

UK ATHLETICS OFFICIALS' EDUCATION PROGRAMME

GUIDELINES FOR PRESENTING & ASSESSING LEVEL 4 APPLICATIONS IN 2026 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.

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 2027. **All applicants must have attended the relevant Level 4 course and have completed at least 2 years as a Level 3 official.**

For applications in 2026 reports from 2024, 2025 and 2026 are valid.

Important information about reports for both candidates and reporters.

- All candidates should liaise with their TRNG Officials' Secretary/upgrading secretary in order to plan to obtain reports from suitable meetings.
- All reports should be arranged in advance of the event so that appropriate duties can be allocated.
- Where a report has been arranged it should be written and submitted. If it is felt that there is insufficient evidence from that meeting that the candidate would be able to officiate competently at higher level meetings, but they have officiated competently on the day, please say so in the comments and don't tick either box. Explain the situation to the candidate. This should only happen on very rare occasions.

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/chiefs will be asked to comment in detail upon the performance of such officials in order to assist their further development as officials.
- 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 and preferably those who are currently on the National Officials List and have recent experience of working at National level meetings.

Please note:-

The Peer Groups will not be able to consider any application which is not accompanied by the complete set of the minimum of 6 positive reports required written by 5 or 6 different eligible officials (as indicated in this section) and the relevant annual worksheets. Where necessary the Technology report can be written by an official who has also written a report in another category but this should only be in exceptional circumstances. 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)).

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, WPA and WA rules and the differences between them.

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

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 or Upgrading Secretary 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. Ensure that you keep a copy of your answers.
- The TRNG Officials Secretary/ Upgrading 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.
- 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 2026.
- It is important that any candidate who thinks that they might wish to apply in 2026 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.

Level 4 Race walk judge requirements

Further details will be published on the UKA website during 2026. Any queries should be directed to Noel Carmody who leads the Peer Group (rwjpeergroup@gmail.com)

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.

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 2024, 2025 and 2026 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 preferably those 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 and gained experience at Level 3.
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 or 4 including the out of area report) 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 Area report – The reporter must be from another TRNG.** 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 candidate’s home area but it is recognised that this is not always possible. Candidates need to be pro-active in arranging such reports.
- iii) **Technology report**
Track Judges and Timekeepers’ Technology module and report
- Where candidates have attended a Level 1 PF course they are exempt from attending the technology module, however, a technology report is still required.
 - Where candidates have attained Level 2 or above as a Photo Finish Judge a technology report is not required and should be replaced with an additional team member report.

Other Track Judges and Timekeepers simply require a report to confirm that they can interpret a photo finish picture. The report may be provided by the tutor of the Level 4 technology course but in most cases this will not be possible so the official will need to arrange for a report as a member of a team operating photo finish or demonstrate this to the reporter on a selection of saved photo finish images.

Field Judges require a report demonstrating competent use of EDM and the ability to set up the equipment ready for use. They should be able to operate consistently,

accurately and confidently without delaying the competition. **There is a new EDM report form which sets out the details of what candidates need to be able to do which covers a range of events. This form is on the UKA website.**

Photo Finish officials require a report demonstrating the production and use of the files needed for PF.

Starter/Starters' Assistant The reports for starters must show that they have experienced the use of the SIS in competition.

They are expected to be able to identify basic malfunctions of the start information system. (SIS) (e.g. no sound coming from the speakers at the blocks). They also need to be able to interpret the printed data produced by the SIS. In addition, starters are expected to be able to respond to a signal from the equipment and act appropriately when there is no signal and they think that an infringement has taken place. Should it prove difficult for candidates to access an SIS system they should make contact with the Peer Group for assistance with this requirement.

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 although many candidates do gain this report from their area/ Home Country Championships.

- iv) **Clerk of Course** – A Clerk of Course report is only required for those applying as track or field judges. In place of the Clerk of Course report an additional Team member report is required for all other disciplines.

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 SIS:

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

At least four 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 TRNG 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. **If your comments have indicated failings on the part of the official please think carefully about which box to tick. Reports that clearly show that the candidate is not ready to progress are being submitted with the Yes box ticked which does not help the candidate or those assessing them.**

FINALLY – ask yourself – ***IF SELECTED FOR A MAJOR MEETING WILL THIS CANDIDATE PERFORM AT AN APPROPRIATE LEVEL AND HAVE AN ENJOYABLE EXPERIENCE ?*** If the answer is Yes then proceed, if the answer is No then think again!

All candidates must submit their applications to their TRNG and will be given a deadline date for that which will allow time for the TRNG to assess the application.

TRNGs - The full set of reports for each candidate from your Tri-Region or Home Country, accompanied by the completed application forms and the relevant annual Record of Experience sheets should be submitted as one email per candidate electronically by October 10th 2026 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!