

UNITED STATES LUGE ASSOCIATION

OFFICIAL'S TRAINING HANDBOOK – ARTIFICIAL TRACK



Introduction

The USLA is an Olympic class member organization of the United States Olympic Committee and is the National Governing Body for the sport of luge in the United States. A not-for-profit organization, the USLA is based in Lake Placid, NY with a western office in Park City, UT, and is the official American representative to the International Luge Federation (FIL).

It is the responsibility of the USLA to recruit, select, train, and equip the United States National Luge Team for international and Olympic competition as well as promote the growth of the sport nationwide.

This Handbook was compiled by the USLA's Race Committee to assist the USLA's certified FIL Judges and National Officials in the performance of their duties within the position they are assigned to during a race.

Acknowledgement

Thank you to all Race Committee Members that worked on this Handbook. Beverly Detwiler - USLA Staff Liaison, Sandy Maddox - Chair, John Mowry -2002 Race Director for Olympic Luge, Gigi Jenkins - 2002 Asst. Race Director for Olympic Luge, Scott Clark - Ex. Bd. Rep., Greg Hedquist, Park City Track Rep., Carl Schwarzer - Lake Placid Track Rep., Dawn McGladdery - Natural Track Rep., Ashley Hayden - Athlete Rep., Gordy Sheer - Athlete Rep., Rebecca DeWaal - Athlete Rep.

General Instruction

The following are a list of items that apply to all areas, and are just good common sense things to keep in mind to help make your day at the track more enjoyable.

1. Eat well before you get to the track. A good breakfast goes along way to a more comfortable day. Also, bring something to snack on.
2. Dress appropriately. Many layers is best as it can get very cold but it can also get warm all in the same day.
3. BE ON TIME!!! i.e., Minimum 1 hour before start of race.
4. Accept your assignment with a smile. Every job is important and everyone will get their turn at each post.
5. Introduce yourself to everyone at your location. Communication with your group is vital.
6. Be polite and courteous to all.
7. Carry your rule book at all times.
8. Never be afraid to ask. You will often have a question. Consult your leader. If you are the leader, consult the Race Director or Technical Delegate.
8. Do your assignment and your assignment only. If you get into someone else's area (even if you believe they are in error) it only creates confusion.
9. Give the athlete a chance to collect himself at the start & finish. Don't breathe down their necks or be pushy. Consider the level of experience of the athlete; i.e. national team level, senior or junior, new screening youngster.
10. Bring a lunch and a hot thermos. Hunger and thirst are a drag.
11. Be flexible, wear a smile and above all HAVE FUN!!!!

Duties of the Race Director

1. Set up official training if necessary (this is only for Int. races; wc,wch):
 - A. Divide athletes into training groups with maximum number determined by:
 1. Time allotted per group.
 2. Number of runs scheduled per day.
 3. Average time per run
 - B. Rotate groups by training time.
 1. If race is at night each group must receive night training.
 2. Each group should get prepared Ice.
 - C. Rotate athletes within groups if necessary depending on number of athletes.
 - D. For Doubles who are participating in singles competitions, a separate training session for doubles will be offered.
 - E. Offer all athletes a systematic run. It is counted in as part of their 6 or 9 allowed runs – not an extra run.
 - F. For Championships, each athlete or team (Doubles) must receive five (5) training runs. Juniors receive (7) training runs. World Cup General Class is divided into Groups where the athletes who competed in the previous World Cup get 6 runs and those who did not compete get 9 runs. A new athlete to the track gets an extra run.
 - G. Post all times after checking results and provide copies to all individuals if requested.
 - H. The track must be inspected by the Chief of Track and the Technical Delegate, and has to be cleared for use prior to training and then is transferred to the RD.
2. Weigh-in:
 - A. Post time and place of weigh-in before official training begins or with the race announcement.
 - B. Jury member or Technical Delegate must also be present.
 - C. Men weigh-in only in shorts and Women in shorts and shirt (IRO §8.4.1) without exception.
 - D. Have a minimum of one (1) man and one (1) women to weigh the athletes. There should also be a Chief of Weigh-in.
 1. Women only weigh the women
 2. Men only weigh the men.
 - E. Provide slips of paper indicating:
 1. Body weight
 2. Additional weight
 3. Race clothing (4.0kg)
 4. Total Weight.

