

# Appendix E

## HEAD OFFICIAL'S CHECKLIST

<b>Duties to Perform Upon Arrival at Competition Facility</b>	
_____	Arrive at facility at least 60 minutes before warm-up session
_____	Conduct brief meeting with event manager to discuss daily parameters for event
_____	Complete head official's portion of event certification form
_____	Perform pre-event facility evaluation at least 30 minutes before warm-up session
<b>Facility Evaluation — Areas to Check Before Competition</b>	
_____	Competition area – safe of all hazards
_____	Noncompetition area – separate from competition area
_____	Equipment storage racks or area available for competitors
_____	Scoreboard prepared and visible
<b>Pre-Competition Lane Inspection Procedures</b>	
_____	Preview of lane maintenance information on event certification form
_____	Preview of printed lane maintenance diagram (from event manager)
_____	Manual inspection of competition lanes for pattern verification (random check).
<p>For two to eight lanes used, inspect two lanes.            For nine to 16 lanes used, inspect three lanes. For 17 or more, inspect four lanes.</p>	
_____	Tape measurement – Confirm oil distribution (final total distance)
_____	Finger smear test – Confirm oil distribution (target arrows 15 feet)
_____	Finger smear test – Confirm oil distribution (five to 10 feet before oil line)
_____	Finger smear test – Confirm oil distribution (final oil distance)
_____	Confirmation of functioning foul detection device (foul lights)
_____	Provide final approval of facility use (adheres to Rule 1.1.c.3)
<b>Pre-Competition Apparel and Equipment Check</b>	
_____	Check player uniforms and equipment for compliance during warm-up session
<b>During Event Procedures to Complete</b>	

_____	Oversee games and matches from competition area
_____	Provide rules interpretations during games and matches
_____	Monitor teams for rules compliance of conduct and sportsmanship
_____	General supervision of warm-up area or assign an assistant official to monitor
_____	Manage game and match interruptions, if necessary
_____	Supervise or assign assistant officials as needed (e.g., warm-up area, scoring)
<b>Post-Competition Duties to Complete Before Departing Facility</b>	
_____	Document significant rules interpretations, protests, disciplinary actions
_____	Complete and submit head official's form to event manager
_____	Verify final standings (team and individual) and complete score summary
_____	Sign off on event certification form