

UK ATHLETICS OFFICIALS' EDUCATION PROGRAMME

GUIDELINES FOR ASSESSING LEVEL 3 IN 2010 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 will make the final decision about candidates for Level 3.
- d) Those reporting on or mentoring candidates.

It is important that everyone concerned reads these guidelines.

Introduction

- a) An official who becomes level 3 will be eligible to go onto the UKA Active 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.uka.org.uk/competitions/officials/reportingandassessment-forms . All concerned need to be realistic about those candidates who are being considered, including the candidates themselves.
- d) All reports must be completed by officials who are currently Level 5 by transfer. (From 2011 reports will be accepted from the first Level 3N officials who will have been at that level for 2 years. Reports will **not** be accepted from Level 3N officials during 2010.) The only exception is that Photo Finish reports are acceptable from those newly accredited Level 3N Photo Finish officials who were already Level 5 in another discipline.

Please note:-

The Peer Groups will not be able to consider any application which is not accompanied by the complete set of the 6 positive reports required written by 5 or 6 different eligible officials (as indicated in this section) and the annual worksheets for 2009 and 2010. Where necessary the Technology report can be written by an official who has also written a report in another category. Duplication of reporter is not acceptable in any other circumstance.

Any negative reports must also be submitted. As the reports are collated during the year these need to be read carefully and where a second such report is received in the same year it may be necessary for the TRNG to advise candidates that they should spend more time gaining experience rather than continuing to seek reports (see Introduction (b)).

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) It is essential that potential Level 3 officials are assessed on their knowledge of both UKA and IAAF rules and the differences between them. The candidate disk contains questions which have previously been used in the advanced exam. All candidates should work through the questions given on the disk and then contact the appropriate representative of their TRNG who will inform them of the appointed assessor. This person will carry out an assessment using a different set of questions which will be provided for this purpose and will write comments on the application form. Where it is clear that a candidate knows and understands the rules from the first 2 or 3 questions asked there is no need to continue. If there is doubt then a further 2 questions will be used and if there is still doubt the TRNG will be informed and the candidate may be reassessed after a period of at least 2 months or will be deferred until the following year. 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 and should not involve additional travelling. All candidates are required to complete this assessment.

Photo Finish as a new discipline.

Photo finish has now been included as a separate discipline and should be considered to be in a state of transition. In order to avoid duplication of reports and to give credit for previous experience requirements vary for different groups of people and the Peer Group will in some cases use their discretion. It is the responsibility of the candidate to ensure that if they feel that they should have any sort of exemption other than those clearly stated below they get written (email) agreement from the Peer Group as soon as possible and a copy of this should be attached to their application form. This will avoid any confusion when reports are collated for the November Peer Group Meeting.

Level 3 Photofinish Requirements

Requirement	Possible exemption
Generic Module	Mandatory, but only once
L3 PF Module	Mandatory – NO exceptions
Clerk of Course Report	Not required for: Any already holding another L3 National Any existing L5 Track or Field Judge
Other Discipline Report	Not required by: Any already holding another L3 National Any existing L5
Chief PF Report	No automatic exemption, but could be remitted in the light of wide and varied previous experience. Apply for remission after the Level 3 course (see above)
Team PF Report (2)	
Out of Area PF Report	
30 Meetings	Total of 30 required, but only 12 need be in photofinish, although at least 8 of these must be after the level 3 course. Could also be remitted, as above

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 Track and Field meetings as a Technical Official 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 2008, 2009 and 2010 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. Reports should normally be from 6 different Level 5 officials in order to provide adequate information overall about the candidate (see earlier comments about the Technology report) 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 confirm that they can interpret a photo finish picture. They are not required to work within a team although they are encouraged to do so.
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 (eg. 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 upon 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. However reporters are asked to bear in mind that the candidate may have little experience of this role, especially if he/she is a timekeeper or starter and should take that into account.

All those writing reports are asked to please ensure that the report provides information about the performance of the candidate that will support their decision. A small number of reports have been submitted that actually say nothing! This is not helpful and could lead to the candidate not being accredited at Level 3 as the Peer Group require evidence of competence in order to make a sound decision.

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). 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 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 A SATISFACTORY GRADE? (The grading system is being amended for 2010 and full details will be available on the UKA website.)*

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 2009 and 2010 should be submitted as hard copy by November 14th 2010 to:-

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