



# OFFICIALS EDUCATION

## Endurance Level 1 – 3

### LEVEL 2

### Self-Taught Module

# JUDGING and RECORDING

September 2024



## **RECORDING: CONTENTS**

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  - **Audio Recorder**
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  - **Manual recorded results**
  - **Chip recorded results**



## Roles & Responsibilities 1

**To whom do you report when working as a Recorder?**

**What are the main attributes required of you in your job as a Recorder?**

***List those you can think of on your Self-Taught Module Return Form.***



## **Roles & Responsibilities 2**

**The Recorder accurately records information as requested by the Chief Judge or other Key Official (if no Chief Judge is employed at the event) within a team. You may also need to work closely with the Chief Timekeeper.**

- As a recorder you should be able to record accurately under pressure using legible handwriting.**
- You will need good vision and hearing with a high level of concentration and focus over a lengthy period.**
- You should also speak clearly and be a good team player.**



## Resources Required

- **Clipboard (Weather writer or covered board for wet weather)**
- **Results Sheets (Probably supplied by Chief Judge or Key Official on Race Day).**
- **Pencils/Pens**
- **Suitable clothing**
- **High Visibility Bib**
- **Sunscreen**



## Preparation 1

**Like all tasks associated with the sport, it is necessary to prepare for your role.**

**Think of all the things you would need to do in preparation for your role as a recorder in either of these sections. List those you can think of on your Self-Taught Module Return Form.**

**The areas covered will be:**

- **Pre-event**
- **Race Day**



## Preparation 2

### Pre-Event:

- **Prior to Race Day you should establish who you need to liaise with on Race Day on arrival at Event Site. This could be the Chief Judge or Race Referee. If these are unknown contact the Race Director direct to obtain contact details of who you should be reporting to.**
- **It will also be beneficial for you to establish what your prime role will be on Race Day.**
- **You may also need a Map of the venue and car parking.**
- **You will also need to establish whether you require a car park pass and/or an access pass to any particular areas.**



## Preparation 3

### Race Day:

- **Ensure you take all resources listed above with you. (As a refresher and without looking at the list what are they?)**
- **Arrive at event site early. (allow time for possible event day traffic congestion).**
- **Report to your event day contact upon arrival. Confirm your role(s) for the event and meet up with your team members for the day.**
- **NB At some events you may be issued with a Worksheet of Roles and Responsibilities. This may require you to change roles and points during the event.**





