

**USA TRACK AND FIELD
NATIONAL OFFICIALS COMMITTEE**

National Officials' Certification Regulation

Edition: 2018-1

Adopted by the National Officials Committee
Executive Committee on April 10, 2018



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PREAMBLE

This document defines the rules, regulations and procedures employed by the USA Track & Field National Officials Committee in certifying competition officials. It can be altered or amended as needed by the Officials' Executive Committee.

DEFINITIONS/ABBREVIATIONS

The following are definitions of terms and/or abbreviations that are used in this document:

1. USATF - USA Track & Field
2. Association - Refers to an individual, local Association of USA Track & Field as listed on the USATF website.
3. NOC - Refers to the National Officials Committee of USA Track & Field.

EFFECTIVE DATES

The changes in this document, vs. the preceding edition, take effect on April 11, 2018.

SECTION 1

REQUIREMENTS FOR ALL CERTIFIED OFFICIALS

All persons who wish to become and remain a certified official must satisfy the following requirements:

1. USATF Membership - must have a current year membership in USA Track and Field. If USATF membership lapses, the official's certification is suspended.
2. Background Check – must have a current, unexpired background check completed by the specified provider. If the check has expired, the official's certification is suspended.
3. SafeSport Training – must have completed the SafeSport training either in person or online. If the training has expired, the official's certification is suspended.
4. Rules Review - must have completed the open-book rules review appropriate to their certification level and discipline, with at least the specified minimum passing score, upon initial certification and recertification.
5. Certification Fee – must have paid the national certification fee, plus any association-imposed additional fee for the current Olympiad.
6. Officials' Code of Ethics & Code of Conduct – must sign any national Code of Ethics and/or Code of Conduct upon initial certification and recertification.
7. Training – must have completed any additional training or testing requirements uniformly applied by the certifying Association which complies with the requirements of Sections 14 and 15.
8. Photo – must provide a head and shoulders photo for their official's photo ID.
9. Age - must be at least 18 years of age to become a certified official.

SECTION 2 CERTIFICATION CHAIRS

- A. Association Certification Chairs must be USATF certified officials at the National or Master level, unless otherwise approved by the National Vice-Chair of Certification.
- B. Each association elects or appoints a Certification Chair, whose duties include, but are not limited to the following:
 - 1. Prepare and disseminate information pertaining to officials' certification and training. Establish any additional association-mandated requirements, if any, for certification of officials, in compliance with Sections 14 and 15 below.
 - 2. Process and approve applications for certification; recertification; and certification level upgrade & downgrades, applying the criteria established in this Regulation. Evaluate officials' experience and training vs. established criteria; score tests; and obtain photos and fees. Update the NOC certification database.
 - 3. Maintain records pertaining to certification of officials in the association for at least 4 years beyond the current Olympiad.
 - 4. Establish and collect certification fees, and training clinic fees if any. Account for fees received and maintain financial records of revenues and expenditures of association funds in connection with officials' certification activities. Pay or arrange for payment of certification fees to USATF. Approve or recommend approval of claims for reimbursement of expenses in connection with certification and training matters. Prepare or arrange for submission of budgets to the association Officials' Chair, Treasurer, or Board.
 - 5. Act as an association voting delegate of the NOC; appoint an Alternate delegate if necessary. Upon request, provide advice and reports concerning the training, certification, and other activities that the association is conducting.
 - 6. Receive materials from the NOC regarding nominations for officials national awards; solicit nominations from association officials; and submit nominations to the NOC.
 - 7. Upon request from the NOC, evaluate officials being considered for selection to work USATF national championship meets.

SECTION 3 ASSOCIATION AFFILIATION

Officials can only be certified in the USATF Association of which they are a member. An official can have membership in multiple associations, but can only be certified by one association.

SECTION 4 TRANSFER OF CERTIFICATION

Officials may transfer their membership and certification from one USATF Association to another by completing the USATF Association Transfer Request on the USATF website. Any certification level upgrades requested within the first year after transferring associations must be approved by the National Vice-Chair of Certification.

SECTION 5 CERTIFICATION PERIOD AND DATES

A. Certification Period: All officials are required to recertify for each Olympiad, completing all requirements of Section 1 above. In addition, all officials must continually meet the requirements of Section 1 items 1, 2, and 3, and comply with the Officials' Code of Ethics & Code of Conduct at all times, in order to remain certified.

