

P25 OFFICIALS LICENCE ACCREDITATION, UPGRADE AND RETENTION POLICY

Scheduled Reviewed Triennially or as required

Date of Board Approval

2 February 2018

Last Board Review: 25 June 2020

Introduction

This policy sets out the Grading Classifications, Minimum Essential Officials required at all levels of Karting Australia (KA) Competition within Australia and the requirements, responsibilities and procedures for an Official to obtain, upgrade and maintain their KA Officials Accreditation and Licence.

Note: In this Policy certain administrative responsibilities that reference the State Officials Co-Ordinator and/or the State Technical Officer may be delegated to the State Administrator for the fulfillment of the administrative responsibilities associated with the identified responsibilities.

Rule Reference

General Rules Chapter 7 Rule 2.

Purpose

The policy will provide guidance to Member State Associations, State Official's Co-ordinators, Clubs and Organisers when providing Officials at all levels of Competition thereby helping to create sporting integrity and enjoyment and a safe racing environment for Competitors so as to fairly and consistently apply the rules.

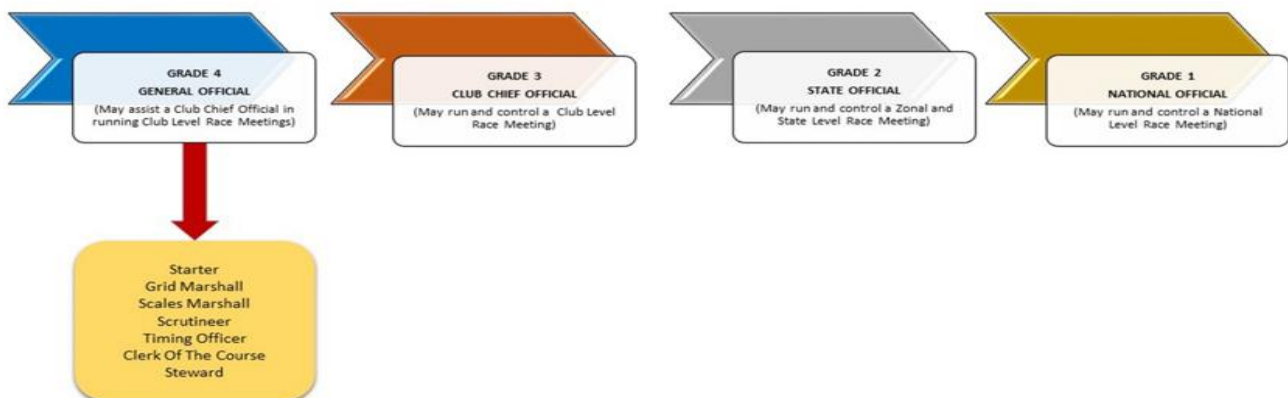
The accreditation procedures have been implemented to clearly define the requirements to obtain, retain and/or upgrade a KA Official Licence.

Objectives

This policy is intended to achieve these objectives:

1. Simplify and align the grading system with world's best practice.
2. Clearly define the Accreditation, Upgrade and Licence Retention requirements for all grades of Officials
3. Enable Club Level meetings to be more easily conducted using locally available Officials.
4. Provide a clear pathway for all Officials.
5. Reinvigorate Officials to become active in the running of Club Meetings.

Officials Progression Pathway



Applies To

The policy applies to all National Officials, State Official's Co-ordinators, State Technical Officers, Member States, Affiliated Clubs and all KA Licenced Officials.

The list of Officials and the Accredited Officiating Disciplines include:

STEWARDS (Event Control)

- Steward

RACE MANAGEMENT OFFICIALS (Event Command)

- Race Director
- Starter
- Pit Marshal
- Flag Marshal / Safety Light Operator
- Race Secretary
- Race Prosecutor
- Grid Marshal
- Clerk of the Course (including Assistants)
- Chief Timekeeper and Timekeeper
- Officials (Stewards) Secretary

TECHNICAL OFFICIALS (SCRUTINEERS)

- Chief Scrutineer
- Scale Marshal
- Scrutineer
- Fuel Tester
- Tyre Tester
- Noise Control Marshal

Nothing in this Policy shall act to prevent a person 16 years of age or older from assisting under supervision, any of the Officials appointed to an Event albeit that they do not hold an Officials Licence.

