

Pacific Northwest Track & Field Association

Steps for USA Track & Field Officials Certification

Dear Clinic Participant

Welcome to the world of the certified official within the Pacific Northwest Track & Field Association, helping to contribute to the development of USA Track & Field. When you have completed this clinic, and have followed the other procedures detailed below, you will become certified as an **Apprentice Level** USATF Official and a member of the Pacific Northwest Track & Field Association.

The requirements for Certification at the **Association Level** and other levels are:

APPRENTICE LEVEL

To become an **Apprentice Level** Certified USATF Official you must:

1. Complete an entire PNWTF Officials Certification Clinic program and pay the registration fee.
2. Submit the following:
 - A completed open book written rules review on the USA Track & Field Competition Rules, achieving a satisfactory score of 80% correct, and
 - Complete SafeSport, and
 - Undergo a background check through USATF, and
 - A fully completed USA Track & Field **Application for Official Certification** form and a recent photo.

To: Bob Springer

Certification Chairman, Pacific Northwest Track & Field Association
10063 Arrowsmith Ave S
Seattle, Washington 98178

ASSOCIATION LEVEL

To become an **Association Level** Certified USATF Official you must:

Submit the following:

- A completed open book written rules review on the USA Track & Field Competition Rules, achieving a satisfactory score of 85% correct, and
- Submit a meet resume showing that you have worked at least eight (8) meets and an Apprentice level official, and
- Submit at least one (1) positive, written recommendation from a National or Master level official, and
- Complete the Meet Practicum showing that you have worked in ten (10) different areas.

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- Submit fully completed USA Track & Field **Application for Official Certification** form and a recent photo.

To: Bob Springer
Certification Chairman, Pacific Northwest Track & Field Association
10063 Arrowsmith Ave S
Seattle, Washington 98178 (206) 722-6520

NATIONAL LEVEL

To be promoted to a **National Level** Certified USATF Official you must:

1. Serve at the **Association Level** for at least two seasons, as documented by a resume of competitions officiated during the period, demonstrate competency needed to officiate at this level, and write a letter requesting the upgrade to this level.
2. At least three of the 10 meets must include **each** of the following types competitions:
 - Meet(s) governed by the USA Track & Field rules (Open, Masters or Youth)
 - Meet(s) governed by the NCAA rules (College or University)
 - Meet(s) governed by the High School Federation Rules
3. Complete a revised USA Track & Field **Application for Official Certification** form, a resume outlining the meets and the officiating assignments worked during the previous two years and a letter requesting the promotion and the specific skill areas where National level competency has been achieved. These forms are available from William Hickman and the completed form, resume and letter should be returned to him.
4. Complete the National Level Rules Review with a score of at least 90%.
5. Obtain at least two positive recommendations from two different officials that you have worked under. One must be a Master level official. The other may be a National level official.
6. Approval of the submitted credentials and promotion requires an affirmative vote by the Pacific Northwest Track & Field Association Board of Directors. Appeals may be made to the Pacific Northwest Association of USA Track & Field.

MASTER LEVEL

This level is reserved for a very few extraordinary officials specialized in Meet Management, Starting, Track Events, Field Events, Race Walks, Distance Running or Combined Events. The **Master Level** Official must be capable of serving as the head official an event in a major championship and be willing to assume leadership positions within the Association.

To be promoted to a **Master Level** Certified USATF Official you must:

1. Serve as a **National Level** USA Track & Field Certified Official for at least two (2) years.
2. Officiated at a minimum of twelve (12) meets as a National level official. At least two 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.

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Officials seeking an upgrade to Master level are encouraged to seek out the highest level of meets satisfying this requirement.

3. Prove under supervision to be an expert official within a specific area of officiating and submit at least three (3) letters of recommendation from Master level officials they have worked with or under.
4. Demonstrate a willingness to contribute voluntary service to officiating in a leadership role within the PNWTF area (serving as lead official multiple times, clinic teaching, serving on the Association Board, participation in fund raising, etc).
5. Complete the required rules reviews with a score of at least 95%.
6. Receive approval by a majority vote of the Pacific Northwest Track & Field Association Board of Directors.

Thank you for making the effort to become a qualified and certified USA Track & Field (USATF) official within the Pacific Northwest Track & Field Association. We hope that, which ever Level you aspire to, you gain the enjoyment, achievement and affiliation that are the rewards of the certified official.

The Board

Pacific Northwest Track & Field Association of USA Track & Field