

**RULES, REGULATIONS, AND PROCEDURES
FOR CERTIFYING COMPETITION OFFICIALS**

**NATIONAL OFFICIALS COMMITTEE
OF USA TRACK & FIELD**

Revision 2011-1D

Adopted by the Officials' Executive Committee on December 1, 2011.

PREAMBLE

This document defines the rules, regulations and procedures employed by the USA Track & Field Officials Committee in certifying competition officials. It can be altered or amended as needed by the Officials' Executive Committee.

DEFINITIONS/ABBREVIATIONS

The following are definitions of terms and/or abbreviations that are used in this document:

1. USATF - USA Track & Field
2. Association - Refers to an individual, local Association of USA Track & Field as listed on the USATF website.
3. NOC/National Officials Committee - Refers to the Officials Committee of USA Track & Field.

EFFECTIVE DATES

This document will govern new certifications beginning January 1, 2012, and recertifications and upgrades beginning November 1, 2012.

To allow for development of a new certification website, the certifications of current officials will be migrated to the new level and grade systems outlined below in late 2011. However any upgrades or recertifications before November 1, 2012, will be governed under the previous set of certification rules and regulations. Where the requested upgrade may not exist in the new system, the appropriate upgrade as outlined in this document shall apply.

SECTION 1 USA TRACK & FIELD MEMBERSHIP

All persons who wish to become, and remain, a Certified Official must be a member in good standing with USA Track and Field and continue that membership for the length of their certification.

SECTION 2 MINIMUM AGE

Minimum age requirements for certification are listed in the *Operating Procedures of the National Officials Committee of USA Track and Field*.

SECTION 3 ASSOCIATION AFFILIATION

Officials are encouraged, but not required, to be certified in the same USATF Association of which they are, or will become, a member.

SECTION 4 TRANSFER OF CERTIFICATION

Officials may have their certification transferred from one USATF Association to another. The receiving Association's Certification Chair shall request a transfer from the National Vice-Chair of Certification who shall make a final decision. When a transfer is made, no changes to any certification disciplines are allowed until after the transfer is complete. The National Vice-Chair of Certification may separately establish the procedures and documentation requirements for requesting and processing transfers.

SECTION 5 CERTIFICATION PERIOD AND DATES

A. Certification Period: Certification lasts for the length of an Olympiad. All Officials are required to recertify for each Olympiad. For practical reasons, the dates outlined below have been established to govern when certification and recertification occurs.

B. Dates:

- 1. January 1 during a Summer Olympic year:** Individuals who have never been previously certified are allowed to certify for the current Olympiad and will automatically be granted certification for the next Olympiad.
- 2. November 1 during a Summer Olympic year:** Officials certified during the previous Olympiad may recertify for the next Olympiad.
- 3. March 31 following a Summer Olympics:** Officials certified during the previous Olympiad must have recertified to continue as a Certified Official.
- 4. March 31 of every year:** Officials must have renewed their membership and be in good standing with USA Track & Field for their certification to remain current.

SECTION 6 FEES

The following fees are owed by the local USATF Association to the National Officials Committee on a per official or per card basis. Local USATF Associations are free to impose additional certification fees as needed.

A. Initial Certification: \$15.00

- B. Recertification:** \$15.00
- C. Upgrades/Additional Certifications:** \$0.00
- D. Replacement Cards (non-upgrade):** \$5.00

SECTION 7 CERTIFICATION STATUSES

- A. Certified:** An Official who has satisfied all requirements herein and is a current member, in good standing, of USA Track & Field. Only Officials with this status will be eligible for or granted any benefits, rights or privileges reserved for Certified Officials.
- B. Suspended:** An Official who has been certified at one point during the current Olympiad but has not maintained membership in USA Track & Field or has failed to fulfill any requirements listed in this document required to maintain certification during an Olympiad.
- C. Inactive:** An individual who was a Certified Official in a previous Olympiad but has not recertified for the current Olympiad.
- D. Emeritus:** Master-level officials who have decided to retire from officiating but wish to remain involved can be granted Emeritus status by their certification chair and have all of their certifications moved to the Emeritus level. Emeritus officials will not be listed as inactive, but will not be guaranteed to receive all of the rights, benefits and privileges reserved for Officials whose status is “Certified”.

SECTION 8 CODE OF ETHICS/CODE OF CONDUCT

Upon initial certification and subsequent recertifications, all officials will be required to sign any national Officials’ Code of Ethics, Code of Conduct, or other similar document(s) as established by the National Officials Committee. When requesting a certification upgrade, any official who has demonstrated a continual failure to adhere to these document(s) may be denied an upgrade even if all other minimum requirements for the upgrade are met.