B. Dates:

1. **January 1 during a Summer Olympic year:** Individuals who have never been previously certified are allowed to certify for the current Olympiad and will automatically be granted certification for the next Olympiad.
2. **January 1 of every year:** Officials must have renewed their USATF membership and be in good standing for their certification to remain current.
3. **November 1 during a Summer Olympic year:** Officials certified during the previous Olympiad may recertify for the next Olympiad.
4. **March 31 following a Summer Olympics:** Officials certified during the previous Olympiad must have recertified to continue as a certified official.

SECTION 6 FEES

The following fees are owed by the local USATF association to the National Officials Committee on a per official or per card basis. Local USATF associations are free to impose additional certification fees as needed.

- A. Initial Certification:** \$20.00
- B. Recertification:** \$20.00
- C. Upgrades/Additional Certifications:** \$0.00
- D. Replacement Cards (non-upgrade):** \$5.00

SECTION 7 CERTIFICATION STATUSES

A. Certified: An official who has satisfied all requirements herein and is a current member, in good standing, of USATF. Only officials with this status will be eligible for or granted any benefits, rights or privileges reserved for certified officials.

B. Suspended: An official who has been certified at one point during the current Olympiad but has not maintained membership in USA Track & Field or has failed to fulfill any requirements listed in this document required to maintain certification during an Olympiad.

C. Inactive: An individual who was a certified official in a previous Olympiad but has not recertified for the current Olympiad.

D. Emeritus: Officials who have retired from officiating, may petition the National Vice-Chair of Certification to be awarded Emeritus status. The Vice-Chair of Certification may award Emeritus status at its sole discretion if the petitioner meets or completes the following minimum requirements:

1. Certified as a Master-level official in good standing with USATF and the official's local Association in either the current or previous Olympiad.
2. Has been a USATF certified official for at least twenty years.
3. Submits to the Vice-Chair of Certification a summary of their officiating career and experience, along with one letter of recommendation from a currently certified Master-level official. At its sole discretion the Vice-Chair of Certification may ask the official for additional documentation.

Once awarded Emeritus status, the official will receive an Emeritus certification card and will no longer be considered currently certified, thus not receiving any of the rights and privileges guaranteed to currently certified officials. Once Emeritus status is awarded, no further "recertification" is required to maintain that status. Should an official with Emeritus status wish to resume officiating, they may do so by completing all of the normal requirements for recertifying as a Master-level official.

SECTION 8 CODE OF ETHICS / CODE OF CONDUCT

Upon initial certification and subsequent recertifications, all officials will be required to sign any national Officials' Code of Ethics, Code of Conduct, or other similar document(s) as established by the National Officials Committee. When requesting a certification upgrade, any official who has demonstrated a continual failure to adhere to these document(s) may be denied an upgrade even if all other minimum requirements for the upgrade are met.

SECTION 9 CERTIFICATION LEVELS AND GRADES

Officials can be certified in a variety of disciplines, with each discipline falling under either a set of Levels or a set of Grades defined as follows:

A. Levels: All disciplines offered with Levels will follow the five level path listed below. Disciplines at a particular level may have a common combined discipline at the previous level and may also be split into more than one discipline when advancing to the next level. All disciplines at a particular level will have the same requirements as other disciplines at that level for both initial certification and advancement.

1. **Apprentice:** New officials
2. **Association:** Officials who are ready to take on more responsibility at meets within their own Association.
3. **National:** Officials who are ready to take on more responsibility outside of their Association and serve as head officials within their Association.
4. **Master:** Officials who are capable of serving as head officials at major regional and national meets.
5. **Emeritus:** Retired Master-level officials who have been granted Emeritus status.

B. Grades: Each discipline offered with Grades will have a custom set of grades starting with Grade 1 and increasing in number as needed. Certification at each grade and advancement to the next grade will be based on a custom set of requirements for each discipline.

SECTION 10 OVERALL CERTIFICATION LEVEL

Each official will have an overall certification level equal to their highest certified discipline that falls under the system of levels outlined in Section 9-A. An official's overall level will automatically adjust the first time an upgrade to a higher level is achieved. Any disciplines that fall under the system of grades outlined in Section 9-B will not affect the overall certification level.

