



**Procedure for claiming a**

**Victorian Record**

**Ronda Jenkins OAM  
July 2020**

## PROCEDURE FOR CLAIMING A VICTORIAN RECORD

# TRACK

1. A Record Application Form **MUST** be filled out correctly with **ALL** the appropriate Officials' signatures and printed names.
2. For individual events, at least three athletes and for relays event, at least two teams, must be bona fide competitors in the event.
3. Use the following check list to ensure that **ALL** the information required is attached, and has the supporting documentation:
  - Record Application Form
  - Official Result of the event
  - All events up to and including 800m **MUST** be achieved using Fully Automatic Times (F.A.T.)
  - Photo Finish Printout
  - Events 1000m and over either F.A.T. or **THREE** Official Timekeepers results
  - If the event is Hand-timed, the Official Timekeepers must show **all 3** hand times on the Recording Sheet
  - Wind Gauge (where applicable) to be operated by a qualified Official, with wind readings recorded and duly signed by the Official
  - Lap Score Sheets for events 5000m and above
  - Walk Judges Summary Sheet (if applicable)
    - \*\* In all Walk Events there **MUST** be **FOUR** (4) Graded Walks Judges appointed
  - In a **Mixed Competition** there must be 3 competitors of the same gender, regardless of the hurdle heights
  - Copy of the Programme
  - Proof of Athlete's Date of Birth
4. Follow up if any of the documentation is not included.
5. Mail with **28 days**, to the Victorian Records Officer, c/- Athletics Victoria Office

### NOTE:

- Record Application Forms are not necessary for Victorian and Australian Championships or any official International Meet (The Victorian Records Officer checks these results)
- For all other events, including AVSL Competition, the above criteria will apply.

**PROCEDURE FOR CLAIMING A VICTORIAN RECORD**

# **PHOTO FINISH**

1. The Chief Photo Finish Judge, and an adequate number of Assistants (at least one Assistant) should be appointed
2. The Chief Judge, Starter and Track Referee **MUST** perform a **successful Zero Test** no less than **one** hour prior to the start of competition, with the image showing times to 3 or 4 decimal places.
3. The **Photo Finish Zero Test Form** must be given to the Competition Secretary (Administration Manager) with a copy to the Competition Director prior to the start of competition.
4. Each Photo Finish Judge **MUST** have a designated role.
5. In distance races, one Photo Finish Judge should be designated to call all athletes as they cross the finish line and this should be recorded. This ensures all athletes are accounted for and the recorded result compared with Photo Finish Result if required.
6. Photo Finish Judges should **not** leave the Photo Finish area at the end of the day's competition until given the "All Clear" by the Competition Director. This ensures that any potential protests are prevented.

# FIELD – HORIZONTAL JUMPS

1. A Record Application Form **MUST** be filled out correctly with **ALL** the appropriate Official's signatures and printed names.
2. **Prior to all competitions, all equipment should be checked in accordance with the CR 16.**
3. Prior to the start of competition, any prior knowledge of an athlete's expected performance which may better the current Victorian Record, would be most beneficial to all Officials on the event.
4. Use the following check list to ensure that **ALL** the information required is attached and has the supporting documentation:
  - Record Application Form
  - Official Field Recording Sheet signed by **all** Officials on the event i.e. at least 3 Graded Officials (one of whom may be the Field Referee)
  - Ensure the Record Application Form is signed by **three** (3) **Graded** Officials (one of whom may be the Field Referee), the Field Referee **and** the Technical Manager
  - Wind Gauge to be operated by a qualified Official, with wind readings recorded and duly signed by the Official
  - If a tape is used, ensure:
    - The tape has been handled correctly and in good condition
    - The tape is checked by the Technical Manager with a certified steel tape at the conclusion of the event
    - The tape number and certification date are recorded on the Field Recording Sheet
  - In **Mixed Competition** there must be 3 competitors of the same gender
  - Copy of the Programme
  - Proof of Athlete's Date of Birth
5. Follow up if any of the documentation is not included.
6. Mail with **28 days**, to the Victorian Records Officer, c/- Athletics Victoria Office

## **NOTE:**

- Record Application Forms are not necessary for Victorian and Australian Championships, or any Official International Meet (The Victorian Records Officer checks these results)
- For all other events, including AVSL Competition, the above criteria will apply

# FIELD – VERTICAL JUMPS

1. A Record Application Form **MUST** be filled out correctly with **ALL** the appropriate Officials' signatures and printed names.
2. **Prior to all competitions, all equipment should be checked in accordance with the CR 16**
3. Prior to the start of competition, any prior knowledge of an athlete's expected performance that may better the current Victorian Record, would be most beneficial to all Officials on the event.
4. Use the following check list to ensure that **ALL** the information required is attached, and has the supporting documentation:
  - Record Application Form
  - Official Field Recording Sheet signed by **all** Officials on the event i.e. at least 3 Graded Officials (one of whom may be the Field Referee)
  - Ensure the Record Application Form is signed by **three** (3) **Graded** Officials (one of whom may be the Field Referee), the Field Referee **and** the Technical Manager
  - Ensure Record Height is correct
  - Verify measuring stick with a steel tape
  - In **Mixed Competition** there must be 3 competitors of the same gender regardless of the implement size
  - Copy of the Programme
  - Proof of Athlete's Date of Birth
5. Follow up if any of the documentation is not included.
6. Mail with **28 days**, to the Victorian Records Officer, c/- Athletics Victoria Office

## **NOTE:**

- Record Application Forms are not necessary for Victorian and Australian Championships, or any Official International Meet (The Victorian Records Officer checks these results),
- For all other events, including AVSL Competition, the above criteria will apply.

## PROCEDURE FOR CLAIMING A VICTORIAN RECORD

# FIELD - THROWS

1. A Record Application Form **MUST** be filled out correctly with **ALL** the appropriate Officials' signatures and printed names.
2. **Prior to all competitions, the Throwing Implements should be weighed and checked in accordance with the CR 16**
3. Prior to the start of competition any prior knowledge of an athlete's expected performance that may better the current Victorian Record would be most beneficial to all Officials on the event.
4. There must be 3 Graded Registered Officials on all Field Events to obtain a record
5. Use the following check list to ensure that **ALL** the information required is attached, and has the supporting documentation:
  - Record Application Form
  - Official Field Recording Sheet signed by **all** Officials on the event i.e. at least 3 Graded Officials (one of whom may be the Field Referee)
  - Ensure the Record Application Form is signed by **three** (3) **Graded** Officials (one of whom may be the Field Referee), the Field Referee **and** the Technical Manager
  - If an EDM is used, it is to be operated by a qualified Official and their recording sheet is included as supporting evidence.
  - If an EDM is not used, ensure:
    - The tape has been handled correctly and in good condition
    - The tape is checked by the Technical Manager with a certified steel tape at the conclusion of the event
    - The tape number and certification date are recorded on the Field Recording Sheet
  - Ensure the implement which was used is identified, withdrawn from competition and re-weighed by the Technical Manager after the event and duly noted on the Field Recording Sheet. This process, if completed during competition, may ensure the implement is returned for further use.
  - In **Mixed Competition** there must be 3 competitors of the same gender regardless of the implement size
  - Copy of the Programme
  - Proof of Athlete's Date of Birth
6. Follow up if any of the documentation not included.
7. Mail with **28 days**, to the Victorian Records Officer, c/- Athletics Victoria Office

### **NOTE:**

- Record Application Forms are not necessary for Victorian and Australian Championships, or any Official International Meet (The Victorian Records Officer checks these results),
- For all other events, including AVSL Competition, the above criteria will apply.