

Athletics Ontario Officials Upgrading Requirements – *Competition Secretary*

Note: Ontario officials are normally generalists at levels 1 and 2, and begin to specialize when moving to level 3. There are, however, slight variations for specialty disciplines such as announcer, competition secretary, photo finish operator and technical manager.

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

Level 1 (competition secretary)

1. Have earned 6 event credits as a competition secretary.
2. Have written the Athletics Ontario Officials Level 1 Quiz and achieved at least 80%.
3. Have received a letter of recommendation from an official or a meet director.
4. Have submitted a complete Application for Upgrading to Level 1 to the Director of Seminars & Upgrading (along with a copy of Meet Record card)

Level 2 (competition secretary)

1. Have earned 12 event credits as a competition secretary 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 letter of recommendation from an official on the Competition Secretary Provincial list or Competition Secretary National list, or from an experienced meet director.
5. Have submitted a complete Application for Upgrading to Level 2 to the Director of Seminars & Upgrading

Competition Secretary Provincial

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 IAAF rules for event scheduling, preliminary rounds organization and advancement to finals.
2. Follow the standard upgrading requirements for Level 3*(*see below*), with these exceptions:
 - i) part 1b) below is not required
 - ii) for part 4) below, 2 letters of recommendation will be accepted. At least one letter must be from an official on the Competition Secretary Provincial list or Competition Secretary National list. One letter may be from an experienced meet director. Both letters must address point 1 above.

*** from NOC Upgrading Criteria dated April 2015, page 6, as found on the AO & AC web sites.**

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 NOC 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 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' Chair and / or Committee for review and approval.*

/AOO Upgrading Requirements Competition Secretary - November 2016