

Introduction

Safety checks

These are checks that a good clerk of course will do as part of his pre-event duties. The Clerk of Course is responsible for reporting problems to the Field Referee and Technical Manager. These are people with the responsibility to decide what action to take if there is a problem.

Equipment checks

These are the main “hands on” duties for a Clerk of Course.

Equipment issue

This is a list of equipment that will normally be taken to the event site.

Implements

Implements for the throwing events. The timing of the delivery of these to the event site is critical. Ideally they should arrive just before the athletes are brought out to the event site. They must not be abandoned but must be handed over to one of the event judges who will take control of them. Equally a Clerk of Course must be there at the conclusion of the event to bring the implements back in.

The Technical Manager will give instructions as to whether personal implements must be brought back in with the stadium implements.

EDM

In this presentation it has been assumed that responsibility for setting up and using the EDM system is with the EDM team and not the technical team. One day that may change.

Long Jump / Triple Jump

Safety checks

- Sandpit to be checked for dangerous material e.g. broken glass
- Pit to be dug over and raked prior to start of competition
- Check that there are no hard or sharp edges to the landing area
- Check area around landing area is clear of obstructions
- Check runway for worn / damaged areas
- Clear all waste material from runway
- Try to dry out any puddles from runway by brushing or squeegee

Equipment Checks

- Prepare no jump indicators including plasticine on top surface
- Check take off boards can be securely fitted and are level with the runway
- Check fitting of no jump indicator
- Check Triple Jump boards in each location as required
 - 11 & 13 metres (men)
 - 9 & 11 metres (women)
- Section off pit if required
- Wet sand if required and provide containers/water cans for use during the event
- Set up wind gauge and markers
 - Distance from take off board – 20 metres
 - Timing start mark – 40 metres (Long Jump)
35 metres (Triple Jump)
 - Height of gauge – 1.22 metres
 - Distance of gauge from edge of runway – 2 metres max
- Check working of scoreboard
- Check working of time clock
- Check working of wind gauge
- Set up windsock

Equipment Checks

- Spike
- Measuring tape
- No jump indicators. 2 for competition & 1 for warm up
- Roller to repair no jump indicator
- Spare plasticine
- Sticks, wedges etc to fix no jump indicator
- Lifting hooks for take off board
- Flags
- Runway markers
- 2 off rakes
- 1 off brush
- Watering can

High Jump

Safety checks

- Check landing mats are securely fastened to each other with no gaps
- Check that there is no gap under front of landing area
- Drain any water from the top cover if it has been raining
- Ensure top cover has the correct side uppermost
- Check top cover is securely fitted and tied in place.
- Check area around landing area is clear of obstructions
- Check area around landing area has no hard areas or other fall hazards
- Check run up for worn / damaged areas
- Clear all waste material from runway fan
- Try to dry out any puddles from take off area by brushing or squeegee

Equipment checks

- Mark position of uprights and position white line to mark plane of uprights
- Check setting of vernier in conjunction with Field Referee (Jumps) or Technical Manager
- Check working of scoreboard
- Check working of time clock
- Set up windsock

Equipment issue

- Crossbars 2 off for competition and 1 off for warm up.
- Flags
- Measuring device
- Brush

Pole Vault

Safety checks

- Check landing mats are securely fastened to each other with no gaps
- Check that there is no gap under front of landing area
- Drain any water from the top cover if it has been raining
- Ensure top cover has the correct side uppermost
- Check top cover is securely fitted and tied in place.
- Check area around landing area is clear of obstructions
- Check area around landing area has no hard areas or other fall hazards
- Check base of uprights and winding mechanism are protected
- Check runway for worn / damaged areas
- Clear all waste material from runway
- Try to dry out any puddles from runway by brushing or squeegee
- Check box is clean and dry with no loose material
- Check box is clearly visible

Equipment checks

- Check setting of vernier in conjunction with Field Referee (Jumps) or Technical Manager
- Check uprights move freely along runners
- Mark position of uprights and position white line to mark plane of uprights
- Check working of scoreboard
- Check working of time clock
- Set up windsock

