



## AUSTRALIAN OFFICIALS COMMISSION

### MEETING SUMMARY 6/2018 SUMMARY OF AOC FACE TO FACE MEETING HELD 14 OCTOBER 2018

*This Summary is an edited highlight package of the Minutes  
Enquiries are to be directed to the Commission Executive Officer  
Issued: 12 November 2018*

This Summary Issued by the Commission Executive Officer to:		
CAMS Board Chair	State SCDOs	General Manager Motor Sport
State Council Chairs	AOC Commissioners	
Relevant State Panel Chairs	CEO	

#### Commissioners

Trevor Neumann	TN	2018-2019 Chair		Tracey Rowley	TR	2018-2019
Rob Thiry	RT	2018-2020 Deputy Chair		Murray Slana	MS	2018
Ewan Cole	EC	2018-2020		Noel Tippett	NT	2018
Elaine Nikiforoff	EN	2018		Mark Thompson	MT	2018-2019

#### Board Member Portfolio Holder

Laurence Svenson

#### Administration

Curtis Deboy	CAMS Division Manager - Sporting
Ainslie Gardiner	Executive Officer – CAMS Officials Coordinator

### APPOINTMENT OF NEW AOC CHAIR

Trevor Neumann has been appointed by the CAMS Board to take over the AOC Chair position, replacing Bob Piper who has been appointed the South Australian Director to the Board.

Rob Thiry will continue as the Deputy Chair.

### BUSINESS ARISING FROM THE MINUTES

#### Minute 0384: REVIEW OF EVENT ASSESSMENT PROCESS

The Commission continued its review of an event assessment process, aimed at improving the standard of assessment of officials by having a more robust process for Event Assessors (EA) to follow in order to ensure they are performing their task to the satisfaction of CAMS and the betterment of the sport, rather than just ticking 'Competent' on the appropriate form.

Some suggestions for consideration that arose from the continuing review are:

- EA are to be selected by invitation to participate in an Event Assessment course;
- an EA who is declared competent at the end of an Event Assessment Course not be issued with an EA licence until having carried out a Team Assessment and received competency endorsement from the EA recognised Team Member;
- an EA must carry out an assessment at least once a year otherwise the EA licence will be withdrawn;
- an EA can only carry out one assessment at an event, unless prior approval to carry out multiple assessments is granted by the Officials Coordinator;
- if an Event Assessment form is not to the standard required a warning is to be issued to the EA and the EA licence forfeited if the next assessment is not up to standard.

Commissioners emphasised that, as per the procedure outlined on the CAMS website, officials CANNOT turn up at an event and request an assessment; all requests for assessment must be made through a CAMS State Office some weeks prior to a meeting and the appointed EA must be confirmed by the office.

The Commission is continuing with the Review.



## AUSTRALIAN OFFICIALS COMMISSION

### Minute 0387: RPL/E APPLICATION FORM

The task of updating the RPL/E Application Form continues. The Commissioners confirmed that the RPL/E process is NOT APPLICABLE for General Officials.

### Minute 0388 a: LICENCE RENEWALS – LICENCE MAINTENANCE CONDITIONS

The finalised version of the Licence Maintenance Conditions (see below) was presented to the Commission and accepted by Commissioners.

