

Athletics Officials' Guide



Getting Started as an **Endurance Official**

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Welcome

We would like to extend a very warm welcome to you as you enter the realms of endurance officiating. The enjoyment of being at a sporting event is in the opinion of many of us second to none. There seem to be more endurance events each year which increases the demands for officials and we can never have enough, so you will always be welcomed with open arms.

We hope that you will find these notes useful in guiding you through your early days of endurance officiating. As you progress and gain more experience you will also gain the necessary knowledge to progress further up the scale. Most endurance officials' duties are not difficult once the basics are understood and your enjoyment will increase as you become more experienced. As all endurance officials act in a voluntary capacity, it is important to remember that you are not compelled to progress at any given rate. It is your decision, and yours alone, as to how many (and which) events you attend.

The idea of a handbook for endurance officials has been the vision of a number of us for many years. A workshop at the 2012 UKA Officials' Conference brought together a number of like-minded officials who were prepared to put pen to paper to get the show on the road, namely Kay and Bill Adcocks, Martin Howard, Mike Dooling, Chris Stott and Arwel Williams. Further editing has been undertaken by the UKA Endurance Training and Development Sub Group especially Paul Ross, Graham Heeley and Roland Gibbard. The production of this document is also a result of the contributions of staff at both the England Athletics and UK Athletics offices. To all who have contributed to this booklet, we extend our grateful thanks.

If after having read these notes, you require further information please do not hesitate to contact your local County Officials' Secretary (or Home Country equivalent – see page 24). Finally, may we once again welcome you to endurance officiating and wish you every success in the future.

Graham Jessop

Chairman, UKA Endurance Development and Training Sub Group



References throughout this text are made to the UK Athletics publication *Rules for Competition*. This rule book is published every two years and is available from:

UK Athletics Book Centre

Lyon House, 16 Lyon Road, Walton on Thames, KT12 3PU
www.ukathleticsbookcentre.co.uk
T: 01932 225591 E: davidhitchcock@btconnect.com

For disabled athletes the official International Paralympic Committee (IPC) *Athletics Rules and Regulations* with supporting documents are available from:

<http://ipc-athletics.paralympic.org/Athletics/Rules>

A simplified version of rules for disabled athletes related to the UKA rules is included in the UKA rule book.

It is wise to read the relevant event rules before a competition which includes events for disabled athletes.

Introduction

As race officials and race organisers we spend hours ensuring that our events provide good and fair competition. For a participant the most important requirements are – “what position did I finish and what was my time?” As endurance officials we must ensure these requirements are met but in an enjoyable atmosphere. Not always an easy goal!

Endurance events are usually 5 kilometers or more (less for school children) and most events are either road or cross country races. Endurance also includes multi-terrain, mountain running, fell running and trail running, but this document concentrates on road and cross country races.

Those who become involved with endurance events, other than by competing, are usually coaches or parents of children who have joined a local club. Invariably parents get asked to help out at club home events, often initially as marshals and subsequently as administrators or recorders. If interested there are opportunities for other roles with more responsibility.

Most endurance officiating roles are not difficult, once the basics are understood and one becomes more proficient with experience. Many of the tasks are based on common sense and being observant. Newcomers will always be welcome and usually will work with more experienced colleagues who are able to assist and advise.

Each year it seems that more and more events at all levels are added to the fixture calendar and the demand for endurance officials becomes greater and greater. We would actively like to encourage more people to become involved with endurance officiating at all levels to ensure that meetings and events are adequately staffed.

To this end the following pages will provide the context of what it means to become an endurance official and act as a reference booklet for all those who have just started and those interested in this aspect of the sport.

This guide has been written on behalf of England Athletics but we recognise that Officials in Northern Ireland, Scotland and Wales may make use of the content. Contact details are provided on Page 23 for Athletics Northern Ireland, Scottish Athletics and Welsh Athletics for any questions that may arise in respect of course and progression through the levels.

Getting started

Having decided that you want to be involved in endurance events in an official capacity, contact should be made with your local club(s) and/or event organisers. Your initial involvement may be at what you might consider to be a basic level, e.g. as a marshal. So for whatever reason you became involved with an endurance event you have hopefully enjoyed what you have done so far. For those interested or who may develop an interest in being involved in a wider or at a higher level by progressing to Level 3, the Endurance Officials' Pathway for development and licensing can be found on pages 19-22 – these pages outline some of the opportunities and necessary requirements.

Level 1: Assistant Endurance Official

For those very new to athletics or with no prior officiating experience in athletics, attendance at a Level 1 Assistant Endurance Officials Course or a Young Endurance Officials Course is advisable. On completion of the course and submission of two competition experiences you will receive a Level 1 Assistant Endurance Officials Award. Alternatively, if a Level 1 course is not available then the qualification can be gained by the submission of three competition experiences.

