

For the Record

ENGLAND ATHLETICS

Autumn
2010

Newsletter for athletics officials of all levels and disciplines



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Welcome

to the second edition of *For the Record*, the magazine from England Athletics for athletics officials of all levels, disciplines and years of experience.

Thanks to those of you who filled in our officials' survey earlier this year – the results are being analysed and we'll feed back in the next edition, due out around Christmas.

Also in issue 3 we'll be talking about the TIC, the role of the infield spotter, and London 2012, plus anything you send in or request! There will be clarification on the 1st January Levels realignment, explaining how Level 3 now becomes the top Technical level, and 4 and 5 are a new step in that they are more event management based (note that UKA have recently announced Level 3 and 4 course dates - see their website). The restructure ensures that officials can make progress, and that the experience that goes with it, is accurately recognised by their peers.

Contributions for inclusion, or comments on content for this magazine are very welcome, I am always open to new ideas and suggestions for improvement.

Nicola Evans,
Editor and L3(N) National List field official
Email: nevans@englandathletics.org
Tel: 07968 498702

(photo: Gary Mitchell)



Nicola Evans (sitting well clear of the young javelin throwers!).



ENGLAND ATHLETICS

England Athletics
Wellington House, Starley Way
Birmingham International Park
Solihull B37 7HB

info@englandathletics.org
Telephone 0121 7817271

Cover picture: John Rudd, Sandra Woollas, and Graham Thompson. Can anyone identify the other two?

(Main photo and bottom inset: Gwen Harris; top inset: Nicola Evans; middle insets: Mark Shearman)

Second National Officials' Forum

The England National Officials Forum meets twice a year to discuss emerging policy, to share best practice, and to develop support for officials (both existing and those coming into the sport for the first time). This forum comprises representatives from across the country.

The second National Officials' Forum was organised by England Athletics and took place on 28 March 2010 at UKA headquarters – which proved to be a popular location. Forum Chair Chris Lockley began with a brief welcome and England Athletics provided a brief update.

The first issue of *For The Record* has been well received although distribution needs to be improved. The suggestion for the purchase of False Start equipment by England Athletics for the South, Midlands and SW regions was raised and is being investigated.

Alan Bell gave a short Technical Committee and UKA update followed by a presentation regarding the current status of the officials' section of Trinity (the national affiliation database) by developer Lee Dakin. Group discussion on upgrading and national nominations and on how Trinity would help Officials took place.

After lunch (which received very positive feedback – always important!) Graham Jessop provided an Endurance update and Chris Cohen, our Key Note presenter talked about Officials' Education (more on the facing page) and Alan returned to give an overview of Mentoring. There were further discussions on this topic.

Feedback

Regarding feedback (full feedback can be found on the England Athletics website in the Officials' Forum section), the delegates were pleased that actions from the inaugural forum the previous October had been taken. It was reported that the speakers were interesting although it was felt maybe less presentations to allow for more discussion time might be of benefit.

Trinity workshops

Finding out more about Trinity was regarded as a positive step to allaying fears about the system and having the opportunity to ask questions about procedures and functionality. Following this it was agreed to run three tri-regional workshops for COffSecs in October so that they could become familiar with the system.

Dates:

2 October - Leeds University

9 October - Brunel University

23 October - Solihull

Next Forum

The date for the next Forum is scheduled for Sunday 24 October 2010 to be held again at UKA Head Office. As usual we will be inviting a cross section of the officiating community to attend and contribute.

EDM Play Days

Tony Sach will be holding two EDM 'play days' on 3 October 2010 and 20 February 2011 in Brentwood, Essex.

Send Tony an email tony@asach.co.uk if you are interested so that numbers can be monitored and to ensure you get your bacon booty!

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Officials' Education

At the recent 2nd National Officials' Forum, Chris Cohen (Chair of the Officials' Education Group) spoke to delegates about Officials' Education. Here's a summary of his presentation:

Education Groups

There are a number of Education Groups which have members representing the various disciplines. The track and field Group has been in place for five years and comprises representatives from track, field, starter, marksman. In addition there is an Endurance Group which has been in place for a year and is based on a transition from Peer Groups.

This Endurance group are currently developing a system that parallels the track & field system where appropriate, but need to demonstrate a clear pathway for officials which has been lacking in the past. They understand there is a need to separate roles more clearly but ensure access to all who wish to follow them. Endurance Officiating courses are now progressing, with Level 2 content now being developed, and pilot courses completed – the roll out of content nationally has just begun. Level 3 & 4 modules are now determined and being written although they are still at a very early stage in production. The Log Book is under development alongside Track & Field one – to prevent replication and conserve resources. The Group recognise the need to open discussion with Race Walking and that a Risk assessment courses is long overdue.

The Track and Field group is more developed than the Endurance one – it is linked to Peer Groups and there is good cooperation between disciplines for the benefit of all. Despite early criticism, almost every official has bought into the system, plus there is good support from Home Countries, Tri-regions, Regions & Territories.

Levels 1 to 3

The new Track and Field education system has three levels of pure officiating:

- ◆ Level 1 – being redeveloped for use in schools as a Young Officials' Award.
- ◆ Level 2 – has been rewritten and updated twice now since inception. Split into three sub-levels to allow progression at the suggestion of officials. This allows progress at the rate and to the level of officials wishes and competence.
- ◆ Level 3 – the highest level of technical officiating – the UKA National Active List.

Levels 4 and 5

After these are the Management Levels (4 and 5) where an official's competence as a leader and manager are supported and recognised. Level 4 is in its second year of roll-out and is also very popular with officials who

want a clearer picture of the sport as a whole, as well as those who wish to progress through the sport. Level 5 will be the second management level, preparing officials to work at international level, and is planned to be in place by 2012. Level 4 is modular which means that there are a number of compulsory modules:

- ◆ Management, structure & leadership
- ◆ Mentoring, assessment & reporting
- ◆ One of the two disability modules
- ◆ Two Level 2 Courses

Candidates then pick at least two optional modules which are:

- ◆ The second disability module
- ◆ Technical Information Centre (TIC)
- ◆ Call Room
- ◆ Meeting Manager

Those who wish to become a Level 4 Official should consider the following:

- ◆ Should be experienced and active at all levels of the sport.
- ◆ Member of the International Officials Group (IOG).
- ◆ Must have acted as a Referee or Chief at meetings at "Territorial" level or above, with all the requirements that go with that – report writing.
- ◆ Be qualified in at least two additional disciplines at Level 2.
- ◆ Should be willing and able to work in other areas than discipline specific, such as Call Room, TIC, Seeding, Results, Meeting Management etc.
- ◆ Should be willing and able to officiate competently at events for athletes with disabilities.
- ◆ Should contribute to the mentoring and assessment system for other officials, especially those less experienced than themselves.

