

*Document prepared by Jim Hume, PAOC certification chair; George Kleeman, PAOC training chair; and Bruce Colman, PAOC chairman,  
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# Certification Levels And Requirements For Advancement Of Officials

*The Procedure for becoming certified official in Pacific Association is outlined below.*

**For Certification and level-advancement applications and documents, contact:**

**Jim Hume, Certification Chair**

1561 B Marina Court  
San Mateo CA 94403  
1-(650) 571 5913

[jimhume.certchair@sbcglobal.net](mailto:jimhume.certchair@sbcglobal.net)

- Certification at any level is for an Olympiad, a four year period.
- In the Pacific Association, we require that you annually become a member of USATF. The fee is currently \$30.00. Your annual membership helps defray the costs incurred for mailing a track and field schedule, the bimonthly California Track and Running News, an officials newsletter, insurance, equipment purchases, limited uniform items, and includes any fees required by the National Officials Committee.
- There is no additional fee to be an official. If you are a member as a coach or an athlete there is no additional fee to be an official.

The National Officials Committee has set guidelines and prepared materials used in the certification process. ***Each Association has full responsibility to establish and implement the procedure used for certification, for the members of the Association.***

The general requirements as set for each level by the Pacific Association are outlined in the following sections. The requirement objective for each level is designed to ensure that proper training, experience, proficiency and desire exist before that particular level of certification is granted to the individual.

## Initial Membership

**For your initial membership a prospective official must:**

- Attend a beginning level training clinic. This clinic is an all day affair, but one you leave you having completed all of these steps. *If you ask to become an official after the January and February clinics, we will certify you but you owe us a clinic the next year.*
- submit to the Association Certification Chairman five items:
  1. A completed *USA Track & Field - National Officials Committee Certification Application and Database Form*;
  2. A completed Pacific Association Clinic Registration Form;
  3. A completed Pacific Association/USA Track & Field membership form filled out with official as one of the membership categories and the annual membership fee of \$30 or, if you registered on line or by mail, proof of membership. A single membership form will register you as an official, as an athlete or/or a coach;
  4. A picture (think digital passport type photo, i.e. head shot);
  5. A completed short rules review. This review is drawn from the three rule books we usually work with...high school, college, and USATF. We will do our best to see that these rule books are available for you to buy at a clinic. If we buy them in bulk it is less expensive for you

You are now certified as an **Association level** official. You will receive your certification card once your information has been transferred to the National Officials database. It normally takes several weeks.

## **Association Level**

### **For renewal each year:**

- Maintain your Pacific Association - USA Track & Field membership each year;
- You are urged to attend training clinics each year.
- Take the Introduction to Officiating Clinic if you haven't previously taken the clinic.

### **For renewal each Olympiad:**

- submit to the Association Certification Chairman:
  - o an updated database form which will be sent to the national chair;
  - o a resume that shows active involvement in each area for which you request certification. (If you want to be certified as a throws official, your resume should show you have worked throwing events.)
- Renew your Pacific Association/USA Track & Field membership with official as one of the membership categories and the annual membership fee of \$30 or, if you registered online, proof of membership;
- Take the appropriate rules reviews either as part of a recertification clinic or on your own for your officiating level scoring at least 80% or better;
- Take the Introduction to Officiating Clinic if you haven't previously taken the clinic.

## **National Level**

### **To Advance to the National Level**

To become a *National Level* Certified USA Track & Field Official you must clearly demonstrate officiating proficiency and desire by completing the following information for your chosen area(s) of expertise. Alternative documentation and procedures, agreeable to the Association Certification Committee, may be used. You must be capable of leading the area of expertise you want to certify as national level.

