

2020



[www.athleticsontario.ca](http://www.athleticsontario.ca)



# Getting Started As An Athletics Ontario Official



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## WELCOME NEW OFFICIAL!

Those who become involved with athletics, other than by competing, are often parents whose children have joined a local track club. Invariably parents get asked to help out at meets by assisting officials on the track. Others, in recent years, volunteered at major events such as the Pan Am Games, North American Indigenous Games, Invictus Games or the NACAC Sr. Championships and having enjoyed that experience are looking for a way to be more involved. Or perhaps you are a coach or former athlete looking to stay connected to your sport. Whatever your motivation we at Athletics Ontario Officials (AOO) are happy to have you join our ranks!

Every year the track and field season is packed with meets. In addition to Athletics Ontario (AO) provincial championship meets, many of our officials help out at elementary & secondary school meets (including OFSAA), Minor Track Association (MTA) meets, Ontario University Athletics meets (OUA), Canadian University (USport) Championships, Ontario & Canadian Masters meets, as well as international meets hosted across Canada. With so much going on the demand for officials becomes greater. We take great pride in our work.

*“Athletics Ontario officials volunteer their expertise and time to ensure the quality and fairness of competition in all areas of athletics. Athletics Ontario Officials (AOO) are persons duly registered with Athletics Ontario (AO) as Athletics Technical Officials. Athletics Ontario officials are trained and are responsible for judging and supervising the competition at sanctioned athletics events within the Province of Ontario according to the rules and technical regulations that govern the sport of athletics. Officiating is a key component of athletic excellence.” (AOO Terms of Reference 2015)*

We hope that this document will help answer some of your questions as you get started as an AOO. Athletics meets are very busy events, and when you are first starting out you may be unsure of your role and the rules to follow. However, please do not be afraid to ask other officials for guidance. We are always willing to support each other.

Aside from this document current information, policies, forms, and resources can be found under the Officials tab on the Athletics Ontario website at <https://athleticsontario.ca/officials/officials-administration/>

## 2019 – 2020 AOO Executive Committee Members

Chair	Peter Hocking	<a href="mailto:hocking@live.ca">hocking@live.ca</a>	705-686-7577
Vice Chair	Lynn McFerran	<a href="mailto:lynnm@rogers.com">lynnm@rogers.com</a>	905-791-9156
Secretary	Barb Mero	<a href="mailto:barbara.ann.mero@gmail.com">barbara.ann.mero@gmail.com</a>	519-995-1227
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Director of Awards & Incentives	Alicia Friday	<a href="mailto:alicia_ef@yahoo.com">alicia_ef@yahoo.com</a>	

## GETTING STARTED

**Registration** – All officials must be registered with Athletics Ontario as Officials each year. Registration is online on Trackie via the link on the Athletics Ontario website. Officials pay a fee of \$35.



### Why is there a fee for someone who wants to volunteer as an Official?

From the \$35 fee, only \$5 goes to Athletics Ontario. What many do not know is that \$15 from every membership paid to Athletics Ontario goes to our National Sport Organization, Athletics Canada. This fee was part of an agreement made between AC and its provincial branches to support the elimination of self-funded National Teams, thereby ensuring that not only the affluent members could represent Canada on National youth, junior and senior teams, as had been the case for several years prior to this change.

New for 2020 Athletics Ontario requires that all officials complete a criminal reference check within 30 days of registering. This can be done online through AO and is included in your \$35 registration fee.

Additionally, the Athletics Ontario Officials Executive Committee (AOOEC) is made up exclusively of volunteers. Events in Ontario such as the Provincial and Canadian Track and Field Championships, Pan Am Games, NAIG, etc. use Officials that are almost exclusively registered members of Athletics Ontario. A fee is necessary, however, and was meant to provide value amongst other reasons, including to assist with costs associated with clinics, mentoring, travel to Provincial, National events, meetings, awards and incentives, etc..

Officials registered with Athletics Ontario are covered by AO insurance\* when officiating at AO events, and are eligible to vote at the Athletics Ontario Officials Annual General Meeting. Also, for our reporting to the government, they only look at membership numbers which have a fee attached.

## AVAILABILITY

Once you have registered as an official you can be assigned to officiate at competitions. The Director of Availability sends out an email at the beginning of the season listing all of the AO scheduled meets. They may also send out information about other meets where organizations have requested AO officials.