Duties of Race Director (continued)

- F. Calculate weights to double check weight charts. Double check all recorded and calculated weights before signing weight chart.
 - G. Have Jury member or Technical Delegate check weight charts and sign.
 - H. Make sure all athletes have paid race fees.
 - I. Keep weight-in area orderly and clean.
 - J. Measuring gauges to check all dimensions of the sled and other equipment should be available at the weigh-in.
 - K. Keep all originals as part of the race record
 - L. Post at weigh-in the start times and order of classes for the race in addition to the time of the official draw for starting numbers.
3. Draw:
- A. The draw should take place under the direction of the Race Director with a Jury member present. It follows the close of training.
 - B. Determine if seeded athletes need a separate draw (World Cup, etc.).
 - 1. Seeded Group A by name
 - 2. Balance of field is based on the results of the Qualifier (remaining seeded athletes)
 - C. Determine number of individuals in class and set names and equal amount of numbers for draw.
 - D. The Draw of name and/or NF's takes place after the announcement of the number.
 - E. Record, if possible, the start/draw number on the same item as the name is written for future reference if necessary.
 - F. After draw, check all starting numbers against prepared start lists.
 - G. Distribute all starting numbers or bibs in addition to prepared start lists to appropriate persons.
 - H. Check preparation and distribution of all Start, Finish, Control and Tower documents.
4. Race.
- A. Arrive a minimum of one (1) hour before race is scheduled to start.
 - B. Check all communications and timing.
 - C. Make sure all officials are in place forty-five (45) minutes before race is scheduled to start.
 - D. Check with Technical Delegate to confirm the proper operation of scales and all other equipment.

Duties of Race Director (continued)

- E. Make sure initial control temperature has been taken and record the time.
 - F. Do not start the race until:
 - 1. Minimum thirty (30) minutes after initial control temperature was taken.
 - 2. Track has been inspected by the Chief of Track and Technical Delegate, and has been cleared for use.
 - 3. All timing and technical equipment is working properly.
 - 4. Proper start procedures have been followed:
 - a.) Fifteen (15) minute warning.
 - b.) Ten (10) minute warning.
 - c.) Five (5) minute warning.
 - e.) Two (2) minute warning to first competitor.
 - 5. Forerunners have slid.
- NOTE: Forerunners must start before scheduled start time of the first competitor. Time for first forerunner to start is to be determined by the number of forerunners and approximate time per run.
- G. In the event of snow or other conditions the Technical Delegate decides the sweeping intervals during the time the forerunners are sliding. The Race Director should notify the Team Captains or athletes of the sweeping intervals if necessary.
 - H. During the last run the sweeping intervals start with the fastest (last to go) competitor.
 - I. The Race Director is responsible for the execution of sweeping.
 - J. If a hold is necessary, a minimum two (2) minute warning must be given before the race can continue.
 - K. In the event of a timing error the athlete is to be sent to the start and will start within thirty (30) minutes at the discretion of the Race Director.
 - L. The track must be re-inspected by the Technical Delegate prior to each discipline.
 - M. Record the time of day when the last competitor of each discipline finishes. Use this time as the start time for the ten (10) minute protest window. In the event of the last run, do not release officials until this time has expired.
 - N. In the event of a problem at start or finish, first ask the Technical Delegate or Jury member present to reconfirm discrepancy by checking proper operation of equipment and/or other indicators.
 - O. If disqualification is necessary, inform the appropriate person (Either Team captain or athlete) in person if possible.
 - P. After completion of the first heat, check all recorded times and verify start order for second heat.

