

P25 RACE OFFICIALS LICENCE POLICY

Scheduled Reviewed Triennially or as required

Date of Board Approval

2 February 2018

Last Board Review: 28 November 2022

INTRODUCTION

This policy sets out the Grading Classifications, guidance on the recommended minimum number of Essential Race Officials required at all levels of Karting Australia (KA) Competition within Australia and the requirements, responsibilities, and procedures for a Race Official to obtain, upgrade and maintain their KA Race Official Licence.

Note: In this Policy, certain administrative responsibilities that reference the SKA, 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.

PURPOSE

This policy will provide guidance to Member State Associations, State Official's Co-Ordinator's, Clubs and Organisers when providing Race Officials at all levels of Competition. This guidance seeks to create sporting integrity, enjoyment and a safe racing environment for Competitors to fairly and consistently apply the rules. The procedures have been implemented to clearly define the requirements to obtain, retain and/or upgrade a KA Race Official Licence.

RACE OFFICIAL

Race Officials (Levels 1, 2, 3 and 4) as described in this Policy are Graded and Licensed to Officiate at Karting Australia Competitions.

License Gradings are generally based on a combination of factors* including:

- karting and/or general motorsport experience,
- satisfactory completion of Basic Training – Level 4 Grading
- satisfactory completion of the relevant Official's Development Courses (in the Karting Australia Officials Academy) stipulated in this Policy for Levels 3, 2 and 1.
- being assessed as having:
 - satisfactorily officiated at and gained competency endorsements as a Race Official from the Chief Steward at the requisite number of Meetings detailed in the Upgrade Requirements of this Policy to warrant being upgraded to the next higher Official's Grading, and
 - a sound working knowledge of the Karting Australia National Competition Rules, and
 - enthusiasm for the sport

* RPL may be taken into account

KARTING ACTIVITY CONTROLLER – Level 5

Karting Activity Controller (KAC) will be introduced in late 2022 with an 'in effect date' of 31 January 2023.

Nothing in this Policy, shall act in any way to prohibit a Race Official from acting as a KAC at an Organised and Permitted **Karting Activity** (non-competitive, recreational or social karting). It is highly recommended that Race Officials complete the specific social **Karting Activity Controller** courses:

- "Social Karting – Controller Responsibilities and Requirements", and
- "Social Karting – Club Responsibilities and Requirements"

prior to performing the duties of a KAC.

POLICY APPLIES TO

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

OBJECTIVES

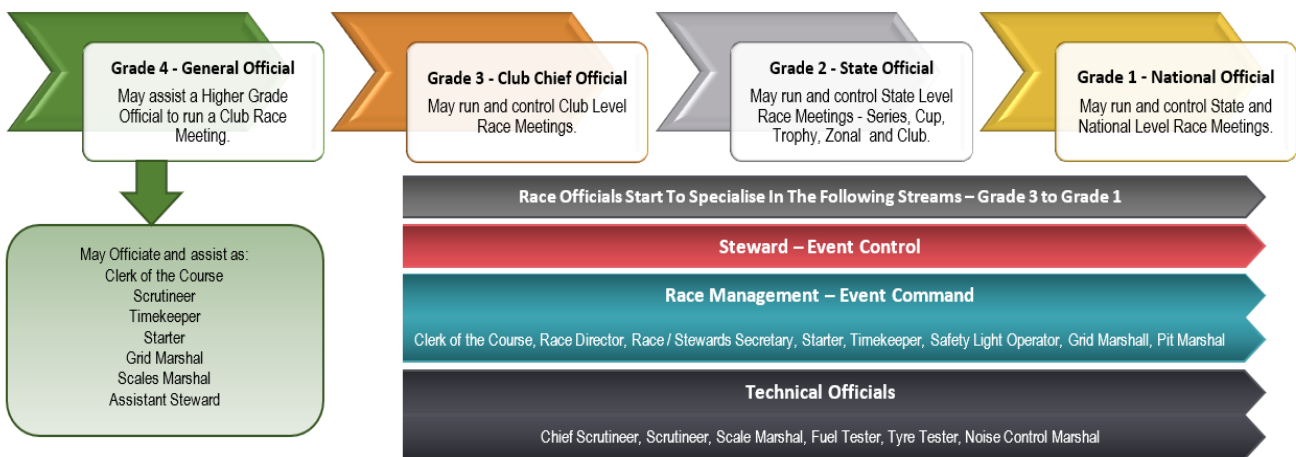
This policy is intended to achieve the following objectives:

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

RULE REFERENCES

General Rules, Chapter 7, Rule 2, and NCR Appendix 1.

RACE OFFICIALS' PROGRESSION PATHWAY



The list of Race 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

ASSISTANTS

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 a graded Race Officials Licence.

In all instances, a person who is required by State law to apply for and be provided with a Working With Children Check (15 years of age in South Australia and 18 years of age in other jurisdictions) must do so prior to acting as an assistant to a Race Official.

Working With Children Check

A person who is required by State Law to obtain a Working with Children Check must apply for and obtain such approval prior to being issued with a Karting Australia Race Officials' Licence or a Karting Activity Controller Licence and must always maintain it as current while acting as Race Official or a Karting Activity Controller.

This is an absolute requirement under STATE LAW - NO EXCEPTIONS!

Minimum Essential Race Officials (Showing Minimum Official's Grading Required)

Official	CLUB	STATE & ZONAL LEVEL COMPETITION	NATIONAL LEVEL COMPETITION	
	Club Competition Refer: <i>General Rules, Chapter 7, Rule 4 (b)</i>	State Cup, State Series, State Trophy, Zonal Competition	State Championship	National Championship, National Series, National Cup
Chief Steward	1 at Level 3 or higher.	1 at Level 2 or higher.	1 at Level 1.	1 at Level 1.
Steward	Refer General Rules Chapter 7 Rule 6 c) <i>"At a Club level Meeting, any other Official may act as a Steward for the purpose of the conduct of a Steward's Hearing provided that the Chief Steward shall perform the duties of Chair for the Hearing."</i>	Minimum of 3 Stewards in total including the <u>Chief</u> . 1 at Level 3 or higher. Plus At least 1 other, at any Level.	Minimum of 4 Stewards in total including the <u>Chief</u> . 2 at Level 2 or higher. Plus At least 2 others, 1 of which must be at least a Level 3 Steward.	Minimum of 4 Stewards in total including the <u>Chief</u> . 2 at Level 2 or higher. Plus At least 2 others, 1 of which must be at least a Level 3 Steward.
Clerk of the Course (COC)	At least 1 COC at Level 4** or higher if less than 35 Entries.	1 COC at Level 2 or higher.	1 COC at Level 2 or higher.	1 Race Director Plus 1 Level 1 COC.
Assistant Clerk of the Course (ACOC)	At least 1 COC at Level 3** or higher if more than 35 Entries.	At least 2 ACOC's. 1 of which must be a Level 3 or higher.	At least 2 ACOC's. 1 of which must be a Level 3 or higher.	At least 3 ACOC's at Level 3 or higher.
Chief Scrutineer	At least 1 Required - at any Level.	1 x Level 3 or higher	1 x Level 2 or higher	1 x Level 1
Scrutineer/s		At least 2 Scrutineers in total are required. At least 1 at any Level.	At least 3 Scrutineers in total are required. At least 2 others. At least 1 must be at Level 3 or higher.	At least 4 Scrutineers in total are required. At least 3 at Level 3 or higher.
Timekeeper	1 at any Level	1 at any Level but it is highly recommended to be at Level 3 or higher.	1 at Level 2 or Higher	1 at Level 2 or Higher

** Must have a clear understanding of the Start, Re-start, Race Stoppage and Race Finish Rules - Competition Rules, Chapter 1, Rules 22 – 26 if they are fulfilling the role of the Starter.

