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Office 38
1 International Drive
West Meadows
Victoria 3043
Australia

P.O. Box 2162
Gladstone Park
Victoria 3043

Tel: (03) 9684 0500
E: mail@ma.org.au
www.ma.org.au

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SECTION A: LICENSING AND UPGRADES

1. OVERVIEW

1.1. Obtaining an Officials Licence and/or Accreditation

- 1.1.1. To obtain an Officials licence and/or accreditation, the applicant must:
- Be at least 16 years of age to act in an operational official role and/or be granted a Level 1 Operational Official licence.
 - Be at least 18 years of age to act in an official role and/or be granted an Officials licence for any official role that requires specific accreditation.
 - Successfully complete the "online" MA accredited Level 1 Operational Officials training course
 - Successfully complete all required on-site training and competency assessments
 - Successfully complete any RCB provided training courses and any online Sport Integrity e-learning courses as may be required by the RCB at the time of the application, relevant to the accreditation being requested.
 - Where relevant, obtain a Working With Children Check and/or Child Protection Declaration/Suitability Card to satisfy State/Territory legislation requirements.
 - Complete all required sections of the Officials Application Form and submit application via www.ridernet.com.au or for Levels 1 to 3 accreditation to relevant State Controlling Body (SCB) or to Motorcycling Australia (MA) for Level 4 accreditation.

1.2. Upgrade an Officials Accreditation

- 1.2.1. To upgrade an Officials accreditation, the official must:
- Hold the level immediately below the relevant accreditation that is being considered for upgrade.
 - Show record of assisting as a "Trainee" or acting (as appropriate) in the specific official role.
 - Successfully pass a competency assessment while training or acting in the role (as appropriate) that is being considered for upgrade.
 - Attend any refresher and/or training course or complete any online Sport Integrity e-learning course as may be required by the RCB at the time of the upgrade application
 - Be endorsed for the upgrade by the RCB.
 - Submit application for upgrade via www.ridernet.com.au or for Levels 1 to 3 accreditation to relevant State Controlling Body (SCB) or to Motorcycling Australia (MA) for Level 4 accreditation.

2. OPERATIONAL OFFICIAL

2.1. Roles

- 2.1.1. For the purpose of accreditation, an Operational Official may be licensed in any discipline in the following roles; Marshals, Timekeepers, Measurers*, Eligibility Scrutineers*, Judges, Observers, Handicappers, Starters, Final Control Officials and Sound Control Officers*.
- 2.1.2. Although Measurers and Sound Control Officers are operational officials, they have a separate and different accreditation pathway.

2.2. Level 1 Operational Official - All Disciplines

- 2.2.1. To become an accredited Level 1 Operational Official in all disciplines:
- Applicant must have successfully completed the "online" MA accredited Level 1 Operational Officials training course
 - All Level 1 Operational Official applications are processed by Ridernet.
- 2.2.2. Level 1 is only available for the Marshal role, all other operational roles must progress to level 2 for specific role accreditation.

2.3. Level 2 Operational Official - All Disciplines

- 2.3.1. Prior to applying for the upgrade, the applicant must:
- Have current Level 1 Operational Officials accreditation.
 - Show record of assisting as a "Trainee" in the specific official role at a minimum of one meeting.
 - Successfully **pass a competency assessment** while acting in the Trainee role nominated for accreditation. The assessment will be conducted and documented by an accredited official conversant with the role.
- 2.3.2. All Level 2 upgrade applications are reviewed by the SCB administration.

2.4. Level 3 Operational Official - All Disciplines

- 2.4.1. Prior to applying for the upgrade, the applicant must:
- Have current Level 2 Operational Officials accreditation in the discipline and role nominated for upgrade.
 - Show record of:

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1 International Drive
West Meadows
Victoria 3043
Australia

P.O. Box 2162
Gladstone Park
Victoria 3043

Tel: (03) 9684 0500
E: mail@ma.org.au
www.ma.org.au

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- i) Acting in the specific Officials role at a minimum of two meetings or
 - ii) Assisting as "Trainee" in the specific Officials role at a minimum of one open or National championship meeting.
- c) Successfully **pass a competency assessment** while acting in the role nominated for accreditation. The assessment will be conducted and documented by an accredited official conversant with the role.

