



PLAN B Study Guide 3 – Clerking

Study Guide 3 – CLERKING Program Learning/Performance Objectives

Junior Official Program Study Guides

The purpose of the Study Guides in this program are to help you acquire the knowledge needed to be able to understand and create a brief statement of the information that you will need for course completion and future knowledge. You might think of this Study Guide as a mini-outline to the different official positions that are contained in Track and Field competitions. Consider this Study Guide as a condensed version of all of the important information that you will need to complete the Junior Officials Program successfully.

Each Officials duties, skills and behaviors are contained in the 17 Different Study Guides offered in this program. These Study Guides are a combination of

- Adopted USATF 2020 Competition Rules.
- Best Practices (those skills that describe “what works best” in a particular situation or environment). These Study Guides are data supported successes and researched supported over time, as offered by Track & Field officials in the quest for accountability for reliable methods.
- USATF Code of Ethics
- USATF Professional Guidelines

Procedures

Once you have the Study Guide in front of you, do more than just read it. Take the time to look at the material to understand what you will be asked to do. Start by reading the description to formulate a big-picture idea of what your Mentors assessment will look like. Then, review the list of concepts.

Quizzing yourself is a highly effective study technique. Make a copy of the Mentors Checklist and carry it with you to the meets so you can review the questions and answers periodically throughout the day and across several days/meets. Identify the questions that you don't know and quiz yourself on only those questions. Say your answers aloud.

The important skills needed in this Guide correspond to the Learning and Performance Objective numbers that begin with the abbreviation **C (Clerking) - (C1-C27)**.

Ask questions of your Mentors, they are there to answer your questions and guide you to learning and performing as a USATF official.

Good Luck to you on your journey to become a USATF Certified Official!



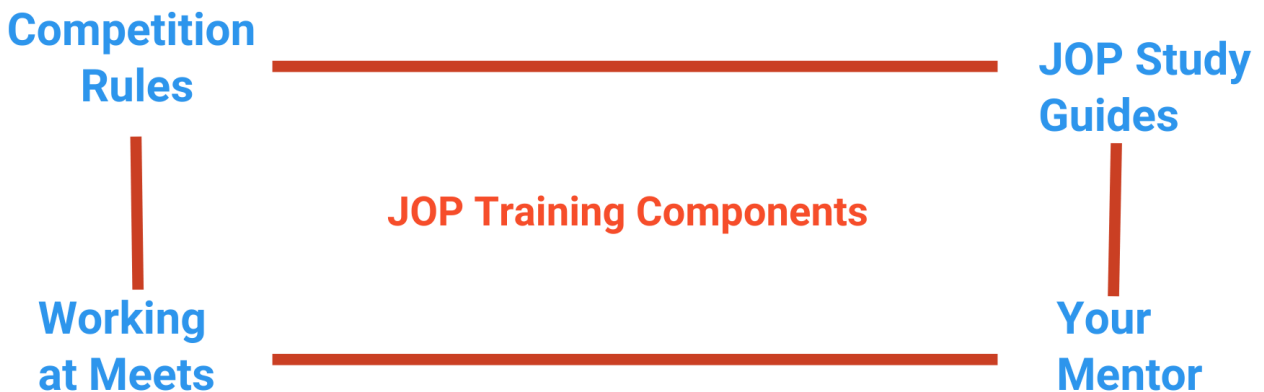
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This is one of 17 Study Guides available to you. Each Guide covers a different track and field event. You are welcome to review all the guides, but the JOP program would like you and your mentor to **select ten (10)** of these Guides to concentrate on as your primary focus while participating in the JOP program. JOP Participants who are in the program for longer than two (2) years will have the opportunity to experience all of the 17 Study Guides. This will help you prepare for the Officials Association Level that the 3-4 year participants can qualify you to become. You will be evaluated by your mentor on your knowledge of your 10 Study Guide events. Also, an Alternative List of Study Guides will be produced for your furthering your knowledge in your officiating experience.

The content of these Study Guides is primarily drawn from these resources:

- USATF Competition Rules
- Best Practices
- USATF Code of Ethics
- USATF Professional Guidelines

These Study Guides, your mentor, the USATF Competition Rules, and experience working track and field meets are the four key components of the Junior Officials Program.



