

# OFFICIALS ACCREDITATION FAQs



## 1) Is there a requirement to complete my H&S course every 3 years?

At the moment there is no requirement to do this. Your license however, will need renewing every 3 years in line with your DBS. It is also recommended that you update your photo on your profile every 3 years. Trinity will automatically exclude any picture that has been on the system for more than 5 years and the person will be emailed asking for a new one to be supplied.

## 2) Can I still do H&S as a face to face course?

All H&S courses are now online – it's a free course and can be accessed through your portal. Anyone can access it (even if you have already completed a face to face H&S course) You can access your portal here:

<https://myathletics.englandathletics.org/portal/Members/Login>

## 3) How do I obtain my certification for Level 2?

- a) Have obtained an officials' licence (which requires an enhanced Police Records Disclosure check).
- b) Complete the Record of Experience form in detail for at least 10 meetings in your chosen discipline (of which four may have already been submitted for Level 1).
- c) Complete the questions on your discipline which you will find on the UKA website. There is no reason why you should not discuss your answers with other officials, including your mentor. These questions are here to help you to develop as an official and you will need to use your rule book when answering them. They will need to be assessed by an appointed assessor who will also assess the Record of Experience.
- d) Have one positive report completed by an official in the same discipline who has been Level 3 or above for at least 2 years. For field judges this must include working on a long throw and showing understanding of the long throws protocol. Discipline specific report forms can be found on the UKA website.

**4) How do I know who the assessor is for my Level 2 paperwork?**

It is normally the tutor of your Level 1 course, however if you aren't sure and don't have the tutor's details, send the paperwork to either your County Officials Secretary or directly to the England Athletics Accreditation inbox, [officialsaccreditation@englandathletics.org](mailto:officialsaccreditation@englandathletics.org)

**5) Where do I send my Level 3 paperwork for assessment?**

The Tri-Regional Groups in each area assess your paperwork for upgrade to Level 3. It should be sent to the Tri-Regional upgrading Secretary in North/South/Midlands & South West and these details can be found on the England Athletics website [www.englandathletics.org/officiating/development-opportunities/track-field/](http://www.englandathletics.org/officiating/development-opportunities/track-field/) or sent to the officials accreditation inbox.

**6) I want to become a LV2 starter, but I need a LV3 starter to do a report at a meeting – but there are very few LV3 starters in the east and higher level comps won't want a LV1 starter to start. How can I find a starter and a competition where I can get a report?**

The starters' Peer Group have begun a project to try to aid the development of starters and, although it would be hoped that you could arrange something locally, possibly through your club or another local club at a league meeting, if you are stuck contact the Peer Group lead through Nicola English [nenglish@englandathletics.org](mailto:nenglish@englandathletics.org) who will then pass it onto Moira Gallagher (Chair of TAG) to follow up on.

**7) I have meetings from 2018 which I'd like to include in my ROE to help me move up to Level 2 SA, because I was not able to do very much in 2019 due to other club commitments. Is it acceptable to use experiences from 2018?**

It is fine to use experiences from 2018, however the assessor would also be looking for some more recent experiences in your ROE.

**8) Why is it so difficult to get an upgrade as a Field official? Colleagues who are Track or Timekeeping are moving up through the grades very quickly in comparison. (I officiate about once a week during the normal season and multiple disciplines within each match so there's plenty of scope for someone to report on me.)**

The official's pathway is the same for each discipline and the requirements are exactly the same to progress to Level 2 (apart from the Field Report where we need to see evidence of a long throw and understanding of the long throw protocol).

Ideally a report needs to be sorted at a local level – preferably County Champs. Contact the person who invites you to officiate at that meeting and ask if a report can be arranged. If it is for Level 3 onwards, contact Tri – Regional Officials Secretary and ask for a report to be arranged or for advice on where to go for a report.

- 9) For a Level 2 Official to progress to Level 3 they need to obtain at least one positive report from a higher graded (preferably Level 4 National) official when officiating at Regional level or above. Bearing in mind that sometimes the Area Championships are at the beginning of the season June, what other meetings would be considered?

When Level 2 Officials complete their availability in February they may not have the necessary experience to progress to Level 3 to request a report at Area Championships, but 4 or 5 months on, and in some case having done between 10 and 15 meetings, they may be ideal candidates.

See below for a list of higher levels meetings that could be used. This information is now within the new log-book which candidates receive on their Level 1 course:

- Area Championships in England (Midlands, South, North)
- Scottish District Championships
- BUCs Championships
- Celtic Cup
- Home Country Championships (inc. age group Champs)
- CAU Champs
- LEAP
- Loughborough Match
- UK School Games
- Celtic International
- Schools International
- English Schools Championships
- Scottish Schools Championships
- YDL Finals

However, most areas have an age group championship which comes in the middle of August, so this would be the time to request a report. It is worth indicating to your Tri-Regional Group Officials Upgrading Secretary that you are keen to progress so that they can keep in touch and check that you are ready for a report later in the season. Some officials ask for reports too early and would be better waiting until the following year.

- 10) The new UKA Rule Book says that the two Officials' Appendices 2 and 3 have been removed from the Rule Book and located at <https://www.uka.org.uk/competitions/rules/> – however, these don't seem to have made it there. Any idea when these will make it there?

They are still currently being reviewed but will be on the website as soon as they are ready.

