



## Field Recording Tips

- A black pen photocopies better than a blue pen.
- If wet, use a pencil - the paper can be photocopied after the competition.
- When using a highlighter, a yellow one does not show up when photocopying - so this is the best colour to use.
- The recorder should not call an athlete until all is ready, including any implements (for throwing events) are made available and officials are in a safe position.
- When calling athletes to take their trial, call athlete "followed by" athlete (i.e. Jane followed by Anne. Anne followed by Megan) so as the next athlete can prepare themselves to compete.
- The recorder should check the correct athlete is taking their trial (check bib number against start sheet).
- Once Chief Judge has announced the trial distance twice, 20.45, two zero four five, repeat the distance you have written back to the chief, 20.45.
- As round 3 progresses, highlight (or circle) the best performance for each athlete, don't wait until the end of the round.
- When working out the athletes who progress to the final rounds and their competition order, draw a diagonal line "/" inside the box (if not already there).
- The placing should be in the upper left corner.
- The competition order should be in the lower right corner - highlight this number if it makes it easier to identify.
- To cross check you have the correct placings/order, the accumulated total must equal one more than the total athletes (i.e. Eight athletes -  $1/8 = 9$ ,  $2/7 = 9$ ,  $3/6 = 9$ , etc. Five athletes -  $1/5 = 6$ ,  $2/4 = 6$ ,  $3/3 = 6$ , etc).
- Once the revised competition order has been established, the Chief Judge and Referee must check this and initial the bottom of the column as correct.
- In rounds 4-6 (final rounds), put a dot in space of the attempt when you call the athletes name to ensure you fill in the correct athletes attempt.
- As round 6 progresses, highlight (or circle) the best performance for each athlete for all rounds (including rounds 1-3) and complete the "Best Performance" column, don't wait until the end of the round.
- At the competition of round 6, work out the placings for each athlete in the "Place" column.
- Write your name at the bottom of the page and sign it, before handing it over the Chief Judge.
- The Chief Judge will then check that the results are true and correct before writing their name and signing it, then hand it over to the Referee.
- The Referee will then check that the results are true and correct before writing their name and signing it as complete.