



# Provincial Upgrading Criteria – Levels 1-3

BC Athletics

Updated 30/01/2026

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## Getting Started

1. [Become a BC Athletics official member](#)
2. Have a current [Criminal Records Check](#) (within the last 5 years)
3. Complete CAC [Safe Sport Training\\*](#)
  - You will not be permitted to officiate without Safe Sport Training

\* Officials must be at least 14 y/o to become a Level 2 official

\* Officials must be at least 18 y/o to become a Level 3 official

## Definitions

- "OMS"
  - [Officials Management System](#)
  - Used by officials in BC to express their availability to officiate at BC Athletics sanctioned events
  - Used to track and manage credits (credits can be manually adjusted in the OMS to account for additional hours)
  - If you do not have an account in the OMS, contact the [Officials Development Coordinator](#)
- "Credit"
  - The term used to define and track the time of officiating, for upgrading and recognition
  - One credit is awarded for each four-hour period officiating at an event. Hours are rounded to the nearest hour.

Credits	Hours Volunteered
1	1-4
2	5-8
3	9+

Questions? Please contact the Officials Development Coordinator at [jacob.emerson@bcathletics.org](mailto:jacob.emerson@bcathletics.org) for more information.

- “Session”
  - The OMS divides one day at an event into three sessions (morning, afternoon, evening)
- “Event(s)”
  - Sanctioned Track & Field events
- “Level 1”
  - Generalist – gain experience in multiple event areas
  - Intended to teach individuals about multiple disciplines
- “Level 2”– *recommended starting place*
  - Generalist – gain experience in multiple event areas while beginning to specialize in disciplines
  - Choose your favourite discipline(s) from your experience to gain most of your credits and begin to take on more responsibilities at events
- “Level 3”
  - Specialist – become certified in specific event areas
  - Become certified in the event area(s) of your choosing from your Level 2 experience
- “Discipline(s)”
  - Officiating disciplines – where officials volunteer during meets
  - Broken down into the following areas:
    - Other/Technical Administrative
      - Combined Events Referee
      - Competition Secretary
      - Jury of Appeal
      - Technical Manager
      - Technical Delegate
    - Track
      - Start Referee
      - Call Room Referee
      - Track Referee
      - Umpire
      - Walks Judge
      - Starter

Questions? Please contact the Officials Development Coordinator at [jacob.emerson@bcathletics.org](mailto:jacob.emerson@bcathletics.org) for more information.

- Starter's assistant
  - Call Room
  - Photo Finish
  - Photo Finish Operator
- Field
  - Throws
    - Field Referee – Throws
    - Throws
      - Hammer Throw
      - Javelin Throw
      - Shotput
      - Discus Throw
  - Jumps
    - Field Referee – Jumps
    - Vertical
      - Pole Vault
      - High Jump
    - Horizontal
      - Long Jump
      - Triple Jump

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## Level 1 Requirements

The goal of Level 1 is to gain experience across a wide range of officiating disciplines, become accustomed to how events are run, and build confidence as an official.

Level 1 certification requires:

1. A current year's issued [officials membership](#) with BC Athletics
  - Have a current [Criminal Records Check](#) (within the last 5 years)  
(Required for individuals that are 19+)
  - Complete CAC [Safe Sport Training](#)
2. Completion of Athletics Canada Officials [Module 101](#) and [Module 201](#)  
Or  
BC Athletics in person Introductory Officials Clinic

Once these requirements are met, the official will become a certified Level 1 and they will be given an OMS profile with the designation "L1". Please see the learning experience rubric located on page 12 of this document for more information about expected learning outcomes from each event area.

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Questions? Please contact the Officials Development Coordinator at [jacob.emerson@bcathletics.org](mailto:jacob.emerson@bcathletics.org) for more information.

