

Contents: NOC UPGRADING CRITERIA and FORMS

Part One: GENERAL NOTES ON UPGRADING CRITERIA:

- I Event Credit System
- II Types of Meets for Upgrading Purposes
- III Levels of Officials
- IV Upgrading Request Application Requirements
- V Other

Part Two: UPGRADING CRITERIA:

I Provincial Requirements for Judges - Levels 1, 2 and 3.

- A To be promoted to Level 1
- B To be promoted from Level 1 to Level 2
- C To be promoted from Level 2 to Level 3

II National Requirements for Judges - Levels 4 and 5:

- A Common Requirements for Levels 4 or 5
- B To be promoted from Level 3 to Level 4
- C To be promoted from Level 4 to Level 5

III Referees -Level 3, Level 4 and Level 5.

- A1 To be promoted to Level 3 Track Referee
- A2 To be promoted to Level 4 Track Referee
- A3 To be promoted to Level 5 Track Referee
- B1 To be promoted to Level 3 Field Referee Jumps
- B2 To be promoted to Level 4 Field Referee Jumps
- B3 To be promoted to Level 5 Field Referee Jumps
- C1 To be promoted to Level 3 Field Referee Throws
- C2 To be promoted to Level 4 Field Referee Throws
- C3 To be promoted to Level 5 Field Referee Throws
- D1 To be promoted to Level 3 Combined Events Referee
- D2 To be promoted to Level 4 Combined Events Referee
- D3 To be promoted to Level 5 Combined Events Referee
- E Speciality Referees – E1 Call Room Referee and E2 Starts Referee

IV Special Categories - NTO, Photo Finish Chief and Race Walk Level 3, Level 4 & Level 5:

- A1 To be promoted to Level 3 Photo Finish Chief Judge
- A2 To be promoted to Level 4 Photo Finish Chief Judge
- A3 To be promoted to Level 5 Photo Finish Chief Judge
- B1 To be promoted to Level 3 Race Walk Judge

Revised: April 2013.

- B2 To be promoted to Level 4 Race Walk Judge
- B3 To be promoted to Level 5 Race Walk Judge
- B4 Event Credit System for Race Walks
- C1 To be promoted to NTO

V Provincial and National Lists:

- A1 Common Requirements
- B1 To be listed on the Photo-Finish Provincial List
- C1 To be listed as Jury of Appeal on the Provincial List
- C2 To be listed as Jury of Appeal on the National List
- D1 To be listed as Announcer on the Provincial List
- D2 To be listed as Announcer on the National List
- E1 To be listed as Competition Secretary on the Provincial List
- E2 To be listed as Competition Secretary on the National List
- F1 To be listed as Technical Manager on the Provincial List
- F2 To be listed as Technical Manager on the National List

Appendix 1

Guidelines for N/NC Designation:

Appendix 2

Provincial Mentoring Form:

Appendix 3

National Mentoring Form:

Appendix 4

Upgrade Request / Check List

Appendix 5

Officiating Disciplines

Part 1: GENERAL NOTES ON UPGRADING CRITERIA

I Event Credit System:

- 1.1 One event credit received for time worked at an event up to and including 4 hours. Two event credits received for time worked at an event between 4 hours and 8 hours. Three event credits received for time worked at an event in excess of 8 hours. **In all cases, only three credits per day may be claimed.** The exception will be Race Walks, please see section: 1V Special Categories B4 Event Credit System for Race Walks.

- 1.2 ***Credits: "National Championships (NC)" credits can be carried forward ONLY if they have not been used previously on an upgrade promotion. All other credits which include National Championships ('N') credits, Provincial ("P") credits, NOC Level 4 National Clinic and mentorships are valid for five (5) years and can be used***

only once. When a promotion has been granted, the credits and mentorships earned prior to the date of promotion can no longer be used. All credits must be recorded on your meet record card(s) and signed by a Referee, Senior Official or the Meet Director. Meet Record Cards must show that you attended a clinic and said card must be signed by the Clinician. No official is allowed to sign their own card.

- 1.3 Officials can use only one event credit per 4-hour period. If an official has worked at more than one event, the official decides which credit is to be used. The only exception to this rule is for Race Walk Judges, who can claim their race walk credit and one other credit within the 4-hour period.
- 1.4 Generally, only one official per group may earn a credit as "Chief" within a period of 4 hours. But, in a group of officials covering different events within the discipline (e.g. Shot put and Javelin) where the 'Chief' position has been rotated; all the members who have been 'Chief' may claim a credit as 'Chief' within the 4-hour period, provided each 'Chief' performs all the duties that are normally the responsibility of the 'Chief'. In practice, this means that only one Starter may claim a 'Chief' credit in any one session.
- 1.5 **Anyone who has been requested to officiate at a meet outside Canada must have the endorsement of their Branch Officials' Chair and the National Officials' Committee Chair. The written request, on official letterhead that has been signed by the Officials' Coordinator or authorized signing officer from the meet organizing committee, must accompany the request. Credits can be earned outside Canada for NOC's 'active' status only and not for NOC upgrading purposes.**
- 1.6 **An official must officiate a minimum of 8 event credits per year to maintain active status. An official who is returning to 'active' status cannot use the 8 event credits for reinstatement for upgrading purposes. Officials acting as evaluators/mentors may count that time as "credits" for the purpose of maintaining "active" status.**

II Types of Meets for Upgrading Purposes:

1. There are **four** types of meets for the purpose of upgrading:
 - a) **Regional meets:** which are small area meets that can be used for upgrading to the provincial level only. These meets will not be accepted on requests for upgrading for levels 4 and 5. An example would be a local all-comers meet organized by the club where 3 to 5 entries per event are the average.
 - b) **Provincial meets:** which are meets large enough to have Chiefs of events and referees, or to involve different regions of a province. Examples are large all-comers meets, school provincial championships, and Provincial summer games.

