

USATF Indiana Officials Advancement Checklist for 2020 and 2021-2024

USATF Indiana Association Advancement Checklist 1/2020	Date completed
All Official need the three-step certification of Background Check/ SafeSport/ Membership .	
Apprentice to Association Level:	
Minimum number of meets to upgrade: -Combination of minimum of 8 USATF Indiana, USATF, NCAA, NAIA - Minimum of 4 Association meets in 2 years selected from Indiana Master Indoor or Outdoor, Youth Association, Cross Country or USATF Region 7 Junior Olympic Championships	
Attend 1 rules review selected from USATF Indiana Clinic & Awards, or area Rules Review Clinic per year, or attend an Indiana Association Board Meeting, or attend one Annual meeting during Olympiad.	
Have passed the Rules Review during the Olympiad with 90% or more.	
Take on more responsibility in home association meets	
Have Positive written upgrade recommendations from 1 Master and 1 National Level officials that addresses the discipline concerned. Also need to submit 3-5 names of officials that have worked with you at the meets listed on the resume log at time of submission.	
Association to National Level:	
Minimum number of meets to upgrade: - Combination of minimum of 10 USATF Indiana, USATF, NCAA, NAIA - Minimum of 2 meets must be outside of Indiana - Minimum Of 8 meets from Indiana Master Indoor or Outdoor, Youth Association, Cross Country or Region VII meet.	
Attend 1 rules review selected from USATF Indiana Clinic & Awards, or area Rules Review Clinic per year,	
Attend an Indiana Association Board Meeting, or attend one Annual meeting during Olympiad.	
Take on more responsibility outside home Assn, & serve as a head official within home Association	
Have passed the Rules Review during the Olympiad with 90% or more.	
Have Positive written upgrade recommendations from 2 Master and 2 National Level official that address the discipline concerned. Also need to submit 3-5 name of officials that have worked with you at the meets listed on the resume log at time of submission.	
National to Master Level:	
Minimum number of meets to upgrade: - Combination of minimum of 12 USATF Indiana, USATF, NCAA, NAIA - Minimum of 2 meets must be outside of Indiana - Minimum Of 10 meets from Indiana Master Indoor or Outdoor, Youth Association, Cross Country or Region VII meet.	
Attend 1 rules review selected from USATF Indiana Clinic & Awards, or area Rules Review Clinic per year.	
Attend an Indiana Association Board Meeting, or attend one Annual meeting during Olympiad.	
Serve as a head official at maJunior Olympic regional and national meets	
Have passed the Rules Review during the Olympiad with 90% or more.	
Have Positive written upgrade recommendations from 3 Master officials that addresses the discipline concerned. Also need to submit 3-5 name of officials that have worked with you at the meets listed on the resume log at time of submission.	
Master Level:	
Work minimum of 4 National championship (USATF, NCAA, NAIA Championship meets), this does not include Conference meets or high school meet) per Olympiad (Master Level)	

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Minimum of 8 Association meets from Indiana Master Indoor or Outdoor, Youth Association, Cross Country or Region VII meet per Olympiad	
Attend 1 rules review selected from USATF Indiana Clinic & Awards, or area Rules Review Clinic per year.	
Attend an Indiana Association Board Meeting, or attend one Annual meeting during Olympiad.	
Have passed the Rules Review during the Olympiad with 90% or more.	
Have Positive written upgrade recommendations from 3 Master officials that addresses the discipline concerned. Also need to submit 3-5 names of officials that have worked with you at the meets listed on the resume log at time of submission.	
Recap - Association Requirements adopted 2019	
Indiana Association Meet Requirements - In order to attain a higher level of credential status, the official must work a minimum of 2 local Association Meets per each year time period spent in the current certification level.	
Starting with the 2021-2024 Olympiad year, any official who has not worked a minimum of 2 Association meets during the current Olympiad (2017-2020) shall not qualify for the current credential level applied for and will be demoted one credential level for not meeting the requirement.	
Regarding Graded Disciplines (Section 13) for the 2021-2024 Olympiad, any official with any of the particular credentials listed under Level Disciplines on their card, will have to take, and successfully pass, that particular rules review to have the credential transferred to the new Olympiad.	
Taking on more responsibility at Association Meets to develop leadership capabilities on the Association, Local, Regional, National, and International levels is a responsibility that the association needs to develop for its members. This includes being event heads, referees, etc, at any meet if needed. A Master level official needs to be able to take control of a crew and manage a cohesive unit of officials that present a safe, positive, rule-oriented and successful event.	

The following is the evidence and explanation for the additional elements that have been added to the USATF Indiana /USATF National Requirements for Level Upgrades.

