



December 26, 2008

Dear Official,

Now that Christmas is over and you have a little free time before going back to work and the new year I wanted to remind you that clinics are coming up next month. It would help a lot if you would preregister, even for the free recertification clinics.

This year we are continuing **online clinic and recertification registration and ordering of rulebooks**. There is a significant amount of officials' information available for on the Pacific Association web site. This should save both you and me some time. It allows you 24/7 access to these services and it saves us money. We will still take offline registrations and orders but encourage you to use the online system if at all possible. At the same time you are at the website you can **renew your Pacific Association membership for 2009**. *Remember to be covered by new national officials' liability policy you must be an official who is currently certified for the 2009-2012 Olympiad as well as a 2009 member of Pacific Association.*

Attached for your use are the updated **2009 Officials Clinic and Recertification Schedule** which includes the payment schedule. The step by step instructions of how to register for this year's Officials clinics or recertification reviews, order rulebooks and renew your membership is on line at the PA website, www.pausatf.org. Your use of this on line service will greatly facilitate the registration process, simplify the accounting and paperwork required while making sure we get all the needed information correctly. Likewise it will insure that you will be the first to get a copy of any handouts when you attend your clinic. The overall meet schedule by Bill Hawkes was issued in Turns and Distances and will be kept up to date on the website..

Those that register on line after the **deadline for clinics which is the Wednesday before the clinic will be held**, or post mark an offline registration after the Monday before the clinic will be held or at the clinic site itself will be charged a \$10 per clinic late fee in addition to the normal clinic fee. The late registration fee for the recertification clinics will be \$5. There is no fee if you register on time for those review sessions. Late signups make it difficult for clinician to know their audience and adequately prepare for their presentation and for the clinic management staff.

When you register on line you will also be able to **purchase your rulebooks** there. If you want to do it offline then you will have to send a separate check to Jay Abbott at 361 Ross Way, Sacramento, CA 95864 who will be handling books sales this year. You can pick them up from either at the book table at the registration and check in area for the first clinic you are attending or have them mailed to you. The NCAA and NFHS rulebooks (officials and case books also) are available now for mailing after the middle of December. The IAAF book will be available after January 21 and the USATF book after March 1.

There will be a limited number of **books for sale at clinics** but if you want to be guaranteed to get the rulebooks you want, you need to preorder them now on line. Books will be sold on a first come first serve basis. Those that have order them early will be sure of getting them. Once the extra books are gone you will have to order them yourselves with the added handling costs. If you want to order them yourself, the appropriate emails and addresses are available on both the

National Officials web-site at <http://www.usatfofficials.com/rules.html> , on the PA web-site at www.pausatf.org under officials and item 3d.

As always we can use help in checking people in and collecting money and helping set up the clinics with signs etc. If you already volunteered, I will be contacting you in the near future. If not and you can help let me know which clinics. Thanks.

Finally you can also **renew your membership for 2009 on line at the website**. Many of you did this last year. The advantage is that you get your membership number immediately and we know that you are covered by the liability insurance for non-USATF officiating activities. Likewise you will have it to put on your clinic registration or your recertification form. When you renew please send an email or note to Jim Hume at jimhume.certchair@sbcglobal.net or 1561-B Marina Court, San Mateo, CA 94403 so that he can keep up the current membership list. **To be a certified official** in the Pacific Association you need to be a member of the Pacific Association USATF in some capacity. If you are not already a member as an athlete, coach or official, you will need to join on-line at PAUSATF.org before attending the clinic. The **yearly membership fee** is \$29.95.

I am also attaching **forms to register** for clinic and /or order **rulebooks offline by mail** in case you don't feel comfortable with internet commerce. However, we would like to minimize this as much as possible since it is extremely time consuming.

You will note there has been no **increase in the price of clinics** as shown on the schedule over last year.

