

New Officials Certification Clinic Materials

1. The following materials are offered for consideration as handouts for clinics conducted to certify new officials; modify this list to suit your circumstances.

- Clinic agenda
- Copies of briefing slides
- USATF Officials Code of Ethics & Performance Guidelines
- USATF membership application
- USATF Officials database form and application
- Summary of benefits -- USATF membership and USATF officials' certification
- Local association officers contact information
- Internet URLs for officials resources – USATF Mbrshp, USATF Nat'l Ofcls Cmte, local Assn, USATF Best Practices index, NCAA, NAIA, NFHS, IAAF-
- Upcoming competition schedule – meet, location, time, and officials' contact; officials applications
- Best Practices materials for specific events covered by speakers or in practical sessions
- Safety materials/articles
- Receipts for payment of fees
- Order form for officials shirt
- Clinic evaluation/critique sheet

2. The following are offered for consideration as useful in preparing for and conducting clinics; modify this list to suit your circumstances.

- Directional signs for the clinic
- Pens, pencils, markers
- Business cards for the Certification Chair
- Sign-in sheet, funds collection record
- Cash envelope & change for larger bills
- Camera for taking ID card photos
- Rule books for sale
- Door prizes
- Presentation of local officials' awards
- Food & beverages
- PA or sound system (if necessary for the site)