

# GENERIC OPERATIONAL OFFICIALS TRAINING MANUAL



**Starter**

**Timer**

**Judge**

**Marshal**

We at Motorcycling SA would like to express our thanks to you for taking the time to undertake this seminar. We wish you well and look forward to working with you in your role as an Operational Official and hope that you find the Training Manual educational and beneficial to yourself and others.

**NATIONAL OFFICIALS ACCREDITATION SCHEME  
GENERIC TRAINING MANUAL**

ENQUIRIES

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Motorcycling South Australia Inc.

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**YOU MUST FILL IN THE MSA OFFICIALS LICENCE APPLICATION FORM & POST  
BACK TO MSA  
251 THE PARADE, BEULAH PARK, 5067**

## ABBREVIATIONS USED

<b>F.I.M</b>	-	Federation Internationale de Motocyclisme (The World Governing Body)
<b>MA</b>	-	Motorcycling Australia
<b>MSA</b>	-	Motorcycling South Australia
<b>M.O.M's</b>	-	Manual of Motorcycling Sport is the complete rule book
<b>G.C.R's</b>	-	General Competition Rules are in the MOM's
<b>S.C.B.</b>	-	State Controlling Body – formerly known as Local Controlling Body (L.C.B's)
<b>R.C.B.</b>	-	Relevant Controlling Body

## LEVELS OF OFFICIALS ACCREDITATION

<b>LEVEL 1</b>	-	<b>CLUB LEVEL</b> Level 1 officials can only officiate at closed to club events. Record must be kept of all race meetings you officiate at by filling in your Participation Journal (Log Book)
<b>LEVEL 2</b>	-	<b>INTERCLUB / ZONE LEVEL</b> Issued by MSA based on attendance at a seminar (including test results), and supporting evidence provided in your Participation Journal (Log Book) demonstrating relevant experience.
<b>LEVEL 3</b>	-	<b>NATIONAL EVENTS – TO STATE CHAMPIONSHIP LEVELS</b> Level 3 officials are qualified to officiate at Open events, including state championships. The acquisition of
<b>LEVEL 4</b>	-	<b>NATIONAL CHAMPIONSHIPS LEVEL</b> Issued by MA on application endorsed by National Officials Review Panel, (MA rule no. 36.5.1.4). Subject to supporting evidence in your Participation Journal (Log Book) and relevant experience.
<b>LEVEL 5</b>	-	<b>INTERNATIONAL AND WORLD CHAMPIONSHIP EVENT LEVEL</b> Issued by F.I.M. after successful completion of a seminar. Attendance at this seminar is by invitation only (by MA)

**Officials Licences are valid for a period of four years from the date of issue.**

**The minimum age to hold an Officials Licence in South Australia is 18 years of age.**

## TYPES OF OFFICIALS

### **PRIMARY / KEY OFFICIALS**

Are the officials of the race meeting undertaking a Key Managerial Role.

