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Getting Started as an Athletics Ontario Official



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TABLE OF CONTENTS

1. Welcome New Official!

2. Getting Started

Completion of the AC modules

Registration

Availability

How to prepare for officiating at a meet

Official's responsibilities



3. Officiating Positions at a Track Meet

On the Track

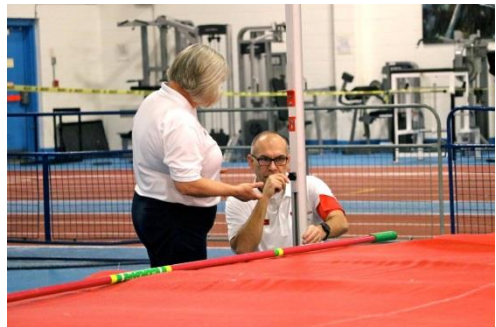
In the Field

4. Gaining Experience

Provisional Officials

Gaining Experience Credits

Upgrading



5. Appendix

Appendix A

Athletics Ontario new Safe Sport Manual (Oct 2023)

Appendix B

Athletics Ontario Officials Upgrading Requirements

Appendix C

Officiating Activity Recording Chart

Appendix D

Athletics Ontario Officials Level 1 Report

1. 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 Canada Summer Games, 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.

“Officiating is a key component of athletic excellence. 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. Athletics Ontario officials volunteer their expertise and time to ensure the quality and fairness of competition in all areas of athletics.”
(AOO Terms of Reference 2021)

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/>

December 2023

2023 – 2024 AOO Executive Committee Members

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The Athletics Ontario Officials Executive Committee (AOOEC) is a committee elected by the Athletics Ontario Officials at the annual AGM in November. It is made up exclusively of volunteers from our officials' community.

2. GETTING STARTED

LEARNING ABOUT OFFICIATING - AC ONLINE MODULES

Athletics Canada has created two online modules that give an introduction to officiating in the sport of athletics. If you have already competed this step congratulations, on to registration and getting out to work at some of the local meets.

Officials 101 is for those who want to learn about athletics and the different disciplines in the sport. It's a good place to start if you have limited knowledge of the sport.

Officials 201 is designed to prepare you to become an active member of a team of officials with certain responsibilities to apply competition rules under the the supervision of an experienced official.

<https://athletics.ca/get-involved/officials/become-an-official/>

Once you have completed these online clinics, please contact the Director of Availability who will provide you with information about how to register as an official, where to find information about upcoming meets, and any other important information. There will be a more experienced official assigned to you as your mentor to help you gave the skill and knowledge needed to officiate in the event group of your choice.

REGISTRATION

All officials must be registered with Athletics Ontario as Officials each year. Registration is online on Athletics Reg via the link on the Athletics Ontario website. Officials pay a fee of \$27.70. ([Click here](#) for the membership fees breakdown.) In order to remain active and covered under AO insurance the following must be met:

Annual Criminal Reference Check

Athletics Ontario requires that all officials complete a criminal reference check within 30 days of registering. This can be done online when you register or if you have a current one you can submit it to AO.

Completion of NCCP Safe Sport module

All officials must complete the NCCP Safe Sport module. This only needs to be done once. To register for this **FREE** online module, you must have an NCCP account. If you don't have one, please visit <https://thelocker.coach.ca/account/login?mode=login>. You can then take the e-learning module at <https://thelocker.coach.ca/onlinelearning#SS>

Rowan's Law – Concussion Awareness

Additionally, **all members** are asked to review Ontario Ministry's Rowans Law Concussion Awareness Information and sign off that they have reviewed the mandatory information. The information is available on the Safe Sport page of our website: <https://athleticsontario.ca/safe-sport/>

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

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, such as:

- to assist with costs associated with clinics;
- mentoring & evaluations;
- 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. *Insurance Coverage for registered AO official includes:

- 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.
- Sports Accident Insurance – If you were the person who was injured while officiating at an AO sanctioned meet (statement from Athletics Ontario, 2011)

From the \$27.70 fee, 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.

In 2021 AO introduced a Safe Sport Levy of \$5.00. This is to offset any costs related to the expenses of a complaint investigation.

This seems like a lot of information to just to come out and officiate, but it is important to keep all our Athletics Ontario members safe and aware of their responsibilities.

AVAILABILITY

Once you have registered as an official you can be assigned to officiate at competitions as a *provisional official*. The Director of Availability sends out an email at the beginning of the athletics season (indoor and outdoor) requesting your availability for all the AO scheduled CHAMPIONSHIP meets. The AOOEC may also send out information about other non-AO meets where organizations have requested AO officials. (This information is sent to the email address you used when you registered.)