SECTION 11 LEVEL REQUIREMENTS

The requirements listed below are designed to be applied to each discipline independently of any other disciplines in which an official is certified. Where requirements from one discipline overlap with another, then those requirements can be satisfied a single time. When meeting some requirements, such as the number of meets worked, **an official must have officiated that specific discipline at a meet in order for it to count towards an upgrade.** If multiple events were officiated at a meet, then that one meet can count towards the requirements of those corresponding disciplines. With recommendation letters, if the recommending official has worked multiple disciplines with the official requesting an upgrade, then the same letter will count for all of those disciplines. When requesting a certification upgrade, any official who has demonstrated a continual failure to adhere to Code of Ethics or Code of Conduct may be denied an upgrade even if all other minimum requirements for the upgrade are met.

In exceptional cases, Certification Chairs may request an exception to initially certify an official at other than the Apprentice level, or to upgrade an official with less than two years of service at the current level. Requests, with justification, are sent to the National Vice Chair, Certification for consideration.

A. Apprentice

1. New and Recertification Requirements for Each Discipline

- a. Complete the Rules Reviews, achieving at least the minimum passing score as specified in the review.
- b. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15.

B. Association

1. Upgrade Requirements (from Apprentice level) for Each Discipline

- a. Served as an Apprentice-level official for at least two years.
- b. Officiated at a minimum of eight meets as an Apprentice-level official.
- c. Have a least one positive, written recommendation from a National or Master-level official they have worked with or under.
- d. Complete the Rules Reviews, achieving at least the minimum passing score as specified in the review.
- e. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15.

2. Recertification Requirements for Each Discipline

- a. Complete the Rules Reviews, achieving at least the minimum passing score as specified in the review.
- b. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15.

C. National

1. Upgrade Requirements (from Association level) for Each Discipline

- a. Served as an Association-level official for at least two years.
- b. Officiated at a minimum of ten meets as an Association-level official. At least two of those meets must be either outside the official's local Association or be Regional, National or International meets.
- c. Have a least two positive, written recommendations from two different officials (one from each) they have worked with or under. One recommendation must be from a Master-level official and the other may be from a National or Master-level official.
- d. Complete the Rules Reviews, achieving at least the minimum passing score as specified in the review.
- e. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15.
- f. For upgrade of Race Walk officials or judges, the Association Race Walk Committee or the National Race Walk Committee must provide a positive recommendation for upgrade to the Certification Chair.

2. Recertification Requirements for Each Discipline

- a. Complete the Rules Reviews, achieving at least the minimum passing score as specified in the review.
- b. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15.

D. Master

1. Upgrade Requirements (from National level) for Each Discipline

- a. Served as a National-level official for at least two years.

- b. Officiated at a minimum of twelve meets as a National-level official. At least two of those meets must be Regional, National or International meets. Two other meets must be either outside the official's local Association or be Regional, National or International meets. Officials seeking an upgrade to Master level are encouraged to seek out the highest level of meets in satisfying this requirement.
- c. Have a least three positive, written recommendations from three different Master-level officials (one from each) they have worked with or under.
- d. Complete the Rules Reviews, achieving at least the minimum passing score as specified in the review.
- e. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15.
- f. For upgrade of Race Walk officials or judges, the Association Race Walk Committee or the National Race Walk Committee must provide a positive recommendation for upgrade to the Certification Chair.

2. Recertification Requirements for Each Discipline

- a. Complete the Rules Reviews, achieving at least the minimum passing score as specified in the review.
- b. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15.

**SECTION 12
LEVEL DISCIPLINES**

The following disciplines are offered for certification under the Level System:

Apprentice Level Disciplines
Track Events
Field Events
LDR/Off-Track Events
Race Walking
Athletics for the Disabled

Association Level Disciplines	<i>Required Apprentice Certification</i>
Track Event Operations (Starter, Umpire)	<i>Track Events</i>
Finish/Start Line Administration (Clerk, Finish	<i>Track Events</i>
Throws	<i>Field Events</i>
Horizontal Jumps	<i>Field Events</i>
Vertical Jumps	<i>Field Events</i>
Fully Automatic Timing	<i>Track Events</i>
Competition Secretary/Data Specialist	<i>Track Events or Field Events</i>
LDR/Off-Track Events	<i>LDR/Off-Track Events</i>
Race Walk Official	<i>Race Walking</i>
Race Walk Judge	<i>Race Walking</i>
Athletics for the Disabled	<i>Athletics for the Disabled</i>

