

UK ATHLETICS OFFICIALS' EDUCATION PROGRAMME

GUIDELINES FOR ASSESSING LEVEL 3 IN 2015 FOR:-

- a) Those officials aiming to become Level 3
- 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 3.
- c) The Peer Groups who will make the final decision about candidates for Level 3.
- d) Those reporting on or mentoring candidates.

It is important that everyone concerned reads these guidelines. **Please pay particular attention to highlighted areas.**

Introduction

- a) **An official who becomes Level 3 will be listed as 3P 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/assessors will be asked to comment in detail upon the performance of such officials. It is also important to read Appendix D of the UKA rulebook, particularly the section about the International Meetings Officials group, as that gives an indication of the level of commitment expected of a Level 3 official.**
- b) There is often considerable pressure when officiating at the higher level meetings and it is essential that any official being designated Level 3 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 officials at those meetings are assessed against published criteria and it is essential that all those people mentioned above are fully conversant with those criteria, both Generic and Discipline Specific. They can be found on the officials' section of the UKA website www.uka.org.uk/competitions/officials/reportingandassessment-forms 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 3 officials who have been at that Level for at least 2 years.
- e) Photo Finish reports can be written immediately upon reaching Level 3 by those for whom it was the second discipline providing that they have been at that Level in their other discipline for at least 2 years.

Please note:-

The Peer Groups will not be able to consider any application which is not accompanied by the complete set of the 6 positive reports required written by 5 or 6 different eligible officials (as indicated in this section) and the annual worksheets for 2014 and 2015. Where necessary the Technology report can be written by an official who has also written a report in another category. 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)).

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

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 3 officials are assessed on their knowledge of UKA, IPC and IAAF rules and the differences between them. The candidate disk contains questions for practice.

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 and Paula Gowing at UKA 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 if possible. Ensure that you keep a copy of your answers.
- The TRNG Officials 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. Some markers are happy to mark without hard copy but if this is required they will need to request this and it will be printed off and sent from the UKA office.
- If the marker is satisfied with the answers the candidate and TRNG secretary will be informed that this part of the Level 3 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 3 in 2015.
- It is important that any candidate who thinks that they might wish to apply in 2015 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.

Photo-Finish

Photo finish is now a separate discipline but in order to avoid duplication of reports the requirements are given below. This provides clarification and also shows recent changes.

Level 3 Photo-finish Requirements

Requirement	Comments
Generic Module	Mandatory, but only once
L3 PF Module	Mandatory – NO exceptions
Clerk of Course Report	Mandatory, but only once, whether for L3, or an earlier Track Judge or Field Judge qualification
Technology report demonstrating the use of the files required for PF	This requirement was introduced in 2014
Chief PF Report	Required by all applicants
Team PF Report (2)	
Out of Area PF Report	
30 Meetings	Total of 30 required which can be spread over 3 years. From 2014 all 30 meetings will need to be working in PF.

Responsibility for submitting paperwork.

TRNGs are responsible for collating all the required reports and annual worksheets for candidates and then considering them to decide on the suitability of the candidate to become Level 3. 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 Technical Official over 2 years (3 years allowed for PF) and are the meetings at a range of levels including the equivalent of Territorial 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. See below for further information (logbooks).
- b) **Reports** – Reports from 2013, 2014 and 2015 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 3 officials who are on the UKA Active List. Reports and records of experience should reflect some experience at least at Regional level.
 - i) Do the **team member (minimum of 3) reports** show the ability to work at higher level meetings. Do the reports for Starters include some which demonstrate their competence as a Marksman? (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 3 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 Marksman.
 - ii) **Out of Region report** – 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!
 - iii) **Technology report**

Track Judges and Timekeepers simply require a report to confirm that they can interpret a photo finish picture. They are not required to work within a team although they are encouraged to do so. The report can be provided by the tutor of the Level 3 Technology course.

Field Judges are not required to be able to operate EDM equipment at the speed required at an International event. They do not need to be able to set up the equipment although that should be encouraged. They should be able to operate consistently, accurately and confidently. However should they qualify as Level 3 by the time they have completed their 2 years as 3P they will be expected to be able to operate EDM at the level required for televised meetings. Bearing in mind that opportunities to use EDM are limited and often only cover the long throws it is acceptable for reports to be presented from long throws only but they must cover several events, possibly at more than one meeting. The ideal would be for the report to cover a range of events including both long throws and shorter events.

Starters/Marksmen are all required to be able to support the installation and movement of FSE and to be able to identify basic malfunctions (eg. no sound coming from the speakers at the blocks). They also need to be able to interpret the printer data. In addition starters are expected to be able to respond to a signal from the equipment and also act appropriately when there is no signal and they think that an infringement has taken place.

The report for starters must show that they have experienced the use of False start Equipment in competition. This is also desirable for Marksmen but in the first instance the course tutor will be asked to provide a report to those who show all the required competencies on the course. This can

be strengthened by a supplementary report when using the equipment in competition.

- iv) **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. Where possible a duty sheet should be attached but there may be situations where that has not been done. It is acceptable to ask a candidate to produce a duty sheet for a meeting retrospectively in order to demonstrate that they are capable of planning at that level. They are not being looked at in the way Grade 1 officials were looked at for Referee under the old system!
- v) **Clerk of Course** – There is not an expectation that an official immediately upon appointment to Level 3 could handle Clerk of Course duties at a major meeting. They should be able to cover this duty at County or area level. However reporters are asked to bear in mind that the candidate may have little experience of this role, especially if he/she is a timekeeper or starter and should take that into account.

All those writing reports are asked to please ensure that the report 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 3 as the Peer Group requires evidence of competence in order to make a sound decision.

c) **Logbooks have been replaced by detailed Record of Experience forms**

All applicants for Level 3 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. This replaces the separate logbook sheets. The mentoring sheets in the logbook can still be used on occasions when mentoring, either formal or informal, has taken place..

The TRNG view of the experiences shown on the detailed R of E form will form part of the application form for Level 3 and should be submitted with the other documentation. This form is available on the UKA website.

FINALLY – ask yourself – ***IF SELECTED FOR A MAJOR ASSESSED MEETING WILL THIS CANDIDATE COME OUT WITH A SATISFACTORY GRADE?***

If the answer is Yes then proceed, if the answer is No then think again!

The full set of reports for each candidate from your Tri-Region or Country, accompanied by the completed application forms and the annual Record of Experience sheets for 2014 and 2015 at least should be submitted both as hard copy and electronically by November 12th 2015 or earlier if possible to:-

**Dr. Moira Gallagher
26 Barfield Crescent
Leeds
LS17 8RU**

gallagherm@supanet.com

Please do not use any form of recorded delivery. As you/the candidate will have a copy of all documentation first class mail should be perfectly adequate. Please ensure that you put the correct postage on the envelope!