



November 13, 2007

Dear Official Candidate,

You have indicated or have been recommended as someone who might like to become a Track and Field Official.

The 2008 Track & Field season will be here before we know it. The Pacific Association is holding several "Introduction to Track and Field Officiating" clinics at American River College in Sacramento on January 19 from 9 to 4, Serra High School in San Mateo on January 20 from 10 to 5 and Enterprise High School in Redding on February 23 from 9 to 4. We recommend this as your first clinic. You can preregister on line by going to www.PAUSATF.org and clicking on the Officials' clinic button. The cost for this course is \$35.00 and includes a copy of the 2007 USATF rulebook, the 2008 NCAA rulebook and the 2008 NFHS rulebook which you will need. Come prepared to send several hours at the track, assuming the weather allows both in the morning and afternoon. Either bring your lunch or go out to local restaurants around the campus. At the completion of the clinic you will be certified as an Association-level USATF official and subsequently assigned a mentor to help answer your officiating questions and introduce you to our organization of some 300 officials covering Northern California and Northern Nevada.

If you are interested in Road Racing or Cross Country we also have an "Introduction to Long Distance Running Officiating" to be held at San Francisco State University on January 12 from 9 to 1 pm. We recommend this as your first clinic. You can preregister as above and the cost is on \$20.00 because it only includes the 2007 USATF rulebook. At the end of the clinic you will take an open book review of the LDR rules and complete the necessary paperwork to become a certified Association level USATF official.

In either case, if you are not currently a member of the Pacific Association, or you need to renew your membership, you can do it while you're on-line. The cost is \$29.95. You can also sign up for other upcoming officials specialty clinics listed on the attached clinic schedule along with location, time and cost

or get an update on clinic information at the site. Note: USATF membership is required to become certified official and be covered by our liability insurance for working meets not sanctioned by USATF.

For your convenience we have attached four items to help you become an official: a 2008 Official Clinic Schedule, the application for the "Introduction to T&F Officiating" clinic, a step by step procedure for clinic registration and one to become a member or renew your Pacific Association membership. We would prefer you do it on line since it simplifies our workload but alternatively you can complete the form and send it in with the fee if you don't want to use your credit card on-line. We only ask that you preregister so that we can better serve you. Those that register on line or by mail after the Wednesday before the weekend of the clinic, or at the clinic site itself will be charged a \$10 per clinic late fee in addition to the clinic fee. Late signups make it difficult for clinician to know their audience and adequately prepare for the presentation.

Maps and directions to the various locations can be found on line at the Pacific Association website, www.pausatf.org, and then click on Officials and Clinics. If you don't have computer access, put a note on your application that you need a map and one will be sent.

If you are no longer interested in becoming or being a Track and Field Official, please drop me a note or an e-mail and I will make sure your name is removed from our mailing list.

Sincerely,

George Kleeman, Training Chair, Pacific Association Officials Committee
5104 Alhambra Valley Road
Martinez, CA 94553-9773
E Mail "george_kleeman@comcast.net"
925-229-2927 Fax 925-229-2940

Step by Step Procedure to Register for Clinics

1. Renew your PA membership for 2008 (see that procedure below)
2. Go to www.pausatf.org or double click on this address.
3. Click on the hot button for **2008 Officials Clinics** or go to **Officials** and then **Clinics**.
4. Click on **Clinic Schedule**. Pick out which clinics you want to go to the Introduction to T&F Officiating or the Introduction to Road Running and XC Officiating, if any. Note the Introduction classes are both most of the day so if you want to attend other clinics you will need to do it at a different location than when the Introduction class is being held. If you need more information on clinics go to **Clinic Descriptions** for those clinics of interest. Alternatively if you are going to register online, you can go directly to step 5 since it has a very brief clinic description included along with date and price.

