



WELSH ATHLETICS
ATHLETAU CYMRU



OFFICIAL'S WELCOME PACK





WELSH ATHLETICS
ATHLETAU CYMRU

OUR VALUES

AMBITION

EXCELLENCE

FUN

RESPECT

TOGETHERNESS

TRUST

OUR GOALS

UNITE

ENGAGE

OWN IT

INSPIRE

INNOVATE

LEAD THE WAY

Welcome to our Welsh Athletics family, and what will hopefully be, a long and enjoyable journey with athletics in Wales.

Officials are essential for the ongoing delivery of all forms of athletic competition in Wales and we thank you for giving-up your valuable personal time. Without your support, athletics competition would simply not happen, and your commitment is appreciated by all athletes across Wales.



As part of a valued community of athletics officials in Wales, it's now time to put the theory into practice and seek out opportunities to officiate in events across Wales. Our commitment is to support your development and to continue to modernise the athletic competitions calendar, responding to our members' needs by providing an innovative, exciting and enjoyable competition experience for everyone.

We are entering an exciting new chapter for our sport and we look forward to working with you over the coming years.

Matt Newman, Chief Executive, Welsh Athletics

Whatever inspired you to become an Official, whether just to help your child's club at local league meetings or because you have aspirations to officiate at higher level competitions, your contribution to this sport is immeasurable. During your time as an official you will develop new skills and continue to grow in confidence, while making new friendships along the way. Guidance and mentoring, whether through a formal structure or informally by simply asking questions at competitions, will be readily available and freely given.

I have been fortunate to officiate at many major competitions, both in the UK and around the world. Whether I am at one of these meetings or judging at the local primary schools league, I still enjoy the same 'buzz' knowing that I am making a contribution and playing my part in the development of our sport. Enjoy the experience and welcome aboard.

Dave Jessett, Level 5 ITO, Welsh Athletics Official



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How do I achieve my Level 1?

From entry point to Championship level officiating, Officials follow a similar pathway to those enjoyed by athletes and coaches. Welsh Athletics offer courses and development opportunities to progress through the first three levels.

To become a graded **UKA Level 1 for Technical Officials (Track and Field) Licensed Official** follow the steps below:

1. Use your URN/WA number to log on to your [myATHLETICS portal](#).
2. Complete the online [DBS procedure](#) and upload a passport photo.
3. Attend either **Level 1 Track, Field, Timekeeping, Starter/Starter Assistant, Photo Finish, Race Walking judge** course.
4. Attend a **Health and Safety** module course or complete the **online Health and Safety module***
5. Attend 4 varying** competition experiences and record in your [accreditation form](#).
6. Email your accreditation form to education@welshathletics.org for grading in order to receive for UKA Level 1 License.

*You can take the module at your own pace and leave to return later if required. The module has multiple-choice quizzes after each section; the first section covers generic health and safety and the second focuses on Health and Safety within each of the disciplines. You will need to score 70% across all sections to pass.

Cost: Free

Did you know? We are the only Home Country which offer free officiating training!

To book onto the online Health and Safety module [click here](#).

**Level 1 Field Officials will need to experience 1 horizontal jump, 1 vertical jump, 1 shot and 1 long throw. Starter/Starter's Assistant will need 4 experiences in each discipline. Race Walking experiences can be on track or road. At least 1 of the 4 experiences must be under full IAAF rules ('A' race).

For more information go to [Guidance section in Appendix](#).

Putting learning into practice

There are lots of events around Wales spanning from schools and grassroots athletics through to the Welsh National Championships and International Fixtures. **You never know you might be involved with recording a new Welsh record or judging a future Welsh sport star.**

To find a list of fixtures please see the [Event Availability](#) questionnaire. Please complete this questionnaire to inform us of your availability. The competition host will then contact you to provide further information. The traditional route would likely see you start at club competitions. You can also contact your local club which can be found on the club page to [find your local club](#).

If you would like further support before Officiating at your first event, please contact Zoe Holloway. Welsh Athletics have established a mentoring programme that would see you partnered with a more experienced Official who will be able to show you the ropes. Alternatively, if you would like the opportunity to shadow an Official at an event, let us know and we can put you in contact with someone to see how the world of athletics operates. We would encourage you to get involved whether you would like to help rake a sandpit during an U13 League match or support the Welsh Championships **there is an opportunity for you!**



