

Track and Field Officials Re-alignment Process Frequently Asked Questions

1. What is re-alignment?

Re-alignment is the process of moving officials' licences and levels over from one system to a new system of development and progression. Re-alignment is not an exercise of reassessing individuals. It is not an exercise of upgrading or downgrading official's. The change of Official's structure for track and field has been communicated to Official's since 2007. This allowed a suitable timeframe for official's to seek training and development towards the new Official's structure.

2. When is re-alignment happening?

The process of re-alignment of officials' levels from the current system to the new system will occur in early January 2011, with new licences issued over an 8 week period afterwards.

3. I am a level 1 Official or an official already on the new structure (Level 2 Club, County or Regional -or home country equivalent). How will re-alignment affect me?

The process of re-alignment will not affect your qualifications gained on the new Officials structure. However, you will be issued with a new style licence from January 2011.

4. What will appear on my new licence?

As well as your photograph, licence number and name, your achievements (level) will be on the licence as well as the date that the licence is valid to.

5. What do I do if I have not received my licence?

Licences with levels realigned to the new officiating system, pathway and levels should be received within 8 weeks of the re-alignment date – which is currently scheduled for early January 2011. If you have not received your licence after this time, you should contact UKA either by phone (0121 713 8407) or e-mail comptemp@uka.org.uk

6. My details (name/photo) are incorrect on my new licence, what should I do?

If you find that your details are incorrect on your licence, please contact us via e-mail if possible on comptemp@uka.org.uk detailing the following;

- a. Your licence number
- b. Name
- c. Address
- d. Information which is incorrect
- e. What the information should be corrected to

If you cannot e-mail through the amendments, please call 0121 713 8407. **Please note that this process should not be followed for incorrect levels on your licence, this is covered by the appeals process.**

7. My officials licence number has changed, is this supposed to happen?

Please be advised that your licence number should change with the re-alignment process, this is part of the movement from the current system to the new system.

8. What happens to my current licence when I get my new licence?

Competition providers and key competition stake holders will be communicated to with regards to the new licensing process, what the new levels mean and what a new licence will look like.

Once you have received your new licence you should destroy your current licence as it will not be valid going forward.

9. What if I do not have my new licence, will I still be able to officiate with my current licence until I get my new licence?

Yes, you will be able to use your current licence until 30 March 2011. However, you should use your new licence as soon as you receive it. UKA will have all new licences out to licensed officials (with up to date CRB) before this date.

10. I think that my new level is incorrect, what should I do about it?

An appeals process has been set up with specific instructions on how to appeal and what can be appealed against. This process will be sent out with your new licence and should be read carefully and in line with the other guidance you will have received about the re-alignment process. Appeal forms will need to be completed and received as indicated on the form by **16:00 30 April 2011**. Decision will be communicated by 30 June 2011. **The decision of the Appeals Panel is final.**

11. I no longer officiate and wish to be removed from the officials' database. How do I do this?

You will need to let UKA know that you wish to be removed from the Officials' database. Please contact me by email comptemp@uka.org.uk or telephone 0121 7138 407 stating that you wish to be removed from the database. If you are taking a break from officiating then we can mark you as inactive which will stop you receiving communications about officiating. You can become active again by letting us know.