You will need to become very familiar with the following rule(s) as listed in your copy of the 2020 Competition Rule Book or found at: [2020 Competition Rule Book](#)

- USATF Rule 136 (page 45-46)
- Performance Objectives
- Who is the clerk of the Course USATF/NCAA/NFHS
- Common Sense Rules to Live by
- Related Rules:



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- Uniforms (USATF 143, NCAA 4-3, NFHS 4-3) (page 49-50)
- Spikes (USATF 143-3c, NCAA 4-3-5, NFHS 4-3-1a(3)) (page 49)
- Electronic Devices (USATF 159, NCAA 4-1-17, NFHS 3-2-8) (page 159)
- Blocks and block holders (USATF 161, 302.2e, 332.2d, NCAA 2-2, 5-1-3 NFHS 5-4-1, 5-7-7) (pages 61-62)
- Relays (USATF 170, NCAA 5-8, NFHS 5-10) (page 82-85)
- Batons (USATF 170-15, NCAA 2-5, NFHS 5-4-3, 5-10-5) (page 84)
- Receiving Baton/After passing (USATF 170-13,14,17, NCAA 5-8-4,6, NFHS 4-10-11) (pg.84)
- Forming Heats (USATF 166, NCAA 5-11, NFHS 5-6) (pages 72-79)
- Responsibility to Report (USATF 142, NCAA 4-2-1, NFHS 4-1-3,4) (page 48)
- Check-in and Staging
- Escorting
- Line Clerking
- Head Clerk
- Equipment
- Pre-Meet Preparations
- Key Points
- Mistakes
- Situations for discussions
- Clerking Area Venue checklist
- Track Surface
- Venue
- Blocks

RESOURCES

Best Practices

- Event Preparation – Clerking. March 2020
 - Rules – NCAA Clerking, May 2014
 - Rules – USATF Clerking, May 2019
 - Head Officials Protocols – Clerk, May 2020
 - Official’s Duties – Clerk May 2020
 - All of the above resources can be found at:
 - Clerk Scheduling and Assignment Sheets – Championship, April 2010
 - Efficient Clerking – Annual Meeting Clinic , December 2016
 - Evaluation Forms – Clerk of the Course, July 2017
- All of the above resources can be found



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<https://www.flipsnack.com/USATF/clerking/full-view.html>

- USAFT Code of Ethics/ Professional Guidelines
[USATF Code of Ethics and Performance Guidelines](#)



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REMINDER MAP Common Learning/Performance Objectives (PO's) for all JOP Participants

Mentors will be concentrating on the areas in gray to determine your Checklist and Field of Play Evaluation at the end of your individual time-line in the program.

Code of Ethics/Performance Objectives (PO's)	PO #	Assessment Evaluation Criteria (P.O.'s)	PO #
Be fair, consistent, and impartial to ensure equitable treatment for all competitors.	PO1	Arrives on time for meetings and events.	AEC1
Have a thorough knowledge of the rules and procedures for the particular event or position assigned and review them prior to a competition.	PO2	Properly wears officials' uniform; presents a professional appearance.	AEC2
Cooperate with fellow officials to conduct competition in a safe and professional manner. Be courteous and avoid confrontations or making derogatory comments to athletes, coaches, spectators, or other officials.	PO3	Knows and applies rules correctly and consistently.	AEC3
Demonstrate respect and courtesy for other officials. Avoid interfering with duties assigned to other officials or publicly questioning the performance of other officials. Assist in correctly applying rules and support final decisions rendered by chief officials. Provide and accept performance feedback in a positive manner.	PO4	Treats all personnel with respect and professionalism	AEC4
Honor all assignments and agreements made for performance of officiating and support duties.	PO5	Communicates effectively with competitors.	AEC5
Not discriminate against any individual or group on the basis of race, color, religion, gender, national origin, age, or other protected characteristic.	PO6	Stays alert to the competition, potential problems, and the athletes.	AEC6
Not engage in harassment by making unwelcome advances, remarks, or display of materials where such would create an intimidating, hostile, or offensive environment.	PO7	Works well with other officials for success of the crew.	AEC7
Not fraternize with athletes or coaches, provide tips or comments which could be construed as coaching for any athlete, nor cheer for or provide encouragement to particular athletes or teams during a competition.	PO8	Willing to pitch in and help wherever needed or directed.	AEC8
Not use tobacco products while in the field of competition, nor consume alcoholic products before or during a competition.	PO9	Has applicable rule books and necessary personal equipment.	AEC9
Not seek recognition or attention during a competition.	PO10	Correctly and efficiently prepares the venue; maintains safety	AEC10
Conduct an honest self-evaluation after each competition, to identify errors made and areas for improvement; and be receptive to suggestions for conducting events in the best possible manner in the future.	PO11	Conducts complete, accurate briefings for athletes.	AEC11



