

OFFICIALS LICENCING & ACCREDITIATION GUIDE



MEMBER OF





TABLE OF CONTENTS

Australian Officials Commission	4
State Officiating Panels	4
National Officiating Program	5
Motor Sport Officials Code of Ethics	6
Why Become a CAMS Official?	9
How do I become a CAMS Official?	9
Typical CAMS Event Structure	11
Event Appointments	13
Licence Grades	14
Officials Training Pathway	16
Licence Upgrade and Training	15
Training Modules	18
Event Assessment	22
Upgrade Requirements	23
Recognition of Prior Learning/Experience	21
Maintenance Conditions	23
Mentoring	24
CAMS Policies	27
Insurance Cover	28
Officials' Judicial Process	29
Contact Information	30

© Confederation of Australian Motor Sport Ltd.

Content is subject to change. For the most current information visit www.cams.com.au

THE AUSTRALIAN OFFICIALS COMMISSION (AOC)

The AOC is the peak body for provision of advice to the Board of CAMS regarding all matters related to officiating in motor sport and has executive management responsibility for various functions relating to officiating as approved by the Board of CAMS.

AIMS OF THE AUSTRALIAN OFFICIALS COMMISSION (AOC)

- Contribute to a national framework that informs, supports and recognises the recruitment, retention, development and recognition of volunteer officials.
- Contribute to a robust and proactive framework that utilises various and appropriate technology and media.
- Ensures communication that is effective and consistent.
- Maintain a united, positive and forward-thinking membership.

The AOC consists of representative Commissioners from each state/territory, two Board appointed Commissioners and a Board appointed Chairperson.

STATE OFFICIATING PANELS (SOP)

Each state/territory has an Officiating Panel made up of State Council or State Council Executive appointed members, representing a cross-section of motor sport disciplines. These panel's report directly upwards to the Australian Officials Commission.

You can contact the AOC or your SOP via your local State Office or Sport & Club Development Officer.

NATIONAL OFFICIATING PROGRAM

The CAMS National Officiating Program (NOP) has been established for the grading, Licencing, training and recognition of volunteer motor sport officials – CAMS Accredited Officials.

The purpose of the National Officiating Program is to:

- Ensure that motor sport 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

THE RIGHTS OF CAMS ACCREDITED OFFICIALS

Motor sport 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 self-improvement opportunities

CAMS ACCREDITED OFFICIALS CODE OF ETHICS

- Place safety and welfare above all else.
- Accept responsibility for all actions taken.
- Be impartial.
- Avoid any situation which may lead to a conflict of interest.
- Be courteous, respectful and open to interaction.
- Seek continual self-improvement through training, performance appraisal and regular updating of competencies.
- Be positive role models in behaviour and personal appearance.
- Maintain equal opportunity and harassment-free sport practices.

CODE OF CONDUCT

- Professionalism
- Good sportsmanship
- Honesty
- Integrity including not gambling
- Compliance with the law
- · Consideration of CAMS, event organisers and key stakeholders
- Compliance to venue rules
- Compliance to health, safety and other issues
- Respect of intellectual property
- Appropriate appearance
- Exercise common sense

CAMS Accredited Officials are subject to the National Competition Rules (NCR) and CAMS policies, including but not limited to the CAMS Member Protection Policy, Anti-Discrimination, Harassment and Bullying Policy and the CAMS Social Media Policy.

These policies, and others, are available on the CAMS Website:

www.cams.com.au/about/adminitstration/policies



The Play by the Rules website provides news, resources and free online training to assist sport and recreation clubs and administrators, officials, coaches, players and spectators to keep sport safe, fair and inclusive. www.playbytherules.com.au



WHY BECOME A CAMS 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

Motor sport 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

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

Have fun!

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

HOW DO I BECOME A CAMS ACCREDITED OFFICIAL?

Option 1:

The first step is to get in touch with a car club or officials' association in order to start volunteering – CAMS Sport and Club Development Officers can put you in touch with a club in your area (see the end of this guide for contact details).

You will need to download the CAMS Trainee Officials Licence Form from the CAMS website, fill it out and take it with you to your first event. Upon completion of the event, ask your supervising official to sign your Trainee Form in the space provided to verify your participation. Once this is done, you can submit it to CAMS for processing.

CAMS will then email you details of the on-line 'Introduction to CAMS Officiating' Module, which you are required to complete before your officials' licence is issued. When successfully completed, you will receive a certificate and your new CAMS General Officials' Licence will be posted to you in the mail.

Option 2:

Complete the on-line 'Introduction to CAMS Officiating' Module, which you are required to complete before your officials' licence is issued. When successfully completed, you will need to download the CAMS Trainee Officials Licence Form available from the Module.

