

**CLERK OF THE COURSE**

**DUTIES CHECK LIST**

**2010**

**CLERK OF COURSE FIELD - DUTIES CHECK LIST**

<b><u>POLE VAULT</u></b>	
<b>Check</b>	
Stands in good working order	
Safe and securely fastened landing area	
Spike proof wear cover in good condition	
Bars in good condition	
Runway in good condition	
Box clean and stable	
No hard surfaces or objects within 5m to the front and sides and 7m to the rear of landing area as measured from the centre of the back of the box. Any hard surface should be covered with an impact absorbing material to a critical fall height of 1.5m	
That if the landing are is supported on pallets, the sides of the pallets facing the run up are blanked off	
That supporting pallets do not protrude beyond the edges of the landing area	
<b>Supply</b>	
Bars	
Winding handles	
Runway markers	
Scoreboard, securing pegs or weights	
Time clock	
Windsock	
Calibrating device	
Red and white flags	
Bar lifters	
Brush or 'squeegee'	
Vault pole rack	

<b><u>HIGH JUMP</u></b>	
<b>Check</b>	
Stands in good working order	
Safe and securely fastened landing area	
Spike proof wear cover in good condition	
Bars in good condition	
Run up fan in good condition	
Kerbing - if removed - safely stored	
No hard surfaces or objects within 2m of sides and rear of landing area. Any hard surface should be covered with an impact absorbing material to a critical fall height of 1.5m	
That if the landing area is supported on pallets, the sides of the pallets facing the run up are blanked off	
That supporting pallets do not protrude beyond the edges of the landing area	
<b>Supply</b>	
Bars	
Runway markers	
Scoreboard, securing pegs or weights	
Time clock	
Windsock	
Calibrating device	
Red, white and yellow flags	
Set of steps or stable platform for officials on stand' duty or bar lifters	
Brush or 'squeegee'	
Secured white tape (5cm wide) from 3m outside each stand along the plane of the nearer edge of the stands	

**CLERK OF COURSE FIELD - DUTIES CHECK LIST**

<b><u>LONG JUMP</u></b>	
<b>Check</b>	
Landing pit well dug (not compacted)	
No dangerous extraneous material in pit	
Runway in good condition	
Firm, stable, take off and insert cover board(s)	
No hard obstruction within 12m from centre of take off board. If not so - then arrange for impact absorbing material to be attached to the obstruction	
Edges of landing pit are lined with plastic or rubber	
<b>Supply</b>	
No jump plasticine indicator inserts and extra plasticine	
Rakes	
Brush	
Roller	
Measuring tape	
Spike	
Scoreboard, securing pegs or weights	
Time clock - 'weighted down'	
Windsock	
Runway markers	
Wind gauge @ 20m > 2m	
Marker for 40m wind gauge start point	
Set of red and white flags for wind gauge operator	
Distance marker for side of landing pit	
Watering can and water	
Set of red and white flags	
Secured dividing tape for double pit	

<b><u>TRIPLE JUMP</u></b>	
<b>Check</b>	
Landing pit well dug (not compacted)	
No dangerous extraneous material in pit	
Runway in good condition	
Firm, stable, take off and insert cover board(s)	
No hard obstruction within 23m from centre of 13m take off board. If not so - then arrange for impact absorbing material to be attached to the obstruction	
Edges of landing pit are lined with plastic or rubber	
<b>Supply</b>	
No jump plasticine indicator inserts and extra plasticine	
Rakes	
Brush	
Roller	
Measuring tape	
Spike	
Scoreboard, securing pegs or weights	
Time clock - 'weighted down'	
Windsock	
Runway markers	
Wind gauge @ 20m > 2m	
Marker for 35m wind gauge start point	
Set of red and white flags for wind gauge operator	
Distance marker for side of landing pit	
Watering can and water	
Set of red and white flags	
Secured dividing tape for double pit	
Board lifters	

**CLERK OF COURSE FIELD - DUTIES CHECK LIST**

<b><u>SHOT PUTT</u></b>	
<b>Check</b>	
Sector 34.92°	
Flags at ends of sector lines	
Sector - no depressions or bumps	
Stop board - undamaged	
Circle centre spot- identified	
Circle surface - undamaged	
Circle rim - undamaged	
Circle centre extension lines	
Safety ropes	
Distance arc lines	
<b>Supply</b>	
Brush	
Footmat	
Measuring tape	
Spike	
Cleaning cloth	
Shots	
Implement rack	
Time clock, securing pegs or weights	
Scoreboard, securing pegs or weights	
Calcium carbonate powder	
Red and white flags	
Distance markers	

<b><u>DISCUS</u></b>	
<b>Check</b>	
Sector 34.92°	
Flags at ends of sector lines	
Sector - no depressions or bumps	
Circle centre spot- identified	
Circle surface - undamaged	
Circle rim - undamaged	
Circle centre extension lines	
Safety ropes	
Distance arc lines	
Cage condition	
<b>Supply</b>	
Brush	
Footmat	
Measuring tape	
Spike	
Cleaning cloth	
Discoi	
Implement rack	
Time clock, securing pegs or weights	
Scoreboard, securing pegs or weights	
Warning horn	
Red and white flags	
Distance markers	

**CLERK OF COURSE FIELD - DUTIES CHECK LIST**

<b><u>HAMMER</u></b>	
<b>Check</b>	
Sector 34.92°	
Flags at ends of sector lines	
Sector - no depressions or bumps	
Circle centre spot- identified	
Circle surface - undamaged	
Circle rim - undamaged	
Circle centre extension lines	
Safety ropes	
Distance arc lines	
Cage condition	
<b>Supply</b>	
Brush	
Footmat	
Measuring tape	
Spike	
Cleaning cloth	
Hammers	
Implement rack	
Time clock, securing pegs or weights	
Scoreboard, securing pegs or weights	
Warning horn	
Red and white flags	
Distance markers	

<b><u>JAVELIN</u></b>	
<b>Check</b>	
Sector 29°	
Flags at ends of sector lines	
Sector - no depressions or bumps	
Arc centre spot (8m) - identified	
Runway - undamaged	
Runway extension lines	
4 metre box identified	
Safety ropes	
Distance arc lines	
<b>Supply</b>	
Brush	
Measuring tape	
Spike	
Cleaning cloth	
Javelins	
Implement rack	
Time clock, securing pegs or weights	
Scoreboard, securing pegs or weights	
Warning horn	
Red and white flags x 2	
Distance markers	
Yellow flag	

**CLERK OF COURSE TRACK CHECK LIST**

ITEM	100	200	400	800	1500	S/C	5000	10000	100Hdl\$	110Hdl\$	400Hdl\$	4 x 100	4 x 400	REMARKS
Hurdles														
Start Blocks														
Break flags														
Break line cones														
Finish Posts														
Track Judges Stand														
Timekeepers Stand														
Starters Stand														
Wind Gauge														
Relay Batons														
Flags for take-overs														
Lap board and bell														
Water Jump														
Steeplechase barriers														
Line markings														
Lane boxes														
Kit baskets														
Cones														
Staggered start system														
PA system														

Issuing Officer ..... Received by ..... Date .....