

Suffolk County Athletics Association

T & F Officials Secretary



Role Description

- Act as a main point of contact for affiliated clubs and the England Athletics officials coordinator.
- Remain in close contact with affiliated clubs to identify any shortages in officials and numbers of volunteers waiting to attend courses.
- Work with England Athletics to try to ensure officiating courses are organised locally based on demand.
- Liaise with clubs & volunteer coordinators to promote officiating opportunities widely amongst clubs, as well as schools and volunteer groups as appropriate.
- Cascade information from National to Local level to ensure clubs and County officials are kept up to date with details of any rule changes, qualification updates and development opportunities.
- Maintain an up to date record of county officials and contacts.
- Organise officials for the annual track and field championships. Ensure pre-event information is distributed to all officials. Appoint Chief Officials.
- Work with the SCAA track and field secretary to draw up a workable timetable for the championships based on the number of entries and available officials.
- Establish contact with those having attended a level two track / field official's courses to check progress, ensure they have officiating opportunities and mentoring or logbook support available in order to support them in becoming a fully qualified official.
- Send out thank you letters to all officials having supported the annual championships.