

**USA TRACK & FIELD GEORGIA ASSOCIATION**  
**Certification Guidelines for Officials**  
**Effective January 1, 1995; Revised March 12 2007**

GENERAL PROCEDURES

Anyone interested in becoming a certified official should contact members of the Officials Committee or [www.usatfgeorgia.org](http://www.usatfgeorgia.org) for an application. No experience is required – only a willingness to learn.

The three levels of certification are Association, National and Masters.

- For an application fee of \$30.00, which includes local and national fees, you will receive a rulebook, ID card, Certified Officials' pin, and polo shirt.
- Provide one 1" x 1" passport type photo or digital photo with your application.

Officials are encouraged to have an annual membership in USA Track & Field. However, National and Master officials are required to have a current membership to apply for USATF National Championships.

TRANSFER OF CERTIFICATION FROM OTHER ASSOCIATIONS

The Georgia Association will recognize the transfer of any certified official in good standing from another **USATF** Association with full credit. Good standing with-in the association and holding an up-to-date, valid certification from the transferring **USATF** Association.

REQUIREMENTS FOR CERTIFICATION IN THE GEORGIA ASSOCIATION

Fulfilling a time requirement does not automatically upgrade an official to the next level. The Officials Committee will determine whether an official has met all requirements and possesses the qualities necessary to make him/her a competent official. An official seeking advancement recommendation to the next level will not be recommended unless it can be done without reservation.

TIME WAIVER

A time waiver can be used by the Officials Committee to upgrade officials that have proven to be outstanding through years of experience or through their officiating qualities.

Association to National: A wavier may be requested after **one** year at the Association level. \*

National to Master: A waiver may be requested after **three** years at the National Level. \*\*

GENERAL CRITERIA FOR ALL UPGRADES

Quality of officiating  
Knowledge of the Rules of Competition  
Professionalism, reliability, dependability, sportsmanship  
Rapport with athletes, coaches and fellow officials  
Willingness to accept a variety of assignments  
Willingness to officiate a variety of types and levels of competition

MINIMUM CRITERIA FOR ASSOCIATION CERTIFICATION

This is the beginning level of certification

- A. Complete Georgia association application, national data base form, and officials resume.
- B. Include one 1" x 1" ID size or digital photo.
- C. Pay a one-time certification fee of \$30.00
- D. Complete General Rules Review with a minimum score of 85% (open book)

Upon completion of the certification process, the applicant's application will be forwarded to the National Administrator for processing.

## CERTIFICATION IN A SPECIFIC EVENT SKILL

At the Association level this request can be achieved by any one of the following: **(A)** officiating the event skill a minimum of three meets; **(B)** attending a clinic in that event skill; **(C)** recommendation by a current active Master or National official certified in the event skill requested; or **(D)** evaluation by observation of a current active Master or National official certified in the event skill requested.

## MINIMUM CRITERIA FOR NATIONAL CERTIFICATION

To be considered for approval for upgrade to National certification, complete the following requirements:

- (A) Submit to the Officials Committee a written request for upgrade to National level. Include a personal summary of why you warrant an upgrade. Other information needed: current address and phone numbers, email present level of certification, original date you were first certified as an official, certification year of present Olympiad (2004-2008). State the event skill in which you qualify for upgrade.
- (B) Submit a resume of meets officiated and clinics attended the previous **(3)** years.
- (C) Served at the Association level for a period of **(3)** years. \*
- (D) Complete National Rules Review with a minimum score of 90%. (Open Book)
- (E) Must have officiated a minimum average of **(10)** meets per year for the previous **(3)** years.
- (F) From your minimum average of meets for each year of officiating:
  - One **(1)** must be from outside the Georgia Association
  - One **(1)** must be a race walk, road race or cross country meet
  - One **(1)** must be a Junior Olympic Meet
- (G) Must officiate the event skill requested a minimum average of **(5)** meets per year, alternating duties within the event when possible.
- (H) Must submit **(3)** letters of recommendation from, but not limited to Georgia Association officials.
  - One **(1)** active National or Master Official
  - One **(1)** meet director, coach or coordinator of officials
  - One **(1)** chief judge you have officiated under in the event skill requested
  - No two recommendations can be submitted by the same person.
  - Members of the Officials Committee can not write letters of recommendation.
- (I) Must attend a minimum average of **(3)** event clinics the previous **(3)** years.

