

RACE WALK CREW DUTIES

*An official's primary role is to act impartially and to facilitate a fair competition.
They must perform their duties with accuracy, consistency, objectivity and the highest sense of integrity.*

USATF Certified Race Walk Judges & Officials

USATF Officials can certify either as a Race Walk Judge (Rule 230), a Race Walk Official (Rule 231), or both. It is important to understand that the duties, responsibilities, and expertise for these categories are different and do not necessarily overlap. The basic difference is that Race Walk Judges are certified to serve on the judging panel and in all of the race walk crew roles, whereas Race Walk Officials are certified only to serve in the administrative race walk crew roles. *(See last page for a list of roles that Race Walk Officials and Race Walk Judges are qualified to perform.)*

RW Event Head

- Coordinate with the Chief Judge (CJ), Recorder and Penalty Zone Manager (PZM) concerning equipment provided by officials and provided by meet management. (see RW Equipment & Preparations)
- Coordinate with Officials Coordinator/Meet Management to:
 - Ensure sufficient qualified officials are assigned to serve on the judging panel and in other RW crew positions, (see RW Basics: Track Assignments)
 - Ensure additional officials and volunteers are provided to serve in support roles.
 - Ensure sufficient tables, chairs, cones, etc, is provided, (see RW Equipment & Preparations)
 - Secure the provision of a Posting Board with space for every athlete's ID (bib) numbers and spaces for four (4) Red Card markers. Secure extra posting boards if the field is large.
- Work with the Chief Judge to:
 - Verify the Race Walk certification type and level of all the members of the judging panel and other key RW crew members, (see [Find a Certified Official](#))
 - Determine the location for the Judge's pre-race meeting.
- Coordinate with the Referee and Meet Management on the placement of water/sponging stations, personal refreshment areas and volunteers to work them.
- Walk the course to verify markings and turns. Ensure that there is sufficient space for the posting board, recording station, penalty zone and that water and refreshment stations will be safe and clear of obstructions.
- Verify the communication system for event - radios, electronics and/or cell phones.
- Attend technical meetings and provide input as needed.
- Participate in pre-race and post-race meetings.

Chief Judge (CJ)

- Work with the RW Event Head to:
 - Ensure sufficient qualified officials are assigned to serve on the judging panel and in other RW crew positions, (see RW Basics: Track Assignments)
 - Ensure necessary equipment is provided, (see RW Equipment & Preparations)
 - Verify the Race Walk certification type and level of all the members of the judging panel and other key RW crew members, (see [Find a Certified Official](#))
 - Determine the location for the Judge's pre-race meeting.
- Coordinate and Communicate with the judging panel and support crew regarding roles, uniforms, equipment needs, meetings, etc.
- Conduct a pre-race meeting to assign the Judges to their judging areas and explain the judging procedure to be used.
- Make sure the judges have the correct time on their watches and have all the necessary judging material, including course map. (see RW Equipment & Preparations)
- Ensure proper setup of race course. (see RW Venues & Set Up)
- Make sure that a card collecting system is prepared and will function according to plan.
- If using a Penalty Zone (PZ), identify who may direct athletes to enter the PZ when they receive three (3) Red Cards.
- Appropriately delegate duties to the Chief Judge Assistant and Recorder.
- Give instructions to athletes before the start. (see RW CJ Instructions)
- Is part of the Judging Panel and judges the full race to ensure compliance with rules.
- Supervise the administration of the race, including that Judges are in the correct positions, and that Red Cards are being swiftly delivered to the Recorder and accurately processed

RACE WALK CREW DUTIES (Cont'd)

- Serve as Referee as well as Chief Umpire where none is assigned.
- Work with the Recorder, or delegate to the Chief Judge Assistant (CJA) when one is employed, to notify athletes of DQs with the Red Paddle.
- If applicable, use CJ power to DQ per Rule 230.3f, in last 100m if athlete violates Rule 232.2.
- Record all actions (Yellow Paddles & Red Cards) on the Tally/Record form and DQ's on CJ Record.
- After event, use the Timer/Referee card to inform the Referee of all DQ's and PZ times not served by competitors.
- Review and sign the Judging Summary sheet and ensure that it is posted.
- Conduct a post-race meeting to review the race, present the Judging Summary for analysis and discuss any problems.

