

**USA TRACK AND FIELD  
NATIONAL OFFICIALS COMMITTEE**

# National Officials' Certification Regulation

*Edition: 2019-1*

Adopted by the National Officials Committee  
Executive Committee on January 28, 2019



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## **PREAMBLE**

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

## **DEFINITIONS and 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 of USA Track & Field.

## **EFFECTIVE DATES**

The changes in this document take effect on January 29, 2019.

## **SECTION 1**

### **REQUIREMENTS FOR ALL CERTIFIED OFFICIALS**

All persons who wish to become and remain a certified official must satisfy the following requirements. Failure to accomplish any item may result in denial of, or suspension of, certification.

1. USATF Membership - must have a current year membership in USA Track and Field.
2. Background Screen – must have a current, unexpired background screen completed by the specified provider.
3. SafeSport Training – must have current, unexpired completion of SafeSport training either in person or online.
4. Rules Review - must have completed the open-book rules review appropriate to their certification level and discipline, with at least the specified minimum passing score, upon initial certification and recertification.
5. Certification Fee – must have paid the national certification fee, plus any association-imposed additional fee for the current Olympiad.
6. Officials' Conduct – must sign any national Code of Ethics and Performance Guidelines upon initial certification and recertification, and comply with them while certified.
7. Training – must have completed any additional training or testing requirements uniformly applied by the certifying Association which complies with the requirements of Sections 14 and 15.
8. Photo – must provide a head and shoulders photo for their official's photo ID.
9. Age - must be at least 18 years of age to become a certified official.

## **SECTION 2 CERTIFICATION CHAIRS**

- A. Association Certification Chairs must be USATF certified officials at the National or Master level, unless otherwise approved by the National Vice-Chair of Certification.
- B. Each association elects or appoints a Certification Chair, whose duties include, but are not limited to the following:
  - 1. Prepare and disseminate information pertaining to officials' certification and training. Establish any additional association-mandated requirements, if any, for certification of officials, in compliance with Sections 14 and 15 below.
  - 2. Process and approve applications for certification; recertification; and certification level upgrade & downgrades, applying the criteria established in this Regulation. Evaluate officials' experience and training vs. established criteria; score tests; and obtain photos and fees. Update the NOC certification database.
  - 3. Maintain records pertaining to certification of officials in the association for at least 4 years beyond the current Olympiad.
  - 4. Establish and collect certification fees, and training clinic fees if any. Account for fees received and maintain financial records of revenues and expenditures of association funds in connection with officials' certification activities. Pay or arrange for payment of certification fees to USATF. Approve or recommend approval of claims for reimbursement of expenses in connection with certification and training matters. Prepare or arrange for submission of budgets to the association Officials' Chair, Treasurer, or Board.
  - 5. Act as an association voting delegate of the NOC; appoint an Alternate delegate if necessary. Upon request, provide advice and reports concerning the training, certification, and other activities that the association is conducting.
  - 6. Receive materials from the NOC regarding nominations for officials' national awards; solicit nominations from association officials; and submit nominations to the NOC.
  - 7. Upon request from the NOC, evaluate officials being considered for selection to work USATF national championship meets.

## **SECTION 3 ASSOCIATION AFFILIATION**

Officials can only be certified in the USATF Association of which they are a member. An official can have membership in multiple associations, but can only be certified by one association.

## **SECTION 4 TRANSFER OF CERTIFICATION**

Officials may transfer their membership and certification from one USATF Association to another by completing the USATF Association Transfer Request on the USATF website. Any certification level upgrades requested within the first year after transferring associations must be approved by the National Vice-Chair of Certification.

## **SECTION 5 CERTIFICATION PERIOD AND DATES**

**A. Certification Period:** All officials are required to recertify for each Olympiad, completing all requirements of Section 1 above. In addition, all officials must continually meet the requirements of Section 1 items 1, 2, and 3, and comply with the Officials' Code of Ethics & Performance Guidelines in order to remain certified.

**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. **January 1 of every year:** Officials must have renewed their USATF membership and be in good standing for their certification to remain current.
3. **November 1 during a Summer Olympic year:** Officials certified during the previous Olympiad may recertify for the next Olympiad.
4. **March 31 following a Summer Olympics:** Officials certified during the previous Olympiad must have recertified to continue as a certified official.