Final approval of a request for upgrade to National level will be by majority vote of members of the Officials Committee provided a quorum is present.

## MINIMUM CRITERIA FOR MASTER UPGRADE

To be considered for approval for upgrade to Master certification, complete the following requirements:

- (A) Submit to the Officials Committee a written request for upgrade to the Master level. Include a personal summary of why you warrant an upgrade. Other information needed: current address and phone numbers, email, present level of certification, original date you were first certified as an official, date of issue of National certification, certification year of present Olympiad (2004-2008). State the event skill in which you qualify for upgrade.
- (B) Submit a resume of meets officiated and clinics attended the previous **(5)** years.
- (C) Serve at the National level for a period of **(4)** years. \*\*
- (D) Complete Master Rules Review with a score of 95%. (Open Book)
- (E) Officiate a minimum average of **(15)** meets per year over the previous **(5)** years.
- (F) From your minimum average of the previous **(5)** years officiate each year:
  - Three **(3)** meets outside the Georgia Association
  - Two **(2)** meets of a combination of race walk, road race and or cross country
  - Two **(2)** meets: **(1)** must be a Junior Olympic meet **(1)** must be other Association championship.
- (G) Must officiate the requested event skill a minimum average of **(5)** meets per year, alternating duties within the event when possible.

(H) Submit **(5)** letters of recommendation from, but not limited to Georgia Association officials.

Two **(2)** from active Master Officials

One **(1)** from meet director or coach

One **(1)** from coordinator of officials

One **(1)** from chief judge in event skill requested

No two recommendations can be submitted by the same person.

These are to be officials you have officiated under in a national or international competition in the event requested for upgrade. Members of the Officials Committee can not write letters of recommendation.

**(I) During the previous (5) years** attend a minimum of **(8)** event clinics.

Serve as a clinic director or event instructor in one clinic since upgrading to the National level.

(J) Must officiate a minimum average of **(2)** national or international meets over the previous **(5)** years.

Final approval of a request for upgrade to Master official will be by a **(3/4)** vote of the members of the Officials Committee provided a quorum is present.

### UPGRADING AND EVENT AFTER YOU HAVE RECEIVED AN OVERALL UPGRADE

After you have completed the process of upgrading to National or Master official and you want to include a new event skill, do the following:

(A) Present a resume showing that you have officiated the event skill a minimum average of **(5)** meets for both National and Master over the past **(3)** years for National and **(5)** for Master, in a variety of capacities.

(B) Provide **(1)** letter of recommendation for National and **(2)** for Master from an active National or Master chief judge you have served under in the event requested.

### OTHER CONSIDERATIONS IN THE UPGRADE PROCESS

The Officials Committee may contact meet directors, coaches and other officials for evaluation purposes.

All requests for upgrades will be considered at the next regular Officials Committee meeting. Notification of the committee's decision will be by mail. Any appeal should be directed to the Association President.

All Certified Officials are subject to review at the end of each year by the Officials Committee. All certified officials are requested to complete and submit an annual resume of meets officiated and clinics attended for evaluation at the end of the **calendar year**. The following should be included: indoor and outdoor track, racewalk, road races, cross country and clinics. Make an extra copy for your records.

The Officials Committee evaluates these criteria every election year.

Upgrade Guidelines

August 7, 1994

Revised December 1995

Revised February 10, 1997

Revised May 15, 2001

Revised May 26, 2003

Revised November 14, 2005

**Revised March 12, 2007**