### **For initial upgrading to National Level you must:**

- Be a currently certified and paid up member within the Pacific Association for at least three years before submitting your application for upgrade
- Update your *USA Track & Field - National Officials Committee Certification Application and Database Form* (and on a separate piece of paper indicate the desired area(s) of officiating specialization at the National level);
- Maintain a resume indicating meets worked and your responsibilities in officiating at the Association level in an average of at least 5 meets per year in the area(s) of specialty desired in the following types of competition:
  1. Meets under NFHS (high school) rules
  2. Meets under USATF rules (most of these meets within the Pacific Association are Youth Athletics meets)
  3. Meets under NCAA (college) rules
  4. Meets under IAAF rules
- Complete a Pacific Association Level 2 Officials' Training Clinic (Head of Events) prior to submitting your application for National certification.
- Complete an open book national level rules review and in your area(s) of specialty, scoring 90% or better.
- Submit at least two letters of recommendation from a current Master Level Official, coach or local coordinator indicating your ability as an expert official within the specific area(s) of officiating desired;

Receive approval for this certification level from the Association Certification Chairman and the certification committee.

### **For renewal each year:**

- Maintain your Pacific Association - USA Track & Field membership each year;

- You are urged to attend training clinics each year;
- You are urged to teach training clinics each year.

**For renewal each Olympiad:**

- Submit an updated USA Track & Field - National Officials Committee...*Certification Application and Database Form*
- Demonstrate that you are a current Pacific Association - USA Track & Field member;
- Submit a resume indicating officiating responsibilities and active involvement in officiating in an average of at least 5 meets per year in the area(s) of specialty desired in the following types of competition: Meets under NFHS rules, Meets under IAAF rules, Meets under USATF rules, Meets under NCAA rules
- Complete an open book National review on general Track & Field rules, compiled from the USATF, NCAA, and HS rule books, scoring 90% correct or better;
- Complete open book written rules review on your area(s) of specialty, scoring 90% or better.
- Receive approval for this certification level from the Association Certification Chairman and the Certification Committee.

## **Master Level**

**To Advance to the Master Level**

To be promoted to a *Master Level* Certified USA Track & Field official, the following items are considered significant by the Committee in helping evaluate an official for promotion to this level. Alternative documentation and procedure, agreeable to the Association Certification Committee, may be used.

**For initial upgrading to Master Level:**

- Be a currently certified and paid up member within the Pacific Association at the National Level for at least three years before submitting your application for upgrade
- Update your USA Track & Field - National Officials Committee *Certification Application and Database Form* (and on a separate piece of paper maintain a resume indicating meets worked and your responsibilities in officiating at the National level for at least three years in an average of at least five meets per year in the area(s) of specialty desired in the following types of competition:
  - Meets under NFHS (high school) rules
  - Meets under USATF rules (most of these meets within the Pacific Association are Youth Athletics meets)
  - Meets under NCAA (college) rules
  - Meets under IAAF rules
- Complete a Pacific Association Level II Officials' Training Clinic (Head of Events) prior to submitting your application for Master certification.
- Complete an open book Master Level written review on rules in your area(s) of specialty, scoring 90% or better.
- Complete three short essay questions on track & field situations and/or philosophy;
- Submit at least two letters of recommendation from a current Master Level Official, coach or local coordinator indicating your ability as an expert official within the specific area(s) of officiating desired;
- Receive approval for this certification level from the Association Certification Chairman and the Certification Committee.

**For renewal each year:**

- Maintain your Pacific Association - USA Track & Field membership each year;
- You are urged to attend training clinics each year;
- You are urged to teach training clinics each year.

**For renewal each Olympiad:**

- Submit an updated USA Track & Field - National Officials Committee...*Certification Application and Database Form*
- Demonstrate that you are a current Pacific Association - USA Track & Field member;

- Submit a resume indicating officiating responsibilities and active involvement in officiating in an average of at least 5 meets per year in the area(s) of specialty desired in the following types of competition: Meets under NFHS rules, Meets under IAAF rules, Meets under USATF rules, Meets under NCAA rules
- Complete an open book written review on general Track & Field rules, compiled from the USATF, NCAA, and HS rule books, scoring 90% correct or better;
- Complete open book written rules review on your area(s) of specialty, scoring 90% or better.

### **Emeritus Level**

This level may be requested by anyone who has been an Official for at least ten years, and who wishes to continue to be affiliated with the Pacific Association Officials Committee, but on a non-active status. Yearly dues are not required for this level and voting privileges are not extended.

#### **For renewal each Olympiad:**

- Submit an updated *USA Track & Field - National Officials Committee... Certification Application and Database Form*. No fees are required.