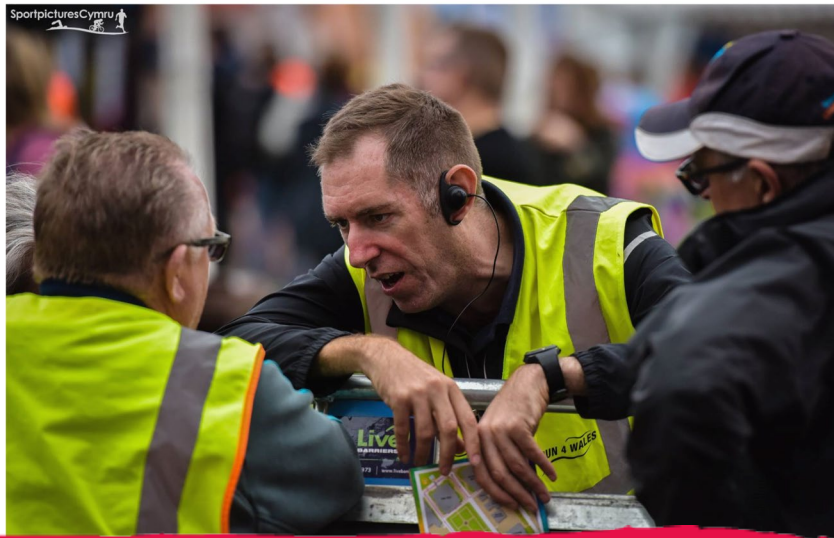




**WELSH ATHLETICS**  
ATHLETAU CYMRU



## *ENDURANCE OFFICIAL'S WELCOME PACK*





**WELSH ATHLETICS**  
ATHLETAU CYMRU

## **OUR VALUES**

**AMBITION**

**EXCELLENCE**

**FUN**

**RESPECT**

**TOGETHERNESS**

**TRUST**

**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

*Volunteers and officials are the lifeblood of our sport and especially so on the Endurance front. Without sufficient officials meetings and races are at risk and events couldn't operate properly and many people underestimate the value of these contributions to the overall event experience but we know how important they are.*

*To those newly qualified officials starting out a very warm Welcome.*

*Whatever your ambitions - whether it is to assist at local club events or have loftier aims to further develop your skills and progress through the various ranks to ultimately National and International competitions the possibilities exist to achieve this. With clearly defined officials pathways there are many opportunities to work alongside experienced officials and be "mentored" whilst developing your experience and skillset to guide you along your chosen route.*

*Officiating is a very rewarding experience and it is a misconception that a good official*  
**Level 4 Endurance Official**

**Nigel Jones**



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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 Endurance Licensed Official** follow the steps below:

1. Use your URN number to log on to your [myATHLETICS portal](#).
2. Complete the online [DBS procedure](#) and upload a passport photo.
3. Attend a **Level 1 Endurance** course
4. Attend a **Risk Awareness** course
5. Read the [Health & Safety Guidance for Endurance Officials](#)
6. Attend 4 varying\* competition experiences and record in the [Annual Record of Experiences for Endurance Officials](#)
7. Email your [Application for Accreditation as an Endurance Level 1 Official](#) form to [officials@welshathletics.org](mailto:officials@welshathletics.org) for grading in order to receive for UKA Level 1 License.

\*Any 4 from the following experiences will be accepted on an Endurance Officials Record of Experience sheet to attain a level 1 licence. No more than two of the same type of experience should feature. Three differing experiences should be achieved as a minimum:

- Pre-Race Registration Duties
- Assisting with the setting out a start / finish area pre-race
- Start Line assisting / assembling Athletes
- Course Marshalling
- Marshalling Crossing Points
- Marshalling at Road Junctions
- Assisting with the judging / recording at a race finish or equivalent
- Stewarding / Marshalling at finish or operating a finishing funnel
- Timekeeper Recording

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

*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 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 [Christine Vorres](#). 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 marshal a local club 10k Road Race or support the Welsh Championships **there is an opportunity for you!**



