



USATF Lake Erie Association

Virtual Recertification Clinic

2025-2028 Olympiad

Dave Woytek

USATF Lake Erie Association Officials Chair

officials@lakeerie.usatf.org

All Lake Erie Association
Official's related emails go
to:

officials@lakeerie.usatf.org

National Officials Committee Dashboard

<https://noc.mach2k.net/>



The dashboard is our platform for:

- Recertification Information
- Rules Reviews
- National Meet Applications
- List of Selected Officials
- Evaluations
- Junior Officials Program
- Officials Recruiting Information



Recertification Requirements



- The certification of all USATF officials expires at the end of each Olympiad (December 31, 2024).
- Officials seeking recertification for the 2025-2028 Olympiad should complete all of the following requirements by December 31, 2024, ideally, and no later than March 31, 2025, to maintain their status and avoid being designated as ***Inactive***.



Requirement #1 – USATF Membership

- **Current USATF Official's memberships:**
 - **1-Year:** \$55 plus \$3.30 and a \$2.63 processing fee.
(\$60.93)
 - **4-Year:** \$200 plus \$12 and a \$8.78 processing fee.
(\$220.78)



Requirement #2 – Recertification Form

- Must complete the 2025-2028 Official's Recertification Form.
- **Online:** https://creatorapp.zohopublic.com/markheckel/2021-usatf-meet/form-perma/Recertification_Application/GmsVXPuJ2ae98T48mFvAdmU6KVq0Vw01Nw6FQMQp5k8XCdNJQQ1zF15B6FrBMJAK7QFTRnKNzEZQP9q1mz7J4FMwRYRtD61tkqu7
- **Paper:** <https://www.flipsnack.com/USATF/officials-recertification-application-2021-2024/full-view.html>



Requirement #2 – Recertification Form

Or go to the National Officials
Committee Dashboard at:

<https://noc.mach2k.net/>

Requirement #3 – Rules Review

- Must achieve a passing score on the rules review(s) appropriate to your certification level and discipline.
- The review is meant to make you familiar with the Rule Book, what's in it, and how it's set up. It evaluates your ability to read a rule and correctly interpret it.

Requirement #3 – Rules Review

- All certified officials must complete the Basic Review.
- To successfully complete the Review, a minimum success rate of 67 correct answers is required.
- Questions consist of Multiple Choice, True or False, and Fill in the blank.

Requirement #3 – Rules Review

- All National and Master level officials must complete the National/Master Review.
- From this list of situations, National level officials must answer a minimum **five (5)** questions and Master level officials must answer a minimum **eight (8)** questions.
- Starters must answer at least one “Starter” question.

Requirement #3 – Rules Review

- Separate, additional reviews are required for the following:
 - **Implement Inspector Review**
 - **Combined Events**
 - **Racewalk Reviews**
 - **Track & Field Referee Review**
 - **LDR Referee Review**
 - **Paralympic Track & Field**
 - **NCAA Officials Endorsement Examination**



Requirement #3 – Rules Review

On Monday, November 25, 2024, at 7:00 PM, there will be a virtual Basic Rules Review. All Lake Erie Association Officials wishing to take the exam virtually, must be present for the entire virtual review and will be required to send a copy of the Basic Rules Review (with the answers) to Dave Woytek via email, mail, or fax by December 6, 2024.

The link to the Basic Rules Review is:

<https://us02web.zoom.us/j/2169198914?pwd=dM4Q2ijpDRvYm8tysIglOKBBgZoaZp.1&omn=82003729096>

Meeting ID: 216 919 8914

Passcode: LEA2024



Requirement #3 – Rules Review

On Monday, December 16, 2024, at 7:00 PM, there will be a virtual National/Master Rules Review. All Lake Erie Association Officials wishing to take the exam virtually, must be present for the entire virtual review and will be required to send a copy of the National/Master Rules Review (with the answers) to Dave Woytek via email, mail, or fax by December 27, 2024.

The link to the Basic Rules Review is:

<https://us02web.zoom.us/j/2169198914?pwd=dM4Q2ijpDRvYm8tysIglOKBBgZoaZp.1&omn=81776110637>

Meeting ID: 216 919 8914

Passcode: LEA2024



Requirement #4 – Official's Certification Fee

- Must make payment of the national certification fee.
- 4-Year (valid till 12/31/2028): \$20 plus a \$1.10 processing fee. (**\$21.10**)

Requirement #5 – SafeSport Training

- If not already SafeSport compliant, must complete the online SafeSport training mandated by the US Olympic Committee – both the Core Course and annual Refresher Course.
- Training is accessed through your USATF Connect profile.