Note: All non-sanctioned meets can be used for provincial upgrading at the discretion of the Branch Officials' Chair. They will not be considered for Levels 4 and 5.

Revised: April 2013.

- c) **National meets:** which are meets designated as such each year at the Annual Meeting of the National Officials Committee and the Branch Officials' Chairs.
- d) **National Championships:** which are meets that include Canadian Senior Championships, Canadian Junior Championships, Canada Games and other events designated as such each year at the Annual General Meeting of the National Officials' Committee and the Branch Officials' Chairs.

Note: Guidelines used to determine a "National - N" or "National Championship - NC" designations are attached as Appendix 1.

III Levels of Officials:

1. **All officials must hold a valid Athletics Canada membership to maintain their status on a Provincial or National List; as a Level 1, 2, 3, 4, or 5 official; or as an NTO, ATO or ITO.**
2. Officials are generalists when they are Provisional, Level 1 and Level 2. Specialization starts when applying for Level 3.
3. All Level 3, 4, and 5 officials should take a clinic every three years in each of their disciplines to remain current on new rules and interpretations.
4. Officials immigrating to Canada will be considered by NOC for Level 4, providing that their experience in the officiating discipline is similar to what is required from Level 4 Canadian officials.

IV Upgrading Request Application Requirements:

1. In upgrading requests, at least 40% of the credits listed must be from **outdoor** events. This is to guarantee that the official has at least some exposure to the effect of the natural elements on the conduct of a meet. It is recommended that officials applying for Level 4 and 5 include at least one *indoor* credit, to indicate experience with the unique conditions that indoor events provide.
2. Up to 50% of outdoor credits and 50% of indoor credits used for upgrading purposes can be from competitions for the disabled.
3. When applying for the Level 4 or 5, a candidate must be mentored in **all** the events or tasks within the discipline. For example, Throws Judges must work all 4 throws; Umpires must lap score; Starter's Assistants must work in the Call Room. It is recommended that this be the case for promotion to Level 3 as well.
4. All applications for Level 4 and 5 must first be sent by the official to their Branch Officials' Chair to be processed (means verifying that all the documentation is complete and accurate.) Requests for upgrading must be signed by the Branch Officials Chair **and/or** by one other registered official from the Branch. All applications meeting the criteria must be sent to **NOC – Vice Chair: Upgrading**. Recommendations from the Branch Officials Chairs' on upgrading criteria are always welcomed.

Note: - Incomplete applications will be returned to the applicant and will not be considered again until received complete.

5. Requests for upgrading for Level 4 and 5 must be postmarked or 'fax dated' no

later than March 31 of the current year for spring upgrading, or September 30 of the current year for fall upgrading. Requests which are not so dated will be returned to the respective Branch Officials' Chairs.

6. There is no waiting period required when applying for upgrades in two disciplines when one is required to get the other, providing that the criteria for both are met. For example, requests for Starter 4 and Track Referee 3 can be submitted at the same time, providing that the criteria for both are met.

V Other:

1. When a **new discipline** is added to the Directory, the following procedure will be followed:
 - I) Criteria for the discipline will be established
 - II) "Grandfathering" will take place up to and including Level 4 or National List
2. Canadian NTOs, ATOs and ITOs may act as Mentors for any discipline after attending a National Mentor training session.
3. Officials are automatically added to the Jury of Appeal National List when they become National Technical Officials (NTOs).

Part 2: UPGRADING CRITERIA

All officials requesting upgrading must hold a valid Athletics Canada membership.

I Provincial Requirements for Judges - Levels 1, 2 and 3:

Branches have been delegated the responsibility of administering the Upgrading Criteria for Levels 1 through 3. The criteria in sections A, B and C are recommended minimum requirements.

A To be promoted from Provisional to Level 1:

- An official must:
 1. Have **6** event credits, preferably in more than one discipline;
 2. Have attended a **brief introductory** clinic.

B To be promoted from Level 1 to Level 2:

- An official must:
 1. Have **12** event credits, **6** in track and **6** in field, since upgrading to Level 1;
 2. Have completed 6 months of service as a Level 1 official;
 3. Have attended a comprehensive track and field rules clinic;
 4. Have received a mentoring report from his/her Chief.

C To be promoted from Level 2 to Level 3:

- An official must:
 1. Have **16** event credits in the discipline, for which the upgrading is requested since upgrading to Level 2,
 - a) **4** of which must be provincial or above, and
 - b) **8** of which must be as Chief, Assistant Chief or Section Head
 2. Have written an approved NOC National open book exam and obtained a mark of at least 80%;

Revised: April 2013.

3. Have completed at least one year of service as a Level 2 official;
4. Have received two mentoring reports, (the **exception** will be Level 3 Race Walks where only one mentoring report will be required for upgrading) using the Provincial Mentoring Report Form provided in the Appendix 2 or similar form, done by:
 - a) Officials Level 3 or above in the discipline requested, **or**
 - b) Referees covering the discipline, **or**
 - c) NTO, ATO or ITO;
5. Have sent a Request for Upgrading to the Branch Officials' Chair and / or Committee for review and approval.

