



OFFICIAL'S LICENCE ACCREDITATION, UPGRADE AND RETENTION PROCEDURE AND POLICY

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INTRODUCTION

This policy sets out the requirements, responsibilities and procedures for Officials to upgrade and maintain their KA Official's Accreditation and Licence.

PURPOSE

These accreditation procedures have been implemented to clearly define the requirements to retain or upgrade a KA Officials Licence.

Applies To

The policy applies to all Affiliated Clubs and KA Licenced Officials. The list of Officials and their officiating area (**Roles**) whose duty it shall be to direct, and control Competitions may include:

General Officials

Stewards of the Meeting	Race Director	Clerk of the Course and Assistant Clerk of the Course
Race Prosecutor	Race Secretary of the Meeting	Chief Timekeeper and Timekeeper
Starter	Pit Marshal	Flag Marshal
Grid Marshal	Noise Control Marshal	Officials (Stewards) Secretary

Technical Officials

Chief Scrutineer	Scrutineer	Tyre Tester
Scale Marshal	Fuel Tester	

LICENCE ACCREDITATION UPGRADE AND RETENTION PROCEDURE

An Official may hold different licence levels for different duties of officiating at any one time (e.g. they could be a Grade 1 Clerk of the Course and a Grade 2 Steward.)

Recognition of prior learning / experience may be taken into consideration if not all the stated licence requirements have been met. This will be assessed by the State Officials Co-ordinator and/or the National Officials Co-Ordinator on a case by case basis.

JUNIOR/ TRAINEE OFFICIAL:

A Junior/Trainee Officials Licence may be granted to an applicant who has no current motorsport officiating experience. They may be permitted to assist a more senior Licenced Official under their direct supervision at Club Level Race Meetings.



A Junior/Trainee Official may assist in any of the duties of Grid Marshal, Starter, Scales Marshal, Timekeeper, Scrutineering, Clerk of the Course or Steward, and may only perform these duties at Club Level Race Meetings.

A Junior/Trainee Official must officiate at a minimum of (3) Race Meetings annually to retain their Officials Licence.

MINIMUM UPGRADE REQUIREMENTS

To be eligible to upgrade to a Grade 4 Licence, a Junior/Trainee Official must:

1. Be at least 18 years of age; and have
2. Satisfactorily attended a KA Officials Training School; and
3. Knowledge of the KA Manual and an enthusiasm for the sport; and
4. Held a Trainee Official's Licence for a minimum of twelve (12) months and
 - a. Satisfactorily officiated and gained competency endorsements from the Chief Steward at a minimum of six (6) Race Meetings - two (2) of which must be for the same Role; and
5. Made application on the appropriate form to the State Officials Co-ordinator or in the case of a Technical Official - the State Technical Officer requesting consideration for an upgrade.

GRADE 4 – (GENERAL) OFFICIAL:

A Grade 4 Officials Licence may be granted to an applicant who has satisfied the upgrade criteria for a Junior/Trainee Official and/or who has been approved by the State Karting Council after recommendation from the State Officials Co-ordinator.

A Grade 4 Official, can generally act as an assistant in any Role at Club Level Race Meetings. These Roles include:

- Starter
- Flag Marshal
- Scrutineer
- Grid Marshal
- Pit/Paddock Marshal
- Scale Marshal
- Clerk of the Course
- Timekeeper

A Grade 4 Official is permitted to act as a Steward at a Club Level meeting provided the Chief Steward acts as the Chairman during any Hearing.

A Grade 4 Official must officiate at a minimum of three (3) Race Meetings annually to retain their Grade 4 Officials Licence.

MINIMUM UPGRADE REQUIREMENTS

To be eligible to upgrade to a Grade 3 Officials Licence, a Grade 4 Official must:

1. Satisfactorily attend a KA Officials Training School biennially;
2. Have a sound working knowledge of the National Competition Rules (KA Manual) and an enthusiasm for the sport;
3. Have held a Grade 4 Official's Licence for a minimum twelve (12) month period and
 - a. Satisfactorily officiated and gained competency endorsements from the Chief Steward from a minimum of six (6) Race Meetings, four (4) of which must be for the same Role;
4. Make application on the appropriate form to the State Officials Co-ordinator or in the case of a Technical Official - the State Technical Officer, requesting consideration for an upgrade.



GRADE 3 – (CLUB CHIEF) OFFICIAL:

A Grade 3 Officials Licence may be granted to an applicant who has satisfied the upgrade criteria for a Grade 3 Official and/or who has been approved by the State Karting Council after recommendation from the State Officials Co-ordinator.