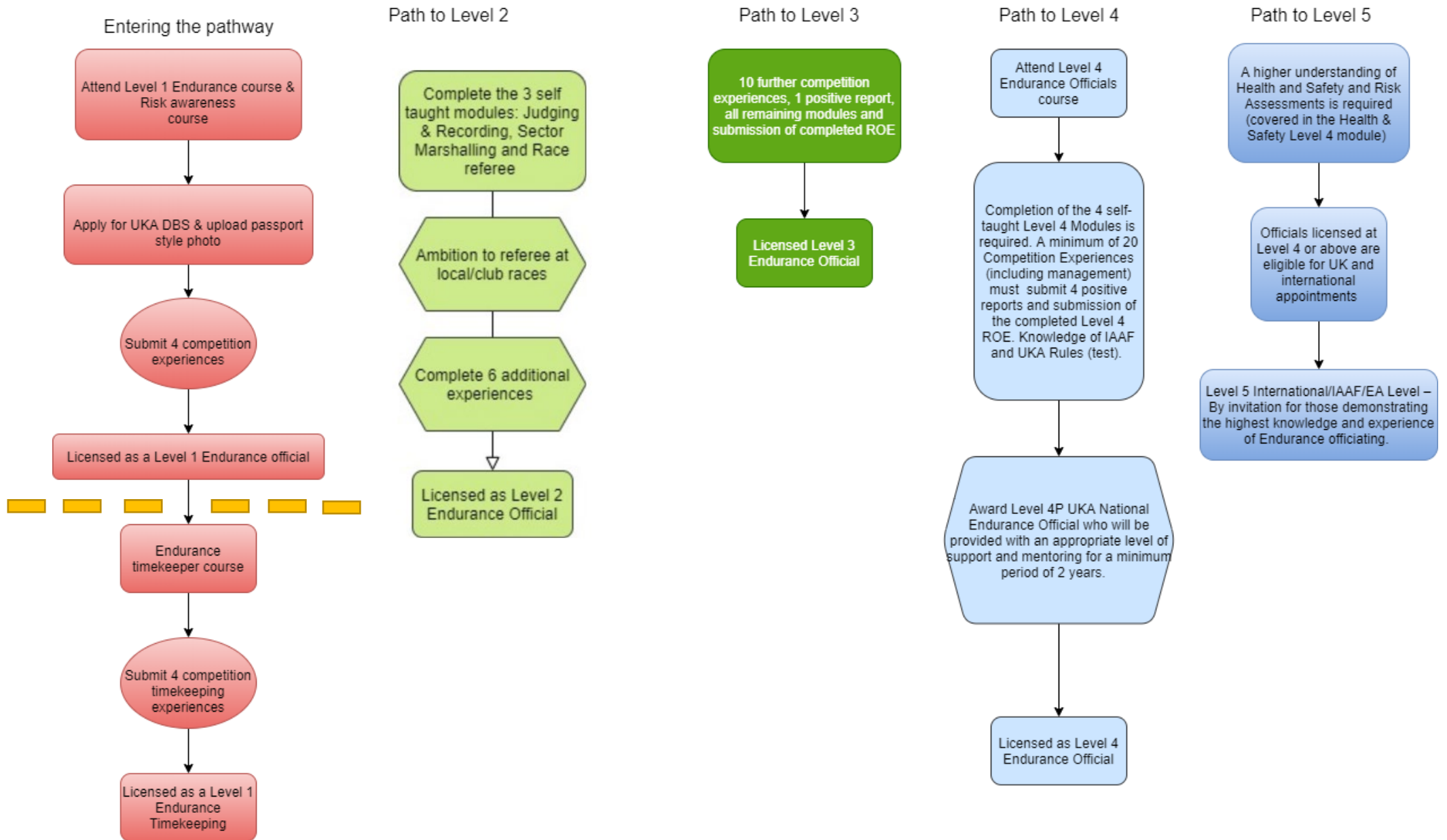
## Mentoring pathway

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.

