhere on the track at any pace or any change of pace as long as the competitor does not impede or obstruct by any body or arm action the progress of another runner. It is a violation if the runner veers to the right or left so as to impede a challenging runner and forces the challenging runner to run a greater distance. A competitor may pass another runner legally on either the right or left side. A competitor may cut in front of another runner, provided that the overtaking runner has one full stride (this rule also applies to the curved line start). Direct contact is not necessary; any action that causes another runner to break stride or lose momentum can lead to disqualification. The high school rule is slightly different and requires a full stride (about 7 feet). This is the only rulebook to specify a distance, the rest specify interference with or without contact. It is a violation if a competitor deliberately runs inside the track curb (or painted line) or passes another by running inside of track curb (or

painted line). Voluntarily leaving the track, and presumably the race, then returning later to continue the race should be reported.

Note: In general more interference is allowed at higher levels of competition and on indoor tracks.

At some track meets certain umpires may be asked to keep a record of laps completed by all competitors in races longer than 1500 meters. The lap scorer shall keep a record of the laps completed by the designated competitor. (S)He will notify each competitor the number of laps still to be completed, and record it on a lap scoring form. One lap scorer will signal the final lap, usually by ringing a bell.

Races that start in lanes, but don't finish in lanes

In a race starting but not finishing in lanes, the athlete must cross the break line within the assigned lane. Until crossing the break line the athlete must maintain the assigned lane in accordance with the rules for races run entirely in lanes. If steps on or over the inside lane line are allowed by rule, the athlete must make sure that they are in the proper lane before crossing the break line. For example a high school athlete may step inside the lane line for two steps, but must make the last step before the break line in the assigned lane. Small markers (e.g., cones or flags) may be placed at the intersection of the lane lines and break line.

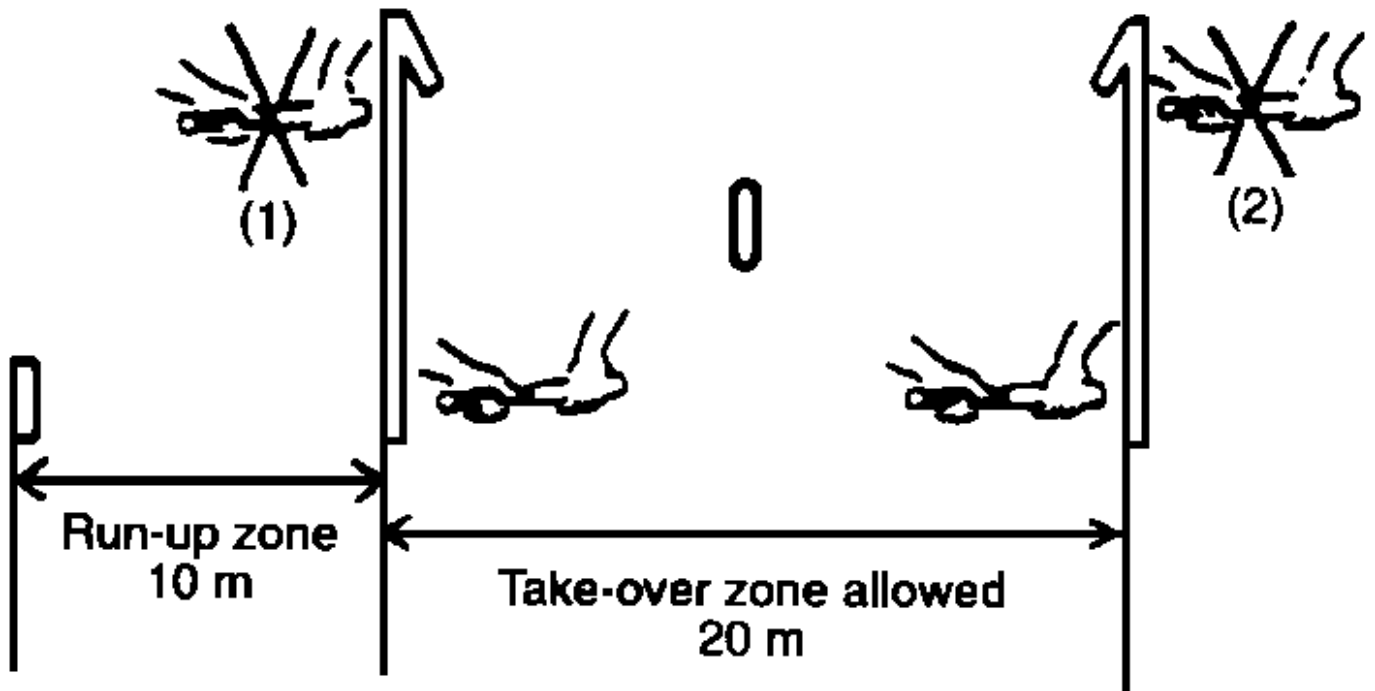
Races run entirely in lanes

In all races run in lanes, competitors shall start and finish within their assigned lanes. The athlete may be disqualified if observed to have deliberately run outside the assigned lane and gained an advantage. Each rulebook has a slightly different definition for this foul particularly if it occurs on a curve. For the IAAF a material advantage must be gained, or another runner must be obstructed for disqualification (Rule 141). No particular number of steps is specified but the current interpretation is one step on or inside the line is grounds for disqualification. In USA Track & Field running outside the lane to the right is a specified exception but is covered in the IAAF since no material advantage can be gained by running a longer distance (Rule 65.4 & .6). In the NCAA the athlete must step on or over the line with two consecutive steps of the left foot (Rule 5.5b). In high school it is on or over the line with three or more consecutive steps with either or both feet (Rule 5.11). Be sure that you can report the number of steps taken that are on or over the inside lane line. The referee may also want to know how far over the line the athlete was.

