
Centre Officials Officer Guide



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Abbreviations

- AA - Athletics Australia
- AAOES - Australian Athletics Officials Education Scheme
- ASC - Australian Sports Commission
- COO - Centre Officials Officer
- LAA - Little Athletics Australia
- LAQ - Little Athletics Queensland
- QA - -Queensland Athletics

1. INTRODUCTION

The intent of this publication is to generate a better understanding of the LAQ Centre Officials Officer (COO) role by providing instructions and guidelines on best practice and practical application for educating Officials and Volunteer management.

It refers to the Officials Education Scheme and provides guidance for the Centre Officials Officer to help create Induction sessions for their Centre

These papers are intended and appropriate for the new and experienced Officials Officer.

2. THE ROLE OF THE CENTRE OFFICIALS OFFICER

Each Centre needs to have Officials/Volunteers that have an understanding of the rules and how to conduct the events correctly. The primary role of the COO is to ensure their Centre has suitably qualified Officials, in adequate numbers, to ensure events are run in accordance with LAQ rules within any specific constraints of their Centre structure.

The role and responsibilities of the COO include:

Education

- Promote the AAOES, encouraging Officials/Volunteers to visit the online Education Scheme. Consider including AAOES information in sign on packs
- Plan and coordinate basic practical instruction and education for Officials/Volunteers as part of the Centre pre-season/induction sessions
- Ensure copies of the specific rules and guidelines from the Officials Handbook and Handy Hints (or other resource material) are readily available at each event area
- Encourage Officials/Volunteers to use [the available resources](#) (listed at the end of this booklet)
- Have a basic understanding of the current rules - refer to LAQ Officials and Competition Handbooks and the IAAF Handbook. These publications are easily accessible

Rostering

- In accordance with the Centre procedures and requirements, prepare a roster of Officials/Volunteers to assist at each weekly Centre meet e.g. organise the roster by event or by age group. Ensure the roster is distributed in a timely manner
- Ensure each event area maintains the necessary number of Officials throughout the meet - refer to the Officials Handbook for ideal helpers per event
- Ensure that enough Officials are trained to meet your Centres responsibilities at Regional Relays and Championships
- Promote, encourage, and organise Officials/Volunteers to assist at LAQ Competitions where your Centre has athletes competing

Database

- Keep a record of Officials/Volunteers who have assisted each week; this may be necessary where roster levies are applicable, or as a record for practical assessments
- Liaise with LAQ to ensure the LAQ Officials database is kept up to date

3. RECRUITMENT, ADVANCEMENT AND RETENTION OF CENTRE OFFICIALS

Recruiting Officials at Centre (Level 1)

The whole Committee should actively encourage parents and carers to become involved and promote the value of being a qualified Official

- Be actively involved in approaching Officials/Volunteers - break the ice
- Reassure Volunteers that Level 1 accreditation is easy to attain and extremely valuable to your Centre
- Try to accommodate people's needs
- Encourage Officials/Volunteers to ask questions while at event areas
- Take all Officials/Volunteers to an event and explain rules while athletes are warming up
- Encourage older athletes to gain accreditation

Advancing the Accreditation of Level 1 Officials through to Level 2

- Follow up on Officials accreditation progress
- Encourage Level 2 to commence practical assessments at Regional Competitions
- Practical assessments can be done during Centre meets by Level 2 or higher accredited Officials. Source and use Officials from within the Centre ranks or the Region
- Do not make the process too 'official'
- Provide incentives e.g. LAQ badges or Officials shirt

Retaining and Managing Officials

- Always thank people for their assistance and point out the fact it's through their effort the athletes will have/have had an enjoyable experience
- Communicate with Officials to find out where they want to go next. Ask the question "is everything going ok?"
- Take time to get to know the Officials/Volunteers
- Remember, people like to feel valued and appreciated; provide Centre recognition e.g. badge, certificate
- Create incentive programmes e.g. Officials draw win a McDonalds voucher
- Ask and encourage experienced Officials/Volunteers to mentor
- Ensure rotation of Officials/Volunteers, being mindful of preferences, experience, and abilities
- Allow and encourage new helpers to make suggestions
- Think outside the box and current Centre practices. Can things be improved?

Junior Officials

- Athletes from 13 years of age can complete the Level 1 qualification and Junior Level 1 Officials (15- 17 years of age) may apply for qualification as a Level 2 Official
- Junior Officials (15-17 years of age) may be a Chief at Centre level but only assist at LAQ Competitions (includes Carnivals, Regionals, and State Championships)
- A Junior Official must not be in a position of Starter or Recaller where a cap or cartridge starting gun is being used. The Official must be 18 years of age to use a starting gun that requires the use of caps, blanks or any other combustible material

4. THE AUSTRALIAN ATHLETICS OFFICIALS EDUCATION SCHEME (AAOES)

The AAOES is a joint initiative of Athletics Australia and Little Athletics Australia, providing a seamless and transparent education pathway for Australian Athletics Officials.

The scheme is endorsed by the Australian Sports Commission and follows best industry practice, with online learning coupled with face-to-face delivery. The aim of the AAOES is to ensure an effective and efficient education framework is provided.

The following information provides a general overview of accreditation Levels.

Accreditation Levels

ASC Level 0 Introductory Officiating General Principles online course has been developed to assist Officials in learning the basic skills they will need to officiate effectively. The course is not athletics specific, however it requires no prior learning. It is not mandatory but completion of the Level 0 is encouraged.