How to become a Level 4

Because this is a time of changeover, at the moment there are two eligibility pathways for experienced officials. 'Old' Level 5 and 'New' Level 3 officials can progress to the new Level 4. Both types must have been on the UKA Active List for at least three years and attended the relevant modules. In addition, individual modules may be taken by others who may wish to extend their knowledge and skills; Management structure & Leadership may be taken by those who wish to Chief / Referee up to National level and Disability modules may be taken by any official. However, those who wish to continue to follow the pathway also need to be assessed on other factors.

Candidates need to gain qualification in two other disciplines (old or new



(photo: Mark Shearman)

scheme). This is to ensure officials are aware of other disciplines apart from their main one. Those who have passed the relevant IAAF exam and been appointed by the EAA/IAAF as ATO/ITO in the last 4 years are exempt from this section. Candidates also need to show evidence of working at events for athletes with a disability and carry out a range of duties other than as a discipline specific Technical Official including such roles as Meeting Manager, Call Room, etc. as appropriate. Three reports as Referee/Chief at the equivalent of 'territorial' meetings are needed (those at this level at transfer who have acted in this capacity at a National level in the last 5 years without adverse comment are exempt). Other assessments from UKA/National meetings will be looked at and should be predominantly positive. And finally, a statement from candidate as to the mentoring they have done is required – this will be verified by the TRNG who may contact some of those who have been mentored.

The Future

The first officials will be accredited at level 4 later this year during the process of re-licensing and the re-alignment of levels.

So far courses have been held in all Regions of the UK. Around 200 officials have so far been involved. A letter was sent from UKA to all Level 5 officials last year providing information about Level 4 and asking them if they wish to be involved. The replies were used in the planning of courses.

It is hoped that the new structure and qualification of officials will be in line with the SkillsActive National Occupational Standards (an 'Officiating at the Elite Level in Sport' consultation is currently being carried out), **different levels of UK officials will have IAAF equivalence and NTO status.**

Profile:

Stan Burton

When Stan was approached to write as the profiled official for this issue, he was rather reluctant! Stan has been a timekeeper for 30 years at national and grass roots level. He has been Meeting Manager at the UK Challenge Final and National Technical Delegate at the UKA Indoor Age Group Championships. Stan is also chairman of the South of England Athletics Officials' Association and involved with England Athletics to improve officials' communication and development.

Typically Stan has written mostly about other people, but it's a great message to us all. England Athletics concentrates on developing the next generation of athletes but we must not forget the next generation of officials who will be there for them!

Stan writes...

It is always nice to be recognised for what you do, so I was really pleased to receive the Hampshire & Isle of Wight Sports Award for Official of the year. However, like most Officials, I am not in the sport to get awards, I am here because I love Athletics.

Mentoring is the one of the buzzwords of the moment, and it is very important, but it doesn't have to be formal. I saw a very good example of mentoring at a recent Young Athletes meeting. The Chief Timekeeper was Pam Rogers and she had on her team someone who had recently attended a Level 2 Course and he was doing, I think, his sixth meeting.

Pam had him timing first place with her, and, as the meeting progressed, she explained in some detail what she was doing and why she was doing it. Amongst other things, she tutored him in the fine arts of allocating duties to her team members, and why she was allocating particular duties to particular people.

Pam also explained why, as Chief Timekeeper, she had to "Read" the finish of a race so that she knew roughly what to expect when the timekeepers gave her the times for their particular runner.

At the end of the meeting, the person concerned thanked Pam and mentioned that he had learned far more that day than he had in all of the previous meetings that he had attended. Pam's reaction was that she always tried to do that with new timekeepers and didn't feel that it was anything out of the ordinary.

I have probably now thoroughly embarrassed Pam by singling her out, but she is typical of the vast majority of Officials who take pride in what they do, and take great pleasure in passing on the benefit of their knowledge and experience to the next generation of Officials coming through.



XC Officials

Cross Country has its own set of officials' duties who all work together to ensure an efficient control of the race. Jeanne Coker summarises who does what.

Pusher/Funnel Assistant:

Substitutes for injured/fallen athlete.

Stopper:

When athletes are in the funnel the stopper joins behind the athletes. Once the funnel has emptied the first time s/he waits at the exit of the funnel until the next set of athletes are recorded.

Recorder:

Work in pairs with one calling while the other writes. There are sometimes two pairs of recorders. Their sheets should include the funnel number (funnel 1 is on the left facing the funnels – but not always - check with the rope controller and the chief judge and ensure they agree!). Also include the sheet number, the caller, writer, athlete name / number and position.

Rope Controller:

Controls the ropes switching from one funnel to the next (in conjunction with the whistle blower).

Timekeeper:

Calls times more-or-less continuously.

Timekeeper's Recorder:

Writes down what the timekeeper is calling! (needs to be quite speedy)

Starter:

Starts the race.

Starter's Assistant:

There can be 3 or 4 where there is a large field and the start line is wide.

Line Judge:

Makes decisions on close finishers

Chief Judge:

Usually stays in the finish area between the run-in, the finish line and the start of the funnels. S/he is usually in charge of the finish area.

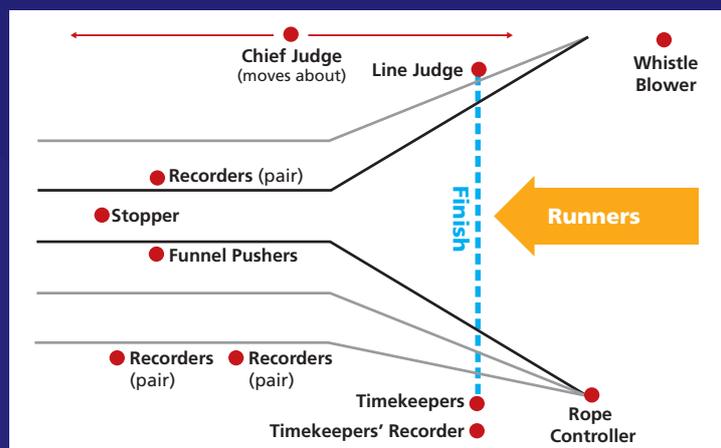
Referee:

Is quality controller for the course, ensures a fair and competitive race, start and finish, signs off results and arranges appeals/protests.

Marshall:

On the course guiding runners. Chief Marshal directs them.

Based on an article in the SEAOA newsletter *Communique*.



(photo: Peter Langdown)

Report writing

Part of working your way up the officiating ladder is being assessed by your peers. You may be asked to write a report on another official based on your experience with them on that particular day. Below is a checklist written by Terry Williams (Hampshire), first published in the SEAOA newsletter *Communique*. Thanks to Eileen and Terry Williams for permission to re-print.