Duties of Race Director (continued)

- Q. Start second heat only after start, finish and other lists have been distributed.
- R. Record all incidents along with the time for future reference. (protest)
- S. Verify all times recorded and all total times before final results are announced.
- T. Announcement of final placement must wait until the ten (10) minute protest window has expired. Sign and place all original documents in an envelope for recording and record keeping.
- U. In the event of a question, **STOP** and consult your **IRO**; do not make a rapid judgment that you may regret.
- V. Stay available by radio or in person at all times.
- W. The Race Director is in charge, do not let others make decisions that you should make.
- X. Stay calm and enjoy yourself.

Duties of Start Leader

Day before Race

1. If possible, be at weigh-in
2. Check start bag to make sure it is complete. Items should include: Headset & junction box & cord to headset outlet, or walkie-talkie, box with pencils, extra batteries, magic markers, tape, tacks, etc., two clip boards, two pyrometers (official & unofficial), along with a white board to record temps. During inclement conditions it is also nice to have plastic covers for the clipboards.

Hour Before Race

1. Get bags and white boards ready to take to starts.
2. Meet with Race Director to get at least 3 copies of start list, copy of weigh in sheets, and the recording forms for athlete/sled weight & blade temperatures, and space between runner and blade.
3. Assemble your teams for each start.
4. Get to start areas at least 45 minutes ahead of race start time
5. Check to make sure control steel is in appropriate location at each start.

Duties of Start Leader (continued)

6. Check measurement of start handles with the TD
7. Check calibration of the two scales with the TD

At Start

1. Establish communications with Race Director & Finish
2. Put up temperature board
3. Get pyrometers outside and operating – select “official” & “unofficial”
4. Take ice temperature and record on whiteboard
5. Take control steel temperature 30 minutes prior to start time & communicate to finish.
6. Arrange your control area
7. Assign duties (starter, official pyrometer, unofficial pyrometer, recorders, and maybe someone to secure control area)
8. Report and record (white board and record start sheets) control steel temperatures beginning 30 minutes prior to the race and then every 15 minutes until relieved by Race Director.
9. Make sure there is an announcement of PA about 30 minutes prior to race.
10. Start controlling sleds 5 minutes prior to race start--no more than 3 sleds in control areas at a time (one on ice and two controlled).
 - Temperature of the blades
 - Fastening of the start number
 - Weight controls of the athlete with sled, equipment & clothing
 - Measurement of the gap (spaces) between runner and blade

*Note: if there is a hot temperature on a sled, or athlete is too heavy, or sled is too heavy, make sure your recorder knows to be nonchalant. Inform start-leader about the warm steel. Start-Leader will first inform the race director about it, and then the finish leader. If there is a jury member at start, he must be informed as well.

Note: Forerunner's steel temperatures are taken also and if hot, they are not allowed to start.

11. Make sure racers get 15,10,5 and 2 minute warnings for the first slider to the line.

Duties of Start Leader (continued)

12. Make sure the athlete has been given a "track is clear", and the red/green light, audible signal, and the 30/45 second clock are functioning. Start leader should stand out of the vision of the slider on the line, while keeping an eye on the 30/45 second clock to make sure the slider releases the handles prior to the 30/45 second clock hitting zero. As long as they release the handles prior to zero they are ok--even though they don't pass the timing eye until after that.
13. Once the race starts, officials should be as invisible as possible, doing their jobs as quietly as possible (whisper). Keep crowd quiet.
14. Control the control area--only officials, coaches with the controlled sleds and the athletes of those sleds. Don't let coaches check the control temperature while there is a slider on the line if the control steel is close to the start line.

Problem Areas

1. Make sure you know when sliders will go off after the forerunners. Forerunners start before the official start time of the race. First competitor should be on line immediately as the last forerunner goes off. If the forerunner's steels are too hot, they are not allowed to slide.
2. Be sure to keep track of what athlete is in the track and what athlete is on the start line.
3. Announcements are made with time remaining before start.
4. Keeping unwanted people out of the control area.
5. Don't let coaches try to bully you & watch for coaches to pull stunts.

