

in this issue

- 1 a practical approach to compulsory accreditation
- 1 the practical approach in practice
- 2 why compulsory accreditation?
- 3 frequently asked questions
- 4 officials licence grades
- 5 event levels and recommended officials grades
- 6 compulsory accreditation of CAMS officials target dates

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a practical approach to compulsory accreditation

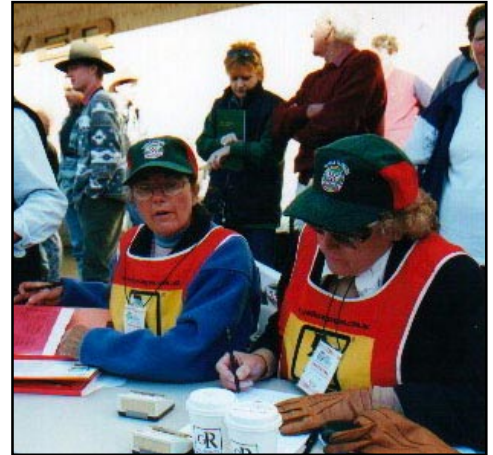
If you've been reading the Officiating page in CAMS Magazine, you will be aware that the Board of CAMS has approved the Compulsory Accreditation of all officials working at CAMS authorised events by 2005.

The National Officiating Committee has addressed the practicalities of meeting the Compulsory Accreditation deadlines and has developed 'A Practical Approach to Compulsory Accreditation', designed to assist event officials to be accredited by the target dates outlined in the timetable on page 6.

In short, the Practical Approach will allow those officials who are not yet accredited to apply for a CAMS official's licence by identifying the categories and gradings they believe their experience entitles them to. Once issued, two training modules for each licence category must be completed **within one year of licence issue** to maintain the licence level.

For Grade 3 officials, this means completing the Grade 3 Generic Module (as a 4 hour classroom session or on-line as an e-module) plus be assessed by a senior official while working in a Grade 3 position at a motor sport event.

For Grade 2 officials, this involves attendance at a Grade 2 Generic Module (a two-day face-to-face training session) plus assessment by a senior official while working in a Grade 2 position at a motor sport event.



Officials in an administration role at the 2002 Targa Tasmania event.

This varies from the training plans now being used, which requires officials to meet training requirements **prior** to licence issue. It also means that those applying for a licence at the Grade 3 level will usually not be required to undertake the category module specific to their activity.

the practical approach in practice

- The concessions are only available up to the target dates approved by the Board of the Confederation.
- An official can apply for a licence category and grading based on their motor sport officiating experience. Guidance on the requested grading is given in 'National Officiating Program Officials' Licence Grades' (page 4) and 'Event Levels & Recommended Officials Grades' (page 5).
- An applicant must provide a statement of any CAMS training that they have undertaken plus their motor sport officiating experience during the previous four years. This should include event

Continued on page 2

Continued from page 1

- levels, categories and positions, e.g., Chief Scrutineer at state motorkhana events.
- A reference from a senior official (accredited if possible) whom they have worked with is also required – or where the applicant has not worked with a senior official, a club office bearer may provide the reference.
 - Trainee - If no previous experience or training, a Trainee licence will be issued and the trainee will be required to work at CAMS authorised event/s for three days prior to issue of a Grade 4 licence.
 - Grade 4 - Those who haven't worked in a supervisory position will receive a Grade 4 licence with a two-year expiry date. To upgrade after this time the applicant will need to meet the requirements of the Grade 3 training plan.
 - Grade 3 - Where applicants provide evidence of officiating activity at a Grade 3 level, they will be issued with a Grade 3 licence for one year. To retain this grade, the licence holder will be required to undertake a Grade 3 Generic module at a training session or on-line (e-module) plus be assessed at an event by a CAMS accredited Grade 2 or higher official. If the competency standard is not achieved at the assessment the assessor may recommend attendance at the applicable category module. If the training conditions are not met by the expiry date, the licence grade will be reduced to Grade 4.
 - Grade 2 – This will be the highest level of licence issued under this concession. Those who provide evidence of officiating experience at a senior level will be issued with a Grade 2 licence for one year. To retain this grade, licence holders will need to meet the Grade 2 training plan, i.e. attend a Generic Grade 2 module and be assessed by a CAMS accredited Grade 1 or 2 senior official at an event. If the Grade 2 competencies are not achieved the assessor may

Control officials at the 2002 Targa Tasmania event.



