

**Jamaica Athletics  
Administrative  
Association Limited**  
*JAAA*



# JAAA CALENDAR CONFERENCE

November 7, 2015

**“MEET ORGANISATION, EQUIPMENT  
&  
IAAF RULES”**

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# THINGS TO CONSIDER WHEN PLANNING A TRACK & FIELD MEET/EVENT

- ▶ ORGANISING COMMITTEE
- ▶ MANAGER
- ▶ STADIUM/VENUE
- ▶ SURVEYOR'S REPORT
- ▶ SANCTION
- ▶ MEET /EVENT
- ▶ NAME OF MEET
- ▶ DATE
- ▶ SPONSORSHIP
- ▶ POLICING
- ▶ MEDIA SERVICES
- ▶ ANNOUNCER
- ▶ PARKING
- ▶ EQUIPMENT
- ▶ OFFICIALS
- ▶ BRIEFING OF OFFICIALS
- ▶ PROMOTION
- ▶ ENTRY FORMS/ENTRY FEES
- ▶ PROGRAMME
- ▶ SCHEDULE OF EVENTS
- ▶ TRANSPORTATION AND ACCOMODATION
- ▶ INFORMATION FOR ATHLETES, TEAMS AND COACHES
- ▶ RESULTS
- ▶ AWARDS/CEREMONIES
- ▶ POST MEET/EVENT ASSESSMENT
- ▶ IAAF GENERAL RULES

# ORGANISING COMMITTEE

- ▶ Establish Organising committee ensuring diverse skill sets to ensure flawless execution including:
  - ▶ Chairperson
  - ▶ Marketing expertise/PR
  - ▶ Technical expertise
  - ▶ Security
  - ▶ Medical
  - ▶ Finance
  
- ▶ Establish name of Meet

# SPONSORSHIP

- ▶ Develop meet budget by factoring costs for the following:
  - ▶ Equipment
  - ▶ Awards
  - ▶ Meals and refreshments
  - ▶ Medical supplies
  - ▶ Security
  - ▶ Stipends for officials
- ▶ Establish make up of sponsorship e.g..
  - ▶ Single title sponsor vs. Multiple associate sponsors
  - ▶ Determine type of commitment whether cash or kind
- ▶ Negotiate sponsorship requirements
  - ▶ Number and position of advertising boards
  - ▶ Sponsors branding requirements etc

# VENUE SELECTION

- ▶ You will need a safe and accessible track for this event. A 6- or 8-lane track of 400 meters is preferable, but a smaller track can work if needed.
- ▶ Make sure the lanes and all start and finish lines are clearly marked and track/course certified. Use tape or chalk to define lines and a measuring wheel to measure distances, if necessary.
- ▶ The facilities available will, in part, dictate the field events you can include.
- ▶ Ensure field events, particularly throwing events can take place in a safe environment for athletes and spectators
- ▶ Ensure Venue is suitable for the type of meet.
- ▶ Will the facility comfortably accommodate the anticipated number of Athletes and Spectators ?

# SANCTION

- ▶ Establish objective/s of meet
  - ▶ Development vs. Solely profit making venture
- ▶ Ensure application is made to the relevant governing body for sanctioning the meet.
- ▶ Ensure all relevant fees are paid well in advance
- ▶ Ensure written confirmation received from sanctioning body
- ▶ Apply for requisite permit from relevant authority e.g.
  - ▶ JAAA
  - ▶ ISSA
  - ▶ KSAC
  - ▶ Fire Dept
  - ▶ Police - blank shots, road race coverage etc.
- ▶ Secure insurance coverage for athletes and spectators

# PROMOTION

- ▶ Advertise and promote via media including
  - ▶ Print
  - ▶ Radio,
  - ▶ TV
  - ▶ Social Media
  - ▶ Email blasts

# ENTRY FORMS AND FEES

- ▶ Ensure that entry forms are distributed well in advance of the meet.
- ▶ Establish a cut off date which will facilitate the smooth processing of the data and organization of the meet.
- ▶ Establish process for collection of forms and fees
- ▶ Establish process for data entry
- ▶ Establish process for confirmation of entries
- ▶ Ascertain number of participants per event
- ▶ Ascertain total number of participants