Level 2a: Club Endurance Official

For those with some experience of working at events and / or for those who wish to continue along the Endurance Officials Pathway, attendance at a Level 2 Endurance Officials' Course is essential. The Level 2 Endurance Officials course is a half day classroom based tutored course. In addition to attending a course it will be necessary to complete four separate competition experiences showing evidence of carrying out various roles and responsibilities. The experiences include course marshalling, stewarding, recording or assisting at the start or finish (See page 20 for a full listing). You should record your experiences, on an Annual Record of Experience (RoE) form, as these will need to be included in your Application for Accreditation as a Level 2a Club Endurance Official (see page 22). You should aim to record these experiences immediately after an event. After completing the required number and type of experiences, submitting an Application for Accreditation as a Level 2a Endurance Official and completing a Disclosure and Barring check (previously referred to as a CRB check) you will then be eligible to be licensed as a Level 2a Club Endurance Official.

The RoE should be submitted annually to England Athletics Head Office (see page 6 for postal address) or electronically to officials-accred@englandathletics.org

Level 2b: County Endurance Official

If you wish to progress to the next level, as a Level 2b County Endurance Official, you will need to complete an additional six competition experiences and study three of the following Level 2 Modules:-

- Race Referee
- Judging and Recording
- Race Director
- Start Director
- Finish Director
- Sector Marshal

If you are looking to referee at local / club races you must complete the Race Referee module at this stage together with the Risk Awareness course (see below). When licensed as a Level 2b County (or home country equivalent) Official you can referee local / club road races typically up to 600 runners and cross country races up to 300 runners – see page 19 for a copy of the Endurance Officials Pathway diagram.

Level 2c: Regional Endurance Official

The next level of progression requires completion of an additional ten Competition Experiences detailed on a Level 2c Application for Accreditation, the obtaining of one Positive Report on how you performed your duties, together with completion of the remaining three Level 2 Course Modules (see above). You would then become licensed as a Level 2c Regional (or Home Country equivalent) Official. This would enable you to referee regional races (or Home Country equivalent) typically up to 3,000 runners in a Road Race or 300-400 in a Cross Country race.

For these higher levels relevant experience includes being the Clerk to the Course, Course Director, managing a sector such as the start or finish or group of marshals, lap recording, setting up the course or for smaller races acting as the referee.

Risk Awareness course

This must be attended to qualify for a Level 2c Licence or by anyone at Level 2b who wishes to act as a referee at local races (see above). Acknowledging that you have read and understand the Health and Safety Guidance Leaflet should be recorded in your log book.

The ultimate responsibility for risk assessment at road races rests with the Race Director.

Accreditation form

Progress through the different stages is dependent not only on completing the different requirements but on submitting an Application for Accreditation Form at each level to:

- Christine Baker, Officials Accreditation, England Athletics, Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE or by email to officials-accred@englandathletics.org

Applications for progression to Level 2c in England will be forwarded to the appropriate Tri-Regional Peer Group.

Endurance Courses

Level 1 and Level 2 Endurance Officials courses are delivered, marketed and promoted by the Home Countries. Logbooks, associated paperwork and documentation of officials progressing through these two levels are also administered by the Home Countries. Logbooks will be distributed to candidates on attendance at the Level 2 course.

Information on Endurance Officials courses can be obtained from:

- England Athletics – details of your Regional Education contact can be found at the end of this Guide.
- Contact details for Northern Ireland Athletics, Scottish Athletics and Welsh Athletics can be found at the end of this Guide.

What to expect as an endurance official

If you want to become an endurance official you need to consider whether you wish to work solely with your club, at local events or further afield. Much of the information in this booklet assumes you would like to consider further opportunities and travel to county or regional events. However, much of the information is also relevant if you only do a few events per year.

To become a qualified endurance official you need to show some commitment to the task and this includes making available sufficient time, being prepared to travel together with accepting the associated costs incurred and be keen to learn. You should be enthusiastic about the different duties, be a team player and capable of using common sense. In addition you need to be friendly, flexible, observant, accurate and fair.

Before the day

Before the day of the event an Official should expect to have received an invitation from the event organiser. This invitation should include such items as:

- Date and start time of the event (and perhaps an estimate of the finishing time)
- Location and how to get there.
- What arrangements, if any, have been made for car parking.
- Reporting – at what time, where and to whom.
- At the very least, some idea of what their duties are.
- A list of Officials who will be working at the event.
- Whether or not refreshments are being provided.

As part of their own preparations, Officials need to check that they have sufficient, appropriate clothing and footwear e.g. such items as wind/waterproofs, hats, gloves, etc. (for further detail see page 17). They also need to check how they are going to travel to the event and arrange to set out to arrive well before the start time.

On the day

Officials should expect to arrive at the event location in good time to report in, be briefed, collect any documentation/equipment and get to the site of their duties well before they are needed.

