All Field Events

1. Obtain event sheets well before the start of warm-ups; request additional copies of sheets if needed

2. Check-in athletes at venue or at Clerking w/event head; notify announcer, recorder, and EDR of scratches

3. Oversee warm-ups: check bib numbers, uniforms, and spikes; periodically advise athletes of remaining time; a few minutes before warm-ups end, stand at the end of the line to indicate the last warm-up attempt

4. If directed by the event head, conduct the briefing to athletes; Advise athletes of the competition order, method to be used for calling up athletes and anything procedural they should know. You don't need to review all the rules to the athletes.

5. If an athlete will be absent from the competition, take actions as necessary (dependent upon prelims vs. finals, and verticals vs. other events); see Table "Absence From Competition – Field Events"

6. If applicable, advise athletes about intros, line them up in the order shown on the event sheet

7. Record the event start time on the event sheet

8. Notify the Recorder(s) of all passes (verticals)

9. Use the calls of: "Up", "On Deck", and "On Hold". As an athlete leaves the pit or circle, call the next three athletes, so as to have them ready as soon as the venue is ready. Use second "Up" call.

10. As directed by the event head, stand or place a cone on the runway or at the entrance to the cage or ring to prevent an athlete's attempt until the pit or sector is ready. Then, step aside/remove the cone/make a second "Up" call - to indicate the start of their time on the clock. (Note that the procedure using a cone between attempts is normally only used at very high level meets.)

11. Record performances on the event sheet:

Verticals: Make (O), Miss (X), Pass (Dash) Throws: Fair (Distance), Foul (X), Pass (Dash)

Horizontals: time of day as athlete is called Up; or if near the board - Fair (Distance), Foul (X), Pass (Dash)

Also: DNS = Did not start; DNF = Did not finish; DQ = Disqualified; NM = No mark/no valid trial

12. At the end of competition (prelims and finals), record the end time, determine places and compare results with the Recorder(s) and EDR if applicable.

Throws & Horizontals

1. Control entry of athletes into the ring/circle/runway to ensure the safety of officials in or near the sector/pit.

2. Only "Up" and "On Deck" athletes may have implements in hand. No winds or warmups outside the cage.

3. Determining finalists:

a. If there is one flight, during the 3rd round, circle each athlete's best attempt

b. If there are multiple flights, see Best Practices "Determining Finalists from Prelims"

c. Verify finalists with Recorder; if using EDM/EDR, also check finalists with EDR

d. Announce the distance it took to make finals, names of finalists and their jumping/throwing order.

Verticals

1. During warm-ups, enter the sequence of heights on the event sheet in both metric & imperial; obtain athletes' starting heights and standard settings (PV); and enter passes on the event sheet. Make the same entries on all copies of the sheets. Manage warm-ups – advise the pit crew of desired bar heights & settings.

2. Prepare a "Pit Boss Reference Card – showing height progressions, pegs, and heights to be measured

3. For combined events, typically enter the starting height at one increment below the lowest estimated opening height, to accommodate last-minute changes.

4. Pole Vault – mark standard settings for each jump on the event sheet. If directed by the event head, set the standards board for the next vaulter & display it for the pit crew.

5. At the end of each height, compare results with the Recorder, then advise the pit crew of next height. Also notify the pit crew if NCAA, HS, & USATF Youth, Masters athletes have earned & will take a run-thru.

6. Announce the names of all athletes jumping at the next height. Count the number of athletes competing at the height.

7. For consecutive attempts, & if 3 or fewer jumpers are left, notify timer and athletes of changed time limit.

8. When 2-3 athletes remain in the competition, forecast if a 1st place tie-breaker jump-off may be needed; if so, advise the event head official.