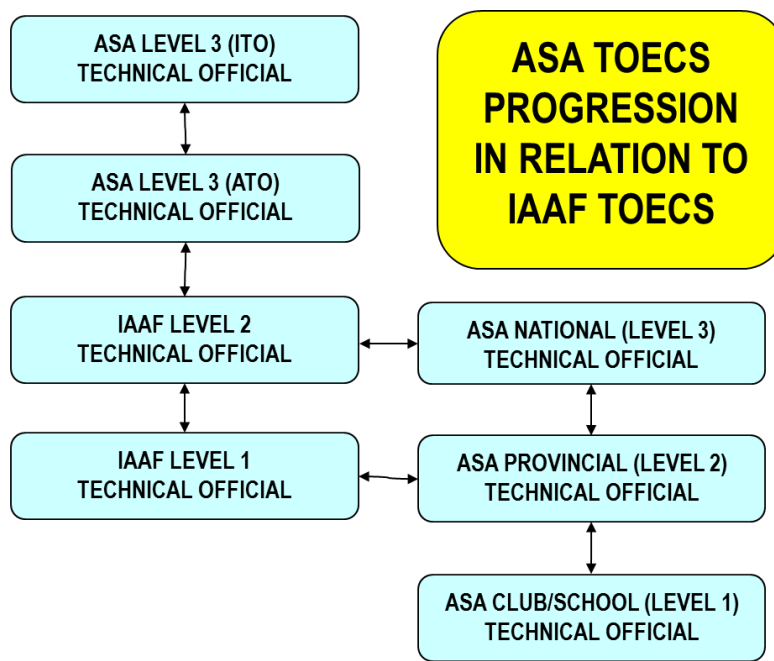




## ASA TECHNICAL OFFICIALS EDUCATION AND CERTIFICATION SYSTEM (TOECS) ASA LEVEL 1 – CLUB/SCHOOL/TERTIARY TECHNICAL OFFICIAL

### 1. INTRODUCTION

- 1.1. No prerequisite is needed to attend a Level 1 TO Course.
- 1.2. ASA Level 1 is the first of three levels of ASA TO training.
- 1.3. ASA Level 1 will serve as an advancement of the Technical Official's skills and is aimed at an official who enters the world of officiating.
- 1.4. ASA Level 1 will thus form the base of officials in a province.
- 1.5. These officials will gain experience at club and schools events. The requirement is that the official should be accredited to the provincial athletics structure at school/tertiary/club level.



### 2. OBJECTIVES

- 2.1. To equip the novice TO with the necessary skills to successfully work at club/schools/tertiary meetings as a TO
- 2.2. To provide an understanding of the role, qualities and responsibilities of a competent TO
- 2.3. To encourage, improve and verify the appropriate interpretation and practical application of ASA Domestic Rules and Regulations
- 2.4. To equip the TO with knowledge to ensure the safety of athletes and officials in the athletics arena
- 2.5. To provide an introduction to the basics of competition management
- 2.6. To improve the application of the appropriate technical standards
- 2.7. To equip officials with basic knowledge to complete relevant documentation relevant to the position assigned to them at club/school/tertiary events

### 3. COURSE STRUCTURE

- 3.1. Theoretical sessions (with practical demonstrations) of 12 hours
- 3.2. Written examination based on the ASA Level 1 Syllabus of 1½ hours
- 3.3. After completion, practical sessions of at least 10 club, tertiary or school events at different areas of the competition, under supervision