# SCHEDULING

- ▶ Collaborate with other meet organizers and stakeholders e.g. ISSA, JAAA to ascertain events to be staged at their meets to ensure that there is an equitable spread of events across all meets.
- ▶ Finalize details of specific events for both track and field including
  - ▶ Number of athletes per event
  - ▶ Number of heats per event
  - ▶ Number of flights per event
  - ▶ Number of attempts per field event e.g. 3 or 4 trials versus 6 for long jump, throws etc
- ▶ Ascertain number of officials needed to run meet effectively
- ▶ Establish order of events factoring in time/event and proposed end of meet

# OFFICIALS

- ▶ Working with your local JAAA Officials Committee is very important. No meet can be properly conducted without competent officials. The Chairman of JAAA officials commission (4<sup>th</sup> VP - Vilma Charlton) should be notified of your requirements at least three months before your meet is presented. All officials, including the referee and starter, should be requested. The breakdown is as follows:
  - ▶ Competition Director
  - ▶ Meeting Manager
  - ▶ Competition Secretary
  - ▶ Call Room
  - ▶ Technical Officials (Starters, Finish Judges, Time Keeping-manual/electronic, Wind Gauge)
  - ▶ Referees
  - ▶ Jury Of Appeal
  - ▶ Announcers

: Working with your local USATF officials association is very important. No meet can be properly conducted without competent officials. The supervisor of track and field officials for your local Association of USA Track & Field's Officials Committee should be notified of your requirements at least three months before your meet is presented. All officials, including the referee and starter, should be requested.

# OFFICIALS

- ▶ Officials should be suitably briefed prior to event staging.
- ▶ Officials should be outfitted with branded clothing and be provided with meals and refreshments
- ▶ Where possible a stipend, transportation, and accommodation should be provided

# MEDICAL

- ▶ Ensure there is full medical support.
  - ▶ Apply to Sports Medicine Association for medical support.
  - ▶ Also St. John ambulance
  - ▶ Ministry of health
- ▶ Ensure adequate number of doctors, physiotherapists, massage therapists are available.
- ▶ Ensure the following are in place:
  - ▶ Ambulance
  - ▶ Medical room/tent
  - ▶ Adequate hydration stations
  - ▶ Stretchers
  - ▶ Beds

# MEDICAL

- ▶ Ensure adequate medical supplies are available including IV fluids.
- ▶ Ensure that adequate doping control area is established
- ▶ Notify nearest hospital /medical facility of staging of event to facilitate a speedy response to any eventuality

# EQUIPMENT

- ▶ Ensure that adequate equipment is procured to guarantee the smooth running and timely conclusion of the meet.
- ▶ Look at the possibility of having multiple competition areas for the field events e.g.. 2 Long Jump areas, 2 high Jump Stations. This will be even more important if there is a large number of entries.
- ▶ Ensure barriers are erected to facilitate proper crowd control and enhance safety of athletes, officials and spectators.
- ▶ Ensure adequate public address system is available.

# EQUIPMENT AVAILABLE FOR RENTAL

- ▶ HURDLES –
  - ▶ HIGH JUMP – 1 Station ie. Bags, Uprights, Cross Bars
  - ▶ STARTING BLOCKS-
  - ▶ JAVELIN- Senior Male, Female
  - ▶ SHOT PUTT – Senior Male, Female
  - ▶ Discus- TBD
  - ▶ WIND GAUGES-
- 
- ▶ Nb. EQUIPMENT MUST BE TRANSPORTED BY JAAA

# POLICING AND PARKING

- ▶ Ensure adequate police presence supported by other security personnel
- ▶ Ensure competition area is secured
- ▶ Ensure satisfactory arrangements are in place for VIP parking
- ▶ Ensure proper provisions are in place for crowd control and gate supervision
- ▶ Ensure adequate police coverage is provided for road racing
- ▶ Ensure parking area is designated away from competition areas
- ▶ Ensure parking is organised such that vehicles will not be damaged by throwing implements

# MEDIA SERVICES

- ▶ Ensure media is properly briefed and sensitised through
  - ▶ Press briefing
  - ▶ Press conference
  - ▶ Press releases
- ▶ Get commitment from media houses to provide coverage
- ▶ Establish website for event
- ▶ Post messages on Social media

# INFORMATION FOR ATHLETES, TEAMS AND COACHES

- ▶ Provide Heat/Flight Sheets
- ▶ Programs/order of events
- ▶ Numbers
- ▶ Pins
- ▶ Meet regulations

# RESULTS, AWARDS AND CEREMONIES

- ▶ Identify results area for sponsors, media and officials where results will be available throughout meet
- ▶ Also post results on online (websites and social media)
- ▶ Throughout meet results should be provided for announcement via hard copy and/or electronically
- ▶ Provide complete results to sanctioning bodies as soon as available at end of meet
- ▶ Ensure that presentation of awards for each event are completed by conclusion of meet