Fill it out and take it with you to your first event. Upon completion of the event, ask your supervising official to sign your Trainee Form in the space provided to verify your participation. Once this is done, you can submit it to CAMS for processing. You will then receive a certificate and your new CAMS General Officials' Licence will be posted to you in the mail.

Further Development

Read this Guide and speak to your club, SOP or Sport and Club Development Officer about upcoming training opportunities and to register your interest in further training development.



TYPICAL CAMS EVENT STRUCTURE

CAMS 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 the adjudication of penalties and protests arising during a meeting 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 COMMAND Clerk of the Course, Event Director, Safety Officer, Sector Marshal/Stage Commander		JUDICIAL Stewards
EVENT ADMINISTRATION	EMERGENCY MANAGEMENT	EVENT MANAGEMENT
Secretary of the Meeting Administration Staff	Emergency Coordinator	
Non-Competition Area	Fire and Rescue Marshal	Communicator / Observer
Paddock / Service Park or Parc Fermé Marshal	Medical Official Vehicle Recovery	Flag Marshal Track Marshal Rally Marshal
Competitor Relations	Marshal	Off Road Marshal
Equipment / Supply Official		Course Vehicle Crew

Timekeeper / Scorer

Scrutineer

EVENT APPOINTMENTS

Whilst CAMS 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 CAMS framework to develop your skills and recognition within the motor sport officiating community.

LICENCE GRADES

The CAMS Accredited Official Licencing structure has two parts:

- Non Graded Officials Licences
- Graded Officials Licences

NON GRADED OFFICIALS LICENCES

- Specialist Licence holders are those that hold professional qualifications (including but not restricted to: Doctor, Paramedic, Chaplain, Course presenter);
- Appointed Licence holders are those that have been appointed by the management of CAMS.

Non Graded Licences

Specialist Appointed

GRADED OFFICIALS LICENCES

Graded Officials Licences have six grading levels and are available to all CAMS Accredited Officials to achieve.

	Gold
	Silver
Graded Licences	Bronze
Licences	Club Chief
	General Official
	Trainee

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:

TRAINEE

For those with no current motor sport officiating experience who are capable of working under direct supervision at all events.

GENERAL OFFICIAL

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

CLUB CHIEF (CLUB LEVEL SPECIFIC)

For those with motor sport officiating experience working without supervision, capable of performing the role of Clerk of the Course/Event Director or Chief Steward, assuming a team-leader role (except Chief Scrutineer) role at Club/Multi- Club events (excluding race, rally and off road events).

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.

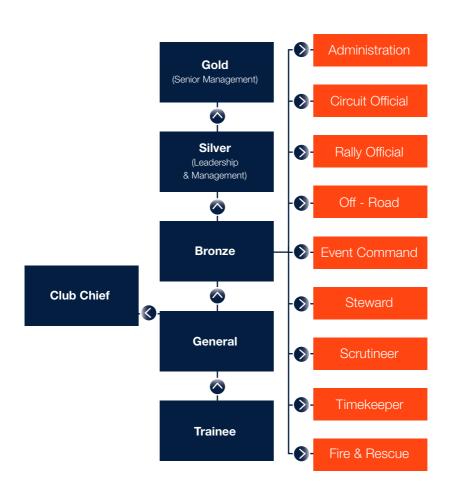
SILVER

For those officials with motor sport 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 motor sport 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 International level events, and act as a General Official at any level event.

OFFICIALS TRAINING PATHWAY



LICENCE UPGRADE AND TRAINING REQUIREMENTS

For most licence upgrades, officials must complete a theory component (training module) and practical component (event assessment).

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

At the time of upgrade officials must submit an Officials Licence Upgrade Application Form, available on the CAMS Website:

http://www.cams.com.au/get-involved/officials/officials-forms/licence-forms

AGE RECOMMENDATIONS

Where permitted by state legislation, the following ages are recommended minimum ages for Junior Officials:

Event Area	Age
Event Administration	12
Non-Competition Area	14
Timekeeping	14
Alongside the competition surface	16

For more information, see the CAMS Junior Officials Policy: http://www.cams.com.au/about/administration/policies

TRAINING MODULES

All CAMS Training Modules are available to be delivered in a face-to-face format. Some modules are also available to complete online, as specified below. To enrol in a face-to- face Training Module, contact your CAMS State Office.

To enrol in an online module, contact CAMS Customer Service on 1300 883 959 or your CAMS State Office.

The following Training Modules are available to CAMS officials:

INTRODUCTORY MODULE

(AVAILABLE ONLINE!)

