



## **ENDURANCE OFFICIAL – LIST OF DUTIES FOR PROGRESSION TO LEVEL 2 AND 3**

The following resource has been developed by the Home Countries Athletics Federations (HCAFs) to provide guidance and additional support to individuals progressing through levels 2 and 3 of the Endurance discipline. Clarification on the required duties and level of experience gained for have also been provided, to enable each official to gain the required knowledge and skill sets prior to attaining the next level.

The colour-coded key below highlights the individual level 2 and 3 duties with the types of duties to be undertaken to progress to the next level. This ensure the process of learning and gaining the practical experiences is as enjoyable as possible, whilst the descriptions for each duty will assist in being able to undertake the applicable duty without supervision in the fullness of time.

LEVEL 2	
LEVEL 3	

By working through the list of duties with a mentor or more experienced officials, at your own pace, will enable you to perform each duty confidently and without supervision. This will in turn provide an opportunity for you to support less experienced officials who also wish to progress to the next level.

**If you require any assistance or additional support with this resource, please contact your Home Country Athletics Federation (HCAF) officiating lead contact.**

## ENDURANCE OFFICIALS' PATHWAY

The links below provide further information on the Endurance Officials' Pathway for your respective home country athletics federation:

[England](#) ; [Northern Ireland](#) ; [Scotland](#) ; [Wales](#)

### Endurance Level 1

- 1) Complete DBS check (or Home Country equivalent).
- 2) Complete Safeguarding self-paced Module.
- 3) Read and understand [Health and Safety Guidance for Endurance Officials](#).
- 4) Provide Endurance Officials Licence photograph.
- 5) Complete Endurance Level 1 and Risk Awareness training courses.

### Progression to Endurance Level 2

- 1) Official should work through a variety of duties at own pace, including different endurance event disciplines, feel confident in undertaking most endurance duties and equipped to undertake more complex roles. It is important you can perform the duties confidently and independently.
- 2) Complete a minimum of 6 practical experiences since gaining Level 1 qualification, all should be different and demonstrate progressive learning / understanding of the roles (1 practical experience = 1 meeting).
- 3) Complete three Level 2 self-paced modules and associated questions: Judging & Recording, Sector Marshal and Race Referee.

### Progression to Endurance Level 3

- 1) Official should expand experience, working through the list of duties at own pace, including different endurance event disciplines. Gain managerial experience and be able to undertake more senior officiating roles at area and regional levels. It is important you can perform the duties confidently and independently.
- 2) Complete a minimum of 10 additional practical experiences since gaining your level 2 qualification, a minimum of 2 at Area / Regional level meetings (1 practical experience = 1 meeting).
- 3) Ensure completion of "What Did I Learn?" on Record of Experience, to provide evidence of self-assessment and subsequent learning.
- 4) Complete two Level 3 self-paced modules and associated questions: Course Director and Start / Finish Director.
- 5) Submit one positive report at an Area Level meeting – Speak to your [County Officials' Secretary](#) or area upgrading secretary (England), or Home Country Officiating Lead to arrange, details below:
  - England (Northern) - [arwelwilliams@aol.com](mailto:arwelwilliams@aol.com)
  - England (Midlands/Southwest) - [nicholas.folwell@btinternet.com](mailto:nicholas.folwell@btinternet.com)
  - England (Southern) - [nicholas.folwell@btinternet.com](mailto:nicholas.folwell@btinternet.com)
  - Northern Ireland - [officials@athleticsni.org](mailto:officials@athleticsni.org)
  - Scotland - [shonamalcolm@scottishathletics.org.uk](mailto:shonamalcolm@scottishathletics.org.uk)
  - Wales - [officials@welshathletics.org](mailto:officials@welshathletics.org)

### LIST OF DUTIES (FOR PROGRESSION TO LEVEL 2 AND 3)

- Level 1 Endurance Officials are expected to have basic understanding of Course Marshalling and Off-track Endurance Officiating duties.
- Level 2 Endurance Officials need a minimum of 6 practical experiences since obtaining Level 1, demonstrating their progression and understanding over a range of roles.
- Level 3 Endurance Officials need a minimum of 10 practical experiences (2 at Area / Regional level meetings) since obtaining Level 2. Both Level 2 & Level 3 experience are acceptable, but the expectation is that the different experiences will have a managerial content.

