



OFFICIALS PATHWAY FAQ Document

Level 1

What meetings count as an experience?

Any licenced event – this includes leagues, open graded, schools, county champs, masters events

Do I have to be a member of a club to become an official.

No, there is no requirement for you to be a member of a club to become a licenced official.

When will I receive my officials licence?

England – Any official who attended a course 1st April 2023 onwards and completed Risk Awareness (Endurance), Health/Safety, Safeguarding, Licence Picture, and their DBS – will automatically receive their officials' licence within 4 weeks on the confirmation email being sent out. If you attended a course pre-1st April 2023, you are required to submit evidence of 4 practical experiences via MyAthletics Portal > Record of Experience > Send by email

Wales – Any official who attended a course 1st January 2024 and completed Risk Awareness (Endurance), Health/Safety, Safeguarding, Licence Picture, and their DBS – will automatically receive their officials' licence within 4 weeks on the confirmation email being sent out. If you attended a course pre-1st January 2024, you are required to submit evidence of 4 practical experiences.

Scotland and Northern Ireland - An official who has completed, Risk Awareness (Endurance), Health/Safety, Safeguarding, PVG/ANI Check, Uploaded a Licence Picture to <https://myathleticscommon.englandathletics.org/portal/members/Login/> , completed a minimum of 2 practical experiences recorded on your Record of Experiences (ROE), emailed your completed ROE to shonamalcolm@scottishathletics.org.uk –for Scotland, Phil.Robinson@athleticsni.org – for Northern Ireland – will receive their officials' licence within 4 weeks on the confirmation email being sent out.



Level 2

What does the 'minimum of 10 practical experiences' requirement mean?

A minimum of 10 practical experiences since becoming a level 1 Licenced official.

I live in England/Wales and the 4 experiences I had gained towards my level 1 licence and are no longer required. Can I use them towards my level 2 qualification?

England – Any official who attended a course 1st April 2023 onwards and gained any experiences that were going to be used towards their level 1 qualification, can be used towards their level 2 qualification.

Wales – Any official who attended a course 1st January 2024 onwards and gained any experiences that were going to be used towards their level 1 qualification, can be used towards their level 2 qualification.

I have started to gain practical experiences since last summer, but not submitted my level 2 application? How many experiences do I need to have?

A minimum of 10 practical experiences

I have arranged my level 2 report already – can this still be carried out or do I need to have the feedback sheet(s) completed instead?

Any pre-arranged level 2 report(s) can still be completed and submitted as part of any level 2 application. For officials who have not pre-arranged this, the discipline feedback sheet(s) should be completed and submitted as part of their level 2 application.

How many feedback sheet(s) does an official need to have carried out?

Minimum of 1 feedback sheet, however, there is no maximum number that can be carried out as the overall aim is to encourage the official to get as much feedback as possible and show a continuous improvement in their knowledge/skills as an official.

Do I have to shadow an event leader/chief/referee all day at a meeting?

No, this can be done on an individual event, for a couple of hours or for the entire meeting. The important thing is the individual observes or undertakes the role of event leader/chief/referee under supervision and discusses/receives feedback with the other official about this role.

What counts as evidence of shadowing an event leader/chief/referee?

You/or the person you are "shadowing" can be undertaking the role of event leader/chief judge/referee. An example could be acting as a lead at a long jump, under the supervision of a level 3 or 4 official or a level 2 official with 2+ years' experience. The same could apply to a long throw where you could be on the other side of the circle observing the leader. The key things are that the official either fulfils this role under supervision or observes an official carrying out the role, discusses their experience or observations with the official providing the feedback and any comments are noted down on the feedback sheet(s) accordingly. The duty of shadowing or fulfilling the role of event leader/chief/referee should be recorded on the officials Record of Experience under "duties".

When will the supporting resource of the discipline checklists be released?

Week beginning the 6th of May 2024 and available via MyAthletics Portal > Useful Documents > Officials and/or the home country websites.



Level 3

What does the 'minimum of 20 practical experiences' requirement mean?

A minimum of 20 practical experiences since becoming a level 1 official (track/field disciplines only). For endurance it is a minimum of 10 practical experiences.

For level 3 endurance, what roles/duties should I cover in my record of experience?

A wide range of duties should be covered as possible, including those managerial roles e.g., start/finish director, course director, race referee

When will the level 3 discipline questions be released?

End of July/Start of August and made available via MyAthletics Portal and/or the home country websites.

I have all my reports, practical experiences and Record of experience completed before this time; can I still submit my level 3 application?

Yes, level 3 applications prior to the release of the discipline questions can be submitted without them for this outdoor season only.

How do I make arrangements for the reports?

Ideally the report will be at an area or regional meeting, but a well-attended (in terms of officials and timetable) County/District Champs can also be used for a report, so it is worth talking to your CofSec or your upgrading secretary (provide link) to assist with arranging the reports required. Other meetings might also be suitable if the following criteria are met:

The event is licensed under UKA; There is a sufficient range of events to demonstrate your officiating approach and knowledge; There are sufficient experienced officials that your reporter can concentrate on you. If there is any doubt, it's best to check beforehand. For instance, there are some "opens" that would be a very good place for a report

Who will mark the level 3 discipline questions be released?

These will be marked by the tri-region officials groups (TROGs) or discipline head of the home country, along with all other documentation submitted as part of the level 3 application.

The SEAOA (South of England Athletics Officials Association) have provided an [FAQ document](#) for level 3 that has lots of relevant information for this level that are applicable across England.