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## Level 1 Official Certification Checklist

- ☐ Become a BC Athletics official member
    - ☐ Obtain and submit a [Criminal Records Check](#) with vulnerable sector
    - ☐ Complete CAC [Safe Sport Training](#)
      - Elearning > multi-sport > Safe Sport Training
  - ☐ Complete Officials [Module 101](#) and [Module 201](#)
  - ☐ Begin the pathway to Level 2 (outlined below)
  - ☐ Level 2 mentor assigned by the mentorship working group
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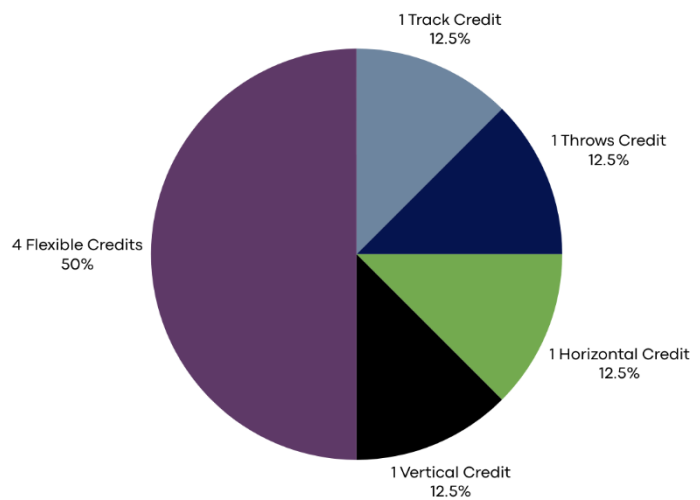
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## Level 2 Upgrading Criteria

Level 2 certification requires:

1. Completion of a minimum of 8 credits across various disciplines. These 8 credits are broken down into the following:

- 1 throws credit
- 1 horizontal jumps credit
- 1 vertical jumps credit
- 1 track credit
- The four remaining credits may be split based on the individual officials' interests



Once these requirements are met, a Level 2 certificate will be issued, and the official's OMS profile will be updated from "L1" to "L2".

Please see the learning experience rubric located at the end of this document for more information about expected learning outcomes from each event area.

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## Level 2 Official Certification Checklist

- ☐ Officiate at sanctioned events and [report your credits](#)
    - ☐ 1 credit from throws
    - ☐ 1 credit from vertical jumps
    - ☐ 1 credit from horizontal jumps
    - ☐ 1 credit from track
    - ☐ 4 credits from discipline(s) of choice
  - ☐ Begin the pathway to Level 3 (outlined below)
  - ☐ Level 3 mentor assigned by the mentorship working group
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## Level 3 Upgrading Criteria

To better support sanctioned events, we are simplifying the Level 3 upgrading criteria and encouraging officials to diversify their Level 3 disciplines.

Level 3 certification requires:

1. Successful participation in the [Level 3 clinic](#) specific to the discipline and completion of the clinic's take-home assignment
2. Acquiring 16 credits within the upgrading discipline (up to 10 credits earned prior to Level 2 but not used for Level 2 upgrading may be used towards your Level 3)
  - A minimum of 6 credits must be acquired as a chief (chief credits are only applicable towards this total when you are in a leadership role – you cannot be a “chief of one”)
3. Successful completion of the [NOC open-book exam](#) on the rules outlined in the [World Athletics Rule Book](#), achieving a minimum score of 80%
  - This exam only needs to be completed once, regardless of the number of disciplines an official pursues



4. Confirmation from the mentor that the official is ready for a Level 3 evaluation
  - Once an official has completed the above steps, their mentor will complete [this form](#) to request an evaluation for their mentee
5. One (1) successful practical evaluation conducted at a sanctioned event by a Provincial Evaluator. The evaluation can occur at any sanctioned BC Athletics meet

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and must span a minimum of two credits of officiating. These two credits can be earned over multiple days

- I.e. if you officiate during Saturday morning and Sunday afternoon, two credits will be awarded and that span of time would be suitable for a Level 3 evaluation

\* Please note that NOC has specific requirements for referees. Please contact the Officials Development Coordinator at [jacob.emerson@bcathletics.org](mailto:jacob.emerson@bcathletics.org) for more information.

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### **Level 3 Certification Checklist**

- ☐ Level 2 certified
  - A mentor will be assigned to you by the Mentorship Working Group upon Level 2 certification
  - The mentor works with mentee throughout the Level 3 process
- ☐ Your mentor completes this [kick off report](#)
- ☐ Attend a [Level 3 clinic](#) in your discipline
  - ☐ Complete the take home assignment from this clinic
- ☐ Acquire 16 credits within the upgrading discipline
  - Up to 10 credits not utilized for Level 2 upgrade, but earned prior to it, are eligible towards this total
  - A minimum of 6 credits must be as a "Chief" (chief credits are only applicable towards this total when you are in a leadership role – you cannot be a "chief of one")
- ☐ Complete the [NOC open-book exam](#) on the rules outlined in the World Athletics Rule Book, achieving a minimum score of 80%
  - There are a number of incorrect question/answers in this exam that we are aware of – corrected 80% is achieving a raw score of 75/100

Questions? Please contact the Officials Development Coordinator at [jacob.emerson@bcathletics.org](mailto:jacob.emerson@bcathletics.org) for more information.

