

## **Duties of the Officials' Certification Chair**

(Consistent with guidelines provided by USA Track & Field's National Officials Committee, each local USATF association is to elect or appoint an Officials Certification Chairman. The association chairman is to provide an ongoing program to train and certify officials needed for athletic competitions throughout the geographic area served by the association, up to the Master Level Referee position.)

It shall be the duty of the xxxxxx Association Chair for Certification to:

- a. Act as Chair of the Certification subcommittee.
- b. Appoint Certification subcommittee members.
- c. Maintain contact with the Vice Chair for Certification of the USATF National Officials Committee (NOC).
- d. Maintain records pertaining to certification of officials in the xxxxxx Association and coordinate these records with those of the USATF NOC.
- e. Act as a xxxxxx Association representative to the USATF National Officials Committee. Upon request, provide advice and reports concerning the training, certification, and other activities that the committee and association are conducting.
- f. Process applications for certification. Score tests, review qualifications, receive fees and photos, and update the national committee database. Evaluate officials' experience and training vs. established criteria, and approve certification levels as well as upgrades and downgrades. Forward approved certifications to the National Vice Chair for Certification. For certification downgrades, and in cases where there is a question on approving requested certification upgrades, refer the matters to the subcommittee for resolution by a majority vote.
- g. Maintain financial records of revenues received and expenditures of association funds in connection with subcommittee activities and officials' certification and training. Prepare and submit budgets to the Association Treasurer or Board. Establish and collect four year certification fees and annual training clinic fees. Approve or recommend for approval claims for reimbursement of expenses for authorized travel or purchases in connection with certification and training matters.
- h. Establish requirements for the training and certification of all levels of officials in xxxxxx. Prepare and disseminate information pertaining to officials' certification and training.
- i. Organize and conduct training clinics, prepare clinic content and handouts, and develop and maintain other elements of instructional programs for officials.
- j. Act on appeals of individual officials as to disapproval of certification upgrade requests and certification downgrades, with decisions by a majority vote of the certification Subcommittee.
- k. Receive materials from the NOC regarding nominations for officials national awards; solicit nominations from association officials; and submit nominations to the NOC.
- l. Upon request from the NOC, evaluate officials being considered for selection to work USATF national championship meets.