

EVENT MANAGEMENT ROLES

NATIONAL TECHNICAL DELEGATE

1. Oversee overall organisation from appointment to completion of competition reports.
2. Be the first point of contact for the relevant competition, for issues from the UKA office. UKA's Officials' Manager will be the normal point of contact and will supply the NTD with information to be distributed to Chief Officials.
3. Proof read, and approve all materials sent out to officials prior to the meeting.
4. Establish that all relevant paperwork has been sent to all competition officials.
5. Confirm with the Technical Manager that all necessary technical preparations have taken place.
6. Confirm with Event Management that all necessary preparation has been completed prior to the meeting to brief Chief Officials.
7. Chair the briefing of Chief Officials. In doing so, establish the competition rules and regulations of the event in question.
8. Monitor the briefings of officials by the Chief. (This should be done in conjunction with Jury of Appeal members).
9. During the competition observe a representative sample of technical aspects of the officiating. In doing so, accrue a range of information about the meeting conduct (as in an ITO role.)
10. In conjunction with the relevant Referees, monitor the seeding and draws in track and field events where appropriate.
11. In conjunction with the Chair of the Jury of Appeal (where appointed) ensure that a schedule is prepared for JoA members to act as event observers, taking on this part of the role of ITOs.
12. Evaluate the performance of chief officials and event managers – this may be in conjunction with others.
13. Oversee and manage the completion of all competition reports relevant to the meeting. In doing so receive copies of all reports from Chief Officials and Managers after the completion of the event and collate.
14. Prepare a report for UK Athletics.
15. Inform future post holders and the future event planning process.

MEETING MANAGER

1. Approve expense claim forms during the meeting.
2. Supervise receipt of bib numbers from event organisers, where appropriate, and deliver these to number stewards.
3. Agree with the press/ photocopying centre a number of start lists to be printed and put aside for competition management. Collect and distribute these to all those who need them.
4. Obtain a master set of technical lists (field cards) from Results Company, copy these and distribute as necessary.
5. Supervise the distribution and collection of radios.
6. Ensure that all required personnel are in place and liaise with relevant Chiefs to arrange substitutes as necessary.
7. Oversee any system for the distribution of draw sheets and results.
8. Collect hard copies of field cards and deal with any record forms – a stock of relevant record forms to be available for completion by Chiefs.
9. Act as Secretary for the Jury of Appeal.
10. Maintain a trackside presence throughout the meeting, whenever possible, dealing with such issues as may arise from time to time.
11. In conjunction with UKA's Senior Officials' Co-ordinator, deal with any issues relating to accommodation.
12. Agree the dress code and inform officials.
13. Work with UKA staff or other appointees to ensure that the following are carried out:
 - i. Meeting and greeting officials including collection and checking of expense claim forms.
 - ii. Distribution of programmes to officials.
 - iii. Distribution of any clothing.
 - iv. Collection of packed lunches, or other dining arrangements.

TECHNICAL MANAGER

1. Ensure that all meetings are conducted within the appropriate IAAF/UKA rules for competition and technical requirements.
2. Carry out pre-event venue technical inspections, if requested.
3. Liaise with Chiefs prior to events with regard to technology being provided, etc.

4. Agree the location of all field events.
5. Ensure that any necessary repairs/upgrades are carried out.
6. Ensure that all event sites are ready and fully equipped on the day.
7. Ensure that appropriate implements and all other equipment is available.
8. Liaise with the Equipment Officer, before and during the event.
9. Be the sport's link to technical service providers – TV, Event Presentation, Sports Timing, Results company and venue staff.
10. Be the sole arbiter of the final positioning of all equipment, including technical service providers' and TV equipment. Similarly, the placement of all Sports Science equipment and personnel.
11. Maintain a trackside presence throughout the meeting, dealing with such issues as may arise from time to time.
12. Supervise the work of venue staff, through their managers/supervisors.
13. Produce site plans for each event at each venue with positions for officials, equipment, etc. as required. Sign these off, if produced elsewhere.

COMPETITION DIRECTOR

1. Co-ordinate timetable planning and sign off the final version as workable. In doing so work in close consultation with Event Production, Broadcasters and UKA/England Competitions Department staff.
2. Advise Chiefs/Referees, in advance of any timetabling or production issues which may impinge on the conduct of their duties, including arrangements for athlete introductions.
3. Design procedures and routes for the movement of athletes through the various stages of the competition process.
4. In particular, plan routes from the Call-Room to event starts and sites, ensuring that these are agreed and communicated to appropriate officials
5. Ensure that Referees are briefed and understand the system for getting athletes through the Mixed Zone and to presentation. Also confirm with Start Co-ordinator procedures for escorting any disqualified athletes from the start.
6. Oversee the work of kit-carriers and their supervisors.
7. Produce a detailed call-up schedule for officials to use.
8. Prepare a simplified call-up schedule for display to athletes.
9. Produce guidance notes for chief officials.
10. Be the link during the event to Event Presentation.
11. Run the meeting to time.
12. Wherever possible, be at the start of each track and field event.
13. Be the final decision-maker on the conduct of the meeting, dealing with such issues as may arise.