I also wanted to remind you of the availability of "**Listserve**", a source of officials' information about the national scene from the National Official Committee. It is a free national newsletter for information purposes only and any USATF Certified Official may subscribe. You can do so by going to the National Officials' web site at www.usatfofficials.com and clicking on Listserve.

If you have any **questions or wish further information**, like maps to the clinic locations, you will find that information on the PA website or you can send your name and the request to me preferably by email at george_kleeman@comcast.net or **5104 Alhambra Valley Road, Martinez, CA 94553-9773**.

Note: All clinics are subject to cancellation if less than 5 attendees preregister by the Wednesday before the clinic. All registered attendees will be notified in case of any cancellation. If you don't hear anything then the clinic will be held. Go to www.pausatf.org and then officials and clinics for the latest schedule updates and notice of any cancellations as of the Wednesday before the scheduled clinic date.

If this clinic announcement has reached you in error or you are no longer interested in being a Track and Field Official, please drop me or Jim a note or an e-mail and we will make sure you don't receive any further notices and that your name is removed from our mailing list.

Yours in track,

George Kleeman

George Kleeman, Training Chair, Pacific Association USATF
5104 Alhambra Valley Road
Martinez, CA 94553-9773
Phone 925-229-2927, Fax 925-229-2940
e-mail george_kleeman@comcast.net

3. Step by Step Procedure to Register for Clinics

1. Renew you PA membership for 2009 (see that procedure below) It should be done before attending Introduction Clinics or Recertification Clinics.
2. Go to www.pausatf.org or double click on this address.
3. Click on the hot button for **2009 Officials Clinics** or go to **Officials** and then **Clinics**.
4. Click on **Clinic Schedule**. Pick out which clinics you want to go to. If you need more information on clinics go to **Clinic Descriptions** for those clinics of interest. Alternatively if you are going to register online, you can go directly to option 3a. since it has a very brief clinic description included along with date and price. At this point you can choose to sign up on line but it will require the use of your credit card or offline if you don't want to use your credit card. We prefer you use the online method since it saves us time and allows registration up to the Wednesday before the clinic. If you do it off line you must mail your clinic application by Monday of the week before so it arrives by Wednesday. If you chose to register late or on the day of the clinic you will be charged an additional \$10 as a late fee. The late fee for recertification clinics will be \$5.

3a. Online Registration and Rulebook Sales

1. Make sure you have a 2009 PA USATF membership number before proceeding.
2. Click on button for **Online Clinic Registration and Rulebook Sales**. If you need to go back to the PA website use the button on the top of the page for **website**.
3. Review the various clinic options if you haven't already in step 4. Under "register for clinics". At bottom of page click on "**Click here to Register Now**" button.
4. If it is your first time for online registration you have two choices: A. Set up a free account with your information, or C: use the Guess access button. If you have an account already you can log in using the B option. Click on the appropriate button and complete any required information then **continue**.
5. The next page is for waivers. Make sure you complete all the boxes before you hit the **continue** button at the bottom of the page.
6. Enter the required clinic and/or rulebook sales information and then click on the **Select Clinics and Rulebooks** button
7. Select which clinics at each location you want to attend or go to the bottom to order just rulebooks. Make sure you don't have overlapping time slots. Pick which rulebooks you want. Note those attending the Introduction to T&F Officiating will automatically get the 2008 USATF, the 2009 NCAA and the 2009 NFHS rulebooks as part of their clinic fee except for RW,LDR and Youth Clinics where the price is reduced and you only get the 2008 USATF book. You can opt you can pick them up at the location of check-in for the clinic you plan to attend and if you don't then we will mail your books mailed to you after your first scheduled clinic. Then click on the **continue** button on the bottom of the page.
8. Enter your credit card information. Complete it and you are done.
9. You will receive a note confirming what you have ordered and the cost.