National Level Disciplines	Required Association Certification
Starter	<i>Track Event Operations</i>
Umpire	<i>Track Event Operations</i>
Clerk of the Course	<i>Finish/Start Line Administration</i>
Finish Line Official	<i>Finish/Start Line Administration</i>
Shot Put	<i>Throws</i>
Discus	<i>Throws</i>
Javelin	<i>Throws</i>
Hammer/Weight Throw	<i>Throws</i>
Horizontal Jumps	<i>Horizontal Jumps</i>
High Jump	<i>Vertical Jumps</i>
Pole Vault	<i>Vertical Jumps</i>
Inspector of Implements	<i>Throws</i>
Fully Automatic Timing	<i>Fully Automatic Timing</i>
Competition Secretary/Data Specialist	<i>Competition Secretary/Data Specialist</i>
Marshal	<i>Track Event Operations or Finish/Start</i>
Race Walk Official	<i>Race Walk Official</i>
Race Walk Judge	<i>Race Walk Judge</i>
LDR/Off-Track Timer/Recorder	<i>LDR/Off-Track Events</i>
LDR/Off-Track General	<i>LDR/Off-Track Events</i>
Athletics for the Disabled	<i>Athletics for the Disabled</i>

Master Level Disciplines	Required National Certification(s)
Starter	<i>Starter</i>
Umpire	<i>Umpire</i>
Clerk of the Course	<i>Clerk of the Course</i>
Finish Line Official	<i>Finish Line Official</i>
Throws	<i>All 4 National-level Throws Certifications:</i>
Horizontal Jumps	<i>Horizontal Jumps</i>
Vertical Jumps	<i>High Jump and Pole Vault</i>
Inspector of Implements	<i>Inspector of Implements</i>
Fully Automatic Timing	<i>Fully Automatic Timing</i>
Competition Secretary/Data Specialist	<i>Competition Secretary/Data Specialist</i>
Marshal	<i>Marshal</i>
Race Walk Official	<i>Race Walk Official</i>
Race Walk Judge	<i>Race Walk Judge</i>
LDR/Off-Track Timer/Recorder	<i>LDR/Off-Track Events</i>
LDR/Off-Track General	<i>LDR/Off-Track Events</i>
Athletics for the Disabled	<i>Athletics for the Disabled</i>

SECTION 13 GRADED DISCIPLINES AND REQUIREMENTS

The following disciplines, each with their own requirements, are offered under the Grade System:

A. Referees - Track Events, Field Events, Combined Events, LDR/Off-Track Events, Race Walking

1. **Grade 1** (Requirements are for each Referee certification individually)
 - a. Should be a National or Master-level official in many, if not all, of the appropriate individual disciplines.
 - b. Have served as a Referee (same type for which certification is sought) for approximately the same amount of time and for the same number of meets as required to upgrade from an Association-level certification to a National-level certification.
 - c. Have at least two positive, written recommendations from Meet Directors or Officials Coordinators for whom the official has served as a Referee (same type for which certification is sought).
 - d. Complete the required test(s) demonstrating a good grasp of the skills required to be a Referee.
 - e. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15.
2. **Grade 2** (Requirements are for each Referee certification individually)
 - a. Should be a Master-level official in many, if not all, of the appropriate individual disciplines.
 - b. Have served as a Grade 1 Referee (same type for which the upgrade is sought) for approximately the same amount of time and for the same number of meets as required to upgrade from a National-level certification to a Master-level certification.
 - c. Have at least three positive, written recommendations from Meet Directors or Officials Coordinators for whom the official has served as a Referee (same type for which certification is sought).
 - d. Complete the required test(s) demonstrating an excellent grasp of the skills required to be a Referee.
 - e. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15.
3. **Recertification - All Grades**
 - a. Complete the required test(s) to the same standard required for initial certification at that grade.
 - b. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15 (Grades 1 and 2 only).

