

Licence and Accreditation Guide

MOTORSPORT AUSTRALIA
OFFICIALS







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Motorsport Australia Contacts

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# **National Officiating Program**

The Motorsport Australia National Officiating Program (NOP) has been established for the grading, licencing, training and recognition of volunteer motorsport officials – Motorsport Australia Accredited Officials.

The purpose of the National Officiating Program is to:

- Ensure that motorsport officials are highly skilled
- Provide knowledge of roles and rules
- Demonstrate ethical performance of duties
- Foster personal pride and respect for the sport
- Provide efficient management
- Achieve local, national and international recognition

# **State Officiating Panels**

Each state/territory has an Officiating Panel (SOP) made up of State Council or State Council Executive appointed members, representing a cross-section of motorsport disciplines. These panel's report directly upwards to the relevant state council.

You can contact your SOP by emailing Motorsport Australia <u>officials@motorsport.org.au</u> or calling 1300 883 959.



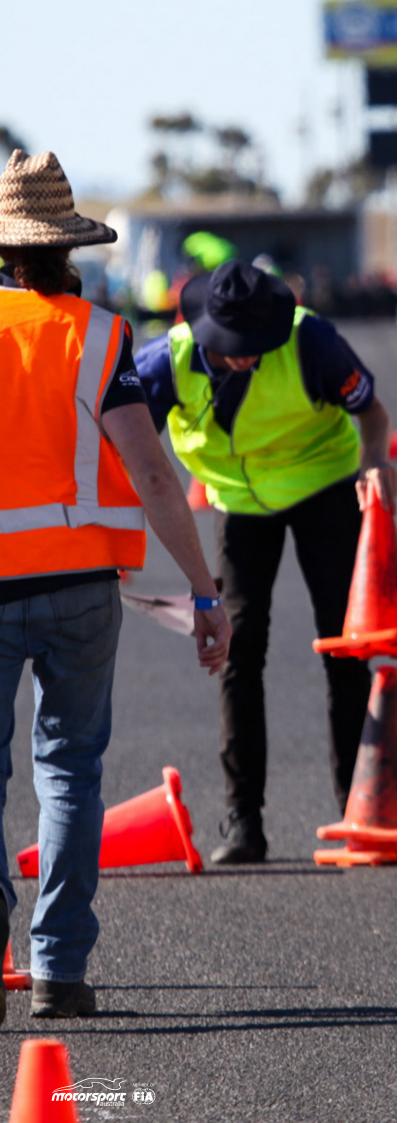


Chapter 1



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# Why become an Accredited Official?

#### Get close to the action

Where else can you be in the thick of the action? Participation and access to some of the biggest events of the year is free! All that's required is your time.

#### Be part of the team

Be part of an effective, highly motivated, professional and respected team. You will become a member of the officiating family and meet people from all walks of life.

#### Gain skills and experience

Receive free training and development opportunities plus on-the-job experiences and mentoring that can broaden your skills.

## Choose a role that suits you

Do you enjoy planning and organising, or would you rather be a marshal in the thick of the action on a corner? There's a role to suit everyone!

## **Opportunities to travel**

Motorsport officials have opportunities to travel interstate and even internationally. Australian officials are well regarded worldwide and are even asked to train officials in other countries.

#### Give back to the community

Motorsport plays an important part in bringing the community together and developing driver skill amongst the young. A motorsport official can facilitate this in a real and meaningful way.

#### Have fun!

The best reason for becoming a volunteer motorsport official – get out there and have fun!



# How do I become an Accredited Official?

#### Option 1:

Create an online portal account and register to complete the General Officials training module at motorsport.org.au/membership/officials

When successfully completed, you will be issued with a General Official's licence. You can access your General Officials licence via the Motorsport Australia app or, if you prefer, a licence and passbook can be mailed to you.

Once you have this, get in touch with a car club or officials' association in order to start volunteering – Motorsport Australia can put you in touch with a club in your area (see the end of this guide for contact details).

