

## **UK ATHLETICS OFFICIALS' EDUCATION PROGRAMME**

### **GUIDELINES FOR ASSESSING LEVEL 3 IN 2009 FOR:-**

- a) Those officials aiming to become Level 3
- b) The Tri Regional Officials Groups and Officials Groups from the Home Countries (described from here onwards as TRNG) who will be putting names forward to the National Peer Groups for consideration for Level 3.
- c) The Peer Groups who will make the final decision about candidates for Level 3.
- d) Those reporting on or mentoring candidates.

#### **Introduction**

- a) An official who becomes level 3 will be eligible to go onto the national list and for consideration for major meetings which may include televised meetings.
- b) There is often considerable pressure when officiating at the higher level meetings and it is essential that any official being designated Level 3 is sufficiently experienced to be able to work confidently at that level. To put forward an official too early could put them in a position where they are totally overwhelmed and perform badly.
- c) All officials at those meetings are assessed against published criteria and it is essential that all those people mentioned above are fully conversant with those criteria, both Generic and Discipline Specific.

They can be found on the officials' section of the UKA website

[www.ukathletics.net/officials/reportingandassessment-forms](http://www.ukathletics.net/officials/reportingandassessment-forms) . All concerned need to be realistic about those candidates who are being considered, including the candidates themselves.

#### **Transition**

In order to ensure that no officials are disadvantaged by the transfer from the old to the new scheme the Peer Groups will continue to show some flexibility this year, for instance by arranging a specific appointment with a reporter at one of the indoor meetings to cover some aspect not adequately covered in the paperwork submitted.

#### **Additional requirements**

- a) In 2008 the Peer Groups commented upon the fact that some candidates had gained nearly all their reports indoors and it was felt that this did not provide a complete picture of their competence. It has been decided that a limit needs to be set to the number of reports from indoor meetings and only in exceptional circumstances will more than 2 be accepted. However if the Peer Groups decide that they need to obtain an additional report this may be from an appropriate indoor meeting.
- b) Concern was expressed during 2008 that potential Level 3 officials were not being assessed on their knowledge of IAAF rules. The candidate disk contains questions which have previously been used in the advanced exam. Some candidates had conscientiously worked through these and discussed them with their mentor and it has been decided that all candidates should do this and an assessor appointed by their TRNG will write comments on their application form. The candidate should ensure that they obtain the application form as early as possible and then this section can be completed at a convenient time in the year.

## Responsibility for submitting paperwork.

TRNGs are responsible for collating all the required reports and annual worksheets for candidates and then considering them to decide on the suitability of the candidate to become Level 3.

Questions that need to be asked:-

- a) **Annual worksheets** – do these show at least 30 meetings over 2 years and are the meetings at a range of levels including the equivalent of Territorial level? If the meetings are all local ones the candidate is unlikely to have the experience to move straight to National level and if they have not travelled out of their local area are they likely to be prepared to travel nationally? Has the candidate carried out the full range of duties relevant to their discipline? All candidates need to be asked to include some detail on this form so that it is clear which duties they have carried out.
  
- b) **Reports** – Reports from 2007, 2008 and 2009 are valid this year. A minimum of 6 specified reports is required but for some aspects it may be helpful to provide an additional report to strengthen the information provided in an earlier report. You need to check that all reports are from different Level 5 officials and whether they provide adequate information overall about the candidate? Do they include some from meetings at the equivalent of Territorial level?
  - i) Do the team member (minimum of 2) reports show the ability to work at higher level meetings. Bear in mind that reporters do not always tick the correct statement to fit the information they give and that some of them will not have grasped how the new system works. Does the information on the reports indicate readiness for the national list? If an official becomes level 3 the expectation will be that they have the competence and confidence to work in a team of officials at a National/ International level meeting
  - ii) Out of Region report – this is most likely to be as a team member but could cover one of the other areas for reports. It should show that the candidate can work with officials that they do not know as well as their local ones and is a chance for someone further afield to be involved in their assessment. Sometimes we see our local officials through rose tinted spectacles!
  - iii) Technology report  
Track Judges and Timekeepers simply require a report to say that they can work in a photo finish team and read the results. They are not required to be able to set up the equipment.  
Field Judges are not required to be able to operate EDM equipment at the speed required at an International event. They do not need to be able to set up the equipment although that should be encouraged. They should be able to operate consistently, accurately and confidently. Bearing in mind that opportunities to use EDM are limited and often only cover the long throws it is acceptable for reports to be presented from long throws only but they must cover several events, possibly at more than one meeting. The ideal would be for the report to cover a range of events including both long throws and shorter events.  
Starters/Marksman are all required to be able to support the installation and movement of FSE and to be able to identify basic malfunctions (e.g. no sound coming from the speakers at the blocks). They also need to be able to interpret the printer data. In addition starters are expected to be able to respond to a signal from the equipment and also act appropriately when there is no signal and they think that an infringement has taken place.
  - iv) Referee/Chief report – This needs to show that the candidate can organise a group of officials, has a good knowledge of rules and procedures and can relate to officials/athletes/ coaches/ team managers/parents as required. It can be from a County Championship or League meeting. Where possible a duty sheet should be attached but there may be situations where that has not been

done. It is acceptable to ask a candidate to produce a duty sheet for a meeting retrospectively in order to demonstrate that they are capable of planning at that level. They are not being looked at in the way Grade 1 officials were looked at for Referee under the old system.

- v) Clerk of Course – There is not an expectation that an official immediately on appointment to level 3 could handle Clerk of Course duties at a major meeting. They should be able to cover this duty at County or area level.

c) **Logbooks**

Those candidates who have come through the new system from Level 2 will have continued to complete their logbooks with self evaluation of each meeting. Those who were Level 3 by transfer should have begun logbook sheets following their Level 3 course (on the disk given to attendees). Some of these officials had begun writing notes in an exercise book prior to the

issue of the sheets and this is perfectly acceptable. Candidates should show in their logbooks that they recognise what they need to learn and are making progress in doing this. The purpose of the logbook is as a tool for learning. It should not be completed slavishly for the sake of it. If there is little to say about a meeting then leave it at that and concentrate on those meetings where incidents and learning have occurred. If the candidate's mentor is not present then advice given by any other official can be included in the mentor's section. This can be written in by the candidate as can feedback from the Referee/Chief where this has been given verbally. Common sense is needed about completing these sections of the logbook on the day of the meeting.

The logbooks should be assessed by the TRNGs and do not need to be sent in with the reports and worksheets for consideration by the Peer Groups. The summary comments about the logbook will form part of the application form for Level 3 and should be submitted with the other documentation. This form is attached. In borderline cases the Peer Group may ask for the completed logbook to be submitted to help in their decision making.

**FINALLY – ask yourself – *IF SELECTED FOR A MAJOR ASSESSED MEETING WILL THIS CANDIDATE COME OUT WITH AT LEAST THE BASELINE GRADE OF C?***

If the answer is “Yes” then proceed, if the answer is “No” then think again!

The full set of reports for each candidate from your Tri-Region or Country, accompanied by the completed application forms and the annual worksheets for 2008 and 2009 should be submitted as hard copy by November 14<sup>th</sup> 2009 to:-

Dr. Moira Gallagher  
26 Barfield Crescent  
Alwoodley  
Leeds  
LS17 8RU