

## **Guidance notes for Assessment of Track Officials 2011**

Assessment of officials takes place at all major meetings. This used to be done solely by the respective Referees/Chiefs but at many meetings now both a Field Assessor and a Track Assessor are appointed to aid this process. Their role is to observe and assess, not to interfere with the running of the events!

Assessment enables informed judgements to be made about:-

- The technical ability of officials in the competition environment
- Suitability for “promotion” (particularly for inclusion in the IOG)
- Future appointments
- Guidance for personal development

### **Prior to the meeting**

1. Contact the track referee responsible for producing the duty sheet. Ask for a copy of the duties prior to the meeting to enable you to plan your observations.
2. On receipt of the duty sheet, look at the spread / movement of the individual officials during the meeting. For larger meetings it may be appropriate to liaise with the referee(s) prior to the start of the meeting to agree the observation of certain positions. If possible send a copy of your planning to the Referee before the meeting or failing that provide them with this on the day.
3. Check all issued paperwork and that you are fully conversant with the grading system and assessment requirements in operation at the time. A new 4 point grading system has been introduced for the 2010 outdoor season. The assessment forms and criteria for assessment (generic and discipline specific) can be found on the UKA website. If you have difficulty in locating them contact the NTD or Meeting Manager well before the meeting in order that they can ensure that you are supplied with this information. You will need it in order to plan for the event.
4. Devise a system for recording your observations during the day. A note sheet for Track Assessors, which you may find helpful, is included at the end of this document. This system should be concise, as you will not have the time to make copious notes on each individual official.  
The fact you have been given this role means that you are an experienced practitioner and have a good understanding of the duties involved. The following could be considered as a starting point in conjunction with the guidance outlined on the UKA assessment proforma instructions:

### **Track Assessment**

- Arrival time at umpiring positions – you as assessor will need to work out the best positions for assessing umpiring duties. You need to be in a position to see both the official and any incidents that occur (e.g. Lane running for 200m/400m, lanes at start/finish for hurdles, 400m hurdles on the bends, break line flags)
- Planning ahead and following duty sheet effectively
- Reporting infringements
- How do team leaders radio in, control their team (do they meet with them), organisation of signalling procedure – does it work?
- Judging including lap charts.

## **On the day of the meeting**

1. Arrive in plenty of time to familiarise yourself with the stadium and to meet the referee.
2. Check any changes in the officiating team (withdrawals, late additions etc). You might have to explain your role to any less experienced officials and put them at ease. Where there is a referee's team briefing, the referee should introduce you and inform the team about the assessment process.
3. Agree with the referee how officials will be told if they have performed exceptionally well or poorly and how the grades will be recorded and submitted to UKA between you. (see notes for "End of meeting".)
4. Periodically during the meeting, you should briefly catch up with the referee to compare observations. This should focus on any good or below standard performances observed. This is particularly important where officials need to be informed by the end of their duties of any higher or adverse grading awarded. You should also consult with the Team Leaders as they are in a good position to help to assess their team.
5. Although not strictly within your remit, you will probably see the Clerks of Course at work and it might be of assistance to the Technical Manager if you see and take note of any particularly good or bad points of their performance to support the TM in their appraisal and recording.
6. If you see officials, particularly those with less experience performing well it is appropriate to feed back to them during the meeting. Likewise if someone is doing something drastically wrong it is fairer to speak to them before they carry out that duty again. For a 2 day meeting it is essential to have provided feedback on any weaknesses before the start of the second day as part of the assessment process is developmental. The Assessor and the Referee will have agreed beforehand about how this will be handled.

## **Specific Track Matters**

1. Spend some time at the finish to watch judging/lap charts etc but also move round into umpiring positions, keeping a reasonable distance from the officials in order to not distract them. If you stand in appropriate positions you will become aware of any difficulties umpires may have at particular places in the stadium. If you "judge" when you are at the finish you will understand any difficulties the team are experiencing.
2. When assessing the use of the radio remember that there are dead spots in some stadia and the most competent officials can find communication difficult (Crystal Palace is particularly bad).
3. **All** officials in the track team will be assessed against the **same** criteria at the meeting. Make sure you know those criteria and grade accordingly.

## **At the end of the Meeting**

1. Decide the range of grades for the team with the referee and come to an agreement. This may be a compromise and that fact can be made clear in the comments. If there is disagreement rather than compromise the Referee will make the decision as to which grade will be submitted. For any officials who are below the required level this needs to be agreed during the meeting and simply confirmed in time to speak to the official(s) concerned.

2. Between the referee and yourself, personally inform any official who has received anything other than the expected grade. Ensure you have objective evidence to support your grading. This should be done as sensitively and as privately as possible and not in full public view. Those below the standard required will normally be spoken to by the Assessor who will have all the written information to hand and will not be involved with other duties.
3. It might be appreciated if you give some feedback to any developing officials who have been drafted in to help out at the meeting where you notice anything of particular benefit to them.

### **After the meeting**

1. Complete the assessment grid. You as the assessor put in grades and comments. It is important that your comments are relevant to the grade awarded. Send it to the referee for any additional comments from them. They should then send the form back to you. If you feel that officials should be considered for inclusion in the IOG please state this clearly on your assessment.
2. The assessor then sends the assessment form to John Pickles and the NTD, or the Meeting manager where no NTD is appointed (plus Andrew Clatworthy) and a copy back to the referee on same e-mail. This ensures that what the referee has approved is what has been sent in finally. It is important to ensure that your assessments are submitted within the specified time period following the meeting.

**Track Assessor note sheet** (For your own use - not to be submitted with your assessments)

<b>Name of official</b>		
Check in Report		
Dress		
Briefing		
Awareness		
Team work		
Dealing with athletes		
Response to unexpected		
Follow duty sheet		
Infringement reports		
Communication skills		
Lap Board & Bell		
Judging including Lap Scoring		

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