2.4.2. All Level 3 upgrade applications must be reviewed and endorsed by the SCB prior to processing.

2.5. Level 4 Operational Official - All Disciplines

2.5.1. Prior to applying for the upgrade, the applicant must:

- a) Have current Level 3 Operational Officials accreditation in the discipline and role nominated for upgrade.
- b) Show record of:
- c) Acting in the specific official role at a minimum of two "open" meetings or
- d) Assisting as "Trainee" in the specific official role at a minimum of one National championship meeting.
- e) Successfully **pass a competency assessment** while acting in the role nominated for accreditation. The assessment will be conducted and documented by an accredited official conversant with the role.

2.5.2. All Level 4 upgrades must be reviewed and endorsed by the SCB Officials Review Panel and approved by the MA National Officials Committee, prior to processing.

3. SCRUTINEER

Officials requiring Scrutineer accreditation must complete the following:

3.1. Trainee Scrutineer - All Disciplines

"Trainee" is the accreditation awarded to a person who has successfully completed an MA accredited Scrutineer training seminar which enables them to participate as a Trainee at events, as they acquire the necessary practical experience and when ready, to be assessed for competency, for upgrading to L2, where they may be appointed to the role for events.

3.1.1 To become an accredited Trainee Scrutineer :

- a) Applicant must have successfully completed the "online" MA accredited Level 1 Operational Officials training course
- b) Applicant must have successfully completed an MA accredited Scrutineer training seminar.

3.2. Level 2 Scrutineer - All Disciplines

3.2.1. Prior to applying for the upgrade, the applicant must:

- a) Have current Level 1 Operational Officials accreditation.
- b) Have successfully completed an MA accredited Scrutineer training seminar.
- c) Show record of assisting as a "Trainee" in the Scrutineer role at a minimum of one meeting, after attending the training seminar.
- d) Successfully **pass a competency assessment while acting as a Trainee** in the Scrutineer role. The assessment will be conducted and documented by an accredited official conversant with the role.

3.2.2. All Level 2 upgrades are reviewed by the SCB administration prior to processing.

3.3. Level 3 Scrutineer - All Disciplines

3.3.1. Prior to applying for the upgrade, the applicant must:

- a) Have current Level 2 Scrutineer accreditation in the discipline and role nominated for upgrade.
- b) Show record of:
 - i) Acting in the Scrutineer role at a minimum of two meetings, OR
 - ii) Assisting as "Trainee" in the Scrutineer role at a minimum of one open or National championship meeting.
- c) Successfully **pass a competency assessment** while acting in the role nominated for accreditation. The assessment will be conducted and documented by an accredited official conversant with the role.

3.3.2. All Level 3 upgrades must be reviewed and endorsed by the SCB Officials Review Panel prior to processing.

3.4. Level 4 Scrutineer - All Disciplines

3.4.1. Prior to applying for the upgrade, the applicant must:

- a) Have current Level 3 Scrutineer accreditation in the discipline and role nominated for upgrade.
- b) Have current Measurer and Sound Control Officer accreditation/endorsement.
- c) Show record of:
 - i) Acting in the Chief Scrutineer role at a minimum of two "open" meetings, or
 - ii) Assisting as "Trainee" in the Scrutineer role at a minimum of one National championship meeting.

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Office 38
1 International Drive
West Meadows
Victoria 3043
Australia

P.O. Box 2162
Gladstone Park
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d) Successfully **pass a competency assessment** while acting in the role nominated for accreditation. The assessment will be conducted and documented by an accredited official conversant with the role.