- Once the exam is complete, the official must take a screenshot of the score and email it to [jacob.emerson@bcathletics.org](mailto:jacob.emerson@bcathletics.org)
- ☐ Receive confirmation from your mentor that you have developed the skills required to upgrade
  - Your mentor will [request an evaluation](#)
- ☐ An evaluator is assigned by BC Athletics staff / Upgrading Coordinator
- ☐ The evaluation date is confirmed by BC Athletics staff / Upgrading Coordinator
- ☐ Upon successful completion of evaluation, you will be certified as a Level 3 official in this discipline
- ☐ Begin the process of upgrading to Level 4\* or expand your skill set to include another Level 3 discipline

\*If you are interested in upgrading to Level 4, let the Officials Development Coordinator know [here](#).

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### Subsequent Level 3 Checklist (Completing another discipline)

- ☐ Contact the Officials Development Coordinator [here](#) to be assigned a new mentor
- ☐ Your mentor completes this [kick off report](#)
- ☐ Attend a [Level 3 clinic](#) in your chosen discipline
  - ☐ Complete the take home assignment from this clinic
- ☐ Acquire 16 credits within the upgrading discipline
  - Up to 10 credits not utilized for Level 2 or previous Level 3 upgrade, are eligible towards this total
  - A minimum of 6 credits must be as a chief (chief credits are only applicable towards this total when you are in a leadership role – you cannot be a “chief of one”)
- ☐ Receive confirmation from your mentor that you have developed the skills required to upgrade
  - At this point, your mentor will [request an evaluation](#)
- ☐ An evaluator is assigned by BC Athletics staff / Upgrading Coordinator
- ☐ The evaluation date is confirmed by BC Athletics staff / Upgrading Coordinator
- ☐ Upon successful completion of the evaluation, you will be certified as a Level 3 official in this discipline
- ☐ Begin the process of upgrading to Level 4\* or expand your skill set to include another Level 3 discipline

\*If you are interested in upgrading to Level 4, let the Officials Development Coordinator know [here](#).

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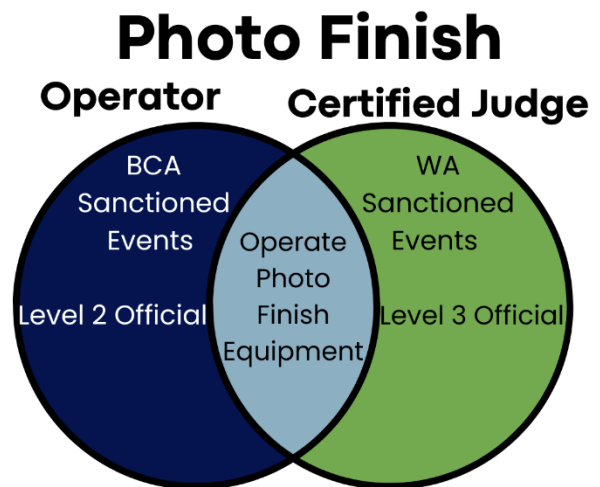
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## Photo Finish Operator Pathway (Specialized Level 2 Certification)

To better support sanctioned events, we are creating a simplified pathway for those interested in becoming a photo finish operator.

### Scope of work: photo finish operators vs. certified photo finish judge

- Photo finish operators are only eligible to provide services at Non-World Athletics sanctioned events.
- Photo finish operators who would like to provide services at World Athletics sanctioned events must be supervised by a certified photo finish judge.
- Certified photo finish judges are eligible to provide services at all BC Athletics and World Athletics sanctioned events and all Track & Field/ Cross Country provincial championship events.
- Those wishing to become a certified photo finish judge must follow the traditional Level 3 pathway outlined earlier in this document.