NOTE: Branch Officials' Chairs must notify NOC Vice Chair: Directory of all new level 3 officials.

II National Requirements for Judges – Level 4 and Level 5:

A Common Requirements: All officials requesting upgrading to levels 4 or 5 must:

1. Have worked at their previous level for **at least 6 months** before requesting a mentoring session.
2. Have been certified, in writing, as a competent official by two mentors on the NOC Mentoring Report Form. It is **recommended** that one of the mentors be from out of province, and that the mentors be different from those used for the previous upgrading. For both Level 4 and Level 5 the official **must** be chief for at least one event in each mentoring session, and **must** chief **all** events/tasks within the discipline during the 2 mentoring sessions. For Level 5 the official must Chief all sessions. **The two reports must be completed by mentors who are on the NOC Mentor list current at the time of the mentoring session and who are listed in the discipline requested.** For level 4, one of the meets at which the mentoring sessions takes place **must** be of "National - N" or "National Championship- NC" designation. For Level 5, **both** of the meets at which the mentoring sessions takes place **must** be of "National" or "National Championship" designation. **The mentoring sessions must take place at two (2) different meets.** The **exception** will be Level 4 Race Walks where only one successful mentoring report will be required for upgrading. The mentor must be different from the one used at Level 3. Level 5 requires two successful mentoring reports and must meet the criteria as stated above.
3. Have submitted a Request for Upgrading, complete with the two successful mentoring reports and a list of the necessary credits, to the Branch Officials' Chair. The Branch Officials' Chair will in turn review the forms for accuracy and completeness, and then forward the request to the NOC Vice-Chair Directory and Upgrading, with a recommendation. The NOC Upgrading committee will then review the request, and either approve it or reject it. The applicant and the Branch Officials' Chair will be informed, in writing, of the result.

Note: **Incomplete applications will be returned to the applicant and will not be considered again until received complete.**

B To be promoted from Level 3 to Level 4:

- An official must:
 1. Have a minimum of **24** event credits accumulated in the discipline requested since the last upgrading in this discipline,
 - a) **8** of which must be from “National” or “National Championship” meets,
 - b) All **24** of which must be as Chief, Assistant Chief, or Section Head,
 - c) **12** of which must be as Chief, and
 - d) **8** of which must be obtained **after having attended the National Clinic.**
 2. Have at least two (2) years of service in the discipline requested, since the last upgrading in this discipline;
 3. Have taken a National Clinic in the discipline, and satisfactorily completed the corresponding open book assignment.

C To be promoted from Level 4 to Level 5:

- An official must:
 1. Have a minimum of **36** event credits accumulated in the discipline requested since obtaining Level 4. The credits must meet the following criteria:
 - a) **4** credits must be from “National Championship” meets,
 - b) Another **8** credits must be from “National” meets or above.
 - c) All credits listed must be as Chief, Assistant-Chief or Section Head in the discipline requested, unless the application is for Referee, in which case all the credits listed must be as Referee or Assistant-Referee, and
 - d) **18** credits must be as Chief;
 2. Have at least three (3) years of service since obtaining Level 4 in the discipline requested.

D Successive Upgrading: The time requirement as listed in section B 2 (or C 2) above is WAIVED for applicants for Judge Level 4 (or 5) who are already qualified at that level in another discipline.

III Referees - Level 3, Level 4 and Level 5:

Referees shall progress from Level 3 to Level 4 to Level 5 in each discipline.

A1 To be promoted to Level 3 Track Referee:

- An official must:
 1. Be at least a Level 3 Umpire and have at least one other Level 3 Provincial list in a track discipline;
 2. Be at least a Level 4 in any Track discipline (may be one of the above);
 3. Follow the standard upgrading criteria for Level 3, as described in section I C, except for I C 2 and I C 3.

A2 To be promoted to Level 4 Track Referee:

- An official must:
 1. Follow the standard upgrading criteria for Level 4, as described in section II.

A3 To be promoted to Level 5 Track Referee:

- An official must:

Revised: April 2013.

1. Be at least a Level 5 in any Track discipline;
2. Have received at least one mentoring report reflecting that the candidate has acted as a Referee in charge of Starts
3. Follow the standard upgrading criteria for Level 5, as described in section II.

B1 To be promoted to Level 3 Field Referee Jumps:

- An official must:
 1. Be at least a Level 4 in either Horizontal or Vertical Jumps, and be a Level 3 in the other;
 4. Follow the standard upgrading criteria for Level 3, as described in section I C, except for I C 2 and I C 3. The credits listed must reflect that the candidate has acted as a Referee in each of the 4 jumps events at least twice.

B2 To be promoted to Level 4 Field Referee Jumps:

- An official must:
 1. Follow the standard upgrading criteria for Level 4 as described in section II. The credits listed must reflect that the candidate has acted as a Referee in each of the 4 jumps events at least 3 times.

B3 To be promoted to Level 5 Field Referee Jumps:

- An official must:
 1. Be at least a Level 5 in either Horizontal or Vertical Jumps, and be a Level 4 in the other;
 2. Follow the standard upgrading criteria for Level 5 as described in section II. The credits listed must reflect that the candidate has acted as a Referee in each of 4 jumps events at least 4 times.

C1 To be promoted to Level 3 Field Referee Throws:

- An official must:
 1. Be at least a Level 4 Throws Judge;
 2. Follow the standard upgrading criteria for Level 3, as described in section I C, except for I C 2 and I C 3. The credits listed must reflect that the candidate has acted as a Referee in each of the 4 throws events at least twice.

