

### Introduction

Welcome to our guide on progressing as a UKA Licensed Official. In this guide you can see how to become an official and then progress to higher levels.

Your first step to becoming a UKA licensed official is to attend either an Assistant Official, Level 1 Track & Field, Endurance or Race Walking Officials' Course. You will also need to attend a Health and Safety course.

To become qualified you will then need to submit details of your relevant officiating experiences.

(A Record of Experience form should be completed each year by all licensed Officials.)

A DBS check is required for an Officials' license to be issued, and your DBS check needs to be renewed every three years for your Officials' license to be renewed.

For details on DBS checks please see [www.EnglandAthletics.org/DBS](http://www.EnglandAthletics.org/DBS).

### Giving details on you experiences

Note that for Assistant Official and Level 1 your officiating experiences can be recorded on your Application for Accreditation form

For Level 2 and up, the Record of Experience Form will need to be used to show what you have done. This is the same form as the one you should normally complete each year as an official. However, when this form is being used separately for the purpose of applying to progress to a higher level you need to:

- give details of experiences that are relevant to the qualification you are seeking
- send the form to the relevant person for the accreditation process as well as making your usual end of year submission.

Please see the information at the end of the relevant Application for Accreditation Form (T&F) or Application for Accreditation Form (Endurance) for the exact procedure.

Sending documents electronically is likely to be processed more quickly because the info does not have to be transferred onto the system manually.

### Progression for Track and Field Officials

See also [the UKA website](#) and notes on the Record of Experience Form below.

#### REQUIREMENTS

##### Assistant Official

Course attendance and **minimum of two competition experiences** on the Assistant Officials' Record of Experience form.

##### Level 1

Course attendance at Level 1 Officials' course and submission of application for accreditation form showing a **minimum of four competition experiences**.

##### Level 2

Submission of application for accreditation at Level 2 showing a **minimum of a further six competition experiences**, completion of the Level 2 questions and evidence of self-reflection.

One report to be completed by an official at Level 3 or above. For field judges the report will need to show that they can work competently on a long throw, showing full understanding of the safety protocols.

### Level 3

Submission of application for accreditation for Level 3 showing a **minimum of a further 10 competition experiences** and one Regional report and evidence of self-reflection and mentoring.

### Level 4

Completed Level 3.

Submission of application for accreditation for Level 4 showing a **minimum of 30 experiences**, with six specific reports, evidence of mentoring and self-reflection.

Level 4 course attendance.

Completion of competition questions.

More information on UKA website

### Level 5 (International / IAAF / EuroA Level)

Equivalent to IAAF International Technical Official (ITO), European International Technical Official (ITO), IPC International Technical Official (ITO), IAAF Level 2 TOEC (Technical Officials Education Certification System)

## Progression for Endurance Officials

See also the UKA website and notes on the Record of Experience Form below.

### REQUIREMENTS

#### Assistant Official

*Not applicable*

#### Level 1

Attendance at Level 1 Endurance Officials Course including **Risk Awareness module** and acknowledgment of understanding of the Health and Safety Guidance notes.

Plus submission of application for accreditation at Level 1 form showing a **minimum of four competition experiences**.

#### Level 2

Submission of application for accreditation at Level 2 showing a **minimum of an additional six competition experiences** and three Level 2 modules (including race referee module if looking to referee\* at local/club races and two compulsory modules:

- i) Judging and Recording
- ii) Sector Marshalling

#### Level 3

Submission of application for accreditation for Level 3 showing an **additional 10 competition experiences**, evidence of personal development, one positive report and completion of the remaining Level 2-3 course modules.

Plus submission of a completed Record of Experience.

#### Level 4

Attendance at a Level 4 Endurance Officials Course and completion of the four self-taught Level 4 Modules.

Submission of application for accreditation for Level 4 showing a **minimum of 20 competition experiences**, including management, must also be submitted, with 4 positive reports.

Submission of the completed Level 4 Record of Experience.

### Level 5

(International / IAAF / EuroA Level) By invitation for those demonstrating the highest knowledge and experience of Endurance officiating, providing they hold a valid Level 4 licence.

\*A Level 2 Endurance Official can Referee local / club road races typically up to 600 runners and cross country races up to 300 runners after completing Race Referee module. A Level 3 Official can Referee regional or home country equivalent races typically up to 3,000 runners in road races and 600 in cross country races. Officials licensed at Level 4 or above are eligible for UK and international appointments.

## Progression for Race Walking Officials

Further details and resources to be added to UKA website at [www.uka.org.uk/competitions/officials](http://www.uka.org.uk/competitions/officials). See notes on the Record of Experience Form below.

