

**NATIONAL OFFICIALS' COMMITTEE UPGRADING CRITERIA AND FORMS  
JANUARY 2006 - DECEMBER 2008**

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## **Part One: GENERAL NOTES ON UPGRADING CRITERIA**

### **I Event Credit System**

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 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.**
2. Credits are valid for 5 years and can be used only once. When a promotion is granted, the credits earned prior to the date of promotion can no longer be used, with the exception of "national championships" credits that have not been used previously.
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.
4. Generally, only one official per group may earn a credit as "chief" within a period of 4 hours. However, 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.
5. Credits can be earned outside of Canada, as long as support documentation is supplied by the official. Support documentation should include a copy of the program, a copy of the schedule, and the signature of the official in charge or of the Meet Director. The official signing must be a recognized official.
6. An official should officiate a minimum of 8 event credits per year to maintain active status. 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, provincial summer games.

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Note: all non-sanctioned meets can be used for provincial upgrading at the discretion of the Branch. 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 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 meeting of the National Officials’ Committee and the branch chairs.

**Note: the Guidelines used to determine a “national” or “national championship” designation 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 to be processed. “Processed” means verifying that all the documentation is complete and

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accurate. Requests for upgrading must be signed by the Branch Chair **and** by one other registered official from the Branch. **All complete applications** meeting the criteria must be sent to NOC. Recommendations from the Branch are always welcomed.

**Note - incomplete applications will be returned to the applicants 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** for Spring upgrading, or **September 30** for Fall upgrading. Requests which are not so dated will be returned to the Branches.
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 Two: 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;

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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 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, using the Provincial Mentoring Report Form provided in the Appendix 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' committee for review and approval.

## **II National Requirements for Judges (Levels 4 and 5)**

*An official must obtain at least 6 credits at their present level before requesting a mentoring for their next level.*

- A Common Requirements:** All officials requesting upgrading to levels **4 or 5** must:
1. 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 were on the NOC Mentor list current at the time of the mentoring session and who were listed in the discipline requested. For Level 4, **one** of the meets at which the mentoring sessions take place **must** be of "national" or "national championship" designation. For Level 5, **both** of the meets at which the mentoring sessions take place **must** be of "national" or "national championship" designation. The mentoring sessions must take place at 2 different meets.
  2. have submitted a Request for Upgrading, complete with the two mentoring reports and a list of the necessary credits, to the branch officials' committee for processing.

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The BOC 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 will then review the request, and either approve it or reject it. The applicant and the branch will be informed, in writing, of the result.

**Note: incomplete applications will be returned to the applicants 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, and
  - b) all 24 of which must be as Chief, Assistant Chief, or Section Head, and
  - 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 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 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 (Levels 3, 4 and 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);

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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;
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 jumps 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 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 the 4 jumps 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 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 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;



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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 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' 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 C.E. 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 C.E. 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 which 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 count as a half event only**

**E1 Call Room Referee**

*At this point in time NOC will not be establishing criteria for this position.*

At a meet held in Canada that requires a Call Room Referee, NOC, in conjunction with the Officials' Coordinator of said meet, will appoint a Call Room Referee from the list of Level 5 Starter's Assistants in the current Directory.

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This appointment is for the duration of the said meet. The appointee will not receive credits as a referee but may claim credits as a Starter's Assistant.

#### **IV Special Categories (Levels 3, 4, 5 Photo Finish and Walk Judge, and NTO)**

**A1** To be promoted to **Level 3 Photo-Finish Chief Judge**, an official must:

1. be on the Photo-Finish National list;
2. have a good understanding of computer files and networking;
3. be able to determine if camera equipment (one or two cameras) is properly aligned;
4. 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. 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.

**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,
  - a) 8 as Chief Judge; and
  - b) 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.

**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) 4 of which must be from "national championship" meets, and
  - b) 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.;

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3. follow the standard upgrading criteria for Level 5, as described in section II, except

for II C 1.

**C1** To be promoted to **NTO**, an official must:

1. be a Level 5 referee;
2. successfully pass the NTO written exam.

**V Photo-Finish and Competition Secretary - Provincial and National Lists**

**A Common Requirements**

1. To be placed on a Provincial List an official must follow the standard upgrading criteria for Level 3, as described in section I C., except part 1 b)
2. To be placed on a National List an official must follow the standard upgrading criteria for Level 4, as described in sections II A. and II B., except II B 1 b) and c), and II B 3
3. Mentors/evaluators used for categories B and C below, if not on the National Mentor List, must be listed at the National level of the discipline being evaluated.

