

## **Introduction**

The Provisional Competition Controller (PCC) Pathway is the programme designed to take an experienced and able Senior Recorder and develop their skills, experience, judgement and knowledge so that they can become a Competition Controller. The programme is run and monitored by the National Competitions and Technical Officials Commission (NCTOC) which is charged by the BJA Board of Directors with the overseeing of BJA events, development of competition rules and the Tournament Handbook, and guidance and development of Technical Officials.

## **Nomination and Selection**

Potential candidates may be nominated by Technical Official tutors, by Areas or Home Countries, by NCTOC or by self-nomination. Nominations, with an accompanying mini-CV detailing experience and aspirations, should be made to the Referee and Technical Official Administrator at Head Office, for forwarding to NCTOC. NCTOC will maintain a list of up to 6 nominees, prioritised to match the needs of home nations and areas.

Potential candidates would be expected to have held the Senior Recorder qualification for a minimum of three years, during which time they should have been very active, having worked at least at ten events. They should have run a number of tournaments as a Senior Recorder, including at least one with a minimum of three mats, and these tournaments should generally have been successful, with the candidate demonstrating a capacity for organisation, learning, enthusiasm and good people skills. Potential candidates would be expected to be very familiar with the BJA Tournament Handbook, to be computer literate, and to be a minimum age of 21 years. NCTOC however, reserve the right to consider a potential candidate who may not fully meet all of these criteria, except age, if they feel the candidate to be of outstanding potential in other ways.

NCTOC will then select a maximum of three candidates on a rolling programme. The programme for these candidates starts at the completion of the introduction and appraisal of knowledge phase.

## **Appraisal and PCC Programme**

In the time between nomination and acceptance onto the programme NCTOC will engage with the nominees to ensure they understand the process and to check the nominees breadth of experience matches sufficiently the baseline start criteria for the programme. Any shortfall can be addressed during this period. The candidate will have a mentor either of their choice or appointed by NCTOC to guide and develop them throughout the programme.

After selection a candidate will go through an appraisal of their knowledge. This will be in the form of a written exercise that will include the following:

- Timetables
- All forms of Competition as laid out in BJA Tournament Handbook
- Problem Solving

The candidate will be developed and assessed over a nominal 2 year programme. However, in the case of a candidate of clearly outstanding ability, knowledge and/or experience, as shown by the results of their appraisal, NCTOC may decide to develop and assess over a 1 year programme.

During the programme, the candidate will, as a PCC, be able to hold Level Three and Level Four point scoring event licences and will be able to record promotion points and sign promotion points cards. PCC entitlements will cease at the end of the programme, when the candidate will either become a

#

Competition Controller or reverts to Senior Recorder.

Should the candidate decide at any time to withdraw from the programme, or should NCTOC decide to prematurely end the programme for that candidate, the candidate will revert to Senior Recorder and the additional PCC entitlement above will cease.

A candidate withdrawn would be able to apply to re-join the programme after a minimum of one year. NCTOC would then decide, in the best interests of the candidate, whether to re-commence the programme, and to recommence from the beginning or to continue from the point at which the candidate withdrew.

## **Development and Assessment**

During the early stage of the programme, the candidate may run some tournaments where an NCTOC member or a person nominated by NCTOC would act as mentor, advising and guiding the candidate. They might also be invited to shadow an NCTOC commission member at a major event and/or perform some tasks there. This would not form part of their formal assessment but would be part of the learning process, providing insight. When NCTOC feels the candidate is ready, the candidate will run a number of events (usually three) under assessment. One of these assessments would be at an event of the candidates choice.

The selection of these events will be agreed between NCTOC and the candidate. There will be no impact on the organization or schedule of the events. The events would be a minimum of 3 mat areas and also have an element of point scoring in the majority of them. Normally at least one of the events would be a British National event. Assessment will be carried out by members of NCTOC. Depending on circumstances, there may be one or two assessors. As an exception additional assessors could be co-opted but for continuity a member of NCTOC will always be lead assessor.

The assessments will generally focus on:

- Organisation
- Communication
- Time management
- Flexibility
- Delegation
- Volunteer management skills
- Awareness
- Problem Solving
- Appearance

After each assessment, the assessor(s) will conduct a verbal debrief with the candidate and follow up with a written report to the candidate, mentor and NCTOC. The report will identify areas of strength and weakness and any aspects where it is felt the candidate needs to improve. The candidate should not view the identification of an area needing improvement as something for concern but as part of the learning process. If there is an area where the assessors have serious concerns that the candidate may not successfully complete the programme, this will be made clear to the candidate, their mentor and the commission.

A final assessment will be arranged by NCTOC. This could be at the British Championships or another suitable event. There will be the same procedure of verbal and written debrief.

The full NCTOC Commission would then consider the lead assessors' report and come to a decision. The candidate will be informed as soon as possible. In the event of the candidate falling short in the final assessment, the candidate would have a right of appeal to NCTOC who may then arrange a further assessment at a suitable major event, appointing a different lead assessor and where practicable, different assessors from those who conducted the original assessment.