



UK ATHLETICS OFFICIALS' EDUCATION PROGRAMME

**GUIDELINES FOR PRESENTING APPLICATIONS FOR LEVEL 4 (previously Level 3) IN
2017 FOR:-**

- a) Those officials aiming to become Level 4
- 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 4.
- c) The Peer Groups who will make the final decision about candidates for Level 4.
- d) Those reporting on or mentoring candidates.

It is important that everyone concerned reads these guidelines. **Please pay particular attention to areas shown in red** but also read the rest carefully.

The requirements for some aspects of the applications have been tightened up and it is important that attention is given to meeting the requirements in full as failure to do so may lead to the application being deferred to 2018. There should be no reason for hand written/scanned in documents to be included in applications.

Introduction

- a) An official who becomes Level 4 will be listed as 4P for two years but will be eligible to receive availability forms and be considered for selection for national and international level meetings run under the auspices of UKA. During that period referees/assessors will be asked to comment in detail upon the performance of such officials. It is also important to read Appendix 2 of the UKA rulebook, particularly the section about the International Meetings Officials group, as that gives an indication of the level of commitment expected of a Level 4 official.
- b) There is often considerable pressure when officiating at the higher level meetings and it is essential that any official being designated Level 4 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 concerned need to be realistic about those candidates who are being considered, including the candidates themselves.
- d) All reports must be completed by Level 4 officials who have been at that Level for at least 2 years.

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 2016 and 2017. 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.

All reports (including those that suggest an official is not yet ready) must 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)).

The assessment of rules must have been completed before an application can be made.

Additional requirements

- a) As reports from indoor meetings do not provide a complete picture of the competence of candidates 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 4 officials are assessed on their knowledge of UKA, IPC and IAAF rules and the differences between them.

The method of assessing the knowledge of rules is as follows:-

- A set of questions for each discipline will be displayed on the UKA website from June 1st.
- All candidates must download the appropriate set, answer the questions and send them to their **TRNG Officials Secretary and Paula Gowing at UKA by September 1st at the latest**. You will need to refer to the rule books in order to answer the questions. **You are advised against leaving this task until the last minute!** Please send answers electronically if possible. Ensure that you keep a copy of your answers.
- The TRNG Officials secretary will send the script electronically **immediately** to the nominated member of the discipline Peer Group who will organise the marking by a member of the group. Most markers are happy to mark without hard copy but if this is required they will need to request this and it will be printed off and sent from the UKA office.
- If the marker is satisfied with the answers the candidate and TRNG secretary will be informed that this part of the Level 4 application has been completed satisfactorily.
- If the answers have been submitted early (**by July 31st**) and are inadequate the candidate will be informed and given the chance to submit an improved set before the closing date of 1st September. If the answers clearly show that more experience is needed before resubmitting this information will be given to the candidate/TRNG secretary.
- If this task has not been completed satisfactorily the candidate will not be eligible to apply for Level 4 in 2017.
- It is important that any candidate who thinks that they might wish to apply in 2017 completes this task even if they subsequently find that they are short of reports and defer their application to the next year. It would be advantageous to complete it the year before applying.

Photo-Finish

Photo finish is a separate discipline but in order to avoid duplication of reports the requirements are given below. This provides clarification and also shows recent changes.

Level 4 Photo-finish Requirements

Requirement	Comments
Generic Module	Mandatory, but only once
L4 PF Module	Mandatory – NO exceptions
Clerk of Course Report	Mandatory, but only once, whether for L4, or an earlier Track Judge or Field Judge qualification
Technology report demonstrating the use of the files required for PF	This requirement was introduced in 2014
Chief PF Report	Required by all applicants
Team PF Report (2)	
Out of Area PF Report	
30 Meetings	Total of 30 required which can be spread over 3 years. Since 2014 all 30 meetings need to be working in PF.

Responsibility for submitting paperwork.

Candidates are responsible for collating all the required reports and annual worksheets to submit to their TRNG for them to make a decision on their suitability for Level 4 although it is expected that the TRNG upgrading secretary will have been receiving copies of reports as they have been completed.

Questions that need to be asked:-

a)Annual worksheets (Record of Experience forms) – do these show at least 30 Track and Field meetings as a discipline specific Technical Official over 2 years (3 years allowed for PF) and are the meetings at a range of levels including the equivalent of area 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.

