

Report of the Officials Ethics and Goals Subcommittee

for the

2009 USATF Annual Meeting

1. The Ethics and Goals Subcommittee produced the Officials' Code of Ethics and the Officials' Performance Guidelines in 2008; there were no modifications recommended or made to these documents for 2009.
2. In early 2009, the subcommittee pursued a request from the NOC Chair to produce goals for the Officials Committee. Work began with a draft list of goals prepared by the Subcommittee Chair, and proceeded through several iterations with the subcommittee members. The final result was a list of thirty specific recommended goals, categorized into 17 areas. This was provided to the NOC Chair on March 20, 2009, and is attached to this report. The Subcommittee would welcome feedback on any item, can provide rationale regarding any proposed goal, and stands ready to assist in implementing recommendations.
3. In August, the Subcommittee proposed the development of "Best Practices" & templates for officiating & association business. On behalf of the NOC Chair, the Subcommittee asked association Certification Chairs for their materials in 16 areas, which the Subcommittee will collect, review, and use to produce "Best Practices" and document templates that would be offered, but not mandated for use. The correspondence to associations, with the 16 items identified, is attached to this report. As of December 16, 2009, the Subcommittee has received several inputs and has a draft version of more than 50 documents covering clerking, umpiring, horizontal jumps, vertical jumps, throws, combined events, meet management, and road racing. We will continue collection of materials through the end of the calendar year; we'll then send the draft items back out to association Certification Chairs for review and comment. Upon receipt of their input for possible modifications, we'll present the proposed final version of the items to the NOC for approval and posting on the National website.
4. The subcommittee membership consists of:
 - Rich Schornstein, Colorado Assn, Chair
 - Roger Burbage, North Carolina Assn
 - Warren House, Potomac Assn
 - Ron McLean, New Jersey Assn
 - Dennis Olafson, Oregon Assn
 - John Shirey, Pacific Assn
 - Tom Shinnick, Georgia Assn

Submitted by Rich Schornstein
Chair, USATF Officials Ethics & Goals Subcommittee
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Suggested Goals for USATF Officials

(Submitted by the Ethics & Goals Subcommittee)

The following suggestions for near and mid-term goals are offered for consideration by the National Officials Committee, with the listing in rough order of suggested priority. The Ethics & Goals Subcommittee is available to assist in developing, refining, and implementing the goals, as may be appropriate.

Many associations have excellent examples of items on this list (1a; 2a, b, & c; 4a; 5a; 6a & b; 7b; 8a; 12a & b; 13; 14; 16; 18a & b), but others do not. So, rather than reinventing the wheel, we recommend asking the associations for specific documents, procedures, policies, etc., which they'd recommend for wider use. We would collect their inputs, take the best of what we receive, and use that to create "Best Practices" and document templates - which we would post to the national website with the following caveat:

If you have something that works well for you, great. If not, here are examples of what works well for others, and you're welcome to use these or adapt them to suit your needs.

1. **Certification** - Improve the certification process.
 - a. Develop and publicize standardized national criteria and procedures for initial certification and for certification level upgrades (training, meets, clinic attendance, test scores).
 - b. Place greater weight on meets worked and evaluations, vs. open book test scores.
 - c. Upgrade capabilities of the national certification database - to allow associations to generate reports, address labels, etc.
 - d. Consider removal of IAAF items from the Master Rules Review (very few ever work an IAAF meet); and removal of high school items (many states have their own HS certification process).
 - e. Begin the certification process earlier in the year -- Sept/Oct vs. November.
2. **Training** - Develop, improve, and distribute national level officials' training materials; post to the website, push to association officials chairs.
 - a. Recommended syllabi for initial certification, recertification, and advancement training.
 - b. Standardized clinic/training materials -- photos, videos, handouts, brochures, etc.
 - c. Streamlined mentoring guidelines & procedures for assisting new officials.
 - d. Computer-aided training modules for use by officials at home.
3. **USATF Rulebook** - Accelerate the publication date for the rulebook -- December/January vs. March.
4. **Recruiting** - Increase the number of officials certified by xx% (10%?) each year.
 - a. Develop national recruiting materials/template for new officials' brochure, containing information on officiating duties, rewards, certification levels & process, training, and benefits.
5. **Retention** - Increase the number of officials retained/recertified during each Olympiad by xx% (10%?) vs. the rate for the previous Olympiad.
 - a. Develop materials and procedures to promote and reward the retention of officials.
 - b. Create distinctive pins for National and Master certified officials -- modifications of the basic pin.

