



WELSH ATHLETICS
ATHLETAU CYMRU



T&F OFFICIALS 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 the Welsh Athletics family, and what will hopefully be a long and enjoyable journey in the sport in Wales.

Our sport is built on hard working and dedicated volunteers, and our officials are the cornerstone of the sport. Your dedication will support the development of many hundreds of athletes at various competitions across Wales. Without your support, our competition, and therefore our sport, simply could not happen.



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.

James Williams, Chief Executive Officer, 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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Checklist to achieving 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 style 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 free [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.

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

**Level 1 Field Officials will need to experience 1 horizontal jump, 1 vertical jump, 1 shot and 1 long throw (for more information go to [Guidance section in Appendix](#)). 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).

Did you know? On the myATHLETICS portal you can complete Record of experience electronically and export annual record at the end of season.

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 [Sue Hooper](#). 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 [Zoe Holloway](#) who can signpost you to a suitable mentor within your region and discipline. To see regional mentor profiles please go to [Official Resources](#).



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 Linington-Payne](#). 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.

Officials Reward Scheme

We would like to thank all our dedicated officials across Athletics in Wales. As part of our recognition to the Officials who support numerous events throughout the year. Without their continued support no event would be possible.

In 2020, during our Officials satisfaction survey it was highlighted that our Officials would like more in the way of rewards for progressing to a new official level and length of service milestones. As part of our commitment to recruit and support officials, we launched the Welsh Athletics [Officials Reward Scheme](#).

Once you have submitted your 4 experiences and have been upgraded to a Level 1 Official. You can order your WA Officials Polo Shirt for free 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. (Red Polo shirt only to be worn by Starters Officials).



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OFFICIALS SEMI FIT



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Contacts



Zoe Holloway Officials & Volunteer Development Officer –
Mentoring, Development & Upgrading

Please email officials@welshathletics.org



Rhiannon Linington-Payne Competition lead –
Expenses & Competition enquires

Please email
rhiannon@welshathletics.org



Sue Hooper Officials Support Officer/ Welsh Officials secretary –
Kit, Event Availability, Selections, Reports, Upgrading to Level 4

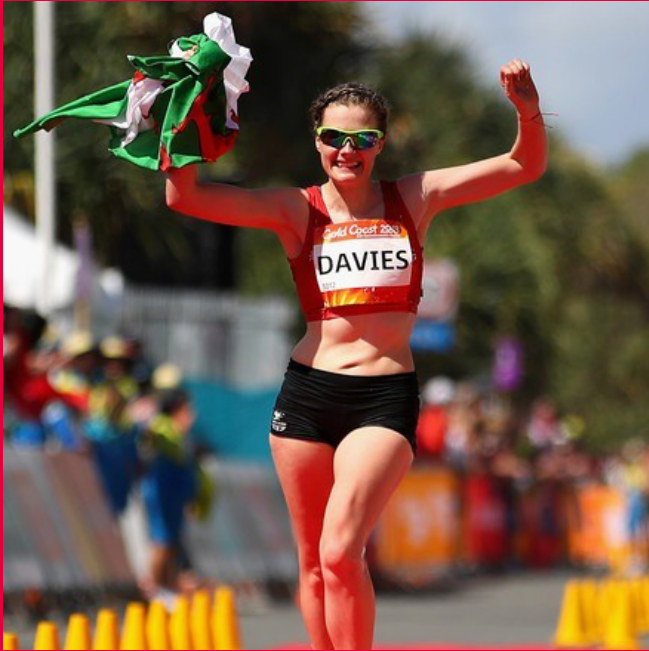
Please email
sue.hooper@welshathletics.org



Tom Marley Education & Training Administrator
- Courses & Upgrading

Please email
education@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!

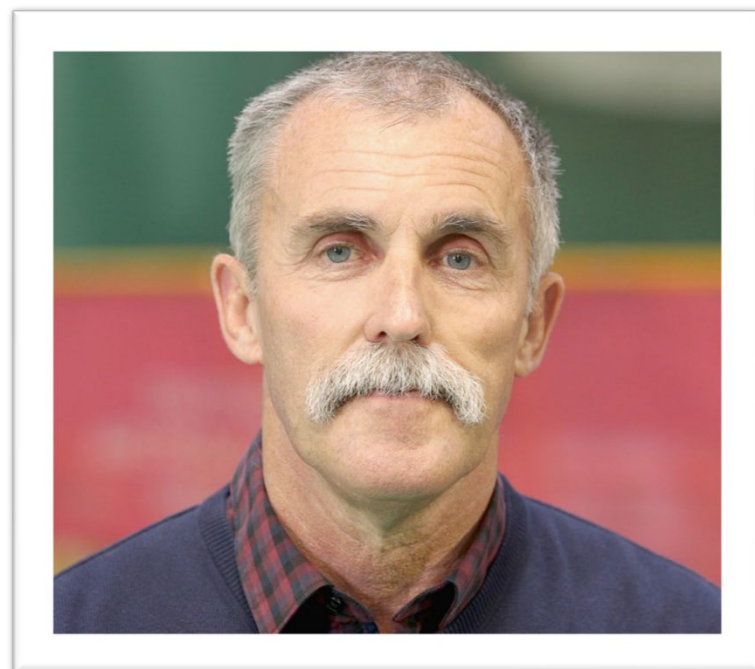
Bethan Davies Commonwealth Bronze
20km Race Walk medallist

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.