For your first event, you will need to work under direct supervision.

#### Option 2:

If you sign up on the day of an event, you will need to complete the On The Day Officials Sign Up Form, and you will be given a tear off slip.

This slip acts as your licence for a period of thirty (30) days. At this event you will need to work under direct supervision.

Following the event, your licence form will be sent to Motorsport Australia, at which point you will be sent instructions to create an online portal account and register to complete the General Officials module. Upon successful completion of the module, you can access your General Officials licence via the Motorsport Australia app or, if you prefer, a licence and passbook can be mailed to you.

**Note:** Victorian Officials are also required to have a valid Working with Children Check.

## **Further development**

Read this Guide and speak to your club, SOP or Motorsport Australia about upcoming training opportunities and to register your interest in further training development.

## **Age limits**

Where permitted by state legislation, the minimum ages for Junior Officials are as follows:

EVENT AREA	AGE
Event Administration	12
Non-Competition Area	14
Timekeeping	14
Alongside the competition surface	16

For more information, see the Motorsport Australia Junior Officials Policy:

motorsport.org.au/regulations/safety-integrity/policies

Motorsport Australia will accredit officials up to the age of 85.



# Officials' rights

Motorsport Australia Accredited Motorsport officials have the right to expect that:

- Their health and safety are always of prime importance
- They are treated with respect
- They are appointed to a level of competition appropriate to their level of competence
- They have access to selfimprovement opportunities

# Officials' Code of Conduct

Officials are expected to uphold Motorsport Australia's values of Respect, Excellence, Accountability and Pride.

The Motorsport Australia Officials Code of Conduct contains guidelines and expectations of the behaviour and conduct of officials.

- 1. Place Safety, Health and Welfare above all else
- 2. Operate within the rules of the sport, including National and International guidelines
- 3. Comply with all requirements of venues, Motorsport Australia and the law
- 4. Be professional in conduct, behaviour and personal appearance
- 5. Be responsible and accountable for all actions taken
- 6. Be ethical, fair, impartial and honest in all their dealings with other people and Motorsport Australia
- 7. Respect each other, and be open to communication and feedback
- 8. Seek continual self-improvement

The full code can be found on our website at motorsport.org.au/membership/





# Typical event structure

Motorsport Australia events have a standardised divisional structure with a range of positions in each division.

The roles and responsibilities of these positions expand or contract based on the type of event and the tasks that may be performed by one person or broken up between a number of officials at larger events.

There are clearly defined functional responsibilities for each division.

**Event Command and Control** is responsible for overall control and coordination of the sporting event and to manage the safety of officials, competitors and the general public.

**Judicial Division (Stewards)** is responsible for the adjudication of penalties and protests arising during an event and is also responsible for ensuring the competition is conducted fairly and safely in compliance with appropriate regulations.

**Event Administration** is responsible for the planning and organisation of the Event, distribution of relevant paperwork, schedule of the event, arranging officials, monitoring official and competitor activities and managing equipment and supplies at an event.

**Emergency Management** is responsible for the preparation, preparedness, response and recovery to emergencies within the operations of the event. This division includes Medical Officers, Fire and Rescue Marshals and Recovery Marshals.

