

## **Head Finish Line Coordinator and Procedures**

### *Tasks*

1. Make sure that **every competitor** is timed and receives an official time and place
2. Communicate with the start line clerks about discrepancies (differences with event/heat sheets) Re: lane assignments, empty lanes, scratched and DNS athletes, false start DQ's
3. Review and practice the following timing and picking procedures with each place judge
4. Have runners stay in their assigned lanes and show their competitor number toward the finish line official
5. Assign someone to hold the athletes in their lanes away from the recorder until the times and places are recorded; then dismiss them. This is particularly important when using photo timing.
6. Times should not be given to the athletes on the track. Wait until they become *official* (i.e. recorded, scored and posted). Tell competitors to get listen for results and check them on bulletin board.
7. The Head FLO tasks someone as a timer to act as back up in case photo-timer does not start.
9. Head Finish line Coordinator is to assign a person with a clear voice to call out lap splits in distance races.
10. Head Finish Line Coordinator is to assign a lap counter for distance races—this person rings a bell to signal the start of the last lap of the leader of the race.
11. An effective method to accurately time and place in races of 12 or more competitors is to form a line of athletes just past the finish line giving competitors numbered tongue depressors to be returned to the finish line recorder as they identify themselves for correct placement.

## **Finish Line Recorder**

*Role :* To record on the results sheet the official place and time of all finishers.

### *Tasks :*

1. Head Timer or Chief Finish Coordinator selects a recorder to gather and record the times and places of all finishers.
2. To help ensure that the meet stays on schedule by efficiently gathering this information so that they are ready for the next event.
3. Use the time between starts to record the information, correct errors in the heat sheet and make sure that accurate results information is provided to the Results Management Team.
4. Records wind gauge reading when applicable for the sprint events
5. Supervises the results runner and makes sure that at least two volunteers are available to take information from the Clerk at the starting line for recording and from the finish line to the meet Results Management Team

### *Tips and Techniques*

1. At the end of the race, judges should go to the lane of the place they are recording places for. Remind athletes to stay in their lanes until they are dismissed
2. Athletes should be held away from the times until all they are dismissed once the times are recorded. Results will be posted on the bulletin board
3. 4. The Recorder should call out for the time and placer in order of finish. The time for each athlete should then be recorded in order of finish – noting correctness by cross-checking for lane assignment and school.
5. Times taken from photo-finish manager for each placer.(Usually by lane finish)
6. It is not recommended that any times be given to the athletes—particularly when fully automatic photo timing is involved. (Times on the photo are typically .14 seconds slower than hand timing)

### Finish Line Coordinator Preparations

1. Be familiar with start/finish lines,
2. Determine path for exit of athletes after races;
3. Determine location of: starter/recall starter; electronic equipment; medical personnel;
4. Verify meet schedule
5. Speak to Head Clerk about communications RE: Heat Sheets at the finish line
6. Verify signals, whistle or walkie talkie, between starter and finish judges
7. Meet with Photo-Timing Equipment Operator (PTEO) - verify signals between starter and PTEO (if any)
8. Synchronize watches for meet schedule with Announcer, Starter, Clerk
9. Coordinate with Startline Clerk on location for athletes awaiting next race (400,800) & relay team runners
10. Check placement of cables, cameras and race time display to maintain safety
11. Determine the location of Laps To Go and Time of Race displays for athletes/spectators
12. Determine who will perform Lap Scoring duties
13. Conduct meeting for Finish Line officials to go over 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 finish line area as soon as race finishes
6. Communicate to indicate to Starters if race is ready to be started (red/white flag/ walkie-talkie)
7. Operate the Laps to Go display for races 800m & over (outdoor) – 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, get extra help for multiple age-class races
9. Be cautious of oncoming athletes before you step onto the track or step across lanes
10. Be cautious of throwing or jumping events in area adjacent to finish lines
11. Help coordinate volunteers to assist in identifying athletes large or multiple groups if needed
12. Assign an official call out lap times for races not starting at the common start/finish line
13. Collect the Scoring sheets; attach them with completed heat sheet results and submit to results management

### Some things to bring:

Rain gear, Sunscreen, sunglasses, Hat(outdoors), Whistle on lanyard, Walkie-Talkie Flags (white, red)  
Rule book (NRHSAA Guidelines, OFSAA) Water, Clipboard., Pen/Pencil, small note