EQUIPMENT OFFICER

Working with the Clerks of Course:

1. Ensure that all venue equipment necessary for the competition is provided, prepared and made available at the correct time.
2. Ensure that any venue and personal implements are checked, marked appropriately and available at the competition site at the correct time for the relevant competition. Any implements that do not conform should also be marked appropriately and the reasons for rejection conveyed to the relevant athlete.
3. Ensure that equipment no longer required is removed in a timely fashion.
4. Ensure that all equipment and implements are cleaned and returned to the appropriate store/place at the end of the competition.
5. Where relevant ensure that any implement involved in a record performance is rechecked and if correct confirmed with the relevant Referee.

JURY OF APPEAL

1. In addition to their role as defined in the IAAF Rules for Competition, the Jury of Appeal act as the NTD's "eyes and ears."
2. They will be allocated by the NTD to observe the discipline briefings, supplying brief written feedback on each to the NTD.

3. The Chair of the Jury of Appeal will prepare a schedule allocating each member of the jury as observers to as many events as is feasible. In doing so they act as “pseudo ITOs/ATOs”. It is important to note, however, that they should not directly intervene in the conduct of an event, as ATOs/ITOs are now authorised to do. Instead, they should draw any concerns to the attention of the judge in charge of an event.
4. It is important that they be seated wherever possible and remain as unobtrusive as possible.
5. At the conclusion of the event they should supply feedback to the NTD.
6. They are not there to assess officials, that is the responsibility of assessors where appointed, or Referees.
7. In the event of a protest, the Meeting Manager will act as secretary to the Jury of Appeal.

Guidance notes on Jury of Appeal Procedures

1. *You should be available at all times during the event. If moving away from your allocated position you should ensure that other members of the Jury are aware of your location.*
2. *It is clearly desirable that you have watched the progress of events closely.*
3. *If there is an appeal for you to consider, you will be provided with a written protest by the Meeting Manager. Do not deal directly with the athlete or someone acting on his/her behalf. Conduct your discussions in private and do not allow access to the room or area to any other person – except where you have specifically called someone to appear before you.*
4. *The Chair of the Jury will need to provide a clear written statement as to the findings of the Jury and the reasons behind any decision. It is desirable to have this statement word-processed rather than in handwritten form, for distribution.*
5. *In coming to a decision you need to consider;*
 - a. *The exact terms of the protest and the wording of the IAAF rule being used as the basis of the appeal.*
 - b. *What information and/or explanation you have been provided with by the relevant Referee/Judge.*
6. *In coming to your decision you may wish to review:*
 - a. *The grounds being claimed as the basis of the appeal – are they applicable and likely to change a decision even if proved correct?*
 - b. *The information provided by the appropriate Referee with the reasons, if relevant, why a particular decision (or lack of a decision) was taken. This should always include such items as the umpiring report form(s) for a track infringement or a photo-finish picture if the protest is about the placing of a competitor in a track event.*
 - c. *Where relevant, attempt to view any video evidence via the Host Broadcaster. Other video evidence may be available.*
 - d. *Make arrangements to view the photo-finish picture on screen if the photograph provided is not conclusive.*
 - e. *Interview the Referee and/or Judge/Umpire, if necessary, to clarify the details/circumstances of the infringement.*
 - f. *Although unusual, you may wish to question the athlete(s) concerned. (It is normally not recommended to take this course of action).*
 - g. *In the case of an appeal against a false start and a subsequent disqualification then obtain a copy of the print out of the reaction times for the race. (Familiarise yourself with the format of these print-outs and be sure you understand the significance of their content.)*
7. *Remember that your decision needs to be made as quickly as possible. It is likely that qualification for the next round or a medal presentation may hinge on your decision. A majority decision will be acceptable.*
8. *Agree a clearly worded statement of the results of your deliberation, explaining clearly why the protest has been upheld or rejected. Remember that there is no appeal against your decision so clarity is essential. This statement will be provided to the person making the appeal and also to the appropriate Referee. Remember that it is always possible that the contents may be quoted to the media as it is likely to be made available to them via the press centre.*