

scottishathletics

National Officials Training Day 2024

Saturday 6th April 2024

Grangemouth Sports Stadium

WELCOME

Alistair Aitchison

Chair of the Officials Commission

Programme for Today

Morning Presentations:

- ❖ How to update your ROE (Moira Nisbet)
- ❖ Update on New Officials Kit Supplier (Steven FN Teamwear)
- ❖ New Officials Pathway for Level's 1-3 (Shona Malcolm-Martin)
- ❖ Networking
- ❖ Open Question Time

Workshop 1

Lunch

Workshop 2

Wrap Up & Close

Record of Experience

Moira Nisbet

- ✓ WHO
- ✓ WHAT
- ✓ WHEN
- ✓ WHY
- ✓ WHERE
- ✓ HOW



WHO:

- **Everyone – all Scottish Athletic officials from assistant upwards**
 - Track
 - Field
 - Photo Finish
 - Starter /marksman
 - Timekeeper
 - Endurance
 - Admin
 - Declarations
 - Seeding
 - Results
 - Call room
 - Announcing
 - etc



WHAT:

What do we need to record?

- ✓ The event name
- ✓ The date of the event
- ✓ Where the event was held
- ✓ Age group of the event
- ✓ List of duties undertaken
- ✓ List of any learnings at an event
- ✓ The name of your referee/chief



WHEN:

When to record is down to each individual....

- Straight after the event—
 - most of us are tired after being at an event all day and need to spend time on yourself /family, or in fact some people update on the day
- Next day
- Following day
- Really whenever it suits you to do so.
- Obviously the nearer to the event the more you will remember what happened at the event
- End of the year... will you remember all that you did if you leave it to then?

WHY:



Why do we need to keep a note of our record of experience?

- For our own continued professional development!!
- Upgrading – demonstrating what duties have been carried out to warrant an upgrading
- To remind ourselves what types of duties carried out and what experience still required
- To allow you to submit your Record of Experience annually in the correct format to your Head of Discipline – this is done by downloading to your personal drive and sending to your HoD. HoD then collates a file which includes all your events attended To show events attended which may qualify for the Scottishathletics award scheme – WHAT DO POINTS MAKE?
- Once HoD has updated their records from your records they then send on the Head of Commission the recommendations for scottishathletic award scheme

WHERE:

Where to record?

Record where it suits you best:

- Spreadsheet provided by Shona Malcolm - you will need to save this document to your own drive on your pc/iPad/laptop. Please ensure it covers off “what needs to be recorded” – makes life easier for your discipline heads if all in the same format.

or

- UK Portal Under Record of experience

Level 4s:

<https://myathleticscommon.englandathletics.org/portal/officials/Login>

Everyone else on the new portal:

<https://myathleticsportal.englandathletics.org/Account/Login>

HOW:

Sign into my Athletics Portal:

myATHLETICS Portal

Sign in to update your club

To view and edit your club information, add and communicate with your members and manage their membership fees please sign in.

If you do not have a username please contact [Membership Services](#) to create one.

[Looking for the myATHLETICS portal?](#)

[Bookmark This Page](#)
[Help & Support](#)

Sign in

[Forgot your URN?](#)







[Forgot your password or need a new one?](#)

☐ I agree to the [terms of use](#)
[Please agree to the terms of use to log in.](#)

This will take you to your home page – this is what my home page looks like:


Official's Portal

You can view officials in your area and communicate to them.

-  My Profile
-  Area Profile
-  Officials
-  Courses
-  Group Members
-  Email History

Area Profile

Name	Scotland
Reference	2662877
Area	


[Edit Image](#)

Area Summary

	Total	Licenced & Qualified	Unlicenced & Qualified	Unqualified
Primary Officials	902	432	169	301
Secondary Officials	1	1	0	0

Next click my profile, then click on Record of Experience:

myATHLETICS Portal

You can view and make changes to your members' information at any time.

Summary

Personal Details

Contact Details

Password and Security

Privacy Statement

Communication Preferences

Athletics Roles

Qualifications

Courses


Emails

Record of Experience

Official Assessments

Official's Portal

Personal Details

URN 2949857 

Name Mrs Moira Nisbet


Date of Birth 25/04/1956

Phone +44 (0)7841 901454 (mobile)
+44 (0)131 4421109 (home)


Email monisbet@blueyonder.co.uk

Registration Not a current athlete [How Do I Register?](#)

Expires On N/A

DBS Expires on 29/06/2024 

Address 2 Baberton Mains Way
Edinburgh
Midlothian
EH14 3HF
Scotland


[Edit Member Image](#)

