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There are plenty of FAQ documents available on upgrading. So why this one?

Your current Southern Region (ELSE) Upgrading Secretary, Sally Delgado, has put this together based on her practical experience of the upgrading process.

The advice has been built up following discussions with the ELSE TRNG members, upgrading secretaries across England and with England Athletics (EA). It's not meant to replace other advice but to give a bit more depth.

As well as some clarifications on existing processes, this document incorporates the requirement to answer and submit the Level 3 questions and also sets out the waivers for the need to have a chief's report for certain disciplines.

Q. How do I get started on Upgrading?

As soon as upgrading to Level 3 becomes even a twinkle in your eye, you should discuss it with an experienced official who has involvement with the upgrading process. That is:

- Primarily your County Officials Secretary (CofSec) who will be able to work with you and your club to advise you on any development you may need and opportunities to get wider experience.
- If, after time, this route isn't working for you or for your CofSec, contact your Upgrading Secretary (Sally Delgado in the South - sroffupsec@gmail.com).

They can give you help and advice on how to gain the right experience and present that experience in the best way to help your assessor understand your skills and experience.

Do take the time to get that experience as there is more pressure at higher level meetings. You and your assessor need to be confident that you are ready.

Also, if you're not already doing so, start filling out the "What did I learn" column of your Record of Experience" (see "How do I fill out my Record of Experience (RoE)?" below).

In terms of forms and high level information there is a fantastic page on the EA website, the [Track and Field Pathway](#) that brings it all together in one place.

Q. What do I need to do/ send to Upgrade to Level 3?

You are probably aware but the move to Level 3 is not an automatic process and you need to apply. It is definitely not a “tick” box and your application is assessed, based on the evidence you send.

Your application needs to be sent to Sally Delgado, the current Southern Region Upgrading Secretary at sroffupsec@gmail.com and consists of:

1. A **minimum** of 2 positive reports (see FAQ below for details).
 - o Send a copy of these in with your application, especially if you are not sure Sally has received them before.
 - o You need to include all reports, even the “not yet” reports as these help to show your development.

2. Your Record of Experience (RoE) or Records of Experience (RsoE) showing your experiences which, **must include evidence of acting as chief judge/referee at area/regional/district event(s)**.

*(Note that, if you use the online version you have to download this as no one can access it online. The online version is the best way but, if you struggle with that contact Sally who can help with a suitable Excel version and advice. Paper or scanned copies **cannot be accepted**).*

- o These RsoE can cover:
 - your whole officiating career, perhaps with those before your Level 2 in a different colour or, if that would kill too many electronic trees ...
 - the last couple of years or so with highlights from before that
 - your experiences since achieving Level 2 in the discipline for which you are applying, or
 - just the last 20 experiences in the discipline for which you are applying (not recommended as it doesn't show the depth of your officiating and not all your experiences may be considered valid by the assessor(s)).

whichever you think supports your application to the best effect.

- Some people send one spreadsheet per year, others filter by disciplines and send all years in one spreadsheet. Whichever is easiest.
 - **Name each RoE spreadsheet clearly with the timespan it covers and also with your name** (quite a few are received from different people).
3. Your completed Level 3 questions in the discipline for which you are applying:
- You can download the upgrade / application form in Word from your login on the [MyAthleticsPortal](#). Select:
 - i. Useful Documents on the left hand list
 - ii. The “Officials” tab on the main page
 - iii. The “Documents” tab underneath
 - iv. Look for “Discipline Questions – {discipline} – Level 3” towards the end of the list.
4. The level 3 upgrade / application form:
- You can download the upgrade / application form in Word from your login on the [MyAthleticsPortal](#). Select:
 - Useful Documents on the left hand list
 - The “Officials” tab on the main page
 - The “Forms” tab underneath
 - It’s called “Level 3 T+F Upgrade Form”.
 - fill out
 - the top part with your name, URN, email address and discipline; and
 - the rows at the bottom of the table with the information about your reports. If you have more than two reports (positive or “not yet”) please do include them as extra rows in the table.

but don't fill in any comments as that's for the assessors!