Reporting

- Report to Official's Registration or other designated point to confirm your arrival and duty availability. Obtain programme / timetable / maps / corporate wear.
- Report to your Chief / Team Leader. Obtain bibs, duty sheet, gloves, radios, voice recorders, collecting bags, discs, recording sheets etc. as appropriate for your duty. Check that you know how to use the equipment that you have been given and which radio channel is being used.
- Take time to check the programme, timetable, etc.

Documentation

- This will vary depending upon what the Official's duties are. A timetable and duty sheet should be the minimum. Equipment will also vary depending upon the duty.

Briefing

- The Referee/ Duty Chief / Team Leader will inform you of any particular requirements or changes and where necessary will provide recording sheets and allocate specific duties and any additional instructions.

After the event

- **Do not leave your post until directed by your Chief / Team Leader.**
- Ensure you complete your Record of Experience.
- Feed any important issues back to your Chief / Team Leader – infringements by runners, potential difficulties and areas for improvement.
- Make it known you want to be considered for future events.

Duties of endurance officials

The duties described below are generic for all endurance races. It has to be recognised that the responsibilities at road and cross country races may differ and in particular on the road many of these tasks will be undertaken by the Race Director and his team as opposed to Endurance Officials. Guidance to the officials' duties which might be the responsibility of the Race Director at a road race are shown in italics.

Senior race personnel

- ***The Race Director:*** usually applicable to road races and is the person with overall responsibility for the event.
- **Event Director / Meeting Manager:** much of the work is carried out before the day of the event and involves planning the event, finding a suitable venue, permits, risk assessments, finance, entries, Officials appointments, medical support, etc.
- **Referee:** Oversees a fair and safe competition, applying UKA and local competition rules where appropriate; resolve points of dispute, and approves results prior to publication.
- **Assistant Referee:** appointed in the larger events to assist Referee.
- **Road Race Event Adjudicator:** Carries out an inspection against a checklist to ensure UKA Road Race Licence Standards have been adhered to. Level 2b Officials are eligible to qualify as an Event Adjudicator. Further information is available from glightwood@uka.org.uk.

Race headquarters**Registration Chief / Stewards**

- Ensures that competitors' information envelopes, where applicable, are available for competitors and / or team managers.
- Checks envelopes that correct information is contained prior to issue.
- Distributes envelopes to athletes or team managers.
- Ensures that blank entry forms are available if entries are accepted on the day (NB if accepted a float of monies will be required).
- *Allocates duties to support staff and briefs them to ensure their understanding.*
- Ensures spare numbers / pins are available.
- Ensures completed entry forms are available (especially if team races involved) so that queries can be answered.
- Reports to Referee on any issues made with entries, team registration and changes etc.
- Liaises with results chief / chip timing chief on entries and any changes.
- Liaises with results providers on results.

The start team

The layout of the start will depend upon the type and size of the race(s). Major cross-country events are likely to have starting pens as well as a starting line in order to ensure an equal start for each team. Major road races usually have elite runners at the front with 'less elite' runners behind them. These may be grouped into expected finishing times.

Officials at the start will include the Start Co-ordinator, Starter and Start Stewards.

Starter – unlike track events a race does not necessarily have a person designated solely as the starter.

- Various methods of starting are used e.g. whistle, air horn and gun.
- The start is under the absolute direction and control of the Starter.

Information on all the roles below are covered in Level 2 Course Modules.

Chief Starter's Steward

- Liaises with the Starter.
- Allocates duties to the Start Stewards.
- Liaises with Referee to fill vacancies, etc.
- Explains the start procedure to the competitors.
- Synchronises watches with the Starter.
- Needs to be fully aware of the start procedure, Starter's signals, etc.
- Is aware of false start procedure and prepared to implement it if required.

Starter's Stewards

- Work under the direction of the Starter or Chief Starters Steward.
- Where possible checks runners kit compliance.
- Where possible check no headphones or radios are worn by runners (where the rules of that event forbid them).
- Where possible check that electronic chips and numbers are worn correctly.
- Places competitors in their correct places or pens.
- When instructed bring competitors to start line.
- Checks safety of start areas.

The course

Clerk of the Course (Cross Country) / Course Director (Road Race)

- Responsible for correct marking of the course in accordance with the course measurement details / maps and event risk assessment.
- Carries out Referee's decisions regarding course.
- Ensures course is cleared upon completion of the event.

Chief Marshal

- Liaises with the Clerk of the Course and Referee on whether or not Chief Sector Marshals are required for large areas.
- With Referee's / Course Director's approval agrees marshal positions, crossings, pedestrian control, etc.
- Responsible for briefing marshals.
- Allocate radios, emergency and other contact numbers, radio channel.
- Checks that marshals are in position.

Course Marshals

Course marshals will need to receive written and verbal briefings. Each one should have a course map showing marshaling locations. For safety reasons, and to accurately direct first aid to any required location, it is now usual to overlay the course map with a numbered / lettered grid, allocate marshal position number and give a post code.