Roles

Athlete

Coach

Official [Scotland](#) | [Scotland East](#) | [UK Athletics Limited](#)

Volunteer [England Athletics](#) | [Scotland](#) | [Scottish Athletics](#) | [UK Athletics Limited](#)

Qualifications

[Coaching](#)

[Official](#) [Field Judge](#) | [Timekeeper](#) | [Health & Safety](#)

Courses

Booked [National Officials Training Day](#)

Attended [Scottish Technical Officials CWG2014](#) | [Level 4 Field Judge](#) | [Hy-Tek Meet Manager Works...](#)

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Now to add to your Record of Experience:

myATHLETICS Portal

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Official Assessments

Official's Portal

Record Of Experience

Please complete your record of experience for any relevant competition where you are undertaking duties which will contribute to your record of experience. The review period is from October 1st to September 30th and after that date you are requested to send the experience log to your Official Secretary for review.

Those officials working towards Level 4 should describe all duties as fully as possible and complete the "What did I learn" column. Those at a higher level only need to complete the name of the duty unless they feel it will support their development to give fuller details.

Date Of Event	Event Name	Event Area	Event Type	Venue	Main Role At Event	Details	Delete
03/03/2024	World Indoor Champion	Track And Field	Competition I worked a	Emirates Arena, Glasgow	Track and Field: Field Ju	Details	Delete
02/03/2024	World Indoor Champion	Track And Field	Competition I worked a	Emirates Arena, Glasgow	Track and Field: Field Ju	Details	Delete
01/03/2024	World Indoor Champion	Track And Field	Competition I worked a	Emirates Arena, Glasgow	Track and Field: Field Ju	Details	Delete
21/02/2024	Scottish Athletics Offici	Track And Field	Meeting/facilities asses	Zoom call	Other	Details	Delete
18/02/2024	scottish athletics 4J stu	Track And Field	Competition I worked a	Grangemouth Sports st	Track and Field: Field Re	Details	Delete
17/02/2024	scottishathletics 4J Stud	Track And Field	Competition I worked a	Grangemouth Sports St	Track and Field: Field Re	Details	Delete
16/02/2024	scottishathletics 4J Stud	Track And Field	Competition I worked a	Grangemouth sports st	Track and Field: Field Ju	Details	Delete
13/02/2024	Zoom call with Field ref	Track And Field	Meeting/facilities asses	Zoom call	Other	Details	Delete
12/02/2024	scottish athletics 4J stu	Track And Field	Meeting/facilities asses	Zoom call	Other	Details	Delete
08/02/2024	Zoom call with Field ref	Track And Field	Meeting/facilities asses	Zoom call	Other	Details	Delete
02/02/2024	Meadowbank Jumps Fe	Track And Field	Competition I worked a	Meadowbank Sports Ce	Track and Field: Field Ju	Details	Delete
28/01/2024	scottish athletics 4J stu	Track And Field	Competition I worked a	Pitreavie Athletic Cent	Track and Field: Field Ju	Details	Delete
27/01/2024	scottish athletics 4J stu	Track And Field	Competition I worked a	Pitreavie Athletic Cent	Track and Field: Field Ju	Details	Delete
26/01/2024	scottish athletics 4J stu	Track And Field	Competition I worked a	Pitreavie athletic centre	Track and Field: Field Ju	Details	Delete
20/08/2023	4J Studios scottish athle	Track And Field	Competition I worked a	Aberdeen Sports Village	Track and Field: Call Roc	Details	Delete

[Next](#)

Add New

Export

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Record Of Experience

Date of Event: 2 April 2024

Event Name (Required):

Event Area:

Event Level:

Event Type:

Venue:

Main Role At Event:

Duties Undertaken:

What Did I Learn?:

Date of event: e.g. today 06/07/2024

Event Name:

Event Area – 2 choices

Event Area:

Track And Field

Track And Field

Off Track / Endurance

Event Level – several choices

Club/Open

League

Region/District/County

National

Home Country International

International

Disability

Others

Venue: Name and location of venue

Main role at event – list is endless – scroll down until you find your role :

Main Role At Event:

Course Tutor

Course Delegate

Conference

Endurance: Awards Presentation Team

Endurance: Car Parking Steward

Endurance: Changing Area Steward

Endurance: Chief Finish Area

Endurance: Chief Judge

Endurance: Chief Marshal

Endurance: Chief Rope Controller

Endurance: Chief Starter's Steward

Endurance: Chief Timekeeper

Endurance: Chief Vocal Tape Recorder Steward

Endurance: Clerk of Course

Endurance: Course Director

Endurance: Course Marshal

Endurance: De-chipping Steward

Endurance: Disc Steward

Endurance: Drink / Feed / Sponge station team

Track and Field: Chief Seeder

Track and Field: Field Assessor

Track and Field: Field Judge

Track and Field: Field Referee

Track and Field: Infield Spotter

Track and Field: Jury of Appeal

Track and Field: Meeting Manager

Track and Field: National Technical Delegate

Track and Field: Numbers Steward

Track and Field: Photofinish Judge

Track and Field: Photofinish Technician

Track and Field: Presentation Steward

Track and Field: Race Walking Finish Judge

Track and Field: Race Walking Judge

Track and Field: Race Walking Recorder

Track and Field: Results Coordinator

Track and Field: Results Steward

Track and Field: Seeding Officer

Track and Field: Start Coordinator

Track and Field: Start Referee

Track and Field: Starter

Free format for duties undertaken – take these from your duty sheet.

What did I learn?

Duties Undertaken:

What Did I Learn?:

Chief Or Referee At Event:

Reports On You/By You:

Save

Cancel

Please note guidance for duties undertaken can be found:

<https://www.uka.org.uk/officials/track-and-field/education-and-training/level-1-2-3-track-and-field/>

Duties for each judge would be listed on the Duty Sheet, but could include the following examples:

- U15 Girls Shot – Rear of circle, arm action, exit, tape pull through, supervise warm-up.
- U17 Men Long Jump – Board, flags, measure, card.
- U20 Women Hammer – Leader, call-up, horn, front and side of circle, exit, flags, measure, card.
- Senior Men High Jump - Card 2, set bar, validity of jump, flags, measure, supervise warm-up.
- U17, U20 & Senior Women Pole Vault - Adjust stands and set bar, card 2, measure, hands on bar, plane of box, supervise warm-up.
- U15 Girls Javelin – Validity of landing.
- U20 Men's Hammer - EDM operator, card 1.

Example(s) of Timekeeping Duties:

Duties for each judge would be listed on the Duty Sheet, but could include the following examples:

- Intermediate Lap times to Announcer
- Call intermediate lap times to Athletes
- Record Intermediate times and Leader's Number
- Lap Chart / Running Watch / Multi timing
- Relay splits for 4 x 400m.

Track judge:

- Judging all finishers
- Judging last 3
- Umpiring in different positions around the track
- Lap Board and Bell
- Looking at Hurdles for infringements including steeplechase
- Breakline in 800 metres
- Relay take over both 4 x 100m and 4 x 400m
- Wind Gauge – if manual at meetings

Example(s) of Duties:

Duties for each judge would be listed on the Duty Sheet, but could include the following examples:

J = Judge at Finish	JL3 = Judge Last three
BR/13 = BREAK Line then position 13	LS / J = Lap Score and Judge
WG = Wind Gauge	LB / B = Lap Board and Bell
H1 (2, 3,4) = Steeplechase Hurdle No.	W / J = Water Jump
IC TO 1 (2, 3) = In Charge Take Over No.	LB / B* (or A) = Lap Board and Bell Assist
TO IN /TO OUT = 4 x 400 Relay Take over IN /OUT	TO = Take Over No.

Example(s) of Photofinish Duties

- Duties for each judge would be allocated by the Chief Photofinish judge and communicated verbally or via a formal Duty Sheet. The likelihood is that you will be allocated more than one duty at any meeting with duties changing at times defined by your Chief. Examples of duties are as follows:
- Reader – Responsible for reading the photofinish picture for a race i.e. identifying each athlete (by bib number or lane, as appropriate) and ensuring that the cursor positions are correctly placed on the leading edge of the torso in each case.
- Operator – Operates the reading machine. Works in conjunction with the official allocated the Reader duty. For some meetings, the Reader and Operator duties may be merged and allocated to a single official.
- Button – Operates the capture button, if used.
- Capture – Operates the Capture computer has responsibility for ensuring the correct race is loaded before each start, the correct automatic wind readings are taken (if appropriate) and for saving races once they have been completed and captured. For some meetings, the Button and Capture duties may be merged and allocated to a single official.