Chief Judge's Assistant (CJA)

- Participate in pre-race meetings.
- Follow the instructions received from the Chief Judge (CJ).
- Does not judge competitors.
- May act as the Chief Judge designee for the purpose of reviewing Red Cards and determining appropriate administrative actions.
- May disqualify competitors when designated by the CJ.
- May determine athletes that need to serve time in the Penalty Zone as designated by the CJ and in coordination with the Chief Recorder.
- May direct athletes into the Penalty Zone when designated by the CJ
- May supervise the Penalty Zone crew according to instructions from the CJ.
- Record all DQ's, time & athlete ID#, on CJA Record form and submit to the Recorder after the race.
- Participate in post-race meetings and relevant discussions.

Race Walk Judges/Judging Panel

- Participate in pre-race meeting.
- Follow the instructions received from the CJ.
- Observe athletes' form for compliance with the rules of race walking (Rule 232.2).
- If not completely satisfied, show an athlete the Yellow Paddle with the corresponding violation.
- Accurately complete a Red Card for any competitor breaking the rules and send it to the Recorder.
- Record all actions (Yellow Paddles & Red Cards) on the JudgeTally/Record form.
- If there are insufficient or no Umpires, Judges may act in this capacity.
- Report to the CJ after the event, deliver Tally/Records to Recorder and confirm that all Red Cards have been received.
- Participate in post-race meetings and relevant discussion.

Chief Recorder & Assistant

- Participate in pre-race meeting.
- Receive Red Cards and record that information on the Red Card Control form and/or Judging Summary and, where used, monitor the electronic data collection system.
- Examine each Red Card to verify it is correctly completed. Must have minimums: Athlete ID#, reason & time of violation, Judges # & signature. If the card is missing any MUSTS - send the Red Card back to the Judge to correct. (see RW Advanced: Recording Protocols)
- Notify the Posting Board Assistant of Red Cards and, where used, monitor electronic Posting Board
- Immediately notify the CJ and/or CJA when three (3) Red Cards from three (3) different Judges are received or, when using Penalty Zone (PZ) – four (4) Red Cards from four (4) different Judges.
- When a Penalty Zone (PZ) is used, notify the CJA & PZManager when three (3) Red Cards from three (3) different Judges are received.
- Use the PZ Card to track athletes who have served or are due to serve time in the PZ.
- Record the time of DQ notifications and the DQ rule # on Judging Summary and Timer Notification card.
- Record time of PZ entry and exit on Judging Summary and add any PZ time not served to last column.
- Verify agreement of the Judge's Red Cards and Judge Tally/Records.
- Prepare the Timer/Referee card noting DQ's and PZ times not served that must be added to results.
- Accurately compile all Red Cards & Yellow Paddle calls on to the Judging Summary.
- Participate in post-race meetings and relevant discussions.

Posting Board Assistant (PBA)

- Participate in pre-race meeting.
- When notified by the Recorder, immediately place red marks/Red Card symbols (~ <) next to the ID # of the offending athlete.

RACE WALK CREW DUTIES (Cont'd)

- Check continuously with the Recorder for the correctness of the Posting Board.
- Take a picture of the final display on the Posting Board to share with the CJ and/or Recorder.
- Participate in post-race meeting and relevant discussion.

Penalty Zone Manager & Assistant (PZM & PZA)

- Participate at pre-race meeting.
- Oversee the operation of the Penalty Zone (PZ).
- Record the time of entry and exit of competitors directed to the PZ on the Penalty Zone Record form.
- Start a countdown timer, for the required penalty time to be served, when competitor enters the PZ.
- Supervise competitors while they are in the PZ.
- Show the 10 sec Paddle to the competitor when they have ten (10) seconds left to serve.
- Release competitor after all of their time is served.
- Verify that competitors directed into the PZ have served all of their required penalty time.
- Use the PZ card to report to the Referee any refusal by a competitor to enter the PZ, as well as any competitor that enters the PZ but leaves before serving all of their penalty time.
- Return PZ Card to Recorder after PZ actions are complete.
- Report to the Recorder/CJ any competitors that have finished the race before they could be directed into the PZ - note on PZ Record.
- Report PZ activities to the CJ on the PZ Record.
- Participate in post-race meetings and relevant discussions.