3.4.2. All Level 4 upgrade applications must be reviewed and endorsed by the SCB Officials Review Panel and approved by the National Officials Committee, prior to processing.

4. RACE SECRETARY

Officials requiring Scrutineer accreditation must complete the following:

4.1. Trainee Race Secretary – All Disciplines

4.1.1. "Trainee" is the accreditation awarded to a person who has successfully completed an MA accredited Race Secretary training seminar which enables them to participate as a Trainee at events, as they acquire the necessary practical experience and when ready, to be assessed for competency, for upgrading to L2, where they may be appointed to the role for events.

4.1.2. To become an accredited Trainee Race Secretary:

- a) Applicant must have successfully completed the "online" MA accredited Level 1 Operational Officials training course
- b) Applicant must have successfully completed an MA accredited Race Secretary training seminar.

4.2. Level 2 Race Secretary - All Disciplines

4.2.1. Prior to applying for the upgrade, the applicant must:

- a) Have current Level 1 Operational Officials accreditation.
- b) Have successfully completed an MA accredited Race Secretary training seminar.
- c) Show record of assisting as a "Trainee" in the Race Secretary role at a minimum of one meeting, after attending the training seminar.
- d) Successfully **pass a competency assessment while acting as a Trainee** in the Race Secretary role. The assessment will be conducted and documented by an accredited official conversant with the role.

4.2.2. All Level 2 upgrades are reviewed by the SCB administration prior to processing.

4.3. Level 3 Race Secretary - All Disciplines

4.3.1. Prior to applying for the upgrade, the applicant must:

- a) Have current Level 2 Race Secretary accreditation in the discipline and role nominated for upgrade.
- b) Show record of:
 - i) Acting in the Race Secretary role at a minimum of two meetings, or
 - ii) Assisting as "Trainee" in the Race Secretary role at a minimum of one open or National championship meeting.
- c) Successfully **pass a competency assessment** while acting in the role nominated for accreditation. The assessment will be conducted and documented by an accredited official conversant with the role.

4.3.2. All Level 3 upgrades must be reviewed and endorsed by the SCB Officials Review Panel prior to processing.

4.4. Level 4 Race Secretary - All Disciplines

4.4.1. Prior to applying for the upgrade, the applicant must:

- a) Have current Level 3 Race Secretary accreditation in the discipline and role nominated for upgrade.
- b) Show record of:
 - i) Acting in the Race Secretary role at a minimum of two "open" meetings, or
 - ii) Assisting as "Trainee" in the Race Secretary role at a minimum of one National championship meeting.
- c) Successfully **pass a competency assessment** while acting in the role nominated for accreditation. The assessment will be conducted and documented by an accredited official conversant with the role.

4.4.2. All Level 4 upgrades must be reviewed and endorsed by the SCB Officials Review Panel and approved by the National Officials Committee, prior to processing.

5. CLERK OF COURSE

Officials requiring Clerk of Course accreditation must complete the following:

5.1. Trainee Clerk of Course – All Disciplines

5.1.1. "Trainee" is the accreditation awarded to a person who has successfully completed an MA accredited Clerk of Course training seminar which enables them to participate as a Trainee at events, as they acquire the necessary practical experience and when ready, to be assessed for competency, for upgrading to L2, where they may be appointed to the role for events.

5.1.2. To become an accredited Trainee Clerk of Course:

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1 International Drive
West Meadows
Victoria 3043
Australia

P.O. Box 2162
Gladstone Park
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- a) Applicant must have successfully completed the “online” MA accredited Level 1 Operational Officials training course
- b) Applicant must have successfully completed an MA accredited Clerk of Course training seminar.

5.2. Level 2 Clerk of Course - All Disciplines

5.2.1. Prior to applying for the upgrade, the applicant must:

- a) Have current Level 1 Operational Officials accreditation.
- b) Have successfully completed an MA accredited Clerk of Course training seminar.
- c) Show record of assisting as a “Trainee” in the Clerk of Course role at a minimum of one meeting, after attending the training seminar.
- d) Successfully **pass a competency assessment while acting as a Trainee** in the Clerk of Course role. The assessment will be conducted and documented by an accredited official conversant with the role.