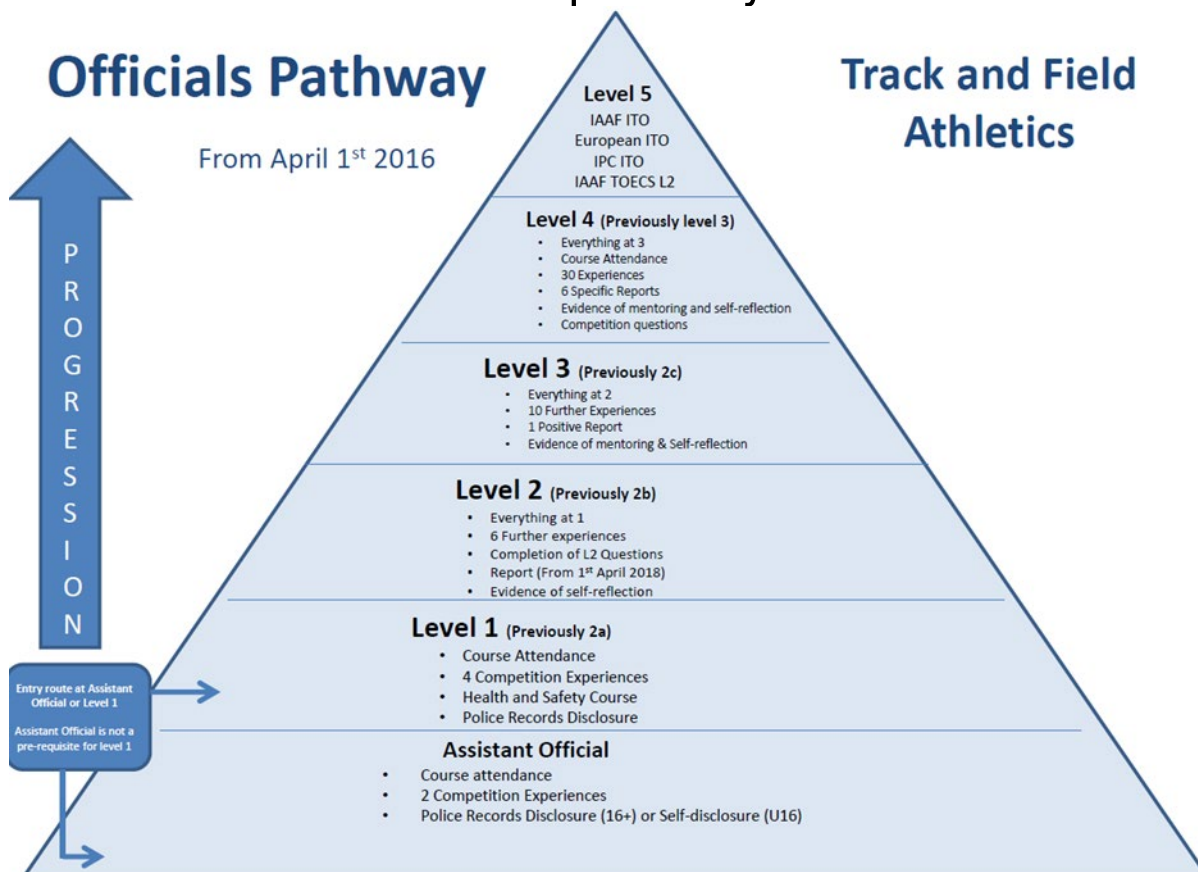
Mentoring pathway

The mentoring pathway has seen a number of Officials supported in their continued learning, vastly increasing the value they gain from their experience as a mentee, and gaining help for those who want to move up the levels to do so.

There are also many valuable benefits to having mentor support like encouraging personal development to empower achieving goals. To develop your knowledge and understanding, being part of a social support network for learning and developing new skills to build self-confidence.

If you would like support with mentoring, please email education@welshathletics.org. Zoe can signpost you to a suitable mentor within your region and discipline. To see regional mentor profiles please go to [Official Resources](#).

Track & Field Officials pathway



Welsh Athletics offer courses and development opportunities to progress through the first three levels. We do support Officials wanting to progress beyond Level 3 through higher level courses offered by UKA.

Roles at an athletics meeting:

Competition Director – oversees the organisation and running of the whole event. Communicates with officials through the chiefs and referees.

Meeting Manager – in charge of looking after the Officials including signing of expenses claims, handing out food vouchers, and supervise the distribution of radios. As well as deal with any arising issues trackside and your go to person at events.

Technical Manager – ensures all event sites are prepared for competition and that the right equipment is provided. (This role is often carried out between the Track and Field referees at league meetings).

Clerk of Course – works under the Technical Manager to help with the setting up of event sites.

Field Referee – organises the Field Officials and ensures that all field events are appropriately staffed and running safely. Also ensures that the rules are being applied to all field events.

Track Referee – organises the Track Officials and collaborates with the Chief Starter, Chief Photo Finish and Chief Timekeeper to ensure that track events run to time.

Start Coordinator – oversees the start team, including Starters & Starter Assistant at an athletics meeting and oversees race starts.