**Event Management** is responsible for all forms of communications and control of the sporting aspect of the event.





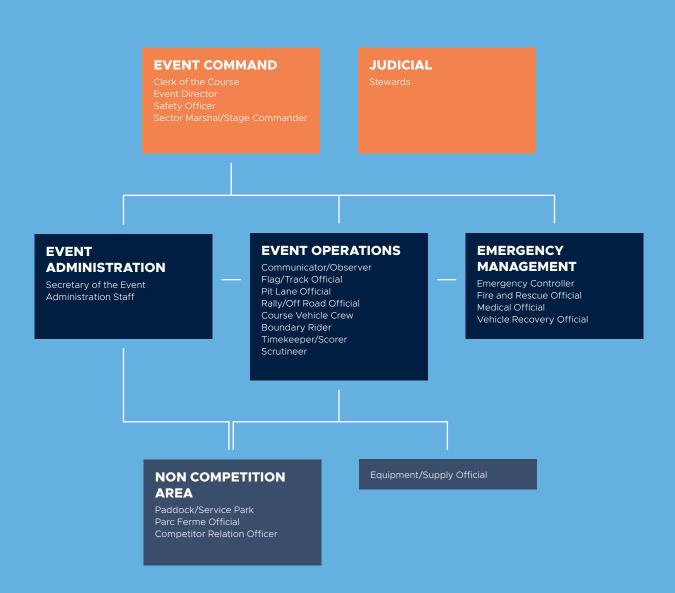
# **Event** appointments

Whilst Motorsport Australia provides a comprehensive framework for Accredited Officials to develop their skills and knowledge, event organisers and promoters are responsible for appointing volunteer officials to their events.

The best way to participate at higher levels is to participate widely and frequently at all levels and use the Motorsport Australia framework to develop your skills and recognition within the motorsport officiating community.



# Officials structure at events



Chapter 2



# Licence Structure

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# Licence grades

The Motorsport Australia Accredited Official Licencing structure has two parts:

- Non-Graded Officials Licences
- Graded Officials Licences



Graded Officials Licences have five grading levels and are available to all Motorsport Australia Accredited Officials to achieve.

An official may hold different levels for different disciplines of officiating at any one time (e.g. they could be a Gold Steward and also a Bronze Rally Official). The graded levels are defined as follows:

- General Official
- Bronze
- Silver
- Gold





# Non-graded officials licences

Non-graded licences include specialist and appointed licences.

Specialist Licences are for officials with professional qualifications or who have completed specialist Motorsport Australia delivered training. These include Doctor, Paramedic, Chaplain, Course presenter, Event Assessor, and Certified and Accredited Testing Official (CATO). A Medical Officials Licence will be granted to applicants who are currently registered medical practitioners.

The Licence Endorsement granted will be determined after assessment of credentials/ AHPRA supplied to Motorsport Australia.

Appointed Licence holders are those that have been appointed by the management of Motorsport Australia or an appropriate body directly affiliated to Motorsport Australia. Appointed Licences include, but are not limited to, Course Checker and Track Inspector.

NON-GRADED LICENCES **SPECIALIST** 

**APPOINTED** 



# **Graded officials**

#### **General official**

For those with motorsport officiating experience who are capable of working under indirect supervision at all events.

Please note, for their first event, General Officials must work under direct supervision.

#### **Bronze**

For those officials qualified to officiate without supervision, capable of performing the role of team-leader (may take responsibility for other officials), officiating as Chief up to and including State level events and act as General Official at any level event.

## **Silver**

For those officials with motorsport officiating experience qualified to work without supervision, capable of assuming a team-leader role (and taking responsibility for other officials), officiating as Chief up to and including National level events, and act as a General Official at any level event.

### Gold

For those officials with motorsport officiating experience qualified to work without supervision, capable of assuming a teamleader role (and taking responsibility for other officials), officiating as Chief up to and including International level events, and act as a General Official at any level event.





# Officials pathway



ADMINISTRATION	CIRCUIT	EVENT COMMAND
FIRE AND RESCUE	OFF ROAD	RALLY
SCRUTINEER	STEWARD	TIMEKEEPER





Chapter 3



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# **Upgrades and requirements**

Motorsport Australia has a competency-based licence system which allows an official to obtain a higher-level licence as they gain more experience and undertake various courses provided by Motorsport Australia.

For most licence upgrades, officials must complete a theory component (training module) and practical component (event assessment). An official must be assessed within four years of completing the theory component in order to upgrade their licence.

Further information on the Event Assessment process can be found later in this document or on the Motorsport Australia website.

Officials applying for an upgrade should contact Motorsport Australia Customer Service on 1300 883 959 to ensure they have completed the necessary training modules.