An introduction to motor sport officiating, including Purpose, Rights and Ethics, CAMS and Event Structure, Preparing for Officiating, Managing Yourself, Communication and more.

CLUB CHIEF

For those officials who seek to perform the role of Clerk of Course/Event Director, assume a team-leader role (except Chief Scrutineer) or Chief Steward Role at Club/Multi-Club events (excluding race, rally and off road events).

BRONZE CIRCUIT OFFICIAL

(AVAILABLE ONLINE!)

For officials who generally work alongside the competition surface: 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 / BRONZE RALLY OFFICIAL

(AVAILABLE ONLINE!)

The Rally/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 & 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 & 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 CAMS Rules and Event Supp 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/SCORING

For officials wishing to perform the role of Timekeeper/Scorer at motor sport events. Timekeepers/Scorers register competitors times and produces results using timing equipment.

BRONZE SCRUTINEER

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

BRONZE STEWARD

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

BRONZE FIRE & RESCUE

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

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 CAMS Training Modules. Course Presenters must hold a Club Chief, Bronze, Silver or Gold officials licence in the relevant category.

SPECIALIST: EVENT ASSESSOR

Event Assessors are officials who conduct observed assessments on CAMS Officials who are seeking to upgrade their licence.

SPECIALIST: MENTOR TRAINING

Designed for CAMS Accredited Officials who are willing and able to assist other volunteers as they gain skills and experience through a mentoring relationship. (See Mentoring p. 24)

SPECIALIST

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

ADDITIONAL TRAINING AVAILABLE FOR CAMS OFFICIALS

CAMS is continuously developing additional courses for CAMS Members (for example, upskilling/refresher training, CAMS Accredited Testing Officer), and there are often opportunities for training through State Departments of Sport and Recreation. Contact your local CAMS State Office 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.

Team Assessment is the recommended assessment method. This involves more than one assessor, who between them hold the relevant licence category and grade, and the Event Assessor qualification. This team works together to conduct the event assessment.

Event Assessments may be conducted over a number of events, and officials may benefit from a mentoring opportunity (see Mentoring, p. 24).

To organise an Event Assessment once you have completed your theory Training Module, fill in an Application for Event Assessment Form and submit this to your CAMS State Office, which will assist in organising your assessment. The form is available here:

http://www.cams.com.au/getinvolved/officials/officials-forms/assessment-bookings



UPGRADE REQUIREMENTS

Licence Upgrade	Training/Assessment requirements
New Trainee	 Take Trainee Licence Form to your first event Have Trainee Form signed off by Supervisor; lodge completed form with CAMS
Trainee to General Official	 Complete Trainee requirements as above Complete Introductory Module (online or face-to-face)
General to Club Chief	 Minimum participation in at least two CAMS authorised motor sport events in appropriate roles Club Chief Category Module; Event Assessment
General to Bronze Official	Bronze Category ModuleEvent Assessment
Bronze to Silver Official	Silver Generic ModuleEvent Assessment
Silver to Gold Official	Event AssessmentCopy of experience and references provided

RECOGNITION OF PRIOR LEARNING / EXPERIENCE (RPL/E)

CAMS has a process which allows officials to apply for RPL/E up to and including Silver level licences. RPL/E will be granted when the stated competencies and related learning outcomes of the training program and licence requirements have been met. RPL/E information and resources to guide applicants through the steps involved are available on the CAMS website.

MENTORING

Many CAMS Officials may benefit from a mentoring opportunity to assist them in establishing their skills and experience. The CAMS Mentor Program facilitates this relationship and provides tools and resources to aid the process. Mentoring can be particularly valuable when an official is seeking to progress their officiating with the goal of upgrading their licence.

A Mentor booklet is available from your State Office to help you get the best from your mentoring experience and to track your progress and achievements throughout the mentoring relationship.

For more information on Mentoring, see the Officials section of the CAMS website or contact your State Office.

OFFICIALS LICENCE MAINTENANCE

The CAMS National Officiating Program is recognised under the Australian Sports Commission's National Officiating Accreditation Scheme (NOAS). The NOAS requires a standard of accreditation maintenance, to ensure that knowledge remains current and skills up-to-date.

CAMS achieves this through minimum participation requirements in line with the NOAS guidelines. Officials also have the option to re-train in the event that participation has not been sufficient.

