

# **MEETING REPORTS**

## **T.I.C. MANAGER**

### **Part 1 Contents**

- 1. Protocol for Chief / Referee**
- 2. Generic Grades**
- 3. TIC Manager Guidance Notes for Assessment**
- 4. Guidance Notes for Completing Meeting Report**

**It is important that you complete your report form and assessments within two weeks of the meetings. Failure to do so may result in your position on the IOG / ICOG being reviewed.**

**Consistently late / non return of reports will be noted by the Peer Group and may affect future selections at this level.**

## **ASSESSING TECHNICAL OFFICIALS AT UKA AND EA MEETINGS**

### **Protocol for Chief/Referee**

*Before the meeting starts, brief the team about the assessment procedures being adopted:*

1. During the meeting, record evidence in the most appropriate way; for example using a **check-list** or **annotation** on the duty sheet.
2. If appropriate, delegate the recording of evidence to designated team leaders.
3. If there are severe problems, likely to lead to a grading of D, endeavour to discuss these with the official on the day; also inform the National Officials' Co-ordinator as a matter of urgency. If possible, also discuss C grades on the day.
4. Inform team members of any grading below a B within **two weeks** of the meeting, providing appropriate evidence.
5. Invite officials to comment on matters of **fact**, not opinion, **within one week**; if necessary following up responses).
6. After the expiry of the aforementioned week, send meeting report and officials' gradings to NTD or AJC and JP.

## **A GRADING SYSTEM FOR THE USE OF REFEREES/CHIEFS IN ALL DISCIPLINES WHEN ASSESSING TECHNICAL OFFICIALS AT UKA AND EA MEETINGS, INCLUDING TELEVISED MEETINGS.**

***Please attach a copy of your duty sheet to your report.***

A – EXCELLENT – In addition to demonstrating excellent knowledge and application of rules and procedures, will have shown additional qualities e.g. :-

- The ability to deal quickly and appropriately with unforeseen or difficult circumstances
- Excellent leadership or organisational skills
- The official will have demonstrably exceeded the expectations of the 'B' grade  
*It is very important to recognise that in some disciplines, more standardised allocation of duties and a restricted number of events at Grand Prix meetings will significantly limit the opportunities to achieve this grade. This will be considered when officials' assessments, across the season, are reviewed*

B – ACCEPTABLE PERFORMANCE – Officials appointed to national/international meetings are expected to perform well. This grade should reflect this.

The official will have demonstrated that they e.g.:-

- Fully understand the rules and procedures relevant to their allocated duties, or responsibilities
- Have the ability to apply above in working to a consistently high standard throughout the event(s)
- Ability to work effectively as a member of a team or
- Ability to lead a team competently when required
- Ability to handle athletes or other event personnel well, as required by their duties/responsibilities

C – MINOR PROBLEMS – Whilst this official will have demonstrated overall competency, there will be areas where further improvement is desirable. e.g.:-

- Their knowledge or interpretation of the rules
- Their ability to correctly apply these through procedures effectively
- Their relationship with others
- The speed and efficiency with which they work

Other areas may be identified. If this is the case, specific advice should be given about how improvements can be achieved

D – MAJOR PROBLEMS – Some elements of the officials' performance will have given Considerable cause for concern, and will not have met the expected standards. e.g.:-

- Knowledge and interpretation of the rules
- Ability to apply these effectively through agreed procedures
- Relationship with others
- Speed, quality and efficiency of their work

Those making assessments should always ensure that anyone awarded a 'D' grade has access to advice and support from suitably qualified and experienced mentors to help them to improve their performance

The baseline performance expected of all technical officials at UKA and EA meetings is GRADE B –STANDARD (ACCEPTABLE PERFORMANCE). The system works by establishing the baseline and then moving up or down from that. The competencies to be shown are given in two parts with the first section applying to all disciplines and the second section being discipline specific.

## **B STANDARD (Baseline)**

### **GENERIC – APPLIES TO ALL DISCIPLINES**

- To arrive and check in/report to referee punctually.
- To attend all briefing meetings as requested.
- To receive duty sheet from Referee/Chief and check out anything they are unsure about. (It is not a weakness to check and ask questions at this stage, only common sense. If such questions are asked as the competition commences it becomes a weakness)
- To follow the instructions of the Referee/Chief as given on the duty sheet and at the briefing and be at each correct position in ample time.
- To subjugate own ego in the interests of the efficient working of the team.
- To show understanding of the need to negotiate with TV/press/ sponsors regarding positioning.
- To be alert and aware at all times whilst in the competition area both in relation to own duties and in relation to other events taking place (especially health and safety issues).
- To respond quickly and appropriately to unexpected situations eg. Official missing from crucial position, injured athlete, equipment incorrectly set.
- To work as a team member, possibly team leader, helping to support and encourage each other, particularly those new to officiating at this level.
- To show a sense of urgency as appropriate without it appearing as panic.
- To move around the arena quickly and safely and sit/stand smartly as appropriate.
- To deal with athletes firmly, fairly and with understanding as needed.