Requirement #6 – Background Screening

- If not already current, must have a current USATF background screening by NCSI.
- The background screen is accessed through your USATF Connect profile to verify the completion date of any previous screen, if the date is within the past 2 years, you don't need another background screen until it is close to expiring.
- Screening is accessed through your USATF Connect profile.

Optional – Photo

- Must have a current photo (jpeg format preferred) in your USATF Connect profile.
- Photos must be:
 - In color
 - Sized such that the head is between 1 inch and 1 3/8 inches (22 mm and 35 mm) or 50% and 69% of the image's total height from the bottom of the chin to the top of the head.
 - Taken within the last 6 months to reflect your current appearance.
 - Taken in front of a plain white or off-white background.
 - Taken in full-face view directly facing the camera.
 - Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
 - Do not wear eyeglasses or sunglasses.
- Photo Composite Template: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos/photo-composition-template.html>
- Examples: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos/photo-examples.html>

USATF Application to Upgrade Official's Certification Level

Certification Grades and Levels

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



Certification Grades and Levels

- **Grades:** Each discipline offered with Grades has 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 is based on a custom set of requirements for each discipline.
- **A Certification Chair may, in exceptional circumstances, ask for a waiver of requirements for initial certification level or for an upgrade. The waiver authority rests with the National Vice-Chair of Certification or the NOC Chair.**

Overall Certification Level

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

Certification Upgrade Requirements

- The following basic requirements must be met for an upgrade:
 1. Fill out the “Application to Upgrade Official’s Certification Level”.
 2. Review the “Certification Upgrade Checklists”
 3. Serve in the current certification level for at least 2 years.
 4. Work a minimum number of meets, specifically in the discipline concerned, at the current certification level (Quantity of meets dependent on the upgraded level). The majority of meets worked must be at the USATF or Collegiate Level.
 5. Work at least one (two to upgrade to Master’s level) Association meets per year.
 6. Get positive written upgrade recommendations (Quantity of depends on the upgraded level) from officials whom you worked with or under in the discipline requesting an upgrade.
 7. Complete required Rules Reviews with the minimum required score for the upgrade or for a graded discipline with a test.
 8. Take on more responsibility (The type of responsibility depends on the upgraded level).

Certification Upgrade Requirements

Criteria	Upgrade to Association Level	Upgrade to National Level	Upgrade to Master level
Serve in current certification level for at least	2 years	2 years	2 years
Work a minimum number of meets at the current certification level - <u>specifically in the discipline concerned</u>	At least 8 Meets	10 meets in the discipline at the Assn level including: 2 preferably as event head or in a leadership role and 2 outside the home Association, or be Regional, National, or International meets	12 meets in the discipline at the Nat'l level, including: 4 preferably as event head or in a leadership role and 2 Regional, Nat'l, or Internat'l meets; plus 2 more of the preceding or 2 outside the home Association
Work a minimum number of USATF meets (Note 1)	At least 1 Association meet/year	At least 1 Association meet/year	At least 2 Association meets/year
Positive written upgrade recommendations from officials worked with or under	From 1 Master or 1 National level official regarding this discipline	From 2 Master, or 1 Master & 1 National level official regarding this discipline	From 3 Master level officials regarding this discipline
Complete required Rules Reviews with minimum required score	Yes, for overall upgrade; or for a graded discipline with a test	Yes, for overall upgrade; or for a graded discipline with a test	Yes, for overall upgrade; or for a graded discipline with a test
Meet the certification level definition of being ready to serve as indicated, in the discipline concerned:	Take on more responsibility in home association meets	Take on more responsibility outside the home Association, & serve as a head official within the home Association	Serve as a head official at major regional and national meets
Meet any additional criteria established by your Association	Yes	Yes	Yes

Certification Upgrade Requirements

Resume of Meets Worked to Support Upgrade

Meet Name	City & State	Month & Year	Event/Posn (& specify Head or Crew)
Upgrade to Association Level - List 8 meets worked at your current certification level in the discipline in which upgrade is sought.			
Upgrade to NATIONAL Level – List the 8 meets above plus 2 additional meets outside your home association; OR 2 additional regional, national or international meets worked in the discipline in which upgrade is sought			
Upgrade to MASTER Level – List the 10 meets above plus 2 additional regional, national or international meets worked in the discipline in which upgrade is sought			

Certification Upgrade Requirements

- An official who has demonstrated a continuing failure to adhere to Code of Ethics or Performance Guidelines may be denied an upgrade even if all other minimum requirements for the upgrade are met.

Certification Upgrade Requirements

- The major issue with most upgrades, is that the official does not state what they want to upgrade to. A discipline at one level may not exist at the next level. You **CANNOT** simply upgrade from one level to another. For example, if you are an Apprentice Level official certified in “Field Events” and you want to upgrade to Association Level, then you must state what discipline at the Association Level. You must state Shot Put, Discus, Javelin and/or Hammer/Weight Throw.

