

USATF OFFICIALS BEST PRACTICES

**Training/Upgrade Checklist
CLERK**

Official's Name: _____

USATF Member Number: _____

This checklist tracks an official's progress in demonstrating competence in the skills necessary for advancement in the specified discipline.

All other certification upgrade criteria (time at previous level, meets worked, rules reviews, and recommendations) must also be met.

The Association will specify officials who may serve as trainers able to sign off on this checklist.

Skills Required To Advance to Association Level

Task	Date Mastered	Official's Initials	Trainer's Initials
Event Safety			
Basic Rules Interpretation			
Athlete Check-in & Instructions			
Uniforms, Shoes, Bibs, & Hip #s			
Starts - Lanes, Waterfalls, Alleys; Break Lines			
Heats/Sections - Combine, Delete; Advancmnt			
Relay Team Matters			
Monitor Meet Progress vs. Schedule			
Paper Flow			

*** Completion Verification - for each Trainer above ***

Trainer's Printed Name	Certification Level	Signature

Comments:

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Skills Required To Advance to National Level

Task	Date Mastered	Official's Initials	Trainer's Initials
All Association Skills Plus the Following:			
Advanced Rule Interpretation			
Event Safety			
Venue Set-Up & Equipment			
Planning Event & Traffic Flow			
Interaction with Coaches, Parents			
Interaction with Starter, Referee, Announcer			
Handling Protests			
Managing Volunteers			
Problem Solving			
Crew Assignments & Management			
Ready to be event head at Assn & Rgn'l meets			

*** Completion Verification - for each Trainer above ***

Trainer's Printed Name	Certification Level	Signature

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Skills Required To Advance to Master Level

Task	Date Mastered	Official's Initials	Trainer's Initials
All National Skills Plus the Following:			
Training of Officials			
Evaluating Officials Performance			
Recommending Officials for Advancement			
Event Safety			
Advising Meet Management			
Ready to be event head at Nat'l chmpshp meets			

*** Completion Verification - for each Trainer above ***

Trainer's Printed Name	Certification Level	Signature

Comments:

USATF OFFICIALS BEST PRACTICES

**Training/Upgrade Checklist
HORIZONTAL JUMPS**

Official's Name: _____

USATF Member Number: _____

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Skills Required To Advance to Association Level

Task	Date Mastered	Official's Initials	Trainer's Initials
Pit Marking			
Result Recording			
Flight Coordinating			
Timing			
Wind Gauge Operation			
Determining Finals			
Counting Phases (Triple Jump Only)			
Calling the Board			
Determining Fouls			
Pit Management			
Basic Rule Interpretation			
Event Safety			

*** Completion Verification - for each Trainer above ***

Trainer's Printed Name	Certification Level	Signature

Comments:

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HORIZONTAL JUMPS**

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Skills Required To Advance to National Level

Task	Date Mastered	Official's Initials	Trainer's Initials
All Association Skills Plus the Following:			
Venue Set-Up (* see below)			
Interaction with Coaches			
Interaction with Referees			
Interaction with Parents			
Handling Protests			
Managing Volunteers			
Problem solving			
Advanced Rule Interpretation			
Crew Assignments			
Managing Event Flow			
Briefing Athletes			
Event Safety			
Ready to be event head at Assn & Rgn'l meets			

* Set-up: runway, board(s), pit, sand, tape measure, clock, ofcls & athlete placement, perform. bds., etc.

*** Completion Verification - for each Trainer above ***

Trainer's Printed Name	Certification Level	Signature

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**Training/Upgrade Checklist
HORIZONTAL JUMPS**

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Skills Required To Advance to Master Level

Task	Date Mastered	Officials Initials	Trainers Initials
Event Safety			
All National Skills Plus the Following:			
Training of Officials			
Evaluating Officials Performance			
Recommending Officials for Advancement			
Advising Meet Management			
Ready to be event head at Nat'l champshp meets			

*** Completion Verification - for each Trainer above ***

Trainer's Printed Name	Certification Level	Signature

Comments:

USATF OFFICIALS BEST PRACTICES

**Training/Upgrade Checklist
THROWS**

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Skills Required To Advance to Association Level

Task	Date Mastered	Official's Initials	Trainer's Initials
Event Safety			
Sector Marking (Where Implement Lands)			
Find Out Mark of the Day			
Result Recording			
Flight Coordinating			
Timing			
Correct Tape Pulling			
Judging Sector Lines			
Determining Finals			
Calling the Ring/Line			
Determining Fouls			
Sector Management			
Basic Rule Interpretation			
Appropriate Gate Closing (Hammer Throw)			

*** Completion Verification - for each Trainer above ***

Trainer's Printed Name	Certification Level	Signature

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**Training/Upgrade Checklist
THROWS**

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Skills Required To Advance to National Level

Task	Date Mastered	Official's Initials	Trainer's Initials
Event Safety			
All Association Skills Plus the Following:			
Venue Set-Up (* see below)			
Calling Flats (Javelin Only)			
Recognizing Unsafe or Illegal Implements			
Interaction with Coaches			
Interaction with Referees			
Interaction with Parents			
Handling Protests			
Managing Volunteers			
Problem solving			
Advanced Rule Interpretation			
Tie Breaking Procedures			
Implement Control (W&M)			
Record Procedures (Impound/Re-certify)			
Crew Assignments			
Managing Event Flow			
Briefing Athletes			
Ready to be event head at Assn & Rgn'l meets			

* Set-up: sector, circle, cage,tape measure, ofcls & athlete placement, implement rack, chalk, perform. bds., etc.