Working With Children

All persons that are required by State Legislation to obtain a Working With Children approval must apply for and obtain such approval prior to being issued with a Karting Australia Officials' Licence.

Minimum Essential Officials Requirements

Official	CLUB	STATE AND ZONAL LEVEL COMPETITION	NATIONAL LEVEL RACE MEETINGS	
	Club Competition	State Cup, State Series, Zonal Competition	State Championship	National Championship, National Series National Cup
Chief Steward	1 x Grade 3 or higher	1 x Grade 2 or higher	1 x Grade 1	1 x Grade 1
Steward		1 x Grade 3 or higher Plus at least 2 others one of which must be at least a Grade 4 Official	2 x Grade 2 or higher Plus at least 2 others one of which must be at least a Grade 3 Official	2 x Grade 2 or higher Plus at least 2 others - one of which must be at least a Grade 3 Official
Clerk of the Course	1 x Grade 4 or higher if >35 Entries 1 x Grade 3 or higher if <35 Entries	1 x Grade 2 or higher Plus at least 2 others one of which must be a Grade 3 or higher	1 x Grade 2 or higher Plus at least 2 others one of which must be a Grade 3 or higher	Race Director Plus 1 x Grade 1 Clerk of the Course Plus at least 3 others at Grade3 or higher
Scrutineer	1 x Grade 4 or higher	1 x Grade 3 or higher Plus at least 1 other one at Grade 4 or	1 x Grade 2 or higher Plus at least 2 others one of which must	1 x Grade 1 Plus at least 3 others at Grade3 or higher

		higher.	be a Grade 3 or higher	
Timekeeper	1 x Grade 4 or higher	1 x Grade 4 or higher	1 x Grade 4 or higher	1 x Grade 4 or higher

Official’s Licence Accreditation - Attainment, Upgrade and Retention Requirements

In March 2020, the Karting Australia Officials Academy – an online training facility (Officials Academy) was commissioned by Karting Australia. It provides training courses that cover a range of subjects that are relevant to officiating at Karting Australia activities and Events.

New Officials

- From 20 March 2020, a person applying to become a new Karting Australia Accredited Official must:
 - Complete the Karting Australia Officials’ Accreditation Application Form and submit it to either your State Karting Association or Karting Australia.
 - If you are applying for Accreditation at Grade 4 or higher, you must have successfully completed all the CORE COURSES in the Officials Academy:
 - “Karting Australia Officiating Basics”,
 - “Resolving and Avoiding Conflict” and
 - “Respect Karting”
 - If you are applying for Accreditation as a Junior Official, you must have successfully completed the following CORE COURSES in the Officials Academy
 - “Karting Australia Officiating Basics” and
 - “Respect Karting”
 prior to making application for and being issued with a Licence.
- Recognition of prior learning / experience may be taken into consideration if not all the stated Licence accreditation attainment, retention and upgrade requirements have been met.
 - This may be assessed by the State Officials Co-ordinator and/or the National Officials Co-ordinator on a case by case basis.
- 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).
- Prior to a New Officials’ Licence being issued, a Grade 4 Officials’ Licence application must be approved by either the State Officials Co-ordinator for their State Karting Association or the National Officials Co-ordinator.

JUNIOR OFFICIAL

General

- A Junior Official Licence may be granted to a person who has no current motorsport officiating experience.
- They may assist a Licenced Official under their direct supervision at Club Level Race Meetings.
- A Junior Official may assist in any of the duties of Grid Marshal, Starter, Scales Marshal, Timekeeper, Scrutineering, Clerk of the Course at Club Level Race Meetings.
- A Junior Official must officiate at a minimum of three (3) Race Meetings annually to retain their Licence. A Junior Official may officiate at higher levels of Race Meetings under the supervision of a senior graded Official.