# **Training modules**

All Motorsport Australia Training Modules are available to be delivered in a face-to-face format. Most modules are also available to complete online, as specified below. To enrol in a face-to-face Training Module, register your interest online or contact your Motorsport Australia <a href="mailto:officials@motorsport.org.au">officials@motorsport.org.au</a> or calling 1300 883 959.

You can self-enrol in an online module through the Member Portal, or contact Motorsport Australia.

The following Training Modules are available to Motorsport Australia officials:

- · Introductory Module
- Bronze Circuit
- Bronze Off Road
- Bronze Rally
- Bronze Event Administration
- Bronze Event Command
- Bronze Timing and Scoring
- Bronze Scrutineer
- Bronze Steward
- Bronze Fire and Rescue
- Silver Training Module
- Specialist: Course Presenter
- Specialist: Event Assessor
- Specialist: CATO

# Introductory Module

Available online



An introduction to motorsport officiating, including Purpose, Rights and Ethics, Motorsport Australia and Event Structure, Preparing for Officiating, Managing Yourself, Communication and more.

# **Bronze Circuit Official**

Available online



For officials who generally work alongside the competition surface. The training covers personal resources required to perform various circuit event roles, communication techniques appropriate to the various roles of the Circuit Official in a team environment, roles and structure at a circuit event, flag use, radio etiquette techniques and hand signal techniques for circuit events, circuit event specific NCRs and regulations, duties of Circuit Officials and protocols for communicating within a circuit environment.

Roles: Flag, grid, pit lane, communication, vehicle recovery, general track, spectator marshals, boundary riders, equipment supply, course car crews, sector marshals, judges/starters, competitor relations, safety officer.



# Bronze Off Road Official

Available online



The Off Road Official training covers:

Roles of the senior officials of the event, roles of the road official, preparing for the event, arriving at the event, safety and personal conduct, checklist of personal Items, stage/control setup, securing a stage in preparation for competition, control official/ spectator marshal, spectator marshal, safety, communication and judicial system, after the event.







# Bronze Rally Official

Available online



The Rally Official training covers:

The rally event, roles and qualities of a rally official, preparing for the event, arriving at the event, safety and personal conduct, checklist of personal items, managing safety, off road signs, course markers and signals, communication, report writing, fire at an incident, judicial system, after the event.



# **Bronze Event** Administration

Available online



The roles of event administration include: organisation of the event, distribution of relevant paperwork, schedule of the event, arranging officials, monitoring and fine tuning the event.



# **Bronze Event Command**

Available online



Manage the safety of those involved in the event, including: general public, spectators, officials, competitors, service and pit crew. Control the event, including emergencies, maintain the event time table and program and modify as necessary, apply Motorsport Australia rules and event supplementary regulations, co-ordinate officials at the event, manage incidents, ensure emergency plan is implemented when and if needed, liaise with civil authorities, ensure relevant permissions are obtained and more.



# **Bronze Timing** and Scoring

Available online



For officials wishing to perform the role of timekeeper/scorer at motorsport events. Timekeepers/scorers register competitors times and produces results using timing equipment.



# **Bronze Scrutineer**

Available online



Scrutineers are responsible for checking the compliance of vehicles and the eligibility and safety requirements of Motorsport Australia National Competition Rules.

# **Bronze Steward**

Available online



Stewards adjudicate upon any dispute or protest arising during an event and are also responsible for ensuring the competition is conducted safely.

# Bronze Fire and Rescue

Available online



Fire and rescue marshals attend to fires within competition vehicles and on the track and are responsible for the extrication of competitors from their vehicles if required.

# Silver Training Module (Leadership and Management)

Bronze Officials who seek to progress and assume Team Leader roles in officiating complete this training. The Silver Module is a generic training module, applicable to all disciplines and focuses on leadership and management.

# Specialist: Course Presenter

Course Presenters deliver Motorsport Australia Training Modules. Course Presenters must hold a Bronze. Silver or Gold officials licence in the relevant category.