Forerunner Policy

Forerunners are primarily for the purpose of checking that the timing system is in working order. Forerunners start prior to the race start time at approximately 2 minute intervals, e.g. if the race is scheduled to start at 9:00am and you have 2 forerunners the first forerunner should begin at 8:56 am next at 8:58am and the first racer at 9:00am. Note: Forerunners must have temperature checks done and if too hot, are not allowed to start.

START AREA PREPARATION - ARTIFICIAL TRACK
REMINDERS FOR INDIVIDUALS ASSIGNED TO THE START AREA.

While this is specifically directed to the Start Leader, others on the Start Team should recognize their importance and their responsibilities. The bottom line: the Start management should reflect a uniform fairness to all competitors. In interpreting the rules, the first consideration is the athlete; and as uniform a policy as possible should prevail.

Duties of a Start Leader, and the Start Team, pretty much in order of what actually happens:

- Appropriate clothing for changing climatic conditions.
- Show up at the appointed time to receive your assignment and sign in.
- Recognize that the Jury is the highest authority, however, first communication line is to the Start Leader who then reports to the Race Director.
- Request all materials (start bag) that will be required at the start:
 - Start Lists, push pins for posting
 - Recording forms
 - Weigh-in Sheets
 - Pyrometers (2) with spare batteries
 - Gap check Gauge
 - Radio with spare batteries
 - Clock (synchronized with Race Directors, Finish Leader)
 - Chalk and eraser
 - Pencils, sharpened
 - Stop watch
 - Ice scraper
 - FIL Rule Book
- Arrive at Start location with assigned assistants (minimum 2), 45 minutes prior to start.
- Immediately hold a meeting to give assignments:

Duties of Start Leader (continued)

- Post start lists (2): 1 outside in Start area, 1 inside in the Start room
 - Check start handles for ice buildup, clean, and check height.
 - Assign pyrometers: 1 official for control temperatures and sled temperatures; 1 unofficial for sled testing for coaches and/or athletes.
 - Take control temperature exactly 30 minutes prior to Start and post.
 - Communicate temperature information to Finish Leader.
 - Thereafter, on 15-minute intervals until termination of competition.
 - Assign and instruct Start Team members in the use of equipment, recording time and temperature of each sled.
 - Weigh and record Athlete weight and sled weight together
 - Measure the “empty spaces / space” between runner and blade.
 - Understand when and when not to be distracted by athletes or coaches for temperature checks.
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- Start Leader to instruct coaches and athletes where to locate the temporary storage of sleds.
- Instruct coaches or athletes to present sleds in order of start.
- Develop a small Control area for sleds that have already been controlled and released by the Start Team, awaiting arrival of the starting athlete.
- Check coaches handling sleds that have been measured by the Start Team that, in no way are they attempting to warm runners (body, sun).
- Start Leader responsible for crowd/press control before and during competitions. No guests or press in immediate Start area or Start rooms. Ask for assistance from Race Director if an individual is required full time to keep the Start area clear. Start Leader to instruct his team, coaches, and athletes to control loud speaking and noises in the Start area.

Duties of Start Leader (continued)

- Start Leader is required to be available at all times by the Race Director for direct communication. Conversely, Race Director should know of any deficiencies in the Start area through radio or other communication.
- Race Director to ascertain the number of forerunners for the competition and notify the Start Leader of name(s), number(s), and order of forerunners. The Start Leader should also get the break time intervals between heats and disciplines from the Race Director.
- Start Leader should constantly survey Start area for infractions, and listen carefully for announcements. With subjects of a sensitive nature, the Start Leader shall hold radio communication to Race Director in strict privacy (Ex.: athlete with warm sled runners.)
- Start Leader to assist Start Team into a rhythm of testing sled temperatures, recording, and releasing sleds to coaches no longer than 2 minutes prior to the athlete's start. (Weather conditions have great bearing on specific timing of sled testing.)
- All directives shall come from the Race Director.
- Start Leader and Start Team shall remain in place until released by the Race Director. All start officials should sign the start forms. Forms are turned into the Race Director.