Qualities of a reporter

- ◆ Officiating experience over a credible period of time.
- ◆ Knowledge of current Rules of Competition.
- ◆ Ability to put Reportee at ease at the outset.
- ◆ Objectively analyse the Reportee's performance on the day to give a considered decision. If they are having a bad day the report should still be submitted.
- ◆ Ability to prioritise strengths and development areas – should another section be added to show three Strengths and up to three Development areas?
- ◆ Ability to provide solutions to perceived shortcomings.
- ◆ Ability to motivate whilst offering advice during meeting.
- ◆ Ability to collate information to conduct a short debrief at the end.
- ◆ Ability to present all the relevant information in a legible written format within the given timescale although at times the Reporter has a number of various reports to do at a meeting but the Official's is the most important.
- ◆ Chasing reports at the end of the season is too late but COFFSecs could take this on if they are advised of a report being done and they should be copied in on reports.

Writing the report

- ◆ Be accurate recording name, meeting, venue, date etc.
- ◆ Write in the first person (You reported the infringement...).
- ◆ Make reference only to the meeting you are dealing with and not previous meetings you have both been at.
- ◆ Bear in mind that Indoor reports are necessarily limited and should really be used as supportive evidence.
- ◆ Ensure each section contains detailed comments.
- ◆ Start each section with a positive and end likewise.
- ◆ Detail areas which attract critical comment (you reported No 57 running on the inside lane line but had to be questioned as to how many strides).

(photo: Mark Shearman)



What's the official looking for?

- ◆ A friendly welcome.
- ◆ Constructive advice.
- ◆ Concise debrief with feedback given during the day.
- ◆ A reasoned decision.
- ◆ Written report within timescale.

Understanding the role

- ◆ Some think Umpiring is boring but it is not all judging.
- ◆ Concentration.
- ◆ Communication.
- ◆ Be aware of Safety issues and of keeping the Competition area clear.
- ◆ There for athletes, not to be Star of the Show!!

Ability to follow the duty sheet

- ◆ Did they allow time to go through it all?
- ◆ Did they anticipate moves to get into position in plenty of time?

Positioning

- ◆ Did they vary to get a better view and did they adjust to cover another Official?

Knowledge and application of rules, including infringements

- ◆ Did they display sound knowledge of UKA Rules and know the differences with IAAF and have both handbooks.

There are many more articles, plus minutes, useful hints, etc in every edition of *Communique*. SEAOA members receive a quarterly edition plus a Rule book, discounted publications and the knowledge you are supporting officiating in the South! All for just £10!

- ◆ Were infringements reported to Referee or a view taken and were they made quickly and concisely?
- ◆ Did the written report match the verbal?
- ◆ Ensure you have a bank of questions.

Judging ability, including lap charts

- ◆ Was the board ruled to make it easier to check and reasonably clear?
- ◆ Were results in line with majority? (Consider whether races were tight or not & Photofinish) and were Last 3 or 4 and reliable?
- ◆ Lap Charts – clear and accurate – difficult race!
- ◆ LBBA – did they agree who does what?

Relationship with athletes

- ◆ Follow Referee's instructions as to whether to talk or not and if so was it in a friendly fashion?
- ◆ Did they physically handle athletes and were they aware of injuries?

Ability to make quick decisions

- ◆ Long & triple fouls etc.
- ◆ Javelin validity – positioning!
- ◆ Shot arm action.
- ◆ Out of sector.
- ◆ High/Pole - breaking the plane. Timed out.
- ◆ Were these decisions made promptly and with confidence?

Other comments

Give a general overview of their performance including anything which may have had an adverse affect on their performance e.g. weather etc. Give reasons behind your final decision.

Endurance corner A quick update from Graham Jessop

The Level 2 Train the Tutor course in April was a success and a dozen new tutors are now in place. This means that the finishing touches can now be made to the Level 2 course material and roll out is expected over the next few months.

Contact has been made with all County Officials Secretaries (COFFSecs) to ascertain whether they have the capacity to deal with endurance officials as well as track and field.

Appointments have been made for the Tri-regional groups for endurance officials and are on the website. The situation is evolving with more announcements expected shortly.

UKA has provided England Athletics with a consultation document on the new Endurance Officials' pathway and the Race Director's pathway will standardise race delivery in the UK. Level 3 pilot courses will take place over the next 9 months.

Moving on up

Chris Lawrence is new to the world of officiating - he did his Level 2 Field Judge course last September and has sent off his L2 Club application having completed the requisite 4 meetings and mix of events at meetings in Loughborough and Birmingham.

I've already had some fantastic experiences and met some great people – officials and athletes. Officiating has become a hobby and I'm keen to take it as far as I can. Over the winter I've moved from being a willing parent helper to judging competitions involving some of the UK's top athletes. This level of experience has motivated me to take my new 'hobby' of athletics officiating as far as I can. Over several articles I hope to set out how it's happened and some of the issues facing officials in training.

Having enjoyed helping at UKYAL, and thinking it would be good to know the rules, I attended a Level 2 Field Judging course last September. The combined H&S and Field course proved interesting and answered several lingering queries. The material continues to provide useful information on duties and things to watch for, alongside the UKA Rule Book.

Gaining experience

The first challenge was to work out how to start gaining experience. After meeting other officials you start to find the information sources but at first it's up to you. Your regional body will distribute availability forms and arrange appointments. Most County Associations and Clubs have websites – emails offering your services as a trainee official are gratefully received and for me have resulted in appointments every weekend from April to August! I have gone for variety – different age groups, locations, regional, county and club fixtures and disability meetings.

I've enjoyed officiating at Loughborough, Alexander Stadium (Indoor and Outdoor) and the NIA. I met the prerequisites for 'Level 2 Club' in January and will meet those for 'Level 2 County' in April. Be warned – it takes at least 8 weeks for the accreditation application to be processed - more when the UKA officials' database is being upgraded.

I've been given a wide variety of duties, and plenty of responsibility, by a trusting group of Field Referees. Even 'Retrieve Implements' offers the chance to observe and learn from the good practice of the experienced officials working around you.

Support from colleagues

Other officials are really supportive – willing to share their experience and answer your many questions, trivial and complex. I have also now found a

(photo: Gwen Harris)



senior official who has agreed to be my mentor. It's a good idea to approach someone local who you'll see at meetings, offering opportunities for face to face sessions.

Things I've found out:

- ◆ The regional associations (e.g. MCAA), County Officials Secretaries and Clubs are major sources of opportunities for gaining competition experience.
- ◆ You must find a suitable mentor but don't only rely on them – lots of informal mentoring is given by other officials during events.
- ◆ Not all pole vault stands are alike! Make sure you know how to read and adjust the height and stands before the start of warm-up.
- ◆ Be alert to what's going on around you – not only for safety but also to watch others and learn.
- ◆ If you're aiming beyond Level 2 Club, complete a Competition Experience form for every meeting and get it signed by the Referee – you need 10 for the Level 2 County application.
- ◆ Always ask – whether contact details for appointments or what a particular duty entails - another official always knows the answer.