Certification Upgrade Requirements

- I have also created (3) forms to help all officials wishing to upgrade their disciplines. The forms are as follows:
 - If you would like to upgrade from an Apprentice Level discipline to an **Association Level** discipline, please click on the following link:
<https://forms.gle/Rf94urACPrHA4Gv16>
 - If you would like to upgrade from an Association Level discipline to a **National Level** discipline, please click on the following link:
<https://forms.gle/DfhreSMC8vo9QyZQ9>
 - If you would like to upgrade from a National Level discipline to a **Master Level** discipline, please click on the following link:
<https://forms.gle/gHvMq6Jrb1draskC7>

Certification Upgrade Requirements

Apprentice	Association	National	Master
Track Events	Starter	Starter	Starter
	Umpire	Umpire	Umpire
	Clerk of the Course	Clerk of the Course	Clerk of the Course
	Finish Line Official	Finish Line Official	Finish Line Official
Field Events	Shot Put	Throws	Throws
	Discus		
	Javelin		
	Hammer/Weight Throw		
	Horizontal Jumps	Horizontal Jumps	Horizontal Jumps
	High Jump	Vertical Jumps	Vertical Jumps
	Pole Vault		
	Inspector of Implements	Inspector of Implements	Inspector of Implements
	Fully Automatic Timing	Fully Automatic Timing	Fully Automatic Timing
	Competition Secretary/Data Specialist	Competition Secretary/Data Specialist	Competition Secretary/Data Specialist
Marshal	Marshal	Marshal	Marshal
Race Walk	Race Walk Official	Race Walk Official	Race Walk Official
	Race Walk Judge	Race Walk Judge	Race Walk Judge
LDR/Off-Track Events	LDR/Off-Track Events	LDR/Off-Track Timer/Recorder	LDR/Off-Track Timer/Recorder
		LDR/Off-Track General	LDR/Off-Track General
Paralympics	Paralympics	Paralympics	Paralympics

Certification Upgrade Requirements

Discipline	Grade	Certification level of at least	Serve in, and officiate meets, <u>in this discipline</u> for at least	Written recomm. from Meet Directors or Ofcls' Coord for whom they served <u>in this discipline</u>	Complete required Rules Reviews with the minimum required score	Awarded by
Referee (Note 1)	1	National (Note 2)	2 years 8 meets	2	Yes (Note 5)	Assn Cert Chair
	2	Master & Ref Grade 1	2 years 10 meets	3		
Combined Events Coordinator	1	Association (Note 3)	2 years 4 meets	2	Yes (Note 5)	Assn Cert Chair
	2	National & C. E. Coord Grade 1	2 years 6 meets	2		
	3	Master & C. E. Coord Grade 2	2 years 8 meets	3		
Technical Manager	1	National (Note 4)	4 years	2	N/A	Nat'l Vice Chair Certif.
	2	Tech. Mgr. Grade 1	2 years	3		
Electronic Recorder	1	Association	N/A	Recomm. from the EMJ who administered the test, to National Vice Chair, Certif.	N/A	Nat'l Vice Chair Certif.
	2	National	2 years 10 meets			
Electronic Measurer	1	Association	N/A			
	2	National	3 years 12meets			
Electronic Measurement Judge	1	Electronic Rec. Grade2, & Electronic Measurer Grade 2	Pass a test administer-ed by an EMJ Panelist	Recomm. from the Electronic Measurement Panel to National Vice Chair, Certif.	N/A	NOC Executive Cmte
Para- Athletics	1	Association	N/A	Pass the training course and required tests as administered by the USOC		Nat'l Vice Chair Certif.

