FLIGHT COORDINATOR ACTIVITIES

(USATF Rules 180 & 181; NCAA Rules 6-1, 6-2, 6-3, & 6-4)

(Tailor these activities to the competition, and the number of available officials)

All Field Events

1. Obtain event sheets well before the start of <u>warm-ups</u>. Request additional copies of sheets if needed.
2. Check-in all athletes (at Clerking or at venue). Advise the announcer of scratches.
3. During warm-ups, periodically advise athletes of remaining time; a few minutes before warm-ups end, stand at the end of the line to indicate the cut-off/last warm-up attempt.
4. If directed by the event head, conduct the briefing to athletes; see Best Practices "Instructions and Rules" documents. Advise athletes of the competition order.
5. If an athlete is or will be absent from the competition, take actions as necessary (dependent upon prelims vs. finals, and verticals vs. other events); see Best Practices "Absence From Competition".
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. 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.
9. If directed by the event head, stand 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. If directed by the event head, when the pit or sector is ready make a second "Up" call or give the athlete a signal, to indicate the start of their time on the clock.
10. 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 valid trial
11. Notify the Recorder of all passes.
12. At the end of competition, record the end time, determine places and compare results with the Recorder(s).

Throws & Horizontals

1. If one flight, during the third round, circle each athlete's best attempt. At the end of the round verify finalists with the Recorder; or if directed by the event head, announce finalists and their jumping/throwing order in the finals.
2. If multiple flights, see Best Practices "Determining Finalists from Prelims". Have this verified by another official, and announce finalists and their 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.
2. For combined events, typically enter the starting height at one increment below the lowest estimated opening height, to accommodate any last-minute changes.
3. Count the number of athletes competing at a height; announce & conduct 5-alive if necessary (NCAA only).
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. Announce the names of all athletes jumping at the next height.
6. For consecutive attempts, or when 3 or fewer jumpers are left in the competition, notify the Timer and the athletes of a changed time limit.
7. 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.