



# Officials Appointments and Selections

Previously part of Appendix 3 – UKA  
Rules for Competition

Updated May 2023

## **ACCREDITATION OF OFFICIALS TO LEVEL 4 AND SELECTION OF OFFICIALS FOR NATIONAL/INTERNATIONAL MEETINGS**

The procedure for accreditation of officials to Level 4 and for the appointment of officials to National/International meetings lies with two groups. These are the Tri-Regional and National Officials Group and the Peer Groups. The process is supported by the Officer appointed by Technical Advisory Group, the UKA Track and Field Officials' Coordinator and UKA Competitions Department.

### **The functions of the Tri Regional and National Officials' Groups (TRNG)**

1. To put forward recommendations for names to be suggested for consideration for specific purposes e.g accreditation to Level 4 for consideration by the Peer Groups annually in November. This will involve helping to make arrangements for potential candidates to receive the required reports, arranging mentoring for such candidates, receiving all the paperwork to support their application and assessing it to determine whether or not they are ready to move up. It will also involve ensuring that they are aware of all the procedures including the need to answer the questions on rules and submit them by September 1st.
2. To monitor the progress of officials who wish to move upwards from Level 3 and continue to monitor the performance of Level 4 officials to identify those who show the potential to act as Referee/Chief or in other management roles, initially at area level and then at higher levels.
3. To review the Record of Experience forms of all Level 4 officials and note/inform Peer Groups of anyone who has not officiated at the required number of track and field meetings each year.
4. To put forward nominations to the Peer Groups for selection for national level meetings.
5. To respond to requests for information from the Technical Advisory Group who may from time to time ask for suggestions for officials to act as Referee/Chief at National/International level meetings or for members of each discipline to be ranked.
6. To be involved in the selection of officials for the championship events in their own Tri-Regional or National area in conjunction with the Competition Provider.
7. To receive Level 4 applications and assess them prior to sending their recommendations (where positive) to the Peer Groups for their decision.
8. To attend meetings (2 or 3 a year, or to nominate a substitute to attend), with the other TRNG secretaries to give final approval to accreditations at Level 4 and selections and discuss any other matters of mutual concern.

It is recognised that the above represents an unreasonable workload for a single individual. It is therefore up to each TRNG to determine how such work is carried out by allocating tasks and responsibilities as is appropriate to the situation.

### **The functions of the Peer Groups**

The Peer Groups have a number of important functions:

1. Consider recommendations from TRNGs for accreditation to Level 4.
2. To produce and mark a set of questions on the rules of each discipline to be answered by candidates for Level 4. These will be updated annually by the Peer Group and will only be available on the UKA website from June 1st, to be submitted by September 1st at the latest. Arrange for one or more of the group to mark the answers and for the group to look at the scripts submitted each year to ensure that the marking has been consistent and fair to all candidates.
3. Consider the competency of appropriate officials to “chief” at National meetings having regard to the need to introduce new officials to this role, possibly with mentoring built in. To monitor the progress of those officials used in this role.
4. To consider the composition of the various parts of the UKA Level 4 list on an annual basis using the following information;
  - a. The availability returns from both indoor and outdoor seasons and information about withdrawal from meetings or non-acceptance of invitations.
  - b. The Record of Experience forms.
  - c. Suggestions from the TRNGs.
  - d. Assessments from both the indoor and outdoor seasons.
5. To consider recommendations from the TRNGs for selection to each of the major indoor and outdoor meetings and make alterations as required ensuring that each meeting has a diverse, well-balanced and suitably skilled list of officials.
6. To consider matters that relate to maintaining and improving the standard of officiating. One representative will attend the meetings of the TRNG secretaries to present the decisions about Level 4 accreditations and selections for approval.

### **Track & Field Peer Groups**

There are currently five Peer Groups, one for each of the following disciplines, although it is possible that others may be established in the future.

The five Peer Groups are: Field Judges, Photo-finish Judges, Starters/ Starters Assistants, Timekeepers and Track Judges.

Each discipline Peer Group has three representatives. Members of the Peer Group must be current members of the Discipline Management Group (DMG) at the time of their appointment. The term of office of the Peer Group will be from 1st October to 30th September of the following year.

### **Discipline Management Group (DMG)**

This will be made up of those NTOs who have been appointed to a Chief/Referee post at a British Athletics Major Event within the last three years or who have been appointed to one of those roles for the following year. This includes those appointed to the role of Technical Manager at these events. It will be updated every 1st February after outdoor selections.

