



## CALL ROOM PROTOCOLS, PROCEDURES, ROLES, AND RESPONSIBILITIES



### Introduction

As Call Room Officials we are appointed to ensure that:

- Athletes are wearing correct uniform;
- Bibs are worn correctly and correspond to the start list;
- Shoes, spike numbers and dimensions comply;
- Advertising on clothing and bags meets rules and regulations;
- No unauthorised material is taken onto the FOP;
- Athletes arrive at event site on time and ready for competition.

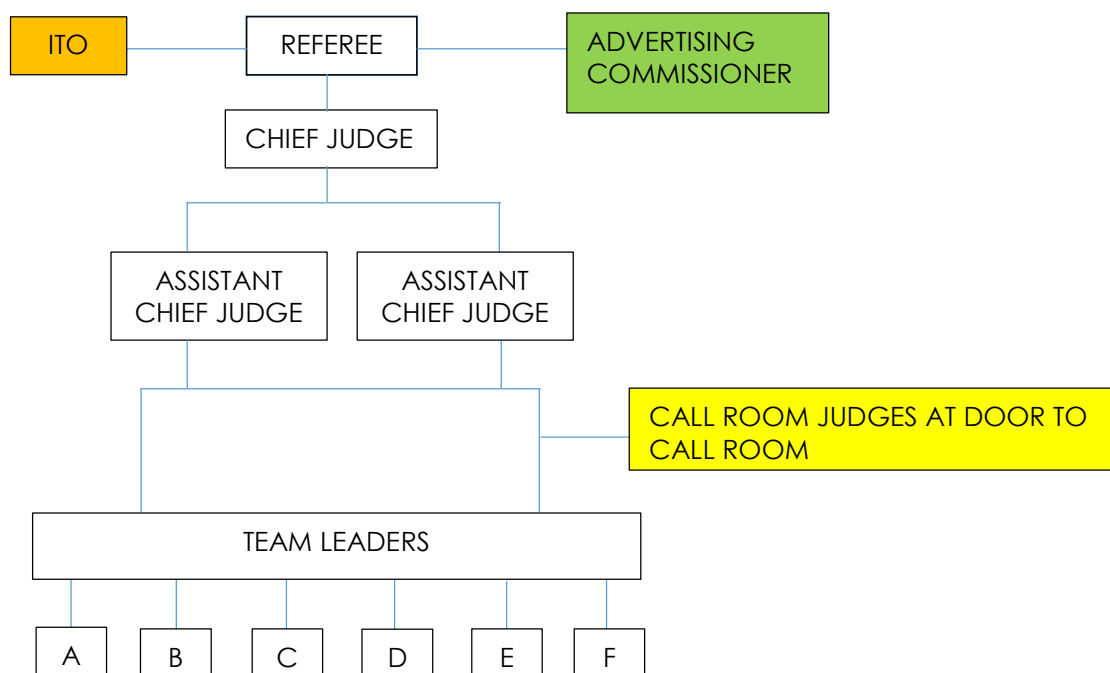
This is achieved by adhering to the following:

- Firm but friendly approach to all persons;
- We are there for the benefit of the athletes;
- Be tactful and patient with athletes, other officials and spectators;
- Know the rules and the role assigned;
- Work quickly, quietly and efficiently;
- To be able to relax and enjoy the experience.

### Team Meetings

Each day before competition Call Room officials will meet at a time advised by the Chief Judge to discuss feedback received regarding the previous day's competition, any changes to the timetable or procedures. This is also an opportunity for team members to exchange suggestions for improvement or seek clarification etc.

### Call Room Officials and Chain of Communication



## **Roles and Responsibilities**

Pre-Competition all Call Room Officials will -

- Report to the Assistant Meeting Manager (officials) on arrival at the Stadium;
- Ensure dress standards comply as per advice in the bulletin issued prior to the competition;
- Attend the meeting conducted by the Competition Director;
- Report to Call Room at time advised by Chief Judge;
- Assist with Call Room set up.

### **Call Room Referee**

- Shall ensure that the rules (and applicable technical regulations) are observed and shall decide upon any matters which arise from the warm up area to arrival at Call Room through to arrival at the competition site and for which provision has not been made in the rules and regulations.
- Shall rule on oral protests.

