



December 13, 2008

Dear Official Candidate,

You have indicated or have been recommended as someone who might like to become a Track and Field Official.

The 2009 Track & Field season will be here before we know it. The Pacific Association is holding several "Introduction to Track and Field Officiating" clinics at American River College in Sacramento on January 19 from 9 to 4:30, Wilcox High School in Santa Clara on January 31, Serra High School in San Mateo on February 15 from 10 to 5:30, Oakmont High School in Roseville from 9 to 4:30 on February 21 and Salinas North High School in Salinas on February 28 from 9 to 4:30. We recommend this as your first clinic. You can preregister on line by going to www.PAUSATF.org and clicking on the Officials' clinic button. The cost for this course is \$35.00 and includes a copy of the 2008 USATF rulebook, the 2009 NCAA rulebook and the 2009 NFHS rulebook which you will need. Come prepared to spend several hours at the track, assuming the weather allows both in the morning and afternoon. Either bring your lunch or go out to local restaurants around the campus. At the completion of the clinic you will be certified as an Association-level USATF official in Track and Field and subsequently assigned a mentor to help answer your officiating questions and introduce you to our organization of some 300 officials covering Northern California and Northern Nevada.

If you are interested in Road Racing or Cross Country we also have an "Introduction to Long Distance Running Officiating" to be held at Sacramento State University on January 24 from 9 to 12 and Serra High School on February 15 from 10 to 5. We recommend this as your first clinic. You can preregister as above and the cost is on \$20.00 because it only includes the 2008 USATF rulebook. At the end of the clinic you will take an open book review of the LDR rules and complete the necessary paperwork to become a certified Association level USATF official in Road Racing and Cross Country.

If you are interested in officiating Race Walking we have a Introduction to RW Officiating at Wilcox High School in Santa Clara on January 31 from 1 to 4. We recommend this as your first clinic. You can preregister as above and the cost is on \$20.00 because it only includes the 2008 USATF rulebook. At the end of the clinic you will take an open book review of the RW rules and complete the necessary paperwork to become a certified Association level USATF official in Race Walking.

In any case, if you are not currently a member of the Pacific Association, or you need to renew your membership, you can do it while you're on-line. The cost is \$29.95. You can also sign up for other upcoming officials specialty clinics listed on the attached clinic schedule along with location, time and cost or get an update on clinic information at the site. Note: USATF

membership is required to become certified official and be covered by our liability insurance for working meets not sanctioned by USATF, i.e. college and high school meets.

For your convenience we have attached four items to help you become an official: a 2009 Official Clinic Schedule, the application for the "Introduction to T&F Officiating" clinic, a step by step procedure for clinic registration and one to become a member or renew your Pacific Association membership. We would prefer you do it on line since it simplifies our workload but alternatively you can complete the form and send it in with the fee if you don't want to use your credit card on- line. We only ask that you preregister so that we can better serve you. Those that register on line or by mail after the Wednesday before the weekend of the clinic, or at the clinic site itself will be charged a \$10 per clinic late fee in addition to the clinic fee. Late signups make it difficult for clinician to know their audience and adequately prepare for the presentation.

Maps and directions to the various locations can be found on line at the Pacific Association website, www.pausatf.org, and then click on Officials and Clinics. If you don't have computer access, put a note on your application that you need a map and one will be sent.

If you are no longer interested in becoming or being a Track and Field Official, please drop me a note or an e-mail and I will make sure your name is removed from our mailing list.

Sincerely,

George Kleeman, Training Chair, Pacific Association Officials Committee
5104 Alhambra Valley Road
Martinez, CA 94553-9773
E Mail "george_kleeman@comcast.net"
925-229-2927 Fax 925-229-2940



New

Official Letter

2009 Officials Training Clinic Registration Form

This year you can sign up on line at WWW.PAUSATF.org using your credit card or you can complete all items below and return this sheet as shown below with your check made out to the **Pacific Association USATF** to the appropriate address. We encourage you to sign up on- line if at all possible.

Name _____

Please PRINT (First) (Last)

Home Street Address:

City _____ State _____ Zip _____

Home Phone () _____ Work Phone () _____

E-Mail Address: _____

Much of our communication is by e-mail. Please print clearly.

Officials Certification # 0	What is your 2009 USATF membership number?
<i>(6 digit starting with 0)</i>	<i>10 digits Available on line at www.pausatf.org</i>

Are you a registered USATF Official?	Y	N	Association
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If so, please circle your level.