ATHLETICS ONTARIO (AO) Competitions

- LOGIN to the Officials' Management online app** and indicate your availability for the meets you would be able to officiate. You can choose to volunteer your services as little or as often as you wish.
- The Director of Availability will compile a list of qualified officials for each competition.
- You will be contacted by AO (or the host organization) if your services are needed. (usually, 1 month ahead of the meet)
- 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.
- *NOTE* If you are no longer able to officiate at a meet after declaring availability, please contact the Director of Availability ASAP.

OFFICIALS MANAGEMENT ONLINE APP for AVAILABILITY

- All availability for AO Championship meets will be done through our online portal.
- Once you have registered as an official you can contact the Director of Availability who will activate your account on the app and give you information about how to login.

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.

HOW TO PREPARE FOR OFFICIATING AT A MEET

What happens when I go to a meet?

- **BEFORE THE MEET:** Look at the most recent meet [schedule](#) as well as the Technical Package online as posted on the AO website. The schedule can change up to the day before

a meet so make sure you have the most recent schedule. *(The expectation is that you will officiate at your designated area until competition is finished. If you need to leave early, please tell the Director of Availability BEFORE the first day of the meet.)*

- **WHAT TO BRING:** clip board with scrap paper, pen/pencils, water bottle, and small fanny pack for valuables (no backpacks on the track). Any PPE that you feel necessary. 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 World Athletics Rule Book is helpful when beginning and is necessary as you move up. Rule books are available through AO. (You can access the WA Competition & Technical Rules online [HERE.](#))
- **WHAT TO WEAR:** white golf/polo style shirt, navy shorts or pants, neutral colour athletic shoes (no sandals)
- **TIME OF ARRIVAL:** Usually 45 minutes to 1 hour before the meet dependent on your event or unless advised otherwise. You will need to meet with your team or referee well in advance of the start of competition to prepare the competition area.
- **REPORT TO:** the Track or Field Referee or the Meet Director if you do not already know who you are to meet at the beginning of the day.
- **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
- Work within the boundaries of their position's description while supporting the work of other officials.
- 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 Safe Sport Policy “Code of Conduct” (Revised Oct 2023) The full policy can be found on the [AO Web site](#) (Section specific to officials duties in Appendix A)

3. 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....

- 1) 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 (at high level meets)
 - 1 Off-track Referee (for events outside the stadium)

- 2) Starters
- 3) Recallers assist starter especially in the area of false starts
- 4) Starter's Assistant- responsible for control of athletes and track until race handed to the starter
- 5) Call Room Judges* - check athletes into the Call Room, deliver them to competition area
- 6) Umpires *- ensure fairness in races by watching for rule violations; report to Chief Umpire
- 7) Lap Scorers*- keep track of laps run by competitors in events of 1500m and up; advise athletes of laps to go
- 8) Wind Gauge operator* - records the wind speed in events up to 200m (only outdoors)
- 9) Timers* - record finish times
- 10) Finish Line Judges* - watch/record order of finish as a back up to photo
- 11) Race Walk Judges
- 12) Photo Finish Operator
- 13) 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?

<u>THROWS</u>	<u>JUMPS</u>
Shot	Long jump
Discus	Triple jump
Javelin	High jump
Hammer	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)

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

Additional Positions for Pole Vault

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

Common Positions for Horizontal Jumps (Long and Triple Jumps)

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

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

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

4. 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.

GAINING EXPERIENCE 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. You will have a meet record card that is your record of all the events you have officiated. It is important to keep this record card up to date as it is part of the requirement for upgrading. The referee of the event you officiated at will sign your card to verify credits.

Use the following chart to determine your credits for working at a meet:

- 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

- 1 credit in each of the four (4) event groups (track, throws, horizontals, verticals)
- Complete the Level 1 Online module AC 101
- Have all 4 sections of the Athletics Ontario Officials Level 1 report signed by mentor or the referee.
- 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 NOC - Athletics Canada. A summary can be found in Appendix B and full details can be found on the AC website [HERE](#).

Good luck and have fun!

APPENDICES

Appendix A

Appendix B

Appendix C

Appendix D

APPENDIX A

Athletics Ontario Safe Sport Policy October 2023

<https://athleticsontario.ca/wp-content/uploads/2023/11/AO-Safe-Sport-Policy-Manual-revised-Oct-2023.pdf>

Please review the complete Safe Sport Policy Manual. The portion of the document in Appendix A is only a small portion of the complete manual.

