



## Warwickshire County Athletics Association

### THE BEAR – JULY 2007 TECHNICAL OFFICIALS SPECIAL EDITION

This special edition edited by Margery Ewington (County Officials Secretary) is aimed at Technical Officials who need to know about a number of changes which directly affect them

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## **1. County Track and Field Champs. Leicester May 2007**

On behalf of the Association I would like to say a big thank you to all the dedicated officials who braved the bad weather conditions to make the first Three County Championships a successful event.

## **2. Cessation of transfer from Grades to Levels**

Over the past 18 months UK Athletics Track and Field Technical Officials have been registering for a pass and a licence under the new official's education and training structure. This process has encouraged all graded officials to transfer their grades to levels. All graded officials who have yet to transfer to the new level structure are encouraged to do so as soon as possible.

In order to complete this process, officials should complete and return an Officials Data Transfer form. These forms are available on the Officials section of the UK Athletics website in the forms section, or by contacting Paula Gowing, Senior Coordinator - Officials Development at [pgowing@ukathletics.org.uk](mailto:pgowing@ukathletics.org.uk) or telephone 0870 998 6700.

After **31st August 2007** any official who has not transferred to the new level structure, who still wishes to operate as a Track and Field Technical Official, will need to work through the new official's education and training structure starting at level 2 and progressing up the levels.

## **3. Endurance Officials**

We are pleased and grateful for the excellent response within Warwickshire to our appeal for people to register as Endurance Officials. The interim arrangements for licences officially ended on **31st December 2006** however, to support the Counties, UK Athletics continued to process applications up to **30th April 2007**. Applications submitted to the County after that date have not been considered under the interim arrangements.

## **4. CRB Checking of Technical Officials**

The CRB process in relation to officials started in **March 2007**. UKA are to write to all registered officials asking them to obtain an application form. New officials will also be required to have a CRB check before they are issued with a licence.

## **5. Health and Safety Guidance - Who can take charge of an event at a Track & Field competition?**

All Technical Officials, Meeting Organisers and Promoters should read this section very carefully because it is very important.

At its meeting on **January 18th 2007**, the Technical Committee made the following statement.

The completion of an Accident Report form will be the responsibility of the meeting manager.

Technical Officials who are at least in the old Grade 4, having passed the preliminary examination, and who have transferred to Level 2 or above, and those Technical Officials who have taken the new Level 2 course, and completed the minimum requirements of competitions in their Log Book, can take charge of a Track & Field Event. (The definition of a Track & Field event is: for example, 100 metres, the Long Jump, the Discus etc.)

By way of this notice, this decision is brought to the attention of all Track & Field League organisers and the clubs which take part.

The following statements are given to supplement and clarify this statement:

- 1) The Field Referee should, wherever possible, be at level 3 or above.
  
- 2) The Team Leader for each field event must be at least a Level 2 Field Judge, as defined above. Where leagues allocate specific events to particular clubs, and any club does not provide a level 2 (or above) Field Judge, then the Field Referee must reallocate the judges to ensure this minimum requirement.
  - 3a) For all throwing events and the Pole Vault a minimum of two of the judges officiating must be at level 2 or above as defined above.
  
  - 3b) If this requirement cannot be met then the Field Referee and the Team Leader must induct the other officials for that event in the safe management and organisation of the event, including requirements for the warm-up. The Field Referee must continue to monitor the event to ensure that good practice in respect of Health and Safety requirements is maintained.
  
  - 3c) If adequate arrangements cannot be provided in accordance with these guidelines, or if the Field Referee determines during the event that the safety of those present is threatened, the event must be cancelled.

## **6. OFFICIALS TRAINING COURSES**

Under the new system of training there are two courses available through the Region:

### **Level 1 – Assistant Official**

This 1 day course (approximately 4 – 5 hours) is aimed at those people who have little or no experience of officiating. The course covers all of the disciplines involved in track and field (i.e. Starter/Marksman, Field, Track and Timekeeping) and gives a brief overview of each.

The course is made up of practical and theory sessions and gives the participants the opportunity to learn some of the basics of measuring distances and times and the tasks related to track officiating, from starting a race to judging the finish.

To qualify as a Level 1 Assistant Official the participants have to work at a minimum of 2 meetings after the course and have their Recorded Evidence Form signed by qualified officials.

**STOP PRESS – there will be a Level 1 course at Leamington on Sunday 21st July**  
**This course has been arranged just recently and it is important that anyone wishing to attend contacts me as soon as possible.**

Also if there is sufficient demand I could arrange another Level 1 course later in the year. Stuart Paul is hoping to organise Level 1 and 2 courses next Spring.

### **Level 2**

This course is made up of 2 modules which are normally done on the same day. The first module is generic but the second module is discipline specific i.e. the participants have to choose either Starter/Marksman, Field, Track or Timekeeping. This course is best aimed at those who have either completed the Level 1 or have been officiating at meetings where they have gained some knowledge and experience.

The generic module covers matters that are not discipline specific, such as responsibilities, basic Health and Safety/Risk Assessment etc. The discipline specific module covers rules and procedures and how to officiate safely and effectively.

After the course the participants have to work at a minimum of four meetings covering a range of duties, and complete a log book. This includes simple questions on the rules and procedures, and records of experience and mentoring. It is completed at home, using the rule book, course materials or help from mentors, whenever convenient.

As soon as the log book is completed, and assessed as satisfactory (usually by the Course Tutor), UKA will issue the Pass and Licence as a qualified Level 2 Official.