Minimum Upgrade Requirements

To be eligible to Upgrade to a Grade 4 Licence, a Junior Official must:

- Be at least 18 years of age; and
- Have successfully completed all Officials Academy CORE COURSES; and



3. Possess basic knowledge of the KA Manual and have enthusiasm for the sport; and
4. Have held a Junior Official's Licence for a minimum of twelve (12) months; and
5. 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 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 – OFFICIAL

General

A Grade 4 Officials' Licence may be issued to a person who has:

1. Satisfied the upgrade criteria from a Junior Official and
 - a. made application for an Upgrade to Grade 4 Official by completing a Request For Upgrade Of Officials' Licence form, and
 - b. submitting it to your State Karting Association.or
2. Successfully completed all the CORE COURSES in the Officials Academy – “Karting Australia Officiating Basics”, “Resolving and Avoiding Conflict” and “Respect Karting” and
 - a. 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 a Grade 3 Licence or consideration for an upgrade from a Junior Official.
3. Prior to a Grade 4 Licence being issued:
 - a. for an Event Control Officials' Licence or Event Command Officials' Licence, the Licence Application must be approved by the State Officials Co-ordinator for their State Karting Association.
 - b. for a Scrutineer Licence, the Licence Application must be approved by the State Technical Officer for their State Karting Association.

Permitted Duties

1. A Grade 4 Race Management Official can officiate at a Club Level Race Meeting in any of the following roles:
 - Clerk of the Course
 - Starter
 - Safety Light Operator
 - Flag Marshal
 - Grid Marshal
 - Timekeeper
 - Pit/Paddock Marshal
2. A Grade 4 Technical Official can officiate at a Club Level Race Meeting in any of the following roles:
 - Scrutineer
 - Scale Marshal
 - Tyre Tester
 - Fuel Tester
 - Noise Control Marshal
3. A Grade 4 Race Management or Technical Official is permitted to act as a Steward at a Club Level meeting provided the Chief Steward acts as the Chairman during any Hearing.
4. **General Rules, Chapter 7, Rule 4 (b)** stipulates the minimum number of graded Officials that are required for Club Level Meetings as follows:

“The Minimum number of essential graded Officials at Club Level Meetings is determined by the number of Licence Holders Entered for the Meeting.

 - (i) Club Level Meetings – Up to 35 Entries
 - 1) A Clerk of the Course who must be Grade 4 or higher.
 - 2) One (1) Chief Steward who must be Grade 3 or higher. (Refer to Chapter 7 Rule 6 c)).
 - 3) A Chief Scrutineer who must be Grade 4 or higher.
 - 4) A Timekeeper.
 - (ii) Club Level Meetings – More than 35 Entries
 - 1) A Clerk of the Course who must be Grade 3 or higher.



- 2) One (1) Chief Steward who must be Grade 3 or higher. (Refer to Chapter 7 Rule 6 c).
- 3) A Chief Scrutineer who must be Grade 4 or higher.
- 4) A Timekeeper.”
5. A Grade 4 Official must officiate at a minimum of three (3) Meetings annually to retain their Grade 4 Officials Licence.
6. A Grade 4 Official may officiate at higher levels of Race Meetings under the supervision of a higher graded Official or Officials.