*Note: If a runner runs outside the assigned lane in the straightaway or runs outside the outer line on the curve, **with no material advantage gained and no other runner obstructed, no disqualification will take place.***

Relay Races

The same rules and penalties with reference to fouling, illegal assistance, or lane violations that apply to other running events shall also apply to relay racing. The Umpire should ensure that baton exchanges are made within the take-over zone. The position of the baton, not the competitor's hands or feet is the decisive factor. The pass is completed when the baton is in the hand of the receiving runner only. If the baton is dropped, in USATF/IAAF whoever drops it must pick it up in or out of the exchange zone. In NCAA/NFSA whoever drops it outside of the exchange zone must pick it up and in the exchange zone either may pick it up. The pass must still be completed in the take-over zone and the team may not gain advantage or interfere with other runners while retrieving the baton.



The following are other possible relay violations that Umpires should be alert for:

1. Runners must stay in their lanes after passing the baton until all runners have passed.
2. In the 4 X 400 meters relay, runners are allowed to move to an inner position for the second and third take-over. Watch for unfair jostling and/or obstruction.
3. Assistance by pushing-off or by any other method should be reported.
4. The baton is thrown not passed to the next runner.
5. While running, a team member transports the baton in some manner other than in the hand.
6. The last runner of the team finishes the race without a baton.
7. After passing the baton, a runner veers out of the passing lane or from a straight course and impedes an opposing runner.
8. Assuming a preparatory position in any race run in lanes, any part of the outgoing runner breaks the plane of the adjacent lane lines so as to interfere with another runner. (NCAA Rule 5-9-g)
9. The outgoing runner waiting for the baton does not take a position entirely within the 20 meter (65.62-ft.) passing zone (exception, see NCAA Rule 5-8-4).
10. A team member runs more than one leg.
11. After handing off baton, the incoming runner impedes another runner other than another incoming runner who has already handed off the baton.

In sprint relays (i.e., the incoming leg is 200 meters or less) the outgoing runner may use the international acceleration zone. In High School the incoming runner must be in an assigned lane for the entire leg.

Check marks may be made on the track for races run in lanes, within their own lanes. Material authorized by the organizers should be used to mark the track.

1. In USATF/IAAF the mark is limited to one 5cm by 40 cm. (Rule 80.16)
2. In NCAA two markers may be used, which are not longer than the width on the lane nor wider than 2 inches. (Rule 5-8-4)
3. In NFHS meets marking restrictions are set by the games committee.

Umpires should make sure that all markings made by the athletes are removed immediately after the race.

Hurdle Races (IAAF & USATF Rule 168, NCAA Rule 5-6, & NFHS Rule 5-13)

Hurdles: All competitors must clear, within their lane, the required number of hurdles. This must be done without running around the side, trailing a leg below the level of the hurdle bar, intruding into another lane, deliberately knocking down a hurdle with the hand or impeding another hurdler. USATF now requires that in their meets the hurdles will be the same width as the lanes they are being used in. In NCAA events it is a foul for a competitor to knock down a hurdle with his/her hand, even if not deliberate. Umpires should observe the runners as they are approaching, clearing and moving beyond the hurdle.

In all hurdle races always be alert to their proper setting (know the proper heights), placements and locations. Usually, in major meets, a Hurdle Chief with the hurdle crew will handle this chore. In those situations where someone has the responsibility for placing and checking the hurdles, it is still a good idea for Umpires to double check to make sure that everything is ready for the race. Use the table in the appendix to determine the correct heights and spacing.

Steeplechase Races (IAAF & USATF Rule 169, NCAA Rule 5-7 & NFHS (none))

The competitor must go over or through the water obstacle and must go over the hurdles as in hurdle events, except that the competitor may vault or step on the hurdle. 3000 M is now the standard open distance for both men and women, although for some Masters events and Youth the distance is 2000 M.

Umpire Positions

In the appendix there are several diagrams of umpire positions. Some are derived from IAAF books. In many cases there will not be enough umpires to staff every position indicated. In those cases the Chief Umpire will need to prioritize the positions. The first priority is the beginning and ending of each turn. These should be designated for Assistant Chief Umpires if available. The next priority would be the positions midway between the first four. As additional umpires are available then other positions may be assigned either inside or outside of the track. For hurdle races the Chief Umpire should make sure that two umpires can observe every flight preferably on opposite sides of the track. This also applies to the steeplechase. During relays the Chief Umpire should make sure there are enough umpires assigned to each zone without losing the ability to judge lane violations. It works best if the umpire does not need to watch more than two lanes in a big meet. If there are not enough umpires for that, then fewer umpires can be assigned to the entrance of the zone as most violations are at the exit end of the zone. Obviously those races less than one full lap require fewer umpires. The Chief Umpire should not overload the track just because there are that many umpires. For example the 100 Meters does not need any more than twelve umpires and can get by with fewer if necessary. The Chief Umpire may have to modify any locations due to local conditions such as a wall next to the track.

Reporting an Infraction:

To report a possible rule infraction, which could result in a disqualification, the umpire must be able to clearly recall the circumstances surrounding the infraction to aid the Referee in his or her decision. For this reason, a written report of what was observed should always be prepared as soon as possible. The umpire should always:

1. Carry paper and pencil to record the information. A small notebook is often useful for this purpose.
2. Use the proper forms provided by the Chief Umpire.

3. Signal the Chief Umpire immediately by holding up a yellow flag at the spot of the infraction. Do not wave the flag. Simply raise it.
4. Record name of the event, heat number, time of day, lane number, competitor(s) number(s), team affiliation, uniform colors, and a brief description of the possible violation.