### REQUIREMENTS

#### Assistant Official

Not applicable

#### Level 1

Attendance at Level 1 Race Walk Judging course and completion of the Generic/ Health and Safety course. **Four practical experiences of race walk judging** under the supervision of a qualified judge. These can be on the track or the road. This must include at least one "A" race\*\*.

Submit application on appropriate form as indicated in the course materials.

#### Level 2

Gain a **minimum of a further 10 experiences** on track or road. These 10 must include at least six "A" races\*\* and one can be as judges' recorder.

Obtain one positive report from a Level 3 or 4 race walk judge indicating competence as a judge at this level.

Answer the general questions and the questions on race walk judging which will be found on the UKA website and submit these, the report, the Record of Experience form (which must show evidence of self-assessment) and the application form to the original course tutor or other approved assessor for assessment, completion and submission to England Athletics.

#### Level 3

Gain a **further 10 experiences** on track or road. Of these at least six must be from "A" races and two can be as judges' recorder. At least four of these must be at Regional or National level. Obtain one positive report from a Level 4 Race Walk judge when officiating at a Regional or National event.

Submit application form, record of experience (which must show evidence of self-assessment) and report to the Race Walk Judging Officials' Assessment Group and once approved it will be forwarded to England Athletics.

#### Level 4

Attendance at full UKA Level 4 course including a general module and a race walk Judging module.

Complete at least 15 additional race walk events over a maximum of three years. These events can be on the track or road and must all be "A" races. At least 10 of the above must be at National or Regional level.

Must obtain the following six positive reports, from “A” races, at least two of which must be on road and two on track (a) One as Chief Judge (b) One as Judges recorder (c) 4 as a judge on four separate occasions. All reports must be completed by at least a Level 4 race walk judge and no reporter may report more than twice on one candidate. Ideally all reports would be from different reporters (as with other disciplines).

Assessment of rules and procedures by written assessment. This is to be found on the UKA website from June 1st to September 1st each year from 2019 and must be completed within that time frame. Assessment of the answers will be arranged by the Officials’ Assessment Group. No application for Level 4 can be submitted until this assessment has been successfully completed.

Application for Level 4 to include: application form, record of experience showing evidence of self-assessment and the full set of reports will be considered by the Race Walk Judging Officials Assessment Group annually in November/early December (as for the other disciplines).

### **Level 5 (International / IAAF / EuroA Level)**

This will be in line with the other disciplines. It will include those who are currently members of the IAAF or England Athletics race walk judging panels being automatically included during the term of their appointment (as with those on similar panels for other disciplines)

**\*\*An A Race is one that is judged according to IAAF and UKA competition rules for race walking. B Races are suitable for beginners; competitors who struggle to abide by the rules of race walking can compete without getting disqualified - particularly the requirement to have a straight leg from the point of contact through to the point where the leg is vertical under the body. See [www.racewalkuk.com/EventsB.asp](http://www.racewalkuk.com/EventsB.asp)**

## **Record of Experience**

### **Normal annual submission**

Aside from being used for progression through the levels of officiating your Official's Record of Experience form (also known previously as the Duty Sheet or The Officials' Worksheet) should also be returned annually on 30th September (Track and & Field) or 21st August (Endurance) each year. You can complete the form throughout the year.

Complete online via the version on the [myAthletics portal](#) ('Trinity') which can be exported at the end of each year to then email or print and post.

Or you can complete blank Excel spreadsheet template offline, then email it to the relevant person as details in the Officials Development & Opportunities section of our website.

- [Click here to download blank Track & Field copy](#)
- [Click here to download blank Endurance copy](#)

The form can be used to record officiating at competition (C), attendance at meetings (M), attendance at training in which you were the learner (L) and training for which you were the tutor (T). Both Track and Field and Endurance experiences can be recorded and separate ROEs can be downloaded for both Track and Field and Endurance.

### **Use of Record of Experience form for qualifications**

Note that for Assistant Official and Level 1 your officiating experiences can be recorded on your Application for Accreditation form..

For Level 2 and up, the Record of Experience Form will need to be used to show what you have done as part of your application to progress to a higher level. This is the same form as the one you should normally complete each year as an official. However, when this form is being used for the purpose of applying to progress to a higher level you need to give details of experiences that are relevant to the qualification you are seeking and to also send the form to the relevant person for the accreditation process. Please see the information at the end of the relevant Application for Accreditation Form (Track & Field) or Application for Accreditation Form (Endurance) to see the exact procedure.

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