# POST MEET REVIEW AND ASSESSMENT

- ▶ Post meet assessment should be conducted within 2 weeks of staging of meet where the following should be considered:
  - ▶ Solicited feedback from all stakeholders: athletes officials, sponsors media, spectators
  - ▶ What went well
  - ▶ What didn't work
  - ▶ Suggestions for improvement
  - ▶ Profitability of the meet
  - ▶ Whether meet/event objectives were met

# IAAF GENERAL COMPETITION RULES

## General Competition Rules

# AGE GROUPS (RULE 141)

- ▶ Athletics is a sport which is available for and attractive to people of all ages and level of ability. Whilst the IAAF Rules provide the framework for higher levels of competition, it is quite usual for national federations and local associations to have their own regulations in relation to such matters as age groupings.
- ▶ For international competition the following age group definitions apply:
  - ▶ Youth – boys and girls aged 16 or 17 years as at 31 December in the year of competition
  - ▶ Junior – boys and girls aged 18 or 19 years as at 31 December in the year of competition
  - ▶ Masters – men and women who have reached their 35<sup>th</sup> birthday (for track and field meets) and their 40<sup>th</sup> birthday (for out of stadia competitions)
  - ▶

# AGE GROUPS (RULE 141) CONT...

- ▶ Note the following matters:
  - ▶ Individual federation rules or technical regulations may extend or alter the definition of these age groups for some competitions
  - ▶ National federations will determine the definition for younger age groups

## General Competition Rules

# WHAT COMPRISES A VALID ATHLETICS FACILITY (RULE 140)

- ▶ The *IAAF Track and Field Facilities Manual* sets out what is required for a facility to comply with the IAAF requirements for a valid competition venue
- ▶ Note the following important matters:
  - ▶ Major competitions (ie under IAAF Rule 1.1a) may only be held on synthetic tracks but this is not essential for all events, especially local competitions.
  - ▶ Different requirements apply for “out of stadium” competitions, ie road walking and running and cross country – see Rules 230, 240, 250
  - ▶ To ensure compliance the IAAF has a certification system for track and field facilities

## General Competition Rules

# ELIGIBILITY AND ENTRIES FOR ATHLETICS COMPETITIONS (RULE 142)

- ▶ Amongst the most important aspects of the IAAF's rules to guide and manage athletics competitions throughout the world are its *Eligibility Rules*.

These rules are complex and can be the subject of a separate detailed study but the key feature is that competition in all countries is restricted to athletes who are eligible under the IAAF Rules (see Rules 4 and 5, 20 to 22 in addition to Rule 142)

# ELIGIBILITY AND ENTRIES FOR ATHLETICS COMPETITIONS (RULE 142)

- ▶ Note the following important matters:
  - ▶ Every competition will have its own regulations regarding entries, which might be as simple as athletes arriving at the event site and placing their names on the score sheet through to a complex “on-line” entry and results system
  - ▶ Whichever system is used, every effort must be made to properly and correctly record the lists of those taking part and their respective results
  - ▶ Organisers should make it clear in either their ongoing rules or the specific regulations for each competition, the definition of those athletes who will be eligible to take part

# SIMULTANEOUS ENTRIES DURING AN ATHLETICS COMPETITION (RULE 142.3)

Particularly in school, club and other local competitions but also in many national meetings it is quite possible that some athletes may compete in two or more events being held at the same time (known under the Rules as *simultaneous entries*). It is important for the good management of the competition and the best opportunities for all of the athletes that this situation is well controlled.

# SIMULTANEOUS ENTRIES DURING AN ATHLETICS COMPETITION (RULE 142.3)

- ▶ Note the following important matters to make this possible:
  - ▶ A field referee may allow an athlete to compete in a different order in one or more rounds to allow him/her to go back and forth to other events but this cannot be done in such a way that he/she will have more than one trial in a particular round (or set of attempts in the case of vertical jumps – high jump and pole vault)
  - ▶ If such an athlete is not present at the time for their trial (either as originally listed or as adjusted), they will be deemed to have passed
  - ▶ In vertical jumps, if such an athlete is not present when all others have finished their competition, the referee shall deem the athlete to have abandoned the competition after the time for one further trial has expired

## General Competition Rules

# FAILURE TO PARTICIPATE (RULE 142.4)

Strictly speaking, this rule is to apply only to certain international meetings but national federations and local organisers may also chose through their regulations to apply it in some or all of their competitions.