The following form is an example of an Umpire Report. Other examples are in the appendix. The umpire should make every effort to fill out the form as completely as possible, no matter how insignificant the possible foul may seem. The Chief Umpire should always come to gather the report form and discuss your observations. The Meet Referee has the final say, unless there is a Jury of Appeals, and may or may not disqualify based on the full appraisal of the complete situation. Don't get involved in a protest unless the Referee summons you to clarify the report. The Referee and not you disqualified the athlete. Once you turn in a report put it out of your mind. Don't be offended if your call is not upheld. You may not know all the circumstances. It is your job to report what you see. Once the report is complete you have done your job. Let it go. If you can't, you will never be a good umpire.

UMPIRE INFRACTION REPORT

MEET: _____ DATE: _____ TIME: _____
 RACE: _____ HEAT: _____ MEN WOMEN (CIRCLE) DIV.: _____
 NAME: _____ LANE: _____ NUMBER: _____
 UNIFORM COLOR: _____ TEAM: _____
 LOCATION OF INFRACTION: _____
 TYPE OF INFRACTION: _____

 WHO IMPACTED: _____ LANE: _____ NUMBER: _____
 UNIFORM COLOR: _____ TEAM: _____
 UMPIRE'S NAME (PRINT): _____ SIGNATURE: _____
 HEAD UMPIRE'S COMMENTS: _____

 REFEREE'S DECISION: _____

 REFEREE'S SIGNATURE: _____

Please complete immediately after the occurrence of an infraction and turn into the Head Umpire. Signal your intent to complete a form by raising a yellow flag when the infraction happens.

Some general rules to remember when umpiring track events:

1. Follow the umpire's motto: Triple A: Be Awake, Be Aware, Be Alert.
2. Remember "ONLY THE REFEREE CAN DISQUALIFY AN ATHLETE". Your job is to report the infraction.
3. The umpire's job begins the moment the race starts and ends when the finish line results are complete. Make sure your post is attended at all times.
4. Carry a note pad and pencil/pen to record information.
5. Raise a yellow flag to signal an "infraction" at once.
6. If you think it happened, it didn't, and if you know it happened, it did.
7. Be able to describe to the referee what happened.
8. Report to the Head Umpire, any foul or other infraction including uniform violations or use of a communication device.
9. Record the uniform number of the competitor who committed the infraction or foul, the color of jersey, the number of the lane (if in lanes) and the number of the competitor fouled if foul has occurred.

10. Wait until after verbally reporting any infraction to the Chief Umpire and/or Referee before you discuss the infraction with other Umpires.
11. Providing verbal aid to runners IS LEGAL if no mechanical device is used and the aid is given from an area OUTSIDE the area of competition.
12. Another athlete does not have to be touched for a violation to occur. On the other hand, there can be contact without a foul occurring.
13. Be firm, but respectful, in dealing with athletes such as instructions for relays etc. Do this also with the coach, if the referee requests that you talk to him (her).
14. Refer a coach, athlete or spectator, to the referee if they have a question about a call.
15. Let the section-heads answer the questions asked at relays.
16. Make sure only approved markings are allowed on or off the track.
17. Straighten the hurdles after the last warm-up and replace the hurdles that were knocked down.
18. Verify correct positioning of the hurdles after the facilities crew has placed them.
19. Take a crouched position to observe the hurdle events. Use the sound of the gun as your signal.
20. Most relay fouls occur as the runners exit the exchange zone.
21. Carefully observe runners when they may be hidden behind obstacles or in the middle of packs.
22. Competitors, who commit infractions, quite often hinder themselves as well as others.
23. Conduct yourself in a professional manner. Look and be sharp.
24. KNOW THE INTENT OF THE RULES UNDER WHICH THE COMPETITION IS BEING HELD AND BE ALERT.
25. PRACTICE PREVENTIVE OFFICIATING, BE VISIBLE.

EQUIPMENT NEEDED:

Umpire Manual	Clip Board	Paper
Appropriate Rulebook	Pens/Pencil	Umpire forms

ASSEMBLY:

At the officials' quarters,	60 min. before the events.
At the track entrance,	20 min. before the events.
At the track position,	10 min. before the events.

POSITIONS

Umpires will stand for all events except the 5 km. and 10 km. races. They sit until the announcer calls the event, when they all rise. After the race is completed, umpires will, as a group sit down, except of course, those umpires who witnessed an infraction.

The Referee has approved the track positions. Do not modify the position, without consultation with the Referee or Chief Umpire. Determine your exact position by locating your number on the event track diagram for each event.

TRACK REPORT DICTIONARY:

Bend:	There are two on a track, the first bend extends from the finish line to the cut-in line, and the second bend, from the 200 m. start to the end of the last 4X100 exchange.
Enter 1st Bend:	About 30 m. going in.
In 1st Bend:	The 40 m. in the middle.
Exit 1st Bend:	The last 30 m. of the bend.
Step on Line:	Stepping on the left-hand line.
Out of Line:	Stepping over the left-hand line, or inside line, but the runner returns to his/her lane
Exchange Before	The relay baton was exchanged before the Exchange zone.
Exchange After:	An exchange after the zone.

Appendix

ASSIGNMENTS

TRACK REFEREE (TR) _____

ASSISTANT TRACK REFEREE (ATR) _____

1. CHIEF UMPIRE (CU) _____

2. ASSISTANT CHIEF UMPIRE (ACU) _____

SECTION HEADS:

3. _____

4. _____

5. _____

6. _____

UMPIRES:

7. _____

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Outdoor

Short

Women

Rule Book(s)	Age Group	Distance	No. Hurdles	Height	Start to First	Between	Last to Finish
IAAF/USATF NCAA/WMA	Open/W 30-39 Int./Young Women	100 M	10	84 cm. (33")*	13 M	8.5 M	10.5 M
NFHS	High School	100 M	10	84 cm. (33")**	13 M	8.5 M	10.5 M
USATF	Youth Girls	100 M	10	76.2 cm. (30")	13 M	8 M	15 M
USATF/WMA	W 40-49	80 M	8	76.2 cm (30")	12 M	8 M	12 M
USATF/WMA	W 50-59	80 M	8	76.2 cm. (30")	12 M	7 M	19 M
USATF/WMA	W 60 +	80 M	8	68.6 cm. (27")	12 M	7 M	19 M
USATF	Midget Girls	80 M	8	76.2 cm. (30")	12 M	7.5 M	15.5 M
NFHS	Jr. High	75 M	7	76.2 cm. (30")	13 M	8.5 M	11 M
NFHS	Jr. High	55 M	5	76.2 cm. (30")	13 M	8.5 M	8 M

*Note: USATF may run an experimental race at 91.4 cm (36")

**Note: State Associations may adopt either 84 cm. (33") or 76.2 cm. (30") in this race, but national records are recognized only at the 84 cm. (33") height.