OFFICIALS LICENCE MAINTENANCE CONDITIONS

Trainee Licence	None
General Official Licence	Officiating participation within the last 4 years. Participation Record to be signed by supervising official.
Club Chief Licence	Officiating participation as a Club Chief official within the last 4 years.
Bronze Licence	 Officiate in the relevant licence category during the last 4 years in a: Senior position (e.g. Chief/Deputy Chief) or team leader position up to and including State level events or higher; OR Position without supervision at Race, Rally and Off Road events. Participation record to be signed by supervising official.
Silver Licence	 Officiate in the relevant licence category during the last 4 years in a: Senior position (e.g. Chief/Deputy Chief) up to and Including National level events or higher; OR Team leader position at a National level event. Participation record to be signed by supervising official.
Gold Licence	Officiate in the relevant licence category during the last 4 years in a: • Senior position (e.g. Chief/Deputy Chief) up to and Including International level events or higher; OR • Team leader at an International level event. Participation record to be signed by supervising official.
Other (Specialist)	Officiate in the relevant licence category in the last four years. Participation record to be kept by official.

RESOLUTION OF LICENCE GRADE AND ENDORSEMENT DISPUTES

All appeals or disputes on grades and endorsements should be directed in writing to the CAMS Manager - Training and Officials.

AWARDS AND RECOGNITION

Official of the Year - CAMS acknowledge the efforts of its officials through various annual awards. The purpose of the Australian and State Motor Sport Official of the Year awards is to recognise outstanding achievements as a volunteer motor sport official. Officials can be nominated for these awards by using the nomination form found on the CAMS Website. Nomination forms are usually available from mid - year and nominations close on 30th September each year.

FABULOUS OFFICIALS

The Fabulous Officials initiative has been introduced by the Australian Officials Commission and 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 CAMS website, or you can contact your State Office.

POLICIES

CAMS has a number of policies and procedures in place to ensure the safety and wellbeing of Officials including but not limited to:

- Junior Officials Policy
- CAMS Member Protection Policy
- CAMS Safety 1st Policy
- CAMS Privacy Policy

Please see the CAMS website for full details. www.cams.com.au

CAMS SOCIAL MEDIA POLICY AND GUIDELINES

CAMS and the AOC have developed a Social Media Policy, available on the CAMS 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 motor sport 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 CAMS website:

http://www.cams.com.au/about/administration/policies

INSURANCE COVER FOR OFFICIALS

CAMS Accredited Officials are automatically covered by the following: Public Liability Insurance covers action brought against an accredited official due to their alleged negligence whilst engaged in motor sort duties under the control and authorization of CAMS; and Personal Accident Insurance covers injuries sustained by an accredited official whilst engaged in motor sport duties under the control and authorisation of CAMS.

CAMS 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 www.cams.com.au

OFFICIALS JUDICIAL PROCESS

Along with CAMS' policies, CAMS Accredited Officials are subject to abiding by the CAMS National Competition Rules (NCR) and if deemed in breach of these, are subject to being dealt with under the same CAMS judicial process as a competitor.

COURT APPEARANCES

Guidelines have been developed to support officials who may be called on either to make a statement or to give evidence in a civil court. Copies of these guidelines are available by contacting CAMS on 1300 883 959.

TRAUMA COUNSELLING

Where trauma counselling is required, this can be arranged through CAMS National or State Offices.

CAMS WEBSITE

Keep up to date with the latest news and information by visiting the CAMS website at **www.cams.com.au**

CAMS is also on Facebook and Twitter, so you can follow all the latest news wherever you are!

CONTACT DETAILS

National Office

851 Dandenong Road, Malvern East Vic 3145 PO Box 147, Caulfield East Vic 3145

Telephone: 1300 883 959 or +61 3 9593 7777

Facsimile: +61 3 9593 7700

Website: www.cams.com.au info@cams.com.au

State Offices

NSW/ACT Office

"Sports House"
6 Figtree Drive, Sydney
Olympic Park NSW 2127
PO Box 6126, Silverwater
BC NSW 1811

Phone: 1300 883 959 Fax: +61 2 9593 7700

SA/NT Office

3/43 King William Street, Kent

Town SA 5067

Phone: 1300 883 959 Fax: +61 8 8132 1077

WA Office

Suite 7, 21 Wanneroo Road Joondanna WA 6060 PO BOX 265, Osborne Park WA 6917

Phone: 1300 883 959 Fax: +61 8 9208 8504

QLD Office

"Sports House"
Cnr Castelmaine & Caxton
Streets, Milton QLD 4064
PO Box 1859 Milton BC
QLD 4064

Phone: 1300 883 959 Fax: +61 7 3368 2378

TAS Office

"Sport and Recreation House"

1 Selfs Point Road, Cornelian

Bay TAS 7008 Phone: 1300 883 959

Fax: +61 3 6223 7952







CONFEDERATION OF AUSTRALIAN MOTOR SPORT 851 DANDENONG RD, MALVERN EAST, VIC 3145 PH 1300 883 959 FAX (03) 9593 7700 EMAIL INFO@CAMS.COM.AU











