

ACCREDITED VOLUNTEER OFFICIAL FRAMEWORK

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PREAMBLE:

The Accredited Volunteer Official Framework gives structure to the Volunteer Official roles that are vital to motorsport events but sit outside of the Schedule L of the MotorSport Manual. This framework formally recognises these roles and puts in place a grading system to create both a pathway for progression and acknowledge of skills, experience, training and seniority within each role.

The Accredited Volunteer Official Framework and associated processes, policies and programs replace the previous Motorsport Volunteer Register (MVR), Motorsport Specialist Register (MSR) and Race / Rally Specialist Register (RSR) initiatives, with all Volunteer Officials, regardless of previous registration(s) or status, are required to re-register to the new Accredited Volunteer Official system.

1 General:

1.1 Accredited Volunteers Officials are granted accreditation via this Framework only, which is independent of the National Sporting Code and MotorSport Manual.

1.2 This Framework sets out the core Accredited Volunteer Official roles and establishes and defines grades for each role.

(1) Each role an applicant holds will have its own corresponding grade based solely for the applicants eligibility for that role only.

(2) An applicant may apply for and hold multiple roles at any one time, provided they are active in each role.

Note: *It is not practical to list each specific iteration of each Accredited Volunteer Official role and as such the only the overarching core roles are set to the interests of avoiding over-specialising and setting of overly-niche roles. Please contact MotorSport New Zealand if you require clarification over what best represents your volunteer role.*

1.2.1 MotorSport New Zealand may require proof the applicant meets the criteria set out for the roles and grades defined in this framework.

1.2.2 MotorSport New Zealand may take and/or seek advice and recommendations from third-parties to confirm an applicant meets the criteria set in this framework, however, MotorSport New Zealand shall have sole discretion over the final determination of an applicant's eligibility.

These third-parties may include, but are not limited too;

(1) A Member Club/Event Organiser

(2) A Team Leader or Senior Volunteer Official

1.2.3 MotorSport New Zealand may, at its sole discretion, waive parts of the criteria set out in this Framework on a case-by-case basis for applicants where they feel the applicant's ability to perform the role to the required standard is not hindered by not meeting the criteria set.

1.2.4 The minimum age for a MotorSport New Zealand Accredited Volunteer Official is 12 years old.

- (1) An Accredited Volunteer aged between 12-16 years of age is considered a Junior Volunteer.
- (2) A Junior Volunteer must be supervised by a competent adult Volunteer.

1.2.5 Volunteer Official Accreditation shall be valid up to the last day of the month, three-years from the date of issue.

2 Accredited Volunteer Official Roles:

2.1 The following roles are to be recognised as Accredited Volunteer Official Roles:

- (1) General Volunteer
- (2) Event Control
- (3) Event Admin / Secretary
- (4) Accident Investigator
- (5) Timing Team
- (6) Block Marshal
- (7) Flag Marshal
- (8) Pit/Service Park/Paddock/Grid Marshal
- (9) Recovery Crew
- (10) Fire/Rescue Crew
- (11) Safety / Medical Car
- (12) Warning Car

3 Accredited Volunteer Official Grades:

3.1 The following grades will be applied to each applicants Accredited Volunteer Official role.

3.2 Grade 1: New Accredited Volunteer Official:

(1) Grade 1 is aimed at:

- a. A new Volunteer Official, or;
- b. A current Volunteer Official in their first 18-months or first five events (whichever is less).

(2) Grade 1 Competencies:

- a. Keenness to learn, and;

- b. Listens to and follow instructions, and;
- c. Works well as part of a team, and;
- d. Undertaken basic induction/introduction training in their respective discipline from an experienced volunteer official, and;
- e. Demonstrated a basic understanding of Event Safety including personal safety, safety of others, communication & procedures.

3.3 Grade 2: Experienced Accredited Volunteer Official:

(1) Grade 2 is aimed at:

- a. Volunteer Officials with a minimum of 18-months of active experience in a role, and;
- b. Has established themselves in a specific role, and;
- c. Can train new Volunteer Officials, and;
- d. Can help manage a team

(2) Grade 2 Competencies:

- a. Meets all Grade 1 Competencies, and;
- b. Has clear and effective communication skills with their team, other Volunteer Officials, competitors and spectators, and;
- c. Has the skills and experience to train, instruct and support other Volunteer Officials, and;
- d. Has the ability to support their Team Leader at events, and;
- e. Undertaken training specific to their role, and;
- f. Experience in the effective use tools and equipment related to their role, and;
- g. Demonstrated an advanced understanding of Event Safety including personal safety, safety of others, communication & procedures.

3.4 Grade 3: Event/Club Team Leader or Senior Accredited Volunteer Official:

(1) Grade 3 is aimed at:

- a. Volunteer Officials with a minimum of three-years of active experience in a role, and;
- b. Regularly takes the lead in training and developing Volunteer Officials, and;
- c. Has managed a team at an event, and;
- d. Is capable of being a Team Leader at a National Championship level event.

(2) Grade 3 Competencies:

- a. Meets all Grade 2 Competencies, and;
- b. Has exceptional communication skills with their team, other Volunteer Officials, competitors and spectators, and;
- c. Has advanced skills and experience to train, instruct and support other Volunteer Officials and leads by example, and;
- d. Has the ability manage a team at events or be the Team Leader at a National Championship level event, and;
- e. Has the ability to develop and lead training for Volunteer Officials, and;
- f. Demonstrated a thorough and complete understanding of Event Safety such as managing the safety of a team and wider volunteer group as well as contributing to event safety in general, and;
- g. Has a thorough understanding of the reporting procedures in place for incidents.

4 Renewal Criteria:

- 4.1** Applicants can renew their Volunteer Official Accreditation up to 60 days prior to its expiry date or up to three-years after its expiry date.
- 4.2** Applicants must still be 'active' in their role prior to retaining their current role and grade upon renewal. To be considered active, applicants must have worked in each of their Accredited Volunteer Officials roles for three-days during the previous period of their accreditation (three years).