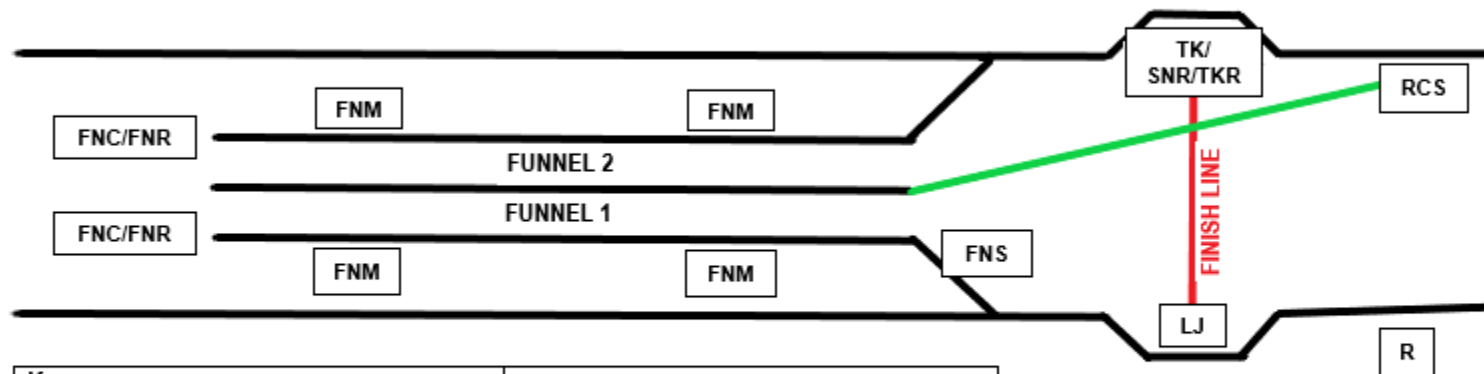
## A Sample Worksheet

<b><u>The Relay Championship</u></b>						
<b>Referee</b> – An Experienced Official						
<b>Chief Judge</b> – Another Experienced Official						
<b>Lap</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Start Judge</b>	JA	JC	JB	JA	JC	JB
<b>Finish Judge</b>	JB	JA	JC	JB	JA	JC
<b>Finish Number Caller</b>	RA	RE	RD	RC	RB	RA
<b>Finish Number Recorder</b>	RB	RA	RE	RD	RC	RB
<b>Start Number Caller</b>	RC	RB	RA	RE	RD	RC
<b>Start Number Recorder</b>	RD	RC	RB	RA	RE	RD
<b>Timekeeper</b>	T1	T2	T1	T2	T1	T2
<b>Timekeepers Recorder</b>	TR1	TR2	TR1	TR2	TR1	TR2
<p>If recording, collect your recording sheets and ensure that you have sufficient to cover all athletes you are due to record.</p> <p>Visit the area where you will be working during the day with your colleagues and ensure that you understand your role and the roles others will be carrying out.</p>						



# A Funnel in Operation

FINISH



Key	
LJ - LINE JUDGE	TK - TIMEKEEPER
FNS - FUNNEL STEWARD	TKR - TIMEKEEPER RECORDER
FNM - FUNNEL MARSHAL	SNR - SPOT NUMBER RECORDER
FNC - FINISH NUMBER CALLER	R - REFEREE
FNR - FINISH NUMBER RECORDER	RCS - ROPE CONTROL STEWARD



## The Funnel Steward 1

**To whom do you report when working as a Funnel Steward?**

**What are the main aspects of your job as a Funnel Steward?**

***List those you can think of on your Self-Taught Module Return Form.***



## The Funnel Steward 2

- **As a Funnel Steward you should report to the Chief Judge.**
- **Your primary role is to ensure that all athletes remain in the correct finish order as they crossed the finish line when they are in the finish funnels.**
- **Work closely with and assist the Line Judge to ensure the correct order is maintained.**
- **Manage the Funnel Marshals to ensure the correct order is maintained within and throughout the length of the funnels.**



## The Funnel Steward 3

- **Report any indiscretions to the Chief Judge who will liaise with the Race Referee.**
- **You should be aware of any health and safety issues that may affect the event. If you identify any such issues, you should raise them with the Chief Judge who will liaise with the Race Referee.**



## A Sample Recording Sheet

MEETING:				VENUE:				DATE:			Check position:	
POSITION	RACE NUMBER	TIME			POSITION	RACE NUMBER	TIME					
		HOURS	MIN	SECS			HOURS	MIN	SECS			
1					21							
2					22							
3					23							
4					24							
5					25							
6					26							
7					27							
8					28							
9					29							
10					30							
11					31							
12					32							
13					33							
14					34							
15					35							
16					36							
17					37							
18					38							
19					39							
20					40							



## Types of Recorder

**There are a variety of roles associated with the title of Recorder.**

***List those you can think of on your Self-Taught Module Return Form.***



## Types of Recorder

The roles we will look at in this course are as follows:

- Timekeepers' Recorder
- Spot Number Recorder
- Finish Number Recorder
- Lap / Loop Recorder
- Audio Recorder
- Video Recording

We will also look at three types of results recording systems:

- Manual recorded results
- Chip recorded results





## Timekeepers' Recorder 1

- **Work alongside the Timekeeper.**
- **Positioned at one end of the finish line where the Timekeeper has an unimpeded view of the finish line.**
- **Establish the method the Timekeeper is going to use to call times.**
- **Differing methods employed particularly in calling minutes (or hours) once running time has passed beyond 60 minutes.**
- **Some Timekeepers only call the minutes or hours when they actually change rather than for each time they call.**
- **Also differing methods used by Timekeepers when calling multiple athletes crossing the finish line at the same time.**
- **Most commonly used is calling the time first and then calling the number of athletes finishing.**  
e.g. 1:46:38 x 5 = 1 hour 46 minutes 38 seconds for 5 finishing athletes.



## Timekeepers' Recorder 2

- **Most widely used recording method for this would be writing the finish time on the next empty position on the recording sheet and drawing a line through the next 4 finishing position lines to indicate a total of 5 positions at that time.**
- **When approaching the end of a recording sheet you should prepare yourself to quickly change sheets and once there is a lull in athletes crossing the line prepare completed recording sheets to pass to the results runner.**
- **If possible, liaise with the finish recording team to ensure you remain synchronised with them.**



## Timekeepers' Recorder 3

- **If a Spot Number Recorder is not employed at the event the Timekeeper will either, ask you to record random spot numbers as athletes cross the finish line (when time permits) or will call spot numbers for you to record against the current position number that is being time recorded.**
- **Note: A spot number is the race number of the next athlete to cross the line and is recorded beside the athlete's time.**



## Spot Number Recorder

- You work closely with a Secondary Timekeeper who has started his running watch at the start of the event. The Secondary Timekeeper will call a time and the Spot Number Recorder will record the time along with the Race Number of the athlete crossing the line.
- The Secondary Timekeeper and Spot Number Recorder should attempt to write down as many “Spot Numbers” as possible. The Spot Numbers and times will assist the Results Team to ensure the correct finish order and times are attributed to athletes.

**Note: A spot number is the race number of the next athlete to cross the line.**



## Finish Number Recorder

- **Finish Number recorders work in pairs. The recorder stands with their back to the end of a finish funnel with the other facing them having clear sight of athletes leaving the finish funnel. The one facing the athletes calls the race number of the athletes as they reach the end of the funnel to the other recorder who records the number on the recording sheet.**
- **When approaching the end of a recording sheet you should prepare yourself to quickly change sheets and prepare completed recording sheets to pass to the results runner.**
- **If possible, liaise with the Timekeepers recording team to ensure you remain synchronised with them.**

**NB – The recording sheets once collected by the Results Runner from the Timekeepers Recorder, Finish Number Recorder and the Spot Number Recorder are delivered to the Results Team who use all sheets to align the results.**



## Lap Recorder

- **Lap Recorders are used for multiple lap events.**
- **They are used to ensure all athletes complete the required number of laps or loops.**
- **You will normally work in pairs as the Number Recorders above and employ the same method of recording.**
- **The number caller will face the incoming athlete and call athlete race numbers to the Number Recorder who will record the numbers on the recording sheet.**
- **The Sheets should be submitted to the Chief Judge or nominated Official prior to the Race Presentation being made to ensure that athletes have completed all the required laps.**



## Audio Recorder

- **If asked to Audio Record you will be issued with a recording device e.g. tape recorder. You should also be made aware of what aspect of recording is required. Invariably you will be asked to record Athletes Race Numbers as they finish, either in lieu of Number Recorders or as a support for the Number Recorders. You will be required to speak clearly and concisely.**
- **Prior to the start of the event, you should practice with the recording machine to ensure your recorded message is not distorted. Tone and volume controls can be used to ensure clarity.**



## Video Recording

- **Video recording is now common practice at both manually recorded and chip timed races, providing back-up for checking discrepancies or disputed results.**
- **Chip timing companies will generally provide video back-up, but this should be checked at the point of engagement.**
- **The recording device should be set up in a designated sterile cordoned-off zone after the finish line, affording a clear view of finishing runners over the full width of the finish line whilst not obstructing manual timekeeping or place recording teams, preferably also with a timing clock in view.**
- **Instruction / training will be required on the operation of the video equipment including, monitoring battery strength / replacing battery, changing memory cards, etc.**





