

# OFFICIALS LICENCING & ACCREDITATION GUIDE

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CONFEDERATION OF AUSTRALIAN MOTOR SPORT

MEMBER OF





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[www.cams.com.au](http://www.cams.com.au)



# THE AUSTRALIAN OFFICIALS COMMISSION (AOC)

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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)

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- 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 with the appropriate suite of skills to undertake the functions assigned to the Commission, two Board appointed Commissioners and a Board appointed Chairperson.

## STATE OFFICIATING PANELS (SOP)

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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 relevant state council.

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

# NATIONAL OFFICIATING PROGRAM

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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

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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

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- 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

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- 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](http://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](http://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?

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## **Option 1:**

Register online as an official at <https://www.cams.com.au/get-involved/officials/become-an-official>

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 be issued with a General Official's licence which will be posted to you in the mail.

Once you have this, 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).

For your first event, you will need to work under supervision.

## **Option 2:**

If you sign up on the day of an event, you will need to complete the On The Day Officials Sign Up Form, and you will be given a tear off slip.

This slip acts as your licence for a period of thirty (30) days. At this event you will need to work under supervision.

Following the event, your licence form will be sent to CAMS, at which point you will be sent the on-line 'Introduction to CAMS Officiating' Module. Upon successful completion of the module you will be mailed out your CAMS General Officials Licence.

*PLEASE NOTE: Victorian Officials are also required to have a valid Working with Children Check.*

## 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

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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.

# TYPICAL CAMS EVENT STRUCTURE



# EVENT APPOINTMENTS

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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

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The CAMS Accredited Official Licensing structure has two parts:

- Non Graded Officials Licences
- Graded Officials Licences

## NON GRADED OFFICIALS LICENCES

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- 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.

Graded Licences	Gold
	Silver
	Bronze
	Club Chief
	General Official

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:

## GENERAL OFFICIAL

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

**Please note, for their first event, General Officials must work under direct supervision.**

# CLUB CHIEF (CLUB LEVEL SPECIFIC)

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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

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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

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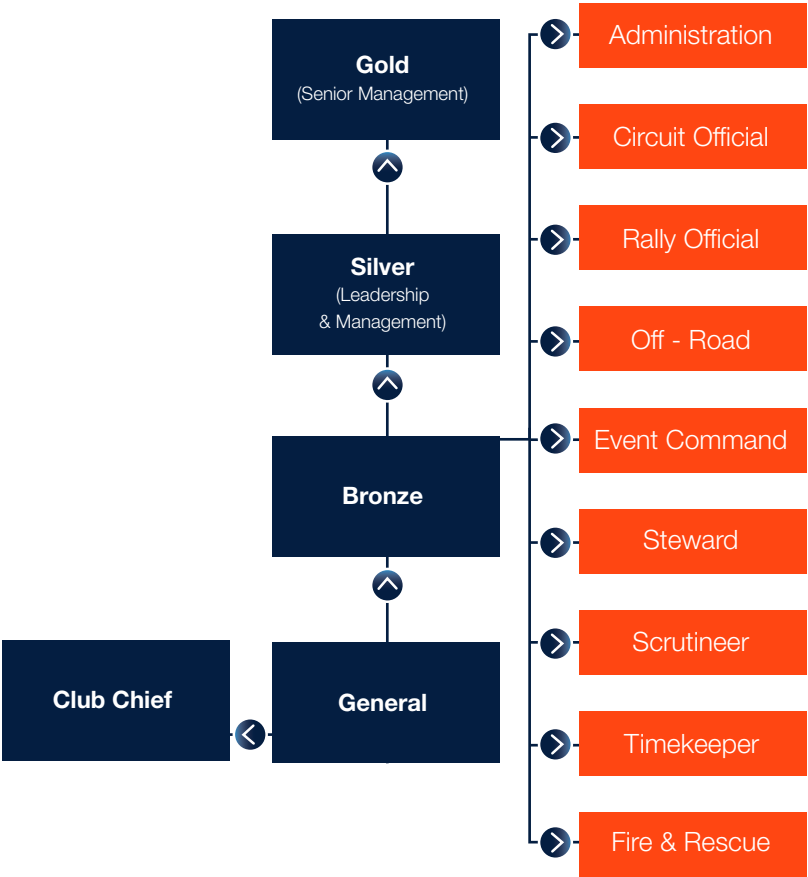
For those officials with motor sport officiating experience qualified to work without supervision, capable of assuming a team-leader role (and taking responsibility for other officials), officiating as Chief up to and including National level events, and act as a General Official at any level event.

