



## AUSTRALIAN OFFICIALS COMMISSION

### MEETING SUMMARY 5/2019 SUMMARY OF AOC FACE TO FACE MEETING HELD 19 MAY 2019

*This Summary is an edited highlight package of the Minutes  
Enquiries are to be directed to the Commission Executive Officer  
Issued: 19 June 2019*

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	QLD	2017-2019 Chair	Lynn Rattray	LR	TAS	2019-2021
Rob Thiry	RT	SA	2018-2020 Deputy Chair	Tracey Rowley	TR	WA	2017-2019
Ewan Cole	EC	VIC	2018-2020	Mark Thompson	MT	VIC	2017-2019
Janelle Orrock	JO	SA	2019-2021	Noel Tippett	NT	VIC	2019-2020
Paul Overell	PO	QLD	2019-2021				

#### Board Member Portfolio Holder

Laurence Svenson

#### Administration

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

#### AOC STRATEGIC PLAN 2019 - 2021

The 2019 – 2021 Strategic Plan was discussed at length at the Face to Face Meeting on 19 May.

#### A; Recruitment

1. Conduct a survey of officials around recruitment and retention. Officials survey – use questions from the ASC survey. Also revisit officials survey carried out some years ago and determine whether the questions asked then are still relevant and whether there are now additional questions that need to be listed if a new survey is conducted to find out more about officials' issues that need to be addressed.
2. Create a better process to get new officials to events through improved information access
3. Design new website to become an official – include sign up form, position descriptions etc.
4. Develop an ongoing 12-month recruitment drive by creating a suite of recruitment tools for use on social media by clubs and CAMS and reassessing the progress after 12 months;
5. Position Descriptions and Videos for each role, to educate and entice people

#### B: Retaining and Recognising

1. Be ready for FIA awards. Encourage regular nominations annually.
2. Engagement of SOPs.
3. Recognition program. Recognition of service.
4. Retiring officials/Senior officials mentor program – re-implement.
5. Succession Planning Succession Planning Policy for Promoters/Organisers such that it is implemented and not just given 'lip service'.
6. More communication from CAMS regularly.

#### C: Training and Developing

1. The development of training and upskilling programs (not just motor sport activity itself) - report writing; event management; dealing with difficult situations.
2. Design of a mentoring program beyond appointed officials. Opportunity exists in getting retiring/seniors involved.
3. Create upskilling courses for each training module.
4. Reviewing the criteria for Event Assessments and RPL/E's.



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5. Assess and redesign timekeeping licence types and structure.
6. Medical issues for officials. What a track marshal should be capable of.

### D: Other

1. Management of Assessor Processing (carried out to a specified standard).
2. Connection between the newly formed AWMSC and the AOC.

## BUSINESS ARISING FROM THE MINUTES

### Minute 0477: REVIEW OF EVENT ASSESSMENT PROCESS

Lengthy discussion took place on event assessment processes and it was noted that to get some consistency in the performance of Event Assessors there needs to be accountability by Assessors to conduct assessments to a standard expected by CAMS. This was recognised as being difficult to manage in a motor sport environment reliant on volunteers.

The Review was in three (3) sections:

1. What is perceived as an issue with standard of assessments?
2. What standard should be expected of Event Assessors?
3. What measures could be implemented to make Event Assessors accountable for the assessment they undertake?

#### 1. What Is Perceived An Issue With Standard Of Assessments?

- assessments being ticked as competent without any statements of how or what was assessed;
- there is an assumption the Assessor is just ticking Competent and not actually undertaking an assessment. This may be due to lack of time or failure to prepare for the assessment;  
A recent review of 50 Event Assessment forms showed that only 30% actually provided sufficient/adequate information on the assessment:
  - 23 (46%) contained no comment, only box ticked;
  - 13 (26%) contained basic comment such as 'observed', 'questioned';
  - 15 (30%) provided explanatory details of assessment;
- comments made against criteria's not really addressing the stated criteria. This may be due to the assessor not reading or understanding the criteria prior to carrying out the assessment;
- assessments that rely on referees to state competencies instead of said references supporting the applications;
- assessment for a specific category while the applicant is undertaking other duties;
- assessment form not fully completed.

#### 2. What Standard Should Be Expected Of Event Assessors?

- all areas of the Assessment form completed;
- the level of assessment to correspond with the licence level being applied for;
- all competencies are assessed with comments supplied on what they were assessed on and how they were assessed (e.g. verbal, test, demonstration, etc).

#### 3. What Measures Could Be Implemented To Make Event Assessors Accountable For The Assessment They Undertake?

- if an assessment is deemed to be at a level un-acceptable to the relevant approvers, the Assessor is due the respect of being informed of the decision and given the opportunity to supply further information or to reassess the applicant. The Assessor should also be offered assistance to bring the assessment up to an acceptable standard, possibly be mentored by the relevant State SOP or Category Panel, maybe each State Council and/or SOP could have an Event Assessor's mentor.
- if the Assessor chooses not to bring the application up to an acceptable standard there is three (3) possible options:
  - Advise State Offices not to use the particular Assessor;
  - Remove the EA endorsement from the Assessor until they undertake a refresher course;
  - Remove the EA endorsement from the Assessor.

The management of removing an endorsement would be a responsibility of Members Services, this would be an absolute last option.

The Commissioners resolved that an Event Assessors Guide would greatly assist Assessors and a Working Group was appointed to prepare a draft for the Commission to consider.



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### **Minute 0478: OFFICIALS APPAREL POLICY**

As reported previously the Commission is looking into the flammability of officials shirts (100% polyester, mixture of cotton/polyester, 100% cotton) due to ongoing concerns of the ease of melting of polyester-based shirts which results in the melted material sticking to the skin. This continues to be work in progress.

### **Minute 0479: COMMUNICATIONS WITH STATE OFFICIATING PANELS (SOP)**

The Commission discussed a Paper placed before it on SOP Function and Responsibilities, appreciating the SOPs are responsible to relevant State Councils and not the AOC. The Paper is designed to provide guidance and direction for the SOPs that are in line with the AOC and National Officiating Program and will be issued in the near future to SOPs for their comment.

#### **1. SOP Functions**

- To support and follow the CAMS National Officiating Program;
- To liaise between officials, officials' groups and promoters in appropriate circumstances;
- To identify appropriate Category Course Presenters and assist with the delivery of their training;
- To identify appropriate Event Assessors and assist with effective assessment of officials' upgrades;
- To attend to any requests from the State executive, State Council and the Australian Officials Commission in relation to officiating;
- To advise the State Executive and State Council on matters concerning officiating;
- To support the AOC in its strategic goals;
- To refer matters to the AOC for input or review;
- To review licence upgrades for Silver officials' applications according to the CAMS National Officiating Program and guidelines provided in this document;
- To work in conjunction with the State Training Coordinator and or the Sport and Club Development Officer in identifying and facilitating training;
- To encourage and promote the use of the CAMS honors and awards;
- To encourage and recommend the use of the Fabulous Officials awards.

To aid in this, it is recommended that SOPs allocate some, or all, of the following roles to members of the Panel:

- New official contact;
- A mentor for event assessors.

#### **2. Reviewing Silver Licence Upgrades**

The Commissioners were presented with a Discussion Paper covering the role of the SOPs in the licence upgrade process which is to ensure the correct process has been followed and completed. CAMS entrust event assessors to accurately determine the competence of an official against specific criteria (see Minute 0477 above). Questioning the competence of an official is not a duty of the SOP when reviewing upgrade requests as this is the role of the Assessor.

The Commission discussed a guideline for SOPs to follow when deciding whether a Silver licence upgrade is to be supported or not and is subject to further review by the Commission prior to be issued to SOPs.

### **Minute 0481: CURRENTLY ACTIVE OFFICIALS LICENCE TYPES – REMOVAL OF DORMANT LICENCE TYPES**

The Commission studied a Discussion Paper presented at the meeting aimed at simplifying the CAMS officials licensing system.

After much discussion which involved a variety of topics it was resolved to appoint a Working Group to review the licensing system.

### **Minute 0483: NEW OFFICIALS – GUIDING THEM TO A ROLE**

Commissioners discussed how the CAMS website can be improved for those wishing to become involved in motor sport as an official and studied the website to see how more effective it can be to entice officials to actually register and, following completion of the General Official module, to guide them to have contact with clubs/events that is of interest to them.

A number of suggestions were put forward and will be passed onto the CAMS Administration for consideration.



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### **Minute 0484: BREAKS AND LENGTH OF DAYS FOR OFFICIALS**

This is an issue that has been before the AOC for some time. There are a large number of differing scenarios within the sport on this issue and this is the major reason why the AOC has been unable to resolve it - for example, Rally, Off Road, Hillclimbs automatically have breaks, whereas Racing often does not have breaks when officials can stand down for a time if rotation of officials is not planned, or there are insufficient officials to allow for a rotation.

There is some concern in a number of areas of the sport about this issue and therefore there is the need to resolve it as soon as possible and get some guidelines published so that Promoters take responsibility for looking after officials in terms of breaks.

Following lengthy discussion it was resolved to prepare a guideline for promoters to be presented to the Board (and Risk Committee) as soon as possible.

### **Minute 0485: CRITICAL INCIDENT TRAINING**

Documents were submitted to the Commission on a critical incident management upskilling module which consisted of a Training Paper (together with a Powerpoint Presentation) and a 'Critical Incident Management Module Handbook', intended for all Clerks of the Course, Event Secretaries and Stewards.

Comments in discussion on the module were:

- the module could be presented in three to four hours;
- the subject tends to be glossed over in the Silver Module due to the amount of material that is presented, hence an upskilling standalone module so that the relevant officials are prepared for this type of incident;
- when the module is ready State Councils and Panels should be made aware of its introduction and Panels requested to find appropriate presenters who understand what the module is all about;
- participation is to be by invitation of Silver and Gold officials.

Following discussion changes to the relevant documents are to be made and the document/s then presented to the CAMS Risk Committee and Board.

### **Minute 0486: CHAPLAINCY GUIDELINES**

A Paper on 'The Role and Requirements of a Chaplain in Motorsport' was revisited by the Commissioners and when the changes raised are finalised the document will be issued to licensed Chaplains.

### **Minute 0488: RECOGNITION OF YEARS OF SERVICE BY OFFICIALS**

The Commissioners discuss how years of service by officials can be recognised and amongst a number of suggestions put forward was the SOPs using the CAMS Officials Service Award more often.

The Service Award, which is State-based, is awarded for diligent service to motor sport and a nominee for the Service Award must be a member of a club who has demonstrated diligent service to the sport by being involved in motor sport activities on a continual basis and by the display of a high level of dedication to the sport over a long period of time.

### **Minute 0490: LICENCES FOR OFFICIALS AT BURNOUTS, MUD RACING EVENTS**

After discussion the Commissioners determined that for Burnouts and Mud Racing events the risk factor is similar to Motorkhanas and therefore the appropriate licence level should be General Official.

## **NEXT MEETING/S**

Teleconferences are conducted on Mondays, commencing at 1900 hours Melbourne time:

	12 August	14 October
8 July	9 September	11 November