Duties of Finish Leader

Day Before Race

1. If possible, be at weigh-in
2. Check finish bag to make sure it is complete. Items should include:
 - Rulebook, 2 Headsets, 2 junction boxes, 2 cords to headset (Park City), walkie-talkie or headsets (LP), or appropriate communication setup for your track. Box with pencils, extra batteries, magic markers, two clip boards, one pyrometer, bag of colored balls and container for picking the controlled athletes, calibration tools (for pod, runners, spikes). During inclement conditions plastic covers for the clipboards would be helpful.

Duties of Finish Leader (continued)

3. Make sure the official weigh-in scale is calibrated with the scale at the finish by the Technical Delegate.
4. Wolfi Gauge should be set up and functioning properly.

Hour Before Race

1. Get bag ready to take to finish. Also baskets for control and control bucket with colored balls.
2. Meet with the Race Director to get a least 3 copies of start list and 3 copies of the weigh-in list, as well as the Finish Recording Form for control measurements & temperatures, and the Control Recording Form for control weigh check.
3. Verify with the Race Director the number of controlled athletes per heat, note the number on each start list
4. Assemble your team
5. Get to Finish area at least 45 minutes ahead of race start time to set up.

At Finish

1. Establish Communications with Race Director and Start Leader.
2. Get pyrometer outside and operating
3. Assign duties: An official to watch finish eye, official to escort athlete from track to do a blind draw from the bag of colored balls to determine if athlete is controlled, official to perform sled/equipment measurements, official to perform pyrometer readings, official to record sled/equipment measurements & temperatures, two people (one male, one female) to do the control weighing & recording, Several escorts to take the controlled athletes from the finish to the control area.
4. Arrange your control area for both the measuring of the sled and equipment, and the strip weigh area. Make sure you have a clear path from the track to the control areas and out for those not controlled..
5. Make sure the calibration tools are set for current race (e.g. that pod thickness is set for singles if it is a singles race, etc.)
6. Send official to finish eye with a headset or radio. This official needs to make sure no one passes anything in front of the eye causing a false reading at the finish.

Duties of Finish Leader (continued)

7. Send the officials with a radio to the control room for the control weighing. Make sure they have all the forms they need and the weigh scale is working properly.
8. Record the control steel temperatures and ice temperatures as they are announced by the Start Leader. Make sure you repeat the temperature and time back to the Start Leader before recording to confirm.
9. Inform your Finish Team at the 5 minute warning to take their positions.
10. A person should be assigned to be in charge of the Control draw and should be given a container of balls which includes a different color ball for each athlete that will be controlled in the heat. Note: The "Random Generator" may be used.
11. Once the race starts, officials should be as invisible as possible, doing their jobs as quietly as possible.
12. As the athlete exits the finish ramp, the Control draw official will have the athlete draw out a ball from the container. If the ball drawn is of the different color identifying athlete as controlled, the official will announce that this is a controlled athlete and an escort shall accompany the athlete through the Control process.
13. If the athlete has not drawn a controlled ball, they can leave the finish area.
14. If the athlete is to be controlled, the athlete will be escorted to the control area by an official. Record the time and begin controlling the sled which includes: Take temperature reading of the blades (in the same order as the start has taken them, i.e. clock wise starting from the top right with kufens down), measure sled length (i.e. pod cannot extend past the shoulder or knees of the athlete-if this is in question have the athlete lay on sled – doubles athletes must strap themselves in), pod width, pod thickness, distance between inner edges of the blades, runner height, runner width, support length and thickness, suspension between runner and blade.

The official recording would put a check mark for all dimensions that are in compliance. Spikes may be measured and race clothing confirmed to be in compliance. This can be done while the athlete is being control weighed. The athlete will then be escorted to the control area for strip weighing.

Duties of Finish Leader (continued)

Make sure the athlete keeps **all** clothing and equipment worn (e.g. helmet, visor, etc.) with them to be weighed (do not let them set any equipment or items down or hand it to anybody).