RW Referee

- Participate in pre-race meeting.
- Ensure proper setup of race course (see RW Venues & Set Up).
- Has full authority in all matters relating to the conduct of the race and breaches of race rules, including cutting the course, rules relating to refreshment and aid, unsportsmanlike conduct and other violations.
- Observe race activities, especially the start, finish, penalty zone and refreshment areas.
- Receive incident reports from Judges, Umpires or Officials, and decide on possible disqualifications.
- Act on PZ Manager reports on athletes refusing to enter PZ or failing to serve all of their PZ time.
- Has NO jurisdiction over matters under the responsibility of the Chief Judge.
- *DQs made by the judging crew are not subject to appeal (Rule 230.1a).*
- Review the Timer/Referee card and confirm any penalty times not served by competitors.
- Confer with the Timer to have the unserved penalty times added to competitor finish times.
- Review and sign the Judging Summary sheet if available.
- Participate in post-race meetings and relevant discussions.

Other Race Walk Officials/Volunteers

- Red Card Collectors Duties (RC Collectors)
 - Collect Red Card(s) from the RW Judges and immediately deliver them to the Recorder.
 - Examine each Red Card to verify it is correctly completed. Must have minimums: Athlete ID#, reason & time of violation, Judges # & signature. If the card is missing MUSTS - return it for correction.
 - Return to assigned Judge or Judges and remain available to take more cards to the Recorder.
 - At end of race, collect Judging Tally/Records from assigned Judge(s), deliver them to Recorder.
 - On a road course, RC Collectors may serve several RW Judges, making loops on the course with the use of bicycles, skates or other modes of transport.
- Water / Sponging Station Duties
 - Keep the water / sponging station stocked with water / sponges ready, available and within easy reach of competitors.
 - Keep water cups half full and bottles, if used, may have caps loosened but never removed.
 - Keep sponges wet and replenished from large buckets of water.
 - Remove discarded cups, bottles and sponges from the course.
 - Do not interfere with competitors while picking up discarded items from the course.
 - Under no circumstances may attendants run beside the competitors.

Support Officials

Additional officials are needed to serve in support roles. See Best Practices documents for duties of the following officials: Starter, Lap Scorers, Finish Line, Umpire, Marshals

RACE WALK CREW DUTIES (Cont'd)

RW Officials v RW Judges - Certification Type & Permitted Roles

The table shows the roles that Race Walk Judges and Race Walk Officials are certified to perform. All of these roles are essential to the efficient, fair and accurate conduct of Race Walk events and assigning officials with the proper certification to the judging panel is critical to the validity of the race. Individual official's certifications can be verified at [Find a Certified Official](#)

Race Walk Officials perform the administrative duties of the RW crew and are essential to making the event run efficiently and fairly. They are responsible for managing the Red Cards, and their consequences, and otherwise assist with the administration of the event as directed by the Chief Judge or their designee. They are also responsible for making sure the paperwork is timely and accurate. Race Walk Officials are not certified to serve on the judging panel and judge Race Walks.

Race Walk Judges serve on the judging panel and are the final arbiters on the legality of the athletes' race walk form. They are specifically trained to observe the progression of each athlete and decide if they comply with the rules of race walking (Rule 232.2). Race Walk Judges are also certified to manage Race Walk events, and serve in all race walk crew roles. Race Walk Judges are expected to be knowledgeable in all aspects of the administration of the race walks.

Race Walk: Permitted Roles by Certification		
ROLE	RW JUDGE	RW OFFICIAL
RW EVENT HEAD	YES	NO
CHIEF JUDGE	YES	NO
JUDGE	YES	NO
CHIEF JUDGE ASSISTANT	YES	NO
CHIEF RECORDER	YES	YES
RECORDER ASSISTANT	YES	YES
POSTING BOARD ASSISTANT	YES	YES
PENALTY ZONE MANAGER	YES	YES
PENALTY ZONE ASSISTANT	YES	YES
CARD COLLECTOR	YES	YES

NOTE: The need to fill each of these positions will depend on the event size and/or sanction. With the exception of the RW Event Head, it is preferred that no individual fill more than one role.