# Specialist: Event Assessor

Event Assessors are officials who conduct observed assessments on Motorsport Australia Officials who are seeking to upgrade their licence. Event Assessors must hold a Bronze, Silver or Gold officials licence in the relevant category.



# Specialist: CATO

This course is designed to provide training to become a Certified and Accredited Testing Official (CATO) detailing the actions required to select a competitor or official for alcohol testing, through to the reporting and referral to the Stewards of the Event following a positive alcohol confirmation reading.



# Additional training available for officials

Motorsport Australia is continuously developing additional courses for Motorsport Australia Members including upskilling and refresher training. Additionally, there are often opportunities for training through State Departments of Sport and Recreation. Contact Motorsport Australia for information on any upcoming opportunities.



# **Event assessment**

Officials seeking an upgrade to their licence are required to undergo a practical Event Assessment, where they are observed performing the officiating role by a qualified Event Assessor or team of Assessors.

An Event Assessor must hold an officials licence, in the relevant category, that is at least equal to the level of licence being assessed. Event Assessments may be conducted over a number of events.

To organise an Event Assessment once you have completed your theory Training Module, fill in an Application for Event Assessment Form online.

Motorsport Australia will assist in organising your assessment.

The form is available at: motorsport.org.au/membership/officials/training

A comprehensive guide to Event Assessments has been created and is available on the Motorsport Australia Officials Resource Website: motorsport.org.au/membership/ officials/resources The below table outlines the level of event and licence required for each assessment:

LICENCE	EVENT LEVEL	ENDORSER LEVEL	EA ENDORSER LICENCE
Bronze Circuit	Club or higher	Bronze or above	Circuit Official or Event Command Official
Bronze Off Road	Club or higher	Bronze or above	Off Road or Event Command Official
Bronze Rally	Club or higher	Bronze or above	Rally Official or Event Command Official
Bronze Administration	Club or higher	Bronze or above	Administration or Event Command Official
Bronze Event Command	Club or higher	Bronze or above	Event Command Official
Bronze Timekeeping	Club or higher	Bronze or above	Timekeeper or Event Command Official
Bronze Scrutineer	Club or higher	Bronze or above	Scrutineer
Bronze Steward	Club or higher	Bronze or above	Steward
Bronze Fire and Rescue	Club or higher	Bronze or above	Fire and Rescue Official
Silver Official	State or higher	Silver or above	In the relevant category
Gold Official	National or higher	Gold	In the relevant category



# **Upgrade requirements**

LICENCE UPGRADE	TRAINING/ASSESSMENT REQUIREMENTS
General Official	<ul> <li>Complete Introductory Module (online or face-to-face)</li> <li>Officiate at event under direct supervision</li> </ul>
General to Bronze Official	<ul> <li>Bronze Category Module completed within the last 4 years</li> <li>Copy of signed Motorsport Australia Officials Passbook</li> <li>Event Assessment completed in appropriate role at appropriate event</li> </ul>
Bronze to Silver Official	<ul> <li>Silver Generic Module completed within the last 4 years, unless currently a Silver level official in another licence category</li> <li>Copy of signed Motorsport Australia Officials Passbook</li> <li>Event Assessment completed in appropriate role at appropriate event</li> </ul>
Silver to Gold Official	<ul> <li>Event Assessment completed in appropriate role at appropriate event.</li> <li>Copy of signed Motorsport Australia Officials Passbook</li> <li>Two references from Motorsport Australia officials independent of the Assessor and not related to the applicant. Referees can be from a Chief/Deputy Chief, Team Leader, Senior, or other Gold level official</li> <li>Approval by ARCOM/AORCOM for Rally or Off Road</li> </ul>

# Recognition of prior learning and experience

In circumstances where officials are unable to upgrade through the regular process or have experience as a motorsport official with another ASN, there is an option to apply for a bronze or silver level licence through the Recognition of Prior Learning or Experience (RPLE) program. For more information about eligibility and the application process, please see the RPLE guide available on the Motorsport Australia website.

motorsport.org.au/membership/officials/training



Chapter 4



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# Officials licence maintenance

A Motorsport Australia officials licence is valid for four years. Motorsport Australia have established a set of maintenance conditions for officials licence renewals to ensure that knowledge remains current and skills up-to-date. These maintenance conditions set out the event experience required to retain each level of licence.