*** Completion Verification - for each Trainer above ***

Trainer's Printed Name	Certification Level	Signature

Comments:

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THROWS**

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Skills Required To Advance to Master Level

Task	Date Mastered	Officials Initials	Trainers Initials
Event Safety			
All National Skills Plus the Following:			
Training of Officials			
Evaluating Officials Performance			
Recommending Officials for Advancement			
Advising Meet Management			
Ready to be event head at Nat'l champshp meets			

*** Completion Verification - for each Trainer above ***

Trainer's Printed Name	Certification Level	Signature

Comments:

USATF OFFICIALS BEST PRACTICES

**Training/Upgrade Checklist
UMPIRE**

Official's Name: _____

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Skills Required To Advance to Association Level

Task	Date Mastered	Official's Initials	Trainer's Initials
Track Layout and Management			
Determining Violations (lanes, hurdles, exchange zones, etc.)			
Reporting Violations			
Relay Zone			
Hurdles			
Basic Rule Interpretation			
Event Safety			

*** Completion Verification - for each Trainer above ***

Trainer's Printed Name	Certification Level	Signature

Comments:

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**Training/Upgrade Checklist
UMPIRE**

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Skills Required To Advance to National Level

Task	Date Mastered	Official's Initials	Trainer's Initials
All Association Skills Plus the Following:			
Crew Assignments and Management			
Placement of Officials			
Managing Event Flow			
Interaction with Coaches			
Interaction with Referees			
Interaction with Parents			
Handling Violations			
Managing Volunteers			
Problem Solving			
Advanced Rule Interpretation			
Event Safety			
Ready to be event head at Assn & Rgn'l meets			

*** Completion Verification - for each Trainer above ***

Trainer's Printed Name	Certification Level	Signature

Comments:

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Training/Upgrade Checklist

UMPIRE

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Skills Required To Advance to Master Level

Task	Date Mastered	Official's Initials	Trainer's Initials
All National Skills Plus the Following:			
Training of Officials			
Evaluating Officials Performance			
Recommending Officials for Advancement			
Advising Meet Management			
Event Safety			
Ready to be event head at Nat'l champshp meets			

*** Completion Verification - for each Trainer above ***

Trainer's Printed Name	Certification Level	Signature

Comments:

USATF OFFICIALS BEST PRACTICES

**Training / Upgrade Checklist
VERTICAL JUMPS**

Official's Name: _____

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Skills Required To Advance to Association Level

Task	Date Mastered	Official's Initials	Trainer's Initials
Result Recording			
Flight Coordinating			
Five Alive Procedures			
Timing			
Setting Standards (Pole Vault Only)			
Replacing the Bar			
Standards Board (Pole Vault Only)			
Bar Judge			
Determining Fouls			
Pit Management			
Basic Rule Interpretation			
Pole Inspection (Youth Pole Vault Only)			
Weigh-In (Youth Pole Vault Only)			
Event Safety			

*** Completion Verification - for each Trainer above ***

Trainer's Printed Name	Certification Level	Signature

Comments:

USATF OFFICIALS BEST PRACTICES

Training / Upgrade Checklist

VERTICAL JUMPS

Circle one: **Pole Vault** **High Jump**

Official's Name: _____

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Skills Required To Advance to National Level

Task	Date Mastered	Official's Initials	Trainer's Initials
All Association Skills Plus the Following:			
Venue Set-Up (* see below)			
Zeroing and Leveling Standards			
Bar Inspection			
Interaction with Coaches			
Interaction with Referees			
Interaction with Parents			
Handling Protests			
Managing Volunteers			
Problem solving			
Advanced Rule Interpretation			
Tie Breaking Procedures			
Crew Assignments			
Managing Event Flow			
Briefing Athletes			
Event Safety			
Ready to be event head at Assn & Rgn'l meets			

* Set-up: pit, stds, zero line, bars, tape measure, ofcls & athlete placement, timer, perform. bds., etc.

*** Completion Verification - for each Trainer above ***

Trainer's Printed Name	Certification Level	Signature

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VERTICAL JUMPS

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Skills Required To Advance to Master Level

Task	Date Mastered	Official's Initials	Trainer's Initials
All skills at National level for Pole Vault			
All skills at National level for High Jump			
Advising Meet Management			
Event Safety			
Training of Officials			
Evaluating Officials Performance			
Recommending Officials for Advancement			
Ready to be event head at Nat'l champshp meets			

*** Completion Verification - for each Trainer above ***

Trainer's Printed Name	Certification Level	Signature

Comments:
