**Operating Procedures for 2022-2023**

Northern Nevada Track & Field and Cross Country Officials Association

shortened name:

**Northern Nevada Track Officials Association (NNTOA)**

an Officials Association of the Nevada Interscholastic Activities Association (NIAA)

As approved by the Governing Board on 23 March 2022

**Membership**

To become a NNTOA Member and NIAA Official, an individual must:

1. Take the “NNTOA Track & Field Volunteer Officials Training,” which

 will be offered at least once per year.

2. Register with NIAA.

 From the NIAA website:

 “The NIAA official’s registration process requires all officials to register with the NIAA through ArbiterSports and their local association. . . . Once initial registration is completed, the appropriate local association will be notified that you have joined their group. As part of the registration process officials must consent to a background check and are required to make payment (credit/debit card only) for NFHS Liability Insurance ($13 - one time per year fee), and Peopletrail background check fee ($9.50 - one time per year fee). In addition, NIAA charges $20 per sport for their administrative fee. The annual fee is $42.50.

 3. Take and pass the online or in-person NNTOA 100 question open-book

 track & field/cross country rules test with a score of not less than 70%.

 4. Pay $20 NNTOA membership fee.

**Sanctioning of the NNTOA by NIAA**

To be sanctioned by NIAA, the NNTOA must have at least seven NIAA Officials as members.

**USATF Officials**

USATF Officials in good standing with USATF are eligible to become NNTOA members. USATF officials joining NNTOA are required to pay the annual NNTOA membership dues. To fall under the NNTOA fee schedule charged to high schools, these officials must also register with NIAA and pay all respective fees.

**Other Associations, Companies or Groups**

NNTOA will work with associations such as the NevCal Starters Group, timing companies, and volunteer groups and organizations to fulfill NNTOA’s mission.

**Fee Schedule & Stipends for Officials**

NNTOA will provide the fee schedule to NIAA Member Schools, School Districts and NIAA. All NIAA Member Schools will be required to pay an annual administrative fee of $25 for each boys or girls team ($50 per school).

Officials may be requested by NIAA Member Schools, School Districts and NIAA on an as-needed basis with the understanding that NNTOA may not be able to supply all the officials needed for a scheduled meet.

Cross Country meets will be used as training for new officials. Schools or school districts that request (contract with) NNOTA officials for track and field meets will be not charged for officiating cross country meets.

**Officials Needed at Track & Field Meets**

The NNTOA would be able to supply approximately the following 15 to 19 officials at **large meets** (invitationals, league championships, regional championships, state meet):

* 1 referee
* 1 starter
* 1 recall starter
* 1 clerk
* 1 implement inspector
* 2 to 4 for long jump & triple jump
* 2 to 4 for shot put and discus
* 1 for pole vault
* 1 for high jump
* 4 umpires

The host is responsible for arranging the following volunteers and services:

fully automatic timing, wind gauge for track events, and seeding of events;

41 to 47 or more trained volunteers to help with

* implement inspection (1)
* assistant/backup starter (1)
* clerking (2 or more, including finish line)
* lap counter at finish line for longer races (1, with bell)
* long jump and triple jump (8 to 10 = 5 for each Girls and Boys, assuming two simultaneous pits – 1 for marking in the pit, 2 for raking the pit, 1 for pulling tape, 1 for running the wind gauge)
* shot put and discus, if these events are not run simultaneously (3 = 1 for pulling tape, 2 for retrieving the implements) or, if run simultaneously (6 to 8 = 2 for marking, 2 for pulling tape, and 4 for retrieving the implements)
* high jump (2 for replacing the bar, per pit)
* pole vault (4 = 2 for replacing the bar, 2 for moving standards, per pit)
* hurdle and block crew (10)
* additional umpires (4)
* marshals (4)

For small meets, a minimum of two (2) officials would be needed:

* Starter (who also acts as Track Referee & Overall Referee),
* Head Field Judge (who also acts as Field Referee

Additional officials could be provided, if requested and if available.

The host school is responsible for providing enough trained volunteers to allow the meet to be run safely and efficiently.

**Officials Needed at Cross Country Meets**

For large meets, which use chip (RFID) or fully automatic timing (FAT) and photo-finish capabilities, the following officials are needed:

1. Referee
2. Starter
3. Recall Starter (approximately 100 meters from the starting line)
4. Assistant Starter (at the starting line)
5. Course Umpires (3 or more, depending on the complexity of the course)
6. Clerk of the Course
7. Chute Director/Finish Corral Director
8. Finish-Line Judges (2)
9. Chute Umpires (2)
10. Marshals (3 or more, depending on the complexity of the course)

Many of these positions can be filled by trained volunteers.

For small meets, a Starter, who also acts as the Referee, is all that is needed. Volunteers are needed to handle all other jobs. Meets which do not use RFID or FAT and photo-finish capabilities, require additional officials, which include

* Place Caller
* Chute Officials
* Timer(s)

**Meet Expectations**

Check-in for all officials is at least thirty (30) minutes to one (1) hour prior to the start time of the event for assignment, unless prior arrangements are made with the Assigner. Officials who are unable to arrive on time should inform Assigner and the Referee or other officials at the meet.

Officials should arrive in uniform and have their required equipment.

Officials should meet all health conditions required by the schools, county, state, NIAA and NFHS. Officials should come prepared with necessary water, sunscreen, hand sanitizer, face masks, and food as these may not be provided.

It is recommended that each NNOTA member officiate in various positions throughout the regular season. Therefore, officials must be flexible and willing to serve in any capacity needed. Once an official accepts an assignment, the official may not trade the assignment in any way, either the location or specific job. All officials assigned to a meet shall stay at the event until all competitions end. Officials should leave as a group, unless prior arrangements have been made.

An Official who has a connection to a competing athlete should, if at all possible, avoid officiating the events in which that athlete competes. If possible, the Official should work a different event. If not possible, the Official should not have a task that involves judgment of the competitor’s attempt.

Officials should not coach or encourage competitors while in the competition area.

Personal cell phones should not be used by officials in the competition area except, for an emergency or as requested by the Referee, Meet Director, or Meet Management to conduct the meet.

Non-adherence to these expectations could 1) impact the good standing of the NNTOA member and/or 2) lead to sanctions.

**Violations/Sanctions\***

Violations of NNTOA policies and procedures may result in a sanction according to the following list:

Late arrival:

1. Arriving after the scheduled check-in time but before the meet’s start time: Verbal Warning
2. Fifteen (15) minutes after meet start time:
3. First Violation = written warning and a possible fine of $20\*
4. Second Violation = a possible fine of $25\* and possible loss of a future assignment(s)
5. Third Violation or arriving more than 30 minutes after a meet’s start time Loss of entire meet fee, a possible fine of $30\*, plus loss of a future assignment(s).

Uniform infractions:

1. First Violation = Verbal warning
2. Second Violation = Written warning
3. Third Violation = $5.00 fine
4. Fourth and Subsequent Violations = $25 fine for each occurrence.

Repeat violations of any regulation will also be included as a factor in determining post-season assignments and the member’s annual evaluation and rating.

\*Monetary fines are enforced whenever meet fees are paid.

**Equipment**

Required:

* Clipboard
* Black or Blue Pen or pencil with eraser
* Highlighter
* NHSF Rules Book, Case Book, Officials Manual
* Notebook or lined paper

Recommended:

* Stopwatch (times to 1/100th of a second)
* Set of three flags (red, white and yellow)
* Stapler
* Safety pins
* Tape measure
* Adhesive tape

Position Specific

* Starter – Required: Starter’s pistol (with orange cap/cover on barrel), ear protection, and whistle. Recommended: Orange sleeve for gun arm.
* Field Judge – Required: Tape measure with metric and imperial increments and adhesive tape. Recommended: Metric to imperial units conversion book, permanent marker, a stopwatch, a level, and miscellaneous hand tools.
* Timer – Required: Stopwatch (digital, times to 1/100th second), whistle, and red & white flags. Recommended: finish sticks.
* Clerk and Recorder – Required: Stapler, black or blue pens, pencils with eraser and permanent marker(s). Recommended: highlighters of different colors.
* Umpire – Required: Incident/infraction report forms; black or blue pens, pencils with eraser; small clipboard.

