

## **Southern Nevada Officials Association**

### **Track & Field Manual**

#### *Uniform*

The uniform for SNOA Track & Field officials shall consist of khaki bottoms (shorts, skirt, or trousers), a white shirt with the Association's logo, and a name badge. A hat or cap is optional; if worn it should be plain (without any logo), or bear the SNOA logo. In the event of inclement weather, officials may wear any appropriate outerwear, provided it does not identify any specific high school and all aspects of the officiating position can be performed.

#### *Expectations*

To be eligible to receive a post-season assignment, a member must attend 70% of the regularly scheduled meetings during the year. Attendance will be taken at each meeting, and anyone who arrives more than 10 minutes late can receive half-credit for the meeting. A member who arrives more than 30 minutes late will not receive any credit. An official can "make up" a meeting by volunteering at designated events.

To be considered "on time" for an assignment, an official must be at the competition site at least 20 minutes prior to its starting time, unless prior arrangements are made. All officials assigned to a meet shall stay at the event until all competitions end and the officials should leave as a group.

#### *Positions/Assignments*

At most track & field meets held during the season, a crew consists of five positions: clerk, field judge, recorder, starter, and timer, with the field judge or starter designated in advance as the meet referee. At invitational events and regional/state competitions, additional positions may be used, including specific field event judges, line clerk, referee, and umpires. Officials must be flexible and willing to serve in any capacity needed. To ensure this preparation, each member must serve at least one "regular" meet in a different officiating position (non-preferred) than he/she usually works. Failure to do so will disqualify the member from work at a post-season meet.

#### *Ratings*

All SNOA Track & Field officials will receive a rating based upon the following scale:

500: Candidate – An official new to SNOA and/or track & field; can only be assigned to a meet as a Recorder;

400: Official – Able to fill the positions of Clerk, Recorder, or Timer;

300: Associate – An official able to serve as the Field Judge and/or Starter at a week-day meet;

200: Chief – Capable of filling all positions (including Referee) at a regular meet, and holding a lead position at major competitions; and

100: Master Chief – An official holding this rank is capable of filling all positions, including Referee, at a major competition.

Assignments for invitational meets and post-season meets will consider a member's rating, with those holding higher ratings receiving first consideration in the assignment process. Also, a member who becomes a certified official through USA Track & Field is entitled to a timely review of her/his rating.

### *Evaluations*

All members shall be evaluated using the following criteria: 1. Observation(s) by a member of the Track & Field board; 2. Peer evaluations after meets; and 3. Comment cards completed and submitted by coaches. This information, in conjunction with the official's experiences, form the basis for her/his rating.

Any member may request a re-evaluation of her/his rating by notifying one of the sport's three board members in writing. As part of the request, the member shall provide a résumé of all track & field meets worked over the previous two years, and an explanation of why he/she feels the higher rating is deserved.

An official who disagrees with the decision of the Track & Field Board may appeal the decision to SNOA's Ethics Committee; following the process established by SNOA's bylaws.

### *Requirements*

To be a member in good standing for Track & Field an individual must:

1. Complete independently the National Federation of State High School Association's (NFSH) annual written test on Track & Field rules, utilizing the *Rule Book* and the *Case Book*;
2. Attend at least 60% of the regularly scheduled meetings;
3. Perform all functions of the assigned officiating positions; and
4. Not turn back any assignments less than 24-hours before the start of the event.

In addition, all new members must volunteer at one of the four “Freshman-Sophomore Round-Up” meets held in March at the start of the season before they are declared eligible to receive an assignment. A new member who does not attend one of the Round-Up meets may make-up that requirement by volunteering at another meet designated for that purpose. However, no one will receive a meet assignment without passing the NHSF’s annual written test.

#### *Violations/Sanctions*

Violations of SNOA policies and procedures will result in a sanction according to the following list:

- Late to a meet\* (15 minutes or less) = Verbal Warning;
- Late to a meet (Within the first 15 minutes of start time) First Violation = Written warning and a fine of \$20.00;
- Late to a meet (Within the first 15 minutes of start time) Second Violation = a fine of \$25.00 and possible loss of a future assignment;
- Late to a meet (within first 15 minutes) Third Violation **or** arriving more than 30 minutes after a meet’s start time = Loss of entire meet fee, plus loss of a future assignment;
- Uniform violations = Verbal warning for first violation, written warning for the second violation, \$5.00 fine for third, \$25.00 fine for fourth (or more) violation;
- Repeat violations of any regulation will also be included as a factor in determining post-season assignments and the member’s annual evaluation.

\* Arrive after the scheduled report time, but before the meet’s scheduled start time;

#### *Required Equipment (Officials at all positions at each meet)*

Clipboard, pencil with eraser, highlighter, NHSF *Rules Book*, *Case Book*, *Officials Manual*, and notebook or lined paper.

#### *Recommended Equipment (All officials)*

Stopwatch (times to 1/100<sup>th</sup> of a second), set of three flags (red, white and yellow), stapler, safety pins, tape measure, and adhesive tape.

#### *Position Specific Equipment:*

Starter – Starter’s pistol (with orange cap/cover on barrel), ear protection, and whistle are required; orange sleeve for gun arm is recommended.

Field Judge – Tape measure (metric and imperial increments) and adhesive tape are required; a conversion book, marking pens with permanent ink, a level, and miscellaneous hand tools are recommended.

Timer – Stopwatch (digital, times to 1/100<sup>th</sup> second), whistle, and red & white flags are required, while a personal set of finish sticks is recommended.

Clerk and Recorder – A stapler and permanent marker(s) are required; highlighters of different colors are useful.

Other miscellaneous equipment: Sun block, lip balm, a relay baton, sun glasses, colored pens, level, warm hat & gloves, umbrella, and sweatshirt (for layering).

#### *Eligibility for a Board Seat*

To be eligible to run for a vacant seat a person must have spent one full year as a member in good standing of SNOA Track & Field, be able to satisfy all requirements of Board service (attend 80% of monthly meetings, August through May), and have no obvious conflicts of interest, or the appearance of a conflict of interest.

#### *Miscellaneous Information*

Consistent with the policies of SNOA, all assignments will be made through the Arbiter computer system, and payments will come through the Ref Pay system. Once an official accepts an assignment, he/she may not trade the assignment in any way, either the location or specific job.