## 4. COURSE SYLLABUS

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>4.1. Rule 40 – Schools Athletics &amp; Tertiary Athletics<ul style="list-style-type: none"><li>4.1.1. Primary function of schools athletics</li><li>4.1.2. Primary &amp; High schools</li><li>4.1.3. Tertiary Athletics</li><li>4.1.4. Payments to Athletes</li><li>4.1.5. Athletes Representatives</li><li>4.1.6. Age Discrepancy Rule</li><li>4.1.7. Age &amp; gender categories</li><li>4.1.8. Event participation restrictions</li><li>4.1.9. Ceremony protocol</li><li>4.1.10. Technical Standards of schools athletics &amp; Tertiary Athletics</li></ul></li><li>4.2. Chapter 4 – Technical Officiating<ul style="list-style-type: none"><li>4.2.1. Venue Preparation</li><li>4.2.2. Introduction to Competition Management</li><li>4.2.3. Referees</li><li>4.2.4. Call Room</li><li>4.2.5. Starting</li><li>4.2.6. Track Judges</li><li>4.2.7. Race Walk Judges</li><li>4.2.8. Timekeepers</li><li>4.2.9. Umpires at Track events</li><li>4.2.10. Long Jump</li><li>4.2.11. Triple Jump</li><li>4.2.12. High Jump</li><li>4.2.13. Pole Vault</li><li>4.2.14. Shot Put</li><li>4.2.15. Discus Throw</li><li>4.2.16. Hammer Throw</li><li>4.2.17. Javelin Throw</li></ul></li></ul> | <ul style="list-style-type: none"><li>4.3. Chapter 5 – Safety in Athletics<ul style="list-style-type: none"><li>4.3.1. ASA License as indemnity</li><li>4.3.2. Safety on the Track</li><li>4.3.3. Safety in the infield of an athletics track</li><li>4.3.4. Safety in Throwing Areas</li><li>4.3.5. Safety in Vertical Jump Areas</li><li>4.3.6. Safety in Horizontal Jump Areas</li><li>4.3.7. Safety on the Road</li><li>4.3.8. Safety in Cross Country</li><li>4.3.9. Safety in Non-Competition Areas</li><li>4.3.10. Responsibility of role players in Athletics</li></ul></li><li>4.4. Chapter 7<ul style="list-style-type: none"><li>4.4.1. Principles of Conduct</li></ul></li><li>4.5. Chapter 8<ul style="list-style-type: none"><li>4.5.1. Introduction to basic broadcasting, advertising and social media</li></ul></li><li>4.6. Chapter 9 – Documentation<ul style="list-style-type: none"><li>4.6.1. Track Events</li><li>4.6.2. Field events</li><li>4.6.3. Cross Country</li><li>4.6.4. Race Walking</li><li>4.6.5. Lap Scorer's Card</li></ul></li></ul> |
|---|--|

## 5. EVALUATION

### 5.1. Written (100 marks)

- 5.1.1. A 1 hour 30 minute examination will be written.

### 5.2. Practical (50 marks)

- 5.2.1. Practical assessment is undertaken on 5 different topics in the course syllabus.

## 6. PROGRESSION TO ASA LEVEL 2

- 6.1. Due to regular changes in Rules and Regulations, if progression to ASA Level 2 is not done within 3 years, the TO cannot progress to ASA Level 2 and has to pass ASA Level 1 first.
- 6.2. Officiating in at least 5, but ideally 10 schools/tertiary/club events
- 6.3. Overall pass mark of at least 70 % in ASA Level 1

**7. CERTIFICATION; COLOURS; RECORDING**

**7.1. CERTIFICATION**

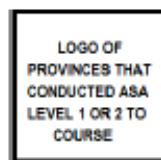
- 7.1.1. An ASA Level 1 Certificate will be issued to the candidate conditionally immediately after completing the evaluation process successfully.
- 7.1.2. An example of the certificate is attached – Note the certificate carry the logo of the province that organized the TO Course.
- 7.1.3. Note: It is up to the Province whom issued the certificate to issue a Certificate and practical experience together or separately.

**8. COLOURS**

- 8.1. No colours e.g. provincial colours will be issued at ASA Level 1

**9. RECORDING**

- 9.1. It is the responsibility of the Province to keep record of all T.O.'s been trained annually.
- 9.2. The Province will report annually in the 1<sup>st</sup> quarter of the year, as part of the EPG Report, how many T.O.'s were trained during the past year.