Men

Rule Book(s)	Age Group	Distance	No. Hurdles	Height	Start to First	Between	Last to Finish
IAAF/USATF/NCAA	Open	110 M	10	106.7 cm. (42")	13.72 M	9.14 M	14.02 M
IAAF/USATF	Junior	110M	10	99.5 cm +/-0.5	13.72 M	9.14 M	14.02 M
WMA/NFHS	M 30-49/High School	110 M	10	99.1 cm. (39")	13.72 M	9.14 M	14.02 M
USATF	M30-49/Int/Yng Men	110 M	10	99.1 cm. (39")	13.72 M	9.14 M	14.02 M
USATF/WMA	M 50-59	100 M	10	91.4 cm. (36")	13 M	8.5 M	10.5 M
USATF	Youth Boys	100 M	10	84 cm. (33")	13 M	8.5 M	10.5 M
USATF/WMA	M 60-69	100 M	10	84 cm. (33")	16 M	8 M	12 M
USATF/WMA	M 70-79	80 M	8	76.2 cm >(30")	12 M	7 M	19 M
USATF	Midget Boys	80 M	8	76.2 cm. (30")	12 M	7.5 M	15.5 M
USATF/WMA	M 80+	80 M	8	68.6 cm (27")	12 M	7 M	19 M
NFHS	Jr. High	110 M	5	76.2 cm. (30")	13.72 M	18.29 M	23.16 M
NFHS	Jr. High	75 M	6	See Note	13.72 M	9.14 M	15.58 M

Note: This height may be either 91.4 cm. (36") or 99.1 cm (39")

Outdoor Long Women

Rule Book(s)	Age Group	Distance	No. Hurdles	Height	Start to First	Between	Last to Finish
IAAF/USATF NCAA/WMA	Open/W 30-49 Int./Young Women	400 M	10	76.2 cm. (30")	45 M	35 M	40 M
USATF/WMA	W 50-59	300 M	7	76.2 cm. (30")	50 M	35 M	40 M
USATF/WMA	W 60 +	300 M	7	68.6 cm. (27")	50 M	35 M	40 M
NFHS	High School	300 M	8	76.2 cm. (30")	45 M	35 M	10 M
USATF	Youth Girls	200 M	5	76.2 cm. (30")	20 M	35 M	40 M

Men

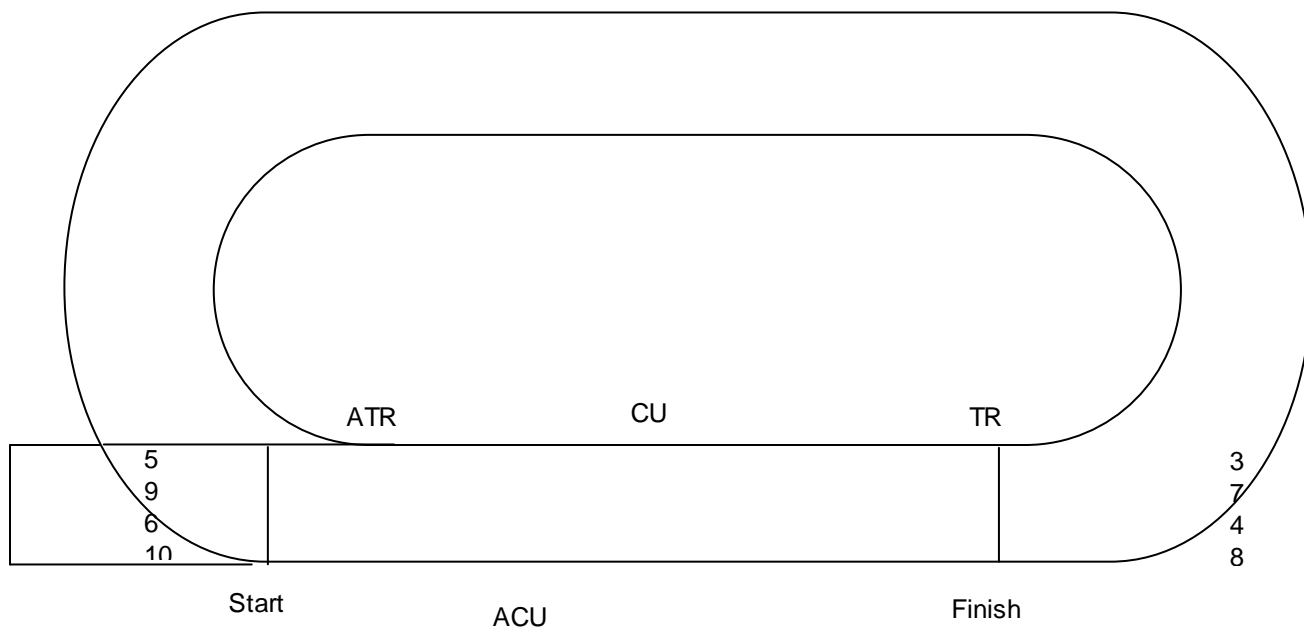
Rule Book(s)	Age Group	Distance	No. Hurdles	Height	Start to First	Between	Last to Finish
IAAF/USATF NCAA/WMA	Open/M 30-49 Int./Young Men	400 M	10	91.4 cm. (36")	45 M	35 M	40 M
USATF/WMA	M 50-59	400 M	10	84 cm. (33")	45 M	35 M	40 M
USATF/WMA	M 60-69	300 M	7	76.2 cm. (30")	50 M	35 M	40 M
USATF/WMA	M 70+	300 M	7	68.6 cm. (27")	50 M	35 M	40 M
NFHS	High School/Jr. High	300 M	8	91.4 cm. (36")	45 M	35 M	10 M
USATF	Youth Boys	200 M	5	76.2 cm. (30")	20 M	35 M	40 M

