|  |  |
| --- | --- |
| Name of Official: |  |
| Licence Number (URN): |  |
| Email Address |  |

**Below section is to be completed by the assessor only**

|  |  |  |
| --- | --- | --- |
| RECORD OF EXPERIENCE | | |
| Minimum of 10 practical experiences since attaining Level 2 (2 at area/regional level meetings) | | Yes / No |
| Evidence of self-learning | |  |
| Feedback / Comments | |  |
| MODULE QUESTIONS | | |
| Minimum of 75% in module questions including reference to rule numbers/rule book | | |
| Start/Finish Director Module | | Yes / No |
| Clerk of Course/Course Director Module | | Yes / No |
| Feedback / Comments | |  |
| ASSESSMENTS DETAILS | | |
| 1st REPORT | | |
| Name of Reporter |  | |
| Meeting / Date |  | |
| ADDITIONAL COMMENTS | | |
|  | | |
| Name of Assessor / Date |  | |
| Name of Upgrading Secretary / Date |  | |

Completed form to be sent by the assessor to the relevant upgrading secretary for onward distribution to the candidate, COfSec, Regional Officials’ Association, and England Athletics via [officialsaccreditation@englandathletics.org](mailto:officialsaccreditation@englandathletics.org)

**Guidance Notes for HCAFs/TROGs**

**Reports**

* Must be carried out by a Level 4 official or a Level 3 official with a minimum of 2 years’ experience.
* Must be carried out at area/regional level meetings.