



## CALL ROOM PROTOCOLS, PROCEDURES, ROLES AND RESPONSIBILITIES

### **INTRODUCTION**

The Call Room is the commencement of the athlete's competition journey. From the Call Room, the athletes are considered to be in 'competition' mode and will be escorted at all times by Technical Officials, until they complete their event and pass through Post Event Control or after Medal Ceremonies.

It is the responsibility of the athletes and team management to ensure their athletes are aware of their events' Call Room times and the responsibility of each athlete to report to Call Room on time. Athletes arriving late (after final call) may be excluded from participation in the event.

- 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.

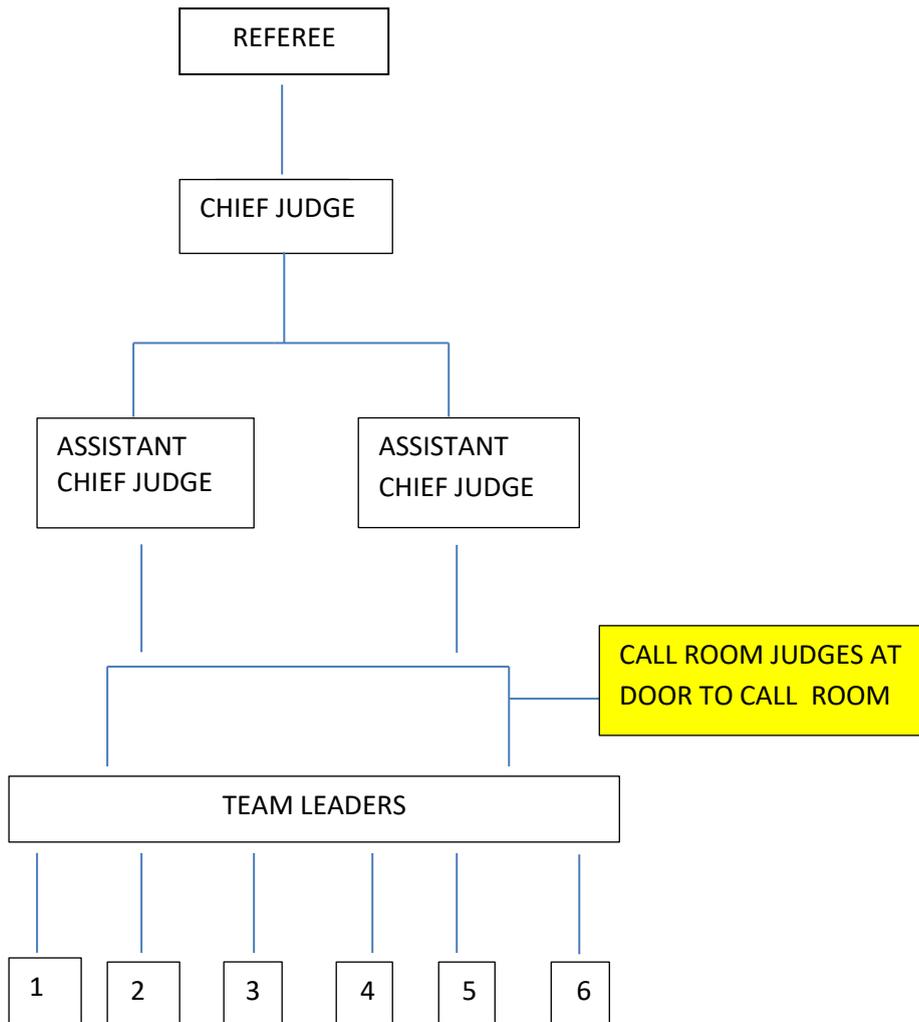
### **The Australian Way – Call Room**

It is important to understand that athletes are in varying degrees of anxiety. The Call Room must ensure that they meet the outcomes required under the WA rules, but do so in a way that will ensure that athletes are not affected in competition phase.

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; in the case of athletes, 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 leave them alone;
- Know the rules and the role assigned;
- Work quickly, quietly and efficiently;
- To be able to relax and enjoy the experience.

## CALL ROOM OFFICIALS AND CHAIN OF COMMUNICATION



### 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.

## 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

- Ensures that all rules and competition regulations applying to the Call Room are observed.
- Makes decisions on any matters relating to the Call Room which are not covered by the rules and competition regulations.
- Resolves any disputes arising in or concerning the Call Room and Warm Up Track area.
- Rules on any protests or objections regarding the operations of the Call Room and any decisions of the Call Room Judges.
- Warns or excludes from the competition any athlete guilty of improper conduct from the time the athlete enters the Call Room until such time as they are transferred to the jurisdiction of another Referee.

