

## **Non- Technical Roles**

### **Timekeepers Steward**

- Sit with the Timekeepers
- Be available for the team briefing by the Chief 45-90mins before the first race
- To work alongside the Chief Timekeeper
- Collate times on to Result sheet as issued by Chief
- Keep up to date record of seeding sheets, manual results & Photo Finish results

### **Track Steward**

- Sit with the Track Referee & Chief Judge
- Be available for the team briefing by the Track Referee 45 – 90mins before the first race
- To work alongside the Track Referee
- To collate the seeding/start list, Judges' results & Photo Finish results for all track races
- Keep Track Referee aware of any changes/reversals in PF result

### **Call Room Stewards**

- To work with the Call Room Manager
- Be available for the team briefing by the Call Room Manager 2 – 2.5 hrs before the first event
- For each competition welcome the athletes into the Call Room efficiently, professionally and be aware that each athlete reacts differently to this situation
- Check athletes kit conforms to the meeting's rules (i.e. UKA or IAAF) re cleanliness, advertising and appropriate
- Check wearing correct number
- Spikes are of the required length (need some form to measure spike length) and pattern
- Bags conform to rules re advertising
- No drinks or food may be taken into the competition area
- Mobiles, ipads, MP3s, etc (all or any electronic devices) are not allowed in Competition area. They need to be handed to coach/parent or confiscated (Call Room Manager will explain the process)
- Prepare athletes to go to competition site in advance of their competition
- Escort athletes to competition site and deliver checked start list to Chief Official

### **Athlete Stewards**

- To work with Call Room Manager
- Be available for the team briefing by the Call Room Manager 2 – 2.5 hrs before the first event
- Assist Call Room Stewards if and when necessary
- Escort athletes to toilet once they are in the Call Room
- Escort athletes to competition site and stay with them during the (Field) competition to escort them to the toilet, collect any bottles of water or any other job requested by athletes or, officials

- Escort athletes from competition site or, escort to Mixed Zone or, Presentation area
- Stay at start of a race in case you need to escort a disqualified athlete from the start area to mixed zone
- Respond to the athletes if and when necessary but do not instigate any form of conversation

### **Number Stewards**

- To work with Meeting Manager
- Be available 2.5 – 3hrs before the first event
- To issue numbers/bibs to athletes as they report to registration
- Enter the athletes on to a laptop programme to record their presence
- Adhere strictly to reporting times
- Pass any message to athletes, e.g. multi lap events may need to collect bib from another source because they will have a transponder attached, only 1 number needed for HJ/PV, etc.

### **Results Steward**

- To work with Results Co-ordinator
- Arrive early to be able to find where results are based
- Co-ordinator will explain the procedures used for distributing results to press and, if necessary radio & TV

### **Presentation Stewards (EA Age Groups only)**

- To work with Chief Presentation
- Follow meeting guidelines re time of arrival
- Assist with Presentations of medals, etc.
- May meet some local, national dignitaries, i.e. Mayor, President/Chair of Championship promoter, etc.

### **Young Officials**

- To work with the Track or, Field Referee, or Chief Starter, Timekeeper, Photo Finish or any other Chief or Manager
- Follow meeting guidelines re time of arrival unless otherwise stated
- Assist wherever and whenever requested

### **In Field Spotters**

- To work alongside Field event teams
- Follow meeting guidelines re time of arrival
- Keep an event record(s) on a card(s)
- Use a radio
- Communicate with Announcer/Statistician to keep them informed as what is happening, i.e. an athlete withdraws from competition, misses their 4<sup>th</sup> & 5<sup>th</sup> attempt, etc.
- Understand the field environment and be the eyes and ears of other Stadium personnel