Fire and rescue officials.

recommend a reduction in the licence level applied for. If the training conditions have not been met at the licence expiry date, the licence level will be reduced.

why compulsory accreditation?

The accreditation of officials working at CAMS authorised events is an important component of CAMS risk management strategies. It has a bearing on negotiations with insurance brokers, at legal proceedings and addresses CAMS duty of care to its many participants.

Many experienced officials have been reluctant to become involved in the CAMS National Officiating Program because they feel they've worked for many years without being trained and don't believe they need to be told how to do their job. While this can be a convincing argument its not one that is acceptable in a legal or even practical situation. Requirements do change over time and new civil and legal responsibilities are now being placed upon all of us.

Training has become a part of our working lives where companies are required to meet their obligation to workers. Why then, should a potentially dangerous activity, such as motor sport, be exempt?

A document outlining Frequently Asked Questions (FAQs) is attached for your information.

For Further information:

The Practical Approach to Compulsory Accreditation is available by phoning the CAMS Officials Hotline on 1300 657 673 or by contacting your CAMS state office. Where time permits it may be possible for a speaker to visit your car club to discuss this concession.

frequently asked questions

Q *I've been a motor sport official for many years but have never held a CAMS official's licence. What do I now have to do to be accredited appropriately?*

A You will need to complete a CAMS Official's Licence Application Form and attach the following information:

- A statement of any CAMS accredited training that you have undertaken plus a list of your motor sport officiating experience during the previous four years (should include event levels, categories and positions – i.e. Chief Scrutineer at state motorkhana events);
- A reference from a senior official (accredited if possible) that you have worked with is also required – or where the applicant has not worked with a senior official, a club office bearer may provide the reference;
- State on the application form what licence categories and gradings you believe your motor sport officiating experience (over the last 4 years) entitles you to in accordance with the 'Event Levels & Recommended Officials Licence Grades' document;
- Once this information is provided, the application form can be sent to CAMS Member Services Centre, PO Box 427, CAULFIELD EAST, VIC, 3145.

Upon receipt CAMS will issue you with an official's licence that appropriately represents your motor sport officiating experience. CAMS will also notify you of the required training modules that need to be completed in the 12 months from issue date in order to maintain those licence grades.

Q *What if my event is in its final stages of preparation, officials are appointed to positions and I find that some of them aren't accredited?*

A Those officials who are currently not accredited, have no motor sport officiating experience and will be working under direct supervision can be given a Trainee Licence by their event organiser. Event organisers should contact their CAMS State Office to ask for a supply of Trainee Licences.

Those officials with limited motor sport officiating experience can submit an application form to CAMS detailing this experience, and a Grade 4 licence will be issued to them (there are no training requirements attached to the issue of a grade 4 licence). A

temporary official's licence can be issued to those who qualify if time constraints prevent licence processing in time for the event.

Those officials who have been appointed to a more senior role in which they will be supervising other officials will need at least a Grade 3 or 2 official's licence depending on the level of the event (i.e. Club, State, National or International). In this instance, the official will be required to follow the procedure as outlined in the section above. A temporary official's licence can be issued to those who qualify if time constraints prevent licence processing in time for the event.

Q *What if I don't have a senior (Grade 1 or 2) official in my club to carry out the event assessments?*

A Contact your CAMS State Office to arrange for a senior official from a club involved in similar events to carry out the assessment.

Q *What if I don't meet the one-year training deadline?*

A CAMS will not be able to renew your official's licence at the same level.

Q *I'll be overseas later in the year and won't be able to meet the one-year training deadline?*

A Make an application to CAMS Member Services seeking a dispensation.