B. Technical Manager

1. **Grade 1**
 - a. Be currently certified as a National or Master-level official in multiple disciplines, ideally covering both Track and Field events.
 - b. Have at least two positive, written recommendations from Referees (certified), Meet Directors or Officials Coordinators expressing confidence in the candidate's ability to perform the duties of a Technical Manager.
 - c. Complete the required test(s) demonstrating a good grasp of the skills, rules, and knowledge required to be a Technical Manager.
 - d. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15.
2. **Grade 2**
 - a. Have been certified as a Grade 1 Technical Manager for at least two years.
 - b. Have served as a Technical Manager at a number of regional and national meets.
 - c. Be currently certified as a Master-level official in multiple disciplines, ideally covering both Track and Field events.
 - d. Have at least three positive, written recommendations from Referees (certified), Meet Directors or Officials Coordinators for whom the official has served as a Technical Manager.

- e. Complete the required test(s) demonstrating an excellent grasp of the skills, rules, and knowledge required to be a Technical Manager.
 - f. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15.
3. **Recertification - All Grades**
- a. Complete the required test(s) to the same standard required for initial certification at that grade.
 - b. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15.
- C. Combined Event Coordinator**
1. **Grade 1**
- a. Should be an Association or National-level official in many, if not all, of the appropriate individual disciplines.
 - b. Have served as a Combined Event Coordinator for approximately the same amount of time and for the same number of meets as required to upgrade from an Apprentice-level certification to an Association-level certification.
 - c. Have at least two positive, written recommendations from Referees, Meet Directors or Officials Coordinators for whom the official has served as a Combined Event Coordinator.
 - d. Complete the required test(s) demonstrating a good grasp of the skills required to be a Combined Event Coordinator.
 - e. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15.
2. **Grade 2**
- a. Should be a National or Master-level official in many, if not all, of the appropriate individual disciplines.
 - b. Have served as a Combined Event Coordinator for approximately the same amount of time and for the same number of meets as required to upgrade from an Association-level certification to a National-level certification.
 - c. Have at least two positive, written recommendations from Referees, Meet Directors or Officials Coordinators for whom the official has served as a Combined Event Coordinator. Preferably at least one recommendation should come from a Combined Event Referee.
 - d. Complete the required test(s) demonstrating a good grasp of the skills required to be a Combined Event Coordinator.
 - e. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15.
3. **Grade 3**
- a. Should be a National or Master-level official in many, if not all, of the appropriate individual disciplines.
 - b. Have served as a Combined Event Coordinator for approximately the same amount of time and for the same number of meets as required to upgrade from a National-level certification to a Master-level certification.
 - c. Have at least three positive, written recommendations from Referees, Meet Directors or Officials Coordinators for whom the official has served as a Combined Event Coordinator. At least one recommendation must come from a Combined Event Referee.
 - d. Complete the required test(s) demonstrating a good grasp of the skills required to be a Combined Event Coordinator.
 - e. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15.
4. **Recertification - All Grades**
- a. Complete the required test(s) to the same standard required for initial certification at that grade.
 - b. Complete any training or additional testing requirements that are uniformly applied and imposed by the certifying USATF Association that comply with the restrictions and requirements in Sections 14 and 15.

D. Electronic Recorder - This is an objective, skill-based certification and an official may certify at the highest level at which they can fulfill the corresponding requirements and receive the recommendation of the Electronic Measurement Judge administering the test.

1. **Grade 1**

- a. Complete the required test(s) as administered by an Electronic Measurement Judge (EMJ).
- b. The EMJ who administered the test shall forward the test and their recommendation to the National Vice-Chair of Certification for processing.

2. **Grade 2**

- a. Complete the required test(s) as administered by an Electronic Measurement Judge (EMJ).
- b. The EMJ who administered the test shall forward the test and their recommendation to the National Vice-Chair of Certification for processing.

3. **Grade 3**

- a. Complete the required test(s) as administered by an Electronic Measurement Judge (EMJ).
- b. The EMJ who administered the test shall forward the test and their recommendation to the National Vice-Chair of Certification for processing.

E. Electronic Measurer - This is an objective, skill-based certification and an official may certify at the highest level at which they can fulfill the corresponding requirements and receive the recommendation of the Electronic Measurement Judge administering the test.

1. **Grade 1**

- a. Complete the Grade 1 Electronic Measurer Test as administered by an Electronic Measurement Judge (EMJ). The Throws portion of the test may be completed with either a LASAM device or a Surveyor's Total Station.
- b. The EMJ who administered the test shall forward a report and their recommendation to the National Vice-Chair of Certification for processing.