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**Photo Finish Operator requires:**

1. Successful participation in the [photo finish boot camp](#)
2. 8 credits acquired as a photo finish operator while under the supervision of a certified photo finish judge
  - Certified photo finish judge is to act as a mentor during these events
  - Mentor is to confirm that official can be self-sufficient and fully capable prior to requesting an evaluation, regardless of the number of credits it takes to achieve this status
3. A successful practical evaluation conducted at a sanctioned event by provincial evaluator assigned by BC Athletics staff / Upgrading Coordinator.
  - The evaluation can occur at any sanctioned BC Athletics event and must span a minimum of two credits of officiating. These two credits can be earned over multiple days or multiple meets

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## Photo Finish Operator Checklist

- ☐ [Become a BC Athletics official member](#)
    - ☐ Have a current [Criminal Records Check](#)
    - ☐ Complete CAC [Safe Sport Training](#)
  - ☐ Attend [photo finish boot camp](#)
    - ☐ Mentor assigned upon completion of boot camp
  - ☐ Your mentor completes [kick off report](#)
  - ☐ Acquire 8 credits as a photo finish operator at BC Athletics sanctioned events
    - ☐ Confirm that these 8 credits were collected under direct supervision of a certified photo finish operator
  - ☐ Receive confirmation from your mentor that you have developed the skills required to upgrade
    - ☐ The mentor will [request an evaluation](#)
  - ☐ An evaluator is assigned by BC Athletics staff / Upgrading Coordinator
  - ☐ The evaluation date will confirmed by BC Athletics staff / Upgrading Coordinator
  - ☐ Upon successful completion of evaluation, you will be a photo finish operator and certified as a Level 2 official
- 

Questions? Please contact the Officials Development Coordinator at [jacob.emerson@bcathletics.org](mailto:jacob.emerson@bcathletics.org) for more information.

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## **Competition Secretary Pathway (Specialized Level 2 Certification)**

To better support sanctioned events, we are creating a simplified pathway for those interested in becoming a competition secretary\*.

Level 2 Competition Secretary requirements:

1. Successful participation in the [Competition Secretary Boot Camp](#)
2. Acquiring 8 credits as a competition secretary while under the supervision of a certified competition secretary
  - Certified competition secretary is to act as a mentor during these events
3. A successful practical evaluation conducted at a sanctioned event by a competition secretary assigned by BC Athletics staff / Upgrading Coordinator. The evaluation can occur at any sanctioned BC Athletics event and must span a minimum of two credits of officiating. These two credits can be earned over multiple days or multiple meets
  - I.e. if you officiate during Saturday morning and Sunday afternoon, two credits will be awarded and that span of time would be suitable for an evaluation

\* Please note that NOC has removed competition secretary from their list of officiating disciplines. This means that the highest level of officiating a competition secretary can achieve is Level 3. An official may choose to upgrade beyond Level 3 in another discipline to achieve higher levels of certification.

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Questions? Please contact the Officials Development Coordinator at [jacob.emerson@bcathletics.org](mailto:jacob.emerson@bcathletics.org) for more information.



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## Competition Secretary Checklist

- ☐ [Become a BC Athletics official member](#)
    - ☐ Have a current [Criminal Records Check](#)
    - ☐ Complete CAC [Safe Sport Training](#)
  - ☐ Attend [competition secretary boot camp](#)
    - Mentor will be assigned upon completion of boot camp
  - ☐ Your mentor completes [kick off report](#)
  - ☐ Acquire 8 credits as a competition secretary at BC Athletics sanctioned events
    - ☐ Confirm that these 8 credits have been collected under the direct supervision of a certified competition secretary
  - ☐ Receive confirmation from your mentor that you have developed the skills required to upgrade
    - ☐ The mentor will [request an evaluation](#)
  - ☐ An evaluator is assigned by BC Athletics staff
  - ☐ The evaluation date will confirmed by BC Athletics staff
  - ☐ Upon successful completion of evaluation, you will be a Level 2 competition secretary and certified as a Level 2 official
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Questions? Please contact the Officials Development Coordinator at [jacob.emerson@bcathletics.org](mailto:jacob.emerson@bcathletics.org) for more information.

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## Unsuccessful Evaluations

It is the goal of the mentorship program to prepare officials for a successful evaluation, where the mentor and mentee feel that there is competence and confidence in their requested disciplines, that will lead to a successful evaluation.

The evaluation process is designed for the official to demonstrate their knowledge, leadership and training in their discipline. It is our goal that officials are set up for success in their evaluation and provided feedback from their evaluator on ways they might further develop their skills.

