



ASA TECHNICAL DELEGATE APPRAISAL REPORT OF ASA TRACK AND FIELD COMPETITION

Thank you for completing the following evaluation to assist with the grading of Track and field Competitions. Please complete all fields below.

Name of competition				
Date of competition				
Type of competition and venue				
Indicate level of competition	Provincial	National	International	
If Provincial, which ASA Province				
Criteria	Exceeds Expectation	Meets Expectation	Below Expectation	Not Appraised
For the Technical Delegate to prepare an objective report, he/she must arrive at the venue one day before the Meeting.				
1. The day before the competition: The Delegate should ensure that a Technical meeting is held to:				
1.1. Finalize the entry list				
1.2. Finalize the time table				
1.3. Finalize the start Lists that reflect the distribution of the Athletes in the events with heats or semi-finals				
1.4. If there is no Technical Meeting the Delegate must check if the TIC finalized the time table and start lists, and forward it to all parties involved the day before the meeting				
2. At least 2 hours before the start of the competition: Most tracks and equipment used at national meetings conform to IAAF/ASA Rules and Regulations and, indeed, it is the responsibility of Meeting Organisers and Referees to ensure that they do. However check the following:				
2.1. All advertising in the stadium should be checked - particularly regarding in-field equipment.				
2.2. Check if Meeting Organiser and Referees verified that the track and equipment used at national meetings conform to IAAF/ASA Rules and Regulations				
2.3. Check if the warm-up area and call room area is according to specifications				
3. Briefing of Officials before the start of the competition:				
3.1. It is essential that all persons with specific responsibilities at the meeting are made known to the IAAF/ASA Technical Delegate and vice versa. A meeting with these				

people before the competition is recommended.				
3.2. Stress to the referees that NO-ONE, even a World Record holder, is allowed to contravene IAAF/ASA Rules.				
3.3. Confirm with the Meeting Organiser that payments to athletes will be conducted in accordance with IAAF/ASA Rules.				
3.4. Every athlete competing in an International Meeting must be authorised to do so by his/her National Federation. This must be confirmed with the Meeting Organiser before the start of the Meeting. In National Meetings all athletes must be licensed				
4. During the Meeting				
4.1.1. Monitor if the results are send to the TIC immediately after the conclusion of each event and not at the end of the entire programme				
4.1.2. Check if the TIC prepares a file with all information (start lists, timetable, results and any corrections) for the Delegate to collect after the competition.				
5. Conduct of the Meeting - Several instances has been reported where IAAF/ASA Rules have not been observed, despite the presence of nationally qualified officials. General advice:				
5.1. Continuously check if all Officials are in position and doing their duties delegated to them				
5.2. Continuously check if the programme is followed according to schedule				
5.2.1. Continuously check co-ordination and control at the call room and flow between call room and competition area.				
5.3. Ensure that all kerbs are replaced after high jump events or cones are used if the high jump is in progress.				
5.4. Do not allow High Jump and Pole Vault rules to be broken, even when two athletes are attempting new world records heights.				
5.5. Assistance to athletes - ensure that IAAF/ASA Rules 143 & 144 are adhered to, particularly when a World/ASA Record is being made.				
5.6. Is assizing room functional				
5.7. Is the mixed zone functional				
5.8. Does announcer synchronize introduction of athletes, announcements, medal ceremonies, etc. with infield activities				
6. Warm-up and Call Room				