During the past two Olympiads (2013-2016) and (2017-2020) the USATF Indiana Association has offered the opportunity to all membership officials to work at four (4) to (6) Association meets per year (Association Indoor Junior Olympic Meet, Association Masters/Open Indoor Meet, Association Outdoor Junior Olympic meet, Regional Junior Olympic Meet (every other year), Association CC Junior Olympic Meet, and the Association CC Masters/Open Meet). That equates to 10-12 meets in your two year long service per Certification Level. Currently we have about 30% of all of our officials serving as the cadre that work at the Association meets. Approximately 2/3rds of our Indiana Officials do not/ or have not ever worked any Association meets during these two Olympiads. Over the past 2 years, the USATF Indiana Officials Committee has initiated discussions and dialogues around the state with USATF Officials concerning the different aspects of this topic. From these dialogues and discussions have come some important policy changes that affect all USATF Association Officials. This gives all the officials membership a chance to give back to the sport they love and to help create a solid foundation of participation for the association.

In what seems like forever, 2/3rds of our officials have worked at the same meet, at the same university/college/high school, doing the same Junior Olympic, for an assortment of reasons. They do not participate in officiating USATF Association meets...because it is too far...because maybe I am not that good an official...because I have to follow

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USATF/NCAA rules that I have never learned or kept up with...I am content to work 30 years here and do not give a rip about the Association thinks or needs. These are not reasons...they are excuses. People get out of what they put into any behavior, relationship or activity. If you derive no satisfaction of being a USATF Official it is because you put nothing into that relationship. This is the measure of discussion and dialogue that has transpired over the last two years. If you've never heard about it...I rest my case. To hear and participate in discussion, you have to be present in the moment and in attendance at USATF events.

The new Olympiad (2021-2024) is right around the corner and it is time to ask what the USATF Indiana Association does for me....and at the same time I ask...what have you done for the Indiana Association. In my 10 years of participation as a USATF Official and now Indiana Certification Chairman...the only time I have seen some of the members is when I have had to submit a picture for the credentials to the National Headquarters for new cards? That is sad.

We have basically assed the policy to attend a minimum of USATF Indiana Association meets per level in order to upgrade or retain your Certification Level. Biggest change....Master Level Officials who have not worked a minimum of Indiana Association Meets and at least 1 National Championship meet will be demoted from a Master level to a National Level. We have a number of Master Level Officials who have not worked a maJunior Olympic meet or Championship in at least the last 10 years. Likewise all level of officiating that have not met the minimum of Association Meets will also be demoted one level.

Please see the **2020 Advancement Checklist** that was published with this notification.

Read on for changes.

These additional elements fall under the auspice of Chapter 14 (Rules Review) an Chapter 15 (Association Provided Training) of the National Officials Certification Regulations as listed below.

REQUIREMENTS FOR ALL CERTIFIED OFFICIALS 2020

Reference: National Officials' Certification Regulation Edition: 2019-2
Adopted by the National Officials Committee Executive Committee on September 23, 2019

Link: <https://www.flipsnack.com/USATF/certification-regulation-fdc9wnn1w/full-view.html>

CURRENT CERTIFICATION LEVELS AND GRADES

Officials can be certified in a variety of disciplines, with each discipline falling under either a set of Levels or a set of Grades defined as follows:

- A. **Levels:** All disciplines offered with Levels will follow the five-level path listed below.

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- B. **Disciplines** at a particular level may have a common combined discipline at the previous level and may also be split into more than one discipline when advancing to the next level.
- C. **All disciplines at a particular level** will have the same requirements as other disciplines at that level for both initial certification and advancement.
1. **Apprentice:** New officials
 2. **Association:** *Officials who are ready to take on more responsibility at meets within their own Association.*
 3. **National:** *Officials who are ready to take on more responsibility outside of their Association and serve as head officials within their Association.*
 4. **Master:** *Officials who are capable of serving as head officials at major regional and national meets.*
 5. **Emeritus:** Retired Master-level officials who have been granted Emeritus status.
- D. **Grades:** Each discipline offered with Grades has a custom set of grades starting with **Grade 1** and increasing in number as needed. Certification at each grade and advancement to the next grade is based on a custom set of requirements for each discipline.

OVERALL CERTIFICATION LEVEL

Each official will have an overall certification level equal to their highest certified discipline that falls under the system of levels outlined in Section 9A. *An official's overall level will automatically adjust the first time an upgrade to a higher level is achieved. Upgrades in disciplines that fall under the system of grades outlined in Section 9B do not affect the overall certification level.*

CURRENT CERTIFICATION UPGRADE REQUIREMENTS

Criteria	Upgrade to Association Level	Upgrade to National Level	Upgrade to Master Level
Serve in current certification level for at least	2 years	2 years	2 years
Work a minimum number of meets at the current certification level in the discipline concerned	At least 8 Meets	At least 10 meets ; of which 2 must be outside the home Association, or be Regional, National, or International meets	At least 12 meets ; of which 2 must be Regional, National, or International meets; plus 2 more of those, or 2 outside the home Assn
Have positive written upgrade recommendations from officials worked with or under	From 1 Master or 1 National level official (addressing the discipline concerned)	From 2 Master, or 1 Master & 1 National level official (addressing the discipline concerned)	From 3 Master level officials (addressing the discipline concerned)
Complete required Rules Reviews with minimum required score	Yes , for overall upgrade; or for a graded discipline with a test	Yes , for overall upgrade; or for a graded discipline with a test	Yes , for overall upgrade; or for a graded discipline with a test

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Meet the certification level definition of being ready to:	Take on more responsibility in home association meets	Take on more responsibility outside home Assn, & serve as a head official within home Assn	Serve as a head official at major regional and national meets
NOTE: Additional Association certification must be uniformly by the certifying USATF Association and comply with the requirements Section 14 and 15 of the National Officials' Certification Regulation Edition: 2019-2			
Regarding Graded Disciplines (Section 13)for the 2021-2024 Olympiad, any official with any of the following credentials listed under Level Disciplines on their card, will have to take, and successfully pass, that particular rules review to have the credential transferred to the new Olympiad.			