3b. Offline Registration and Rulebook Sales

1. Make sure you have a 2009 PA USATF membership number before proceeding. See Section 3e or Join now on main PA website page.
2. If you don't want to use your credit card on line then you will need to download the **Off-line Clinic Registration Form** and/or the **Off-line Rulebook Purchase Form** as appropriate from Section 3c for Clinic Registration or 3d for Rulebooks. Both can be found on the main Clinic page on the website. To download highlight the whole document and then copy it to Word or whatever word processing program you use.
3. Follow the direction on the forms. Fill out the form completely. Write clearly. Note they go to two different people so you will need to write two separate checks both made out to **Pacific Association USATF**. Do not make them out to the Officials Committee because they will have to be returned since we can't cash them. Mail the completed form and check to the address shown on the appropriate form.

3e. Step by Step Procedure for PA Membership Renewal

1. Go to www.pausatf.org or double click on this address.
2. Click on the membership button "Join Now" at the top of the page and follow the instructions. If you want to do it off-line download the form and send it into the PA office. The form is available in either acrobat or basic text form. We would prefer you do it online since it saves us time and money and you get your number immediately.
3. If it is a renewal, please have your 2008 membership number. It is a 10 digit number beginning with 381 and generally ending with 38 if you registered in the Pacific Association last year. If not it will be something different. You will also need your password. If you don't know either it will lead you through the process anyways.
4. You must pay for this transaction (separate from the Clinic registration and Rulebooks) by either Visa Credit Card or by direct deposit. Instructions are available. When you complete your registration you will have your 2009 number.
5. Once you get your new membership number please send a note to Jim Hume at jimhume.certchair@sbcglobal.net or 1561-B Marina Court, San Mateo, CA 94403 or bring your confirmation slip to the clinic so that he can keep up the current membership list. You will not be certified without it. Please get it before attending clinics.



This year you can sign up on line at WWW.PAUSATF.org using your credit card or you can complete all items below and return this sheet as shown below with your check made out to the **Pacific Association USATF** to the appropriate address. If you are doing both offline then you will need two forms, one for clinic registration and one for rulebooks because different people are handling these items this year.

Name _____
Please PRINT (First) (Last)

Home Street Address: _____

City _____ State _____ Zip _____

Home Phone () _____ Work Phone () _____

E-Mail Address: _____

Much of our communication is by e-mail. Please print clearly.

Officials Certification # 0 _____ What is your 2009 USATF membership number? _____

(6 digit starting with 0) 10 digits Available on line at www.pausatf.org

Are you a registered USATF Official? | Y | N | Association | National | Master

If so, please circle your level.

Do you want to become certified? | Y | N | If you want to become certified, please begin with the Introduction to T&F course.

2009 Officials Training Clinic Registration Form

This year you can sign up on line at WWW.PAUSATF.org using your credit card or you can complete all items below and return this sheet with your check made out to the **Pacific Association USATF** before the Monday preceding the first clinic you plan to attend. We encourage you to sign up on- line if at all possible.

Send to PAUSATF Officials' Clinic 5104 Alhambra Valley Rd., Martinez, CA 94553*9773

<u>Course date</u>	<u>Clinic Name</u>	<u>Location</u>	<u>Cost</u>
/ /08			
/ /08			
/ /08			

Total for Clinics \$ _____

2009 Rulebooks Order Form(letter)

This year you can sign up on line at WWW.PAUSATF.org using your credit card or you can complete all items and return this sheet with your check made out to the **Pacific Association USATF** as soon as possible. These will be distributed on a first come first serve basis. If you preorder, before the first clinic you are guaranteed to get you choices.

Send to Jay Abbott, 361 Ross Way, Sacramento, CA 95864.

