

# MEETING REPORTS

## CHIEF TIMEKEEPER

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**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 as Chief Timekeeper.**

## **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 **one week** of the meeting, providing appropriate evidence.  
n.b. Chief Timekeepers to offer to provide an individual analysis along with the grading.
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. **If the event is using online reporting and assessment then grades and meeting reports should be submitted online using the user name and password UKA have provided to you.**
7. **In online reporting and assessment Chiefs are asked only to record the Average and % within +/- 0.10s as requested on the online assessment form. The full Timekeeping analysis should be submitted to David Vidler [miveld.vidler@btinternet.com](mailto:miveld.vidler@btinternet.com) and should NOT be submitted with the assessment reports online. There are prompts on the online form to remind Chiefs to do this.**

## **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.***

### **GENERAL REQUIREMENTS:**

1. To achieve a Grade 'B' or above, the Official must have recorded at least 90% of their times within 0.1 of a second.
2. The official is also required to have shown a detailed knowledge and understanding of practice and procedure at major meetings.

**A - EXCELLENT:** Awarded to Officials who show themselves to be highly effective in one or more of the Standard performance criteria and whose average timekeeping error is not more than **2.75 hundredths of a second**. There will be no 'own fault' missed times.

**B – ACCEPTABLE PERFORMANCE:** This is the baseline performance expected of all Officials working at National and International level and it is seen as the grade that will be awarded to the majority of Officials, at any given meeting. Awarded to Officials who undertake their allocated duties effectively and whose average timekeeping error is not more than **5.0 hundredths of a second**.

All times either have a timing difference or should be recorded as missed times and included in the analysis as such. The number of missed times will be taken into account. The reporting Chief Timekeeper in the Grade assessment may exercise discretion in accepting whether those missed times are own fault or otherwise. In this case, the Chief Timekeeper must give a clear justification, explaining any extenuating circumstances or reasons. In cases where there are deemed to be an unacceptable number of missed times, a 'C' grade should be awarded.

If there are fewer than 10 times taken at a meeting e.g. a Grand Prix, and there is only one time outside of 1/10<sup>th</sup>, a 'C' Grade should not normally be given unless other factors dictate that an 'A' or 'B' Grade is not appropriate.

**C – MINOR PROBLEMS:** Awarded to those who fail to meet either of the two General Requirements or whose average timekeeping error is greater than **5.0 hundredths of a second**.

**D – MAJOR PROBLEMS:** Awarded to Officials who fail to achieve one of the two General Requirements and whose average timekeeping error is greater than **5.0 hundredths of a second, or who fail to meet the two General Requirements**.

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 e.g. Official missing from crucial position, injured athlete and 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 as 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.**

### **Timekeepers Assessment**

- When returning times to Team Leader/Chief this is done clearly and quickly, with the details being recorded accurately. (All times to be returned in tenths but recorded in hundredths).
- Times other than those requested by the Chief are not to be taken.
- Good knowledge shown of UKA/IAAF rules (as appropriate).
- Ability to carry out extra duties as requested by the Chief, such as:
  - If responsible for communicating Lap times/Km times by radio to do this clearly, concisely and accurately.
  - Lap recording forms to be completed accurately. (The finish time on each form should be left blank to be filled in with the official returned time for the event)
  - 4 x 400m relay split forms to be completed with all relevant details entered correctly i.e. Team number/Lane number etc.
  - Correct procedure followed for the calling of intermediate times.
  - Completing a lap chart.
  - Using a Running Watch/Multi Timing
  - All Officials should show respect and be courteous when dealing with Spectators, Athletes and other Officials.

### **GENERAL REQUIREMENTS:**

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2. The official is also required to have shown a detailed knowledge and understanding of practice and procedure at major meetings.

**A - EXCELLENT:** Awarded to Officials who show themselves to be highly effective in one or more of the Standard performance criteria and whose average timekeeping error is not more than **2.75 hundredths of a second.** There will be no 'own fault' missed times.

**B – ACCEPTABLE PERFORMANCE:** This the baseline performance expected of all Officials working at National and International level and it is seen as the grade that will be awarded to the majority of Officials, at any given meeting. Awarded to Officials who undertake their allocated duties effectively and whose average timekeeping error is not more than **5.0 hundredths of a second.**

The number of missed times will be taken into account. The reporting Chief Timekeeper may exercise discretion in accepting missed times. In this case, the Chief Timekeeper must give a clear justification, explaining any extenuating circumstances or reasons. Otherwise (and in cases where there are deemed to be an unacceptable number of missed times), a C grade should be awarded.

**C – MINOR PROBLEMS:** Awarded to those who fail to meet either of the two General Requirements or whose average timekeeping error is greater than **5.0 hundredths of a second.**

**D – MAJOR PROBLEMS:** Awarded to Officials who fail to achieve one of the two General Requirements and whose average timekeeping error is greater than **5.0 hundredths of a second, or who fail to meet the two General Requirements.**

## **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

Remember to complete a full timekeeping review of all individuals.

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:

**CT Aviva Grand Prix 210210**