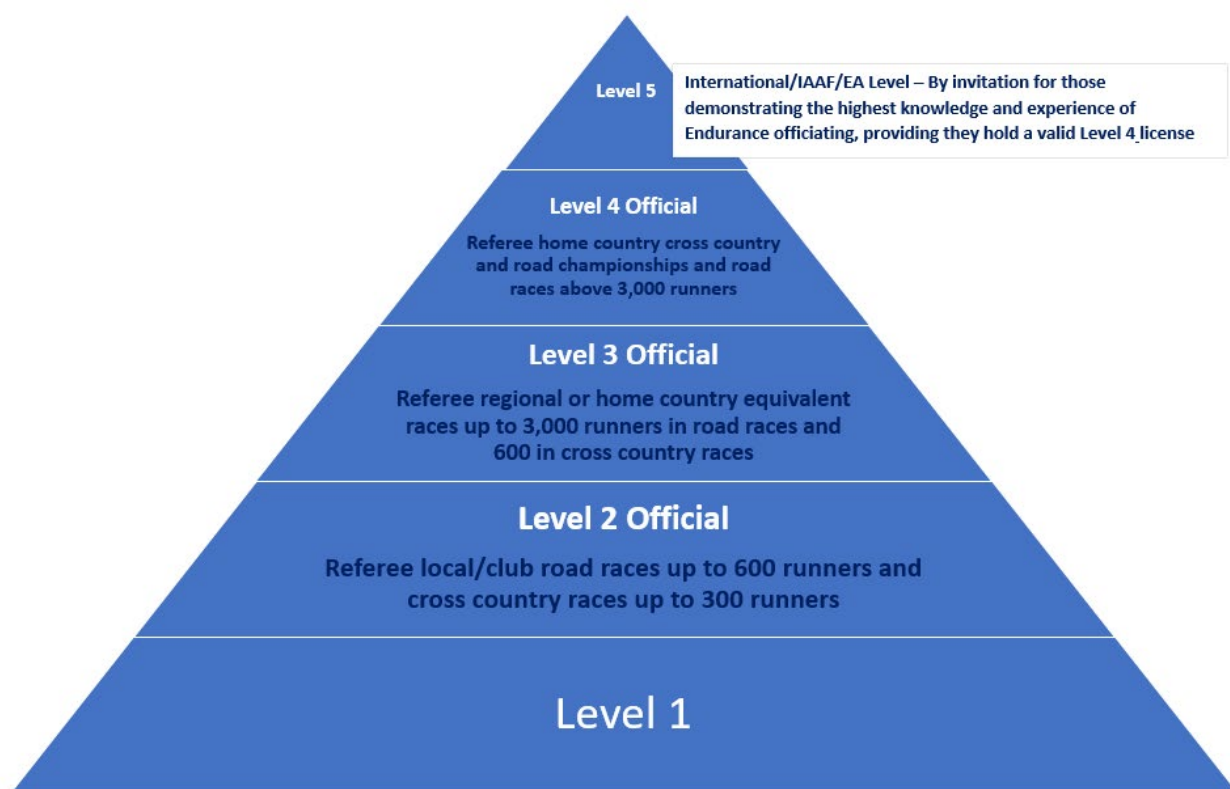
If you would like support with mentoring, please email [Zoe Holloway](#) who can signpost you to a suitable mentor within your region.