I'm grateful to those who have made my appointments and to the Field Referees for assigning me a great range of duties. In the next article I hope to be able to report progress over a successful summer of officiating and to give some insight into the issues that affect officials in training.

I've already had some fantastic experiences and met some great people

Rules

April 1 2010 saw the implementation of new UKA Rules for Competition.

Rule 111.14/15 STARTING RULES: The no false start rule was voted in by the IAAF. On a domestic level, the rule's penalty will only affect senior competition excluding only open graded meetings: immediate disqualification for a false start in track events – (except Senior combined events - one false start allowed per race)

Rule 17.3 CLOTHING: Vests which can be worn in Championships.

Rule 21.2 ASSISTANCE: Competition Area has been redefined.

Rule 22.2 MISCONDUCT: All performances in the competition from which an athlete is disqualified for foul or abusive language shall be deleted. If abuse targeted at an official, athlete immediately disqualified.

Rule 108.2 TRACKS & MEASUREMENTS: No longer requirement for tracks to have kerbing down the inside in the straight..

Rule 113.2 FINISH POSTS: Mandatory requirement for posts to be in place has been deleted.

Rule 114.2 RUN-OFF FOR FIRST PLACE: In a dead-heat in a final of a track event the result shall stand.

Rule 121.7 TIES IN VERTICAL JUMPS: A jump-off in UKA Rules has been removed. In the case of a perfect tie then the athletes shall share first place.

Rule 124.9 POLE VAULT: The pole may have protective layers of tape at the grip end of tape or any other suitable material at the bottom end.

Rule 126.7 (e) LANDING IN THE SANDPIT: Wording changed but meaning is same as before.

Rule 130.6 TAPING OF FINGERS: Taping may be continuous provided that no two or more fingers are taped together in such a way that the fingers cannot be moved individually.

Rule 140.11 COMBINED EVENTS: In Senior CE use the 'old IAAF start rule' - only one false start in total shall be allowed per race before athletes are disqualified. For all other age groups, the old UKA rule still applies - a third false start attributed to the same competitor results in disqualification.

Rule 141.14 COMBINED EVENTS: As long as the average wind speed of all relevant events is no greater than 2 m/s following the record can be accepted.

ROAD RUNNING RULES: Reorganised and re-numbered - content the same.

Rule 207.3 ROAD RUNNING DISTANCES: The maximum distance for Under 13 age group has been raised to 5000m.

TRAIL RUNNING RULES: Have been amended and large parts deleted.

The rule book can be purchased at www.ukathleticsbookcentre.co.uk or download the 2010 copy from www.uka.org/competitions/rules

The Field Assessor's role

David Holliday gives us a brief summary and guidance notes on the role of the Field Assessor. The full document (including note sheet examples) can be found on the SEAOA website.

Assessment of officials takes place at all major meetings, and enables informed judgements to be made about an official's technical ability in the competition environment, suitability for 'promotion', future appointments, and guidance for personal development. Rather than adding to the Referee / Chief's role, many meetings nowadays appoint a Field Assessor, whose role is to observe and assess, not to interfere with the running of the events!

Prior to the meeting

1. Ask the field/track referee for a copy of the duties prior to the meeting to enable you to plan your observations.
2. Look at the spread / movement of individual officials during the meeting. For larger meetings liaise with the referee(s) prior to the start to agree the observation of certain events/positions. If possible send a copy of your planning to the Referee before the meeting.
3. Check that you are fully conversant with the assessment requirements in operation at the time. If you have difficulty in locating paperwork contact the NTD or Meeting Manager well before the meeting.
4. Devise a system for recording your observations during the day. This should be as straightforward as possible; you will not have the time to undertake detailed observations on individual officials. Try to see all officials carrying out as many of their duties as possible:
 - Arrival time at event
 - Supervision of warm up
 - Efficient organisation of team
 - Efficient running of event (e.g. not taking too long, round 3 to 4 etc)
 - Speed of actions (spiking, calling up, taking a measurement)
 - Accuracy of duty (spiking, bar measurement)
 - Liaison with colleagues (other team members, computer input staff, etc)
 - Liaison with athletes
 - Knowledge and application of rules
 - Knowledge of role/duty
 - Presentation and accuracy of result cards
 - Carrying out of all duties allocated
 - Responding to and dealing with issues as they arise

On the day of the meeting

1. Arrive in plenty of time to familiarise yourself with the stadium and to meet the referee.
2. Check any changes in the officiating team (withdrawals, late additions). You might have to explain your role to any less experienced officials and put them at ease. The referee should introduce you to their team and

inform them about the assessment process.

3. Agree with the referee how officials will be told if they have performed exceptionally well or poorly and how the grades will be recorded and submitted to UKA.

During the meeting

1. The referee may ask you to assist with dealing with any issues whilst he/she is elsewhere. Act in an advisory capacity but remember you are there primarily as an observer/ assessor. You should not interfere in the running of an event unless there is an obvious Health and Safety issue. You should be noting how individual officials in the event team are dealing with the issue.
2. If you see officials, (particularly those less experienced) performing well it is appropriate to feed back to them during the meeting. Likewise if someone is doing something drastically wrong it is fairer to speak to them before they carry out that duty again. For a 2 day meeting it is essential to have provided feedback on any weaknesses before the start of the second day as part of the assessment process is developmental.
3. Move around each event, trying to keep inconspicuous but safe. Observe all of the officials in the team. It is not necessary to stay for the whole event - monitor key points such as warm up, start of the event, and the split at end of round three to see how these are managed.
4. You will need to be positioned to effectively observe and hear all officials in the team carrying out their duties, but not be right on top of them as some will find this disconcerting and that may impact on their performance.
5. Where there are events running simultaneously, prioritise the order in which you visit them. For example, observe the pole vault warm up, then move to the shot (a quicker event) for several rounds before returning to the pole vault which will still be going on.

How to hide from the Field Assessor!



(photo: Tony Sach)

6. You will probably see the Clerks of Course at work. Although not strictly within your remit, take note of any good or bad points of their performance to support the TM in their appraisal.
7. All officials in the field team will be assessed against the same criteria at the meeting. Make sure you know those criteria and grade accordingly.
8. Periodically catch up with the referee to compare observations. This should focus on any good or below standard performances observed. Consult with the Team Leaders - they are in a good position to help to assess their team.

At the end of the meeting

1. Between the referee and yourself, personally inform any official who has received anything other than the expected grade. Ensure you have objective evidence. This should be done as sensitively and as privately as possible and not in full public view.
2. Decide the range of grades for the team with the referee and come to an agreement.