5.2.2. All Level 2 upgrades are reviewed by the SCB administration.

5.3. Level 3 Clerk of Course- All Disciplines

5.3.1. Prior to applying for the upgrade, the applicant must:

- a) Have current Level 2 Clerk of Course accreditation in the discipline and role nominated for upgrade.
- b) Show record of:
 - i) Acting in the Clerk of Course role at a minimum of two meetings or
 - ii) Assisting as “Trainee” in the Clerk of Course role at a minimum of one open or National championship meeting.
- c) Submit with the upgrade application, an acceptable standard CofC report from an event nominated for the upgrade.
- d) Show record of successfully participating in a State based Clerk of Course and Steward/Referee refresher/training workshop.
- e) Successfully **pass a competency assessment** while acting in the role nominated for accreditation. The assessment will be conducted and documented by an accredited official conversant with the role.

5.3.2. All Level 3 upgrades must be reviewed and endorsed by the SCB Officials Review Panel prior to processing.

5.4. Level 4 Clerk of Course - All Disciplines

5.4.1. Prior to applying for the upgrade, the applicant must:

- a) Have current Level 3 Clerk of Course accreditation in the discipline and role nominated for upgrade.
- b) Show record of:
 - i) Acting in the Clerk of Course role at a minimum of two “open” meetings, or
 - ii) Assisting as “Trainee” in the Clerk of Course role at a minimum of one National championship meeting.
- c) Successfully **pass a competency assessment** while acting in the role nominated for accreditation. The assessment will be conducted and documented by an accredited official conversant with the role.
- d) Submit with the upgrade application, an acceptable standard CofC report from an event nominated for the upgrade.
- e) Show record of participating in, and successfully passing all assessment requirements of the National Level 4 Clerk of Course and Steward/Referee training seminar.

5.4.2. All Level 4 upgrades must be reviewed and endorsed by the SCB Officials Review Panel and approved by the National Officials Committee, prior to processing.

6. STEWARD

Officials requiring Steward accreditation must complete the following:

6.1. Trainee Steward – All Disciplines

6.1.1. “Trainee” is the accreditation awarded to a person who has successfully completed an MA accredited Steward/Referee training seminar which enables them to participate as a Trainee at events, as they acquire the necessary practical experience and when ready, to be assessed for competency, for upgrading to L2, where they may be appointed to the role for events.

6.1.2. To become an accredited Trainee Steward:

- a) Applicant must have current Clerk of Course accreditation.
- b) Applicant must have successfully completed an MA accredited Steward/Referee training seminar.

6.2. Level 2 Steward - All Disciplines

6.2.1. Prior to applying for the upgrade, the applicant must:

- a) Have current Level 2 Clerk of Course Officials accreditation.
- b) Have successfully completed an MA accredited Steward/Referee training seminar.

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Office 38
1 International Drive
West Meadows
Victoria 3043
Australia

P.O. Box 2162
Gladstone Park
Victoria 3043

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E: mail@ma.org.au
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- c) Show record of assisting as a "Trainee" in the Steward role at a minimum of one meeting, after attending the training seminar.
- d) Successfully pass a competency assessment while acting as a Trainee in the Steward role. The assessment will be conducted and documented by an accredited official conversant with the role.

6.2.2. All Level 2 upgrades are reviewed by the SCB administration.

6.3. Level 3 Steward - All Disciplines

6.3.1. Prior to applying for the upgrade, the applicant must:

- a) Have current Level 2 Steward accreditation in the discipline nominated for upgrade.
- b) Show record of:
 - i) Acting in the Steward role at a minimum of two meetings or
 - ii) Assisting as "Trainee" in the Steward role at a minimum of one open or National championship meeting.
- c) Submit with the upgrade application, an acceptable standard Competition report from an event nominated for the upgrade.
- d) Show record of successfully participating in a State based Clerk of Course and Steward/Referee refresher/training workshop.
- e) Successfully **pass a competency assessment** while acting in the role nominated for accreditation. The assessment will be conducted and documented by an accredited official conversant with the role.