A Race Official may hold different Licence levels for different duties of officiating at any time (e.g., they could be a Level 1 Clerk of the Course and a Level 2 Steward).

DEFINITIONS

In addition to the definitions contained in the NCR's, the following definitions shall apply to this Policy.

Approved (or Approval)

- **By the SKA** means an approval given to a Race Official in accordance with this Policy by either the State Officials Co-ordinator, State Technical Officer, or State Administrator/Secretary and in accordance with authority provided by the SKA.
- **By the National Officials Co-Ordinator or the National Technical Commissioner** also means the respective Deputy in each of those roles.

Basic Training means the successful completion of the Core Training Courses and the PBTR Courses that all Race Officials must undertake by 31 January 2023 or prior to the issuing of their first Graded Race Official Licence.

Core Courses means the “Core Courses – Karting Australia Race Officials” in the Karting Australia Officials Academy.

Graded Race Official Licence means any of a Grade 4, Grade 3, Grade 2, or Grade 1 Race Official Licence that may be issued to a Race Official in accordance with the Rules and this Policy by either an SKA or Karting Australia.

Junior Race Official means a person who has attained the age of 14 years, who has successfully completed the Junior Race Officials Courses and who has been issued with a Junior Race Official Licence in accordance with the Rules and this Policy by either an SKA or Karting Australia. They may continue to act in the capacity of a Junior Official until they have attained the age of 18 years.

Junior Race Official Courses means the “Officiating 101” and “Respect Karting” Courses in the Officials Academy.

New Course means any Course/s that may be added to the Officials Academy after 1 October 2022.

Race Official means a person who has attained the age of 16 years, has completed Karting Australia's Basic Training and been issued with a Graded Race Official Licence in accordance with the Rules and this Policy by either an SKA or Karting Australia and who is not a Junior Official.

Officials Academy means the Karting Australia Officials Academy, Karting Australia's online training facility where we provide basic and advanced training courses that cover a range of subjects that are relevant to officiating at Karting Australia Activities and Race Meetings.

Official's Development Course means any of the Non-Core Courses in the Officials Academy.

PBTR Courses means Play By The Rules Mini Courses means the online “[Introduction to the Integrity of Sport](#)” and “[Making Sport Inclusive, Safe and Fair](#)” (Note: this course is valid for two years only.)

Remote Club means a Club that is at least 200km from the nearest Affiliated Club.

RPL Applicant means a person over the age of 16 years who has made an application for an RPL Assessment.

RPL Assessment (Recognition of Prior Learning) means the assessment process through which a person's skills, knowledge and experience can be taken into consideration in determining the initial grade of Race Official Licence issued and the training that may be required, prior to the issuing or upgrading a Race Official Licence, even if not all the stated Licence accreditation, attainment, retention, and upgrade requirements have been met.

RPL Assessment Panel means an ad hoc committee of at least three (3) persons, convened by Karting Australia that may include the National Officials Co-Ordinator and/or National Technical Commissioner and/or Deputy National Officials Co-Ordinator and/or Deputy National Technical Commissioner and/or a member of the Executive Commission under the Chair of the Chief Operating Officer or their delegate.

Updated Course means any Officials Academy Course (current as of 1 October 2022) that is updated from time to time to reflect best practices and/or new or amended Rules.



RACE OFFICIAL'S LICENCE

COMMENCEMENT, UPGRADE and RETENTION REQUIREMENTS

JUNIOR RACE OFFICIAL

General

1. A person applying to become a Junior Race Official is required to have successfully completed the Junior Race Officials Courses.
2. A Junior Race Official may assist a Licenced Race Official and act under their direct supervision at Club Level Race Meetings in any of the following duties:
 - Grid Marshal,
 - Starter,
 - Scales Marshal,
 - Timekeeper,
 - Scrutineering,
 - Clerk of the Course.
3. A Junior Race Official is required to officiate at a minimum of three (3) Race Meetings annually to retain their Licence.
4. A Junior Race Official may also officiate at higher levels of Race Meetings under the supervision of a Senior Graded Race Official.