**CERTIFICATE**

This certificate certifies that \_\_\_\_\_  
 Successfully completed a course in TECHNICAL OFFICIATING  
 Level LEVEL 1 OR 2  
 in accordance with the requirements and procedures  
 of the ASA Education and Certification System  
 Date Issued \_\_\_\_\_

Signed on behalf of ASA

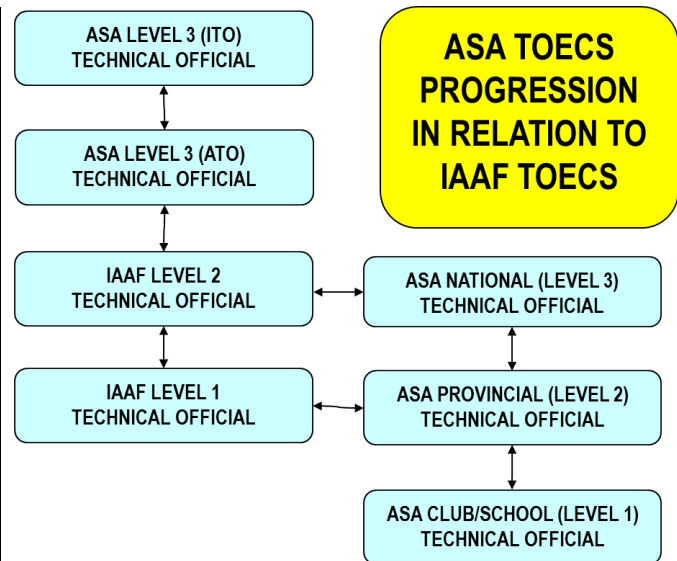
VALIDITY OF CERTIFICATE		
1. This Certificate becomes valid once practical experience is obtained by the Technical Officials mentioned above.		
2. Practical experience must be obtained within 2 calendar years after the Certificate was issued.		
3. The Referee must sign below to verify that the Technical Official applied the ASA Rules in accordance with IAAF/ASA Competition Rules.		
Name of Event	Date of Event	Signature of Referee
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



## ASA TECHNICAL OFFICIALS EDUCATION AND CERTIFICATION SYSTEM (TOECS) ASA LEVEL 2 – PROVINCIAL TECHNICAL OFFICIAL

### 1. INTRODUCTION

- 9.3. ASA Level 2 is the 2nd of three levels of ASA Technical Officials training
- 9.4. The knowledge of the ASA Technical Officials Level 1 Syllabus is a prerequisite to attend an ASA Level 2 Technical Officials Course.
- 9.5. The Technical Officials should give evidence of doing duty in accordance with the ASA Level 1 Technical Officials progression requirements



### 2. OBJECTIVES

- 2.1. To equip the Technical Official with the necessary skills to successfully perform at various Provincial and National events
- 2.2. To strengthen the understanding of ASA Club, licensing, and commercial system
- 2.3. To enhance capacity for quick and accurate decision making

### 3. COURSE STRUCTURE

- 3.1. Theoretical sessions (with practical demonstrations) of 12 hours
- 3.2. Written examination based on the ASA Level 2 Syllabus of 2 hours
- 3.3. After completion, practical sessions of at least 10 club, tertiary or school events in areas of choice e.g. road running, track, field or off-road running

### 4. COURSE SYLLABUS

- 4.1. Chapter 1 – Competitions
  - 4.1.1. Rules 1 – 4
- 4.2. Chapter 2 – Eligibility
  - 4.2.1. Rules 5 – 15
- 4.3. Chapter 3 – Technical Rules
  - 4.3.1. Rules 16 – 38
- 4.4. Chapter 4 – Technical Officiating
  - 4.4.1. The roles, duties and responsibilities of Competition Management
- 4.5. Chapter 5 – Technical Officiating
  - 4.5.1. The roles, duties and responsibilities of Competition Management
- 4.6. Chapter 7
  - 4.6.1. Integrity Code

- 4.7. Chapter 8
  - 4.7.1. Advertising and social media guidelines for athletes, coaches and officials

- 4.8. Chapter 9 – Documentation
  - 4.8.1. Race Walking Warning Sheet
  - 4.8.2. Assizing Certificate
  - 4.8.3. Protest Form
  - 4.8.4. Notice of new record set