C2 To be promoted to Level 4 Field Referee Throws:

- An official must:
 1. Follow the standard upgrading criteria for Level 4 as described in section II. The credits listed must reflect that the candidate has acted as a Referee in each of the 4 throws events at least 3 times.

C3 To be promoted to Level 5 Field Referee Throws:

- An official must:
 1. Be at least a Level 5 Throws Judge;
 2. Follow the standard upgrading criteria for Level 5, as described in section II. The credits listed must reflect that the candidate has acted as a Referee in each of the 4 throws events at least 4 times.

D1 To be promoted to Level 3 Combined Events Referee:

- An official must:
 1. Have a Level 3 rating as a track official and as a Field Referee, *or* have a Level 3 rating as a field official *and* as a Track Referee;
 2. Have worked at least 6 Combined Events (not 6 event credits), all as a Combined Events Referee or Assistant C.E. Referee (4 of the Combined Events must be Pentathlon or higher);
 3. Have received one mentoring report from a Combined Events Referee, *and* one from another Combined Events Referee, or from a member of the National list of Jury of Appeal, or from an NTO, ATO or ITO;
 4. Have sent a Request for Upgrading to the Branch Officials Chair and / or Committee for review and approval.

D2 To be promoted to Level 4 Combined Events Referee:

- An official must:
 1. Since last upgrading, have worked as a Combined Events Referee or Assistant Combined Events Referee. Referee in at least 9 Combined Events (not 9 event credits), all Pentathlon or higher, three of which must have been at “National” or “National Championship” meets, as defined by NOC;
 2. Have received one mentoring report from a Level 4 or 5 Combined Events Referee, and one from another Level 4 or 5 Combined Events Referee, or from a member of the National list of Jury of Appeal, or from an NTO, ATO or ITO.

D3 To be promoted to Level 5 Combined Events Referee:

- An official must:
 1. Since last upgrading, have worked as a Combined Events Referee or Assistant Combined Events Referee. Referee in at least 12 combined events (not 12 event credits), all Pentathlon or higher, 4 of which must have been at “National Championship” meets, and 4 of this must have been at “National” meets or above, as defined by NOC;
 2. Have received one mentoring report from a Level 5 Combined Events Referee, and one from another Level 5 Combined Events Referee, or from a member of the National list of Jury of Appeal, or from an NTO, ATO or ITO.

Note: For upgrading purposes, Combined Events below a Pentathlon can only be counted as a half event day. *When different age categories of Combined Events are run together as one event then it is one event.*

E Speciality Referees:

E1. Call Room Referee: Within Canada, the Call Room Referee (CRR) position will only be used at meets that require a CRR. NOC, in conjunction with the Branch Officials’ Chair and the Officials’ Coordinator of said meet, will appoint a CRR from the list of Level 5 Starters’ Assistant in the current NOC directory. The individual **shall** be a specialist and experienced Starters’ Assistant with track referee experience. This appointment is for the duration of said meet.

Revised: April 2013.

E2. Starts Referee: Within Canada, the Starts Referee (SR) position will only be used at meets that require a SR. NOC, in conjunction with the Branch Officials' Chair and the Officials' Coordinator of said meet, will appoint a Starts Referee from the list of Level 5 Starters in the current NOC directory. The individual **shall** be a specialist and experienced starter with track referee experience. This appointment is for the duration of said meet.

IV Special Categories - Level 3, Level 4 and Level 5 Photo Finish, Race Walk Judge and NTO

A1 To be promoted to Level 3 Photo-Finish Chief Judge:

- An official must:
 1. Be on the Photo-Finish Provincial list;
 2. Have attended a clinic on Photo-Finish operation given by a Clinician on the NOC list of certified Clinicians;
 3. Must be able to work cooperatively by providing race results to Technical Information Centre (TIC) staff at a National meet.
 4. Must be able to setup, read images and confirm accuracy of race results.
 5. Have a good understanding of computer files, networking and interface with national media;
 6. Follow the standard upgrading criteria for Level 3, as described in section I C, except for I C 2 and I C 3.

A2 To be promoted to Level 4 Photo-Finish Chief Judge:

- An official must:
 1. Have attended a National clinic on the technicalities of Photo-Finish, given by a clinician on the NOC list of certified clinicians;
 2. Be able to determine if camera equipment (one or two cameras) is properly aligned;
 3. Follow the standard upgrading criteria for Level 4, as described in section II.

A3 To be promoted to Level 5 Photo-Finish Chief Judge:

- An official must:
 1. Follow the standard upgrading criteria for Level 5, as described in section II.

B1 To be promoted to Level 3 Race Walk Judge:

- ***An official must:***
 1. ***Have worked 12 event credits as Race Walk Judge,***
 - a) 4 of which must be from Provincial meets or above, as defined by NOC,***
 - and***
 - b) 6 of which must be as Chief Judge (they can be the same credits);***
 2. ***Follow the standard upgrading criteria for Level 3, as described in section I C, except I C 1.***
 3. ***One mentoring report is required.***

B2 To be promoted to Level 4 Race Walk Judge:

