

Provincial Upgrading Procedures - Levels I, II and III

Part A: Educational

Introductory/Basic Clinic:

It is important that the clinician be warm and welcoming not regimented.

- 1) **Duration:** one hour
- 2) **When:** During the first session of a scheduled track meet for all assigned volunteers for sessions to follow, if practical.
Note: Some meets do not lend themselves to this sort of arrangement, and also some volunteer's time constraints do not lend themselves to this sort of arrangement. We must listen to the volunteers and make it work. (E.g. Clinic may be offered the evening before a meet or on the week-end which precedes the meet.)
- 3) **Cost:** NO CHARGE
- 4) **Where:** preferably at the site of the scheduled meet to work.
- 5) **Content** of the Clinic:
 - The participants are walked around the track and field areas. During the walkabout information is given as to where the different field events are held, positioning of officials and a brief description of tasks performed, the starting locations for the different races, marshalling areas, finish line and photo finish area, athlete registration area and what the job is of the official.
 - Note: rules are not a significant part of this clinic.
- 6) When the clinic has been completed the new official would be registered as a **Technical Aide** or **given the preferable option to affiliate.**
- 7) Fifteen to twenty minutes before the next session is to start, the official's coordinator for the meet will take the newly recruited official/volunteer to the assigned discipline area. These individuals are then introduced to the team and the members of the team that will be their mentors until they reach level one. The chief or section head of the event will explain what their function will be during this their first event within a discipline (usually a shadowing/shared single position experience).

Emphasis Provisional to Level One

- Exposure to Athletics
- Importance of being a Team Player
- Generalist
- Task Oriented

Mentorship Component:

During this training period, SOC will demonstrate an interest in each new recruit, by matching him/her with an official to answer questions, provide direction, and encourage the new official to come to other meets. The mentor will also help or encourage the new official to

make arrangements to work in the different discipline areas:

- for the up coming sessions of the current meet by introducing them to the assigned chiefs of other disciplines
- for future meets by telling them who to contact.

Part B: Practical: (6 credits)

During this time it is highly recommended that the provisional official have a minimum of one officiating experience in each of the following disciplines:

- One full session in vertical jumps with at least one event being a shadow (partnered in a single assigned position) experience.
- One full session in horizontal jumps with at least one event being a shadow (partnered in a single assigned position) experience.
- Two full sessions in different throws events with at least one event being a shadow (partnered in a single assigned position) experience.
- Two full sessions in track events with at least one event being a shadow (partnered in a single assigned position) experience.

Note 1: You will notice that the time required is about 2 major meets or 3 one-day meets (2 or 3 sessions)

Note 2: These experiences would be notated on the official's card in the same manner as we do now for officiating and/or clinics.

Note 3: The mentors **Job** will be to encourage the new official, to help him/her to find and introduce them to the new chiefs or section heads as they move around, to take them to the official's room and introduce them to other officials and when the time comes to help them fill in the request for upgrading.

Note 4: At no time should the section heads or chiefs expect these new officials to perform as seasoned officials.

Part C: Membership

The official must now become a member of Saskatchewan Athletics to become level one. It should also be noted that in order to maintain your official's status that the membership must be renewed **Yearly**.

Part D: Upgrading Procedure

The official must apply for upgrading and fill in the necessary form and submit it with a photocopy of their credit sheets to the SOC vice-chair of upgrading.

You are a Level One Generalist at last!!!!!!

Level One to Level Two

General Comments

- Level two is still a general level
- In level two the official works on developing people skills being in contact more with the athletes
- The level two official now starts to pay closer attention to the rules and is

expected to be well aware of procedures.

Part A: Mentorship Component

SOC assigns a NEW mentor to the Level One official. The new mentor continues with the Qualities and skills of Level One as well as being the ♦Answer person♦ for questions, providing direction, and encouraging the Level One official to come to other meets. The mentor will also help the Level One official make arrangements to work in the different event areas by informing them how to contact the Discipline Coordinator or Officials♦ Coordinator for the up coming meets.

Part B: Practical Component (must have a minimum of 12 credits at Level one and two)

In order to proceed to a complete Level Two, a Level One must have additional officiating experience in each of the following areas:

- In **Vertical Jumps** should have worked both High Jump and Pole Vault.
- In **Horizontal Jumps** should have worked both Long Jump and Triple Jump
- In **Throws** should have worked Shot Put, Discus Throw, Hammer Throw or Weight Throw, and Javelin Throw.
- On the track as **Umpire** worked both Hurdles and Relays, some shadow experience lap scoring, knowledge of break lines, and at the start/finish line for sprints event
- **Starter or Starters♦ Assistant** should have had a shadow/partnered in the assigned position experience for sprints and middle distance events
- **Photo Finish** a shadow/partnered in an assigned position in the photo finish room

Note 1: Some experience would have been gained at the Provisional Level in the above disciplines

Note 2: As the Provisional Level official/Technical Aide and the Level one official rotates through the various disciplines it is important that the Chief Official in each area note the events worked on the Official♦s Meet Record Card.

Part C: Open Book Assignment

At the completion of the practical part for Level Two the official will receive the current IAAF Rule Book and an open book assignment. When the assignment has been returned and has been completed with a passing mark of at least 80% then the official will have completed level two and can start level three.

Note 1: The first Mentor for level three will be assigned when the open book assignment is complete.