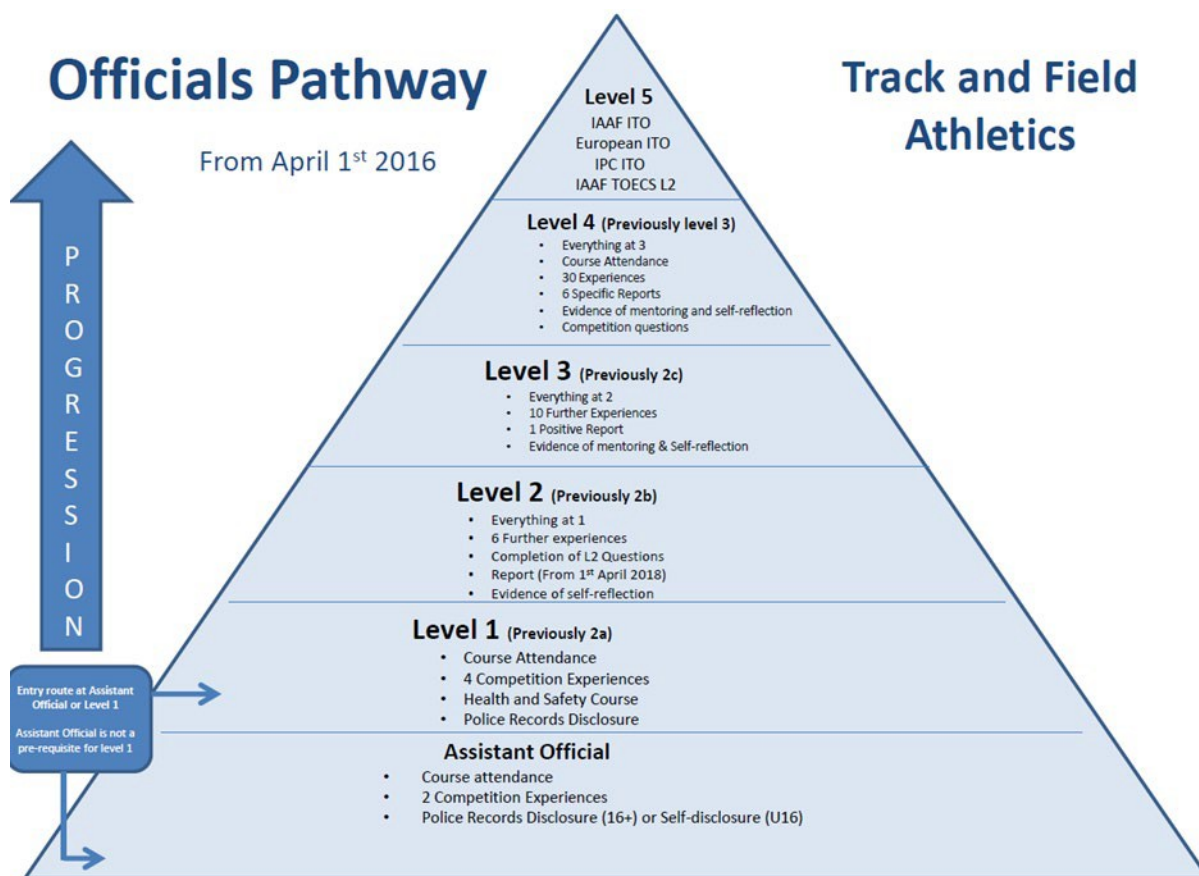
Steve Perks, Chair of Welsh Athletics



Appendices

- What if I want to progress?

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.

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 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.
- e) Email all your documents to [Zoe Holloway](#) for assessment by an appointed assessor for approval of upgrading for your new licence to be issued.

To qualify as a Level 3 Official you need to:

- a) Have a valid UKA DBS check a 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 1st April 2019, this report must show that Field Judge candidates have a clear understanding of the long throws protocol. The candidate should also keep a copy of all reports.
- d) Email all your documents to [Zoe Holloway](#) for assessment by an appointed assessor for approval of upgrading for your new licence to be issued.

- Guidance



Completing Record of Experience in logbook/electronically via the myATHLETICS portal:

Send your Record of Experience electronically and export annual record at the end of season (30th September 2021) to [Zoe Holloway](#)

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 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 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*)

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 dealing 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 Start Coordinator, 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. Communicates with the Start team & Photo Finish.

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.

[Click here](#) for the Code of Conduct for Technical Officials.

