



OFFICIALS' TRAINING DAY – 1 April 2023

Trinity Reports



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myATHLETICS Portal



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Meeting Reports

Purpose:

- Maintain good practice
- To enable organisers to improve future meetings
- Suggest improvements

By Whom:

- Referees/Chiefs
- National Technical Delegate

For Whom:

- scottishathletics Competitions Team
- UKA



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Format

- Series of Headings
- Tick boxes:
Very Poor/Poor/Satisfactory/Good/Excellent
- Comments boxes:
List recommendations as bullet points

General Hints

- Remember your reader - UKA
- Report v De-brief Meeting
- Keep comments brief - don't comment for the sake of it. Note form is adequate.
- Only make one comment in each box
- If you score 'Very Poor' or 'Poor', you should add a comment saying why and how improvement can be made.
- If any section is not applicable to you simply indicate that fact

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Availability of information prior to the event

- If this is not scored 'Good' or 'Excellent', say why - consider stating who provided information and when e.g. Competitions Team, 7 days prior to event.



IMPROVEMENT

Appointment of officials

- Be specific if the number you had was not ideal.

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Comments about specific officials

- Not required unless someone has not performed as expected for their level.
- Chiefs must complete an assessment for 4P officials. Separate form.

Facilities and equipment

- This helps the Competitions Team. Identify anything faulty or 'by its best'.

Technology

- Sub sets are EDM; FSE; PF. Note if there were problems on the day, otherwise simply list the type/provider.



IMPROVEMENT

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IT system from registration through to results

- Meet Manager usually works well but if there is a problem, note it, particularly if it affects seeding/results/Call Room.

Timetable

- Note start and finish times of competition (Track and Field Referees only).
- Comment if the timetable did not run to plan, giving reasons. This helps the timetabling group.

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Arrangements for Officials' welfare

- Comments probably only required if something went wrong.



IMPROVEMENT

Incidents dealt with and any other major issues

- Few championships are incident free.
- Comment succinctly on anything significant.
- Focus on **solutions**, not just problems!

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Assessments for Level 4P Officials

- Very important that Referees/Chiefs complete these short assessments.
- Provide examples of what the person has done to evidence your comments.
- Take time and care as this is what the UK Peer Groups use to decide if an official can drop the 'P'.

Timeframe

- Two weeks.
- Important to assist NTD.

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Requirements of NTD

- Include recommendations from all other Referees'/Chiefs' reports.
- Include specific comments about officials highlighted in their reports.
- Approve all other Referees'/Chiefs' reports.
- Do **not** change other's reports without agreement.
- Complete assessments on Level 4P's acting as chief.
- Send word version of your report to M Rogers and M Gallagher within 4 weeks.

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Questions



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Thank you

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