### AO Competitions

- Reply to the Director of Availability regarding the meets you would be able to officiate at. \*\*
- The Director will compile a list of qualified officials to the host organization.
- You will be contacted by AO (or the host organization) if your services are needed.
- NOTE: Saying you are available does not necessarily mean that you will be chosen to officiate. The officials chosen will depend on the caliber of the meet (i.e. National competitions require higher level officials) and the number of officials required in each area
- If you are no longer able to officiate at a meet after declaring availability, contact the director ASAP.

### Other competitions

- Reply to the person or host organization directly using the contact provided by the Chair or Director of Availability. The AO Director of Availability is only responsible for staffing AO Championships.

\*\*You can choose to volunteer your services as little or as often as you wish.

\*Insurance Coverage for registered AO officials. 1) Liability insurance up to \$5,000,000. – If you are sued by another AO registered member for an occurrence that takes place during an AO sanctioned activity. 2) Sports Accident Insurance – If you were the person who was injured while officiating at an AO sanctioned meet (statement from Athletics Ontario, 2011)

## GETTING STARTED

### What happens when I go to a meet?

- **BEFORE THE MEET:** Look at the most recent meet [schedule](#) online as well as the Technical Package.
- **WHAT TO BRING:** clip board with scrap paper, pen/pencils, water bottle, and small fanny pack for valuables (no backpacks on the track). Be prepared for all weather conditions (raingear, sunscreen, hat etc.) You will learn as you go what other items are useful to you to have depending on the area you are officiating. Having your own IAAF Rule Book is helpful when beginning and necessary as you move up.
- **WHAT TO WEAR:** white golf shirt, navy shorts or pants, neutral colour athletic shoes (no sandals)
- **TIME OF ARRIVAL:** Usually 45 minutes to 1 hour before the meet unless advised otherwise. You will need to meet with your team or referee well in advance of the start of competition.
- **REPORT TO:** the Track or Field Referee or the Meet Director if you do not already know who you are to meet.
- **SAFETY:** Be vigilant at all times. When moving around the track, take care not to impede athletes. Do not cross the centre of the field. Be aware of your surroundings, especially near the throwing events. Ensure that the athletes in your event are not interfering with other athletes. All officials have a responsibility for the safe conduct of an event. Should you feel that any equipment or actions by competitors present a safety problem, then it should be immediately brought to the Chief and/or Referee's attention.
- **QUESTIONS:** If you have been asked to do something new to you, or you are unsure about an aspect of equipment etc. please do not hesitate to ask.
- **BREAKS:** If you need to leave for any reason make sure you let your Chief know. Usually there will be a scheduled break for lunch.

**OFFICIALS RESPONSIBILITIES** – the following responsibilities are outlined in the AOO Terms of Reference.

- Respond in a timely manner to request(s) for officiating services
- Honour any commitment made to the best of their abilities, notifying the meet director or the officials' coordinator in good time should they be unable to keep that commitment
- Do what is reasonably requested of them, to the best of their ability
- Arrive at the venue with sufficient time to prepare for their event
- Wear the accepted uniform for the meet, i.e. Athletics Ontario, Athletics Canada, or as provided by the host organizing committee
- Recognize the right of the meet organizers to expect quality of service
- Recognize that they represent the AOO and therefore, that they must act in an appropriate manner at all times and strive to meet reasonable expectations of meet organizers
- Adhere to the Athletics Ontario – Member Conduct Policy “Code of Conduct” which can be found on the AO Web site (Appendix A)



## Officiating Positions at a Track & Field Meet

There are many, many roles that need to be filled at a track and field meet. The number of competitors, the level of the meet (twilight, international), and the degree of formality all affect how many of these officiating positions will be needed, and how they will be filled.

The following list will give you an idea of the range of roles available. While many responsibilities require senior officials with considerable experience, there are many opportunities for new officials to be a part of a team. You can learn by watching what other team members do and asking questions – and there will be more experienced officials there to help you!

