



Athletics Alberta Officials Policy

Mission Statement

Develop and operate an officials program in order to staff all sanctioned track and field meets in Alberta with competent officials, as appropriate for the level of meet.

Subcommittee Members

- Subcommittee chairperson
- Northern representative
- Southern representative
- Secretary
- Training and upgrading coordinator
- Statistician coordinator

Governance:

1. The Personnel Committee will appoint the members of the Athletics Alberta Officials Subcommittee.
2. The chairperson of the Personnel Committee will solicit recommendations for these positions.
3. The Vice President Personnel or his/her designate is a voting member of the Officials Subcommittee.
4. The Officials chairperson or his/her delegate may be a member of the Personnel Subcommittee if deemed necessary.

Duties:

Provincial Chairperson

1. Is responsible for overall operation of the officials program.
2. May be a voting member of the Athletics Alberta Personnel Committee.
3. Is Alberta's representative to National Officials Committee.
4. Prepares annual officials plans (within budget set by board) and presents to Personnel Committee for initial approval.
5. Initially prepares and then updates annual Master Plan of how many officials and what levels and disciplines are needed at various types of meets in order to determine the "core" level needed by area; compares this master plan to Alberta's inventory by area in order to set annual objectives and work plans for the Northern/Southern Reps and the Training/Upgrading Coordinator.

6. For provincial or higher level meets held in Alberta, coordinates through the subcommittee the selection of all key officials (chiefs, etc.) at the beginning of each year.
7. For out-of-province Western Canada or higher level meets, coordinates through the subcommittee the selection of Alberta officials to be nominated by the Personnel Committee.
8. Actively promote the participation of Alberta officials at all national and international meets held in Canada.

Northern and Southern Representative

1. Is the prime contact with club officials representatives, unattached officials, and meet directors (for events, scheduling, etc.) in the area.
2. Coordinates efforts to obtain required number and level of officials for all meets in area.
3. Works with Club Officials Representatives and Training Upgrading Coordinator to achieve annual objective of "core" level officials for area.
4. Ensures officials know requirements and procedure for upgrading. Submitting applications to National Officials Committee is the responsibility of the Officials Subcommittee (up to Level 3) or of the officials (above Level 3).
5. As appropriate, appoints local representatives in other centers.
6. Assists Meet Directors, as required, on technical matters such as equipment, specifications, event layouts, etc.
7. Contacts Officials Coordinator of any meets in area so that officials who need upgrading credits are used.

Secretary/Statistician

1. Prepares data on officials, meets, etc., for inclusion in Athletics Alberta newsletter.
2. Is the focal point for handling of upgrading applications.
3. Works with chairperson on submissions to Personnel Committee.
4. Obtains from Northern and Southern Representatives or Meet Directors the list of officials and their duties at every meet; sets up a record system to assist in upgrading.
5. Is responsible for maintaining a record of officials, record of meet attendance, etc.

Training and Upgrading Coordinator

1. Works with Northern and Southern Representatives to set up regularly scheduled clinics in order to achieve the "core" level of officials objective for each area.
2. Is responsible for appropriate level (e.g., Level 3, 4, or 5) of resource personnel for training and upgrading clinics; prepares and distributes training materials needed to run the clinics. The area representatives are responsible for the facilities and the officials to attend.

3. Works with the Northern and Southern Representatives to assist officials wanting to be upgraded to get to the required meets and clinics in order to be eligible for upgrading.
4. Is responsible for developing, implementing, and operating a system to upgrade officials to Levels 1, 2, 3 once the requirements have been met, as documented in the records kept by the statistician.
5. Facilitates the upgrading of officials at national level (i.e., Level 4) and by assisting in applications for upgrade and assignments to meet upgrading criteria.
6. Obtains N.O.C. exams and application forms to be used by clinicians at clinics.

Meet Officials' Coordinator:

1. Is selected by Meet Director or Chairperson.
2. Provides and distributes to all Club Officials' Coordinators a written schedule of all officials required for meet.
3. Selects, contacts and assigns work schedules for all officials for competition.
4. Liaises with N/S Officials Representative in order that officials who require upgrading credits may be considered for inclusion on competition assignment schedules.
5. Provide N/S Officials Representative a complete list of officials and assigned duties upon completion of competition.

Club Officials Representative:

1. Assist in the acquiring of officials and technical crews, as requested by Meet Officials Representatives.
2. Encourage the registration of persons interested in becoming graded officials.
3. Disseminate information to club volunteers regarding officiating clinics and encourage participation.
4. Liaise with N/S Official Representative regarding clinics, new officials, and officiating information.