Starter

Ensure fair starts for all competitors

Work as a team – recall, block, disengage, give opinions relating to false/faulty starts

Starter's Assistant

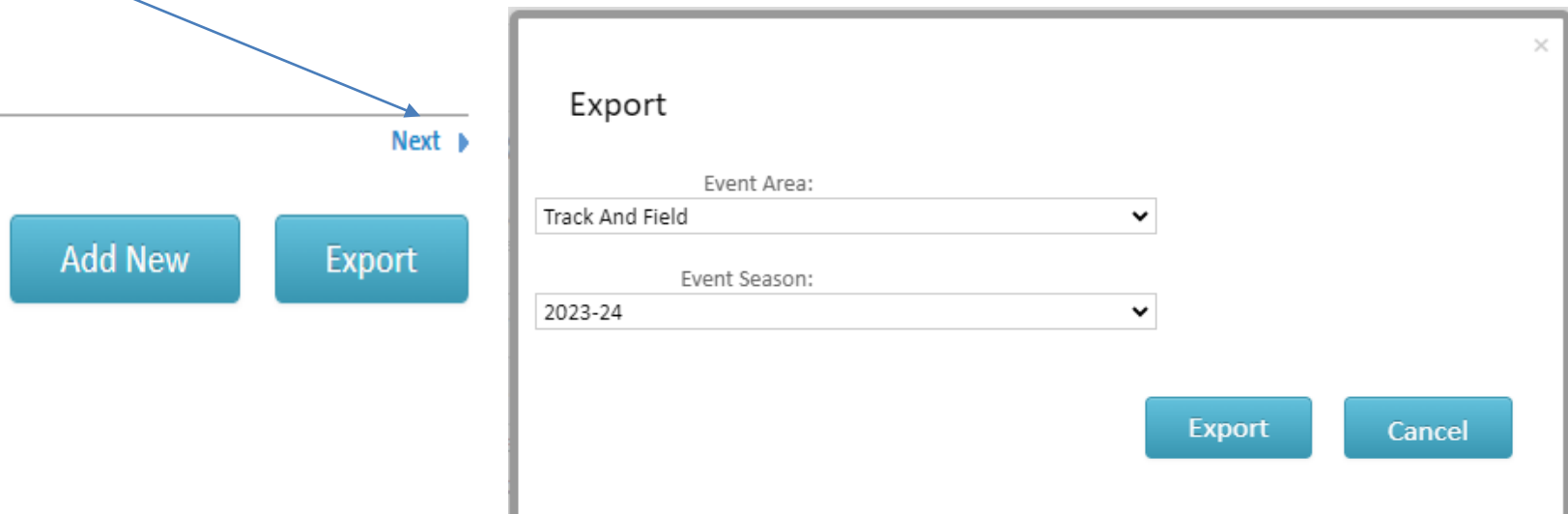
- Checking in the athletes, lane allocation, explaining qualification
- Signals to St
- Watching for hands and feet infringements
- Issuing Cards as appropriate

Once you have recorded all you wish to record, input the name of your referee/chief and note if any reports have been actioned by you / on you or say None – then click SAVE.

That record is then stored.

If you remember something that you have missed you can go back in later and review and update, then save again.

At the end of September annually please review your RoE – simply click on export under your ROE – and select event season you wish to download:-



Next ►

Add New Export

Export

Event Area:
Track And Field ▼

Event Season:
2023-24 ▼

Export Cancel

Be patient while the file downloads, it may take a second or two. Then it will ask where you wish to save the file to in your documents on your PC/ Laptop/iPad. Your choice.

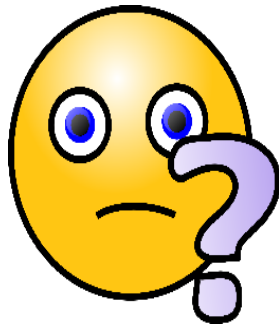
Naming convention.....Please name your file

Surname_First name_ROE_YYYY

This is then nice and quick for your HoD to save to their own record and tick you off as having submitted.

Easy as that

QUESTIONS ?



FN Teamwear

Steven Dow

New Officials Pathway Level's 1-3

- Will be launched on 1st May 2024
- Communication going out on HCAF websites on 22nd April
- Webinar for Tutors & Discipline Heads/Cofsecs/ TRNS on 25th April 2024
- Webinar for all officials on 29th April 2024

QUESTIONS



Workshop 1

- Field – Section 1 Gym - Moira Nisbet
- Track – Section 2 Gym - Joyce Wighton
- Start Team – Section 3 Gym – Sophie, Val, Rob
- Photo Finish – Photo Finish Booth - Dave Finlayson
- Endurance – SAL Office – Dave Cairns
- Timekeeping – Café or Indoor Centre – Json Pender

Lunch Time

Regather at 13.20

Workshop 2

Discipline Specific

- Endurance – SAL Office – Dave Cairns
- Field – Section 1 Gym – Moira Nisbet
- Photo Finish – Photo Finish Booth – Dave Finlayson
- Start Team – Section 3 Gym – Sophie, Val, Rob
- Timekeepers – Cafe or Indoor Centre – Jason Pender
- Track – Section 2 Gym – Joyce Wighton

scottishathletics

National Officials Training Day 2023

THANK YOU!