## 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:** \$20.00
- B. **Recertification:** \$20.00
- C. **Upgrades/Additional Certifications:** \$0.00
- D. **Replacement Cards (non-upgrade):** \$5.00

## SECTION 7 CERTIFICATION STATUS

**A. Certified:** An official who has satisfied all requirements herein and is a current member, in good standing, of USATF. 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:** Officials who have retired from officiating, may petition the National Vice-Chair of Certification to be awarded Emeritus status. The Vice-Chair of Certification may award Emeritus status at its sole discretion if the petitioner meets or completes the following minimum requirements:

1. Certified as a Master-level official in good standing with USATF and the official's local Association in either the current or previous Olympiad.
2. Has been a USATF certified official for at least twenty years.
3. Submits to the Vice-Chair of Certification a summary of their officiating career and experience, along with one letter of recommendation from a currently certified Master-level official. At its sole discretion the Vice-Chair of Certification may ask the official for additional documentation.

Once awarded Emeritus status, the official will receive an Emeritus certification card and will no longer be considered currently certified, thus not receiving any of the rights and privileges guaranteed to currently certified officials. Once Emeritus status is awarded, no further "recertification" is required to maintain that status. Should an official with Emeritus status wish to resume officiating, they may do so by completing all of the normal requirements for recertifying as a Master-level official.

## SECTION 8 OFFICIALS' CONDUCT

An official who violates the Code of Ethics, or otherwise brings discredit upon the NOC, is subject to action by a decision of the Executive Committee, deemed appropriate for the infraction, including: a reprimand; denial of a certification upgrade; suspension of certification; or decertification. The Executive Committee may suspend an official's certification pending an investigation and resolution of an incident or complaint.

## 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:** Retired Master-level officials who have been granted Emeritus status.

**B. Grades:** Each discipline offered with Grades has 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 is 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 9A. An official's overall level will automatically adjust the first time an upgrade to a higher level is achieved. Upgrades in disciplines that fall under the system of grades outlined in Section 9B do not affect the overall certification level.

## SECTION 11 LEVEL REQUIREMENTS

### A. Certification Requirements - Apprentice Level

1. Complete the Apprentice Rules Review, achieving at least the minimum passing score.
2. Complete any training or additional testing requirements, which are uniformly imposed by the certifying USATF association and comply with the requirements in Sections 14 and 15 below.

### B. Certification Upgrade Requirements – Association, National, and Master Levels

1. The criteria in the table below apply to upgrades of certification levels for all disciplines. They are ***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 at 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.

2. Any official who has demonstrated a continual failure to adhere to Code of Ethics or Performance Guidelines may be denied an upgrade even if all other minimum requirements for the upgrade are met.

3. For upgrade of Race Walk officials or judges, the association Race Walk Committee or the National Race Walk Committee must provide a positive recommendation for upgrade to the Certification Chair.

**C. Certification Requirement Exceptions** In exceptional cases, Certification Chairs may request an exception to initially certify an official at other than the Apprentice level, or to upgrade an official with less than two years of service at the current level. Requests, with justification, are sent to the National Vice Chair, Certification for consideration.

**D. Recertification Requirements - All Levels**

1. Comply with all requirements of Section I, items 1 through 8.

<b>Certification Upgrade Requirements</b>			
<b>Criteria</b>	<b>Upgrade to Association Level</b>	<b>Upgrade to National Level</b>	<b>Upgrade to Master level</b>
Serve in current certification level for at least	2 years	2 years	2 years
Work a minimum number of meets at the current certification level – <i>specifically in the discipline concerned</i>	At least 8 Meets	At least 10 meets; of which 2 must be outside the home Association, or be Regional, National, or International meets	At least 12 meets; of which 2 must be Regional, Nat'l, or Internat'l meets; plus 2 more of those, or 2 outside the home Association
Positive written upgrade recommendations from officials worked with or under	From 1 Master or 1 National level official	From 2 Master, or 1 Master & 1 National level official	From 3 Master level officials
Complete required Rules Reviews with the minimum required score	Yes, for overall upgrade; or for a graded discipline with a test	Yes, for overall upgrade; or for a graded discipline with a test	Yes, for overall upgrade; or for a graded discipline with a test
Meet the certification level definition of being ready to serve as indicated, <i>in the discipline concerned</i> :	Take on more responsibility in home association meets	Take on more responsibility outside the home Association, and serve as a head official within the home association	Serve as a head official at major regional and national meets
Meet any additional training or testing criteria established by the Association (Note)	Yes	Yes	Yes
Note. Additional association criteria must be uniformly applied by the certifying USATF association and comply with the requirements in Sections 14 and 15 below.			