All applicants for Level 4 need to submit detailed Record of Experience forms which record their experience and self-evaluation. Candidates should show on this record that they recognise what they need to learn and are making progress in doing this. The proven ability to self-assess is essential for any candidate for Level 4 and this is the chance for them to “sell” themselves and convince the Peer Group that they are suitable for upgrading.

TRNGs must assess the R of E forms thoroughly and ensure that only those candidates who have satisfied this requirement in full are put forward to the National Peer Groups. The relevant section of the application form should be completed with detailed comments.

The mentoring sheets in the logbook can still be used on occasions when mentoring, either formal or informal, has taken place.

Hand written Record of Experience forms will no longer be accepted and if this is a problem for anyone they should seek help from their TRNG.

b)Reports – Reports from 2015, 2016 and 2017 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 4 officials who are active at national level, and have been Level 4 for a minimum of two years. Reports and records of experience should reflect considerable experience at least at area level (ie North, South, Midlands/SW, or Home Country)

All reports must provide evidence to support the comments about the candidate. If there is insufficient detail the Peer Groups may be unable to recommend accreditation at Level 4 simply because there is no documentation there to support it. Candidates should not seek reports for Level 4 until they have been accredited at Level 3. If they have performed at a very high level when the report is written for Level 3 this report may be included as the first report for Level 4.

TRNGs should scrutinise reports as they come in and go back to reporters for an improved version where required. Hand written reports should be actively discouraged!

- i) Do the **team member (minimum of 3) reports** show the ability to work at higher level meetings. Do the reports for Starters include some which demonstrate their competence as a Starters’ Assistant? (take into account the out of area and technology reports as well) Bear in mind that reporters do not always tick the correct statement to fit the information they give and that some of them may not have grasped how this system works. Does the information on the reports indicate readiness for higher level competitions with all the additional pressures? If an official becomes Level 4 the expectation will be that they have the competence and confidence to work in a team of officials at a National/ International level meeting. For a Starter this is most likely to be as a Starters’ Assistant.
- 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! Ideally the report will be from a meeting totally outside the candidates home area. Candidates need to be pro-active in arranging such reports.

- 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. The report can be provided by the tutor of the Level 4 PF Technology course or a Level 1 (previously level 2) Photo Finish course.
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. However should they qualify as Level 4 by the time they have completed their 2 years as 4P they will be expected to be able to operate EDM at the level required for televised meetings. 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/Starters' Assistants 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.
The report for starters must show that they have experienced the use of False start Equipment in competition. This is also desirable for Starters' Assistants but in the first instance the course tutor will be asked to provide a report to those who show all the required competencies on the course. This can be strengthened by a supplementary report when using the equipment in competition.
- 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 but this must be one for which the officials are known in advance and a duty sheet can be produced. The duty sheet must be submitted with the report. At this stage they are not expected to be capable of refereeing a higher level meeting.
- v) **Clerk of Course** – There is not an expectation that an official immediately upon appointment to Level 4 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. Duties should include both track and field events.

Specific additional information for the combined role of starter/starters' assistant:- The following reports are required as a minimum:-

One report as a starter using FSE:

One report as a Chief Starter (an additional one as a Chief Starters' Assistant may strengthen the application but is not compulsory)

One report as a Clerk of Course

Three team member reports which when considered alongside the other reports must demonstrate that the candidate is competent in both parts of the role (as a starter and a starters' assistant) It is not necessary to have 3 reports in each role.

One of the reports must be from an out of region reporter.

All those writing reports are asked to please ensure that it 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 4 as the Peer Group requires evidence of competence in order to make a sound decision.

FINALLY – ask yourself – *IF SELECTED FOR A MAJOR ASSESSED MEETING WILL THIS CANDIDATE COME OUT WITH A SATISFACTORY GRADE?*

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 Record of Experience sheets for 2016 and 2017 at least should be submitted in one file per candidate electronically by October 20th 2017 or earlier if possible to Moira Gallagher gallagherm@supanet.com Please note that signatures are not required on the application forms which means that applications can more easily be considered electronically without waiting for a meeting at which documents are signed!

In addition hard copy of the application form only should be sent to:-

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