For the 'Judge of Fact' duties of Grid Marshal, Starter, Scales Marshal or Timekeeper, a Grade 3 Officials Licence is the highest classification provided.

A Grade 3 Official may run a Club Level Race Meeting.

A Grade 3 Official may officiate at a State Level Meeting.

A Grade 3 Official may officiate at a National Level Meeting under supervision of a higher graded Official.

A Grade 3 Official must officiate at a minimum of three (3) Race Meetings annually to retain their Grade 3 Officials Licence.

MINIMUM UPGRADE REQUIREMENTS

To be eligible to upgrade to a Grade 2 Officials Licence, a Grade 3 Official must:

1. Satisfactorily attend a KA Officials Training School biennially; and
2. Have a good working knowledge of the National Competition Rules (KA Manual) and an enthusiasm for the sport; and
3. Have held a Grade 3 Licence for a minimum twelve (12) month period; and
 - a. Satisfactorily officiated and gained competency endorsements from the Chief Steward from a minimum of six (6) Race Meetings from the same Role during that period.
 - i. A minimum of two (2) Race Meetings must have been at a Club other than their home Club;
4. Make application on the appropriate form to the State Officials Co-ordinator or in the case of a Technical Official - the State Technical Officer requesting consideration for an upgrade.

GRADE 2 – (STATE) OFFICIAL:

A Grade 2 Officials Licence may be granted to an applicant who has satisfied the upgrade criteria for a Grade 2 Official and/or who has been approved by the State Karting Council after recommendation from the State Officials Co-ordinator.

A Grade 2 Official, may perform the duties of Clerk of the Course at any National Level Meeting, or Chief Steward at any State Level Meeting.

A Grade 2 Official must officiate at a minimum of six (6) Race Meetings annually to retain their Grade 2 Officials License.

MINIMUM UPGRADE REQUIREMENTS

To be eligible to upgrade to a Grade 1 Officials Licence, a Grade 2 Official must:

1. Satisfactorily attend a KA Officials Training School biennially; and
2. Have a very good working knowledge of the National Competition Rules (KA Manual) and an enthusiasm for the sport; and
3. Have held a Grade 2 Officials Licence for a minimum of twenty-four (24) months; and
 - a. Satisfactorily officiated and gained competency endorsements from the Chief Steward from a minimum of twelve (12) Race Meetings in the same Role during that period;



- i. A minimum of four (4) Race Meetings must have been at a Club other than their home Club.
4. Make application on the appropriate form to the State Officials Co-ordinator or in the case of a Technical Official - the State Technical Officer requesting consideration for an upgrade.

GRADE 1 – (NATIONAL) OFFICIAL:

A Grade 1 Officials Licence may be granted to an applicant who has satisfied the upgrade criteria for a Grade 1 Official and who has been approved by the National Officials Co-ordinator:

- Upon recommendations from the State Officials Co-ordinator and a State Karting Council; or
- Upon recommendation from KA.

A Grade 1 Official, with the appropriate licence endorsements, may perform the duties of Clerk of the Course or Chief Steward at any Race Meeting.

To retain a Grade 1 Officials Licence, the Official must;

1. Satisfactorily attend a KA Officials Training School biennially; and
2. Have an excellent working knowledge of the National Competition Rules (KA Manual) and an enthusiasm for the sport; and
3. Officiate at a minimum of six (6) Meetings annually; and
4. Continue to satisfy the National Officials Co-Ordinator or in the case of a Technical Official - the National Technical Commissioner that they can continue to competently fulfil their duties by accepting appointments to officiate at National Level Meetings as and when reasonably requested.

IMPORTANT NOTES

Attaining the “Minimum Upgrade Requirements” does not guarantee that an Official will obtain an upgrade to the next level of Officials Licence. It makes the Official eligible for assessment by either the State Officials Co-Ordinator or in the case of a Technical Official - the State Technical Officer and/or the National Officials Coordinator and/or in the case of a Technical Official - the National Technical Commissioner.

The minimum number of Race Meetings that an Official is required to officiate at annually to retain their current level of Accreditation, and/or the minimum requirements for an Accreditation upgrade, may, in exceptional circumstances be varied by the National Official’s Co-Ordinator and/or in the case of a Technical Official - the National Technical Commissioner at their discretion and following consultation with the CEO.

In normal circumstances, should an Official not achieve the minimum requirements to retain their current level of Licence, they will be downgraded to the immediate lower level until the requirements have been met.

AUTHORISATION

2 February 2018

Policy Manager

Manager – CEO