**B1** To be listed on the **Photo-Finish Provincial List**, an official must:

1. have a good understanding of hand timing;
2. have a good understanding of computer files;
3. be able to determine if the camera equipment is properly aligned;

**B2** To be listed on the **Photo-Finish National List**, an official must:

1. be able to set up a results room at a national meet;
2. have a good understanding of networking;
3. have attended a clinic on Photo-Finish operation given by a clinician on the NOC list of certified clinicians.

**C1** 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 advancement to finals.

**C2** 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.

**VI Jury of Appeal, Announcer and Technical Manager - Provincial and National Lists**

**A Common Requirements**

1. To be placed on a Provincial List an official must be recommended by their Branch Chair and another Level 4 official.
2. To be placed on a National List an official must be on the Provincial list for that discipline, be recommended by their Branch Chair and another Level 5 official.

**B1** To be listed as **Jury of Appeal on the Provincial List**, an official must be at least a Level 3 Referee.

**B2** To be listed as **Jury of Appeal on the National List**, an official must be at least a Level 4 Referee.

*Note: National Technical Officials will be automatically added to the National Jury list.*

**C1** 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).

**C2** 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.

**D1** 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.

**D2** 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.

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**Appendix 1: Guidelines for N/NC Designation**

<b>Measure</b>	<b>Minimum Level for 'N' Designation</b>	<b>Minimum Level for 'NC' Designation</b>
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 Senior 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.

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## **Appendix 2: Provincial Mentoring/Upgrading: Guidelines And Reporting For Levels 1, 2 and 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:**

- Make it a co-operative, communicative, win-win process. Engage in active listening.
- 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.
- Performers should know, through their measures and standards, how they are doing. Don't let there be any surprises.
- Discuss performances, not niceties. Be honest and specific with the performer. Offer praise and suggestions for change. Never attack.
- Help performers to exploit strengths and correct weaknesses. Less-than-expected performance should already have been addressed.
- Make specific commitment to assist the performer in upcoming meets, in terms of performance opportunities and development goals.
- 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:**

- Observations over the entire meet, not just one session or event.
- Note that Part III relates to chiefing an event and is for Level 3 applicants only.
- It is in the official's best interest to be completely honest. Do not waffle; the official can (or cannot) do the job.
- 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.
- 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.

**NATIONAL OFFICIALS' COMMITTEE UPGRADING CRITERIA AND FORMS  
JANUARY 2006 - DECEMBER 2008**

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

OFFICIAL'S NAME: \_\_\_\_\_

DISCIPLINE EVALUATED \_\_\_\_\_ CURRENT LEVEL \_\_\_\_\_

DATE OF LAST UPGRADE \_\_\_\_/\_\_\_\_/\_\_\_\_

NAME OF MEET \_\_\_\_\_ DATE(S) \_\_\_\_/\_\_\_\_/\_\_\_\_

MEET LOCATION: \_\_\_\_\_ LEVEL: Club\_\_ Prov. \_\_ N/NC \_\_

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.

**NATIONAL OFFICIALS' COMMITTEE UPGRADING CRITERIA AND FORMS  
JANUARY 2006 - DECEMBER 2008**

**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 UPGRADING CRITERIA AND FORMS**  
**JANUARY 2006 - DECEMBER 2008**

**NATIONAL OFFICIALS' COMMITTEE**  
**MENTORING REPORT FORM**

**MENTORING-UPGRADING GUIDELINES**

This Mentoring form is:

- An important part of the upgrading process.
- Designed to ensure that an official has the knowledge and ability to react correctly to various situations.

**Check list for Mentors**

- Have a pre-meeting Meet with the official BEFORE the meet
- Discuss the official's goals
- Go through the Mentoring Form
- Talk about how and when the official will be observed
- Between events or tasks have a discussion with the official
- Take time to have a debriefing with the official
- Don't forget to sign the form
- Upon completion of the mentoring, the official is to receive the original, you should keep a copy and you must send a copy to the NOC Vice chair Mentoring.