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Comply with the USA Track & Field Officials Code of Ethics	PO12	Effectively manages volunteers	AEC12
Be punctual in reporting for assigned officiating duties, including allowing adequate time for venue inspection and set-up prior to the warm-up period and competition.	PO13	Completes event forms properly and neatly	AEC13
Possess the appropriate rule book(s) for the competition.	PO14	Demonstrates good decision-making and problem-solving skills.	AEC14
Possess and maintain appropriate uniform items and wear the national uniform or other dress prescribed by meet management, and be prepared to continue duties in all types of weather.	PO15	Accepts & responds to feedback, contributes to post-event review	AEC15
Inspect assigned venues to ensure the safety of athletes, officials, and spectators. Correct or report apparent or suspected dangers to meet management before beginning a competition.	PO16		
Be calm, positive, and polite. Refrain from dialog with athletes and coaches regarding disputed calls or decisions, and instead refer them to the referee, protest table, or games committee for resolution. Report abusive behavior toward officials to meet management.	PO17		
Not use any electronic or photographic devices, including cell phones, while officiating.	PO18		
Assist in submitting competition results, cleaning the event area, and returning equipment. Before departing the site, determine if any other venues need officiating assistance.	PO19		
Attend periodic training sessions or clinics to maintain or update officiating skills. Assist, as appropriate, in developing and presenting training materials.	PO20		
Keep physically fit, and advise their association or coordinator of officials of physical limitations on their ability to perform any assigned duty.	PO21		
Mentor less experienced officials by sharing information and techniques, demonstrating use of equipment, identifying potential problems or issues and recommending solutions, and encouraging questions.	PO22		
Assist in recruiting new officials.	PO23		
Consider active involvement with the officials' committees of the local association and USATF.	PO24		
Make recommendations for rules changes as appropriate.	PO25		



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Study Guide 3 – CLERKING - Learning/Performance Objectives – Mentor Checklist

Participants Name _____ Mentor Name _____

Evaluate applicable areas, based on assignment(s) for this meet/some areas will be Non-Applicable (NA)

INSTRUCTIONS: All items on this Checklist must be completed during the timeline of the program. Some participants are in the program for one-to-four years. All items/objectives should be checked when the item is successfully completed. Not all items will be completed at any particular meet but over a series of meets. Enter the date of the completed PO/LO, your initials for verification, and any comments that you may have. Make three (3) copies when the form is completed. Keep one (1) copy for yourself. Distribute one (1) to the participant. Send one (1) to your Certification chairperson or to your Junior Officials Program coordinator as per your specific Association designee. All Objectives must be met before submission. Note: Some of the items on the checklist maybe “Not Applicable (NA) but those items are very limited. Ex. A 14 year-old JOP Participant will not be a Starter at a meet or assigning other officials to duties. These type criteria will be marked NA. NA’s should be used sparingly.

Learning Objectives – Clerking – Module 3 What should the JOP be able to explain or do?	PO/LO #'s	Date Completed	Mentor Initials
USATF Rule 138	C1		
Performance Objectives	C2		
Who is the Clerk of Course USATF/NCAA/NFHS	C3		
Common Sense Rules to Live By	C4		
Related Rules:			
Uniforms (USATF 143, NCAA 4-3, NFHS 4-3)	C5		
Spikes (USATF 143-3c, NCAA 4-3-5, NFHS 4-3-1a(3))	C6		
Electronic Devices (USATF 159, NCAA 4-1-17, NFHS 3-2-8)	C7		
Blocks and block holders (USATF 161, 302.2e, 332.2d, NCAA 2-2, 5-1-3 NFHS 5-4-1, 5-7-7)	C8		
Relays (USATF 170, NCAA 5-8, NFHS 5-10)	C9		
Batons (USATF 170-15, NCAA 2-5, NFHS 5-4-3, 5-10-5)	C10		
Receiving Baton/After passing (USATF 170-13,14,17, NCAA 5-8-4,6, NFHS 4-10-11)	C11		
Forming Heats (USATF 166, NCAA 5-11, NFHS 5-6)	C12		
Responsibility to Report (USATF 142, NCAA 4-2-1, NFHS 4-1-3,4)	C13		
Check-in and Staging	C14		
Escorting	C15		
Line Clerking	C16		
Head Clerk	C17		
Equipment	C18		