Do you want to become certified?	Y	N	<p style="text-align:center;">If you want to become certified, please begin with the Introduction to T&F course at ARC, Wilcox HS, Serra HS, Oakmont HS or North Salinas HS.</p>
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This year you can sign up on line at WWW.PAUSATF.org using your credit card or you can complete all items below and return this sheet with your check made out to the **Pacific Association USATF** before the Wednesday preceding the first clinic you plan to attend

Send to PAUSATF Officials' Clinic ,5104 Alhambra Valley Road, Martinez, CA 94553-9973.

<u>Course date</u>	<u>Clinic Name</u>	<u>Location</u>	<u>Cost</u>
/ /09	Introduction to T&F Officiating		\$35
/ /09	Introduction to LDR/XC Officiating		\$20
/ /09	Introduction to RW Officiating		\$20
/ /09			

Total for Clinics \$ _____

3. Step by Step Procedure to Register for Clinics

1. Renew you PA membership for 2009 (see that procedure below) It should be done before attending Introduction Clinics or Recertification Clinics.
2. Go to www.pausatf.org or double click on this address.
3. Click on the hot button for **2009 Officials Clinics** or go to **Officials** and then **Clinics**.
4. Click on **Clinic Schedule**. Pick out which clinics you want to go to.
If you need more information on clinics go to **Clinic Descriptions** for those clinics of interest. Alternatively if you are going to register online, you can go directly to option 3a. since it has a very brief clinic description included along with date and price. At this point you can choose to sign up on line but it will require the use of your credit card or offline if you don't want to use your credit card. We prefer you use the online method since it saves us time and allows registration up to the Wednesday before the clinic. If you do it off line you must mail your clinic application by Monday of the week before so it arrives by Wednesday. If you chose to register late or on the day of the clinic you will be charged an additional \$10 as a late fee. The late fee for recertification clinics will be \$5.

3a. Online Registration and Rulebook Sales

1. Make sure you have a 2009 PA USATF membership number before proceeding.
2. Click on button for **Online Clinic Registration and Rulebook Sales**. If you need to go back to the PA website use the button on the top of the page for **website**.
3. Review the various clinic options if you haven't already in step 4. Under "register for clinics". At bottom of page click on "**Click here to Register Now**" button.
4. If it is your first time for online registration you have two choices: A. Set up a free account with your information, or C: use the Guess access button. If you have an account already you can log in using the B option. Click on the appropriate button and complete any required information then **continue**.
5. The next page is for waivers. Make sure you complete all the boxes before you hit the **continue** button at the bottom of the page.
6. Enter the required clinic and/or rulebook sales information and then click on the **Select Clinics and Rulebooks** button
7. Select which clinics at each location you want to attend or go to the bottom to order just rulebooks. Make sure you don't have overlapping time slots. Pick which rulebooks you want. Note those attending the Introduction to T&F Officiating will automatically get the 2008 USATF, the 2009 NCAA and the 2009 NFHS rulebooks as part of their clinic fee except for RW,LDR and Youth Clinics where the price is reduced and you only get the 2008 USATF book.
You can opt you can pick them up at the location of check-in for the clinic you plan to attend and if you don't then we will mail your books mailed to you after your first scheduled clinic. Then click on the **continue** button on the bottom of the page.
8. Enter your credit card information. Complete it and you are done.
9. You will receive a note confirming what you have ordered and the cost.

3b. Offline Registration and Rulebook Sales

1. Make sure you have a 2009 PA USATF membership number before proceeding. See Section 3e or Join now on main PA website page.
2. If you don't want to use your credit card on line then you will need to download the **Off-line Clinic Registration Form** and/or the **Off-line Rulebook Purchase Form** as appropriate from Section 3c for Clinic Registration or 3d for Rulebooks. Both can be found on the main Clinic page on the website. To download highlight the whole document and then copy it to Word or whatever word processing program you use.
3. Follow the direction on the forms. Fill out the form completely. Write clearly. Note they go to two different people so you will need to write two separate checks both made out to **Pacific**

Association USATF. Do not make them out to the Officials Committee because they will have to be returned since we can't cash them. Mail the completed form and check to the address shown on the appropriate form.