**STOP PRESS – there will be a Level 2 course at Exhall Grange School on Sunday 4<sup>th</sup> November.**

### **Level 3**

A new Level 3 course has been piloted and the new courses should start in the Autumn. All officials who have transferred from the old grade 3 will need to attend the new Level 3 course. I will give more details when I receive official correspondence from UKA, who are responsible for organising training at this level.

## **7. The new UK Officials Education Programme – the background and transition details.**

Fuller details of this subject Background and transition details – see also website.

In May 2007, UK Athletics published a lengthy explanation of the Transition process from grades to levels with considerable detail of long term planning and explanations of the various levels on Licences. It is intended to provide reassurance and further guidance to us all.

The full document is attached to this special edition of the Bear. It is also attached to the Bear that is loaded to the website from where it can be download and circulated in your Club.

If you still require further information or guidance I will try to respond to your queries.

## **8. And finally....**

May I wish our Officials a successful remainder of the season.

Margery Ewington  
Warwickshire C.A.A. President and County Officials Secretary.

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## UK ATHLETICS NEW OFFICIALS EDUCATION PROGRAMME – TRANSITION

### INTRODUCTION

- The 5 levels of the new scheme do not in any way equate to the 4 previous grades (see Summer 2006 Officials' Newsletter for descriptions).
- Most existing officials will not be adversely affected by the new structure and where an individual feels that their situation will be looked at with them carefully.
- No competent official should feel threatened by the new system. Once it is fully up and running there will be training opportunities, which you have never had before.
- Licences were issued as if the old and new schemes were comparable. This has caused concern. There are no plans to re-align the levels on the licences imminently and the first renewal of licences (roughly late 2008) will carry the same levels. **Realignment will take place ready for the next renewal in 2011.** There are 2 main reasons for this:- \*By then all those currently within the system will have had nearly 5 years to avail themselves of training opportunities to ensure that they have the same skills as officials coming through the new scheme. \* A number of officials currently in the system will have retired, particularly Level 5s from the UK active list thus reducing the complexity of the task!

### HOW WILL YOU BE AFFECTED

Many people will simply carry on officiating as they have always done and will not notice any difference. A grade or level is only a label and the important thing is for officials to have the appropriate level of competence for the meetings at which they officiate. Remember we are there because we enjoy it!

### **A summary is given of how each Level as shown on the licence at transfer is affected (old Grade in brackets)**

#### **LEVEL 5 (Grade 1)**

- Currently those who are on the UK active list receive availability lists for National/International meetings. This will continue.
- Selection will continue to be based on competence. Officials at this level need to think about whether they need further training to maintain/update their skills e.g. Field Officials will need to be able to use EDM and within a few years those who cannot will not be considered for International duties – All new Level 3 Officials (from Dec. 2008) will have proven competence in this area. Similarly Starters will need to be able to use False Start equipment.
- Options available:- Do nothing or be proactive in asking for training. In addition to the top up training to ensure that you can officiate on equal terms with the New Level 3 Officials (courses available in Autumn 2007) there will be Level 4 and 5 modules to access in areas such as Meeting Management and Direction and all aspects of education (tutoring, mentoring, assessment, report writing). These will not be available until 2008.

#### **LEVEL 4 (Grade 2)**

- Many Grade 2 officials have remained at this level by choice and form the backbone of officiating at local, county and territorial level. Those who wish to continue in that way may like to consider attending some of the New Level 3 course modules as a refresher course but that is a matter of personal choice.
- 2007 is the last year when officials can upgrade under the old regulations (ie from Grade 2 to Grade 1, which will be called Level 5)
- Level 4(Grade 2) officials will not receive availability forms for National/ International meetings.
- New Level 3 officials will receive availability forms for National/International meetings so from the end of 2008 such forms will go to these people who have qualified and the Level 5 (Grade 1) people. Selection will be based on competence not years of service!
- Level 4 (Grade 2) officials need to take action if they wish to progress. Attending the Level 3 courses and working through Level 3 is the way to do this. There is a minimum time period of 2 years for working through this level so if a competent official starts this year they could qualify by the end of 2008.

- The Level 3 course consists of 3 modules :- Generic, Discipline specific and the Technology associated with each discipline (EDM, FSE, PF). There is no written exam but a minimum of 30 meetings must be recorded in the log book and 6 positive reports obtained; 2 as a team member, 1 from a reporter from another region, 1 as Clerk of Course (all disciplines), 1 using technology and 1 as Referee/Chief (county or local league level). A Health and Safety course will also be required.
- The Challenge to UKA will be to provide sufficient courses for all those who wish to attend and for the database to cope with understanding that progress from Level 4 by transfer will be to New Level 3!!

### **Level 3 (Grade 3)**

- Progress is via the same route as above. ie. Attend the Level 3 course and work through this level.

### **Level 2 (Grade 4)**

- Progress can be made by attending a Level 3 course, but see below.
- It will be assumed that anyone attending a level 3 course will already possess all the knowledge encompassed in the Level 2 course, both the discipline specific and generic modules and have had some officiating experience.
- Those who were Grade 4 by experience but want to progress are advised to attend a Level 2 course and work through that level. This can be accomplished within a year.
- Those who were Grade 4 by exam may well find that spending some time working through the New Level 2 will pay off in the long run by providing a good foundation for moving on to Level 3.

### **Self evaluation**

This forms an important part of the new officials' scheme. Those working towards Level 2 have sheets to complete in their logbooks stating what they have learnt at a meeting, what they think they did well, what they could have done better etc. This will continue throughout the levels in an appropriate manner. It would be beneficial for all existing officials to start thinking along these lines as well. We all need to take a realistic view of our own level of competence, rather than wait for someone else to tell us!!

MG May 2007