Online Registration and Rulebook Sales

5. Click on button for **Online Clinic Registration and Rulebook Sales**. If you need to go back to the PA website use the button on the top of the page for **website**.
6. Review the various clinic options if you haven't already in step 4. At bottom of page click on "**Click here to Register Now**" button.
7. If it is your first time for online registration you have two choices: A. Set up a free account with your information, or C: use the Guess access button. If you have an account already you can log in using the B option. Click on the appropriate button and complete any required information then **continue**.
8. The next page is for waivers. Make sure you complete all the boxes before you hit the **continue** button at the bottom of the page.
9. Enter the required clinic and/or rulebook sales information and then click on the **Select Clinics and Rulebooks** button
10. Select which clinics at each location you want to attend or go to the bottom to order just rulebooks. Make sure you don't have overlapping time slots. Pick which rulebooks you want. Note those attending the Introduction to T&F Officiating will automatically get the 2007 USATF, the 2008 NCAA and the 2008 NFHS rulebooks as part of their clinic fee. Those attending Introduction to Road Running and XC Officiating will receive just the 2007 USATF rulebook. If you want others you can order them now. Also note that you can opt for an additional \$2 per book to have your purchased books mailed to you. If you don't have them mailed then you will need to pick them up at the location of check-in for the clinic you plan to attend. Then click on the **continue** button on the bottom of the page.
11. Enter your credit card information. Complete it and you are done.
12. You will receive a note confirming what you have ordered and the cost.

Offline Registration and Rulebook Sales

13. If you don't want to use your credit card online then you will need to either use the form below or go to the **Offline Registration form for the Clinic Registration** and the **Offline Rulebook Sales form** to order them. Both can be found on the main Clinic page on the website. Follow the direction on the forms. Note they go to two different people so you will need to write two separate checks both made out to **Pacific Association USATF**. Do not make them out to the Officials Committee because they will have to be returned since we can't cash them.

Step by Step Procedure for PA Membership or Renewal

1. Go to www.pausatf.org or double click on this address.
2. Click on the membership button "Join Now" at the top of the page and follow the instructions. If you want to do it off-line and send it into the office you can download an acrobat or basic text form. We would prefer you do it online since it saves us time and money.
3. If it is a renewal, please have your 2007 membership number. It is a 10 digit number beginning with 471 and generally ending with 38 if you registered in the Pacific Association last year. If not it will be something different. You will also need your password. If you don't know either it will lead you through the process anyways.
4. You can pay for this transaction (separate from the Clinic registration) by either Visa Credit Card or by direct deposit. Instructions are available.
5. Once you get your new membership number please include it on your clinic application and also send a note to Jim Hume, our certification chairman at jimhume.certchair@sbcglobal.net or 1561-B Marina Court, San Mateo, CA 94403 so that he can keep up the current membership list.



New Official Letter

2008 Officials Training Clinic Registration Form

This year you can sign up on line at WWW.PAUSATF.org using your credit card or you can complete all items below and return this sheet as shown below with your check made out to the **Pacific Association USATF** to the appropriate address. We encourage you to sign up on- line if at all possible.

Name _____

Home Street Address:

City	State	Zip
Home Phone ()	Work Phone ()	

E-Mail Address:

Much of our communication is by e-mail. Please print clearly.

Officials Certification # 0

What is your 2008 USATF membership number?

10 digits Available on line at www.pausatf.org

Are you a registered USATF Official?

Association | National

If so, please circle your level

If you want to become certified, please begin with the

This year you can sign up on line at WWW.PAUSATF.org using your credit card or you can complete all items below and return this sheet with your check made out to the **Pacific Association USATF** before the Wednesday preceding the first clinic you plan to attend.

Send to PAUSATE Officials' Clinic Registrar, 2505 Dakota Avenue, Santa Rosa, CA 95403.

<u>Course date</u>	<u>Clinic Name</u>	<u>Location</u>	<u>Cost</u>
/ /08			
/ /08			
/ /08			