Suggested Goals (Cont'd)

6. **Officials' Compensation** - Increase financial assistance to officials at competitions – lodging, meals, travel, and stipend.
 - a. Provide tips on how to convince meet management of the need for compensation.
 - b. Query associations on the average stipend for their meets; collect and publicize the results.
 - c. Create a sample contract between associations and meet directors regarding officials support.
7. **Officials' Expenses** – Reduce out of pocket expenses for *volunteer* officials.
 - a. Have USATF fund or partially subsidize the cost of the rulebook or the polo shirt for certified officials at the start of each Olympiad (they keep saying they can't have meets without us).
 - b. Develop materials for soliciting financial assistance from businesses or foundations to support officials and competitions.
8. **Performance Feedback** - Improve feedback to officials.
 - a. Create sample officials' evaluation and feedback forms; encourage their use by associations.
 - b. Provide information to officials (via the newsletter?) on how to learn the content of their evaluations maintained by the national committee.
9. **NOC Forms** - Revise most forms so they can be filled out online and submitted electronically, vs. hard copies sent by snail mail: officials' application and database form; Rules Review answer sheets; national championship application forms, award nominations, etc.
10. **Rulebooks** - Accelerate the process of standardizing the content and format of the four governing rulebooks.
11. **Communications** - Create a function that enables a "people search" for officials on the national website with contact information (e-mail addresses) for those officials who choose to be listed (could put a check box on the application/database form).
12. **Scheduling/Assignments** - Improve the process for scheduling and assignment of officials to local competitions.
 - a. Provide information on commercial services available for scheduling assignments.
 - b. Create a template for associations who do their own scheduling of assignments.
13. **Officials' Equipment** - Find and publicize sources for purchase of additional commonly used equipment at the best prices – flags, visors, travel bags, laser measuring devices, tape measures, belts & buckles, business cards, engraved name badges, etc.
14. **Association Documents** - Provide samples/templates of bylaws, mission statements, and officers' and committees' duties.
15. **Awards** - Post the criteria, deadlines, and nomination procedures for all national awards, and for Association awards recognized by the national committee on the national online "Awards" webpage.
16. **Association Websites** - Provide associations with sample site layout/templates, commercial sources for hosting, etc.
17. **National Championship Meet Applications** - Provide annual feedback (via newsletter?) regarding applications to work these meets – factors the selection committee weighs, common errors, etc.

Officiating "Best Practices" / Templates - Request for Input

From: Richard Schornstein [mailto:kidz1023@comcast.net]

Sent: Thursday, September 10, 2009 9:28 AM

To: Certification Chairs

Cc: N2TRACK@aol.com; rburbage@mac.com; trackcen6@yahoo.com; jshirey1@comcast.net; tms1@CDC.GOV; 'housewar02@msn.com'; 'rmclean949@aol.com'; jpflanik@aol.com

Subject: Officiating "Best Practices" / Templates

Certification Chairs,

In my discussions with officials around the country, I've been impressed with materials and procedures which have been developed by individual officials and associations. I'd like to leverage those good ideas by gathering and sharing the best of them with all associations. The goal of this effort is to create "Best Practices" and document templates that would be offered, but not mandated for use. Associations which have effective programs and materials would continue their practices, while other associations could elect to use - or modify for their use - the templates & documents which we create.

This project, with the assistance of all associations, will help improve our entire organization. We seek materials which have been created in the following areas:

1. Clinic/training materials -- photos, videos, handouts, brochures, etc.
2. Specific event briefings to athletes and officiating crews
3. Preparation guidelines for specific track & field events -- apart from existing USATF monographs, etc.
4. Criteria and procedures for certification level upgrades (training, meets worked, clinic attendance, etc.)
5. Mentoring guidelines, and procedures for assisting new officials
6. Recruiting materials or brochures for new officials - information on officiating duties, rewards, certification levels & process, training, and benefits
7. Materials and programs for the retention and recognition of officials
8. Average stipend for officials work at competitions -- HS, college, USATF & other
9. Tips on convincing meet management of the need for officials' compensation
10. Materials for soliciting financial assistance from businesses or foundations to support officials and competitions
11. Locally created officials' evaluation and feedback forms
12. Systems and procedures (local or commercial services) for scheduling officials' assignments
13. Sources for purchase of commonly used equipment -- flags, visors, travel bags, laser measuring devices, tape measures, belts & buckles, business cards, engraved name badges, etc.
14. Bylaws, mission statements, and committee/chair duties or job descriptions
15. Commercial sources for hosting of association websites
16. Sample contract or agreement between associations and meet directors regarding official's support

Please share this mail with your association officers as you deem appropriate. We understand associations may have materials on only a few of the areas listed, and that it may take some effort to assemble these items. But, please e-mail what you do have, and any additional ideas, to Rich Schornstein, Chair of our Ethics & Goals Subcommittee, at kidz1023@comcast.net. He and his committee will collect the inputs and take the best of what we receive to create "Best Practices" and document templates for each item. We'll then send those draft items out for review and refinement before finalizing and posting them to the national website for Associations' use.

We would appreciate your input by October 15, 2009. Thank you!

Len Krsak, Chair, National Officials Committee

Sent on behalf of Len Krsak by

Rich Schornstein, Chair, USATF Officials Ethics & Goals Subcommittee

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