

Level 1 Track and Field

Accreditation to Level 1 can be applied for at 16 years of age.

To qualify as a Level 1 Track and Field official:

- Attend the Generic / Health & Safety module and the Level 1 module for your chosen discipline.
- Complete a Licence Application Form if you have not already done so. Ideally this should have been done in conjunction with your course attendance and will be retained by the Education Coordinator for your area.
- Apply for an enhanced Police Records Disclosure (DBS). This can be done as part of the course attendance or immediately thereafter; it is often more efficient to apply for this without waiting to complete the required competition experience. See www.EnglandAthletics.org/DBS for details.
- Complete the experience section of the Level 1 Accreditation Form for at least four meetings in your chosen discipline.

You should show evidence of undertaking a variety of roles and in the case of field officials, of officiating in both horizontal and vertical jumps and both shot and long throws. This may require more than four meetings. Starter/Starter's Assistant need four experiences in each role; it is not possible to qualify as a starter without also being a starters' assistant.

Please note that for accreditation as a Level 1 official you do not need to complete the remainder of the Logbook. If you wish to progress further then completing the Logbook is essential.

When you have completed the required competition experience

- If sent by email, the Accreditation Form should be sent by the official and not by a third party to officials-accred@englandathletics.org, as the email is confirmation that the information on the form is a true and accurate record of their officiating.

If sending by post, a hard copy must be sent to

Officials' Accreditation, England Athletics, Athletics House,
Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE

- A copy can be sent to your County Officials' Secretary (COffSec) for reference so that they can retain county records, although a list of officials who have been credited with their qualifications is sent each month to the COffSecs.

If your form shows sufficient relevant experience your Level 1 licence will be issued. Officials' Accreditation will assess the accreditation form and credit the official via Trinity Course Management with their qualification and attach a copy of the accreditation form to the official's profile on Trinity.

Level 2 Track and Field

Accreditation to Level 2 can be applied for at 16 years of age.

To qualify as a Level 2 Track and Field official:

- You have attended the Generic/Health and Safety module and the Level 1 module for your chosen discipline.

- You have obtained an officials' Licence, which requires an enhanced DBS police disclosure check – see www.englandathletics.org/DBS.
- Complete the **Record of Experience** form for at least 10 meetings (i.e. a further six after your Level 1) in your chosen discipline. Note information on the Record of Experience Form at the end of this document – including that the form needs sending to a different place to where you also send it for your normal end of year submission.
- Complete the questions found on your course disk / UKA website. There is a general section and then a discipline specific section to cover.

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 who will also assess the Record of Experience.

- You will need to provide the officials' annual **Record of Experience** showing details of the duties performed, with the “what did I learn” section completed in detail and any mentoring information which can be recorded on the Record of Experience or on the mentoring pages. If the competition experience forms in the earlier logbooks have been completed these can be submitted but their completion is no longer necessary. From 1 April 2018: 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.

When you have completed the required competition experience

- Complete the personal details section on the front page of the Level 2 Accreditation Form
- To find out who will assess your paperwork, please contact either your Level 1 course tutor or County Officials' Secretary (COffSec).
- Send the Accreditation Form, the Record of Experience and the questions to the assessor (and to your County Officials' Secretary (COffSec) as a courtesy).
- Once the documentation has been assessed, the assessment section of the accreditation form will be completed by the assessor and sent to Officials' Accreditation. A copy is returned to you with a debrief.
- The supporting documents will be returned to you and you should keep them in your Logbook for your records - you may want them if applying for higher levels in the future.
- This can all be done electronically as that is likely to be the most convenient method to use.
- If sending by post, a paper copy goes to:
 Officials' Accreditation, England Athletics, Athletics House,
 Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE
- A copy can be sent to the County Officials' Secretary (COffSec) for reference.
- Officials' Accreditation will assess the accreditation form and credit the official via Trinity Course Management with their qualification and attach a copy of the accreditation form to the official's profile on Trinity.

Level 3

Accreditation to Level 3 can be applied for at 16 years of age.

To qualify as a Level 3 Track and Field Official:

- You have attended the Generic/ Health and Safety module and the Level 1 module for your chosen discipline.
- You have obtained an officials' Licence, which requires an enhanced DBS police disclosure check – see www.EnglandAthletics.org/DBS.
- Complete the **Record of Experience** form in detail for at least a further 10 meetings in your chosen discipline after achieving Level 2. This will need to include meetings at a higher level. Note information on the Record of Experience Form at the end of this document – including that the form needs sending to a different place to where you also send it for your normal end of year submission.
- Obtain at least one positive report from a higher graded (preferably Level 4) official when officiating at Regional level event or above.

When you have completed the required competition experience and paperwork

- Complete the personal details section of the **Level 3 Accreditation Form**.
- Send this with the paperwork from your Logbook and a copy of the report by a higher graded official to your Area Tri-Region representative:
 - **North:** Moira Gallagher at gallagherm@supanet.com
 - **Midlands/SW:** Derek Redfern at derekredfern@talktalk.net
 - **South:** Christine Baker at c.baker07@btinternet.com

Note: You normally include your Level 1 and 2 accreditation documents and any previous Record of Experience forms with your Logbook.

- A member of the Tri-Region group will assess the logbook and will inform you if you have been successful in achieving the Regional level or if unsuccessful he/she will give advice on what is required to achieve the Regional level.
- The Tri-Region secretary will then send the authorised form to Officials' Accreditation who will credit the official via Trinity Course Management with their qualification, then forward the accreditation form to Pass Sport control for archiving.

Record of Experience form

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 & 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.

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