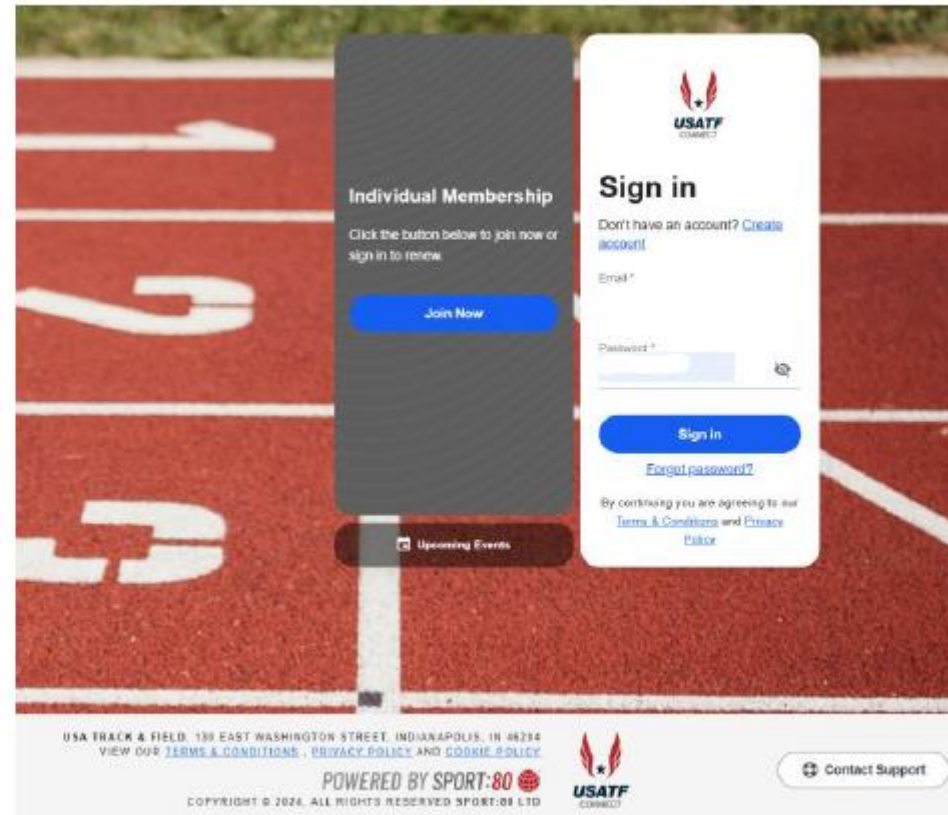
Applying for a National Meet

- When applying to work at one of the major USATF track meets, you **MUST** be a certified National or Master Level official in the specific discipline for which you're applying.
- For example, if you are a certified National or Master Level Starter but are applying for a Marshall position, you must first obtain certification as a Marshall at the National or Master Level.
- Without this certification, your application will not be considered.

USATF Sport:80



1. Log into your USATF SPORT:80 account.



USATF Sport:80



2. After you log in, click on “Members” under your name on the menu on the left.

A screenshot of the USATF Connect user interface. On the left, a navigation menu is visible with the 'Members' option highlighted in yellow and circled in red. The main content area shows the user's profile for David Woytek, with a list of membership and training items, all marked as 'Current'. Below this, a section titled 'My Events, Coaching Schools, Annual Meetings, National Char' lists two events: '2024 USATF Annual Meeting' (12/05/24) marked as 'Complete' and 'USATF Bridge to Level 1 Program' (05/24/24) marked as 'Incomplete'.

Item	Status
Individual Membership	Current
Officials - Background Screening	Current
Center for SafeSport Training	Current
2024 USATF Annual Meeting (12/05/24)	Complete
USATF Bridge to Level 1 Program (05/24/24)	Incomplete