Note:

- If there is some dimension/measurement out of compliance, make sure your recorder knows to be nonchalant, and inform the Finish Leader about the infraction. The Finish leader will inform the Race Director.
 - Let the athlete or their coach place the sled on the sled measurement table (if the sled is controlled) for measuring to ensure that nobody accidentally scratches a blade.
 - When using the tools to measure the sled, be very careful not to touch the blades.
15. Control the finish area. Only officials, the athlete, and the athlete's coach to help with sled, should be in the finish area. Don't let the media or spectators get in the control area. Stay out of the way of any TV cameras!!
 16. At the completion of the race make sure all finish team officials sign the finish forms. Turn the forms into the Race Director along with the finish bag, walkie-talkies and measuring tools.

Duties of Chief of Weigh Control

1. Take direction from the Finish Leader.
2. Make sure the finish leader has provided you will all forms & the baskets needed to weigh athlete, additional weight, 4kg clothing and weight of the sled. Remember to zero out scale when adding the basket and removing the basket.
3. Keep your control room neat, warm, and organized.
4. Have a calculator and your rulebook.
5. Assign Duties: One official to read the scale, one official to record the weights. A female official must be available to weigh female athletes and a male official to weigh male athletes.

Duties of the Jury Members

The primary obligation of a Jury Member is to assure a fair race run in accordance with the rules. Always carry your rulebook and your assigned walkie-talkie. The Jury Member's job is to fairly interpret the rules upon request or protest as opposed to seeking out infraction. The Jury is the highest authority on the track and is empowered with decision making power for the duration of the competition. There should always be a Jury member at the Start and Finish.

During Race Training

1. The Chairperson of the Jury shall confer with the Race Director and Technical Delegate to establish a "race plan" prior to the first Team Captain's meeting and production of the Race Schedule.
2. The Chairperson of the Jury shall attend all Team Captain's meetings.
3. The Chairperson of the Jury shall be available for consultation and decision making during Official Training.
4. Prior to weigh-in, the Jury Members and TD shall make arrangements on who will attend the weigh-in. During the weigh-in a Jury member or Technical Delegate must be present.
5. Each member of the jury has access without prior notice to all technical equipment and facilities which are necessary for the staging of an event.

During the Race

1. It is best for the Chair Jury Member to assign each of the Jury Members to a post i.e. start, finish, timing prior to the beginning of the race. Each Jury Member should remain at their post (unless otherwise instructed by the Chair or Race Director), and be available at all times by walkie-talkie.
2. In the event of protest, make sure the protest is timely (within 10 minutes of heat completion), in writing, signed by the Team Captain and accompanied by payment of the proper protest fee prior to accepting the protest. The protest must be delivered to the Chairperson of the Jury.

Duties of the Jury Members (continued)

3. Although the Jury is allowed to meet within one hour of the submission of a protest, it is best to meet immediately if possible and deliver a decision ASAP.
4. The Jury should consult all officials/persons who may have information regarding the protest and examine any item connected with such protest.
5. Upon decision of the Jury, the Team Captain shall be informed immediately of the decision. In the event of a decision in favor of the athlete the protest fee shall be immediately refunded. Otherwise the protest fee shall be delivered to the event organizer.
6. The decision of the Jury in all protests is final. It may not be appealed or postponed.

Duties of the Technical Delegate

During Race Training

It is the responsibility of the Technical Delegate (hereafter "TD") to make sure all weight and measurement equipment is calibrated and available to the athletes during training.

It is the responsibility of the TD to insure proper track conditions, i.e., that the start handles are set at the proper heights and level. The TD should make particular note of track conditions during the final practice session in order to assure similar conditions during the race.

Assuming that the weigh-in takes place immediately following final race training, the TD shall check the calibration of the weigh-in scales approximately one hour prior to weigh-in to assure their accuracy. Prior arrangement shall be made as to whether the TD or Jury member shall attend the weigh-in .