- Should be in position at least 20 minutes before athletes are due at their marshal position.
- Should work in pairs wherever possible.
- Wear hi-viz bibs.
- Be aware of the use of barriers subject to highway / roads authority regulations, etc.
- Understand their duties and warn competitors of any dangers.
- Should have an understanding of road rules – and know that they have no power to direct, stop or control traffic. Only adults should marshal road intersections, major junctions and changes of direction.
- Know event route.
- Be aware of the nearest First Aid point, water station and nearest Marshal, Sector Marshal or Chief Marshal.
- Marshals should have a walkie-talkie radio or mobile phone and a list of contacts with the appropriate call-signs or phone numbers to summon help or pass information as required.
- Know how to report problems and to whom.
- Remain in position until stood down by Sector Marshal or other authoritative Race Official.
- Where agreed, assist with clearance of the course and return radios, bibs etc.

The finish team

The finishes generally comes in two types:

- A funnel system where finishers are recorded manually.
- An Electronic Chip System where they run over mats or beneath a detection wire.

At larger events there will probably be a gantry with a clock over the finish line.

With the funnel system the athletes cross the finish line and are then directed into one of a series of funnels in the order in which they have finished. When the first funnel is full (or it may be blocked due to an athlete collapsing) the next funnel is made available. The number of funnels used depends on the number of runners in the event and the length of the race. For this system it is usual to have two Finish Line Judges, assisted by Stewards, to make sure that the runners enter the funnels in the order in which they finished. A Rope Controller organises the Rope Stewards to change the funnels as necessary, usually blowing a whistle to indicate this to the Judges and Recorders on each funnel. In addition to the Judges and Recorders on each funnel, Stewards are required to assist athletes in the funnels and to act as separators if the funnel has not fully emptied before the next batch of finishers start to fill it again. Teams of Timekeepers and Timekeepers Recorders record the times at the finish line.

With the chipping system, individual chips will be fastened either to the runners shoe, ankle or their running number. These will be detected by wires laid beneath a mat or an overhead wire which feeds the data to a computer. In addition the first (possibly fifty or more male and female) runners' positions and times will be manually recorded. Finish Stewards are used to urge the finishers to keep moving from the finish line to the area where their chips can be removed. Depending on the exact system used there may be further officials assisting in the removal of chips and their collection.

With both systems the finish area is usually fenced off with an exit for runners once

they have been recorded through the funnel or their chip collected. This is to reduce congestion and allow the free flow of runners into and out of the finish.

Team members working in the finish funnel area (i.e. non-chip)

- Familiarise themselves with the layout of the Finish Area.
- Understand funnel installation, lengths and numbers.
- Ensure they understand the usage of ropes, their controls and signalling system to be used.
- Understand methods of manual and voice recording being used.

Chief Timekeeper

- Receives or prepares recording cards / sheets.
- Allocates duties to timekeepers and their recorders.
- Will be aware if there is more than one race at the event (and how many).
- Ensures completed recording cards/sheets are passed to the Referee or the results team.
- Liaises with computer timing company if being used.

Timekeepers and Timekeepers Recorders / Funnel Recorders

- Timekeepers call times (rounded up to the next second).
- Timekeepers Recorders record called time on recording cards / sheets – with a second team doing cross-check numbers where possible.
- Pass completed recording cards to Chief Timekeeper or Referee or the results team as instructed.

Recording with finish funnels (i.e. non-chip)

Chief Judge (funnel recording)

- Briefs judges, recorders, line judges, funnel stewards, stoppers, disc distribution.
- Allocates officials to funnels.
- Prepares and allocates recording sheets.
- Oversees the workings of the funnels.
- Collects recording sheets and forwards to the Referee or Results Team.

Judge / Recorder (funnel recording)

- Ensure you check your allocated station.
- Marks recording sheets – event, venue, date, funnel number, sheet number, race number, Judge / Recorder names.
- Make sure you know your position on the funnel ensuring you can hear clearly if you are recording athlete numbers."
- Ensure you have sufficient writing equipment.
- Time manage to ensure correctness and clarity.
- Judge facing competitors to call race numbers – Recorder records race numbers with back to competitors.

Funnel Steward

- Reports to Chief Judge (funnel recording) before each race.
- Wears hi-viz bib.
- Ensures competitors in the funnel remain in their finishing order within the funnel and keep moving through the funnel.
- Ensure male Stewards assist male competitors and female Stewards assist female competitors.

Funnel Stopper

- Place themselves at the back end of a group entering a funnel to signify last competitor.
- Wears hi-viz bib.

Finish Area Exit Stewards

- Ensures competitors leave the finish area as quickly as possible.
- Wears hi-viz bibs.

Chief Vocal Tape Recorder Steward (funnel recording – back-up to manual recording)

- Checks tape recorders, clean tapes and sufficient batteries are available.
- Issues voice recorders and ensures that each operator understands how to use and what is required.
- Allocates funnels to Vocal Tape Recorders.
- Agrees positions with Chief Judge.
- Liaises with Results Team and Referee.