After the meeting

1. Complete the assessment grid - put in grades and comments relevant to the grade awarded. Send it to the referee for any additional comments from them. They then send it back to you. If you feel that officials should be considered for inclusion in the IOG state this clearly on your assessment.
2. Where there is no discrepancy in the gradings awarded, the assessor then sends the assessment form to John Pickles (Assessments Coordinator), the NTD/Meeting Manager, plus Andrew Clatworthy (UKA Track and Field Officials' Coordinator) and a copy back to the referee on same email. If there is disagreement on gradings, both the referee and assessor should send in copies with a comment that this is the case. Submit everything within the specified time period following the meeting.

Clerk of the Course

This article is a summary of Roger McCall's presentation at the Northern conference.

According to UKA Rules

(Appendix D Track and Field Officials)

Technical Manager

The Technical Manager, under the direction of the Meeting Manager, shall be responsible for ensuring that the track, runways, circles, arcs, sectors, landing areas for field events and all equipment are in accordance with specification in Rules for Competition.

The Technical Manager normally has overall supervision of Clerk of Course (Track) and Clerks of Course (Field).

Clerks of Course (Field)

The Clerks of Course (Field) with the Field Referee shall ensure that all markings are correct as required by the Rules for Competition, that take-off boards are clean and firm and landing areas ready for use. The Clerks shall ensure that all equipment necessary for maintaining runways, circles and landing areas is in a fit state for competition, that brooms, rakes, rollers, etc. are available as required and that Judges are provided with marking spikes and tapes as necessary.

They are responsible for the provision of implements for practice and competition and must see that all implements are removed from the site of the event as soon as the competition is completed.

Field Referee

Shall (i) have charge of all field events.

(iv) check that equipment and markings conform with specification rules in liaison with the Technical Manager (if appointed)

Meeting Manager

The Meeting Manager shall assume overall responsibility for the running and control of the meeting.

According to IAAF Rules

Rule 123: Technical Manager

The Technical Manager shall be responsible for ensuring that the track, runways, circles, arcs, sectors, landing areas for field events and all equipment and implements are in accordance with IAAF Rules.

IAAF rules do not refer to clerks of course or similar officials. Maybe it happens by magic.

Rule 122: Meeting Manager

The Meeting Manager shall be responsible for the correct conduct of the Competition. He shall check that the officials have reported for duty, appoint substitutes when necessary and have authority to remove from duty any official who is not abiding by



Always ensure you have time for lunch!

the Rules. In cooperation with the appointed Marshal, he shall arrange that only authorised persons are allowed in the centre of the arena.

Rule 121: Competition Director

The Competition Director shall plan the technical organisation of a competition in co-operation with the Technical Delegate, where applicable, ensure that this plan is accomplished and resolve any technical problems with the Technical Delegate.

Who makes a good Technical Team member?

- ◆ A team player at ease working with the event management, stadium staff, the technical officials and the hundred other people at the event. It's important that the Technical Team i.e. the Technical Manager and the Clerks of Course work well together and trust each other.
- ◆ The Technical Manager is responsible for supervising the Clerks of Course (Field and Track).
- ◆ The Technical Manager is usually a field judge as it is his responsibility to check all the throwing implements.
- ◆ The duties of Technical Manager and Clerk of Course require a commitment of time and effort prior to the event to ensure everything is ready in time. This means you are among the first to arrive and last to leave the meeting.
- ◆ Come prepared to get your hands and clothes dirty as you get involved in setting up the meeting. Your official's uniform goes on when the meeting starts.
- ◆ Not essential but it helps to bring a few tools to carry out any adjustments or repairs that may be required.
- ◆ During the meeting your priority is to get everything in place at the right time and the site tidied up promptly at the conclusion of the event. Monitor progress of all field events against the timetable to ensure you are in the right place at the right time.

Check Lists

Safety Checks

These are checks that a good clerk of course will do as part of his pre-event duties. The Clerk of Course is responsible for reporting problems to the Field Referee and Technical Manager. These are people with the responsibility to decide what action to take if there is a problem.

Equipment Checks

These are the main 'hands on' duties for a Clerk of Course.

Equipment Issue

This is a list of equipment that will normally be taken to the event site.

Implements

Implements for the throwing events. The timing of the delivery of these to the event site is critical. Ideally they should arrive just before the athletes are brought out to the event site. They must not be abandoned but must be handed over to one of the event judges who will take control of them. Equally a Clerk of Course must be there at the conclusion of the event to bring the implements back in.

The Technical Manager will give instructions as to whether personal implements must be brought back in with the stadium implements.

Area checks

Roger provided us with extensive check lists for each area (throws and jumps). They are too long to reproduce here but if you'd like a copy emailed to you, please contact the Editor at nevans@englandathletics.org

EDM

It has been assumed that responsibility for setting up and using the EDM system is with the EDM team and not the technical team. One day that may change - and is already the case at some meetings.



Minimum and maximum shot diameters can be quickly checked with accurate cut outs.

TECHNICAL TALK

Many of you will have used the EDM in the field, mostly for long throws, but it can also be used for long and triple jump and for measuring the height of a bar. But do you know the theory behind the practice? Thanks to Peter Lee for his input.

EDM

In short, the device uses a laser beam that reflects off the prism (on the end of the spike) and from the time taken for the beam to return to origin it can calculate distance (remember speed equals distance over time?!). The device itself can rotate and so once set up, knows which angle it is pointing, in relation to the setting up position. The rest is calculated using trigonometry – a branch of maths you may remember from your days at school!

Measuring throws

Many EDM machines are programmed for field events which means they can take into account circle radius for the shot, hammer and discus, or 8m mark for javelin. This is because EDM measurements are taken from the centre of the circle (imagine the javelin being thrown from a 8m radius circle) and the distance to the edge needs to be subtracted because that's where officials would measure a throw from. Non programmed EDMs require a calculator to minus that distance from the EDM's reading.

Before the event starts, you may have been involved in setting up the EDM, or seen this take place. Make sure the tripod is well bedded and that no one is likely to trip over a leg or bump into it. Ensure it is level using the small bubbles. During set up, the operator and the spiker (or maybe the TM / EDM Manager or C of Cs) work together to help the EDM calculate its distance to the centre of the circle (A in Figure 1) or 8m mark and sets the angle to that point, and finds out where the edge or arc is. Finding the centre may involve holding up or moving the netting to get a reading, but it only needs to be done once. Usually a check mark out in the field is set up (a washer on a nail for example at the 40m mark) to compare with at the end and check the EDM is set up correctly (remember the



(photo: Mark Shearman)

white lines won't be millimetre accurate – don't expect a reading of 40.000!) Have a practice beforehand if you're rusty – or just to check the set up is right. Circle centre to edge should be accurate within 5 mm.