SECTION 9 CERTIFICATION LEVELS AND GRADES

Officials can be certified in a variety of disciplines, with each discipline falling under either a set of Levels or a set of Grades defined as follows:

- A. Levels:** All disciplines offered with Levels will follow the five level path listed below. Disciplines at a particular level may have a common combined discipline at the previous level and may also be split into more than one discipline when advancing to

the next level. All disciplines at a particular level will have the same requirements as other disciplines at that level for both initial certification and advancement.

1. **Apprentice:** New Officials
 2. **Association:** Officials who are ready to take on more responsibility at meets within their own Association.
 3. **National:** Officials who are ready to take on more responsibility outside of their Association and serve as head officials within their Association.
 4. **Master:** Officials who are capable of serving as head officials at major regional and national meets.
 5. **Emeritus:** Master-level officials who have retired from active officiating.
- B. Grades:** Each discipline offered with Grades will have a custom set of grades starting with Grade 1 and increasing in number as needed. Certification at each grade and advancement to the next grade will be based on a custom set of requirements for each discipline.

SECTION 10 OVERALL CERTIFICATION LEVEL

Each official will have an overall certification level equal to their highest certified discipline that falls under the system of levels outlined in Section 9-A. An official's overall level will automatically adjust the first time an upgrade to a higher level is achieved. Any disciplines that fall under the system of grades outlined in Section 9-B will not affect the overall certification level.

SECTION 11 LEVEL REQUIREMENTS

The requirements listed below are designed to be applied to each discipline independently of any other disciplines in which an official is certified. Where requirements from one discipline overlap with another, then those requirements can be satisfied a single time. When meeting some requirements, such as the number of meets worked, **an official must have officiated that specific discipline at a meet in order for it to count towards an upgrade.** If multiple events were officiated at a meet, then that one meet can count towards the requirements of those corresponding disciplines. With recommendation letters, if the recommending official has worked multiple disciplines with the official requesting an upgrade, then the same letter will count for all of those disciplines.

A. Apprentice

1. New and Recertification Requirements for Each Discipline

- a. Complete the required test(s) with a score of at least 80%.
- b. Satisfy any additional requirements imposed by the certifying USATF Association.

B. Association

- 1. Upgrade Requirements (from Apprentice level) for Each Discipline**
 - a. Served as an Apprentice-level official for at least two (2) years.
 - b. Officiated at a minimum of eight (8) meets as an Apprentice-level official.
 - c. Have a least one (1) positive, written recommendation from a National or Master-level official they have worked with or under.
 - d. Complete the required test(s) with a score of at least 85%.
 - e. Satisfy any additional requirements imposed by the certifying USATF Association.
- 2. Recertification Requirements for Each Discipline**
 - a. Complete the required test(s) with a score of at least 85%.
 - b. Satisfy any additional requirements imposed by the certifying USATF Association.

C. National

- 1. Upgrade Requirements (from Association level) for Each Discipline**
 - a. Served as an Association-level official for at least two (2) years.
 - b. Officiated at a minimum of ten (10) meets as an Association-level official. At least two (2) of those meets must be either outside the official's local Association or be Regional, National or International meets.
 - c. Have a least two (2) positive, written recommendations from two (2) different officials (one from each) they have worked with or under. One recommendation must be from a Master-level official and the other may be from a National or Master-level official.
 - d. Complete the required test(s) with a score of at least 90%.
 - e. Satisfy any additional requirements imposed by the certifying USATF Association.
- 2. Recertification Requirements for Each Discipline**
 - a. Complete the required test(s) with a score of at least 90%.
 - b. Satisfy any additional requirements imposed by the certifying USATF Association.

D. Master

- 1. Upgrade Requirements (from National level) for Each Discipline**
 - a. Served as a National-level official for at least two (2) years.
 - b. Officiated at a minimum of twelve (12) meets as a National-level official. At least two (2) of those meets must be Regional, National or International meets. Two (2) other meets must be either outside the official's local Association or be Regional, National or International meets. Officials seeking an upgrade to Master level are encouraged to seek out the highest level of meets in satisfying this requirement.
 - c. Have a least three (3) positive, written recommendations from three (3) different Master-level officials (one from each) they have worked with or under.
 - d. Complete the required test(s) with a score of at least 95%.
 - e. Satisfy any additional requirements imposed by the certifying USATF Association.
- 2. Recertification Requirements for Each Discipline**
 - a. Complete the required test(s) with a score of at least 95%.