General Official Licence	None. By Application
Club chief Licence	<ul style="list-style-type: none"> <li>• Officiating participation as a Club Chief Official within the last 4 years</li> <li>• Participation record to be signed by supervising official.</li> </ul>
Bronze Licence	None. By Application
Silver Licence	Officiate in the relevant licence category (and subcategory) during the last 4 years in a: <ul style="list-style-type: none"> <li>• Senior Position/Team Leader position at a National Level or above. Or,</li> <li>• Chief/Deputy Chief at a State Level or above. Or,</li> <li>• Role of an appointed official, or appointed official coach.</li> <li>• Participation Record to be signed by supervising official.</li> </ul>
Gold Licence	Officiate in the relevant licence category (and subcategory) during the last 4 years in a: <ul style="list-style-type: none"> <li>• Senior position at an International/Restricted International event. Or,</li> <li>• Chief/Deputy Chief position at a National level or higher event. Or,</li> <li>• Role of an appointed official, or appointed official coach.</li> <li>• Participation Record to be signed by supervising official.</li> </ul>
Other (Specialist) Not including CATO or EA	<ul style="list-style-type: none"> <li>• Officiate in the relevant licence category in the last 4 years</li> <li>• Participation record to be kept by official</li> </ul>
CATO	<ul style="list-style-type: none"> <li>• Officiate as a CATO at a minimum of 1 event in a calendar year.</li> </ul>
Event Assessor Endorsement*	<ul style="list-style-type: none"> <li>• Conduct at least 1 assessment annually or undertake an upskilling module annually</li> </ul>
Exceptions	<ul style="list-style-type: none"> <li>• Due to circumstances there can be instances for 'exceptions to the appointments/up-grades process' these are to be treated on a case by case basis by relevant CAMS Managers# who will seek advice from the AOC.</li> </ul>

\* If desired by AOC.

# this generic wording change to account for changes in roles, or cases where the Integrity Department is to decide on CATO's.

### Minute 0388 b: LICENCE RENEWALS – LICENCE UPGRADE

The finalised version of the Licence Renewal Upgrade (see below) was presented to the Commission and accepted by Commissioners.

#### CAMS LICENCE UPGRADE

##### Official's Licence Upgrade Requirements

Licence Upgrade	NEW Training/Assessment requirements	Current – for comparison
General Official	<ul style="list-style-type: none"> <li>• Complete online application.</li> <li>• Complete Introductory Module</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Introductory Module (online or face-to-face)</li> <li>• Officiate at event under direct supervision</li> </ul>
General Official to Club Chief	<ul style="list-style-type: none"> <li>• Club Chief Category Module completed within the last 4 years</li> <li>• Copy of signed CAMS Officials Passbook</li> <li>• Minimum participation in at least two CAMS authorised motor sport events in an Event Command role and a Steward role.</li> <li>• Event Assessment for Event Command</li> <li>• Event Assessment for Steward</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum participation in at least two CAMS authorised motor sport events in appropriate roles</li> <li>• Club Chief Category Module; Event Assessment</li> </ul>
General to Bronze Official	<ul style="list-style-type: none"> <li>• Bronze Category Module completed within the last 4 years.</li> <li>• Copy of signed CAMS Officials Passbook</li> <li>• Event Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Bronze Category Module</li> <li>• Event Assessment</li> </ul>



## AUSTRALIAN OFFICIALS COMMISSION

Bronze to Silver Official	<ul style="list-style-type: none"> <li>• Silver Generic Module completed within the last 4 years.</li> <li>• Copy of signed CAMS Officials Passbook</li> <li>• Event Assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Silver Generic Module</li> <li>• Event Assessment</li> </ul>
Silver to Gold Official	<ul style="list-style-type: none"> <li>• Event Assessment.</li> <li>• Copy of signed CAMS Officials Passbook</li> <li>• Two references from Gold CAMS officials independent of the Assessor.</li> </ul>	<ul style="list-style-type: none"> <li>• Event Assessment</li> <li>• Copy of experience and references provided</li> </ul>
Exceptions	<ul style="list-style-type: none"> <li>• Due to circumstances there can be instances for 'exceptions to the appointments/up-grades process' these are to be treated on a case by case basis by CAMS Motorsport Administration Manager and CAMS Officials Coordinator who will seek comment from the AOC.</li> </ul>	

The Commissioners passed the following motion on 'references':

- A reference will not be acceptable from a relative of the applicant;
- A reference will not be acceptable if signed by two (or more) people;
- Two references will be acceptable from a Team Leader, a Senior or a Gold Level Official; a second reference may be from a senior person known to the applicant (eg: Club President or Secretary).

### Minute 0389: COMMUNICATIONS WITH STATE OFFICIATING PANELS (SOP)

A draft document containing proposed SOP Functions (Roles) and Responsibilities (to be adopted in conjunction with the CAMS Board's SOP Standing Orders) was presented to the meeting and discussed by the Commissioners. A number of changes were adopted and a further draft is to be finalised and issued to SOP, with a copy of the Standing Orders, for comment. The document will be finalised at a later AOC meeting.