## UKA Endurance Officials pathway



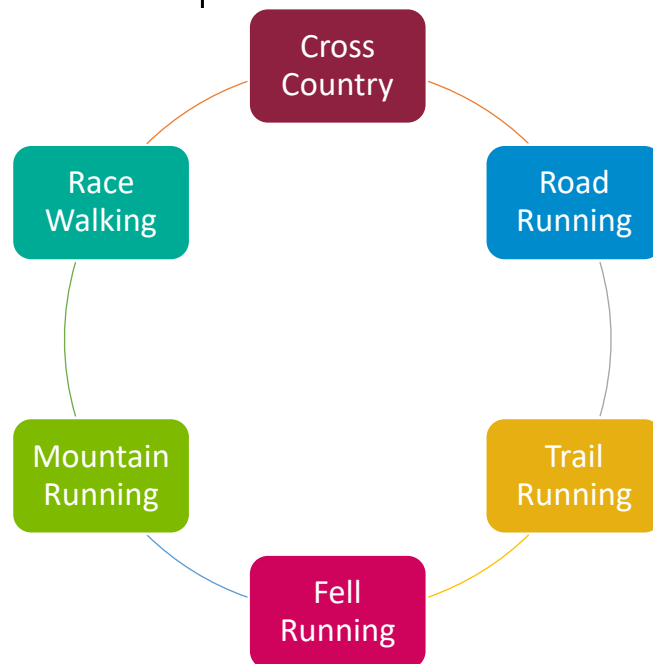




Welsh Athletics offer courses and development opportunities to progress through the first three levels. We do support Officials wanting to progress beyond Level 3 through higher level courses offered by UKA. For more information go to [Guidance section in Appendix](#).



## Off Track Endurance disciplines



Tempted by one or all?

As an official you will work with experienced officials as part of a team doing any of the below duties:

1. Pre-Race Registration Duties.
2. Assisting with the setting out a start / finish area pre-race
2. The Start Line assisting/assembling Athletes.
3. The Course – assist in marshalling crossing points/junctions.
4. The Finish – Judging / Timekeeper recording / Stewarding / Marshalling at finish or operating a finishing funnel.

All the above can be done before or after a Level 1 Course.

## Roles at a Road Race:

*(Please note that not all roles are required at all events)*

- **Race Director** - Has overall responsibility for the organisation of a Road Race with particular responsibility for directing a race on event day.
- **Race Referee** - Works with other Officials to ensure fair and safe competition. Confirms results prior to publication and resolves any disputes and issues.
- **Event Adjudicator** - Responsible for scrutinising a race to ensure compliance with race licence standards.
- **Start Area Coordinator** - Will liaise with the Starter to support efficient start processes and is responsible for co-ordinating the filling of the start area.
- **Race Starter** - Controls the start of each race and starts the races.
- **Call Room Manager (large races only)** - Manages the call-room function at a road race.
- **Call Room Stewards (large races only)** - Works at the direction of a Call-room Manager
- **Course Manager** - Responsible for the setting of a course, and for checking that a course is set correctly. Usually has responsibility for race marshals (unless that responsibility sits with a chief marshal).
- **Course Marshals** - To direct competitors and to alert the responsible person in the case of an emergency.
- **Chief Timekeeper** - The lead Timekeeper, responsible for the manual timing function.
- **Timekeeper** - Working at the direction of the Chief Timekeeper to time the races.
- **Timekeepers Recorder** - Records the finishing times of competitors on a funnel card.
- **Chief Funnel Recorder (Chief Judge)** - Calls the finishing positions of competitors to be recorded by the Judge Recorder
- **Judge Recorder** - Responsible for recording the finishing positions of competitors at the direction of the Funnel recorder.
- **Finish Area Coordinator** - Supervises all aspects of the finish area including recovery of transponders and dispersal of athletes.
- **Funnel Steward** - To work at the direction of the Finish Area Co-ordinator to safely move competitors through the finish funnel.
- **Change-over Manager (Relays only)** - Manages the change-over function at relay races.
- **Change-over Stewards (Relays only)** - Works at the direction of the Change-over Manager

## Roles at a Cross Country race:

- *(Please note that not all roles are required at all events)*
- **Event Director** - Has overall responsibility for the organisation of a cross country meeting with particular responsibility for directing the races on event day.
- **Meeting Manager** - Ensures that all aspects of the competition are conducted correctly with particular responsibility for all officials.
- **Technical Delegate** (**appointed at Regional/ National/International events**) – in charge of undertaking a watching brief over all aspects of the event, to provide a detailed report of their finding and make suggestions and recommendations to improve the event as appropriate.

**Race Referee** - Works with other officials to ensure fair and safe competition. Confirms results prior to publication and resolves any disputes and issues.