## GOLD

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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 LIMITS

Where permitted by state legislation, the following ages are 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

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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!)

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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

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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!)

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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, Fire and Rescue.



# BRONZE OFF ROAD OFFICIAL

(AVAILABLE ONLINE!)

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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 RALLY OFFICIAL

(AVAILABLE ONLINE!)

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The Rally Official training covers:

The Rally Event, roles and qualities of a Rally Official, preparing for the Event, arriving at the Event, Safety and personal conduct, checklist of personal Items, Managing Safety, Off-Road signs, course markers and signals, Communication, Report writing, Fire at an incident, Judicial System, after the Event

# BRONZE EVENT ADMINISTRATION

(AVAILABLE ONLINE!)

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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

(GENERIC)

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: CATO**

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

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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

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Licence Upgrade	Training/Assessment requirements
General Official	<ul style="list-style-type: none"><li>• Complete Introductory Module (online or face-to-face)</li><li>• Officiate at event under direct supervision</li></ul>
General to Club Chief	<ul style="list-style-type: none"><li>• Minimum participation in at least two CAMS authorised motor sport events in appropriate roles</li><li>• Club Chief Category Module; Event Assessment</li></ul>
General to Bronze Official	<ul style="list-style-type: none"><li>• Bronze Category Module</li><li>• Event Assessment</li></ul>
Bronze to Silver Official	<ul style="list-style-type: none"><li>• Silver Generic Module</li><li>• Event Assessment</li></ul>
Silver to Gold Official	<ul style="list-style-type: none"><li>• Event Assessment</li><li>• Copy of experience and references provided</li></ul>

## RECOGNITION OF PRIOR LEARNING / EXPERIENCE (RPL/E)

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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

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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

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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

<b>General Official Licence</b>	None
<b>Club Chief Licence</b>	Officiating participation as a Club Chief official within the last 4 years.
<b>Bronze Licence</b>	None
<b>Silver Licence</b>	<p>Officiate in the relevant licence category during the last 4 years in a:</p> <ul style="list-style-type: none"> <li>• Senior position (e.g. Chief/Deputy Chief) up to and Including National level events or higher; OR</li> <li>• Team leader position at a National level event. Participation record to be signed by supervising official.</li> </ul>
<b>Gold Licence</b>	<p>Officiate in the relevant licence category during the last 4 years in a:</p> <ul style="list-style-type: none"> <li>• Senior position (e.g. Chief/Deputy Chief) up to and Including International level events or higher; OR</li> <li>• Team leader at an International level event. Participation record to be signed by supervising official.</li> </ul>
<b>Other (Specialist)</b>	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

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

## AWARDS AND RECOGNITION

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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

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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

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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](http://www.cams.com.au)

## CAMS SOCIAL MEDIA POLICY AND GUIDELINES

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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

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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 sport 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](http://www.cams.com.au)



# OFFICIALS JUDICIAL PROCESS

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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

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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

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

## CAMS WEBSITE

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Keep up to date with the latest news and information by visiting the CAMS website at **[www.cams.com.au](http://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](http://www.cams.com.au)

**E-mail:** [info@cams.com.au](mailto: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

### 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

### SA/NT Office

3/43 King William Street, Kent

Town SA 5067

Phone: 1300 883 959

Fax: +61 8 8132 1077

### TAS Office

“Sport and Recreation House”

1 Selfs Point Road, Cornelian

Bay TAS 7008

Phone: 1300 883 959

Fax: +61 3 6223 7952

### 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





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](mailto:info@cams.com.au)

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