

## **UKA Endurance Officials Education and Training Guidelines for Assessing and Attaining Level 4 Endurance Officials Qualification**

### **Introduction**

All Endurance Officials are encouraged to seek to progress through the qualification process to support the efficient delivery of competition. It is understood and accepted that many Officials are content to remain at the same level, progression is not compulsory and all Officials are essential and valued, but all are encouraged to submit their log sheets to demonstrate continued activity.

This document describes the processes that are in place to assist Endurance Officials achieve Level 4 and should be read in conjunction with the Endurance Officials' Pathway diagram.

An official who becomes Level 4 will be eligible to go onto the UKA Active List for consideration for major meetings and championships, which may include televised meetings.

All reports assessing an officials' competency to perform at level 4 must be completed by accredited Level 4 Officials who have been at that Level for at least 2 years.

### **Reporting Procedures**

Consideration will not be given to any application which is not accompanied by the complete set of the 4 positive reports required, which may include one carried forward from Level 3. Reports must be submitted by at least 2 different accredited officials, and the annual record of experience forms accumulated at each level, containing the necessary 20 competition experiences. All those writing reports are asked to ensure that the report provides information about the performance of the candidate that will assist the decision for advancement. The National Endurance Peer Group requires evidence of competence in order to make a sound decision.

Reports must be obtained from both road racing and cross country races; however there is no specific ratio of how many are required from each. At least one of reports submitted must be from either road or cross country races. Officials providing reports will produce 2 copies – 1 will be handed to the candidate and 1 sent to the TREG (Tri-Regional Endurance Officials' Group) Secretary or Home Country Officials' Group.

The positive report submitted for accreditation at level 3 must demonstrate managerial experience and can be used as one of the 4 reports required for accreditation to level 4 provided that it is less than 3 years old at the time the application for accreditation is made. Duplication of reports is not acceptable in any other circumstance. To achieve progression to L4 reports on all of the following duties are essential:

- Referee or Assistant Referee
- Start Area Coordinator / Start Director
- Finish Area Coordinator / Finish Director
- Clerk of Course / Course Director

All reports, including those that suggest an official is not yet ready, must be submitted. Where unsatisfactory reports are received, the candidate is advised to spend time gaining experience rather than continuing to seek reports.

## **Additional requirements**

- Attendance at a Level 4 course
- Have a working knowledge of both UKA and IAAF rules and the differences between them. Knowledge will be tested by the Assessor from the bank of questions provided.

## **Responsibility for submitting paperwork**

The candidate is responsible for collating all the required reports and annual worksheets and submitting them to the TREG Secretary or Home Country Officials' Group for consideration on the suitability of the candidate to become Level 4.

**Annual Records of Experience** – These need to show at least 20 experiences as a Technical Official over a designated period of time (as a guide this would normally mean a minimum of 3 years) across a number of county, regional and national races in varying roles and managerial positions. If the meetings are all local meetings the candidate is unlikely to have sufficient experience to move straight to UK level and if they have not travelled out of their local area this may show a limited commitment to travel. It is important that the candidate carries out the full range of duties relevant to their discipline. All candidates need to be asked to include sufficient detail on their Record of Experience so that it is clear which duties they have carried out. Experience of refereeing at a local level event is essential for progression to level 4.

**Referee/Chief Report** – these need 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 as a minimum level. Where possible a duty sheet should be attached but there may be situations where that has not been possible. 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 and managing at that level.

**Clerk of Course / Course Director** – 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 Regional level. However reporters are asked to bear in mind that the candidate may have little experience of this role, particularly of road races where Course Director may not be an Official's role.

## **Accreditation requirements**

Candidates for advancement to Level 4 will be provided with information through either the UKA / EA website or a CD that includes:

- All level 4 modules and associated resources including additional reading material
- The application form for accreditation to level 4, signed off by an accredited Official
- Candidate guidance notes for working through level 4
- Blank report forms together with guidance notes
- Record of experience template
- Mentoring form (if required)

## **Submitting the required documents**

The following documents must be submitted by the candidate, once completed, to their TREGO secretary or home country officials group:

- Completed application for accreditation for Endurance Official Level 4
- Four positive reports, or all reports that have been completed if it is greater than four (this number can include the report that was submitted for accreditation to level 3)
- 20 competition experiences, which should include evidence of at least 12 experiences in senior positions, at events outside of their home region or home country, at championship races including road / cross country relays, or road races with over 10,000 competitors. The 20 experiences must include both road races and cross country.

If the TREGO or Home Country Officials' Group supports the application for consideration for accreditation to Endurance Official Level 4, it will then be sent to the UKA Endurance Education and Training Sub-group. Tri-Regional Peer Groups will review applications annually in September / October of each year.

The outcomes of the application will be communicated to applicants in January following the meeting and decisions of the UKA Endurance Education and Training Sub-group.

## **Level 4P**

Level 4P is a designation for those Officials progressing to Level 4 to ensure that appropriate mentoring and support is provided at National events. Apart from the need for the Official to be assessed it also indicates that they should be provided with an appropriate level of support and mentoring. They would be expected to have the technical skill required to act as a team member at the highest level events but may need to be guided as to the procedure and protocols at such events which can only be developed in situ. The Endurance Education and Training Sub-group will ensure that Officials at 4P are selected for appropriate meetings for this purpose.

Officials will remain at Level 4P for a minimum period of 2 years.

## **Mentoring**

The subject of Mentoring is covered as a module delivered within the Level 4 course. The object is to support candidates seeking to progress to Level 4 by giving the candidate the opportunity to benefit from the experience of one or more Officials who have worked at Level 4 for some time. This is not an opportunity just for those seeking to progress to Level 4, it can be provided for Level 1, 2 and 3 Officials – contact your County or National Officials' Secretary for further information.

All Endurance Officials are invited to participate in this programme and share good practice. Briefly the role of the Level 4 Official in this exercise will be to:

- Provide guidance
- Give support
- Advise on best practice
- Be a trusted but critical colleague

**Thank you for your contribution to the sport and good luck in your progression along the next stage of the pathway.**