JUNIOR RACE OFFICIAL UPGRADING TO A SENIOR RACE OFFICIAL

A Junior Official who is at least 16 years of age, and who wishes to become a Senior Race Official, should follow the procedures outlined in the Level 4 Race Official section of this Policy to become accredited as a Senior Race Official.

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SENIOR - GRADED RACE OFFICIALS

BASIC TRAINING IS REQUIRED TO BE UNDERTAKEN BY ALL GRADED RACE OFFICIALS.

All new Race Officials are required to complete Karting Australia's Basic Training before being issued with a Race Official's Licence.

In this Policy the term "successfully completed" when used in conjunction with Basic Training, PBTR Mini Courses, or any of the Event Control, Event Command, Technical, online training course modules, means that the Official has passed the test that follows each training Course. It is NOT NECESSARY NOR IS IT A REQUIREMENT, FOR AN OFFICIAL TO REPEAT these online training courses on a regular basis.

Level 4 is the starting point for most* Karting Australia Race Officials.

Unless a person has been granted a positive RPL Assessment in accordance with this Policy, the Training and Upgrade Assessment conditions detailed herein will apply.

If a positive RPL Assessment has been granted, some or all of the Training or Grading requirements may be adjusted or waived by an SKA and/or Karting Australia.

* See the RPL Assessment policy herein.

RPL ASSESSMENT

Each RPL Assessment, will be made on an individual case-by-case basis by the RPL Assessment Panel.

An RPL Assessment approval, may, but will not normally override the necessity for a Race Official to complete Basic Training.

Unless otherwise approved by KA, a person seeking an RPL Assessment must:

1. Complete an RPL Assessment Application Form and submit it to the SKA from which they are seeking to obtain a Race Official Licence.
2. Provide supporting evidence of the skills, knowledge and experience that supports the application.
3. Provide contact details of any referee/s who can support the RPL Assessment Application.

The SKA that receives the completed Application form will, upon its receipt:

1. Forward the completed RPL Assessment Application Form to Karting Australia,
2. Provide a properly considered recommendation that either supports or rejects the RPL Assessment Application to admin@karting.net.au

UPGRADE ASSESSMENT

An Upgrade Assessment must be conducted prior to an Official being elevated to a higher-level of Race Official's Licence.

The purpose of an Upgrade Assessment is to determine the competency of an Official to move from their current Licence grade to a higher grade of Race Official's Licence after they have obtained the requisite number of competency endorsements specified in this Policy i.e. Level 4 to level 3, level 3 to level 2 and level 2 to level 1.

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An Assessment will be conducted for:

- an Event Control Officials' Assessment or Event Command Officials' Assessment, by the State or National Official's Co-ordinator.
- a Scrutineer Assessment, must be approved by the State Technical Officer or the National Technical Commissioner.

The Assessment will include the successful completion of an online test in the Karting Australia Officials Academy and may include one or more event observation assessments.

LEVEL 4 RACE OFFICIAL

New Senior Race Official (Minimum 16 Years of Age)

THE FIRST SENIOR RACE OFFICIAL'S LICENCE

A person applying to become a new or returning Karting Australia Race Official is required to:

1. Successfully complete Basic Training; and
2. If you have attained the age of 18 years (15 years of age in South Australia), you must apply for and obtain a **Working With Children Check** clearance that is valid in your State; and
3. Complete the Karting Australia **Officials' Accreditation Application Form** and submit it to either your State Karting Association (**SKA**) or KA along with a copy of the PBTR Course Certificates for both the PBTR Courses mini courses.