After each attempt distance B to the spike and angle C (angle of EDM machine) is measured. From that, plus its saved record of A, the EDM machine can work out distance D and subtracting the radius give us the thrown distance. Amazing.

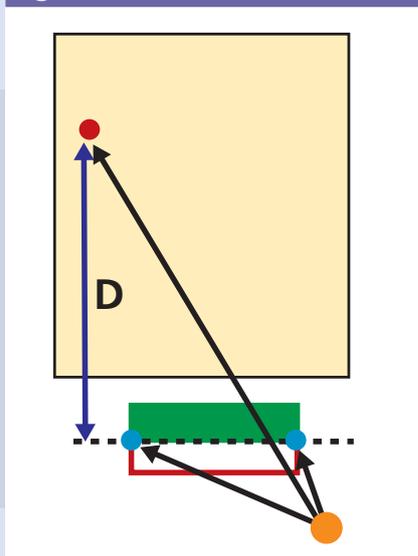
Ideally there should be at least 2 spikers in the field with the special prism spikes. Whoever is not spiking for that attempt should hold their spike out of sight (which makes it easier for less experienced EDM operators) while the spiker should insert the spike vertically into the ground (there is often a small spirit level bubble to help you) and then stand behind or beside it (check what the operator prefers – it's sometimes nice to be able to find a body or legs and move down!) When measuring, the beam needs to be unimpeded – spikers and those on return implement need to be extra vigilant otherwise the laser beam can't bounce off the prism in the spike. Of course the beam doesn't harm humans but if you tell wayward athletes that they'll be zapped if they walk in front of the EDM that usually keeps them clear! Once the recording has been made (this usually involves pressing certain buttons in sequence) the EDM operator will record or read out the measurement for Card 1 and then indicate to the spiker that the process is complete, usually with a clear arm

wave. The scoreboard will be adjusted (or done automatically if you are at a high level event and everything is connected up electronically) and the official on call up knows it is time to call the next athlete forward.

Measuring jump length

Prior to long jump and triple jump each side of the take off board (between board and plasticine) is set up using the spike. The EDM then knows that this is the scratch line. A third reference point (the spike in the pit where the jumper has landed) enables the EDM to calculate the distance D at right angles to the scratch line (Figure 2).

Figure 2

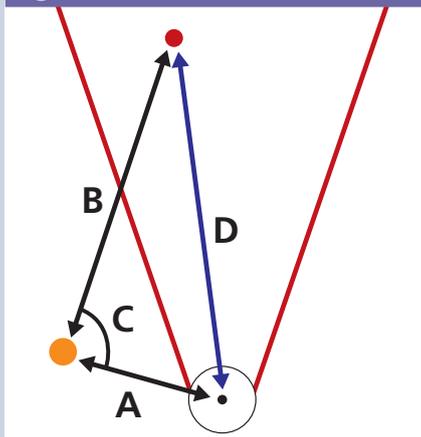


Measuring bar height

The high jump or pole vault bar height can be measured very easily by the EDM. Once it knows where the ground is at the plane of the uprights (use a prism), the angle the head rotates through is converted to distance (height) when the operator focuses on the top edge of the lowest point on the bar – obviously a prism can't be used but a running reading can be taken. You can even set it to a predetermined height then use it to then tell the officials on the uprights when to stop moving the bar up (as long as you know it is horizontal).

Don't forget that if you're working with the EDM, there are always officials around who will happily help you or tell you more about the system. If the meeting is at a lower level and has some timetabled gaps in it, don't be afraid to ask to do some practices (with spike but no implements!) to keep yourself fresh. Conversely if you see someone who looks like they need help, go and have a chat!

Figure 1



Mentor & mentee

His and hers thoughts about how it all works out - Lis Henderson and Mike Oakley talk about how their mentoring has gone.

The Mentor

What is a 'Mentor':

'A trusted counsellor or guide'

Did I have a Mentor? Yes, I had two and both were excellent. My first mentor guided me through the preliminary examination when I first became an official. My second mentor was appointed by my Regional Association to guide me through the advanced examination.

I consider these to have been 'formal' mentoring experiences and both were invaluable in my own development.

To date I have not done any formal mentoring but have, taking the dictionary definition of a Mentor being a trusted counsellor or guide, worked with two officials who are now at Level 5 and Level 3N respectively.

I am also working with a young lady who has been an official for approximately 4 years and is knocking on the door of Level 3N and hopefully will achieve that at the end of 2010.

How did this mentoring come about? Was I appointed? Was I even asked?

The new education system will demand that officials are mentored throughout their development and I believe that is absolutely the right way to go. I fear that if there are insufficient mentors available, it could become quite onerous on those willing to act.

However, it is a role I have adored. As a mentor I am a volunteer. I neither seek nor receive reward but the joy of seeing the 'Mentee' (I hate that word) achieving their goal is incredible and so fulfilling.

For me it has been easy. My individuals were all keen to succeed and, thankfully, had the potential to do so. I had to learn very little extra to be a mentor other than perhaps the procedure changes in qualification route for my individuals. All they needed from me was the benefit of what I already knew. OK so they needed me to be interested in them and to share their ambitions but that was easy. Or they needed me to be there for them. Well for two of the three, we are in the same club and often travel to meetings together but if

we don't then phone and email make communication very simple. In fact my third individual lived 60 miles away.

Did I have to be their teacher? No. That was the job of their tutor. I saw my role as letting them perform and then helping them to decide if there were alternative ways of doing things and then, which was better?

Were there difficulties? Of course we are all different. We won't always get on with everybody but so far I have been lucky and my three individuals have all been good friends. The mentor does have to empathise with the individual in all stages of their development and to work with the ups and downs of life. A lot happens to us in the course of one season but I believe that mentoring goes on beyond that.

Massaging self confidence plays a big part in mentoring. I guess there are times when we all think of "giving up the sport" but if I can encourage the individuals to get as much enjoyment from athletics as I have then I will be well satisfied.

The Mentee

From those difficult first introductions to tips on what to wear and how to act. In a different setting it could be school friend's advice for that all important first date, but instead it's the beginnings of a mentor/mentee relationship which will see me progress through the sport in years to come.

I'm lucky. I've had my mentor there right from the start. He is an official at my club, he was the one that got me hooked on this part of the sport in the first place, and he's the one I travel with to many a meeting. I've learnt more about the rules of the sport sitting in the back of Mike Oakley's car, travelling to tracks across the country than I've had hot dinners. If he and fellow Level 5 Paul Rutter weren't 'debating' the subtle intricacies of one rule or another they were throwing questions to me about the length of a

Mentor Job Description

- ◆ Take the lead in supporting an individual through an ongoing, one-to-one relationship.
- ◆ Serve as a positive role model and friend.
- ◆ Build the relationship by planning and participating in activities together.
- ◆ Strive for mutual respect. Build self-esteem and motivation.
- ◆ Help set goals and work toward accomplishing them.