Vocal Tape Recorder (funnel recording)

- Checks tape is clear.
- Gives name, venue, event, race, funnel number, batch number at beginning and at regular intervals during each recording.
- Passes tape recorder and / or tapes to Chief Vocal Tape Recorder Steward.

Chief Rope Controller (funnel recording)

- Checks ropes.
- Agrees maximum number of competitors through each funnel.
- Watches for build-up of competitors in the funnels.
- Decides when to change funnels using the agreed signal so that Funnel Judges, Rope Control Stewards, Recorders and Funnel Stoppers know.

Rope Control Stewards

- Works under the direction of the Chief Rope Controller.
- Move across funnels to close and open them on agreed signal from the Chief Rope Controller.

Line Judge

- Final arbiter on runners' finishing positions.

Chip timing events

Timekeepers and Timekeepers Recorders

- Manual recording may be used to supplement chip timing. This is no longer required in case of competitors claiming records as the IAAF will accept the chip time.
- Records times of leading competitors (male and female) as manual recording above.

Judge/Recorders

- Records race numbers of leading competitors (male and female) as manual recording above.

Vocal Tape Recorder

- Records race numbers of leading competitors (male and female) as manual recording above.

Electronic chip timing

- Officials need to make themselves aware of what system and type is in use at an event.
- Obviates the need for finish funnels.

Chief Finish Area (For electronic chip timing only)

- Controls all activities within the finish area.
- For larger events there could be a separate Chief De-chip Steward.

Finish Area Exit Stewards

- Ensures competitors have removed chips where appropriate and leave the finish area as quickly as possible.
- Wears hi-viz bibs.

Multi-lap and relay events**Lap Scorers – for multi-lap events**

- Will be located at positions agreed by the Referee.
- Work in pairs with one official calling and one recording runners' numbers.

Handover Judges – for relays

- Work in pairs to record numbers of athletes in and out with one caller and one recorder for athletes in and one caller and one recorder for athletes out.

Additional areas of control**Car Parking Stewards**

- Understand the layout of car parking area, capacity and alternative parking areas.
- Provides sufficient area for officials against an officials listing.
- Ensures emergency access areas / routes are kept clear.
- Wears hi viz bibs.

Changing Area Stewards

- Communicates with competitors on location of changing, baggage storage and labelling, toilets etc.
- Male Stewards for male changing areas and Female Stewards for female changing areas.

Results (Manual Recording)

- Receives results from Finish Team either direct, via Referee or Chief Judge (results are normally submitted as two sheets – one recording sheet of times with check numbers and one recording sheet of competitors' race numbers in finish order).
- Inputs results to computerised result system. NB: some events produce hand written results.
- Referee verifies the results with race organiser or delegated person.
- Provides the Awards Presentation Team with results.
- Posts 'On the day results' on Results Notice Board.
- Posts results on the Internet.
- Distributes to the media if required.

Results (Chip Timing)

- Receives results direct from chip timing devices to recording system.
- Referee verifies the results.
- Provides the Awards Presentation Team with results.
- Posts 'on the day results' on Results Notice Board.
- Posts results on the Internet.
- Distributes to the media if required

Awards presentation team

- Identifies and prepares Presentation Area.
- Receives verified results.
- Records signature of receipt by award winners (if required).
- Carries out presentation.
- Arranges for any perpetual trophies to be returned and cleaned when they are received.

Leading / follow-up vehicles

- Vehicle requires communication links and to be identified as a 'Race Support Vehicle.'
- Driver requires knowledge of the race route. (or has a colleague who does)
- Driver has road usage and rules knowledge.
- Needs at least two persons per car 1 x driver, 1 x communicator.
- Communicator reports progress, incidents, issues etc on the way around the race route.
- A sweep runner may be used to replace the follow-up vehicles at events, preferably with first aid knowledge at some events.

Drink / feed / sponge stations teams

- Adults only to be used on stations on open roads. Younger staff can be used in other locations but must be supervised by adults.
- Ensure stations are off the running line and in a safe location. (e.g. not on a corner)
- Hi-viz bibs and gloves to be worn.
- Check supplies to ensure sufficient amounts for all the entrants have been delivered.
- Ensure all equipment being used is clean and hygienic.
- Staff not to encroach into the roadway.
- Assist with clear up after event when it is safe to do so.

Disc Stewards (primarily used at Cross Country events)

- Ensures correct discs and that more than enough discs are available for all athletes taking part in the event.
- Discs are issued to athletes on exit from finish funnels in accordance with finish order.

De-chipping Stewards

- Hi-viz bibs and gloves to be worn.
- Remove or assist with removal of electronic chips and place in collection receptacles.
- Male Stewards to assist with removing chips from males, Female Stewards to assist removing chips from females.

Additional areas of control that could be applicable to larger and higher level events.