6.1.	Placement of warm-up area and call room in relation to infield.				
6.2.	Lay-out and security in warm-up area				
6.3.	Officials in call room must monitor that the athletes do not contravene IAAF/ASA Rules.				
6.4.	Officials in call room do not contravene IAAF/ASA Advertising Regulations.				
6.5.	Every athlete competing in an International Meeting must be authorised to do so by his/her National Federation.				
6.6.	South African athletes must be licensed irrespective if a special number is issued				
7.	Reports - IAAF/ASA relies on its Delegates at national meetings for comprehensive, objective reports. Often, the only feed-back that IAAF/ASA has is through its Delegates, on whom it relies for accurate reports. It cannot be emphasised too strongly how important a role IAAF/ASA Technical Delegates play. In order to assist the Technical Delegates with their reports to IAAF/ASA, the following are suggested as aspects of the Meeting which should be commented upon:				
7.1.	The stadium				
7.1.1.	General characteristics (e.g. total capacity, seating, etc.)				
7.1.2.	Type and make of track and field events zones				
7.2.	The Officials				
7.2.1.	Number of Technical Officials				
7.2.2.	Number of Volunteers/support staff				
7.2.3.	Professionalism and appearance of Officials				
7.2.4.	Ability, particularly the Referees, Starters and Chief field events judges				
7.2.5.	How the team judges operated together				
7.3.	Technical				
7.3.1.	Start control and system				
7.3.2.	Type of time-keeping/photo-finish and its efficiency				
7.3.3.	Type of video recording and its efficiency				
7.3.4.	Measurements of field events				
7.3.5.	Infield display board management				
7.3.6.	Control at exchange/cut-in areas				
7.4.	The Competitors				
7.4.1.	Number of competitors and distribution by events				
7.4.2.	Entries and confirmation of entries (indicate any difficulties)				
7.4.3.	Check on athletes' permits from their own				

National Federation				
7.4.4. Check if South African athletes are licensed				
7.5. Any incidents				
7.5.1. During the competition				
7.5.2. Outside the competition				
7.6. The Jury of Appeal				
7.7. Spectators				
7.7.1. Number attending				
7.7.2. Were the spectators well informed by the programme, the announcer and the electric scoreboards?				
7.8. Medical				
7.8.1. First Aid accessibility				
7.8.2. Doctor accessibility				
7.8.3. Ambulance and ambulance exit route				
7.8.4. Anti-doping area control				
7.9. Media				
7.9.1. Facilities given to the journalists, radio reporters, television commentators and photographers				
7.9.2. Speed and quality of the results service (including scoreboards)				
7.10. Other types of meetings which took place (including B-races, clinics and seminars) organised in conjunction with the competition.				
7.11. A general appreciation of the level of results achieved, giving details of any records which were equalled or broken.				
7.12. A general appreciation of the efforts made by the Organising Committee and how far they succeeded in their aims.				
8. Secondary facilities				
8.1.1. Changing rooms and toilets for athletes				
8.1.2. Toilets for spectators				
8.1.3. Identification of Athletes, Coaches, Officials and Dignitaries				
8.1.4. Security control infield – only participating athletes in infield				
8.1.5. Security control in stadium, flow of spectators and visibility of security				
8.1.6. Security control outside stadium in the parking area, food stalls, etc.				
8.1.7. Spectator gate enter and exit control				
8.1.8. Hospitality facilities for guests – identification, and movement in stadium				
8.1.9. Hospitality for athletes before and after participation				
8.1.10. Experience outside stadium, e.g. food and drink stalls choice and quality				
8.1.11. Experience outside stadium, e.g.				

memorabilia stalls, exhibitions, posters, etc.				
8.1.12. Direction boards for parking, toilets, TIC/results, exits, medical, ambulance, anti-doping, assizing, call-room				
<p>Feedback to LOC after competition</p> <p>Quality Subjects - The purpose of your feedback on the quality subjects is to ensure that the IAAF/ASA Meetings accomplish the IAAF/ASA level. The organizers have to show that they are world-class meeting organizers. The IAAF/ASA needs to be informed not only if the Meeting Organizers were capable of maintaining the IAAF/ASA standards but also if there were any reasons beyond their control that made not possible to meet the appropriated value. In such cases, it will be necessary that additional information explaining the reason of the low value is provided.</p>				
APPRAISAL OF DELEGATE REPORT BY ASA				
9. After the Meeting the Delegate must provide ASA within 7 days with:				
9.1. Technical Delegate's Report				
9.2. Programme of the Meeting				
9.3. Complete results				
9.4. A selection of photographs/press clippings				
9.5. World and national record application forms with the necessary accompanying documents as required by IAAF/ASA Rules				
Name and Surname of Delegate:				
Cell number of Delegate:				
E-mail address of Delegate:				

The Delegate must please forward this completed appraisal to the ASA Competitions Selection Committee c/o e-mail: mehloh@athleticssa.co.za