Chief Starter Assistant – takes charge of the Starter Assistants which pass on relevant information to athletes.

Chief Photo Finish – organises the Photo Finish team and communicates to other chiefs/referees to ensure track races run to time.

Chief Timekeeper – organises the Timekeepers and communicates with the Photo Finish and Start teams.

Chief Race Walk Judge – act as a supervising Official for walking races and informs athletes of disqualification.

Call Room Manager – organises the call room and calls athletes into the call room.

Call Room Steward – works under the Call Room Manager to check athletes through call room and to their events on time.

Non-Technical Officials - should be competent in the use of computer programs. Roles include registration of athletes, seeding, announcing, and results compilation.

Support

We want to support our Officials, that is why Welsh Athletics will endeavour to cover all costs where possible. Officials can claim expenses when they attend any Welsh Athletics delivered event (other matches' policies may differ). To find out more info, see the attached document. To claim expenses for an Welsh Athletics event at which you've officiated, please complete and return an [Expenses form](#) to Rhiannon. For any other leagues you officiate at you must contact the league organiser directly to settle expense payments.

[Officials' Expenses and Accommodation Policy](#)

You also have the support of the Officials Committee which is the voice of the officiating community and their role is to help recruit and develop officials by promoting official education and training.

We are also supporting new officials who have submitted their level 1 experiences and have been upgraded to a Level 1 Official. Newly upgraded officials will be provided with an exclusive code to unlock a free item of merchandise available to order directly via the online WA kit shop which can be found here. In addition to this, at championship events officials are provided with WA branded merchandise as a thank you for their dedication and time.

Contacts



Zoe Holloway Education & Training Administrator
- Courses & Upgrading

Please email education@welshathletics.org
Or you can call 02920 649 849



Rhiannon Linington-Payne Event Delivery lead – Expenses
& Competition enquires

Please email rhiannon@welshathletics.org
Or you can call 02921 660 805

Sue Hooper Officials secretary selections@welshathletics.org

THANK YOU!



I'd like to say a massive thank you to all the officials for all the time and dedication you give to our sport. Without you no athlete would ever win a medal, set a personal best, compete for their club or country or get the opportunity to enjoy Athletics. Athletics has changed my life and therefore I will be forever grateful to Officials like yourself who have made this possible!

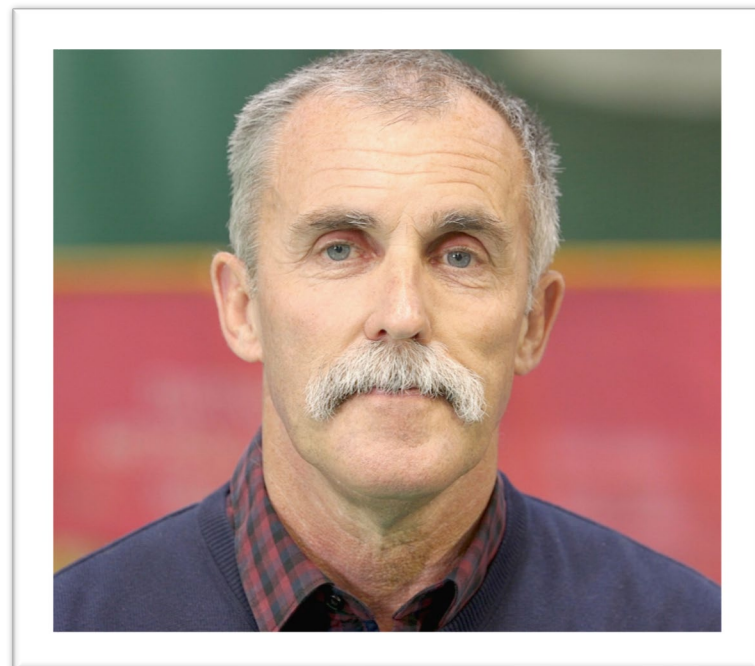
Bethan Davies Commonwealth Bronze
20km Race Walk medallist

DIOLCH!

Our sport relies on your commitment and skills to ensure the standards of our competitions are maintained. We appreciate very much the time and effort you all put in to helping us deliver our busy calendar of events. I hope you continue to enjoy and progress with your officiating.

Diolch i chi i gyd.

Steve Perks, Chair of Welsh Athletics



Appendices

- What if I want to progress?

To qualify as a Level 2 Official you need to:

- a) Have a valid UKA DBS check
- b) Complete the [Record of Experience form](#) in detail for at least 10 meetings in your chosen discipline with ensuring you include details of self-reflection (of which 4 may have already of 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 along with your 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.