It is unlikely that many officials new to officiating will necessarily be involved in the following work. Hence the duties are not included with much detail.

Race Headquarters

Information Stewards

Communication PA System / Announcer

Communications Officer

First Aid Posts

- Managed by contracted First Aid supplier.

Programme Sellers

Result Sheet Sellers

Dope Testing

- Used at Major Events and Championships.

Equipment

Endurance events are varied, covering large entry road races to small club events; cross country events have the same scope.

The list of equipment below is fairly comprehensive, so as to cover all events at which the Official may be required to officiate.

The official's toolkit

- Closed bag for putting essential items in
- Clip board – this may be a portrait weather board, if not a large thick plastic bag is required to protect paperwork, if the weather is wet when recording
- Ball point pens
- Pencils – preferably 'B'
- Pencil / pen case
- Pencil sharpener
- Pencil eraser
- Whistle
- Official's licence
- Log Book / Record of Experience sheet (R of E)

The official's clothing

- Water proof jacket
- Water proof trousers
- Hat/gloves/scarf
- Small towel
- Appropriate footwear

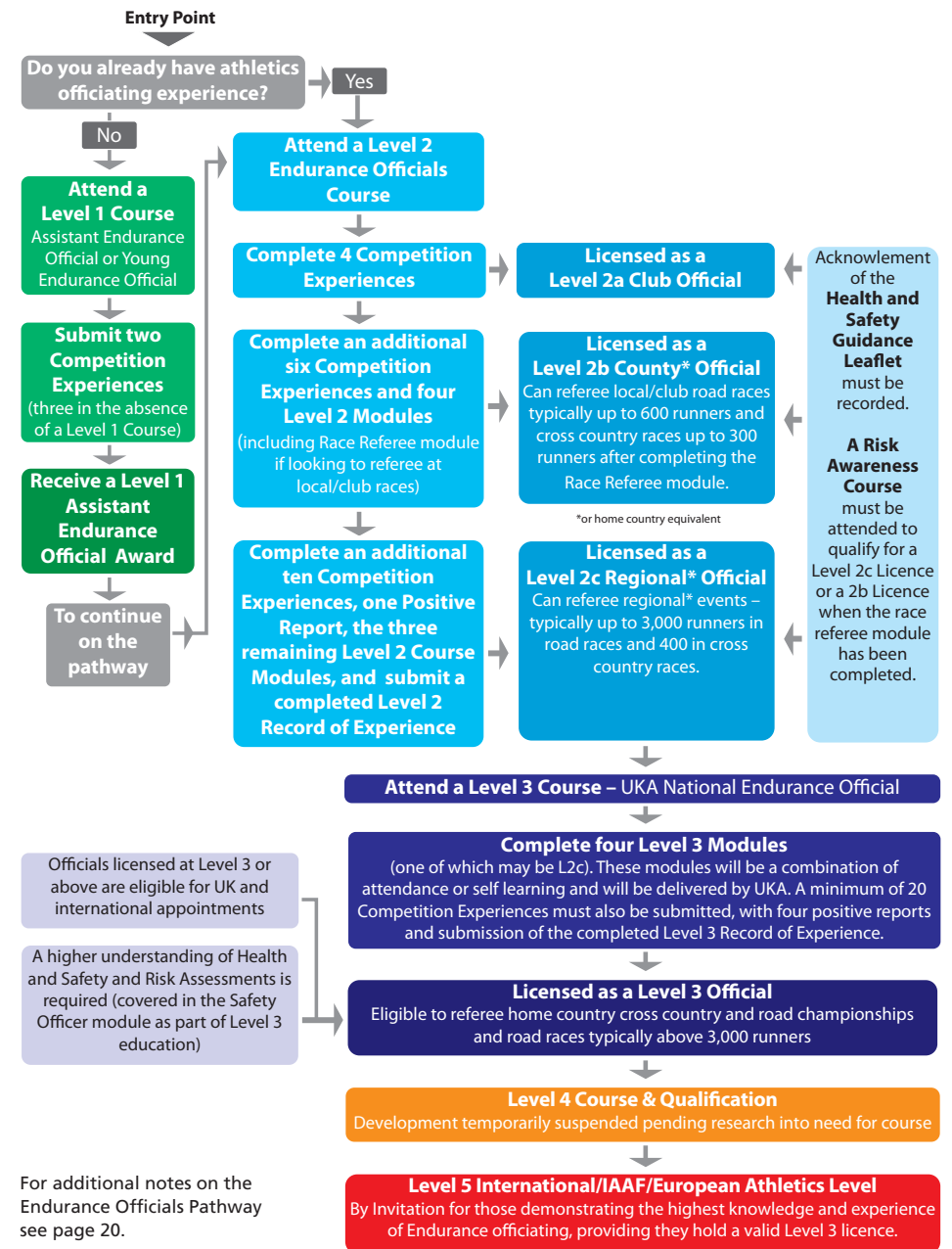
The support package

- Current UKA Rule Book
- Endurance Officials Handbook (this document)
- Event Instructions – including location map/directions, start and reporting time, duties and duration required to be present at event
- Event Instructions as issued to athletes
- Event Programme
- Officials' Car Park Pass
- Drink – hot/cold as preferred
- Food as required
- Event Expense Form – if received prior to the event