6.3.2. All Level 3 upgrades must be reviewed and endorsed by the SCB Officials Review Panel prior to processing.

6.4. Level 4 Steward - All Disciplines

6.4.1. Prior to applying for the upgrade, the applicant must:

- a) Have current Level 3 Steward accreditation in the discipline and role nominated for upgrade.
- b) Show record of:
 - i) Acting in the Steward role at a minimum of two "open" meetings, or
 - ii) Assisting as "Trainee" in the Steward role at a minimum of one National championship meeting.
- c) Successfully **pass a competency assessment** while acting in the role nominated for accreditation. The assessment will be conducted and documented by an accredited official conversant with the role.
- d) Submit with the upgrade application, an acceptable standard Competition report from an event nominated for the upgrade.
- e) Show record of participating in, and successfully passing all assessment requirements of the National Level 4 Clerk of Course and Steward/Referee training seminar.

6.4.2. All Level 4 upgrades must be reviewed and endorsed by the SCB Officials Review Panel and approved by the National Officials Committee, prior to processing.

7. SPEEDWAY REFEREE

Officials requiring Speedway Referee accreditation must complete the following:

7.1. Trainee Speedway Referee

7.1.1. "Trainee" is the accreditation awarded to a person who has successfully completed an MA accredited Steward/Referee training seminar which enables them to participate as a Trainee at events, as they acquire the necessary practical experience and when ready, to be assessed for competency, for upgrading to L2, where they may be appointed to the role for events.

7.1.2. To become an accredited Trainee Speedway Referee:

- a) Applicant must have current Speedway Clerk of Course accreditation.
- b) Applicant must have successfully completed an MA accredited Steward training seminar.

7.2. Level 2 Speedway Referee

7.2.1. Prior to applying for the upgrade, the applicant must:

- a) Have current Level 2 Speedway Clerk of Course Officials accreditation.
- b) Have successfully completed an MA accredited Steward/Referee training seminar.
- c) Show record of assisting as a "Trainee" in the Referee role at a minimum of one meeting, after attending the training seminar.
- d) Successfully pass a competency assessment while acting as a Trainee in the Referee role. The assessment will be conducted and documented by an accredited official conversant with the role.

7.2.2. All Level 2 upgrades are reviewed by the SCB administration.

7.3. Level 3 Speedway Referee

7.3.1. Prior to applying for the upgrade, the applicant must:

- a) Have current Level 2 Speedway Referee accreditation.

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West Meadows
Victoria 3043
Australia

P.O. Box 2162
Gladstone Park
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- b) Show record of:
 - i) Acting in the Referee role at a minimum of two meetings, or
 - ii) Assisting as "Trainee" in the Referee role at a minimum of one open or National championship meeting.
- c) Submit with the upgrade application, an acceptable standard Competition report from an event nominated for the upgrade.
- d) Show record of successfully participating in a State based Clerk of Course and Steward/Referee refresher/training workshop.
- e) Successfully **pass a competency assessment** while acting in the role nominated for accreditation. The assessment will be conducted and documented by an accredited official conversant with the role.

7.3.2. All Level 3 upgrades must be reviewed and endorsed by the SCB Officials Review Panel prior to processing.

7.4. Level 4 Speedway Referee

7.4.1. Prior to applying for the upgrade, the applicant must:

- a) Have current Level 3 Speedway Referee accreditation.
- b) Show record of:
 - i) Acting in the Referee role at a minimum of two "open" meetings, or
 - ii) Assisting as "Trainee" in the Referee role at a minimum of one National championship meeting.
- c) Successfully **pass a competency assessment** while acting in the role nominated for accreditation. The assessment will be conducted and documented by an accredited official conversant with the role.
- d) Submit with the upgrade application, an acceptable standard Competition report from an event nominated for the upgrade.
- e) Show record of participating in, and successfully passing all assessment requirements of the National Level 4 Clerk of Course and Steward/Referee training seminar.

