|  |  |
| --- | --- |
| 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

**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.