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Pre-Meet Preparations	C19		
Key Points	C20		
Mistakes	C21		
Situations for discussions	C22		
Clerking Area Venue checklist	C23		
Track Surface	C24		
Venue	C25		
Blocks	C26		

Comments: _____



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Study Guide 3 - Clerk of Course - Field of Play Evaluation Form

Participant Name: _____ Mentor Name _____

MENTORS – All items on this Checklist must be completed during the timeline of the program. Some participants are in the program from one-to-four years. All items/objectives should be checked when the item is successfully completed. Not all items will be completed at any particular meet but over a series of meets. Checkoff the rating that you give to the JOP Participant, enter the date of completion and enter your initials as a verification that the objective was completed. If you have assigned a rating of Fair* - Please add your rationale to the *Area for Improvement space. *Please submit a copy of this Field of Play Evaluation/Assessment final form with the completion dates and your Mentor signature, to the Association Certification Chairperson or JOP Designee in your Association.* Please make 3 copies -One (1) for your records, one (1)for the Association Chair/JOP Designee, and one (1) to give to the JOP Participant for their records. Hardcopies or electronic copies are acceptable. All Objectives must be met before submission.

Code of Ethics/Professional /Learning/Performance Objectives	PO#	Fair* (check)	Good (check)	Excellent (check)	Date Completed	Mentor Initials
1. Arrives on time for meetings and events.	AEC1					
<i>*Area for Improvement (Fair or below):</i>						
2. Properly wears officials’ uniform: presents a professional appearance.	AEC2	Fair*	Good	Excellent		
<i>*Area for Improvement (Fair or below):</i>						
3. Knows and applies rules correctly and consistently.	AEC3	Fair*	Good	Excellent		
<i>*Area for Improvement (Fair or below):</i>						
4. Treats all personnel with respect and professionalism.	AEC4	Fair*	Good	Excellent		
<i>*Area for Improvement (Fair or below):</i>						
5. Communicates effectively with competitors.	AEC5	Fair*	Good	Excellent		
<i>*Area for Improvement (Fair or below):</i>						
6. Stays alert to the competition, potential problems, and the athletes.	AEC6	Fair*	Good	Excellent		



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*Area for Improvement (Fair or below):						
7. Works well with other officials for success of the crew.	AEC7	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
8. Willing to pitch-in and help wherever needed or directed.	AEC8	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
9. Has applicable rulebooks and necessary personal equipment.	AEC9	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
10. Correctly and efficiently prepares the venue and maintains a high level of safety.	AEC10	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
11. Conducts complete, accurate briefings for athletes.	AEC11	Fair*	Good	Excellent	NA	NA
*Area for Improvement (Fair or below):						
12. Effectively works with volunteers.	AEC12	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
14. Completes event forms properly and neatly.	AEC13	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
15. Demonstrates good decision-making and problem-solving skills.	AEC14	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
15. Accepts and responds to feedback in an appropriate manner.	AEC15	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
17. Not discriminate against any individual or group on the basis of race, color, religion, gender, national origin, age, athletic ability or other protected characteristic.	PO6	Fair*	Good	Excellent		



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*Area for Improvement (Fair or below):						
18. Not engage in harassment by making unwelcome advances, remarks, or display of materials where such would create an intimidating, hostile, or offensive environment.	PO7	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
19. Not use tobacco products while in the field of competition, nor consume alcoholic products before or during a competition.	PO9	Fair*	Good	Excellent		
Area for Improvement (Fair or below):						
20. Be calm, positive, and polite. Refrain from dialog with athletes and coaches regarding disputed calls or decisions, and instead refer them to the referee, protest table, or games committee for resolution. Report abusive behavior toward officials to meet management.	PO17	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
21. Not use any electronic or photographic devices, including cell phones, while officiating.	PO18	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
22. Keep physically fit, and advise their association or coordinator of officials of physical limitations on their ability to perform any assigned duty.	PO19	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
23. Presentation of JOP Log of meet experiences containing the number of Hours based on age group.	Program Requirement	Fair*	Good	Excellent		
*Area for Improvement (Fair or below):						
24. Presentation of Journal or "Briefcase of acquired materials indicating the participants knowledge of growth over the length of the program.	Program Requirement					
*Area for Improvement (Fair or below):						



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Comments: _____