Equipment issue

- Crossbars 2 off for competition and 1 off for warm up.
- Bar lifters
- Flags
- Measuring device
- Brush
- Runway markers
- Pole racks

Discus Throw

Safety checks

- Check integrity of the cage netting
- Check netting is secured or ballasted at ground level
- Check netting hangs freely and will not interfere with the throwers arm
- Check cage gates are securely fixed clear of the cage mouth
- Check throwing area is adequately roped off.
- Check landing area is clear of obstructions and holes
- Check throwing circle is clean and undamaged

Equipment checks

- Check dimensions of landing area
 - 20 metres out, 12 metres across
 - 40 metres out, 24 metres across.
- Check centre marking lines for circle
- Check working of scoreboard
- Check working of time clock
- Set out distance markers

Equipment issue

- Warning horn
- Tape
- Spike
- Flags
- Brush
- Mat
- Drying cloths
- Discus trolley and implements

Implements

- These should have been checked by the Technical Manager
- These will have a sticker attached to confirm check is OK
- These should only be issued to the event judges
- List should be handed over with details of stadium and private implements
- Details should be advised for collection of personnel implements

Hammer Throw

Safety checks

- Check integrity of the cage netting
- Check netting is secured or ballasted at ground level
- Check netting hangs freely but allows sufficient room for the hammer
- Check cage gates move freely and can be securely fixed
- Check throwing area is adequately roped off.
- Check landing area is clear of obstructions and holes
- Check throwing circle is clean and undamaged

Equipment checks

- Check dimensions of landing area
 - 20 metres out, 12 metres across
 - 40 metres out, 24 metres across.
- Check centre marking lines for circle
- Check working of scoreboard
- Check working of time clock
- Set out distance markers
- Fit circle inserts if required

Equipment issue

- Warning horn
- Tape
- Spike
- Flags
- Brush
- Mat
- Drying cloths
- Hammer trolley and implements

Implements

- These should have been checked by the Technical Manager
- These will have a sticker attached to confirm check is OK
- These should only be issued to the event judges
- List should be handed over with details of stadium and private implements
- Details should be advised for collection of personnel implements

Javelin Throw

Safety checks

- Check throwing area is adequately roped off.
- Check landing area is clear of obstructions and holes
- Check runway is clean and undamaged
- Check runway is clear of obstructions and holes

Equipment checks

- Check dimensions of landing area
 - 30 metres out, 15 metres across
 - 60 metres out, 30 metres across
- Check position of 8 metre measuring point. Highlight with paint if necessary
- Check working of scoreboard
- Check working of time clock
- Set out distance markers
- Set up windsock

Equipment issue

- Warning horn
- Tape
- Spike
- Flags (2 sets)
- Brush
- Drying cloths
- Chalk for athlete's hands
- Javelin trolley and implements

Implements

- These should have been checked by the Technical Manager
- These will have a sticker attached to confirm check is OK
- These should only be issued to the event judges
- List should be handed over with details of stadium and private implements
- Details should be advised for collection of personnel implements

Shot Put

Safety checks

- Check throwing area is adequately roped off.
- Check landing area is clear of obstructions and holes
- Check throwing circle is clean and undamaged
- Check stopboard is securely fitted and undamaged

Equipment checks

- Check dimensions of landing area
 - 10 metres out, 6 metres across
 - 20 metres out, 12 metres across.
- Check centre marking lines for circle
- Check working of scoreboard
- Check working of time clock
- Set out distance markers

Equipment issue

- Tape
- Spike
- Flags
- Brush
- Mat
- Drying cloths
- Chalk for athlete's hands
- Shot trolley and implements

Implements

- These should have been checked by the Technical Manager
- These will have a sticker attached to confirm check is OK
- These should only be issued to the event judges
- List should be handed over with details of stadium and private implements
- Details should be advised for collection of personnel implements