Note: NFHS 300 M Hurdles races use more hurdles than USATF and WMA events and will have different marks since the start to first hurdle is different.

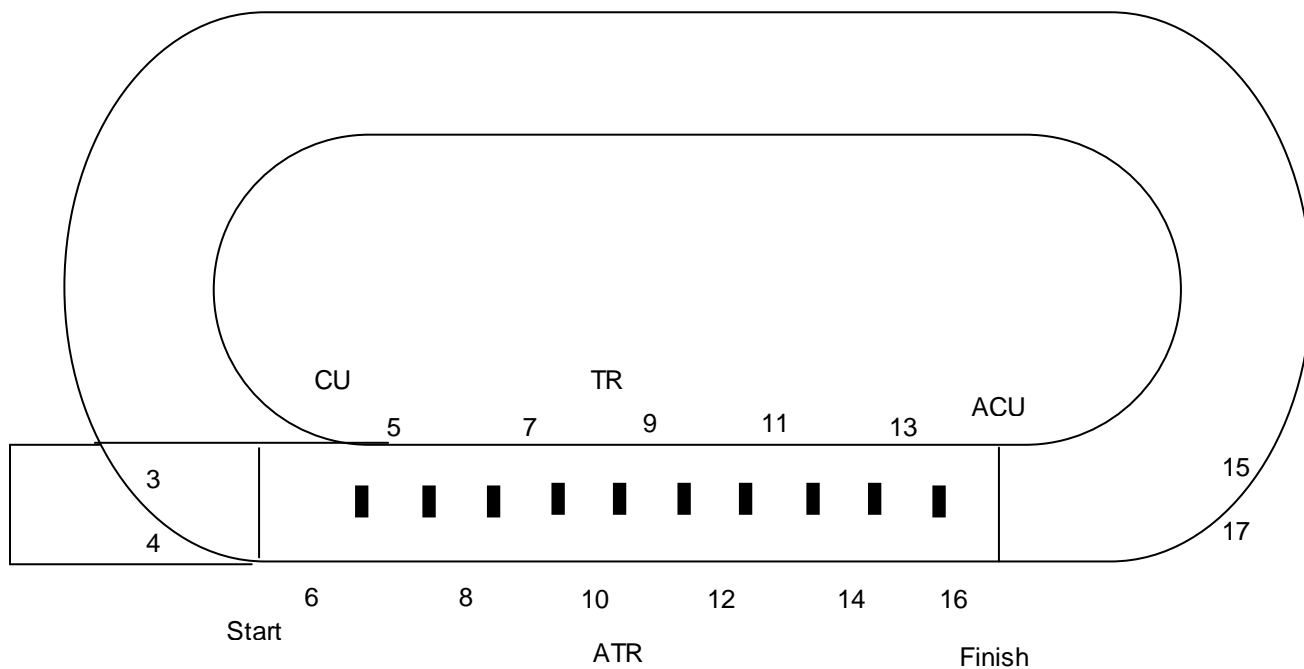
On tracks marked for High School events this could cause a problem. Check this carefully.

USATF and WMA use the normal 400 meter hurdle marks for the 200 and 300 meter events.