It is also expected that officials would turn out dressed as requested for each meeting but at this stage they would not be marked down for minor variations.

If an Official is consistently awarded grades C and D it may prove necessary for them to be removed from the UKA list. Such action would only be taken on reviewing the evidence over a period of time

## **A GRADING SYSTEM FOR THE USE OF REFEREES/CHIEFS WHEN ASSESSING TECHNICAL OFFICIALS AT UKA AND EA MEETINGS, INCLUDING TELEVISED MEETINGS.**

### ***Technical Information Centre Manager assessment***

**GRADE A** (Excellent)

**GRADE B** (Standard- acceptable performance)

**GRADE C** (Minor problems)

Compliance with the generic list while allowing a minor transgression compared with positive attributes (see Example Group X) or a maximum of one moderate deficiency (see Example Group Y) that did not materially affect the competition.

**GRADE D** (Poor – Major problems)

Up to two moderate deficiencies (see Example Group Y)

### ***Examples of behaviours***

These lists give some examples of the scales to be used when reporting on officials. They are purposely not intended to be exhaustive to allow reporting officials to use their experience and discretion.

- **Example Group X - Positive attributes**

- Created a momentum when working and maintained a rhythm through the competition.
- Monitored the flow of information to ensure all was available at appropriate times and throughout the competition.
- Awareness of timetable and expected event timing
- Accurate knowledge, interpretation and application of relevant rules
- Accurate knowledge of rules and procedures applicable to the meeting, eg, false start, seeding
- Demonstrate good time management and an awareness of timetabling implications/Television restrictions
- Communicate effectively with athletes, team managers, coaches, officials and all relevant contacts
- Demonstrate an ability to give clear and accurate instructions to athletes/overcome language barriers

- **Example Group Y - Moderate deficiencies**

- Inefficient handling of paperwork
- Inability to remain calm
- Lack of initiative
- Poor teamwork

- **Example Group Z - Unacceptable deficiencies**

- More than one minor deficiency
- Poor attitude to enquiries
- Inability to stay on task
- Inability to work within a team

### ***Recording of the Grades assigned***

A grade must be assigned to every official based on observed behaviour and recorded on the sheet attached. Any grade other than B must also have a written report giving factual evidence to support the grade. The evidence would include timekeeping, knowledge of rules related to event, duty, round, competitor, observed behaviour, etc. There should be enough detail in the evidence to help the official concerned to understand the reason for the grading.

### **Take into account and comment on the nature of the roles undertaken by members in the team**

### **GUIDANCE NOTES FOR COMPLETING MEETING REPORT**

PLEASE complete this form in **black** ink and return this form, as soon as possible, to the **National Technical Delegate, Andrew Clatworthy and John Pickles** within two weeks of the meeting.

Where no NTD has been appointed to the **Meeting Manager, Andrew Clatworthy and John Pickles**

Andrew Clatworthy     [ajc.athletics@btopenworld.com](mailto:ajc.athletics@btopenworld.com)  
26 Columba Drive, Leighton Buzzard, Beds. LU7 3Y

John Pickles             [baldnbeautiful@btinternet.com](mailto:baldnbeautiful@btinternet.com)  
3 Regency Lodge, 69 Pitville Lawn, Cheltenham GL52 2BJ

either by post or E-mail so that any relevant comments can be acted on. For TV meetings, copies may be supplied to Fast Track for action.

### **ASSESSMENTS**

#### Guidance Notes:

Be as thorough as possible

It is essential to speak with an official if there are aspects of their officiating which are below expectations.

Give those who exceeded expectations 'a pat on the back!!'

Indicate, as appropriate, whether you feel the official should be considered for inclusion in/removal from IOG. (Grades must back up your decision) Peer groups need indicators of officials with potential.

Mark each of your officials **objectively**.

**Don't 'sit on the fence'**. Some officials must be worthy of more than 'just a B'. If you can justify higher grades then award them. The process must be effective in acknowledging the official's technical ability, so that the assessments are integral to an individual's development. Likewise with grades below a 'B'. Again it is all about development – areas to address to improve technical ability

**PLEASE NOTE:** + or - grade will NOT be accepted.

When submitting your report please make it clear within the file title who it is from and for which meeting. A suggested format would be:

**TICM Aviva Grand Prix 210210**