### **Primary / Key Officials are the –**

Race Director    Steward    Clerk of Course    Race Secretary

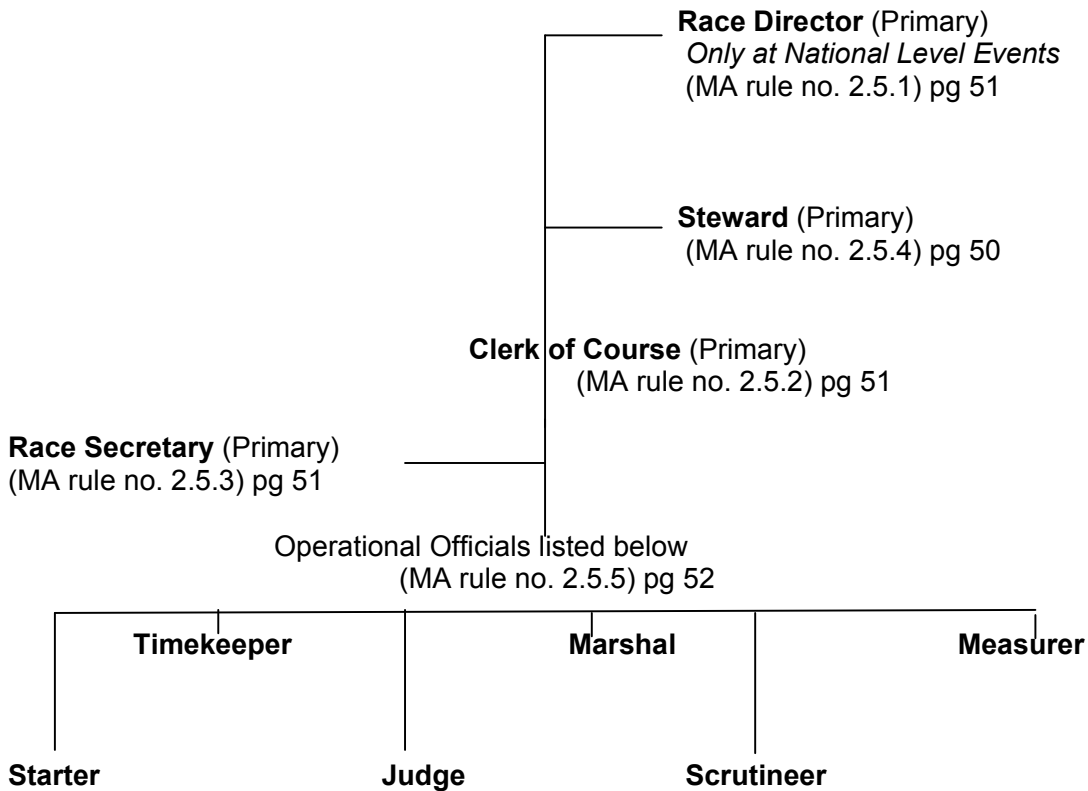
### **SUBORDINATE / OPERATIONAL OFFICIALS**

Are all other officials of the Race Meeting

Starter    Time Keeper    Judge    Marshal    Scrutineer    Measurer

(Refer to chart below)

## OFFICIALS CHART



Other Licenced Officials are Coaches

\*\*\* For more details on any of the above please refer to the GCR's \*\*\*

## **ROLE OF OFFICIALS**

### **STEWARD**

- The Steward is the Chief Executive Officer of the meeting (CEO)
- One or more may be appointed.
- Has Supreme control at a Race Meeting
- The Steward/s exercise the powers set out in the GCR's.
- Whose determination on any matter in relation to the meeting will be binding.
- Alter / amend the Program and Supplementary Regulations
- Alter the course
- Stop the meeting, or any part of it
- Order any event to be restarted or rerun
- Adjudicate over the rules and any protests lodged
- Impose penalties of Reprimand, Fines, Relegation, Exclusion
- Impound machines
- Authorize testing and sampling from persons or machines
- Return reports of the meeting to the R.C.B.
- Plays NO OTHER ROLE in the organization of the race meeting
- Is responsible to MA / MSA and can be responsible to an on Duty Police Officer
- To ensure that the meeting is conducted in accordance with the GCR's and the Supplementary Regulations.
- To ensure that the circuit is safe for use, and that all Safety, Medical and Control procedures are in place.

### **CLERK OF COURSE**

- Subject to the control and direction of the Steward, the Clerk of Course is responsible for the conduct of the meeting.
- The Clerk of Course is the General Manager of the meeting.
- Is the person to whom ALL other officials, except the Steward are accountable.
- Is appointed by the Promoter / Club.

AND IS RESPONSIBLE -

- To the Steward
- For ALL aspects of the Actual Running of the meeting

### **RACE SECRETARY**

IS APPOINTED BY THE PROMOTER / CLUB

- Is responsible for the organization and management of a meeting.
- Must comply with instructions from the Steward and Clerk of Course.
- May publish Notices and Documents as directed.
- Must ensure that Subordinate / Operational Officials are informed of their functions and duties, and are properly equipped.
- Must provide the Steward with a copy of the program, and the results of events conducted at the meeting.

## **SUBORDINATE / OPERATIONAL OFFICIALS**

- Subordinate / Operational refer to all other Officials of the meeting, other than the Primary Officials.
- All Officials at a Race meeting are IMPORTANT
- Some may be “MINOR JOBS” If there is such a thing...
- But they are just as IMPORTANT to the success of the Meeting as the Steward, Clerk of Course or Race Secretary.

### In Carrying out their Duties, Subordinate / Operational Officials Must:

- Prior to the meeting – Report to the Clerk of Course for instructions
- Only use apparatus authorized under the rules in Manual of Motorcycle Sport (GCR's)
- Provide the Clerk of Course with reports as required
- Comply with directions from the Steward and Clerk of Course
- Carry out their duties in accordance with the rules in the Manual of Motorcycle Sport (GCR's)
- Arrive at the meeting early enough (approximately 1 hour) to check their Duties and Equipment in an unhurried and thorough manner.

