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**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.
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%;
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:
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.
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.
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 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 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 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
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

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

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 ongoing 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?
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 Chiefing 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** ______/____/_____  **NAME OF MEET** ________________________________  **DATE(S)** ______/____/____

**NAME OF MEET** ________________________________  **DATE(S)** ______/____/____

**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)

<table>
<thead>
<tr>
<th><strong>EVENT OBSERVED</strong></th>
<th><strong>PERFORMANCE INDICATOR</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>SA</strong></td>
</tr>
</tbody>
</table>

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 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:**

<table>
<thead>
<tr>
<th>PERFORMANCE INDICATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA</td>
</tr>
</tbody>
</table>

#### 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.
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.
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:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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 ______ Yes ______ No ______

and is ready for upgrading. (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 ______ Yes ______ No ______
is ready for upgrading

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

<table>
<thead>
<tr>
<th>Discipline: ______________</th>
<th>Name of Applicant: ______________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: __________________</td>
<td>City: ____________________</td>
</tr>
<tr>
<td>Province: _________________</td>
<td>Postal Code: ______________</td>
</tr>
<tr>
<td>Phone: (H) _______________</td>
<td>(B) ____________________</td>
</tr>
</tbody>
</table>

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

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Parts A, B, C and D are complete and attached to upgrade application.</td>
</tr>
<tr>
<td></td>
<td>Application signed by Branch Officials Chair</td>
</tr>
<tr>
<td></td>
<td>Applicant is a member of Athletics Canada for current year AC#:</td>
</tr>
<tr>
<td></td>
<td>Applicant has officiated at a minimum of 8 event credits for last 12 months</td>
</tr>
<tr>
<td></td>
<td>Applicant has attended a National Clinic. Location: Date:</td>
</tr>
<tr>
<td></td>
<td>Clinician(s): Mark on exam (if applicable):</td>
</tr>
<tr>
<td></td>
<td>Clinician(s) on the N.O.C. National List of Clinicians</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Applicant has had two (2) years of service as Level 3 or three (3) years as Level 4</td>
</tr>
<tr>
<td></td>
<td>Has listed 24 (Level IV) / 36 (Level V) event credits since last upgrading</td>
</tr>
<tr>
<td></td>
<td>*(Level IV) 8 of 24 event credits must be at the ‘National’ level or above, and 8 must be after National Clinic</td>
</tr>
<tr>
<td></td>
<td>*(Level V) 8 of 36 event credits are at the ‘National’ level or above, and 4 at ‘National Championships’ level.</td>
</tr>
<tr>
<td></td>
<td>Race Walk: Has listed 16 (Level IV) / 24 (Level V) event credits [“track” and “road” credits] since last upgrading.</td>
</tr>
<tr>
<td></td>
<td>NOTE: Status/calibre of meets determined at April NOC meeting</td>
</tr>
<tr>
<td></td>
<td>All credits listed are as Chief, Assistant-Chief or Section Head</td>
</tr>
<tr>
<td></td>
<td>Has credits in all events within the discipline</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

**PART C:** Signatures/Approvals

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Signature of Branch Designate Date</td>
</tr>
<tr>
<td></td>
<td>and/or</td>
</tr>
<tr>
<td></td>
<td>Signature of Branch Officials’ Chair Date</td>
</tr>
</tbody>
</table>
REQUEST FOR UPGRADING FOR LEVEL 4 AND 5. Please circle level.

Name (Print): ___________________________  AC #: ___________________________

Address: _______________________________  Tel (H): ___________________________

City/Prove: _______________________________  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) Pleas 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 UPGRAADING:

**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.

<table>
<thead>
<tr>
<th>Name of Meet</th>
<th>Date y/m/d</th>
<th>Location</th>
<th>In or Out Door</th>
<th>Credits (Put quantity under proper meet type)</th>
<th>Field Event (e.g. Shot, discus, long jump)</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>P</td>
<td>N</td>
<td>NC</td>
</tr>
</tbody>
</table>

Total all Columns

**P:** Provincial  
**N:** National  
**NC:** National Championship  
**R:** Referee  
**C:** Chief  
**AC:** Asst. Chief  
**SH:** Section Head  
**AR:** Assistant Referee
Appendix 5: List of Official Disciplines

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