

# Template for Reply to Inquiries on USATF Officials' Certification

*(Provide in response to initial inquiries; adapt for your association)*

Thanks for your inquiry regarding USA Track and Field certified officials. The **(enter Assn name)** Association of USA Track and Field (USATF) governs the sports of track & field, long distance running, cross country, race walking, and mountain/ultra-distance/trail running within **(enter the state or area)**. We create, conduct, and oversee programs to provide competition opportunities for athletes of all ages.

We're always seeking men and women to serve as competition officials. Officials work on a volunteer basis at youth, high school, masters, college, and open meets. We welcome those with no experience, as well as those who may have been assisting with competitions for some time.

Training and certification of officials is central to USATF's goal of ensuring fair and safe competitive opportunities for athletes. We provide training both in classrooms and on the job. As an official gains experience, exposure to correct officiating practices, and additional training, USATF recognizes this skill development through progressive levels of certification.

Officials are certified on an overall basis, and also for specific event skills. There are three certification levels – Association, National, and Master. Advancement from one level to another is not automatic; it's earned through continued service, demonstrated proficiency, and meeting specific upgrade criteria.

New officials may apply for initial Association level certification at any time.

**Initial Certification** Individuals submit their request for certification with the following items:

- 1) Current year USATF membership number (a \$30 annual cost). [Join Online](#)
- 2) A completed National Officials 2009-2012 application form. Use the online [Certification Application Database Form](#) (or the attached form)
- 3) The answer sheet for the Officials Rules Review/test. Download the "[New Officials Rules Review](#)". Note: Reviews are based on 2010 rule books.
- 4) A photo (head only) - preferably a digital (jpeg format), or a 1" x 1" passport type photo
- 5) The date of your attendance at an official's training/certification clinic
- 6) A check for the \$**xx**.00, made payable to "**xxxxxxx Assn, USATF**" for the Certification Fee for the 4 year 2009-2012 Olympiad). This includes national certification, a USATF Certified Official's photo ID card and pin, association expenses for certification, materials, mailing, and **(enter any other items)**.

Our association conducts several training clinics per year. For full details on these clinics, see **(enter your website, or document name, or provide details here)**. The [USATF Rules Center](#) provides information on recent rules changes and sources for rule books for USATF, NCAA, IAAF, and NFSHSA. The [USATF Officials Training Center](#) contains useful training tutorials, manuals, forms, and resources for track and field officials. The USATF Officials Best Practices library has excellent reference materials for all events and officiating positions. Again, please consider becoming a certified track & field official. We'd love to have you join us.

For questions or further details, please contact me at the number or e-mail address below. Thanks!

**(Enter the Certification Chair's name, phone number, e-mail address, and mailing address)**

**(Include attachments such as Certification Application/Database Form, New Officials Rules Review answer sheet, USATF Membership Application form, resume worksheet, USATF polo shirt order form, etc.)**