## SECTION 12 LEVEL DISCIPLINES

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

<b>Apprentice</b>	<b>Association</b>	<b>National</b>	<b>Master</b>
Track Events	Starter	Starter	Starter
	Umpire	Umpire	Umpire
	Clerk of the Course	Clerk of the Course	Clerk of the Course
	Finish Line Official	Finish Line Official	Finish Line Official
Field Events	Shot Put	Throws	Throws
	Discus		
	Javelin		
	Hammer/Weight Throw		
	Horizontal Jumps	Horizontal Jumps	Horizontal Jumps
	High Jump	Vertical Jumps	Vertical Jumps
	Pole Vault		
Inspector of Implements Fully Automatic Timing Competition Secretary/Data Specialist	Inspector of Implements	Inspector of Implements	Inspector of Implements
	Fully Automatic Timing	Fully Automatic Timing	Fully Automatic Timing
	Competition Secretary/Data Specialist	Competition Secretary/Data Specialist	Competition Secretary/Data Specialist
Marshal	Marshal	Marshal	Marshal
Race Walk	Race Walk Official	Race Walk Official	Race Walk Official
	Race Walk Judge	Race Walk Judge	Race Walk Judge
LDR/Off-Track Events	LDR/Off-Track Events	LDR/Off-Track Timer/Recorder	LDR/Off-Track Timer/Recorder
		LDR/Off-Track General	LDR/Off-Track General
Paralympic	Paralympic	Paralympic	Paralympic



## SECTION 13 GRADED DISCIPLINES AND REQUIREMENTS

- A. The following disciplines, each with their own requirements, are offered under the Grade System:
- B. **Certification Requirement Exceptions** In exceptional cases, Certification Chairs may request an exception to initially certify an official or to upgrade an official with less than the required years of service or number of meets. Requests, with justification, are sent to the National Vice Chair, Certification for consideration.

Discipline	Grade	Certification level of at least	Serve in, and officiate meets, <u>in this discipline</u> for at least	Written recomm. from Meet Directors or Ofcls' Coord for whom they served <u>in this discipline</u>	Complete required Rules Reviews with the minimum required score	Awarded by
<b>Referee</b> (Note 1)	1	National (Note 2)	2 years 8 meets	2	Yes (Note 5)	Assn Cert Chair
	2	Master & Ref Grade 1	2 years 10 meets	3		
<b>Combined Events Coordinator</b>	1	Association (Note 3)	2 years 4 meets	2	Yes (Note 5)	Assn Cert Chair
	2	National & C. E. Coord Grade 1	2 years 6 meets	2		
	3	Master & C. E. Coord Grade 2	2 years 8 meets	3		
<b>Technical Manager</b>	1	National (Note 4)	4 years	2	N/A	Nat'l Vice Chair Certif.
	2	Tech. Mgr. Grade 1	2 years	3		
<b>Electronic Recorder</b>	1	Association	N/A	Recomm. from the EMJ who administered the test, to National Vice Chair, Certif.	N/A	Nat'l Vice Chair Certif.
	2	National	2 years 10 meets			
<b>Electronic Measurer</b>	1	Association	N/A			
	2	National	3 years 12meets			
<b>Electronic Measurement Judge</b>	1	Electronic Rec. Grade 3, & Electronic Measurer Grade 2	Pass a test administered by an EMJ Panelist	Recomm. from the Electronic Measurement Panel to National Vice Chair, Certif.	N/A	NOC Executive Cmte
<b>Para- Athletics</b>	1	Association	N/A	Pass the training course and required tests as administered by the USOC		Nat'l Vice Chair Certif.

**Notes:**

1. Requirements are for each individual Referee certification: Track Events, Field Events, Combined Events, LDR/Off-Track Events, and Race Walking
2. Should be a National or Master-level official in many, if not all, of the appropriate individual disciplines.
3. Should be an Association or National-level official in many, if not all, of the appropriate individual disciplines.
4. Should be a National or Master-level official in multiple disciplines, ideally covering both Track and Field events.
5. Must also meet any additional training or testing criteria established by the Association

## **SECTION 14 RULES REVIEWS**

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

All required tests will be administered uniformly within the association 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 testing 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. Should an Association choose to add additional tests or replace the National Officials Committee tests, the requirements and specific details of those tests shall be posted on the local Association's website.

## **SECTION 15 ASSOCIATION-PROVIDED TRAINING**

The certifying Association may impose additional training requirements where allowed in the Level and Graded Disciplines requirements section(s) of this document. In order for the training requirements to be valid, the classes, clinics, sessions or materials must be made readily and/or frequently available to any official needing to attend or complete them. If the training is to be done in person, it must be provided in multiple areas around the entirety of the Association so that travel to the training location is not a significant burden on officials. Any additional training requirements must be applied uniformly throughout the Association, and specific details of those requirements shall be posted on the Association's website.

## **SECTION 16 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 17 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.