### ON THE TRACK....

**Referee:** The referee oversees the events on the track and makes decisions regarding any issues that arise. There must be a minimum of 1 Track Referee and preferably also 1 Starts Referee. Depending upon events in the schedule and level of meet, the following may also be needed:

- 1 or 2 Assistant Track Referees
- 1 or 2 Combined Events Referees
- 1 Call Room Referee
- 1 Off-track Referee (for events outside the stadium)

### Starters

Recallers	– assist starter especially in the area of false starts
Starter's Assistant	- responsible for control of athletes and track until race handed to the starter
Call Room Judges*	- check athletes into the Call Room, deliver them to competition area
Umpires *	- ensure fairness in races by watching for rule violations; report to Chief Umpire
Lap Scorers*	- keep track of laps run by competitors in events of 1500m and up; advise athletes of laps to go
Wind Gauge operator*	- records the wind speed in events up to 200m
Timers*	- record finish times
Finish Line Judges*	- watch/record order of finish as a back up to photo
Race Walk Judges	
Photo Finish Operator	
Photo Finish Judge	

\*When you are first starting out on the track these are the areas you will likely begin with as you will work with a team of officials.

## IN THE FIELD....

A **field judge** is part of a team of officials who oversee the throwing and jumping events at athletics meet. The **chief** is the leader of the team.

### What events are involved?

#### Four are THROWS

SHOT  
DISCUS  
JAVELIN  
HAMMER

#### Four are JUMPS

LONG JUMP  
TRIPLE JUMP  
HIGH JUMP  
POLE VAULT

### Referees

- Minimum of 1 Field Referee to cover all field events
- Preferably at least 1 Referee for Throws & 1 Referee for Jumps
- depending upon number of events, ideal may be a Referee and Assistant Referee for Throws, for Vertical Jumps and for Horizontal Jumps

### Common Positions for Vertical Jumps (High Jump and Pole Vault) \* essential

* Chief Judge	Flags Judge (red/white flags)
* Recorders (preferably 2)	Timing Judge (yellow flag)
* Call-up Judge	Athlete Control
* Bar Judges (2)	Display Board

### Additional Positions for Pole Vault

Upright Judges (depth management)  
Pit Boss (usually Assistant Chief Judge)

### Common Positions for Horizontal Jumps (Long and Triple Jumps)

* Chief Judge	Flags Judge (red/white flags)
* Recorders (preferably 2)	Timing Judge (yellow flag)
* Call-up Judge	Athlete Control
* Board Judge	Display Board
* Measurement Judge	Tape Puller
* Rakers	Wind Gauge Operator

### Common Positions for Throws (Shot Put/Discus/Javelin/Hammer)

* Chief Judge	Flags Judge (red/white flags)
* Recorders (preferably 2)	Timing Judge (yellow flag)
* Call-up Judge	Athlete Control
* Landing Judge	Display Board
* Measurement Judge	Tape Puller
	Circle Judge
	Implement Retriever

## **GAINING EXPERIENCE**

### **Provisional Officials**

When you begin officiating you are considered a *provisional official*. You have registered with Athletics Ontario and can assist at meets. You will be assigned roles to work with other officials in a team. You can indicate whether you prefer to work on the track or at the field events, or both. As a provisional official it is necessary to get a variety of experience in different events in order to apply for upgrading. It is a good idea to attend one of Athletics Ontario Officials comprehensive clinics where you will learn from senior officials.

### **Gaining Credits**

Volunteer experience at a recognized event is recorded as credits towards upgrading. The maximum number of credits that may be claimed in one day is three.

Working up to & including 4hours/day	1 credit
Working over 4 hrs up to & including 8 hrs/day	2 credits
Working over 8 hours in 1 day	3 credits

## **UPGRADING**

To become a Level 1 official you will need to

- earn 6 event credits, some in track and some in field
- write the Athletics Ontario Officials Level 1 Quiz & achieve at least 80%
- Have both parts A and B of an Athletics Ontario Officials Level 1 Report signed
- Submit a complete Application for Upgrading to Level 1 to the Director of Seminars & Upgrading

In order to work at National level meets and take on more supervisory roles, further upgrading is required. Currently there are 5 levels. The first two are registered by Athletics Ontario, and levels 3 to 5 are administered at the National level by Athletics Canada. Details can be found on the AO website. As of 2017 this officials' pathway is under revision.