2. **Grade 2**

- a. Complete the Grade 2 Electronic Measurer Test as administered by an Electronic Measurement Judge (EMJ). The Throws portion of the test must be completed with a Surveyor's Total Station.
- b. The EMJ who administered the test shall forward a report and their recommendation to the National Vice-Chair of Certification for processing.

F. Electronic Measurement Judge - This is an objective, skill-based certification and an official may certify at the highest level at which they can fulfill the corresponding requirements and receive the recommendation of the Electronic Measurement Judge administering the test.

1. **Grade 1**

- a. Be currently certified as a Grade 3 Electronic Recorder and a Grade 2 Electronic Measurer.
- b. Demonstrate effective, capable supervision of Electronic Recorders and Electronic Measurers to a current, certified Grade 1 Electronic Measurement Judge (EMJ).
- c. Complete any required test(s) as administered by an EMJ.
- d. Certification requires a positive recommendation by the Electronic Measurement Panel to the National Vice Chair, Certification.

G. Para-athletic Track & Field - This certification is offered in partnership with the Paralympic Track & Field group at the United States Olympic Committee. The USOC will develop and administer all training and testing for this certification.

1. **Grade 1**

- a. Be currently certified by the NOC at the Association level (or higher) in at least one Track or Field Discipline.
- b. Successfully pass the training course and required tests as administered by the USOC. The USOC shall determine what constitutes successful completion of the training course and test(s).

H. Long Distance Course Measurers - This is an objective, skill-based certification and an official may certify at the highest level at which they can fulfill the corresponding requirements and receive the recommendation of the Road Racing Technical Council administering the test.

1. **Grade 1**

- a. Demonstrate effective, capable measurement of long distance courses.
- c. Complete any required test(s) as administered by an EMJ.
- d. Certification requires a positive recommendation by the Road Racing Technical Council to the National Vice Chair, Certification.

SECTION 14 TESTS

The creation, editing, and updating of tests/rules reviews shall be coordinated by the National Vice-Chair of Rules and shall be a joint effort between the Certification, Rules and Training Subcommittees. Those committees may also consult experts of the various disciplines as needed.

All required tests will be administered uniformly within the association by the local Association Certification Chair except where noted in this document. All tests will be open-book and have no time limit unless noted otherwise on the test.

For any certification discipline listed in this document that allows an Association to add additional testing requirements, Associations will be allowed to supplement the required test with additional tests or questions. Associations will also be allowed to use their own tests in-lieu of the National Officials Committee developed tests as long as the replacement tests cover all of the same topics as the National Officials Committee developed tests. Should an Association choose to add additional tests or replace the National Officials Committee tests, the requirements and specific details of those tests shall be posted on the local Association's website.

SECTION 15 ASSOCIATION-PROVIDED TRAINING

The certifying Association may impose additional training requirements where allowed in the Level and Graded Disciplines requirements section(s) of this document. In order for the training requirements to be valid, the classes, clinics, sessions or materials must be made readily and/or frequently available to any official needing to attend or complete them. If the training is to be done in person, it must be provided in multiple areas around the entirety of the Association so that travel to the training location is not a significant burden on officials. Any additional training requirements must be applied uniformly throughout the Association, and specific details of those requirements shall be posted on the Association's website.

SECTION 16 APPEALS

In accordance with the NOC's Operating Procedures, any official denied an upgrade under the requirements contained within this document may appeal to the National Vice-Chair of Certification. To begin the appeal process, the individual shall contact the Vice-Chair in writing expressing their desire to appeal and will then be provided with instructions and documentation requirements by the Vice-Chair.

Additionally, an Association Certification Chair may appeal to the National Vice-Chair of Certification in limited and exceptional circumstances for a waiver of any requirements contained herein as they apply to a current or prospective certified official. The authority to waive any requirements in this document shall remain with the National Vice-Chair of Certification, the NOC Chair and/or the NOC Executive Committee.

SECTION 17 OTHER ITEMS

Any items or situations not expressly covered in this document shall remain under the authority of the National Vice-Chair of Certification. As needed, the Vice-Chair shall consult with the National Officials Committee Chair and/or the entire NOC Executive Committee to effect a resolution.