- b. Satisfy any additional requirements imposed by the certifying USATF Association.

SECTION 12 LEVEL DISCIPLINES

The following disciplines are offered for certification under the Level System:

Apprentice Level Disciplines
Track Events
Field Events
LDR/Off-Track Events
Race Walking
Athletics for the Disabled

Association Level Disciplines	<i>Required Apprentice Certification</i>
Track Event Operations (Starter, Umpire)	<i>Track Events</i>
Finish/Start Line Administration (Clerk, Finish Line Coordinator, Lap Scorer, etc.)	<i>Track Events</i>
Throws	<i>Field Events</i>
Horizontal Jumps	<i>Field Events</i>
Vertical Jumps	<i>Field Events</i>
Fully Automatic Timing	<i>Track Events</i>
Competition Secretary/Data Specialist	<i>Track Events or Field Events</i>
LDR/Off-Track Events	<i>LDR/Off-Track Events</i>
Race Walk Official	<i>Race Walking</i>
Race Walk Judge	<i>Race Walking</i>
Athletics for the Disabled	<i>Athletics for the Disabled</i>

National Level Disciplines	Required Association Certification
Starter	<i>Track Event Operations</i>
Umpire	<i>Track Event Operations</i>
Clerk of the Course	<i>Finish/Start Line Administration</i>
Finish Line Official	<i>Finish/Start Line Administration</i>
Shot Put	<i>Throws</i>
Discus	<i>Throws</i>
Javelin	<i>Throws</i>
Hammer/Weight Throw	<i>Throws</i>
Horizontal Jumps	<i>Horizontal Jumps</i>
High Jump	<i>Vertical Jumps</i>
Pole Vault	<i>Vertical Jumps</i>
Inspector of Implements	<i>Throws</i>
Fully Automatic Timing	<i>Fully Automatic Timing</i>
Competition Secretary/Data Specialist	<i>Competition Secretary/Data Specialist</i>
Marshal	<i>Track Event Operations or Finish/Start Line Administration</i>
Race Walk Official	<i>Race Walk Official</i>
Race Walk Judge	<i>Race Walk Judge</i>
LDR/Off-Track Timer/Recorder	<i>LDR/Off-Track Events</i>
LDR/Off-Track General	<i>LDR/Off-Track Events</i>
Athletics for the Disabled	<i>Athletics for the Disabled</i>

Master Level Disciplines	Required National Level Certification(s)
Starter	<i>Starter</i>
Umpire	<i>Umpire</i>
Clerk of the Course	<i>Clerk of the Course</i>
Finish Line Official	<i>Finish Line Official</i>
Throws (Requirement for meets worked can be spread across all 4 throwing certifications, but must include all 4)	<i>All 4 National-level Throws Certifications: Shot Put, Discus, Javelin, and Hammer/Weight Throw</i>
Horizontal Jumps	<i>Horizontal Jumps</i>
Vertical Jumps (Requirement for meets worked can be spread across High Jump and Pole Vault, but must include both)	<i>High Jump and Pole Vault</i>
Inspector of Implements	<i>Inspector of Implements</i>
Fully Automatic Timing	<i>Fully Automatic Timing</i>
Competition Secretary/Data Specialist	<i>Competition Secretary/Data Specialist</i>
Marshal	<i>Marshal</i>
Race Walk Official	<i>Race Walk Official</i>
Race Walk Judge	<i>Race Walk Judge</i>
LDR/Off-Track Timer/Recorder	<i>LDR/Off-Track Events</i>
LDR/Off-Track General	<i>LDR/Off-Track Events</i>
Athletics for the Disabled	<i>Athletics for the Disabled</i>

SECTION 13 GRADED DISCIPLINES AND REQUIREMENTS

The following disciplines, each with their own requirements, are offered under the Grade System:

A. Referees - Track Events, Field Events, Combined Events, LDR/Off-Track Events, Race Walking

- 1. Grade 1** (Requirements are for each Referee certification individually)
 - a. Should be a National or Master-level official in many, if not all, of the appropriate individual disciplines.
 - b. Have served as a Referee (same type for which certification is sought) for approximately the same amount of time and for the same number of meets as required to upgrade from an Association-level certification to a National-level certification.
 - c. Have at least two (2) positive, written recommendations from Meet Directors or Officials Coordinators for whom the official has served as a Referee (same type for which certification is sought).
 - d. Complete the required test(s) demonstrating a good grasp of the skills required to be a Referee.
 - e. Satisfy any additional requirements imposed by the certifying USATF Association.
- 2. Grade 2** (Requirements are for each Referee certification individually)
 - a. Should be a Master-level official in many, if not all, of the appropriate individual disciplines.
 - b. Have served as a Grade 1 Referee (same type for which the upgrade is sought) for approximately the same amount of time and for the same number of meets as required to upgrade from a National-level certification to a Master-level certification.
 - c. Have at least three (3) positive, written recommendations from Meet Directors or Officials Coordinators for whom the official has served as a Referee (same type for which certification is sought).
 - d. Complete the required test(s) demonstrating an excellent grasp of the skills required to be a Referee.
 - e. Satisfy any additional requirements imposed by the certifying USATF Association.
- 3. Grade 3** (Requirements are for each Referee certification individually)
 - a. Have served as a Grade 2 Referee (same type for which the upgrade is sought) for at least two (2) years.
 - b. Submit an application to, and satisfy the requirements of, the NOC's Master Referee Certification Subcommittee.
 - c. An official is eligible to be certified as a Grade 3 Referee by the Vice-Chair of Certification after receiving a positive recommendation from the NOC's Master Referee Certification Subcommittee.
- 4. Recertification - All Grades**
 - a. Complete the required test(s) to the same standard required for initial certification at that grade.

- b. Satisfy any additional requirements imposed by the certifying USATF Association (Grades 1 and 2 only).

B. Technical Manager

1. Grade 1

- a. Be currently certified as a National or Master-level official in multiple disciplines, ideally covering both Track and Field events.
- b. Have at least two (2) positive, written recommendations from Referees (certified), Meet Directors or Officials Coordinators expressing confidence in the candidate's ability to perform the duties of a Technical Manager.
- c. Complete the required test(s) demonstrating a good grasp of the skills, rules, and knowledge required to be a Technical Manager.
- d. Satisfy any additional requirements imposed by the certifying USATF Association.

2. Grade 2

- a. Have been certified as a Grade 1 Technical Manager for at least two years.
- b. Have served as a Technical Manager at a number of regional and national meets.
- c. Be currently certified as a Master-level official in multiple disciplines, ideally covering both Track and Field events.
- d. Have at least three (3) positive, written recommendations from Referees (certified), Meet Directors or Officials Coordinators for whom the official has served as a Technical Manager.
- e. Complete the required test(s) demonstrating an excellent grasp of the skills, rules, and knowledge required to be a Technical Manager.
- f. Satisfy any additional requirements imposed by the certifying USATF Association.

3. Recertification - All Grades

- a. Complete the required test(s) to the same standard required for initial certification at that grade.
- b. Satisfy any additional requirements imposed by the certifying USATF Association.

C. Combined Event Coordinator

1. Grade 1

- a. Should be an Association or National-level official in many, if not all, of the appropriate individual disciplines.
- b. Have served as a Combined Event Coordinator for approximately the same amount of time and for the same number of meets as required to upgrade from an Apprentice-level certification to an Association-level certification.
- c. Have at least two (2) positive, written recommendations from Referees, Meet Directors or Officials Coordinators for whom the official has served as a Combined Event Coordinator.
- d. Complete the required test(s) demonstrating a good grasp of the skills required to be a Combined Event Coordinator.

- e. Satisfy any additional requirements imposed by the certifying USATF Association.

2. Grade 2

- a. Should be a National or Master-level official in many, if not all, of the appropriate individual disciplines.
- b. Have served as a Combined Event Coordinator for approximately the same amount of time and for the same number of meets as required to upgrade from an Association-level certification to a National-level certification.
- c. Have at least two (2) positive, written recommendations from Referees, Meet Directors or Officials Coordinators for whom the official has served as a Combined Event Coordinator. Preferably at least one recommendation should come from a Combined Event Referee.
- d. Complete the required test(s) demonstrating a good grasp of the skills required to be a Combined Event Coordinator.
- e. Satisfy any additional requirements imposed by the certifying USATF Association.

3. Grade 3

- a. Should be a National or Master-level official in many, if not all, of the appropriate individual disciplines.
- b. Have served as a Combined Event Coordinator for approximately the same amount of time and for the same number of meets as required to upgrade from a National-level certification to a Master-level certification.
- c. Have at least three (3) positive, written recommendations from Referees, Meet Directors or Officials Coordinators for whom the official has served as a Combined Event Coordinator. At least one recommendation must come from a Combined Event Referee.
- d. Complete the required test(s) demonstrating a good grasp of the skills required to be a Combined Event Coordinator.
- e. Satisfy any additional requirements imposed by the certifying USATF Association.