Total for Clinics \$ _____

2008 Pacific Association Officials' Clinic Schedule

	12-Jan-08	19-Jan-08	20-Jan-08	26-Jan-08	23-Feb-08	February	January & February
	San Francisco State	American River College	Serra High School	U. C. Davis	Enterprise High School	UC Berkeley	Los Gatos High
	Lot 20 on end of State St. off of Lake Merced Blvd on NW edge of campus.	Sacramento, Raef Hall, College Oak at Orange Grove	San Mateo, 451 West 20 th Avenue	Hickey Gym just south of track and parking garage, Russell and Howard	3411 Churn Creek Rd, Redding	Edwards Stadium, off Folsom on Frank Schelessinger Way.	Track off end of High School Court on east side of CA 17 at Los Gatos-Saratoga Rd. CA 9
1	HyTek 9-4, Cost \$13	Intro. To T&F 9:00-4:00 , Cost \$35	Intro. To T&F 10:00-5:00, Cost \$35	HyTek 9-4, Cost \$13	Intro. To T&F 9:00-4:00, Cost \$35	LaserLynx Practicum during All-Comers meets in February , Cost \$0	Starters Practicum during All-Comers meets in January and February
2	Intro to L D R 9-1,Cost \$20	Intro to Horiz. Jumps 9-12, Cost \$13	Advanced Basic Track Events 10-1, Cost \$8	Weights & Measures 9-4, Cost \$13	Advanced Basic Track Events 9-12, Cost \$8	Track and Field Event Practicum during All-Comers meets in February, Cost \$8	Track and Field Event Practicum during All-Comers meets in February, Cost \$8
3	Intro to Horiz. Jumps 9-12 Cost \$13	Intro to Vertical Jumps 9-12, Cost \$13	Intermediate Horiz. Jumps 10-1, Cost \$8	Intermediate Throws 9-12, Cost \$8	Introduction to Throws 9-12, Cost \$13		
4	Introduction to Throws 1-4, Cost \$13	Intro to Throws , 9-12, Cost \$13	Intermediate Throws 10-1, Cost \$8	Intermediate Pole Vault 9-12, Cost \$8	T&F Safety 1-4, Cost \$8		
5	Rules Update 1-4,Cost \$8	FieldLynx 9-12, Cost \$8	T&F Safety 10-1, Cost \$8	Advanced Basic Track Events 9-12, Cost \$8	Advanced Basic Field Events 1-4, Cost \$8		
6		Umpiring 1-4, Cost \$13	LaserLynx Set Up Practice 2-5 plus Practicum at UCB All Comers Meets, Cost \$8	LaserLynx Set Up Practice 1-4 plus Practicum at UCB All-Comers Meets, Cost \$8	Intermediate Starters 1-4, Cost \$8		
7		Intermediate Horiz. Jumps 1-4, Cost \$8	Intermediate LDR 2-5, Cost \$8	Advanced Basic Field Events 1-4, Cost \$8			
8		Intermediate Vertical Jumps 1-4, Cost \$8	Introduction to Pole Vault 2-5, Cost \$13	Rules Update 1-4, Cost \$8			
9		Heads of Events 1-4, Cost \$8	Advanced Basic Field Events 2-5, Cost \$8	Heads of Events 1-4, Cost \$8			
10		Starting 1-4, Cost \$13	Advanced Throws 2-5, Cost \$8				
11			Starting 2-5, Cost \$13				
12			Weights & Measures 10-5, Cost \$13				

Contact:

Clinics
 George Kleeman
 5104 Alhambra Valley Rd.
 Martinez, CA 94553-9773
 925-229-2927
George_kleeman@comcast.net

Off-line Registration
 Officials' Clinic Registrar
 2508 Dakota Ave.
 Santa Rosa, CA 95403

On-line Registration
 PA Web-site
WWW.pausatf.org
 Officials then Clinics

*Updates on
 PA Web-site
WWW.pausatf.org
 Officials then Clinics
 then Schedule

DESCRIPTION OF 2008 USATF PACIFIC CLINICS

General Requirements:

- Minimum Attendance: 3
- Ideal Attendance: 5-10
- Maximum Attendance: 30 for Introductory Classes

Track and Field

- ***INTRODUCTION TO TRACK & FIELD OFFICIATING:*** [7 hour overview of Track and Field]

Morning: Philosophy, safety, preparation, track events including introduction to clerking, starting, umpiring, marshal, finish line, lap counting

Afternoon: Field Events Throws, horizontal jumps, vertical jumps and review for new officials and taking the certification review in small groups and completing necessary paperwork.