MINIMUM UPGRADE REQUIREMENTS – GRADE 4 TO GRADE 3

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

1. Have successfully completed all of the CORE COURSES in the Officials Academy – “Karting Australia Officiating Basics”, “Resolving and Avoiding Conflict” and “Respect Karting” as ‘refresher courses’ during the three (3) months prior to applying for the upgrade from Grade 4 to Grade 3 Official.
2. If applying for a **Stewards’ (Event Control) Licence**, you must have successfully completed all the Event Control – Stewards Officials Academy Courses.
3. If applying for **Race Management (Event Command) Licence**, you must have successfully completed the Event Command – Race Management Academy Courses.
4. If applying for a **Scrutineer Licence** you must have successfully completed the Scrutineering and Event Command – Race Management Officials Academy Courses.
5. Have a sound working knowledge of the National Competition Rules and an enthusiasm for the sport.
6. 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;
7. Make application on the appropriate form to the State Officials Co-ordinator or in the case of a Scrutineer - the State Technical Officer, requesting consideration for an upgrade.
8. Prior to a Grade 3 Licence being issued:
 - a. for an Event Control Officials’ Licence or Event Command Officials’ Licence, the Licence Application must be approved by either the State Officials Co-ordinator for their State Karting Association or the National Officials Co-ordinator.
 - b. for a Scrutineer Licence, the Licence Application must be approved by either the State Technical Officer for their State Karting Association or the National Technical Commissioner.

GRADE 3 – (CLUB CHIEF) OFFICIAL:

A Grade 3 Official Licence may be granted to an applicant who has:

1. Satisfied the upgrade criteria for a Grade 3 Official; and/or
2. Been approved for the issuing of an Officials’ Licence following assessment by the State Officials Co-ordinator and/or the National Officials Co-ordinator under the “Recognition Of Prior Learning /Experience” Provisions of this Policy if not all the stated Licence accreditation attainment, retention and upgrade requirements have been met.
 - a. This may be assessed by the State Officials Co-ordinator and/or the National Officials Co-ordinator on an individual case basis.
3. If applying for a **Stewards (Event Control) Licence**, you must have successfully completed all the CORE COURSES in the Officials Academy and all the Event Control – Stewards Officials Academy Courses.
4. If applying for **Race Management (Event Command) Licence**, you must have successfully completed all the CORE COURSES in the Officials Academy and the Event Command – Race Management Academy Courses.



5. If applying for a **Scrutineer Licence** you must have successfully completed all the CORE COURSES in the Officials Academy and the Scrutineering and Event Command – Race Management Officials Academy Courses.
6. Made application on the appropriate form to the State Officials Co-ordinator or in the case of a Scrutineer - the State Technical Officer, requesting consideration for a Grade 3 Licence.
7. Prior to a Grade 3 Licence being issued:
 - a. for an Event Control Officials' Licence or Event Command Officials' Licence, the Licence Application must be approved by either the State Officials Co-ordinator for their State Karting Association or the National Officials Co-ordinator.
 - b. for a Scrutineer Licence, the Licence Application must be approved by either the State Technical Officer for their State Karting Association or the National Technical Commissioner.
8. It is highly recommended that you satisfactorily attend a KA Officials Training School biennially.

Permitted Duties

A Grade 3 Steward may:

- officiate as Chief Steward at a Club level Meeting
- run a Club Level Race Meeting.
- officiate at a State Level Meeting.
- officiate at a National Level Meeting under supervision of a higher graded Official.

A Grade 3 Race Management Official (Clerk of the Course) may:

- officiate as Clerk Of The Course at a Club level Meeting where there are more than 35 Entries
- officiate at a State Level Meeting.
- officiate at a National Level Meeting under supervision of a higher graded Official.

A Grade 3 Technical Official (Scrutineer) may:

- officiate as Chief Scrutineer at State level Meetings and below
- officiate as a Scrutineer at National Level Meetings.

