

RACE WALK BASICS: HOW TO HOST A RACE WALK

These protocols are suitable for track events that are part of a championship meet where a Penalty Zone is not in use. For smaller events, modify protocols as needed while maintaining the integrity of the event.

Months Before the Race - Meet Director/Officials Coordinator:

- Secure certified Race Walk Judges - Championships should have five (5) RW Judges, including the Chief Judge. *A minimum of three (3) RW Judges, including the Chief Judge, are required for a **valid** competition.* (See RW Basics: Track Assignments)
- Assign additional RW Officials and volunteers as needed – a Recorder, a Posting Board Assistant and three (3) to five (5) Red Card Collectors.
- Select a Head Official and/or Chief Judge to coordinate equipment, materials, assign duties and manage the crew.
- Secure equipment - Including: Posting Board, Recorder tables, canopy, chairs, etc. (see RW Equipment & Preparations)
- Need a USATF Sanction? If hosting a stand-alone event, apply for a USATF Sanction at least 30 - 60 days in advance. Go to USATF Sanctions - <https://www.usatf.org/sanctions>.

Week Before the Race - Head Official/Chief Judge (CJ):

- Print paperwork - including Judging Tally Record, Red Cards, Summary Sheet, etc. (See RW Form Packets- RW Basics: Forms Track no PZ)
- Determine RW Judge positions. (see RW Basics: Track Assignments)
- Communicate with RW crew regarding pre-race meeting times & race schedule(s).
- Coordinate with Timer/Coordinator for copies of heat sheets for all Judges & the Recorder.
- Confirm with Clerking that athletes have 2 Bibs # – Front & Back. *(At high school or collegiate races, only hip numbers may be used. In these cases, request that three (3) matching hip numbers be issued for each athlete. Hip # locations – Front, Back and Hip – numbers should be pinned in place, so they do not fall off.*

Morning of the Race & Race Start - Head Official/Chief Judge (CJ):

- Chief Judge conducts a short RW Crew meeting at least 1 hour prior to start:
 - Verify posting board & recording table setup (see RW Venues & Set Up)
 - Check that Judges have necessary materials (see RW Equipment & Preparations)
 - Distribute Judging assignments & RW forms (see RW Basics: Track Assignments)
 - Synchronize watches so all Judges and Officials are using the same time of day
 - Discuss Yellow Paddle policy (see RW Basics: How to Judge)
 - Review procedures with Recorder and Posting Board Assistant (see RW Officials Duties).
- Meet with Red Card Collector volunteers, explain their role, share a properly filled out Red Card as a guide and introduce them to the Recording crew and the RW Judges.
- Check athlete attire to ensure their clothing will not hinder judging the athlete's knee for compliance with the rules of race walking. This should occur when the athlete checks in, either at clerking, at the call room or at the start line. This check should be early so as not to delay race.
- Approximately 10 minutes before the start, Judges, Officials and volunteers take their assigned positions on track.
- At the start line the Chief Judge gives instructions to athletes about the rules that will be in play. (see RW Chief Judge Instructions)

During the Race - RW Crew:

- Judges observe competitors for compliance with the rules of race walking and either:
 - Show a Yellow Paddle to athletes when not satisfied that their form complies with the rules of race walking, and/or
 - Write a Red Card when they believe the rules are violated. (see RW Basics:How to Judge).
- The Red Card Collectors convey Red Cards from the Judges to the Recorder as quickly as possible. Red Card Collectors need to be check Red Cards for completeness and return improperly filled card back to their assigned Judge if necessary.
- The Recorder tracks Red Cards by Athlete & Judge # and they direct the Posting Board Assistant to place Red Card marks next to athletes' numbers (see RW Officials Duties).
- Consequences of Red Cards: When the Recorder verifies that at least 3 different Judges have written a Red Card for an athlete, the Recorder shall give those Red Cards to the Chief Judge for review and action.

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- The Chief Judge shall verify the accuracy of the of Red Cards and, if accurate, shall remove/disqualify the athlete from the race by showing them the Red Paddle. If the athlete has finished the race before the CJ can remove them from the race, the CJ must notify the disqualified athlete as soon as possible or immediately following the race.
- The Chief Judge must record the time of DQ notification either by writing the time on the back of the stack of Red Cards or on the Chief Judge Record sheet. If the athlete leaves the venue before the CJ can inform them of their disqualification, No Time (NT) shall be recorded for the time of notification.

After the Race - Chief Judge/Recorder/RW Crew

- The Red Card collectors and/or RW Judges deliver the Judging Tally/Records to the Recorder.
- The Recorder checks the Judging Tally/Records against the Red Card Control and/or Judging Summary to verify agreement and determine that all Red Cards have been recorded.
- The Recorder prepares the Timer Notification card listing all disqualified athletes, with the relevant rule and notification time, for approval by the Chief Judge.
- The Chief Judge signs the Timer Notification card and has it delivered to the Timer.
- The Recorder prepares the Judging Summary, compiling the information from Red Cards, Judge Tally/Records, and Chief Judge Record. If a Chief Judge Assistant is used, their paperwork is compiled too.
- The Chief Judge reviews and finalizes the record of the race by signing the Judging Summary.
- The Chief Judges should have an image of the Summary sheet(s) made, either by scan or photo and share it with the RW Crew
- The Chief Judge and Referee (if available) approve the Timer Notification card and sends it to the Timer. When multiple races are contested, the Timer Notification card must be turned before the next race begins.
- The Chief Judge conducts the crew debriefing - discuss judging consistency, issues, planning, and suggestions for improvement.
- The paperwork for each race is gathered and stored in separate gallon size baggies, then submitted to the Timer or Race Director to be made part of the event record.
- The Chief Judge is responsible for coordinating with the Meet Director and/or Timer to have the Judging Summary posted to the results website.
- For Championships, the Judging Summaries should be posted to the USATF RW Committee website. Other events can be posted there as well. At the conclusion of the event, email copies summary sheets to racewalkvicechair@usatf.org. The file can be a high-quality image or a pdf file. The full names and USATF Official Certification # of all officials must be included.