Prior to a new Senior Race Officials' Licence being issued, a Level 4 Race Official Licence application must be approved by either their SKA, Karting Australia or the National Officials Co-ordinator.

GENERAL CONDITIONS – LEVEL 4 RACE OFFICIAL

Permitted Duties

1. A Level 4 Race Management Official can officiate at a Club Level Race Meeting (or a higher-level Race Meeting under supervision of a higher graded Official) in any of the following roles:
 - Clerk of the Course
 - Starter
 - Safety Light Operator
 - Flag Marshal
 - Grid Marshal
 - Timekeeper
 - Pit/Paddock Marshal
2. A Level 4 Technical Official can officiate at a Club Level Race Meeting (or a higher-level Race Meeting under supervision of a higher graded Official) in any of the following roles:
 - Scrutineer
 - Scale Marshal
 - Tyre Tester
 - Fuel Tester
 - Noise Control Marshal
3. Any other Race Official, including a Level 4 Race Official is permitted to act as a Steward at a Club Level meeting provided the Chief Steward acts as the Chair during the Hearing.

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RETAINING YOUR LEVEL 4 RACE OFFICIAL LICENCE

A Level 4 Race Official must:

1. Officiate at a minimum of four (4) Meetings annually; and
2. Biennially, must satisfactorily complete:
 - a. At least one (1) Officials Development Course conducted by either KA or your SKA; and
 - b. Successfully complete any **new "Core Courses"** e.g. the **Annual Updated Rules course** and any specific "**Level 4 Courses**" (if any) in the Officials Academy; and
 - c. Participate in at least one (1) **KA Integrity Unit Webinar**

to retain your Level 4 Race Official's Accreditation.

ONGOING DEVELOPMENT

It is highly recommended that Race Officials regularly attend and participate in a KA and/or an SKA Officials Training School or KA online Race Official's Workshop at least biennially and preferably annually.

MINIMUM UPGRADE REQUIREMENTS – UPGRADE, LEVEL 4 TO LEVEL 3 RACE OFFICIAL

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

1. Have a sound working knowledge of the Karting Australia National Competition Rules and an enthusiasm for the sport.
2. Have held a Level 4 Race Official’s Licence for a minimum twelve (12) month period and have 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.
3. Make application on the appropriate form to the SKA requesting consideration for an upgrade. A copy of the PBTR Certificate for the relevant PBTR Mini Course(s) that the Official has completed in Basic Training must be provided with the completed application form.
4. Prior to a Level 3 Licence being issued:
 - a. an Upgrade Assessment will be conducted.
 - b. for an Event Control Officials’ Licence or Event Command Officials’ Licence, the Licence Application must be approved by either their SKA or the National Officials Co-ordinator.
 - c. for a Scrutineer Licence, the Licence Application must be approved by either their SKA or the National Technical Commissioner.

LEVEL 3 – (CLUB CHIEF) OFFICIAL

A Level 3 Race Official Licence may be issued to an Official who has:

1. Completed Basic Training (unless otherwise approved through the RPL Assessment approval process.)
2. Satisfied the upgrade criteria for a Level 3 Official; or been approved for the issuing of a Level 3 Officials' Licence following an RPL Assessment.
3. Made application on the appropriate form to the SKA requesting consideration for a Level 3 Officials Licence,
4. The applicant for the Level 3 Race Official Licence, must have successfully completed the PBTR Course - **"Making Sport Inclusive, Safe and Fair"** within the previous two (2) years, and provide a copy of the PBTR certificate showing completion of the Course with the application.