*N.B. It is important that the Call Room Referee ensures that he/she does not become involved in the general operations of the Call Room or in the activities of the Call Room Chief Judge. They shall remain impartial should they be called upon to intervene or to handle any disputes and/or protests. In other words, he/she should be somewhat "aloof" from the on-going operations of the Call Room.*

### Call Room Chief Judge

- Oversees the transit between the Call Room and the Competition Area to ensure that athletes, after being checked in the Call Room, are ready to be transported by the relevant Official to their event site
- Ensures rules and regulations are followed in Call Room
- Draws up schedules and provides it to appropriate personnel
- Supervises and determines the duties of Call Room Judges, Chief Assistant Judges and Volunteers
- Organises Call Room
- Ensures that all stationery/equipment required by Call Room Judges is available
- Briefs the team prior to the 1<sup>st</sup> session of the day and if required before the second session
- Attends the Technical Meeting
- Liaises with the Competition Director
- Liaises with Meeting Managers to confirm location and readiness of event sites
- Liaises with Call Room Referee
- Ensures all paperwork is available to Call Room Judges in ample time
- Provides names of athletes who have not checked in, to Competition Management
- Ensures water is available for athletes
- Ensures the health and safety of all athletes, Call Room Judges and Volunteers
- Provides meeting reports and assessments of Judges as required

## Call Room Chief Assistant Judge

- Undertakes duties as directed by Chief Judge
- Supervises Bay Judges
- Trouble shoots as required
- Liaises with the Chief Judge
- Acts as the Chief Judge in the Chief Judge's absence
- Manages the exiting of Athletes from the Call Room to the Competition Area as per schedule

## Call Room Judges on Door

- Receives and sorts start lists – one copy for checking on entry; the rest to go to the appropriate bay
- Announces First Call and Final Call as per schedule for athletes to attend Call Room
- Checks all meet Accreditations to see if the individual is allowed within the Call Room
- Requests athletes to have competition uniform and competition bibs on prior to entry
- Checks competition bibs match start list and directs athlete to appropriate bay
- Liaises with bay about missing athletes
- Receives and notes on start lists any clash of event forms or request for assistance
- Marks door copy of start lists with DNS as required and files

## 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 moves onto the next assigned athlete. The procedure details are as follows:*

### Admin

- Inspects competition bibs and name.
- Verifies that the athlete is in the correct event, heat/lane
- Marks presence of athlete on paperwork
- Ensures athlete competition bibs are correctly attached to the competition uniform
- Issues hip/helmet numbers and ensures proper attachment

### Uniform/Advertising

- Ensures athlete's competition uniform complies with the rules
- Ensures bags, warm-up attire, gloves, hats, towels, drink bottles etc. comply with the advertising regulations and tape as necessary
- Checks athlete's shoes and spikes comply with the competition rules

## Prohibited Items

- Thoroughly inspect athlete's bags and warm-up attire to ensure that all non-permitted items are confiscated as per Call Room Prohibited Items Check list
- Upon confiscation of any goods, ensures that the Prohibited Items Form is completed and placed in bags with goods-

## Para Events

*In the case of Para athletes, undertake checks relevant to the athlete's classification including-*

- Checks and measures Wheelchair, Throwing and Frame Running frames for compliance
- Ensures that all wheelchair athletes are wearing helmets
- Checks that T/F11 athletes have eyes/cavities completely covered by gauze patches or an equivalent material and must wear opaque glasses or appropriate substitute
- Ensures T11 and T12 athletes with accompanying Guide Runner, have tether that conforms to WPA rules. The maximum length shall not exceed 30cm for track and 50cm for road events. This shall be measured in Call Room at full extension when it is not worn
- Guide Runners/Field Assistants will be issued with a fluoro vest and are subject to the same checks as those of the Athletes
- Guide Runners/Field Assistants will be required to complete the appropriate form and hand into Call Room.
- Check all prothesis for compliance
- For T/F 61-62 check the actual height of an athlete in competition leg protheses does not exceed Maximum Allowable Standing Height (MASH)
- Marks on start list which athlete requires assistance and attach form

*Para athletes without Guides/Assistants may request assistance in competition. They will need to provide the necessary form i.e. Blocks setup, Long Jump and Javelin Runway markers.*

*Permission for Carers on FOP must be requested of and approved by the Technical Delegate prior to Call Room entry.*

## Finally

- Informs Call Room Chief Judge of any athlete who has not reported prior to leaving the Call Room and marks it on every copy relevant paperwork
- Hands one copy of start sheet to Call Room Chief Judge/Assistant and the other copies to the appropriate event Officials
- Ensures that athletes in track events are 'ready to run'
- If Basket Crews are present, they will collect all extra items not required for the race and take to Post Event.
- Checks the exact route required to escort athletes to the event site before leaving
- Escorts athletes to the Competition Area with the relevant paperwork
- Escorts athletes to the bathroom
- Ensures that any issues that arise are reported as per chain of communication
- Rearrange furniture and restock stationary as required
- Be proactive in relation to health and safety issues

### **Advertising Commissioner (When appointed)**

- 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, one front and one at the back
- 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

### **Combined Events**

Combined Event Athletes will come to Call Room for first event of each day only. Checking procedure is same as for other athletes.

For each other event, the checks will be carried out in the Combined Events Rest Area no later than 15 minutes prior to FOP entry time. At this time 2 members of Call Room will do basic checks of Athletes concentrating on –

- Competition bibs and uniforms
- Prohibited Items
- Shoes and Spikes