7.4.2. All Level 4 upgrades must be reviewed and endorsed by the SCB Officials Review Panel and approved by the National Officials Committee, prior to processing.

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1 International Drive
West Meadows
Victoria 3043
Australia

P.O. Box 2162
Gladstone Park
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SECTION B: CRITERIA FOR RENEWING AN OFFICIAL'S LICENCE

8. OVERVIEW

8.1. Renew an Official Licence

8.1.1. To renew an Officials licence, the official must:

a) Provide proof of being active as an Official:

Being active generally means signing on for an official role at least four times over the 4-years that an official's licence is current. The record of participation is reviewed for Levels 1-3 by the relevant SCB and by MA for Level 4.

b) Keeping up to date.

To ensure that officials remain up to date with current best practice and changes within our sport, all officials will be required to attend a State or National based "Refresher" workshop where the class curriculum will be tailored to suit the skill levels, roles and disciplines of the participants. Officials should aim to attend a refresher course before applying for their renewal and preferably within the last year of their 4-year accreditation.

c) Successfully completing a competency assessment.

All Officials are required to participate in a "Competency assessment" over the course of their 4-year accreditation. This is usually done while acting in their most senior* role. Officials should contact their SCB to arrange a Competency Assessment before applying for their renewal and should, wherever possible, have it completed within the last 2 years of their 4-year accreditation.

8.2. Accreditation Tier

8.2.1. For the purpose of recording events in a Participation Journal or to provide verification for renewal, all accreditation is tiered by merit from; 1 = Highest, through to 5 = Lowest, as follows:

1. STEWARD/REFEREE or CLERK OF COURSE	ALL LEVELS 2-4
2. RACE SECRETARY	ALL LEVELS 2-4
3. SCRUTINEER	ALL LEVELS 2-4
4. OPERATIONAL OFFICIAL	ALL LEVELS 1-4
5. OPERATIONAL OFFICIAL – MARSHAL	LEVEL 1 only

8.3. Officials with Multiple Accreditations

8.3.1. When renewing a licence with multiple accreditations, the "highest" active roles are acknowledged, thereby enabling all other "lower" roles to be automatically renewed at the same time.

For example; if an official had Clerk of Course, Scrutineer and Starter accreditation, and the official had been sufficiently active as a CofC in the previous four years, then, after submitting the CofC proof of participation with the renewal application, the official's Scrutineer and Starter accreditation would also be renewed at the same time.

On the other hand, if the same official had only been active as a Scrutineer, then the Scrutineer and Starter accreditation would be renewed, but the CofC accreditation would become inactive.*

8.3.2. Where an official is more active in some "lower" roles but still wishes to keep the "higher" accreditation, they must, as a minimum, assist in the "higher" role at least once in the four-year period.

For example, if the official has Steward, Clerk of Course, Race Secretary and Scrutineer accreditation and spends most of their time being a Race Secretary, then the Race Secretary can be renewed and the "higher" Race Secretary participation also covers off renewing the Scrutineer accreditation but the official would have to try and at least assist as Steward or CofC at one event to keep the Steward and CofC accreditation. If it has not been possible to assist as a CofC or Steward in the four-year period, then the CofC and Steward accreditation would become inactive.

8.3.3. To reinstate an accreditation made inactive, the official must submit proof of having acted as an assistant in the role and level sought to be reinstated and successfully completing a competency assessment for that role at the event.

8.3.4. In providing the record of participation (Participation Journal) to support a renewal or reinstatement application, the Official should show all officials activities and competency assessments undertaken in the previous four-year period of the licence.

8.3.5. To renew accreditation, the minimum and highest record of participation (as listed in all criteria) must be recorded and provided with the renewal application.