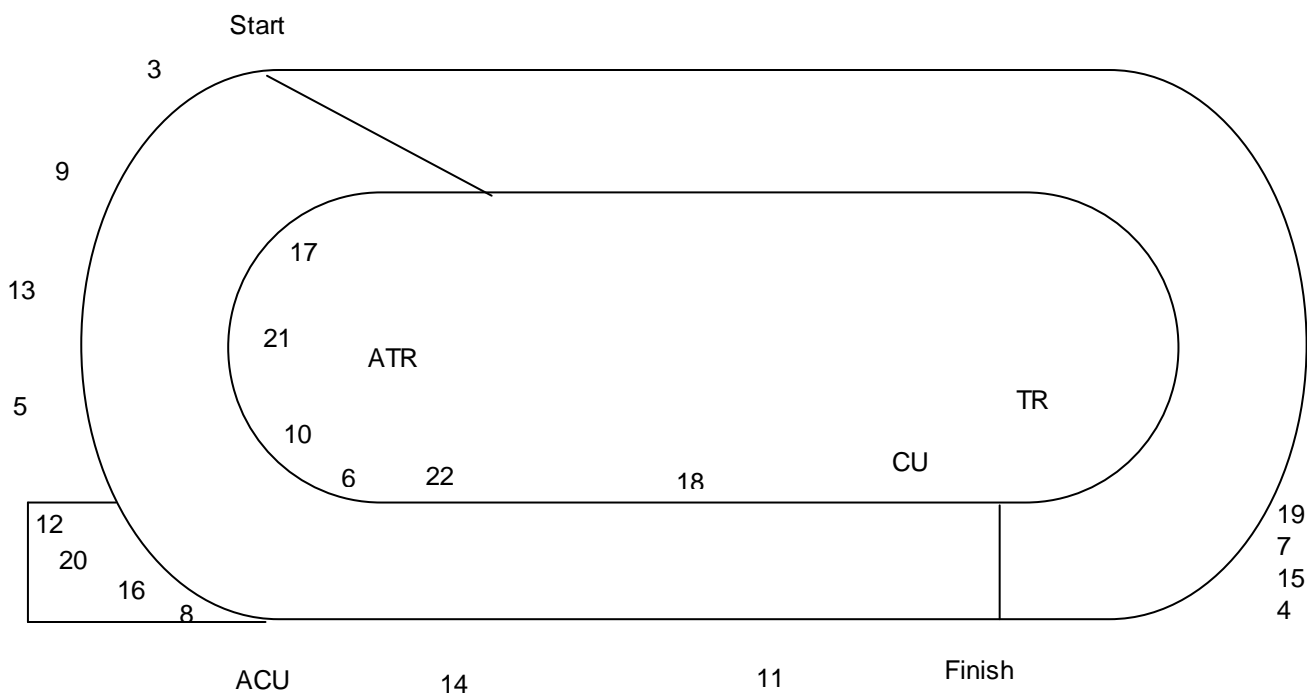
100 Meters



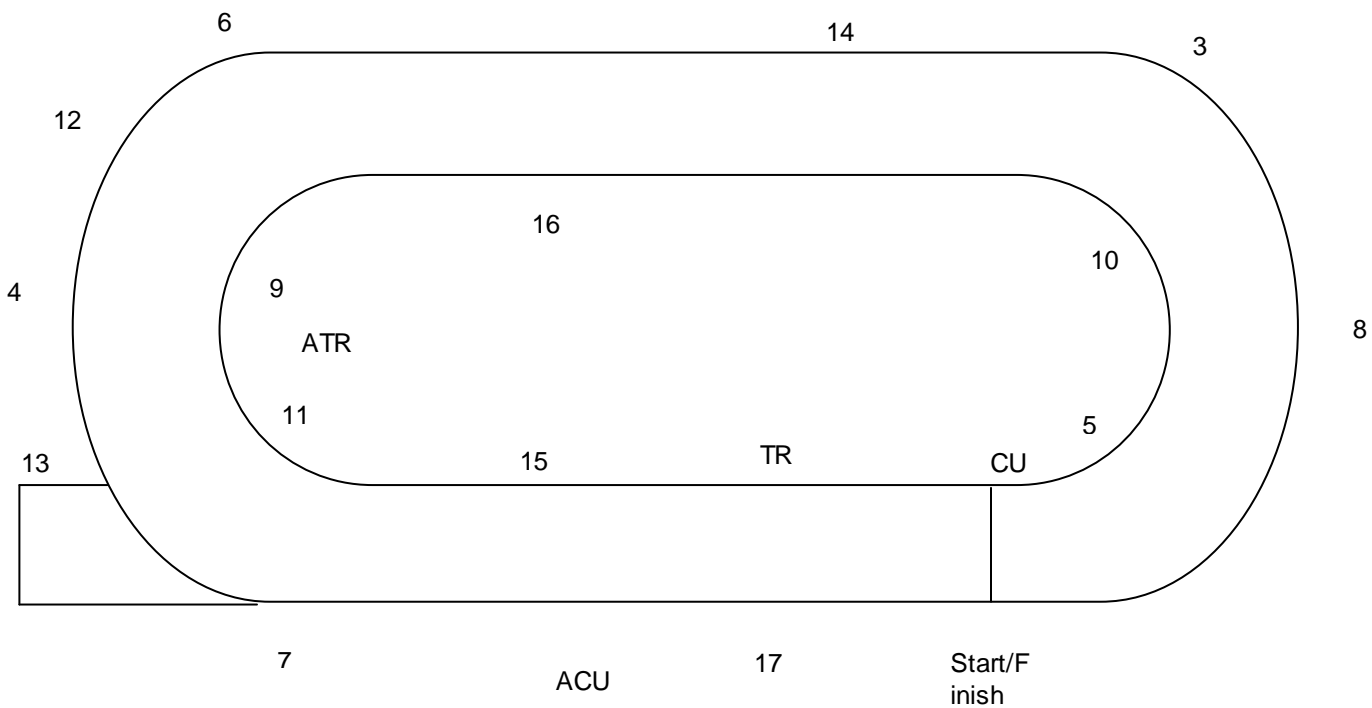
110/100 Meter



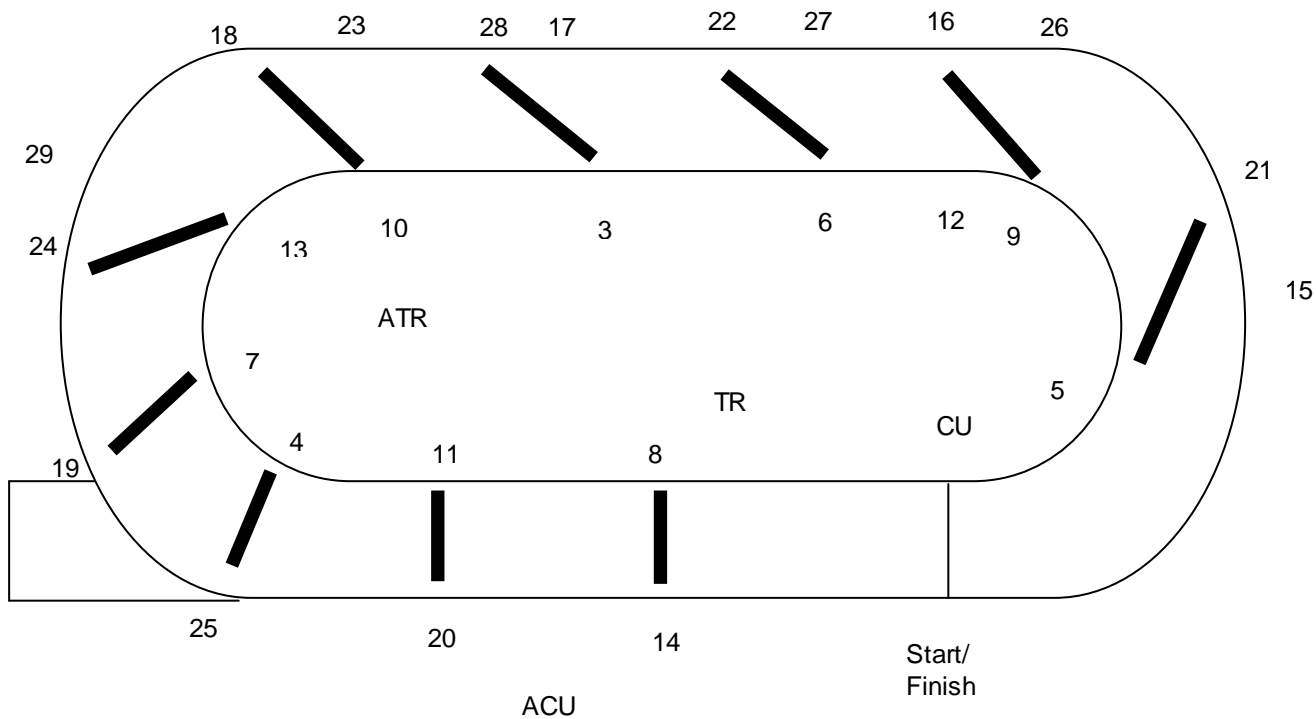
200 Meters



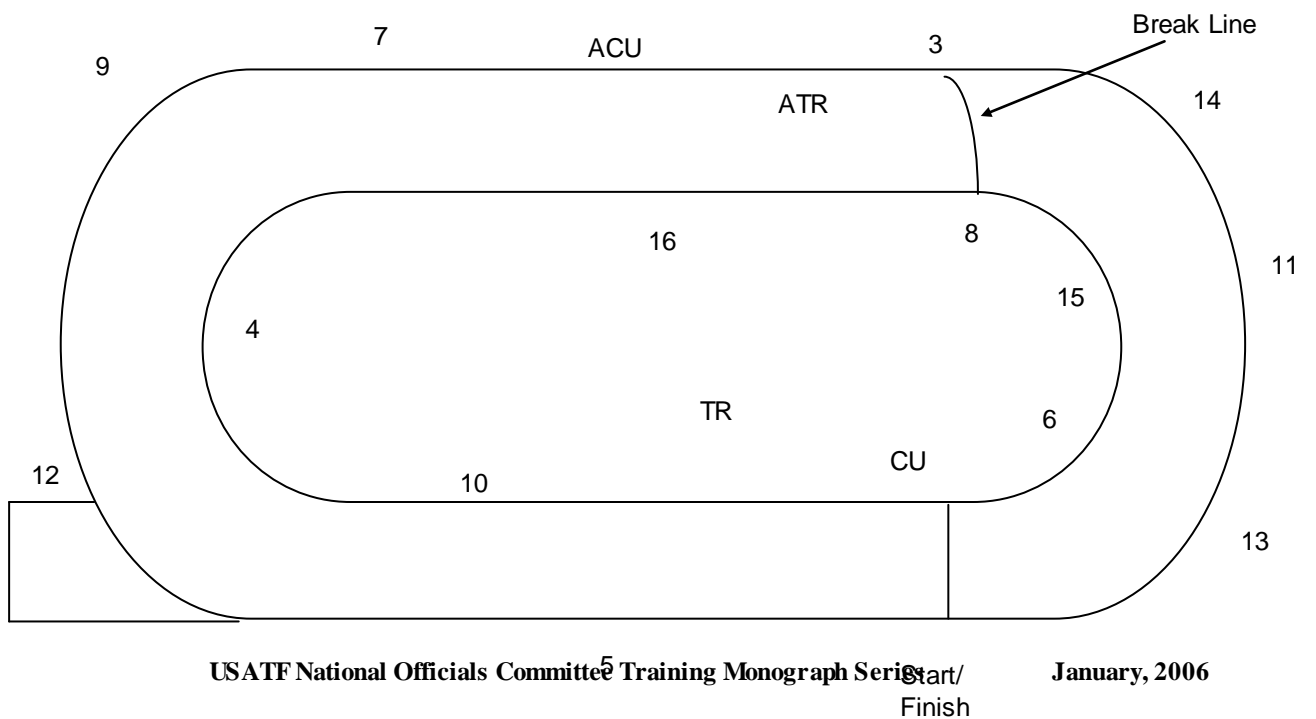
400 Meters



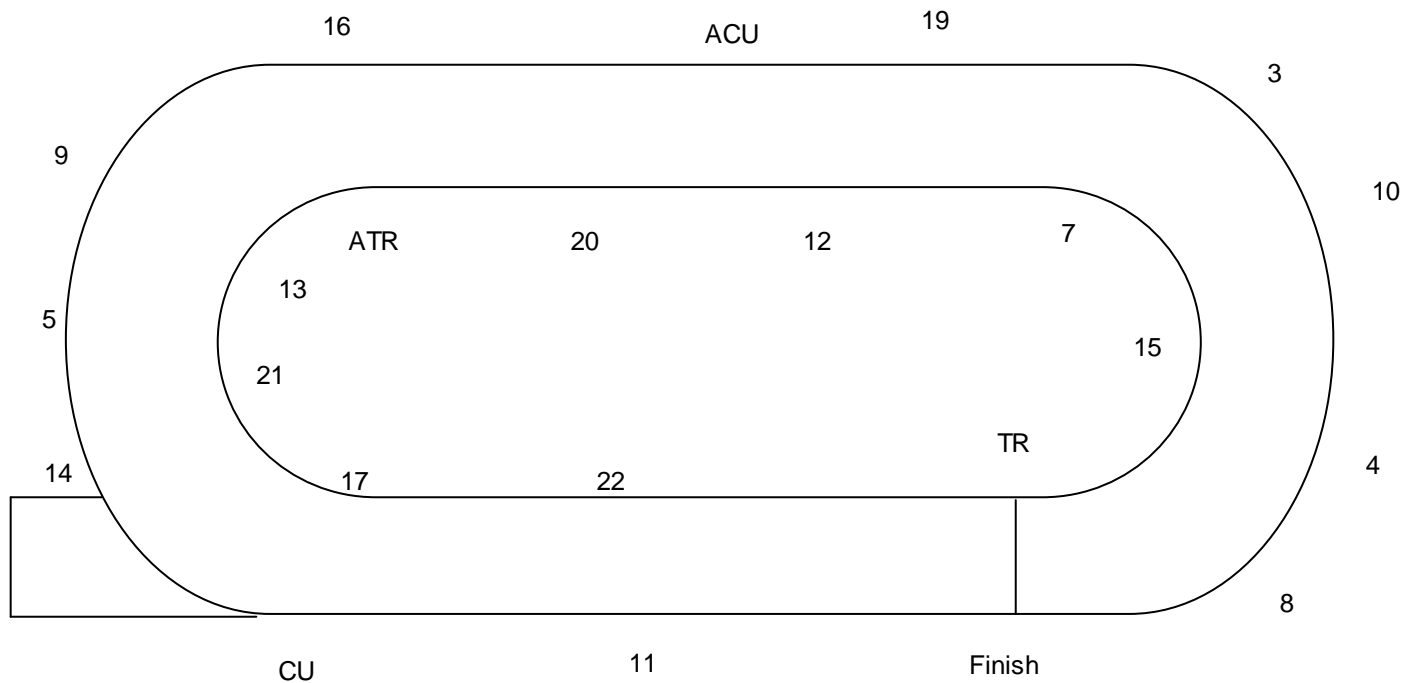