MINIMUM UPGRADE REQUIREMENTS – GRADE 3 TO GRADE 2

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

1. Have successfully completed all of the CORE COURSES in the Officials Academy – “Karting Australia Officiating Basics”, “Resolving and Avoiding Conflict” and “Respect Karting” as ‘refresher courses’ during the three (3) months prior to applying for the upgrade from Grade 3 to Grade 2 Official.
2. If applying for a **Stewards (Event Control) Licence**, you must have successfully completed all the Event Control – Stewards Officials Academy Courses.
3. If applying for **Race Management (Event Command) Licence**, you must have successfully completed the Event Command – Race Management Academy Courses.
4. If applying for a **Scrutineer Licence** you must have successfully completed the Scrutineering and Event Command – Race Management Officials Academy Courses.
5. Have a good working knowledge of the National Competition Rules and an enthusiasm for the sport.
6. 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;
7. Make application on the appropriate form to the State Officials Co-ordinator or in the case of a Scrutineer - the State Technical Officer, requesting consideration for an upgrade.
8. Prior to a Grade 2 Licence being issued:
 - a. for an Event Control Officials' Licence or Event Command Officials' Licence, the Licence Application must be approved by either the State Officials Co-ordinator for their State Karting Association or the National Officials Co-ordinator.



- b. for a Scrutineer Licence, the Licence Application must be approved by either the State Technical Officer for their State Karting Association or the National Technical Commissioner.

Minimum Annual Officiating and Training Requirements

A Grade 3 Official must:

- officiate at a minimum of three (3) Race Meetings annually to retain their Grade 3 Officials' Licence.
- satisfactorily attend a KA Officials Training School biennially.

GRADE 2 – (STATE) OFFICIAL:

A Grade 2 Officials' Licence may be granted to a person who has:

1. Satisfied the upgrade criteria for a Grade 2 Official; and/or
2. Been approved for the issuing of an Officials' Licence following assessment by the State Officials Co-ordinator and/or the National Officials Co-ordinator under the "Recognition Of Prior Learning /Experience Provisions of this Policy if not all the stated Licence accreditation attainment, retention and upgrade requirements have been met.
 - a. This may be assessed by the State Officials Co-ordinator and/or the National Officials Co-ordinator on an individual case basis.
3. If applying for a **Stewards (Event Control) Licence**, must have successfully completed all the CORE COURSES in the Officials Academy and all the Event Control – Stewards Officials Academy Courses.
3. If applying for **Race Management (Event Command) Licence**, must have successfully completed all the CORE COURSES in the Officials Academy and the Event Command – Race Management Academy Courses.
4. If applying for a **Scrutineer Licence** must have successfully completed all the CORE COURSES in the Officials Academy and the Scrutineering and Event Command – Race Management Officials Academy Courses.
5. Made application on the appropriate form to the State Officials Co-ordinator or in the case of a Scrutineer - the State Technical Officer, requesting consideration for a Grade 2 Licence.
6. Prior to a Grade 2 Licence being issued:
 - a. for an Event Control Officials' Licence or Event Command Officials' Licence, the Licence Application must have been approved by either the State Officials Co-ordinator for their State Karting Association or the National Officials Co-ordinator.
 - b. for a Scrutineer Licence, the Licence Application must have been approved by either the State Technical Officer for their State Karting Association or the National Technical Commissioner.

Permitted Duties

A **Grade 2 Steward** may:

- officiate as Chief Steward at a Club level Meeting
- run a Club Level Race Meeting.
- officiate at a State Level Meeting.
- officiate at a National Level Meeting under supervision of a higher graded Official.

A **Grade 2 Race Management Official** (Clerk of the Course) may:

- officiate as Clerk Of The Course at a Club Level Meeting where there are more than 35 Entries
- officiate at a State Level Meeting.
- officiate at a National Level Meeting under supervision of a higher graded Official.

A **Grade 2 Technical Official** (Scrutineer) may:

- officiate as Chief Scrutineer at State Championship Level Meetings and below
- officiate as a Scrutineer at National Level Meetings.