## **RECREATIONAL ACTIVITIES SUPERVISOR**

There is no longer a Responsible Person title for Non Competitive Permitted Events. This title has now been changed to be a “Recreational Activities Supervisor”.

To be a Recreational Activities Supervisor you will be required to hold a minimum MA Level 2 Steward / Clerk of Course Officials Licence or a minimum MA Level 1 Coaching Licence.

## FLAGS AND THEIR IMPORTANCE

	<b>SIGNAL</b>	<b>MANNER USED</b>	<b>MEANING OF SIGNAL</b>
	<b>Red Flag</b>	Displayed	Race or practice stopped and rider/s must stop racing and immediately return to the pits with the utmost care and attention. Compulsory for everyone. May also be used to close the circuit.
	<b>Black Flag</b>	Stationary & Black Board with rider's number	Rider with the number indicated on the blackboard must stop at the pits on the next lap. For speedway a light or coloured disc indicating the rider's helmet colour shall be displayed. The rider must immediately and safely stop racing then move to a safe position on the infield.
	<b>Yellow Flag</b>	Held Stationary	Danger, drive slowly, overtaking forbidden.
	<b>Yellow Flag</b>	Waved	Immediate danger, slow down, prepare to stop, overtaking forbidden. During the first lap of any Motocross/ Supercross practice, yellow flags are to be waved to indicate no jumping.
	<b>Yellow Flag with Red Stripes</b>	Held Stationary	Deterioration of adhesion of the track.
	<b>White Flag</b>	Waved	Slow moving intervention vehicle on track.
	<b>Blue Flag</b>	Held Stationary	Overtaking signal warning that the rider is SOON TO BE overtaken.
	<b>Green Flag</b>	Waved	Course Clear. Racing
	<b>Black and White Chequered Flag</b>	Waved	Finish of Race

## **COMMONSENSE**

Is the most important tool of the Steward and Clerk of Course when confronted with a problem at the race meeting

ALWAYS refer to the Manual of Motorcycle Sports (GCR's) before giving instructions

## **SENSE OF HUMOUR**

The job of officiating shouldn't be a chore, and at the expense of your own pleasure and sanity. Enjoy your position as an official, but always remember you have a responsibility to ensure the safety of yourself and others.

## **PURPOSE OF RULES**

To ensure a FAIR and SAFE competition for COMPETITORS – OFFICIALS – SPECTATORS

- Rules Changes To Keep Pace With Changes In The Sport and Law.
- Each year the Manual of Motorcycle Sport (GCR's) will contain amendments and new rules.
- Important issues will be addressed Mid Year by way of circulars.

## **THE MANUAL OF MOTORCYCLE OF SPORT**

- The Manual of Motorcycle Sports (MOM's) is the book which contains General Competition Rules (GCR's) that govern Motorcycle Activities.
- You DON'T have to know it from Front to Back.
- You should simply know where information is located, and how to find it WHEN REQUIRED.

## THE NEW RULE BOOK AND THE BASIC RULES BOOK

*We need not know all the rules, however we should know where to find them should the necessity ever arise.*

Please find the rule number and fill in for the following: (this will not be marked)

1. Agreements for the Conduct of the Sport

.....

2. Categories of Official's licences – what level is required for club level?

.....

3. Notices to the Public – what size is the Warning to the Public to be?

.....

4. Who has the right to protest?

.....

5. Number plates – what is the minimum plate size?

.....

6. Protective clothing

.....

7. Doping, drugs and intoxicants

.....

8. Stopping and re-running an event – can a lapped rider start in a re-run?

.....

9. Change of machine – for what event can a machine be exchanged other than sup regs allowing for this?

.....

## **THE LAW IN SPORT**

Will the law involve itself in sport? The answer is yes, and becoming more so, anyone who accepts an Officials position, whether Voluntary or as a paid professional, has a legal responsibility to provide the Duty of Care.

### **DUTY OF CARE**

A person or an organisation will, in certain circumstances, owe a 'duty of care' to another person or organisation to take reasonable care to prevent them being harmed. Whether a duty of care exists will depend on the relationship between those concerned. In sport, those who may have a duty of care include people who assume a responsibility (for instance, by agreeing to coach an athlete, an official or a referee of an activity), or those who have relevant skills or expertise (for instance, a sports administrator).