400 Meter Hurdles



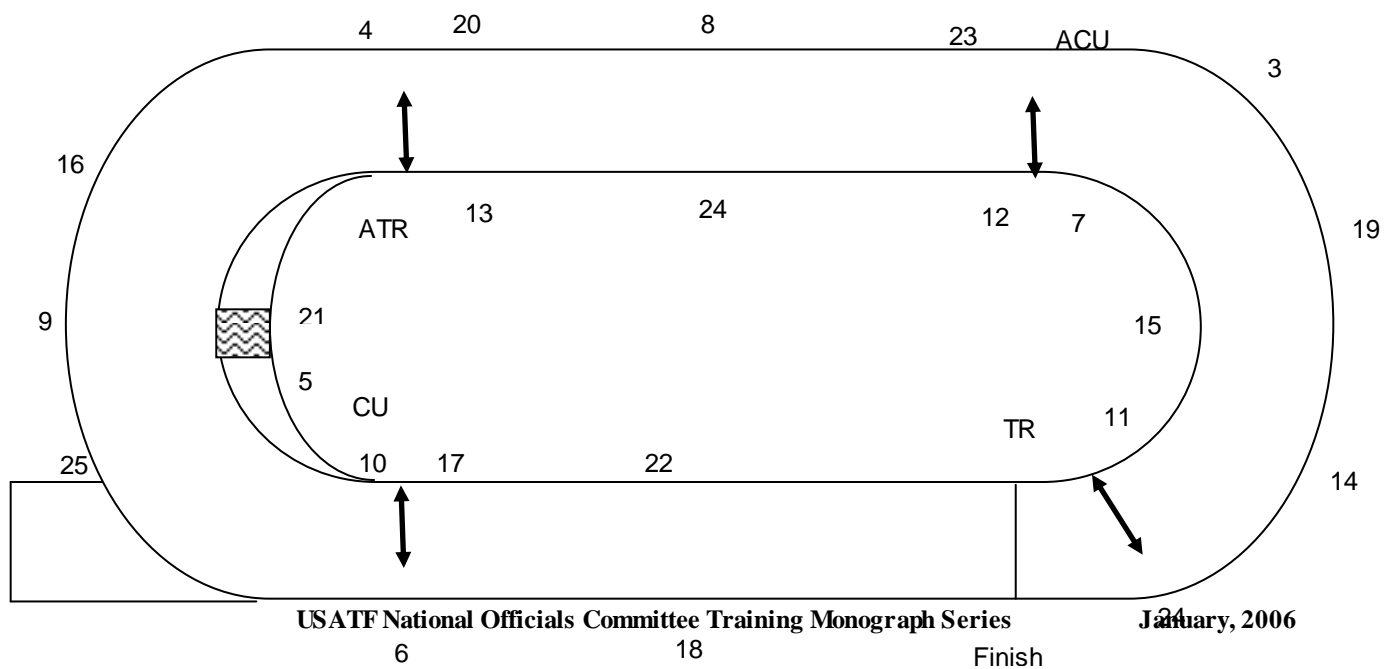
800



1500 Meters and Longer



Steeplechas



UMPIRE'S VIOLATION CARD

NAME OF COMPETITOR : _____ JERSEY NUMBER: _____

COLOR OF JERSEY: _____ COLOR OF SHORTS: _____

TEAM: _____ TIME: _____ AM PM

EVENT: _____ HEAT/ SECTION: _____ LANE: _____

MEN'S ___ WOMEN'S ___ DESCRIPTION OF INFRACTION: _____

SIGNATURE OF UMPIRE: _____ DATE: / /

REFEREE'S DECISION: _____

DATE: / / TIME: _____ AM PM

SIGNATURE OF REFEREE: _____

Men
 Hommes