- ***An official must:***

1. *Have worked a minimum of 16 event credits since last upgrading in this discipline,*
 - a) *a minimum of 6 must be "track" and a minimum of 6 must be "road" of which at least one (1) event is 20 k or longer;*
 - b) *8 as Chief Judge; and*
 - c) *8 of the 16 credits must be from "National" meets as defined by NOC;*
2. *Follow the standard upgrading criteria for Level 4, as described in section II, except for II B 1 except (d) where they must have 4 credits after the NOC national clinic.*
3. *One mentoring report is required. The mentor must be different from the one at level 3 and must cover both "track" and "road" races.*
4. *Have taken a National Clinic in the discipline, and satisfactorily completed the corresponding open book assignment.*

B3 To be promoted to Level 5 Race Walk Judge:

- **An official must:**
 1. *Have worked a minimum of 24 event credits since the last upgrading, all as Chief Judge,*
 - a) *Of these, 8 must be "track" and 8 must be "road" of which at least two (2) events are 20 k or longer;*
 - b) *4 of which must be from "National Championship" meets, and*
 - c) *Another 8 of which must be from "National" meets or above;*
 2. *Have received two mentoring sessions from Level 5 Race Walk Judges appearing on the NOC mentor list or from members of the International Race Walk Panel of the I.A.A.F.; between these two (2) mentoring sessions both "track" and "road" performances must be assessed.*
 3. *Follow the standard upgrading criteria for Level 5, as described in section II, except for II C 1.*

B4 Event Credit system for Race Walks will be as follows:

Local / Regional Provincial meets have a value of 1 credit per race (except 800 m, 1500 m or 3000 m races which count as .5 credits per race) to a maximum of 2 per day.

National and National Championships meets (N/NC) have a value of 2 credits per race (except 800 m, 1500 m or 3000 m races which count as 1 credit per race) to a maximum of 4 per day.

NOTE: When different Race Walk race distances, sexes, age groups are run together as one event then it shall be considered to be one (1) event for credit purposes.

C1 To be promoted to NTO:

- **An official must:**
 1. **Be a Level 5 Referee. To write the Technical Officials Education and Certification System Level 1 (NTO) exam, you must first complete two (2) years as a Level 5 Referee, in any discipline. A written request must be sent to your Branch Officials' Chair that you would like to take the exam. Your BOC will contact the NOC Chair with your request. The National Officials' Chair will coordinate the process for writing the exam.**

Revised: April 2013.

2. Successfully pass the NTO written exam.

V Provincial and National Lists:

A COMMON REQUIREMENTS:

For Categories B to E

1. An official must have a letter of recommendation from the Branch Official's Chair stating that the official meets the requirements listed for each category. For the National List, an official must have worked at the Provincial List level in that discipline for two [2] years.
2. For Categories C to E below, the meet record card (or photo copy or documentation that the official has worked at meets in this capacity, must accompany the letter of recommendation.

B1 To be listed on the Photo-Finish Provincial List:

An official must:

1. Have a good understanding of the general rules of photo finish;
 2. Have a good understanding of required timing equipment;
 3. Have a good understanding of computer files;
4. Be able to determine if the camera equipment is properly aligned.
5. Follow the standard upgrading criteria for Level 3, as described in section 1 C., except part 1 b.

C1 To be listed as Jury of Appeal on the Provincial List:

An official must be at least a Level 3 Referee.

C2 To be listed as Jury of Appeal on the National List:

An official must be at least a Level 4 Referee.

Note: NTO's will be automatically added to the National Jury list.

D1 To be listed as an Announcer on the Provincial List:

- An official must:
 1. Have a good understanding of track and field protocols as they relate to announcing (e.g. lane introductions, track/field starting procedures, advancement to finals).

D2 To be listed as an Announcer on the National List:

- An official must:
 1. Have an understanding of meet organization and the key role of the announcer in the presentation of the meet;
 2. Be familiar with meet, National and World records for all events.

E1 To be listed as a Competition Secretary on the Provincial List:

- An official must:
 1. Have a good understanding of track and field competition entry requirements and start list/result preparation, distribution and archiving. This includes an understanding of the I.A.A.F. rules for event scheduling, preliminary rounds organization and

Revised: April 2013.

advancement to finals.

E2 To be listed as a Competition Secretary on the National List:

- An official must:
 1. Have a good understanding of the office organization and requirements for a National Championship;
 2. Be able to set up and oversee the competition office for a National Championship.

F1 To be listed as a Technical Manager on the Provincial List:

- An official must:
 1. Have a good understanding of track and field technical specifications as outlined in the I.A.A.F. Handbook. This includes all site measurements, implement weights and measures for both track and field events, and an understanding of how to accurately determine if the implements comply with the rules.

F2 To be listed as a Technical Manager on the National List:

- An official must:
 1. Have a good understanding of the technical requirements for a national championship;
 2. Be able to oversee and direct the set-up of all technical aspects for a national championship.

Appendix 1: Guidelines for N/NC Designation

Measure	Minimum Level for 'N' Designation	Minimum Level for 'NC' Designation
Age level of athletes	Jr	Jr
<i>Teams</i> of officials	yes	yes
Full schedule of events	yes	yes
Calibre of athletes	average	above average
Number of teams/nations	at least 3, unless dual meet between 2 national teams	over 3
Event staffing (officials)	basic, with at least 2 level 3 referees	full complement with at least 2 level 5 referees
Type of meet (i.e. level of pressure) - recreational, qualifying, team competition	average	above average
Degree of formality (ACC, aides, indicator boards, media/TV, equipment, paperwork, etc)	average	above average
Media/TV presence	press only	TV
Sanctioned	by branch	by Athletics Canada
Does this meet simulate a Canadian Sr. Championship?		yes

- Notes:** 1. National Legion Championships are, by general agreement, normally “N”.
 2. CIS Championships are generally “N”, but must be reviewed each year since each province handles this event differently.

