

The Role of County Officials' Secretaries – Endurance

Appointment

- By the relevant County Association (usually at its AGM)
- This role ideally should be dedicated to Endurance
- The Regional Officials' Portfolio holder would become involved only if the county were not able to appoint a secretary

Duties & responsibilities

Key areas:

- Invite, and may appoint, Officials to County-organised competitions
- Encourage the recruitment of, and support, the development of County Officials
- Act in a liaison role between UKA/England Athletics and local Officials, to help in clarifying and developing National policy and to feedback 'grass roots' opinion
- Recommend to England Athletics the need to provide Level 1 courses in the County having identified suitable venues, and in conjunction with England Athletics, tutors for the course and publicise upcoming courses within the County
- Act as a link between the Tri Regional Secretary and Endurance Officials

Essential

- Maintain and monitor the list of all licenced Officials on the Trinity data-base who are affiliated to the county and inform England Athletics/UKA of necessary amendments.
- Advise Officials how to access and use Trinity.
- Use current technological means of communication.
- Follow up with those attending the courses to ensure that they are continually informed of officiating opportunities, are made welcome when they attend meetings and County events and support new officials to complete the process by filling in the 'Application for Accreditation as Level 1 Official'.
- Be a Disclosure & Barring Service (DBS) verifier for the county.

Desirable

- Advise clubs to encourage 'ad hoc' helpers at endurance events to attend a Level 1 Officials' course.
- Identify suitable mentors for the development of Endurance Officials where appropriate.
- Advise, encourage and support Officials in their development and encourage a proactive approach in all new Officials so that they take ownership of their own progress by helping them complete their paperwork.
- Advise on how to obtain reports and who would be able to write a report.
- Identify Officials who need reports and make appropriate arrangements.
- Assist competition promoters with a list of Officials whilst adhering to Data Protection rules.
- Provide information to the Tri-Regional Group, Competition providers and Governing Bodies to enable National (and Area) lists to be kept updated, and ensure, that Tri-Regional Secretaries are aware of the availability of up and coming officials for appointment in some Technical and Non-Technical roles at some National and Regional level meetings.

Qualities preferred in an Endurance COFSec

SKILLS / EXPERIENCE

Essential

- Good working knowledge of UKA Officials' Pathways and Education processes;
- Basic PC skills (Word / Excel/ Internet)
- Operating actively as an official at County Level

Desirable

- Presentation skills
- Operating actively as an official at Regional or National Level
- Wide knowledge of officiating disciplines
- Network of contacts within the Sport outside own county

COMPETENCIES

Essential

- Communication: written and verbal
- Planning & Organising
- Prepared to embrace use of Technology
- Discretion / Integrity: able to handle sensitive information
- Ability to work collaboratively

Desirable

- Leadership
- Making change work
- A desire to enthuse young people as prospective Officials
- Flexibility and humour