Q *What categories of officials must be accredited first under the 'Compulsory Accreditation of Officials' timetable?*

A - Stewards (by 1st January 2003)
- General Competition Area – i.e. Track Marshals, Pit Lane, Grid, etc (by 1st January 2003)
- Event Command – i.e. Clerks of Course, Assistant & Deputy Clerks of Course, Event Directors (by 1st July 2003)
- Scrutineers (by 1st July 2003)
- Specialist – i.e. Course Checkers, Judges, Starters Track Inspectors, CROs (by 1st July 2003)

It is of extreme importance that clubs and event organisers identify officials who currently aren't accredited as soon as possible and organise them to apply for accreditation.



CAMS National Officiating Program

Officials Licence Grades

Trainee	Must be under direct supervision at all times and receive instruction whilst working at an event - no formal training. To be upgraded to 4 must officiate for three full days at CAMS motor sport events.
Grade 4	At-the-event instruction (no formal training) with officials always working under supervision.
Grade 3	To be upgraded to 3, officials must meet the requirements of the Grade 3 training plan. Qualified to work without supervision.
Grade 2	To be upgraded to 2, officials must meet the requirements of the Grade 2 training plan, including demonstration of ability to fill a team leader role. Capable of working as Chief Official at national events and Assistant Chief at major national events.
Grade 1	To be assessed by National Officiating Committee Executive who may recommend attendance at Grade 2 Modules. Capable of working as Chief Official at major national events and may be specifically appointed to be Chief Official at international events.



CAMS National Officiating Program

Event Levels & Recommended Minimum Officials' Grades

Applicants must have officiated at least once at the stated event levels in the last four years, and continue to officiate at these event levels.

	Clerk of Course	Chief Steward	Other Steward	Senior or Chief Officials	Team Leaders
Motorkhana					
Club and Multiclub	Grade 3	Grade 3	Grade 4	Grade 3	Grade 3
State Championships	Grade 2	Grade 3	Grade 4	Grade 3	Grade 3
National Championships	Grade 2	Grade 2	Grade 3	Grade 3	Grade 3
Speed Events - Hillclimb, etc.					
Club and Multiclub	Grade 3	Grade 3	Grade 4	Grade 3	Grade 3
State Championships	Grade 2	Grade 3	Grade 4	Grade 3	Grade 3
National Championships	Grade 2	Grade 2	Grade 3	Grade 2	Grade 3
Rally					
Club and Multiclub	Grade 3	Grade 3	Grade 4	Grade 3	Grade 3
State Series	Grade 2	Grade 2	Grade 4	Grade 3	Grade 3
State Championships	Grade 2	Grade 2	Grade 3	Grade 3	Grade 3
Australian Rally Championships	Grade 1	Grade 1	Grade 2	Grade 1	Grade 3
International	Grade 1	Grade 1	Grade 2	Grade 1	Grade 3
Off Road					
Club and Multiclub	Grade 3	Grade 3	Grade 4	Grade 3	Grade 3
State Series	Grade 2	Grade 2	Grade 4	Grade 3	Grade 3
State Championships	Grade 2	Grade 2	Grade 3	Grade 2	Grade 3
Australian Off Road Championships	Grade 1	Grade 1	Grade 3	Grade 1	Grade 3
Racing					
Club and Multiclub	Grade 2	Grade 2	Grade 4	Grade 3	Grade 3
State Series	Grade 2	Grade 2	Grade 4	Grade 2	Grade 3
State Championships	Grade 2	Grade 2	Grade 3	Grade 2	Grade 3
Australian Championships	Grade 1	Grade 1	Grade 2	Grade 1	Grade 2
International	Grade 1	Grade 1	Grade 2	Grade 1	Grade 2

Other officials may be Grade 4 or Trainees



CAMS National Officiating Program

Compulsory Accreditation of CAMS Officials Target Dates

Category	Target Date
Steward	1st January 2003
General Competition Area	1st January 2003
Event Command	1st July 2003
Scrutineer	1st July 2003
Specialist	1st July 2003
Flag Marshal	1st January 2004
Fire and Rescue	1st January 2004
Event Administration	1st January 2004
Communication	1st January 2005
Timekeeper	1st January 2005
General Non-Competition Area	1st January 2005
Control Official	1st July 2005
Medical	Non Compulsory
Paramedical	Non Compulsory
Technical Commissioner	Already Compulsory
Course Presenter	Already Compulsory