4. Recertification - All Grades

- a. Complete the required test(s) to the same standard required for initial certification at that grade.
- b. Satisfy any additional requirements imposed by the certifying USATF Association.

D. Electronic Recorder - This is an objective, skill-based certification and an official may certify at the highest level at which they can fulfill the corresponding requirements and receive the recommendation of the Electronic Measurement Judge administering the test.

1. Grade 1

- a. Complete the required test(s) as administered by an Electronic Measurement Judge (EMJ).

- b. The EMJ who administered the test shall forward the test and their recommendation to the National Vice-Chair of Certification for processing.

2. Grade 2

- a. Complete the required test(s) as administered by an Electronic Measurement Judge (EMJ).
- b. The EMJ who administered the test shall forward the test and their recommendation to the National Vice-Chair of Certification for processing.

3. Grade 3

- a. Complete the required test(s) as administered by an Electronic Measurement Judge (EMJ).
- b. The EMJ who administered the test shall forward the test and their recommendation to the National Vice-Chair of Certification for processing.

E. Electronic Measurer - This is an objective, skill-based certification and an official may certify at the highest level at which they can fulfill the corresponding requirements and receive the recommendation of the Electronic Measurement Judge administering the test.

1. Grade 1

- a. Complete the Grade 1 Electronic Measurer Test as administered by an Electronic Measurement Judge (EMJ). The Throws portion of the test may be completed with either a LASAM device or a Surveyor's Total Station.
- b. The EMJ who administered the test shall forward a report and their recommendation to the National Vice-Chair of Certification for processing.

2. Grade 2

- a. Complete the Grade 2 Electronic Measurer Test as administered by an Electronic Measurement Judge (EMJ). The Throws portion of the test must be completed with a Surveyor's Total Station.
- b. The EMJ who administered the test shall forward a report and their recommendation to the National Vice-Chair of Certification for processing.

F. Electronic Measurement Judge - This is an objective, skill-based certification and an official may certify at the highest level at which they can fulfill the corresponding requirements and receive the recommendation of the Electronic Measurement Judge administering the test.

1. Grade 1

- a. Be currently certified as a Grade 3 Electronic Recorder and a Grade 2 Electronic Measurer.
- b. Demonstrate effective, capable supervision of Electronic Recorders and Electronic Measurers to a current, certified Grade 1 Electronic Measurement Judge (EMJ).
- c. Complete any required test(s) as administered by an EMJ.

- d. The EMJ in parts (b) and (c) shall forward a report and recommendation to the full group of existing EMJ's who shall then make a recommendation to the National Vice-Chair of Certification for processing.

SECTION 14 TESTS

All testing requirements for the certification disciplines and requirements contained in this document shall be listed in a separate document which shall be updated by the National Vice-Chair of Certification as needed to keep abreast of rule changes, procedure changes, etc.

All required tests will be administered by the local Association Certification Chair except where noted in this document. All tests will be open-book and have no time limit unless noted otherwise on the test.

For any certification discipline listed in this document that allows an Association to add additional requirements, Associations will be allowed to supplement the required test with additional tests or questions. Associations will also be allowed to use their own tests in-lieu of the National Officials Committee developed tests as long as the replacement tests cover all of the same topics as the National Officials Committee developed tests.

The creation, editing and updating of tests shall be coordinated by the National Vice-Chair of Certification and shall be a joint effort between the Certification Subcommittee, Rules Subcommittee and Training Subcommittee. Those committees may also consult experts of the various disciplines as needed.

SECTION 15 APPEALS

In accordance with the NOC's Operating Procedures, any official denied an upgrade under the requirements contained within this document may appeal to the National Vice-Chair of Certification. To begin the appeal process, the individual shall contact the Vice-Chair in writing expressing their desire to appeal and will then be provided with instructions and documentation requirements by the Vice-Chair.

Additionally, an Association Certification Chair may appeal to the National Vice-Chair of Certification in limited and exceptional circumstances for a waiver of any requirements contained herein as they apply to a current or prospective certified official. The authority to waive any requirements in this document shall remain with the National Vice-Chair of Certification, the NOC Chair and/or the NOC Executive Committee

SECTION 16 OTHER ITEMS

Any items or situations not expressly covered in this document shall remain under the authority of the National Vice-Chair of Certification. As needed, the Vice-Chair shall consult with the National Officials Committee Chair and/or the entire NOC Executive Committee to effect a resolution.