CODE OF CONDUCT

Definitions

1. The following terms have these meanings in this Code:

- a) “Abuse” – As described in Athletics Ontario’s Children and Vulnerable Adults Policy.
- b) “Discrimination” – Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.
- c) “Harassment” – A course of vexatious comment or conduct against an individual or group, which is known or ought to reasonably be known to be unwelcome. Harassment is defined by the reasonable perceptions of the recipient of the behaviour, not by those of the perpetrator. Harassment should not be confused with the discipline and demands of training for the sport of athletics. Types of behaviour that constitute Harassment include, but are not limited to:
 - i. Written or verbal abuse, threats, or outbursts;
 - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
 - iii. Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
 - iv. Leering or other suggestive or obscene gestures;
 - v. Condescending or patronizing behaviour that is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - vi. Practical jokes that endanger a person’s safety or may negatively affect performance;
 - vii. Hazing, which is any form of conduct that exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, and that does not contribute to either individual’s positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual’s willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;

- ix. Deliberately excluding or socially isolating a person from a group or team;
- x. Persistent sexual flirtations, advances, requests, or invitations;
- xi. Physical or sexual assault;
- xii. Sexual Harassment as described below;
- xiii. Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment;
- xiv. Retaliation or threats of retaliation against a person who reports harassment or other misconduct to Athletics Ontario; and
- xv. Allegations against a person that are false or without merit.

d) "Participants" – Individuals employed by, or engaged in activities with, Athletics Ontario including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, Directors and Officers of Athletics Ontario, and clubs that are members of Athletics Ontario.

e) "Sexual Harassment" – A course of vexatious comment or conduct against an individual because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to:

- i. Sexist jokes;
- ii. Threats, punishment, or denial of a benefit for refusing a sexual advance;
- iii. Offering a benefit in exchange for a sexual favour;
- iv. Demanding hugs;
- v. Bragging about sexual ability;
- vi. Leering (persistent sexual staring);
- vii. Sexual assault; viii. Display of sexually offensive material;
- ix. Distributing sexually explicit messages or attachments such as pictures or video files;
- x. Sexually degrading words used to describe an Individual;
- xi. Unwelcome inquiries into or comments about an individual's gender identity or physical appearance;
- xii. Inquiries or comments about an individual's sex life;
- xiii. Persistent, unwanted attention after a consensual relationship ends;
- xiv. Persistent unwelcome sexual flirtations, advances, or propositions; and
- xv. Persistent unwanted contact.

f) "Social media" – The catch-all term that is applied broadly to computer-mediated communication media such as blogs, chat rooms and forums, YouTube, Facebook, Instagram, Tumblr, Snapchat, and Twitter.

g) “Sport Environment” – Any place where Athletics Ontario’s business or activities are conducted. The sport environment includes but is not limited to, Athletics Ontario’s competitions, practices, tryouts, training camps, meetings, travel associated with Athletics Ontario, and Athletics Ontario’s office environment.

Purpose

2. The purpose of this Code is to promote a safe and positive environment within Athletics Ontario’s Sport Environment by making Participants aware that there is an expectation, at all times, of appropriate behaviour consistent with Athletics Ontario’s core values. Athletics Ontario supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all Participants are treated with respect and fairness.

Application of this Code

3. This Code applies to Participants’ conduct in Athletics Ontario’s Sport Environment.

4. A Participant who violates this Code may be subject to sanctions pursuant to Athletics Ontario’s Complaints, Dispute Resolution and Discipline Policy. In addition to facing possible sanction pursuant to Athletics Ontario’s Complaints, Dispute Resolution and Discipline Policy, a Participant who violates this Code during a competition may be ejected immediately from the competition or the competition area, the official may delay the competition until the Participant complies with the ejection, and the Participant may be subject to additional discipline associated with the competition.

5. In addition to being subject to this Code, employees of Athletics Ontario are subject to the terms of Athletics Ontario’s human resources policies as well as the employee’s employment agreement, if applicable.

6. This Code also applies to Participants’ conduct outside of Athletics Ontario’s Sport Environment when such conduct adversely affects relationships within Athletics Ontario and its Sport Environment and is detrimental to the image and reputation of Athletics Ontario. Such applicability will be determined by Athletics Ontario at its sole discretion. Responsibilities - Participants

7. Participants have a responsibility to:

a) Maintain and enhance the dignity and self-esteem of Athletics Ontario’s members and other Participants by:

- i. Treating each other with the highest standards of respect and integrity;
- ii. Focusing comments appropriately and providing only constructive criticism of Participants and Athletics Ontario;
- iii. Not engaging in making disrespectful, hateful, harmful, disparaging, insulting or otherwise offensive comments about Participants or Athletics Ontario;
- iv. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
- v. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;