Attend Team Captain's Meeting

Duties of the Technical Delegate (continued)

Race Day

Beginning 2 hours prior to the race, the TD shall:

1. Have your rulebook with you.
2. Pick up your walkie-talkie, make sure its charged and on the right channel.
3. Check the calibration of the scales making them available to the athletes at least 90 minutes prior to the start of the competition.
4. Check pyrometers in all start and finish bags.
5. Check installation of control steels at the starts.
6. Check start handles heights and level with the Start Leader at all starts.
7. Check all measuring devices for accurate calibration.
8. Walk the track looking for any safety issues and to assure similar conditions to final training.
9. Check with Timing to assure that the timing system is up and ready to go.
10. Upon consultation with the Chief of Track who releases the track over to the Technical Delegate, who will, when ready, turn the track over to the Race Director.

The TD marks the sled that has been control drawn in the first heat, for inspection in the second heat. Under the supervision of the TD, a member of the team dismantles a runner from the sled, according to the IRO.

Be available by walkie-talkie at all times to assist the Race Director, Jury, Start & Finish Leaders, etc. with any technical or rule interpretation which may arise.

Duties of Timing Leader

Hour Before Race

1. In accordance with FIL regulations, verify with the control tower that all timing mechanisms are in working order, including the backup timing system.
2. Obtain a copy of the start list from the Race Secretary.
3. Designate an official for dictating split intervals & finish time, and one for recording.
4. Fill out a time card for each athlete if required, and place him or her in starting order. If using tapes from the computer program, make sure the start list is accurate and athletes are in proper start order.
5. Be sure to have plenty of sharpened pencils and a pencil sharpener for backup. A calculator with a floating decimal point is helpful to verify addition.
6. Have your rule book handy.
7. Make sure you have communication with the Race Director.

During the Race

1. One official to handle the timing tapes. Each competitor will be indicated on the tape either by bib # and/or name. The name of the race, the discipline, and the date should be labeled on the tape. Do not break up (tear) the tape in the middle of a heat.
2. Following the first run, finish times for the 1st heat should be printed out and verified against tapes. A start order for the 2nd heat should be generated and also checked for proper print out order. Make sure DNS, DSQ or DNF's are not printed out on the start order for the 2nd heat. Make sure the tapes match the computer print out.
3. If there is no race secretary to produce the Start & Finish Recording Forms, the Timing Leader will assign one of the timing officials the task of putting the start order for the next heat on the forms.
4. During the second run, the same procedures for recording will be followed. In addition, the combined times of the first two runs will be added and each athlete will be ranked according to finish.
5. Following the second run, the tapes must be checked against the computer print out.

Duties of the Timing Leader (continued)

6. At the conclusion of the race, tapes and results are to be verified again for accuracy. A final finish results sheet should be generated and distributed. Make sure DNS, DSQ, and DNF's are properly recorded on the results.
7. All officials working the timing area are to sign all documents and paperwork generated as a result of the race. Tapes need to be filed with official papers. These signed documents are to be handed over to the Race Director at the completion of the race.
8. Team officials and competitors are not permitted in the area in which the recording of time is performed.

Helpful Hints

1. Although two timing officials can work a race, it is recommended that a minimum of three be assigned to the tower. This allows for an extra set of eyes to watch for mistakes and to help with verifying the tapes, start orders, results and Start & Finish forms. The track announcer and computer timer, should be certified officials, but generally are not as they are employees of the track operators. They can assist if needed. But they are to be supervised closely by the Timing Leader to assure compliance with the rules.
2. The Timing Leader must be assured that the track announcer can communicate with the track workers if there is a problem with the timing eyes.
3. Use pen to record a race. Pencil erasure marks bring into question the integrity of the race data. Always initial next to corrected data entries.
4. Be prepared for interruptions from the walkie-talkies and the telephone during a race. It can get a little hectic in the tower.
5. The tapes must be labeled to easily identify each athlete's times, cross verified with computer print out, and they must be collected at the end of the race to be put into the official packet for the race.
6. Quiet is needed in the timing tower.
7. Coaches and athletes are not allowed in the timing area. An athlete can be DSQ'd for this infraction.