- **Start Area Co-ordinator** - Will liaise with the Starter to support efficient start processes and is responsible for co-ordinating the filling of the start area.
- **Race Starter** - Controls the start of each race and to start the races.
- **Clerk of Course** - Responsible for the setting of a course, and for checking that a course is safe for use. Usually has responsibility for race marshals (unless that responsibility sits with a chief marshal).
- **Course Marshals** - To direct competitors and to alert the responsible person in the case of an emergency.
- **Lap Scorers** - Ensures that all competitors complete the number of laps required.
- **Finish Area Co-ordinator** - Supervises all aspects of the finish area including recovery of transponders and dispersal of athletes.
- **Chief Rope Controller** - Decides when to open each funnel and directs the movement of the Rope Control Stewards.
- **Rope Control Stewards** - Work under the direction of the Chief Rope Controller.
- **Chief Funnel Steward / Funnel Stewards** - Responsible for placing competitors in finishing order at the direction of the line judge and for guiding competitors through the funnels.
- **Line Judge** - Places the runners in their finishing order.
- **Chief Timekeeper** - The lead Timekeeper, responsible for the manual timing function.
- **Timekeeper** - Working at the direction of the Chief Timekeeper to time the races.



- **Timekeepers' Recorder** - Records the finishing times of competitors on a funnel card.
- **Disc Stewards** - Hands finishing discs to competitors (in races where a disc system is used).
- **Chief Chipping Steward** - Responsible for all aspects of athletes' chips and numbers during the competition including confirming that chips are correctly placed for efficient operation and returned as necessary.
- **Chipping Stewards (Start)** - Ensures that all competitors are wearing their number and chip correctly.
- **Chipping Stewards (Finish)** - Ensures that competitors remove and return all returnable chips before they leave the finish.
- **Chief Funnel Recorder (Chief Judge)** - Calls the finishing positions of competitors to be recorded by the Judge Recorder.
- **Judge Recorder** - Responsible for recording the finishing positions of competitors at the direction of the Funnel Recorder.



## Roles at a Mountain Race:

*(Please note that not all roles are required at all events)*

- **Race Director** - Has overall responsibility for the organisation of a Road Race with particular responsibility for directing a race on event day.
- **Race Referee** - Works with other Officials to ensure fair and safe competition. Confirms results prior to publication and resolves any disputes and issues.
- **Event Adjudicator** - Responsible for scrutinising a race to ensure compliance with race licence standards.
- **Health & Safety Coordinator/Covid-19 Officer** – Is responsible for all aspects of H&S concerning their particular event with direct radio comms to all event officials/Marshals.
- **Start Area Coordinator** - Will liaise with the Starter to support efficient start processes and is responsible for co-ordinating the filling of the start area. In liaison with the Starter, use a robust system for accounting for individual race starters and finishers with an independent back-up system to resolve any accounting issues. Ensure each individual race starters are carrying the safety equipment required for the event.
- **Race Starter** - Controls the start of each race and starts the races.
- **Call Room Manager (International/Relay races only)** - Manages the call-room function at a road race.
- **Call Room Stewards (International/Relay races only)** - Works at the direction of a Call-room Manager.
- **Course Manager** - Responsible for the setting of a course, and for checking that a course is set correctly. *(Marked Course for Mountain Events) (Should provide an accurate race route description in sufficient detail for runners to plan their routes, well in advance of the event. Maps may be provided)* Usually has responsibility for race marshals (unless that responsibility sits with a chief marshal)
- **Course Marshals** - To direct competitors and to alert the responsible person in the case of an emergency. To record which runners visit the check point, and to assist with monitoring the race counting numbers of runners. Marshals are generally not in place to offer assistance or help with route finding to runners and this may be incompatible with doing a good job of monitoring the race. However, marshals will offer course assist in cases of real emergency, such as a severely distressed or injured runner.
- **Checkpoints** – Ensure that mandatory checkpoints and crossing points are clearly marked and appropriately visible. May not be manned if a “self-clip” system or electronic dipper is used.
- **Chief Timekeeper** - The lead Timekeeper, responsible for the manual timing function.

- **Timekeeper** - Working at the direction of the Chief Timekeeper to time the races.
- **Timekeepers Recorder** - Records the finishing times of competitors on a funnel card.
- **Chief Funnel Recorder (Chief Judge)** - Calls the finishing positions of competitors to be recorded by the Judge Recorder.