Officials licences will be renewed at the current or lower licence level according to proven event experience in the renewal period. If an official receives a licence downgrade they are required to follow the regular upgrade process which may require further experience, training and assessment.

Officials are responsible for keeping an up to date record of their participation at Motorsport Australia permitted events and activities. The Officials Licence Passbook should be signed by a senior official at the completion of all relevant activities. This includes event participation, courses and event assessments. This record is used in the upgrade and renewal process.

Officials can renew their licences through the Member Portal, or by submitting a renewal form to Member Services.



# Officials licence maintenance conditions

#### **Graded licences**

LICENCE LEVEL	MAINTENANCE CONDITION
General Official Licence	None
Bronze Licence	None
Silver Licence	Officiate in the relevant licence category during the last four years as a:  Senior /Team Leader at a National Level or above, or, Chief/Deputy Chief at a State Level or above, or, Role of an appointed official, or appointed official coach Participation Record to be signed by supervising official
Gold Licence	Officiate in the relevant licence category during the last four years in a:  Senior position at an International/Restricted International event, or,  Chief/Deputy Chief position at a National level or higher event, or,  Role of an appointed official, or appointed official coach Participation Record to be signed by supervising official.  Approval by ARCOM/AORCOM for Rally or Off Road.

#### Non-graded licences

LICENCE LEVEL	MAINTENANCE CONDITION
Specialist	Officiate in the relevant licence category in the last four years.  Participation Record to be signed by supervising official
САТО	Officiate as a CATO at a minimum of 1 event in a calendar year

## **Definitions:**

**Chief/Deputy Chief:** A senior position that is responsible for the running of the event. Examples are Secretary of the event, Clerk of the Course, Race Director.

**Senior Position:** A Senior Position is a position of responsibility directly below the Chief/Deputy Chief that has a significant role in the running of the event. Examples are Stage Commander, Sector Marshal, Assistant Chiefs

**Team Leader Position:** A Team Leader is an official with the qualifications, experience and skills to lead a team of two or more other officials. Roles could include, Service Park manager, Recovery team leader etc.



Chapter 5

# Information and Resources

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## International officials

The FIA Appendix V International Sporting Code mandates that motorsport officials may hold a licence with one ASN only.

Officials must be a resident of Australia to obtain a Motorsport Australia officials licence. Motorsport Australia will only issue an officials licence to a foreigner if they reside in Australia and they have clearance from their home ASN. Motorsport Australia will provide a clearance, upon application, for any official who moves overseas and wishes to hold a licence with another ASN.

# **Mentoring**

Many Motorsport Australia Officials may benefit from a mentoring opportunity to assist them in establishing their skills and experience. Mentoring can be particularly valuable when an official is seeking to progress their officiating with the goal of upgrading their licence. Motorsport Australia provides an upskilling training program on Mentoring for officials who are interested.

# **Awards and recognition**

Motorsport Australia acknowledge the efforts of its officials through various annual awards and nominations for international awards.

The purpose of the Australian and State Motorsport Official of the Year awards is to recognise outstanding achievements as a volunteer motorsport official. Officials can be nominated for these awards by using the nomination form found on the Motorsport Australia Website.

Nomination forms are usually available from mid - year and nominations close on 30th September each year.

## **Fabulous officials**

The Fabulous Officials initiative is an ongoing program that allows officials to recognise their peers for their contribution, regardless of the level or type of contribution.

Nomination forms are available on the Officials section of the Motorsport Australia website: <a href="mailto:motorsport.org.au/officials/resources">motorsport.org.au/officials/resources</a>.