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Office 38
1 International Drive
West Meadows
Victoria 3043
Australia

P.O. Box 2162
Gladstone Park
Victoria 3043

Tel: (03) 9684 0500
E: mail@ma.org.au
www.ma.org.au

International
Tel: +61 3 9684 0500

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SECTION B: CRITERIA FOR RENEWING AN OFFICIAL'S LICENCE

9. OFFICIALS – other than Level 4

9.1. Level 1 Operational Official

9.1.1. Renewing the Level 1 Operational Official licence requires the holder to:

- a) Complete the online Ridernet based, "Level 1 Operational Official – all disciplines" training course, before the 4-year accreditation expires.

9.2. Level 2 Official – All disciplines and roles other than Key Official

9.2.1. To renew a Level 2 official's licence, the holder must, before the 4-year accreditation expires, complete the following:

- a) Submit an application for L2 renewal via their member log-in on Ridernet at www.ridernet.com.au or submit a written application to their SCB. Applications must include proof of participation showing a minimum of 4 meetings of any level, where they have acted or assisted as an official in the highest* accredited role requested on the licence renewal application (for the definitive list, refer to the MA Officials Powers and Authorities document)
- b) Successfully complete a competency assessment while acting in the highest* role requested on the licence renewal application

9.3. Level 3 Official- All disciplines and roles other than Key Official

9.3.1. To renew a Level 3 official's licence, the holder must, before the 4-year accreditation expires, complete the following:

- a) Submit an application for L3 renewal via their member log-in on Ridernet at www.ridernet.com.au or submit a written application to their SCB. Applications must include proof of participation showing a minimum of 4 meetings of any level, where they have acted or assisted as an official in the highest* accredited role requested on the licence renewal application. (for the definitive list, refer to the MA Officials Powers and Authorities document)
- b) Successfully complete a State based Officials refresher/training course
- c) Successfully complete a competency assessment while acting in the highest* role requested on the licence renewal application

9.4. Level 4 Official - All disciplines and roles other than Key Official

9.4.1. To renew a Level 4 Operational Official's licence, the holder must, before the 4-year accreditation expires, complete the following:

- a) Submit an application for L4 renewal via their member log-in on Ridernet at www.ridernet.com.au or submit a written application to their SCB. Applications must include proof of participation showing a minimum of 4 meetings at open and/or National Championship level, where they have acted or assisted as an official in the highest* accredited role requested on the licence renewal application. (for the definitive list, refer to the MA Officials Powers and Authorities document)
- b) Attend and successfully complete a State based Officials refresher/training course
- c) Successfully complete a competency assessment while acting in the highest* role requested on the licence renewal application

10. LEVEL 4 KEY OFFICIALS

10.1. Level 4 Scrutineer

10.1.1. To renew a Level 4 Scrutineer licence, the holder must, before the 4-year accreditation expires, complete the following:

- a) Submit an application for L4 renewal via their member log-in on Ridernet at www.ridernet.com.au or submit a written application to their SCB for endorsement. Applications must include proof of participation showing a minimum of 4 meetings at open and/or National Championship level, where they have acted or assisted as an official in the highest* accredited role requested on the renewal application. (for the definitive list, refer to the MA Officials Powers and Authorities document)
- b) Attend and successfully complete a State based Officials refresher/training course
- c) Successfully complete a competency assessment while acting in the highest* role requested on the licence renewal application
- d) If not already accredited as a Measurer or Sound Control Officer, provide proof of having completed the requirements to hold Measurer and Sound Control Officer accreditation.