No Prerequisite and intended for new officials or those with less than one year's experience, need to attend both. Attendance is required to become certified. New officials must also become members of Pacific Association USATF if they are not a current member.

Cost: \$35 includes NFHS, NCAA and USATF rulebooks' having your picture taken for your officials' identification card and filling out the forms need.

- ***ADVANCED BASICS FOR TRACK OFFICIATING & ADVANCED BASICS FOR FIELD OFFICIATING***

Track, Field (3 hours each) [Case Book discussions] This course is split into two sessions one for Track and one for Field. Track session will give more details for Clerking, Umpire, Marshal, and Finish Line including Lap Counting. Field will deal with more details for Throws, Horizontal Jumps, and Vertical Jumps. It will go into significantly more detail for each of the discipline than did the introductory course.

Prerequisite: Introduction To T&F Officiating or one or two years of experience, intended for those certified officials who have some experience but still introductory; you only need to attend your area of interest, i.e. track or field.

Cost: \$8 each

- **THROWS:**

INTRODUCTION TO THROWS OFFICIATING: (3 hours) Covers the basic details of each officiating position, what is required, safety consideration, needed equipment, how to fill out paperwork, what are the basic rules, and all about the throwing areas...cage, ring or runway.

Prerequisite: Advanced Basics for Field Officiating or one years experience in throws. This class is intended as a clinic for those officials wanting to learn about officiating the throwing events. We will cover work as a team member or only official at small meets, i.e. for the association level official. It covers the basics of shot, discus, javelin and hammer.

Cost: \$13

INTERMEDIATE THROWS OFFICIATING: (3 hours which is needed for advancement to National level) The clinic covers the basic case studies, running an event with 4 or more crew members, scoring, crew evaluations, working with meet management, the latest rule interpretations for throws.

Prerequisite: Introduction to Throws. It is intended as an intermediate course for those wanting to run a large meet event, i.e. those ready for promotion to National level. Include all of the implement and variations for youth and master athletes.

Cost: \$8

ADVANCED THROWS OFFICAITING: (3 hours and required for advancement to Masters) This clinic includes the proper layout and set up of throwing venues for competition and safety, advanced Case Studies for the

seasoned official and discussion for the official wanting to be a leader at national level meets. Format involves the students discussing how they would solve the proposed problem.

Prerequisite: Intermediate Throws or equivalent

Cost: \$8

- HORIZONTAL JUMPS:

INTRODUCTION TO HORIZONTAL JUMPS OFFICIATING: (3 Hours) Introduction to each of the duties of each of the officiating positions. The clinic also includes how to run your first event and ones with only 1 official up to 3 officials, introduction safety, paper work, needed equipment, basic rules, and how to run an open pit. The clinic is intended for the Association level official.

Prerequisite: Advanced Basics for Field Officiating or one years experience in horizontal jumps

Cost: \$13

INTERMEDIATE HORIZONTAL JUMPS OFFICIATING: (3 hours and required for advancement to National Level) This course covers running an event with 4 or more officials including Nationals and other championship meets, performing safety reviews, scoring events, knowing all positions, evaluation procedures, working with meet management, proper pit preparation, and basic case studies, Prerequisite: Introduction to Horizontal Jumps and is intended as an intermediate course for those wanting to run a large meet event and or become a national official.

Cost: \$8

- VERTICAL JUMPS {High and Pole Vault}: This class may be split into High Jump and Pole Vault for details with two levels each at least at Intermediate and Advanced levels.

INTRODUCTION TO VERTICAL JUMPS OFFICIATING: (three hours): This clinic includes how to run your first event and running an event with 1 official up to 3 officials. The instruction will include basic event safety, how to fill out event paper work, scoring the event, needed equipment, basic competition rules, problems related to excused athletes. It is intended for the Association level official who wants to learn more details about vertical jumps.

Prerequisite: Advanced Basics for Field Officiating and the equivalent of at least one year of experience in vertical jumps.