- vi. Consistently treating Participants fairly and reasonably; and
- vii. Adhering to the rules of the sport and the spirit of those rules

b) Refrain from any behaviour that constitutes Abuse, Discrimination, Harassment, or Sexual Harassment

c) Abstain from the non-medical use of drugs and the use of performance-enhancing drugs or methods. More specifically, Athletics Ontario adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to Athletics Ontario's Complaints, Dispute Resolution and Discipline Policy. Athletics Ontario will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Athletics Ontario or any other sport organization

d) Reasonably cooperate with the Canadian Centre for Ethics in Sport (CCES) or another anti-doping organization investigating anti-doping rule violations

e) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)

f) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has been expelled from Athletics Ontario or who is serving a sanction involving a period of ineligibility imposed by Athletics Ontario

g) Refrain from engaging in inappropriate personal or sexual relationships where there is a power imbalance between the Participants in their interactions, such as between athletes and coaches, Directors and staff, officials and athletes, etc.

h) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities

i) Refrain from consuming tobacco products or recreational drugs while participating in Athletics Ontario's programs, activities, competitions, or events

j) In the case of minors, not consume alcohol while participating in Athletics Ontario's programs, activities, competitions, or events

k) In the case of adults, not consume alcohol while participating as an athlete, coach, official, volunteer, or manager in Athletics Ontario's programs, activities, competitions, or events, and take reasonable steps to manage the responsible consumption of alcohol in social situations associated with Athletics Ontario's events

- l) Respect the property of others and not wilfully cause damage
- m) Promote the sport in the most constructive and positive manner possible
- n) Adhere to all federal, provincial, municipal and host country laws
- o) Refrain from engaging in deliberate cheating that is intended to manipulate the outcome of a competition and/or not offer or receive any bribe that is intended to manipulate the outcome of a competition
- p) Comply, at all times, with Athletics Ontario's bylaws, policies, procedures, and rules and regulations.

Additional Responsibilities - Officials

11. In addition to section 7 (above), officials have additional responsibilities to:
- a) Maintain and update their knowledge of the rules and rule changes
 - b) Work within the boundaries of their position's description while supporting the work of other officials
 - c) Act as an ambassador of Athletics Ontario by agreeing to enforce and abide by national and provincial rules and regulations
 - d) Take ownership of actions and decisions made while officiating
 - e) Respect the rights, dignity, and worth of all Participants
 - f) Assist with the development of less-experienced officials
 - g) Act openly, impartially, professionally, lawfully, and in good faith
 - h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
 - i) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Participants
 - j) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or Athletics Ontario at the earliest possible time
 - k) When writing reports, set out all relevant facts to the best of their knowledge and recollection
 - l) Dress in proper attire for officiating.

APPENDIX B

Athletics Ontario Officials Upgrading Requirements – January 2022

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 4 event credits, one (1) in each of the event groups.
2. Completed the online module Officials 101
3. Have a completed Level one form by chief of the event officiated at. Submit with application.
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 8 event credits, two sessions in each of the 4 event groups ideally in all 4 event groups since upgrading to Level 1.
2. Have completed 1 year of service as a Level 1 official.
3. Have completed the online module Officials 201
4. Have received an Evaluation from his/her mentor
5. Have submitted a complete Application for Upgrading to Level 2 to the Director of Seminars & Upgrading

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, since upgrading to level 2. 4 must be at provincial or above and 8 must be as Chief, Assistant Chief or Section Head
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. Attended a level 3 clinic on a specific discipline
5. Have received One (1) Evaluation Report done by an Evaluator Level 3 on provincial list
6. 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. [CLICK HERE for current NOC Upgrading Criteria \(Jun 2021\)](#)

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.



APPENDIX D

**ATHLETICS ONTARIO OFFICIALS
LEVEL 1 REPORT**

New officials are required to gain some experience in both track and field. Therefore, to be promoted to Level 1, is required to have 1 (one) credit in each of the 4 event groups.

This form must be attached to your Application for Upgrading to Level one.

Name of provisional official: _____ **Athletics Ontario AC number:** _____

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: _____

I confirm that the above-named official has received brief instructions from me for a THROWS event and has worked on my team for at least one session.

Name of supervising official (track): _____

Signature of supervising official (track): _____

Meet: _____ Date: _____

I confirm that the above-named official has received brief instructions from me for a HORIZONTAL JUMPS event and has worked on my team for at least one session.

Name of supervising official (track): _____

Signature of supervising official (track): _____

Meet: _____ Date: _____

I confirm that the above-named official has received brief instructions from me for a VERTICAL JUMPS event and has worked on my team for at least one session.

Name of supervising official (track): _____

Signature of supervising official (track): _____

Meet: _____ Date: _____

Mentors Name: _____ **Mentors Signature:** _____

Requirements to be promoted to Level 1

1. Be registered as an official with Athletics Ontario.
2. Have earned 1 event credits in each of the event groups (track/ vertical jumps/ throws/ horizontal jumps)
3. Have completed the AC online module 101
4. Have had all sections of the *Athletics Ontario Officials Level 1 Report* completed and signed
5. Have submitted a complete Application for Upgrading to Level 1 to the Director of Seminars and Upgrading.
6. Have mentors name and signature on report.

****** *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.