MINIMUM UPGRADE REQUIREMENTS – GRADE 2 TO GRADE 1

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 successfully completed all of the CORE COURSES and EXTENSION COURSES in the Officials Academy – “Karting Australia Officiating Basics”, “Resolving and Avoiding Conflict” and “Respect Karting” as ‘refresher courses’ during the three (3) months prior to applying for the upgrade from Grade 2 to Grade 1 Official.
3. If applying for a **Stewards (Event Control) Licence**, you must have successfully completed all the Event Control – Stewards Officials Academy Courses.
4. If applying for **Race Management (Event Command) Licence**, you must have successfully completed the Event Command – Race Management Academy Courses.
5. If applying for a **Scrutineer Licence** you must have successfully completed the Scrutineering and Event Command – Race Management Officials Academy Courses.
6. Have an excellent working knowledge of the National Competition Rules and an enthusiasm for the sport.
7. Have held a Grade 2 Officials Licence for a minimum of twenty-four (24) months.
8. Satisfactorily officiated and gained competency endorsements from the Chief Steward at a minimum of twelve (12) Race Meetings in the same Role during that period. No more than eight (8) of the endorsements can be obtained from the same Chief Steward and/or be from Meetings held at the same Club.
9. 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.

Minimum Officiating and Training Requirements

To retain a Grade 2 Officials Licence, the Official must:

1. officiate at a minimum of six (6) Race Meetings annually; and
2. satisfactorily attend a KA Officials Training School biennially; and
3. complete all the courses relevant to their Officiating discipline in the Officials Academy; and
4. maintain an excellent working knowledge of the National Competition Rules and an enthusiasm for the sport.

A U S T R A L I A

GRADE 1 – (NATIONAL) OFFICIAL:

A Grade 1 Officials’ Licence may be granted to a person who has:

1. Satisfied the upgrade criteria for a Grade 1 Official; and/or
2. Been approved for the issuing of an Officials’ Licence following assessment by the State Officials Co-ordinator and/or the National Officials Co-ordinator under the “Recognition Of Prior Learning /Experience” Provisions of this Policy if not all the stated Licence accreditation attainment, retention and upgrade requirements have been met.
 - a. This may be assessed by the State Officials Co-ordinator and/or the National Officials Co-ordinator on an individual case basis.
3. If applying for a **Stewards (Event Control) Licence**, must have successfully completed all the CORE COURSES in the Officials Academy and all the Event Control – Stewards Officials Academy Courses.
4. If applying for **Race Management (Event Command) Licence**, must have successfully completed all the CORE COURSES in the Officials Academy and the Event Command – Race Management Academy Courses.
5. If applying for a **Scrutineer Licence** must have successfully completed all the CORE COURSES in the Officials Academy and the Scrutineering and Event Command – Race Management Officials Academy Courses.



6. Made application on the appropriate form to the State Officials Co-ordinator or in the case of a Scrutineer - the State Technical Officer, requesting consideration for a Grade 1 Licence.
7. Prior to a Grade 1 Licence being issued:
 - a. for an Event Control Officials' Licence or Event Command Officials' Licence, the Licence Application must have been approved by the National Officials Co-ordinator
 - Upon recommendations from the State Officials Co-ordinator and the State Karting Association; or
 - Upon recommendation from KA.
 - b. for a Scrutineer Licence, the Licence Application have must been approved by the National Technical Commissioner
 - Upon recommendations from the State Technical Officer and the State Karting Association; or
 - Upon recommendation from KA.

Permitted Duties

A Grade 1 Official in the appropriate Officiating discipline, may perform the duties of:

- Chief Steward,
- Clerk of the Course,
- Chief Scrutineer,

at any Race Meeting.

Minimum Annual Officiating and Training Requirements

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

1. Officiate at a minimum of six (6) Meetings annually; and
2. Continue to satisfy the National Officials Co-ordinator or the National Technical Commissioner that they can continue to competently fulfil their duties as a Grade 1 Official by accepting appointments to officiate at National Level Meetings as and when reasonably requested to do so.
3. Satisfactorily attend a KA Officials Training School biennially; and
4. Complete all the courses relevant to their Officiating discipline in the Officials Academy; and
5. Maintain an excellent working knowledge of the National Competition Rules and an enthusiasm for the sport.

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 Co-ordinator 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 Officials 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.