5. LICENCE CATEGORIES

a. Stewards (Event Control) Licence

- (i) If applying for a Stewards (**Event Control**) Licence, you must have successfully completed all the Event Control – Stewards Officials Academy Courses.
- (ii) The Licence Application must be approved by either the State Officials Co-ordinator, their SKA, Karting Australia or the National Officials Co-ordinator.

b. Race Management (Event Command) Licence

- (i) If applying for Race Management (Event Command) Licence, you must have successfully completed the Event Command – Race Management Officials Academy Courses.
- (ii) The Licence Application must be approved by either the State Officials Co-ordinator, their SKA, Karting Australia or the National Officials Co-ordinator.

c. Technical (Scrutineer) Licence

- (i) If applying for a Scrutineer Licence, you must have successfully completed the Scrutineering and Event Command – Race Management Officials Academy Courses.
- (ii) The Licence Application must be approved by either the State Technical Officer, their SKA, Karting Australia, or the National Technical Commissioner.

PERMITTED DUTIES

A **Level 3 Steward** may:

- officiate as a Steward or Chief Steward at a Club level Meeting.
- officiate at State and Zonal Level Meetings but not as the Chief Steward.
- officiate at a National Level Meeting but not as the Chief Steward.

A **Level 3 Race Management Official** (Clerk of the Course or Assistant Clerk of the Course) may:

- officiate as Clerk of The Course at a Club level Meeting.
- officiate as an Assistant Clerk of the Course at a State and Zonal Level Meeting.
- officiate as an Assistant Clerk of the Course at a National Level Meeting.

A **Level 3 Technical Official** (Scrutineer) may:

- officiate as Chief Scrutineer at a Club level Meeting.
- Officiate as a Chief Scrutineer at State and Zonal Level Meetings
- officiate as a Scrutineer at National Level Meetings.

RETAINING YOUR LEVEL 3 RACE OFFICIAL LICENCE

A Level 3 Race Official must:

1. Officiate at a minimum of four (4) Race Meetings annually.
2. Biennially, must satisfactorily complete:
 - a. At least one (1) Officials Development Course conducted by either KA or your SKA; and
 - b. Successfully complete any **NEW “Core Courses” e.g. the Annual Updated Rules** course and any specific **“Level 3 Courses”** (if any) in the Officials Academy; and
 - c. Participate in at least one (1) KA Integrity Unit Webinar

to retain your Level 3 Race Official’s Accreditation.

ONGOING DEVELOPMENT

It is highly recommended that Race Officials regularly attend and participate in a KA and/or an SKA Officials Training School or KA online Race Official’s Workshop at least biennially and preferably annually.

MINIMUM UPGRADE REQUIREMENTS – LEVEL 3 TO LEVEL 2

To be eligible to upgrade to a Level 2 Race Official Licence, a Level 3 Race Official must:

1. Have a good working knowledge of the Karting Australia National Competition Rules and an enthusiasm for the sport.
2. Have held a Level 3 Race Official 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 for the same Role during that period.
 - b. At least two (2) of the endorsements should be obtained at Meetings at which there are at least 50 entries.
 - c. No more than four (4) of the endorsements can be obtained from Meetings held at the same Club and/or from the same Chief Steward unless the Meetings are organised by or at a Remote Club in which case the assessing Official may provide an exemption allowing for more than four (4) endorsements to be obtained from the same Club and/or the same Chief Steward.
 - d. Make application on the appropriate form to the SKA, requesting consideration for an upgrade. A copy of the PBTR Certificate for the relevant PBTR Mini Course(s) that the Official has completed within the previous two (2) years must be provided with the completed application form.
3. Prior to a Level 2 Race Official Licence being issued:
 - a. an Upgrade Assessment will be conducted.
 - b. for an Event Control Official Licence or Event Command Official Licence, the Licence Application must be approved by either the SKA or the National Officials Co-ordinator.
 - c. for a Scrutineer Licence, the Licence Application must be approved by either the SKA or the National Technical Commissioner.