NAME \_\_\_\_\_ Events observed \_\_\_\_\_

POSITION (discipline)  
\_\_\_\_\_

CURRENT LEVEL    
3 4          DATE OF LAST UPGRADE \_\_\_\_\_

NAME OF MEET \_\_\_\_\_ DATE(s) \_\_\_\_\_

LOCATION \_\_\_\_\_ CALIBRE    Other \_\_\_\_\_  
Nat N/C

Nat = National level (including international meets) as designated by the National Officials' Committee

N/C = National Championship meets as designated by the national Officials' Committee

Other: Please indicate the meet and type

**NATIONAL OFFICIALS' COMMITTEE UPGRADING CRITERIA AND FORMS  
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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:

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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:

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Please use a separate page for additional comments and examples.

**NATIONAL OFFICIALS' COMMITTEE UPGRADING CRITERIA AND FORMS**  
**JANUARY 2006 - DECEMBER 2008**

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:

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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:

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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:

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OVERALL STRENGTHS OF THE OFFICIAL:

**NATIONAL OFFICIALS' COMMITTEE UPGRADING CRITERIA AND FORMS  
JANUARY 2006 - DECEMBER 2008**

OPPORTUNITIES FOR IMPROVEMENT:

OTHER COMMENTS:

**MENTOR**

NAME: \_\_\_\_\_ POSITION AT MEET: \_\_\_\_\_  
Please print neatly

Mentorship should continue before upgrading?

<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

Level 4, the official can chief any Nat'l caliber meet and is ready for upgrading

<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

Level 5, the official can chief at any meet and is ready for upgrading

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

**NOTE:**

**An official progressing to level V must fully meet all competencies**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICIAL**

I have read and discussed this report form and *agree*  *disagree*  with it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

COMMENTS:

**NATIONAL OFFICIALS' COMMITTEE UPGRADING CRITERIA AND FORMS  
JANUARY 2006 - DECEMBER 2008**

**CHECK LIST FOR LEVEL 4 OR 5 UPGRADING REQUEST**

**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**

✓	
	Application signed by Branch Chair & Branch designate
	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
	Two mentoring reports included (mentors are on the N.O.C. National List of Mentors)
	Applicant has had two years of service as Level 3 or 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. <b>NOTE:</b> Status/calibre of meets determined at April NOC meeting
	All credits listed are as Chief, Assistant-Chief or Section Head
	Has credits in <u>all events</u> within the discipline
	List of credits attached and reviewed by the Branch for accuracy

**PART C      Signatures/Approvals**

( ) Application information has been reviewed by Branch (Please check)  
The Branch **recommends/does not recommend** the above official for upgrading **(circle one)**.

\_\_\_\_\_  
Signature of Branch Designate      Date

\_\_\_\_\_  
Signature of Branch Officials' Chair      Date

**REQUEST FOR UPGRADING FOR LEVEL IV AND V**

<b>NATIONAL OFFICIALS' COMMITTEE UPGRADING CRITERIA AND FORMS</b> <b>JANUARY 2006 - DECEMBER 2008</b>
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Name (Print): \_\_\_\_\_ AC #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Tel (H) : \_\_\_\_\_  
 City/Prov: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Level Requested: \_\_\_\_\_ Discipline: \_\_\_\_\_

Month/Year granted previous level: \_\_\_\_ / \_\_\_\_

Previous Mentors:

1. Name: \_\_\_\_\_ Branch: \_\_\_\_\_
2. Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Clinic / Seminar Location: \_\_\_\_\_ Month/Year \_\_\_\_ / \_\_\_\_

Clinician: \_\_\_\_\_

Assignment: Mark: \_\_\_\_\_ (Satisfactory/Unsatisfactory)

Mentors for this Upgrading request:

1. Name: \_\_\_\_\_ Branch: \_\_\_\_\_
2. Name: \_\_\_\_\_ Branch: \_\_\_\_\_

**Branch (Mandatory)**

We recommend/not recommend (circle one) the above official for upgrading.

_____	_____	_____
Branch Chair's Name (print)	Branch Chair's Signature	Date
_____	_____	_____
Other Branch Official (print)	'Other' Signature	Date

This application, once completely processed by the branch, must be forwarded to the NOC Vice-Chair Evaluation and Upgrading for presentation to the NOC.

**LIST OF CREDITS FOR UPGRADING** (To Accompany Upgrading Request)

**NATIONAL OFFICIALS' COMMITTEE UPGRADING CRITERIA AND FORMS  
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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		

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