Useful tips

- Ensure you are clear as to the route to the event location and officials' car park before setting out.
- Make sure you know the expected time of runners at your work station, whether there is lapping, or more than one event and when you can be stood down.
- Take a large water-proof bag or plastic sack to contain your bag and other items in the event of the weather being or turning wet.
- A small towel can be useful on the day to keep your hands dry if the conditions are wet.
- Sun cream / hat – not essential items but can be very useful if stood out for prolonged periods in the open.

Endurance Officials Pathway



Colour coding

Level 1

Level 2

Level 3

Level 4

Level 5

Notes on the Endurance Pathway

- Level 1 and Level 2 Endurance Officials courses to be delivered, marketed and promoted by the home countries. Logbooks and associated paperwork surrounding the documentation of officials progressing through these two levels is to be administered by the home countries.
- Level 3 and Level 4 (when reintroduced) Endurance Officials courses to be delivered, marketed and promoted by UKA.
- Level 5 courses will be delivered and promoted by UKA; invitations to attend a Level 5 course will be sent out by UKA Education & Training Sub-group.
- Courses are promoted via the home countries websites for Level 1 and Level 2, and through the UKA website for Level 3.
- A Risk Awareness course must be attended and completed for a Level 2c licence or a 2b licence if the candidate has completed the race referee's module at Level 2b.
- Some modules at Level 3 may be developed and delivered by partnership bodies (for example runbritain or BARR).

Refereeing Levels

- Referee local/club races typically up to 600 runners – Level 2b County.
- Referee regional or home country equivalent, typically races up to 3,000 runners – Level 2c Regional.
- Referee home country and above plus races typically over 3,000 runners – Level 3 or above.

Level 2a Experiences

No more than two of the same type of experience should feature. Four differing experiences should be achieved as a minimum. Valid Level 2a experiences:

- Assisting with the setting out a course, start and finish areas
- Pre-race registration duties
- 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
- Timekeeper recording

Level 2b and Level 2c Experiences

For Level 2b, bearing in mind the conditions detailed above, any additional six experiences from the following list, of which all should be different and no fewer than three should demonstrate officiating at county / regional level (county or regional championships).

For Level 2c, bearing in mind the conditions detailed above, any additional ten from the following list are required of which six should be different from all other

experiences gained as part of progression from 2b to 2c, with six demonstrating officiating outside of the official's home county (four of which should also be at events out of the official's home region).

Level 2b and 2c experiences have been grouped together; crucially there should be a demonstration of experiences being sought outside of the county / region or home nation equivalent.

- Management of a Sector or Management of a group of marshals
- Marshaling 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

Record of Experience

A 'Record of Experience' form is a record of the meetings you attend and the duties carried out. This must be kept up to date. The form is in your logbook and further copies can be downloaded from the Officials section of your Home Country NGB website (see page 23).

A sample form is shown overleaf and should give a guide as to the information that needs to be included. If you have any doubts then please talk to your Referee on the day of the meeting.

Please note:

- You should always make a note on the form if you have had a report written on you and by whom.
- You are strongly advised to take a photocopy of the completed form before sending it to your local Officials' Secretary or keep an electronic copy.
- Logbooks, associated paperwork and the documentation of officials progressing through Levels 1 and 2 is to be administered by the home countries.



ANNUAL RECORD

ENDURANCE OFFICIALS ANNUAL RECORD OF EXPERIENCE (RoE)

Name of official: A N Official

Official's Address: 999 Acacia Avenue, Warrington on Sea

Official's Licence Number: 1234567/12

Date	Venue/Event	Duties carried out	Competent in role Yes / No	Certifying Officer		Licence No.
				Name/Position		
25/9/13	Swansea 10k	Recording finishers/Manual Timekeeping	Yes	A	Barnie / Chief Judge	1122334/10

This form should be completed after each event. You should keep a copy of all your RoE sheets and a copy should also be sent to your Home Country for accreditation to the next level once all criteria have been met.