**5. EVALUATION**

- 5.1. Paper 1: Written (150 marks – 2 hours)
  - 5.1.1. Paper 2: Track and Field or Road Running and Off Road Races

**6. PROGRESSION TO ASA LEVEL 3 AND/OR IAAF 1**

- 6.1. Due to regular changes in Rules and Regulations, if progression to ASA Level 2 is not done within 3 years, the TO cannot progress to ASA Level 3 and has to pass ASA Level 2 first.
- 6.2. Only candidates whom passed their evaluation with 90%+ will be allowed to do an IAAF Level 1 TO Course
- 6.3. Officiating in at least 3 Provincial and/or National Events
- 6.4. Pass mark of at least 80 % in ASA Level 2
- 6.5. Able to present a Thesis on a topic covered in ASA Level 1 & 2

**7. CERTIFICATION AND COLOURS**

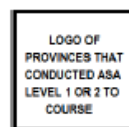
- 7.1. An ASA Level 2 Certificate will be issued to the candidate conditionally immediately after completing the evaluation process successfully.
- 7.2. Note: It is up to the Province whom issued the certificate to issue a Certificate and practical experience together or separately.
- 7.3. An example of the certificate is attached – Note the certificate carry the logo of the province that organized the TO Course.

**8. COLOURS**

- 8.1. The Level 2 TO will be entitled to Provincial colours subject to the regulations of the relevant province

**9. RECORDING**

- 9.1. It is the responsibility of the Province to keep record of all T.O.'s been trained annually.
- 9.2. The Province will report annually in the 1<sup>st</sup> quarter of the year, as part of the EPG Report, how many T.O.'s were trained during the past year.



**CERTIFICATE**

This certificate certifies that \_\_\_\_\_

Successfully completed a course in TECHNICAL OFFICIATING

Level LEVEL 1 OR 2

in accordance with the requirements and procedures of the ASA Education and Certification System

Date Issued \_\_\_\_\_

Signed on behalf of ASA

**VALIDITY OF CERTIFICATE**

- 1. This Certificate becomes valid once practical experience is obtained by the Technical Officials mentioned above.
- 2. Practical experience must be obtained within 2 calendar years after the Certificate was issued.
- 3. The Referee must sign below to verify that the Technical Official applied the ASA Rules in accordance with IAAF/ASA Competition Rules.

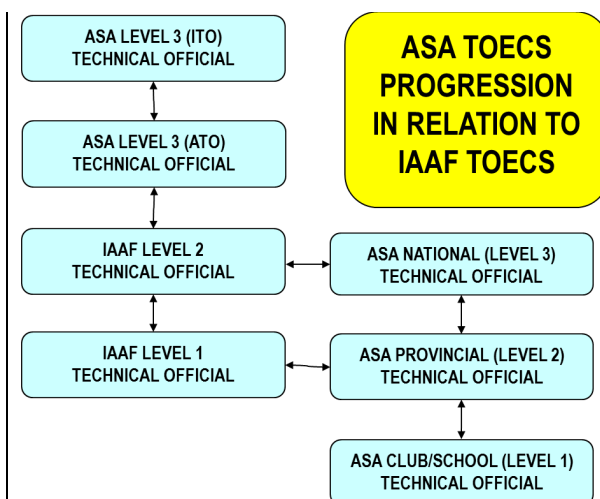
	Name of Event	Date of Event	Signature of Referee
1.			
2.			
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## ASA TECHNICAL OFFICIALS EDUCATION AND CERTIFICATION SYSTEM (TOECS) ASA LEVEL 3 – NATIONAL TECHNICAL OFFICIAL

### 1. INTRODUCTION

- 9.6. ASA Level 3 is the 3<sup>rd</sup> of three levels of ASA Technical Officials training
- 9.7. The knowledge of the ASA Technical Officials Level 1 & 2 Syllabus is a prerequisite to attend an ASA Level 3 Technical Officials Course.
- 9.8. The Technical Officials should give evidence of doing duty in accordance with the ASA Level 1 & 2 Technical Officials progression requirements