Once your application is received, Sally reviews it to ensure it's all there and filled in properly, then sends it to the relevant ELSE TROG discipline team for assessment by one of the members. When she hears back from them she lets you know the outcome and, if you're successful Sally will tell everyone who needs to know (EA, your County Officials Secretary and the SEAA).

Q. Can I gain the necessary experience as Chief / Referee at a Level 2 meeting?

More and more events are run under a Level 2 Event Licence which need a Level 3 or above on the Licence as a Chief / Referee.

You can gain the necessary experience as Chief / Referee at one of these meetings for your RoE / to support your application to Level 3, but:

- a level 2 Event Licence requires a level 3 or 4 official listed as chief (**as well as** any level 2s involved).
- this means that, for a Level 2 official to act as chief at a Level 2 Licensed meeting, there have to be two chiefs named (with URN) on the application (and there on the day).

The remaining officials for the licence / at the meeting need to be weighted more towards the level 3/4 than lower grades. It is acknowledged that this may not be possible for Photo Finish where the team may have a number of Level 2 officials to support the chief.

Remember that many meetings that are appropriate for gaining Chief / Referee experience will have "just" a level 1 Licence, such as many County Championships and league matches / open meetings that meet the criteria under the "How do I make arrangements for reports?" question.

Q. What reports do I need to get?

A **minimum of two positive reports** are needed to upgrade to Level 3. These should be obtained from **different** higher graded (Preferably Level 4 National) officials when officiating at regional level or above.

These **need to be sent, by the reporter**, to Sally as well as to you.

A report should be **on a substantial day's officiating**. One or two events (in the case of field) or a couple of hours (for other disciplines) at a longer meeting will not be sufficient for a report which must cover a range of duties on a given day and show that you are competent to be part of (or referee) a judging team at a regional or higher match.

Further advice on the quality of the reports is given in other FAQ below but the high level requirements are as follows:

Track Judges

1. At least one report as a team leader/ chief judge or referee – note that this uses a different form to the "Team Member" report (see below);
2. At least one report as a team member or an additional report as a team leader.

Field Judges

- At least two reports, which, between them, must cover – (1) Acting as a team leader/chief judge (2) An active role in a long throw that can demonstrate an understanding of the long throws protocol (3) Competent use (not set up) of EDM.
- Currently a report as a Referee or solely on the use of EDM are not needed and **not accepted as part of your application** (other than as third / fourth reports providing additional evidence alongside your RoE)

Note that the Referee/Chief report form implies that a Referee's report is required for Field. This is not currently the case, as stated above.

Timekeepers

1. At least one report as a Chief Timekeeper, **where photo finish is in operation**. Must have 85% of times +/- 0.10 – note that this uses a different form to the “Team Member” report (see below)
2. At least one report as a team member, **where photo finish is in operation**. Must have 85% of times +/- 0.10.

Photo Finish

- At least two positive reports which include all the duties of a PF judge either:
 - 2 as a team member; or
 - 1 as a team member and 1 as a Chief Photo Finish
- At least one of these reports must show competence in using Finish Lynx equipment.

Note that the Referee/Chief report form implies that a Chief's report is *required* for Photo Finish. This is not currently the case.

Starter / Starters Assistant – upgrading in both at the same time

1. At least one report as a **Chief** Starter – note that this uses a different form to the “Team Member” report (see below)
2. At least one report as a Starter's Assistant.
 - Currently a report as a Chief SA is not needed and **not accepted as part of your application** (other than as additional evidence alongside your RoE).

Starters' Assistant only

- At least one report as a Chief Starters Assistant – note that this uses a different form to the “Team Member” report (see below)
- At least one report as a Starters Assistant.

Q. What if I am struggling to find a suitable reporter at a suitable meeting, to write my Chief's report?

In the first instance you should ask Sally to help you find a suitable meeting and be prepared to travel to a match outside of your usual area of club meetings.

However, it is understood that it is not always possible, despite best endeavours, to find a suitable reporter at a suitable match.

