

Please refer to the attached notes before completing this form

UK ATHLETICS CONFIDENTIAL REPORT FORM FOR UPGRADING

TRACK

Name of Candidate: _____

County / Region: _____ Current Grade: _____

Acting as: **Track Judge / Umpire / Chief Judge ***
(Please circle the appropriate duty. Report as Track Referee is not very useful at Grade 2. Use other form for Grade 1)

Meeting: _____ Venue: _____ Date: _____

Reporting Official: _____ Grade: _____

Weather conditions: _____

For the following, please tick the box under the grading awarded	A	B	C	D
Knowledge of rules whilst officiating				
Application and interpretation of rules				
Ability to make quick and correct decisions				
Understanding and handling of athletes				
Relationship with other officials				
Leadership qualities as a member of a team				
Board work and judging ability				
Umpiring positions				
Infringement reports				
Adherence to work sheet				
Wind Gauge				
Duties as Clerk of Course				

Punctuality: Did the candidate arrive at the appropriate time? YES / NO (Please circle)

Dress and appearance: Was this satisfactory? YES / NO (Please circle)

CANDIDATE RECOMMENDED FOR UPGRADING?

YES / NO / NO OBJECTION ON AVAILABLE EVIDENCE

(Please circle)

In the case of NO OBJECTION ON AVAILABLE EVIDENCE you must explain further below:

Please bear in mind that a 'YES' means that you would be happy to see this person officiating at an International or Major Championship Meeting immediately on upgrading.

PLEASE TURN OVER AND COMPLETE THE 'REMARKS' SECTION

REMARKS

It is vital that reports on candidates, whether favourable or not, are supported in this section by **full** comments on the grading given overleaf. Comments on any other noteworthy matters should also be set down here. A copy of the duty sheet may be of assistance. The Upgrading Committee may not be prepared to consider recommendations where there is insufficient detail.

Reporting official:

Please sign and complete the box below.

Signed: _____
Name: _____
Address: _____

Date: _____

The completed form should be sent to the
Officials' Secretary shown below:

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DEBRIEFING FORM - Track

CANDIDATE'S NAME: _____ PRESENT GRADE: _____

Knowledge of rules whilst officiating	
Application and interpretation of rules	
Ability to make quick and correct decisions	
Understanding and handling of athletes	
Relationship with other officials	
Leadership qualities as a member of a team	
Board work and judging ability	
Umpiring ability	
Infringement reports	
Use of worksheet	
Wind Gauge	
Duties as Clerk of Course	

OTHER COMMENTS:

NAME OF REPORTING OFFICIAL: _____ DATE: _____

MEETING: _____ VENUE: _____

GUIDANCE NOTES FOR REPORTING OFFICIALS - TRACK

- Complete the report in **black ink** within 21 days of the meeting.
- Complete the initial details in BLOCK CAPITALS.
- Comment only on what you observe. This means inevitably that some categories may be left blank.
- Tick ONE box for each category you observe:

A	Very Good	Awarded only occasionally and then only to an outstanding candidate
B	Good	Above average for the officials' present grade
C	Average	Average conscientious official in the present grade, but not suitable for upgrading at present
D	Below average	
- **MAKE A DECISION!**

If a candidate gets almost entirely **Very Good** or **Good** grades then a **YES** recommendation should normally be given. If the grades awarded are mixed and you think the candidate has potential but is not yet ready for upgrading then a **NO** recommendation is appropriate, but please **make a point of explaining your decision** in the '**REMARKS**' section.

If you have not seen sufficient of the candidate's ability to recommend upgrading with confidence, for example at a short meeting; no problems on the day; limited duties etc, but s/he performs well, award **NO OBJECTION ON AVAILABLE EVIDENCE** but again, please make a point of explaining your decision in the **REMARKS** section.
- Your comments may be positive or negative and may include some of the following: competence - observation - personality - general attitude - ability to deal with problems as they arise – initiative - effectiveness as a member of a team
- General comments at the end may well include extraneous factors which could have a bearing on the candidate's performance e.g. weather - length of meeting - poor timetabling - standard of organisation - state of maintenance of facility - equipment defects.
- When reporting on an upgrading to referee, the candidate must be observed acting in this capacity. You must include pre-meeting arrangements; liaison with other chief officials; and allocation of duties to officials.
- Reports on candidates who are currently Grade 3 or 4 should be sent to the candidate's County/County District Officials' Secretary. It is often necessary to ask the candidate for the name and address of this person. The appropriate Territorial Secretary will also know.
- Reports on candidates who are currently Grade 2 should be sent to the candidate's Territorial Officials' Secretary. This form is not normally suitable for reports on Grade 1 officials.
- One copy of the attached de-briefing form, when completed, should go to the candidate with a verbal de-briefing whenever possible. The second copy should be sent to the relevant County/County District Officials' Secretary (for Grades 3 or 4) or the relevant Territorial Officials' Secretary (for Grades 1 and 2) with the full report. De-briefing is an **essential** part of the process of observing candidates. It will help them to correct areas of weakness, and also to be aware of comments, which may be helpful to them in future. **Constructive advice** should be offered.
- Please ensure that your comments on the debriefing form are consistent with those you make on the report form.
- For upgrading top Grade 2 and 1, it is unwise to report on candidates in their first year after upgrading, and similarly for newly upgraded officials to do reports on officials in their previous grade.