No.	Rulebooks	Cost Mailed	Total	Mail (circle)
	USATF 2009 Available after March 1	\$16	\$	Y N
	NCAA 2009-2010	\$9	\$	Y N
	High School Rules 2009	\$9	\$	Y N
	High School Case 2009	\$9	\$	Y N
	High School Officials 2009-2010	\$9	\$	Y N
	IAAF 2009	\$11	\$	Y N
	Total for Rulebooks		\$	

2009 Clinic and Recertification Schedule

Clinics and Location for 2009	San Francisco City College	American River College	UC Davis	Sac State	Wilcox HS Santa Clara	Cal	Serra HS San Mateo	Oakmont HS Roseville Youth	North Salinas I
	Sat	Sat	Sat	Sat	Sat	Sat	Sun	Sat	Sat
	10-Jan	17-Jan	24-Jan	24-Jan	31-Jan	7-Feb	15-Feb	21-Feb	28-Feb
Clinics for 2009									
Introduction to T&F Officiating Cost \$35		9 am-430 pm			9 am-430 pm		10 am-530 pm	9 am-430 pm Youth Oriented	9 am-430 pm
Basic Track Officiating Cost \$13		1 pm-4 pm					10 am-1 pm		
Basic Field Officiating Cost \$13		1 pm-4 pm					2 pm-5 pm		
Intro to Horizontal Jumps (Cost \$13			9 am-12 pm						
Introduction to Throws Cost \$13					9 am-12 pm				
Introduction to Vertical Jumps Cost \$13						9 am-4pm			
Introduction to W&M Cost \$13			9 am-430 pm						
Introduction to Starting Cost \$13							2 pm-5 pm		
Introduction to Umpiring Cost \$13						9 am-4pm			
Head of Events Cost \$8			9 am-12 pm		9 am-12 pm				
Rules Update Cost \$8	1 pm-4 pm	9 am-12 pm			1 pm-4 pm		2 pm-5 pm		
Intermediate Starting Cost \$8				9 am-12 pm					
Introduction to Track Referee Cost \$13						9 am-4pm			
Introduction to Field Referee Cost \$13						9 am-4pm			
New Referee Certification (in conjunction with Referee Recert. Below) Cost \$20	1 pm-4 pm *								
Intro to Race Walking Officiating Cost \$20					1 pm-4 pm				
Intro to LDR/XC Officiating Cost \$20				9 am-12 pm			2 pm-5 pm		
Intro to LDR/XC Refereeing Cost \$13							10 am-1 pm		
About Hy-Tek's Meet Mgr Cost \$13							10 am-5pm		
Using Hy-Tek's Meet Manager and Team Manager to ease your paper flow. Cost \$8							2 pm-5 pm		
FieldLynx Cost \$8		1 pm-4 pm							
Introduction to FinishLynx Cost \$8	9 am-12 pm								

ReCertification (No cost)								
Association T&F ReCert	1 pm-4 pm	9 am-12 pm			1 pm-4 pm		9 am-12 pm	9 am-12 pm
National/Masters T&F ReCert (bring completed review to clinic)	9 am-12 pm	9 am-12 pm			9 am-12 pm			1 pm-4 pm
Referee ReCert All levels...Cert level to be defined. Bring completed exams to clinic.	1 pm-4 pm *							
Weights & Measures ReCert			1 pm-4 pm					
Technical Manager ReCert		1 pm-4 pm						
Combined Event ReCert				9 am-12 pm				
RW Association ReCert					9 am-12 pm			
RW National/Masters ReCert					1 pm-4 pm			
LDR/XC Association ReCert							10 am-1 pm	
LDR/XC National / Master / Referee Recert							2 pm-5 pm	

Contact: Clinics and Offline Registration
George Kleeman
5104 Alhambra Valley Rd.
Martinez, CA 94553-9773
925-229-2927
George_kleeman@comcast.net

Off-line Rulebooks
Jay Abbott
361 Ross Way.
Sacramento, CA 95864

On-line Registration
PA Web-site
WWW.pausatf.org
Officials then Clinics

*Updates on
PA Web-site
WWW.pausatf.org
Officials then Clinics
then Schedule

Clinic Late Fee \$10
Recertification Late Fee \$5

Recertification
Jim Hume
1561-B Marina Court,
San Mateo, CA 94403
650-571-5913
jimhume.certchair@sbcglobal.net