**Judge Recorder** - Responsible for recording the finishing positions of competitors at the direction of the Funnel recorder.

- **Finish Area Coordinator** - Supervises all aspects of the finish area including recovery of transponders and dispersal of athletes. Must ensure that there is a robust system for accounting for individual race finishers with a back-up check system to resolve any issues on the day – It is essential to know who has started and who has finished.
- **Funnel Steward** - To work at the direction of the Finish Area Co-ordinator to safely move competitors through the finish funnel.
- **Change-over Manager (Relays only)** - Manages the change-over function at relay races.



## 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 will be awarded a WA Officials Polo Shirt this will be arranged by [Sue Hooper](#) (red Polo shirt only to be worn by Starters Officials). In addition to this, at championship events officials are provided with WA branded merchandise as a thank you for their dedication and time.



WELSH ATHLETICS  
OFFICIALS SEMI FIT



WELSH ATHLETICS  
OFFICIALS SEMI FIT



## Contacts



**Zoe Holloway** Officials & Volunteer Development Officer – Mentoring, Training courses/development opportunities & upgrading

Please email [officials@welshathletics.org](mailto:officials@welshathletics.org)



**Rhiannon Linington-Payne**

Competition lead – Expenses & Competition enquires

Please email  
[rhiannon@welshathletics.org](mailto:rhiannon@welshathletics.org)



**Christine Vorres** Welsh Officials Secretary – Event Availability/ Selections, Reports, Upgrading to Level 4

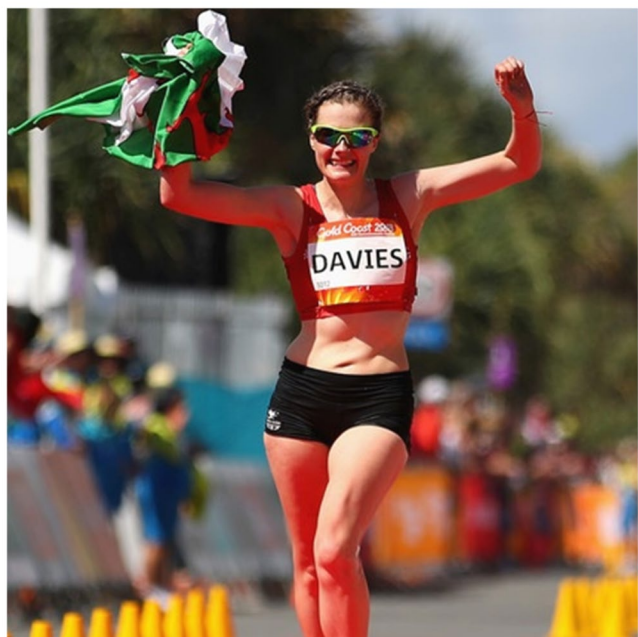
Please email  
[endurance.officials.secretary@welshathletics.org](mailto:endurance.officials.secretary@welshathletics.org)



**Sue Hooper** Officials Support Officer - Kit & Rewards scheme

Please email  
[sue.hooper@welshathletics.org](mailto:sue.hooper@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*

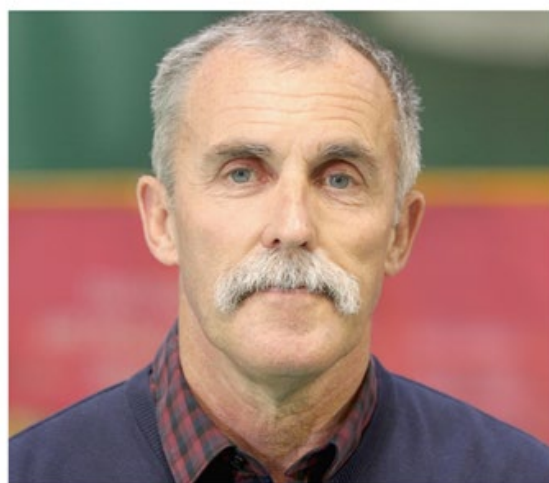
*Commonwealth Bronze 20km  
Race Walk medallist*

