

Guidance Notes for Assessment of Track Officials 2015

Prior to the meeting

1. If you are appointed as an assessor, contact the track referee responsible for producing the duty sheet. Ask for a copy of the duties prior to the meeting to enable you to plan your observations.
2. On receipt of the duty sheet, look at the spread / movement of the individual officials during the meeting. For larger meetings it may be appropriate to liaise with the referee(s) prior to the start of the meeting to agree the observation of certain events. If possible send a copy of your planning to the Referee before the meeting or failing that provide them with this on the day.
3. It is also important to discuss with the Referee his / her choice of duties for individuals. Have certain individuals been given "lighter" duties for any particular reason? It is important that Referees are honest in explaining why this may be the case, so that realistic assessments of each official's ability are possible. It would be just as inappropriate to give high grades to officials who have deliberately been given no duties which would put them under pressure or test them as it would to down-grade an official whose duties put them under pressure when they are not sufficiently experienced to cope with that stress.
4. Check all issued paperwork and that you are fully conversant with the grading system and assessment requirements in operation at the time. A four (4) point grading system is in use. The criteria for assessment (generic and discipline specific) can be found on the UKA website. If you have difficulty in locating them contact the NTD or Meeting Manager well before the meeting in order that they can ensure that you are supplied with this information. You will need it in order to plan for the event.
5. Devise a system for recording your observations during the day. A note sheet for Track Assessors, which you may find helpful, is included at the end of this document. This system should be concise, as you will not have time to make copious notes on each individual official. The fact you have been given this role means that you are an experienced practitioner and have a good understanding of the duties involved. The following could be considered as a starting point in conjunction with the guidance outlined on the UKA assessment pro-forma instructions:

On the day of the meeting

1. Arrive in plenty of time to familiarise yourself with the stadium and to meet the referee.
2. Check any changes in the officiating team (withdrawals, late additions etc). You might have to explain your role to any less experienced officials and put them at ease. Where there is a referee's team briefing, the referee should introduce you and inform the team about the assessment process.
3. Agree with the referee how officials will be told if they have performed exceptionally well or poorly and how the grades will be recorded and submitted to UKA between you. (see notes for "End of meeting")
4. Periodically during the meeting, you should briefly catch up with the referee to compare observations. This should focus on any good or below standard performances observed. This is particularly important where officials need to be informed by the end of their duties of

any higher or adverse grading awarded. You should also consult with the Team Leaders as they are in a good position to help to assess their team.

5. Although not strictly within your remit, you will probably see the Clerks of Course at work and it might be of assistance to the Technical Manager if you see and take note of any particularly good or bad points of their performance to support the TM in their appraisal and recording.
6. If you see officials, particularly those with less experience performing well it is appropriate to feed back to them during the meeting. Likewise if someone is doing something drastically wrong it is fairer to speak to them before they carry out that duty again. For a two day meeting it is essential to have provided feedback on any weaknesses before the start of the second day as part of the assessment process is developmental. At a two day meeting wherever possible the Assessor should arrange to talk individually to any 3P officials before the start of the second day. The Assessor and the Referee will have agreed beforehand about how this will be handled.

Track Assessment

You should try to see all of the officials carrying out as many of their duties as possible

- Arrival time at umpiring positions - you as assessor will need to work out the best positions for assessing umpiring duties. You need to be in a position to see both the official and any incidents that occur (e.g. Lane running for 200m/400m, lanes at start/finish for hurdles, 400m hurdles on the bends, break line flags)
- Planning ahead and following duty sheet effectively
- Reporting infringements
- How do team leaders radio in, control their team (do they meet with them), organisation of signalling procedure – does it work?
- Efficient organisation of team
- Speed of actions (e.g. reporting infringements)
- Liaison with colleagues (e.g. other team members)
- Liaison with athletes (if appropriate)
- Knowledge of rules and correct application
- Knowledge of role/duty
- Accuracy of duty (e.g. umpiring, judging, lap scoring)
- Carrying out of all duties allocated
- Responding to and dealing with issues as they arise

Specific Track Matters

1. Spend some time at the finish to watch judging/lap charts etc but also move round into umpiring positions, keeping a reasonable distance from the officials in order to not distract them. If you stand in appropriate positions you will become aware of any difficulties umpires may have at particular places in the stadium. If you “judge” when you are at the finish you will understand any difficulties the team are experiencing. However at level 5 meetings judging the short sprints is superfluous and it is the umpiring duties that are of more importance
2. You will need to be positioned so as to effectively observe and sometimes hear all of the officials in the team carrying out their duties, but not be right on top of the officials as you can be sure that some will find this disconcerting and may impact on their performance. Try to be seated as much as possible.

3. When assessing the use of the radio remember that there are dead spots in some stadia and the most competent officials can find communication difficult (The Olympic Stadium can be particularly troublesome).
4. **All** officials in the track team will be assessed against the **same** criteria at the meeting. Make sure you know those criteria and grade accordingly.

At the end of the Meeting

1. Decide the range of grades for the team with the referee and come to an agreement. This may be a compromise and that fact can be made clear in the comments. If there is disagreement rather than compromise the **Assessor** will make the decision as to which grade will be submitted. For any officials who are below the required level this needs to be agreed during the meeting and simply confirmed in time to speak to the official(s) concerned. If the Referee and Assessor continue to disagree, the Assessor's judgement will prevail, but it is important that the Referee's views are also included in the report.
2. Either you or the Referee should personally inform any official who has received anything other than the expected grade. Ensure you have objective evidence to support your grading. This should be done as sensitively and as privately as possible and not in full public view. Those below the standard required will normally be spoken to by the Assessor who will have all the written information to hand and will not be involved with other duties.
3. It might be appreciated if you give some feedback to any developing officials who have been drafted in to help out at the meeting where you notice anything of particular benefit to them.

After the meeting

1. Discuss with the Referee your grades and comments. If appropriate, send your grades and comments to the Referee for any additional comments they may wish to add. Complete the assessment grid. Now that the system is online, it is essential the grades and comments are agreed between Assessor and Referee as they cannot be altered once completed. You as the assessor put in grades and comments. It is important that your comments are relevant to the grade awarded. If you feel that officials should be considered for inclusion in the IMO please state this clearly on your assessment.
2. It is important to ensure that your assessments are submitted within the specified time period following the meeting.
3. It is essential that all officials receive a comment of some sort that is appropriate to them and their development. This applies especially to those who wish to be considered for the IMO or are already on that group list.

Track Assessor note sheet: (For your own use - not to be submitted with your assessments)

Name of Official							
Arrival time							
Dress (only if inappropriate)							
Briefing							
Planning							
Reporting							
Communication Skills							
Knowledge							
Application							
Team work							
Liaison with athletes							
Awareness							
Follow duty sheet							
Infringement reports							
Lap Board & Bell							
Judging inc. Lap Scoring							
Movement to Positions							
Response to Unexpected							
Additional comments							