

Head Official:

- Responsible for all assignments and meet execution

Clerk of the course:

- Make sure all volunteers are happy and have what they need

Bullpen Official:

- Oversees the flow of athletes prior to their event
- Communicates with the Announcers when it is time to call athletes
- Manages the Assistants to ensure athletes organized and ready to compete

Bullpen Assistants:

- Helps the bull-pen official with organizing athletes and getting them to the line on time and in the proper heats/lanes
- May be required to run materials or information to the box

Head Starter:

- Manages and executes that start of every race

Assistants to the Starter:

- Helps the starter by keeping athletes in their correct positions so we can move through heats and events in a timely manner.
- May be required to run information to and from the box or start line.
- Moves the blocks to the start line of the next event, at the conclusion of each running event.

Head Timing Official:

- Manage the timing devices and the assistants
- Ensures accurate timing and recording of all events

Timing assistants:

- Helps the head timer keep things organized and running smoothly.
- May be required to run things around to different locations
- Helps with back-up timing when needed
- Helps time the distance events
- Manages the finish line crew
- Create a chute at the finish line to keep athletes in order and safely moving away from the finish

Results:

- Records and organizes all times and places in each event
- Is responsible to ensure all the data is complete and accounted for at the end of the meet

Announcers:

- Introduce athletes
- Makes First, second, and final calls
- Announces the awards
- Announce any pertinent information for the entire congregation

Running Events

Split Reader – Backup Timer:

- Reads lap splits for the distance events, and runs the backup timer.

Lap Counters/Finish Line:

- Make sure that distance runners know how many laps they have remaining
- Assists the Finish Line crew

Hurdle Crew:

- Sets up the hurdles before the meet at the *second lowest notch* on the girls 100H marks, leaving lanes 1-3 empty, with those hurdles stacked in lane 4
- After the conclusion of the 4x800, set the hurdles for lanes 1-3
- At the conclusion of the girls 100H, moves the hurdles *up two notches (second highest)* and back (towards the start line) to the boys 110H marks
- At the conclusion of the 110H moves the hurdles to the *lowest notch*, and moves 8 hurdles (1 for each lane) to each of the 8 300H marks.
- At the conclusion of the girls 300H race, move the hurdles *up two notches (to the middle notch)* for the boys 300H
- At the conclusion of the 300H remove the hurdles from the track.
- **Note: if it is a junior high meet, there is no 300H event, and the girls hurdles are on the lowest notch, and the boys are 1 up**

Relay Crew:

- At least 2 people need to be at each exchange zone to make sure the baton is passed legally.
- Set up cones for the cut in mark in the 4x400m
- Also set up cones around the entire track, on the line of lane 1, to make sure all races using lane 1 and run legally.

Field events

Head of Field Events:

- Oversees all field events to make sure they are running smoothly
- Manages the weigh-in prior to the meet.

Head Shot Put Official:

- Oversees all aspects of the Shot Put event

Shot Put Assistants:

- Works the shot put under the direction of the head shot put official
- Measures throws (2 people), announces marks, announces athletes, shags shots
- Makes sure athletes and spectators are clear of the sector

Head Discus Throw Official:

- Oversees all aspects of the Discus throw event

Discus Assistants:

- Works the discus under the direction of the head discus official
- Measures throws Measures throws (2 people), announces marks, announces athletes, shags discs
- Ensures athletes and spectators are clear of the sector and in a safe location

Head High Jump Official:

- Oversees all aspects of the High Jump event

High Jump Assistants:

- Works the High jump under the direction of the head HJ official
- Announces Athletes, resets the bar, measures the bar height

Head Long Jump Official:

- Oversees all aspects of the Long Jump event

Long Jump Assistants:

- Works the Long jump under the direction of the head LJ official
- Announces athletes, measures the jumps (2 people), rakes the pit, makes sure each jump is legal