If a Chief's report is required for your discipline and, despite reasonable attempts, you have been unable to find a higher-level official at a suitable match you must include evidence of acting as a chief/referee at a suitable level meeting within your Record of Experience. This must be supported with confirmation from the Event Organiser/ Meeting Manager that you successfully fulfilled the role of Chief.

As a reminder, all officials applying to Level 3 are required to show evidence of acting as a Chief/ Referee at a suitable meeting(s) in their RoE. Therefore, in the absence of a required Chief's report, the confirmation from the Event Organiser / Meeting Manager is essential.

Note that the quality of the experience(s) may not be sufficient to support an application in the absence of a Chief's report.

Q. Where do I / my reporter find the correct report forms?

Please ensure that the correct form is used for the report being written.

There is a **single, multi-discipline Chief/Referee's** report form which **must** be used for a Chief/Referee's report. This is called

- "Referee/Chief report form - Level 3 T & F"

Each discipline then has a **separate team member's** report form named as:

- "{Discipline} - Report Form - Level 3"

The forms must be downloaded to be used. You can download the forms in Word from your login on the [MyAthleticsPortal](#). Select:

- Useful Documents on the left hand list
- The "Officials" tab on the main page
- The "Forms" tab underneath
- Search for the appropriate form (as above) in the list.

Q. How do I make arrangements for reports?

Ideally the report will be at a Regional meeting but, in the South, as Level 2 judges aren't automatically invited to SEAA meetings, a well-attended (in terms of officials and timetable) County Champs can also be used for a report, so it is worth talking to your County AA / CofSec.

However, once you know that you would like to upgrade to Level 3, do get in touch with your CofSec or Sally to see if they can get you some experience at a regional level meeting before you start to collect reports.

Other meetings might also be suitable if the following criteria are met:

- The event is licensed under UKA (or European Athletics, World Athletics or World Para Athletics);
- There is a sufficient range of events to demonstrate your officiating approach and knowledge; and
- There are sufficient experienced officials that your Level 4 reporter can concentrate on you and not be overburdened with duties or need to supervise unqualified helpers or mentor other officials.

Obviously this is subjective so, 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 while it's unlikely that a County Schools event in Bucks would fit the bill. League matches (including lower league NALs) are likely to be suitable only on rare occasions.

Also, having arranged a report at a meeting that looks right on paper, other officials may not turn up so a report may, in hindsight, only be able to be used as supporting evidence rather a primary report but it's still worth submitting as the process generally tries to find evidence for, rather than against, upgrading.

Q. I only need 20 experiences to upgrade to Level 3 don't I?

The (at least) 20 experiences that support a Level 3 application need to be in the **discipline that is being applied for since the formal accreditation at Level 2.**

- If you are upgrading as both a Starter and Starter's Assistant at the same time you will need a minimum of 15 experiences as a Starter and 5 as a Starter's Assistant (i.e. a minimum of 20).

Your experiences must include evidence of acting as chief judge/referee at area/regional/district event(s). Which we can assume includes County Championships.

These 20 experiences are a **minimum** which is there to indicate that, if you have been to that many meetings, you *may* have gained the right experience (quality as well as quantity) to demonstrate that you can officiate at the level of a Level 3 judge across all the requirements of your discipline.

It is not necessarily the case that 20 meetings give you sufficient experience. If it were the case then there would be no need of assessment – officials would just get upgraded automatically.

A meeting or “experience” that counts towards your minimum is not just one or two events (in the case of field) or a couple of hours (for other disciplines) at a longer meeting.

These experiences also need to include higher level meetings. Ideally regional or higher but, realistically County Championships and higher division NALs are likely to be accepted as there is limited opportunity to officiate at regional level in the South. Supporting your County Championships is a key to showing that you are committed to officiating on a wider platform.

This shows that you are working with higher level officials outside of your club and have the chance to learn from a wider “pool”.

Q. How do I fill out my Record of Experience (RoE)?

Your RoE is a key part of your application and your assessor will use it to support the “snapshot” evidence in the reports that have been written on your performance.

You also need to show that you have applied that experience correctly in your judging whilst taking the opportunity to learn from more experienced officials you are working with.