USATF Sport:80

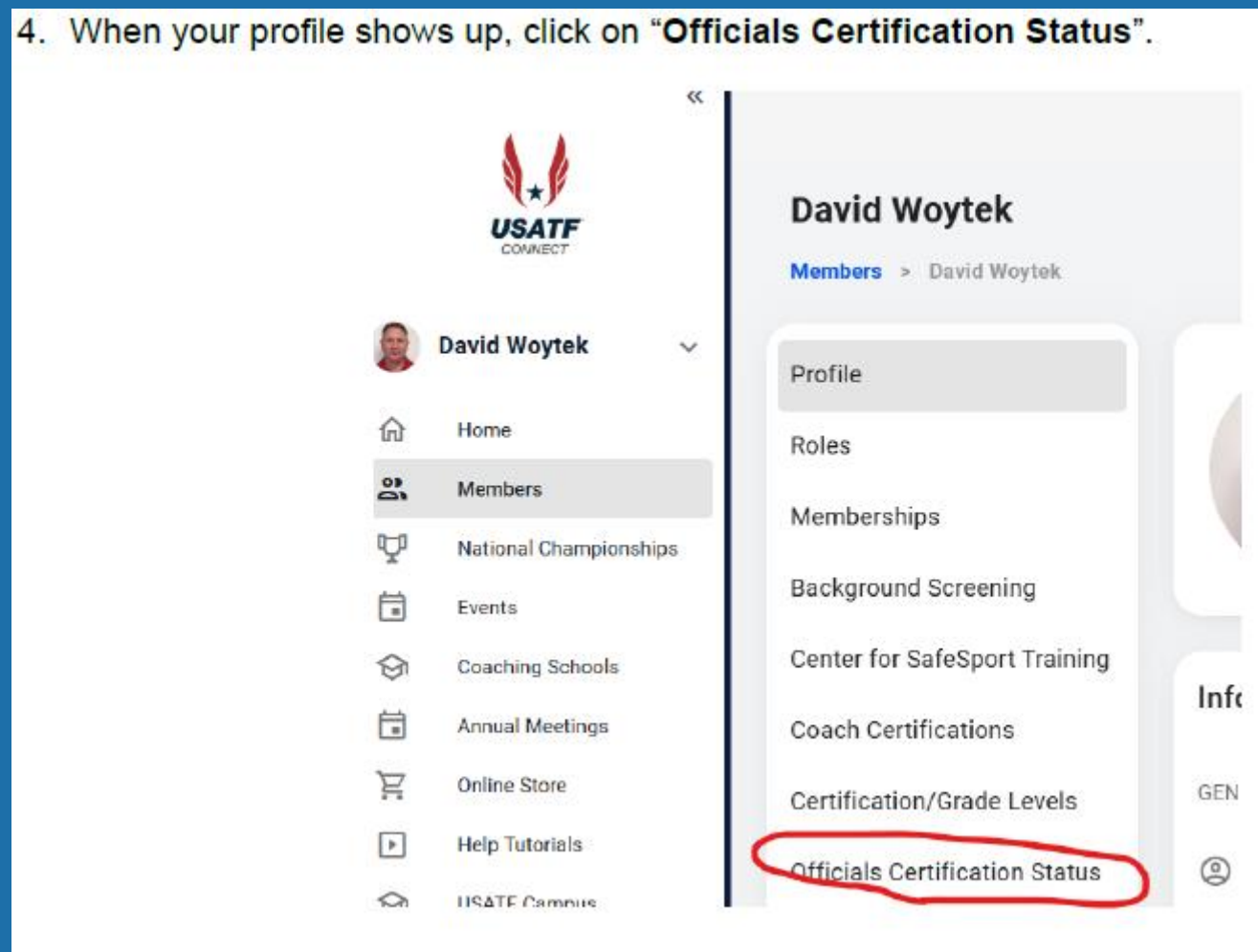


3. When your picture shows up, click anywhere in the area.

A screenshot of the USATF Connect web application. On the left is a navigation sidebar with the USATF logo at the top, followed by the user's name "David Woytek" and a dropdown arrow. Below are menu items: Home, Members (highlighted), National Championships, Events, Coaching Schools, Annual Meetings, Online Store, Help Tutorials, USATF Campus, and Purchase History. The main content area is titled "Members" and contains two cards. The first card has a large plus sign and the text "ADD NEW". The second card shows a profile for "David Woytek" with the email "dwoytek@roadrunner.com". Below the name are fields for "Memb No." and "Expiry date 12/31/2027". A red hand-drawn circle highlights the entire profile card.