## **Policies**

Motorsport Australia Accredited Officials are subject to the National Competition Rules (NCR) and Motorsport Australia policies, including but not limited to the Motorsport Australia Member Protection Policy, Anti-Discrimination, Harassment and Bullying Policy and the Motorsport Australia Social Media Policy. These policies and procedures have been put in place to ensure the safety and wellbeing of Officials.

These policies, and others, are available on the Motorsport Australia Website: <a href="mailto:motorsport.org.au/regulations/safety-integrity/policies">motorsport.org.au/regulations/safety-integrity/policies</a>

# Working with children checks

The Victorian State Government made amendments to the Working with Children Check Act 2005 that came into effect on 1 August, 2017. These changes require all officials who are residents of Victoria to obtain a Working with Children Check (WWCC) as a prerequisite to holding an officials licence. Officials who hold a VET teaching registration, are a serving Police Officer, or are under 18, are exempt from this requirement.

For more information, or to send a copy of your current WWCC please contact: workingwithchildren@motorsport.org.au



## Play by the rules



The Play by the Rules website provides information, resources, tools and free online training to increase the capacity and capability of administrators, coaches, officials, players, parents and spectators to assist them in preventing and dealing with discrimination, harassment, child safety, inclusion and integrity issues in sport.

playbytherules.net.au

# Social media policy and guidelines

Motorsport Australia have developed a Social Media Policy, available on the Motorsport Australia website. There are also guidelines for the use of Social Media, designed as a one-page reference document to assist event organisers and officials. Social Media is a fantastic way to connect and promote motorsport activities, however it is essential that it is always used with respect – if in doubt, leave it out. To download the Policy or Guidelines, head to the Motorsport Australia website:

motorsport.org.au/regulations/safety-integrity/policies

# **Insurance cover for officials**

Motorsport Australia Accredited Officials are covered by Public Liability and Personal Accident Insurance. Public Liability Insurance covers action brought against an accredited official due to their alleged negligence whilst engaged in motorsport duties under the control and authorization of Motorsport Australia; and Personal Accident Insurance covers injuries sustained by an accredited official whilst engaged in motorsport duties under the control and authorisation of Motorsport Australia.

Motorsport Australia Personal Accident Insurance policy was developed to provide immediate financial assistance following an injury or death to an official. It has never been intended that having the policy provide full income replacement. It is a support benefit. If officials require additional benefits or wish to insure for increased levels, they should contact Arthur J. Gallagher (1800 240 432) and suitable cover can be arranged.

Officials are covered whilst on duty at an event and whilst travelling directly to and from their place of residence or business. The insurance policy is only activated by the official having signed on at the event (or in some cases by the officials' name being recorded in a master list retained by the event organiser.)

Details of insurance cover and levels of benefits payable may change from year to year – for further details see motorsport.org.au

# **Resolution of licence disputes**

All appeals or disputes on licence upgrades or renewals should be directed in writing to Motorsport Australia Director of Motorsport and Commercial Operations, or delegate.

## Officials judicial process

Motorsport Australia Accredited Officials are required to abide by all Motorsport Australia policies and National Competition Rules (NCR) and if deemed in breach of these, are subject to being dealt with under the same Motorsport Australia judicial process as a competitor.

# Trauma counselling

Where trauma counselling is required, this can be arranged through Motorsport Australia.



# Motorsport Australia Contacts

# Motorsport Australia House (National Office)

275 Canterbury Road, Canterbury, Victoria 3126

**Phone:** 1300 883 959

 $\textbf{Email:} \ in fo@motor sport.org. au$ 

**Motorsport Australia: NSW & ACT** 

Email: nsw@motorsport.org.au

**Motorsport Australia: Queensland** 

**Email:** qld@motorsport.org.au

**Motorsport Australia: SA & NT** 

Email: sa@motorsport.org.au

**Motorsport Australia: Tasmania** 

**Email:** tas@motorsport.org.au

**Motorsport Australia: Victoria** 

**Email:** vic@motorsport.org.au

Motorsport Australia: WA

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