To qualify as a Level 3 Official you need to:

- a) Have a valid UKA DBS check have level 2 in your chosen discipline
- b) Complete the [Record of Experience form](#) for at least a further 10 meetings ensuring you show evidence of mentoring and self-reflection in your chosen discipline after achieving Level 2. This will need to include meetings at a higher level. You will have completed the Record of Experience forms for Level 2 and you should always keep a copy of all documentation for reference.
- c) Obtain at least one positive report from a higher graded (preferably Level 4 National) official when officiating at Regional level or above. There is a discipline specific Level 3 report form which can be found on the UKA website. **From April 1st 2019 this report must show that Field Judge candidates have a clear understanding of the long throws protocol.** This is to be sent to Zoe for forwarding onto the Tri Regional or National Officials Secretary (TRNG). The candidate should also keep a copy of all reports.
- d) Submit your documents to the TRNG for assessment by an assessor appointed by them who will then endorse this form prior to it being sent to your Home Country for your new licence to be issued.

- Guidance

Completing Record of Experience on ROE Sheets/Logbook

Duties allocated:

When giving the events you have judged at within each competition you need to include:

- Age group
- Gender
- Event(s)
- The Name of the Field Referee at each meeting (there is no need for a signature, the name is sufficient)

Duties within each event(s) – as they would appear on the duty sheet.

Accreditation as a Level 1 Field official

For accreditation as a Level 1 Field official you need to have officiated in at least four (4) different competitions/meetings.

Within those for meetings Field officials must have judged:

- A Shot Put
- A Long Throw (Hammer, Discus or Javelin)
- A Horizontal Jump (Long Jump or Triple Jump)
- A Vertical Jump (High Jump or Pole Vault)

Example(s) of Field Duties:

Duties for each judge would be listed on the Duty Sheet, but could include the following examples:

- U15 Girls Shot – Rear of circle, arm action, exit, tape pull through, supervise warm-up.
- U17 Men Long Jump – Board, flags, measure, card.
- U20 Women Hammer – Leader, call-up, horn, front and side of circle, exit, flags, measure, card.
- Senior Men High Jump - Card 2, set bar, validity of jump, flags, measure, supervise warm-up.
- U17, U20 & Senior Women Pole Vault - Adjust stands and set bar, card 2, measure, hands on bar, plane of box, supervise warm-up.
- U15 Girls Javelin – Validity of landing.
- U20 Men's Hammer - EDM operator, card 1.

- Self-Analysis /Reflection

(Only required to be completed by candidates wishing to progress beyond Level 1)

- This section of the Logbook is designed to provide opportunities for candidates to critically evaluate their own performance as an official at each meeting/event. Maximum of three (3) self-reflection sentences per meeting.
- This should include reference to what have been done well, as well as identifying areas for further personal development.
- Using, as a framework, what would/should be expected from officials in terms of qualities, knowledge and application of rules, to identify how well candidates have performed. These could include:
 - Confidence
 - Decision making
 - Communication skills
 - Ability to work as a member of a team, and/or lead a team of officials
 - Punctuality to events
 - Knowledge of the Technical rules and ability to apply them correctly and effectively
 - Ability to use equipment, such as EDM
 - Ensuring events start on time and move at a brisk/good pace
 - Accuracy and neatness of cards

Possible Self Analysis/Reflection Responses

- I asked for clarification about from a more experienced official. His/her answer/response confirmed that my understanding of the rule was correct/that I need to re-read the rules on [event]
- I arrived at [event]..
 - in good time to assist with the warm-up.
 - before the start of [event]but during warm-up, because
 - after the [event]had started, because
- I ensured the [event]started on time and moved at a brisk/good pace.
- My card(s) was/were neat and accurate.
 - While my card(s) were accurate I need to work on their presentation.
 - Although the card(s) was/were neat I made one/a couple/a number of mistakes, due to
- I reached the point of landing quickly and was accurate in my spiking.
- I worked well as a member of the [event]team.
- I led the [event]with confidence.
 - My confidence as an event leader grew during the day/meeting.
 - I don't feel confident leading an event yet, because
- I communicated well with the athletes/other officials/spectators.
 - I am quiet and need to communicate more effectively with [examples as above].
- When operating the EDM I found the point of landing quickly/easily and was able to measure the distance within [average time].
 - I sometimes had difficulty finding the point of landing. Distances were measured within [average time].
- I worked effectively with the other judges when raking the pit, ensuring the sand was level without undue delay.
- I maintained concentration throughout the [event]day, ensuring all safety procedures were followed.
- I followed all safety procedures in [event(s)], ensuring implements were returned correctly and promptly.
- I occasionally lost concentration during the [event]day because
- I worked effectively with the other judge, ensuring the bar (and stands) was/were set without delaying the competition.
- I was confident in my decision making/in some of my decisions.

MY NOTES

A series of horizontal dashed lines spanning the width of the page, providing a template for writing notes.