Appendix 2: Provincial Mentoring/Upgrading: Guidelines and Reporting For Levels 1, 2 & 3

Mentors are an important key in the upgrading process. The mentoring session is designed to assess the official's knowledge and the official's ability to react correctly to various situations.

AS THE MENTOR:

- 1 Make it a co-operative, communicative, win-win process. Engage in active listening.
- 2 Accommodate the performer. Schedule the mentoring session to provide lots of time and, as much as possible, at their convenience. Prepare for the session; don't plan the mentoring session as it is happening.
- 3 Performers should know, through their measures and standards, how they are doing. Don't let there be any surprises.
- 4 Discuss performances, not niceties. Be honest and specific with the performer. Offer praise and suggestions for change. Never attack.
- 5 Help performers to exploit strengths and correct weaknesses. Less-than-expected performance should already have been addressed.
- 6 Make specific commitment to assist the performer in upcoming meets, in terms of performance opportunities and development goals.
- 7 Encourage the performer to discuss performance or development issues with you at any time.

AS THE OFFICIAL BEING ASSESSED:

- Discuss performance, results, not activities.
- Be ready to discuss your performance in relation to your position (performance expectations).
- Be prepared. Complete your portion of the appraisal form before the mentoring session.
- Be honest with yourself.
- Make a commitment to specific personal development in the upcoming year.
- Feel free to approach the mentor to discuss your performance and development.

PERFORMANCE IMPROVEMENT:

How to get people (athletes, coaches, officials, spectators) to start doing something, stop doing something, or continue doing something are all performance improvement questions.

As a Judge:

- Are you communicating with integrity to ensure no mixed messages are being sent?
- Are you listening for the needs of the athlete?
- Are you responding to those needs in a fair and flexible way?
- Have you set clear and understandable goals?

As a Chief:

- Have you agreed upon roles and procedures for the members within the team?
- Are you providing on going performance feedback to the team, relative to the targets that were set?
- Are you providing opportunities for team officials to make their own decisions?
- Are you rewarding positive behaviour by individual team members for a job well done?
- Is the job assigned to team members designed to be challenging relative to abilities?

Revised: April 2013.

MENTOR GUIDELINES:

All mentoring sessions must be discussed with the official involved (before, during and after the session) and the written copy handed to him/her for safekeeping. An assessment is to reflect the position over the period of the meet or even many meets, if possible, not just one event.

MENTORING GUIDELINES:

- 1 Observations over the entire meet, not just one session or event.
- 2 Note that Part III relates to Chiefting an event and is for Level 3 applicants only.
- 3 It is in the official's best interest to be completely honest. Do not waffle; the official can (or cannot) do the job.
- 4 If you indicate that there are areas needing improvement, you **MUST** make comments in such a way that the official can understand the problem and work toward improvement.
- 5 Make sure the form is signed, and that your opinions are discussed with the official who signs and indicates agreement or disagreement. Return the signed form to the official.

Provincial Mentoring-Upgrading Report Form for Levels 1, 2 and 3

OFFICIAL'S NAME: _____ Please print name

DISCIPLINE EVALUATED _____ CURRENT LEVEL _____

DATE OF LAST UPGRADE ____ / ____ / ____
D M Y

NAME OF MEET _____ DATE(S) ____ / ____ / ____
D M Y

MEET LOCATION: _____ LEVEL: Club ____ Prov. ____ N/NC ____

(Please print) MENTOR'S NAME: _____

POSITION AT MEET: _____

MENTOR'S DISCIPLINE AND LEVEL _____

EVENT OBSERVED _____

Part I. GENERAL AND TECHNICAL:
 (comment on any checked item in the written section on the next page)

- 1. Understanding and interpretation of rules:
- 2. Punctuality, reliability, enthusiasm:
- 3. Alertness, awareness, concentration:
- 4. Initiative, adaptability, versatility:
- 5. Decision-making ability, confidence:
- 6. Attitude, emotional control:
- 7. Appearance, uniform
- 8. Rapport with coaches and athletes
- 9. Accuracy of measurements, readings, recordings:
- 10. Voice control:
- 11. Positioning for best performance of duties:

PERFORMANCE INDICATOR *		
SA	NI	NA/NO

*** PERFORMANCE INDICATOR DEFINITIONS:**
Satisfactory (SA): Fully meets the requirements of the duties; represents the standard for a fully qualified, experienced official in a fully capable manner.
Needs Improvement (NI): Clearly below fully satisfactory; room for improvement exists; may be due to inexperience or to other factors. Need for further development is recognized and required.
Not Applicable/Not Observed (NA/NO): As indicated.

Mentoring Report Form for Levels 1, 2 and 3

EVENT OBSERVED: _____

PERFORMANCE INDICATOR		
SA	NI	NA/ON

Part II. DIRECTING THE EVENT (for Level 3 only):

1. Pre-Meet preparation (planning, timing, site review, equipment)
2. Briefing the other officials before the event:
3. Briefing the athletes before and during the event:
4. Leadership during the event:
5. Voice control (authority, reach):
6. Positioning of team:

Part III. STRENGTHS OF THE OFFICIAL:

Part IV. OPPORTUNITIES FOR IMPROVEMENT:

OTHER COMMENTS:

OFFICIAL:

I have read this report and have discussed it with the mentor and I **AGREE / DISAGREE** (circle one) with the opinions expressed by the mentor.