The Duty of Care owed is not be judged by what an Official does know but by what they should have known

A breach of the Duty of Care may occur through an error, act or omission. Sporting organisations, administrators, venue owners and affiliated organisations have a duty of care to participants to take reasonable care to ensure that safe playing surfaces and equipment are provided.

Participants have a duty to ensure that they take reasonable steps to prevent injury to other participants, officials or spectators in the course of play.

### **THE OFFICIAL'S LEGAL RESPONSIBILITY**

- Ⓜ Anyone who works as an official at a sanctioned meeting has a *legal responsibility* to provide the utmost care to those around them – competitors, participant's spectators, other officials.
- Ⓜ The standard of care owed will not be judged by what an official does know; but by what he or she should have known.
- Ⓜ Negligence refers to the failure to perform a legally-owed duty as would a reasonable and prudent official, with that failure resulting in actual damage to people or property.

For negligence to be proven, three things must be established:

1. That a duty of care was owed
2. That there has been a breach of that duty of care
3. That damage has occurred because of that breach

## INSURANCE

*Four separate types of insurance are involved in motorcycle sport:*

1. **Professional Indemnity** covers legal liability for negligence in the conduct of professional duties, such as offering advice, issuing instructions and making decisions. This forms part of the Coaches Insurance provisions.
2. **Public Liability** covers accidents that occur on premises or at venues involving third parties such as spectators and visitors.
3. **Directors and Officers Liability** covers the actions of club directories and office holders and race meeting officials.
4. **Personal Accident** provides cover for major injuries to competitors or officials. All licenced motorcycle officials are included in the National Personal Accident Insurance Scheme. In case of major injury, officials have access to range of benefits. Refer to MA or MSA for further details. (refer to chapter 37 in the GCR's)

## WHAT IS RISK MANAGEMENT

Risk Management is the systematic reduction or elimination of activities which may give rise to dangerous situations and / or injuries.

Risk is defined in the same document as:

The chance of something happening that will have an impact upon objectives. It is measured in terms of likelihood and consequences.

## RISK MANAGEMENT PROCESS

The five Steps are:

1. Establishing the context – The aims & objectives of your own risk management program in relation to your organisation
2. Identifying the Risks – In order to establish what the risks are to your organisation you should ask the following questions: “What can happen?”, “How & why can it happen?”
3. Assessing the Risks – In order to assess the likely risk the following questions should be asked: “What are the consequences if it occurs?”, “How likely is it to occur?”
4. Treat the Risks – Reduce the likelihood, reduce the consequences, transfer the risk, Accept the risk, avoid the risk
5. Ongoing monitoring & review – Risks review, progress of the risk treatment plan, implementation. “How will we monitor the risk”

Remember this Acronym When Implementing a Risk Management Plan:

**S**pot the problem

**A**ssess the risk

**F**ix the problem – (Speak with the one who is overseeing you eg Chief Flag Marshal, Clerk of Course or the Steward).

**E**valuate results

### **DRUGS IN SPORT**

Motorcycling Australia Alcohol & Drug Testing Policy & Procedure:

Motorcycling Australia utilizes the services of the AUSTRALIAN SPORTS DRUG AGENCY (A.S.D.A). To carry out the procedure for Testing and Detection of banned substances A.S.D.A. can be contacted on 1800 020 506, for information on Banned Substances a book is available at minimal cost

If you are not sure of YOUR Prescribed Medications CONTACT A.S.D.A for clarification don't to be detected, register your usage now.

Alcohol Breath Testing can be undertaken at any sanctioned meeting. The Steward/ Referee and the Club Secretary will be notified one week prior to testing. All riders, passengers and officials may be tested.

After passing the Generic Assessment you will be able to apply to have the following on your qualifications on your Officials Licence:  
Starter, Time Keeper, Judge and Marshal

This is a GENERAL Training Seminar and was never intended to cover everything, the aim was to give you a base to build on.



There are more Advanced Seminars that are POSITION or ROLE SPECIFIC

These Advanced Seminars SEPERATELY cover –

- Steward / Clerk of Course
- Competition / Race Secretary
- Scrutineer

If you are interested in holding any of these positions in the future, please contact Motorcycling SA for further information.