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

# DIOLCH!



## Appendices

### What if I want to progress?

**Ambition to become a referee a local/club races > Level 2**

**Ambition to become an official at regional level races > Level 3**

To qualify as a Level 2 Endurance Official you need to:

- a) Have a valid UKA DBS check
- b) Complete the following Level 2 modules:

Sector Marshals ☐  
Judging and Recording (Laps/Times/Finish) ☐  
Race Referee / Race Judge ☐

*(To Referee a race you must have completed the Referee's module)*

**A total of 3 modules should be completed at Level 2.**

- c) Submit 6 additional competition experiences (please fill out the [Annual Record of Experiences for Endurance Officials](#)) of which all should be different and no fewer than 3 should demonstrate officiating at County/Regional level (County or Regional Championships). One experience may be as an Event Adjudicator.

Level 2 officials' experiences are as follows:

- Management of a Sector or Management of a Group of Marshals
- Marshalling at 'complex' junctions and/or loops or changeovers in relays
- Managing course set up and marking / signing (in smaller sized races of 1,000 competitors or less)
- **\*Managing on course drinks or sponge stations**
- Managing Post Race/Post Finish Services or equivalent role
- Start Area Management / Start Director or equivalent role
- **\*Race day registration**
- Lap Recording, Finish Recording, Manual Timekeeping at Off Track events and Line Judging/judging a finish
- **\*Timekeeper Recording**
- Finish Area or Finish Funnel Management
- Clerk of the Course duties and responsibilities
- Course Director
- Race Refereeing or Assistant to Race Referee including management of Protests and Disputes
- **\*Event Adjudicator**

**\*The following only appropriate at level 2**

Experiences at ARC licensed races or at a parkrun cannot be accepted for accreditation purposes.

When you have completed the required experiences complete [Level 2 application](#) for accreditation form along with your record of experience should be submitted to [Zoe Holloway](#) for assessment by an appointed assessor.

To qualify as a Level 3 Endurance Official you need to:

- a) Hold an officials' licence (which requires an enhanced DBS check)
- b) Complete the two remaining Level 3 modules below:

Start/Finish Director (Basic) ☐ Clerk of Course/Course Director ☐

- c) Complete an additional 10 competition experiences (please fill out the [Annual Record of Experiences for Endurance Officials](#)) 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.
- d) Obtain a positive report of your officiating (Level 3 report which can be found on the [UKA website](#)) from a higher graded (preferably Level 4 National) official when officiating at Regional level or above. This is to be sent to [Zoe Holloway](#) for forwarding onto the National Officials Secretary. The candidate should also keep a copy of all reports.

**Level 3 experiences are the same as those in the list above for Level 2 experiences. Specific conditions of the level 3 experiences include:**

Six should be different from all other experiences gained as part of progression from Level 2 to 3 with **six** demonstrating officiating outside of the Official's home County. **Four** of which should be at events outside of the Official's home Region.

*In addition, there is an expectation that the different experiences will have a managerial content.*



Race Day Registration
Management of a sector or management of a group of marshals
Marshalling 'complex' junctions and / or loops or change overs in relays
Managing course set up and marking / signing (in smaller sized races of 1,000 competitors or less)
Managing post-race / post-finish services or equivalent role
Start / Finish Area Management / Start Director or equivalent role
Managing on course drinks or sponge stations
Lap Recording
Finish Recording
Finish Funnel Management
Manual Timekeeping at endurance events
Timekeeper recording
Clerk of the Course duties and responsibilities
Course Director
Race Refereeing or Assistant to Race Referee
Line judging / judging a finish

When you have completed the required experiences complete [Level 3 application](#) for accreditation form along with your record of experience and a positive report documents should be submitted to [Zoe Holloway](#) for assessment by an appointed assessor.

## 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 (30<sup>th</sup> September 2021) to [officials@welshathletics.org](mailto:officials@welshathletics.org)



## 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.

**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.

## MY NOTES

This image shows a full page of white paper with horizontal dashed lines, typical of primary school handwriting practice paper. The lines are evenly spaced and run across the entire width of the page. There is no text or other markings on the page.

