

Finish Line Coordinator & Officials Preparations & Duties

Personal Equipment

Uniform prescribed for the meet	Rule book (applicable book)
Raingear	Water
Sunscreen, sunglasses	Clipboard
Hat (outdoors)	Pen/Pencil, 3x5 cards or small notebook
Whistle on lanyard	Chair
Flags (white, red)	Personal Meds

Finish Line Coordinator Preparations

1. Be familiar with start/finish lines, exchange zones, condition of blocks, entry/exit for vehicles
2. Determine path for exit of athletes after races; is there a Mixed Zone?
3. Determine location of: starter/recall starter; electronic equipment; medical personnel; rest rooms; water/refreshment at finish line
4. Verify meet schedule
5. Speak to Head Clerk about paper flow for receiving Heat Sheets at the finish line
6. Verify signals (if any) between starter and finish judges
7. Meet w/Electronic Equipment Operator (EEO) - verify signals between starter/EEO (if any)
8. Synchronize watches for meet schedule with Announcer, Starter, Clerk
9. Coordinate with Clerk on location for athletes awaiting next race & relay team 2nd/3rd/4th runners
10. Check placement of TV cables, cameras and microphones to maintain safety; coordinate w/TV reps as necessary; determine where interviews are being conducted, be as invisible as possible
11. Determine the location of Laps To Go and Time of Race displays for athletes/spectators
12. Determine officials' meal times & location; refreshment/snacks on track
13. If not done by Head Umpire, determine who will perform Lap Scoring duties; assign athletes to each Lap Scorer (3 runners/scorer); obtain lap scoring sheets, make copies as necessary
14. Conduct meeting for Finish Line officials & volunteers to pass on necessary info

Finish Line Officials Duties

1. Attend Officials' meeting (if one scheduled)
2. Arrive at track at least one hour before your first event
3. Record finish times and order of finish in all races; assist in placing or relocating blocks for races
4. Keep the start/finish line clear of athletes, coaches, & spectators. Keep the area quiet for starts.
5. Instruct athletes to exit/refreshments/medical assistance as soon as race finishes
6. Use red and white flags to indicate to Starters if race is ready to be started
7. Operate the Laps to Go display for races 800m & over (outdoor) 400m & over (indoor) – flip to next lower number as leader enters the homestretch. Ring bell loudly on last lap for each runner; if multiple races are combined, ring bell for the leader of each original race.
8. Perform Lap Scoring duties
9. Be aware of oncoming athletes before you step onto the track or step across lanes
10. Be aware of throwing or jumping events in area adjacent to finish lines
11. If Referee reverses start direction due to weather, assist in relocation of necessary items
12. Help coordinate volunteers who are holding finish line tape; assist in identifying athletes for drug testing if needed
13. If not done by an Umpire call out lap times for races not starting at the common start/finish line
14. Collect Lap Scoring sheets; attach them with completed heat sheet results and submit accordingly
15. Be as invisible in the competition area as possible during TV events