



Operations Rule Interpretation or Procedure

No. OPRI-004

Officials Accreditation Status on Supplementary Regulations

Procedure Number	OPRI-004	Reviewed By Operations Director	
Drafted By	Mark Horsley	Approved by CEO On	25 June 2014
Version	V1-19 06 2014	Scheduled Review Date	1 December 2014
Implementation Date	Immediate		

Background

In the course of approving National Event Supplementary Regulations it has become apparent that listed Officials are either not current, hold no relevant training or are not identified in the CMS system.

Once raised, these officials training records were upgraded within 24 hours. What is particularly curious is that some that had been expired since 2011 were upgraded overnight and are now current until 2016. This indicates either that records are not being adequately checked and updated in a timely manner following re-accreditation or that re-accreditation has not been occurring in the prescribed manner. Either way it is completely unsatisfactory.

It should be noted that this was not limited to one particular state and is simply not acceptable.

Procedure

State Secretaries are to ensure that all training records are entered into CMS and that these records are maintained in a timely manner.

Before any Supplementary Regulations are approved for State events or forwarded to the National Office for Approval it is imperative that only current Officials as identified in CMS are listed on Supplementary Regulations in accordance with Appendix A.

Distribution To

State Officials Co-coordinators
Board
State Secretaries
National Office

Mark Horsley
National Officials Coordinator



Appendix A:

Announcer	No Formal Training	Works in a stand-alone capacity under the direction of the Race Director/Clerk of the Course.
Assistant Race Official 18+	No Formal Training	Works directly under the supervision of the Chief Steward or other accredited official as appropriate.
Assistant Clerk of the Course	Officials Training School	Works directly with the Race Director/Clerk of the Course. Shall receive a briefing prior to the meeting commencing with specific instructions pertinent to the event.
Chief Scrutineer	Technical School	Works directly with the Chief Steward/ Race Director/Clerk of the Course. Is responsible for the Technical team.
Chief Steward	Officials Training School	The Stewards of the Meeting are the supreme authority for the enforcement of the ISC, the Rules and Supplementary Regulations for the event. The Chief Steward will be the head of the Stewards panel appointed to the Race Meeting. They must be of the appropriate level for the standard of event. National and State Championships must be Grade 1. Refer to the ISC, the Manual and Officials Handbook.
Clerk of the Course/Race Director	Officials Training School	Is responsible for the general conduct of the Race Meeting in accordance with the applicable regulations. They must be of the appropriate level for the standard of event. National and State Championships must be Grade 1. Is the focal point for all officials at the Race Meeting. Refer to the ISC, the Manual and Officials Handbook.
Flag Marshall	No Formal Training	Works under the direction of the Clerk of the Course. Shall receive a briefing prior to the meeting commencing with specific instructions pertinent to the event. Must have clear knowledge of Flag usage as detailed in Chapter 15 of the Manual.
Fuel Tester	Technical School	Works directly with the Technical Team. Shall receive a briefing prior to the meeting commencing from the Chief Scrutineer with specific instructions pertinent to the event.
Grid Marshall	No Formal Training	Works directly with the Race Director/Clerk of the Course. Shall receive a briefing prior to the meeting commencing of the grid marshal expectations and relevant rules such as gate opening closing procedures, two minute regulation and specific instructions pertinent to the event.
Lap Scorer	No Formal Training	Works directly with the Race Director/Clerk of the Course. Shall receive a briefing prior to the meeting commencing with specific instructions pertinent to the event.
Noise Control Marshall	No Formal Training	Works directly with the Technical Team. Shall receive a briefing prior to the meeting commencing from the Chief Scrutineer with specific instructions pertinent to the event.
Observer	No Formal Training	Works directly under the supervision of the Chief Steward or other accredited official as appropriate.
Officials Secretary	No Formal Training	Works directly under the supervision of the Chief Steward or other accredited official as appropriate.
Pit Marshall	No Formal Training	Works directly with the host club before the meeting and with the Race Director during the meeting.



Scale Marshall	No Formal Training	Works directly under the supervision of the Chief Steward or other accredited official as appropriate.
Scrutineer	Technical School	Works directly with the Technical Team. Shall receive a briefing prior to the meeting commencing from the Chief Scrutineer re specific instructions pertinent to the event.
Secretary of the Meeting	No Required Qualifications	Works with the host club to ensure that all arrangements are in place for the meeting to proceed. Works directly with the Race Director/Chief Steward once the meeting has commenced.
Starter	Officials Training School	Works directly with the Race Director/Clerk of the Course. Shall receive a briefing prior to the meeting commencing re specific instructions pertinent to the event.
Steward	Officials Training School	The Stewards of the Meeting are the supreme authority for the enforcement of the ISC, the Rules and Supplementary Regulations for the event. Works directly under the supervision of the Chief Steward or other accredited official as appropriate.
Technical Inspector	Technical School	Works directly with the Technical Team. Shall receive a briefing prior to the meeting commencing from the Chief Scrutineer re specific instructions pertinent to the event.
Timekeeper	No Required Qualifications	Works directly with the Race Director/Clerk of the Course. Needs to have specific CMS training. Shall receive a briefing prior to the meeting commencing re specific instructions pertinent to the event.
Tyre Tester	Technical School	Works directly with the Technical Team. Shall receive a briefing prior to the meeting commencing from the Chief Scrutineer with specific instructions pertinent to the event.