

# Officials Accreditation System

## Frequently Asked Questions

**Q1. *I have just upgraded from a Level 1 Operational Official to a Level 2 Operational Official. Can I use the points I gained from meetings before the upgrade towards my next upgrade?***

A. No. Any points that have been gained and used towards your previous upgrade or renewal do not count to future upgrades and renewals

**Q2. *My licence is due for renewal and one of the requirements is to do a Refresher Seminar. I attended that course about two and a half years ago. Does this count towards my renewal?***

A. No. When renewing your licence the requirement is to attend a Refresher Seminar no earlier than two years before the expiry date on your Officials Licence. As your attendance will be two and a half years prior to your expiry, you will be required to attend a Refresher Seminar within the specified time period before applying for your licence renewal

**Q3. *I am applying for my new licence and I have in the past assisted a few officials on the day of the meeting. Will I still have to complete the required attendance at meetings to get my licence?***

A. Yes. Credit will not be given for Assistance roles.

**Q4. *I am about to send in my licence renewal and I have read somewhere that I need to complete the renewal requirements in each discipline. Is this true?***

A. No. You are only required to complete discipline specific requirements when you are upgrading your licence. If you are just renewing you can choose any of the discipline/s to which you are accredited for that you would like to complete your requirements in.

**Q5. *I have been a Level 1 Operational Official for the past three years and I would now like to upgrade. Because I have prior experience as an official for this amount of time can I upgrade to a Level 2 Key Official without becoming a Level 1 Key Official first?***

A. No. Based on the Officials Licensing System you must complete all requirements before upgrading and one of the requirements is holding a specific level of accreditation, if you do not possess this accreditation you cannot upgrade.

**Q6. *I am a Level 2 Race Secretary and I am interested in becoming a Level 3. I have completed all the requirements except “Being appointed by MNSW in this role provisionally at three National Open Meetings under observation of an MNSW appointed Officials Assessor achieving a Pass Report”. How do I go about this?***

A. Once you have completed all the other requirements you will need to complete the “Application for Provisional Level 3 Key Official Observation” and send your application along with copies of your signed Participation Journal to the MNSW Office. Once all your other requirements have been verified we will organise the three meetings with an Officials Assessor. You will need to achieve a Pass Report for all three meetings to receive the licence upgrade.

**Q7. *I am about to send in the “Application for Provisional Level 3 Key Official Assessment & Upgrade” to upgrade to a Level 3 Clerk of Course. I am applying for both Dirt Track and Motocross. I have already completed the 150 points in each discipline. Do I have to do three provisional meetings for each discipline as well or just three in total?***

A. Yes, if you are applying for two disciplines then you will be required to attend three provisional meetings for each discipline applied for. We will organise for these meetings to take place.

**Q8. *I am about to do my first Provisional Level 3 Key Official meeting. Will I be assisting another official?***

A. No. You will be officiating in the role whilst being observed by the appointed Officials Assessor.

**Q9. *Can I choose who will observe my Provisional Meeting?***

A. No. The Officials Assessor is appointed by Motorcycling NSW.

**Q10. *Do I have to complete all my required meetings with the club I am a member of?***

A. No. There is no restriction to where you officiate as long as the meeting has been permitted by Motorcycling Australia or Motorcycling NSW.

**Q11. *If I officiate at a meeting held outside NSW does that still count?***

A. Yes.

**Q12. *What if I forget to have my Participation Journal signed when I officiate?***

A. You will need to contact the senior official from that event and organise to have it signed.

**Q13. *Am I required to send my original Participation Journal in with my licence application or can I send copies?***

A. You can send either however copies of your Participation Journal are a better idea in case your application is lost in the mail.

**Q14. *I have lost my Participation Journal. How can I prove that I have officiated at meetings?***

A. Contact the office to obtain a replacement Participation Journal, then you will need to contact the senior official who originally signed the journal and organise to have it signed again. We recommend that you regularly take copies of your Participation Journal.

**Q15. *Will my Level 3 Application be approved or denied on the basis of the Sports Committee?***

A. No. With the introduction of this Officials Accreditation System if you have fulfilled the requirements for the upgrade, then you will receive the licence upgrade.

**Q16. *I am gaining points towards an upgrade at the same time as my renewal. I have attended and passed a Clerk of Course Seminar within two years prior to my expiry date. Do I still have to attend a Refresher Course?***

A. No. If you have attended a Role Specific Seminar within two years prior to your expiry date then you are not required to attend the Refresher Seminar for your renewal, however if you have attended the role specific seminar earlier than two years prior to your expiry date you are then required to attend the Refresher seminar.

*\*\*Please note that the General Seminar cannot supersede the Refresher Seminar\*\**

**Q17. *I applied for my first licence four years ago and it is now due for renewal. Unfortunately I was unable to complete my requirements for the first two years however in the last two2 years I have completed my requirements. Because I was unable to complete the requirements in the first two years will I lose my accreditation?***

A. No. As your licence is new and you were able to complete the last half of your requirements, we will renew your licence for two years only, giving you the opportunity to complete the requirements that were missed. Once you renew again in two years, if you have completed all requirements, your licence will then be renewed for another four years. *\*\*Please note that this answer is based on a brand new licence only\*\**

**Q18. *I am completing the requirements to upgrade to a Level 1 Clerk of Course. One of the requirements is that I attend a Clerk of Course Seminar and pass the examination with 75% or higher. I received a mark of 72.5%. Can I still upgrade with this mark?***

A. No. You will need to attend the Clerk of Course Seminar again and complete the examination with a pass mark of 75% or higher.

**Q19. *I would like to upgrade to a Level 2 Race Secretary. In the Officials Accreditation System one of the requirements is:***

**Obtain 100 points**

- Act as “Key Official in Training” under supervision of Level 2 Key Official in a Competition Meeting
  - 25 points per meeting
- and / or*
- Officiate as a Level 1 Race Secretary at a Competition Meeting
  - 20 points per meeting

***Does this mean that I have to do both of these or can I choose one only?***

A. Basically you are required to obtain 100 points. There are two options in which you can gain these points. It is up to the individual as to which way they would like to do this. You can use one or a mixture of both as long as you gain the required amount of points.

**Q20. *I would like to upgrade to a Level 3 Race Secretary. In the Officials Accreditation System one of the requirements is:***

**Obtain 150 points**

- Officiate as a Level 2 Race Secretary in at least two Competition Meetings with 60 riders or more
  - (25 points per meeting)
- Officiate as a Level 2 Race Secretary at a Competition Meeting
  - (20 points per meeting)

***Can I still choose between which option I would like to obtain my points?***

A. You are required to officiate as a Level 2 Race Secretary in **at least two club meetings with 60 riders or more**. This will give you a total of 50 points. You are then required to obtain 100 points more and it is your choice as to which of the options you gain the remainder of your points.

**Q21. *What happens if I am officiating as a Level 3 Provisional Key Official at a National Open and my Assessor has to take over my position at the meeting in the interest of safety or in an extreme circumstance, do I still get credit for that meeting?***

A. No. If the Assessor is required to take over your position at the meeting you will receive an automatic fail report and will be required to attend another meeting in this position to attain three pass reports.