The purpose of the rule is to prevent athletes confirming that they will participate in an event and then deciding without valid reason not to do so or to begin participation in a multiple round competition and then choosing not to compete further.

# FAILURE TO PARTICIPATE (RULE 142.4)

- ▶ Note the following important matters if the rule is to be applied:
  - ▶ The technical delegate (or equivalent) may allow such an athlete to continue competing based on an explanation of logistical reasons beyond his control
  - ▶ A valid medical certificate may also be used but only for events held on a subsequent day
  - ▶ Other than in combined events, a referee may take action in respect of an athlete who in these circumstances if he/she believes he/she has not competed with bona fide effort

## General Competition Rules

# COMPETITION CLOTHING (RULE 143.1)



Clothing worn by athletes during competition must:

- ▶ be clean
- ▶ not be objectionable
- ▶ not be transparent even when wet
- ▶ not be worn in a way so as to impede the view of the judges
- ▶ comply with any regulations set by the controlling body or meeting organisers
- ▶ in the case of vests, have the same colour(s) on the front and back

## General Competition Rules

# SHOES (RULE 143.2 TO 143.4)



Athletes may compete in bare feet or in shoes, either with or without spikes. If shoes are worn, each shoe:

- ▶ must not give any unfair advantage
- ▶ may incorporate a strap over the instep
- ▶ may include up to 11 spike positions
- ▶ may include any number of spikes up to a maximum of 11
- ▶ may not, for events on synthetic tracks have spikes longer than 9mm (except in high jump and javelin where then may be up to 12mm in length)

## General Competition Rules

# RESTRICTIONS ON SHOE CONSTRUCTION (RULE 143.5 AND 143.6)

There are some further restrictions on how shoes may be constructed or used. The following should be noted:

- ▶ all parts of the sole and heel must be of the same or similar material(s)
- ▶ in high jump and long jump the sole's maximum thickness allowed is 13mm
- ▶ in the high jump, the heel's maximum thickness allowed is 19mm
- ▶ no inserts or additions to a shoe may increase the thickness beyond these limits or otherwise advantage the wearer



## General Competition Rules

# ATHLETE BIBS (RULE 143.7 TO 143.9)



In many competitions, certainly all at international level, athletes are required to wear identification bibs on their vests. Usually, bibs display either numbers or the athletes' names, often with sponsor or meet identifications included:

- ▶ at major meets athletes wear on both the front and back of the vest
- ▶ in high jump and pole vault, athletes are required to wear only one bib
- ▶ they must be worn as issued and not cut, folded or obscured
- ▶ perforations respecting these rules may be made in long distance events
- ▶ hip numbers may also be required to be worn on shorts to assist the photo finish and other judges

# General Competition Rules

## PERMITTED ASSISTANCE TO ATHLETES (RULE 144)

Whilst there are many other IAAF rules which set out what assistance is or is not allowed for athletes, some of the more general or common behaviours are clearly set out in Rule 144 to provide guidance to athletes and technical officials.

The following forms of assistance are permitted:

- ▶ provision of intermediate times (where approved in advance by the referee) (Rule 144.1)
- ▶ communication between athletes and coaches provided the coach is not in the competition area (Rule 144.2d)
- ▶ medical or physio treatment to enable the athlete to continue in the competition but not so as to delay the competition or the athlete's participation in normal trial order (Rule 144.2e; 230.8; 240.7)

# PERMITTED ASSISTANCE TO ATHLETES (RULE 144)

- ▶ personal safeguards (bandage, tape, belt, support) for protection or medical purposes. Must not provide any advantage – referee to decide if any doubt (Rules 144.2f and 187.4)
- ▶ wind sock to show strength and direction of wind in jumps and discus/javelin (Rule 144.3)
- ▶ water and sponge stations in track events over 5000m and outside events (Rules 144.4; 230.9); 240.8; 250.8)

## General Competition Rules Slide

### NON PERMITTED ASSISTANCE TO ATHLETES (RULE 144)

Again whilst there are many other IAAF rules which set out what assistance is not allowed for athletes, some of the more general or common behaviours are clearly set out in Rule 144 to provide guidance to athletes and technical officials.