(photo: Nicola Evans)

pole vault bar or the diameter of the hammer circle. For a newcomer to the sport listening to it all was invaluable - and an easy way to gauge what I did and didn't know! I'm not suggesting that the weekly grilling is an essential part of the mentor's role, but the education and guidance that came with those question and answer sessions is. It's also a time when I could, and still can get things wrong without comeback; a good mentor doesn't make you feel stupid when you don't know something, but points you in the right direction to find the answer. As I progressed, these informal chats have also helped me look at why something had happened as it did at a competition, or why another judge had taken the decision they did.

For a mentoring relationship to work there needs to be a bit of push and pull. Being thrown in at the deep end, being challenged to step outside my comfort zone and try something new has been an essential part of my development as a field judge; whether it's standing that bit further inside the sector or taking on one of the technical roles for the first time. But it's here that Mike as mentor has been really useful, both in terms of pushing me forward, but also because I have known that he's there at the end of the phone or email if not face to face when I've needed that extra bit of help and advice.

Over the years Mike and I have inevitably got to know each other well. He knows how I am likely to react if something goes wrong, or if I have an exceptionally good meeting. He knows I am not good at simply being told something is wrong, and will instead offer helpful 'suggestions' of changes I could make (for example to the way I judge or where I stand during a competition), and then he'll leave me to work it out for myself. He also knows when I am trying to run before I can walk, and it's a difficult task but sometimes the mentor has to step in and say 'not yet'. If the relationship is based on trust and mutual respect then gentle criticism and well meant advice can only be a good thing.

So what makes a good mentor? Support, yes, and encouragement. An ear to bend, and sometimes a shoulder to cry on, but most of all someone you respect as a judge who sets high standards for himself that you want to live up to too.



(photo: Gary Mitchell)

QuadKids and Sportshall

Keith Reed writes about a different officiating experience - and reminds officials that they shouldn't feel it to be 'beneath them'.

Have you ever been asked to officiate at a Sportshall event and declined because you considered it 'not real athletics'? You may have missed out!

I have been officiating at Sportshall events for many years and find it challenging and enjoyable. Within Sportshall there are a number of events you may not be familiar with e.g. Chest Push, Balance Test, Target Throw and even Caber Toss.

The thing to do is to think of yourself as a multi skilled official - not a track or field official. You may need to be able to measure, watch for faults or retrieve balls or bean bags. It is really important that officials behave differently in this type of environment - be friendly but fair with the athletes who maybe experiencing competition for the first time. You will leave them with an image of officials which will influence their involvement in the sport. It needs to be a good one.

Track officiating is similar to normal except that it best to judge by lane or colour. This is because you have to sit very close to the lanes and you are not elevated in any way. There can be up to six lanes in use and often very tight finishes. Write down each athlete's number or colour relating to the lane that they are in at the start. You just don't get the chance to see the number at the finish and the athletes disappear off very quickly.

Starting requires patience, and you certainly need to keep reminding the athlete how to start, and to keep still. Remember there is no SET command in Sportshall.

Timekeeping is no different at all, just time bodies as usual. The only issue that arises is the close proximity of the spectators - it can be noisy and there is a strong likelihood that someone will walk in front of you. The start will often be with a whistle or mousetrap starter. This means accuracy may not always be as good as you would like.

In the field events officiating can have its own challenges; in normal field events held outdoors you will be used

to measuring to 1cm. In Sportshall some events are measured to the nearest 25cm or in some cases to the nearest metre. The standing long jump requires good eyesight to see where the heel lands - you don't get the advantage of a mark in the sand. Speed bounce requires good concentration as the really good athletes can do 90 bounces in 30 seconds. You also need to rule out any bounces which land on the wedge. This can be a lot to think about especially for someone inexperienced. In the sitting throw event a ball is thrown overhead style, the athlete must not rise up from the bench or use their feet to lever themselves forward. In the chest push (done from a standing position) you need to watch for a one handed throw and also raising of the feet.

The relays in Sportshall are always very exciting but can be tricky for the official. The obstacle relay consists of a team (usually 4) who start with a forward roll then go through a high stepper, do 10 speed bounces, jump over a hurdle, hit the reversaboard and run straight back. They then have to touch the next athlete on the back after hitting the other reversaboard. As you can imagine there is a lot of potential for mistakes. You can have penalties for faults anywhere but these are time based (usually half a second

"I enjoy sportshall to try to help the younger ones into athletics and give them a insight, and how to join clubs. Officials should remember that those youngsters are the next generation of athletes and officiating for them does not belittle you!

I think everyone should try to encourage youngsters in sport and to get them to enjoy it as well as competing. I get great satisfaction from seeing children enjoy taking part in sportshall."

Laurie Rand (ten years officiating at Sportshall, six as a referee for Kent)



Laurie Rand

per penalty). There are other interesting relays (e.g Over and Under, Hurdle relays, Paarlauf and the infamous Grand Prix).

Athletes are never disqualified in Sportshall, but occasionally there can be problems. Usually a word of explanation is enough. Occasionally races have to re-run in the event of collisions.

The QuadKids type of event has the emphasis on completing all 4 events in a very short period of time (usually 2 hours or less). There might be up to 100 children. I have picked up a few tips to help you as an official in QuadKids:

- ◆ Try to be accurate but as quick as possible. Times and distances need only be accurate to levels appropriate to the points score.
- ◆ When doing the long jump, get the athletes to line up and use a running tape. This is much quicker.
- ◆ In the sprints have the athletes lined up in heats, ready to run. Once a result is sorted and times recorded you can start the next race.
- ◆ In the Vortex Howler throw, again use a running tape and have the athletes lining up ready to throw.
- ◆ Run as many as you can in the 600m, times need only be to the nearest second.

The key is to apply the spirit of the rules rather than the letter of the law. We need to remember that to the young athletes taking part, we look very scary and officious. We can make this a better experience for the athletes if we conduct ourself in a slightly less fussy way.

I hope you may be a little more inspired to help at a Sportshall or QuadKids event; your experience is very much appreciated and you will be a great help to new officials. The athletes taking part in the Sportshall events today could well be internationals in a few years' time. You will certainly find that officiating at this level will help you when your time comes to work at National level.



Courses

Level 1 and 2 courses

England Athletics manages the Level 1 and 2 Officials' courses. Contact an Officials' Education Officer or go to www.Englandathletics.org/officialscourses to see what's coming up.

To book a place on the course please complete an Officials' Licence Application form which can be downloaded from the web and sent with a cheque (where applicable) made payable to 'England Athletics' to the appropriate England Athletics regional Officials' Education Officer.