If you are unsuccessful at your Level 3 upgrade attempt, please refer to your options below and discuss the best plan of action with your mentor:

### 1. Reattempt the evaluation

- Accept the feedback from your evaluator and share it with your mentor
- Use this feedback as a guide on what to work on and practice
- You must officiate (while incorporating this feedback) a minimum of 5 credits in your chosen discipline before your mentor can request another evaluation
- Your mentor may request an evaluation only after progress is demonstrated in the areas of improvement identified during your initial evaluation

### 2. Attend further education then reattempt the evaluation

- Attend further [level 3 clinics](#) offered in BC and virtually across Canada
- Attend leadership and interpersonal skills workshops
- Review your [Safe Sport training](#)
- Take multi-sport training the [The Locker](#)
  - i. [Skilled Interaction for Officials](#)
  - ii. [Decision Making for Officials](#)

Questions? Please contact the Officials Development Coordinator at [jacob.emerson@bcathletics.org](mailto:jacob.emerson@bcathletics.org) for more information.

- Once you and your mentor feel confident in your abilities, your mentor can request an evaluation
  - i. Your mentor must describe what further education you've received and how that training has been demonstrated while officiating (with the goal of helping you pass your evaluation)

### **3. Consider diversifying your skill set to other event areas**

- Explore some other officiating disciplines to see if there are any further areas of interest
- If you choose to work with multiple mentors (ie. keep in contact with your current mentor, but also have a working relationship with a mentor in another discipline), we can accommodate this request

### **4. Gain further experience as an official**

- Express your availability for events across the province
  - i. Attend a variety of events
  - ii. Work with officials from different zones
- Continue working with your mentor

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## **Contact Info**

Officials Development Coordinator – [jacob.emerson@bcathletics.org](mailto:jacob.emerson@bcathletics.org)

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## **Level 2 Experience Checklist/ Learning Outcomes**

On the Pathway to Level 2, you will be exposed to all track and field event areas. Please refer to the list below for the learning outcomes associated with each event group. You should treat the skills below as an experience checklist prior to being upgraded to Level 2.

### Photo Finish

- Set up and align photo camera
- Network the camera with the results computer and printer
- Place athletes in correct order in a sprint using the photo finish software
- Place athletes in correct order in a middle distance event using the photo finish software

### Competition Secretary

- Create and organize score sheets and finish line sheets at the start of the day
- Import track results from the photo finish software
- Manually input field results from scoresheet into program
- Organize paper flow and post results

### Starter

- Set-up start (including movement of start)
- Recall-starter in any race
- Start standing and down start races
- Load and unload gun

Questions? Please contact the Officials Development Coordinator at [jacob.emerson@bcathletics.org](mailto:jacob.emerson@bcathletics.org) for more information.

## Starters Assistant

- Check in athletes and mark the start list
- Assemble athletes at start of race
  - o Place athletes in heats and lanes
- Judge athletes' compliance with commands in "on your marks" and "set"
- Place and remove starting blocks
- Distribute and collect relay batons

## Umpire

- Umpire in any race
  - o Lane infringement and obstruction
- Fill out an umpire report form
- Judge a relay zone
- Judge in hurdles or steeplechase
- Lap score
- Operate the wind gauge

## Walks Judge

- Job shadow as a walks judge
- Job shadow as a chief judge
- Complete a red card

## Vertical Jumps Judge

- Set up the event
- Record trials
- Replace bar
- Assist with measuring and calibration
- Distinguish between fair and foul attempts
- Set time interval
  - o Notify athletes and officials of warning/ expiry of time

Questions? Please contact the Officials Development Coordinator at [jacob.emerson@bcathletics.org](mailto:jacob.emerson@bcathletics.org) for more information.

## Horizontal Jumps Judge

- Set up event
- Record trials for event
  - o Select top 8 for final round and reorder
- Participate in measuring trials
- Judge landing in sand pit
- Distinguish between fair and foul attempts at the scratch line
- Operate wind gauge
- Operate timing clock
- Place and remove cone at start of trial

## Throws judge

- Set up event
- Record trials
  - o Select top 8 for final round and reorder
- Participate in measuring trials
- Indicate foot faults
- Set time interval
  - o Notify athletes and officials of warning/expiry of time

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