### Minute 0391: AGE OF JUNIOR OFFICIALS IN OFF ROAD

The Commission considered the proposal at its August 2018 and determined to seek further information from AORCom prior to submitting it to the CAMS Board.

### Minute 0382: OFFICIALS CODE OF CONDUCT

The Executive Officer advised Commissioners that a new version of the Officials Code of Conduct document is being finalised by the Administration and copy will be distributed for comment shortly.

### Minute 0396: NEW OFFICIALS – GUIDING THEM TO A ROLE

The Commission considered the issue of how to treat new officials from when completing their Introduction Module to participating in an event. Currently new officials carry out, on-line, an Expression of Interest, then the Introduction Module and is sent a certificate and this is where new officials are left on their own. They may get a call from CAMS, or they may contact CAMS to advise of their interest in the sport – Off Road, Rally, Circuit, Auto Test, et al – and the response forwarded by CAMS to a club but there is no organised plan to assist with directing where a new official can proceed. It was stated that there needs to be a system of contacting a new official, even if it is through an electronic message, a relevant club, or State SOP.

Following discussion it was determined the Commission and CAMS Administration to further consider the following potential actions:

- the General Official Forms have a box for the official to indicate what discipline of the sport is of interest and this information be forwarded to a relevant State SOP, or discipline Advisory Panel; have the SOP involved in following up new officials and add this the SOP Role and Responsibilities
- a CAMS website page be created and developed for new officials outlining role descriptions in the different disciplines which can easily be taken up by them, and provide links to relevant clubs.

### Minute 0399: BREAKS AND LENGTH OF DAYS FOR OFFICIALS

*This issue was first raised with the Commission at Minute 0064 (Meeting of 20 August 2015) and after discussion at subsequent successive meetings it was referred to the CAMS Board Risk and Safety Committee at the 14 January 2017 meeting (Minute 0154). The issue has now been reopened by the AOC.*

Following discussion by the Commissioners on the differing practices of officials associated with the varying disciplines – particularly Race, Rally and Off Road – it was resolved that there is now sufficient information from the discussion and the various Papers presented to the Commission to draft a Guideline Paper for organisers to issue to officials (eg: event schedule with officials working hours expected, rest break time planned if applicable, what officials need to/should supply, what organisers will supply, as well as other issues such as information and



## AUSTRALIAN OFFICIALS COMMISSION

instructions on how to do their work safely, protective equipment, first aid facilities and information on emergency procedures, how to report hazards and incidents, working alone, et al).

A number of Commissioners were charged to prepare a draft of Guidelines for Organisers for officials (particularly new officials) and issue these to Commissioners for comment

### **Minute 0401: OFFICIALS SIGN-ON AT MEETINGS / EVENTS**

The subject of compulsory sign-on at meetings/event for attendance reasons other than for insurance purposes was raised by Commissioners. One reason for doing so is for emergency reasons (notifying next-of-kin) and another is to provide a list of who actually attended the meeting/event.

Following general discussion it was determined there was no action to be taken other than to encourage organisers to adopt the CAMS sign-on procedure (as this is well established) to provide proof of attendance at the meeting/event.

### **ISSUES THE COMMISSION IS WORKING ON**

The Commission continues to work on the following and many will be finalised at the October 2018 Face to Face Meeting:

- Updating Face to Face Courses – October 18 Minute 9 Item 7 (Scrutiny, Club Chief, Fire & Rescue, Stewards)
- Length of Days for Officials – October 18 Minute 8.1
- Sector Marshals Accreditation – October 18 Minute 0385
- Officials Apparel Policy – October 18 Minute 0386
- Reporting Misconduct/Member Protection Information Officer (MPIO) – October 18 Minute 0390
- Current Active Officials Licence Types – October 18 Minute 0392

### **NEXT MEETING/S**

Teleconferences commencing at 1700 hours Melbourne time:  
Monday 12 November  
Monday 10 December