Duties of the Race Secretary - Artificial Track

FOR NATIONAL RACES

A Few Days Before Race Day:

- 1) Race Announcement - preparation and distribution a couple of days before the event. Announcement should include the following information:
 - Name of Race(s)
 - Date of Race(s)
 - Registration & Weigh-in date, time, and location
 - Entry Fee
 - Start Time
 - Disciplines and Classes offered and their start locations.
 - Format (i.e. singles 4 heats, doubles 2 heats)
 - Start Order (i.e. Heat 1: By Draw: #1 - end; Heat 2: OOF from first heat. Also indicate if Men go first, then women, which start, etc.)
 - Add Note: You must be cleared from your start by the USLA coaches in order to race! As well as any other things that might pertain to that particular race.
- 2) Compile/assign (with assistance from RD or USLA) the official's assignment sheet for their positions.
- 3) Prepare the Start Lists from the weigh-in and draw. Co-ordinate with the Timing Leader to make sure the track operator of the timing computer has it in plenty of time to set up the race in the computer. Make copies for Race Day. Prepare the Start and Finish Recording Forms. Organize and put all paper work together for the Race Director's bag and the Start and Finish bags.

Day of Race:

- 1) Distribute Start Orders to RD, track operators (computer, announcer, timing officials, coaches, etc.
- 2) Assist Race Director in any paperwork required.
- 3) Post the official's assignment sheet with RD and help make sure all officials sign in.

Duties of the Race Secretary (continued)

- 4) Prepare the Start and Finish Recording Forms for the 2nd Heats, etc.
- 5) At the end of the Race, with assistance from RD, put together the final packet that includes all paperwork, forms, results, etc. from the race. This is to be given to a USLA staff person, so that it can be stored in the USLA's files and records.

FOR AN INTERNATIONAL RACE, I.E., WORLD CUP:

- 1) A couple of months before the event, the organizers would have put out an official invitation to the FIL and all the Federations eligible to compete. You would need to work with the organizers, Race Director, and Jury to produce a training list of athletes for official training.
- 2) Assist Organizers with preparing Invoices.
- 3) Attend & take the minutes of all Team Captain's Meetings. Assist organizers with setting up the meeting room if required.
- 4) Prepare items for Draw. Be ready to type signs, schedules, lists, etc.
- 5) Follow steps above for National Races.
- 6) Follow the guidelines in the FIL *"Book of Requirements"*.
- 7) Take direction from the Race Director and Jury. Ask questions and be available.

HELPFUL HINTS

Work closely with the Race Director to produce the required paperwork and materials needed for training, weigh-ins, draws, and race day. Guide and assist the Organizers in the proper procedures for the requirements that need to be met for conducting the Race. Should have experience with computer word processing, databases, and – spreadsheets.

Duties of Control Escorts

- 1) You are assigned your duty by the Finish Leader and/or the Control Leader.
- 2) Once assigned to an athlete, you must stay with that athlete, watch him/her and escort him/her to the control area.
- 3) You must stay with (close) to the athlete until relieved by the Chief of Control or Finish Leader. Do not hold or grab on to the athlete. If they need assistance, you may offer your arm for them to take.

Duties of Doping Escorts

- 1) You are assigned your duty by the Finish Leader under the authority of the USSADA or WADA team.
- 2) Once assigned to an athlete, you must stay with that athlete, watch him/her and escort him/her to the doping control area.
- 3) You must stay with the athlete until relieved by the USSADA or WADA team.

Duties of Track Marshals

- 1) You are assigned your position by the Race Director. Generally this is a specific area along the track.
- 2) Act as security and safety control. Answer questions that the public may have about the sport and the athletes.
- 3) Carry your rulebook.

Duties of Sweepers

- 1) You are assigned your position by the Chief of Track.
- 2) You should have or be issued a set of ice creepers.
- 3) Be extremely careful in getting in and out of the track and pay attention to your crew leader (usually a track worker).