LEVEL 2 – (STATE) OFFICIAL

A Level 2 Race Officials Licence may be granted to a person who has:

1. Completed Basic Training (unless otherwise approved through the RPL Assessment approval process.)
2. Satisfied the upgrade criteria for a Level 2 Race Official or been approved for the issuing of a Level 2 Official Licence following an RPL Assessment.
3. Made application on the appropriate form to the SKA requesting consideration for a Level 2 Officials Licence.
3. The applicant for the Level 2 Race Official Licence, must have successfully completed the PBTR Course - **“Making Sport Inclusive, Safe and Fair”** within the previous two (2) years, and provide a copy of the PBTR certificate showing completion of the Course with the application.

4. LICENCE CATEGORIES

a. Stewards (Event Control) Licence

- (i) If applying for a Stewards (**Event Control**) Licence, you must have successfully completed all the Event Control – Stewards Officials Academy Courses.
- (ii) The Licence Application must be approved by either the State Officials Co-ordinator, their SKA, Karting Australia or the National Officials Co-ordinator.

b. Race Management (Event Command) Licence

- (i) If applying for Race Management (Event Command) Licence, you must have successfully completed the Event Command – Race Management Officials Academy Courses.
- (ii) The Licence Application must be approved by either the State Officials Co-ordinator, their SKA, Karting Australia or the National Officials Co-ordinator.

c. Technical (Scrutineer) Licence

- (i) If applying for a Scrutineer Licence, you must have successfully completed the Scrutineering and Event Command – Race Management Officials Academy Courses.
- (ii) The Licence Application must be approved by either the State Technical Officer, their SKA, Karting Australia, or the National Technical Commissioner.

PERMITTED DUTIES

A **Level 2 Steward** may:

- officiate as Steward or Chief Steward at a Club level Meeting.
- officiate as Steward or Chief Steward at a State and Zonal Level Meeting.
- officiate at a National Level Meeting but not as the Chief Steward

A **Level 2 Race Management Official** (Clerk of the Course or Assistant Clerk of the Course) may:

- officiate as Clerk of the Course or Assistant Clerk of the Course at a Club Level Meeting.
- officiate as Clerk of the Course or Assistant Clerk of the Course at a State or Zonal Level Meeting.
- officiate as Clerk of the Course or Assistant Clerk of the Course at a State Championship Meeting
- officiate as an Assistant Clerk of the Course at all other National Level Meetings.

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

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

RETAINING YOUR LEVEL 2 RACE OFFICIAL LICENCE

To retain a Level 2 Official Licence, the Official must:

1. officiate at a minimum of six (6) Race Meetings annually, at least two (2) of which must not be held at the same Club (See IMPORTANT NOTES ##); and
2. biennially, must satisfactorily complete:
 - a. At least one (1) Officials Development Course conducted by either KA or your SKA; and
 - b. Successfully complete any **NEW “Core Courses”** e.g. the **Annual Updated Rules** course and any specific **“Level 2 Courses”** (if any) in the Officials Academy; and
 - c. Participate in at least one (1) KA Integrity Unit Webinar
3. have satisfactorily completed all the courses including all new and updated courses relevant to their Officiating discipline in the Officials Academy.

ONGOING DEVELOPMENT

It is highly recommended that Race Officials regularly attend and participate in a KA and/or an SKA Officials Training School or KA online Race Official’s Workshop at least biennially and preferably annually.

MINIMUM UPGRADE REQUIREMENTS – LEVEL 2 TO LEVEL 1

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

1. Satisfactorily attend a KA Officials Training School biennially; and
2. Have an excellent working knowledge of the National Competition Rules and an enthusiasm for the sport.
3. Have held a Level 2 Race Officials Licence for a minimum of twenty-four (24) months.
 - a. Satisfactorily officiated and gained competency endorsements from the Chief Steward at a minimum of eight (8) Race Meetings in the same Role during that period.
 - i. No more than five (5) of the endorsements can be obtained from the same Chief Steward and/or be from Meetings held at the same Club.
4. Make application on the appropriate form to the SKA requesting consideration for an upgrade. A copy of the PBTR Certificate for the relevant PBTR Mini Course(s) that the Official has completed in Basic Training must be provided with the completed application form.
5. Prior to a Level 1 Licence being issued:
 - a. an Upgrade Assessment will be conducted.
 - b. for an Event Control Race Official Licence or Event Command Race Official Licence, the Licence Upgrade Application must be approved by the National Officials Co-ordinator upon recommendation for the Officials’ SKA.
 - c. for a Scrutineer Licence, the Licence Upgrade Application must be approved by the National Technical Commissioner upon recommendation for the Officials’ SKA.