## Types of Result: Manually Recorded

- **Manual recorded results are collected from the event finish area normally on two Recording Sheets, one from the Chief Timekeeper's Recorder and one from the Finish Number Recorder. (At some races a Spot Number Recorder may be employed if so, their Recording Sheet will also need to be collected).**
- **The Recording Sheets from all areas are delivered to the Results Team.**
- **The Results Team will use all data supplied to align the Results from the Finish Recording team and record the results in chronological order in a results recording system.**



## **Types of Result: Manually Recorded**

**The results recording / production system from manual input can be varied in its format but the more common are:**

- In a Spreadsheet.**
- In a purpose designed computer programme.**
- In a manually produced results sheet (handwritten or typed).**

**In the first two of the above input can be simplified by having input data prior to the results information being input. e.g. Age categories, athletes name, race number, date of birth, club etc.**



## Types of Result: Manually Recorded

- **Some computer programmes will sort the results of numerous events within the race e.g. Championships, Corporate events etc.**
- **Providing the data input into the computer system prior to the event is correct the computer will do the work.**
- **Some computer systems will produce very good reports to allow presentations to take place in a timely manner.**
- **If an event uses manually produced results sheets the sorting of category prize winners and any events within the race are likely to take longer to sort.**



## Types of Result: Chip Recorded

- **Chip timing events results are sorted by the supporting computer system. Providing the chip is worn correctly by the athlete and registers at the start and finish recording areas the computer system will do the work in sorting the results. This is providing the data input to the supporting computer system is correct as above.**
- **Results of events are sorted on Gun to Finish Time and not Chip time. e.g. All athletes are timed from the starting gun to the finish line and this determines their “race time”. Most Chip Timing systems also show an athletes “Chip Time”. This is their “actual” running time and shows their time from passing the start line chip recording device to when they pass the finish line chip recording device.**
- **Some events, particularly Championships, use both manual and chip recording systems.**



## **JUDGING: CONTENTS**

**In this section we will look at four types of Judge position that you might meet when officiating.**

- **Chief Judge**
- **Line Judge**
- **Lap Judge / Scorer**
- **Relay Take-over Judge**



## Resources required

- **Clipboard (Weather writer or covered board for wet weather)**
- **Results Sheets (Probably supplied by Chief Judge or Key Official on Race Day).**
- **Pencils/Pens.**
- **Suitable clothing.**
- **High Visibility Bib.**
- **Sunscreen.**
- **Stopwatch and Lap Counter.**



## The Chief Judge

**With whom do you think you liaise when working as a Chief Judge?**

**What are the main aspects of your job as a Chief Judge?**

***List those you can think of on your Self-Taught Module Return Form.***



## The Chief Judge 1

- **At larger events and championships, the Chief Judge manages a Team of Judges and Recorders. As the Chief Judge you should liaise with the Race Referee and the Chief Timekeeper.**
- **The primary role is to ensure that judges are in position and understand the requirements of their role at the event.**
- **At the start of an event, you should liaise with the Start Area Manager, Race Referee and the Chief Timekeeper to ensure all athletes are assembled behind the start line to enable a timely start. Use team members to ensure athletes remain behind the start line prior to the event starting.**





## The Chief Judge 2

- **As a Chief Judge you are responsible for ensuring correct finishing order of athletes from the line until they enter the funnel. You should also ensure you are satisfied with the funnel arrangements, that you have sufficient personnel to ensure athletes keep in the correct order and arrangements exist for handling emergencies such as collapsed athletes.**
- **You should also check the results by marrying positional and timing record sheets before submitting to the results team. These tasks are less onerous when chip timing is used. You should coordinate and record any issues and report them to the Referee.**
- **You should be aware of any health and safety issues that may affect the event. If you identify any such issues, you should raise them with the Race Referee.**