Miscellaneous: Sunblock, lip balm, a relay baton, sunglasses, colored pens, level, warm hat & gloves, umbrella, and sweatshirt (for layering).

**NNTOA Official Ratings and Evaluations**

There are three levels of ratings for NNTOA Officials: Apprentice Official, Association Official, and Experienced Official. The ratings are by discipline. For example, an NNTOA Official may be rated as Association Official for horizontal jumps and throws, while also being rated as Experienced Official for pole vault.

All NNTOA members shall be evaluated using the following criteria:

1. Observation(s) by a member of the NNTOA Governing Board and/or Referee

2. Peer evaluations after meets

3. Comment cards completed and submitted by coaches.

This information, in conjunction with the official’s experiences, form the basis for the official’s rating. Any member may request a re-evaluation of their rating by notifying one of the NNTOA’s Governing 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 a higher rating is deserved. An official who disagrees with the decision of the NNTOA Board may appeal the decision to NNTOA’s Ethics Commissioner.

USATF Officials must adhere to the evaluation and rating system set forth by the USATF organization. The four USATF progressive levels of certification are: Apprentice, Association, National, and Master.

Rating scale to be used for all NNTOA officials:

* Apprentice Official (300) – An official who is new to NNTOA and/or track & field, and who has taken the NNTOA training clinic. The Apprentice Official works at meets under the supervision of a mentor who is either an Association Official or Experienced Official. Apprentice Officials work a specific discipline at least three times and are ready to assume the role of head official in that discipline before advancing. This rating is not eligible for stipends, fees, etc.
* Association Official (200) – An official who is capable of being the head official in the disciplines for which the official is rated. Association Officials are encouraged to mentor Apprentice Officials. Association Officials will work their specific disciplines at least eight (8) times over a two-year period before requesting advancement to the rating of Experienced Official in those disciplines.
* Experienced Official (100) – An official who is capable of being the lead official in the disciplines for which the official is rated. Experienced Officials are encouraged to mentor Apprentice and Association Officials in additional disciplines and to add expertise in additional disciplines themselves. Officials at this level must also be able to teach a clinic in this discipline. Experienced Officials must work at least twelve (12) meets over a four-year period to retain this rating.

Apprentice-level USATF Officials are rated as Apprentice Officials for NNTOA. Association-level USATF Officials are rated as Association Officials within their disciplines for NNTOA. National- and Master-level USATF Officials are rated as Experienced Officials within their disciplines for NNTOA.

The Governing Board, at its discretion, may make exceptions to these ratings for experienced officials.

Assignments for invitational meets and post-season meets will consider a member’s rating. Officials holding higher ratings receive first consideration in the assignment process.

**Post-Meet Evaluation (Peer Appraisal)**

Association and Experienced Officials should complete a peer evaluation immediately after an event or meet for their respective Apprentice or Association mentee. The individual feedback should include the suggested criteria below as well as point out the official’s strengths, weaknesses and areas of improvement.

Provide a rating on the following elements:

• Arrived one time for the event(s).

• Maintained a professional appearance, i.e. wearing the proper uniform.

• Knew and applied rules to the event consistently and fairly.

• Treated all personnel with respect and professionalism.

• Communicated effectively with athletes, coaches and other officials.

• Always stayed attentive to the competition and potential problems.

• Worked well with other officials for success of the crew.

• Willingly assisted as needed in other areas.

• Worked effectively with volunteers.

• Demonstrated good decision-making and problem-solving skills.

• Accepted and responded to feedback and attended post-event reviews.

**Advancement Criteria**

Officials are encouraged to learn an officiating discipline (e.g., horizontal jumps, throws, vertical jumps, umpire, clerk, timer, finish-line judge) well enough to be the head official for that discipline before requesting to advance.

The following table lists officiating aspects that an official should learn before advancing to the next level of a specific discipline. These can be accomplished by rotating duties during a meet. Upon mastering these duties, the official should request a ranking review by one of the governing board members of NNTOA, who may delegate this review to a USATF official or an Experienced Official.

