

FARWEST CLINIC STANDARDS – POLICY

Requests for clinics must be submitted in writing (USPS, E-mail or Fax) to: Current Divisional AO Chair

Clinic requests must contain complete clinic information: type of clinic, potential clinic date(s) and times, clinic location and contact information for person responsible for submitting request. Unless there are unusual circumstances all clinics above the CO level will be held after the Annual Fall update clinic.

CO and Update Clinics require a scheduled minimum of two (2) hours. Full clinics which include testing require a minimum of six and one-half hours (6.5)

Instructors are coordinated and approved by the Divisional AO Chair prior to the clinic. In general, the most experienced, qualified, and currently certified available officials are selected to instruct in each specialty area. Preferred level of experience for instructors is level 3 in the specialty area of the class.

The number of instructors assigned to each specialty area class is determined based on class size. In general, one qualified and approved instructor is acceptable. For larger classes two is preferred, and in all cases, those senior officials in attendance are invited to assist as additional instructors.

Exams are printed in color and distributed to Instructor at clinic by Divisional AO Chair. Exams are proctored in person at clinic and completed within designated time with exceptions for special needs. Results of attendance with pass or fail are mailed out to attendees within thirty days of clinic.

All clinics follow study guidelines recommendations (ie: use USSA approved study guidelines and PPT's)

Certifications are updated on FW Officials list and forwarded to USSA twice a year. Only the Divisional AO Chair may forward certifications, advancements, and continuing education participation to USSA for registration in the USSA national database.

If clinic request is approved by RMSRO, USSA clinic standards must be followed:

- a. Competition Official (CO) prerequisite for specialty area certification must be observed.
- b. Current education materials must be used.
- c. Downloading, printing, and/or reading the applicable Study Guide is not accepted in lieu of actual attendance at a clinic.
- d. On-line clinics are not authorized.
- e. If scheduled clinic requires an exam, only current exam may be administered. Exams expire on June 1 of competition year.
- f. Exams must be completed at the clinic site; "take-home" exams are not authorized.
- g. Computers are not allowed for calculations and/or 2nd-run Start List preparation in applicable exams.
- h. Study Guides are not allowed as replacement for current rule books when completing applicable exams.
- i. Use of prior years' exams, whether intended as a "practice exam" or as a replacement for current exam, must not be allowed.

Any clinic that does not follow the above policy will not be accepted for credit towards USSA Alpine Official Certification.