10.2. Level 4 Race Secretary

10.2.1. To renew a Level 4 Race Secretary's licence, the holder must, before the 4-year accreditation expires, complete the following:



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Office 38
1 International Drive
West Meadows
Victoria 3043
Australia

P.O. Box 2162
Gladstone Park
Victoria 3043

Tel: (03) 9684 0500
E: mail@ma.org.au
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- a) Submit an application for L4 renewal via their member log-in on Ridernet at www.ridernet.com.au or submit a written application to their SCB for endorsement. Applications must include proof of participation showing a minimum of 4 meetings at open and/or National Championship level, where they have acted or assisted as an official in the highest* accredited role requested on the renewal application. (for the definitive list, refer to the MA Officials Powers and Authorities document)
- b) Attend and successfully complete a State based Officials refresher/training course
- c) Successfully complete a competency assessment while acting in the highest* role requested on the licence renewal application

10.3. Level 4 Clerk of Course and Steward/Referee

- 10.3.1. To renew a Level 4 CofC and Steward/Referee licence, the holder must, before the 4-year accreditation expires, complete the following:
 - a) Submit an application for L4 renewal via their member log-in on Ridernet at www.ridernet.com.au or submit a written application to their SCB for endorsement. Applications must include proof of participation showing a minimum of 4 meetings at open and/or National Championship level, where they have acted or assisted as an official in the highest* accredited role requested on the renewal application. (for the definitive list, refer to the MA Officials Powers and Authorities document)
 - b) Successfully complete a National Level 4 CofC and Steward/Referee Officials Training Seminar.
 - c) Successfully complete a competency assessment while acting in the highest* role requested on the licence renewal application

11. SUPPLEMENTARY ENDORSEMENTS / ACCREDITATIONS.

11.1. Sound Control Officer (SO)

- 11.1.1. An endorsement achieved by successfully attending and passing a Sound Control Officer specific training course which is usually held in conjunction with a Scrutineer accreditation training seminar.
- 11.1.2. Once acknowledged as competent, the accreditation is held concurrently with the Scrutineer accreditation and remains in place while the Scrutineer accreditation is active.
- 11.1.3. It is a requirement that the official stays current with any modifications to the relevant regulations and/or attends revision workshops as required.

11.2. Measurer (ME)

- 11.2.1. An endorsement achieved by providing evidence to the RCB of relevant trade or engineering qualifications or successfully attending and passing a Measurer specific training course.
- 11.2.2. Once acknowledged as competent, the accreditation is held concurrently with the Scrutineer accreditation and remains in place while the Scrutineer accreditation is active.
- 11.2.3. It is a requirement that the official stays current with any modifications to the relevant regulations and/or attends revision workshops as required.

11.3. Track Inspector (TI)

- 11.3.1. An endorsement achieved by successfully attending and passing a Track Inspector specific training course.
- 11.3.2. Once acknowledged as competent, the accreditation is held concurrently with the Clerk of Course/Steward accreditation and remains in place while the CofC/S accreditation is active.
- 11.3.3. It is a requirement that the official stays current with any modifications to the relevant regulations and/or attends revision workshops as required.

11.4. Alcohol Testing Officer (ATO)

- 11.4.1. An endorsement achieved by successfully attending and passing an Alcohol Testing Officer specific training course.
- 11.4.2. Once acknowledged as competent, the accreditation is held concurrently with the Officials accreditation (minimum Level 1 Operational Official) and remains in place while the Officials accreditation is active.
- 11.4.3. It is a requirement that the official stays current with any modifications to the relevant regulations and/or attends revision workshops as required.

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1 International Drive
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Australia

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SECTION B: CRITERIA FOR RENEWING AN OFFICIAL'S LICENCE

12. DOCUMENT CONTROL

12.1. Review

12.1.1. This policy will be reviewed annually and revised as needed.

12.2. Revision History

Version	Revision Date	Author(s)	Revision Notes
1.0	8/12/2020	P. Smith	New Document
1.1	15/02/2021	P. Harrison	Correction to section 5.3 (Level 3 CoC)
1.2	21/10/2022	P. Smith	Updated to reflect adaptation to Ridernet 2.0 and NOAS harmonization.

12.3. Further Information

12.3.1. Contact Motorcycling Australia 03 9684 0500



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