3e. Step by Step Procedure for PA Membership Renewal

1. Go to www.pausatf.org or double click on this address.
2. Click on the membership button "Join Now" at the top of the page and follow the instructions. If you want to do it off-line download the form and send it into the PA office. The form is available in either acrobat or basic text form. We would prefer you do it online since it saves us time and money and you get your number immediately.
3. If it is a renewal, please have your 2008 membership number. It is a 10 digit number beginning with 381 and generally ending with 38 if you registered in the Pacific Association last year. If not it will be something different. You will also need your password. If you don't know either it will lead you through the process anyways.
4. You must pay for this transaction (separate from the Clinic registration and Rulebooks) by either Visa Credit Card or by direct deposit. Instructions are available. When you complete your registration you will have your 2009 number.
5. Once you get your new membership number please send a note to Jim Hume at jimhume.certchair@sbcglobal.net or 1561-B Marina Court, San Mateo, CA 94403 or bring your confirmation slip to the clinic so that he can keep up the current membership list. You will not be certified without it. Please get it before attending clinics.

2009 Clinic and Recertification Schedule

Clinics and Location for 2009	San Francisco City College	American River College	UC Davis	Sac State	Wilcox HS Santa Clara	Cal	Serra HS San Mateo	Oakmont HS Roseville Youth	North Salinas HS
	Sat 10-Jan	Sat 17-Jan	Sat 24-Jan	Sat 24-Jan	Sat 31-Jan	Sat 7-Feb	Sun 15-Feb	Sat 21-Feb	Sat 28-Feb
Clinics for 2009									
Introduction to T&F Officiating Cost \$35		9 am-430 pm			9 am-430 pm		10 am-530 pm	9 am-430 pm Youth Oriented	9 am-430 pm
Basic Track Officiating Cost \$13		1 pm-4 pm					10 am-1 pm		
Basic Field Officiating Cost \$13		1 pm-4 pm					2 pm-5 pm		
Intro to Horizontal Jumps (Cost \$13)			9 am-12 pm						
Introduction to Throws Cost \$13					9 am-12 pm				
Introduction to Vertical Jumps Cost \$13						9 am-4pm			
Introduction to W&M Cost \$13			9 am-430 pm						
Introduction to Starting Cost \$13							2 pm-5 pm		
Introduction to Umpiring Cost \$13						9 am-4pm			
Head of Events Cost \$8			9 am-12 pm		9 am-12 pm				
Rules Update Cost \$8	1 pm-4 pm	9 am-12 pm			1 pm-4 pm		2 pm-5 pm		
Intermediate Starting Cost \$8				9 am-12 pm					
Introduction to Track Referee Cost \$13						9 am-4pm			
Introduction to Field Referee Cost \$13						9 am-4pm			
New Referee Certification (in conjunction with Referee Recert. Below) Cost \$20	1 pm-4 pm *								
Intro to Race Walking Officiating Cost \$20					1 pm-4 pm				
Intro to LDR/XC Officiating Cost \$20				9 am-12 pm			2 pm-5 pm		
Intro to LDR/XC Refereeing Cost \$13							10 pm-1 pm		
About Hy-Tek's Meet Mgr Cost \$13							10 am-5pm		
Using Hy-Tek's Meet Manager and Team Manager to ease your paper flow. Cost \$8							2 pm-5 pm		
FieldLynx Cost \$8		1 pm-4 pm							
Introduction to FinishLynx Cost \$8	9 am-12 pm								

**ReCertification (No cost) for
Officials certified last Olympiad**

Clinics and Location for 2009	San Francisco City College	American River College	UC Davis	Sac State	Wilcox HS Santa Clara	Cal	Serra HS San Mateo	Oakmont HS Roseville Youth	North Salinas HS
Association T&F ReCert	1 pm-4 pm	9 am-12 pm			1 pm-4 pm			9 am-12 pm	9 am-12 pm
National/Masters T&F ReCert (bring completed review to clinic)	9 am-12 pm	9 am-12 pm			9 am-12 pm				1 pm-4 pm
Referee ReCert All levels... Cert level to be defined. Bring completed exams to clinic.	1 pm-4 pm *								
Weights & Measures ReCert			1 pm-4 pm						
Technical Manager ReCert		1 pm-4 pm							
Combined Event ReCert				9 am-12 pm					
RW Association ReCert					9 am-12 pm				
RW National/Masters ReCert					1 pm-4 pm				
LDR/XC Association ReCert							10 pm-1 pm		
LDR/XC National / Master / Referee Recert							2 pm-5 pm		
Contact: Clinics and Offline Registration George Kleeman 5104 Alhambra Valley Rd. Martinez, CA 94553-9773 925-229-2927 George_kleeman@comcast.net	Off-line Rulebooks Jay Abbott 361 Ross Way. Sacramento, CA 95864	On-line Registration PA Web-site WWW.pausatf.org Officials then Clinics	*Updates on PA Web-site WWW.pausatf.org Officials then Clinics then Schedule	Clinic Late Fee \$10 Recertification Late Fee \$5	Recertification Jim Hume 1561-B Marina Court, San Mateo, CA 94403 650-571-5913				