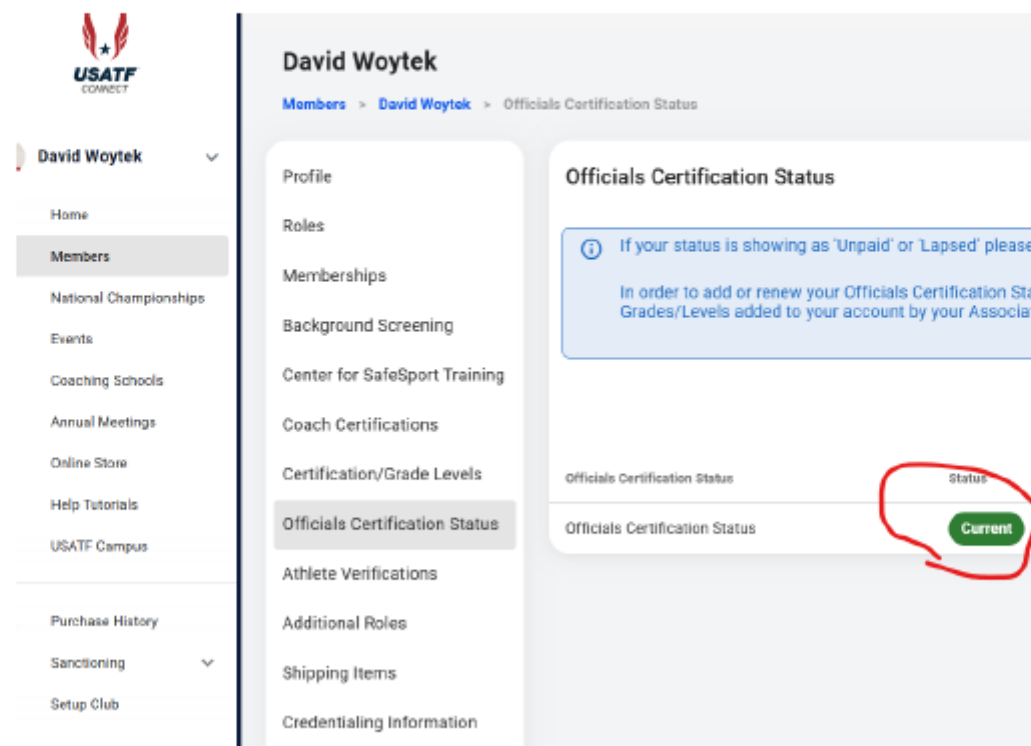
USATF Sport:80

4. When your profile shows up, click on "Officials Certification Status".



USATF Sport:80

5. When your Officials Certification Status appears, click on the **green button titled “Current”**. If your certification status has lapsed and is not current, it will **red and be titled “Lapsed”**.



The screenshot shows the USATF Connect member profile for David Woytek. The left sidebar contains navigation options: Home, Members (selected), National Championships, Events, Coaching Schools, Annual Meetings, Online Store, Help Tutorials, USATF Campus, Purchase History, and Sanctioning. The main content area is titled 'David Woytek' and includes a breadcrumb trail: 'Members > David Woytek > Officials Certification Status'. A central menu lists various profile sections, with 'Officials Certification Status' highlighted. To the right, the 'Officials Certification Status' section contains a blue informational box with a question mark icon and text: 'If your status is showing as 'Unpaid' or 'Lapsed' please c...' and 'In order to add or renew your Officials Certification Stat Grades/Levels added to your account by your Associati...'. Below this, a table shows the 'Officials Certification Status' with a 'Status' column containing a green 'Current' button, which is circled in red.

USATF Sport:80

6. After clicking on the button, choose your overall certification level (may already appear) and click "Next".

Officials Certification Status Renewal Details

Please Note: Any additions/edits you make in this section of the form will only take effect once you've completed the form and checked out if payment is required.. The available overall certification level may have been filtered to only show those available based on association. **Select to see details and price.**

Overall Certification Level

Master X v

Cost \$20.00

AMOUNT MAY BE SUBJECT TO ADDITIONAL (REGIONAL/STATE) FEES. THESE WILL BE ADDED PRIOR TO CHECKOUT.

Valid Until 12/31/2028

Approval Information

This item requires payment followed by approval from an administrator. Once you have completed your payment one of our administrators will check the validity of this item before approving the request to add it to your profile. Upon conclusion of our checks, if successful the status of this item will change to Complete. In cases where applications are unsuccessful (displaying an "incomplete" status), please use the support feature for more information.

1/3

Next

USATF Sport:80

7. Verify your information, make any necessary changes, and then click "Next".

David Woytek - Officials Certification Status

OFFICIALS CERTIFICATION STATUS DETAILS

Certification Info

CERTIFICATION INFO

PHOTOGRAPH

Please select the size T-Shirt you would prefer. We have included Men's and Women's sizes. Please scroll through the list to find the best size for you.