- 11) Options for individuals who were looking to use 2020 as the year to upgrade, what are they? As a COFFSEC I am extremely concerned about retention COVID 19 vs getting officials back on Track, athletics is going to be the last thing on their mind.**

Level 1 – 3 will just submit as normal when they reached the required experiences. Please see questions below for information on Level 4 upgrades.

In terms of staying engaged with officials, direct people to the officials@home page on the England Athletics website to stay involved 'virtually'.

- 12) If, due to the current pandemic, there were no more officiating opportunities this season, would it be possible for Officials to be assessed for and awarded upgradings based on a combination of their past performance, expectation and mentor assessment? I understand that a similar system will be used in lieu of school examinations.**

Adjustments have been made for Level 4 so that reports can count for another year but candidates will have to wait until next year to apply if they do not have the reports to do so in 2020.

For Levels 1, 2 and 3 the minimum number of meetings to move to each level will need to be met.

There is no comparison with the school exam system where children will have been producing work over several years and will have been seen by staff on a daily basis.

- 13) I'm in my second year as a level 4p and am wondering if the suspension in athletics will have an impact on my upgrade to 4. I've already officiated and the British Indoor this season and remain on the list as a filed judge for the recently moved British Championships in August.**

You are already a Level 4 official and the P designation is there to help in the early stages of becoming a Level 4 official.

- 14) How are we going to get on this year as most will not get 20 meetings in for R of E and especially those that are trying to upgrade?**

Nobody will be removed from the active list (Level 4) due to not having 20 meetings in 2020. If someone is aiming to upgrade to Level 4 in 2020 and has all their reports they will be able to submit their R of E for each year since reaching Level 3 – so they could submit their R of E for 2018/19/20 to show sufficient meetings. Meetings attended prior to obtaining Level 3 obviously don't count but it generally takes 3 years to move from 3 to 4 anyway.

- 15) I'm a Level 4 field official and attended the Management Award Course 3 years ago now, but have had no opportunity to progress along this pathway. What is lacking is a programme to team anyone attending the Management Award Course with a mentor and enable us to "shadow" at appropriate level meetings. Are there any plans in the pipeline to do this?**

The Tri-Regional Groups are sent information about attendance at this course and some then ensure that officials get opportunities. It is always sensible for officials to contact their Tri-Regional Secretary themselves to express an interest in management roles. At this level you need to be pro-active.

- 16) I am currently a Level 2 track official, working towards being a Level 3. My understanding is the requirement for Level 3 is 10 further experiences, mentoring and a report. I am looking to get the most appropriate/best practice experience (rather than just meet the requirement) is there any advice on the range of duties undertaken, types of events, etc that would constitute that best practice.**

Ideally you need to officiate at as wide a range of meetings as possible – league, open, county championships, area or Home Country championships, disability events – depending on which part of the country you are from. There are also possibilities at events like YDL finals, BUCS etc. Try to contact referees in advance and explain that you hope to progress and then they can try to ensure that you get a good range of duties. Get as much practice as possible at doing lap charts and lap board and bell, especially for 5000 metres where there might be lapping. You would benefit from having a mentor and if you do not have one your COFSec or Tr-Regional Officials Secretary may be able to help.

- 17) There is currently a 3-year period to collect six experiences – will this be extended for this period where no competitions are taking place?**

If it is to progress to Level 2, then they simply continue to get their experiences when athletics restarts – there is no time limit for Levels 1 to 2. Regarding the six reports required for Level 4, you will be allowed to count reports from an extra year.

- 18) Would going on a Level 1 course and gaining Level 1 accreditation for another discipline (e.g. field) help towards progressing up the levels in your main discipline? If so, are there any suggestions at the most appropriate timing (relative to Levels 2, 3, etc)?**

It is likely to detract from moving through the levels in your main discipline as you could end up without the required number of meetings in the main discipline. Meetings in another discipline don't count. However, if your club really need you to qualify in another discipline you may feel that you should do it. You may therefore take longer to move through your main discipline but that is actually often a good thing – some people try to move through too quickly. It would give you a greater overall awareness of the athletics meeting so would be of benefit in the long term.

**19) The meeting requirements for Clerk of Course and Chief/Referee seem to be fairly high level and may be difficult to get appointed to. Can you:**

- **confirm the types of meetings suitable for each and,**
- **explain how candidates can get the appointments needed**
- **explain what level of equipment is reasonable required for the Clerk of Course report – it says suitable attire/equipment.**

Where county championships have a full range of events and officials these are good meetings for this purpose, as are area/home countries championships. You need to let the meeting organisers know that you are interested in upgrading and ask if you can carry out these roles for experience, first with a mentor and then possibly the following year for a report. Your TRNG officials upgrading secretary should know that you require appointments because you should have told them that, perhaps on your availability form.

You should be able to use the equipment provided at the stadium in the early days. Some people who are really into the technical aspects provide themselves with all sorts and as you work with them you will see what they find useful and may choose to add things later. You need to discuss this with your mentor.

**20) I would like to know what is going to happen to officials who are in the second season of completing their Level 4 qualification? If we are able to get the required numbers of meetings and reports in towards the end of the season (hopefully!) and/or indoor season could we submit the qualification in the early part of next season or do we need to wait until the end of the season in 2021 to send in the application?**

If anyone can get the reports completed this season, even if that is a little later than usual (Sept/Oct) we can make sure that applications can be accepted by having some flexibility on the date for submission. There is no advantage to be gained by dealing with applications in the early part of 2021 as selections for the outdoor season in 2021 will have taken place in early January so the earliest events for which candidates could be considered would be the 2022 indoor season.