The following forms of assistance are not permitted:

- ▶ provision of intermediate times (where not approved in advance by the referee or where visual displays are already available at the relevant point(s)) (Rule 144.1)
- ▶ pacing – by athletes not in the race, lapped (or about to be lapped) athletes or technical devices (Rule 144.2a)

# NON PERMITTED ASSISTANCE TO ATHLETES (RULE 144)

- ▶ possession or use by an athlete of communication or like devices within the competition area (Rule 144.2b)
- ▶ use of technology or appliances giving advantage over permitted equipment (Rule 144.2c)
- ▶ communication between athletes and coaches where the coach is within the competition area (Rule 144.2d)
- ▶ medical or physio treatment given outside the rules (Rule 144.2e; 230.8; 240.7)
- ▶ taking refreshment or sponges outside designated points (Rule 230.9; 240.8)

General Competition Rules Slide

# DISQUALIFICATION— RULE 145

Athletes may be disqualified for

(a) a breach of the technical rules

(b) acting in an unsporting or  
improper manner

f all such disqualifications shall be  
noted in the results with reference  
to the applicable rule.

f the extent of the penalty for  
such infringement is set out in  
145

f note however that certain  
breaches of the rules such as  
failure in a field event trial or  
false start in a combined  
running race do not result in  
disqualification

## General Competition Rules

# PROTESTS (RULE 146.1 TO 146.3)

A protest can be made when a competitor (or someone on his/her behalf) has an issue with the conduct or the result of an event. The following matters are relevant to the protest procedure:

A protest:

- ▶ must be made within 30 minutes of the official announcement of the result. [Note that the organisers must arrange to keep a record of the time of each result announcement]
- ▶ shall be made orally to the relevant referee (if not available to him through the TIC)
- ▶ can be made by an athlete, someone acting for him or a team official
- ▶ can only be made by a person or team having a *bona fide* interest in the event

The Referee:

- ▶ should consider any available evidence in order to arrive at a fair decision
- ▶ may decide on the protest OR refer the matter to the Jury of Appeal

# IMMEDIATE ORAL PROTESTS (RULE 146.4)

An immediate oral protest can be made by a competitor either when he/she disputes having been charged with a false start in a track event or having a trial judged as a failure in a field event.

An immediate oral protest may be dealt with immediately by the relevant Referee or he/she can act as follows:

- ▶ in the case of a track event, allow the athlete to compete under protest [unless the false start was detected by an approved false start control system].
- ▶ in the case of a field event, order that the trial be provisionally measured and the result recorded.
- ▶ in both cases a decision would then be made after the race to preserve the rights of all athletes
- ▶ until a decision is made, if an athlete's continued participation is dependant on the outcome, he/she may continue to compete under protest

## General Competition Rules

# APPEALS (RULE 146.5 TO 146.9)

An appeal can be made when a competitor (or someone on his/her behalf) does not agree with a decision made by the referee. The following matters are relevant to the appeal procedure:

An appeal:

- ▶ must be made within 30 minutes of either the official announcement of an amended result or where there is no chance to a result, within 30 minutes of that advice so being given
- ▶ shall be made in writing signed by an appropriate official for the athlete or team
- ▶ shall be accompanied by the appeal fee (\$US100 for international competitions)
- ▶ like a protest, can only be made by a person or team having a *bona fide* interest

The Jury of Appeal:

- ▶ shall consult all relevant persons and if in doubt then, other available evidence of any kind
- ▶ if such evidence is not conclusive, shall uphold the referee's (or chief walk judge's decision)

# PERFORMANCES AND SCORING (RULES 147 TO 151)

The very basis of athletics at all levels of competition is about performance and its recognition, culminating not only in the result of each individual event and meeting, but also in the keeping of ranking and record lists. The IAAF Rules make provision to cover these important matters:

- ▶ No performance made by an athlete will be valid unless made in an official competition organised in conformity with IAAF Rules (Rule 149)
- ▶ In major competitions all measurements shall be made with a calibrated and certified steel tape or bar or scientific measuring device. In other competitions fibreglass tapes may be used. (Rule 148)
- ▶ Mixed events between male and female competitors shall not normally be permitted in stadia competitions. But in all out of stadia events and in certain in stadia meetings, such competitions is allowed in field events and in races of 5000m and longer. (Rule 147)
- ▶ In team meets the scoring method shall be agreed by the teams before the meet start (Rule 151)
- ▶ In major competitions, to demonstrate accuracy of performances and detect any violation of the rules, an official video recording of the events should be made (Rule 150)

USE YOUR COMMON SENSE!!!!

QUESTIONS?

THANK YOU 😊