DESCRIPTION OF 2009 USATF PACIFIC CLINICS (for other clinics see website)

General Requirements:

- Minimum Attendance: 3
- Ideal Attendance: 5-10
- Maximum Attendance: 30 for Introductory Classes

Track and Field

- ***INTRODUCTION TO TRACK & FIELD OFFICIATING:*** [7 hour overview of Track and Field]

Track: Philosophy, safety, preparation, track events including introduction to clerking, starting, umpiring, marshal, finish line, lap counting

Field: Field Events Throws, horizontal jumps, vertical jumps and review for new officials and taking the certification review in small groups and completing necessary paperwork.

No Prerequisite and intended for new officials or those with less than one year's experience, need to attend both. Attendance is required to become certified. New officials must also become members of Pacific Association USATF if they are not a current member.

Cost: \$35 includes NFHS, NCAA and USATF rulebooks' having your picture taken for your officials' identification card and filling out the forms need.

- ***BASICS FOR TRACK OFFICIATING & ADVANCED BASICS FOR FIELD OFFICIATING***

Track, Field (3 hours each) [Case Book discussions] This course is split into two sessions one for Track and one for Field. Track session will give more details for Clerking, Umpire, Marshal, and Finish Line including Lap Counting. Field will deal with more details for Throws, Horizontal Jumps, and Vertical Jumps. It will go into significantly more detail for each of the discipline than did the introductory course.

Prerequisite: Introduction To T&F Officiating or one or two years of experience, intended for those certified officials who have some experience but still introductory; you only need to attend your area of interest, i.e. track or field.

Cost: \$8 each

- **THROWS:**

INTRODUCTION TO THROWS OFFICIATING: (3 hours) Covers the basic details of each officiating position, what is required, safety consideration, needed equipment, how to fill out paperwork, what are the basic rules, and all about the throwing areas...cage, ring or runway.

Prerequisite: Advanced Basics for Field Officiating or one years experience in throws. This class is intended as a clinic for those officials wanting to learn about officiating the throwing events. We will cover work as a team member or only official at small meets, i.e. for the association level official. It covers the basics of shot, discus, javelin and hammer.

Cost: \$13

- **HORIZONTAL JUMPS:**

INTRODUCTION TO HORIZONTAL JUMPS OFFICIATING: (3 Hours) Introduction to each of the duties of each of the officiating positions. The clinic also Includes how to run your first event and ones with only with 1 official up to 3 officials, introduction safety, paper work, needed equipment, basic rules, and how to run an open pit. The clinic is intended for the Association level official.

Prerequisite: Advanced Basics for Field Officiating or one years experience in horizontal jumps

Cost: \$13

- **VERTICAL JUMPS {High and Pole Vault}:** This class may be split into High Jump and Pole Vault for details with two levels each at least at Intermediate and Advanced levels.

INTRODUCTION TO VERTICAL JUMPS OFFICIATING: (three hours): This clinic includes how to run your first event and running an event with 1 official up to 3 officials. The instruction will include basic event safety, how to fill out event paper work, scoring the event, needed equipment, basic competition rules, problems related to excused athletes. It is intended for the Association level official who wants to learn more details about vertical jumps.

Prerequisite: Advanced Basics for Field Officiating and the equivalent of at least one year of experience in vertical jumps.

Cost: \$13

- **STARTING:**

INTRODUCTION TO STARTING: Ia. (3 hours): {from National Training Com. :Intended for starters working high school, junior colleges dual or tri meets, and small college meets} Introduction to Starting will include the basic starter's skills and variations for each, voice commands, control, timing, practice including XC. It is intended for the Association level official or one wanting to learn to start. Requires some practicum at all corner meets.