### 2. OBJECTIVES

- 2.1. To equip the Technical Official with ultimate knowledge to successfully perform at various Provincial, National and International athletics events
- 2.2. To enhance capacity for quick and analistic decision making that will improve the standard of athletics
- 2.3. Serve as Quality Controllers at events; in other words to be an expert in a specific area
- 2.4. The contribute in protecting ASA's commercial properties, e.g. prevent ambush marketing at events

### 3. COURSE STRUCTURE

- 3.1. Attending at least one National TO Symposium to understand what is required at level 3
- 3.2. 1 hour multiple choice questionnaire on level 1, 2 & 3 syllabus at start of symposium
- 3.3. Theoretical sessions (with practical demonstrations) of 8 hours
- 3.4. Present a Thesis of prescribed format on a topic covered in ASA Level 1, 2 & 3

### 4. COURSE SYLLABUS (Cover ASA Domestic Rules and Regulations & IAAF Rules)

- 4.1. Race Walking
- 4.2. Master Athletics (ASA Domestic Rules & Regulations, Section XI – Rule 39)
- 4.3. Athletes with Disabilities (ASA Domestic Rules & Regulations, Section XIII – Rule 41)
- 4.4. Managing an Athletics Team (ASA Domestic Rules & Regulations – Chapter 6)
- 4.5. ASA Integrity Code (ASA Domestic Rules & Regulation – Chapter 7)

- 4.6. Advertising and Social Media guidelines for athletes, coaches and officials (ASA Domestic Rules and Regulations – Chapter 8)
- 4.7. Jury of Appeal and ASA Record Applications (ASA Domestic Rules and Regulations – Chapter 9)
- 4.8. Areas of specialisation

## 5. EVALUATION

- 5.1. Written (150 marks – 2 hours)
- 5.2. Presentation of thesis (area of specialisation) 50 marks – 10 minutes
- 5.3. **AREAS OF SPECIALISATION**

- 5.3.1. Technical Delegate
- 5.3.2. Competition Director
- 5.3.3. Technical & Stadium manager
- 5.3.4. Meeting manager
- 5.3.5. Event presentation manager
- 5.3.6. Competition Secretary
- 5.3.7. Track Referee
- 5.3.8. Jumps Referee
- 5.3.9. Throws Referee

- 5.3.10. Race Walk Referee
- 5.3.11. Road Referee
- 5.3.12. Starters
- 5.3.13. Call Room Referee
- 5.3.14. Assizer
- 5.3.15. Course Measurement
- 5.3.16. Electronic Timing
- 5.3.17. Off Road races

## 6. PROGRESSION TO IAAF LEVEL 2

- 6.1. Officiating in at least 3 National events will required before the T.O. will be considered to do an IAAF Level 2 Course
- 6.2. Pass mark of at least 80 % in ASA Level 3
- 6.3. Pass mark of at least 90% to qualify as ASA National/Provincial Facilitator
- 6.4. Only candidates whom passed their evaluation with 90%+ will be allowed to do an IAAF Level 1 TO Course

## 7. CERTIFICATION AND COLOURS

### 7.1. CERTIFICATION

An ASA Level 3 Certificate will be issued to the candidate conditionally immediately after completing the evaluation process successfully.

### 7.2. COLOURS

The Level 3 TO will be entitled to National colours subject to the approval of the ASA Board.

### 7.3. RECORDING

- 7.3.1. It is the responsibility of ASA to keep record of all T.O.'s been trained annually at national level.
- 7.3.2. ASA will report annually in the 1<sup>st</sup> quarter of the year, as part of the EPG Report, how many T.O.'s were trained at national level during the past year.



## CERTIFICATE

This certificate certifies that \_\_\_\_\_

Successfully completed a course in **TECHNICAL OFFICIATING**

Level **LEVEL 3**

in accordance with the requirements and procedures of the ASA Education and Certification System

Date Issued \_\_\_\_\_

Valid until \_\_\_\_\_

Signed on behalf of ASA \_\_\_\_\_