I Confirm I have read and understood the current Health and Safety Guidance document Yes/No (delete as appropriate)

Signed A N Official Date 25/9/13

UK and Home Country Officials' contacts

UK Athletics

Website: www.britishathletics.org.uk/competitions/officials

England Athletics

Website: www.englandathletics.org/enduranceofficials

Officials Education Co-ordinators:

North – Debbie Beresford d.beresford@englandathletics.org

Midlands & South West – Tina Beresford t.beresford@englandathletics.org

South – Becky Turford b.turford@englandathletics.org

London – Graeme Allen g.allen@englandathletics.org

For County Officials' Secretaries see page 24

Scottish Athletics

Website: www.scottishathletics.org.uk

Education Administrator

Joanne Dennis

joanne.dennis@scottishathletics.org.uk

0131 476 7328

Training Manager:

Jim Goldie

jimgoldie@scottishathletics.org.uk

0131 476 7327

Welsh Athletics

Website: www.welshathletics.org

Officials' Education and Training Officer

Derek Crowder

derek.crowder@welshathletics.org

02920 644870

Athletics Northern Ireland

Website: www.niathletics.org

Admin & Events Manager

Jenni Robinson

jenni@niathletics.org

028 9060 2707

Officials' Committee Secretary

Bob Brodie

bbrodie677@btinternet.com

County Officials' Secretaries (Endurance – England)

Your County Officials' Secretary (COFSec) is an important link. They can supply you with details of County events, particularly County Championships, at which you are welcome to officiate. There may well be other events within your County. Your COFSec will also be able to provide help and support during your Officiating career. Some Counties appoint a CofSec dedicated to Endurance but in others it is a shared responsibility with Track and Field.

Contact details are listed below, but an up to date list can be found on the England Athletics website www.englandathletics.org – click 'Your area' and then on the appropriate area on the map. Then click 'Officials' and scroll down for COFSecs for your area. Your County AA website should also have details for your County.

Avon	Gordon Robbins	gordon.robbs@talktalk.net
Bedfordshire	Paul Brookes	honsec.bedsaaa@hotmail.co.uk
Berkshire	Jill Wright	jill.wright61@yahoo.com
Buckinghamshire	Nick Folwell	nicholas.folwell@btinternet.com
Cambridgeshire	Al Weaver	cambsofficials@sky.com
Cheshire	Alan Morris	alanmorris@madasafish.com
Cornwall	Ben Penberthy	ben.penberthy147@btinternet.com
Cumbria	Ken Taylor	kt.k@btinternet.com
Derbyshire	Ernie Cripps	ernie@ecripps.wanadoo.co.uk
Devon	Keith Reed	kreed@cleeve41.freemove.co.uk
Dorset	Hazel Bates	dorsetcofsec@gmail.com
Essex	Diane Wooller	diane.wooller@btinternet.com
Gloucestershire	Albert Gardiner	albert_gardiner@hotmail.co.uk
Gr. Manchester	Mike Welford	mike.welford@ntlworld.com
Hampshire	Eileen & Terry Williams	eileenandterry@seaoa.co.uk
Herefordshire	Tony Williams	7 Redcar Avenue, Hereford HR4 9JT
Hertfordshire	Peter Lee	COFSEC@hertscaaa.org.uk
Humberside	Edwin Bellamy	ebellath@aol.com
Isle of Man	Colin Halsall	halsallcolin@hotmail.com
Kent	Maureen Fletcher	maureenfletcher@btinternet.com
Lancashire	Michael Grime	mike.grime@talk21.com
Leicestershire	Cherie D'Silva	knowlesdsilva1@btinternet.com
Lincolnshire	Ted Butcher	edwin.butcher@btinternet.com
Merseyside	Ron Scott	roncscott@aol.com
Middlesex	Steve Marshall	steve.marshall@barnet.gov.uk
Norfolk	Nick Folwell	nicholas.folwell@btinternet.com
Northamptonshire	Graham Curtis	grahamandbernadette@tiscali.co.uk
North East Counties	Nick Hodgson	marnick@live.co.uk
North Yorkshire	Roger Everton	rogereverton@talktalk.net
Nottinghamshire	Harold Billings	h.billings@ntlworld.com
Oxfordshire	Paul Thomas	garrigill97@googlemail.com

Shropshire
South Yorkshire
Somerset
Staffordshire
Suffolk
Surrey
Sussex
Wiltshire
Warwick & Birm'ham
West Yorkshire
Worcestershire

Margaret Afford
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Nigel Grist
NgStp1@aol.com
Margery Ewington
mewington2@sky.com
Bryan Murray
ldavies21@sky.com
Roland Day
roland.day@btinternet.com

Officials' Associations



South of England Athletics Officials' Association

Website: www.seaoa.co.uk

Chairman: Peter Lee chairman@SEAOA.co.uk

Secretary: Julie Dew juliedew@seaoa.co.uk secretary@seaoa.co.uk



Midlands Association for Athletics Officials

Website: www.mafeo.net

Chairman: Andrew Hulse

Secretary: Mauren Bullen – honsecretary@mafeo.net



Northern Athletics Officials' Association

Website: englandathletics.org/naoa

Chairman: Janette Tomlins

Secretary: Roger McCall – mccalls@ntlworld.com

Membership Secretary: Andrew Shaw – 01204 591194

Notes

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PHOTOS: MARK SHEARMAN, NICOLA EVANS, ADAM KERFOOT-ROBERTS

