

RACING OFFICIALS CARD



The following key point's document aims to explain in as much details the particulars of Speedway Australia's Racing Officials Card.

1. Application Process

To apply for a Racing Officials Card, Licence Holders will need to visit www.speedwayaustralia.net.au. For those Licence Holders that are still uncomfortable with the online application process, their club will be tasked with assisting them through this process.

The following is a step by step guide as to how the application process will work:

- a) Licence Holder to visit www.speedwayaustralia.net.au, and click on the green button at the top right of the page "Click to apply for a licence".
- b) Licence Holders will then re-directed to the "Apply for a Licence" page, where they will need to click on "Apply for a Racing Officials Card".
- c) Once inside the application process, Licence Holders will be asked to enter their First Name & Surname, Date of Birth and Licence Number. They will also be asked whether they are applying for Steward or Scrutineer recognition.

NOTE: An application for a Racing Officials Card will not be able to commence if a Licence is expired. An application will also not be able to commence if any of the personal data requested is entered incorrectly or not entered.

- d) Initially, the system will allow Licence Holders to update personal details such as phone number, address and email address.
- e) For Licence Holders that have previously held Officials Recognition, in the last 24 months, the application system will direct the person to the renewal application and ask the Licence Holder for Log Book entries.
- f) For new applications, Licence Holders will be asked as to whether they have any previous experience as an Official. This will be classed as a Record of Prior Learning (RPL).
- g) Licence holders can enter Record of Training details where necessary and Working with Children details if applicable.
- h) Licence Holders will be presented with drop down boxes, asking them to select their Primary Division, their state, and then select their Club/Association. This is exactly the same process as a Licence application.

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- i) Licence Holders will then be asked to select their desired level of Officials Recognition. They will be able to choose from one of four options, depending on whether they choose Steward or Scrutineer when they signed in (Step C):

STEWARDS			TECHNICAL OFFICIALS (SCRUTINEERS)		
RECOGNITION	LEVEL	COLOUR	RECOGNITION	LEVEL	COLOUR
CHIEF STEWARD	1	RED	CHIEF SCRUTINEER	1	RED
CLUB STEWARD	2	ORANGE	CLUB SCRUTINEER	2	ORANGE
ASSISTANT STEWARD	3	YELLOW	ASSISTANT SCRUTINEER	3	YELLOW
TRAINEE STEWARD	4	YELLOW	TRAINEE SCRUTINEER	4	YELLOW

- j) From this point, the application will be submitted to the relevant club/divisions and state bodies for approval.
- k) Once all parties required have submitted their approval, the application will return to Speedway Australia, where a Card will be issued. This card will be returned back to the Licence Holders address, once again stressing the importance to ensure all personal details are correct as per Step D (above).

2. Application Approval

- a) Once the Licence Holder completes their application, email contact will be made with all parties concerned, detailing the next step.
- b) For National Divisions, the approval process will be:
- An email will be automatically generated to the designated National Division contact, advising them that an application is pending.
 - The state based Primary Division of the Licence Holder will also be sent an email, detailing steps they must take to approve an application via the Speedway Australia Admin Portal.
 - As part of this approval, the onus is also on the state based club to ensure that approval is granted by the National Division. The application will not continue through the approval process until the National Division approval section is complete.
 - Once approval has been completed by the division, a similar email is sent to the relevant Speedway Australia State Branch, detailing steps they must take to approve an application via the Speedway Australia Admin Portal. Once the application has been approved by all parties, it will return to Speedway Australia for completion.

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- c) For State based divisions, the approval process will be exactly the same as for National Divisions, with the only exception being that there will be no National Division approval section.

NOTE: A separate document will also be sent to Divisions and State Branches only, providing a more detailed step by step guide to approving an application.

3. Who needs a Racing Officials Card?

Any Speedway Australia Licence Holder who is actively involved in a Race Meeting, by way of Stewarding or Scrutineering, will require a Racing Officials Card.

Track volunteers, who fulfil a role such as, but not limited to, Clerk of the Course/Race Director, Lap Scorer/Transponder Operator, Timer, Pit Gate Attendant, Push Car Driver, Flag Marshall or Commentator, do not require a Racing Officials Card.

4. Training

At this point in time, Speedway Australia has no intention of interfering with training programs for Officials. This decision has been made on the back of fact that many divisions and states already run perfectly good training programs. This once again reaffirms that the onus is completely on the Division to ensure that their officials are trained correctly.

The Racing Officials Card is quite simply a recognition level that Speedway Australia will administer.

Any concerns raised, relating to a particular Licence Holder and their ability to hold their recognition level of Racing Officials Card will be directed back to the Division for review.

5. Log Books/Infringement Books

Steward's & Technical Official's Log Books will still be provided to any Licence Holder who successfully applies for a Racing Officials Card, whilst Infringement Books will still be issued to Chief and Club Stewards only.

It still remains the responsibility of the Licence Holder to ensure that their Log Book is kept up to date at all times.

When approving a renewal application, divisions will be responsible for ensuring that log book entries that appear on an application form are correct and legitimate.