DUTY	EVENT ORGANISATION ROLES
<b>Race Director / Organiser / Convener*</b>	<ul style="list-style-type: none"> <li>• There are no minimum licencing qualification requirements for the following roles.</li> <li>• Endurance Officials wishing to take on these roles at championship level are encouraged to gain the required experience through mentoring and shadowing at Endurance championships.</li> <li>• Start, Course and Finish Director experiences for Level 2 should be in smaller races of 1,000 competitors or less.</li> </ul>
<b>Start Director** / Start Area Manager</b>	Works closely with the Race Director, controls all matters relating to the start of a race, design / layout, construction, spectator / athlete control. Managing security of the start area and personnel, in consultation with the Referee.
<b>Course Director** / Clerk of Course (for cross-country)</b>	Works closely with the Race Director, responsible for the safe management of all activities on the course, setting the course (using Course Measurement Record for Road Races), implementing Risk Assessment action points, course signage / marking and supervising interaction of competitors / vehicles / pedestrians / other road users as appropriate.
<b>Finish Director** / Finish Area Manager</b>	Works closely with the Race Director, controls all matters relating to the finish of a race, design / layout, construction, spectator / athlete control. Managing security of the finish area and personnel, in consultation with the Referee.

\* Race Director role requires considerable experience and organisation skills. Endurance Level 4 includes a Meeting Manager / Event Manager (Cross-Country) module. Endurance Level 4 is appropriate for championship level events.

\*\* Course and Start / Finish Director roles also require considerable experience in the roles. These roles are included in Endurance Level 3 self-paced modules and expanded upon in Endurance Level 4 modules. Endurance Level 3 or 4 is appropriate for championship level events.

DUTY	<b>NON-TECHNICAL OFFICIALS' ROLES</b> There are no minimum qualification requirements for the following roles, but previous experience is recommended.
<b>Announcers</b>	<b>Course Announcer:</b> Announce race starts, any public announcements and provide race commentary.
	<b>Course Announcer Feed:</b> Assist course announcer by noting runners bib numbers / positions identified by on-course marshals / spotters and use race entry lists to feed identified runners' details to course announcer.
	<b>Presentations Announcer:</b> Works closely with the presentations team, request prize winners to attend presentations and announce presentations.
<b>Declarations / Registration (Chief)</b>	Oversee declarations team, answer any runners' / team managers questions and address / resolve any issues arising through online entry error, team changes, etc. This role should be allocated to an experienced declarations Official.
<b>Declarations / Registration</b>	Process Race-day registration from competitors or team managers, as appropriate. Check off names against online entries lists and distribute bib-numbers / chips (for chip timed races), etc.
<b>Entries</b>	Championship entries are all on-line, therefore no requirement to take / process entries on the day. On-line entries now also common at Local / Club / Open races, but some smaller events may still take entries on the day, which will therefore require a trained / experienced team to administer this role.
<b>Officials' Report</b>	Check attending officials against Allocations list / Duty sheet, distribute event passes, meal vouchers, etc. and report any non-attendance to the race organiser for any required re-deployment action.
<b>Presentations</b>	An experienced presentations team identifies prize winners at the finish, cross-check against race results to confirm / agree prize winners with the referee prior to presentation.
<b>Results</b>	<b>Transponder / Chip Timed Races:</b> Results are generated by chip timing system software, which correlates results by matching finishing order to pre-inputted runners' data.
	<b>Manually Timed Races:</b> Results are generally generated feeding manual Place / Time recording sheet data (bib numbers / times) into race software, which correlates results by matching finishing order to pre-inputted runners' data. An experienced results team is required to administer this process.