Comments: _____

Signature of Official: _____ Date (d/m/y): ____/____/____

MENTOR:

Have you worked with or observed this official on previous occasions? **yes / no**

If yes, was this performance consistent with previous performances? **yes / no**

In my opinion and based on my observations and the performance I have witnessed, I feel the above official **IS / IS NOT** (circle one) ready for the next level

Signature of Mentor: _____ Date (d/m/y): ____/____/____

National Officials' Committee: MENTORING REPORT FORM

INTRODUCTION

The purpose of the mentoring program is to foster continuous improvement using a competency-based model for officials' development. The purpose of this mentoring-upgrading report form is to provide the consistent format for mentors to identify how well the official meets the competencies, as follows.

OFFICIALS' COMPETENCIES (essential competencies of officials at level IV and V)

- (1) Demonstrating leadership and the ability to manage team performance
- (2) Demonstrating an understanding of the rules
- (3) Demonstrating an ability to communicate effectively
- (4) Demonstrating an ability to adapt to changing conditions
- (5) Demonstrating an ability to apply event specific techniques

MENTORING-UPGRADING GUIDELINES

- Organize a preliminary discussion with the official BEFORE the meet and discuss the official's goals
- Provide an overview of the Mentoring Form and talk about how and when the official will be observed
- During the mentoring and between events have a discussion with the official on his/her progress
- Organize time to have a debriefing with the official and ensure the form is signed by yourself and the official
- Upon completion of the mentoring, give the original to the official; you should keep a copy and you must send a copy to the NOC Vice-Chair Officials Development for Mentoring.

As the Mentor:

- Your role is to assess how well the official meets the five (5) competencies.
- You should be thorough, objective, encouraging and supportive to the official.
- You should offer praise and suggestions for change (as a true mentor would) and provide effective feedback.
- You must plan sufficient time to discuss the mentoring-upgrading report form when completed.
- You should make the process co-operative, communicative and focused on becoming a better official.
- You must engage in active and respectful listening and be honest and specific with the official.
- You must help the official to build his/her strengths and correct weaknesses.
- You should, where appropriate, make a specific commitment to assist the official in future meets, in terms of individual performance opportunities and development goals.

As the official being mentored:

- Your role is to demonstrate to the mentor how well you meet the five (5) competencies.
 - You should participate and contribute to the mentoring process through active communications.
- You should ask questions, as appropriate and contribute to the overall efficiency of the events being conducted.

Please print NAME: _____

EVENTS OBSERVED: _____

Mentorship: 1st or 2nd [Circle one] Continuation of First Mentorship: 1st or 2nd [Circle one]

POSITION (discipline): _____

CURRENT LEVEL: 3 4 (Circle one) DATE OF LAST UPGRADE: _____

NAME OF MEET: _____ DATE(s) _____

LOCATION: _____ CALIBRE: N N/C Other _____

PRINT NAME OF MENTOR: _____

MENTOR'S DISCIPLINE AND LEVEL: _____

POSITION AT MEET: _____

N = National level (including international meets) as designated by the NOC; **N/C** = National Championship meets as designated by the NOC; Other = Please indicated the meet and type.

Revised: April 2013.

Section 1 – Demonstrating leadership; and the ability to manage team performance

- Works collaboratively with others involved in the organization and staging of the event
- Acts confidently while fostering teamwork through mentoring of all officials
- Motivates team members
- Monitors activities and develops team members to their potential
- Encourages participation and creativity of all team members

The official met these criteria: Fully _____ Mentorship needs to be continued _____

Give examples:

Section 2 – Demonstrating an understanding of the rules

- Understands the technical rules of IAAF and other unique organizations (e.g., CIS, high school etc.)
- Understands the basis for officiating (e.g., to support athletic performances).

The official met these criteria: Fully _____ Mentorship needs to be continued _____

Give examples:

Please use a separate page for additional comments and examples.

Revised: April 2013.

Section 3 – Demonstrating an ability to communicate effectively

- Expresses ideas in a timely, clear and organized manner.
- Listens respectfully to team members, other officials and athletes.

The official met these criteria: Fully _____ Mentorship needs to be continued _____
Give examples:

Section 4 – Demonstrating an ability to adapt to changing conditions

- Anticipates and successfully responds to changes (e.g., weather, start list changes, etc.)

The official met these criteria: Fully _____ Mentorship needs to be continued _____
Give examples:

Section 5 – Demonstrating an ability to manage “event specific” competencies (specify)

- Positioning; Briefing Athletes
- Officiating techniques (e.g., use of gun, measuring, flags, etc.)

The official met these criteria: Fully _____ Mentorship needs to be continued _____
Give examples:

Revised: April 2013.

Overall Strengths of the Official:

Opportunities for Improvements:

Other Comments:

MENTOR:

NAME: _____
[Please print neatly]

Level 4, the official can chief any National caliber meets and is ready for upgrading. Yes No
(Circle your response)

Note: An official progressing to level 4 or 5 must FULLY meet all competencies.

Level 5, the official can chief at any meet and is ready for upgrading Yes No

Signature of Mentor: _____ Date _____

Official:

I have read and discussed this report form and *agree* *disagree* with it.
Please circle your answer and sign your name.

Signature: _____ Date _____

Comments:

Appendix 4: Upgrading Checklists and Application Form
CHECK LIST FOR LEVEL 4 OR 5 UPGRADING REQUEST: (Please circle correct level)
Parts A, B, C and D must accompany this application.