Speedway Australia will undertake "spot-checks" of Log Books at any time, with penalties to be enforced for falsifying log book entries.

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6. Expiry Dates

In an attempt to find consistency between expiry dates of Licence's and Racing Officials Cards, and to ensure that no Racing Official Card Holders become unlicensed, the following process will be used:

- a. At all times, the Expiry Date of a Racing Officials Card will be identical to the Expiry Date of a Licence.

The recommendation from Speedway Australia is that a Racing Officials Card application is done immediately after the Speedway Australia Licence is processed.

Whilst Speedway Australia attempts to get the Expiry Date of Licences in line with Racing Officials Cards, there may be the need for Licence Holders to apply for a Racing Officials Cards on more than one occasion during the initial 12 month period. Licence Holders are reminded however that there is no cost to obtain a Racing Officials Card, and that the online system will make for a very quick process.

7. Maintaining/Upgrading Recognition Level

Please find below the process for Maintaining and/or Upgrading a Racing Officials Card.

CHIEF STEWARD

Level: 1

Colour: Red

- Eligible to steward all National & State Competitions

To Maintain Recognition:

- Must officiate three (3) meetings prior to Expiry of a Racing Officials Card.
- Must attend a Speedway Australia Recognised Division approved refresher course every two (2) years.

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CLUB STEWARD

Level: 2

Colour: Orange

- Can steward Race Meetings

To Maintain Recognition:

- Must officiate three (3) meetings prior to Expiry of a Racing Officials Card.
- Must attend a Speedway Australia Recognised Division approved refresher course every two (2) years.

To Upgrade Recognition:

- Must officiate six (6) meetings prior to Expiry of a Racing Officials Card.
- Must be assessed by Level 1 Chief Steward, and deemed, in the opinion of the assessing Steward, as competent.
- Must attend a Speedway Australia Recognised Division approved refresher course every two (2) years.

ASSISTANT STEWARD

Level: 3

Colour: Yellow

- Can steward Race Meetings, but only under Level 2 (or above) Supervision

To Upgrade Recognition:

- Must assist officiate six (6) meetings prior to Expiry of a Racing Officials Card.
- Must attend a Speedway Australia Recognised Division approved refresher course every two (2) years.
- Must be assessed by Level 2 Club Steward (or above), and deemed, in the opinion of the assessing Steward, as competent.
- Must be approved by Level 1 Steward

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TRAINEE STEWARD

Level: 4

Colour: Yellow

- Cannot steward Race Meetings

To Upgrade Recognition:

- Must assist officiate six (6) meetings prior to Expiry of a Racing Officials Card
 - Must attend a Speedway Australia Recognised Division approved refresher course every two (2) years.
 - Must be assessed by Level 2 Club Steward (or above), and deemed, in the opinion of the assessing Steward, as competent.
 - Must be approved by Level 1 Steward
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CHIEF SCRUTINEER

Level: 1

Colour: Red

- Eligible to Scrutineer all National & State Competitions

To Maintain Recognition:

- Must Scrutineer three (3) meetings prior to Expiry of a Racing Officials Card
 - Must attend a Speedway Australia Recognised Division approved refresher course every two (2) years.
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CLUB SCRUTINEER

Level: 2

Colour: Orange

- Can Scrutineer Race Meetings

To Maintain Recognition:

- Must Scrutineer three (3) meetings in a financial year
- Must attend a Speedway Australia Recognised Division approved refresher course every two (2) years.

To Upgrade to Chief Scrutineer (Level 1):

- Must Scrutineer six (6) meetings prior to Expiry of a Racing Officials Card
- Must attend a Speedway Australia Recognised Division approved refresher course every two (2) years.

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- Must be assessed by Level 1 Scrutineer, and deemed, in the opinion of the assessing Scrutineer, as competent.

ASSISTANT SCRUTINEER

Level: 3

Colour: Yellow

- Can Scrutineer Race Meetings, but only under Level 2 (or above) Supervision

To Upgrade to Club Scrutineer (Level 2):

- Must assist Scrutineer six (6) meetings prior to Expiry of a Racing Officials Card
- Must attend a Speedway Australia Recognised Division approved refresher course every two (2) years.
- Must be assessed by Level 2 Scrutineer (or above), and deemed, in the opinion of the assessing Scrutineer, as competent.
- Must be approved by Level 1 Scrutineer

TRAINEE SCRUTINEER

Level: 4

Colour: Yellow

- Cannot Scrutineer Race Meetings

To Upgrade to Assistant Scrutineer (Level 3):

- Must assist Scrutineer six (6) meetings prior to Expiry of a Racing Officials Card
- Must attend a Speedway Australia Recognised Division approved refresher course every two (2) years.
- Must be assessed by Level 2 Scrutineer (or above), and deemed, in the opinion of the assessing Scrutineer, as competent.
- Must be approved by Level 1 Scrutineer

NOTE: It is the division's responsibility to ensure that an applicant has been signed off by a recognised senior level Official before approving an Upgrade of Recognition Level. It is also worth noting that there is no restriction of the amount of upgrades that can be done in a 12 month period.