DUTY	TECHNICAL OFFICIALS' ROLES
<b>Event Adjudicator*</b>	<p>All England &amp; Welsh Athletics <a href="#">RunEvents</a> (formerly runbritain) licenced road and multi-terrain races are visited by an event adjudicator to ensure compliance with licence standards and to give race organisers feedback on their event.</p> <p>* Can only count as 1 of the practical experiences towards level 2</p>
<b>Finish Area Management</b>	<b>Chief Finish Area Steward:</b> Manage Finish Area and oversee operations.
	<b>De-chipping Steward (Chip-timed races):</b> Collect returnable chips from finishers.
	<b>Finish Area Steward:</b> Ensure Finish Area kept clear of spectators, etc. finishers safety and efficient, timely passage of finishers through the area.
<b>Finish Funnels</b>	<b>Note:</b> Finish funnels are generally only required for manually timed races, the number of funnels being dictated by the anticipated number / density of finishers. With the advent of chip timing, multiple finish funnels are no longer common.
	<b>1) For manually timed races with typical Two-Funnel Finish:</b>
	<ul style="list-style-type: none"> <li>• <b>Rope Control Steward:</b> Guides finishers into appropriate funnel using a strong guide rope fixed to the start of the central funnel and extending just short of the finish line is held by the Rope Control Steward.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Funnel Steward:</b> Ensure all finishers remain in the correct finish order as they enter the finish funnel, as directed by the Finish / Line Judge when they crossed the finish line. Manage Funnel Marshals to ensure the correct order is maintained within and throughout the length of the funnel.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Funnel Marshall:</b> Ensure that runners move through the funnels smoothly and maintain their finishing order. Encourage runners who might be feeling weary or distressed to keep moving.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>'Substitutes' Stewards:</b> Take the place of any runners incapacitated in the funnel and report their number to the Finish Place Recorder.</li> </ul>
	<b>2) For manually timed races with Multiple Funnel Finish the following additional Officials might be needed:</b>
	<ul style="list-style-type: none"> <li>• <b>Disc Control Steward:</b> Hands Disc to Funnel Separator from a set of numbered Discs assigned to the funnel.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Funnel Separator:</b> Enters open Funnel to await the arrival of the first runners, takes "disc" from Disc Control Steward and hands to Finish Recorder at end of funnel; to tell them the current Funnel Number as shown on the Disc for noting on their recording sheet.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Funnel Blocker:</b> Blocks "closed" funnel(s).</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Rope Control (Chief):</b> Responsible for the overall operation of multiple funnel finish, Rope Control “changes”, etc. Monitors funnel filling and incoming finishers to identify appropriate gaps to call rope / funnel changes.</li> </ul>
<b>Judging</b>	<b>Chief Judge:</b> Oversee and coordinate officials under your control.
	<b>Finish / Line Judge (manual timed races):</b> In the case of close finishes by two or more runners, Finish / Line Judge decides on finish order and confirms to Funnel Steward.
	<b>Finish / Line Judge (chip-timed races):</b> Note down leading runners’ finish order (might be assisted by a recorder), cross-check against chip-timed results and advise Referee of any discrepancies.
	<b>Finish Order Disc Distributor:</b> Less common now but might still be used at smaller races to replace manual place recording. Disc Distributor hands finishing order numbered discs to finishers, who take their allocated disc to Place Recording team to record their finishing position. <b>Note: parkrun</b> adopt a similar Finish Token volunteer role.
	<b>Lap Scorer:</b> Ensure all athletes complete the required number of laps in multiple lap races.
	<b>Lap Scorer Recorder:</b> Work with lap scorer to record runners’ numbers.
	<b>Place Judge / Caller:</b> Work with Place recorder. Call finishers bib numbers in order of finishing position.
	<b>Place Recorder:</b> Record runners’ bib numbers at the finish accurately using legible handwriting.
	<b>Relay Handover Judge:</b> Ensure the handover occurs within the designated handover area and is in accordance with any specific method stated within the rules of the event.
	<b>Relay Handover Judge (Chief):</b> Oversee and coordinate officials under their control.
	<b>Video Recording Steward:</b> Operates and supervises finish line video camera recording. This is a useful back-up at either chip or manually timed races.
	<b>Voice Recording Steward:</b> Audio record runners finishing order.
<b>Marshalling</b>	<b>Note:</b> Irrespective of the event discipline (road, cross-country, fell / hill or trail) many areas require marshalling including parking, spectators, start, course, on-course drinks / sponge stations, finish, etc.
	<b>Car Parking Steward:</b> Direct buses / cars / event traffic to allocated areas. Control parking to ensure drivers follow planned parking procedures / efficient use of available space. Direct pedestrians to follow allocated pedestrian access routes.
	<b>Drinks / Sponge Station Steward:</b> Distribute drinks, etc. in accordance with the event plan safely to the athletes.
	<b>Drinks / Sponge Station (Chief):</b> Oversee and coordinate officials under their control.

