For clerk, start area, finish line captain, scoring table. See also clerking instructions.

Runs are events over 400 meters. Competitors in these events break to the rail. A slower heat of the 400 could be done as a run, with competitors breaking to the rail, instead of a sprint.

Maximum number per heat should usually be limited to about eight athletes expected to finish within a minute and no more than 30 total. When the fastest heat is competitive, it should be limited to that all competitors get an optimal start. Seldom is the track width the limiting factor.

FINISH LINE CAPTAIN should have a clipboard with RUN SCORE SHEETS (different from sprint score sheets) in blank and a clipboard with SELECT TIME SHEETS in blank.

CLERK collects event cards, sorts them into heats, and delivers them to starter / start crew. Any prospective participant who does not have a bib number should be referred to REGISTRATION.

Use PERFORMANCE INDEX to aid heat selection.

Method A: Sort cards from slow to fast. Select a group, beginning with the slowest. This is the usual and easiest way.

Method B: Where there is a clear select group, age group / gender heats may be formed. Up to age 18, age groups are two years. Open is 18-39. Above age 39, 5 year age groups: wider ranges are OK. Age groups may be combined. Mixed age group heats can be sorted out a scoring table. If there are no significant prizes (typical situation), it is not a serious issue. If there are prizes, people contending for the same prize should run the same heat.

Minimizing the number of slow heats is a scheduling priority. It is possible to have some heats selected by method A and others by method B, for example select women's mile for the fastest eight seeded women.

Lap counting, where needed, should be designated by clerk. Each lap counter's assignment, usually up to eight competitors who are not expected to lap each other, should be on a separate "sub-heat" sheet. Note **USATF rule 131 for sanctioned events**: three athletes to a lap counter for outdoor races three miles and over and requirements to note intermediate times.

CLERK presents ANNOUNCER or START CREW, if feasible, criteria for several heats, e.g. performance ranges, or age and gender selection. This is so athletes may easily know who is on the track, "NEXT", and "THIRD."

CLERK presents START crew with START REGISTER for heat, each "sub-heat" on its own sheet (with clipboards for counting laps).

START area crew (or announcer) **calls athletes**. When a particular heat is called to the start line. If feasible, the start crew should also announce the criteria (performance range) that is "NEXT" and "THIRD," or some other obvious terms.

THE RACE IS RUN.

FINISH area completes RUN SELECT TIME SHEET and RUN SCORE SHEET with event and heat number completed, and noting for each competitor, at least place, bib number, and times recorded. The select time sheet will typically have nearly all bib numbers in order and a few times. Stapling paper tape printouts is OK as long as it is obvious which times match which competitor.

FINISH LINE CAPTAIN returns SELECT TIME and SCORE SHEETS to CLERK. The score sheets may be returned as completed or en masse.

START AREA returns START REGISTER to CLERK.

For clerk, start area, finish line captain, scoring table. See also clerking instructions.

CLERK sends to SCORING TABLE the START REGISTER, event cards, SELECT TIME SHEET and SCORE SHEET.

Scoring table will often be the same as the clerks' table.

SCORING TABLE completes SCORE SHEET.

If feasible, scoring table should produce DUPLICATE RUN SCORE SHEET for immediate posting.

Where two or three times are recorded, the scored time is the second fastest. Single times are inadequate for USATF sanctioned scoring, but acceptable for informal all-comer events.

Hand timing, round UP to next whole tenths of seconds.

RESULTS FOLDER gets START REGISTER, SELECT TIME SHEET, SCORE SHEET, and event cards.

The information in the RESULTS FOLDER should be sufficient to reconstruct and double check the results. When possible, the names of the starter, finish line captain, clerk, and score keeper should be noted. It is not necessary to do this repetitiously. In the unlikely event that records are needed, we would like to have contemporaneous and unbiased evidence of who was present in what role.

SUMMARY

Before first heat: Finish line captain gets select time sheets and finish sheets from clerk.

Pre-heat: clerk presents heats to starter. Start register completed between clerk and start crew.

Post-heat: finish crew completes preliminary score sheet. Finish captain returns score sheet to clerk. Start crew returns start register to clerk.

After several (or all) heats: clerk sends start register and score sheet to scoring table. Scoring table finalizes score sheet.