PART A: Applicant Information

Discipline: _____ Name of Applicant: _____


Address: _____ City: _____

Province: _____ Postal Code: _____

Phone: (H) _____ (B) _____

Date of last upgrading in discipline being applied for: _____ (month/year)

PART B: Checklist (Please check off all required boxes)

	Parts A, B, C and D are complete and attached to upgrade application.
	Application signed by Branch Officials Chair
	Applicant is a member of Athletics Canada for current year AC#:
	Applicant has officiated at a minimum of 8 event credits for last 12 months
	Applicant has attended a National Clinic. Location: _____ Date: _____ Clinician(s): _____ Mark on exam (if applicable): _____
	Clinician(s) on the N.O.C. National List of Clinicians
	<i>Two successful mentoring reports included, both mentorship forms are signed and both Mentors are on the National List of Mentors. The "P" credits and "N" credits and National Clinics are within the 5 year limit credit and clinic is recorded on meet record card.</i>
	Applicant has had two (2) years of service as Level 3 or three (3) years as Level 4
	Has listed 24 (Level IV) / 36 (Level V) event credits since last upgrading *(Level IV) 8 of 24 event credits must be at the 'National' level or above, and 8 must be after National Clinic *(Level V) 8 of 36 event credits are at the 'National' level or above, and 4 at 'National Championships' level. <i>Race Walk: Has listed 16 (Level IV) / 24 (Level V) event credits ["track" and "road" credits] since last upgrading.</i> <i>NOTE: Status/calibre of meets determined at April NOC meeting</i>
	All credits listed are as Chief, Assistant-Chief or Section Head
	Has credits in all events within the discipline
	Meet record cards or photo copies attached to application. All meet record cards have been signed. List of credits recorded on List Of Credits for Upgrading sheet. Credits have been reviewed by the Branch for accuracy.

PART C: Signatures/Approvals

 Signature of Branch Designate Date

and/or

 Signature of Branch Officials' Chair Date

Revised: April 2013.

REQUEST FOR UPGRADING FOR LEVEL 4 AND 5. Please circle level.

Name (Print): _____ AC #: _____

Address: _____ Tel (H): _____

City/Province: _____ Fax: _____

Postal Code: _____ E-Mail: _____

Level Requested: _____ Discipline: _____

Month/Year granted previous level: ____ / 20__

Previous Mentors:

1. Name: _____ Branch: _____

2. Name: _____ Branch: _____

Clinic / Seminar Location: _____ Month/Year: _____

Clinician's Name: _____

Assignment: _____ Mark: _____ (Satisfactory/Unsatisfactory) Please circle answer.

Mentors for this Upgrading request:

1. Name: _____ Branch: _____

2. Name: _____ Branch: _____

This application, once completely processed by the Branch Officials' Chair, must be forwarded to the NOC Vice-Chair: Upgrading for presentation to the NOC Spring or Fall meeting.

Deadline Dates:

Spring Upgrade Deadline: March 31, current year

Fall Upgrade Deadline: September 30, current year

LIST OF CREDITS FOR UPGRADING:

NOTE: This form must accompany Upgrading Request plus meet record cards or photocopy of meet record cards **must be submitted with this form.** Please make sure meet record cards are signed.

Name of Meet	Date y/m/d	Location	In or Out Door	Credits (Put quantity under proper meet type)			Field Event (e.g. Shot, discus, long jump)	Assignment					
				P	N	NC		C	AC	SH	R	AR	
Total all Columns													

P: Provincial **N: National** **NC: National Championship** **R: Referee**
C: Chief **AC: Asst. Chief** **SH: Section Head** **AR: Assistant Referee**

Revised: April 2013.

Appendix 5: List of Official Disciplines

Title	Abbreviation
Announcer / Annonceur National	AN N
Announcer / Annonceur Provincial	AN P
Area Technical Official / Officiel Technique Continental	ATO
Combined Events Referee / Arbitre Epreuves Combinees	CER
Field Referee General / Arbitre des Concours General	FRG
Field Referee Jumps / Arbitre des Concours Sauts	FRJ
Field Referee Throws / Arbitre des Concours Lancers	FRT
Finish Line Judge / Juge a l'Arrivee (Level 3 only / niveau 3 seulement)	FLJ
Horizontal Jumps / Sauts Horizontaux	HJ
International Technical Official / Officiel Technique International	ITO
Jury of Appeal / Jury d'Appel National	J N
Jury of Appeal / Jury d'Appel Provincial	J P
National Clinician / Formateur National	N C
National Mentor	N M/E
National Technical Official / Officiel Technique National	NTO
Photo Finish Chief Judge / Chef-Juge Photo	PFCJ
Photo Finish National / Operateur Photo National	PF N
Photo Finish Provincial / Operateur Photo Provincial	PF P
Competition Secretary Provincial / Secretaire de Competition Provincial	
Competition Secretary National / Secretaire de Competition National	CPS CSN
Starter	S
<i>Starter's Assistant / Assistant Starter</i>	<i>SA</i>
<i>Call Room Judge / Juge de la Chamber d'appel</i>	<i>CR</i>
Technical Manager National / Gerant Technique National	TM N
Technical Manager Provincial / Gerant Technique Provincial	TM P
Throws / Lancers	T
Timekeeper / Chronometreur (Level 3 only / niveau 3 seulement)	TK
Track Referee / Arbitre de Piste	TR
Umpire / Commissaire	UMP
Vertical Jumps / Sauts Verticaux	VJ
Walk Judge / Juge de Marche	WJ