Level 1

Level 1 is an Assistant Officials' course to meet the needs of those looking to take their first step into Officiating. It is normally offered to parents, athletes and youngsters looking to get into volunteering and leadership roles, and is predominantly a teacher-led award. It enables someone to receive a licence having first demonstrated their commitment to work in the sport through a process of supported practice. The Level 1 course is traditionally a one day course.

Level 2

Level 2 courses take one day - there is a generic element then delegates choose one from track/ field/ timekeeper/ starter-marksman. Officials achieving Level 2 will become Club Officials after showing successful experience in their log book at the minimum requirement. Officials who show a further successful experiences in their log book will

progress to become County Officials or Home Country equivalent and continue to become Regional Officials or Home Country equivalent.

Level 3 courses and above

Courses for Level 3 and above are managed by UKA. Go to www.uka.org.uk/officials for more information. Officials at all levels can attend modules of the level 4 course to further their development as an official. Cheques should be made payable to 'UKA' and should be returned together with a completed registration form to; UKA Level 3 (or 4) Officials Course Registration, UKA, Athletics House, Central Boulevard, Blythe Valley Park, Solihull, B90 8AJ.

Level 3

There is a generic Level 3 module and discipline specific modules. This includes Starter / Marksman, Track, Field, Timekeeping, EDM L3, Photofinish L3. Course fee is currently £30 or £10 per module if you're exempt from some.

Level 4

'Old' Level 5 and 'New' Level 3 officials who have been on the National Active List for at least 3 years and have attended the relevant Level 3 modules can become a Level 4. There are compulsory and optional modules plus additional requirements (see Chris Cohen's article on page 3). Course Fee is £15 per module or £50 for the whole course (can be taken over different course programmes).

Officials' Education Officers

North: Tina Beresford

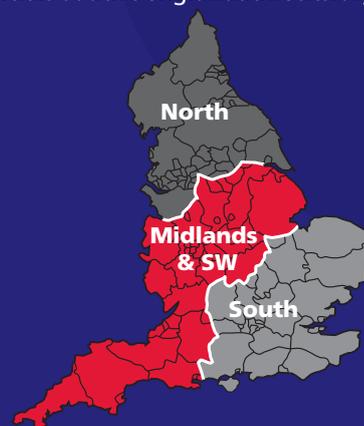
England Athletics North
Sportcity, Gate 13 Rowsley Street,
Manchester. M11 3FF
Tel: 07968 498704
officials-north@englandathletics.org

Midlands & SW: Michael Cox

England Athletics
Wellington House, Starley Way,
Birmingham International Park,
Solihull, B37 7HB.
Tel: 0121 781 7223
officials-msw@englandathletics.org

South: Christine Baker

England Athletics, PO Box 179,
Dereham, NR19 9DN.
Tel: 07725 457823
officials-south@englandathletics.org



County Officials Secretaries (COFFSecs)

Avon:

Ray Gooding 0117 9562481
raygooding@supanet.com

Bedfordshire:

Paul Brookes
honsec.bedsaaa@hotmail.co.uk

Berkshire:

Jill Wright 01344 885475

Buckinghamshire:

John How 01494 785623
johnhow60@hotmail.com

Cambridgeshire:

Al Weaver 01733 246572
cambsofficials@sky.com

Cheshire:

Alan Morris 07885 985172
cheshireofficials@gmx.com

Cornwall:

Ben Penberthy 01736 850404
ben.penberthy@btinternet.com

Cumbria:

Ken Taylor 01768 772685
kt.k@btinternet.com

Derbyshire:

Ernie Cripps
ernie@ecripps.wanadoo.co.uk

Devon:

Keith Reed 01752 893573
kreed@cleeve41.freereserve.co.uk

Dorset:

David Kitching 01305 832 797
dorsetcofsec@mkitching.plus.com

Essex:

Chris Dowsett
chris.dowsett@btinternet.com

Gloucestershire:

George Williams 01242 602529
(education, CRB, database)

Albert Gardiner 07837 874936
albert_gardiner@hotmail.co.uk

Greater Manchester:

Mike Welford 0161 866 8253
mike.welford@ntlworld.com

Hampshire:

Eileen & Terry Williams
01252 664455
eileenandterry@ntlworld.com

Herefordshire:

Phil Wells
01544 318854 p-wells2@sky.com

Hertfordshire:

Peter Lee 07986 808033
peteratpeter.lee44@btopenworld.com

Humberside:

Edwin Bellamy 01652 633422
ebellath@aol.com

Isle of Man:

Colin Halsall 01624 852187
halsallcolin@hotmail.com

Kent (shared):

Maureen Fletcher 01424 855638
maureenfletcher@btinternet.com

Gill Freeman 01322 330428
gill.freeman53@ntlworld.com

Lancashire:

Michael Grime 01254 240739
mike.grime@talk21.com

Leicestershire:

Cherie D'Silva 0116 2713661
knowlesdsilva1@btinternet.com

Lincolnshire:

Maggie Davis
mad@maggiedavis.plus.com

Merseyside:

Ron Scott 01704 566995
roncoscott@aol.com

Middlesex:

Steve Marshall 07973 253145
steve.marshall@barnet.gov.uk

Norfolk:

Gaye Clarke
gayeclarke@lineone.net

Northamptonshire:

Graham Curtis 01536 744390
grahamandbernadette@tiscali.co.uk

North Yorkshire:

Roger Everton 01904 765104
rogereverton@talktalk.net

Nottinghamshire:

Gwen Hines
gwen.hines@virgin.net

Oxfordshire:

Alan Vincent 01295 720809
alan.carole@freeuk.com

Shropshire:

Margaret Afford 01952 419826
margaret.afford@blueyonder.co.uk

If you think any of this information may be wrong, contact nevans@englandathletics.org

South Yorkshire:

Terry Bailey 01302 537853
terry.bailey.292@tesco.net

Somerset:

Mike Eastmond 01823 400076
east@fsmail.net

Staffordshire:

Pat Lockley 01902 784903
patlockley@blueyonder.co.uk

Suffolk:

Tony Cheatham
anthonycheatham1107@btinternet.com

Surrey:

Patricia & Michael Cole
01372 458650
coledust@btinternet.com

Sussex:

John Gill 01444 458953
puffins70@talktalk.net

Tyne and Wear:

Chris Betts 01768 772685
christopher.betts@btinternet.com

Wiltshire:

Ray Bell 01793 723862
bellrjg@btinternet.com

Warwicks. & Birmingham:

Margery Ewington
mewington2@sky.com

West Yorkshire:

Bryan Murray 01924 291150
ldavies21@sky.com

Worcestershire:

Roland Day 01384 873989