T-Shirt Size *

Emergency Contact Name *

Emergency Contact Phone *
Number

Emergency Contact Email *

Emergency Contact *
Relation

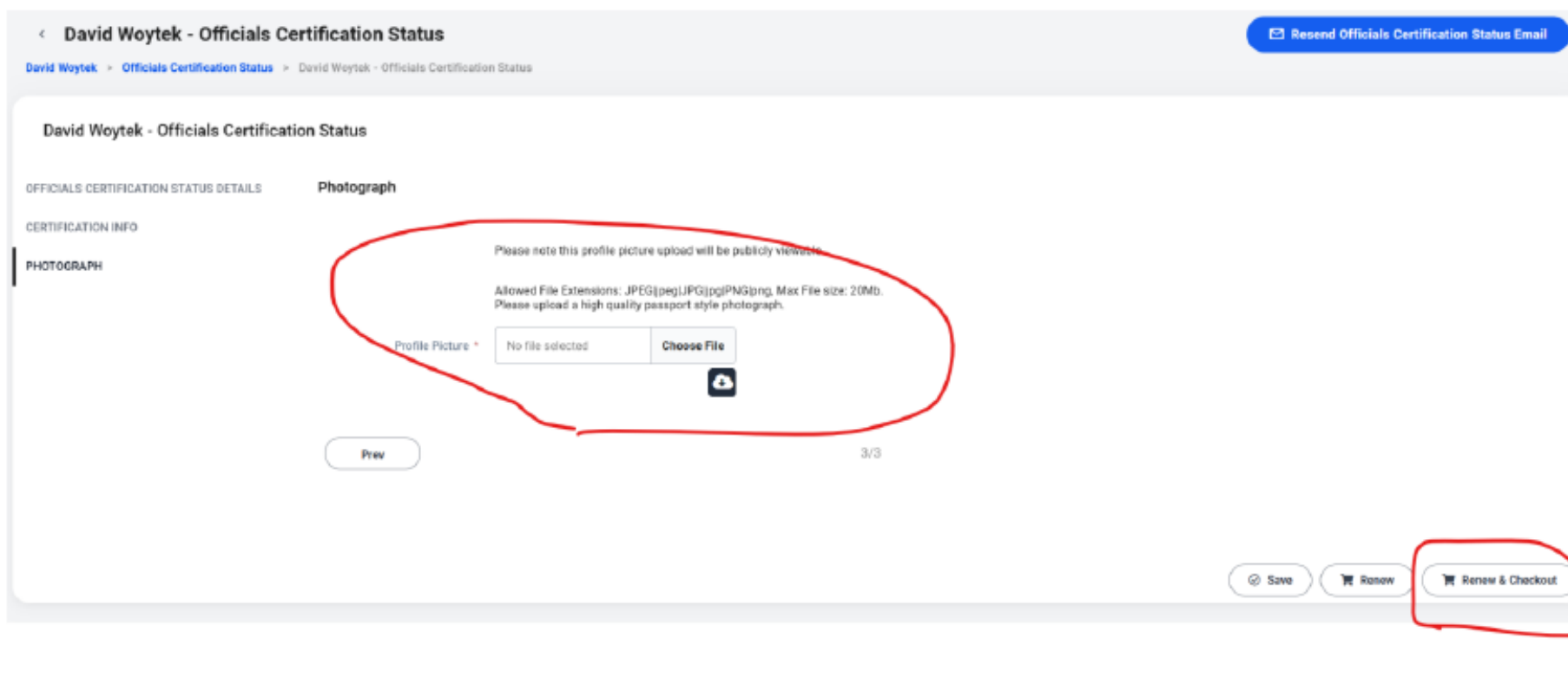
Prev

2/3

Next

USATF Sport:80

8. Update your profile picture if needed and then click **“Renew & Checkout”**.



David Woytek - Officials Certification Status

Resend Officials Certification Status Email

David Woytek > Officials Certification Status > David Woytek - Officials Certification Status

David Woytek - Officials Certification Status

OFFICIALS CERTIFICATION STATUS DETAILS Photograph

CERTIFICATION INFO

PHOTOGRAPH

Please note this profile picture upload will be publicly viewable.

Allowed File Extensions: JPEG|peg|JPG|jpg|PNG|png. Max File size: 20Mb.
Please upload a high quality passport style photograph.

Profile Picture * No file selected Choose File

Prev 3/3

Save Renew **Renew & Checkout**

USATF Sport:80



9. Enter your billing information and click "Checkout".

Cart

Item	Quantity	Cost Per Item	Total	Remove
David Woytek - Officials Certification Status Master (Valid until - 12/31/2028) - One Time Payment	1	\$20.00	\$20.00	

Discount Code

Total: \$20.00

Billing Details [Click here to use my details](#)

Name: *

Email Address: *

Address Line 1: *

Address Line 2:

Address City: *

State: *

Zip Code: *

Country: *

Save Details For Future Use

USATF Sport:80

10. Enter your credit card information and click "Pay".

Cart

Checkout

Item	Quantity	Cost Per Item	Total
David Woytek - Officials Certification Status Master (Valid until - 12/31/2028) - One Time Payment	1	20.00	20.00
Processing Fee	1	1.10	1.10

Items:	\$20.00
Processing Fee:	\$1.10
Total:	\$21.10

Card Google Pay

Secure, 1-click checkout with Link

Card number Expiration date Security code

Country ZIP code

Save your info for secure 1-click checkout with Link

© Link - by providing your phone number, you agree to create an account subject to [Terms](#) and [Privacy Policy](#)

Powered by **stripe**

Pay

USATF Sport:80

11. You will then receive an email from USA Track & Field and the subject line will state "USA Track & Field - Payment Confirmation".



Hi DAVID D WOYTEK JR.

We can confirm payment was successfully processed for the following items:

Payment Reference: 6733889c1e04d

Item	Quantity	Unit Cost	Total Cost
David Woytek - Officials Certification Status Master (Valid until - 12/31/2028) - One Time Payment	1	\$20.00	\$20.00
Processing Fee	1	\$1.10	\$1.10
Total :			\$21.10
Amount Paid:			\$21.10
Outstanding Balance:			\$0.00

Please note: your payment may appear as or make reference to Sport:80 on your bank statement

USATF Certified Official's Store

- <https://www.shopusatfofficials.com/>



Official's Shirts

- <https://www.shopusatfofficials.com/newofficials>

NEW OFFICIALS

Each new USATF Certified Official is entitled to receive one Nike polo -- please select the appropriate item below to order your complimentary shirt! When you check out, please be sure to enter your Membership ID # on the Shopping Cart or Checkout pages.