Note 2: Credits for level three begin when the Mentor is assigned.

Part D: Upgrading Procedure

The official must apply for upgrading and fill in the necessary form and submit them along with a photocopy of their credit sheets to the SOC vice-chair of upgrading.

You are now a Level Two Generalist

Level Two to Level Three

General Comments

- At Level Three the Official is starting to interpret the rules with split second timing in an event area.
- The Official will be gaining enough confidence that he/she will be able to run the event as the chief official.
- The Official will be able to set up and run the event if the need arises.
- The Official is a provincial official
- This is the time to get as much varied experience as possible in your event area. (Horizontal Jumps, Vertical Jumps, Throws, Umpire, Start Line or Photo Finish.)

Part A: Educational

The Level two official will be asked to specialize and take a **Specialty Clinic**, which includes information on the relationship between SOC, NOC and Meet Officials ♦ Coordinator, after attaining their level two. The date of this clinic needs to be recorded in the meet record card.

Part B: Mentorship Component (Set up by SOC in consultation with the Official and the discipline coordinator)

Note 1: ♦ Level Three requires 2 mentorships, one mentor for the first half of the required credits and one mentor for the last half of the credits.

Note 2: - Mentors will be assigned by SOC once the Level Two Open Book Assignment is complete. Credits for Level Three start when the Mentors are assigned.

Note 3: - If possible, the mentors assigned to the official will be new to his/her mentorship line.

Note 4: - The assigned mentors will be level four or five officials in the chosen event area.

Part C: Practical Component

- The Level Two Official will work in all capacities of their speciality area for a minimum of 16 credits under the tutelage of their mentor (a minimum of 8 credits under each mentor).
- During the mentorship the Level Two official will learn to set up the competition area (e.g. sector lines in throws, pit preparation and wind gauge etc in

horizontal jumps, standards in vertical jumps, the camera in photo and so on.

□..... The Level Two official will work a minimum of 8 credits as assistant chief or section head and 8 credits as chief. The Level Two official will work a minimum of 1 year as level 2.

□..... The mentors will write up official mentorship forms, so that copies can be handed in with the request for upgrading. Mentors need to keep a copy of these forms. The original is given to the official.

Part D: Upgrading Procedure

The official must apply for upgrading and fill in the necessary forms and submit them along with photocopies of their mentorship forms and meet record card (practical credits and date of specialty clinic) to the SOC vice-chair of upgrading.

You are now a Level Three Specialist

Mentors

Prototype of the Official/Mentor:

- A friend
- Excited about athletics
- An encourager
- Will give freely of their time
- A facilitator
- Loves track and field
- Kind
- A good listener
- Caring
- For Level One - A seasoned official (level two working on level three or greater)
- For Level Two - A complete level three or greater in the area of specialization
- For Level Three ♦ A complete level four or greater in the area of specialization
- For Level Four or Five ♦ A mentor on the NOC list in the area of specialization

Qualities for the Mentor to Stress

Qualities/Skills of a Level One Official: (for all level officials to stress by example and by explaining why.)

1. Personal Qualities:
 - a) Alert, punctual, and enthusiastic
 - b) Attentive to work assignment versus spectating, socializing etc. while officiating
2. Knowledge (of):

- a) Working positions in either a Track or Field Discipline
- b) Timelines (Event duration):
 - Event(s) process(es) within a discipline
 - check in
 - warm up
 - the event
 - clean up
- 3. Site awareness for the assigned discipline to work
- 4. Expectations of a working official:
 - Dress code
 - Code of Ethics for a Working official
 - Language (swearing not tolerated)
 - No smoking in the competition area
 - No smell of alcohol on the breath.

Qualities/Skills of a Level Two Official for the mentor to stress

- 1. Personal Qualities:
 - Able to concentrate
 - Confident, positive attitude, friendly
 - Possesses awareness
 - Desire to learn
 - Desire to develop a rapport with other SA officials
- 2. Knowledge of
 - Application of Basic Rules
 - Basic tasks performed by the judges in the Athletic Disciplines
 - Cursory positioning of officials in the Athletic Disciplines
 - Competition/ Meet Hierarchy (Process)
 - Relationship between/ within the various athletic disciplines

Qualities/ Skills of Level Three Official for the mentors to stress

- 1. Personal Qualities:
 - Team Player e.g. Follows Meet Schedule
 - Possesses Integrity
 - Adaptable (to change)
 - Leader: Developing interpersonal skills and developing decision making skills
 - Positive attitude and has emotional control (e.g. good rapport with others, athletes, coaches and officials)
 - Keen/ Dynamic
 - Desire to learn and gain experience
 - Communication: good listener and able to express ideas.
- 2. Knowledge of
 - Beginning to Interpret rules

- Event management with in chosen athletic discipline wishing to specialize in.
 - Pre-meet preparation: site set up, appropriate required equipment
 - Information needed to brief athletes
 - Officiating assignments (tasks and positioning)
- Competition/ Meet hierarchy (process)
- Relationship between the athletic disciplines

Definitions used in this document

- Mentorship ♦ a partnership in learning.
- SOC ♦ Saskatchewan Officials Committee
- NOC ♦ National Officials Committee
- Chief ♦ The official in charge of the event
- Section Head ♦ the official in charge of a group of Umpires
- Shadow experience ♦ where the novice official shares the same position with an experienced official