	<b>Course Marshal:</b> Direct athletes safely around the course, encourage athletes, control spectators / pedestrians / course crossing points, assist police / warn traffic and ask traffic to slow down.
	<b>Chief Marshal:</b> Work closely with the Race Organiser and Course Director, fully aware of issues highlighted in Event Plan / Course Risk Assessment to be addressed, prepare Marshals briefing notes and deliver Marshals briefing and oversee course marshalling.
	<b>Course Marshal at 'complex' junctions / lapping / crossing points:</b> More experienced Marshalls should be allocated.
	<b>Drinks / Sponge Station Manager:</b> Oversees manning of drinks / sponge station and deliveries, set up, signage, etc.
	<b>Sector Marshal:</b> This role is similar to that of the Chief Marshal where, in larger events over longer distances, the course might be broken down into smaller Sectors, with a Sector Marshal appointed to oversee course marshalling through their allocated sector.
	<b>Start / Finish Area Stewards:</b> Control spectators and assist officials in controlling athletes.
<b>Referee / Assistant Referee</b>	The Referee is an independent arbiter and must remain impartial, their role is to oversee fair and safe competition, liaise with other Chief Officials to ensure the event is managed effectively, apply UKA and any "race specific" rules, resolve any disputes and approve results. To enable execution of the role, the Referee should liaise with the race organiser ahead of the Event and review Event arrangements.  Level 2 or 3 Endurance Officials wishing to take on Refereeing are encouraged to gain the required level of experience through mentoring and shadowing experienced Referees at appropriate Endurance events.
	<b>Level 2 Endurance Officials</b> can Referee local club Road Races, typically up to 600 runners and Cross-Country races up to 300 runners.
	<b>Level 3 Endurance Officials</b> can Referee regional races (or home Country equivalent) Road Races typically up to 3,000 runners and Cross-Country races up to 600 runners.
	<b>Note:</b> Road and Cross-Country races with 3,000+ runners require a Level 4 Endurance Referee.
<b>Start Area Management</b>	<b>Chief Start Area Steward:</b> Manage Start Area and oversee operations.
	<b>Start Area Steward:</b> Ensure Start Area kept clear of spectators, etc. and runners' safety, direct runners to their designated start and assist start officials as required.
<b>Starter / Starters' Assistant</b>	<b>Note:</b> There is no specific Endurance Starter / Starters' Assistant qualification therefore, in the absence of a qualified Track Starter / Starters' Assistant and with the Referees agreement, an Endurance Official with Endurance starting experience might be deemed acceptable to take on the Starters role for smaller Club / Local / Open races).

	Responsible for assembling runners and ensuring a safe, fair and competitive race start in accordance with UKA rules. Liaise with Start Director, Race Referee and Timekeeper to ensure everyone is prepared and safe to start the race.
<b>Timekeeping</b>	<b>Chief Timekeeper:</b> Oversee and coordinate officials under their control.
	<b>Timekeeper:</b> <ul style="list-style-type: none"> <li>• <b>At race start:</b> Start stopwatch(s) on the Starters' signal.</li> <li>• <b>At race finish:</b> Work with Time / Spot Number Recorders. Call finish times, "numbers at", "spot numbers" as appropriate.</li> </ul>
	<b>Note:</b> Although there is a Level 1 Endurance "experience based" Timekeeping qualification we generally rely on Track qualified Timekeepers to service our championships, many of whom are also Endurance qualified.
	<b>Tapper:</b> Less common now but still used in some areas. The "Tapper" is a third member of the Timekeeping team along with the Timekeeper and Time Recorder. The Timekeeper stands with their back to the finish line and facing the "Tapper", who has a clear view of the finish line. As runners cross the finish line the "Tapper" taps the Timekeepers shoulder, the Timekeeper calls the time which is recorded by the Time Recorder. The "Tapper" also calls "number at".
	<b>Timekeeper Recorder:</b> Record runners' finishing times accurately using legible handwriting. In the absence of a "spot number recorder" you may also be asked to record "spot numbers".
	<b>Spot Number Recorder:</b> Record the bib number (spot number) of the next athlete to cross the finish line beside the athlete's time, ideally recording every 10 <sup>th</sup> position.