APPENDIX B	Athletics Ontario Officials Upgrading Requirements
Appendix C	Officiating Activity Recording Chart
Appendix D	Athletics Ontario Officials Level 1 Report





CODE OF CONDUCT - TECHNICAL OFFICIALS			
<i>Reviewed:</i>	February 26, 2017	<i>Effective:</i>	February 26, 2017
<i>Next Review:</i>	February 2020	<i>Approval:</i>	Board of Directors

## APPENDIX A

### 1. APPLICATION

This Policy applies to **Technical Officials Members** of Athletics Ontario (AO) and their conduct at any AO activities, programs or events and includes conduct in activities in any way related to AO and/or its members.

### 2. POLICY

#### (a) As a member of Athletics Ontario a Technical Official must:

- 1) Not knowingly place themselves in a situation that could give rise to a conflict between personal interests and the interests of AO;
- 2) Comply at all times with the bylaws, policies, rules and regulations of the IAAF, Athletics Canada and Athletics Ontario, as adopted and amended from time to time, including complying with any contracts or agreements executed with or by AO;
- 3) Participate in a spirit of fair play and honesty;
- 4) Abide by the laws of the jurisdiction of the province or country in which the event is taking place;
- 5) Refrain from using alcohol and tobacco products during AO training sessions or competitive events;
- 6) Be courteous and respectful to other members of the athletic community;
- 7) Refrain from the use of profane, insulting or offensive language;
- 8) Refrain from public criticism of other members of the athletics community;
- 9) Respect the dignity of others;
- 10) Display an active support of Athletics Ontario;
- 11) Act in a manner that will bring credit to the athletics community and themselves;
- 12) Abide by the Athletics Canada - Member Conduct Policy – Expected Standard of Ethical Conduct: <http://athletics.ca/wp-content/uploads/2014/12/Policy-on-Member-Conduct.doc-Nov.-2014.pdf>
- 13) Be aware of any rules and policies which directly impact them (i.e., IAAF Rules, Policy and Procedures (AO Competition), Harassment Policy, Dispute Resolution Policy, Discipline Policy, etc.) All current AO by-laws, rules, policies, and procedures are posted on the AO website.

#### (b) All Technical Officials of ATHLETICS ONTARIO must also:

- 1) Conduct all events according to the rules of IAAF/AC/AO as appropriate with the integrity of the sport and the performance of each athlete in mind;
- 2) Prepare for, conduct and administer duties and responsibilities to provide quality service to the athletics community;
- 3) Shall not create or participate in the creation of false or misleading records.
- 4) Work in a spirit of cooperation with other officials and do not interfere in any way with their duties and responsibilities;
- 5) Ensure the safety of the athletes with whom they officiate;
- 6) Undertake to educate athletes, coaches, parents, etc., on the rules and best practices of competition, as appropriate;

- 7) Seek opportunities to develop officiating skills and ways of increasing professional development;
- 8) Exhibit respect for other officials and coaches and the decisions they make with respect to the competition;
- 9) Refrain from using alcohol, tobacco products or illegal drugs within the competition area;
- 10) Refrain from entering the competition area under the influence of alcohol or illegal drugs;
- 11) Display an active support of Athletics Canada and Athletics Ontario.
- 12) Observe the AC National Officials Committee (NOC) standards of dress;
- 13) Obtain a Police Check in compliance with Athletics Ontario rules and policies; and
- 14) Avoid real or perceived conflicts of interest.

**(c) Compliance**

By registering with Athletics Ontario the Technical Official agrees to abide by all AO's rules, policies, and procedures.

**(d) Non Compliance, Complaints or Disputes and Appeals**

Any decisions rendered under this policy will be dealt with using one (or a combination) of the following processes outlined in the Athletics Ontario Dispute Resolution Policy, Harassment Policy or Discipline Policy.

- END -



**Athletics Ontario Officials Upgrading Requirements – Nov. 2016**

**All officials requesting upgrading must be registered with Athletics Ontario as Officials.**

*Credits:*

*One event credit is earned for working up to and including 4 hours in one day.*

*Two event credits are earned for working over 4 hours, up to and including 8 hours in one day.*

*Three event credits are earned for working more than 8 hours in one day.*

*The maximum number of credits that may be claimed in one day is three.*

***Ontario officials are generalists at Levels 1 and 2, and begin to specialize when moving to Level 3.***

**To be promoted to Level 1 (general) in Ontario**, an official must:

1. Have earned 6 event credits, some in track and some in field.
2. Have written the Athletics Ontario Officials Level 1 Quiz and achieved at least 80%.
3. Have both parts A and B of an *Athletics Ontario Officials Level 1 Report* signed.
4. Have submitted a complete Application for Upgrading to Level 1 to the Director of Seminars & Upgrading