Cost: \$13

INTERMEDIATE VERTICAL JUMPS OFFICIATING: (3 hours): Running a vertical jump event with 4 or more officials including Nationals and other championship meets. Performing safety reviews, scoring, knowing all positions, evaluation procedures, working with meet management, basic pit set up and work through some basic case studies. It is intended for the 3-5 year officials who has mastered the basic events and now needs more technical and people handling skills.

Prerequisite: Introduction to Vertical Jumps for the intermediate official wanting to learn to run the event at a large meet and several years of experience and ready to move up to the National level.

Cost: \$8

- STARTING:

INTRODUCTION TO STARTING: Ia. (3 hours): {from National Training Com. :Intended for starters working high school, junior colleges dual or tri meets, and small college meets} Introduction to Starting will include the basic starter's skills and variations for each, voice commands, control, timing, practice including XC. It is intended for the Association level official or one wanting to learn to start. Requires some practicum at all comer meets.

Prerequisite: Advanced Basics for Track Officiating

Cost: \$13

STARTING PRACTICUM: 1b. (3 hours): Actual practice or starting assignments at all comers or dual meet.

Prerequisite: Introduction to Starting

Cost: \$0 if you have your own gun and ammunition. If not \$8

INTERMEDIATE STARTING: (3 hours) Clinic will include discussion of commonly encountered problems, case studies and development of skills needed to be a head starter.

Prerequisite: Introduction to Starting or 2-3 years of actual starting experience. This clinic intended to improve the skills of the start so that he or she can be promoted to the National Level.

- UMPIRING

INTRODUCTION TO UMPIRING: (3 hours): Introduction to Umpiring includes a discussion of the basic rules of umpiring and skills to know the various fouls. It is intended for the Association Level official with one to three years of experience.

Prerequisite: Advanced Basics for Track Officiating or equivalent experience.

Cost: \$13

Miscellaneous General Subject Clinics

- **SAFETY:** (3 hours) This clinic is an overview of T&F safety for all venues with checklists for each so that you can conduct a proper pre meet audit.

Prerequisite: Advanced Basics for Track or Field, for all officials to increase their safety awareness but particularly for management type officials, i.e. heads of events and referees. Intended for all National and Master level officials in both track and field.

Cost: \$8

- **HEAD OF EVENT:** (3 hours) This clinic covers the duties of the head of a group of officials, how to properly fill out the related paperwork including record forms, assignment sheets, how to conduct a safety audit of your area and personnel skills. It covers both track and field events from a leadership position.

Prerequisite: Competition of intermediate clinics in one or more Field events or comparable track clinics. It is intended for those ready to become National Level officials for the first time.

Cost \$8

- **WEIGHTS & MEASURES:** (6 hours) The clinic will cover the duties, the critical implement specifications that need to be checked, the types of and how to use various measuring equipment in the morning session. The afternoon will cover how to set up the room and hands on practicum of measuring implements.

- Prerequisite: Introduction to Throws and at least one year of throws experience

Cost \$13

- **ANNUAL RULE UPDATE/CHANGES:** (3 hours) In this clinic we discuss annual rule changes and their interpretation for all 5 rulebooks, High School, NCAA, USATF, IAAF and WMA. We will attempt to answer questions on rule interpretations. The intent is to give the official the reason for the rule and how it should be applied. It is intended for all levels of officials as a means of keeping current.

Prerequisite: Certified official members of the Pacific Association, open to all officials

Cost: \$8

- TECHNOLOGY:

FieldLynx: (listed on your officials' card Electronic Recording Device Operator or ERD for Field Scoring & Communication) FieldLynx is a computer program run on a Palm Pilot like device which allows you to record field event results. Information about who is in the event is downloaded from the meet management

computer. The device scores the competition, reverses the competitors for the finals and the result can be uploaded to the management computer either immediately or manually at the end of the event.

INTRODUCTION TO FIELDLYNX FOR THROWS or INTRODUCTION TO FIELDLYNX FOR HORIZONTAL JUMPS: (3 hours)

Either variant includes the Introduction to the FieldLynx program, how to use the palm pilot when it is loaded, how to check in athletes, how to go to finals, how to set up the number of attempts or rule differences, i.e. NCAA vs. USATF vs. HS. This clinic is intended for the seasoned Field official at any level who wants to learn how to electronically record their event. Generally the course will be run for either Throwing Officials or Horizontal Jump officials.