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See chart that was provided in the January 2020 Newsletter or at the Association website at:

<http://www.indiana.usatf.org/>

<https://www.indiana.usatf.org/Officials2/Certification.aspx>

Link to upgrade forms: Please utilize these forms when applying for an upgrade.

<https://www.usatf.org/getattachment/Programs/Officials/Resources-Best-Practices/Officials-Matters/Certification-Upgrade-Application-Apr-2019-2.pdf?lang=en-US>

You can update (Add) the size of the resume log on the form that is online.
(Above)

As you can see...the Association additions of requirements does change the officials input.

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SECTION 12 LEVEL DISCIPLINES

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

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

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SECTION 13 GRADED DISCIPLINES AND REQUIREMENTS

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

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

Notes:

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

SECTION 14 RULES REVIEWS

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

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All required tests will be administered uniformly within the association by the local Association Certification Chair except where noted in this document. All tests will be open-book and have no time limit unless noted otherwise on the test.

For any certification discipline listed in this document that allows an Association to add additional testing requirements, Associations will be allowed to supplement the required test with additional tests or questions.

Associations will also be allowed to use their own tests in-lieu of the National Officials Committee developed tests as long as the replacement tests cover all of the same topics as the National Officials Committee developed tests. Should an Association choose to add additional tests or replace the National Officials Committee tests, the requirements and specific details of those tests shall be posted on the local Association's website.

SECTION 15 ASSOCIATION-PROVIDED TRAINING

The certifying Association may impose additional training requirements where allowed in the Level and Graded Disciplines requirements section(s) of this document. In order for the training requirements to be valid, the classes, clinics, sessions or materials must be made readily and/or frequently available to any official needing to attend or complete them.

If the training is to be done in person, it must be provided in multiple areas around the entirety of the Association so that travel to the training location is not a significant burden on officials.

Any additional training requirements must be applied uniformly throughout the Association, and specific details of those requirements shall be posted on the Association's website.

Association Requirements Adopted 2019

Indiana Association Meet Requirements - In order to attain a higher level of credential status, the official must work a minimum of 2-4 local Association meets per each year time period spent in the current certification level.

Starting with the 2021-2024 Olympiad year, any official who has not worked a minimum of 2-4 Association meets during the current Olympiad (2017-2020) shall not qualify for the current credential level applied for and will be demoted one credential level for not meeting the requirement.
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Regarding Graded Disciplines (Section 13) for the 2021-2024 Olympiad, any official with any of the particular credentials listed under Level Disciplines on their card, will have to take, and successfully pass, that particular rules review to have the credential transferred to the new Olympiad.
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SECTION 16 APPEALS

In accordance with the NOC's Operating Procedures, any official denied an upgrade under the requirements contained within this document may appeal to the National Vice-Chair of Certification. To begin the appeal process, the individual shall contact the Vice-Chair in writing expressing their desire to appeal and will then be provided with instructions and documentation requirements by the Vice-Chair. Additionally, an Association Certification Chair may appeal to the National Vice-Chair of Certification in limited and exceptional circumstances for a waiver of any requirements contained herein as they apply to a current or prospective certified official. The authority to waive any requirements in this document shall remain with the National Vice-Chair of Certification, the NOC Chair and/or the NOC Executive Committee.

As you are contemplating an upgrade of certification and/or adding discipline levels to your credentials, I refer you to the Certification Upgrade Chart from above. I specifically refer you to the specific line item that reads:

Criteria	Upgrade to Association Level	Upgrade to National Level	Upgrade to Master Level
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Meet the certification level definition of being ready to:	Take on more responsibility in home association meets	Take on more responsibility outside home Assn, & serve as a head official within home Assn	Serve as a head official at major regional and national meets
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As you can deduct from the upgrade criteria listed in each upgrade, the need to work at the Association meets that USATF Indiana hosts, is paramount to upgrading your level or discipline.

If you have any Questions or comments, Please feel free to contact myself (Mike Trego – 765-661-1645 – mikeogert@gmail.com) or any of the other Official Committee Members:

Dick Boyd – 260-417-2673 - usatfindianaboyd@gmail.com

Stu Goble – 765-506-4351 – sgoble@eastbrook.k12.in.us

Alf Mendel - 317-340-9634 – indyFSUfan@gmail.com

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