## **The Line Judge 1**

**To whom do you report when working as a Line Judge?**

**What are the main aspects of your job as a Line Judge?**

***List those you can think of on your Self-Taught Module Return Form.***



## The Line Judge 2

- **The Line Judge reports to the Chief Judge.**
- **Working either singly or in pairs record runners' numbers in finishing order.**
- **Use either recording boards or voice recorders.**
- **Your reports will be used to confirm finishing order in case runners changed order after the finish line.**
- **Work with Funnel Stewards to attempt to keep runners in the same order as they crossed the finish line.**



## **The Lap Scorer / Judge 1**

**To whom do you report when working as a Lap Judge / Scorer?**

**What are the main aspects of your job as a Lap Judge / Scorer?**

***List those you can think of on your Self-Taught Module Return Form.***



## The Lap Scorer / Judge 2

- **As a Lap Judge / Scorer you should report to the Chief Judge.**
- **Your primary role as a Lap Judge / Scorer is to ensure all athletes complete all laps or loops of the event. You may be supported by a Lap Recorder who will record race numbers of athletes as they complete the laps as you call them. If you do not have the support of a lap recorder you should attempt to record as many numbers as you can.**
- **Report any indiscretions to the Chief Judge who will liaise with the Race Referee.**
- **You should be aware of any health and safety issues that may affect the event. If you identify any such issues, you should raise them with the Chief Judge who will liaise with the Race Referee.**



## **The Relay Takeover Judge 1**

**To whom do you report when working as a Relay Take-over Judge?**

**What are the main aspects of your job as a Relay Take-over Judge?**

***List those you can think of on your Self-Taught Module Return Form.***



## The Relay Takeover Judge 2

- **As a Relay Takeover Judge, you should report to the Chief Judge.**
- **Your Primary Role as a Relay Takeover Judge is to ensure that the Takeover occurs within the designated Takeover area and is in accordance with any specific method stated within the rules of the event.**
- **Report any indiscretions to the Chief Judge who will liaise with the Race Referee.**
- **You should be aware of any health and safety issues that may affect the event. If you identify any such issues, you should raise them with the Chief Judge who will liaise with the Race Referee.**



## Questions 1

**End of module questions must be completed by the candidate, with answers inserted on your Self-Taught Module Return Form.**

***You may need to complete some additional research to assist you in answering and justifying your answers to the questions for this module.***





## Questions 2 – Results Recorder

- 1. List the resources that a results recorder should have or have access to.**
- 2. What information would you expect to see on a standard recording sheet?**
- 3. Which of these is not a type of recorder you may encounter at the finish of a race:**
  - a. Timekeeper's Recorder.**
  - b. Start Recorder.**
  - c. Lap Scorer.**
  - d. Funnel Number Recorder.**
- 4. What would you need to do if a spot number recorder is not in operation at the race?**



## Questions 3 – Results Recorder

5. Detail the process that a lap scorer will have to go through when recording.
6. Where should the recorder stand in relation to the timekeeper or caller?
7. How are results for events sorted?
8. For manually recorded results, which sheets are used to collate accurate results?
9. What are the differing methods employed by a timekeeper when calling out times?



## Questions 4 – Judging

- 1. Name 3 types of judge that you may encounter at a race.**
- 2. Detail 2 differences between:**
  - a. The relay takeover judge**
  - b. The lap judge / scorer**
- 3. What is the primary role of the chief judge?**
- 4. To ensure that runners are completing the required laps, who will the lap judge be working closely with?**
- 5. Outline 2 of the main roles of the line judge.**
- 6. What should a relay takeover judge do in the event of:**
  - a. An illegal takeover.**
  - b. In the event of a runner committing an infringement on another team.**