The aim is to give the assessor a good understanding of your approach to officiating and readiness to judge at a higher level and to help the whole application to go smoothly.

The “What did I learn” column

The learning that assessors are looking for is not always about the technical points, although they are, obviously, important.

Assessors are also seeking evidence of mentoring and reflection:

- **Mentoring**, where advice has been sought from, or discussions had with, a mentor and/or more experienced/senior officials on a team.
 - This does not have to be a formal mentoring session, just where there has been a reasonable amount of interaction. The names of the people involved and the points that have been discussed should be set out in your RoE.
 - Mentoring and discussion of points doesn't have to take place at an athletics event. If you have discussed something on the phone / at a conference / virtual meeting with an experienced official then you can include this in your RoE (using the option “Meeting / Facilities assessment etc” for Event Type), or you could add to the covering email for you application.
- **self-reflection** for example, things that you could have been done better or new ideas about things you will try to do differently another time;
- where **previously noted learning** has been applied at the same or a future meeting.

Duties

Under the “duties” column make sure you give enough detail to enable the assessor to understand the breadth of experiences and that all aspects of the discipline have been covered (including interaction with other disciplines).

For instance, for one meeting the **track duties** might be described as:

300m: JL3

100m: Umpire position 7-8

1500m: Umpire position 10

Junior hurdles: Umpire position 1-2

Or

400m/300m H Fl 8; 1500m U15 LBB; 1500m U17 18; 100m L3; 800m U15 J; 800m U17 19; 300m 18; 75m H 6; 80m H 6; 100m H J; 200m U15 17; 200m U17 L3; 400m 11.

In the field you might put:

Helped to set up HJ.

HT(All) - Sector judge, spike

SP(B/M) - Leader, card, call up, f,r & exit circle, measure

HJ(U15B,U17M) - Card 2, bar, warm up, tidy site - delayed start because of previous event.

LJ(U15B) – rake

Q. Do I need a Mentor?

You don't need a formal mentor to move to Level 3 (or even Level 4).

What you should do, though, is seek advice from more experienced officials about both the intricacies of judging in your discipline and applying the rules correctly and also about the process for being upgraded.

Even if you do have a specific mentor who is helping you, you should still seek out and talk to other officials when the opportunity arises and consider their views. In many cases there is no right way or wrong way; there are just different ways of doing things.

Q. What is ELSE? What is a Tri-Region?

ELSE stands for East, London and South East. It is one of ... 3 ... Tri-Regions, the others being North and Midlands & South West. The SEAA aligns with the ELSE region.

- The three English TROGs work alongside their equivalent in Scotland, Wales and Northern Ireland, collectively known as the "*Tri Region and National Groups*" or TRNGs.
- In England the Tri Regional Groups have a role in coordinating, and supporting the progression of, officials.
- The representatives are here to support your development, encourage you and help officials enjoy their officiating journey at the meetings they attend
- The names of all of the people in the roles for the different regions can be found on the bottom link on the right hand side of this EA webpage:

<https://www.englandathletics.org/officiating/development-opportunities/track-field/>.

*Please remember that **all the people "working" within the Tri-Regional structure are volunteer officials**, officiating alongside you week in, week out and living normal lives as well, outside of athletics.*

Q. Who are these ELSE and Upgrading Secretaries?

Both roles are part of the same structure, attending the ELSE TROG meetings.

In practical terms the **Officials Secretary (Julie Roe elsesec2022@gmail.com)**:

- is the point of contact between UKA, EA and the SEAA and the ELSE TROG for officials' appointments to national and regional events;
- reviews the submitted Records of Experience from Level 3 and 4 to understand officials' experience and suitability for events; and
- arranges and keeps minutes of the ELSE meetings.

You still send your **upgrading requests to move to Level 3 or 4**, to the **Southern Region Upgrading Secretary** (Sally Delgado not Julie) at sroffupsec@gmail.com

This role is administrative, reviewing applications to ensure that they are complete before sending for assessment, answering queries from officials about upgrading and sending out reminders about the process