**To be promoted to Level 2 (general) in Ontario**, an official must:

1. Have earned 12 event credits, ideally some in track & some in field, since upgrading to Level 1.
2. Have completed 6 months of service as a Level 1 official.
3. Either have attended an **Athletics Ontario Officials Comprehensive Clinic**  
OR  
have written the Athletics Ontario Officials Level 2 Assignment and achieved at least 80%.
4. Have received one *Provincial Mentoring Report*. The mentoring can be in any discipline in which the official has worked, and must be done by an official Level 3 or higher in the discipline in which the official is being mentored.
5. Have submitted a complete Application for Upgrading to Level 2 to the Director of Seminars & Upgrading

**NOTES:**

1. *A provisional official who attends an AOO Comprehensive Clinic may 'save' the clinic credit, i.e. will not have to take it again to be promoted to Level 2.*
2. *A Level 1 official who attends, or has attended, a clinic without attending sessions on all disciplines (or a clinic at which all disciplines were not offered) must complete one part or the other of step 3 above to be promoted to Level 2.*

**To be promoted to Level 3 in Ontario**, an official must:

1. Have earned 16 event credits in each discipline in which he/she wishes to specialize.
2. Have completed one year of service as a Level 2 official.
3. Have written the NOC Open-book exam and achieved at least 80%.
4. Have received two *Provincial Mentoring Reports* in each discipline in which he/she wishes to specialize.
5. Have submitted a complete Application for Upgrading to Level 3 to the Director of Seminars & Upgrading

**For further details of requirements for promotion to Level 3, and to Levels 4 and 5**, please refer to the 'NOC Upgrading Criteria' which can be found on the AO web site and on the Athletics Canada web site.

(above criteria for Levels 1 and 2 in Ontario supersede those outlined in the NOC Criteria)



APPENDIX C

**Officiating Activity Recording Chart (in lieu of Meet Record Card)**

Name of Official: \_\_\_\_\_

Date of event (m/d/yr)	Event Name	Officiating role or position	Hours worked	Referee's signature

**CREDITS:**

- One event credit is earned for working up to and including 4 hours in one day.
- Two event credits are earned for working over 4 hours, up to and including 8 hours in one day.
- Three event credits are earned for working more than 8 hours in one day.

**The maximum number of credits that may be claimed in one day is three.**



## Athletics Ontario Officials Level 1 Report

March 2014

**Completed form MUST be attached to your *Application for Upgrading to Level One*.**

Name of provisional official: \_\_\_\_\_

Athletics Ontario number: \_\_\_\_\_

***A) I confirm that the above-named official has received brief instructions from me for a TRACK discipline, and has worked on my team for at least one session.***

Name of supervising official (track): \_\_\_\_\_

Signature of supervising official (track): \_\_\_\_\_

Meet: \_\_\_\_\_ Date: \_\_\_\_\_

***B) I confirm that the above-named official has received brief instructions from me for a FIELD discipline, and has worked on my team for at least one session.***

Name of supervising official (field): \_\_\_\_\_

Signature of supervising official (field): \_\_\_\_\_

Meet: \_\_\_\_\_ Date: \_\_\_\_\_

*New officials are required to gain some experience in both track and field. Therefore, to be promoted to Level 1, both parts A and B above must be completed.*

## Requirements to be promoted to Level 1

1. Be registered as an official with Athletics Ontario.
2. Have earned 6 event credits\*\*, some in track and some in field.
3. Have written the Athletics Ontario Officials Level 1 Quiz and achieved at least 80%.
4. Have both parts A and B of an *Athletics Ontario Officials Level 1 Report* signed.
5. Have submitted a complete Application for Upgrading to Level 1 to the Director of Seminars and Upgrading.

*One event credit is earned for working up to and including 4 hours in one day.*

*Two event credits are earned for working over 4 hours, up to and including 8 hours in one day.*

*Three event credits are earned for working more than 8 hours in one day.*

*The maximum number of credits that may be claimed in one day is three.*