Prerequisite: Advanced Basics for Track Officiating

Cost: \$13

INTERMEDIATE STARTING: (3 hours) Clinic will include discussion of commonly encountered problems, case studies and development of skills needed to be a head starter.

Prerequisite: Introduction to Starting or 2-3 years of actual starting experience. This clinic intended to improve the skills of the start so that he or she can be promoted to the National Level.

- **UMPIRING**

INTRODUCTION TO UMPIRING: (3 hours): Introduction to Umpiring includes a discussion of the basic rules of umpiring and skills to know the various fouls. It is intended for the Association Level official with one to three years of experience.

Prerequisite: Advanced Basics for Track Officiating or equivalent experience.

Cost: \$13

Miscellaneous General Subject Clinics

- **HEAD OF EVENT:** (3 hours) This clinic covers the duties of the head of a group of officials, how to properly fill out the related paperwork including record forms, assignment sheets, how to conduct a safety audit of your area and personnel skills. It covers both track and field events from a leadership position.
Prerequisite: Completion of intermediate clinics in one or more Field events or comparable track clinics. It is intended for those ready to become National Level officials for the first time.
Cost \$8
- **WEIGHTS & MEASURES:** (6 hours) The clinic will cover the duties, the critical implement specifications that need to be checked, the types of and how to use various measuring equipment in the morning session. The afternoon will cover how to set up the room and hands on practicum of measuring implements.
Prerequisite: Introduction to Throws and at least one year of throws experience
Cost \$ 13
- **ANNUAL RULE UPDATE/CHANGES:** (3 hours) In this clinic we discuss annual rule changes and their interpretation for all 5 rulebooks, High School, NCAA, USATF, IAAF and WMA. We will attempt to answer questions on rule interpretations. The intent is to give the official the reason for the rule and how it should be applied. It is intended for all levels of officials as a means of keeping current.

Prerequisite: Certified official members of the Pacific Association, open to all officials
Cost: \$8

- TECHNOLOGY:

FieldLynx: (listed on your officials' card Electronic Recording Device Operator or ERD for Field Scoring & Communication) FieldLynx is a computer program run on a Palm Pilot like device which allows you to record field event results. Information about who is in the event is downloaded from the meet management computer. The device scores the competition, reverses the competitors for the finals and the result can be uploaded to the management computer either immediately or manually at the end of the event.

INTRODUCTION TO FIELDLYNX : (3 hours) Either variant includes the Introduction to the FieldLynx program, how to use the palm pilot when it is loaded, how to check in athletes, how to go to finals, how to set up the number of attempts or rule differences, i.e. NCAA vs. USATF vs. HS. This clinic is intended for the seasoned Field official at any level who wants to learn how to electronically record their event. Generally the course will be run for either Throwing Officials or Horizontal Jump officials.

Prerequisite: Intermediate Clinic or equivalent for Throws, Horizontal Jumps or Vertical jumps and two or three years field experience.

Cost: \$8

Meet Manager: Using Hy-Tek's Meet Manager or *Let the Computer Do It All!*

INTRODUCTION TO HY-TEK 'S MEET MANAGER PROGRAM: (3 hours) Learn to use the basic Hy-Tek program when the data has been set up, downloading field event results, downloading FinishLynx results, downloading heat or flight sheets, printing results, making corrections and or additions or deletions from results or heat or flight sheets.

Prerequisite: Advance Clerking

Cost: \$13

Long Distance Running:

INTRODUCTION TO ROAD RACING AND XC OFFICIATING: (4 hours) This clinic includes a review of applicable sport rules as well as the local association rules and a USATF Rule Book. It intended for the new official who want to officiate road races or cross country. You will take the LDR certification review in small groups and completing necessary paperwork to be certified at the end of the clinic. Unlike Race Walking, LDR does not require that you be certified in other track and/or field disciplines. You, therefore, do not need to take the Introduction to Track & field Officiating course.

Prerequisite: None except to be a current member of Pacific Association USATF to become certified.

Cost: \$20

Race Walking:

INTRODUCTION TO RACE WALK OFFICIATING: (3 hours) This course includes instruction in how to judge race walking, an overview of the rule differences from running, safety considerations and the roles of other race walk officials.

Prerequisite None

Cost: \$20