Prerequisite: Intermediate Clinic or equivalent for Throws, Horizontal Jumps or Vertical jumps and two or three years field experience.

Cost: \$8

LaserLynx:listed on your officials' card as EMD or Electronic Measurement Device Operator and combined FieldLynx with a laser measuring device to electronically measure field events.

INTRODUCTION TO LASERLYNX: (3 hours): Assumes instrument is set up

This clinic is intended for the seasoned throwing event official with at least two or three years experience who wants to learn how to do electronic measurement. It must be taken in conjunction with the Practicum to become sufficiently knowledgeable in order to run the instrument on their own when it is set up for them. The class will cover the safety concern, the set up and use of LaserLynx.

Prerequisite: Intermediate Throws Officiating or equivalent, 2 to three years experience plus Introduction to FieldLynx is quite useful.

Cost: \$8

LASERLYNX PRACTICUM: (3 hours) Practice at an actual competition event under the guidance of an instructor. These sessions will be held at the All Comer Meets at Cal in February. In order to be certified you must go to both the introduction and this course.

Prerequisite: Introduction to LaserLynx

Cost: \$0 if attended Introduction to LaserLynx, If not \$8

Meet Manager: Using Hy-Tek's Meet Manager or Let *the Computer Do It All!*

INTRODUCTION TO HY-TEK 'S MEET MANAGER PROGRAM: (3 hours) Learn to use the basic Hy-Tek program when the data has been set up, downloading field event results, downloading FinishLynx results, downloading heat or flight sheets, printing results, making corrections and or additions or deletions from results or heat or flight sheets.

Prerequisite: Advance Clerking

Cost: \$13

Long Distance Running:

INTRODUCTION TO ROAD RACING AND XC OFFICIATING: (4 hours) This clinic includes a review of applicable sport rules as well as the local association rules and a USATF Rule Book. It intended for the new official who want to officiate road races or cross country. You will take the LDR certification review in small groups and completing necessary paperwork to be certified at the end of the clinic. Unlike Race Walking, LDR does not require that you be certified in other track and/or field disciplines. You, therefore, do not need to take the Introduction to Track & field Officiating course.

Prerequisite: None except to be a current member of Pacific Association USATF to become certified.

Cost: \$20

INTERMEDIATE ROAD RACING AND XC OFFICIATING: (3 Hours), The clinic includes the discussion of Case Studies, how to complete even paperwork ,discussion of a lead official's responsibilities including a safety review of the course and discussion of any recent rule changes affecting this sport. Prerequisite: Introduction to Road Racing and XC Officiating and at least two years or more LDR experience or equivalent. It is intended for the LDR official who wants to be promoted to National Level.

Cost: \$ 8

Race Walking:

INTRODUCTION TO RACE WALK OFFICIATING: (3 hours) This course includes instruction in how to judge race walking, an overview of the rule differences from running, safety considerations and the roles of other race walk officials.

Prerequisite: Since race walk officials are often, especially at the national level, called upon to officiate other events, in order to be certified in race walking you must first become certified as an association level track and field official, be a current member of the Pacific Association USATF and complete the RW Practicum.

Cost: \$13

RACE WALK JUDGING PRACTICUM: (3 hours at actual races) This clinic includes Hands on Judging under guidance of an experienced RW judge, most likely during a race walk competitions either on the road or the track so that you have the equivalent of three hours of race walk judging.

Prerequisite: Introduction to Race Walking Officiating

Cost \$0 is in conjunction with Introduction to RW Officiating, otherwise cost is \$8.

Mentoring:

INTRODUCTION TO MENTORING OF NEW OFFICIALS: (3 hours)

This clinic is intended for those experience officials at all levels and in all disciplines who would like to give back to the sport and improve the officiating experience of new officials by acting as mentor or sounding boards for their questions both on and off the track. Following the clinic you will be assigned one or more new officials to contact and follow up with during at least their first year of officiating both at meets and by phone and email.

Prerequisite: Three Years Experience as an official.

Cost: \$0