LEVEL 1 (NATIONAL) OFFICIAL:

A Level 1 Race Officials Licence may be granted to a person who has:

1. Completed Basic Training (unless otherwise approved through the RPL Assessment approval process.)
2. Satisfied the upgrade criteria for a Level 1 Race Official or been approved for the issuing of a Level 1 Race Officials' Licence following an RPL Assessment.
3. Made application on the appropriate form to the SKA requesting consideration for a Level 1 Officials Licence.
4. The applicant for the Level 1 Race Official Licence, must have successfully completed the PBTR Course - "[Making Sport Inclusive, Safe and Fair](#)" within the previous two (2) years, and provide a copy of the PBTR certificate showing completion of the Course with the application.

5. LICENCE CATEGORIES

a. Stewards (Event Control) Licence

- (i) If applying for a Stewards (**Event Control**) Licence, you must have successfully completed all the Event Control – Stewards Officials Academy Courses.
- (ii) The Licence Application must be approved by the National Officials Co-ordinator
 - Upon recommendations from the SKA; or
 - Upon recommendation from KA.

b. Race Management (Event Command) Licence

- (i) If applying for Race Management (Event Command) Licence, you must have successfully completed the Event Command – Race Management Officials Academy Courses.
- (ii) The Licence Application must be approved by the National Officials Co-ordinator
 - Upon recommendations from the SKA; or
 - Upon recommendation from KA.

c. Technical (Scrutineer) Licence

- (iii) If applying for a Scrutineer Licence, you must have successfully completed the Scrutineering and Event Command – Race Management Officials Academy Courses.
- (iv) The Licence Application must be approved by the National Technical Commissioner
 - Upon recommendations from the SKA; or
 - Upon recommendation from KA.

ONGOING DEVELOPMENT

It is highly recommended that Race Officials regularly attend and participate in a KA and/or an SKA Officials Training School or KA online Race Official's Workshop at least biennially and preferably annually.

Permitted Duties

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

- Chief Steward or Steward
- Clerk of the Course,
- Race Director
- Chief Scrutineer or Scrutineer

at any Race Meeting.

RETAINING YOUR LEVEL 1 RACE OFFICIAL LICENCE

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

1. officiate at a minimum of six (6) Meetings annually; at least two (2) of which must not be held at the same Club (See IMPORTANT NOTES ##); and
2. biennially, must satisfactorily complete:
 - a. At least one (1) Officials Development Course conducted by either KA or your SKA; and
 - b. Successfully complete any new “Core Courses” e.g. the Annual Updated Rules course and any specific “Level 3 Courses” (if any) in the Officials Academy; and
 - c. Participate in at least one (1) KA Integrity Unit Webinar
3. continue to satisfy the National Officials Co-ordinator or the National Technical Commissioner that they can continue to competently fulfil their duties as a Level 1 Race Official by accepting appointments to officiate at National Level Meetings as and when reasonably requested to do so.
4. have satisfactorily completed all the courses including all new and updated 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” means that the Race Official is eligible for and is ready to be assessed in accordance with this policy for a Race Official License Upgrade.

It does not guarantee that an Official will obtain an upgrade to the next level of Race Official Licence, nor does it obligate them to be assessed.

It makes the Official eligible for assessment by either the SKA 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 Licence, and/or the minimum requirements for a Licence upgrade may, in **exceptional circumstances**, be varied by the National Officials Co-ordinator 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 minimum requirements have been met.