### **Peer Groups**

In order to ensure a wide geographical representation within the United Kingdom, the following guidelines for selection of that Group apply:

- There will not normally be three officials in one discipline from any one of the six administrative areas.
- No official may be a Peer Group member for more than three consecutive years.
- No official is eligible for reappointment to a Peer Group for a further two years after they have completed their three-year term of office.

### **Criteria for Peer Group Members**

- Have an understanding of the Officials' Pathway including progression to Level 4 (part of the role of a Peer Group is to consider recommendations from TRNGs for accreditation to Level 4 and also put together the discipline questions for Level 4 each year).
- Be able to commit to a minimum of two Peer Group meetings per year (November and January) and commit time between these meetings, and prior to the meetings to consider items of business.
- Have strong sense of integrity – be fair and respect confidentiality attached to the role.
- Be a good communicator.
- Be able to present point(s) of view during meetings and via other methods of communication. Allow all Peer Group members to have a voice and respect their opinions.
- Have experience of Chief/Referee or management of teams at higher level events and understanding of how to successfully balance teams of officials for these events.
- Have awareness/knowledge of/ have worked with a wide range of colleagues from different areas.

## Timetable for Appointments to Peer Groups

The process for appointments to the Peer Groups has been updated for 2020 and is outlined below. This will be reviewed by TAG following completion of the appointments process.

**July:** The UKA Track & Field Officials' Coordinator invites the six Officials' Secretaries and all current members of the respective DMGs to nominate diverse and suitably qualified officials in each discipline to be considered for appointment. Those making nominations should first check with intended nominees that they are willing to be considered for appointment to the particular Peer Group.

**August:** The Officials' Coordinator ensures that each of the nominees has agreed to stand for election. The Officials Coordinator then collates the nominations. All Level 4 officials on the UK Active list appointed to an indoor/outdoor British Athletics TV Events meeting (previously Level 5) in a technical capacity within their discipline will be invited to provide their preferred nomination.

**September:** The Officer appointed by Technical Advisory Group and the UKA Track and Field Officials' Coordinator consider the nomination lists and decide their recommendations for who should be the new Peer Group members in each discipline. In doing so, they will consider the general pattern of nominations, as well as the implications for the composition of the Peer Groups, including the diversity\*, geographical spread and the range of experience and expertise that will be made available by the proposed appointments.

*diversity\* - gender, ethnicity, experience, age, disability*

This is then put as a recommendation to Technical Advisory Group for its own consideration of the above factors and how they have been observed. It is the Technical Advisory Group that makes the final decision on the Peer Group appointments. The new members and the current eligible members are then invited to form the Peer Groups for the year commencing October.

## Selection to International/National Meetings

All officials on the UKA Active List (L4 and L4P) are provided with a copy of the relevant Indoor and Outdoor meetings no later than the last week of October or the first week of December respectively. These will be communicated by email.

It is the responsibility of each individual official to ensure that they have access of a copy to complete their availability list (including a NIL return with an explanation) and to ensure that it is returned as instructed by the published closing date. Only in exceptional circumstances will returns received after the closing date be considered. Failure to submit a return in a timely manner, or without a satisfactory explanation, will result in removal from the Active list.

To remain on the Active list officials should demonstrate their willingness to officiate at meetings across the UK and not simply within their own area of the country. Officials who do not accept invitations to meetings or withdraw from meetings without good reason may jeopardise their position on the Active list. It is also expected that those who put themselves forward for selection for major meetings will be supporting the championships events held by their own TRNG (North, South, Midlands and SW, Scotland, Wales, Northern Ireland).

Officials who are removed from the Active List may make an application to be reinstated to the Active List and this must come in writing through, and be supported by, the relevant TRNG Officials' Secretary and be accompanied by supporting evidence.

The returns are collated by discipline and administrative area and then availability returns are supplied to the Officials' Secretary of that area along with a provisional allocation for some, or all, of the meetings. This is so that recommendations can be returned by each administrative area in time for the selection meetings which are normally held in November and January. The recommendations are collated and supplied to Peer Group members for consideration.

Each allocation is normally based on the proportion of the total number of officials in each discipline available in each administrative area for each meeting or group of meetings, being considered. The total allocation for each administrative area in each discipline is then distributed among the meeting for which selection is being considered depending on their availabilities for each meeting.

The Peer Groups review the recommendations, make amendments depending on the importance of the meeting and the strength of the teams and appoint the Chief Officials. This meeting will be chaired by the UKA Track and Field Officials Coordinator.

The UKA Track and Field Officials Coordinator will send the final lists to TAG for sign off before sending to UKA for publication on the UKA website. Individual invitations will be sent to officials for the events they have been selected for.