Products [2]

Sort by: Order By



Men's New Official Polo - Navy

\$50.00

SELECT OPTIONS



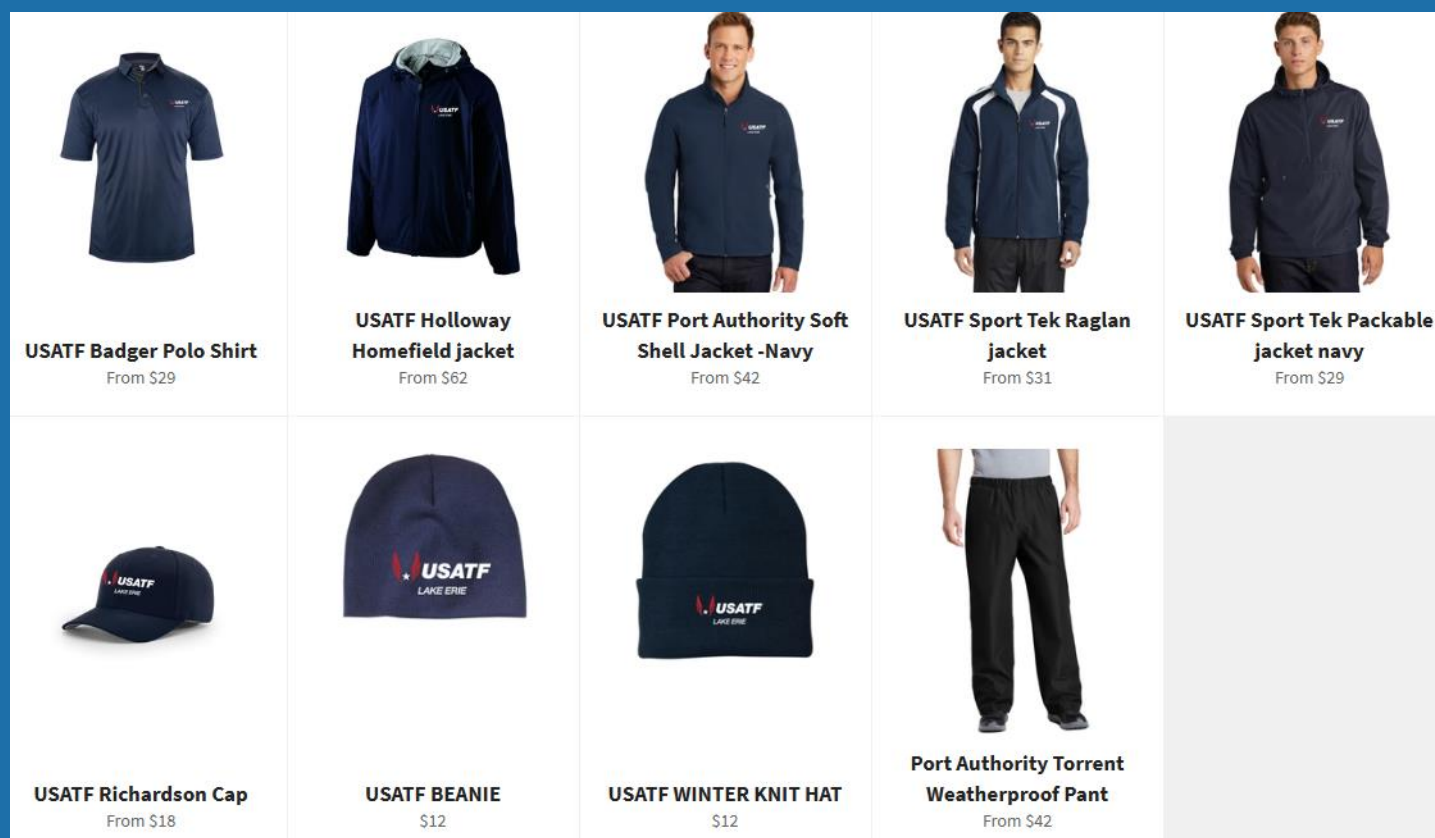
Ladies' New Official Polo - Navy

\$50.00

SELECT OPTIONS

USATF Lake Erie Association Store

- <https://fssportinggoods.com/collections/usatf>



PDF of PowerPoint

For a PDF of this PowerPoint,
go to the following link:

<https://www.lightningtiming.com/2025%20USATF%20Recertification%20Clinic.pdf>

Questions?