### **Call Room Chief Judge**

- Supervise the transit between the Call Room and the competition site to ensure that athletes after being checked in the Call Room are present and ready for the scheduled start of their event.
- Draw up schedule and provide it to appropriate personnel.
- Determine the duties of Call Room Judges, Chief Assistant Judges and Volunteers.
- Supervise Call Room Judges, Chief Assistant Judges and Volunteers.
- Organise Call Room.
- Ensure that all stationery/equipment required by Call Room Judges is available.
- Brief the team.
- Attend the Technical Meeting.
- Liaise with Competition Director.
- Liaise with Meeting Managers to confirm location and readiness of event sites.
- Liaise with Call Room Referee.
- Ensure all paperwork is available to Call Room Judges in ample time.
- Provide name of athletes who have not checked in to Competition Management.
- Ensure water is available for athletes.
- Ensure the health and safety of all athletes, Call Room Judges and Volunteers.
- Provide meeting report and assessment of judges as required.

### **Call Room Chief Assistant Judge**

- Undertake duties as directed by Chief Judge.
- Supervise judges.
- Trouble shoot as required
- Liaise with Chief Judge.
- Act as Chief Judge in their absence.

### **Call Room Judges - Bay Teams**

- Each athlete will be checked by one judge only. The assigned judge will carry out the required checking procedures. Once all checks have been conducted, the start sheet in the bay needs to be ticked off for that athlete and the judge move to the next assigned athlete.
- Communicate according to the needs of officiating. Take direction from the athlete. If they want to speak socially, then do so. If they wish to be left alone, then let them be.
- Ensure athletes are in correct event/heat/lane.
- Check athletes are wearing the correct competition number.
- Mark presence of athlete on paperwork.
- Check competition number is correctly attached to the competition uniform.
- Check athlete's competition uniforms are acceptable under IAAF advertising regulations.
- Measure wheelchairs and throwing chairs for compliance.
- Ensure that all wheelchair athletes are wearing helmets.
- Check all prosthesis for compliance.
- Check that opaque glasses for T/F11 do not allow light entry.
- Tape unacceptable advertising or incorrect size of manufacturer's logo.
- Check spikes are of correct length, dimension and number.
- Ensure bags, warm-up clothing, gloves, hats, towels, drink bottles etc conform to the advertising regulations and tape as necessary.
- Inspect athlete's bags to ensure that no illegal communication devices or personal implements or other items deemed inappropriate are taken onto the field of play.
- Confiscate inappropriate items and bag and receipt them.
- Issue hip/helmet numbers and ensure they are attached properly. Confiscated goods will be taken to Post Event for collection by athletes
- Guides will be issued with a fluoro bib and are subject to the same checks as those of the athlete.
- Inform Call Room Chief Judge of any athlete who has not reported prior to leaving the Call Room.
- Mark on every copy of paperwork any athlete who has not reported prior to leaving the Call Room.
- Hand one copy of start sheet to Call Room Chief/Assistant and the other copies to the appropriate event officials.
- Escort athletes to the toilet.
- Confirm location of event site and its readiness with the Assistant.
- Check athletes have their competition uniform on and are appropriately attired before leaving.
- Check the exact route you need to take to the event site before leaving.
- Ensure athletes take all their belongings with them.
- Escort athletes to event site with appropriate paperwork.
- Ensure that any issues which arise are reported as per chain of communication.
- Rearrange furniture and restock stationery as required.

- Be proactive in relation to health and safety issues.

### **Call Room Judges on Door**

- Receive and sort start lists – one copy for checking on entry; and the rest to go to the appropriate bay.
- Announce first call and final call as per schedule for athletes to attend Call Room.
- Encourage athletes to have competition uniform and number on prior to entry
- Check competition number matches start list and direct athlete to appropriate bay
- Liaise with bay about missing athletes.
- Receive and note on start lists any clash of event forms or request for assistance.
- Mark door copy of start list with DNS as required and file.

### **Advertising Commissioner**

- Will supervise and apply the current Advertising Rules and Regulations and shall determine any unresolved advertising issues in the Call Room in conjunction with the Call Room Referee.
- In Australia, the Call Room Referee and Advertising Commissioner are usually the same person.

### **Movement of Athletes to Event Site**

- Call Room Judges will escort athletes, preferably one front and one at the back, from Final Call to the event site by the pre advised route. Athletes will move in lane draw / competition order.
- Call Room Officials will not allow communication with team officials/spectators whilst on route to the event site.
- Keep the athletes in a uniform line and stay close to the fence. Watch for cameras and photographers and avoid getting in their way.
- During Victory Ceremonies/National Anthems, officials are to halt the movement of athletes, and then stand facing the flagpoles with your hat/cap removed.

### **Combined Events**

Usually come to Call Room for first event of each day only. Checking procedure is same as for other athletes. In liaison with the CE Referee, Call Room officials may carry out random checks in the CE rest room or the CE Referee may carry out checks independently.

**Note:** The above procedures relate to one Call Room. If a First and Final Call Room are used then First Call checks athletes, confiscates any items and escorts to Final Call who confirm start lists, collect accreditation IDs, issue hip/helmet numbers and escorts athletes to event site.