Throws Horizontal Jumps

E – Tape puller E – Tape puller

D – Marker in the field D – Marker in the field C – Circle judge C – Line judge

B – Recorder B – Recorder

A – Flight coordinator\*/Head A – Flight coordinator\*/Head

Vertical Jumps Umpire

E – Crossbar replacer E – Use yellow & white flags

D – Standard setter/Height adjuster D – Write incident reports C – Recorder/Standards Display Operator C – Check/Place Hurdles

B – Bar judge/Crossbar measurer B – Relay positioning of athlete

A – Flight coordinator\*/Head A – Chief umpire

Starter Finish Line

E – Place blocks in lanes E – Hand timer

D – Assistant starter D – Finish line judge C – Recall starter C – Chief lap scorer

B – Starter for small meets B – Head Clerk of the Course

A – Starter for large meets A – Head Finish Line Judge

Clerk of the Course Referee

E – Check in athletes/hand out bib numbers E – Safety Checks – Field &

D – Check uniforms and spikes Track

C – Hand out hip number D – Meet with Officials,

B – Line up athletes on track & help with blocks Coaches & Meet Mgmt A – Head C – Verify Official’s

 Assignment(s)

 B – Quick Train New

 Volunteers/Officials

 A – Head

\*Flight Coordinator: athlete instructions, call-ups and timing

**Meetings and Annual Maintenance of Membership**

The NIAA requires that each officials association have at least five in-person or virtual meetings per year. Currently the following NNTOA meetings are planned.

Annual Meeting & Training Clinic (with rules-review test)

Specific Event Officiating Clinic 1 (e.g., vertical jumps, LJ/TJ)

Specific Event Officiating Clinic 2 (e.g., throws, umpiring)

Pre-Season or Pre-Region Meeting – Track & Field

Pre-Season or Pre-Region Meeting – Cross Country

Post-Season Meetings (Track & F Field and Cross Country) may also be held to discuss issues that arose during the season and suggested changes and plans for the future.

**NIAA Officials are required to pass the annual rules-review test administered by the NNTOA or NIAA/NFHS with a passing rate of 70% or more.** **NIAA Officials must also attend at least three (3) NNTOA meetings per year to maintain their NNTOA membership.** The NNTOA rules-review test will be administered at the annual training clinic and, if needed, after either of the specific event officiating clinics offered each year. If an NIAA Official is unable to take the NNTOA annual rules-review test at one of these three opportunities, that Official must retake the 100-question National Federation of High School Associations (NFHS) test online.

The Pre-Season or Pre-Region Meetings may be held prior to the respective seasons or on the same day as the league or regional championships, prior to the start of those meets.

Attendance will be taken at each NNTOA meeting, and anyone who arrives or logs in more than 10 minutes late can receive half-credit for the meeting. A member who arrives or logs in more than 30 minutes late will not receive any credit. An official can “make up” a meeting by volunteering at designated events.

**Assignment of Officials to Specific Meets and Mentoring**

Once the NNTOA has approximately 50 members and can guarantee officials for specific meets, as negotiated with NIAA and its Member Schools, the NNTOA Governing Board will have the responsibility to assign officials to specific meets. The Governing Board may designate an individual (Assigner) or a Meet-Officials Assignment Committee with this responsibility. Every effort will be made to assign individuals to events and meets that they request; however, this may not always be possible. Officials may decline assignments to specific meets due to other officiating, personal or work commitments; health or emergency reasons.

Officials must be flexible and willing to serve in any capacity needed. Each year an NNTOA Official should serve at least one meet in a different officiating position (non-preferred) than the official usually works or requests.

For new officials and officials learning new events, mentoring under the supervision of a veteran official is encouraged.

The Assigner will inform officials of the following NNTOA COVID-19 statement prior to each event/meet.

“The officials should make sure they are aware of conditions specific to the competition to make sure they are aware of health and safety requirements. These may include COVID-19 requirements such as face masks and staying 6 feet away from other officials, competitors, and spectators. These requirements may define where officials will need to position themselves and the manner in which implements will need to be handled.”

**Changes to these Operating Procedures**

Changes to these Operating Procedures may be made by majority vote of the members of the NNTOA Governing Board. Such changes may not contradict the NNTOA Constitution and Bylaws or NIAA regulations or procedures.