AAOES has three levels of accreditation delivered within Australia. Official's accreditation will be recorded on the AA database in accordance with completed event groups. Higher levels of Accreditation are available through QA using the AAOES. Levels suitable for LAQ Officials are:

- Level 1: Club/Centre/School. A basic grading aimed at Officials wishing to officiate at a Centre, Regional level and other LAQ events.
- Level 2: This level is aimed at Officials wanting to be appointed as a Chief or Referee at Regional or State events.
- Level 3: This level is for Officials wanting senior positions at National events.

Brief Level Descriptions

- Level 0. It contains three modules which cover a range of general officiating topics including ethical responsibilities of Officials, preparation for officiating, safety, communication, dealing with conflict and people management. The course takes approximately four hours to complete. Officials have six months to complete the course after registration.
- Level 1. Level 1 is the entry level (first athletics specifics level) of the new AAOES. There are 12 event specific courses and Officials can complete as many of the courses that they like. Each course takes about 40 - 60 minutes to complete including a multi choice quiz.
- Level 2. Candidates will be required to complete practical requirements, attend seminars, complete online learning components, and complete an exam. Rather than just testing the rules, candidates will be required to apply the rules and interpret certain situations.
- Level 3. Level 3 is the highest accreditation offered in Australia. This will include seminars, practical components and a written exam. This is not required for LAQ competition.

Maintaining or Attain a Higher Accreditation:

Each Official will be required to show evidence that they have been involved in a constant process of education and professional development. This can be achieved by either attending approved accreditation courses or updating activities such as:

- Learning at the event
- Attendance at seminars
- Being a mentor
- Being a presenter at a workshop/seminar

Gaining Accreditation

The AAOES website has all details required to obtain accreditation. [Use this link](#)

5. LAQ OFFICIALS EDUCATION SUPPORT

Workshop Presenters

A number of Workshop Presenters have been appointed and are used to conduct Introduction / Level 1 Sessions and Level 2 Workshops, Seminars and practical assessments for Officials wishing to complete or further their accreditation.

LAQ coordinates workshops and seminars on a Regional basis, which are generally open and free of charge to all interested members.

Practical Assessors

A team of Practical Assessors have been appointed across the State. If your Centre does not have a qualified or confident Official within your Centre to conduct practical assessments for Level 2, LAQ may be able to organise someone to assist. Please contact the LAQ Office.

LAQ and AAOES Webpages

The LAQ website has pages dedicated to Officials which provides information on becoming a competition Official, the Education Scheme, Seminars, access to the LAQ Officials resources, and merchandise.

The LAQ website also has a link to the AAOES webpage which has all the information required for accreditation to all levels for Officials.

LANews and Officials Notices

The LAQ Office automatically issues copies of the LANews and Officials notices to the Centre and COO email addresses, provided email addresses are on file.

Team App Officials Page

A LAQ Officials group page in the Team App has been set up as an option for any Centre and LAQ Official to access many matters related to Officials.

Interested members need to download the Team App on a mobile device or computer, register as a user, search for the LAQ Officials page and request access. Access is managed by LAQ staff and Officials Committee members.

LAQ Office

Karen Lunt (LAQ Projects Officer) and Bianca Lunt (LAQ Projects Assistant) administer the Officials portfolio and as such should be able to answer most of your queries relating to the AAOES. They also maintain the LAQ State Officials Database and liaise with LAQ Officials Committee, AA and LAA on matters related to the National Officials Database.

6. CENTRE INDUCTION SESSIONS

Centres are encouraged to plan and run their own Officials Induction sessions. The following section aims to provide some guidelines to help in the development of plans and running the sessions.

Induction Session Options

- Schedule a special orientation day with the intention of demonstrating to athletes how you run events and to parents how they can help as Officials
 - The programme should include a run a jump and a throw, so that all types of events are covered
 - Split your athletes into groups; depending on numbers this might be as few as three (one for each event type), or as many as is applicable for the available “trainers” that you have
- Include an Officials Induction session on the first few weeks of your season
 - This needs only be for 20 minutes and might be done during the athletes warm up period or prior to your normal starting time
 - Plan for one event each week: e.g. week 1 track, week 2 throws, week 3 horizontal jumps and week 4 high jump
- Integrate a session with your actual events
 - Select one or more groups each week and direct the parents through all the requirements for running the event
- Prepare a training guide to use for your Induction sessions
 - There are Handy Hints available from both the LAQ and AA websites which can be used in the development of your Centre specific requirements
 - Print out the Handy Hints and make them available at each event location - perhaps a laminated copy for longevity.
- Use the LAQ Event Specification (Spec) Cards or the A4 version of the Event Specifications as part of your session resources. Issue copies to your Key Officials (& session providers)
 - Purchase sets from LAQ or download, print and produce as many as required.
- Advise your potential Officials where they can find all the useful information: World Athletics Handbook, LAQ Officials and Competition Handbooks

Or simply find your own innovative approach; however specific training must ensure LAQ rules are followed.

7. MAINTAINING THE LAQ ACCREDITATION DATABASE

Throughout the season, LAQ will access the AAOES National database which details new Officials or Officials with upgraded accreditations.

When provided, Centre Officials Officers (or appointed member of the Centre Committee) should actively check Officials details and advise LAQ of any new Officials that have successfully completed any of the AAOES modules but not listed and or provide any other necessary alterations.

It is strongly recommended that the Centre Officials Officer keep a current copy of qualified Officials. Centres may request reports pertaining to their membership at any time.

8. AVAILABLE RESOURCES

The documents listed below can be accessed using [this link](#) to the LAQ Resources Officials webpage

- LAQ Officials and Competition Handbooks - each Centre should have at least one copy of each
- World Athletics Handbook
- Handy Hint Sheets
- Event Specification Cards
- Event Specification A4 page
- Officials Merchandise